

Disclaimer

Disclaimer

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Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	4
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	5
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	5
ITEM 6	DECLARATIONS OF INTEREST	5
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	5
7.1	Confirmation of Minutes – Ordinary Council Meeting – 26 th September 2019	5
7.2	Business Arising	5
7.3	Confirmation of Minutes – Special Council Meeting – 21 st October 2019	6
7.4	Business Arising	6
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING.....	7
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	8
9.1	Accounts for Payment – September 2019.....	8
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 30 th September 2019	10
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION.....	12
10.1	Establishment of Committees, Appointment of Committee Members and Delegates to Committees/Organisations	12
10.2	Development Assessment Panels (DAP) – Local Government Nominations	20
10.3	Strategic Planning Committee Minutes – 15 th October 2019.....	23
	1) <i>Community Grant Application – Round 2</i>	23
	2) <i>Building Condition Report and Inventory Report</i>	24
	3) <i>Light Industrial Land Concept</i>	24
	4) <i>Regional Airports Program</i>	24
10.4	No. 30 Murphy Street Quairading – Application to keep three (3) dogs.....	27
10.5	Corporate Branding – Shire of Quairading	30
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	33
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	34
ITEM 13	URGENT COUNCILLORS’ BUSINESS	35
13.1	Councillors Meeting Sitting Fees	35
13.2	Committee Meetings - Election of Presiding Member.....	35
13.3	Agricultural Society Grant Application - Council Endorsement	35
13.4	Community Grants Policy – Review.....	36
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	37
ITEM 15	NEXT MEETING DATE	37
ITEM 16	CLOSURE	37

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 31st October 2019 commencing at 2.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.02 pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

Cr Davies welcomed the three (3) newly elected Councillors Cr Becky Cowcill, Cr John Haythornthwaite and Cr Jonathan Hippisley and thanked them for nominating for Council.

Cr Davies welcomed the Councillors, Staff, the Member of the Public, Ms Jill Hayes to the Meeting.

Cr Davies also announced that Mrs Anthea Strauss and Family have become new Australian Citizens by taking the Pledge of Commitment on 24th October 2019.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

Observers/Visitor

Ms Jill Hayes

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Nil.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c.

Cr Jo Haythornthwaite verbally declared an Impartiality Interest with Item 10.3. Strategic Planning Committee Minutes – 15th October 2019 - 4) Regional Airports Program – Staff member of St. John Ambulance.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – Ordinary Council Meeting – 26th September 2019

RESOLUTION: 58-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 26th September 2019 be confirmed as a true and accurate record of the meeting.

CARRIED 6/2

7.2 Business Arising

Cr Jo Haythornthwaite queried if there was any further progress on the Wheatbelt Secondary Freight Network Project Funding and whether a submission had been submitted for the inclusion of the Quairading-Corrigin Road as a major freight connection in the WSNF Project.

The Chief Executive Officer provided an update on the Pilot Project and advised that there was still uncertainty on the timing of the Federal Government funding for the Pilot Project and that Council Staff had been in regular contact with Wheatbelt South RRG Chair Cr Crute, Mr Garrick Yandle and Mr Craig Manton, Regional Manager of Main Roads Wheatbelt in regard to the timing and funding for the Pilot Project.

The Chief Executive Officer also confirmed that further detail and submission will be made to the WSNF Project Team regarding the inclusion of the Quairading-Corrigin Road as an identified Freight Route.

7.3 Confirmation of Minutes – Special Council Meeting – 21st October 2019

RESOLUTION: 59-19/20

MOVED Cr Smith SECONDED Cr Hippisley

That the Minutes of the Special Meeting of Council held on the 21st October 2019 be confirmed as a true and accurate record of the meeting, subject to the inclusion of Cr Brett McGuinness as an Attendee.

