

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 26TH FEBRUARY 2015
COMMENCING AT 2.07PM

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
Mr A J Merillo	Deputy Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.07pm to 3.18pm)
Mr R M Bleakley	Economic Development Project Officer (from 3.25pm)

Apologies

Nil

Observer

Mrs J N Haythornthwaite

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

The Shire President welcomed Councillors, Staff and Mrs Haythornthwaite to the February 2015 Ordinary Meeting of Council.

Cr Richards advised of the need to complete the Meeting by 6.00pm as Council has invited the following guests for Dinner: -

- Mr and Mrs Adrian Squiers – Family awarded the Governor's Cup at the 2014 Royal Show
- Mr and Mrs Sascha Squiers – Family awarded the Governor's Cup at the 2014 Royal Show
- Mr and Mrs Grant Mills – Mr Mills' inclusion in the Country Week 50-Year All-Star Team
- Mr Murray Williams and Partner – Hosting of the 14th World Red Poll Congress at Yongerellen (Apologies received)
- Freeman Don Brown JP and Mrs Phyllis Brown

Cr Richards advised that Mrs Angela Kruger and Miss Simone Jones from the Quairading District High School would be joining Councillors for Afternoon Tea at approximately 3.30pm.

ITEM 2.1 PUBLIC QUESTION TIME

No questions were asked by Mrs Haythornthwaite.

ITEM 2.2 DEPUTATIONS

Nil

ITEM 3 DECLARATIONS OF INTEREST

Nil

ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 18TH DECEMBER 2014Removal of Trees and Reconstruction of Louden Street (W16-14/15)

Cr McRae commented that the trees identified to be removed are beautiful old trees.

Cr Richards requested that the Chairman of Works make comment. Cr Hawksley stated that the trees in the locality were not a suitable species and impact badly on the road surface.

The Manager of Works and Services advised that this species of tree is planted on all approaches to the Townsite and that the matter was listed for Draft Budget inclusion where further discussion would take place.

Cr Richards advised that he shared Cr McRae's disappointment that the trees may be removed.

The Chief Executive Officer advised that the issue would be subject to Draft Budget discussions and also the Roadside Vegetation Clearing Regulations.

Cr Caporn requested that the last paragraph of the motion be amended to read: -

“Cr Caporn suggested that the offset planting be North of the Salt Pan in the Borefield to avoid more land turning salty as a result of water travelling down from a high recharge area.”

Cr Richards requested that further discussion be held at the next Works Committee Meeting.

Wheatbelt Railway Retention Alliance (WRRRA)

Cr Richards queried whether the correspondence had been forwarded to the Wheatbelt Railway Retention Alliance (WRRRA). The Chief Executive Officer advised that correspondence had been sent to the Alliance Secretariat.

Community Emergency Services Manager's Report

The word “hope” in the second paragraph to be corrected to “hoped”.

“Welcome to Country”

Cr Richards read the following Welcome to Country statement and sought Council's comments: -

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

The Chief Executive Officer advised that previous Community Development Officer Trainee, Ms Mary Brennan, had worded the statement.

Cr Davies commented that “Welcome to Country” is now performed at the majority of functions.

133-14/15 MOVED Cr Bavin seconded Cr Cousins that the “Welcome to Country” statement be read by the Chair at the commencement of each Council Meeting.

CARRIED 8/0

134-14/15 MOVED Cr Cousins seconded Cr Bavin that the Minutes of the Ordinary Meeting of Council held on 18th December 2014 be confirmed as a true and correct record subject to the following alterations: -

Page 3: Last sentence of Motion 107-14/15 to be amended to read: -

“Cr Caporn suggested that the offset planting be North of the Salt Pan in the Borefield to avoid more land turning salty as a result of water travelling down a high recharge area.”

Page 19: Community Emergency Services Manager’s Report – the word “hope” in the second paragraph to be corrected to “hoped”.

CARRIED 8/0

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Item 2 Geographic Names Committee

Cr Cousins queried progress on the naming of Winmar Road. The Chief Executive Officer advised that evidence of Public Consultation is to be forwarded to the State Geographic Names Committee and it was hoped that the Road Name would be approved in the next month.

The Chief Executive Officer further advised of the recent prompt approval of the naming of Golf Club Drive.

Item 7 Strategic Planning Meeting

Cr Davies queried the scheduling of a Strategic Planning Meeting.

It was resolved to conduct the Planning Workshop one hour prior to the Ordinary Meeting of Council to be held on 30th April 2015.

Discussion ensued on the intended Topics to be discussed at the Strategic Workshop, including Strategic Community Plan and Long Term Financial Plan.

Item 13 Untidy Property – 85 Heal Street

Cr Richards queried progress on the Untidy Property at 85 Heal Street. The Chief Executive Officer advised that Council’s Environmental Health Officer would be requested to inspect the property as a matter of priority.

Item 12 Horsing Around Group

Cr Hawksley requested information on the Horsing Around Group. The Chief Executive Officer provided details of a Meeting held on the 11th March 2015 between himself, the Deputy Chief

Executive Officer and the Group's Representatives. Council was advised that another Meeting would be held in the near future once the Group's Insurance Cover was clarified.

Item 15 Town Clock Information Board

Cr Richards queried progress on the Town Clock Information Board. The Chief Executive Officer advised that the Community Emergency Services Manager was progressing well on the research and was awaiting a second Quotation for the preferred style of Board.

Cr Richards referred to the Community Emergency Services Manager's Report and requested that progress not be held up while waiting for Grant Funding as Council had supported proceeding as Grant Funding had previously been explored without success.

Item 17 Mobile Communication Tower – Wogerlin Road

The Chief Executive Officer referred to a State Ministerial Media Release advising of funding for the installation of 22 new Mobile Communication Towers with several to be located in the Wheatbelt. Council was advised that a total of 85 additional Towers would be installed over the next 4 years.

Cr McRae requested that a copy of the Media Release be forwarded to Mr Mervyn Caporn.

Item 22 Community Cropping – CBH Land

Cr Richards queried progress on the Community Cropping of the CBH Land. The Chief Executive Officer advised that submissions close on 1st March 2015 and Expressions of Interest received would be considered by Council at its Meeting on 26th March 2015.

