

SHIRE OF QUAIRADING

MINUTES OF THE ORDINARY MEETING OF COUNCIL

HELD ON THURSDAY 27TH NOVEMBER 2014

COMMENCING AT 2.00PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr D C Richards	Shire President
Cr B K Caporn	Deputy Shire President
Cr R C Hawksley	
Cr J A Bavin	
Cr T C Andrews	
Cr WMF Davies	
Cr C M Cousins	
Cr G J McRae	
Mr G A Fardon	Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.00pm to 2.43pm and 2.48pm to 3.07pm)
Mr R M Bleakley	Economic Development Project Officer (from 3.23pm)

Apologies

Mr A J Merillo Deputy Chief Executive Officer

Observer

Mrs J N Haythornthwaite

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

Cr Richards welcomed all attendees to the November 2014 Council Meeting.

Cr Richards advised that this was the first Council Meeting to be held without Monthly Committee Meetings taking place and was anticipating that with prior reading, the Meeting should conclude by 6.00pm.

Cr Richards advised that dinner would be held at the Quairading Club following the Council Meeting.

Cr Richards welcomed Mrs Haythornthwaite as a Observer to the Meeting.

ITEM 2.1 PUBLIC QUESTION TIME

Mrs Haythornthwaite queried the lack of formal recognition by Council to C J Squiers and Sons on receiving the Governor's Cup at the Royal Agricultural Show for a fourth time.

Cr Richards advised Mrs Haythornthwaite that this was an oversight on his behalf and that recognition would be discussed later in the Meeting.

Cr Richards thanked Mrs Haythornthwaite for raising this issue.

ITEM 2.2 DEPUTATIONS

Nil

The Chief Executive Officer advised that several Gopher Drivers had been intending to attend the Meeting, however a successful Meeting had recently been conducted with Council Staff and Gopher Drivers identifying areas within the Townsite that required maintenance and / or improvement.

ITEM 3 DECLARATIONS OF INTEREST

Cr Richards declared an interest in Item 10.1.2: Renaming of the South of Quairading Volunteer Bush Fire Brigade.

ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 23RD OCTOBER 2014

Business Arising

Corrigin – Quairading Road

The Manager of Works and Services reported that shoulder works on the Corrigin – Quairading Road had not been completed due to mulching needing to be carried out.

Cr McRae thanked the Manager of Works and Services for work undertaken on the road edges that had broken away.

Shire of Quairading / City of Melville Partnership

Cr Caporn commented in regard to the successful “Quick Shears” Event at the Quairading Agricultural Show and suggested that Council include some Prize Money in the Draft Budget to ensue the Event continues and grows in popularity.

Cr Bavin declared an interest in this discussion.

84-14/15 MOVED Cr Hawksley seconded Cr Cousins that Cr Bavin remain in the Council Chambers however refrain from discussion and voting on this issue.

CARRIED 7/0

85-14/15 MOVED Cr Caporn seconded Cr Andrews that Council include the amount of \$2,000 in the 2015/2016 Draft Budget for Prize Money for the Quairading Agricultural Society’s “Quick Shears” Event.

Cr Davies advised that he had been informed that the additional “Quick Shears” Prize Money may not be required and recommended liaison with the Quairading Agricultural Society.

Cr Caporn commented that he would like to see the item listed so as not to lose it.

CARRIED 7/0

Artwork at War Memorial

The Chief Executive Officer provided information to Council on an ANZAC Mural Committee Meeting held on Wednesday 26th November 2014.

The Chief Executive Officer reported that Mr Frank Burnett had reported that Mrs Whyte had resigned from the Committee.

Council was advised that the Committee was working through the Project with completion due 1st April 2015.

Mr Mellor had reported that the cut-outs were halfway completed with good progress being made. Council was informed that the Students' work would be on display at a School Assembly on Monday 8th December 2014.

The Chief Executive Officer reported that the Mural Framework would be altered free of charge by Mr Adam May as his contribution to the Project and that Connelly Images would be preparing Draft Proofs of the Information and Photographs to be displayed.

It was resolved that Mrs Whyte be acknowledged for her contribution towards the Project.

Structural Engineer's Assessment of Community Building

Cr McRae queried whether the Structural Engineering Assessment had been carried out on the Community Building. The Chief Executive Officer advised that the Assessment was imminent.

Disposal of Council's Toyota Prado

Cr Richards queried the progress of the sale of the Toyota Prado to Dr Adenola Adeleye. The Chief Executive Officer advised that the disposal process was about to proceed.

Lease of Land – CBH Ltd

Council discussion ensued in regard to calling for Expressions of Interest from Community Groups / Clubs for use of the Leased Paddock.

86-14/15 MOVED Cr Caporn seconded Cr Davies that Council call for Expressions of Interest from Community Groups / Clubs for the use of the CBH Lease Paddock with a closing date of 1st March 2015 for consideration at the March Council Meeting.

CARRIED 8/0

Confirmation of Minutes

87-14/15 MOVED Cr Bavin seconded Cr Caporn that the Minutes of the Ordinary Meeting of Council held on 23rd October 2014 be confirmed as a true and correct record

CARRIED 8/0

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Item 3: Policy Manual Review

Cr McRae sought clarification on the Review. The Chief Executive Officer advised that the Delegation Register is updated in February each year and the Policy Manual is outdated and requires review and that this work was being undertaken collaboratively by the three Councils.

Item 15: Town Clock Information Board

Cr Richards commented that the Town Clock Information Board item was ongoing and queried the hold up. The Chief Executive Officer reported that it was a timing and resources issue and that the Chief Executive Officer had sought assistance from the Community Emergency Services Manager to progress this Project.

Item 19: Public Information Session

Council was advised that no Items of Interest had yet been submitted for a proposed Public Information Session. It was resolved to continue advertising.

Item 2: Geographic Names Committee

The Chief Executive Officer advised that a response to Council's Proposed Road Names had been received from the Geographic Names Committee with approval granted for "Winmar Road" and suggestion of amending "Golf Club Drive". Council resolved to continue pursuing the name of "Golf Club Drive" as it could see no confusion with the Shire of Tammin's "Golf Links Road".

ITEM 5 WORKS

Item 5.1 Manager of Works and Services' Reports

Roadwork's / Projects

- C162 - Quairading-Cunderdin Grain Freight Project 2011/12 – 13/14
- Junction Rd Stage 1 - Completed
 - Gimbel Rd bends completed
 - Bridge 1001 replacement and road works completed
 - Additional 1.0kms of reseals completed on 6/12/13
 - Sleeving works completed on Culvert Structure 6269 on Quairading Cunderdin Rd (monthly monitoring of structure stopped)
 - 'Narrow Road' signs installed at approaches north and south of Bridge 6269
 - 'Traffic Hazard Ahead' and 'Reduce Speed' signs posted at entry's of both Cubbine Curves and Wackett Curves, to alert road users of upcoming 'S' bends and potential hazards of grain carting trucks
 - All 'S' bends sections also have existing signage and suggested speeds of both 80 kph and 90 kph. Still awaiting ordered advisory 70 sign.
 - Carried out tree mulching to improve sight lines for road users thought dangerous sections of road.
 - Various new signage installed, floodway's, floodway depth markers, chevrons, white posts
 - Water Design for Cubbine Curves completed, move towards allocating contract for works completion

- Survey for Wackett Rd Curves to start week of 18/8/14
- Monitoring and maintenance (potholing) carried out during grain transfer to Cunderdin

- 9826 - RSL Memorial/ Lone Pine Upgrade Project
- 20 packs of red Sentosa pavers from Midland Brick ordered and collected 16/5/14
 - Asphalt works completed
 - Scrubs and minor earthworks completed, unable to relocate 'V' drain as impacted by existing services
 - Paving completed
 - Roses (45) ordered, will arrive in 2-3 weeks
 - Limestone planter box/seat completed
 - 25 Roses planted, still another 20 to go in
 - Reticulation completed
 - Garden Beds mulched
 - Rosemary plants planted in limestone feature wall
 - 8 holes excavated for removable flag poles
 - Red asphalt appears to have become 'redder'
 - Substandard artwork removed

