

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 28TH APRIL 2016
COMMENCING AT 2.01PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr B K Caporn	Shire President
Cr WMF Davies	Deputy Shire President
Cr L R Brown	
Cr J N Haythornthwaite	
Cr B McGuinness	
Cr G J McRae	
Cr W E Shenton	
Cr G B Taylor	
Mr G A Fardon	Chief Executive Officer
Mr T J Newick	Manager of Works and Services (2.01pm to 3.15pm)
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr R M Bleakley	Economic Development Project Officer (4.38pm to 6.25pm)
Mr J Haythornthwaite	Observer (2.01pm to 6.25pm)
Mrs T Fraser	Observer (2.01pm to 6.25pm)

Apologies

Mr A J Merillo Deputy Chief Executive Officer

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

Cr Caporn welcomed Councillors, Staff and Observers to the April Ordinary Meeting of Council.

“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”.

Cr Caporn led an Observance of One Minute's Silence for the Late Mr J J (Jim) Sullivan (Ex Councillor 1981-1990).

Cr Caporn advised that Dinner would be catered for in the Reception Room by the Quairading CWA.

ITEM 3 PUBLIC QUESTION TIME

Mr J Haythornthwaite

Mr Haythornthwaite congratulated Council and the Works Committee on the Caravan Park Surrounds but made critical comment on the Buildings.

The Chairman determined that this was a Statement not a Question.

Mr Haythornthwaite put the following Questions (summarised): -

- What was the reasoning for fitting a Bull Bar and Lights after Market to the Manager of Works and Services' Vehicle, a vehicle that is not used after Work Hours?

The Shire President answered that the Motor Vehicle is supplied as part of the Officer's Employment Package and the Vehicle is also required to undertake After Hours / Emergency Call Outs.

The Chief Executive Officer explained that the Motor Vehicle purchased and supplied had a lower level of Factory / Dealer fitted accessories and was advantageous for Council to fit out the Vehicle (to Council's Standard Specifications) after Delivery.

- Mr Haythornthwaite asked what had been repaired on the Ford Tractor at Ag Implements?

Question taken on Notice, however the Chairman commented that it was the Linkage Arm Assembly of the PTO.

- Mr Haythornthwaite asked how frequently did Council have Documents shredded and wouldn't it be more cost effective for Council to have its own Shredder?

The Chief Executive Officer advised that "Avon Paper Shred" were utilised approximately Annually to dispose of Council's Records in compliance with the Recordkeeping Plan. The Chief Executive Officer advised that there was a small Paper Shredder in the Shire Administrations Centre for smaller quantities of documents.

Mrs T Fraser

Nil

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

The Chief Executive Officer tabled a Written Application for Leave of Absence from Cr Caporn for the Ordinary Meeting of Council to be held on 26th May 2016.

161-15/16 MOVED Cr McRae seconded Cr Davies that Council grant Leave of Absence to Cr Caporn for the Ordinary Meeting of Council to be held on 26th May 2016.

CARRIED 8/0

ITEM 6 DECLARATIONS OF INTEREST

Nil

ITEM 7 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 30TH MARCH 2016

The following Issues were listed and discussed: -

- Syrian Refugees
- Club Budget Request Deadline
- Website Portal

Waste and Recycling Forum

162-15/16 MOVED Cr McGuinness seconded Cr Shenton that Council make a tentative date for the Waste and Recycling Forum for Tuesday, 5th July 2016 commencing at 4.00pm.

CARRIED 8/0

Regional Cooperation

Further to Council's Resolution No 140-15/16, the Chief Executive Officer reported that a Memo had been circulated to all neighbouring Chief Executive Officers seeking out their Council's interest in participating in discussions on a Regional Cooperation Grouping.

163-15/16 MOVED Cr Davies seconded Cr Brown that the Minutes of the Ordinary Meeting of Council held on 30th March 2016 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

ITEM 8 MATTERS PENDING / ACTION SHEET

Item 19: Works Depot Upgrade

Council was advised by the Chief Executive Officer that a Background / Strategy Document on the Project would be prepared during June 2016.