ITEM 5 WORKS

Item 5.1 Works Committee Meeting held 17th February 2015

Main Roads WA – Proposed Land Acquisition (W20-14/15)

135-14/15 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W20-14/15 that Council concur to the dedication of the land, the subject of Main Roads' Drawing 1560-001, as Road under Section 56 of the Land Administration Act.

CARRIED 8/0

Purchase of New Replacement Grader (W21-14/15)

136-14/15 MOVED Cr Hawksley seconded Cr Andrews that Council adopt Works Committee recommendation W21-14/15: -

- 1. That Council accept the Quotation from Westrac Pty Ltd under WALGA Contract CO23_11 for the Supply of a Caterpillar 12M C7 Grader for the Gross Amount of \$354,000 (exc GST).**
- 2. Council accept the Trade In Allowance of \$168,000 (exc GST) for Council's Caterpillar 12M Grader.**
- 3. The Nett Changeover Amount of \$186,000 (exc GST) be fully funded from Council's Plant Reserve Fund.**
- 4. Variation to Budget be incorporated into Council's Budget Review process.**

Cr McRae queried whether the current Grader had performed a lot of hours or whether it was just being changed over as part of Council's Programme.

Cr Richards advised that the Grader Changeover was in Council's Plant Replacement Programme and had been supported at Council's Budget Adoption.

Cr McRae requested that Councillors be provided with the number of hours the Grader had undertaken.

The Manager of Works and Services provided information in regard to Council's Fleet Management with the aim of optimising Machine Hours, maximising Resale Value and minimising Plant Maintenance / Breakdown Costs.

CARRIED 8/0

Purchase of Replacement Excavator (W22-14/15)

137-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W22-14/15: -

- 1. That Council accept the Quotation from Hitachi Construction Machinery P/L under WALGA Contract CO23_11 for the Supply of a new Hitachi ZX160LC-3 Excavator for the Gross Amount of \$185,000 (exc GST).**
- 2. Council accept the Trade In Allowance of \$60,000 (exc GST) for Council's 2007 Hitachi Excavator.**
- 3. The Nett Changeover Amount of \$125,000 (exc GST) be fully funded from Council's Plant Reserve Fund.**

Cr Davies commented that the Excavator had been very well utilised.

CARRIED 8/0

Quairading – Cunderdin Road (W23-14/15)

The Chief Executive Officer presented the Road Condition Report commissioned by the Shire of Cunderdin and undertaken by an Independent Civil Engineer on the Cunderdin section of the Quairading – Cunderdin Road. Extensive Council discussion ensued.

Cr McRae commented that if the Grain Freight Task continues to utilise the York – Quairading Road, Main Roads WA will have to undertake major repairs.

Cr Richards advised that Council's stance remains strongly with "Grain on Rail".

Cr Richards commented on the tri axle configuration of trailers / dollies that cause additional damage to the roads.

The Chief Executive Officer provided information in regard to the RAV Network approved by Main Roads.

The Manager of Works and Services advised of a 4 week Assessment timeframe by the Shire of Cunderdin on the Quairading – Cunderdin Road.

138-14/15 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W23-14/15 with the inclusion of Items 2 and 3: -

- 1. That Council lobby the Minister for Transport for funding of Grain Freight Routes and raise the matter of damage to the Local Road Network at the next Meeting of the WALGA Central Country Zone;**
- 2. The Shires of Quairading and Cunderdin undertake joint lobbying with CBH, Main Roads WA, Hon Jim Chown and Hon Mia Davies on Road Issues; and**
- 3. Council seek the Review of the administration of the Grain Freight Road by Main Roads WA pursuant to Recommendation 16 of the Legislative Assembly's Standing Committee on Industry and Economics' Report.**

CARRIED 8/0

The Manager of Works and Services referred to his comments in the Works Committee Meeting Minutes that CBH cannot not be thinking about the road damage being done.

Cr Caporn commented that that the Grain Freight Task could be undertaken at night when it was cooler and safer.

139-14/15 MOVED Cr Davies seconded Cr Hawksley that Council undertake an assessment of the Quairading section of the Quairading – Cunderdin Road by an Independent Civil Engineer.

CARRIED 8/0

5.2 Other Works Matters

The Manager of Works and Services reported that the Sealing of the Kellerberrin – Yoting Road had been completed with sweeping soon to be done.

The Manager of Works and Services commented on the upgraded condition of the whole road with both the Shires of Quairading and Kellerberrin undertaking works at the same time.

Cr McRae queried progress on line marking at the Quairading Community Resource Centre Parking Area and whether some established shade trees could be included in the Project. The Manager of Works and Services advised that line marking and kerbing could be incorporated in the Project. Cr Caporn advised of his dislike of kerbing in car parks.

The Chief Executive Officer confirmed that the three items asked to be raised at the Works Committee by Cr McRae had been discussed by the Committee.

Cr Richards provided information of discussions of an Engineer Technical Officer being utilised by the Shires of Cunderdin, Quairading and Tammin as a resource sharing opportunity.

Cr Davies reported viewing cut out recycled rubber tree grates in Victoria Park. The Manager of Works and Services commented that he preferred the metal options presented to the Works Committee Meeting.

The Shire President thanked the Manager of Works and Services for his attendance at the Council Meeting.

3.18pm

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 noted there had been no contact with the City of Melville in the New Year.

Item 6.2 Regional Cooperation

Council received the Minutes of the Chief Executive Officer's Meeting held on 29th January 2015.

The Shire President, Deputy Shire President and Chief Executive Officer reported on the Meeting of Shire Presidents, Deputy Shire Presidents and Chief Executive Officers of the Shires of Cunderdin, Quairading and Tammin held in Tammin on Tuesday 24th February 2015.

It was noted that the next Meeting would be hosted by Quairading close to Seeding.

Item 6.3 Chief Executive Officer's Performance Review

No issues were raised by Council.

The Chief Executive Officer provided information on the appointment of Mrs Cheryl White and Miss Jill Hayes as Part Time Community Development Officers in a job share arrangement. Mrs Cheryl White would continue in her role as Part Time Cashier / Receptionist and provide relief when Administration Staff were on Leave.

Council was advised that advertising was being undertaken for a replacement Assistant Town Gardener and Medical Practice Nurse.

