

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 26TH MARCH 2015
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 C M Cousins	
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 3.29pm)
Mr R M Bleakley	Economic Development Project Officer

Apologies

Cr T C Andrews	Leave of Absence
Cr WMF Davies	Leave of Absence
Cr G J McRae	Leave of Absence
Mr A J Merillo	Deputy Chief Executive Officer

Deputation – Quairading Football Club

Mrs Robyn Richards	(to 2.25pm)
Mr Kyle Caporn	(to 2.25pm)
Mr Lyall Brown	(to 2.25pm)

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

“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 reported that the “Acknowledgement of Country” had been ratified at the Reconciliation Action Plan Meeting held on 20th March 2015.

The Shire President advised Councillors and Staff that Dinner would be held at the BP Roadhouse following the Meeting.

2.08pm

The Shire President welcomed Mrs R Richards, Mr K Caporn and Mr L Brown of the Quairading Football Club.

ITEM 2.1 PUBLIC QUESTION TIME

Nil

ITEM 2.2 DEPUTATIONS

Mr K Caporn of the Quairading Football Club explained to Council the costs involved in running the Quairading Football Club and the Expression of Interest submitted for the Community Cropping of the CBH Land in Ashton Street for the next 3 Years.

Council was advised of Fundraising Initiatives including a Sausage Sizzle in the Metropolitan Area and a Raffle to be run over the entire Season.

Mr K Caporn undertook to provide answers to any questions raised.

Cr Richards thanked Mr Caporn for the introduction.

Cr Caporn queried the Crop Expenses. Mr K Caporn advised that the Quairading Football Club had been fortunate with donations of seed and promotions from Chemical Companies with fertiliser / spray. Council was advised that the costs change from year to year.

Cr Richards commented that conducting a Sausage Sizzle in the Metropolitan Area was a great way of involving the Perth based Players.

Mrs R Richards advised that the Quairading Football Club want to make it a more united effort with the crop.

Cr Caporn queried the "Sundry" amount of \$13,421.10 on the Profit / Loss Statement. Council noted the itemised amounts below the total.

The Chief Executive Officer commented that there was no cost provided for bringing in Players. Mr K Caporn reported that the cost is included in "Coach Expenses".

Cr Richards queried whether the Club was aware of what other Clubs are paying the imported Players? Mr L Brown advised that benchmarks are known but not specific details of the Clubs.

The Chief Executive Officer commended the Club on trying to get Players back and increase Patron numbers attending the Games.

The Shire President commented in regard to the research paper provided that stated for every \$1 spent on Community Football, \$4.40 is returned to the Community.

The Economic Development Project Officer queried whether the Canteen and Bar were seen as an income or attraction? Mr K Caporn advised that it was seen as both.

Cr Richards thanked the Deputation and advised that Council appreciated the research undertaken and the information provided by the Football Club Deputation.

The Shire President advised that Council would be making a decision on the Community Cropping Expressions of Interest later in the Meeting.

Mrs R Richards thanked Council for allowing the Quairading Football Club to speak to their Submission.

2.25pm

Mrs R Richards, Mr K Caporn and Mr L Brown left the Council Meeting.

Cr Cousins commended the Quairading Football Club for its Deputation.

Cr Richards stated that Mr Kyle Caporn had spoken well.

ITEM 3 DECLARATIONS OF INTEREST

Nil

ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26TH FEBRUARY 2015

Removal of Trees and Reconstruction of Louden Street (W16-14/15)

Cr Caporn requested the word “from” be inserted in amended motion 107-14/15 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.”

Geographic Names Committee

The Chief Executive Officer reported that the name of “Winmar Road” had been approved by the State Geographic Names Committee to replace “Junction Road”.

The Chief Executive Officer undertook to write to Mrs Winnie McHenry requesting a suitable date / type of event for the changing of the Street Name Signs.

Cr Cousins advised of the need to liaise with Reconciliation Action Plan Committee Members.

Town Clock Information Board

The Chief Executive Officer provided an update on the research for a suitable Battery Back Up System for the Town Clock Information Board prior to ordering the Board.

Mobile Communication Tower – Wogerlin Rock

Cr Caporn advised that the issue of Mobile Communication Towers had been raised at a National Party Breakfast he had attended. Council was advised that further sites were to be announced once Federal Funding had been confirmed.

Purchase of New Replacement Grader

The Manager of Works and Services reported that the new Grader had arrived and that a Westrac Operator had provided onsite training to Mr Scott Bavin on the new features on this Grader.

Quairading – Cunderdin Road

The Meeting was advised that the matter of road damage caused by Grain Freight Trucks to the Local Road Network had been well discussed at the WALGA Central Country Zone Meeting held on Friday 27th February 2015.

The Chief Executive Officer reported that Local Member Mia Davies had advised of her agreement with the Blayney Report findings and recommendations.

The Meeting noted that joint lobbying with the Shire of Cunderdin needed to be undertaken with CBH, Main Roads WA, Hon Jim Chown and Hon Mia Davies.

The Chief Executive Officer provided an overview of the Assessment undertaken on the Cunderdin section of the Quairading – Cunderdin Road by the Independent Engineer.

CBH Accommodation

The Chief Executive Officer reported that he had approached Mr Lee Nilan of CBH who had advised that CBH are not entering into future Joint Ventures for Accommodation.

Small Business Centres Program

The Chief Executive Officer reported that Mr Mike Lynch had resigned from the Small Business Centre Eastern Wheatbelt and that funding to the Organisation ceases at the 30th June 2015.

Council was advised that the next Small Business Centre Eastern Wheatbelt Meeting would be held on Tuesday 14th April 2015.

New Residents Function

The Chief Executive Officer reported that the “New Residents” Sundowner would be held on Thursday 30th April 2015 at the Community Building. Council was advised that Community Development Officer Mrs Cheryl White is coordinating the Event.

157-14/15 MOVED Cr Cousins seconded Cr Bavin that the Minutes of the Ordinary Meeting of Council held on 26th February 2015 be confirmed as a true and correct record of that Meeting subject to the following amendment: -

Cr Caporn requested that the word “from” be inserted in amended motion 107-14/15 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.”

CARRIED 5/0

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Badjaling Reserve

The Chief Executive Officer reported that a Teleconference facilitated by the Department of Water would be held on Monday 30th March 2015 to progress Drainage Issues at Badjaling.

The Chief Executive Officer further advised that the Drainage Issue had been raised with Hon Mia Davies during her visit on Friday 20th March 2015.

Discussion ensued in regard to the need to close the Badjaling North Road (South of the Main Road) and let nature take its course.

It was resolved that following the Closure of the Public Comment Period, that this item be placed on the Works Committee Agenda for discussion.

Strategic Planning Meeting

The Chief Executive Officer reported that he and the Economic Development Project Officer have worked on the Community Strategic Plan Gap Analysis and provided feedback to Consultant Helen Hardcastle.

Pilot Activated Lighting

The Chief Executive Officer's Secretary was requested to liaise with the Community Emergency Services Manager in regard to the St John Ambulance being provided with a copy of the Pilot Activated Lighting Report.

Water Point at Airstrip

The Manager of Works and Services reported that he was working out Costings to provide a Water Point at the Airstrip.

The Meeting noted that the Quairading Crop Consulting Group had agreed to bear the Total Cost of the Materials.

ITEM 5 WORKS

Item 5.1 No Works Committee Meeting held in March 2015

Manager of Works and Services

The Manager of Works and Services reported that the MacDonald Street Resealing had been completed. Council was informed of compliments on the work received from the Medical Practice Manager.

Council was advised that an extra footpath and pram ramps had been planned for in this Project.

