

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON THURSDAY 28<sup>TH</sup> FEBRUARY 2013**  
**COMMENCING AT 2.00PM**

**ITEM 1 ATTENDANCE AND APOLOGIES**

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Cr D C Richards | Shire President                                  |
| Cr G W Anderson | Deputy Shire President                           |
| Cr WMF Davies   | (2.00pm to 4.58pm)                               |
| Cr T C Andrews  |                                                  |
| Cr B K Caporn   |                                                  |
| Cr R C Hawksley |                                                  |
| Mr G A Fardon   | Chief Executive Officer                          |
| Mr T J Newick   | Manager of Works and Services (2.00pm to 3.07pm) |
| Mr R M Bleakley | Economic Development Project Officer             |
| Mr A Scott      | Acting Environment Officer (4.02pm to 4.13pm)    |

**Apologies**

|                |                                |
|----------------|--------------------------------|
| Cr J A Bavin   | Leave of Absence               |
| Cr C M Cousins |                                |
| Mr A J Merillo | Deputy Chief Executive Officer |

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

Cr Richards advised Council that Councillors would be meeting the new School Teacher and Principal Mrs Pauline Wray and also the new Acting Environment Officer Mr Andrew Scott at Afternoon Tea.

Dinner will be at the Quairading Club at the conclusion of the meeting.

**ITEM 2.1 PUBLIC QUESTION TIME**

There being no Members of the Public present, the meeting proceeded to the next item of business.

**ITEM 3 DECLARATIONS OF INTEREST**

Cr Richards declared an Interest in Item 10.1.2: Proposed Homestead Lot Subdivision Application – Lot 10199 Old Beverley Road, Wamenusking if the item is discussed at this meeting.

**ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 20<sup>TH</sup> DECEMBER 2012**

Fixed Seating – Undercover Greater Sports Ground / Changerooms

Cr Richards requested a report on the progress of this item as the Football Season was fast approaching.

The Chief Executive Officer and the Manager of Works and Services provided comment but noting that suitable seating still needs to be ordered and affixing is to be arranged with Bent Nail Contracting.

The Chief Executive Officer provided comment that Council's Application for \$30,000 towards new Hot Water Systems at the Football Changerooms had been successful and is now awaiting the Funding Agreement from Canberra before proceeding with the Work.

#### South East Avon Regional Transitional Group

Cr Davies requested the following correction to the words on page 46 to read – "A Survey sent out to the Community in September 2009. Cr Davies also quoted a letter from the Chief Executive Officer in 1996 outlining Council's position at that time which indicated Council's objection to any amalgamation with the Shire of York. Cr Davies acknowledged that a lot of change had occurred since that time".

#### Future Management of Childcare Centre

On page 50 the word "and" needs to be included after "Officer" and before "Cr Anderson" in paragraph 5.

#### Housing Concession – Manager Quairading Little Rainmakers

The Chief Executive Officer detailed Staff Accommodation changes that were necessary since the December 2012 Council Meeting and that the Child Care Centre Manager was now occupying 74 McLennan Street at the Staff Rental Amount and that the 19 Powell Crescent residence has been allocated for the Works Construction Team Leader once recruited.

Council further noted that it had not been necessary to utilise the Caravan Park Cottage as an interim measure.

**144-12/13 MOVED Cr Hawksley seconded Cr Andrews that Council confirm the minutes of the Ordinary Meeting of Council held on 20<sup>th</sup> December 2012 as a true and correct record subject to the following minor alterations:**

- **Correction to the words on page 46 to read – "A Survey sent out to the Community in September 2009. Cr Davies also quoted a letter from the Chief Executive Officer in 1996 outlining Council's position at that time which indicated Council's objection to any amalgamation with the Shire of York. Cr Davies acknowledged that a lot of change had occurred since that time".**
- **On page 50 the word 'and' needs to be included after "Officer" and before "Cr Anderson" in paragraph 5.**

**CARRIED 6/0**

#### **ITEM 4.2 MATTERS PENDING / ACTION SHEET**

##### Fire Control

Cr Anderson queried the timing of the New Fire Trucks as the Volunteer Fire Training Day had been deferred until their arrival.

Cr Hawksley and the Chief Executive Officer provided comment that a number of new Fire Appliances had been reallocated to the South West however the Wamenusking and Balkuling / Doodenanning Units were high on the Production Schedule.

The meeting was informed that the new South Quairading Appliance and Crew were attending the Bakers Hill Fire today at the request of Department of Fire and Emergency Service.

#### Shire Hall Upgrade – Kitchen Upgrade Design / Costings

The Economic Development Project Officer Mr Bleakley reported on the progress of the Kitchen Upgrade with the Architect now having provided a Detailed Scope of Works.

#### Airstrip Fencing

Council requested the removal of Number 28 due to the project being completed.

#### Local Government Climate Change Declaration

The Chief Executive Officer reported that the Natural Resource Management Officer had received little, if any interest from SEAVROC Member Councils for a Standard Wording for a “Climate Change Declaration”.

Council requested the matter to be listed for discussion at the next Council Meeting.

#### “The Grove” – Department of Indigenous Affairs

The Chief Executive Officer provided a brief report on the Project that commenced at “The Groves” with funding from Wheatbelt NRM and being undertaken by the “Work for the Dole Team”.

The Chief Executive Officer also advised of a water trough / tank installed for native animals now excluded from water services due to the erection of the Rabbit Proof Fence.

#### Swimming Pool – Use of Bore Water

Cr Davies queried the status of this item. The Chief Executive Officer confirmed that the Water Test had indicated that subject to adequate chlorination levels, the Bore Water could be used in the Swimming Pool.

The meeting noted that the ability of using the Bore Water in the future would also be subject to Budget Estimates / Costings to provide Circulation Equipment and Pipework in any Swimming Pool Upgrade Work.

#### Kevill’s Lake

Cr Davies queried whether letters had been sent to neighbouring Councils seeking their support.

The Chief Executive Officer confirmed that letters had not been sent at this time and sought clarification on the content of the letter and to which Councils the letters should be sent.

Discussion ensued on informing the Councils of the likelihood of Kevill’s Lake coming onto the Market and seeking the Councils’ support for a Regional Approach to the Ski Lake proposal.

Cr Davies provided information on a Real Estate Appraisal provided to the Kevill Family.

Council requested letters be sent to the Shires of Cunderdin, Tammin and Kellerberrin.

Hosting of a Regional “Local Government Structural Reform Forum”

Item to be removed from Matters Pending.

Justice of the Peace Succession Plan

Discussion ensued on how best to progress this issue for the future succession from the existing Justices of the Peace in the future.

Council resolved that a letter be sent to the existing Justices of the Peace advising of Council’s desire to assist with recruiting / training of suitable persons as Justices of the Peace for the future and seek their participation in an “Interest Event” for identified Community Members.