The Manager of Works and Services provided information in regard to further Termite damage identified at the Works Depot and the need to assess the impact upon the Workplace and Safety.

Shire Newsletter

Discussion ensued in regard to Council's Communications and the suggested preparation of a regular Shire President's Report and greater use of the Banksia Bulletin.

ITEM 9 WORKS

Item 9.1 Works Committee Meeting held on 20th April 2016

Town Oval for the 2016 Agricultural Show (W16-15/16)

164-15/16 MOVED Cr McGuinness seconded Cr Shenton that Council adopt Works Committee Recommendation W16-15/16 that Council advise the Quairading and Districts Agricultural Society that Council approves the use of the Main Oval for the 2016 Agricultural Show subject to the following conditions:-

- 1) That all vehicles are not to enter the grassed area with warm/hot tyres
- 2) No fuelling or drums of fuel on the Oval
- 3) All Reticulation and Sprinklers to be marked by Council Staff prior to any Displays/ Tents on the Oval
- 4) No Displays in the vicinity of the Cricket Wicket
- 5) Oil Drip Trays are to be used for all Machinery

CARRIED 8/0

Manager of Works and Services

The Manager of Works and Services reported on the following Roads / Projects: -

- Dangin – Mears Road
- Cubbine Road Curve
- Wackett Road Curve

Councillors' Questions

- Progress on Goldfields Road Bend
- Maynard Road – Noted to be included in Draft Works Program
- Timing of the works on Newell and Hurley Streets – Noted Completion due in May 2016

Old Beverley Road - Floodway

Cr McRae declared a possible Proximity Interest as the Family Farming Business utilises this road. The Chief Executive Officer commented that Cr McRae's Interest would be in common with all Road Users.

165-15/16 MOVED Cr McRae seconded Cr McGuinness that: -

- 1. Council obtain a Design and Costing of works on the Old Beverley Road Floodway for Budget Consideration;**
- 2. Council engage Roadswest Engineering Group Pty Ltd to prepare an Engineering Design; and**
- 3. Council acknowledge the Road Safety Risk issues relating to the Floodway.**

CARRIED 8/0

3.15pm

The Manager of Works and Services left the Council Meeting.

ITEM 10.1 SHIRE OF QUAIRADING / CITY OF MELVILLE PARTNERSHIP

The Chief Executive Officer reported that the City of Melville had been indicated an initial estimate of 6 Attendees from the City to visit Quairading in October.

ITEM 10.2 REGIONAL COOPERATION

Copy of email to neighbouring Chief Executive Officers on potential future Regional Grouping to be forwarded to all Councillors.

ITEM 10.3 DELEGATES' REPORTS

Cr Haythornthwaite

Attended the Quairading Tourist and Tidy Town Committee Meeting: -

1. Meeting Chaired by Mrs Ivy Osborne.
2. Community Resource Centre conducted a Presentation on "Tourism Assistance".
3. Budget Submission Request to be forwarded to Council.

4. Caravan Park Advertising / Marketing.
5. Change of Meeting Time to 10.00am Mondays.

Caravan Park

General discussion on the success of the Caravan Park Redevelopment and the Official Opening.

Minor items / suggestions noted by the Administration.

Cr McRae

Attended the Wheatbelt Conference in Narrogin with Cr McGuinness and Economic Development Project Officer.

3.34pm

166-15/16 MOVED Cr Davies seconded Cr Taylor that Council suspend standing orders for Afternoon Tea.

CARRIED 8/0

4.00pm

167-15/16 MOVED Cr Shenton seconded Cr Taylor that Council resume standing orders.

CARRIED 8/0

ITEM 10.4 INFORMATION ON CHIEF EXECUTIVE OFFICER'S REVIEW PROCESS FOR 2016

Cr Caporn led discussion in regard to information that had been forwarded to Councillors in a Confidential Memo from the Chief Executive Officer.