The Manager of Works and Services reported on the completion of the Kellerberrin – Yoting Road project.

The Chief Executive Officer advised that the Manager of Works and Services would not be providing a Written Reports for the months when no Works Committee Meetings are held.

The Meeting concurred with the proposed action.

Haythornthwaite Road

The Chief Executive Officer spoke to the Independent Engineer's Report on various road in the vicinity of Haythornthwaite Road and secondly Council considered legal advice received.

Cr Cousins queried the funding for future works on Bulyee Road. The Chief Executive Officer reported that Traffic Counts taken were of such low levels that the Road would not attract Regional Road Group Funding and that Commonwealth Road to Recovery monies could be used for future Widening and Sealing Works.

158-14/15 MOVED Cr Hawksley seconded Cr Bavin that: -

- 1. Council receive and accept the Legal Advice and note the findings of the Independent Engineer's Report;**
- 2. Council write to Mr J Haythornthwaite advising that Council considers that it has acted lawfully and within Industry road making standards; and**
- 3. Council commit to the future improvement of Bulyee Road utilising Commonwealth Roads to Recovery Funding.**

CARRIED 5/0

Cr Cousins requested that Council correspondence to Mr Haythornthwaite inform of funding options for the Bulyee Road Work.

Item 5.2 Other Works Matters

Nil

3.29pm

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

The Chief Executive Officer queried whether Councillors would like to visit the City of Melville prior to the Local Government Elections.

It was resolved to commence planning for a visit in September 2015, however not the 2nd Tuesday or last week of September.

Item 6.2 East Avon Regional Cooperation

The Chief Executive Officer reported that the Shire of Tammin's Manager of Works and Services was recently deceased in a car accident.

Council noted that advertising had commenced for a replacement Manager of Works and Services for the Shire of Tammin with the Shires of Cunderdin and Quairading offering Works Supervisory Services in the interim if required by the Shire of Tammin.

The Chief Executive Officer reported that the IT System Roll Outs for the Shires of Cunderdin and Tammin were progressing according to plan.

Cr Caporn queried whether the Shire of Cunderdin had been successful in obtaining funding for the damaged section of the Quairading – Cunderdin Road. The Chief Executive Officer reported that he believed \$207,000 had been committed by the Minister for Transport for urgent Repairs and the Second Coat Seal.

Cr Caporn commented on the Shire of Cunderdin's history of receiving Funding then using Contractors and suggested that the Shire of Quairading's retention of funds and using own Staff to keep money in the Town was the preferred strategy.

3.37pm

159-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.

CARRIED 5/0

3.57pm

160-14/15 MOVED Cr Cousins seconded Cr Caporn that standing orders resume.

CARRIED 5/0

The Chief Executive Officer's Secretary was not in attendance.

Item 6.3 Chief Executive Officer's Performance Review

Cr Richards expressed concern at the number of Projects that were progressing slowly or had low levels of Expenditure Year to Date and commented on the extra effort required to "Close the Gap" on the Budget Projection occurring at this time in recent years.

Cr Richards commented that it appeared Council were either too optimistic in forming the Budget or not enough Resources to complete all the Projects.

The Chief Executive Officer reported on the greater progression of Projects with the regular Review Meetings with the Executive Staff Members.

The Chief Executive Officer commented on the robust process undertaken by the Executive Staff Team to complete the Budget Review.

The Chief Executive Officer provided information in regard to the following: -

- Job Share Arrangement in place for Community Development Officer Position;
- Offer made for new Replacement Practice Nurse;
- Interviews for Assistant Town Gardener Position;
- Electrical Trades Team discussions continuing.

ITEM 7 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 7.1 Building and Town Planning Development Committee Meeting

No Building and Town Planning Development Committee Meeting held in March 2015.

Item 7.2 Economic Development Project Officer's Report

Economic Development Project Officer's Report tabled with the following additional detail provided or discussed.

7 Edwards Way – Air Conditioner

Cr Caporn commented on his discussions with Mr Richard Bray of WA Country Builders regarding retro fitting of Anticon and was advised not feasible.

Zoning of Air Conditioning Unit should be looked at further.

The Economic Development Project Officer reported that the Air Conditioner had been leaking gas and that repairs had been completed and the Unit's effectiveness is being monitored.

7.2.1 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.

7.2.2 Swimming Pool Concept and Design Upgrade Plans

CSRFF Submission

Outcome of Funding Submission February / March 2015. (Confirmed timeframe by DSR Wheatbelt).

Still waiting for the outcome of the Funding Submission (19/03/2015).

Power Upgrade Consultant: Cundall Australia currently submitting application to Western Power in preparation for upgrade to power supply to the 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 - \$9,000; Reduction of Pool Entry Costs - \$3,500). Funding has been approved and deposited in Shire Account.

A Defibrillator has been donated by Quairading St John Ambulance and fitted at the Pool.

A suggestion was made by John Hards at the Sports and Recreation Council Meeting that a training session on the use of the defibrillator be conducted to familiarise members of the community with its use.

Breakdown of expenditure:

Category	Budget	Expenditure
Equipment	9,000	6,440
Maintenance	17,500	370
Reduction of Pool Entry Costs	3,500	2,400
Total	30,000	9,210

In discussions with Contract Aquatic Services' Mat Mildwater over eligibility and allocation of expenditure within grant.

Grant needs to be acquitted by 15th June 2015 if Shire to be eligible to apply for funding in 2015/16.

7.2.3 Caravan Park Concept Designs

Implementation Schedule

Activity	Start	Finish
Closure of Park	Mid April	
Demolition decommissioning	Late April	Mid May
Utilities	Mid Feb	Mid August
Permits / Approvals	Early March	Late April
Tendering Processes	Late March	Mid May
Hydraulics	Early June	Mid July
Electrical	Early June	Mid July

Civil Works	Early July	Early September
Ablution block	Late March	Mid September
Kitchen	Mid May	Mid September
Completion		Mid October

- The February Building Committee Meeting requested that the Design provide for Power and Water to the “Drive Through” Sites.
- Planning phase of the utilities component of the project completed including the revisions to the Drive-Through Parking Bays.
- Date has now been advertised for the closure of the Caravan Park - post Easter Break.
- Submissions have been made to:
 - i. Western Power;
 - ii. Water Corp.
- Decommissioning of Park
 - Trees - requires SOW (Scope of Works) to be defined, sourcing of quotes and issuing of contract
 - Demolition of ablutions - SOW to be completed, sourcing of quotes and issuing of contract
 - Civil Works - finalise framework and schedule with Works Manager
- Utilities and Program Management
 - Hydraulics and project management - submit through WALGA eQuotes system
 - Electrical - assess in-house capacity to deliver project component
- New ablutions:
 - Finalise specifications and SOW
 - Submit for tender

7.2.4 Multi Purpose Precinct

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 Structural Engineer has forwarded a draft report and has yet to submit the Final Document. It was noted that his preliminary recommendation is that the existing structure in its current condition could be incorporated into a modified building layout as drafted by Kyle Stacey. However he did provide a number of provisos which left the Preliminary Report ambiguous.

The Sport and Recreation Council recommended that Kyle Stacey's services be retained and he be requested to draw up an alternative design for a new building to incorporate all Clubs.

7.2.5 Ladies Changeroom / Ablutions

Project nearing completion.

Handover with Nordic Homes has been conducted. Final payment yet to be made.

Minor issues to address:

- i. Completion of railings on disabled access ramp;
- ii. Sanding / planning of benches in team room;
- iii. Tensioning of end-pieces on hand rails;
- iv. Completion of guttering

Most significant issue is the sturdiness of the seating in the shower cubicles - needs strengthening or re-enforcing

Facility was inspected by members of the Sport and Recreation Council on 16th March 2015.

