

# SHIRE OF MERREDIN



**“Heart of the Wheatbelt”**

**MINUTES OF ORDINARY COUNCIL MEETING**

**17 September 2013**

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

**INDEX**

<b>1.0</b>	<b>OFFICIAL OPENING .....</b>	<b>4</b>
<b>2.0</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>3.0</b>	<b>APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>4</b>
<b>4.0</b>	<b>DISCLOSURE OF INTEREST .....</b>	<b>5</b>
<b>5.0</b>	<b>PETITIONS AND PRESENTATIONS.....</b>	<b>5</b>
<b>6.0</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>5</b>
6.1	Ordinary Council Meeting held 20 August 2013 .....	5
<b>7.0</b>	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION .....</b>	<b>5</b>
<b>8.0</b>	<b>MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....</b>	<b>5</b>
17.1	Enterprise Bargaining Agreement – Outside Workforce.....	5
<b>9.0</b>	<b>RECEIVAL OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL.....</b>	<b>5</b>
9.1	GECZ Executive Meeting Minutes held 7 August 2013 .....	5
9.2	LEMC Meeting Minutes held 13 August 2013 .....	5
9.3	WE-ROC Council Meeting Minutes held 21 August 2013.....	6
9.4	GECZ Executive Meeting Minutes held 22 August 2013 .....	6
<b>10.0</b>	<b>DEVELOPMENT SERVICES .....</b>	<b>7</b>
<b>11.0</b>	<b>ENGINEERING SERVICES .....</b>	<b>8</b>
<b>12.0</b>	<b>CORPORATE AND COMMUNITY SERVICES.....</b>	<b>9</b>
12.1	LIST OF ACCOUNTS PAID .....	9
12.2	MONTHLY FINANCE REPORT .....	10
12.3	CENTRAL WHEATBELT VISITOR CENTRE - RESOURCING AND OPERATION .....	11
12.4	STATE GOVERNMENT ASSISTANCE GRANT.....	14
12.5	REPLACEMENT SYNTHETIC GREENS AT MERREDIN REGIONAL CENTRE AND LEISURE CENTRE.....	16
	<b>CARRIED 8/0 .....</b>	<b>17</b>
<b>13.0</b>	<b>ADMINISTRATION .....</b>	<b>18</b>
13.1	FEE WAIVER – MRC&LC AND CUMMINS THEATRE .....	18
13.2	CHRISTMAS FUNCTION 2013 .....	21
13.3	CUMMINS THEATRE – FEES & CHARGES – SET-UP.....	25
13.4	CLGF 2012/13 ALLOCATION – IMPLICATIONS OF GOVERNMENT DECISION .....	26
13.5	COUNCIL CHRISTMAS OPENING TIMES 2013 .....	29
13.6	MRC&LC - OPERATIONAL REVIEW PROGRESS REPORT .....	31
<b>14.0</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>33</b>

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

<b>15.0</b>	<b>QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>33</b>
<b>16.0</b>	<b>URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION .....</b>	<b>33</b>
<b>17.0</b>	<b>MATTERS BEHIND CLOSED DOORS.....</b>	<b>33</b>
17.1	Enterprise Bargaining Agreement – Outside Workforce.....	33
<b>18.0</b>	<b>CLOSURE.....</b>	<b>33</b>

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

**Minutes of the Ordinary Meeting of the Shire of Merredin held in the Council  
Chambers, Corner King and Barrack Streets, Merredin on  
Tuesday 17 September 2013 commencing at 3.00pm.**

**ATTENDANCE:**

Councillors:	KA Hooper	
	RM Crees	
	BJ Anderson	
	DN Hayes-Thompson	
	T McFarlane	
	D Morris	
	M Morris	
	W Wallace	
Leave of Absence:	DM Crook	
Gallery:	Maria Young	
	John Flockart	
Staff:	G Powell	Chief Executive Officer
	L Wyatt	Executive Assistant to Chief Executive Officer
	S Lowe	Communications & Media Officer

---

**1.0 OFFICIAL OPENING**

The Shire President welcomed those present and declared the meeting open at 3.00pm.

John Flockart and Maria Young were introduced as two of the newly elected Councillors and the CEO welcomed and introduced Sheree Lowe as the newly appointed Communications and Media Officer.

**2.0 PUBLIC QUESTION TIME**

Nil

**3.0 APOLOGIES AND LEAVE OF ABSENCE**

Cr Crook has approved leave of absence from this meeting.