168-15/16 MOVED Cr Davies seconded Cr McRae that: -

- 1. Council engage Mr John Phillips to provide an Information Session on Chief Executive Officer Performance Appraisals prior to the June 2016 Ordinary Meeting of Council;**
- 2. Council engage Mr John Phillips of JP Consulting, to conduct a One Day Workshop for the Chief Executive Officer's Performance Appraisal and to assist with the development of Key Performance Indicators for 2016/2017; and**
- 3. Subject to the Local Government Act, the agreed Appraisal Process for the 2015/2016 year to be completed by 31st July 2016.**

CARRIED 8/0

ITEM 11 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 11.1 Building and Town Planning Development Committee Meeting held 13th April 2016

4.38pm

The Economic Development Project Officer entered the Council Meeting.

Proposed Tree Farm – Lot 2 (1642) Dulbelling Road, South Quairading (B18-15/16)

169-15/16 MOVED Cr McRae seconded Cr Shenton that Council adopt Building and Town Planning Development Committee Recommendation B18-15/16 that Council in accordance with Regulation 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* APPROVE the application for development approval to establish a Sandalwood plantation on Lot 2 (1642) Dulbelling South Road, South Quairading, subject to the following conditions and advice notes:

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. Prior to the commencement of any works, the strategic fire management plan shall be implemented to the specifications of the local government.
4. Prior to the commencement of any works, details of the measures to be taken to ensure the identification and protection of any vegetation on the site worthy of retention shall be submitted to the local government.
5. A Harvest Management Plan shall be submitted to the local government for approval a minimum of 90 days prior to the commencement of any harvesting of trees and/or nuts.

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Note 3: 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.

Note 4: The Applicant is advised to contact the Swan Avon Region of the Department of Water to discuss water management options and any licensing requirements.

CARRIED 8/0

Naming of Rooms at the Community Resource Centre (B19-15/16)

170-15/16 MOVED Cr McRae seconded Cr Shenton that Council adopt Building and Town Planning Development Committee Recommendation B19-15/16 that the Rooms at the Quairading Community Resource Centre be named based on the Locations within the Quairading Shire being:-

- Quairading
- Dulbelling
- Badjaling
- Dangin
- Doodenanning
- South Caroling
- Wamenusking
- Yoting
- Balkuling
- Pantapin
- Mt Stirling

CARRIED 8/0

Other Building Matters Discussed

- Old School Building and Insurance Status
- Golf Club would be applying for a Small Grant for a new Shed
- Plumbing and Tiling Upgrade at the Football Changerooms
- Outstanding Building Items at the Tennis Clubhouse

ITEM 12 FINANCE

12.1 Accounts for Payment – March 2016

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 7th April 2016

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 2015 / 2016 Budget Expenditure.

STRATEGIC IMPLICATIONS Nil

COMMUNITY CONSULTATION Nil

COMMENT Payments as per the attached schedules 4.2.1

STAFF RECOMMENDATION

171-15/16 MOVED Cr McRae seconded Cr Taylor: -

- 1. That Schedule of Accounts covering Municipal Vouchers 22840 to 228871 & EFT2958 to EFT3027 & DD11869.1 to DD11870.11 totalling \$361,157.94 be received; The balance of all other outstanding Sundry Creditors to the 31/03/2016 total \$52,051.26; and**
- 2. That Police Licensing payments for the month of March 2016 totalling \$46,722.50 be received (Attachment 4.1.2) ; and**
- 3. That fund transfers to Corporate Credit Card for March 2016 totalling \$114.01 be received (Attachment 4.1.3); and.**

4. That Payroll payments for the month March 2016 totalling \$153,822.92 be received; and
5. That fund transfers from Trust account to Municipal account for March 2016 totalling \$1,050.00 be received; and.
6. That the WestNet payment for the month of March 2016 totalling \$69.95 be received.

12.2 Debtors Report – Item Held Over to Finance and Audit Committee Meeting
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12.3 Fund Balances Report – March 2016

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date – 8th April 2016

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT Nil

MATTER FOR CONSIDERATION Financial Position as at 31st March 2016

APPLICANT'S SUBMISSION Nil

BACKGROUND - The Municipal, Cash Backed Reserves and Trust accounts shown here as at 31st March 2016, are provided to inform Council of its financial position as at that date.