- BR999 - Quairading-Corrigin Rd – Bridge replacement
- Completed
 - Patching repair carried out for a second time
 - Asphalt booked 2/12/14

- C001 - Gravel Re-sheeting Various Roads
- Pantapin Floodway - completed
 - Carter Rd re-sheeting - completed
 - Squiers Rd Floodway - completed
 - Horsley Rd Floodway – completed
 - Punch Rd Floodway - completed
 - Pantapin South East re-sheeting - completed
 - Repairs made to Pantapin South Rd (minor gravel sheeting)
 - Gravel carted to Badjalung-Yoting Rd 4kms - Completed

- C140 - Dall St – Reconstruction and footpath
- Existing kerbing removed
 - Rylan Kerbing install new kerbs, 10/11/14
 - Preparation works carried out for footpath and backing up new kerb, temporary crossovers constructed to allow resident to access driveways
 - Footpath contractor started 307m of footpath 19/11/14
 - Super Sealing crew booked for crack sealing 21/11/14
 - Asphalt booked for 2/12/14

Council was advised that there had been access and crossover improvement issues encountered during the Works period.

- C127 - Charlton St – Reconstruction and footpath
- Existing kerbing removed
 - Rylan Kerbing install new kerbs, 10/11/14
 - Preparation works carried out for footpath and backing up new kerb, temporary crossovers constructed to allow resident to access driveways

- Footpath contractor will start 350m of footpath after completion of Dall St
- Asphalt booked for 2/12/14

- C140 - MacDonald St – Reconstruction and footpath
- Existing kerbing removed
 - One-Calls ordered
 - Existing street trees removed (4)
 - Excavated existing verge ready for new gravel to realign road, compacted and a couple of soft spots dug up and repaired
 - Kerbing, Footpath and Asphalt contractors may need to be re booked if works can't be completed prior to existing fixed dates for Dall and MacDonald Streets

Cr McRae queried the removal of street trees in MacDonald Street. The Manager of Works and Services advised that suitable trees would be considered when other street trees are ordered.

The Manager of Works and Services reported that MacDonald Street would be completed early in the New Year.

Wamenusking Fire Shed

- Completed sand pad for new fire shed
- Excavator works to assist with plumbing requirements
- Completed water tank sand pad
- Reworks carried out on shed sand pad to allow for shed builders scaffolding

Private Works

- Sand Deliveries

Works Depot

- Roster cleaning of crib room every Friday afternoon
- General tidy up/maintenance completed
- LGIS audit completed

The Manager of Works and Services reported that a WorkSafe Inspector had inspected the Works Depot with several Improvement Notices having been issued. Council noted continuous improvements through WorkSafe and LGIS Audit Inspection.

Road Maintenance

- White post maintenance ongoing
- C&D Cutri to replace guard railing on Geyer Rd bridge, Still awaiting arrival of order timber and works to start – completed

Cr Davies thanked the Manager of Works and Services for the work undertaken on Geyer Road Bridge.

Town Maintenance

- General maintenance
- Street sweeping
- Clearing Drains

Plant

- Q4316 - Overhauled Bearings and Brakes, new pintle hook and mudflaps
 Q4464 - replaced rear indicator/brake lights sets (LED)
 Q2307 - maintenance works of car trailer

Staff

Brian Peacock on prolonged sick leave after surgery on his eye. Ongoing with return to work imminent.

Dave Griffiths had been on 2 weeks leave to paint house.

Council Discussion

Cr Richards sought the views of the Manager of Works and Services in regard to no Committee Meeting this month. The Manager of Works and Services advised that it had been strange and expressed concern in regard to the Purchase of Plant Items in coming months.

The Manager of Works and Services advised that not having a Committee Meeting had meant that he could prepare his Reports a week later.

The Manager of Works and Services noted that the greatest impact would be upon the Administration / Clerical Staff.

2.43pm

The Manager of Works and Services left the Council Meeting.

Cr Richards made comment that Works Items including Plant Purchase Reports could be brought directly to the Council Meeting.

ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW**Item 6.1 Shire of Quairading / City of Melville Partnership**

Council was informed that a letter of appreciation had been forwarded to the City of Melville following the Visit last month.

The Shire President reported that the foreshadowed invitation for the City of Melville Annual Dinner had been received by himself and the Chief Executive Officer.

The Chief Executive Officer advised that apologies had been received from Mayor Aubrey and Dr Silcox for Council's Christmas Function.

Cr Caporn requested that contact be made with Cr R Aubrey in regard to Housing Partnerships with CBH.

Item 6.2 Regional CooperationSouth East Avon Regional Voluntary Regional Organisation of Councils

Council noted the two (2) sets of Minutes of the South East Avon Regional Voluntary Regional Organisation of Councils Meetings held on Thursday 4th September 2014.

East Avon Regional Voluntary Regional Organisation of Councils (EAVROC) – Chief Executive Officer’s Meeting

Council discussion ensued in regard to the Chief Executive Officers’ Meeting held on 25th November 2014 at the City of Nedlands.

The Chief Executive Officer provided a brief verbal report on Cloud Technology that is being considered as a “Pilot Scheme”.

The Chief Executive Officer reported that the EAVROC Chief Executive Officers and the City of Nedlands’ Officers had subsequently met with the Minister for Local Government and a Department of Local Government and Communities Officer.

2.48pm

The Manager of Works and Services returned to the Council Meeting.

The Chief Executive Officer undertook to circulate the Technology Project Outline.

Cr Richards commented that this is a very exciting project as technology is the way forward.

Cr Davies queried whether the City of Nedlands was the only Council utilising this technology. The Chief Executive Officer advised that he believed that was the case.

Cr McRae commented on the amount of time utilised by the Regional Transition Group on IT issues and queried how much time would be lost on this Trial. The Chief Executive Officer advised that no time would be lost as the technology can be reviewed when opportunities arose and did not replace any existing Systems.

The Chief Executive Officer commented that the former Minister of Local Government, Hon John Castrilli, had been present at the Minister’s Meeting and had commented that the technology may be a solution for smaller Councils.

The meeting returned to Item 5.1 while the Manager of Works and Services was in attendance.

Waste and Recycling Facility Report for the Month of October 2014

Community Usage

Month	Friday	Saturday	Monday	2014	2013	2012
January	79	34	61	174	203	NA
February	61	62	54	177	203	NA
March	80	73	71	224	313	NA
April	28	63	42	133	231	297
May	74	61	27	162	214	301
June	63	71	50	184	245	339
July	63	54	61	178	189	242
August	57	86	50	193	224	320
September	62	51	71	184	172	208
October	90	58	57	205	149	204

November					208	237
December					215	216
TOTALS	657	613	544	1814	2566	2364

(3000)

TOTAL VISITS

Month of October	-	205
Monthly Average	-	181.4
Total Visits for Year	-	1814

Note: October 2014 is the first month recorded to have bucked the downward trend of Centre visits. Up a huge 56 visits and even surpassing the 204 recorded in 2012.

Community Comments

Nil.

Council was advised that no adverse comments had been received in regard to the Saturday Afternoon Closure of the Waste and Recycling Facility.

Regional Recycling – (tonnes received from other towns)

7/10/14 – 28/10/14	-	14.27 tonne Avon Waste
	-	7.30 tonne Quairading
Month of October	-	21.570 tonnes
Monthly Average	-	24.060 tonnes
Total Year to Date	-	96.240 tonnes

The Manager of Works and Services reported that Council is now receiving the Shire of Corrigin's Recyclables.

