

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 19 June 2018  
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 19 June 2018 in the Council Chambers, Corner King & Barrack Streets, Merredin. The format of the day will be:

- |        |  |
|--------|--|
| 1:00pm | Briefing Session (including presentation from YouthCare) |
| 2.30pm | Councillor Photos  |
| 3:00pm | Council Meeting  |
| 6.00pm | Informal Community Forum                                 |

GREG POWELL  
CHIEF EXECUTIVE OFFICER

14 June 2018

## 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.

It should be noted that the Attachment hyperlinks will not be functional from this document when sourced from the Shire of Merredin's website. Attachment copies can be obtained by contacting Vanessa Green on 08 9041 1611 or [ea@merredin.wa.gov.au](mailto:ea@merredin.wa.gov.au).

### Common Acronyms Used in this Document

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

Shire of Merredin  
Ordinary Council Meeting  
3:00pm Tuesday 19 June 2018



**1. Official Opening**

**2. Record of Attendance / Apologies and Leave of Absence**

**Councillors:**

Cr KA Hooper	President
Cr MD Willis	Deputy President
Cr LN Boehme	
Cr AR Butler	
Cr RM Crees	
Cr MA Crisafio	
Cr JR Flockart	
Cr PR Patroni	

**Staff**

G Powell	CEO
R McCall	Deputy CEO
P Zenni	EMDS
V Green	EA to CEO
M Wallace	MCO

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:** Cr BJ Anderson (CMRef 82171)

**3. Public Question Time**

**4. Disclosure of Interest**

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

**7. Confirmation of Minutes of the Previous Meetings**

7.1 [Ordinary Council Meeting held on 15 May 2018](#)

**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**

10.1 [GECZ Minutes of the Meeting held on 26 April 2018](#)

10.2 [WEROC Council Minutes of the Meeting held on 2 May 2018](#)

10.3 [CEACA Committee Minutes of the Meeting held on 2 May 2018](#)

**11. Recommendations from Committee Meetings for Council consideration**

**12. Officer's Reports – Development Services**

12.1 [Lot 503 Gabo Avenue, Merredin – Proposed Upgrades to CBH Grain Handling Facilities](#)

**13. Officer's Reports – Engineering Services**

Nil

**14. Officers Reports – Corporate and Community Services**

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Reserve Accounts](#)

14.4 [AASB 124 Related Party Disclosures – Proposed Policy](#)

14.5 [Draft Strategic Community Plan 2018-2028](#)

14.6 [Policy Manual Review – Policy 2.16 – Child\(ren\) in the Workplace](#)

14.7 [Policy Manual Review - Policy 5.5 - Sponsor Advertisements – Sporting Grounds](#)

**15. Officer's Reports – Administration**

15.1 [Councillors Use of Social Media – WALGA Guideline, Review of Code of Conduct and Proposed Policy](#)

15.2 [Proposed Amendments to the WALGA Constitution](#)

**16. Motions of which Previous Notice has been given**

Nil

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

Nil

**18. Urgent Business Approved by the Person Presiding or by Decision**

**19. Matters Behind Closed Doors**

**20. Closure**

## 7. Confirmation of Minutes of the Previous Meetings

7.1 Ordinary Council Meeting held on 15 May 2018

[Attachment 7.1A](#)

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 15 May 2018 be confirmed as a true and accurate record of proceedings.

## 10. Receipt of Minutes of Committee Meetings

10.1 GECZ Minutes of the Meeting held on 26 April 2018

[Attachment 10.1A](#)

10.2 WEROC Council Minutes of the Meeting held on 2 May 2018

[Attachment 10.2A](#)

10.3 CEACA Committee Minutes of the Meeting held on 2 May 2018

[Attachment 10.3A](#)

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

That the Minutes of the Great Eastern Country Zone Meeting held on 26 April 2018, the Wheatbelt East Regional Organisation of Councils Meeting held on 2 May 2018 and the Central East Aged Care Alliance Inc Committee Meeting held on 2 May 2018 be received.

**12. Officer's Reports - Development Services**

**12.1 Lot 503 Gabo Avenue, Merredin – Proposed Upgrades to CBH Grain Handling Facilities**

## Development Services



<b>Responsible Officer:</b>	Peter Zenni, EMDS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Building Act 2011</i> ; Town Planning Scheme No. 6.
<b>File Reference:</b>	A9247
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.1A</a> – Application and Plans

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

An application has been received on behalf of Co-operative Bulk Handling (CBH) for the proposed development at the CBH grain handling facility located at Lot 503 Gabo Avenue, Merredin. The proposed development is aimed at upgrading the existing CBH receival and storage facilities in Merredin.

### Comment

The proposed development consists of a new marshalling area, sampling point, weighing facility and ancillary works to rationalise the handling of the annual receipt of grain and will incorporate:

1. access to the site from Goldfields Road;
2. truck marshalling area;
3. grain sampling platform/hut and two spears;
4. staff lunchroom, toilets, septic system and carpark;
5. weighbridge and hut; and
6. internal roads and stormwater drainage.



