

# SHIRE OF MERREDIN



**“Heart of the Wheatbelt”**

**MINUTES OF ORDINARY COUNCIL MEETING**

**21 February 2012**

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**Agenda for the Ordinary Meeting of the Shire of Merredin to be held in the Council Chambers, Corner King and Barrack Streets, Merredin on Tuesday 21 February 2012 commencing at 1.00pm.**

**ATTENDANCE:**

Councillors:	D Crook	Shire President
	M Morris	Deputy Shire President
	BJ Anderson	
	RM Crees	
	DN Hayes-Thompson	
	KA Hooper	
	T McFarlane	
	D Morris	
W Wallace		
Staff:	G Powell	Chief Executive Officer
	E Arnold	Executive Manager Corporate and Community Services
	R Bowler	Environmental Health Officer
	J Garrett	Executive Manager Engineering Services
	L Wyatt	Executive Assistant to Chief Executive Officer

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**1.0 OFFICIAL OPENING**

The Shire President opened the meeting at 1.00pm. Rebecca Bowler, Julie Townrow, Kathy Baker, Sharon Rodwell representing Merrittville Retirement Village Inc and Jeanette Fegan representing the Southern Inland Health Initiative were present.

**2.0 PUBLIC QUESTION TIME**

Julie Townrow addressed Council with her concerns regarding agenda item 13.1: Aged Care Accommodation in Merredin – Formation of a Committee. She expressed her distress as what she perceived was a lack of foresight on behalf of Council. She explained that Merrittville Retirement Village was in possession of stage 1 of a feasibility study and believed that Council risked alienating key stakeholders if it did not consider the information it contained and that stakeholders were able to offer.

Jeanette Fegan expressed her desire that all parties be consulted and advised that David Naughton would like to meet with Councillors.

Kathy Baker expressed her concerns that the community would not be consulted.

Sharon Rodwell reiterated that she would be keen for all stakeholders to get together to discuss the matter of aged accommodation in Merredin.

The Shire President advised that the formation of a Committee was in response to a community and regional need to address aged care and

accommodation in Merredin and regionally. She explained that the purpose of this committee would be for information gathering purposes only at this stage and that it would at some point meet with all stakeholders to seek feedback and guidance.

The President thanked everyone for their attendance and assured that Council would be in touch in due course.

**3.0 APOLOGIES AND LEAVE OF ABSENCE**

Nil

**4.0 DISCLOSURE OF INTEREST**

The Chief Executive Officer Mr Greg Powell declared an interest in Item 17.1.  
Councillor Tracey McFarlane declared an interest in Item 10.5.

**5.0 PETITIONS AND PRESENTATIONS**

Nil

**6.0 CONFIRMATION OF MINUTES**6.1 Ordinary Council Meeting

Confirmation of the minutes of the Ordinary Council Meeting held on 17 January 2012.

**30822**

Moved: Cr D Morris

Seconded: Cr K Hooper

**Officer's Recommendation**

*That the minutes of the Ordinary Council Meeting held on 17 January 2012 be confirmed as a true and correct record of proceedings.*

**CARRIED 9/0****7.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

On behalf of Council the Shire President offered condolences to Councillor Wallace on the death of his sister.

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

Item 17.1 - CEO Performance Appraisal

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

9.1 Wheatbelt East Regional Organisation of Councils Executive Meeting held 14 December 2011

**Attachment 9.1A**

9.2 Merredin Community Christmas Party held 21 December 2011

**Attachment 9.2A**

9.3 Great Eastern Country Zone Meeting held 25 January 2012

**Attachment 9.3A**

9.4 Merredin Museum and Historical Society Meeting held 1st February 2012

**Attachment 9.4A**

9.5 Wheatbelt North Regional Road Group Kellerberrin Sub Group Meeting held 10 February 2012 via Teleconference.

**Attachment 9.5A**

- 9.6 Wheatbelt East Regional Organisation of Councils Executive Meeting held 1 February 2012.

**Attachment 9.6A**

- 9.7 Annual Electors Meeting held 14 February 2012

**Attachment 9.7A**

- 9.8 Minutes Merredin Heritage Advisory Committee Meeting held Thursday 2 February 2012.

**Attachment 9.8A**

Moved Gloria Banks

Seconded Donna Crook

*That the Merredin Heritage Advisory Committee recommend to Council that an approach be made to the Merredin Military Museum regarding it's lack of attendance and reporting for meetings, and query the opening hours of the Museum.*

**CARRIED 3/0**

Moved Gloria Banks

Seconded Debbie Morris

*That the Merredin Heritage Advisory Committee recommend to Council that an approach be made to the National Trust regarding the possibility of attracting funding toward the preparation of a business plan that would outline the future uses of the No. 4 Pump Station.*

**CARRIED 3/0**

Moved Gloria Banks

Seconded Debbie Morris

*That the Merredin Heritage Advisory Committee recommend to Council that as a suitable area has not been identified for a heritage plaque, that the money be reallocated toward funding the 'logo and signage project' for the heritage precinct as part of Council contribution to this project.*

**CARRIED 3/0**

**30823**

Moved: Cr M Morris                      Seconded: Cr B Anderson

**Officer's Recommendation**

*That Council receive the minutes from Wheatbelt East Regional Organisation of Councils Executive Meeting held 14 December 2011, Merredin Community Christmas Party held 21 December 2011, Great Eastern Country Zone Meeting held 25 January 2012, Merredin Museum and Historical Society Meeting held 1st February 2012, Wheatbelt North Regional Road Group Kellerberrin Sub Group Meeting held 10 February 2012 via Teleconference, Wheatbelt East Regional Organisation of Councils Executive Meeting held 1 February 2012, Annual General Electors Meeting held 14 February 2012 and Minutes Merredin Heritage Advisory Committee Meeting held Thursday 2 February 2012 en bloc.*

**CARRIED 9/0****Officer's Recommendation**

- 1. *That the recommendations of the Merredin Heritage Advisory Committee be noted by Council and referred to Staff for further investigation.***
  
- 2. *That the matters raised by members of the public at the Annual Electors Meeting be referred to Staff for further investigation and reporting back to Council when information is to hand.***

**30824**

Moved: Cr D Morris                      Seconded: Cr Hayes-Thompson

**Resolution**

- 1. *That the recommendations of the Merredin Heritage Advisory committee be endorsed.***

**CARRIED 7/2****30825**

Moved: Cr Hayes-Thompson                      Seconded: Cr D Morris

- 2. *That the matters raised by members of the public at the Annual Electors Meeting be referred to Staff for further investigation and reporting back to Council when information is to hand.***

**CARRIED 9/0**



**10.0 DEVELOPMENT SERVICES**

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**10.1 LOCAL PLANNING SCHEME 6 – SIGN APPLICATION – LOT 335, STREET NO. 112 BARRACK STREET, MERREDIN**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	John Mitchell
<b>Legislation:</b>	Local Planning Scheme No. 6
<b>File Reference:</b>	A2900
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Submission

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**Background**

An application (PA 01 – 12) to erect an 18m<sup>2</sup> sign on the warehouse component of the Two Dogs Hardware has been received from WA BillBoards PO Box 205 Morley WA 6943 representing the Water Corporation.