**81208** Moved: Cr McFarlane                      Seconded: Cr Hayes-Thompson  
***That Councillor McFarlane be granted leave of absence for the October ordinary Council meeting.***

**CARRIED 8/0**

**4.0 DISCLOSURE OF INTEREST**

Nil

**5.0 PETITIONS AND PRESENTATIONS**

Nil

**6.0 CONFIRMATION OF MINUTES**

Confirmation of the minutes of the Ordinary Council Meeting held on 20 August 2013.

6.1 Ordinary Council Meeting held 20 August 2013

[Attachment 6.1A](#)

**81209**

Moved: Cr M Morris

Seconded: Cr D Morris

**Officer's Recommendation**

*That the minutes of the Ordinary Council Meeting held on 20 August 2013 be confirmed as a true and correct record of proceedings.*

**CARRIED 8/0**

**7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Nil

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

17.1 Enterprise Bargaining Agreement – Outside Workforce

**9.0 RECEIVAL OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**

9.1 GECZ Executive Meeting Minutes held 7 August 2013

[Attachment 9.1A](#)

9.2 LEMC Meeting Minutes held 13 August 2013

[Attachment 9.2A](#)

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

9.3 WE-ROC Council Meeting Minutes held 21 August 2013  
[Attachment 9.3A](#)

9.4 GECZ Executive Meeting Minutes held 22 August 2013  
[Attachment 9.4A](#)

**81210**

Moved: Cr Anderson                      Seconded: Cr Wallace

***Officers Recommendation***

***That the minutes of the GECZ Executive Meeting held 7 August 2013, LEMC Meeting held 13 August 2013, WE-ROC Council Meeting held 21 August and the GECZ meeting held 22 August be received en bloc.***

**CARRIED 8/0**

**10.0 DEVELOPMENT SERVICES**

---

Nil.

**11.0 ENGINEERING SERVICES**

---

Nil.



**12.0 CORPORATE AND COMMUNITY SERVICES**

---

**12.1 LIST OF ACCOUNTS PAID**

<b>Reporting Department:</b>	Finance & Administration
<b>Reporting Officer:</b>	Evelyn Arnold
	Finance and Administration
<b>Legislation:</b>	Local Government Act 1995 & Financial Management Regulations
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	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**

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 \$49,140.05.

**81211** Moved: Cr M Morris                      Seconded: Cr B Anderson

**Officer's Recommendation**

*That Council receive the schedule of accounts as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$747,445.87 from Council's Municipal Fund Bank Account and \$0.00 from Council's Trust Account.*

**CARRIED 8/0**

12.2 **MONTHLY FINANCE REPORT**

<b>Reporting Department:</b>	Finance and Administration
<b>Reporting Officer:</b>	Evelyn Arnold
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Monthly Finance Report

---

**Background**

The Monthly Finance Report is attached for Council's information.  
([Attachment 12.2A](#))

**Statutory/Policy Implications**

Local Government Act 1995 and Financial Management Regulations.

**Financial Implications**

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

**81212** Moved: Cr D Morris                      Seconded: Cr W Wallace

**Officer's Recommendation**

***That Council receive the Monthly Finance Report for August 2013.***

**CARRIED 7/1**

12.3 **CENTRAL WHEATBELT VISITOR CENTRE - RESOURCING AND OPERATION**

<b>Reporting Department:</b>	Corporate & Community Services
<b>Reporting Officer/Authors:</b>	Evelyn Arnold/Robyn McCarthy
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Shire of Merredin Tourism Feasibility Study <a href="#">(Attachment 12.3A)</a>

---

**Background**

In May 2013 Council considered a number of options regarding the operation of the Central Wheatbelt Visitors Centre (CWVC). Council resolved to:

*“That Council adopt option 6 as a short term solution from 1 July, 2013 with support given to conducting a feasibility study and consultation on the practicalities of co-locating the Central Wheatbelt Visitor Centre with the Railway Museum as outlined in Option 5.”*

Options 5 and 6 are outlined below;

**Option 5: Reduce the Opening Hours on Weekends, Public Holidays and Staff Weekends with Casual Staff and Existing Museum and CWVC Volunteers and Collocate the CWVC at the Railway Museum.**

This option is more a medium to long term solution. It would give the CWVC a higher visibility with a highway position. It would allow the Railway Museum to extend its opening hours improving visitor access to this tourist attraction. This option could also better utilise the limited volunteer base by pooling resources. More traffic could also create a revenue stream. In addition, the existing CWVC building could be leased to a community group or business or demolished creating an additional revenue stream or reducing Council’s asset management costs.

**Option 6: Reduce the Opening Hours to Week Days Only**

This option would cut costs below those currently incurred and would still leave the option to staff the CWVC by volunteers available. A variance on this option could be to open Monday to Friday and four (4) hours on Saturday with the equivalent number of hours being taken off in the following week.