**145-12/13 MOVED Cr Hawksley seconded Cr Andrews that the following items be removed from the Matters Pending List: -**

- **Item 28 – Airstrip Fencing**
- **Item 63 – Hosting of Regional “Local Government Structural Reform” Forum**

**CARRIED 6/0**

**ITEM 5       WORKS**

**Item 5.1       Works Committee Meeting held 19<sup>th</sup> February 2013**

Additional Street Lighting – MacDonald Street (W17-12/13)

Discussion ensued on the Street Lighting Proposal. Council concurred that additional lighting was required in the locality.

Further to the Works Committee Recommendation, the Manager of Works and Services proposed that two additional lamps also be installed along the existing Mains Power line to provide adequate lighting on the Pedestrian Walkway which would remove the need to budget for solar lighting.

**146-12/13 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W17-12/13 that the Works Committee recommend to Council that:-**

- 1. Council accept the proposal that additional Street lamps are required for the corner of Wood Street and MacDonald Street and the Pedestrian Walkway.**
- 2. That Council proceed with the Desktop Quotation / Estimate of \$4,500 by Western Power to progress the project.**

**CARRIED 6/0**

Extension of Rubbish Collection Contract (W18-12/13)

**147-12/13 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W18-12/13 to endorse the actions of the Chief Executive Officer of extending the Refuse and Recycling Contract with Avon Waste for a further 12 month term, expiring 31<sup>st</sup> January 2014.**

**CARRIED 6/0**

## **Item 5.2 Other Works Matters**

The Chief Executive Officer reported that a Community Member interested in working with Council on a Motorcycle Track had already met with him with the idea of forming the Working Group as proposed by the Works Committee.

Cr Anderson queried whether a Floodway Sign has been ordered for erection near the Old Beverley West Road and Quairading South Road intersection to inform motorists before they head West on the Old Beverley West Road to cross the Quairading Salt River System.

The Manager of Works and Services advised that this sign had not been in the recent orders filled.

Cr Anderson stated that this request had been on Councils books for a long time.

The Manager of Works and Services undertook to investigate the issue.

Mr Newick reported that the Resealing / Sealing Works had now been rescheduled for the 9<sup>th</sup> March 2013.

The Manager of Works and Services reported that the new Truck was working well and very well accepted by the Drivers.

Discussion ensued on the need to monitor the working environment at the Waste and Recycling Facility.

Mr Newick provided comment on ongoing review and monitoring of the situation and the suggestion of a change of Work Hours in hot weather was put forward as an option.

The Chief Executive Officer provided a verbal report of recent negotiations with the Water Corporation and the adjoining landowner to Toapin Weir in regard to accessing non potable water for use on Olive and Almond crops.

The Chief Executive Officer advised that the Lease Document between the Water Corporation and Council provided direction to both Parties in most circumstances but Private Use of the water in a Non Drought / Emergency Circumstances at Commercial Charge Rates would have to be by mutual agreement of both Parties. The Chief Executive Officer estimated that the current storage level at Toapin Weir is 18 million litres and Mr Cardaci was seeking approximately 725,000 litres due to his own supply being exhausted.

Council supported in principle a small quantity of water being drawn down subject to a reasonable Commercial Charge being levied and suitable temporary connection to the Toapin Weir pipework being achieved.

The matter was left with the Chief Executive Officer in conjunction with the Manager of Works and Services to finalise negotiations with the Water Corporation and Mr Cardaci.

**3.07pm**

The Manager of Works and Services left the Council Meeting.

**ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW**

**Item 6.1 Shire of Quairading / City of Melville Partnership**

Council agreed that planning should occur for the City of Melville Visit to Quairading in Late September / Early October 2013.

The Chief Executive Officer highlighted that any proposed date would need to take into account Local Government Election Day and any lead up to the Election.

**Item 6.2 South East Avon Regional Transition Group (SEARTG)**

Extensive Council discussion ensued regarding the Public Meeting held on 12<sup>th</sup> February 2013.

Council commented that there was an excellent number of Community Members in attendance and that there was a need for further information to be provided in the form of an Update / Flyer.

The meeting noted that the date of the next Public Information Session (9<sup>th</sup> April 2013 at 5.30pm) will be publicised.

Cr Anderson reported on his visit to the QARRAS Meeting with those in attendance very keen for further information.

The Shire President invited Councillors to attend the next SEARTG Board Meeting scheduled for Tuesday 5<sup>th</sup> March 2013 in Tammin.

Cr Richards highlighted that representatives of the Local Government Advisory Board will be in attendance at the SEARTG Meeting.

Cr Anderson advised that he had already submitted his Apologies for the Meeting.

Councillors Caporn and Davies indicated their interest in attending the Meeting.

Cr Richards and the Chief Executive Officer confirmed their intention to attend the Meeting.

**3.30pm**

**148-12/13 MOVED Cr Hawksley seconded Cr Anderson that Council adjourn standing orders for Afternoon Tea.**

**CARRIED 6/0**

Councillors met the School Representatives and the new Acting Environment Officer Mr Andrew Scott for Afternoon Tea.

**4.02pm**

**149-12/13 MOVED Cr Anderson seconded Cr Davies that standing orders resume.**

**CARRIED 6/0**

## **ITEM 10      REPORTS**

### **Item 10.3      Environment Officers' Report**

Report provided for Councillors' Information Only.

The Chief Executive Officer spoke to the Environment Officers' Report and in particular in regard to recent "Granite Way" discussion with the adjoining land owner at Mt Stirling, Mr John Hammond.

Council noted that discussions were progressing with Mr Hammond on the siting of Interpretive Signage and a Walk Trail to minimise any impact on any Areas Culturally Sensitive to the Noongar Community.

Council also noted recent publicity with a call for "Caltrop" to be identified as a "Declared Weed".

Council met the new Acting Environment Officer Mr Andrew Scott and the Chairman welcomed Mr Scott to Council and the Community.

#### **4.13pm**

Acting Environment Officer Mr Andrew Scott left the meeting.

### **Item 6.3      Chief Executive Officer's Performance Review**

Cr Hawksley commented that it was pleasing seeing the Chief Executive Officer having had a break away on Annual Leave.

Cr Richards commented on the good track record of the Chief Executive Officer recruiting Staff members with excellent skills and good work ethos.

Mr Fardon commented on the significant body of work undertaken by Mr Bleakley since his employment as Economic Development Project Officer.

### **Item 6.4      Emerging Issue – Constitutional Recognition of Local Government**

Item included in Council Agenda for Elected Member awareness.

Discussion ensued on the Referendum Question and the current lack of wording in the Australian Constitution and the Call for Recognition of Local Government as the Third Tier of Government.

The issue of Direct Funding from Federal Government to Local Governments were highlighted and any future High Court Challenge could jeopardise Funding such as the Roads to Recovery Programme.