### **Strategic Impact**

The subject land is designated ‘General Industry’. The proposal is consistent with the longer-term use of the area.

### **Statutory Impact**

As stated, Lot 503 Gabo Avenue, Merredin is zoned General Industry under the Shire of Merredin Local Planning Scheme No. 6. (LPS). The proposed development falls within an ‘Industry – Rural’ land use which is a ‘P’ use under the LPS.

Council has a local planning policy which controls movable buildings and which requires an application for development approval be lodged with Council. The proposed staff lunchroom and ablution facility are ATCO type transportable buildings. Whilst Council’s policy prohibits such buildings in residential areas, they can be permitted by Council in other (non-residential) zoned areas.

In this case, as the lot is zoned General Industry, and the size of the lot in question and the fact that all of the surrounding lots are also zoned General Industry, its impact on the visual amenity of the surrounding area is limited.

### **Environmental Impact**

The proposed development is consistent with the objectives for a General Industrial area where these types of activities are considered appropriate. Any visual, noise or dust impacts are not considered to be significant.

### **Traffic Impact**

The attached documentation incorporates a Traffic Impact Statement (TIS) from SHAWMAC. The purpose of the TIS was to determine the traffic impact of the proposed expansion on the surrounding road network and to ascertain if any adverse impacts were associated with the proposal.

The TIS assessment was undertaken in accordance with the Western Australian Planning Commission Transport Impact Assessment Guidelines Volume 4 – Individual Developments. The TIS assessment conducted by SHAWMAC concludes that:

1. the traffic generated by the site during harvest periods is expected to be in order of 180 movements out daily with about 44 movements in and out during peak hours;
2. the proposed marshalling yard allows for storage of 30 RAV 7 vehicles and the internal operation will have adequate storage for the peak hour allowing trucks to queue on site and clear of Goldfields Road;
3. over the foreseeable future the traffic generated is likely to be consistent in magnitude to that currently generated and rather than increasing flows, the proposed development is more likely to result in a change in traffic patterns;
4. while the modified traffic flows are likely to affect the immediate intersections, the operational performance of the intersections and safety for road users is not predicted to be compromised;

5. the operation of the intersection of Crooks Road and Great Eastern Highway is not expected to change; and
6. no warrants for improvements to existing road network infrastructure were identified.

Questions were raised relating to the impact of the CBH Network Strategy and rationalisation by CBH of its grain handling and storage infrastructure, with formal confirmation sought from CBH regarding the estimated maximum annual grain tonnages to be received at the Merredin CBH facility over the next five (5) to ten (10) years. In response CBH provided the following advice:

*“Merredin receival site:*

- 1. has 500,000 tonnes of storage capacity with average receivals of 350,000 tonnes;*
- 2. receivals (in the catchment zone) are forecast to grow to an average of 410,000 over the next 5 years (forecast subject to assumed yield growth);*
- 3. as a result of closing non Network Strategy sites (ie Burracoppin, Hines Hill and Nungarin) an additional 55,000 tonnes are expected to flow in to Merredin;*
- 4. Merredin will have the sufficient storage capacity to handle forecast receivals of 465,000 tonnes of receivals at harvest; and*
- 5. in addition, and as we do now, an approximate 240,000 tonnes will be hubbed in to the site from surrounding Network Strategy sites, outside of harvest, resulting in approximately 700,000 tonnes being railed from Merredin.”*

Discussions held with SHAWMAC confirm that the existing road infrastructure network will more than adequately cater for the proposed tonnages and will not require any improvements.

### **Storm Water Management**

Storm water management will be addressed via the widening of the existing storm water basin adjacent to Gabo Avenue and the provision of a high level overflow feature feeding into a new drainage basin to be located on the Western portion of the site.

Discussions have also identified a preference for water collected in the proposed drainage basin adjacent to Gabo Avenue to be redirected to the Council’s storm water drainage system for use in irrigation of Council’s parks and garden areas, however initial advice received is this may not be possible due to the existing ground levels.

The following advice has been received from SHAWMAC who prepared the drainage strategy for the site:

*“The CBH Merredin Drainage Strategy is based on the flowing assumptions:*

- 1. Drainage Strategy based on capturing the 1 in 100 year ARI [average recurrence interval] for the site;*

2. *the drainage basin volume was determined by assessing all storm durations and the infiltration rate (0.00001m/s for sandy clay) and the critical storm duration was determined to be the 12hour storm;*
3. *the basin is required to accommodate 24,619m<sup>3</sup>. The basin accommodates a volume of 24,720m<sup>3</sup> with 300mm freeboard;*
4. *as the capacity of the existing basins on site are unknown it has been assumed that the proposed drainage basin 1 will accommodate the runoff from the entire site;*
5. *coefficient of runoff 0.9 for sealed areas (including bulkheads, marshalling yard and road network) and 0.6 for unsealed areas; and*
6. *basins have 300mm freeboard (1.5m deep basin and water depth set at 1.2m)."*

In summary, drainage from this site could be a source of water for Council purposes but this will be dependent on the amount of rainfall and the final levels as constructed.