**Comment**

Recently Councillor Martin Morris approached Edith Cowan University which produced a Tourism Feasibility Study for the Shire of Merredin (a copy is attached). The report makes the following key recommendations;

1. The CWVC is in an “ideal location, being centrally located” - this finding is supported by the community and the regional tourism groups. The current location at 85 Barrack Street is ideally suited to accommodate visitor’s Caravans and RV’s in the extensive Barrack Street car park. However, the existing CWVC building has more room

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

for expansion and there has been some discussion that some unutilised space within and outside the building could be an opportunity to become an interpretive site that could grow to be a focal point in the heart of Merredin's Town Centre.

2. Relocation of the Museums - the report suggests that the co-location and relocation of both the Merredin Railway and the Military Museum into the RAAF No.10 Stores Depot on Railway Avenue. The suggestion is that this could assist with the issue of the shortage of volunteers. However, this solution may not be practical. The Railway Museum's current location is the most logical site in the old Merredin Railway Station along the rail line. The current location defines its collection and provides an excellent historical context. The Military Museum's current location and exhibition size is in keeping with the Military Museum building and surrounding yards. Should they be required to relocate to the No. 10 stores the cost of upkeep of this large facility could be prohibitive and the exhibits have to be dramatically increased to accommodate the space. In addition, the proximity to the CWVC leads itself to the possibility of these two sites being managed by CWVC staff in the future.
3. Wind Farm tours – as Collgar is a private enterprise they do not currently see tourism as part of their role. The logistics and legal costs of undertaking this venture could also prove prohibitive.
4. Walk trails, signage, promotion, marketing and communication - There is funding this year to establish walking and cycling trails in and around the CBD and the Merredin area. Part of this funding includes an allowance for signage. Officers are also looking at the overall social media, marketing and promotion of the Shire activities including tourist attractions. More effective signage located at the Visitor Centre to direct visitors to the Museums and Pioneer Park is also an option to consider and funds have also been budgeted in the 2013/14 budget for an electronic sign. The need for a communication strategy was highlighted during the integrated planning process recently undertaken by Council.
5. Volunteers - The key issue with sourcing volunteers for the CWVC and the museums is the expectation of a long term weekend commitment. There is also a considerable amount of responsibility and the expectation of being able to work unsupported. Centrelink may provide another source of candidates, but typically they are hoping for permanent paid employment. However the possibility of a work trial is being investigated. The Shire of Merredin is already involved in a work experience program with the Merredin College, but again this unlikely to resolve the volunteer staffing shortage for the weekend and the program requires that the students are supervised. There is, therefore, still no immediate resolution to the ongoing problem of a

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

reducing pool of volunteers. Advertising for volunteers at senior's outlets could attract some interest that would not otherwise be noticed in the Mercury or notice boards but again suggesting allowing people to volunteer with others is not an option for weekends. However, the CWVC continues to liaise with local volunteer resource networks (CRC) and explore staffing options.

The Council decision to staff the weekends with volunteers has resulted in the CWVC being closed most weekends since 1 July 2013. This has resulted in reduced visitor servicing number in comparison to last year thus also reducing the revenue stream. Over a two year period the CWVC staff have worked hard at attracting new local and regional suppliers to retail their products through the CWVC. As a result of weekend closure we are reducing the exposure of our local and regional products and ultimately their businesses.

**Statutory/Policy Implications**

Nil.

**Financial Implications**

Many of the initiatives have been included in the 2013/14 budget or are self-funding.

**81213** Moved: Cr Crees                      Seconded: Cr Wallace

**Officer's Recommendation**

***That Council acknowledges receipt of the Tourism Feasibility Study and it be referred back to Staff for further consideration.***

**CARRIED 8/0**

12.4 **STATE GOVERNMENT ASSISTANCE GRANT**

<b>Reporting Department:</b>	Corporate and Community Services
<b>Reporting Officer:</b>	Evelyn Arnold
<b>Author:</b>	Marilyn Sayers
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Applications for funding from: Merredin Senior Centre, Merredin Youth Voice x 2 and Burracoppin CWA ( <a href="#">Attachment 12.4A</a> )

---

**Background**

The \$10,000 State Government Assistance Grant has been received and following community consultation, three further applications for funding have been received.

**Comment**

The Merredin Senior Centre is requesting \$1000 for a day tour or perhaps 2 half day tours. It could be argued that the purpose of the Grant is to provide a broad community benefit from activities held within the wider community. If this premise is agreed this application could not be supported.

The Merredin Youth Voice group are requesting \$2000 towards the cost of the bands for the planned music festival in December. In a second request they are asking for a \$2000 contribution to their planned adventure trip to Perth in November. The outcome of an application for a Youth Activities grant has not yet been advised. The first application is recommended for support but the second is not on the basis that the funds will be expended outside the community and will benefit a discrete sector of the community.