## **ITEM 7      BUILDING AND TOWN PLANNING DEVELOPMENT**

### **Item 7.1      Building and Town Planning Development Committee held 12<sup>th</sup> February 2013**

Cr Davies requested that the Minutes be amended to reflect that he had submitted his Apologies for this Meeting as a Proxy Member.

Ram Shed (B32-12/13)

The meeting noted that there would be no cost to Council if the Stud Sheep Breeders agreed to the Auctioneer Stand proposal.

**150-12/13 MOVED Cr Caporn seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B32-12/13 that Council support the concept of the Portable Auctioneers Stand but noted that the proposal had not yet been submitted to a Meeting of the Stud Sheep Breeders and that the project would be at no cost to Council.**

**CARRIED 6/0**

83 Heal Street (B33-12/13)

Discussion ensued on the Advice from Mr Chris Wells that his is unable to continue renting the Council Factory Unit at 83 Heal Street.

Council noted the Committee's deliberation on the location, lot size and premises at Lot 212 Ashton Street of "Firearms / Butchering Equipment Service" which was considered suitable for the proposed purpose.

**151-12/13 MOVED Cr Caporn seconded Cr Anderson that that Council adopt Building and Town Planning Development Committee recommendation B33-12/13:-**

- 1. That Council note Mr Chris Wells' intention to cease tenancy of Council's Factory Unit at 83 Heal Street.**
- 2. Council support the Application for Mr Chris Wells' "Home Business" for Firearms / Ammunition / Butchering Equipment at Lot 212 Ashton Street, subject to:-**
  - a) Written Consent of Police / Firearms Branch that the Building is suitable, and**
  - b) Retail / Marketing component of the Business be conducted from appropriate "Commercial Zoned" premises.**

**CARRIED 6/0**

New Council Residence (B34-12/12)

**152-12/13 MOVED Cr Caporn seconded Cr Andrews that that Council adopt Building and Town Planning Development Committee recommendation B34-12/13:-**

- 1. Note that all three companies met the selection criteria.**
- 2. The following Companies, Dixon Construction, Country Builders WA and TR Homes be invited to Tender for the New Council Residence subject to the Tenders conforming with Council's Residential and Building Specifications.**

**CARRIED 6/0**

Park Cottage Tenders

Council were informed of an Inspection Tour by Building and Town Planning Development Committee representatives and the Economic Development Project Officer of a Park Cottage that may be suitable. Council noted that Specifications would provide for an Open and Competitive Tender Process.



**153-12/13 MOVED Cr Caporn seconded Cr Anderson that that Council proceed to Tender on up to four (4) Park Cottages as per Council's Specification (2 Bedroom x 1 Bathroom Cottages).**

**CARRIED 6/0**

**Item 7.2 Other Building Matters**

50A & B Suburban Road

The Chief Executive Officer provided an updated Quotation from CDA Air Conditioning and Refrigeration for the upgrading of the Air Conditioning Units at 50A and B Suburban Road.

**154-12/13 MOVED Cr Andrews seconded Cr Anderson that that Council accept the Air-conditioning quote from CDA Air Conditioning and Refrigeration to replace the Air Conditioning Units at 50A & B Suburban Road at a cost of \$14,208.**

**CARRIED 6/0**

The meeting noted that the Finance and Audit Committee had recommended reallocation of \$10,000 towards the Replacement of the Air Conditioner Units from the Joint Venture Housing Reserve Fund as part of the Budget Review.

Prior to Cr Davies' departure, Cr Davies indicated interest in attending Day 1 of the Wheatbelt Conference – to be discussed later in the Meeting.

The Chief Executive Officer provided a verbal report on correspondence received from a Third Party expressing interest in purchasing the Old Balkuling School Building. The meeting noted that this item would be listed for the next Building and Town Planning Development Committee Meeting.

**4.58pm**

Cr Davies left the meeting.

**ITEM 8 FINANCE**

**Item 8.1 Finance and Audit Committee Meeting held 20<sup>th</sup> February 2013**

**155-12/13 MOVED Cr Anderson seconded Cr Andrews that Council adopt Finance and Audit Committee recommendations F29-12/13 to F36-12/13: -**

Accounts for Payment – December 2012 (F29-12/13)

- 1. That Schedule of Accounts covering Municipal Vouchers 20854 to 20975 & EFT492 to EFT502 totalling \$443,043.70 be received; The balance of all other outstanding Sundry Creditors to the 31/12/2012 total \$146.40; and**
- 2. That Payroll payments for the month of December 2012 totalling \$147,569.26 be received; and**
- 3. That Police Licensing payments for the month of December 2012 totalling \$44,621.85 be received; and**

4. That Motor Charge Ltd Payment for the month of December 2012 totalling \$311.71 be received; and
5. That fund transfers from Trust account to Municipal account for December 2012 totalling \$1,828.00 be received.
6. That fund transfers to Corporate Credit Card for December 2012 totalling \$751.51 be received.
7. That WestNet payments for the month of December 2012 totalling \$69.95 be received.

Accounts for Payment – January 2013 (F30-12/13)

1. That Schedule of Accounts covering Municipal Vouchers 20976 to 21053 & EFT503 to EFT505 totalling \$208,674.90 be received; The balance of all other outstanding Sundry Creditors to the 31/01/2013 total \$64,200.29; and
2. That Payroll payments for the month of January 2013 totalling \$172,507.40 be received; and
3. That Police Licensing payments for the month of January 2013 totalling \$44,017.40 be received; and
4. That Motor Charge Ltd Payment for the month of January 2013 totalling \$487.93 be received; and
5. That net fund transfers from Trust account to Municipal account for January 2013 totalling \$4,385.45 be received.
6. That fund transfers to Corporate Credit Card for January 2013 totalling \$360.57 be received.
7. That WestNet payments for the month of January 2013 totalling \$69.95 be received.

Fund Balances Report – December 2012 (F31-12/13)

| <u>Account</u>         | <u>Statement Balance</u> | <u>Reconciliation Balance</u> |
|------------------------|--------------------------|-------------------------------|
| Municipal A/c          | \$ 183,239.71            | \$ 2,942,133.46               |
| At Call - Invest.      | \$ 830,000.00            |                               |
| Medical A/c            | \$ 34,134.43             |                               |
| T/Deposit 3 Mth        | \$ 501,726.03            |                               |
| T/Deposit 3 Mth        | \$ 300,000.00            |                               |
| T/Deposit 3 Mth        | \$ 300,000.00            |                               |
| T/Deposit 3 Mth        | \$ 200,000.00            |                               |
| T/Deposit 3 Mth        | \$ 200,000.00            |                               |
| T/Deposit 3 Mth        | \$ 500,000.00            |                               |
| <b>Total Municipal</b> | <b>\$ 3,049,100.17</b>   |                               |
| Trust A/c              | \$ 9,355.89              | \$ 8,927.89                   |
| Police Licensing       | \$ 0.00                  | \$ 0.00                       |
| At Call - Reserve      | \$ 348,517.27            |                               |
| T/Deposit-Reserve      | \$ 505,935.89            | \$ 2,049,834.07               |
| T/Deposit-Reserve      | \$ 1,195,380.91          |                               |

