



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday 17 January 2017
Commencing 3.00pm



Notice of Meeting



Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday 17 January 2017 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

1.00pm Briefing Session

3.00pm Council Meeting

GREG POWELL
CHIEF EXECUTIVE OFFICER

12 January 2017

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

WEROC	Wheatbelt East Regional Organisation of Councils
GECZ	Great Eastern Country Zone
WALGA	Western Australian Local Government Association
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
DCEO	Deputy CEO
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
EMCS	Executive Manager of Corporate Services
EA	Executive Assistant to CEO
LPS	Local Planning Scheme
LGIS	Local Government Insurance Services
SRP	Strategic Resource Plan
CBP	Corporate Business Plan
CSP	Community Strategic Plan
MRCLC	Merredin Regional Community and Leisure Centre
CWVC	Central Wheatbelt Visitors Centre
MoU	Memorandum of Understanding

Shire of Merredin
Ordinary Council Meeting
3:00pm Tuesday 17 January 2017



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr KA Hooper	President
Cr RM Crees	Deputy President
Cr BJ Anderson	
Cr CA Blakers	
Cr LN Boehme	
Cr MA Crisafio	
Cr JP Flockart	
Cr ML Young	

Staff:

G Powell	CEO
P Zenni	EMDS
V Green	EA to CEO

Members of the Public:

Apologies:

Approved Leave of Absence: Cr MD Willis (CMRef 81878)

3. Public Question Time

Members of the public are invited to present questions to the President about matter affecting the Shire of Merredin and its residents.

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes of the Previous Meeting

7.1 [Ordinary Council Meeting held on 20 December 2016](#)

8. Announcements by the Person Presiding without discussion

9. Matters for which the Meeting may be closed to the public

10. Receipt of Minutes of Committee Meetings

Nil

11. Recommendations from Committee Meetings for Council consideration

Nil

12. Officer's Reports – Development Services

12.1 [Town Planning Scheme No. 6 - Planning Policy Review](#)

12.2 [Town Planning Scheme No. 6 - Amendment No 5](#)

13. Officer's Reports – Engineering Services

Nil

14. Officer's Reports – Corporate and Community Services

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Policy Manual Review – Policy 3.19 - Community Funding](#)

14.4 [Burracoppin Football Club](#)

14.5 [Merredin Tourism Plan 2017](#)

14.6 [Shire of Merredin Business Continuity Plan](#)

14.7 [Visitor Accommodation Study January 2016](#)

14.8 [Central Wheatbelt Visitor Centre Business Plan Review](#)

15. Officer's Reports – Administration

15.1 [Policy Manual Review – Policy 1.14 – Mobile Phone Use During Council and Committee Meetings](#)

16.	Motions of which Previous Notice has been given
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Nil

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

18.	Urgent Business Approved by the Person Presiding or by Decision
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19.	Matters Behind Closed Doors
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20.	Closure
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7. Confirmation of Minutes of the Previous Meeting

7.1 Ordinary Council Meeting held on 20 December 2016

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 20 December 2016 be confirmed as a true and accurate record of proceedings.

12. Officer's Reports - Development Services

12.1 Town Planning Scheme No. 6 - Planning Policy Review

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	Town Planning Scheme No 6.
File Reference:	LUP/5/1
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.1A</u> - Shire of Merredin Town Planning Scheme No. 6 Local Planning Policy 2 – Subdivision for Homestead Lots <u>Attachment 12.1B</u> - WAPC Development Control Policy 3.4 – Subdivision of Rural Land.
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

At its October 2016 meeting Council resolved (CMRef 81850):

“That:

1. the Local Planning Policies:

- a. LPP 1 Moveable Buildings;***
- b. LPP 2 Subdivision for Homestead Lots;***
- c. LPP 3 Carparking;***
- d. LPP 4 Landscaping;***
- e. LPP 6 Rural Residential Development;***
- f. LPP 7 Cash in Lieu; and***
- g. LPP 8 Signage on Reserves***

be referred back to staff for further consideration; and

Local Planning Policy 5 – Planning Approvals for Single Houses, be rescinded.”