Burracoppin CWA are requesting \$1500 as a combined request for them starting up a community support hub and the 2013 Burracoppin Christmas Tree.

**Statutory/Policy Implications**

Nil

**Financial Implications**

It should be noted that \$3,000 remains unallocated with a deadline remaining of October 2013.

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

**Officer's Recommendation**

***That Council support the applications from Merredin Youth Voice for \$2,000 towards the cost of the proposed music festival and Burracoppin CWA and all applicants be advised accordingly.***

**81214** Moved: Cr M Morris                      Seconded: Cr Wallace                      CARRIED

**Officer's Recommendation**

***That this matter lay on the table until the November Council meeting.***

**CARRIED 8/0**

The reason for a resolution differing from the Officer's Recommendation was to give time for adequate advertising to take place in accordance with resolution 81196, part 2 of the August 2013 meeting.

Councillor Wallace declared an Interest Affecting Impartiality in this item as he is a member of the Civic Bowling Club.

**81215** Moved: D Morris      Seconded: Hayes-Thompson  
*That Standing Orders be suspended at .*

**CARRIED 6/2**

**81216** Moved: Cr Hayes-Thompson      Seconded: Cr Anderson  
*That Standing Orders be resumed.*

**CARRIED 8/0**

12.5 **REPLACEMENT SYNTHETIC GREENS AT MERREDIN REGIONAL CENTRE AND LEISURE CENTRE**

**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:** Application to Department of Sport and Recreation (incomplete) ([Attachment 12.5A](#))  
Supplier Quotes x 2 and Plans and Maps ([Attachment 12.5B](#))

---

**Background**

The existing greens at the MRCLC have been in use since 2007. They are showing signs of wear and tear on the tensioned edges, where the edges are pulling away and also at points where damage has occurred through vandalism (star pickets thrown onto the greens from oval side some time ago). Remedial repairs have been completed by putting a canvas strip in the tensioned edges by the Civic Bowling Club committee.

**Comment**

It is a concern that if the wear and tear is not addressed the risk of a trip hazard to players will increase and the integrity of play will be compromised. It is believed that the only course of action is to replace the greens as soon as possible.

The greens are used for over one hundred days per calendar year for sporting fixtures. It is a priority for players to ensure the greens are seen the best light to firstly attract more players into active sport and the players proud to play on well maintained greens.

The Civic Bowling Club has increased its membership by 8 players so far this year and has a strategy to increase their membership by 10% each year.



MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

The Department of Sport and Recreation manager based in Northam has viewed the bowling green and is aware of the greens' condition. The application attached is not complete; awaiting specific membership numbers, and consultation details with Bowls WA. This information will not significantly impact the application nor change the implications for the Shire Council in making a decision to support, or not, the submission.

Applications close on 30 September 2013 and must be submitted by post and not electronically.

**Statutory/Policy Implications**

Nil

**Financial Implications**

\$113,000 has been budgeted for the 2013/2014 financial year.

**Officer's Recommendation**

*The Council support the application to the Department of Sport and Recreation for \$98,246 excluding GST.*

**81217** Moved: Cr D Morris                      Seconded: Cr McFarlane

**Resolution**

*The Council support the application to the Department of Sport and Recreation \$98,246 excluding GST for the replacement of bowling green playing surfaces.*

**CARRIED 8/0**

**13.0 ADMINISTRATION**

---

**13.1 FEE WAIVER – MRC&LC AND CUMMINS THEATRE**

<b>Reporting Department:</b>	Administration
<b>Reporting Officer:</b>	CEO
<b>Author:</b>	Lorraine Wyatt
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	FM 21/01
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Correspondence <a href="#">(Attachment 13.1A)</a>

---

**Background**

Correspondence has been received from Fun for a Cause which has received assistance via way of fee waiver from the Shire of Merredin on two separate occasions.

Fun for a Cause would like to make this arrangement permanent whereby Council waives venue hire for MRC&LC and Cummins Theatre.