Fund Balances Report – January 2013 (F32-12/13)

**The Fund Balances for the period ending 31<sup>st</sup> January 2013, as presented to Council be adopted.**

| <u>Account</u>         | <u>Statement Balance</u> | <u>Reconciliation Balance</u> |
|------------------------|--------------------------|-------------------------------|
| Municipal A/c          | \$ 31,981.87             | \$ 2,735,676.81               |
| At Call - Invest.      | \$ 680,000.00            |                               |
| Medical A/c            | \$ 24,808.49             |                               |
| T/Deposit 3 Mth        | \$ 501,726.03            |                               |
| T/Deposit 3 Mth        | \$ 300,000.00            |                               |
| T/Deposit 3 Mth        | \$ 300,000.00            |                               |
| T/Deposit 3 Mth        | \$ 200,000.00            |                               |
| T/Deposit 3 Mth        | \$ 200,000.00            |                               |
| T/Deposit 3 Mth        | \$ 500,000.00            |                               |
| <b>Total Municipal</b> | <b>\$ 2,738,516.39</b>   |                               |
| Trust A/c              | \$ 5,805.44              | \$ 5,805.44                   |
| Police Licensing       | \$ 0.00                  | \$ 0.00                       |
| At Call - Reserve      | \$ 349,405.27            |                               |
| T/Deposit-Reserve      | \$ 510,913.97            | \$ 2,055,700.15               |
| T/Deposit-Reserve      | \$ 1,195,380.91          |                               |

Financial Information – Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> December 2012 (F33-12/13)

**The Financial Statements for the period ending 31<sup>st</sup> December 2012, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – December 2012 (F34-12/13)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31<sup>st</sup> December 2012, be adopted.**

Financial Information – Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> January 2013 (F35-12/13)

**The Financial Statements for the period ending 31<sup>st</sup> January 2013, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – January 2013 (F36-12/13)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31<sup>st</sup> January 2013, be adopted.**

**CARRIED 5/0**

Budget Review 2012 /2013 (F37-12/13)

**156-12/13 MOVED Cr Anderson seconded Cr Andrews that Council adopt the Finance and Audit Committee F37-12/13 recommendation to Council that the amendments to the 2012 / 2013 Annual Financial Budget as reviewed by the Finance and Audit Committee be adopted by Council.**

**CARRIED 5/0**

Review of Delegated Authority – Direct Payments for Council’s Municipal Fund (F38-12/13)

**The Finance and Audit Committee recommend to Council to remove Delegation No 4 and amend Delegation No 11 to read:-**

- 1. That the Chief Executive Officer be delegated to authorise Direct Debit of Council’s Municipal Fund for the following purposes:-**
  - a) Westpac Listpay Service
  - b) Transferring of Licensing Monies received by Council to the Department of Transport.
  - c) Payment of Fuel Account to Motor Charge Ltd
  - d) Payment of Internet Account to Westpac Pty Ltd
  - e) Payment of Rent for 179 Avon St, Quairading to Department of Housing.
  - f) Any other Direct Payments where benefit is derived by Council at the sole discretion of the Chief Executive Officer.
  
- 2. That Council delegate to the Chief Executive Officer authority to make Payment by direct (EFT) payment to the following Creditors, subject to the Payment amounts being within Council’s Adopted Budget:-**
  - a) Bent Nail Building and Maintenance
  - b) Beverley Electrical Services
  - c) Cherbarr Catering (Cheryl White)
  - d) RG & EM Grundy
  - e) Robert Waddell
  - f) RA & MF Minchin
  - g) Any other payment where benefit is derived by Council at the sole discretion of the Chief Executive Officer.

Following discussion, Council proposed the following amended Motion: -

**The Finance and Audit Committee recommend to Council to remove Delegation No 4 and amend Delegation No 11 to read:-**

- 1. That the Chief Executive Officer be delegated to authorise Direct Debit of Council’s Municipal Fund for any Direct Payments where benefit is derived by Council at the sole discretion of the Chief Executive Officer.**
- 2. That Council delegate to the Chief Executive Officer authority to make Payment by direct (EFT) payment to any Creditor where benefit is derived by Council at the sole discretion of the Chief Executive Officer and subject to the Payment amounts being within Council’s Adopted Budget.**

**Reason for Variation**

Council considered that given Council’s and the Administration’s sound Checks and Balance Processes, that greater Delegated Authority be granted to the Chief Executive Officer in determining Direct Payments (EFT) / Direct Debits to be made from Council’s Bank Accounts.

Cr Andrews commented that this Practice is in line with contemporary business use of technology.

Cr Caporn enquired if Staffing Circumstances change, whether is Delegation of Authority could be altered.

The Chief Executive Officer confirmed that the Delegation could be removed or amended by Council Resolution and that All Delegations must be reviewed by Council at least Annually.

**157-12/13 MOVED Cr Anderson seconded Cr Caporn that Council adopt Finance and Audit Committee recommendation F38-12/13 as amended:**

**The Finance and Audit Committee recommend to Council to remove Delegation No 4 and amend Delegation No 11 to read:-**

- 1. That the Chief Executive Officer be delegated to authorise Direct Debit of Council's Municipal Fund for any Direct Payments where benefit is derived by Council at the sole discretion of the Chief Executive Officer.**
- 2. That Council delegate to the Chief Executive Officer authority to make Payment by direct (EFT) payment to any Creditor where benefit is derived by Council at the sole discretion of the Chief Executive Officer and subject to the Payment amounts being within Council's Adopted Budget.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

Review of Write Off Policy (F39-12/13)

**158-12/13 MOVED Cr Anderson seconded Cr Hawksley that Council adopt the Finance and Audit Committee F39-12/13 recommendation that:**

- 1. That Delegation No 14 be reviewed to read:-  
"The Chief Executive Officer be delegated Authority to Write Off any amount Owing of \$5.00 or less for Rates, Sundry, Medical Practice and Childcare Centre Debts"**
- 2. That Council write off the amount of \$350.93 as of 31<sup>st</sup> December 2012 for identified Debtors at the Quairading Medical Practice.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

Council's Asset Management Plan by AVP Valuers under a SEAVROC Project (F41-12/13)

**159-12/13 MOVED Cr Anderson seconded Cr Andrews that Council adopt Finance and Audit Committee F41-12/13 recommendation that Council formerly adopt the Asset Management Plan prepared by AVP Valuers dated February 2011.**

**CARRIED 5/0**

Lease of New Canon Photocopier (F42-12/13)

The Chief Executive Officer provided Council with further information on the proposal to replace the existing Photocopier which was encountering further reliability problems. Council noted that a Four (4) Year Lease of an upgraded Black and White Photocopier through Country Copiers Northam would be at an Annual Lease Cost of \$2,590.