Material Sales

Baled material sold to Orora

Month of October	-	20.42 tonnes
Year to Date	-	94.340 tonnes

Note: Amcor have added and renamed their recycling branch of the business and is now called 'Orora'.

The Manager of Works and Services reported that there is plenty more Recyclable product to be taken to Perth when resources allowed.

Plant

Q3854 - Serviced Backhoe

Staff

Nil

Council Discussion

Cr Richards commented on a discussion with Mr Glen Jones in regard to the Waste and Recycling Facility Hours and that he had advised Mr Jones that this was a trial only and that it had been suggested by a Waste and Recycling Facility staff member that a Survey be circulated throughout the Community.

The Manager of Works and Services advised that he would continue to monitor numbers.

The Chief Executive Officer commented that a simple Survey could be circulated at the completion of the trial period.

Item 5.2 Other Works Items

Nil

3.07pm

The Manager of Works and Services left the Council Meeting.

Item 6.2 Regional Cooperation (continued)

Cr McRae queried staff losses with the implementation of technology. The Chief Executive Officer commented that nothing has been decided and at the moment there is no common IT System to achieve any efficiencies.

Council was informed that an Administration Staff Social Function was to be held at the Shire of Cunderdin on Tuesday 2nd December 2014.

The Shire President advised that Council has to look at smarter ways to do things better.

Cr Richards requested that correspondence be sent to the Shire of Cunderdin acknowledging the late Cr Carter.

Council was informed that Cr Clive Gibsone had been elected Shire President and Cr Dennis Whisson elected Deputy Shire President for the Shire of Cunderdin.

Item 6.3 Chief Executive Officer's Performance Review

Cr Richards queried the Chief Executive Officer on his view of not having Committee Meetings during the month.

The Chief Executive Officer advised that it had certainly been different. Council was informed that it had been a "release valve" with more time for Staff to increase availability to members of the public. Council was also informed that it had created more clear thinking time to consider issues and to prepare items for Council.

Cr Richards sought the views of Committee Chairs and Staff.

Cr Bavin advised that it was wonderful and that she had been able to take Leave from Work.

Cr Hawksley commented that the timing had been brilliant with Harvest and that the Works Committee will need to get together at times.

Cr Davies advised that bi monthly Committee Meetings were a fabulous idea. Cr Davies reported that he had spoken to the Economic Development Project Officer prior to the Council Meeting. Cr Davies commented that he supported Committee Meetings and also healthy changes.

The Chief Executive Officer's Secretary spoke in agreement of the bi monthly Committee Meetings and also advised that due to Christmas, Agenda preparation would commence next week for Committee Meetings.

Cr McRae advised that she had researched other Councils' Meeting Procedures and spoke in regard to the Shire of Bruce Rock having a "Motions Status Report". It was resolved to circulate a copy of the Report for Councillors' information.

ITEM 7 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 7.1 Building Progress Report and Financials

Cr Davies raised the issue of the Inspection of Council Residences and that the Deputy Chief Executive Officer had prepared a Checklist for future Inspections.

3.23pm

The Economic Development Project Officer entered the Council Meeting.

Item 7.2 Economic Development Project Officer Status Report

Item 1 Independent Living Unit Precinct

Council correspondence sent back to WA Country Health Service confirming Parcel of Land being sought by Council.

Chief Executive Officer and Town Planning Consultant undertaking further research on Land – Title Options for Recommendation to Council in due course.

Item 2 Swimming Pool Concept and Design Upgrade Plans

CSRFF Submission

Architect Donovan Payne has prepared Full Design and Tender Documentation for the Swimming Pool Upgrade Project.

Progress in 2014 on CSRFF:

- Endorsement of Concept and Design by WA Swimming
- Endorsement of Concept and Design by Leisure Industries WA
- Revision of Pool Management Plan with Contract Aquatic Services
- Study on Pool / Oval Reticulation Electrical Network capacity
- Discussion with Department of Health on Bore Water, Quality and its potential use as source of water for the Swimming Pool

Application for funding under the CSFRR endorsed by Council on 28th September 2014 included additional funding request for upgrade to Western Power connection (200K)

Application submitted to DSR (Wheatbelt) on 30th September 2014.

Outcome of Funding Submission February / March 2015.

Power Upgrade Consultant: Cundall Australia currently submitting application to Western Power in preparation for upgrade to power supply to pool complex and connection to oval pump and reticulation system

Community Pool Revitalisation Program

Application for the Swimming Pool Revitalisation Program (\$30,000) submitted on 15th August 2014. (Allocation: Maintenance - \$17,500; Equipment - \$12,500). Funding has been approved.

Funding deposited in Shire Account on the 7th November 2014.

Requested Contract Aquatic Services Management to provide a list of equipment to be purchased to ensure compliance with DSR funding criteria

Item 3 Caravan Park Concept Designs

Caravan Park Project Rescoped and Modified Plan referred to Council's Consultants to Timeframe and Cost to Modify Layout and Service / Utilities Plan.

Information and Concept Plan supplied by Brighthouse Consultants.

Discussions on costings of Civil Works and landscaping held with Manager of Works and Services.

Adoption of Council Budget has committed \$713,905 to the Park Redevelopment including \$364,739 from Royalties for Regions CLGF Individual Component 2012/13 and \$340,000 from Council's Building Reserve Fund.

Economic Development Project Officer has re-engaged with Consultants CARDNO to revise Utilities design and move onto Western Power and Water Corp approvals.

Contract has been signed with CARDNO / AlphaZeta Consultancies for the following:

- i. Scope of Work:***
 - a. electrical;
 - b. hydraulics;
 - c. electrical zone diagram;
- ii. Outputs:***
 - a. concept design;
 - b. design & documentation; and
 - c. construction
- iii. Additional:***
 - a. Water Corp application and approvals - sewer, water and fire services
 - b. Electrical Zoning in Rec Reserve- Western Power, Landgate and DFES

Item 4 Multi Purpose Precinct

Council supported the proposal that the Multi-Purpose Working Group be re-incorporated into the Sports and Recreation Council and that bi-monthly meetings be held the first being on 24th March 2014 commencing at 5.30pm.

Small Planning Group formed to work with local Architect and Council Representatives on a Concept Plan for the future Upgrade / Refurbishment of the Changerooms and Community Building.

Architect has attended Quairading on several occasions to develop Scaled Draft Concept Plan.

Community Survey and Draft Concept Plan conducted in September 2014, the results were presented to Sports and Recreation Committee on 13th October 2014.

Only 12 Individual responses and two Group responses were received.

Request was made for EDPO to present draft design concept at individual sporting and community groups.

To date EDPO has socialised design concept at CWA Meeting and received feedback from the Group.

Structural Engineer - Rod Munns - has been contracted to conduct an assessment of the existing Community Building to ascertain whether it complies with current Australian Building Standards and whether proposed structural modifications would be feasible.

The Economic Development Project Officer advised of the need to follow up the Structural Engineer.

Item 5 Ladies Changeroom / Ablutions

Nordic Homes appointed as Preferred Supplier.

Council's Purchase Order issued on 11th July, 2014.

Construction in Progress - Lock-up Stage as of 1st October, 2014

Current status:

- i. Construction completed and fixtures installed
- ii. Contract variation for footings due to revised rating on soil type at location (soil classification H) - \$4,840.00
 - a. Implication - project will go over-budget by approximately \$745.
- iii. Awaiting York Concrete to install footings (this week / early next week)

Item 6 Industrial / Commercial Land

CEO and EDPO have prepared an Inventory of Suitably Zoned land and premises for Committee's Information and future Use.

Submitted to Building and Town Planning Development Committee for future use.

Item 7 Community Gym

Council requested that the Gym Proposal be further considered by the Working Group.

See separate Assessment Report.

Item 8 Audio Visual Upgrade – Shire Hall

Referred to Committee by Council for further research and Costing Report by Council Officers.