#### Policy Implications

Compliance with Local Planning Policy LPP1 – Moveable Buildings.

#### Statutory Implications

Compliance with the *Building Act 2011* 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 #: Nil  
Action: Nil  
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 relevant development application fees have been paid.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation**

**That:**

- 1. development approval be granted to Co-operative Bulk Handling for proposed works at Lot 503 Gabo Avenue, Merredin as outlined in Attachment 12.1A, incorporating:**
  - a. access to the site from Goldfields Road;**
  - b. truck marshalling area;**
  - c. grain sampling platform/hut and two spears;**
  - d. staff lunchroom, toilets, septic system and carpark;**
  - e. weighbridge and hut; and**
  - f. internal roads and stormwater drainage****subject to the provision of an asphalt seal to the turning zones along Goldfields Road used to access Lot 503 Gabo Avenue, Merredin; and**
- 2. the applicant be advised of the following:**
  - a. that the granting of development approval does not constitute a Building Permit and that an application for a Building Permit must be submitted to the Shire of Merredin and be approved before any work can commence on site;**
  - b. tie downs for relocatable structures are to be provided in accordance with engineer specifications and relevant Australian Standards;**
  - c. the buildings must not be used or occupied until the applicable occupancy permits have been obtained from the Shire of Merredin; and**
  - d. an application for the installation of a system for the bacteriolytic treatment of sewage must be lodged with the Shire of Merredin and be approved before any work on the construction of an effluent disposal system can be commenced on site.**

**13. Officer's Reports - Engineering Services**

Nil items to report.

**14. Officers Reports – Corporate and Community Services**

**14.1 List of Accounts Paid**

<h2>Corporate Services</h2>		 <p><b>SHIRE OF MERREDIN</b> INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.1A</a> - List of Accounts Paid	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Background**

The attached List of Accounts Paid during the month of May 2018 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, electronic funds transfers, bank charges, directly debited payments and wages, as numbered and totalling \$1,682,298.55 from Council's Municipal Fund Bank Account and \$10,508.25 from Council's Trust Account, be received.**

**14.2 Statement of Financial Activity**

<h2>Corporate Services</h2>		 <p>SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.2A</a> - Statement of Financial Activity	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register, are attached for Council's information.

**Comment**

Operating Income and Expenditure is mainly consistent with Council's YTD Budget, with Operating Income 1% up on budget estimates and Expenditure estimates on track at 0% variance. Explanations at the Program level where possible, is held in Note 2.

**Capital Expenditure**

A detailed look at Capital Expenditure can be found in Note 13.

**Others**

Councillors may note the discrepancy with the Trust Bank Note 4 against the Trust Summary in Note 12.

These currently show a \$2,175.35 variance and this relates to invoices raised for Trust Bonds.

**Policy Implications**

Nil



### 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  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Compliance with the *Local Government (Administration) Regulations 1996* and to 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

The Financial Activity Report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

In order to mitigate the risk of budget over-runs or non-delivery of projects, the CEO has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in Regulation 5 of the *Local Government (Financial Management Regulations) 1996*, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured.

### Financial Implications

The adoption of the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Report are nil.

### 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 May 2018 be received.**

**14.3 Reserve Accounts**

## Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	Annual Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

With the impending 2018/19 Budget it is felt prudent that Council examine its current Reserve Funds with a view of rationalising them.

Currently Council has 13 Reserve Accounts which are listed below with their current balances:

Reserve Account	Current Balance (\$)
Employee Entitlement Reserve	528,191.69
Declared Disaster Relief Fund Reserve	8,034.42
Road Reinstatement Reserve	26,274.20
Cummings Street Units Reserve	52,091.93
Recreation Development Reserve	489,167.05
Waste Management Reserve	115,428.20
Environmental Initiatives Reserve	51,689.30
Heritage Reserve	7,551.80
Plant Replacement	923,312.15
Buildings Reserve	724,722.37
Land & Development Reserve	1,156,227.03
Unspent Grants Reserve	17,507,440.68
ITC Reserve	63,545.85
<b>TOTAL</b>	<b>\$21,653,676.67</b>

## Comment

After discussions at the budget briefing session held on 15 May 2018 with Council it was agreed the following action take place:

1. the Road Reinstatement Reserve be closed and the balance be transferred to the Disaster Relief Reserve;
2. the Heritage Reserve be closed and funds be utilised in the 2018/19 Budget for the works required on the Fly Tower at Cummins Theatre; and
3. the Environmental Initiatives Reserve be closed and funds transferred to the Buildings Reserve.