Council noted that Copy Maintenance Charge would reduce by having the new machine and secondly, that the use of emailing / scanning of Agendas and Minutes had significantly reduced the number of photocopiers produced.

Council supported the leasing of the equipment rather than Outright Purchase due to machine obsolescence and this option also provides Council with greater flexibility in the future.

**160-12/13 MOVED Cr Anderson seconded Cr Hawksley that Council adopt the Finance and Audit Committee F42-12/13 recommendation to Council to lease a new Canon photocopier from Country Copiers Northam over a four (4) year Term @ \$2,590 per Annum.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**Item 8.2 Other Finance Matters**

The Shire President and Chief Executive Officer provided a verbal Report on the Status of the Whole of Town Power Upgrade and the recent developments of discussions between Western Power and Ausplow.

Discussion ensued on Council's stance of \$150,000 towards Electrical Design Fees for a Future Power Upgrade. Council noted that a request of Western Power for a "Guarantee" to be lodged for Stage 1 Development by Ausplow which in most likelihood would not be called upon by Western Power.

**161-12/13 MOVED Cr Anderson seconded Cr Andrews that Council endorse the actions of the Shire President and Chief Executive Officer and to reallocate the amount of \$150,000 towards a Whole of Town Power Upgrade Design Plan, if the funds are not required to be used as a "Western Power Guarantee" for Stage 1 Development on the Ausplow Site.**

**CARRIED 5/0**

**ITEM 9 OTHER MEETINGS**

**Item 9.1 Special Meeting of Council held 20<sup>th</sup> February 2013**

**162-12/13 MOVED Cr Anderson seconded Cr Andrews that the Minutes of the Special Meeting of Council held on 1<sup>st</sup> February 2013 be confirmed as a true and correct record.**

**CARRIED 5/0**

**Business Arising**

Nil

**ITEM 10 REPORTS**

**Item 10.1 Chief Executive Officer's Report – February 2013**

|                                                           |
|-----------------------------------------------------------|
| <b>10.1.1 Wheatbelt Conference – Registration Details</b> |
|-----------------------------------------------------------|

REPORTING OFFICER

Gray & Lewis Landuse Planners  
Graeme A Fardon – Chief Executive Officer

Date 25<sup>th</sup> February 2013

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – WALGA Great Eastern Zone.

MATTER FOR CONSIDERATION – Registration of Council Representative/s to the Wheatbelt Conference to be held in Merredin.

APPLICANT'S SUBMISSION – Extract of Conference Programme attached for Member's Information.

BACKGROUND – Conference details have been circulated to Councils inviting Registration to the 2013 Wheatbelt Conference to be hosted by the Shire of Merredin on the 11<sup>th</sup> and 12<sup>th</sup> April 2013.

Keynote Speakers include Demographer Bernard Salt and the Federal Minister for Regional Development has been invited to attend.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Councillors Conference / Training Budget is \$14,500 in 2012/13 Year - \$6,225 Spent Year to Date.

Council has already resolved to have the Shire President, Deputy Shire President and Chief Executive Officer attend the National General Assembly in Canberra in June 2013.

Provisional Estimate on the National General Assembly Cost for 2 Councillors is \$5,500.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – N/A

COMMENT – Council is advised that the Shire President and Chief Executive Officer attended only Day 2 of the 2012 Wheatbelt Conference due to Day 1 conflicting with a Council Meeting.

Interested Councillors are invited to consider Registration at the Conference.

Day 1 or Day 2 Registration \$165 (Inc GST)

Full Conference Registration \$240 (Inc GST)

Note: Conference Dinner an Additional \$120 per Delegate

**OFFICER RECOMMENDATION – Nil**

**Council determined that Cr Davies and the Economic Development Project Officer Mr Richard Bleakley be registered to attend Day 1 only of the 2013 Wheatbelt Conference.**

### **10.1.2 Review of Delegations to Committees and Chief Executive Officer**

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 25<sup>th</sup> February 2013

DISCLOSURE OF INTEREST – Chief Executive Officer delegated a number of Authorities / Powers under this item.

MATTER FOR CONSIDERATION – Review of existing Delegation of Authorities.

APPLICANT'S SUBMISSION – Schedule of previously approved delegations attached.

BACKGROUND – Council is required to review the schedule of delegated authorities to the Chief Executive Officer, Manager of Health and Building Services and Committees.

The Local Government Act requires the Annual Review by Council and likewise the Chief Executive Officer must review any delegations he has made to other staff members.

Council completed a Review on December 2011.

STATUTORY ENVIRONMENT – Section 5.16 of the Local Government Act allows certain decisions to be made by Committee under delegated authority from Council. Section 5.42 allows certain matters to be determined by the Chief Executive Officer under delegated authority.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMENT – Council is requested to review the attached current Delegation Register.

It is highlighted that Delegation W2 relates to Calling and Determining of Tenders for the Annual Supply of Metal, Aggregate and Asphalt with the Works Committee having Delegated Authority within the parameters of Council's Capital Works Budget. Council is advised that the Sealing / Hotmix of Road Surfaces has now become available through the WALGA Procurement Service where Preferred Suppliers have been tested before inclusion on this Panel. Selection from this Panel (which includes Council's previous and current Roadworks Material Suppliers and Contractors) ensures Best Industry Price and Specification without having to "Call for Tenders".

It is recommended that Delegation W2 be removed due to Council's Executive Staff ability to secure "best pricing" through the WALGA Service.

Council's attention is also drawn the Finance and Audit Committee's Recommendation to remove Delegation No 4 and to amend Delegation No 11 to read:-

3. That the Chief Executive Officer be delegated to authorise Direct Debit of Council's Municipal Fund for the following purposes:-
  - g) Westpac Listpay Service
  - h) Transferring of Licensing Monies received by Council to the Department of Transport.
  - i) Payment of Fuel Account to Motor Charge Ltd
  - j) Payment of Internet Account to Westpac Pty Ltd
  - k) Payment of Rent for 179 Avon St, Quairading to Department of Housing.
  - l) Any other Direct Payments where benefit is derived by Council at the sole discretion of the Chief Executive Officer.
  
4. That Council delegate to the Chief Executive Officer authority to make Payment by direct (EFT) payment to the following Creditors, subject to the Payment amounts being within Council's Adopted Budget:-
  - h) Bent Nail Building and Maintenance
  - i) Beverley Electrical Services
  - j) Cherbarr Catering (Cheryl White)



- k) RG & EM Grundy
- l) Robert Waddell
- m) RA & MF Minchin
- n) Any other payment where benefit is derived by Council at the sole discretion of the Chief Executive Officer.

*Note: Refer to Motion 157-12/13 earlier in the Meeting which amended the Recommendation from the Finance and Audit Committee.*

Delegation No 6 is obsolete and has been superseded by the provisions of the New Building Act. Refer to Delegation No 21.