EDPO in discussions with Rowlie Mellor and Don Woodcock.

Matters Pending to report back February 2015 Meeting.

Item 9 Solar Panels for Administration Centre

To be listed for December 2014 Building and Town Planning Development Committee for Draft Budget Inclusion.

Council was advised that the Solar Panels at the Community Resource Centre were currently producing 90kw per day which equated to a saving of \$300 per month.

Item 10 Works Depot Design

Terms of Reference for Consultancy drawn up including sketch of layout following discussions with Works Manager and a site visit / discussions with Shire of Tammin.

Listed on WALGA eQuotes panel with 6 companies

- Deadline for EOIs: November 26, 2014
- Status:
 - 1 company declined;
 - 1 active
 - 4 companies followed up with emails to determine interest
- May need to extend Deadline for EOIs

Item 11 Barracks

Securing quotations for identified upgrades to Barracks

Item	Cost
Light sensors	620.00
Flywire doors	600.00
Beds	3,556.00
TV and wall mounting	800.00
Air conditioner plus installation	2,000.00
TOTAL	7,576.00.

To be submitted to December Building and Town Planning Development Committee Meeting for Priority of Expenditure.

Item 12 CRC Acoustics

Currently investigating alternative quotations for the installation of acoustic panels in the Arts and Crafts Room.

Council Discussion

Cr Davies commented on the need to spend Funding at the Caravan Park before September 2015 to comply with the Royalties for Regions Funding. The Economic Development Project Officer informed Council that if significant progress could be shown, an extension of time may be granted.

3.37pm

88-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.

CARRIED 8/0

3.58pm

89-14/15 MOVED Cr Davies seconded Cr Cousins that standing orders resume.

CARRIED 8/0

Item 7.3 Other Building Matters

7.3.1 Expression of Interest – Factory Unit Tenancy

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 21st November 2014

DISCLOSURE OF INTEREST – N/A

It is highlighted that if Council are considering this Matter, the Meeting may be Closed to the Public by Resolution under Section 5.23(2) of the Local Government Act as this enables Council to meet “In Camera” on the following grounds: -

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

- (f) a matter that if disclosed, could be reasonably expected to —
- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
- and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

OWNER/APPLICANT – Mr Dave Atkins

MATTER FOR CONSIDERATION – Expression of Interest to take up Tenancy of a Council Factory Unit

APPLICANT’S SUBMISSION – copy of email from Mr Dave Atkins attached to Report

BACKGROUND – The Chief Executive Officer has been approached by local Policeman Mr Dave Atkins in regard to taking up tenancy of a Council Factory Unit in Heal Street when one becomes available.

Mr Atkins has subsequently submitted a formal Expression of Interest.

Council is advised that the Applicant is a qualified Mechanic and has in the past, with the approval of the Police Department, conducted a part time Automotive Mechanical Service.

STATUTORY ENVIRONMENT – Leasing of Council Building under the Local Government Act 1995.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Rental Income from Factory Units.

STRATEGIC IMPLICATIONS – Strategic Community Plan:

- Economic Development
- Maximise Diverse Commercial Growth
- Facilitate Sustainability of the Main Street

COMMUNITY CONSULTATION – Nil

COMMENT – Council’s Factory Unit Current Tenancies are as follows: -

- 81 Heal Street Duane Deturt Truck Restoration Project (Near Completion)
- 83 Heal Street Quairading Hospital Auxiliary Council Grants Rent Free
Op Shop

It is considered an important Community Service that the “Op Shop” remain it its current location.

Mr Atkins has recently negotiated the purchased Council's surplus 4 Post Vehicle Hoist located in 83 Heal Street and intends to relocate to 81 Heal Street Unit if granted Tenancy.

It is expected that the current Tenant, Mr Deturt, will be advising of his end of Tenancy in the near future.

The Current Rental for a Factory Unit is \$253.50 (inc GST) per Week.

The prospective Tenant is seeking Council Consideration of a Rent Reduction in the first 12 months to establish his Client Base / Business.

Council has a long history of new Businesses in the Factory Units including Smash Repairs, Auto Electrician and Chris Wells' Firearms. Most recently a 50% Rent Concession was granted for an Initial Period.

Council would need to be mindful that there are other Mechanical Repair Outlets in Town which do not receive Concessions from Council.

OFFICER RECOMMENDATION

90-14/15 MOVED Cr Davies seconded Cr Caporn: -

- 1. That Council receive the Expression of Interest from Mr Dave Atkins for the future Tenancy of Council's Factory Unit at 81 Heal Street.**
- 2. Chief Executive Officer to ascertain Status and Timeframe of the Current (Non Commercial) Tenant.**
- 3. Subject to 1; Matter of Tenancy and Concessional Rental be considered at Council's December 2014 Meeting.**

Council Discussion

Cr Hawksley queried competition with existing Mechanics and queried whether Council was setting a precedence with offering a Concessional Rental.

The Shire President requested that the item be referred to the next Meeting of the Building and Town Planning Development Committee.

CARRIED 8/0

7.3.2 Replacement of Northern Emergency Doors – Quairading Bowling Club

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 21st November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION: -

1. Quotations to hand to Replace the Emergency Doors on North Side of Bowling Clubhouse;
2. Quotations exceed Budget Allocation.

APPLICANT'S SUBMISSION – Copies of Quotations attached.

BACKGROUND – Council has budgeted for the replacement / modification of the Double Doors on the Northern Side of the Bowling Clubhouse.

Council's Health / Building Officer, Mr Tim Jurmann, has conducted an onsite inspection and confirmed that the doors do not Comply with the Codes for an Emergency (Egress / Evacuation) Door and recommends replacement.

Secondly, the Main Doors to the Clubhouse can be modified with the fitting of a "Push Panic Bar" to ensure Compliance for this Door.

STATUTORY ENVIRONMENT – Building Codes of Australia

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Budget Allocation of \$2,300 Estimate Only. Recommended Quotation \$4,200 (nett of GST).

STRATEGIC IMPLICATIONS – Strategic Community Plan:

- Social: Provide Diverse Recreational Activities
- Building Environment: Enhance local Community Facilities

COMMUNITY CONSULTATION – Quairading Bowling Club only

COMMENT – The Deputy Chief Executive Officer has secured Quotations from two (2) Suppliers:-

- Peard Glass and Aluminium \$4,200 (nett of GST)
- Exclusive Aluminium \$7,980 (nett of GST)

It is estimated that the Southern (Main Door) can be modified for several hundred dollars and does not need replacing.

It is believed that the Door Replacement and other Door Modifications are essential to ensure the Clubhouse is compliant with current Building Codes / Standards and to appropriately manage the Risk.

OFFICER RECOMMENDATION

91-14/15 MOVED Cr Caporn seconded Cr Bavin: -

- 1. That Council accept the Quotation from Peard Glass and Aluminium for the amount of \$4,200.00.**
- 2. That the Additional Costs to complete the necessary works, in excess of GL 9581 Budget, be reallocated from the \$3,000 Budget Allocation for the "Players Dugout" Project at the Oval.**

CARRIED 8/0

7.3.3 Community Gym Working Group Report

- Establishment of working group to identify suitable location
- Three sites shortlisted
 - CRC - Arts and Craft Room
 - Quairading District High School - classroom
 - Agricultural Hall
- Outcome of Evaluation
 - CRC identified as most suitable venue (See Matrix and Meeting Minutes)
- Draft Management Plan drawn up
 - includes Costings and Lifecycle Costings
- Submission for funding under Community Inclusion and Participation Grant Program for disable friendly equipment (\$9,143) on November 21, 2014
- Preparation for submission for Lotteries West for grant funding for gym equipment (\$20K)
- Issues linked to gym at CRC:
 - Upgrade to current security system - cost approximately \$15K;
 - Compatibility of swipe card technology with existing security system;
 - storage of gym equipment; and
 - "Cost" - operational and maintenance - to Council over the life of the facility.