At its November 2016 meeting Council adopted the following Local Planning Policies (CMRef 81863):

1. LPP 1 Moveable Buildings;
2. LPP 3 Carparking;
3. LPP 4 Landscaping;
4. LPP 6 Rural Residential Development;
5. LPP 7 Cash in Lieu; and
6. LPP 8 Signage on Reserves

As stipulated in the October resolution Local Planning Policy 2 – Subdivision for Homestead Lots has been given further scrutiny in light of changes to the WAPC Development Control Policy 3.4 – Subdivision of Rural Land.

Comment

The adoption of the revised Development Control Policy 3.4 – Subdivision of Rural Land by the WAPC provides a clear picture of the State Government’s position on the creation of homestead lots. A copy of the WAPC Policy is attached.

This position reflects that of the Council, as provided for in its Town Planning Policy No 2 - Subdivision for Homestead Lots, making the policy superfluous.

Policy Implications

There have been a number of changes in associated legislation which are captured or called upon in the local planning policies. This in conjunction with the fact that the local planning policies have been in place for 5 years and that the Shire of Merredin should review its planning policies on a regular basis provides an opportunity for the local planning policies to be now reviewed and updated.

Statutory Implications

Compliance with the *Planning and Development Act 2005* and the Shire of Merredin Town Planning Scheme No. 6.

Strategic Implications

➤ **Strategic Community Plan**

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Economic Development

➤ **Corporate Business Plan**

Strategy: SP.D1.3 – Promote new commercial and industrial development through appropriate zoning of land, provision of suitable infrastructure and efficient and effective business approval processes.

Action #: 1
Action: Regular review of Merredin Town Planning Scheme No. 6
Directorate: Development Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Local Planning Policy 2 – Subdivision for Homestead Lots be rescinded.

12.2 Town Planning Scheme No. 6 - Amendment No 5

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	Town Planning Scheme No. 6
File Reference:	LUP/5/1
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - Town Planning Scheme No. 6 Amendment No 5
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin Town Planning Scheme No. 6 needs to be amended to remove scheme provisions that have been superseded by the gazettal of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) which came into effect on 19 October 2015.

Comment

The amendment removes scheme provisions and definitions that are superseded by the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) which came into effect on 19 October 2015.

The deletion of the provisions from the scheme will ensure that provisions that may, or may be seen to conflict, with the deemed provisions are removed. The deletion of the provisions will also assist in the day to day administration of the scheme by removing provisions which are no longer required.

The Regulations provide for supplemental provisions to be included for a number of the deemed provisions. The amendment introduces the supplemental provisions schedule and moves provisions into this schedule.

A number of the provisions being deleted are cross referenced elsewhere in the scheme. The amendment updates these cross references to reference the deemed provisions. Terms referred to in the scheme also require updating throughout the scheme.

With the deletion and movement of a number of the scheme provisions, those provisions which remain in the scheme will need to be renumbered to assist in the scheme amendments.

Policy Implications

Nil

Statutory Implications

Compliance with the *Planning and Development Act 2005* and the Shire of Merredin Town Planning Scheme No. 6.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Economic Development

➤ Corporate Business Plan

Strategy: SP.D1.3 – Promote new commercial and industrial development through appropriate zoning of land, provision of suitable infrastructure and efficient and effective business approval processes.
Action #: 1
Action: Regular review of Merredin Town Planning Scheme No. 6
Directorate: Development Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Nil

Financial Implications

The proposed changes to the Town Planning Scheme No. 6 will need to be advertised widely. The Shire has a budgetary allocation for advertising purposes.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the draft Local Planning Scheme No. 6 Amendment 5, as presented in Attachment 12.2A, be adopted by Council for advertising purposes and:

- 1. be submitted to the Environmental Protection Authority for consideration;**
- 2. pending clearance by the Environmental Protection Authority the application Amendment 5 to Local Planning Scheme No. 6 be submitted to the Western Australian Planning Commission for consideration; and**
- 3. ensure any required advertising of the amendment, pursuant to the provisions of the Scheme, to affected parties occurs.**

13. Officer's Reports - Engineering Services

Nil items to report

14. Officer's Reports – Corporate and Community Services

14.1 List of Accounts Paid

<h2>Corporate Services</h2>		
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	<u>Attachment 14.1A</u> - List of Accounts Paid	
Maps / Diagrams:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The attached List of Accounts Paid during the month of December 2016 under Delegated Authority is provided for Council's information.

Comment

Nil

Policy Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources
Action #: 1
Action: Deliver long term financial planning for asset replacement and new capital projects
Action #: 2
Action: Continue to provide prudent financial controls and compliance systems
Directorate: Corporate Services

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Council would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented to Council.

Financial Implications

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

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$698,545.32 from Council's Municipal Fund Bank Account and \$1,235 from Council's Trust Account be received.

14.2 Statement of Financial Activity

<h2 style="margin: 0;">Corporate Services</h2> 	
Responsible Officer:	Charlie Brown, EMCS
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 14.2A - Statement of Financial Activity, Detailed Schedules & Investment Report
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Statement of Financial Activity is attached for Council's information.

Comment

Operating Income and Expenditure is consistent with Council's YTD Budget, with Expenditure being 12% lower than expected for this period.

Operating Expenditure

All programs are under expended with only Community Amenities, Recreation & Culture, Economic Services & Other Property & Services outside the allowable variance.

Operating Income

All programs are within the allowable variance for this period of time.

Capital Expenditure

A detailed look at capital expenditure can be found in Note 13.

Investments

A further \$600,000 was invested for 150 days at 2.55% from Council's Municipal Fund. Details of Council's investment portfolio can be found in the attachment.

Others

As required, a detailed budget review for the period ended 31 December 2016 has commenced, with a report to be presented to Council in February 2017.

Policy Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economics base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.3 – Practice prudent management of financial resources
Action #: 1
Action: Deliver long term financial planning for asset replacement and new capital projects
Action #: 2
Action: Continue to provide prudent financial controls and compliance systems
Directorate: Corporate Services

Sustainability Implications

➤ Strategic Resource Plan

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

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Council would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented to Council.

Financial Implications

As outlined in Attachment 14.2A.

Voting Requirements

Simple Majority

Absolute Majority

Officer's 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 31 December 2016 be received.

14.3 Policy Manual Review – Policy 3.19 - Community Funding

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Policy Manual
Disclosure of Interest:	Nil
Attachments:	Attachment 14.3A – Revised Policy 3.19
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The policy relating to the Shire’s Community Funding Program has been reviewed.

Comment

The amendment includes an additional aim for the program to link to the community vision and strategic goals for a liveable, inclusive, naturally resourceful and developing Merredin.

Policy Implications

Policy 3.19 Community Funding will be updated to reflect the recommended changes.

Statutory Implications

Local Government Act 1995

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
 Strategic Goal: The population and economic base is expanding sustainably
 Key Priority: Civic Leadership, Advocacy and Regional Collaboration

➤ **Corporate Business Plan**

Strategy: SP.D4.1 – Implement accountable and good governance
Action #: 2
Action: Ensure policies, procedures and practice are effective, transparent and aligned with program delivery
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ **Strategic Resource Plan**

Nil

➤ **Workforce Plan**

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the revised Policy 3.19 – Community Funding, as presented in Attachment 14.3A, be adopted.