The Chief Executive Officer reported that regular Review Meetings were being held with Senior Staff to ensure Projects were progressing.

ITEM 7 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 7.1 Building and Town Planning Development Committee Meeting held on 10th February 2015

19 Harris Street Residence (B23-14/15)

140-14/15 MOVED Cr Caporn seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B23-14/15 that a replacement Air Conditioning Unit be purchased for 19 Harris Street with expenditure being accommodated during the Budget Review.

CARRIED 8/0

Agricultural Hall & Surrounds

Council discussion ensued in regard to the Ablutions in the vicinity of the Agricultural Hall

Cr Bavin commented that the Quairading Agricultural Society were investigating hiring Ablutions for the next Agricultural Show due to the expected increase in Patron numbers.

The Chief Executive Officer reported that Council's Health Surveyor had provided him with the Public Health Regulations for the number of Ablutions required for large events.

3.25pm

The Economic Development Project Officer entered the Council Meeting.

CBH Accommodation

The Chief Executive Officer advised that he had not received any information from Cr Rebecca Aubrey in regard to CBH Accommodation Joint Ventures and that he had contacted CBH direct and was awaiting information.

7 Edwards Way

Cr Caporn commented on the need to resolve the Air Conditioning issues at 7 Edwards Way. The Economic Development Officer advised that Whirly Birds were to be installed and that Central Districts Air Conditioning had been requested to provide a Report on the current System.

Council was advised by the Economic Development Project Officer that an increase in ducting size to the Master Bedroom may be required.

The Chief Executive Officer provided support for the Economic Development Project Officer's actions to obtain a full Report on the current System.

3.37pm

141-14/15 MOVED Cr Davies seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.

CARRIED 8/0

4.05pm

142-14/15 MOVED Cr Cousins seconded Cr Caporn that standing orders resume.

CARRIED 8/0

Item 7.2 Economic Development Project Officer Status ReportCaravan Park Redevelopment

The Economic Development Project Officer provided a presentation on the Caravan Park Development including modifications to the "Drive Through" Bays and proposed Timeline of the Project.

Cr Caporn queried whether visitors would utilise the new Ablutions and Overflow Area during the Construction Period. The Economic Development Project Officer and Chief Executive Officer provided information and confirmed that this was the intention but to date no Formal Plan / Strategy had been fixed.

The Deputy Chief Executive Officer queried whether the current “RV Dump Point” would be relocated from the Tourist Layby. The Chief Executive Officer advised that the facility would remain for travellers not staying in the Caravan Park as part of Council’s “RV Friendly” status. The Economic Development Project Officer confirmed that Waste Disposal was also incorporated into the Caravan Park Upgrade Plans.

Community Building Structural Report

Cr Andrews queried whether the Engineer’s Report for the Community Building had been received. The Economic Development Officer advised that only the Draft Report was to hand with no clear set of Options or Recommendations.

Cr Andrews expressed his disappointment in the outcome to date.

Item 7.3 Other Building Matters

Administration Centre Air Conditioning

The Chief Executive Officer reported the failure of one of the Air Conditioning Units in the Administration Centre and that a Quotation had been sought for the replacement of the Units with the current ducting being utilised.

143-14/15 MOVED Cr Caporn seconded Cr McRae that Council, through the Budget Review Process, identify funds for the replacement of the three Air Conditioning Units at the Administration Centre in the 2014/2015 Year.

CARRIED 8/0

ITEM 8 FINANCE

Item 8.1 Finance and Audit Committee Meeting held on 17th February 2015

The Acting Chairman of the Finance and Audit Committee, Cr Andrews, presented the Motions.

144-14/15 MOVED Cr Andrews seconded Cr Cousins that Council adopt Finance and Audit Committee recommendations F34-14/15 to F40-14/15, F42-14/15 and F45-14/15: -

Accounts for Payment – December 2014 (F34-14/15)

- 1. That Schedule of Accounts covering Municipal Vouchers 22191 to 22236 & EFT1835 to EFT1915 totalling \$520,677.69 be received; the balance of all other outstanding Sundry Creditors to the 31/12/2014 total \$30,802.55; and**
- 2. That Payroll payments for the month December 2014 totalling \$215,240.39 be received; and**
- 3. That Police Licensing payments for the month of December 2014 totalling \$35,858.45 be received (Attachment 4.1.2); and**
- 4. That fund transfers from Trust account to Municipal account for December 2014 totalling \$100.00 be received; and**

5. That fund transfers to Corporate Credit Card for December 2014 totalling \$190.69 be received (Attachment 4.1.3); and
6. That WestNet payments for the month of December 2014 totalling \$69.95 be received.

Accounts for Payment – January 2015 (F35-14/15)

1. That Schedule of Accounts covering Municipal Vouchers 22237 to 22264 & EFT1916 to EFT1968 totalling \$221,641.20 be received; The balance of all other outstanding Sundry Creditors to the 31/01/2015 total \$71,901.26; and
2. That Payroll payments for the month January 2015 totalling \$145,795.40 be received; and
3. That Police Licensing payments for the month of January 2015 totalling \$53,676.60 be received (Attachment 4.1.2); and
4. That fund transfers from Trust account to Municipal account for January 2015 totalling \$1,654.82 be received; and
5. That fund transfers to Corporate Credit Card for January 2015 totalling \$601.60 be received (Attachment 4.1.3); and
6. That WestNet payments for the month of January 2015 totalling \$253.95 be received.