CARRIED 8/0

7.4 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – September 2019

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 September 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 60-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Smith

That Council note the following:

1. That Schedule of Accounts for September covering Municipal Vouchers 23675 to 23678 & EFT6999 to EFT 7078 and DD13559.1 to DD13559.13 and DD13560.1 to DD13560.13 totalling \$205,940.33 be received and
2. That Police Licensing payments for the month of September 2019 totalling \$25,793.35 be received (Attachment 9.1.2); and
3. That Net Payroll payments for the month September 2019 totalling \$106,649.80; and
4. That the Lease payment for the month of September 2019 on the CESM Vehicle totalling \$1,775.97.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during September 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2019/2020 Budget.

Payments made for the 2019/20 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th September 2019

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Giffellon
Attachments	9.2.1 Financial Statements for September
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 61-19/20

MOVED Cr McGuinness SECONDED Cr Smith

That Council receive the Monthly Financial Statements for the period ending 30th September 2019.

CARRIED 8/0

Noted

Typographical error on Note 3 Cash and Investments – Investment Maturity Date to be 3rd January 2020 not 3rd January 2019.

IN BRIEF

- Monthly Financial Statements for the period ending 30th September 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. The current template is based on the Moore Stephens Monthly Budget Template.

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34 including individual schedules on each budget line item provided to Council for analysis.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Medical Practice, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Establishment of Committees, Appointment of Committee Members and Delegates to Committees/Organisations

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 62-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

- That Council establish the following Committees: -
 - Audit & Risk Committee
 - Strategic Planning Committee
 - Bushfire Advisory Committee (BFAC)
 - Childcare Centre Executive Committee
 - Local Emergency Management Committee (LEMC)
 - Medical Executive Committee
 - Quairading District Sport & Recreation Council
 - Reconciliation Action Plan Committee (RAP)
- The Council appoint the following Councillors, Chief Executive Officer and Staff as Committee Members and Delegates to the following Committees / Organisations: -

Committee/Organisation	Structure	2019-2021 Elected Members
Audit & Risk Committee	All Councillors	All Councillors
Strategic Planning Committee	All Councillors	All Councillors
Bushfire Advisory Committee (BFAC)	2 x Councillors, CEO, FCO's, Capt. Central VFBF	Cr Wayne Davies Cr Peter Smith
Central Country Zone	2 x Councillors, 2 x Proxies	Cr Brett McGuinness Cr Jo Haythornthwaite Cr Wayne Davies (Proxy) CEO Graeme Fardon (Proxy)
Childcare Centre Executive Committee	1 x Councillor, CEO, EMCS	Cr Jonathan Hippisley
Frail and Aged Lodge Committee	1 x Councillor CEO – Secretary/Treasurer	Cr Jo Haythornthwaite
Land Conservation District Committee (LCDC)	2 x Councillors by Gazettal	Cr Trevor Stacey Cr John Haythornthwaite

Continues on next page

Committee/Organisation	Structure	2019-2021 Elected Members
Local Emergency Management Committee (LEMC)	Shire President, 1x Councillor, CEO, 1x Staff, Emergency Agency Representatives	Cr Wayne Davies Cr Peter Smith
Medical Executive Committee	2 x Councillors, 1x Proxy, CEO, Dr Adeleye	Cr Peter Smith Cr Becky Cowcill
Quairading District Sport & Recreation Council	2 x Councillors, CEO, Sports Club & Community Group Representatives	Cr Brett McGuinness Cr Trevor Stacey
Quairading Tourist and Tidy Towns Committee	1 x Councillor	Cr John Haythornthwaite
Reconciliation Action Plan Committee (RAP)	1 x Councillor, 1x Proxy, IPR&SPO, RAP Community Members	Cr Wayne Davies Cr Trevor Stacey (Proxy)
School Liaison – Portfolio Only (no Committee)	1 x Councillor	Cr Jonathan Hippisley
Old School Working Group	2 x Councillors, CEO, EMWS	Cr Brett McGuinness Cr John Haythornthwaite
Roe Sub Regional Road Group & Wheatbelt South RRG	1 x Councillor, 1x Proxy	Cr Trevor Stacey Cr Brett McGuinness (Proxy)
Quairading Tourism Working Group	2 x Councillors, CEO, EMCS	Cr Peter Smith Cr Becky Cowcill
Roe Tourism	1x Councillor, 1x Community Representative (CRC)	Cr Peter Smith

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- Council to formally Constitute the Committees for the next 2 Years
- Council to determine and appoint Elected Members to the Committees
- Council is represented by its Delegates, both locally and regionally.
- Appointment is generally for 2 Years to October 2021.
- The Shire President has the right to advise which Committees he wishes to be on.