**Comment**

In the two and a half months to the September Council meeting the following resolutions have been determined:

July 2013

Fee Waiver - Youth Activity/Music Event - \$1,442.00

**31177** Moved: Cr Anderson                      Seconded: Cr Wallace

**Resolution**

***That Council endorse the request to waive all fees payable for the “Bring on Summer” music event to be held at MRC&LC as an in kind contribution towards youth activities in Merredin but, that Merredin Youth Voice be advised they are responsible for the all set up, cleaning and rubbish removal at their own cost and that the Shire be recognised as a major sponsor.***

**CARRIED 7/1**

July 2013

Fee Waiver - Merredin Fine Arts Society - \$2,128.50

**31179** Moved: Cr D Morris                      Seconded: Cr McFarlane

**Resolution**

***That option 2 as outlined above be adopted and that cost issues such as utilities and cleaning be delegated to staff to resolve.***

**CARRIED 5/3**

***Cr Crees requested that his vote be recorded in the negative.***

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

August 2013

Merredin Netball Association – \$621.50

81299 Moved: Cr D Morris

Seconded: Cr McFarlane

**That Council adopt Option 1 being to waive fees applicable to Friday**

**CARRIED 6/1**

Other requests have also been made such as Nukarni Football Clubs request for discounting of drinks pricing for their wind up which was denied

The net cost of operating Cummins Theatre has increased from \$169,784 in 2012/13 to \$194,578 in 2013/14 an increase of \$24,794. The net cost of operating MRC&LC is \$610,210.

The Schedule of Fees and Charges adopted by Council for the 2013/14 Financial Year allows for Community Organisations to be charged a significantly discounted rate which is assumed should cover costs such as utilities (electricity and water), at a minimum. These charges are:

Theatre hire – more than 4 hours (community)	\$440.00
plus Tivoli room hire – more than 4 hours (community)	\$181.50
kitchen hire (at \$11.00 per hour assumed use of 4 hours)	44.00
MRC&LC Large Function Room	\$358.00
Kitchen hire (at \$22.00 per hour assumed use of 4 hours)	\$88.00

It is assumed that setup can be undertaken within the “more than 4 hours” time frame and that no other assistance is required. There are additional charges applicable should staff assistance be required at either venue or an additional day/half day of set up.

It is also noted that the bar at Cummins Theatre is generally being operated by other community organisations at such events and substantial profits have reportedly been made but there is no offer of/or donation made to Council to cover costs.

Page 22 of the Strategic Community Plan, “Community Spirit” states; *Events and activities: The Shire will support (directly and indirectly) events and activities that encourage enhance community pride and cohesion.*

This does not mean to the detriment of the operational viability of the facilities requested.

**Statutory/Policy Implications**

Nil

**Financial Implications**

Fees waived to date total \$4,192.00. There is a further potential loss of revenue in the order of \$1,115.50 or more depending on requirements as well as the loss of alcohol sales at Cummins Theatre which is unquantifiable. Cleaning and utilities costs will also be at Council's expense.

If Council chooses to waive the hire fees, the cumulative total fees waived for the 2013/14 financial year will be \$5,307.00 with a further 9 months of this financial year remaining.

**81218** Moved: Cr M Morris                      Seconded: Cr Anderson

**Officer's Recommendation**

*That "Fun for a Cause" be advised that that Council does not support the waiver of fees for the annual events as requested as the "community" fees and charges offers a significant discount for eligible community groups.*

**CARRIED 8/0**

**81219** Moved: Cr M Morris                      Seconded: Cr D Morris

*That "Fun for a Cause" be granted permission to run the bar at Cummins Theatre until the 31 December 2013.*

**LOST 2/6**

**81220** Moved: Cr Wallace                      Seconded: Cr

*That "Fun for a Cause" be granted permission to run the bar at Cummins Theatre for its event in November 2013.*

**MOTION LAPSED FOR WANT OF A SECONDER**

13.2 **CHRISTMAS FUNCTION 2013**

<b>Reporting Department:</b>	Administration
<b>Reporting Officer:</b>	CEO
<b>Author:</b>	Lorraine Wyatt
<b>Legislation:</b>	Council Policy Manual
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

---

**Background**

Council Policy 1.13 states *“That Council provide a joint Christmas Function for Councillors, Council staff and immediate families. The Chief Executive Officer is to place an item on the Council agenda no later than November of each year requesting Council to set a date and location for the function.”*

In previous years Christmas Functions have been held at the Merredin Regional Community and Leisure Centre (MRC&LC) with between 70 - 90 adults and children attending.

The MRC&LC works well as a venue and the perception that it is a “neutral location” has resulted in the attendance of more staff in recent years, particularly from the Engineering Services Crew.

**Comment**

MRC&LC venue is seen as a popular option. This option allows a “self-service” style of catering for food and drinks and gives all staff time to relax and socialise without feeling the pressure or expectation to wait on other staff as customers.

**Statutory/Policy Implications**

Council Policy 1.13 refers.