Fund Balances Report – December 2014 (F36-14/15)

The Fund Balances Report for the period ending 31st December 2014 as presented to Council be adopted: -

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 69,859.74	\$ 2,143,191.48
At Call - Invest.	\$ 100,000.00	
Childcare Centre	\$ 11,162.30	
Medical A/c	\$ 30,641.34	
T/Deposit 6 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 402,471.50	
T/Deposit 4 Mth	\$ 500,000.00	
Total Municipal	\$ 2,164,034.88	
At Call - Reserve	\$ 277,710.83	
T/Deposit-Reserve	\$ 839,978.30	
T/Deposit-Reserve	\$ 641,332.48	
T/Deposit-Reserve	\$ 872,314.91	
T/Deposit-Reserve	\$ 1,171,160.00	
Total Reserves	\$ 3,802,496.52	\$ 3,802,496.52
Trust A/c	\$ 7,610.95	
Police Licensing	\$ 0.00	
Total Trust	\$ 7,610.95	\$ 7,646.45

Fund Balances Report – January 2015 (F37-14/15)

The Fund Balances Report for the period ending 31st January 2015 as presented to Council be adopted: -

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 129,692.72	\$ 2,131,262.29
At Call - Invest.	\$ 420,000.00	
Childcare Centre	\$ 952.15	
Medical A/c	\$ 29,110.62	
T/Deposit 6 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 4 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 500,000.00	
Total Municipal	\$ 2,129,755.49	
At Call - Reserve	\$ 278,190.16	
T/Deposit-Reserve	\$ 839,978.30	
T/Deposit-Reserve	\$ 641,332.48	
T/Deposit-Reserve	\$ 872,314.91	
T/Deposit-Reserve	\$ 1,171,160.00	
Total Reserves	\$ 3,802,975.85	\$ 3,802,975.85
Trust A/c	\$ 6,327.13	
Police Licensing	\$ 5,409.10	
Total Trust	\$ 11,736.23	\$ 11,736.23

Financial Statements – Variation to Budget by Percentage or Value – December 2014 (F39-14/15)

The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st December 2014, be adopted.

Financial Information – Statements of Income and Expenditure for the Period Ending 31st January 2015 (F40-14/15)

The Financial Statements for the period ending 31st January 2015, as presented to Council be adopted.

Financial Statements – Variation to Budget by Percentage or Value – January 2015 (F42-14/15)

The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st January 2015, be adopted.

Statutory Compliance Audit Return (F45-14/15)

The Statutory Compliance Audit Return for the period 1st January 2014 to 31st December 2014 be Adopted by Council.

CARRIED 8/0

Standpipe Charges (F41-14/15)

145-14/15 MOVED Cr Andrews seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F41-14/15: -

- 1. Council advertise locally, that any water taken from Standpipes is subject to a Fee, as per the Annual Fees and Charges and is taken on an honour system; and**
- 2. A small sign be attached to the Standpipes providing brief instructions.**

CARRIED 8/0

Policy – Community Development Grants (F44-14/15)

146-14/15 MOVED Cr Andrews seconded Cr McRae that Council adopt Finance and Audit Committee recommendation F44-14/15 that Council adopt the Grant Application Policy and Guidelines: -

**QUAIRADING SHIRE COUNCIL
COMMUNITY DEVELOPMENT GRANTS**

Policy

An annual budget provision of \$15,000.00 is to be allocated each year for distribution to the Community and Sporting Groups in Quairading upon their successful application.

Local sporting/ community groups that receive an annual contribution are not required to fill in this application to continue receiving this contribution. If groups wish to apply for further funding for a specific project this application is required.

OVERVIEW

Intended / Purpose

To provide financial assistance to organisations that wish to pursue projects and activities or events which respond to Community needs and make a positive contribution to the Community of Quairading.

Objectives

Enhance Community organisation capacity to provide ongoing services.

Improve the quality and opportunities for user accessibility and / or safety of Community spaces.

Increase the Community participation in Community activities.

Establish a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the Community.

Assistance Type

Assistance will be either financial or an in kind nature. The minimum amount per application is \$500.00 with the maximum amount per application being \$5,000.00.

Logistics

There will be one funding round per financial year.

Applications for funding must be lodged by the 30th April preceding the annual budget deliberations and supported by Audited Financial Statements for the previous year.

All projects and activities to be completed within twelve (12) months of the approval date.

Council's project guidelines for funding are on the following:

Council to Fund 33% of total project cost.

Community or Sporting group to contribute 33%.

Obtain grant funding or similar for the balance.

Voluntary labour and equipment may be included in the applicant's contribution subject to:

Community or Sporting group contribute in kind value may not exceed one third of the completed value of the project and the volunteers hourly rate is to be assessed at \$20.00 p/hr. All projects MUST be fully costed and a Plan with Specifications provided with the application.

Council may opt to use employees or equipment in lieu of a cash contribution.

Council reserve the Right to carry out a Progress Inspection at any stage of the project.

Assessment & Approval Responsibilities

The application will be assessed by the Finance & Audit Committee for recommendation to Council.

The delegated level for decisions will be by the Full Council.

ELIGIBILITY

Applicants Must:

Demonstrate strong community benefit or need and support for a project or activity.

Applicants Must Not:

Be an Individual.

Request funding or support for a project, event or activity that has already occurred.

Be for general operating costs.

Be for projects that duplicate existing services or programs.

Be for Trophies / Prizes.

GRANT ACQUITTAL REQUIREMENTS

Proof that the project, activity or event took place (e.g. photographs of event).

Proof of expenditure (e.g. copy of receipts).

Evaluation of project, activity or event (e.g. copies of participant feedback, surveys).

Council Discussion

Cr Andrews and Cr McRae spoke on the need for a more structured approach to Club Requests to Council for both Financial and In Kind Contributions.

Extensive Council discussion ensued in regard to the Community Development Grants Policy and Council's current Sporting Club Donations.

The Chairman highlighted the well publicised Budget Submissions Deadline of 31st March of each year and the tight timeframe to introduce a Structured Submission Process this year.

THE MOTION WAS WITHDRAWN BY THE MOVER AND SECONDER.

It was resolved that the matter be referred back to the Finance and Audit Committee.

Quairading Community Resource Centre – Caravan Park Agency Request (F43-14/15)

Cr Bavin declared an interest in Item 4.10 (F43-14/15): Quairading Community Resource Centre – Caravan Park Agency Request.

147-14/15 MOVED Cr Davies seconded Cr Cousins that Cr Bavin remain in the Council Meeting but refrain from discussion and voting on this item.

CARRIED 7/0

148-14/15 MOVED Cr Andrews seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F43-14/15 that: -

- 1. The MOU signed with the Community Resource Centre be amended to include acting as an Agent for Caravan Park Bookings.**
- 2. All bookings are to be recorded in a main register held at Council’s Administration Centre.**
- 3. Booking Agent Services to be limited to the Caravan Park facilities only.**
- 4. A 6 month trial period be established.**

CARRIED 7/0

Item 8.2 Other Finance Matters

Cr Andrews made comment on the amount of reading with 2 months Financial Activity considered. It was noted that this occurred every February due to Council being in recess during January and also in August due to the end of the Financial Year.