Budget	
Allocation	\$130,000
Disbursed	\$116,777
Outstanding	\$6,295
Balance	\$6,928

7.2.6 Industrial / Commercial Land

Chief Executive Officer and Economic Development Project Officer have prepared an Inventory of Suitably Zoned land and premises for Committee's Information and future Use.

Previously submitted to Building and Town Planning Development Committee for future reference.

No further progress.

7.2.7 Community Gym

Completed draft Management Plan for operation of the community gym and defined roles of the relevant bodies: Gym Management Committee, Community Resource Centre and the Shire Council.

Finalised design of the security system for the gym (Award Security) including modifications to existing CRC security set-up, installation of a swipe card system and CCTV. Quotation for security system approximately \$19,000 versus \$25,000 previously quoted.

Finalising of submission to Lotteries West for funding of the purchase of gym equipment. Total project cost is \$59,000 with a Funding Request from Lotteries West of \$29,000.

7.2.8 Audio Visual Upgrade – Shire Hall

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

Economic Development Project Officer in discussions with Rowlie Mellor and Don Woodcock. Further research being undertaken and Report back for Draft Budget at April 2015 Meeting.

7.2.9 Solar Panels for Administration Centre

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.

Preliminary investigations conducted on Shire Administration Building electricity consumption and appropriate size of Solar Panel system.

Electricity Consumption (Shire Admin Building versus CRC)

Period	Shire Admin Building	CRC
Feb-13	7,982	5,833
Apr-13	6,318	4,492
Jun-13	4,689	5,665
Aug-13	6,076	6,460
Oct-13	5,189	3,836
Dec-13	5,977	4,272
Total	36,232	30,558

A similar size system would be required for the Shire Administration Building (15 KW System) with a Provisional Draft Budget Allocation of \$25,000.

SolarGain has drawn up a design proposal for the installation and have recommended that the Shire consider a 15KW System, which they have indicated would be a similar cost to the system installed at the CRC. In its calculations SolarGain has assumed that the Shire will be replacing the existing aging air-conditioning system and that power consumption will subsequently decline.

Cr Caporn suggested the replacement of the ageing Air Conditioner Units prior to progressing the installation of Solar Panels.

The Meeting noted that the Replacement of the Air Conditioning Units had been provided for in the Budget Review.

7.2.10 Works Depot Design

Terms of Reference for Consultancy drawn up including sketch of layout following discussions with Works Manager and a site visit to view the Shire of Tammin's Works Depot.

Utilised the WALGA eQuotes process to select a Company to deliver the consultancy

Lycopodium Infrastructures @ \$46,850 for:

1. Detailed architectural drawings – structural, hydraulic, electrical and IT network;
2. Detailed costings of the project;
3. Tentative schedule for implementation; and
4. Scope of Works and documentation in preparation for advertising for the tendering of the project

In addition to the above work, two further services have been secured:

- i. Detail Survey - BCE Surveying - \$5,900
Survey will include Works Depot, Car Parks, Shire Admin Building and Shire Hall
- ii. Geotechnical Survey - Structerre - \$4,800

Meeting held on January 13, 2015 between Lycopodium, Works Manager and Economic Development Project Officer to clarify Terms of Reference and allow Works Manager to articulate internal requirements and specification.

Consultancy Schedule:

Activity	Date	Status
Site visit and review of Terms of Reference and Specifications	13 January, 2015	Completed
Detail Survey and Pegging	24 February 2015	Completed
Geotechnical survey	22 February 2015	Completed
First Draft to be submitted	01 March, 2015	Submitted and reviewed
Final Document to be submitted	27 March, 2015	
Endorsement by Council	30 April, 2015	

7.2.11 Barracks

Project status on upgrades to Barracks

Item	Budget	Committed Expenditure	Status
Sensor Lights	620.00	0	Installed
Flywire doors	600.00	0	
Beds	3,556.00	3,556.00	Installed
TV and wall mounting	800.00	447.95	Installed
Air conditioner plus installation	2,000.00	919.00	Installed
Tiling in Toilets	2,426.00	0	
TOTAL	\$10,000.00	\$4,922.95	

Balance on original budget costings (\$2,426) has now been directed to the retiling of toilets/ shower areas.

Issue: Preferred building contractor currently convalescing following an accident.

7.2.12 CRC Acoustics

Finalised specifications and scope of works for project through Architect Franco Carozzi and Gabriels Environmental Design.

Sourcing of quotes and selection of contractor - Cathedral Office Products.

Contact for procurement and installation of acoustic panels @ \$14,042.00.

Project	Budget	Contract
Purchase and installation of Acoustic panels in Arts and Crafts Room (Community Resource Centre)	\$30,000	\$14,042

Project Schedule:

Activity	Schedule	Status
Developing Scope of Work and Specifications		Completed
Procurement and contracting		Completed
Site visit and measuring	11/03/15	Completed
Installation	06/04/15	Scheduled

4.30pm

The Chief Executive Officer's Secretary returned to the Council Meeting.

Item 7.3 Other Building Matters

Nil

ITEM 8 FINANCE

Item 8.1 Finance and Audit Committee Meeting

No Finance and Audit Committee Meeting held in March 2015.

8.1.1 Accounts for Payment – February 2015

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 11th March 2015

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 the attached schedules 8.1.1 / 8.1.3

STAFF RECOMMENDATION

161-14/15 MOVED Cr Bavin seconded Cr Hawksley: -

- 1. That Schedule of Accounts covering Municipal Vouchers 22265 to 22311 & EFT1969 to EFT2032 totalling \$290,065.10 be received; The balance of all other outstanding Sundry Creditors to the 28/02/2015 total \$116,819.68; and**
- 2. That Payroll payments for the month February 2015 totalling \$145,234.35 be received; and**
- 3. That Police Licensing payments for the month of February 2015 totalling \$40,921.95 be received (Attachment 8.1.2) ; and**
- 4. That fund transfers from Trust account to Municipal account for February 2015 totalling \$598.30 be received; and.**
- 5. That fund transfers to Corporate Credit Card for February 2015 totalling \$300.39 be received (Attachment 8.1.3); and.**
- 6. That WestNet payments for the month of February 2015 totalling \$69.95 be received.**

CARRIED 8/0

8.1.2 Debtors Report

REPORTING OFFICER

Jenna Cowcill Finance Administration Officer/ Date – 13th March 2015

Libby Reynolds Cashier/Administration Officer

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil

MATTER FOR CONSIDERATION Outstanding Debtors List –28th February 2015

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 was provided under separate cover to preserve debtor confidentiality.

8.1.3 Fund Balances Report – February 2015

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 11th March 2015

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil

MATTER FOR CONSIDERATION Financial Position as at 28th February 2015

APPLICANT'S SUBMISSION Nil

BACKGROUND - The Municipal, Cash Backed Reserves and Trust accounts shown here as at 28th February 2015, 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	\$ 51,403.40	\$ 2,356,108.30
At Call - Invest.	\$ 300,000.00	
Childcare Centre	\$ 3,829.05	
Medical A/c	\$ 48,371.20	
T/Deposit 6 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 2 Mth	\$ 400,000.00	
T/Deposit 4 Mth	\$ 500,000.00	
<i>Total Municipal</i>	<i>\$ 2,353,603.65</i>	
At Call - Reserve	\$ 278,624.97	
T/Deposit-Reserve	\$ 839,978.30	
T/Deposit-Reserve	\$ 650,741.62	
T/Deposit-Reserve	\$ 872,314.91	
T/Deposit-Reserve	\$ 1,171,160.00	
<i>Total Reserves</i>	<i>\$ 3,812,819.80</i>	\$ 3,812,819.80

Trust A/c	\$	7,264.90	
Police Licensing	\$	18,403.70	
Total Trust	\$	25,668.60	\$ 25,686.60

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 28th February 2015 as per Agenda Attachments 8.3.1/5

STAFF RECOMMENDATION

162-14/15 MOVED Cr Bavin seconded Cr Hawksley that the Fund Balances for the period ending 28th February 2015, as presented to Council be adopted.

