

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday 16 October 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 16 October 2018 in the Council Chambers, Corner King and Barrack Streets, Merredin. The format of the day will be:

- | | |
|--------|-------------------------|
| 1.00pm | Briefing Session |
| 3.00pm | Council Meeting |
| 6.00pm | Annual Electors Meeting |

GREG POWELL
CHIEF EXECUTIVE OFFICER
11 October 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.

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 16 October 2018



1. Official Opening

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

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

Staff

G Powell	CEO
K Bartley	DCEO
P Zenni	EMDS
V Green	EA to CEO
M Wallace	MCO

Members of the Public:

Apologies:

Approved Leave of Absence: Cr AR Butler (CMRef 82246)

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 18 September 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 Meeting held on 23 August 2018](#)

10.2 [CEACA Inc Committee Meeting held on 5 September 2018](#)

10.3 [WEROC Executive Meeting held on 26 September 2018](#)

11. Recommendations from Committee Meetings for Council consideration

12. Officer's Reports – Development Services

12.1 [Dual Fire Control Officers Appointment](#)

13. Officer's Reports – Engineering Services

13.1 [Policy Manual Review – Policy 7.12 - Heavy Vehicle Cost Recovery Policy for Sealed Roads](#)

14. Officers Reports – Corporate and Community Services

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Policy Manual Review – Policy 3.12 – Purchasing Policy](#)

14.4 [Amendment to 2018/19 Schedule of Fees and Charges](#)

14.5 [Integrated Planning and Reporting – Corporate Business Plan 2018-2022: Quarterly Review – September 2018](#)

15. Officer's Reports – Administration

15.1 [Regional Christmas Trading Hours](#)

16. Motions of which Previous Notice has been given

Nil

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

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

7.1 Ordinary Council Meeting held on 18 September 2018

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held on 18 September 2018 be confirmed as a true and accurate record of proceedings.

10. Receipt of Minutes of Committee Meetings

10.1 GECZ Meeting held on 23 August 2018

[Attachment 10.1A](#)

10.2 CEACA Inc Committee Meeting held on 5 September 2018

[Attachment 10.2A](#)

10.3 WEROC Executive Meeting held on 26 September 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 23 August 2018, the Central East Aged Care Alliance Inc Committee Meeting held on 5 September 2018 and the Wheatbelt East Regional Organisation of Councils Executive Meeting held on 26 September 2018 be received.

12. Officer's Reports - Development Services

12.1 Dual Fire Control Officers Appointment

Development Services



Responsible Officer:	Peter Zenni, EMDS
Author:	As above
Legislation:	<i>Bush Fires Act 1954</i>
File Reference:	ES/1/1
Disclosure of Interest:	Nil
Attachments:	Attachment 12.1A - Correspondence

Purpose of Report

Executive Decision Legislative Requirement

Background

Correspondence has been received from the Shire of Kellerberrin seeking approval from the Shire of Merredin for the appointment of neighbouring Fire Control Officers - Mr Geoff Ryan (Baandee Bush Fire Brigade) and Mr Simon Tighe (Daadening Creek Bush Fire Brigade) as Dual Fire Control Officers pursuant to Section 40 of the *Bush Fires Act 1954*.

Comment

The appointment of Mr Ryan and Mr Tighe as Dual Fire Control Officers would enable them to undertake the role of Fire Control Officers within both Shires, thereby increasing the availability of Fire Control Officers to those communities.

Policy Implications

Nil

Statutory Implications

Compliance with the *Bush Fires Act 1954*.

Strategic Implications

➤ [Strategic Community Plan](#)

Zone: Zone 1 – Community and Culture
Zone Statement: Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors
Key Priority: 1.5 – Building resilience and the capacity to manage natural and man-made emergency events

➤ [Corporate Business Plan](#)

Key Action: 1.5.2 – Support local emergency services
Directorate: Development Services
Timeline: Ongoing

Sustainability Implications

➤ [Strategic Resource Plan](#)

Nil

➤ [Workforce Plan](#)

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

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority


Officer's Recommendation

That:

- 1. the appointment of Mr Geoff Ryan (Baandee Bush Fire Brigade) and Mr Simon Tighe (Daadening Creek Bush Fire Brigade) as dual fire control officers for the Shire of Merredin and the Shire of Kellerberrin be approved; and**
- 2. the appointment of Mr Geoff Ryan (Baandee Bush Fire Brigade) and Mr Simon Tighe (Daadening Creek Bush Fire Brigade) as dual fire control officers for the Shire of Merredin and the Shire of Kellerberrin be advertised in a newspaper circulating in the district.**

13. Officer's Reports - Engineering Services

13.1 Policy Manual Review – Policy 7.12 - Heavy Vehicle Cost Recovery Policy for Sealed Roads

<h2 style="margin: 0;">Engineering Services</h2> 	
Responsible Officer:	Mike Hudson, EMES
Author:	As above,
Legislation:	<i>Road Traffic (Administration) Act 2008; State Planning Policy, Local Government Act 1995</i>
File Reference:	Policy Manual
Disclosure of Interest:	Nil
Attachments:	Attachment 13.1A - Proposed Policy and Calculation

Purpose of Report



Executive Decision



Legislative Requirement

Background

A road is designed and constructed to fit its intended purpose. Roads will typically be designed to last for a defined time period (typically between 20 to 50 years) during which time it will be subjected to a predicted quantity of heavy vehicle passes.

If an industry or mining operation proposes a transport task that increases the volume of heavy vehicles well above the quantity the road was designed and constructed to carry, then the life of the road will be consumed at a much higher rate than anticipated. The road will require additional maintenance and may fail prematurely, leaving the local government with the cost to reconstruct the road.

It is unreasonable for the community to bear this additional cost and the proponent should be charged, at a fair rate, to offset the cost of additional maintenance and reduction in the life of the road.

The objective of the proposed policy is to present a methodology and framework for charging high volume heavy vehicle usage for a defined task on a sealed Shire of Merredin road. This includes the calculation of heavy vehicle charges, qualifying scenarios, funding administration and development of agreements.

The proposed policy and method of calculation is attached.

Comment

The proposed policy applies to any parties that plan to operate a defined vehicle freight task on a Shire of Merredin Road(s). The task must be deemed to be of such a volume (extraordinary load) that it is likely to cause damage resulting in “extraordinary expenses”, which is damage that is well beyond what would normally be anticipated for the category of road(s) concerned within the district.

Policy Implications

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

Statutory Implications

The following legislation is applicable”:

1. *Road Traffic (Administration) Act 2008* Part 7, Section 132 and Section 136; Road authority may recover expenses of damage caused by heavy traffic.

In particular, Section 132(2) states: “Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic.”

and Section 132(4) states: “A person against whom expenses are or may be recoverable under this section may enter into an agreement with the road authority for payment to it in respect of heavy traffic, and on making the payment as agreed the person is not to be subject to any proceedings under this section.”

2. Revised State Planning Policy 3.6 – Development Contributions for Infrastructure, developed under the authority of *Planning and Development Act 2005*, Section 26.
3. *Local Government Act 1995* Part 6 – Financial Management, Division 5 – Financing Local Government Activities, Subdivision 2 – Fees and charges, 6.16 – Imposition of fees and charges.

Strategic Implications

➤ Strategic Community Plan

Zone: 6	Zone 6 - Transport and Networks
Zone	Merredin provides transport networks that connects it locally
Statement:	nationally and internationally
Key Priority:	6.1 – Developing and Maintaining a road hierarchy and providing an appropriate level of service for the road network

➤ **Corporate Business Plan**

Key Action: 6.1.2 - Advocate for improved road infrastructure networks across the region
Directorate: Engineering 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

Medium. The proposed policy allows for the collection of additional funding for the maintenance of the associated roads. The funding allows a more strategic level of maintenance to be actioned without impacting directly on other Shire roads.

Financial Implications

Funds collected from the proponent shall be placed into a dedicated fund and shall only be used for routine maintenance, preservation and structural strengthening activities on the section of road concerned.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That Policy 7.12 – Heavy Vehicle Cost Recovery Policy for Sealed Roads, as presented in Attachment 13.1A, be adopted.