<i>Account</i>	<i>Statement Balance</i>		<i>Reconciliation Balance</i>
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Municipal A/c	\$ 124,135.63	Reconciled Municipal Balance	\$ 2,424,000.97
At Call - Invest.	\$ 425,000.00	(Plus Outstanding Payments)	\$ 19,259.48
Childcare Centre	\$ 6,309.96	(Less Outstanding Deposits)	\$ 1,099.28
Medical A/c	\$ 36,715.58		
T/Deposit 4 Mth	\$ 200,000.00		
T/Deposit 4 Mth	\$ 300,000.00		
T/Deposit 3 Mth	\$ 300,000.00		
T/Deposit 4 Mth	\$ 400,000.00		
T/Deposit 4 Mth	\$ 350,000.00		
T/Deposit 3 Mth	\$ 300,000.00		
Total Municipal	<u>\$ 2,442,161.17</u>		<u>\$2,442,161.17</u>
At Call - Reserve	\$ 156,987.38		
T/Deposit-Reserve	\$ 866,660.54		
T/Deposit-Reserve	\$ 1,250,114.72		
T/Deposit-Reserve	\$ 897,613.04		
T/Deposit-Reserve	\$ 1,208,541.44		
Total Reserves	<u>\$ 4,379,917.12</u>		<u>\$ 4,379,917.12</u>
Trust A/c	\$ 90,294.89		
Police Licensing	\$ 0.00		
Total Trust	<u>\$ 90,294.89</u>		<u>\$ 90,294.89</u>
	<u>\$6,912,373.18</u>		<u>\$6,912,373.18</u>

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS	Nil
STRATEGIC IMPLICATIONS	Nil
COMMUNITY CONSULTATION	Nil

COMMENT – Financial Statements for the period ending 31st March 2016 as stated above.

STAFF RECOMMENDATION

172-15/16 MOVED Cr Davies seconded Cr Haythornthwaite that Council adopt the Fund Balances for the period ending 31st March 2016.

CARRIED 8/0

12.4 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st March 2016

REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date – 11th April 2016

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 the Statutory required 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 31st March 2016 follow.

STAFF RECOMMENDATION

173-15/16 MOVED Cr Haythornthwaite seconded Cr Davies that Council adopt the Financial Statements for the period ending 31st March 2016.

CARRIED 8/0

12.5 Financial Statements – Variation to Budget by Percentage or Value – 31 March 2016

REPORTING OFFICER:

Tony Merillo – Deputy Chief Executive Officer Date – 11th March 2016

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 27th August 2015 under resolution Budget Adoption - 15/16 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:

As detailed in Variation Report attached to the Agenda.

STAFF RECOMMENDATION

174-15/16 MOVED Cr Davies seconded Cr McRae that Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st March 2016.

CARRIED 8/0

12.6 Review of Fees & Charges 2016 / 2017 – Item Held Over to Finance and Audit Committee Meeting

REPORTING OFFICER:

Tony Merillo Deputy Chief Executive Officer Date 14th April 2016

DISCLOSURE OF INTEREST: Nil

OWNER/APPLICANT: Nil

MATTER FOR CONSIDERATION: Endorsement of Management’s Proposed 2016 / 2017 Fees & Charges.

APPLICANT’S SUBMISSION: Nil

BACKGROUND: As part of the annual budget formation Council must resolve the quantum of fees & charges that will apply to its services.

STATUTORY ENVIRONMENT:

Local Government Act 1995, Section 6.15, covers the ability of Local Government to receive Revenue and Income. (1) A Local Government may receive revenue or income for (111) fees and charges.

6.16, Imposition of Fees and Charges (1) A Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

6.17 Setting the level of Fees and Charges (1) In determining the amount of a fee or charge for a service or for goods a Local Government is required to take into consideration the following factors –

- (a) the cost to the Local Government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: 2016 / 2017 Budget Estimates

STRATEGIC IMPLICATIONS: Nil

COMMUNITY CONSULTATION: Nil

COMMENT: The Finance and Audit Committee is requested to review the 2015 / 2016 Fees and Charges. A spreadsheet setting out the 2015 / 2016 fee structure together with management recommendations for increases to apply in 2016 / 2017 is attached.