## Purpose

It is also felt prudent to examine the purpose of the Reserves and re-enforce the purposes of the remainder:

Employee Entitlement Reserve - to be utilised to fund staff leave as required.

Declared Disaster Relief Reserve - to be utilised to contribute to liabilities arising from a declared natural disaster to meet WAANDRA eligibility minimum spend.

Cumming Street Reserve - to be utilised for all maintenance and capital costs associated with Council owned units in Cummings Street, Merredin.

Recreation Development Reserve - to be utilised to fund future extensions at the Recreation Ground.

Change to: To be utilised to fund future development and major renewals in relation to recreation.

Waste Management Reserve - to be utilised for the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; or the provision of receptacles for the temporary deposit of waste; or the provision of waste facilities, machinery for the disposal of waste and processes dealing with waste.

Plant Replacement Reserve - to be utilised to fund future capital plant purchases.

Building Reserve - to be utilised to fund future building construction within the Shire of Merredin.

Change to: to be utilised to fund future building construction and major maintenance with the Shire of Merredin.

Land and Development Reserve - to be utilised to fund major land development/purchases within the Shire of Merredin.

Unspent Grants Reserve - to be utilised for the quarantine of Grant monies awaiting completion.

ITC Reserve - to be utilised to fund future ITC requirements.

## Policy Implications

Nil

## Statutory Implications

Section 6.11 of the *Local Government Act 1995* and Regulations 17 and 27 of the *Local Government (Financial Management) Regulations 1996* apply and are detailed below.

### **“6.11. Reserve accounts**

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
  - (a) *changes\* the purpose of a reserve account; or*
  - (b) *uses\* the money in a reserve account for another purpose,**it must give one month’s local public notice of the proposed change of purpose or proposed use.*

*\*Absolute majority required.*
- (3) *A local government is not required to give local public notice under subsection (2) —*
  - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) *in such other circumstances as are prescribed.*
- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

### **17. Reserve accounts, title of etc.**

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*
- (2) *In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —*
  - (a) *in the information required by regulations 27(g) and 38, by its full title; and*
  - (b) *otherwise, by its full title or by an abbreviation of that title.*

### **27. Notes to annual budget, when required**

*The annual budget is to include or be accompanied by notes detailing —*

- (a) *if the local government is to charge interest for the late payment of a rate or service charge —*

- (i) the rate of interest; and*
  - (ii) an estimate of the total amount of revenue from the imposition of the interest;*
- and*
- (b) if the local government is to charge interest under section 6.13 for the late payment of any amount of money —*
  - (i) the rate of interest; and*
  - (ii) an estimate of the total amount of revenue from the imposition of the interest;*
- and*
- (c) the instalment options of the local government under section 6.45 including —*
  - (i) the due dates of each instalment under each option;*
- and, where applicable —*
  - (ii) the rate of interest; and*
  - (iii) the additional charge; and*
  - (iv) an estimate of the total amount of revenue from the imposition of the interest and additional charge;*
- and*
- (d) in relation to the disposal of a class of assets —*
  - (i) the net book value of that class of assets; and*
  - (ii) an estimate of the sale price of the class of assets; and*
  - (iii) an estimate of the profit or loss on the sale of that class of assets;*
- and*
- (e) in relation to investment by the local government, the information set forth in regulation 28; and*
- (f) in relation to the borrowings of the local government, the information set forth in regulation 29; and*
- (g) in relation to each reserve account, an estimate of —*
  - (i) the opening balance brought forward on 1 July; and*
  - (ii) the amount to be set aside during the financial year; and*
  - (iii) the amount to be used during the financial year; and*
  - (iv) the closing balance at 30 June;*
- and*
- (h) if all or part of the money in a reserve account is to be used or set aside for a purpose other than the purpose for which the account was established —*
  - (i) the proposed purpose; and*

- (ii) an estimate of the amount to be used or set aside; and*
  - (iii) the objects of, and reasons for, the change of use or purpose;*
- and*
- (i) separately, in relation to each trading undertaking —*
  - (i) in the form of an income statement, projected revenue and expenditure; and*
  - (ii) such other information as is necessary to provide full and complete information on the undertaking;*
- and*
- (j) in relation to each major trading undertaking, all other estimated revenue and expenditure which is not included in the income statement referred to in paragraph (i)(i) but which has been used in the pricing structure for goods or services to be provided by the undertaking; and*
- (k) separately, in relation to each major land transaction (according to nature or type classification) —*
  - (i) an estimate of revenue and expenditure for the financial year; and*
  - (ii) where the transaction was initially entered into in a previous financial year, the estimated assets and liabilities at 1 July of the year for which the annual budget is prepared; and*
  - (iii) such other information as is necessary to provide full and complete information on the transaction;*
- and*
- (l) in relation to fees, expenses or allowances proposed to be paid to council members, the mayor or the president —*
  - (i) the nature of the fee, expense or allowance; and*
  - (ii) an estimate of the total amount or value of each class of fee, expense or allowance;*
- and*
- (m) in relation to each program, the type of activities within the program; and*
- (n) in relation to depreciation on non-current assets, an estimate of the depreciation for the financial year included in the operating expenditure for each program in the income statement.”*