MATTER FOR CONSIDERATION

To formally constitute Committees of Council and to appoint Committee Members and Council Delegates to Community Group Committees and Mandatory Regional Representatives for the 2019-2021 term.

BACKGROUND

In accordance with Section 5.8 of the Local Government Act 1995, Council may convene committees of 3 or more persons.

There are two (2) Standing Committees of Council, which currently, all Councillors are members:

- Audit and Risk Committee
- Strategy Planning Committee.

Council also elects members/delegates to certain Community or Council Committees, to act as a representative of Council and report back to Council. Below are the committees/organisations that will require Council to elect representatives to:

Committee/Organisation	2017-2019 Members	Meeting Frequency
Audit & Risk Committee	All Councillors	4 Meetings Annually
Strategic Planning Committee	All Councillors	4 Meetings Annually
Bushfire Advisory Committee (BFAC)	Cr Wayne Davies Cr Peter Smith	2 Meetings Annually
Central Country Zone	Cr Wayne Davies Cr Brett McGuinness Cr Jill McRae (proxy) CEO (proxy)	Approx. 6 Meetings Annual (In person and Teleconference)
Childcare Centre Executive Committee	Cr Jill McRae	As required
Frail and Aged Lodge Committee	Cr Jo Haythornthwaite	6 Meetings Annually
Land Conservation District Committee (LCDC)	Cr Lyall Brown (by Gazettal) Cr Trevor Stacey (by Gazettal)	Approx. 4 Meetings Annually
Local Emergency Management Committee (LEMC)	Cr Wayne Davies (Chair) Cr Peter Smith	4 Meetings Annually
Medical Executive Committee	Cr Lyall Brown Cr Brett McGuinness Cr Wayne Davies (proxy)	4 Meetings Annually
Quairading District Sport & Recreation Council	Cr Lyall Brown Cr Brett McGuinness	3 Meetings Annually
Quairading Tourist and Tidy Town	Cr Jo Haythornthwaite	Approx. 10 Meetings Annually
Reconciliation Action Plan Committee (RAP)	Cr Wayne Davies Cr Trevor Stacey	4 Meetings Annually
School Liaison – Portfolio Only (no Committee)	Cr Jill McRae	As required
Old School Working Group	Cr Brett McGuinness Cr Trevor Stacey	As required
Roe Sub Regional Road Group & WBSRRG	Cr Trevor Stacey Cr Brett McGuinness (proxy)	Minimum 1 to 2 Meetings Annually
Quairading Tourism Working Group	Cr Brett McGuinness Cr Jill McRae Cr Jo Haythornthwaite Cr Peter Smith	As required

Further information is provided on the following 2 significant Regional Organisations, of which Council is a Member Council.

Central Country Zone

The Central Country Zone (CCZ) is one of 17 Zones which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The CCZ is comprised of 15 Councils from Quairading in the North to Wagin and West Arthur to the South.

There are generally 6 Meetings of the Zone per Year (with 4 of these, In Person Meetings). The Zone Meetings are hosted in Rotation by the Member Councils.

Roe Sub Regional Road Group & Wheatbelt South RRG

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to SAC in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

The RRGs are comprised of elected representatives from each Local Government within the road group. Regional Road Group members serve a vital and valuable role in ensuring that road funding decisions maximise community benefits and preserve and improve the road system across Western Australia.