In an effort to streamline this process and in order to provide consistency in achieving our fees and charges a minimum increase should be tied to the annual CPI increase rounded to the nearest \$0.50 where ever possible.

CPI for the December 14 – December 15 period is 1.7%

Council when considering the charge rate to apply should also factor in a component for replacement of the asset when needed.

OFFICER'S RECOMMENDATION

That a 1.7% or cost recovery increase to the 2015 / 2016 Fees and Charges be applied in adopting the 2016 / 2017 Fees and Charges.

Noted: Held Over for recalculation of the Fees and Charges in accordance with the March 2016 CPI.

12.7	Review of Cash Backed Long Service Reserve – Item Held Over to Finance and Audit Committee Meeting
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12.8	Review on Presentation of Financial Statement of Income & Expenditure – Item Held Over to Finance and Audit Committee Meeting
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ITEM 13 OTHER MEETINGS

Item 13.1 Reconciliation Action Plan Committee Meeting held 1st April 2016

Council noted the Minutes of the Reconciliation Action Plan Committee Meeting held on 1st April 2016.

ITEM 14 OFFICERS' REPORTS WITH RECOMMENDATIONS

Item 14.1 Chief Executive Officer's Report

14.1	WA Local Government Association (WALGA) – Notice of Annual General Meeting
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date: 22/4/16

DISCLOSURE OF INTEREST - Nil

OWNER/APPLICANT - Ms Ricky Burges, CEO of WA Local Government Association

MATTER FOR CONSIDERATION – Notice of the Association’s Annual General Meeting and Call for Member Councils Motions.

APPLICANT’S SUBMISSION – Copy of WALGA correspondence attached.

BACKGROUND – The 2016 Annual General Meeting of the WA Local Government Association will be held on Wednesday 3rd August 2016 as part of the Local Government Convention in Perth.

The AGM provides Member Councils with the opportunity of Submitting and Consideration of Motions of a General Nature and more specifically, on Amendments to the Association’s Constitution.

The deadline for the Submissions of Member Council’s General Motions is 7th June 2016

STATUTORY ENVIRONMENT – WALGA Constitution

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Council provides a Budget allocation for attendance of Nominated Elected Members and the CEO to attend the Local Government Convention. There is no cost to attend the AGM.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – N/A

COMMENT – Guidelines on the preparation of any Motions are attached for Member’s information.

Council is entitled to two (2) Voting Delegates at the AGM

Council’s WALGA/CCZ Delegates are:-

- 1) Shire President, Cr Caporn
- 2) Deputy Shire President, Cr Davies

Proxy 1, Cr McRae

Proxy 2, Chief Executive Officer, Mr Graeme Fardon

Council has not specifically listed any Matters during the past Year to be developed into Motions for the Annual General Meeting.

Council will in the next two months need to nominate who its’ Voting Delegates will be for the AGM, subject to the availability of Elected Members attending the AGM and Local Government Convention.

OFFICER RECOMMENDATION

175-15/16 MOVED Cr Davies seconded Cr McRae that Council’s Delegates to the Local Government Week Conference and WALGA Annual General Meeting be Cr Caporn and Cr McRae with Proxy Delegates being Cr Haythornthwaite and Cr McGuinness.

CARRIED 8/0

Conference and Registration Booklet to be forwarded to Councillors, when to hand.

14.2 Central Country Zone Meeting – 29th April 2016

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer Date: 22/4/16

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – CCZ Executive Officer, Mr Bruce Wittber

MATTER FOR CONSIDERATION – CCZ Agenda circulated for Elected Members, information and consideration of any “Matter for Direction” to Council’s Voting Delegates

APPLICANT’S SUBMISSION – Electronic version of the CCZ Agenda Items Agenda and “Matter for Consideration” are attached.

BACKGROUND – A Full Agenda is available upon request to the Chief Executive Officer.

The next Meeting of the Central Country Zone will be hosted by the Shire of Corrigin on Friday 29th April 2016 commencing at 9.30am.

Council Delegates will need to advise who is available to attend this Meeting given the Seasonal Conditions.

Council is entitled to two (2) Voting Delegates.