A copy of the submission is contained in **Attachment 10.1A**.

**Comment**

Application forms have been completed correctly.

The Local Planning Scheme No. 6 references the defined terms of the Town Planning Regulations 1967. Advertisement is defined within the Regulations as: -

“means any word, letter, model, sign, placard, board, notice device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements. This term includes any airborne device anchored to land or building or any vehicle or trailer or similar object placed or located as to serve the purpose of advertising.”

The Shire of Merredin has not adopted a signage advertisements local law.

Schedule 5 of Local Planning Scheme No. 6 determines exempted signs.

Schedule 5 indicates that for Industrial and Warehouse premises the maximum total area of signage shall not exceed 10m<sup>2</sup> nor an individual sign exceed 6m<sup>2</sup>. The Two Dogs building is a warehouse.

The signage proposed is 18m<sup>2</sup>. The advertisement relates to a community message from the Water Corporation. Existing on site signage comprises two signs relating to product advertisement and one sign relating to premises

name and business service provision. Existing signage would place the total square metreage area above permissible levels.

Section 5.5 of the Local Planning Scheme No. 6 permits the local government to vary a standard or requirement subject to compliance with clauses 5.5.2 & 5.5.3.

**Statutory/Policy Implications**

The provisions of Schedule 5 of the Local Planning Scheme No. 6 are applicable. Sections 9.1.1(l) and 8.1 footnote 2 of the Town Planning Regulations 1967 are drawn to the scheme text through part 8 and part 9 of the scheme text. Advertisements on buildings are the subject of planning applications.

Therefore the advertisement is subject to the planning approval process.

**Financial Implications**

Planning fees of \$139.00 are due to be paid before Council's decision is formalised.

**Officer's Recommendation**

*That planning application PA 01 – 12 from WA BillBoards on behalf of Two Dogs Hardware be refused as the permissible level for advertisements would be exceeded.*

30826

Moved: Cr M Morris

Seconded: Cr T McFarlane

*That planning application PA 01 – 12 from WA BillBoards on behalf of Two Dogs Hardware be approved as per the application received.*

LOST 4/5

30827

Moved: Cr K Hooper

Seconded: Cr M Crees

**Officer's Recommendation**

*That planning application PA 01 – 12 from WA BillBoards on behalf of Two Dogs Hardware be refused as the permissible level for advertisements would be exceeded.*

CARRIED 6/3

10.2 **LOCAL PLANNING SCHEME NO. 6 – REQUEST FOR AMENDMENT – ZONING TABLE – M. MURFIT – 2 BATES STREET, MERREDIN**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	John Mitchell
<b>Legislation:</b>	Local Planning Scheme No. 6
<b>File Reference:</b>	LUP/5/11
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Correspondence

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**Background**

On 18<sup>th</sup> May 2011 the Local Planning Scheme No.6 (LPS) was approved following a substantial period of advertising and consideration of public submissions.

Correspondence (**Attachment 10.2A**) has been received from Mrs M Murfit, the owner of 2 Bates Street, Merredin seeking Council consideration of amending the zoning table and include the Use Class “Bed & Breakfast” within the town centre zone.

The matter is provided to Council to reach agreement that the appropriate term is “Holiday Accommodation” for development of Lot 201 Bates Street, Merredin.

**Comment**

The applicant advises that whilst the premises was originally sold by Council to them with the proposal for office or bed & breakfast, ultimately a food premises was approved for development of the site.

Subsequently the LPS was considered, advertised and approved. The zoning table permits the establishment of holiday accommodation and a hotel but not a bed and breakfast style or motel development.

“Hotel” means premises providing accommodation the subject of a hotel licence under the Liquor Licencing Act 1988, and may include a betting agency on those premises but does not include a tavern or motel.

“Holiday accommodation” means accommodation comprising two or more cabins, apartments, chalets, cottages or flats which by way of trade or business, or for the purpose of any trade or business is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor for a period of less than 3 months. Holiday accommodation may include a dining area or restaurant.

“Bed and Breakfast” means a dwelling used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short term commercial basis and includes the provision of breakfast.

“Motel” means premises used to accommodate patrons in a manner similar to a hotel but in which specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licenced under the Liquor Licencing Act 1988.

It is more appropriate to call the applicant’s requested use a motel as the building is not a dwelling. However the term/definition of “Holiday Accommodation” would permit a “motel” style accommodation proposal to be put to Council which represents a “D” or discretionary power available to the Council. An example is that there is no requirement to provide cooking, laundry or ablutions within each area allotted for accommodation. The provision of self contained units has become an expectation and is not a legal requirement of the National Construction Code 2011.

The matter has been discussed with the Planning Consultant, Mr Paul Bashall who concurs the term Holiday Accommodation can be applied.

#### **Statutory/Policy Implications**

Table two of the LPS determines that the use is closest to a “motel” or “hotel” and requires the provision of one car parking bay per bedroom. Clause 5.7.1 permits the Council to use this comparison.

For Council to consider amending the zoning table to permit Bed & Breakfast within the Town Centre there must first be a dwelling currently in use by the/any applicant within that zone. There is only one dwelling within the zone “Town Centre” and this is currently used for Bed and Breakfast accommodation.

No amendment to the Scheme text of the LPS is recommended as there are no dwellings permitted within the Town Centre. Existing dwellings are protected by the non-conforming (pre-existing) use clauses within the scheme text.

#### **Financial Implications**

No planning application fees are applicable with respect to this matter.

**30828**

Moved: Cr M Crees

Seconded: Cr T McFarlane

**Officer's Recommendation**

- 1. That the Zoning table use classes for "Town Centre" Use Class – "Holiday Accommodation" be applied to an application for accommodation premises on Lot 201 Bates Street, Merredin.**
- 2. That an amendment to the Zoning Table to allow "Bed and Breakfast" use class within the "Town Centre" zoning not be supported by the Shire of Merredin as there are no single dwellings situated or permitted within the "Town Centre" zoning.**
- 3. That Mrs Murfit be advised of Council's decision regarding the proposed zoning table amendment relating to Bed & Breakfast accommodation within the Town Centre zone.**

**CARRIED 7/2**

10.3 **LOCAL PLANNING SCHEME NO. 6 – APPLICATION FOR SUBDIVISION – HOMESTEAD; LOCATION 4145 GREAT EASTERN HIGHWAY, MERREDIN – D NORTHCOTT & D CARR**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	John Mitchell
<b>Legislation:</b>	Local Planning Scheme No. 6
<b>File Reference:</b>	A7014
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	WAPC Correspondence

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### **Background**

A request for advice (**Attachment 10.3A**) has been received from the Western Australian Planning Commission regarding an application to subdivide Location 4145 Great Eastern Highway – Corner of Hughes Road and Newport Road for rural purposes.