Quairading is located in the Main Roads Wheatbelt South Region

A Regional Road Group may establish Sub Groups (or Technical Groups) to:

- Assist to identify road funding priorities
- Provide advice to the Regional Road Group
- Consider local roads issues to inform decision making by the Regional Road Group

Council is in the Roe Sub Regional Road Group which comprises the Shires of Bruce Rock Corrigin, Kondinin, Narembeen and Quairading.

The Sub Regional Road Group meet at least once a Year and historically have met in Corrigin.

Regional Road Group meet twice a Year and in more recent years have held their Meetings in Wickiepin.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that

council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

[Section 5.10 amended: No. 16 of 2019 s. 18.]

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.

** Absolute majority required.*

- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A inserted: No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
 whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

Local Government Act 1995 Section 7.1A. Audit committee.

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

* *Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Bush Fires Act 1954, Section 67.

67. Advisory committees

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee; and
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Emergency Management Act 2005

8. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council provides a Budget Allocation of \$26,500 the 2019/2020 Year for Elected Member Meeting Sitting Fees for eligible Meetings.

Sitting Fees are payable on Council meetings, Committee Meeting where the Committee comprises only Elected Members and for external Meetings such Central Country Zone and the Sub Regional and Regional Road Groups.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G2	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community
G3	Community Engagement

COMMUNITY CONSULTATION

N/A.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Meeting Fees are provided for in Council Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. If Council Committees do not operate in accordance with relevant legislation, there may be a potential breach of the relevant Act and/or subsidiary legislation. The Terms of Reference are designed to ensure that the committees operate accordingly.

Operation – Risk Matrix Rating is assessed as Low. The operation of Committees and Advisory Groups are within Council's existing structure and Corporate Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Council is required to be represented on a number of Groups and Organisations both locally and regionally.

Council is to consider the appointment of these Delegates for the next Local Government Election Cycle of two (2) Years.

Details on each of the Committees and Organisations are available from the Chief Executive Officer.

10.2 Development Assessment Panels (DAP) – Local Government Nominations

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	DAP Correspondence & Nomination Form
Owner/Applicant	DAP Secretariat/Minister for Planning
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

Nominates Councillors _____ and _____ to be the Shire of Quairading Local Members to sit on the local Joint Development Assessment Panel.

Nominates Councillors _____ and _____ to be the Shire of Quairading Alternate Local Members to sit on the local Joint Development Assessment Panel.

RESOLUTION: 63-19/20

MOVED Cr Hippiisley SECONDED Cr Cowcill

That Council: -

Nominates Councillors Cr Jo Haythornthwaite and Cr McGuinness to be the Shire of Quairading Local Members to sit on the local Joint Development Assessment Panel.

Nominates Councillors Cr Stacey and Cr Smith to be the Shire of Quairading Alternate Local Members to sit on the local Joint Development Assessment Panel.

CARRIED 8/0

IN BRIEF

- Correspondence has been received from the DAP Secretariat regarding potential changes in the Shire's DAP membership following the local government elections.
- Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Mid-West Wheatbelt DAP as required.

MATTER FOR CONSIDERATION

Review and nominate the Shire's local Development Assessment Panel members.

BACKGROUND

The Development Assessment Panels Secretariat have advised the Shire that following the local Government Elections 2019, there may be a change in Council's selected Local Government DAP membership if the composition of Council changes.

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* (DAP Regulations), Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Mid-West Wheatbelt DAP as required. The Local Government nominations process is online and is required to be received by Friday 8th November 2019.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for the term ending on 26 January 2022.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

The current DAP members for the Shire of Quairading are Cr Brett McGuinness and Cr Jo Haythornthwaite and Councillors Jill McRae and Bill Shenton were the alternate members.

For Councillors information, Development Assessment Panels are convened in the following Planning Cases: -

Mandatory DAP applications (Act s. 171A(2)(a))

Subject to regulation 4A, a development application is of a class prescribed under section 171A(2)(a) of the Act if it is for the approval of —

- (a) development in the district of the City of Perth that has an estimated cost of \$20 million or more; or
- (b) development in a district outside of the district of the City of Perth that has an estimated cost of \$10 million or more.