## 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  
 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**

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**

Nil

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation**

**That:**

1. the purpose of the Reserve funds be as follows:

Reserve	Purpose
Employee Entitlement Reserve	To be utilised to fund staff leave as required
Declared Disaster Relief Reserve	To be utilised to contribute to liabilities arising from a declared natural disaster to meet WAANDRA eligibility minimum spend



<b>Reserve</b>	<b>Purpose</b>
<b>Cummings Street Reserve</b>	To be utilised for all maintenance and capital costs associated with Council owned units in Cummings Street, Merredin
<b>Recreation Development Reserve</b>	To be utilised to fund future development and major renewals in relation to recreation
<b>Waste Management Reserve</b>	To be utilised for the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; or the provision of receptacles for the temporary deposit of waste; or the provision of waste facilities, machinery for the disposal of waste and processes dealing with waste
<b>Plant Replacement Reserve</b>	To be utilised to fund future capital plant purchases
<b>Building Reserve</b>	To be utilised to fund future building construction and major maintenance within the Shire of Merredin
<b>Land and Development Reserve</b>	To be utilised to fund major land development/purchases within the Shire of Merredin
<b>Unspent Grants Reserve</b>	To be utilised for the quarantine of Grant monies awaiting completion of works
<b>ITC Reserve</b>	To be utilised to fund future ITC requirements

**2. Council rationalise its Reserve Accounts as follows:**

- a. the Road Reinstatement Reserve be closed and the balance be transferred to the Disaster Relief Reserve;**
- b. the Heritage Reserve be closed and the funds be utilised in the 2018/19 Budget for the works required on the Fly Tower at Cummins Theatre; and**
- c. the Environmental Initiatives Reserve be closed and the funds transferred to the Buildings Reserve.**

**14.4 AASB 124 Related Party Disclosures – Proposed Policy**

## Corporate Services



<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>File Reference:</b>	IM/15/2
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.4A</a> - Proposed Policy 3.28 Related Party Disclosures

### Purpose of Report

Executive Decision

Legislative Requirement

### Background

Effective for reporting periods beginning on or after 1 July 2016, local governments must disclose certain related party relationships and related party transactions, together with information associated with those transactions, in its annual financial report in order to comply with Australian Standard AASB 124 Related Party Disclosures.

The purpose of the proposed new Policy is to ensure that Council's financial statements contain the disclosures necessary to draw attention to the possibility that Council's financial position and surplus or deficit may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

### Comment

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, Council must make an informed judgement as to who is deemed to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of the Policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

### **Identification of Key Management Personnel (KMP)**

AASB 124 defines KMP as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”.

KMP for Council are considered to include:

1. Elected Members (including the President);
2. Chief Executive Officer; and
3. Senior Executive Officers.

### **Roles and Responsibilities of KMP:**

1. all Elected Members, the Chief Executive Officer and Senior Executive Officers are responsible for ensuring that the policy is understood and complied with;
2. responsible for identifying their related party relationships and notifying any related party transactions to Council; and
3. responsible for completing a Related Party Disclosures – Declaration form each six months.

### **Roles and Responsibilities of Corporate Services:**

1. responsible for issuing declaration forms to KMP;
2. responsible for maintaining a register of Related Party Transactions; and
3. responsible for preparing and reporting disclosure requirements in order to comply with the Standards.

In addition to the above the Policy covers:

1. assessment of materiality;
2. required disclosures and reporting in the financial statements;
3. Ordinary Citizens Transactions, which do not require to be disclosed; and
4. privacy and right to Information.

### **Policy Implications**

Nil

### **Statutory Implications**

The *Local Government (Financial Management) Regulations 1996* require compliance with the Accounting Standards as follows:

#### **“Regulation 3. Terms used**

(1) *In these regulations, unless the contrary intention appears —*

*AAS means the Australian Accounting Standards made and amended from time to time by the Australian Accounting Standards Board;...*

#### **4.AAS, effect of**

(1) *These regulations are in addition to and not in derogation of the requirements of the AAS.*

#### **Regulation 5A. Local governments to comply with AAS**

*Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS.”*

The Australian Accounting Standards AASB 11 Joint Arrangements, AASB 124 Related Party Disclosures and AASB 128 Investments in Associates and Joint Ventures prescribe the requirements.

#### **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.D4.1 – 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**

Non-compliance with Australian Accounting Standards resulting in possible audit qualification. KMP not declaring related party relationships or transactions either advertently or inadvertently.