STATUTORY ENVIRONMENT – WALGA/CCZ Constitutions

POLICY IMPLICATIONS - Nil

FINANCIAL IMPLICATIONS – Elected Members Meeting Fee payable for Council’s Voting Delegates.

STRATEGIC IMPLICATIONS – Strategic Community Plan, Strong Shire Leadership

COMMUNITY CONSULTATION – N/A

COMMENT – Council direction to be given to Council’s Voting Delegates

OFFICER RECOMMENDATION

- 1) Ascertain Council’s Delegates able to attend the Meeting**
- 2) Provide Direction on any Matter to Council’s Voting Delegates.**

Council noted that Cr Caporn and the Chief Executive Officer will be Council’s Voting Delegates at the Meeting.

14.3 Salaries and Allowances Tribunal – Elected Members Remuneration

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 22/4/2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Salaries and Allowances Tribunal

MATTER FOR CONSIDERATION – Council to consider Remuneration for Councillors within the Prescribed Banding for the 2016/17 Year.

APPLICANT’S SUBMISSION – Copy of Salaries and Allowances Tribunal Determination attached to this Report.

BACKGROUND – The Salaries and Allowances Tribunal (SAT) has now completed its review of Fees, Allowances and Expenses for Elected Council Members for all Councils and also the Chief Executive Officer’s Salary Banding, effective for the 2016/17 Year.

The SAT commenced determining a Series of Bands in 2013 to reflect the varied size and complexity of Local Governments across the State.

The Band Structure enables each Council to exercise the discretion of payment level within the Band parameters (Level / Band 4).

STATUTORY ENVIRONMENT – Local Government Act and Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Subject to Council Resolution, 2016/2017 Budget will need to reflect the Meeting Fee Level and Shire Presidents Allowance determined by Council.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – The Tribunal has determined that this Council remains a Band Level 4 and the General Tribunal Determination is that there be a 1.5% Increase in Allowances and Meeting Fees for Elected Members.

Council Meeting Fees are to be within the Band of \$90 to \$236 per Councillor per Meeting and a Band of \$90 to \$485 for the Shire President.

Committee Meeting Fees are to be set within the Band of \$45 to \$118 per Meeting.

The Current Meeting Fees (2015/2016), are as follows: -

Council Meetings

Shire President	\$463
Councillors	\$225

Committee Meetings

All Councillors	\$80
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Council’s Current Budget for Meeting Fees (and other Expenses Claimed) is \$33,350 per Annum and \$500 for the Shire President’s Allowance.

Council has the Option to determine an Annual Attendance Fee in lieu of paying a Meeting Sitting Fee.

Band 4 Level for an Annual Fee is \$3,533 to \$9,410 for Councillors and \$3,533 to \$19,341 for the Shire President.

The Annual Presidents Allowance can be within the Band of \$508 to \$19,864. Council's current Shire President's Annual Allowance is \$500.00 in the 2015/2016 Year (Split Pro Rata between the 2 Shire Presidents in 2015/2016).

SAT has determined that the Annual Allowance for the Deputy Shire President (if granted) is 25% of that granted to the Shire President. Council has not previously supported an Allowance for the Deputy Shire President.

Other Expenses incurred by Councillors are to be reimbursed by Council upon documentary evidence or as pursuant to the Local Government Regulations.

Remuneration Levels for Elected Members are reviewed on an Annual basis.

The Chief Executive Officers' Salary Determination and Banding will be utilised in the future with the Chief Executive Officer's Annual Performance Review Approval Process.

OFFICER RECOMMENDATION – Nil

Submitted for Council's determination of: -

- 1. Meeting Fee or an Annual Allowance payable to Elected Members;**
- 2. Level of Remuneration within Band 4; and**
- 3. Shire President's Allowance.**
- 4. Deputy Shire President's Allowance.**

for the 2016/2017 Year.

Council Resolution

Matter be held over to May Ordinary Meeting of Council for further research and the Chief Executive Officer be requested to research Neighbouring Councils as comparatives.