CARRIED 5/0

8.1.4 Financial Information–Statements of Income and Expenditure for the Period Ending – 28th February 2015

REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date – 11th March 2015

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION The adoption of the Monthly Financial Report and Statements of Financial Activity.

BACKGROUND: Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in this format.

STATUTORY ENVIRONMENT:

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

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

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

POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
COMMUNITY CONSULTATION:	Nil

COMMENT:

Schedules in the normal format also accompany the required documentation to assist with the interpretation for fund movements and variations.

Financial Statements for the period ending 28th February 2015 were included in the Agenda.

STAFF RECOMMENDATION

163-14/15 MOVED Cr Bavin seconded Cr Hawksley that the Financial Statements for the period ending 28th February 2015, as presented to Council be adopted.

CARRIED 5/0

8.1.5 Financial Statements – Variation to Budget by Percentage or Value – February 2015
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REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date –11th March 2015

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 - 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

164-14/15 MOVED Cr Bavin seconded Cr Hawksley that the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 28th February 2015, be adopted.

CARRIED 5/0

8.1.6 Budget Review 2014 / 2015
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REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date – 19th March 2015
Graeme Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION: Local Government Budget Review.

BACKGROUND:

Local Government is required to conduct a budget review between 1st January and 31st March each financial year.

STATUTORY ENVIRONMENT: Local Government (Financial Management) Regulations 33A Review of Budget:

- (1) Between 1st January and 31st March in each year a Local Government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a Local Government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or recommendations made in the review.
- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: A more accurate estimation of Council's financial position against proposed initial budget income/expenditure.

STRATEGIC IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

COMMENT: The detailed budget review will enable the Audit and Finance Committee to consider and recommend to Council.

STAFF RECOMMENDATION

165-14/15 MOVED Cr Bavin seconded Cr Cousins that Council review the amendments to the 2014 / 2015 Annual Financial Budget and adopt all changes.

CARRIED BY ABSOLUTE MAJORITY 5/0

Item 8.2 Other Finance Matters

Nil

ITEM 9 OTHER MEETINGS

Item 9.1 Local Emergency Management Committee Meeting held 5th March 2015

Council noted the Minutes of the Local Emergency Management Committee Meeting.

Cr Bavin reported on incidents occurring at the Community Resource Centre and no Police available.

The Chief Executive Officer advised that the issue would be raised at Police Regional level and that he would discuss with Sergeant Hickman prior to making any contact.

The Shire President suggested notifying Elders in the Community of behaviour issues at the Resource Centre.

The Economic Development Project Officer reported that Panic buttons would soon be installed at the Community Resource Centre.

Item 9.2 Quairading and Districts Sport and Recreation Council Meeting held on 16th March 2015

In the absence of the Chairman, Cr Caporn reported that the Meeting had been very good but again poorly attended.

Multi Purpose Centre / Precinct (DSR3-14/15 and DSR4-14/15)

166-14/15 MOVED Cr Caporn seconded Cr Bavin that Council adopt Quairading and Districts Sport and Recreation Council recommendation DSR3-14/15 that Council allocate additional Funding from the current Budget Provision for Mr Kyle Stacey (Architect) to develop a further Concept Plan for the Community Building / Changerooms.

CARRIED 5/0

167-14/15 MOVED Cr Caporn seconded Cr Cousins that Council adopt Quairading and Districts Sport and Recreation Council recommendation DSR4-14/15 that Council create a Building Reserve Fund for the future Building Facilities at the Greater Sporting Precinct.

CARRIED 5/0

Item 9.3 Reconciliation Action Plan Meeting held 20th March 2015

The Chief Executive Officer reported that the Reconciliation Action Plan Meeting had been a very productive Meeting covering many topics.

Cr Cousins reported on the following items: -

- NAIDOC Day Celebrations;
- Support for Winmar Road. Make into a special event and invite NITV to cover renaming.
- Positive that local Noongars share their stories.

The Chief Executive Officer requested that Cr Cousins liaise with the Community Development Officer on RAP / NAIDOC issues.

Cr Richards suggested that Hon Mia Davies be invited to the Road Name Change Ceremony.

Cr Caporn requested that Mrs McHenry be contacted to arrange a suitable date for an appropriate Event to celebrate the Naming of “Winmar Road”.

Item 9.4 Fire Control Officers’ Meeting held on 24th March 2015

Main Roads WA Road Verges (FCO11-14/15)

168-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council adopt Fire Control Officers’ Meeting recommendation FCO11-14/15 that Main Roads WA be contacted in order to request information on the bush fire mitigation plans for the enlarged Road Verges on the York – Merredin Road.

CARRIED 5/0

Emergency Contact (FCO13-14/15)

169-14/15 MOVED Cr Caporn seconded Cr Cousins that Council adopt Fire Control Officers’ Meeting recommendation FCO13-14/15 that 000 become the first point of contact by the Community in regards to an Emergency.

Cr Hawksley spoke against the motion stating that incorrect information is often given to 000 Operators.

The Meeting sought further information being provided.

MOTION WITHDRAWN BY MOVER AND SECONDER

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report

10.1.1 Proposed Caretakers Dwelling at 271 Dangin South Rd, Dangin

REPORTING OFFICER

Jacky Jurmann – Planner

Date 6th March 2015

SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer

Date 19th March 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – McGrath Homes on behalf of Helen McKenna, daughter of landowners.

MATTER FOR CONSIDERATION – A planning application has been submitted to obtain approval to construct a Caretakers Dwelling on Lot 6749 (271) Dangin South Road, Dangin.

APPLICANT'S SUBMISSION – Following a request for an explanation for the purpose of the proposed second dwelling on the subject property, Mrs McKenna advised the following by email:

“This is just to confirm that my husband and I plan to set this house up on my parents’ property to help them with the overall management of their farming property. They will still be living in their farmhouse and we will be keeping an eye on their wellbeing as they get older as well.

We particularly situated this house in an area that would not affect the farming management of this property. It is not a cropping or grazing area and will not interfere with the general running of the farm.”

BACKGROUND – The subject property is 117.22 hectares in area and is a farming property used for cropping and grazing. Existing buildings on the property consist of a farmhouse occupied by the landowners and a number of sheds. Refer to the site plan attached to Report.

It is proposed to construct a modular three (3) bedroom dwelling to the south-west of the existing dwelling that will be occupied by the owner's daughter and husband to assist with the running of the farm (as explained in the Applicant's Submission).

STATUTORY ENVIRONMENT – Quairading Town Planning Scheme No. 2

The property is zoned Farming under the provisions of TPS2.

The Zoning Table (Table 1) in TPS 2 lists a caretakers dwelling as a “D” use, which means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

Clause 4.2 sets out the site requirements, including boundary setbacks. In the Farming zone, a 15 metre setback from the front boundary and 10 metres setback from all other boundaries is required. It is proposed to locate the dwelling well away from any boundaries.

Clause 4.14 of TPS2 relates to development in the Farming Zone, including the objectives of the zone; general development requirements; and location of dams. The proposed caretakers dwelling is consistent with the Zone objectives in that it will ensure the continuation of the farming operations on site and will meet the general development requirements listed in sub-clause 4.14.2.