### **Comment**

There is a dwelling located on the land adjacent to Newport Road approximately 150m from north eastern corner. The proposal creates two lots of 8.18ha and 32.293ha. The dwelling is located on the larger lot. The homestead lot created exceeds WAPC requirements of 20ha – Clause 4.9.

The homestead is located on the larger lot to be created. Council's policy relating to the approval of Homestead subdivisions sets a maximum size of 10ha unless there are special circumstances. No additional information has been provided to support special circumstances. The general farming lot left is not a viable farm holding as defined within WAPC policies.

Where the sole purpose is to permit the construction of an additional dwelling and not to annex land for general farming purposes the application should be refused.

### **Statutory/Policy Implications**

Development Control Policy 3.4 – Subdivision of Rural Land is applicable. Section 4 – Policy measures for rural lots for farming and conservation are not met by this application particularly 4.1 – piecemeal development – there is no structure plan for development for this area other than the Shire of Merredin Local Planning Scheme No. 6 objectives, which determines criteria to be met for development proposals, within clause 1.6 of the LPS6 and clause 4.2 – the lot sizes created are inconsistent with existing rural land holdings and lots created do not support broad acre farming.

**Financial Implications**

There are no financial implications for the Shire of Merredin.

Councillor Wallace left the meeting at 2.20pm and returned at 2.22pm

**30829** Moved: Cr M Crees                      Seconded: Cr K Hooper

**Officer's Recommendation**

*That the Western Australian Planning Commission be advised that the application to subdivide the general farming Location 4145 Great Eastern Highway into two lots of 8.18ha and 32.293ha is not supported by the Shire of Merredin.*

**LOST 7/2**

**30830** Moved: Cr M Morris                      Seconded: Cr T McFarlane

**Officer's Recommendation**

*That the Western Australian Planning Commission be advised that the application to subdivide the general farming Location 4145 Great Eastern Highway into two lots of 8.18ha and 32.293ha is supported by the Shire of Merredin.*

**CARRIED 7/2**

**Reason:** That the subdivision follows the natural flow of the land and that the land is not currently being used for agricultural purposes.

**10.4 RECREATIONAL VEHICLE DUMP POINT PROPOSAL**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	
<b>Author:</b>	Rebecca Bowler
<b>Legislation:</b>	
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

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**Background**

In January 2011 Council requested staff investigate the possibility of installing a "Dump-Ezy" RV dump point in the vicinity of Barrack Street in Merredin.

Initial research was carried out by Phil Swain (Contract EHO), Pam Masters (Former Visitor Centre Manager), Debbie Morris (Former Community Services Manager) and Phil Chadd (Campervan and Motorhome Club of Australia Ltd) "CMCA".

Since December 2011, Building Project manager, John Gearing, Environmental Health Officer, Rebecca Bowler and Executive Director of Development Services, John Mitchell have been dealing with the matter.

The following locations have been identified as possible sites:

1. Apex Park car park within 20 metres of Olive Grove Cafe,
2. Behind the Visitor Information Centre,
3. Two Dogs Home Hardware centre car park,
4. Newfields business complex car park,
5. Old Golf Club,
6. Burracoppin,
7. Gamenya Avenue,
8. Roy Little Park and
9. Merredin Tourist Park.

The following issues were considered when assessing each site:

1. The ability to cater for RVs and motor homes up to 20m in length including the requirement for a 'drive through' flow of traffic and/or a space able to cater for a turning circle minimum of 35m and sufficient area for a bank up of more than unit,
2. Feasibility of connecting to sewer,
3. Monitoring,
4. Cost of up keep and maintenance,
5. Potential odour issues,
6. Access to water for wash down purposes,
7. User privacy,
8. Vandalism,
9. Main street congestion and



10. Conflict with Town Planning Scheme No.6 if a transit park is to accompany the dump point.

Set out below are the advantages and disadvantages of each site.

#### Apex Park

ADVANTAGES	DISADVANTAGES
<ol style="list-style-type: none"> <li>1. Accessible connection to sewer, linked to Apex Park ablution block, manhole next to Olive Grove Café</li> <li>2. Enough room for drive through or turning circle for RV traffic</li> <li>3. Close to main business centre</li> <li>4. Easy access off the highway.</li> <li>5. Close proximity to the shire ablution block, easy to include in cleaners schedule.</li> <li>6. If the dump point is locked, the cleaner can unlock at 7am &amp; lock in the evening.</li> </ol>	<ol style="list-style-type: none"> <li>1. 20m to Olive Grove food premise, odour &amp; cleanliness issues</li> <li>2. May be subject to vandalism.</li> <li>3. No user privacy.</li> <li>4. Aesthetically unpleasant as very close to the main entrance to town.</li> </ol>

#### Visitor Information Centre

ADVANTAGES	DISADVANTAGES
<ol style="list-style-type: none"> <li>1. Could be secured with cleaner to lock at 7.00pm &amp; open at 7.00am.</li> <li>2. Walking distance to CBD.</li> <li>3. Multiple entry &amp; exit points.</li> <li>4. Easy access from highway.</li> </ol>	<ol style="list-style-type: none"> <li>1. The current sewer connection is illegal.</li> <li>2. Drive through flow of traffic only.</li> <li>3. May be subject to vandalism.</li> <li>4. Maintenance cost would be Shires.</li> <li>5. Full view of Prospector &amp; Indian Pacific trains.</li> <li>6. Safety of pedestrians crossing from train station to main street of town,</li> </ol>

#### Newfields Complex

ADVANTAGES	DISADVANTAGES
<ol style="list-style-type: none"> <li>1. Private responsibility no ongoing cost for Shire.</li> <li>2. Close to CBD.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cannot provide required turning circle.</li> <li>2. Could potentially block service laneway.</li> <li>3. Restricted entry from Bates St.</li> <li>4. No user privacy.</li> <li>5. Location in keeping with general commercial land use.</li> <li>6. May be subject to vandalism.</li> </ol>

**Old Golf Club**

ADVANTAGES	DISADVANTAGES
<ol style="list-style-type: none"> <li>1. Space for large turning circle &gt;35m or 'drive through' flow of traffic.</li> <li>2. Close to tourist attractions e.g. Merredin Peak, Merredin Peak Dam and Golf Club.</li> <li>3. Privacy for users.</li> <li>4. Good space to provide transit/temporary stay overnight (if provided- not recommended)</li> <li>5. Away from likely vandalism.</li> <li>6. Reduced disturbance to/from local population.</li> </ol>	<ol style="list-style-type: none"> <li>1. The installation of a new septic tank and leach drain system would be required; Connection to pre-existing septic tank and leach drain system is not considered a viable option.</li> <li>2. The potential biological load, coating factor and sullage water from motor homes would necessitate a large system.</li> <li>3. High ongoing costs for Shire associated with the storage tank pump out or maintenance of the septic tank and leach drains.</li> <li>4. Will need regular monitoring of the dump point for cleanliness and maintenance.</li> </ol>