The Economic Development Project Officer presented spreadsheets associated with the Capital Costs and Life Cycle Costings of the Community Gym (15 years) not contained within the Agenda.

Council Discussion

Extensive Council discussion ensued in regard to the benefits of a Security Upgrade at the Community Resource Centre, Membership Rates and Equipment Storage when the facility is required for its original purpose.

Council noted that a Memorandum of Understanding would need to be prepared to clearly outline the priority use of the Art Centre and the process for relocation of the Gym Equipment.

The Economic Development Project Officer undertook to forward copies of support letters and Costing Analysis to all Councillors.

OFFICER RECOMMENDATION:

92-14/15 MOVED Cr McRae seconded Cr Davies: -

- 1. That Council receive the Working Group's Site Assessment, Suitability Matrix and endorse the Recommended Site;**
- 2. Further research be undertaken on Building Modifications, Funding Options and Management Model for the Community Gym; and**
- 3. Further enquiries to be made on sustained interest levels in other Towns.**

CARRIED 8/0

ITEM 8 FINANCE**Item 8.1 Monthly Finance and Audit Agenda Items****8.1.1 Accounts for Payment – October 2014****REPORTING OFFICER**

Tony Merillo – Deputy Chief Executive Officer Date – 18th November 2014

DISCLOSURE OF INTEREST

Nil

OWNER/APPLICANT

Nil

MATTER FOR CONSIDERATION –

Authorisation of accounts paid during the month.

APPLICANT'S SUBMISSION

Nil

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 from 2014 / 2015 Budget Expenditure.

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

COMMENT

Payments as per Schedules 8.1.1

STAFF RECOMMENDATION**93-14/15 MOVED Cr Bavin seconded Cr Hawksley: -**

- 1. That Schedule of Accounts covering Municipal Vouchers 22097 to 22143 & EFT1688 to EFT1777 totalling \$441,043.77 be received; The balance of all other outstanding Sundry Creditors to the 31/10/2014 total \$157,227.39; and**
- 2. That Payroll payments for the month October 2014 totalling \$177,641.17 be received; and**
- 3. That Police Licensing payments for the month of October 2014 totalling \$62,883.90 be received (Attachment 4.1.2) ; and**
- 4. That Motor Charge Ltd Payment for the month of October 2014 totalling \$421.31 be received; and**
- 5. That fund transfers from Trust account to Municipal account for October 2014 totalling \$1,578.88 be received; and.**

6. That fund transfers to Corporate Credit Card for October 2014 totalling \$98.84 be received (Attachment 4.1.3); and.
7. That WestNet payment for the month of October 2014 totalling \$69.95 be received.

CARRIED 8/0

8.1.2 Debtors Report

REPORTING OFFICER

Jenna Cowcill Finance Administration Officer/ Date – 18th November 2014

Libby Reynolds Cashier/Administration Officer

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil

MATTER FOR CONSIDERATION Outstanding Debtors List –31st October 2014

APPLICANT'S SUBMISSION Nil

BACKGROUND Accounts currently outstanding and action taken to recover moneys owing.

STATUTORY ENVIRONMENT Nil

POLICY IMPLICATIONS Nil

FINANCIAL IMPLICATIONS Outstanding Debtors

STRATEGIC IMPLICATIONS Nil

COMMUNITY CONSULTATION Nil

COMMENT

The list of outstanding debtors and action taken to recover debt is provided under separate cover to preserve debtor confidentiality.

8.1.3 Fund Balances Report – October 2014

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 20th November 2014

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil

MATTER FOR CONSIDERATION Financial Position as at 31st October 2014

APPLICANT'S SUBMISSION Nil

BACKGROUND - The Municipal, Cash Backed Reserves and Trust accounts shown here as at 31st October 2014, are provided to inform Council of its financial position as at that date.

<i>Account</i>	<i>Statement Balance</i>	<i>Reconciliation Balance</i>
Municipal A/c	\$ 248,593.48	\$ 2,441,707.13
At Call - Invest.	\$ 200,000.00	
Childcare Centre	\$ 5,743.31	
Medical A/c	\$ 37,005.70	
T/Deposit 5 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 402,471.50	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 4 Mth	\$ 500,000.00	
<i>Total Municipal</i>	<u>\$ 2,443,813.99</u>	
At Call - Reserve	\$ 276,703.56	
T/Deposit-Reserve	\$ 825,210.42	
T/Deposit-Reserve	\$ 641,332.48	
T/Deposit-Reserve	\$ 857,060.41	
T/Deposit-Reserve	\$ 1,150,000.00	
<i>Total Reserves</i>	<u>\$ 3,750,306.87</u>	\$ 3,750,306.87
Trust A/c	\$ 7,357.75	
Police Licensing	\$ 3,489.50	
<i>Total Trust</i>	<u>\$ 10,847.25</u>	\$ 10,847.25

STATUTORY ENVIRONMENT

Forms part of Financial Management Reg 34(2)(a)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

COMMENT – Financial Statements for the period ending 31st October 2014 follow: As per Attachments 4.3.1/5

STAFF RECOMMENDATION

94-14/15 MOVED Cr Bavin seconded Cr Andrews that the Fund Balances for the period ending 31st October 2014, as presented to Council be adopted.

<i>Account</i>	<i>Statement Balance</i>	<i>Reconciliation Balance</i>
Municipal A/c	\$ 248,593.48	\$ 2,441,707.13
At Call - Invest.	\$ 200,000.00	
Childcare Centre	\$ 5,743.31	
Medical A/c	\$ 37,005.70	
T/Deposit 5 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 402,471.50	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 4 Mth	\$ 500,000.00	
<i>Total Municipal</i>	<u>\$ 2,443,813.99</u>	

Financial Statements for the period ending 31st October 2014 were provided in the Agenda.

STAFF RECOMMENDATION

95-14/15 MOVED Cr Bavin seconded Cr Hawksley that the Financial Statements for the period ending 31st October 2014, as presented to Council be adopted.

CARRIED 8/0

8.1.5 Financial Statements – Variation to Budget by Percentage or Value – 31st October 2014

REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date –21st November 2014

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION: To review all Financial Activity for material variances greater than both 10% and \$10,000.00 to budget.

BACKGROUND:

Under the requirements of regulation 34 Council is to each financial year adopt a percentage or value for reporting material variances.

At the Ordinary Meeting of Council held 28th August 2014 under resolution Budget Adoption – 37 - 14/15 it was moved to report on any material **“Variations of \$10,000.00 AND Greater than 10%”**. Council will continue to include in the Adopted Annual Budget the material variation limits to be reported on. The Finance and Audit Committee and Council are still able to request clarification of any variation they may have a concern with.

STATUTORY ENVIRONMENT: - Regulation 34 Financial Activity s. 6.4

(1) A Local Government is to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail-

Item (5) covers the variances and states that each financial year; a Local Government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

COMMENT: - Nil.

STAFF RECOMMENDATION

96-14/15 MOVED Cr Bavin seconded Cr McRae that the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st October 2014, be adopted.

CARRIED 8/0

Item 8.2 Other Finance Matters

Financial Reporting

Cr Davies queried whether Quarterly Financial Reporting was an option for Council. The Chief Executive Officer advised that the preparation of Monthly Financial Statements are compulsory and must be presented to Council within 2 months of the Month to which the Statement relates.

Audit Visit

The Chief Executive Officer reported on the recent Audit Visit conducted by UHY Haines Norton Auditors and that the Exit Meeting with the Auditor did not highlight any major issues.

The Chief Executive Officer advised Council that the Audit Report would be available for the December 2014 Council Meeting.