Clause 4.16.1 of TPS2 lists the matters for consideration when considering an application for planning approval for a caretakers dwelling or workers accommodation as follows:

- (i) The demonstrated need for the caretakers dwelling and/or workers accommodation to be contained on-site and the relationship of the use to the main activity on the same lot.
Comment – the need for caretakers has been demonstrated in that it is required to assist the elderly landowners with farming activities.
- (ii) That the use is an incidental use and the remainder of the land can be used for permissible activities in the relevant zone. Comment – the proposed dwelling is secondary to the main and original farmhouse. The proposed location is in close proximity to the main dwelling and other buildings and will not impact on farming activities.
- (iii) The compatibility of the development with surrounding land uses and zones. Comment – a caretakers dwelling is compatible with the farming locality.
- (iv) The need to minimise potential for any development to adversely impact on the continued operation of existing approved land uses in the locality, and conversely, the need to carefully site caretakers dwellings and/or workers accommodation to minimise impacts from noise, dust, odour and other emissions. Comment – the location proposed minimises any potential for impacts from emissions.
- (v) The ability to service the development with adequate on-site effluent disposal. Comment – the application demonstrates that the dwelling can be serviced.
- (vi) To provide adequate separation and buffers between caretakers accommodation and/or workers accommodation and land uses on surrounding lots. Comment – sufficient separation has been provided.

Clause 4.16.2 of TPS2 enables Council to require landscaping as a buffer protection if required. It is considered unnecessary to require landscaping.

Clause 4.16.3 of TPS2 enables Council to consider the use of notifications on title as a condition to advise prospective purchasers of the limitations of the use of the development and potential for impact from dust, noise, odour and amenity. It is standard practice State-wide and in this case recommended, to impose a condition restricting the use of the caretakers dwelling and/or workers accommodation to family members and employees of the farm.

POLICY IMPLICATIONS – State Planning Policy 2.5 – Land Use Planning in Rural Areas

The objectives of the policy are to:

- a) To protect rural land from incompatible uses by:
 - i) requiring comprehensive planning for rural areas;
 - ii) making land use decisions for rural land that support existing and future primary production and protection of priority agricultural land, particularly for the production of food; and
 - iii) providing investment security for the existing and future primary production sector.
- b) To promote regional development through provision of ongoing economic opportunities on rural land.

- c) To promote sustainable settlement in, and adjacent to, existing urban areas.
- d) To protect and improve environmental and landscape assets.
- e) To minimise land use conflicts.

The need for the proposed Caretakers Dwelling has been demonstrated, will increase the capability of the landowners to continue agricultural activities on the farm and will not result in land use conflict. It is therefore considered that the development proposal is consistent with the objectives of the State Planning Policy.

FINANCIAL IMPLICATIONS – There are no financial implications for the Shire associated with this proposal.

STRATEGIC IMPLICATIONS – Quairading Strategic Community Plan

Goal: Social – To Grow and Build the Population.

COMMUNITY CONSULTATION

Consultation is not required for discretionary uses under the provisions of the Quairading Town Planning Scheme No. 2.

COMMENT

In considering proposals for Caretakers Dwelling or Workers Accommodation, Council must ensure that it is not going to result in a justification for subdivision in the future, particularly considering there is a general presumption of subdivision of rural land. In this case, the proposed location would make it difficult (or near impossible) to use it as justification for subdivision, and as indicated in the Applicant's Submission, the dwelling will be constructed and occupied by the daughter of the owners who is returning home to assist with her aging parents and management of the farm.

Notwithstanding the genuine need for the Caretakers Dwelling, it is recommended that Council impose a condition requiring a Notification on the Title restricting the occupation of the dwelling to family members and persons involved in farming operations.

OFFICER RECOMMENDATION

170-14/15 MOVED Cr Hawksley seconded Cr Bavin: -

- 1. That Council approve the Planning Application for a Caretakers Dwelling at Lot 6749 (217) Dangin South Road, Dangin, subject to the following conditions:**
 - a. Development must substantially commence within two (2) years from the date of determination.**
 - b. Development shall take place in accordance with the stamped approved plans.**
 - c. The caretakers dwelling may only be occupied by a member of the same family as the occupiers of the main dwelling or persons involved or employed in the farming operations of the subject property, at all times.**

- d. Prior to occupation of the proposed dwelling, a notification must be registered on the Certificate of Title for the land, pursuant to Section 70A of the Transfer of Land Act 1893. This notification must include the following detail: “The caretakers dwelling may only be occupied by a member of the same family as the occupiers of the main dwelling or persons involved or employed in the farming operations of the subject property.”
- e. Advice Notes:
- i. If the development the subject of this approval is not substantially commenced within a period of two (2) years, or such other period as specified in the approval after the date of the decision, the approval shall lapse and be of no further effect.
 - ii. Where an approval has so lapse, no development shall be carried out without the further approval of the local government having first been sought and obtained.
 - iii. If an applicant is aggrieved by this decision there is a right of appeal pursuant to the provisions of Part 14 of the *Planning and Development Act 2005*. An application for review must be lodged within 28 days from the date of determination.
 - iv. Prior to the commencement of the development hereby permitted, a Building Permit and/or Demolition Permit may be required under the provisions of the *Building Act 2011*.
 - v. An application for a crossover or any works on the footpath/verge will be required prior to carrying out any works. The applicant is advised to liaise with Shire’s Works Manager.

2. Authorise the Chief Executive Officer to place the Council Seal on the Section 70A Notification required by the conditions of approval.

CARRIED 5/0

10.1.2 Proposed Outbuilding – 20 Powell Crescent, Quairading

REPORTING OFFICER

Jacky Jurmann – Planner

Date: 6th March 2015

SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19th March 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Ross Mills, 20 Powell Crescent

MATTER FOR CONSIDERATION – An Application for Planning Approval has been submitted to obtain permission to construct an outbuilding at Lot 42 (No 20) Powell Crescent, Quairading.

The proposed outbuilding will be 100m² in area and have a wall height of 3.2 metres and a total height of 4.26 metres to be used by the owner for storage of a caravan and vehicles associated with the residential use of the dwelling.

It is recommended that the application be conditionally approved.

APPLICANT'S SUBMISSION – The applicant has provided the following reasons for the requiring the proposed outbuilding, including the variations in the overall size and height of the proposed outbuilding as follows:

“The reason for the shed is to provide storage for vehicles and a caravan.”

BACKGROUND – The site is located on Powell Crescent in the southern portion of the Quairading townsite and has an area of 1037m². A single dwelling has been recently constructed and it is proposed to construct the proposed outbuilding on the north-west corner of the site.

STATUTORY ENVIRONMENT

Shire of Quairading Town Planning Scheme No. 2 (TPS2)

The property is zoned Residential with a R10/20 Coding. The proposed outbuilding will be ancillary to the residential use of the property and is therefore consistent with the objectives of the zone.

Clause 4.9.3 of TPS2 enables conditional variation of the density code for dual coded land (such as the subject property), including advertising of the proposal. The application has not been advertised, and therefore has been assessed under the provisions applicable for the R10 coding.

Clause 7.2 of TPS2 provides for permitted development (i.e. development that does not require a planning application). The proposal does not meet the requirements of permitted development due to the variations of the provisions of the R-Codes relating to the maximum permitted floor area, and therefore requires Council to consider the application on its merits through the planning application process.

State Planning Policy 3.1 – Residential Design Codes (R-Codes)

The R-Codes applies to all land zoned “Residential” in WA. The subject land is zoned Residential and has a dual coding of R10/R20. As indicated above, in accordance with the provisions of TPS2, the application has been assessing applying the R10 Coding.