**Burracoppin**

ADVANTAGES	DISADVANTAGES
<p>It will encourage tourists stop out of town reducing congestion in Merredin.</p>	<ol style="list-style-type: none"> <li>1. Tourists may bypass Merredin.</li> <li>2. Will be more difficult to monitor &amp; maintain the dump point that far from Merredin.</li> <li>3. Not connectable to sewer therefore pump out costs will be required and will be more expensive to install.</li> <li>4. Increase in complaints from local residents regarding caravans stopping overnight.</li> <li>5. Because of the visibility from the highway it will encourage more people to camp there.</li> <li>6. The highway speed limit is 110 km/hr thereby increasing the possibility of an accident.</li> </ol>

**Merredin Tourist Park**

ADVANTAGES	DISADVANTAGES
<ol style="list-style-type: none"> <li>1. License holder is willing to run operate &amp; maintain the dump point within the park at the park's expense.</li> <li>2. Merredin Plumbing Service has quoted \$6550.50 for the supply &amp;</li> </ol>	

<p>installation of a new Dump-Ezy liquid waste disposal unit at a designated point. The quote includes connection to existing sewer main, a copper water line with hose cock for wash down purposes &amp; excavation &amp; backfill. However, the CMCA on application will supply the Dump-Ezy valued at \$1,400.00.</p> <p>3. The park can accommodate RV's etc on unpowered sites as recommended by CMCA.</p> <p>4. The park is secure &amp; provides access to laundry &amp; ablution facilities which will encourage people to stay longer &amp; support tourism &amp; local shops.</p> <p>5. It is supporting the local business.</p>	
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#### **Roy Little Park**

ADVANTAGES	DISADVANTAGES
<p>1. Sewer &amp; water supply available.</p> <p>2. Aesthetically pleasing location.</p> <p>3. If the dump point requires locking the cleaner will lock at 7.00pm &amp; unlock at 7.00am.</p> <p>4. User privacy maintained.</p>	<p>1. Additional cost to connect to sewer.</p> <p>2. Would the Council want overnight camping here?</p> <p>3. Potential security issues.</p> <p>4. May be subject to vandalism.</p> <p>5. Ongoing cost to the Shire.</p>

#### **Gamenya Avenue**

ADVANTAGES	DISADVANTAGES
<p>1. Sewer &amp; water supply available.</p> <p>2. Drive through flow of traffic.</p> <p>3. The parking bay rarely used.</p> <p>4. Easily accessed from Great Eastern Hwy.</p>	<p>1. Ongoing cost to the Shire.</p> <p>2. May be subject to vandalism.</p> <p>3. Close to main street &amp; CBD.</p>

#### **Two Dogs Home Hardware Car Parks**

Discussions with the owners Lloyd and Jenny Maloney regarding the possibility of locating the dump point in the car park of the hardware centre indicate an interest but as they have been away staff have been unable to firm details regarding:

1. Location of main sewer line.
2. Unless drive through is an option, if not it is unlikely to be able cater for large vehicles.
3. Who would install the dump point and pay for connection to sewer?

4. Who will pick up the ongoing cost of maintenance, cleaning and upkeep?  
Unlikely to be able to cater for large vehicles up to 20m in length without affecting usual custom traffic.

**Other**

The Merredin Peak Dam car park and Hines Hill Roadhouse were also considered but they are believed to be not viable for the following reasons:

**Merredin Peak Dam**

1. There is not enough space for large vehicles.
2. It would be expensive to connect to sewer and would most likely have to have a storage tank instead which would incur ongoing pump out costs.
3. There would be ongoing monitoring and maintenance costs for the Shire.
4. It would interfere with the normal tourism traffic.
5. Odour and unsightliness issues may arise if not monitored constantly.
6. Could encourage illegal dumping.

**Hines Hill Roadhouse**

1. It may lead to tourists bypassing Merredin.
2. It would most likely require a storage tank that will require a pump out on a regular basis incurring ongoing pump out costs to the Shire.
3. It is a long way from Merredin for the purposes of monitoring and maintenance unless a deal could be struck with the owner of the roadhouse however Food handlers would not be permitted to clean and maintain the dump point for food safety reasons.

**Comment**

A point to note when considering a location is that caravanners generally, including people with RV's and Motor Homes, tend to travel in groups therefore there could be two, three or more units lined up waiting to use the dump point.

With each rig being around 20 metres in length (van and vehicle) it would be inadvisable to set anything up in the centre of town as it could cause congestion.

Any unsupervised site will almost certainly have ongoing cleaning issues; it will not be sufficient to clean the facility once a day; it will need to be monitored regularly throughout the day.

If this is not done it will give rise to continual complaints.

**Campers Dump Point Subsidy Scheme CMCA/KEA**

The CMCA offer the Campers Dump Point Subsidy Scheme to assist in providing a free public dump point in towns for use by RV's, Motorhomes and other large rigs.

Staff discussions with the CMCA have determined that:

- Caravan parks are a good option as they are more secure and have access to facilities if required (for a small fee usually).
- Tourist Park will get free advertising as an RV friendly site on the CMCA website if they have a dump point and conditional on offering a 10% discount on a site cost to CMCA members that present their card when staying at the tourist park
- Typically caravan parks around Australia provide un-powered camp sites for about \$5-12 per night
- To combat vandalism the "dump easy unit" is lockable and the key can usually be obtained from the visitors centre if the facility is located in a public area and not at a caravan park (recommended \$20 deposit for use of the key).
- Dump points around Australia mostly open from 7am to 7pm
- The dumping of waste to be free.
- bioMagic is a chemical used to break down any foreign items that get placed in the dump point system....e.g. nappies
- The site provided needs to be drive through or have the ability to cater for a turning circle of approximately 35m because the total length of rigs can be 20 metres for vehicle and caravan.
- The subsidy scheme involves CMCA providing the \$1400-1500 "Dump-Ezy" unit only; the installation, connection to water and sewer are to borne by others.
- The CMCA can also supply 2x600x690mm steel signs that display the official dump point logo. These can be used as directional signs on roadways. Also 1x300x500mm sign can be supplied to be affixed at the Dump Point site, the total cost of for all three signs inc. freight is \$338.00.

The application process consists of providing a site map, times of availability, delivery address (if applicable) and any other additional information.

**The 'RV Friendly Town™' scheme**

'The 'RV Friendly Town™' scheme is another initiative of the CMCA that promotes RV tourism related services across Australia by promoting the partnership between the RV tourist and small towns.

The scheme encourages the expansion of tourism related infrastructure and services and promotes the economic advantage to small towns of providing RV tourist specific amenities.