ITEM 9 OTHER MEETINGS

Item 9.1 Reconciliation Action Plan Committee Meeting held on 20th November 2014

Council was advised by the Chief Executive Officer that the Reconciliation Action Plan Committee Meeting had been well attended with great assistance provided by Mr David Collard.

Council was further advised that a Reconciliation Action Plan Template had been adopted at the Meeting.

Cr Cousins reported that the Meeting had been very positive and that it had been fortunate to have Mr William Reidy Jnr in attendance.

Cr Richards reported that the Meeting had been well chaired by the Chief Executive Officer. Council was informed of sensational outcomes in the past 12 months and that the current dynamics work well.

Cr Caporn queried whether the Committee Meeting had been informed of Council's second flagpole. Cr Cousins advised that the original request to Council to fly the Aboriginal Flag had been through the Reconciliation Action Plan.

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report

10.1.1 Council / Committee Meeting Dates – 2015

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 12th November 2014

DISCLOSURE OF INTEREST – N/A

MATTER FOR CONSIDERATION – Draft Schedule of Meeting Dates for Council and Committee Meetings for the 2015 Year.

APPLICANT’S SUBMISSION – Nil

BACKGROUND – Council is required to set its meeting dates for the next Calendar year.

Council’s Policy is to conduct the Ordinary Council Meeting on the fourth (or last if 5) Thursday of each month unless Public Holidays / Annual Conferences interfere with the preparation or conduct of the meeting and the Ordinary Council Meeting is then held on the third Thursday.

Council resolved in 2007 that Council would not meet in January each year to enable a Holiday Recess.

STATUTORY ENVIRONMENT – Section 5.25(9) of the Local Government Act requires Council to give local public notice of the date, time and location at which Ordinary Council Meetings will be conducted over the next 12 months.

It is highlighted that only the dates of Council Meetings need to be advertised. Committee Meeting dates need only to be advertised if the Committee has Delegated Authority from Council to make a decision on any matter.

POLICY IMPLICATIONS – As above

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Council Meeting Dates are publicised in a newspaper circulating in the district, on Council’s Website and on the Official Noticeboard.

COMMENT – The following Meeting dates are offered for Council’s consideration with Council Meetings to commence at 2.00pm in the Council Chambers unless otherwise stated.

Subject to further discussion, Ordinary Committee Meetings have been listed for every second month (ie Even Numbered Months) on a trial basis.

The scheduling of Strategic / Special Council Meetings / Forums are also be considered on an “as and when needs” basis.

OFFICER RECOMMENDATION

97-14/15 MOVED Cr Bavin seconded Cr Cousins: -

- 1. That Council formally adopt the following Council / Committee meeting dates for the 2015 Year.**
- 2. That the Ordinary Council Meeting Dates be published in accordance with the Local Government Act.**

January	Council in Recess	
February	Tuesday 10 th Tuesday 17 th Thursday 26 th	Building Committee Committees (Works and Finance) Council
March	Thursday 26 th	Council
April	Tuesday 14 th Tuesday 21 st Thursday 30 th	Building Committee Committees (Works and Finance) (3 rd Tuesday) Council (5 th Thursday)
May	Thursday 28 th	Council
June	Tuesday 9 th Tuesday 16 th Thursday 25 th	Building Committee (2 nd Tuesday) Committees (Works and Finance) (3 rd Tuesday) (Subject to National General Assembly in Canberra) Council
July	Thursday 30 th	Council (5 th Thursday)
August	Tuesday 11 th Tuesday 18 th Thursday 27 th	Building Committee Committees (Works and Finance) Council
September	Thursday 24 th	Council
October	Tuesday 6 th Tuesday 13 th Thursday 22 nd	Building Committee (1 st Tuesday) Committees (Works and Finance) (2 nd Tuesday) Council (4 th Thursday) Due to LGMA State Conference in last week
November	Thursday 26 th	Council
December	Tuesday 8 th Wednesday 9 th Thursday 17 th	Building Committee (2 nd Tuesday) Committees (Works and Finance) (2 nd Wednesday) Council (3 rd Thursday) commencing at 12.00 noon

CARRIED 8/0

10.1.2 Renaming of the South of Quairading Volunteer Bush Fire Brigade

Cr Richards declared an interest in this Item.

98-14/15 MOVED Cr Davies seconded Cr McRae that Cr Richards remain in the Council but refrain from discussion and voting on this Item.

CARRIED 7/0

5.12pm

The Deputy Shire President, Cr Caporn, took the Chair.

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 14th November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mr Darryl Richards, Secretary, South of Quairading Volunteer Bush Fire Brigade

MATTER FOR CONSIDERATION: -

1. Renaming of the Brigade.
2. Reduction of Harvest Ban Index on Sundays in the future.

APPLICANT'S SUBMISSION – Copy of Correspondence attached to Report

BACKGROUND – The South of Quairading Volunteer Bush Fire Brigade is seeking Council's endorsement of the Brigade's proposal to change its name from the South of Quairading Volunteer Bush Fire Brigade to the South Caroling Volunteer Bush Fire Brigade.

The Brigade believes that with the relocation of the Fire Appliance to the new Fire Shed next to the South Caroling Hall, that it is more appropriate to rename the Brigade to South Caroling Volunteer Bush Fire Brigade.

The Brigade is also seeking consideration of a reduced Harvest Ban Index on Sundays during the Harvesting Season.

STATUTORY ENVIRONMENT – Section 41 of the Bush Fires Act 1954 provides Authority for Council to establish and monitor Bush Fire Brigades.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Minor, (including Signage) any Expenses will need to be funded from the Emergency Services Levy Allocation

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Nil

COMMENT – Council should support the Brigade's proposed Name Change which better reflects the Locality and adds to Sense of Community.

It is recommended that the Brigade's Request, accompanied by Council's support, be forwarded to the Department of Fire and Emergency Services.

Signage for the new Fire Shed has not yet been ordered so the Name Change can be accommodated.

A small expense will be incurred with adjusting signage on the Fire Appliance in due course.

The second issue raised by the Brigade of the proposal to reduce the Harvest Ban Index (from 31) on Sundays will be listed for consideration at the Post Season Meeting of the Fire Control Officers.

OFFICER RECOMMENDATION

99-14/15 MOVED Cr Hawksley seconded Cr Davies: -

- 1. The Council advise the South of Quairading Volunteer Bush Fire Brigade of Council's support for its Change of Name to the "South Caroling Volunteer Bush Fire Brigade".**
- 2. Council advise the Department of Fire and Emergency Services of Council's support for the Name Change.**
- 3. That Signage be arranged to reflect the new Brigade Name.**
- 4. Advise the Brigade that the issue of Reduced Harvest Ban Index Rating on a Sunday will be referred to the Post Season Meeting of the Fire Control Officers for Consideration and Recommendation (if any) to Council.**

CARRIED 7/0

5.15pm

The Shire President resumed the Chair.

10.1.3 Risk Management Governance Framework

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 13th November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – To adopt the Risk Management Policy and Procedures Manual as a precursor to the Chief Executive Officer's Review and Report of the appropriateness of Council's Systems and Procedures in accordance with Regulation 17 of the Local Government (Audit) Regulations.

APPLICANT'S SUBMISSION: -

1. Draft Policy and Procedures attached to this Report
2. Extract of Department of Local Government and Communities Guideline No 9

BACKGROUND – Regulation 17 was recently introduced into the Local Government (Audit) Regulations 1996 and states the following: -

17. *(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) The CEO is to report to the Finance and Audit Committee the results of that review.*

This has added a further layer of Compliance for the future however it is expected by this legislative measure that Risk Management will be imbedded within the Organisation both in Decision Making and in Project / Service Delivery.

In order to comply with this Regulation, Council engaged Mark Harris of LGIS to assist in preparing a Framework for the Review. Two Workshops were conducted in October to assess the Shire's Risk Profiles, Risk Tolerances and Internal Controls. These were attended by the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Works and Services, Economic Development Project Officer and Environment Project Officer. The outcome of these workshops was a Risk Management Governance Framework and a Summary Risk Report.