Tables 1 and 2a of the R-Codes sets out the general site requirements as follows:

- Front primary street setback – 7.5m. Proposed – >7.5m. Complies – Yes.
- Rear boundary setback – 6.0m. Proposed – 1.5m. Complies – No.
- Side boundary setback – 1.0m. Proposed – 1.5m. Complies – Yes.
- Minimum open space – 60% or 622.2m². Proposed - 63% or 656m². Complies – Yes.

Clause 5.4.3 applies to outbuildings. The proposal does not comply with the deemed-to-comply provisions of this clause for the following reasons:

- The proposed floor area of the outbuilding exceeds 60m² (100m² proposed);
- The proposed wall height exceeds 2.4m (3.2m proposed); and
- The setback of the shed is closer to the rear boundary (1.5m proposed, 6.0m required).

Therefore, the proposal must be consistent with the design principle for outbuildings of:

“Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties”.

The visual impacts on the neighbouring properties have been carefully considered in this assessment and it is acknowledged that there will be some visual impacts as a result of the bulk and scale of the proposed shed, partially as a result of the reduced setbacks.

The shed will be cut into the ground to provide a level construction surface, which will assist in reducing the appearance and bulk and scale of the shed. Additionally, it is recommended that landscaping be established in the area between the shed and both the rear and side boundaries to soften the visual appearance.

Reduction in the setback requirements is needed to cater for the size of the shed required by the landowner and the existing location of the septic system and leach drains that occupies the other half of the rear yard.

Quairading Policy 10.3 – Outbuildings in the Quairading Townsite Residential Zone

Council's current Policy regulating outbuildings advises applicants and landowners that Council will generally support the construction of outbuildings subject to:

- a) Maximum area of the garage 50m²
Maximum area of store / home workshop 37m²
Maximum area of garden sheds 9m²
Only two such outbuildings to be approved in addition to fowl houses, aviaries and shade houses.
- b) The use of second hand materials will generally not be accepted by Council.
- c) Outbuildings in excess of 9m² in that part of Quairading south of Suburban Road should be constructed of brick or colourbond.
- d) A minimum requirement for outbuildings in excess of 37m² in that part of Quairading north of Suburban Road is that the building should be constructed in colourbond.

The proposed outbuilding, if considered as a combined garage and store/home workshop, also does not comply with Council's policy for floor area that permits 87m² in total floor area. It does however comply with the construction requirements for colourbond.

POLICY IMPLICATIONS – Adverse policy implications can occur where planning approval is granted to a development that could set a precedent that others could use to also justify a variation to Policy.

In this case, the variation of the floor area, rear setback and height of the shed could become a precedent if it was the first time these provisions were being varied. However, this is not the case, as these provisions have been varied a number of times to meet the needs and expectations of the Shire's residents.

It is typical in regional and rural communities for residents to have different storage needs to those residing in the City. Many residents are downsizing and/or moving from farms and require larger and higher storage needs, and as long as there are no adverse impacts on neighbours, the streetscape or amenity of the area, it is acceptable for Council to vary the provisions of the R-Codes that is a one-size fits all State-wide policy.

The review of the current Council Policy is considered particularly important to provide the community and Council a regulatory framework that will provide a basis for consistent decision making.

It is considered that the variations proposed will not have any adverse policy implications.

FINANCIAL IMPLICATIONS – There are no financial implications for the Shire associated with this proposal.

STRATEGIC IMPLICATIONS – There are no strategic implications for the Shire associated with this proposal for the construction of an outbuilding ancillary to the residential use of the property.

COMMUNITY CONSULTATION – Community consultation is required when it is considered that the proposed variations to the development standards could have an adverse impact on neighbouring landowners or occupiers. In this case, it was considered that due to the number of similar sheds in the locality and adjoining Vacant Lots, the approval of this shed was unlikely to result in any undesirable impacts on neighbouring landowners or occupiers.

COMMENT – Council’s Policy for outbuildings is currently under review to ensure that it meets the community’s needs and provides an appropriate regulatory framework. This review is particularly necessary due to the inconsistencies with the provisions of the R-Codes. This review is currently pending awaiting the outcome of the proposed amendments to the R-Codes that are expected to be introduced in the near the future.

OFFICER RECOMMENDATION

171-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council approve the planning application to construct an outbuilding at Lot 42 (20) Powell Crescent, Quairading, subject to the following conditions of approval:

- 1. Development must be substantially commenced within two (2) years from the date of determination.**
- 2. Development must be in accordance with the stamped approved plans.**
- 3. All stormwater shall be managed on site to the satisfaction of the local government.**
- 4. The outbuilding shall not be used for habitable, commercial or industrial purposes.**
- 5. Landscaping shall be established within 12 months of the construction of the shed, and maintained, in the area between the shed and both the rear and side boundaries to soften the appearance of the shed when viewed from neighbouring properties.**
- 6. Advice Notes:**
 - i. If the development the subject of this approval is not substantially commenced within a period of two (2) years, or such other period as specified in the approval after the date of the decision, the approval shall lapse and be of no further effect.**
 - ii. Where an approval has so lapse, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
 - iii. If an applicant is aggrieved by this decision there is a right of appeal pursuant to the provisions of Part 14 of the *Planning and Development Act 2005*. An application for review must be lodged within 28 days from the date of determination.**
 - iv. Prior to the commencement of the development hereby permitted, a Building Permit and/or Demolition Permit may be required under the provisions of the *Building Act 2011*.**
 - v. An application for a crossover or any works on the footpath/verge will be required prior to carrying out any works. The applicant is advised to liaise with Shire’s Manager of Works and Services.**

CARRIED 5/0

10.1.3 Local Government Honours
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 19th March 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Acting Chief Executive Officer, Western Australian Local Government Association

MATTER FOR CONSIDERATION – Submission of Nominations for Local Government Nominations

APPLICANT’S SUBMISSION – Copy of Correspondence and Honours Criteria attached to the Report

BACKGROUND – The Western Australian Local Government Association has written to Council inviting Nominations for the Local Government Honours System.

The Deadline for Nominations is Friday 15th May 2015.

Council is respectfully requested to consider any Councillor (or Past Councillors) for the Relevant Category.

STATUTORY ENVIRONMENT – Nil**POLICY IMPLICATIONS – N/A**

FINANCIAL IMPLICATIONS – Nil, No Cost to Council

STRATEGIC IMPLICATIONS – N/A**COMMUNITY CONSULTATION – N/A**

COMMENT – Council, in the past, has only Nominated Persons who have completed their Term as an Elected Member.

Council is informed that Ex Councillor Graham Anderson received a “Merit Award” last year for completing 6 years (2007 – 2013) as an Elected Member, of which Mr Anderson also served as Deputy Shire President for 2 years.

In addition, Mr Anderson was Chairman of the Quairading and Districts Sport and Recreation Council and also was an Active Council Delegate on the South East Avon Regional Transition Group.

OFFICER RECOMMENDATION – Nil**Nominations for Local Government Honours submitted to Council for consideration.**

No Nominations were received.

10.1.4 Community Cropping

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 19th March 2015

DISCLOSURE OF INTEREST – Nil

APPLICANTS – Quairading Football Club and Quairading Bowling Club

MATTER FOR CONSIDERATION – Council to consider Expressions of Interest received for Cropping Rights on the CBH Paddock

APPLICANT’S SUBMISSION – Copies of the two (2) Expressions of Interest attached to the Report

BACKGROUND – In late 2011, Council resolved to Lease the unused farmland portion of the CBH Facility, being Lot 8133.

Council has renewed the Lease, now comprising of 39.48 hectares (97.52 acres), for three (3) years commencing 1st May 2015 and expiring 30th April 2018 for the purposes of “Community Cropping”.