### Financial Implications

For the purposes of determining relevant transactions, KMP as identified above will be required to complete a Related Party Disclosures – Declaration Form every six (6) months for submission to the Administration.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That Policy 3.28 – Related Party Disclosures, as presented in Attachment 14.4A and which defines the parameters for Related Party Transactions and the level of disclosure and reporting required for the Shire of Merredin to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures, be adopted.**

**14.5 Draft Strategic Community Plan 2018-2028**

<h2>Corporate Services</h2>		 SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT
<b>Responsible Officer:</b>	Rebecca McCall, DCEO	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	CM/13/4	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#"><u>Attachment 14.5A</u></a> – Draft Strategic Community Plan 2018-2028	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Background**

In 2012/13 the Shire of Merredin prepared its first suite of plans to meet requirements of Western Australia's Integrated Planning and Reporting (IPR) framework.

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

The CEO and the Administration'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. following through to implement plans with the allocated resources; and
4. tracking performance and reporting progress to Council.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major strategic review every four years.

**Comment**

This review process commenced in January 2018 to include the facilitation of the community engagement series. The consultation series was completed in April 2018.

The review process involved the following steps:

1. completion of the Annual Report;
2. completion of the Strategic Community Plan Community Progress Report;
3. community consultation;
4. community scorecard; and
5. review of vision, strategies and actions.

With the completion of the major review, the revised Strategic Community Plan (SCP) will follow with the review of the remaining IPR Suite of Plans to include the Corporate Business Plan, Strategic Resource Plan and Workforce Plan.

The draft SCP is presented to Council for consideration.

### Policy Implications

Nil

### Statutory Implications

It is a requirement to produce a plan for the future under Section 5.56(1) of the *Local Government Act 1995*.

### 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.D4.1 – Implement accountable and good governance  
Action #: 1  
Action: Monitor, report and review IPR Suite of Plans  
Directorate: Corporate Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

The Strategic Resource Plan outlines the Shire of Merredin's long term financial strategies and commitments. The Strategic Resource Plan will need to be reviewed and updated to accommodate outcomes identified in the draft Strategic Community Plan.

#### ➤ Workforce Plan

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil

Strategy Code: Nil  
Strategy: Nil  
Implications: The Workforce Plan will be reviewed to implement the IPR Suite of Plans.

#### **Risk Implications**

The adoption, implementation and monitoring of the SCP provides a mechanism to deliver accountable and measurable outcomes.

#### **Financial Implications**

There are financial implications to Council in relation to this item as the draft SCP recognises outcomes. Identified outcomes from the draft SCP will be factored into Council's reviewed Strategic Resource Plan.

#### **Voting Requirements**

Simple Majority


Absolute Majority

#### **Officer's Recommendation**

**That the draft Strategic Community Plan 2018-2028 be advertised for a period of 10 days with any submissions received within that period being considered by Council prior to final adoption of the Plan.**



**14.6 Policy Manual Review – Policy 2.16 - Child(ren) in the Workplace**

<h2 style="margin: 0;">Corporate Services</h2> 	
<b>Responsible Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.6A</a> – Policy 2.16

**Purpose of Report**

Executive Decision
  Legislative Requirement

**Background**

The purpose of Policy 2.16 – Child(ren) in the Workplace is to ensure that the workplace is not unreasonably inconvenienced by child(ren)’s presence. It provides employees and Managers with the necessary guidelines to either seek permission or the authority to decline requests for child(ren) in the workplace.

**Comment**

In accordance to the Shire of Merredin’s Risk Management Framework policies are to be reviewed biennially.

Policy 2.16 - Child(ren) in the Workplace has been reviewed. It is recommended that the policy, as is stands, remains unchanged.

**Policy Implications**

Nil

**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:          Governance

➤ **Corporate Business Plan**

Strategy: SP.D4.1 – Implement accountable and good governance  
Action #: 2  
Action: Ensure policies, procedures and practices 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 Policy 2.16 - Child(ren) in the Workplace as presented in Attachment 14.6A, be adopted.**

**14.7 Policy Manual Review - Policy 5.5 - Sponsor Advertisements – Sporting Grounds**

<h2 style="margin: 0;">Administration</h2> 	
<b>Responsible Officer:</b>	Rebecca McCall, DCEO
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 14.7A</a> – Policy 5.5

**Purpose of Report**

Executive Decision
  Legislative Requirement

**Background**

The purpose of Policy 5.5 - Sponsor Advertisements – Sporting Grounds is to rationalise sponsor advertising on sporting grounds.

**Comment**

In accordance to the Shire of Merredin’s Risk Management Framework policies are to be reviewed biennially.

Policy 5.5 - Sponsor Advertisements – Sporting Grounds has been reviewed. It is recommended that the policy, as is stands, remains unchanged.