Optional DAP applications (Act s. 171A(2)(ba))

Subject to regulation 4A, a development application is of a class prescribed under section 171A(2)(ba) of the Act if it is for the approval of any of the following —

- (a) development in the district of the City of Perth that has an estimated cost of \$2 million or more and less than \$20 million;
- (b) development in a district outside of the district of the City of Perth that has an estimated cost of \$2 million or more and less than \$10 million;
- (c) development of a warehouse in any district that has an estimated cost of \$2 million or more.

STATUTORY ENVIRONMENT

Under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* Council is required to nominate, as soon as possible following elections, four elected council members to sit as DAP members.

Nominations are to be completed on the attached authorised form.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nominated Councillors are remunerated for their time and travel attending training and meetings.

Since the inception of DAP's no Quairading Members have received DAP Training

It is acknowledged that to date the current members are yet to receive training, although training was requested following the nomination of the current DAP members. This situation is not uncommon and generally regional/rural members are provided/offered trained as required, i.e. if and when a DAP application is received (or will be received).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

It is important that Quairading has local representation on the Development Assessment Panel should a development application be submitted that meets the thresholds of the DAP Regulations.

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. DAP Sitting expenses are separate to Council's Budget for Councillors Meeting Fees.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk is mitigated with Council having nominated its DAP Delegates.

Operation – Risk Matrix Rating is assessed as Low. Operation of DAP is separate to Council's Planning Service and Function.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The correspondence from the DAP Secretariat notes the McGowan Government's recently launched program, OnBoardWA, which aims to increase the total number of women appointed to Government board and committees to 50 per cent by 2019. Council is therefore encouraged to consider diversity of representation when putting forward the DAP nominations.

10.3 Strategic Planning Committee Minutes – 15th October 2019

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Cr Smith verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Doodenanning Sports Club at the Strategic Planning Committee Meeting. Cr Brown verbally declared an Impartiality Interest with Item 8.1 Community Grant Application – Round 2 – Quairading Tennis Club at the Strategic Planning Committee Meeting.

Cr Smith verbally declared an Impartiality Interest with Item 10.3. Strategic Planning Committee Minutes – 15th October 2019 - 1) Community Grant Application – Round 2 – Doodenanning Sports Club.

OFFICER RECOMMENDATION

RESOLUTION: 64-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

- That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 15th October 2019

CARRIED 8/0

That Council consider each of the Committee's following recommendations individually: -

1) Community Grant Application – Round 2

RESOLUTION: 65-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: SP06-19/20

That the Strategic Planning Committee recommend to Council that: -

- Council award Grants to the value of \$3,483.00 to the Clubs and Organisations listed below for Round 2 of the Community Grants.

Quairading Photo Club	Photography Workshop for Photo Club and Community with Dale Neill	Nil
Quairading Tennis Club	Water Cooler	\$1,483.00
Doodenanning Sporting Club	Defibrillator & first aid equipment	\$500.00
Quairading RSL	National Servicemen's Memorial Plaque	\$1,500.00
Quairading CRC	Astrid Volke Photography Free workshop for Community	Nil
TOTAL		\$3,483.00

- Council funds the approved Round 2 Community Grants by increasing the 2019/20 Community Grants budget by \$646 to be funded from Council's Opening Surplus.

CARRIED 5/3

Council Discussion

The Chief Executive Officer and the Executive Manager of Corporate Services provided further information on the history of the Quairading Tennis Club's faulty Water Cooler and that the matter had been discussed with Council's Electrical Contractor and also with Council's Insurance Consultant. It has been deemed that Council would incur further expense to have the Unit assessed for faults to prove that it was an Insurable Event, without any guarantee of a successful outcome.

Cr McGuinness enquired whether the Quairading Photo Club and Quairading CRC had been consulted in regard to the Strategic Planning Committee's discussion, where it was felt that the two groups should be encouraged to collaborate on a joint Photo Workshop/Display with their respective resources and potential external Grant Funding.