14.4 Management Plan for Quairading Community Nature Reserve

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer

Date: 22/04/2016

DISCLOSURE OF INTEREST – The Chief Executive Officer is a Member of the Friends of the Quairading Community Nature Reserve Committee (Impartiality Interest)

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION:-

Adoption of the Management Plan for the Quairading Community Nature Reserve (Reserve No 16405)

APPLICANT'S SUBMISSION – Copy of Recommended Management Plan and Letter of Endorsement from the South West Aboriginal Land and Sea Council included in Agenda.

BACKGROUND – The Quairading Community Nature Reserve is vested in the Shire of Quairading for the purpose of “Water Supply and Landscaped Protection”.

The Reserve is currently managed in conjunction with the “Environmental Protection Covenant” entered into with the National Trust Australia (NTA).

The Department of Lands has advised both NTA and Council, that the existing Covenant needs to be restructured and a new Management Order in the name of the Shire must be entered into.

STATUTORY ENVIRONMENT – Lands Administration Act 1997

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS - Nil

STRATEGIC IMPLICATIONS – Community Strategic Plan

ENVIRONMENT

Objective – Demonstrate Sustainable Practices

Outcome – Natural areas protected and valued.

COMMUNITY CONSULTATION – Extensive Consultations have been held with the Local Noongar Elders, Friends of the Quairading Nature Reserve Committee and the South West Aboriginal Land and Sea Council.

COMMENT – As part of the restructure of the Management (ie Removal of the NTA Environmental Covenant) it has been necessary to develop a Draft Management Plan for the entire Nature Reserve Area incorporating the following Zones:-

- Bushland
- Camping (the Groves Area)
- Dam

It is reinforced the Management of the Reserve remains with Council.

The negotiation process has taken into account the strong Noongar “Connection to Place” and in particular the Groves Area which encompasses the previous “Native Housing Reserve”.

The Plan keeps the same level of Environmental Protective Restrictions as was in place in the “Natural Trust Covenant” for the Bushland.

The Recommended Management Plan, once adopted will then be submitted to the Department of Lands for Consent and then submitted to the Minister for Lands for formal approval.

OFFICER RECOMMENDATION

176-15/16 MOVED Cr Davies seconded Cr McRae: -

- 1) That Council adopt the “Quairading Community Nature Reserve Management Plan” as presented and dated March 2016**

- 2) That the Management Plan be submitted to the Department of Regional Development and Lands and seeking the approval of the Minister for Lands.

CARRIED 8/0

ITEM 15 OTHER OFFICERS' REPORTS – FOR INFORMATION – NO RECOMMENDATIONS TO COUNCIL

Item 15.1 Manager of Health and Building Services

Noted

Item 15.2 Environment Officer's Report

Nil, Officer on Maternity Leave

Item 15.3 Community Emergency Services Manager's Report

Nil, Officer on Annual Leave

Item 15.4 Community Development Officer's Report

Noted

Item 15.5 Economic Development Project Officer's Report

Nil

ITEM 16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

177-15/16 MOVED Cr Davies seconded Cr Taylor that Council accept Late Items.

CARRIED 8/0

Item 16.1 Availability of Council Agendas

Council considered the issue of the availability of Council Agendas to Members of the Public.

178-15/16 MOVED Cr Shenton seconded Cr McRae that Council Meeting Agendas, either electronic or hard copy, be made available to Members of the Public following the circulation of the Agenda to Councillors, upon request by the Elector.

CARRIED 8/0

Item 16.2 Cr McGuinness – Business Opportunities

Cr McGuinness queried the Chief Executive Officer in regard to the Councillor's email about Business Opportunities and his desire to have it discussed by Council at this Meeting.

The Chief Executive Officer reported that he had provided Councillors with an email copy of Cr McGuinness's email and his response on Friday 15th April 2016.

It was resolved to include this item in the May Ordinary Meeting of Council Agenda for consideration.

ITEM 17 NEXT ORDINARY MEETING

The next Ordinary Meeting of Council to be held on Thursday 26th May 2016 in the Council Chambers commencing at 2.00pm.

ITEM 18 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 6.25pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28th April 2016 were confirmed on 26th May 2016 as recorded on resolution no _____

Confirmed..... 26/05/16