**Policy Implications**

Nil

**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:          Governance

➤ **Corporate Business Plan**

Strategy: SP.D4.1 – Implement accountable and good governance  
Action #: 2  
Action: Ensure policies, procedures and practices 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 Policy 5.5 - Sponsor Advertisements – Sporting Grounds, as presented in Attachment 14.7A, be adopted.**

**15. Officer's Reports – Administration**

**15.1 Councillors Use of Social Media – WALGA Guideline, Review of Code of Conduct and Proposed Policy**

<h2 style="margin: 0;">Administration</h2> 	
<p><b>Reporting Officer:</b></p> <p><b>Author:</b></p> <p><b>Legislation:</b></p> <p><b>File Reference:</b></p> <p><b>Disclosure of Interest:</b></p> <p><b>Attachments:</b></p>	<p>Greg Powell, CEO</p> <p>Vanessa Green, EA to CEO</p> <p><i>Local Government Act 1995; Local Government (Rules of Conduct) Regulations 2007; Code of Conduct</i></p> <p>Policy Manual; Code of Conduct</p> <p>Nil</p> <p><a href="#">Attachment 15.1A</a> – WALGA Use of Social Media Guideline</p> <p><a href="#">Attachment 15.1B</a> – Code of Conduct</p> <p><a href="#">Attachment 15.1C</a> – Proposed Policy</p>

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

Social media is a powerful communication and networking tool which has become part of our everyday life. However, over recent years, the local government sector has experienced increasing concerns arising from social media interaction with local government operations, specifically:

1. Local Government social media use for official communications;
2. Councillor official and personal social media use;
3. Employee personal social media use; and
4. Community social media regarding the local government, its Councillors and / or Employees.

In an effort to provide the sector with tools to more broadly address social media risks, WALGA produced a template policy, Code of Conduct clause and guidance document.

## Comment

A copy of the guidance document is included as an attachment for Council's information, with the template policy amended to suit the Shire of Merredin, and the Code of Conduct updated with the appropriate clause (refer page 25), also attached.

On-line communications and social media are now accepted practice, such has been the rise of social media, through smart phones and mobile communication technology.

One of the roles of Councillors is to facilitate communications between the community and Council. Electronic communication means that our community has come to expect instant responses from its elected officials at the same time as holding them, as public officers, to a higher standard of behaviour than the general public. Where social media encourages short and attention grabbing statements, the community expects thoughtful, well-reasoned and responsible communications from its representatives.

These sometimes conflicting expectations can create confusion and result in weakening community trust in individual Councillors and Council as a whole.

The attached proposed Policy provides Councillors with a resource for decision making should they elect to use social media and:

1. assist Councillors to use social media to communicate effectively with the community and encourage discussion of issues in an informed and responsible manner;
2. support Councillors to use social media as part of their role while minimising the risk to them of loss of personal reputation or legal sanction;
3. reduce the chance of possible ambiguities, particularly where confusion may occur between official comments and personal and private views by ensuring that social media comments are clearly identified as personal statements and not misconstrued as representing Council as a whole, elected members or staff;
4. ensure that social media comments do not contain errors of fact;
5. help ensure that social media comments are of a moderate and respectful tone that reflects well on Council as a whole; and
6. are not intended to be prescriptive or to inhibit an open exchange of views.

The Policy should be read in conjunction with the Code of Conduct and any breach of the policy may therefore be considered a breach of the Code of Conduct.

## Policy Implications

An update to the Policy Manual with the inclusion of the proposed policy.

### Statutory Implications

The *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007* are applicable (numerous sections).

### 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.D4.1 – 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

Comments made by Councillors which become public and which breach the proposed policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

### Financial Implications

Nil

### Voting Requirements

Simple Majority

Absolute Majority

## **Officer's Recommendation**

**That:**

- 1. the Code of Conduct, as presented (and amended) in Attachment 15.1B, and Policy 1.17 - Councillor use of Social Media, as presented in Attachment 15.1C, be adopted; and**
- 2. Council note the WALGA Use of Social Media Guideline as presented in Attachment 15.1A.**



**15.2 Proposed Amendments to the WALGA Constitution**

## Administration



<b>Reporting Officer:</b>	Greg Powell, CEO
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Reference:</b>	GR/17/11
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 15.2A</a> – Minute Extracts from the WALGA State Council and GECZ <a href="#">Attachment 15.2B</a> – WALGA Zone Maps

### Purpose of Report



Executive Decision



Legislative Requirement

### Background

A number of potential amendments to the WALGA Constitution have arisen since WALGA's last governance review and Constitutional amendments in 2016.

The issues identified and discussed by both WALGA State Council and the GECZ at previous meeting are as follows:

1. President and Deputy President – Metropolitan and Country Representation;
2. President and Deputy President – Rotation of Presidency between Metropolitan and Country constituencies;
3. State Councillor Eligibility – Ex-officio Members;
4. State Councillor Eligibility – Ministerial Suspension of Council or Councillor;
5. Election Procedure – Confirmation that the WALGA President is entitled to vote in elections for the positions of President and Deputy President; and,
6. Change of Name – Local Government Professionals Australia WA.

Included as an attachment are excerpts from both the WALGA State Council and the GECZ minutes providing background information and discussion into the reasons behind the proposed amendments.