Council's attention is also drawn the Finance and Audit Committee's Recommendation to amend Delegation No 14 to read:-

The Chief Executive Officer be delegated Authority to Write Off any amount Owing of \$5.00 or less for Rates, Sundry, Medical Practice and Childcare Centre Debts.

All other Delegations are considered appropriated and working effectively.

#### **OFFICER RECOMMENDATION**

**That Council confirm the Delegated Authorities to the Works and Finance and Audit Committees and to the Chief Executive Officer and the Manager of Health and Building Services, in accordance with the Schedule below:-**

#### **COUNCIL RECOMMENDATION**

**163-12/13 MOVED Cr Andrews seconded Cr Caporn that Council adopt the Finance and Audit Committee recommendation to Council to remove Delegation No 4 and No 6 and amend Delegation No 11, No 14 and W2 to read:-**

| <b><u>DELEGATION<br/>REF NO</u></b> | <b><u>DETAIL IN CURRENT<br/>DELEGATION REGISTER TO THE CHIEF EXECUTIVE OFFICER</u></b>                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>                            | C.E.O. is authorised to approve applications to conduct Street Appeals and Street Stalls.                                                                                                                                                                                                                                                                                                                                                        |
| <b>2</b>                            | Obsolete – see Rate Debtors Policy. Deleted Ordinary Council Meeting July 2006                                                                                                                                                                                                                                                                                                                                                                   |
| <b>4</b>                            | Obsolete – Recommend deletion Ordinary Council Meeting February 2013                                                                                                                                                                                                                                                                                                                                                                             |
| <b>5</b>                            | The C.E.O. in liaison with the Chief Bush Fire Control Officer and in his absence, the Deputy Chief Bush Fire Control Officer be authorised to extend the prohibited and restricted burning periods of up to 14 days at a time.                                                                                                                                                                                                                  |
| <b>6</b>                            | Obsolete – Recommend deletion Ordinary Council Meeting February 2013<br>Approval of applications for sheds up to a wall height of 3.6 metres and less than 54m <sup>2</sup> . Any application for a shed with a wall height above 3.6 metres and in excess of 54m <sup>2</sup> must be present to Council for approval with written justification from the applicant – subject of Outbuilding Policy Review recommend transfer to Policy Manual. |
| <b>7</b>                            | Permit system – deleted Ordinary Council Meeting July 2006.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>8</b>                            | The C.E.O. be delegated authority to sign all prosecution complaint forms in relation to prosecutions under the Local Government Act 1995 on behalf of Council.                                                                                                                                                                                                                                                                                  |

| <b><u>DELEGATION<br/>REF NO</u></b> | <b><u>DETAIL IN CURRENT<br/>DELEGATION REGISTER TO THE CHIEF EXECUTIVE OFFICER</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 9                                   | The C.E.O. be delegated authority to commence legal proceedings for offences under the Dog Act (ie. Dog Attack).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10                                  | Removed October 2007. Refer to Works Committee delegations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11                                  | <ol style="list-style-type: none"> <li>1. That the Chief Executive Officer be delegated to authorise Direct Debit of Council's Municipal Fund for any Direct Payments where benefit is derived by Council at the sole discretion of the Chief Executive Officer.</li> <li>2. That Council delegate to the Chief Executive Officer authority to make Payment by direct (EFT) payment to any Creditor where benefit is derived by Council at the sole discretion of the Chief Executive Officer and subject to the Payment amounts being within Council's Adopted Budget.</li> </ol>                                                                                                                                                                                                        |
| 12                                  | C.E.O. is delegated to consider and approve applications for person/s seeking to collect native vegetation seeds on Council owned or controlled land.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 13                                  | Delegated authority be granted to the C.E.O. to determine applications for the erection of standard memorials at the Quairading Cemetery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 14                                  | The Chief Executive Officer be delegated Authority to Write Off any amount Owing of \$5.00 or less for Rates, Sundry, Medical Practice and Childcare Centre Debts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15                                  | <p>Delegate to the C.E.O. the power to make payments / transfers from the Municipal and Trust accounts under Section 5.42 of the Local Government Act 1995. Limitation of Delegated Authority – Payment up to \$5,000.00 to be authorised by either the C.E.O., Deputy C.E.O., Senior Finance Officer or C.E.O. Secretary.</p> <p>- Payment \$5,000.00 and over must be signed by two of the Authorised Officers.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| 16                                  | <p>The C.E.O. be delegated authority to approve payments for expenditure included in the Adopted Budget.</p> <p>Note: The Chief Executive Officer will delegate to the appropriate staff authority to approve payments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 17                                  | The C.E.O. be delegated to authorise transfer of surplus funds, not required by Council for immediate use, to appropriate secured investment accounts / term deposits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 18                                  | <p>The C.E.O. be delegated authority to issue Official Council Purchase Order for items / services provided for in the Council Budget.</p> <p>C.E.O. has authority to further delegate this authority to the Deputy C.E.O., C.E.O. Secretary (\$500.00 limit) Works Supervisor and Town Gardener (\$500.00 limit)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19                                  | The C.E.O. be granted delegated authority to dispose of surplus items of plant / equipment subject to a maximum market value limit of \$5,000.00 per item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 20                                  | That the C.E.O. be authorised to purchase small vehicles subject to the changeover being within Budget parameters and comparative quotations being sought.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 21                                  | <p>Council delegates its authority and powers to the Chief Executive Officer the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act:</p> <p>Section 96 Authority to appoint authorised persons</p> <p>Section 110 Authority to issue Building Orders in relation to:</p> <ol style="list-style-type: none"> <li>1. Stop work, alter a building or evacuate a building where there is a contravention of the provision of the Act</li> <li>2. Take specific action to prevent contravention of the Act;</li> <li>3. Finish an outward facing side of a wall;</li> </ol> <p>Section 117 Authority to revoke Building Orders</p> <p>Section 139 Authority to commence prosecution</p> |

| <u>DELEGATION<br/>REF NO</u> | <u>DETAIL IN CURRENT<br/>DELEGATION REGISTER TO THE CHIEF EXECUTIVE OFFICER</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| TP1                          | <p>To specify delegation of authority to the Chief Executive Officer in accordance with the Shire of Quairading Town Planning Scheme No. 2 in respect of the Town Planning functions of the Council.</p> <p>2.0 Policy</p> <p>2.1 Delegated Powers</p> <p>The Chief Executive Officer is delegated authority to perform the functions of Council in respect of the following matters:</p> <p>(a) Determination of applications for development approval, including applications involving:</p> <p>(i) <b>The variation of Scheme provisions, Planning Policy or provisions of the Residential Design Codes; or</b></p> <p>(ii) The exercise of discretion under the Scheme, Planning Policy or the Residential Design Codes;</p> <p>(b) Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy;</p> <p>(c) Grant an extension of development approval for up to two (2) years;</p> <p>(d) Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building License applications in accordance with the provisions of Clause 4.6 of the Town Planning Scheme No.2;</p> <p>(e) Deletion or modification of conditions of approval, whether imposed under delegated authority or not subject to compliance of Councils Planning objectives;</p> <p>(f) Making recommendations to the WA Planning Commission on:</p> <ul style="list-style-type: none"> <li>• applications for subdivision or amalgamation of land;</li> <li>• minor variations to approved subdivisions;</li> <li>• clearance of conditions of subdivision approval;</li> </ul> <p>(g) Determination of Applications for the relocation of Building Envelopes except where there is more than one (1) objection from an adjoining owner;</p> <p>(h) Adoption of Outline Development Plans and amendments to Outline Development Plans for the purposes of advertising;</p> <p>(i) Final adoption of amendments to Outline Development Plans provided that the modification is:</p> <p>(i) of a minor nature;</p> <p>(ii) consistent with the intent of the zone and the Scheme; and</p> <p>(iii) unlikely to have a detrimental effect on the amenity of the locality or any owner or occupier of land in the locality;</p> <p>(j) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;</p> |