The Summary of the Risk Report and Chief Executive Officer's Review Report will be submitted to the December 2014 Finance and Audit Committee Meeting.

STATUTORY ENVIRONMENT – Local Government (Audit) Regulations 1996 r.17.

POLICY IMPLICATIONS – Adopt a new Policy regarding Risk Management.

FINANCIAL IMPLICATIONS – Cost of developing and presenting the Framework Program by LGIS totalled \$4,863 (nett of GST). This amount was fully reimbursed from LGIS from Council's Entitlement from the Scheme's Risk Management Funding Pool.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Nil, Internal.

COMMENT – The Risk Management Governance Framework incorporates the Best Practice Principles of the International Risk Management Standard ISO 31000:2009. This includes the Risk Management Policy and Risk Management Procedures. Please refer to the attachment provided.

The Policy and Procedures for the Risk Management Framework for the Shire of Quairading sets out the approach to be undertaken for the identification, assessment, management, reporting and monitoring of all likely Organisational Risks.

The Chief Executive Officer has also attached for Members' reference, Appendix 3 of the Local Government Guideline No 9 relating to "Issues that should be considered for inclusion in the Chief Executive Officer's Review of Risk Management Internal Control and Legislative Compliance".

The Chief Executive Officer's Risk Management Review Report is required to be considered and received by the Finance and Audit Committee by the 31st December 2014.

Reports thereafter must be prepared and considered biennially (every 2 years).

OFFICER RECOMMENDATION

100-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt the Risk Management Governance Framework Document dated November 2014 as Council's Risk Management Policy and Procedures.

Council Discussion

Cr Davies queried whether the Risk Management Governance Framework could be prepared for the Shires of Quairading, Cunderdin and Tammin. The Chief Executive Officer advised that the

document was standardised as much as possible but each Council was required to Prepare and Adopt the Framework.

CARRIED 8/0

10.1.4 Citizen of the Year Award

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 21st November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Clarification from Council on the Citizen of the Year Award.

APPLICANT’S SUBMISSION – Copy of Citizen of the Year Nomination Form.

BACKGROUND – Council calls for Nominations from Clubs and Groups for Persons to be considered for the “Quairading Citizen of the Year Award”.

Council is inviting Nominations to be submitted by Friday 19th December 2014.

The previous Award Recipients were: -

2013	Julie Bavin (Presented Australia Day 2014)
2012	Jo Hayes
2009	Rowlie Mellor
2008	Carol Dall

Since the Recommencement of the Award, Council has called for “Open Nominations” in one year and in the alternate year “Youth Nominations”. Youth had been defined as the Nominee being 30 years of age or under as at 31st December in that year.

One Youth Nomination was received in 2012/2013 however it was too late to be formally considered.

Council did not receive a valid Youth Nomination in December 2012 and no Award was presented on Australia Day 2013.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Minimal, Allowance for Australia Day Function and Award in GL 0372 “Other Members Expenses”.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – N/A

COMMENT – The Chief Executive Officer and Chief Executive Officer’s Secretary (now confirmed with the Shire President) believe that subsequent to Australia Day 2013, Council discussed and determined that the Award be “Open” for all years.

It was considered that Youth could be considered in an “Open” Award Process with a very Active Youth Community Member compared to an “Open” Nominee whose Service may span many Organisations over many years.

Following a review of Council’s Minutes there appears to be no Record of this Issue or Discussion.

Council direction is now urgently sought to clarify the Criteria for the Award for the upcoming Australia Day.

Subject to Nominations being received, I also confirm that an Award Selection Committee Meeting will be convened in early January 2015.

The Committee comprises the Shire President or Deputy Shire President as Chair, Past Citizen Awardees and Community Representation.

OFFICER RECOMMENDATION

Nil. Submitted for Council Direction on the Award Criteria.

Council discussion ensued on the awarding of the Citizen of the Year and the merits of also recognising the Youth.

101-14/15 MOVED Cr Bavin seconded Cr McRae that Council call for Nominations for both Open and Youth Citizen of the Year every year.

CARRIED 8/0

10.1.5 Office Closure of Christmas / New Year Period

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 21st November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Closure of Administration Centre over the Christmas / New Year Period

APPLICANT’S SUBMISSION – N/A

BACKGROUND – Council in recent years has approved the Closure of the Administration Centre for the Period between Christmas and New Year Public Holidays. This has enabled Administration Staff to have an extended Break.

There has been no record of the previous Years’ Closures causing any major inconvenience to the Community.

Whilst this Closure has become a “Standard Practice” it is believed that it is not a Standing Policy of Council and therefore should be viewed on its merits each year.

Alternatively, Council may wish to consider adopting the Christmas / New Year Office Closure as a Policy for the future.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – No Standing Policy

FINANCIAL IMPLICATIONS – Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Closure will be fully publicised in Council and Community Publications and the Website.

COMMENT – The Proposed Administration Centre Closure is as follows: -

Office Closure 5.00pm Wednesday 24th December 2014
 Thursday 25th December 2014 Christmas Day – Public Holiday
 Friday 26th December 2014 Boxing Day – Public Holiday
 Monday 29th December 2014 – Office Closed
 Tuesday 30th December 2014 – Office Closed
 Wednesday 31st December 2014 – Office Closed
 Thursday 1st January 2015 – Public Holiday
 Friday 2nd January 2015 – Office Closed
 Monday 5th January 2015 – Office to Reopen

Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.

Council’s Works Staff will cease Work on Thursday 18th December 2014 however a number of Staff will be available as “Skeleton Crew” during the Period of Leave. Works Staff Members will be returning to work on various dates throughout January 2015.

The full Works / Parks and Gardens Team are due to return on Tuesday 27th January 2015.

The Town / Parks and Gardens Team will not be taking Leave (excluding Public Holidays) to maintain Town Facilities, Parks and Gardens.

OFFICER RECOMMENDATION

102-14/15 MOVED Cr Hawksley seconded Cr Davies: -

- 1. That Council approve the Closure of the Administration Centre from 5.00pm on Wednesday 24th December 2014 to 8.30am on Monday 5th January 2015.**
- 2. The Office Closure and Emergency Contact Details be publicised in the Community.**
- 3. Council adopt a Standing Policy of supporting the Christmas / New Year Office Closure in the future.**

CARRIED 8/0

10.1.6 Sale of Lot 81 (No 22) Kent Street, Dangin

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 24th November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Disposal of Lot 81 (No 22) Kent Street, Dangin

APPLICANT’S SUBMISSION – Copy of Chief Executive Officer’s Report dated 20th October 2014 attached.

BACKGROUND – Council, at its Meeting on the 23rd October 2014, unanimously resolved: -

1. *That Council acknowledge the Expression of Interest from Mr and Mrs K Stein to purchase Vacant Land at Lot 81 (No 22) Kent Street, Dangin.*
2. *Council note the Purchase Price of \$16,000 provided by the Applicant.*
3. *That Council proceed to provide “Local Public Notice” in accordance with Section 3.58 of the Local Government Act.*
4. *That Council have no objection to Mr and Mrs Stein seeking to acquire Unallocated Crown Land Lot No 80 Kent Street, Dangin.*

STATUTORY ENVIRONMENT – Section 3.58 of the Local Government Act applies

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – No Budget provision for Income from the sale of this land.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Statutory Advertising of the Proposal undertaken and completed.

COMMENT – I confirm that “Local Public Notice” has been provided by a Notice in the Avon Advocate on Wednesday 5th November 2014. In addition, the Proposal was displayed on Council’s Public Notice Boards.

Council invited Written Submissions on the Proposal by 5.00pm on Friday 21st November 2014.