14.4 Burracoppin Football Club

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	MRC/4/1
Disclosure of Interest:	Nil
Attachments:	Attachment 14.4A - Correspondence to Burracoppin Football Club Attachment 14.4B - Correspondence from Burracoppin Football Club
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

During the Eastern District Football League grant final event on 4 September 2016 hosted by the Burracoppin Football Club there were instances of anti-social behaviour and maltreatment of the MRCLC reported by staff and cleaning contractors.

The Shire of Merredin corresponded with the Burracoppin Football Club outlining the unacceptable behaviour resulting in a number of incidents and misuse of the MRCLC. A copy of the letter is attached.

A meeting was held to discuss the letter. In attendance was;

Burracoppin Football Club, President - Mr Ian Downsborough

Burracoppin Football Club, Team Manager - Mr Allan Walker

Belgravia Leisure, MRCLC Manager – Mrs Marilyn Sayers

Belgravia Leisure, MRCLC Bar Manager – Miss Hannah de Lacy (unable to attend the beginning of the meeting)

Shire of Merredin, DCEO – Mrs Rebecca McCall

The meeting and subsequent letter of response highlighted the Club's disappointment that the matter was not addressed initially through a phone call and a follow-up meeting. The matter was raised by Belgravia Leisure and the MRCLC Manager at a Merredin Sports Council meeting resulting in the recommendation that the Burracoppin Football Club be written to, to address the issues.

Comment

In response to the correspondence and associated invoice from the Shire of Merredin, the Burracoppin Football Club has formerly responded via email and requested that the invoice of \$1,500 be written off. A copy of the response is attached.

Due to the size of the regional event and the lack of clarity as to who was responsible for the anti-social behaviour, damages and misuse of the facility it is recommended that in this instance the invoice of \$1,500 be written off.

A review of policies and procedures in regards to responsibilities and expectations of sporting clubs will be undertaken through Belgravia Leisure in consultation with the Merredin Sports Council. This process will minimise the risk of future incidents of anti-social behaviour and inappropriate use of the facility occurring.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Vision Element: Liveable

Strategic Goal: Merredin has the services, facilities, characteristics and heritage that continue to make Merredin a great place to live and contribute to a liveable region

Key Priority: Key Assets

➤ Corporate Business Plan

Strategy: Develop, maintain and support appropriate recreational facilities and services through the Shire

Action #: SP.L2.3

Action: 2

Directorate: Community Development

Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Nil

Risk Implications

There is a need to enforce adopted policies, procedures and charges associated with the responsibilities of hiring a community facility to reduce the risk of vandalism, misuse and the associated increase in costs.

Financial Implications

Financial implications include the unscheduled staff time, additional cost of cleaning and repairs. The related costs have been allocated to the MRCLC operational budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the response from the Burracoppin Football Club be acknowledged and invoice M7572 for \$1,500 be written off.

14.5 Merredin Tourism Plan 2017

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	VC/8
Disclosure of Interest:	Nil
Attachments:	Attachment 14.5A - Merredin Tourism Plan 2016-17
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

It was identified by local tourism operators and organisations that there was a need to develop a Tourism Plan specifically for Merredin. The purpose of the Plan is to facilitate working collaboratively as a community to develop, grow and promote tourism that will result in increased visitation.

Comment

The Plan includes;

1. Vision, mission and values;
2. stakeholders and target audience;
3. tourism structure;
4. roles and responsibilities; and
5. strategic objectives.

Attached is a copy of the final plan.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Economic Development

➤ Corporate Business Plan

Strategy: Facilitate further development of local and regional tourism
Action #: SP.D1.5
Action: 1
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The objectives outlined in the Plan may impact on the SRP as lifecycle costs will need to be considered and dependent whether identified objectives are achieved.

➤ Workforce Plan

Directorate: Community and Economic Services
Activity: Tourism Services
Current Staff: 2 FTE
Focus Area: Organisation Development
Strategy Code: OD
Strategy: OD1
Implications: Nil

Risk Implications

The business plan outlines processes and structures needed to achieve strategies with the aim of improving the effectiveness and efficiency of the CWVC services.