Interim Audit

The Chief Executive Officer reported that Council’s Interim Audit would be conducted during the last week of April.

Budget Review

The Deputy Chief Executive Officer commented that the Budget Review was progressing well and due to be presented at the March Ordinary Meeting of Council.

ITEM 9 OTHER MEETINGS

Item 9.1 Annual Electors Meeting held 11th February 2015

Council noted the Minutes of the Annual Electors Meeting.

Cr McRae advised that she had received Mr Alan Gelmi’s apology prior to the Meeting. The Meeting resolved that Mr Gelmi’s name be included in the Apologies list.

The Chief Executive Officer advised that further detail would be added into the Draft Minutes in regard to “Road Toll – User Pays”.

The Chief Executive Officer sought to have the inclusion of a subsequent comment that a Composite Shires' cost amount of \$1M in Kind had been quoted during the Amalgamation topic rather than the cost to the Shire of Quairading only.

Cr McRae advised of Community feedback that the evening had been too long with the Information Session being held immediately prior to the Annual Electors Meeting.

The Economic Development Project Officer sought the inclusion of Indigenous Demographics item in the Minutes as it had been omitted. Cr Cousins commented that she would not like this issue to be lost.

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report – February 2015

Item 10.1.1 Gazettal of Authorised Officers

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 9th January 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION – Gazettal of Authorised Officers

APPLICANT'S SUBMISSION – N/A

BACKGROUND – Following the withdrawal of general services by the Shire of York, including Ranger Services, negotiations have been held with Mr Matthew Sharpe of WA Contract Ranger Services Pty Ltd to provide a Service to the Shire of Quairading.

In September 2014, Matthew Sharpe, Brad Miller and Gloria Robinson were Appointed by Council as Authorised Officers for the following Acts: -

- Dog Act 1976
- Cat Act 2011
- Caravan Parks & Camping Grounds Act 1995
- Control of Vehicles (Off-Road Areas) Act 1978
- Litter Act 1979
- Local Government (Miscellaneous Provisions) Act 1960
- Bush Fires Act 1954

Council is advised that WA Contract Ranger Services Pty Ltd now employs Jodie Taylor who has also been appointed as an Authorised Officer.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – To ensure uniformity within the areas covered by WA Contract Ranger Services Pty Ltd, Council is requested to approve the Officers.

OFFICER RECOMMENDATION

149-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council endorse the Appointments of Matthew Sharpe, Brad Miller, Gloria Robinson and Jodie Taylor for the following Acts:-

- **Dog Act 1976**
- **Cat Act 2011**
- **Caravan Parks & Camping Grounds Act 1995**
- **Control of Vehicles (Off-Road Areas) Act 1978**
- **Litter Act 1979**
- **Local Government (Miscellaneous Provisions) Act 1960**
- **Bush Fires Act 1954**

Cr Davies queried why WA Contract Ranger Services Pty Ltd was not Appointed. The Chief Executive Officer advised that individual persons were required to be Gazetted.

CARRIED BY ABSOLUTE MAJORITY 8/0

10.1.2 Development Assessment Panels – Request for Local Government Nominations

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 3rd February 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Minister for Planning

MATTER FOR CONSIDERATION – Request for Local Government Nominations on Development Assessment Panels

APPLICANT'S SUBMISSION – Copy of correspondence included in the Agenda

BACKGROUND – The State Government has now legislated for the Appointment and Operation of Development Assessment Panels (DAPs) that will have Delegated Authority under the Planning and Development Act to consider and approve development applications of a larger scale.

Developments that must be submitted to a DAP are as follows: -

- City of Perth - \$15M or more Estimated Cost
- Outside of the City of Perth - \$7M or more

Optional DAP Applications: -

- City of Perth - \$10M or more and less than \$15M
- Outside of the City of Perth - \$3M or more and less than \$7M

The following Developments are excluded from the DAP process: -

1. Single house (inc Outbuildings, Carports, Patios etc)
2. Less than 10 Grouped Dwellings (inc Outbuildings, Carports, Patios etc)
3. Less than Multiple Dwellings (inc Outbuildings, Carports, Patios etc)
4. Development by a Local Government or the Planning Commission

The Minister for Planning wrote requesting nominations from Local Governments for fifteen (15) Development Assessment Panels (DAPs) which were gazetted on 24th March 2011.

STATUTORY ENVIRONMENT – Planning and Development Act 2005, Planning and Development (Development Assessment Panels) Regulations 2011

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – N/A

COMMENT – Council is advised that a Joint Development Assessment Panel (JDAP) has been established on the 2nd May 2011 to cover any Development Applications in 43 Local Authorities in the Wheatbelt including Quairading.

Nominated Elected Members will only attend a Wheatbelt JDAP if the Council receives an application for the DAP.

It is noted that under DAP Regulation 26, the Shire of Quairading is required to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the local DAP as required.

It is highlighted that DAP Training is mandatory and also Sitting Fees apply.

Nominations are required to be submitted by Friday 27th February 2015 however the Chief Executive Officer's Secretary has advised the DAPs Secretariat that Council's Meeting Schedule will result in late Nominations.

The appointments of successful nominees will be for a two year term expiring on 26th April 2017.

Council's previous Members were: -

- Cr Richards (Member No 1)
- Cr Anderson (Member No 2)
- Cr Hawksley (Alternative Member No 1)
- Cr Caporn (Alternative Member No 2)

It is noted that that no response had been received from the DAP Secretariat to Council's enquiry following the 2013 Elections where Graham Anderson had been unsuccessful and was therefore no longer a Council Delegate.

Council Discussion

Cr Richards made comment that Councillors not continuing following the Local Government Elections, should refrain from nomination.

Further discussion ensued on the need for Development Assessment Panel Nominations and whether in the future Nomination for the Shires of Cunderdin, Quairading and Tammin could replace the need for each Council's Nominations.