**Financial Implications**

There is an allocation in the 2013/2014 Budget at Account E041110 - Refreshments and Receptions of \$20,000 (of which \$3,000 has been allocated to the Christmas Party)

**Officer’s Recommendation**

***That the 2013 Christmas Function be held on Friday 13 December 2013 at the Merredin Regional Community and Leisure Centre in the form of a catered buffet.***

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

**81221** Moved: Crees                      Seconded: Cr Anderson

**Resolution**

*That the 2013 Christmas Function be held on Friday 20 December 2013 at the Merredin Regional Community and Leisure Centre in the form of a catered buffet.*

**CARRIED 8/0**

13.3 **COUNCIL BI-ANNUAL DINNER FUNCTION / RETIREMENT OF COUNCILLORS**

<b>Reporting Department:</b>	Administration
<b>Reporting Officer:</b>	CEO
<b>Author;</b>	Lorraine Wyatt
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	Policy 1.4, Policy 1.14
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

---

**Background**

Council Policies 1.4 and 1.14 state:

1.4 Retirement of Councillors – Gift & Function

*Upon retirement of a Councillor, an official presentation and function shall be held to recognise the Councillor's service to the Council. A gift as follows shall be presented to the Councillor:*

- *A gift suitably inscribed with the Council crest (or another presentation of a similar value) and a presentation plaque.*
- *In the event a Councillor has also served as Shire President, an additional presentation, as considered appropriate by the Council.*

*Where possible, the function held to recognise retiring Councillors (whether they voluntarily retire or retire through not being re-elected), shall be held in conjunction with a function to welcome newly elected Councillors after the bi-annual election – refer to Policy 1.14.*

1.13 Council Bi-Annual Dinner Function

*That Council hold a formal dinner function every two years following the local government election.*

- *To formally recognise the contributions of all Councillors to the Merredin Shire.*
- *To farewell and acknowledge retiring Councillors*
- *To welcome newly elected Councillors*

*Where possible, the function held to recognise retiring Councillors (whether they voluntarily retire or retire through not being re-elected), shall be held in conjunction with a function to welcome newly elected Councillors within 21 days of the bi-annual October election.*

*Once Council has set a date for the dinner function, the Chief Executive Officer is to arrange catering, bookings and final arrangements.*

**Financial Implications**

There is a provision in the 2013/2014 Budget at Account E041110 Refreshments and Receptions of \$20,000.00.

**Comment**

Reference in Policy 1.14 to where possible holding the dinner function within 21 days of the election may want to be reconsidered by Council in view of the seasonal demands following an October election (e.g. harvest, Christmas period etc).

The 2012 function was held on Tuesday 25 October at the Administration Office in the form of a catered buffet. It is therefore proposed to hold a similar function following the November 2013 Council Meeting commencing at 7.30pm

**Officer's Recommendation**

*That the Council Bi-Annual Dinner Function, pursuant to Council Policies 1.4 and 1.14, be held at the Administration Office Executive Lounge on Tuesday 19 November 2013 following the Council meeting.*

**81222** Moved: Cr Anderson                      Seconded: Cr M Morris

**Officer's Recommendation**

- 1**     *That the October Ordinary Council meeting date be changed from the Tuesday 15<sup>th</sup> to Tuesday 22<sup>nd</sup> October 2013.*
- 2**     *That the Council Bi-Annual Dinner Function, pursuant to Council Policies 1.4 and 1.14, be held at the Administration Office Executive Lounge on Tuesday 22th October 2013 following the Council meeting.*

**CARRIED 8/0**



13.3 **CUMMINS THEATRE – FEES & CHARGES – SET-UP**

<b>Reporting Department:</b>	Administration
<b>Reporting Officer:</b>	CEO
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

---

**Background**

At the last Council Meeting, Council resolved to accede to a request from a local sporting organisation not to levy a charge on it for use of the Theatre in setting up for a function on the following night.

**Comment**

An interpretation from Council's resolution is that it is inequitable to charge a fee under the current schedule of fees and charges when the building is not in actual use although it can be argued that some costs are incurred by the Shire by having the building in operation albeit in a limited capacity.

In order to redress the shortcoming in the fees and charges, it is suggested that an hourly fee be imposed specifically for set up rather than having to rely on the broader fee. As a guide there is currently an hourly rehearsal fee of \$33.00 which allows for limited use of the Theatre (stage only). It is suggested that this fee would be appropriate in the setup circumstance.

**Statutory/Policy Implications**

Nil

**Financial Implications**

A minor increase in revenue may result.