14. Officers Reports – Corporate and Community Services

14.1 List of Accounts Paid

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

Purpose of Report

Executive Decision

Legislative Requirement

Background

The attached List of Accounts Paid during the month of September 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

Zone: Zone 4 – Communication and Leadership
 Zone Statement: Merredin Council engages with its community and leads by example

Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations

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

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 \$1,985,271.79 from Council's Municipal Fund Bank Account and \$1,283.04 from Council's Trust Account, be endorsed.

14.2 Statement of Financial Activity

<h2>Corporate Services</h2>		
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.2A - 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 consistent with Council’s YTD Budget, with Operating Income 3% up on budget estimates and Expenditure estimates also showing a 3% variance.

Explanations at Program level, where possible, is held at Note 2.

A variance exists between Council’s carried forward position as shown in the 2018/19 budget (\$2,992,743) and the actual figure as depicted in the 2017/18 annual financial statements (\$2,984,481). The amount in question is \$8,262 and it is suggested that an adjustment be considered at the budget review.

Capital Expenditure

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

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

Zone: Zone 4 – Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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, providing a retrospective picture of Shire activities. 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 30 September 2018 be received.

14.3 Policy Manual Review - Policy 3.12 - Purchasing Policy

<h2>Corporate Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Charlie Brown, EMCS	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.3A – Terms and Conditions Purchasing Attachment 14.3B - WA Auditor General’s Report - Timely Payments of Suppliers	

Purpose of Report



Executive Decision



Legislative Requirement

Background

As Council would be aware the Office of the Auditor General recently conducted a “Timely Payments” audit on the Shire of Merredin as well as nine other local authorities.

Comment

The report of the findings by the Auditor General, tabled in Parliament, is attached.

Of the three recommendations in the report, it is felt that only recommendation 1 needs to be considered by this Council, as recommendations 2 and 3 were deemed satisfactory by their officer at the time of the audit.

To satisfy the requirements of the Auditor General, it is proposed that terms and conditions be attached to Policy 3.12 - Purchasing Policy as an addendum. These terms and conditions are also attached.

Policy Implications

Update to Policy 3.12 - Purchasing Policy.

Statutory Implications

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

Strategic Implications

Zone: Zone 4 – Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and regulations and regulatory obligations required under other regulations
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 going against a recommendation of the Auditor General if it did not consider this item.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Policy 3.12 – Purchasing Policy be amended by adding the addendum Terms and Conditions Purchasing, as presented in Attachment 14.3A, to the Policy.

14.4 Amendment to 2018/19 Schedule of Fees and Charges

<h2>Corporate Services</h2>		 SHIRE OF MERREDIN INNOVATING THE WHEATBELT
Responsible Officer:	Charlie Brown, EMCS	
Author:	Jamie Holmes, Administration Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
File Reference:	2018/19 Budget	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.4A – Amended 2018/19 Schedule of Fees and Charges	

Purpose of Report



Executive Decision



Legislative Requirement

Background

At its July 2018 meeting Council adopted the 2018/19 Schedule of Fees and Charges (SFC) (CMRef 82218). As part of ongoing general operations in Engineering and Community Services new information has identified a need for a review of the adopted SFC. As part of this review a number of fees and charges have been identified for amendment, including the addition of new fees and charges.

Comment

The proposed amendments to the 2018/19 SFC are attached. The amendments aim to reduce discrepancies and better accurately reflect Council's service provisions.

The attachment includes both the removal of some terms and charges, and the inclusion of previously omitted fees and charges for services currently provided by Council. These amendments are detailed as follows:

Sanitation:

- **Landfill Site**

1. The removal of fees and charges that explicitly reference the vehicle used for the cartage of waste. The reference to the type of trailer utilised is unnecessary as these fees and charges were charged by a cubic metre rate.

2. New fees and charges to replace the Household/Residential waste charges that do not make reference to the type of trailer utilised. These new charges to be in line with the existing charges.

Cemetery:

- **Burial Charges**

1. The removal of all references to 'Single' and 'Double' Niche Walls in the fees and charges. The Merredin Cemetery Niche Wall only has provision for double-sized niches.
2. All other cemetery facilities have their reservations managed by the issuing of a Grant of Right of Burial. As the Grant of Right of Burial is already required for the Niche Wall the proposed amendment includes the removal of a Niche Wall specific reservation fee and all references to the reservation fee.
3. The separation of the labour cost charges for installing the plaque to be a separate item from the pre-existing provision for the Shire of Merredin to organise a plaque at +15% over incurred cost.
4. The addition of a new fee and charge for the labour cost of employees to inter ashes into the Niche Wall. This charge is in line with similar charges in the surrounding Shires.