OFFICER RECOMMENDATION

150-14/15 MOVED Cr McRae seconded Cr Cousins that the following Elected Members be nominated for the Development Assessment Panel for a two year term expiring 26th April 2017: -

- Cr Caporn (Member No 1)
- Cr Davies (Member No 2)
- Cr Cousins (Alternative Member No 1)
- Cr McRae (Alternative Member No 2)

CARRIED 8/0

10.1.3 Review of Council's Purchasing Policy
--

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 20th February 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Chief Executive Officer

MATTER FOR CONSIDERATION – Adoption of Revised Purchasing Policy 2.20

APPLICANT'S SUBMISSION – Copies of the following documents had been provided in the Agenda: -

1. Existing Policy
2. Draft Recommended Policy

BACKGROUND – Council conducted a Review of its Financial Management Systems in 2014. The Review was conducted by Independent Consultants Mr Dominic Carbone and Mr Darren Long.

As part of this Review's Findings, it was recommended "that Council's Purchasing Policy be reviewed and reinforced with greater emphasis being placed on the accountability of Staff in relation to purchase orders being issued for all goods and services, where appropriate; and that appropriate quotation documentation be attached to Purchase Orders so that verification of compliance with the Shire's Purchasing Policy can be ascertained by Accounts Payable Staff".

STATUTORY ENVIRONMENT – Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 Reg 11A: -

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100 000 or less or worth \$100 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.
- (4) Different requirements may be imposed under a purchasing policy in respect of different classes, or types, of any of the following —
 - (a) goods and services;
 - (b) suppliers;
 - (c) contracts;
 - (d) any other thing that the local government considers appropriate.

POLICY IMPLICATIONS – Review of Council’s Purchasing Policy (2.20)

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – Council’s Senior Staff and Council’s Auditor have previously highlighted to Council that Council’s existing Purchasing Policy has been overly prescriptive and onerous for lower end Purchases which has created the situation where Council Staff have been unable to comply with obtaining the specified number of quotations due to lack of availability of Suppliers or Contactors.

It has been recommended by Council’s Auditor and Independent Consultant Dominic Carbone to review the Purchasing Policy (last adopted in 2008) to ensure that it best suits Council’s local and current Purchasing environment whilst still ensuring that a high level of accountability is maintained by all Council Staff.

Please see attached Draft Revised Purchasing Policy for Council’s consideration.

It is highlighted that the Purchasing Thresholds and Recordkeeping requirements have been modified to provide increased flexibility to Council’s Authorised Purchasing Officers and encouraging a consistent approach to Purchasing Practices.

Council’s existing Policy incorporated wording relating to “Regional Pricing Preference Policy”. This has been removed and will be reviewed and submitted as a separate Policy once the wording has been brought into conformity with the relevant Local Government Regulation.

Officers with Delegated Authority are as follows: -

Position	Ordering Threshold
Chief Executive Officer	Unlimited
Deputy Chief Executive Officer	Unlimited
Manager of Works and Services	Limited to Works / Parks and Gardens Operational Areas
Chief Executive Officer's Secretary	\$2,000
Town Gardener	\$2,000

All Purchases are to be within Council's Adopted Budget. These limits are reviewed on an Annual Basis by Council.

OFFICER RECOMMENDATION

151-14/15 MOVED Cr Davies seconded Cr Caporn that Council adopt the Revised Council Purchasing Policy as follows: -

ADMINISTRATION GENERAL

POLICY 2.20

PURCHASING POLICY

Objectives

To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

To deliver a best practice approach and procedures to internal purchasing for the Shire of Quairading.

To ensure consistency for all purchasing activities within the Shire of Quairading's operational areas.

Why Do We Need A Purchasing Policy?

The Shire of Quairading is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities.

This policy:

- Provides the Shire of Quairading with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Quairading receives value for money in its purchasing.
- Ensures the Shire of Quairading is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Quairading's purchasing practices that withstand probity.

Ethics & Integrity

All officers and employees of the Shire of Quairading shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Quairading.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Quairading policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Quairading by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Quairading. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Purchasing Thresholds

Where the value of procurement (exc GST) for the value of the Contract over the Full contract Period (including Options to Extend) is or is expected to be:

1.1 Up to \$5,000 Direct Purchase from Supplier

Authorised Purchasing Officer/s may use their general knowledge of the market, advertising, in-store price comparisons, catalogues, websites and any other reasonable means to determine whether the purchase represents value for money.

This Purchasing Method is suitable where the Purchase is relatively small and low risk.

Where possible, a Verbal or Email Quotation / Estimate should be obtained and be recorded in accordance with Council's Record Keeping Policies.

1.2 Between \$5,001 - \$25,000

Two written quotations are required to be sought with Supporting Evidence of the Quotation (email, fax or record of Quotation). Where this is not practicable eg due to limited suppliers, it must be noted through records relating to the process.

1.3 Between \$25,001 - \$50,000

Three written quotations are required to be sought with Supporting Evidence of the Quotation (email, fax or record of Quotation). Where this is not practicable eg due to limited suppliers, it must be noted through records relating to the process.

1.4 Between \$50,001 - \$99,999

Public tenders should be invited or if circumstances warrant (with the approval of the Chief Executive Officer) three (3) written Quotations must be sought. It is recognised that the Tender Regulations do not require the calling of tenders for less than \$100,000 value.

1.5 Greater than \$100,000

Conduct a Public Tender Process in accordance with the Local Government Act, Regulations and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, Council Staff source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

1.6 Quotations for Motor Vehicles and Plant

At least two (2) written quotations are required to be sought for the purchase of sedans and utilities, subject to availability of suppliers and at the Chief Executive Officer's discretion.

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure): -

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Quairading shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

CARRIED 8/0

10.1.4 Small Business Centres Program

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 23rd February 2015

DISCLOSURE OF INTEREST – Chief Executive Officer has been one of Council's Delegates to the Small Business Centre – Eastern Wheatbelt for many years.

OWNER/APPLICANT – Small Business Commissioner, Small Business Development Corporation

MATTER FOR CONSIDERATION – Correspondence on the State Government's Review (Rationalisation) of the Small Business Centre (SBC) Program

APPLICANT'S SUBMISSION – Copy of correspondence from the Small Business Development Corporation

BACKGROUND – Council is a Subscribing Member Council to the Small Business Centre – Eastern Wheatbelt (SBCEW) which is based at Corrigin and services the Communities / Shires of Brookton, Bruce Rock, Corrigin, Kondinin, Kulin, Narembeen, Pingelly and Quairading.