The lease payment in Year 1 is \$4,021.75 plus GST, being \$41.24 per acre x 97.52 acres.

STATUTORY ENVIRONMENT – Local Government Act Section 3.58 does not apply as the Community Groups that are Cultural, Recreational or Sporting in Nature.

POLICY IMPLICATIONS – No Policy

FINANCIAL IMPLICATIONS – Council bore the full Cost of the Lease in the first 3 Years as a Subsidy to the Community Group.

Council to determine position for next 3 Years.

STRATEGIC IMPLICATIONS – Governance: Strengthen Shire Leadership

Partnership with Community

Provide Visible Community Leadership – Support local services, clubs and sporting associations.

COMMUNITY CONSULTATION – Expressions of Interest were invited from local Organisations / Groups. Deadline for the Expressions of Interest was 1st March 2015.

Expressions of Interest were called for a three (3) year period commencing 1st April 2015.

COMMENT – At the close of the Expressions of Interest, the following two (2) Organisations had submitted Expressions of Interest (in order of receipt):

1. Quairading Football Club
2. Quairading Bowling Club

Council is to provide direction to the Chief Executive Officer on: -

1. Determining the preferred Proposal or Share Arrangement (if feasible);
2. Full or Partial Subsidising of the Annual Lease Payment (with Annual CPI Rent Review); and
3. Any further matters to be considered for “Community Cropping”.

OFFICER RECOMMENDATION

Submitted for Council consideration and direction.

Council Discussion

The Meeting resolved that the Community Cropping Lease be for a three (3) year period.

Cr Caporn advised that his preference was for the Quairading Football Club to be awarded the Lease given the planned efforts by the Club to improve their on field and off field performance.

Cr Cousins concurred with Cr Caporn.

Cr Bavin advised that Council should be transparent in its dealings with the Clubs.

The Chief Executive Officer’s Secretary queried whether the Quairading Football Club would continue to pay Ground Hire. The continuation of Ground Hire Charges was confirmed by the Chief Executive Officer.

Cr Caporn commented on the consensus that the Shire has assisted the Bowling Club to improve the buildings and facilities.

172-14/15 MOVED Cr Caporn seconded Cr Cousins: -

- 1. Council grant the Community Cropping Lease of Portion of Lot 8133 to the Quairading Football Club for a three (3) year period commencing on the 1st April 2015; and**
- 2. The Quairading Football Club be granted the Community Cropping Lease rent free.**

CARRIED BY ABSOLUTE MAJORITY 5/0

10.1.5 Equal Employment Opportunity Management Plan
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 23rd March 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Adoption of Council’s Reviewed Equal Employment Opportunity Management Plan

APPLICANT’S SUBMISSION – Copy of Revised Draft of the Equal Employment Opportunity Management Plan attached to this Report

BACKGROUND – The WA Government’s Public Sector Commission had written to Council advising that Council’s existing Equal Employment Opportunity Management Plan (EEOMP) expired in December 2014.

The Council is required to have an EEOMP (including Equal Employment Policy) under the State Equal Opportunity Act 1984.

Council Staff have reviewed Council’s current Documents and have prepared a recommended Draft Document for Council’s Consideration and Adoption.

STATUTORY ENVIRONMENT – WA Equal Opportunity Act 1984

POLICY IMPLICATIONS – Review of Existing Policy and Associated Management Plan

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Nil, however Council’s Equal Employment Policy to be stated when Job Vacancies are advertised.

COMMENT – Section 145 of the Equal Opportunity Act 1984 requires Council to have an EEOMP and for Council to submit its Adopted Plan to the Commissioner for Equal Opportunity in Public Employment.

Council is also required to submit an Annual Report to the Commissioner outlining Council’s Achievements against the Plan’s stated objectives.

The Management Plan incorporates the following: -

- Introduction
 - Legislative Responsibility
 - Definitions
 - Complaints Machinery
- Policy Statement
- Awareness Raising
- Personnel Practices and Policies
- Demographic Profile of Employees
- Plan Revision Process
- Internal Grievance Procedures

OFFICER RECOMMENDATION

173-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council adopt the Equal Employment Opportunity Management Plan dated March 2015.

CARRIED 5/0

10.1.6 Quairading Country Women’s Association – Drinking Fountain Proposal

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 23rd March 2015

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mrs Elaine Johnson, Hon Treasurer, Quairading Country Women's Association (CWA)

MATTER FOR CONSIDERATION – The Quairading Branch of the CWA are seeking consent to fund a Water Drink Fountain to celebrate the 90th Anniversary of the Branch.

APPLICANT'S SUBMISSION – Copy of Correspondence from and with the Quairading Branch of the CWA included in the Agenda.

BACKGROUND – The Chief Executive Officer has been approached by the Quairading Branch of the CWA who are proposing to gift a Water Drink Fountain to the Community in recognition of the Branch's 90th Anniversary which will be celebrated in August 2015.

The Chief Executive Officer has met with Mrs Elaine Johnson who is the Hon Treasurer of the Branch to ascertain further details.

Subsequently, the Branch has written to Council formally seeking Council's support of the Proposal.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – The CWA are proposing to contribute the cost of the Drink Fountain (inc Freight) and seeking a Council contribution to connect and install to an existing Shire Water Service in the Main Street Shopping Precinct.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Chief Executive Officer has met with the CWA Branch Treasurer

COMMENT – The Chief Executive Officer and CWA Members have researched a number of Suppliers of suitable Drinking Fountains. Copies of a range of Suppliers are attached to this Report.

The CWA are keen to have a Model which incorporates a Tap and Bowl for Dogs.

Further, the CWA are requesting that a small plaque be affixed to the Drink Fountain to recognise the Branch's 90th Anniversary.

An inspection of the Main Street identifies several Mains Water Services located in the Median Strip (between the Angled Parking and the Staff / Overflow Parking) which may be suitable. Disabled Access may be an issue due to the height of the kerbing and brick paving.

The Proposal seeks Council's contribution of the cost of the installation and plumbing to an existing Water Service.

It is highlighted that the ongoing Maintenance responsibility of the Drink Fountain would be with Council as part of the Street Furniture Infrastructure in the Main Shopping Precinct. It is considered that these costs will be minimal.

Whilst there are ongoing responsibilities, it is considered prudent to support the CWA's initiative of providing improved facilities in the Main Street Precinct.

It is recommended that Council Support in Principle the CWA's Proposal and delegate the finalisation of the Site and Style of the Drink Fountain to the Works Committee and the Chief Executive Officer.

OFFICER RECOMMENDATION

174-14/15 MOVED Cr Cousins seconded Cr Bavin: -

- 1. That Council provide In Principle Support for the Quairading Branch of CWA's Proposal to donate a Water Drink Fountain (inc provision for Dog Bowl and Tap) for the Main Street Precinct and its connection to the Shire's Main Water Service.**
- 2. That the Works Committee and Chief Executive Officer be delegated to finalise the location and style of the Drinking Fountain.**
- 3. Budget Provision for the installation to be funded from the Parks and Gardens Operating Budget.**

CARRIED 5/0

10.1.7 Country Women's Association (CWA) – Quairading Branch

REPORTING OFFICER

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

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mrs Elaine Johnson, Hon Treasurer, Quairading Branch of the CWA

MATTER FOR CONSIDERATION – Seeking Council's withdrawal of Sundry Debtor Invoice for Window Repairs at the CWA Building

APPLICANT'S SUBMISSION – Copy of Correspondence, Council's Invoice and Contractor's Invoice included in the Agenda

BACKGROUND – The Quairading Branch of the CWA has written to Council seeking the waiving of the cost of Glass Replacement at the CWA Building being \$524.00 (GST inclusive).

