

**ITEM 7**

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON THURSDAY 26<sup>TH</sup> MAY 2016**  
**COMMENCING AT 2.03PM**

**ITEM 1 ATTENDANCE AND APOLOGIES**

Cr WMF Davies	Deputy Shire President / Acting Chairman
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 A J Merillo	Deputy Chief Executive Officer
Mr T J Newick	Manager of Works and Services (2.03pm to 2.54pm)
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr R M Bleakley	Economic Development Project Officer
Mr J Haythornthwaite	Observer (2.03pm to 5.58pm)
Mrs T Fraser	Observer (2.03pm to 5.58pm)
Ms J Hayes	Observer (2.03pm to 5.58pm)

**Apologies**

Cr B K Caporn	Leave of Absence
---------------	------------------

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

Cr Davies welcomed Councillors, Staff and Observers to the May 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”.

**ITEM 3 PUBLIC QUESTION TIME**

Response to Questions Taken on Notice last Council Meeting.

“Written Response to Mr John Haythornthwaite on 20<sup>th</sup> May 2016

Question (Summarised)

“You enquired on what had been repaired on the Ford Tractor at Ag Implements”.

Further Response

I can confirm that EFT 2933 dated 19<sup>th</sup> February 2016 to Ag Implements totalling \$497.39 (inc GST) relates to Supply of a complete “Top Link Assembly” and Freight Costs for Council’s Ford Tractor.”

**Ms J Hayes**

Nil

**Mrs T Fraser**

Nil

**Mr J Haythornthwaite**

Mr Haythornthwaite queried the cost of the parts for the Ford Tractor from Ag Implements when he had obtained quotations between \$100 and \$215?

Mr Haythornthwaite queried what Category the Part was? The Acting Chairman consulted the Manager of Works and Services who advised that he did not have the detail of the Category.

Mr Haythornthwaite advised that he has expertise in this area and offered his services should they be required.

**ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE**

**179-15/16 MOVED Cr McRae seconded Cr McGuinness that Leave of Absence be granted to Cr Shenton for the August 2015 Ordinary Meeting of Council and any other Meetings between 8<sup>th</sup> August and 15<sup>th</sup> September 2016.**

**CARRIED 6/0**

**ITEM 6 DECLARATIONS OF INTEREST**

Cr McRae declared an Impartiality Interest in: -

- Item 14.3: Building Agreement – Council with the Quairading Community Resource Centre Inc
- Item 14.4: Quairading Community Resource Centre Inc – Tourism Proposal

Cr Haythornthwaite sought clarification on Declarations of Interest as a Council Delegate. The Chief Executive Officer provided information that Cr Haythornthwaite did not need to Declare an Interest as Council’s Delegate to the Quairading Tourist and Tidy Town Committee.

**ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 28<sup>TH</sup> APRIL 2016**

**Confirmation of Minutes**

**180-15/16 MOVED Cr McGuinness seconded Cr Shenton that the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> April 2016 be confirmed as a true and correct record of that Meeting.**

**CARRIED 7/0**

**Business Arising**

The following Issues were listed and discussed: -

- Waste and Recycling Facility Forum – Proposed Date still in place
- Structural Engineer Engaged for Works Depot
- Shire eNewsletter
- Old Beverley West Road Risk Assessment wording
- Chief Executive Officer’s Performance Review – Arrangements are Confirmed with Consultant

**ITEM 8 MATTERS PENDING / ACTION SHEET**

The following Matters were discussed: -

- Item 2: Badjaling Reserve – Drainage Realignment Proposal
- Item 3: Review of Local Laws
- Item 13: Pink Lake Layby
- Item 19: Works Depot Upgrade – Forum
- Item 30: Reformation of LG Voluntary Grouping
- Item 32: Recreation Precinct Working Group
- Item 33: Shire Newsletter / Public Information

Old Beverley Road Floodway to be added to the Matters Pending / Action Sheet.

**181-15/16 MOVED Cr McRae seconded Cr Brown that the following Items be removed from the Matters Pending / Action Sheet: -**

- **Item 9: Untidy Property – 85 Heal Street**
- **Item 16: Town Planning Scheme Amendment No 8 – “Tree Cropping”**
- **Item 17: Council Agricultural Show Display 2016**
- **Item 24: Street Bins**

**CARRIED 7/0**

**ITEM 9 WORKS**

**Item 9.1 Works Committee Meeting**

No Meeting held in May 2016.