**Officer's Recommendation**

***That the fees and charges applicable to the Cummins Theatre be amended by the introduction of a new fee for function set-up of \$33 per hour.***

**81223** Moved: Cr Crees

Seconded: Cr Anderson

**Resolution**

***That the fees and charges applicable to the Cummins Theatre be amended by the introduction of a new fee for function set-up of \$33 per hour up to a maximum of 2 hours.***

**CARRIED BY ABSOLUTE MAJORITY 7/1**

13.4 **CLGF 2012/13 ALLOCATION – IMPLICATIONS OF GOVERNMENT DECISION**

<b>Reporting Department:</b>	Administration
<b>Reporting Officer:</b>	CEO
<b>Legislation:</b>	Nil
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Summary of documentation <a href="#">(Attachment 13.5A)</a>

---

**Background**

The Department of Regional Development has recently advised that Council's individual 2012/13 CLGF allocation of approximately \$535,000 will not be paid out because the acquittal of the previous years' allocations had not been completed by the end of June 2013.

**Comment**

Council would be aware that this allocation is approximately 30% of the cost of the synthetic surface and has been expended. Staff had been advised that the Agreement for the 2012/13 year would be finalised on the acquittal of the earlier years' allocations and this was in the process of being completed. There had been no notification of any deadline to complete the process.

A short summary of the timelines and supporting documentation is attached.

A letter was emailed to the Director General of the Department with a copy to the local Member of Parliament. At the time this agenda item was prepared no response from either had been received.

It would appear that a number of Councils in country WA are in the same position as Merredin with the funds being "withheld" being in the tens of millions. As such the issue was referred to the WALGA State Council meeting on 4 September as a matter of urgency for WALGA to intercede with the State Government on behalf of each Council.

Although it is acknowledged that 2013/14 funding may be withdrawn the State Government should be held to account for funds allocated in previous years although it is acknowledged that it has cancelled funding before.

It should also be noted that the fate of the regional CLGF funding is yet to be ascertained.

Council should continue to pressure the State Government to honour its 2012/13 allocation.

**Statutory/Policy Implications**

Nil

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

**Financial Implications**

The financial implications are significant. Receipt of the CLGF allocation has been included in the current budget.

Staff have reviewed the budget and have identified the following projects initially for deferral until the next financial year or deletion. These projects total \$701,000. There is a requirement to trim \$535,000 to cover the shortfall.

However, it should be noted that only deferring the expenditure adds to the bottom line and the additional rate imposition of \$535,000 for next year is an additional 16% on top of the preliminary estimate of around 7%. Therefore Council will need to prioritise the list of projects in order of importance. There may be an opportunity for some to proceed if operational savings are found or there are funding windfalls otherwise they may need to be abandoned.

Some assumptions were made when the list was compiled. These are:

- No changes to reserves
- No changes to current fees and charges

E113500 - Parks and reserves – remove.	50,000.00
E113070 – Golf Club demolition \$60K – defer to 2014/15 budget.	60,000.00
Bowling green resurfacing – move to 2014/15 budget. RDA funding of \$121K is not guaranteed. DSR funds not yet confirmed. Council allocation of \$116K could be deferred.	116,000.00
Maintenance truck disposal. How much will we get?	
Plant and equipment – Roller. Defer to 2014/15	245,000.00
E135100 CBD Implementation – defer to 2014/15	230,000.00

**81224** Moved: Cr D Morris    Seconded: Cr Anderson  
*That Standing Orders be suspended.*

**CARRIED 7/1**

**81225** Moved: Cr Wallace                      Seconded: Cr Crees  
*That Standing Orders be resumed.*

**CARRIED 8/0**

**81226** Moved: Cr Wallace                      Seconded: Cr Crees

**Officer's Recommendation**

***1. That Council continue to lobby the State Government on an individual basis and with WALGA to see payment of all 2012/13 CLGF allocations are made.***

***2. That Council prioritise the projects listed above to a value of \$535,000 and they not be proceeded with in the 2013/14 financial year.***

**CARRIED 8/0**

**81227** Moved: Cr Wallace                      Seconded: Cr Crees

***That the golf club demolition, plant purchase and CBD implementation as per the list above be deferred to the 2014/15 financial year subject to the final determination by the State Government.***

**CARRIED 8/0**

MINUTES OF THE SHIRE OF MERREDIN COUNCIL MEETING  
TUESDAY 17 SEPTEMBER 2013

---

13.5 **COUNCIL CHRISTMAS OPENING TIMES 2013**

**Reporting Department:** Administration  
**Reporting Officer:** CEO  
**Author:** Lorraine Wyatt  
**Legislation:** Nil  
**File Reference:** Nil  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

---

**Background**

In 2010, 2011 and 2012 the Council Administration Centre and Shire facilities closed for the period between Christmas and New Year. This is an extremely quiet period with public visitations being minimal. This is also the case with the Shire telephone service. It is understood that dealings with the Shire by the public are generally concluded before Christmas or left until after the New Year.