| <b><u>DELEGATION<br/>REF NO</u></b> | <b><u>DETAIL IN CURRENT<br/>DELEGATION REGISTER TO THE CHIEF EXECUTIVE OFFICER</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                     | <p>(k) Taking all necessary action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including pursuing prosecution through Council's Solicitors; and</p> <p>(l) Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Scheme, including, but not limited to, sufficient information required for the processing of applications, referral and advertising of applications, and interpretation of Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.</p> <p>(m) Delegations to include:</p> <ul style="list-style-type: none"> <li>(i) Bed &amp; Breakfast Facilities</li> <li>(ii) Farmstays</li> <li>(iii) Small outbuildings in a Heritage Area eg: Patios, Carports, Fences, Swimming Pools and Signs etc.</li> <li>(iv) Ancillary Tourist Use</li> <li>(v) Short term accommodation</li> </ul> <p>2.2 Limits to Delegated Powers</p> <p>With the exception of delegated power 2.1(b) above, all applications will be submitted to a meeting of Council for determination in the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;</li> <li>(b) Where written objection is received to the proposal from any statutory agency;</li> <li>(c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan adopted by Council;</li> <li>(d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer: <ul style="list-style-type: none"> <li>(i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and</li> <li>(ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or</li> <li>(iii) the objection does not relate to valid planning and development issues associated with the proposal.</li> </ul> </li> <li>(e) Where, in the opinion of the Chief Executive Officer: <ul style="list-style-type: none"> <li>(i) Any of the requirements of this policy are not satisfied; or</li> <li>(ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy; or</li> </ul> </li> </ul> |

| <u>DELEGATION<br/>REF NO</u> | <u>DETAIL IN CURRENT<br/>DELEGATION REGISTER TO THE CHIEF EXECUTIVE OFFICER</u>                                                                                                                                                                                                                                                                                                                                                                                    |
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|                              | <p>(iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or</p> <p>(iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or</p> <p>(v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of Quairading.</p> |

| <u>DELEGATION<br/>REF NO</u> | <u>DELEGATIONS TO MANAGER OF HEALTH AND BUILDING<br/>SERVICES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>H1</b>                    | <p><b>Health Matters</b></p> <p>1. Pursuant to the provisions of section 26 of the Health Act 1911, Council appoints and authorises the Principal Environmental Health Officer and any person in that position from time to time, as its deputy for the purpose of discharging its powers and functions under: -</p> <p>Part IV Division 4 (Sanitary Convenience)<br/> Part IV Division 7 (Pollution of Water)<br/> Part V Division 1 (Houses Unfit for Habitation)<br/> Part VI Public Buildings<br/> Part VII Division 1 (Nuisances)<br/> Part VIII Food (Generally)<br/> Of the Act and the following Regulations under the Act:</p> <p>Health (Air Handling &amp; Water Systems) Regulations 1994<br/> Health (Asbestos) Regulations 1992<br/> Health (Cloth Materials) 1985<br/> Construction Camps Regulations 1988<br/> Health (Construction Works) 1973<br/> Notification of Disease Regulations<br/> Health (Food Standards) Regulations 1986<br/> Health (Food Hygiene) Regulations 1993<br/> Health (Adoption of Food Standard Code) 1992<br/> Health (Game Meat) Regulations 1992<br/> Infectious Diseases (Infection of Persons) Regulations 1991<br/> Health (Prescribed Insect Pests) Regulations 1991<br/> Health (Laundries and Bathroom) Regulations<br/> Sewerage (Lighting, Ventilation &amp; Construction) Regulations 1971<br/> Local Government Act – Model Local Laws Series ‘A’<br/> Meat Transport Regulations 1969<br/> Offensive Trades (Fees) Regulations 1976<br/> Health (Pesticides) Regulations 1956<br/> Health (Pet Meat) Regulations 1990<br/> Piggeries Regulations 1952<br/> Poultry Processing Regulations 1973<br/> Health (Public Buildings) Regulations 1992</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|  | <p>Treatment of Sewage &amp; Disposal of Effluent &amp; Liquid Waste Regulations 1992<br/> Health (Skin Penetration) Regulations 1987<br/> Health (Swimming Pools) Regulations 1964<br/> Health (Underground Water) Regulations 1959<br/> Health (Liquid Waste) Regulations 1993</p> <p>Delegations with respect to the Health Act itself are subject to the following limitations:</p> <ol style="list-style-type: none"> <li>a) With respect to Part IV Divisions 4 and 7 – Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly service notices, the undertaking or contracting of works, the provision of sanitary conveniences.</li> <li>b) With respect to Part V Division 1 – Authority is limited to the forming opinions and issuing notices and directions and does not include the carrying out, or the arranging for the carrying out, of works in default of duly served notices.</li> <li>c) With respect to Part VII Division 1 – Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.</li> </ol> <ol style="list-style-type: none"> <li>2. Health Orders – The Shire of Quairading Environmental Health Officer be delegated authority to serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354 of the Health Act 1911. (s.26 Health Act 1911)</li> <li>3. Licences and Registrations – The Shire of Quairading Principal Health Officer be delegated authority to sign and issue licences and registrations issued under the Health Act 1911. (s.26 Health Act 1911)</li> </ol> |
|  | <p>Council delegates its authority and powers to the Councils Registered Building Surveyors and Building Services the capacity to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act:</p> <p>Section 20 Authority to grant or refuse to grant building permits<br/> Section 21 Authority to grant or refuse to grant demolition permits<br/> Section 22 Authority to refuse to grant Building Permits or Demolition Permits if:</p> <ol style="list-style-type: none"> <li>1. There appears to be an error in the documents or information provided in the application; or</li> <li>2. If an application is inconsistent with: <ol style="list-style-type: none"> <li>(a) A function that the Permit Authority has underwritten law; or</li> <li>(b) An agreement between the Permit Authority and the applicant</li> </ol> </li> </ol> <p>Section 58 Authority to grant, modify or refuse to grant Occupancy Permits or Building Approval Certificates<br/> Section 65 Authority to extend the period to which the occupancy permit or modification or the building approval certificate has effect”.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| <b><u>DELEGATION<br/>REF NO</u></b> | <b><u>DELEGATED AUTHORITY TO WORKS COMMITTEE</u></b>                                                                                                                                                 |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>W1</b>                           | To consider and determine applications submitted for signage on or visible from the York – Merredin Road.<br>Subject to : -<br>Application complying with all criteria determined by Main Roads W.A. |
| <b>W2</b>                           | Obsolete – Recommend deletion Ordinary Council Meeting February 2013                                                                                                                                 |
| <b><u>DELEGATION<br/>REF NO</u></b> | <b><u>DELEGATED AUTHORITY TO THE FINANCE AND AUDIT<br/>COMMITTEE</u></b>                                                                                                                             |
| <b>F1</b>                           | The Finance and Audit Committee has delegated authority to authorise and approve the accounts for payment.                                                                                           |