## **Item 9.2      Manager of Works and Services' Report**

The Manager of Works and Services spoke to his written Report and highlighted the following issues: -

- Convex Mirror for Laneway Purchased
- Water Fountain for Shopping Precinct
- Dangin – Mears Road Reconstruction Project
- Newell and Hurley Streets Reconstruction Project
- McLennan Street Footpath
- Water Bomber Pad at Airstrip

Cr Haythornthwaite advised that a Ratepayer had commented on Shire Trucks travelling to Perth empty and that Recycling Material could be transported. The Manager of Works and Services advised that timing issues for the transporting of the Drainage Pipes had meant that Recycling Material could not be taken down on these trips.

Cr McRae queried whether Council could sell the old Street Sweeper as it was not being used. The Chief Executive Officer advised that the Street Sweeper could be disposed as part of the Proposed Plant Replacement / Disposal List for the 2016/2017 Year.

**2.54pm**

The Manager of Works and Services left the Council Meeting.

## **ITEM 10      INFORMATION SESSION / DELEGATES' REPORTS**

### **Item 10.1      Shire of Quairading / City of Melville Partnership**

The Chief Executive Officer reported on discussions regarding the City of Melville Representatives attending the Agricultural Society Afternoon Tea on Show Day and this was supported by the Meeting.

### **Item 10.2      Regional Cooperation**

The Chief Executive Officer provided the responses received from the Shires of Corrigin, Brookton and Bruce Rock to Council's Memo regarding the Reformation of a Voluntary Cooperation Grouping.

Cr McRae sought more detailed documentation on the recent discussion of the East Avon Regional Organisation Councils' Executive Officers.

### **Item 10.3      Delegates' Reports**

#### **Cr Haythornthwaite**

Cr Haythornthwaite reported having attended the Quairading Tourist and Tidy Town Committee Meeting.

#### **Cr McGuinness**

Cr McGuinness sought information on the WALGA Central Council Zone Meeting held on 29<sup>th</sup> April 2016. The Chief Executive Officer undertook to provide information later in the Meeting.

**ITEM 11 BUILDING AND TOWN PLANNING DEVELOPMENT****Item 11.1 Building and Town Planning Development Committee Meeting**

No Meeting held in May 2016.

**Item 11.2 Economic Development Project Officer's Report**

The Economic Development Project Officer spoke to his written Report.

**Caravan Park**

Cr Shenton queried whether an RV Dump Point could be located in the Caravan Park.

Matter is to be listed for the next Building and Town Planning Development Committee Meeting.

**3.28pm**

The Chairman announced a Break for Afternoon Tea.

**3.52pm**

Meeting reconvened.

**ITEM 12 FINANCE****12.1 Accounts for Payment – April 2016****REPORTING OFFICER**

Bob Waddell – Contract Accountant Date – 11<sup>th</sup> May 2016

**SENIOR OFFICER**

Graeme A Fardon – Chief Executive Officer Date – 11<sup>th</sup> May 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 12.1.1

#### STAFF RECOMMENDATION

##### 182-15/16 MOVED Cr Haythornthwaite seconded Cr Taylor: -

1. That Schedule of Accounts covering Municipal Vouchers 22872 to 22898 & EFT3028 to EFT3125 & DD11893.1 to DD11894.10 totalling \$654,730.46 be received; The balance of all other outstanding Sundry Creditors to the 30/04/2016 total \$10,803.42; and
2. That Police Licensing payments for the month of April 2016 totalling \$37,668.95 be received (Attachment 4.1.2) ; and
3. That fund transfers to Corporate Credit Card for April 2016 totalling \$216.13 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month April 2016 totalling \$113,549.04 be received; and
5. That fund transfers from Trust account to Municipal account for April 2016 totalling \$392.00 be received; and.
6. That the WestNet payment for the month of April 2016 totalling \$69.95 be received.

**CARRIED 7/0**

#### Council Discussion

Cr McRae queried the amount paid for Traffic Control on Projects and suggested that Council Staff and Locals undertake the Traffic Control. The Chief Executive Officer confirmed that all Works Staff had recently been reaccredited in Traffic Control.

The Chief Executive Officer took the Query on Notice and advised that the Matter would be submitted to the Works Committee.

<b>12.2 Fund Balances Report – April 2016</b>
---

REPORTING OFFICER	
Bob Waddell – Contract Accountant	Date – 11 <sup>th</sup> May 2016
SENIOR OFFICER	
Graeme A Fardon – Chief Executive Officer	Date – 11 <sup>th</sup> May 2016
DISCLOSURE OF INTEREST	Nil
OWNER/APPLICANT	Nil
MATTER FOR CONSIDERATION	Financial Position as at 30 <sup>th</sup> April 2016
APPLICANT'S SUBMISSION	Nil