An RV friendly town is one that provides amenities and services for the mobile traveller, these services include:

- access to 24 hour medical and pharmacy services,
- parking within close proximity to the general shopping area with groceries & fresh produce,
- service centre for basic vehicle repairs,
- a Visitor Information Centre (VIC) and town map with essential services,
- access to potable water,
- access to a Dump Point, within 50km of the town,
- provision of short term (24/48/72+ hour) parking/camping,
- provision of longer term parking within 5-20km of town centre, at a reasonable rate,
- 'RV Friendly Town' signs to be erected within the town environs.

A town may qualify as an RV Friendly Location™ if it does not meet all the criteria of an RV Friendly Town™. For example, the town may not have 24 hour medical facilities but will have access to a medical evacuation plan such as the Royal Flying Doctor Service or ambulance. The hospital may be located in a nearby town.

A third category is the RV Friendly Destination™. This category caters for destinations, such as a tourist attraction, homestead or country pub that is friendly towards all mobile travellers. The destination will have an area for overnight or longer stays for travellers in recreational vehicles.'

Sited from: [http://www.cmca.net.au/pages/motorhoming\\_information/cmca\\_schemes/RVFriendlyTowns.php](http://www.cmca.net.au/pages/motorhoming_information/cmca_schemes/RVFriendlyTowns.php)

Locating the dump point at the caravan park would not prevent Merredin from becoming an RV friendly town if all the other criteria are met.

From the information obtained, the most cost effective and viable option for the location of a "Dump-Ezy" dump point appears to be the Merredin Tourist Park for the following reasons:

1. The only cost to the Shire of Merredin will an upfront installation cost.
2. All ongoing maintenance and cleaning costs will be borne by the Merredin Tourist Park.
3. Merredin Tourist Park can provide the security and additional facilities to the RV, motor home and caravan community which may encourage tourists to stay for extended period of time in the area which would be beneficial to the local business community.
4. The location of the dump point within the caravan park alleviates any traffic congestion in the town centre.
5. The Shire would be seen to be supporting small business in the town.
6. By locating it in the caravan park it fits the CMCA criteria for an RV Friendly Town to provide camping, especially as it would be difficult to

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provide camping/transit at the other sites because of planning restrictions.

### **Statutory/Policy Implications**

There is no requirement to have a overnight stay (transit park) point according to CMCA unless The 'RV Friendly Town™' becomes the goal of council. Having the provision of both short term and long term parking attracts tourists that will 'stop and shop' as opposed to those that will 'dump and go'.

### Town Planning Scheme no 6:

Under the provisions of the above scheme, caravan parks and camping grounds are an "X" use in the following zones:

- Residential
- Town Centre
- Commercial
- Light Industry
- General Industry
- Special Residential
- Rural Residential
- General Farming

Caravan parks and camping grounds are a "D" use in the "Highway Service Zone"; a "D" use is a use not permitted unless the local government has exercised its discretion by granting approval.

Caravan parks and camping grounds are a "A" use in the "Townsite Zone"; an "A" use is a use not permitted unless the local government has exercised its discretion by granting approval after giving special notice in accordance with clause 9.4

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

Under the provisions of the regulations a caravan park includes a transit park.

### **Financial Implications**

- Water Corporation sewer rates (annual)~ \$1400 per annum
- Connection to sewer fee (one off)~ \$500
- Installation costs estimated to be around \$6600 (including excavation and backfill), see attached costing from quote recently received for works to be undertaken at the Merredin Tourist Park.
- Cleaning and Maintenance- cleaning contractor ~ \$36 per/hr
- Ongoing monitoring, maintenance and cleaning costs (City of Kalgoorlie- Boulder are going to provide a indication of the costs associated)

- If installing an underground tank system, there will be the ongoing costs of pumping the storage tank out and disposal at the liquid waste disposal area at the Chandler Road landfill site.

**30831**

Moved: Cr M Crees

Seconded: Cr K Hooper

**Officer's Recommendation*****That the Shire of Merredin agrees to:***

- 1. Apply to the Campervan and Motorhome Club of Australia Ltd for a "Dump-Ezy" dump point and***
- 2. Enter into an agreement with the proprietor of the Merredin Tourist Park to install the "Dump-Ezy" dump point at the Merredin Tourist Park with the following terms and conditions;***
  - a) The Shire of Merredin will pay for the installation costs***
  - b) The Merredin Tourist Park run, operate, maintain and clean the dump point at its own expense***
  - c) The Merredin Tourist Park operate the dump point in accordance with the guidelines of the Campervan and Motorhome Club of Australia***
  - d) There will be no charge to dispose of liquid waste into the dump point only***

LOST 7/2

**30832**

Moved: Cr M Morris

Seconded: Cr B Anderson

- 1. That the RV dump point be located in the vicinity of the Olive Grove restaurant.***
- 2. That an application be made to the Campervan and Motorhome Club of Australia Ltd for a "Dump-Ezy" dump point.***

CARRIED 7/2

Cr M Crees requested his vote in the negative be recorded.

**Reason: That this is the most applicable and beneficial location for the Merredin and the RV community.**

Motion Rescinded  
CMRef 81303  
February 2014



10.5 **POLICY 8.25 FOOD ACT COMPLIANCE AND ENFORCEMENT POLICY - AMENDMENT**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Rebecca Bowler, Ken Lowth Relieving EHO
<b>Author:</b>	Ken Lowth Relieving Environmental Health Officer
<b>Legislation:</b>	Food Act 2008, Local Government Act 1995
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

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**Background**

At the Ordinary Council Meeting 15 November 2011 Council resolved advertise and implement a new policy "Food Act Compliance and Enforcement Policy".

The policy omitted a definition of a "Mobile Food Business" and this agenda item proposes to amend the Policy to include the definition.

Another concern is that the fee in the current budget for street traders and stall holders generally (whether they be food or non food operators) under "The Shire of Merredin Local Law, Activities on Thoroughfares and Public Places and Trading Local Law 1995" only provides a charge for a daily rate; there is no provision for someone who would like to trade for a week or on an annual basis.

Staff have received some enquiries of a general nature regarding annual licenses, so this anomaly needs to be addressed.

An example of someone who may like to trade in the town once a week all year could be a Mr Whippy van and under the current fee structure they would pay \$80.00/day which equates to over \$4,000.00pa.

As fees can only reflect the administration costs i.e. the Shire cannot use these charges to raise revenue so the charge in this instance would not stand up to challenge.

**Comment**

The definition of a Mobile Food Business as documented by the Health Department of WA is:

- A Mobile Food Business is a food business that operates from premises that are non-permanent; for example food vehicles and caterers.

This change to the *Food Act 2008* Food Safety Compliance and Enforcement Policy will ensure that Temporary Food Businesses and Mobile Food Businesses are adequately defined for the purpose of processing applications.