Cummins Theatre:

- **Bonds, Cleaning and Damages**

1. The addition of a refundable key bond for Cummins Theatre facilities.

- **Administration**

1. The addition of general admission ticketing fees to better reflect Council's service provisions currently omitted in the existing fees and charges.

Central Wheatbelt Visitor's Centre:

- **Sales and Services**

1. The change of the car charging fee to a flat rate in line with other Councils who provide a similar service. The change to a flat rate will better aid the administration of the charges, and improve clarity for the customer on costs expected to be incurred by the service.

Private Works:

- **Plant, Inclusive of Labour**

1. The removal of references to any plant manufacturers to more accurately reflect changes in fleet.
2. The removal of fees and charges for any plant that the Shire of Merredin does not own.
3. The removal of fees and charges for any plant whereby the hiring of it would severely impact the day to day operations of the Shire.

- **Material, Cartage & Delivery Charges**

1. The removal of fees and charges related to the use of private plant and labour for extraction of gravel/yellow sand on Shire property. Allowing high risk operations to be conducted at the refuse site privately is a potential OSH liability.
2. Removal of fees and charges for any materials that the Shire of Merredin does not have a natural supply of, and that the sale of any held stock would negatively impact day to day operations.

Policy Implications

Nil

Statutory Implications

Sections 6.16 and 6.19 of the *Local Government Act 1995* state:

“6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

**Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) *supplying a service or carrying out work at the request of a person;*
- (c) *subject to section 5.94, providing information from local government records;*
- (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) *supplying goods;*
- (f) *such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) *imposed* during a financial year; and*
- (b) *amended* from time to time during a financial year.*

**Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.”*

Strategic Implications

Strategic Community Plan

Zone: Zone 4 – Communication and Leadership
Zone Statement: Merredin Council engages with its community and leads by example.
Key Priority: 4.3 – Providing quality customer services to the community

Corporate Business Plan

Key Action: 4.3.1 – Develop, review and implement processes and corporate systems to be more responsive to community needs and contemporary customer interaction.
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

Strategic Resource Plan

Compliance with *Local Government (Financial Management) Regulations 1996* and to also give Council some direction to its management of fees and charges in relation to the areas detailed in this amendment.

Workforce Plan

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

Risk Implications

Failure to advertise a decision by Council would result in Council contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Financial Implications

As the objective of the amendment to the 2018/19 SFC is to more accurately reflect the current service provision by Council it is not expected to have any significant impact to the projected incomes listed under the adopted 2018/19 Budget.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation

That the amended 2018/19 Schedule of Fees and Charges, as presented in Attachment 14.4A and following provision of 21 days local public notice in accordance with the *Local Government Act 1995*, be adopted.

14.5 Integrated Planning and Reporting – Corporate Business Plan 2018-2022: Quarterly Review – September 2018

<h2>Corporate Services</h2>		
Responsible Officer:	Kellie Bartley, DCEO	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
File Reference:	IPR Suite	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.5A – Corporate Business Plan 2018-2022: Quarterly Review – September 2018	

Purpose of Report



Executive Decision



Legislative Requirement

Background

The Shire of Merredin's Corporate Business Plan 2018-2022 demonstrates how the objectives of the Shire's Strategic Community Plan will be achieved. The *Local Government Act 1995* requires local governments to plan for the future of their district.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major Strategic Review in the first four years. This meant the Shire of Merredin's first Strategic Review was undertaken in 2015/16. Council recently revised the Strategic Community Plan and the Corporate Business Plan. Council adopted the review of IPR Suite of Plans to include the:

1. Corporate Business Plan 2018-2022;
2. Strategic Community Plan 2018-2028;
3. Strategic Resource Plan 2016-2031; and
4. Workforce Plan 2015/16 – 2018/19.