The current Small Business Centre Manager is Mr Mike Lynch.

Prior to the last Review of the Centres, Brookton, Pingelly and Quairading were serviced by the Business Enterprise Centre Consultant who was based at Beverley.

The State Government undertook a Review of the Delivery of the Small Business in 2013/2014 and has determined that the Service Delivery Model be reduced from 25 “Not for Profit Organisations” to 12 Providers determined by a Tender Process.

STATUTORY ENVIRONMENT – Small Business Corporation Act 1983

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Council currently budgets \$5,000 per Annum as its Contribution to SBCEW. It is highlighted that many years the full \$5,000 Maximum per Council is not called upon.

STRATEGIC IMPLICATIONS – Strategic Community Plan

Economic Development: Maximise Development

Objectives – Facilitate the Sustainability of the Main Street

Priorities – Support local businesses within the Main Street

COMMUNITY CONSULTATION – Community / Chamber of Commerce President Mr Glenn Smith sits on the SBCEW as one of Council’s Delegates.

COMMENT – The impact of the Review of the Service Delivery Plan and Funding means that 25 Service Provider Organisations / Contractors will be cut to 12 Contracts.

This effectively means the area for the Current Wheatbelt BEC Consultant will at least double without a commensurate doubling of Funding / Resources.

The SBC Eastern Wheatbelt has met on several occasions since August 2014 as the State Government’s Review Plan became clearer.

The overwhelming consensus of the SBCEW Management Committee and its Members is that the Current Councillor / Community Volunteer Model will not be suitable for the proposed large Service Area and the reduced Funding Model.

Council is advised that the longstanding Host, Secretariat and Treasurer of the Centre, being the Shire of Corrigin, have indicated that they would not be continuing in that role beyond the Current Funding Term (30th June 2015). It is highlighted that the current Operating Grant from the Small Business Development Corporation to the Eastern Wheatbelt Centre is \$116,200 per Annum.

Council is advised that it is understood that at least two (2) Entities (including the Wheatbelt Business Network) have or will be submitting Tenders for the new “Business Local WA Program”. The new Service Area incorporates all 8 Shires into its 20 or more Council Districts it will Service.

The Eastern Wheatbelt Centre Management Committee has resolved to not tender for the new Service Contract and have foreshadowed Ceasing / Winding Up as at 30th June 2015. Cashflow Predictions (subject to Receipt of the SBDC Operating Grant) will allow an orderly Termination of the BEC Consultant and the long serving Part Time Receptionist / Office Assistant and to settle all Assets and Liabilities.

The State Government's direction and intent for the future of the Business Enterprise Centres has been known for some time and whilst regrettable to see the loss of a Service located nearby in the Wheatbelt, it is recognised by the Writer and the Management Committee that the Current Service Model is not sustainable given the increased Service Area and reduced Funding offered.

In discussion with the Chamber of Commerce Representative Mr Glenn Smith, it is believed that Council's current commitment to SBCEW of up to \$5,000 per year could be utilised to support "Buy Local" Campaigns and other Small Business initiatives (ie Training) which could be hosted at the Community Resource Centre.

OFFICER RECOMMENDATION

152-14/15 MOVED Cr Bavin seconded Cr McRae: -

- 1. Council note the correspondence from the Small Business Development Corporation and its decision to alter the Small Business Centres Model.**
- 2. Council note the Small Business Centre Eastern Wheatbelt Committee's intent to cease Services at or near the 30th June 2015.**

CARRIED 8/0

10.1.5 Grain Freight Issue

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 23rd February 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Review of the Parliamentary Committee's Report and State Government's response.

APPLICANT'S SUBMISSION – Various, including Minutes of the Local Government Grain Freight Group, the Minister for Transport's Press Release and Government's Response to the Economics and Industry Standing Committee Report.

BACKGROUND – The Parliamentary Standing Committee on Economic and Industry conducted an Inquiry on "The Management of Western Australia's Freight Rail Network" and handed down its Report in October 2014.

The State Government (through the Minister for Transport) has now responded to the Committee's Report.

Copies of the Minister's Response to the Committee's Findings and Recommendations are attached to this Report.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Council continues to have a firm stance of “Grain on Rail”.

FINANCIAL IMPLICATIONS – Impact on future Road Maintenance due to increased grain freight task.

STRATEGIC IMPLICATIONS – Strategic Community Plan

Governance: Strengthen Shire Leadership

Objectives – Provide Visible Community Leadership

Priorities – Support local services, clubs and sporting associations.

Encourage and support volunteers.

Engage the local community through communication, information and participation.

COMMUNITY CONSULTATION – Council continues to be a Member of the Wheatbelt Railway Retention Alliance.

COMMENT – The issue will again be discussed at the Central Country Zone Meeting this Friday 27th February 2015 at Williams.

Council’s Voting Delegates, the Shire President and Deputy Shire President, seek Councillors’ feedback before attending this Meeting.

OFFICER RECOMMENDATION – Nil

Seeking Elected Member feedback on the Grain Freight issue.

Council noted that this Matter had been discussed in detail earlier in the Meeting.

10.1.6 Wheatbelt Forum 2015

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 23rd February 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mr Bruce Wittber, Central Country Zone and Great Eastern Country Zone Executive Officer

MATTER FOR CONSIDERATION – Registration of Council Delegates to the “Wheatbelt Forum” on Friday 13th March 2015.

APPLICANT’S SUBMISSION – Copy of Forum Program included in Agenda

BACKGROUND – Council is advised that the 2015 Wheatbelt Forum will be held on Friday 13th March 2015 and hosted by the Shire of Kellerberrin.

This Year's theme is "Economic Development: Creating and Leveraging Opportunity".

Whilst there was Preliminary Notice of the Date of the Forum, the Conference Outline and Program has only just been circulated.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Workshop Registration Cost is \$198 (inc GST) per Delegate. Council has a Conference and Training Budget Allocation of \$14,000. Year To Date Expenditure is \$6,986.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – N/A

COMMENT – Councillors and Senior Staff are respectfully requested to consider registering to attend the Forum.