In reviewing the WALGA State Council Agenda at its meeting on Thursday 26 April 2018 the GECZ considered proposed amendments to the WALGA State Council Constitution.

Whilst the GECZ accepted the WALGA recommendation, the meeting also considered the matter of the size of membership to the WALGA State Council. This discussion followed comments at the March Meeting of the GECZ by Councillor Stephen Strange (President, Shire of Bruce Rock) that the size of the State Council should be reviewed, with Cr Strange suggesting that 24 State Councillors may be too many and as such a review of membership on State Council should be undertaken.

There are currently 24 representatives on State Council, with 12 from the metropolitan area and 12 from the country area.

Following this discussion the GECZ resolved:

*“That the matter of representation on State Council be referred to Member Councils for consideration with responses to be considered at the June Meeting of the Great Eastern Country Zone.”*

Comment
---------

The matter was discussed informally with Council at its June 2018 evening briefing session with the general comment indicating that while State Council may seem a bureaucratic system, reducing the number of representatives may not improve the situation. Indeed, depending on the criteria for how and from where a reduced membership is determined there is a chance that either country or metropolitan local governments are less represented, or that the towns within those Zones are less represented.

Attachment 15.2B includes maps which indicate each area of the State covered by either a metropolitan or a country Zone. The current State Council membership consists of the following:

<b>Chair</b>	
WALGA President	President Cr Lynne Craigie
<b>Members</b>	
Avon-Midland Country Zone	Cr Jan Court
Central Country Zone	President Cr Phil Blight
Central Metropolitan Zone	Cr Paul Kelly Vacant
East Metropolitan Zone	Cr Brooke O'Donnell Cr Kate Driver
Goldfields Esperance Country Zone	President Cr Malcolm Cullen
Gascoyne Country Zone	President Cr Cheryl Cowell
Great Eastern Country Zone	President Cr Stephen Strange
Great Southern Country Zone	President Cr Keith House
Kimberley Country Zone	Cr Chris Mitchell
Murchison Country Zone	Cr Les Price
North Metropolitan Zone	Cr Russ Fishwick JP Cr Giovanni Italiano JP Mayor Tracey Roberts (Deputy President)

<b>Members (...Cont/)</b>	
Northern Country Zone	President Cr Karen Chappel
Peel Country Zone	President Cr Michelle Rich
Pilbara Country Zone	President Kerry White
South East Metropolitan Zone	Cr Julie Brown Cr Brian Oliver
South Metropolitan Zone	Mayor Logan Howlett JP Cr Doug Thompson Mayor Carol Adams
South West Country Zone	President Cr Tony Dean
<b>Ex Officio</b>	
Local Government Professionals State President	Mr Ian Cowie PSM

While it could be argued that having an equal number of representatives from the metropolitan and country Zones is a fair spread, another consideration could be the definition of what defines a Zone as either metropolitan or country. Many could suggest that the Peel Zone is becoming more metropolitan with the urban sprawl continuing to increase along the coast line. Similarly with some areas in the Avon-Midland Zone, where the blur between the metropolitan area and the higher populated areas surrounding it is increasing.

The matter of State Council representation is not necessarily a new issue, having been debated previously over the years, and with varying degrees of interest shown across the sector in Zone and State Council activities. This could be because those local governments with a representative on State Council would have a far greater involvement with the Zone and State Council than those local governments within a Zone who do have a Councillor as a State Council member (such is the case with the Shire of Merredin in the GECZ where its representative is currently the President of the Shire of Bruce Rock).

It is also possible that some local governments are focusing more of their time and energy on matters affecting them and their communities over which they have direct influence, while the advocacy and lobbying impact the Zones and State Council may once have had could be considered largely gone, particularly with the current State Government.

This raises perhaps a more poignant issue to be addressed, which is the perceived effectiveness of the WALGA Zones and its State Council, and what their roles and priorities may continue to be.

Council may wish to provide further comment.

<b>Policy Implications</b>
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Nil

<b>Statutory Implications</b>
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Nil

## 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.D3.1 – Collaborate with neighbouring Shires (and beyond) for the benefit of the region as a whole  
Action #: 1  
Action: Continue to progress regional collaboration by participating in Wheatbelt East Regional Organisation of Councils strategies and similar regional partnerships  
Directorate: Office of the CEO  
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

As mentioned above, depending on the criteria for how and from where a reduced membership on WALGA's State Council is determined, there is a chance that either country or metropolitan local governments are less represented, or that certain towns within those Zones are less represented.

## Financial Implications

Nil

## Voting Requirements

Simple Majority

Absolute Majority

## **Officer's Recommendation**

**That:**

- 1. Council support the concept of a reduction in the number of State Councillors in the interest of a reduction in costs and increased efficiency; and**
- 2. acknowledge that further analysis of the implications of a reduction are required and suggest that WALGA commission a discussion paper on the topic after the 2018 Annual General Meeting.**

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