The Chief Executive Officer advised that to date, the Quairading Photo Club and the Quairading CRC had not been consulted with on this matter.

2) Building Condition Report and Inventory Report

RESOLUTION: 66-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Brett McGuinness

RECOMMENDATION: SP07-19/20

That the Strategic Planning Committee recommend to Council that: -

Council notes the Council's Building Condition Report and Inventory Reports.

CARRIED 8/0

3) Light Industrial Land Concept

RESOLUTION: 67-19/20

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP08-19/20

That the Strategic Planning Committee recommends to Council that: -

The Light Industrial Land Development Concept Plan as presented be supported by Council.

CARRIED 8/0

4) Regional Airports Program

Cr Jo Haythornthwaite, earlier in the meeting verbally declared an Impartiality Interest with Item 10.3. Strategic Planning Committee Minutes – 15th October 2019 - 4) Regional Airports Program – Staff member of St. John Ambulance.

RESOLUTION: 68-19/20

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: SP09-19/20

That the Strategic Planning Committee recommends to Council that: -

Council supports an Application being prepared and submitted to the Regional Airports Program for the resurfacing of the Airstrip Apron / Setdown Area.

CARRIED 8/0

IN BRIEF

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 15th October 2019 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP06-19/20
- RESOLUTION: SP07-19/20
- RESOLUTION: SP08-19/20
- RESOLUTION: SP09-19/20.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP06-19/20 – Committee Recommendation proposes an increase of \$646 in the Community Grants Program Budget (GL 3212). The Adopted Budget amount is \$34,154. Increase to be funded from Council's Opening Surplus Position of \$130,308. The recommended increase in Operating Expenditure will have a relatively minor impact on Council's Operating Surplus Ratio.

SP07-19/20 – Nil implications at this time.

SP08-19/20 – Overall Concept is not included in Council's Adopted Budget. Recommendation is Concept Approval only. However, Stage 1 being the subdivision and development of one (1) Lot of at least 4000m² is provided for in Council's Adopted Capital Budget with a budget of \$155,851. Stage 1 is to be funded fully from Council's Town Planning and Development Reserve Fund. No impact on Council's Operating Surplus Ratio.

SP09-19/20 – Committee Recommendation is for Council to support making an Application to the Regional Airports Program for Capital Works in the 2020/2021 Year. No impact on Council's Financial position at this time.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

SP06-19/20 – Second Round of the Community Grants Program was widely publicised in the Community and Groups with the Applications closing on the 30th September 2019.

SP07-19/20 – N/A

SP08-19/20 – Concept has been foreshadowed for several years and layout and size of the proposed lots has been discussed with Interested Third Parties.

SP09-19/20 – Chief Executive Officer to liaise with the Quairading Sub Centre of St. John Ambulance on the scope of the Resurfacing works on the Airstrip Bitumen Apron Area as part of the research and preparation of the Grant Application.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating assessed as Low. Committee Recommendations are of minimal financial risk to Council with a minor variation to Council Budget for Round 2 of the Community Grants Program

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. Recommendations propose minor variation to the Adopted Budget to fund the Community Grants recommended for approval. Reputational Risk will be heightened if Council do not adequately plan for the Light Industrial Land Area.

Operation – Risk Matrix Rating assessed as Low.

Natural Environment – Risk Matrix Rating considered as Low. Committee Recommendations assessed as having no significant impact or risk on the Natural Environment.