To address the anomaly in the fees and charges, an amended fee structure for all stall holders and traders which include mobile food businesses and temporary food stalls is set out below; both current and proposed charges are shown:

#### Current

TYPE OF TRADER	CHARGE
Charitable, community not for profit organisations.	Free
Stall holder/street trader	\$60.00
Stall holder/street trader food business	\$80.00

#### Proposed 2012/2013

TYPE OF TRADER	CHARGE
Charitable, community non profit organisations.	Free
All stall holders/street traders including food businesses	\$15.00/day (max 6 days) \$87.00/week (max 21 days) Annual \$1,000.00pa

The Mercury will also be notified of the amendments to the policy and the fees and charges for reporting purposes to inform the community of the changes.

#### **Statutory/Policy Implications**

- Food Act 2008
- Local Government Act 2005
- Shire's Local Law, Activities on Thoroughfares and Public Places and Trading Local Law 1995
- Food Regulations 2009
- Food Act Compliance and Enforcement Policy

In relation to the changes in the Stallholder and Street Traders fees the Local Government Act 1995 allows for the imposition of fees and charges as outlined in section 6.16.

#### **Financial Implications**

There are no financial implications involved with amending the policy to include a definition for a Mobile food business.

The new fees proposed better reflect the actual costs incurred by Council.

There will be some costs associated with advertising of the amendments.

There will possibly be an increase in revenue with the implementation of the new fees; the amount will be determined by the number of applicants.

**Officer's Recommendation**

- 1. That the Shire of Merredin advertises in the local newspaper for a period of twenty eight (28) days the following proposed amendment to the Shire of Merredin Food Act Compliance and Enforcement Policy to include the following definition of a Mobile Food Business and include it in the Policy if no submissions are received:**
  - **A Mobile Food Business is a food business that operates from premises that are non-permanent; for example food vehicles and caterers.**
- 2. That the Shire of Merredin advertises in the local newspaper for a period of twenty eight (28) days the following proposed amendments to the Shire of Merredin Fees and Charges for Stall Holders and Street Traders and include them in the Shire's Fees and Charges if no submissions are received:**
  - **Fee for a stall holder/street trader license**
    - a) \$15.00/day (max 6 days)**
    - b) \$87.00/week (max 21 days)**
    - c) \$1,000.00pa**

**30833**

Moved: Cr D Morris

Seconded: Cr B Anderson

**Resolution**

- 1. That the Shire of Merredin advertises in the local newspaper for a period of twenty eight (28) days the following proposed amendment to the Shire of Merredin Food Act Compliance and Enforcement Policy to include the following definition of a Mobile Food Business and include it in the Policy if no submissions are received:**
  - **A Mobile Food Business is a food business that operates from premises that are non-permanent; for example food vehicles and caterers.**
- 2. That the Shire of Merredin advertises in the local newspaper for a period of twenty eight (28) days the following proposed amendments to the Shire of Merredin Fees and Charges for Stall Holders and Street Traders and include them in the Shire's Fees and Charges if no submissions are received:**
  - **Fee for a stall holder/street trader license**
    - a) \$15.00/day (max 6 days)**
    - b) \$87.00/week (max 21 days)**

Cr B Anderson left the chamber at 2.38pm

Cr B Anderson returned to the chamber at 2.42pm

Councillor T McFarlane declared an interest and left the chamber at 2.42pm

**30834**

Moved: Cr K Hooper

Seconded: Cr M Crees

**Amendment**

**1. That the Shire of Merredin advertises in the local newspaper for a period of twenty eight (28) days the following proposed amendment to the Shire of Merredin Food Act Compliance and Enforcement Policy to include the following definition of a Mobile Food Business and include it in the Policy if no submissions are received:**

- **A Mobile Food Business is a food business that operates from premises that are non-permanent; for example food vehicles and caterers.**

**2. That the Shire of Merredin advertises in the local newspaper for a period of twenty eight (28) days the following proposed amendments to the Shire of Merredin Fees and Charges for Stall Holders and Street Traders and include them in the Shire's Fees and Charges if no submissions are received:**

- **Fee for a stall holder/street trader license**

**d) \$15.00/day (max 6 days)**

**e) \$87.00/week (max 21 days)**

**f) \$1,000.00pa**

**THE AMENDMENT WAS PUT AND CARRIED 5/3**

**THE AMENDMENT BECAME THE MOTION WAS PUT AND CARRIED**

**6/2**

Councillor McFarlane returned to the meeting at 2.48pm.

Rebecca Bowler left the meeting at 2.49pm

**11.0 ENGINEERING SERVICES**

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**11.1 GRANT OF RIGHT OF BURIAL FOR PIONEER CEMETERY**

<b>Reporting Department:</b>	Engineering and Services
<b>Reporting Officer:</b>	James Garrett
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Correspondence

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**Background**

On the 24<sup>th</sup> January 2012 a letter was received from Mrs Valerie Sullivan (**Attachment 11.1A**) regarding her mother's wish to be buried at the Pioneer Cemetery.

The Grant of Right of burial that Mrs Veda Ethal Roberts held for grave number 17 & 18 section C of the Methodist denomination expired on the 19 December 2001.

Council's Cemeteries Local Laws do not state that the Pioneer Cemetery is closed for burials and that all new burials must be at the new Cemetery.

**Comment**

The last burial at the Pioneer Cemetery was 2010.

**Statutory/Policy Implications**

Nil

**Financial Implications**

In Council's scheduled 2011/2012 Fees and Charges for grant of right of burials there are no charges in place for Grant of Right of Burials at the Pioneer Cemetery.

The cost for a Grant of Right Burial at the Merredin Cemetery is \$65.00

Evelyn Arnold entered the chamber at 2.49pm

**30835** Moved: Cr D Morris Seconded: Cr B Anderson

**Officer's Recommendation**

*That Council grant Mrs Veda Ethal Roberts a new Grant of Right of Burial for grave number 17 & 18 section C of the Methodist denomination in the Pioneer Cemetery with the Fees and Charges be the same as those for Grant of Right of Burial in the Merredin Cemetery as listed in the 2011/2012 Schedule of Fees and Charges.*

**CARRIED 9/0**

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**12.0 CORPORATE AND COMMUNITY SERVICES**

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**12.1 LIST OF ACCOUNTS PAID**

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

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**Background**

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

**Statutory/Policy Implications**

Local Government Act 1995 and Financial Management Regulations.

**Financial Implications**

All liabilities settled have been in accordance with the Annual Budget provisions. It should be noted that outstanding creditors total \$334,340.33.

**30836** Moved: Cr D Morris                      Seconded: Cr T McFarlane

**Officer's Recommendation**

*That Council receive the schedule of accounts as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$809,859.39 from Council's Municipal Fund Bank Account.*

**CARRIED 9/0**

**12.2 MONTHLY FINANCE REPORT**

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

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**Background**

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

**Statutory/Policy Implications**

Local Government Act 1995 and Financial Management Regulations.

**Financial Implications**

As outlined in **Attachment 12.2A**.