**Comment**

A number of staff have already indicated a desire to take annual leave, rostered days off (RDO) or time in lieu between Christmas and New Year. With some leave accruals becoming substantial, it is preferential that staff are encouraged to utilise this time to spend with friends and family and recharge if they so desire.

Council offices will be closed on Wednesday and Thursday 25 and 26 December 2013 and Wednesday 1 January 2014 as recognised public holidays. It is therefore requested that Council remain closed on the additional three days being Friday 27, Monday 30 and Tuesday 31 December 2013.

Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dec 2013	23	24	25	26	27	28
29	30	31				
Jan 2014			1	2	3	

All opening times for Christmas and New Year for the Council Administration Centre and community facilities will be widely advertised in advance.

On-call arrangements will be put in place prior to the Christmas period to ensure that emergencies can be responded to. Senior staff will be available on mobile phone and emergency contact details will also be advertised.

**Statutory/Policy Implications**

Nil.

**Financial Implications**

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

**81228** Moved: Cr Crees                      Seconded: Cr Hayes-Thompson

**Officer's Recommendation**

*That Council endorse the Administration Centre and Shire facilities being closed to the public from Wednesday 25 December 2013 to Wednesday 1 January 2014 (inclusive) and that the hours of operation and emergency contact be extensively advertised to the community.*

**CARRIED 7/1**

Councillor Hooper declared an Interest Affecting Impartiality in this item as he is a member of the Merredin Tennis Club.

13.6 **MRC&LC - OPERATIONAL REVIEW PROGRESS REPORT**

**Reporting Department:** MRC&LC  
**Reporting Officer:** CEO  
**Author:** Mark Turner  
**Legislation:** Local Government Act 1995  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Attachments:** MRC&LC Operational Review Progress Report

---

**Background**

Following the resignation of the Merredin Regional Community and Leisure Centre Manager in April 2013 and the failure to recruit a suitably qualified replacement, the CEO approached Recreation Facilities and Services Consultant, Mark Turner, to undertake an operational review and act as 'Caretaker Manager' for the interim period.

**Comment**

Two key issues were identified as priorities, namely the Fees and Charges Schedule and the Management of the Grandstand Bar and are the subject of the progress report presented in [Attachment 13.7A](#)

**Statutory/Policy Implications**

The Local Government Act 1995 allows for the imposition of fees and charges as outlined in section 6.16 and 6.17.

**Financial Implications**

Any increase in fees will be reflected in the budgeted revenue.

Cr Hayes-Thompson and Cr McFarlane left the meeting at 4.27pm

Cr Hayes-Thompson and Cr McFarlane returned to the meeting at 4.29pm

**Officer's Recommendation**

**81229** Moved Cr M Morris                      Seconded: D Morris  
***That the adopted Fees and Charges schedule for 2013/14 be amended to include the four additional items as listed in Attachment 13.7A***  
**CARRIED BY ABSOLUTE MAJORITY 8/0**

**81230** Moved Cr Anderson                      Seconded Cr Wallace  
***That the MOU Agreements for resident Clubs of the MRC&LC be replaced with simple Regular/Seasonal Facility Hire Forms that can still recognize any Special terms listed in the Club's existing MOU Agreement.***  
**CARRIED 8/0**

**81231** Moved: Cr Crees                      Seconded: Cr Wallace  
***That an advertisement be placed seeking a Bar Manager for the Grandstand Bar under a two year incentive based contract.***  
**CARRIED 6/2**

Cr M Morris, D Morris and Cr Anderson are in support of the following rescission motion.

**81232** Moved: M Morris                      Seconded Cr Crees  
***That resolutions 31092 and 30929 calling for expressions of interest to lease the bar be rescinded.***  
**CARRIED 6/2**



**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

Maria Young and John Flockart left the meeting at 4.55pm and did not return.

**17.0 MATTERS BEHIND CLOSED DOORS**

**81233** Moved: Cr Crees          Seconded Cr Hayes-Thompson  
*That the meeting move to behind closed doors at 4.56pm.*

**CARRIED 8/0**

**81234** Moved Cr Anderson          Seconded Cr Hayes-Thompson  
*That the meeting resume in open session at 5.02pm*

**CARRIED 8/0**

17.1 Enterprise Bargaining Agreement – Outside Workforce

**81235** Moved: Cr Anderson          Seconded: Cr Hayes-Thompson  
**Officer's Recommendation**  
*That the draft Enterprise Bargaining Agreement, as attached, be endorsed.*

**CARRIED 8/0**

**Note: Payment of leave loading (as mentioned in clause 22 of the EBA), is not discretionary.**

**18.0 CLOSURE**

The President thanked the outgoing Councillors for their service to the Merredin community.

There being no further business the President declared the meeting closed at 5.04pm