Financial Implications

Financial implications are identified in the 2016/17 Budget outlining income and expenditure for annual operations. Outlined strategic priorities beyond 2016/17 will need to be considered during future budget deliberations.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the Merredin Tourism Plan 2017, as presented in Attachment 14.5A be adopted.

14.6 Shire of Merredin Business Continuity Plan

<div style="display: flex; justify-content: space-between; align-items: center;"> Corporate Services  </div>	
Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	RM/2/9
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 14.6A</u> - Business Continuity Plan January 2017
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin’s Risk Management Governance Framework forms the policies and procedures to ensure the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals and objectives. The framework includes a risk profiling tool identifying issues, actions, controls and treatments. Business disruption is identified as a risk profile:

Key Control: Business Continuity Plan

Control Type: Recovery

Action: Development of a Business Continuity Plan

Comment

The Shire of Merredin Business Continuity Plan is aimed at ensuring the continuity of business operations, with minimal disruption, in the event of a disaster. Without such a plan the Shire of Merredin may struggle to manage such as event amidst the confusion that often follows a disaster.

The Plan will provide a structured approach to business continuity and disaster recovery planning. Through the provision of preventative measures recovery procedures, the impact of any potential disaster may be significantly reduced.

Policy Implications

Risk Management Policy 3.24

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economy base is expanding sustainably
Key Priority: Governance

➤ Corporate Business Plan

Strategy: SP.D4.1
Action #: 2
Action: Ensure policies, procedures and practices are effective, transparent and aligned with program delivery
Directorate: Corporate and Finance Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Chief Executive Officer
Activity: Governance
Current Staff: Not applicable
Focus Area: Organisation Development
Strategy Code: OD
Strategy: Not applicable
Implications: Not applicable

Risk Implications

The Business Continuity Plan provides a structured approach to business continuity and disaster recovery. Through the provision of preventative measures recovery procedures, the impact of any potential disaster may be significantly reduced.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the Shire of Merredin Business Continuity Plan January 2017, as presented in Attachment 14.6A, be adopted.

14.7 Visitor Accommodation Study January 2016

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	VC/8
Disclosure of Interest:	Nil
Attachments:	Attachment 14.7A - Visitor Accommodation Study January 2016
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Central Wheatbelt Tourism Strategy 2008-2014 was developed by members of the CWVC, Roe Tourism, NewTravel and WEROC. The Strategy determined the priorities for tourism development in the Central Eastern Wheatbelt (16 shires) with a focus on product development, accommodation development and marketing/promotion.

The need to commission the report was identified in the strategy as well as by the Wheatbelt Development Commission. Of relevance to the report, accommodation strategies identified in the Central Wheatbelt Tourism Strategy 2009-2014 encompassed two areas. Those being:

1. to encourage the range, quality and capacity of accommodation across the region including self-contained units, caravans parks, RV friendly sites and Bed and Breakfast properties; and
2. to increase the range, quality and capacity of accommodation across the region.

Comment

The outcome includes a summary of accommodation in the Central Eastern Wheatbelt, the first of its kind, and identification of innovative strategies to improve existing and develop new accommodation in the study area.

A number of the strategies in the report are easy to implement and will require collaborative efforts on behalf of Roe Tourism, NewTravel and WEROC. Other strategies will require broader tourism industry stakeholder support. Whatever the strategy, there should be a strong focus on encouraging the visitor or tourist to stay longer in the study area – to enjoy the area and its attractions so their spending can contribute to the local economy.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Economic Development

➤ Corporate Business Plan

Strategy: Facilitate further development of local and regional tourism
Action #: SP.D1.5
Action: 1
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The objectives outlined in the Tourism Strategy may impact on the SRP as lifecycle costs will need to be considered and will be dependent on whether identified objectives are achieved.