Since the inception of the Wheatbelt Conference several years ago, Council has had at least two (2) Delegates attending each Year.

OFFICER RECOMMENDATION - Nil

Council to consider Elected Member and / or Senior Staff representation at the 2015 Wheatbelt Forum on Friday 13th March 2015.

153-14/15 MOVED Cr Andrews seconded Cr Caporn that Cr Davies, Cr McRae and the Economic Development Project Officer be registered to attend the Wheatbelt Forum.

CARRIED 8/0

Item 10.2 Health and Building Report

The Chief Executive Officer reported that the Environmental Health Officer had inspected the Quairading Hotel Dining Room prior to its re-opening to the public.

The Chief Executive Officer provided information in regard to the prospective new Lessee of the retail premises at 57 Heal Street, formerly known as the Shenton Machinery Building.

Item 10.3 Environment Officer's Report

Council received the Environment Officer's Report.

Item 10.4 Community Emergency Services Manager's Report

The Chief Executive Officer reported that the Post Season Fire Control Officer's Meeting would be held on 24th March 2015.

Council was advised that the next Meeting of the Local Emergency Management Committee would be held on 5th March 2014.

The Chief Executive Officer reported on the excellent Function held for the Opening of the Wamenusking Fire Appliance Shed.

Cr Richards reported on the South Caroling's Volunteer Bush Fire Brigade Event with Western Power Representatives in attendance.

ITEM 11 INWARD CORRESPONDENCE

Nil

ITEM 12 LATE ITEMS

Nil

ITEM 13 TABLED ITEMS

Nil

ITEM 14 COUNCILLORS' REPORTS / BUSINESS

Cr Hawksley

Nil

Cr Bavin

Cr Bavin requested that a letter of congratulations be forwarded to the new business, "Loose Stitches". Cr Bavin commented that the new Patchwork Shop was a beautiful addition to the Main Street.

The Chief Executive Officer commented that he had visited the shop and had congratulated the owners.

Cr Caporn

Nil

Cr Andrews

Cr Andrews advised that he had provided a written Leave of Absence for the March 2015 Council Meeting.

154-14/15 MOVED Cr Bavin seconded Cr Davies that Cr Andrews be granted Leave of Absence for the March 2015 Council Meeting.

CARRIED 7/0

Cr Andrews reported that the next Quairading and Districts Sport and Recreation Council Meeting was to be held on 16th March 2015 and requested that the Meeting be held at the Community Building.

Cr Davies

Cr Davies advised that he had provided a written Leave of Absence for the March 2015 Council Meeting.

155-14/15 MOVED Cr Caporn seconded Cr McRae that Cr Davies be granted Leave of Absence for the March 2015 Council Meeting.

CARRIED 7/0

Cr Davies queried whether Council should prepare a “Policy on Business Competition” when Planning Development Applications are received.

Cr Richards commented that each case should be dealt with individually.

Cr Caporn queried whether the Policy would be just for new Businesses?

The Meeting resolved that the matter to be referred to the Finance and Audit Committee for further consideration.

Cr Cousins

Nil

Cr McRae

Cr McRae referred to her written Leave of Absence included in the Agenda.

156-14/15 MOVED Cr Bavin seconded Cr Davies that Cr McRae be granted Leave of Absence from the March 2015 Council Meeting to attend Elected Member Training.

CARRIED 7/0

Cr McRae commented on the barren appearance of Edwards Way and requested that Street Trees be planted. The Chief Executive Officer advised that this topic had been discussed at past Works Committee Meetings and included Reid Street plantings.

Cr Caporn commented that Street Trees should not be planted as the location of crossovers had not been determined and cited the narrow frontage of his property in Dall Street.

Cr McRae queried the RSL Project and where metal cut outs would be placed. The Chief Executive Officer reported that the prospective new owners of 69 Heal Street had agreed to the cut outs being placed on the fence as in the original Project Scope. The Chief Executive Officer confirmed that he had met with the ANZAC Mural Working Group on this issue and that the matter had been resolved to all Parties’ satisfaction.

Cr McRae congratulated “Loose Stitches” with regard to the painting of the Business Shop Front and hoped that it encouraged other businesses to follow suit.

Cr McRae thanked the Economic Development Project Officer for his assistance with the Community Gym Proposal.

Cr McRae referred to the Minister for Local Government's visit where different levels of Local Government Act Compliance had been raised. Cr Richards advised that this had been an interesting comment as there had been 3 Local Government Associations originally.

The Meeting resolved that the matter be raised with the Central Country Zone Secretariat for future inclusion in the Agenda of a Central Country Zone Meeting.

Economic Development Project Officer

The Economic Development Project Officer reported that he would be applying for an Aged Friendly Community Grant, possibly for improvements to Gopher Paths.

Cr Caporn commented the proposed Gopher Storage Shed at Parker House may be a suitable Project for external funding.

Chief Executive Officer's Secretary

The Chief Executive Officer's Secretary advised that she had been honoured to have officially opened "Loose Stitches" with approximately 100 people in attendance.

Chief Executive Officer

Nil

Cr Richards

Cr Richards reported that he would be attending the Central Country Zone Meeting in Williams on Friday 27th February 2015 with the Deputy Shire President and Chief Executive Officer.

Cr Richards queried when the next Reconciliation Action Plan Committee Meeting would be held. The Chief Executive Officer undertook to liaise with Committee Members to secure a suitable date.

Cr Richards raised the issue of Council conducting a "New Residents" Function. It was resolved that the new Community Development Officers be requested to plan the Event.

Cr Richards queried the recognition of new Businesses. Cr Caporn suggested that the event be combined with the "New Residents" Function.

Cr Richards also requested that a "Partners Evening" be held following the June Council Meeting.

Mrs Haythornthwaite

Mrs Haythornthwaite advised that she had no comment or observations and that she appreciated the opportunity to attend the Council Meeting.

ITEM 15 NEXT ORDINARY MEETING

Thursday 26th March 2015 in the Council Chambers commencing 2.00pm.

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 5.48pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th February 2015 were confirmed on 26th March 2015 as recorded on resolution no.

Confirmed.....26/3/15