**30837**

Moved: Cr D Morris

Seconded: Cr T McFarlane

**Officer's Recommendation*****That Council receive the Monthly Finance Report for January 2012.*****CARRIED 9/0**

**12.3 CENTRAL WHEATBELT VISITOR CENTRE - OPENING HOURS**

<b>Reporting Department:</b>	Corporate & Community Services
<b>Reporting Officer:</b>	Evelyn Arnold/Robyn McCarthy
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

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**Background**

The monthly weekend statistics for October 2011 to January 2012 clearly indicate visitor numbers have been steadily declining since the end of October 2011. In previous years the Visitors Centre has remained open both Saturday and Sunday during the off-peak season which generally runs from December to March inclusive. While Sundays 10am–2pm, were covered by volunteers, staff were paid overtime for Saturday 9am to 4pm. Traditionally the off-peak season visitor numbers are low.

**Comment**

The recommendation to close on Sundays during the hotter months is based on the reduced demand for tourist information, reflected by the lower visitor numbers and general lack of public activity in Merredin town centre on Sundays.

Whilst it is important to acknowledge that tourists may visit our shire any day of the week, in the hotter months many of the attractions in the area are less inviting and information about the area is still available on the website and from local businesses. It is therefore recommended that when prioritising the use of limited resources, we focus on the peak months following the promotional efforts at events such as the Perth Camping and Caravan show. When it is anticipated our target market is larger and the local attractions are at their best.

**Statutory/Policy Implications**

Nil.

**Financial Implications**

The operating costs during the peak season will increase for the Visitors Centre to be adequately resourced.



**Officer's Recommendation**

***That Council approve the following opening hours for the Central Wheatbelt Visitors Centre:***

***Peak Season: April to November***

***Monday to Friday 9:00am to 4:00pm***

***Saturday 9:00 to 2:00pm***

***Sunday 10:00am to 2:00pm***

***Off Peak Season December to March***

***Monday to Friday 9:00am to 4:00pm***

***Saturday 10:00am -2:00pm***

***Sunday Closed***

**30838**

Moved: Cr M Morris

Seconded: Cr D Morris

**Resolution**

***That Council approve the following opening hours for the Central Wheatbelt Visitors Centre:***

***Monday to Sunday 9:00am to 4:00pm with the centre being manned by volunteers on Sundays***

**CARRIED 7/2****Reason:**

**12.4 GWN7 TOURISM ADVERTISING**

<b>Reporting Department:</b>	Corporate & Community Services
<b>Reporting Officer:</b>	Evelyn Arnold
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Regional Tourism Budgets

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**Background**

Historically, Merredin and the Wheatbelt regions have used advertising time on GWN7 to promote and build the profile of the area. Tourism is widely supported by GWN7 who provides access to their network (State-wide, bar Perth area) coverage for local advertising rates.

**Comment**

The Central Wheatbelt Visitor Centre has been working with the Regional Tourism Groups toward providing a marketing plan and budget for promotional opportunities. This could be an occasion to promote the regions attractions and new businesses by building on the current business advertisements and making it cost effective.

It is proposed that we aim to air these advertisements around the time of the Perth Caravan and Camping show (from the middle of March 2012) to the end of April. The intention being to attempt to capitalise on any exposure and promotion achieved during the Perth show.

**Statutory/Policy Implications**

Nil.

**Financial Implications**

The cost of running 28 adverts to 22/04/2012 for \$137 per advert – total cost \$3,836. This would be unbudgeted expenditure in the regional tourism budget line. It should be noted that additional revenue has been received from participating shires in 2011/12.

**30839**

Moved: Cr D Morris

Seconded: Cr D Hayes-Thompson

**Officer's Recommendation**

*That Council approve the promotion of Merredin and regional tourism attractions through the media opportunity offered by GWN7 at a cost of not more than \$4,000.*

**ABSOLUTE MAJORITY REQUIRED****CARRIED 8/1**

**30840** Moved: Cr M Morris                      Seconded: Cr D Hayes-Thompson  
*That the meeting adjourn at 3.13pm.*  
**CARRIED 9/0**

**30841** Moved: Cr W Wallace                      Seconded: Cr T McFarlane  
*That the meeting resume at 3.27pm.*  
**CARRIED 9/0**

12.5 **2011/2012 BUDGET REVIEW**

**Reporting Department:** Corporate Services  
**Reporting Officer:** Evelyn Arnold –Executive Manager, Corporate and Community Services  
**Legislation:** Local Government Act 1995, Local Government (Financial Management) Regulations 1996  
**File Reference:** 2011/2012 Budget  
**Disclosure of Interest:** Nil  
**Attachments:** Budget Review

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**Background**

Local Governments are required to conduct a Budget Review in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996. These Regulations state:

1. *“Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
2. *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
3. *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\*Absolute majority required.*
4. *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”*

A Budget Review for the period ending 31 January 2012 has been completed and is presented for Council’s consideration as **Attachment 12.5A**.

**Comment**

In adopting the 2011/2012 Budget, Council, as required, adopted a level of material variances for reporting purposes. The level of material variance reporting set by Council is \$5,000 for income (-) and expenditure (+). Staff have used this variance in the analysis.

The nature of the review is to predict estimates of material variations likely to occur as at 30 June 2012. Variances of less than \$5,000 between budgeted and predicted figures (whether expenditure or income) are not considered as part of the overall Budget Review. A variance analysis for figures greater than \$5,000 are provided in the Attachment.

Review

Staff have reviewed the 2011/2012 Budget document and make the following points:

1. Transfers to/from Reserves will occur in June 2012;
2. Detailed review of Rates Outstanding Debtors is ongoing. Several significant debtors have been recouped due to the properties being on-sold. Several others are in various stages of legal recourse. A strict debt collection policy has been applied in order to minimise the potential for further debt to accrue;
3. Insurance considered in aggregate is as per budgeted figures;
4. Depreciation figures were best estimate during the budget preparation period. Some variances occur due to the purchase/development of assets later in the year where depreciation was budgeted for the full year.

Overall Budget Effect

The overall effect of the above variances upon the 2011/2012 Annual Budget is provided in **Attachment 12.5A**.

**Statutory/Policy Implications**

Financial Management Regulations.

**Financial Implications**

Nil.

**30842**

Moved: Cr D Morris

Seconded: Cr B Anderson

**Officer's Recommendation**

*That Council receive the 2011/2012 Budget Review and adopt the recommended Budget figures as presented in Attachment 12.5A.*

**CARRIED 9/0**

12.6 **AUDIT SERVICES REVIEW**

<b>Reporting Department:</b>	Corporate & Community Services
<b>Reporting Officer:</b>	Evelyn Arnold
<b>Legislation:</b>	Local Government Act 1995
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**Background**

The contract for audit services between the Shire of Merredin and UHY Haines Norton expired at the completion of the 2010/11 audit. In accordance with the Local Government Act 1995 and the Financial Regulations a new contract is required.