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

There are no risk implications for Council. If the range, quality and capacity of accommodation standards does not meet the needs of the customer the Central Eastern Wheatbelt will not realise the full benefit fully growing tourism industry.

Financial Implications

At this point of time there are no financial implications associated in this item. Implementation of strategies into the future will be reflected in the CWVC business plan and presented to Council for consideration.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Visitor Accommodation Study January 2016, prepared by Solum: Wheatbelt Business Solutions, as presented in Attachment 14.7A, be received.

14.8 Central Wheatbelt Visitor Centre Business Plan Review

Community Services



Responsible Officer:	Rebecca McCall, DCEO
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
File Reference:	VC/8
Disclosure of Interest:	Nil
Attachments:	Attachment 14.8A - CWVC Business Plan 2017
Maps / Diagrams:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

The CWVC Business Plan 2016 was adopted at Council's February 2016 meeting (CMRef 81739). The Plan is reviewed annually.

Comment

The review included the:

1. Organisation structure;
2. Internal strategies, policies and procedures;
3. Opportunities for future growth;
4. Identified strategies and objectives; and
5. Key result areas.

Attached is a copy of the final CWVC Business Plan Review.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Economic Development

➤ Corporate Business Plan

Strategy: Facilitate further development of local and regional tourism
Action #: SP.D1.5
Action: 1
Directorate: Community Development
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The objectives outlined in the Plan will impact on the SRP as lifecycle costs will need to be considered and dependent whether identified objectives are achieved.

➤ Workforce Plan

Directorate: Community and Economic Services
Activity: Tourism Services
Current Staff: 2 FTE
Focus Area: Organisation Development
Strategy Code: OD
Strategy: OD1
Implications: Nil

Risk Implications

The Plan outlines processes and structures needed to achieve strategies with the aim of improving the effectiveness and efficiency of the CWVC services.

Financial Implications

Financial implications associated in this item are identified in the 2016/17 Budget outlining income and expenditure for annual operations. Outlined strategic priorities beyond 2016/17 will need to be considered at future budget deliberations.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the Central Wheatbelt Visitor Centre Business Plan 2017, as presented in Attachment 14.8A, be adopted.

15. Officer's Reports – Administration

15.1 Policy Manual Review – Policy 1.14 – Mobile Phone Use During Council and Committee Meetings

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	<i>Local Government Act 1995</i>
File Reference:	Policy Manual
Disclosure of Interest:	Nil
Attachments:	Attachment 15.1A – Policy
Maps / Diagrams:	Nil

Purpose of Report

Executive Decision Legislative Requirement

Background

At its December 2016 meeting Council accepted a review of the Members of Council section of the Policy Manual (CMRef 81892). At that time a further review of Policy 1.14 – Mobile Phone Use During Council and Committee Meetings was requested.

Comment

The Policy has been reviewed and a tracked changes version is attached. The amendments take into account discussion points raised at the December 2016 meeting being that the use of mobile phones during meetings is generally not permitted, except in emergency circumstances.

Policy Implications

Policy 1.14 – Mobile Phone Use During Council and Committee Meetings will be updated accordingly in the Policy Manual.

Statutory Implications

Local Government Act 1995

Strategic Implications

➤ Strategic Community Plan

Vision Element: Developing
Strategic Goal: The population and economic base is expanding sustainably
Key Priority: Civic Leadership, Advocacy and Regional Collaboration

➤ Corporate Business Plan

Strategy: SP.D4.1 – Implement accountable and good governance
Action #: 2
Action: Ensure policies, procedures and practice are effective, transparent and aligned with program delivery
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

Nil

➤ Workforce Plan

Directorate: Nil
Activity: Nil
Current Staff: Nil
Focus Area: Nil
Strategy Code: Nil
Strategy: Nil
Implications: Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the amended Policy 1.14 – Mobile Phone Use During Council and Committee Meetings be adopted.

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