Council is now able to consider and determine Mr and Mrs K Stein’s Offer of \$16,000 given that it exceeds the recent “Fair Value” Valuation of \$15,000 (inclusive of GST) provided by “Griffin Valuation Advisory”.

OFFICER RECOMMENDATION

103-14/15 MOVED Cr Davies seconded Cr McRae that Council proceed to Dispose of Vacant Land at Lot 81 (No 22) Kent Street, Dangin to Mr and Mrs K Stein for the amount of \$16,000 (inclusive of GST).

CARRIED BY ABSOLUTE MAJORITY 8/0

10.1.7 Application to Clear Native Vegetation: Location 18717 Mawson – Doodenanning Road

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 24th November 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Manager, Clearing Regulations, Department of Environment Regulation (DER)

MATTER FOR CONSIDERATION – Endorsement of Chief Executive Officer’s Response to the Application to Clear Native Vegetation

APPLICANT’S SUBMISSION – Attached for Members’ Reference

BACKGROUND – The Department of Environment Regulation has written to Council inviting a submission from Council on a Clearing Application submitted by Mr Frank Pace for Avon Location 18717, Mawson – Doodenanning Road.

The Applicant seeks Approval to Clear 65 Hectares of Native Vegetation for the purposes of Pasture.

It is highlighted that the Applicant states 40 hectares whereas the DER is stating 65 hectares.

STATUTORY ENVIRONMENT – Environmental Protection Act 1986

POLICY IMPLICATIONS – Council has a longstanding Policy of opposing Land Clearing

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan: -

- Environment Leadership
- Enhance and Sustain our Natural Environment

COMMUNITY CONSULTATION – DER had also invited the Quairading Land Conservation District Committee to Comment on this Application.

COMMENT – The DER sought Written Submissions within 28 days of the date of their Email (29th October 2014) with the deadline falling just prior to the November Council Meeting.

The Chief Executive Officer requested Council’s Environment Project Officer to assess the Application and also take into account Council’s longstanding support of the Land Conservation District Committee’s opposition to further Land Clearing.

Mrs Green has also identified that the Area of the Application “Contributes to important linkages of native vegetation and that there are records of Declared Rare Flora in the immediate area”.

From the Officer’s Assessment, a response has been prepared and submitted to the DER.

Council’s Chief Executive Officer is seeking endorsement of the Submission and Action taken by Council’s Chief Executive Officer and Environment Project Officer.

OFFICER RECOMMENDATION

104-14/15 MOVED Cr Hawksley seconded Cr McRae: -

- 1. That Council support the Submission to the Department of Environment Regulation prepared opposing the Application to Clear Native Vegetation on Location 18717 Mawson – Doodenanning Road.**
- 2. Council endorse the Actions of the Chief Executive Officer and Environment Project Officer in the assessment of the Application and submission opposing the Clearing Application.**

CARRIED 8/0

Item 10.2 Health and Building Report

Council noted the Report prepared by Mr Tim Jurmann.

The Chief Executive Officer reported that the Contractor was going along well.

Item 10.3 Environment Officer's Report

Council received the Environment Officer's Report and noted it had been quite a busy time.

Item 10.4 Community Emergency Services Manager's Report

Council received the Community Emergency Services Manager's Report.

Council was informed of Mr Birleson's excellent efforts.

ITEM 11 INWARD CORRESPONDENCE

Nil

ITEM 12 LATE ITEMS

Item 12.1 Correspondence from Mr Colin Stacey – Non Resident Landowners

105-14/15 MOVED Cr Andrews seconded Cr Hawksley that Council discuss Mr Colin Stacey's correspondence raising concerns regarding Non Resident Landowners as a Late Item.

CARRIED 8/0

Council Discussion

Cr McRae commented that Mr Stacey had raised a good point regarding the increasing trend of Non Resident Landowners and the impact upon the Community. Cr McRae suggested better communication with Non Resident Landowners.

Cr Caporn informed the Meeting that the issue was nothing new and that the DFES Emergency Services Levy was applied to all rateable properties.

The Chief Executive Officer provided information in regard to research conducted with Officers from the Department of Local Government and Communities on the legality of a Differential Rating System.

Cr Davies advised that he agreed with Mr Stacey's concerns and that more information should be provided to the Non Resident Landowners.

Cr Caporn stated that Tree Farms are of a bigger concern.

Cr Richards requested that the issue be discussed at a future PLUM Meeting.

Correspondence from Mr John Haythornthwaite

Cr Davies raised the issue of correspondence received from Mr John Haythornthwaite.

Cr Richards reported to Council that this was a Management Issue and that a full response to Mr Haythornthwaite was being prepared by the Chief Executive Officer.

ITEM 13 TABLED ITEMS

13.1 Department of Fire and Emergency Services – Strategic Plan 2012-2024

13.2 Regional Development Australia Wheatbelt Inc – Annual Report 2013-14

ITEM 14 COUNCILLORS' REPORTS / BUSINESS

Cr McRae

Cr McRae reported that the surrounds of the trees in the Shopping Centre Precinct Carpark required widening for the benefit of the trees.

Cr Cousins

Nil

Cr Davies

Cr Davies reported that Mr Todd Johnston had commenced a Signwriting Business.

Cr Andrews

Nil

Cr Caporn

Cr Caporn reported that Miss Bec Wilson had organised a visit to Quairading for students and parents of the Palmyra Primary School.

Cr Caporn advised that the visit had been very successful and that further promotion could be considered.

Cr Bavin

Nil

Cr Hawksley

Cr Hawksley reported on a Rotary Youth Exchange Tour of 13 Exchangees which had included a visit to Toapin Weir and Harvesting Activities during the Quairading stay.

Chief Executive Officer's Secretary

Nil

Cr RichardsWALGA Central Country Zone Meeting

Cr Richards reported that Council's apologies had been submitted for the WALGA Central Country Zone Meeting to be held at Darkan on Friday 28th November 2014.

Local Government Week

Cr Richards advised that both he and the Deputy Shire President were unable to attend the Local Government Week Conference in August 2015.

Council discussion ensued in regard to the cost to Council for the event and the benefits gained by attending.

Councillors were requested to consider attending the event.

The Chief Executive Officer advised that Council has 2 Voting Delegates attend the Annual General Meeting.

Chief Executive OfficerLocal Government Managers Australia State Conference

The Chief Executive Officer provided a brief report on the Local Government Managers Australia State Conference.

The Chief Executive Officer thanked Councillors for the opportunity to attend the Conference.

Annual Leave

The Chief Executive Officer reported that the Deputy Chief Executive Officer would be taking Annual Leave from Tuesday 16th December 2014 and returning to work on Monday 5th January 2015.

The Chief Executive Officer advised that following a "hand over", he would be taking Annual Leave from Thursday 8th January 2015 for at least 2 weeks with Mr Merillo being the Acting Chief Executive Officer.

Economic Development Project Officer

Nil

Mrs Haythornthwaite

Mrs Haythornthwaite congratulated Councillors Bavin, Cousins and McRae on information provided at the recent RRR Satellite Sundowner.

Mrs Haythornthwaite thanked Council for allowing her to observe the Meeting today and commented that it had been more interesting than the September 2014 Council Meeting.

Cr Richards

Cr Richards requested that a congratulatory letter be sent to the Squiers family for their Governor’s Cup success with an invitation to attend dinner following the February 2015 Council Meeting.

Cr Richards thanked Councillors for their preparation for this Meeting.

ITEM 15 NEXT ORDINARY MEETING

Thursday 18th December 2014 commencing at 12.00 noon.

Council’s Annual Christmas Function at the Quairading Bowling Club commences at 5.00pm.

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 6.22pm.

I certify the Minutes of the Ordinary Meeting of Council held on 27th November 2014 were confirmed on 18th December 2014 as recorded on resolution no. _____

Confirmed..... 18/12/14