**Comment**

Quotes were received from three suitably qualified Accounting Firms selected from the WALGA preferred supplier list. They are listed below;

Service Provider	3 Year Costs including Travel
AMD Chartered Accountants	\$54,000
UHY Haines Norton	\$59,400
Grant Thornton	\$54,500

It is recommended that AMD Chartered Accountant are contracted to provide auditing services for the next 3 years. Whilst UHY Haines Norton has been providing satisfactory auditing services to the Shire of Merredin for a number of years, it is good governance to allow this review to be conducted by a new firm. In addition, the potential cost saving is also beneficial.

**Statutory/Policy Implications**

Local Government Act 1995 and Financial Management Regulations.

**Financial Implications**

These costs will be included in the annual budgeting process.

**30843**

Moved: Cr M Crees

Seconded: Cr M Morris

**Officer's Recommendation**

***That Council approve the appointment of AMD Chartered Accountants as official auditors for the duration of 3 years.***

***ABSOLUTE MAJORITY REQUIRED***

***CARRIED 9/0***

**13.0 ADMINISTRATION**

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**13.1 AGED CARE AND ACOMMODATION MERREDIN – FORMATION OF COMMITTEE**

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

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**Background**

The Shire of Merredin has in the past worked with the community on providing aged services like Merrittville Retirement Village, Beringa Frail Aged Lodge and Moorditj Mia Nursing Home.

With statistics showing that the general trend is for the ageing population to increase and with evidence that Merrittville has been at full capacity with a waiting list for a number of years, along with requests from older residents who are looking for alternate styles of housing, the need for planning for future aged care and accommodation has become a priority.

In 2009, the Shire of Merredin in conjunction with Merrittville Retirement Committee commissioned an Aged Accommodation Strategy that encompassed Merredin and the communities within a 100km radius. A copy of the Strategy has been provided under separate cover.

Aged care is not usually the responsibility of local government in WA but there is a role in lobbying for increased services and facilities. However, accommodation and specifically aged accommodation is a priority across the eastern wheatbelt as evidenced by a commitment through Royalties for Regions regional groups to address aged care needs on a regional basis.

**Comment**

Council has been advised that the Wheatbelt Development Commission is currently in the process of undertaking an Aged Accommodation and Services Needs/Gaps Analysis on a regional level with the results being available, hopefully, by July 2012. Notes from the inaugural meeting of a group formed under the auspices of the WDC have been circulated previously.

At the informal Council meeting on Tuesday 31<sup>st</sup> January 2012, Councillors indicated an interest in forming a committee to investigate aged accommodation options in Merredin. The outcomes could also inform the broader strategic work being undertaken.

Should Council resolve to form a committee, the following terms of reference could guide the committee. The draft terms have been suggested by some Councillors.

1. Investigate what the aged accommodation/care requirements for Merredin in the future
2. Investigate what options are available for future aged accommodation/care facilities in Merredin
3. Assess if there will be long term financial impact of the options on the Merredin Community in general and the Merredin Shire in particular
4. Assess the advantages or disadvantages of each option
5. Work with the Merritville Committee when assessing all options
6. Utilise the Aged Accommodation Survey commissioned by the Merredin Shire as a guide to what is required in regard to aged accommodation /care in Merredin
7. Table a progress report to Council each month, culminating in a final report to be presented by the May 2012 Council meeting.

#### **Statutory Implications**

Nil.

#### **Financial Implications**

Nil although there will be resource implications in servicing the Committee.

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

1. *That Council gives consideration to forming a committee to investigate aged issues in Merredin with the aim of providing a report to Council by May 2012.*
2. *That should Council determine 1. above in the affirmative it appoints less than half its number to the committee and formulates terms of reference for the committee.*

**30844**

Moved Cr M Morris

Seconded: Cr D Morris

#### **Resolution**

*That Council forms a working party comprising 4 Councillors and CEO to address the terms of reference outlined in the body of the report.*

**CARRIED 6/3**

Evelyn Arnold left the meeting at 4.10pm

**30845**

Moved: Cr M Morris

Seconded Cr W Wallace

*That the working party Councillor representation consist of Cr D Morris, Cr Hayes-Thompson, Cr D Crook and Cr Anderson*

**CARRIED 8/1**

**14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**15.0 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**16.1 Construction of Dam Number 4

30846 Moved: Cr M Crees                      Seconded: Cr M Morris

**Officer's Recommendation**

- 1. That Council enter into three contracts to deliver the No 4 Dam project as outlined in the body of the report.**
- 2. That given the timeframes available in which to complete the project the CEO be authorised to conclude contract documentation addressing the risk factors outlined above.**
- 3. That over-expenditure of up to \$52500 be authorised.**

**ABSOLUTE MAJORITY REQUIRED  
CARRIED 9/0**16.2 Formation of an Economic Development Working Group

30847 Moved: Cr M Morris                      Seconded Cr T McFarlane

***That an Economic Development Working Group be formed consisting of four Councillors and the CEO and that the terms of reference be discussed at the March Council meeting.*****CARRIED 9/0**16.3 Staffing Restructure

30848 Moved: Cr M Morris                      Seconded: Cr T McFarlane

***That this matter be considered at the March meeting.*****CARRIED 8/1**16.4 Council Representation

30849 Moved Cr D Hayes-Thompson                      Seconded: Cr T McFarlane

***That Council supports the renomination of any of its members to the executive committee positions appointed under the auspices of the Great Eastern country Zone.*****CARRIED 9/0**



**30850** Moved Cr Crees Seconded Cr M Morris  
***That Council move behind closed doors.***

**CARRIED 9/0**

Greg Powell and Lorraine Wyatt left the meeting at 4.47pm

Councillor W Wallace left the meeting at 5.27pm

Councillor Wallace returned to the meeting at 5.28pm

Greg Powell and Lorraine Wyatt returned to the meeting at 5.32pm

Cr B Anderson left the chamber at 5.32pm

Cr B Anderson returned to the chamber at 5.34pm

**30851** Moved: Cr Crees Seconded Cr Hayes-Thompson  
***That Council resume in open session.***

**CARRIED 9/0**

## **17.0 MATTERS BEHIND CLOSED DOORS**

### **17.1 Staff - Chief Executive Officer – Performance Appraisal - 2011**

**30852** Moved: Cr K Hooper Seconded: Cr M Crees  
**Officer's Recommendation**  
***That Council:***

- 1. Receives the Chief Executive Officer's annual Performance Review report for the review period 12 January 2011 to 14 December 2011, and endorses the rating of 'Satisfactory'.***
- 2. Adopts the draft Key Result Areas and indicators for 2012 in discussion with the President.***
- 3. Recommends option 1 of the Remuneration Report***
- 4. Schedules the next review of performance to be completed by the end of January 2013.***

**CARRIED 9/0**

## **18.0 CLOSURE**

The President declared the meeting closed at 5.52pm.