The CWA highlight that this is the second occasion that the glass has cracked during the tenancy of the Childcare Centre.

The CWA advise that the cracking of the glass may be attributed to the difference between inside and external temperatures especially when the Childcare Centre had the air conditioning on regularly and this may have may have contributed to the most recent cracking.

STATUTORY ENVIRONMENT – Council has authority to waiver or reduce any Fees or Charges levied. Noting that this is direct on billing of the Contractor's Costs

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – \$476.36 (exc GST) / \$524.00 (inc GST)

STRATEGIC IMPLICATIONS – Governance: Strengthen Shire Leadership

Partnership with Community

Provide Visible Community Leadership – Support local services, clubs and sporting associations.

COMMUNITY CONSULTATION – Nil

COMMENT – It is also reported that CWA advise that the local Branch and State Headquarters had jointly funded the repairs previously when the glass cracked on the first occasion.

Whilst there may be Specific Building Maintenance Clauses within the General Tenancy Agreement for the use of the CWA Building as a Childcare Centre, it is considered prudent to settle this matter to the mutual benefit of both Parties as the CWA have been very accommodating “landlords” during the “Little Rainmakers Childcare Centre” tenancy.

Council has already costed the Expense of \$476.36 (exc of GST) to Childcare Centre Maintenance (GL 1614).

The waiving of the Sundry Debtor will reduce the Income / Contribution (GL 1615) by the same amount.

OFFICER RECOMMENDATION

175-14/15 MOVED Cr Bavin seconded Cr Hawksley: -

- 1. Council note the Request from the CWA Quairading Branch seeking withdrawal of Sundry Debtor’s Invoice relating to Window Repairs at the CWA Childcare Centre.**
- 2. That Council withdraw Invoice No 15203 to the Quairading Branch of the Country Women’s Association totalling \$524.00 (inc GST) for the reglazing of the windows.**

CARRIED 5/0

Item 10.2 Building, Health and Environment Report

Council noted the Report from the Manager of Health and Building Services.

Item 10.3 Environment Officer’s Report

Council noted the Environment Officer’s Report.

Item 10.4 Community Emergency Services Manager’s Report

Council noted the Community Emergency Services Manager’s Report.

ITEM 11 INWARD CORRESPONDENCE

11.1 Electoral Boundaries WA – Commencement of the 2015 Review of the 2017 Electoral Boundaries

Copy of correspondence to be emailed to Councillors.

ITEM 12 LATE ITEMS

176-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council accept Late Items.

CARRIED 5/0

Item 12.1 Electrical Trades

177-14/15 MOVED Cr Bavin seconded Cr Hawksley that Council endorse the actions of the Chief Executive Officer to date in regard to securing Electrical Trades based in Quairading.

CARRIED 5/0

The Chief Executive Officer provided information on the projected timeframe of Electrical Trades commencing in Quairading.

Item 12.2 South Caroling Cemetery Board

The Chief Executive Officer provided information that the South Caroling Cemetery Board were researching a proposal for Council to take on the Management of the South Caroling Cemetery similar to the Dudinanning Cemetery.

Council was advised of the preference to have a “Friends of the South Caroling Cemetery” Committee to assist the Chief Executive Officer in the future.

Item 12.3 Toapin Weir Lease

The Chief Executive Officer reported that the Toapin Weir Lease which is coming to its Expiration would be considered at the next Meeting of Council.

ITEM 13 TABLED ITEMS

Nil

ITEM 14 COUNCILLORS’ REPORTS / BUSINESS**Cr Hawksley**

Nil

Cr Bavin

Cr Bavin commented on the untidy property behind the ANZAC Memorial Area.

The Chief Executive Officer reported that the “Cut Outs” would be installed on the fence. Shade cloth will be used to screen the fence and gates with knitted poppies depicting “1915 – 2015” on the gates.

Cr CapornTree Farming

Cr Caporn advised that he was against further Tree Farming as it meant losing more viable farming land and that Sandalwood Planting should be in the Eastern Wheatbelt.

It was noted that local Member Minister Davies had advised at her recent Meeting with Elected Members and the Chief Executive Officer that she did not support Government restrictions on this industry.

Councillors requested a copy of the current Tree Cropping Policy be emailed to all Councillors.

178-14/15 MOVED Cr Caporn seconded Cr Hawksley: -

- 1. Local Tree Cropping Policy be emailed to all Councillors for their information;**
- 2. That the Environment Officer be requested to liaise with the Department of Agriculture and Food WA; and**
- 3. That the Town Planner and Environment Officer liaise on the preparation of a new Local Tree Cropping Policy.**

CARRIED 5/0

National Party Breakfast

Cr Caporn reported attending a National Party Breakfast in Perth and that it was very enjoyable.

Councillor Financial Training

Cr Caporn commented on the need for newly elected Councillors to receive Financial Training at an early stage and further suggested the Chief Executive Officer and Deputy Chief Executive Officer could provide several Information Sessions to new Councillors post the October Elections.

Cr Cousins

Justices of the Peace Availability

Cr Cousins reported on discussions with Police Sergeant Hickman in regard to the current situation of limited availability of Justices of the Peace.

Council discussion ensued on the role of the Community and that nominations are directed through Local Member Hon Mia Davies.

It was noted that Training is an issue as it is unable to be undertaken by prospective Candidates until their Nomination had been approved.

The Chief Executive Officer undertook to follow up with local JP Mrs Debra Stacey on the progress of Succession Planning.

Quairading Tourist and Tidy Town Committee

Cr Cousins reported attending the Annual General Meeting of the Quairading Tourist and Tidy Town Committee.

Council was advised that Mr Frank Burnett was again President of the Committee and that Quairading would be entering the "Tidy Towns" Competition this year.

Town Hall Kitchen

Cr Cousins commented that the Bain Marie Trays still required to be engraved to avoid confusion with Caterers' own cooking utensils.

Economic Development Project OfficerAged Friendly Community Audit

The Economic Development Project Officer reported on a Funding Submission of \$30,000 through the Aged Friendly Community Audit Program.

National Stronger Regional Fund

The Economic Development Project Officer reported on National Stronger Regional Funding which may be suitable for Phase 2 of the Recycling Facility.

It was resolved by Council that the Economic Development Project Officer continue research on this matter.

Wheatbelt Forum

The Economic Development Project Officer reported attending, along with Cr Davies and Cr McRae, the Wheatbelt Forum held at Kellerberrin and that it had been interesting with networking opportunities and useful tools offered.

Chief Executive Officer's Secretary

The Chief Executive Officer's Secretary advised of weekly Project Review Meetings.

This matter had been discussed earlier whilst the Chief Executive Officer's Secretary had been out of the Meeting.

Chief Executive Officer

The Chief Executive Officer reported on the successful Website Launch held at the Community Resource Centre on Wednesday 18th March 2015.

The Chief Executive Officer reported attending an ANZAC Committee Meeting on Thursday 19th March 2015.

The Chief Executive Officer advised that he would be attending a RAC Wheatbelt Road Safety Breakfast Seminar in Northam on Friday 27th March 2015.

Cr Bavin reported that the ANZAC Committee had advertised a "Bring and Share Lunch" at the Quairading Club following the Memorial Service.

Cr Richards

Cr Richards advised that he would be unable to attend the ANZAC Ceremony and requested that Cr Caporn lay Council's Wreath in his absence.

ITEM 15 NEXT MEETING

Thursday 30th April 2015 commencing at 2.00pm.

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 6.37pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th March 2015 were confirmed on 30th April 2015 as recorded on resolution no.

Confirmed.....30/4/15