**CARRIED 5/0**

### **10.1.3 Workforce Planning Grant Funding**

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 25<sup>th</sup> February 2013

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Department of Local Government

MATTER FOR CONSIDERATION – Additional Funding to undertake Workforce Planning and Appointment of Consultant.

APPLICANT'S SUBMISSION – Copy of Correspondence from the Department of Local Government attached to Report.

BACKGROUND – Council, along with the other SEARTG Councils have been successful in receiving a Grant from the Department for Local Government to undertake Workforce Planning.

The Grant Offer is \$25,000 per Council.

It is highlighted this Officer is made only to those Councils in a RTG / RCG.

The Workforce Plan must be completed by 30<sup>th</sup> June 2013.

STATUTORY ENVIRONMENT – A Workforce Plan is mandatory under the Integrated Planning Framework prescribed under the Local Government Act and Regulations.

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Project 100% funded by the Grant for the Department of Local Government.

STRATEGIC IMPLICATIONS – Workforce Planning and Succession Planning integral part of Council's Strategic Plan.

## COMMUNITY CONSULTATION – Nil

COMMENT – It is proposed that the Workforce Plan be undertaken in collaboration with the Shires of Cunderdin, Tammin and York.

The Councils have sought Quotations from Consultants on the Approved Panel of Consultants.

The Chief Executive Officer of the four Councils have reviewed the Quotations and Consultants Proposals and have recommended the Consultant's Submission from Mrs Margaret Hemsley of LG People to undertake the Work at a Cost of \$24,940 (exc GST).

LG People have been determined as the most suitable and experienced to assist the Councils.

Savings can be achieved with Coordinated Visits to the four (4) Councils.

Council support for the Chief Executive Officer's Recommendation is sought.

## OFFICER RECOMMENDATION

**164-12/13 MOVED Cr Anderson seconded Cr Andrews:-**

- 1. That Council support the Workforce Planning Project to be undertaken in collaboration with the Shires of Cunderdin, Tammin and York.**
- 2. That Council appoint Consultants LG People to undertake the Workforce Planning and Report as detailed in their submission dated 22<sup>nd</sup> January 2013.**
- 3. That Council note that this Appointment is fully conditional upon the Receipt of the Department of Local Government Grant Funding of \$25,000.**

**CARRIED 5/0**

### **Item 10.2 Manager of Health and Building Services' Report**

Report provided for Councillors' Information Only.

Council noted the proposed siting of the Fire Shed at South Caroling and that written agreement was currently being sought from the three (3) Hall Trustees.

### **Item 10.3 Environment Officers' Report**

This item was dealt with earlier in the meeting.

### **Item 10.4 Community Development Officer Report**

Minutes from the Community Development Advisory Committee supplied for Councillors Information.

Discussion ensued on the Minutes and issues raised by the Chief Executive Officer.

### Quairading CRC Playground

The Chief Executive Officer reported on recent investigations on suitable Playground styles and equipment for the area West of the Quairading Community Resource Centre by Mrs Sarah Caporn and the Community Development Officer.



The Chief Executive Officer sought authority from Council to engage Nature Play Solutions to assist the Working Group on suitable Park designs which would be put out for Public Consultation.

**165-12/13 MOVED Cr Andrews seconded Cr Hawksley that Council engage Nature Play Solutions to develop a Concept Design for a New Playground / Park to be located West of the Quairading Community Resource Centre at a cost of \$2,850.00 (exc GST).**

**CARRIED 5/0**

The Chief Executive Officer reported to Council that the Community Development Officer had expressed concern to him at the stress that a number of younger Volunteers / Community Members were feeling upon the commencement of the New Year and with the Farm Season yet to commence. Council also noted that a small number of Community Members were represented on or run many of the Community Groups and Clubs.

Council commended the Community Development Officer on raising the issue and Council resolved to support the Community Development Officer on measures to fund / facilitate a suitable event / function for this target group.

## **ITEM 11 INWARD CORRESPONDENCE**

### **11.1 Wheatbelt Development Commission – Board Nominees 2013**

Cr Richards sought further information on the Wheatbelt Development Commission Board Nominations. The Chief Executive Officer undertook to provide the relevant information.

## **ITEM 12 LATE ITEMS**

Nil

## **ITEM 13 TABLED ITEMS**

### **13.1 WA Country Health Service – Southern Inland Health Initiative Update**

### **13.2 Department of Planning – Draft State Planning Strategy**

## **ITEM 14 COUNCILLORS' REPORTS / BUSINESS**

### **Cr Anderson**

Cr Anderson raised the question of Council having activities as part of the Swimming Pool Upgrade. Cr Anderson highlighted that there had been no inflatable at the Pool on Australia Day.

Cr Anderson advised that he was not available to represent Council at the National General Assembly in Canberra on 16<sup>th</sup> to 19<sup>th</sup> June 2013 due to another commitment.

### **Cr Andrews**

Nil

### **Cr Caporn**

Nil

**Cr Hawksley**

The Chief Executive Officer tabled and the Shire President reported that he had received a letter from Cr Hawksley applying for Leave of Absence from the March Works Committee Meeting and the Ordinary Council Meeting in March 2013.

**166-12/13 MOVED Cr Caporn seconded Cr Andrews that Cr Hawksley be granted Leave of Absence from the March Works Committee Meeting and the Ordinary Council Meeting in March 2013.**

**CARRIED 4/0**

**Cr Richards**

Nil

**Chief Executive Officer**

Nil

**Economic Development Project Officer**

Nil

**ITEM 15 NEXT ORDINARY MEETING**

Thursday 28<sup>th</sup> March 2013 in the Council Chambers commencing at 2.00pm.

**ITEM 16 CLOSURE**

There being no further business to discuss, the Chairman declared the meeting closed at 6.03pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> February 2013 were confirmed on 28<sup>th</sup> March 2013 as recorded on resolution no. \_\_\_\_\_

\_\_\_\_\_  
Presiding Member