Comment

With the implementation of the suite of plans, monitoring is undertaken through the IPR Process Plan outlining Merredin's Baseline Report to include:

1. Key Zones;

2. Strategic Goals;
3. Key Priorities;
4. Strategies; and
5. Key Actions.

The Corporate Business Plan 2018-2022: Quarterly Review – September 2018 is presented to Council for its perusal.

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*. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

Strategic Implications

➤ Strategic Community Plan

Zone: Zone 4 - Communication and Leadership
Zone Statement: Merredin Council engages with its Community and leads by example
Key Priority: 4.1 - Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements

➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and Regulations and regulatory obligations required under other regulations
Directorate: Corporate Services
Timeline: Ongoing

Sustainability Implications

➤ Strategic Resource Plan

The Strategic Resource Plan 2016-2031 outlines the Shire of Merredin's long term financial commitments and strategies to manage Council's assets.

➤ Workforce Plan

Directorate: Chief Executive Officer
Activity: All Activity Areas
Current Staff: 47
Focus Area: All Focus Areas

Strategy Code: AR
Strategy: Attraction and Retention
Implications: It is anticipated that the workforce will remain the same

Risk Implications

The adoption, implementation and monitoring of the IPR Suite of Plans provides a mechanism to:

1. deliver accountable and measureable outcomes;
2. deliver services and manage assets that can sustain the community; and
3. management of systems with the rigour of process and integrity of data to accurately reflect asset management costs.

Financial Implications

There are financial implications to Council in relation to this item as the Suite of Plans recognises outcomes. Identified outcomes from the IPR Suite of Plans are factored into the Council's Strategic Resource Plan 2016-2031.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation

That the Corporate Business Plan 2018-2022: Quarterly Review – September 2018, as presented in Attachment 14.5A, be received.

15. Officer's Reports – Administration

15.1 Regional Christmas Trading Hours

Administration



Responsible Officer:	Greg Powell, CEO
Author:	Vanessa Green, EA to CEO
Legislation:	<i>Local Government Act 1995</i>
File Reference:	GR/17/61
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Background

As usual for this time of year the Department of Commerce extends the opportunity for the Shire of Merredin to adopt a package of trading hours for local businesses over the Christmas/New Year period.

At its June 2016 meeting Council considered a request to extend the general retail trading hours for Merredin to Monday, Tuesday, Wednesday, Friday and Saturday 7am-8pm, Thursday 7am-9pm, and Sunday and Public Holidays 9am-6pm (CMRef 81794). The request was approved by the Minister for Commerce on 8 December 2016 and was Gazetted shortly thereafter.

As a result of the new trading hours applicable for all retail outlets in Merredin, it was suggested that no further extension to the hours was required for the 2017/18 Christmas/New Year period, with Council resolving as such at its October 2017 meeting (CMRef 82063).

Comment

In discussions with the Department of Commerce, and as the trading hours for Merredin are already quite broad, it was again suggested that no further extension to the trading hours is required. Therefore, the Officer's Recommendation is the same as that adopted by Council at its October 2017 meeting. It should be noted that retail outlets are not permitted to open on Christmas Day.

As in previous year's, the decision to open or not during the trading hours is entirely at the discretion of the individual retailer.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Zone: Zone 2 – Economy and Growth

Zone Statement: Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy

Key Priority: 2.3 – Supporting initiatives from local businesses for growth

Corporate Business Plan

Key Action: 2.3.2 – Continue to work with business networks to identify opportunities for programs that support local small business (Business Local, Progress Associations, Wheatbelt Business Network)

Directorate: Community Services

Timeline: Ongoing

Sustainability Implications

Strategic Resource Plan

Nil

Workforce Plan

Directorate: Nil

Activity: Nil

Current Staff: Nil

Focus Area: Nil

Strategy Code: Nil

Strategy: Nil

Implications: Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That the Department of Commerce be advised the Shire of Merredin will not be varying its previously approved standard retail trading hours for the 2018/19 Christmas/New Year period, being:

- 1. Monday, Tuesday, Wednesday, Friday and Saturday 7am-8pm;**
- 2. Thursday 7am-9pm; and**
- 3. Sunday and Public Holidays 9am-6pm.**

Note: Retail outlets are required to close on Christmas Day

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