COMMENT

Minutes of the 15th October 2019 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

10.4 No. 30 Murphy Street Quairading – Application to keep three (3) dogs

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Kylie Spark (Contract Ranger)
Attachments	Owner Application
Owner/Applicant	Mrs Shelley Reeves
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 69-19/20

MOVED Cr Jo Haythornthwaite **SECONDED** Cr Hippisley

That Council permit the keeping of (3) three dogs at 30 Murphy Street Quairading, subject to the following conditions: -

- All dogs must be confined to the property and kept under control by the following means:
 - Fencing and gates on the premises or a portion of the premises where the dogs are to be contained, must be of a suitable type, height and construction to prevent the dogs at all times from passing over, under or through it, or
 - an approved electronic confinement.
- Any proven complaints regarding the dogs offending against the Dog Act 1976 will result in the Approval being revoked and the number of dogs having to be reduced to a maximum of two (2) within fourteen (14) days.
- All dogs must be registered and registration must be maintained.
- The approval only applies to the following dogs:

Name	Breed	Sex	Reg. No.	Age	Colour
Buster	Blue Heeler	M	0038	14	Blue
Gidget	Jack Russell	F	0036	13	White/tan
Gypsie	Mastiff X	F	0031	2.5	Tan

- Upon the death or disposal of one or more of the above dogs, the Approval will cease and the number of dogs permitted will revert to the lesser number.
- Council needs to be notified in writing of the dogs' details and any change to details, this includes change of address and/or change of ownership.

CARRIED 8/0

IN BRIEF

- The Owner is seeking approval to have 3 dogs in total (14-year-old blue heeler, 13-year-old Jack Russell and Mastiff X 2.5 years old).
- The property has been inspected and the dogs are in good condition and the owner is able to contain the dogs on the property.
- Approval is only for the 3 specific dogs and is not transferable to any other dog/s in the future.

MATTER FOR CONSIDERATION

To consider an application for the keeping of 3 dogs at 30 Murphy Street Quairading WA 6383.

BACKGROUND

Mrs Reeves and her husband currently have two (2) dogs Buster and Gidget. Both dogs are registered, microchipped and Buster the Blue heeler is not sterilized.

The third dog (Mastiff X) belongs to Mrs Reeves granddaughter, and they have recently moved in with them due to the granddaughter's medical condition. The Mastiff X is registered, microchipped and sterilised, and has been identified as part of the granddaughter's therapy.

It is a requirement of the Shire of Quairading Dogs Local Law (2017) that the maximum number of dogs that can be kept on a premises within a town site is 2 unless an exemption has been granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as amended).

Council has approved similar applications in the past when all adjoining neighbours have agreed to the request and the Shire Ranger or other authorized Council Officer has considered that there are no valid reasons for withholding such approval.

STATUTORY ENVIRONMENT

Section 26 of the Dog Act 1976 outlines the limitations on dog numbers. The Act allows for local government to create Local Laws to control the number of dogs on a property.

Shire of Quairading Dogs Local Law 2017 prescribes that the keeping of more than two (2) dogs on a property in a townsite is only permitted with the Approval of Council.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

N/A.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S3	Safe community
S3.2	Provide animal control and various enforcement services to maintain public safety
S4.5	Actively support the access and inclusion of people with disability, their families and carers

COMMUNITY CONSULTATION

The Reeves family at 30 Murphy Street, Quairading have no immediate neighbours.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. The 3 Dogs are registered with Council.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Each Application is assessed on its merits and Approval can be removed at any time if there are substantiated Complaints concerning the keeping of the 3 dogs.

Operation – Risk Matrix Rating is assessed as Low. No impact on normal operations

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Application for the keeping of 3 dogs at 30 Murphy Street Quairading, can be considered under the provisions of Shire of Quairading Dogs Local law 2017.

Contract Ranger, Ms Kylie Spark has conducted a site visit to 30 Murphy Street Quairading and the property has adequate fencing to contain the dogs.

Council's Ranger further advised the dogs are all in good physical condition when the property was inspected in September 2019. Council's Ranger stated that she believed the dogs would not be a problem in the future as the owners seem to be responsible and have the dogs contained to the property and also seem to be aware of the responsibilities regarding the keeping of more than the prescribed number of dogs, being 2, in a town site. Mrs Reeves have also stated that when the older dogs have come to the end of their lives they do not seek to replace them.

Council's Ranger recommends that this application allowing the additional dog (Mastiff X) Gypsie be approved.

10.5 Corporate Branding – Shire of Quairading

Meeting Date	31 st October 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Final Variation 1 (Appendix 2), Final Variation 2 (Appendix 1) of “Take a closer look”
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Adopt Variation 2 of the “Take a Closer Look” Brand Design Concept for Council’s and the District’s Branding; and
2. Proceed to the development of a Corporate Brand and Style Guide and production of the balance of the Project Deliverables.

RESOLUTION: 70-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Smith

That Council: -

1. Adopt Variation 1 (Lowercase wording concept design) of the “Take a Closer Look” Brand Design Concept for Council’s and the District’s Branding with the following design alterations: -
 - (i) The “Shire of” remains the same colour as “Quairading”
 - (ii) The tagline, for all corporate correspondence to be “blue” and include the underline dash to the word “closer”
 - (iii) The tagline to change colour when the concept picture changes in the Magnifying glass; and
2. Proceed to the development of a Corporate Brand and Style Guide and production of the balance of the Project Deliverables.

CARRIED 7/1

IN BRIEF

- 2018/19 Budget Review provided a Budget of \$15,100 for the Rebranding Project.
- Council approved the engagement of Castledine & Castledine Design for the Rebranding Project at its February 2019 Ordinary Council Meeting.
- Castledine & Castledine Design provide an initial four (4) Concept Designs.
- The Concept designs were workshopped and 2 designs were selected: -
The “Banksia Cuneata” and the “Take a Closer Look”.
- The preferred design concept “Take a closer look” was further refined by Council’s request. (Final Variation 2)
- 2019/20 Adopted Budget of \$12,687 for the Rebranding Project.

MATTER FOR CONSIDERATION

That Council adopt a Brand Concept design and proceed to the implementation of a Corporate Brand and Style Guide for Shire of Quairading.

BACKGROUND

Branding for local government authorities has become more and more common in the past 10 years. Many local governments are moving towards contemporary visual identities to assist them to reach their strategic and operational goals.

The Shire's current visual identity and logo was designed by Marilyn White and features a natural wood sculpture by local artist the Late Mr Ian Wills and the native *Banksia cuneata*, a species originally only found in the Quairading area. The logo was selected by a committee of locals in the mid-1980s and was seen as an antidote to the usual wheat & wool adopted by many Wheatbelt towns.

Council recognised the timeliness of the rebranding initiative at the October 2018 Ordinary Council Meeting and allocated funding during the November 2018-19 budget review for the consultation processes and development of a new tagline, and visual identity for the Shire.

Workshops for Councillors, staff and whole of community were held in April and June 2019.

The Consultant presented four (4) concept designs of each element [tagline and visual logo], namely, "Banksia Cuneata", "Hub of the Wheatbelt", "Taking a Closer Look" and "The iconic salmon gum". to Councillor and interested Community Members, with the group providing further feedback and comment, selected 2 concept designs. The preferred "Take a closer look" design has been further refined at Council's request, resulting in the current report to Council.

The two concept design key themes which were strongly supported following the workshops, are presented below: -

Banksia cuneata

The fact that Quairading has its own banksia species is a compelling reason to use it as a symbol for the Shire.

A blossoming flower suggests growth and a sense of thriving - it also directly references the nature reserves which locals are so proud of and which visitors need to know more about.

The shape and colours of this unique banksia lends itself to many potential applications.

Taking a closer look

Quairading is a place which reveals its treasures to those who make the effort to scratch the surface. The Shire has plenty of interesting attractions, but they are not necessarily obvious to visitors who quickly pass through the area.

This design concept uses the 'Q' shape in the form of a magnifying glass to focus on those things that make Quairading unique.

The official logo highlights the local Banksia Cuneata, while variations could have the magnifying glass emphasise other activities and attractions.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council has made a provision of \$15,100 in the Budget Review adopted by Council at its November 2018 OCM.

Council engaged Consultant, Castledine & Castledine at a Cost of \$10,250.

A 25% Deposit Payment of \$2,562.50 was paid to the Consultant in the 2018/19 Year.