BACKGROUND - The Municipal, Cash Backed Reserves and Trust accounts shown here as at 30<sup>th</sup> April 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>
Municipal A/c	\$ 55,068.06	Reconciled Municipal Balance	\$ <b>2,564,898.39</b>
At Call - Invest.	\$ 25,000.00	(Plus Outstanding Payments)	\$ <b>5,562.95</b>
Childcare Centre	\$ 5,913.00	(Less Outstanding Deposits)	\$ <b>5,805.45</b>
Medical A/c	\$ 23,744.93	(Less Outstanding Transport)	\$ <b>4,929.90</b>
T/Deposit 4 Mth	\$ 200,000.00		
T/Deposit 3 Mth	\$ 300,000.00		
T/Deposit 2 Mth	\$ 600,000.00		
T/Deposit 3 Mth	\$ 300,000.00		
T/Deposit 3 Mth	\$ 400,000.00		
T/Deposit 4 Mth	\$ 350,000.00		
T/Deposit 3 Mth	\$ 300,000.00		
<b>Total Municipal</b>	<b>\$ 2,559,725.99</b>		<b>\$2,559,725.99</b>
At Call - Reserve	\$ 156,987.38		
T/Deposit-Reserve	\$ 873,902.88		
T/Deposit-Reserve	\$ 1,260,560.88		
T/Deposit-Reserve	\$ 902,088.81		
T/Deposit-Reserve	\$ 1,218,640.21		
<b>Total Reserves</b>	<b>\$ 4,412,179.78</b>		<b>\$ 4,412,179.78</b>
Trust A/c	\$ 90,339.99		
Police Licensing	\$ 4,929.90		
<b>Total Trust</b>	<b>\$ 95,269.89</b>		<b>\$ 95,269.89</b>
	<b>\$7,067,175.66</b>		<b>\$ 7,067,175.66</b>

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

COMMENT – Fund Balances for the period ending 30<sup>th</sup> April 2016 as stated above.

**STAFF RECOMMENDATION**

**183-15/16 MOVED Cr Haythornthwaite seconded Cr Taylor that Council adopt the Fund Balances for the period ending 30<sup>th</sup> April 2016.**

**CARRIED 7/0**

<b>12.3 Financial Information–Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> April 2016</b>
---

REPORTING OFFICER

Bob Waddell – Contract Accountant

Date – 11<sup>th</sup> May 2016

SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer Date – 11<sup>th</sup> May 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 31<sup>st</sup> March 2005 and effective from the 1<sup>st</sup> 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 30<sup>th</sup> April 2016 follow.

**STAFF RECOMMENDATION**

**184-15/16 MOVED Cr McRae seconded Cr Shenton that Council adopt the Financial Statements for the period ending 30<sup>th</sup> April 2016.**

**CARRIED 7/0**

<b>12.4 Financial Statements – Variation to Budget by Percentage or Value – 30<sup>th</sup> April 2016</b>
--

REPORTING OFFICER

Bob Waddell – Contract Accountant Date – 11<sup>th</sup> May 2016

SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer Date – 11<sup>th</sup> May 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 27<sup>th</sup> 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.

**STAFF RECOMMENDATION**

**185-15/16 MOVED Cr Haythornthwaite 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 30<sup>th</sup> April 2016.**

**CARRIED 7/0**

**ITEM 13 OTHER MEETINGS**

No Other Meetings held in May 2016.

## ITEM 14 CHIEF EXECUTIVE OFFICER'S REPORT

### 14.1 Elected Member Remuneration

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date 20<sup>th</sup> May 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Elected Member Remuneration for the 2016/2017 Year.

APPLICANT'S SUBMISSION – Copy of Allowances Tribunal Determination and Chief Executive Officer's Report for April 2016 Ordinary Meeting of Council attached.

Further attached, Comparatives from Neighbouring Local Governments who have responded to Council's Survey.

BACKGROUND – Council, at its Meeting on the 28<sup>th</sup> April 2016, resolved to hold over consideration of this Item until this Meeting.

Council also requested that neighbouring Local Governments be surveyed for details of their Meeting Fees and Allowances.

I confirm that all 8 Councils were invited to submit their details.

STATUTORY ENVIRONMENT – Local Government Act 1995

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Allowances and Fees to be included in Council's 2016/2017 Budget. Current Budget for Meeting Fees is \$33,350 plus \$500 Shire President Allowance.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – N/A

COMMENT – Comparative Fees and Allowances have been received from the Shires of Beverley, Cunderdin, Kellerberrin, Tammin and York.

**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 RECOMMENDATION

**186-15/16 MOVED** Cr Haythornthwaite seconded Cr Shenton that Council adopt the following: -

- 1. Meeting Fees be payable to Elected Members;**
- 2. Meeting Fees for Shire President and Councillors to remain unchanged from 2015/2016 Year;**
- 3. Minimum Rate of Shire President’s Allowance, being \$508; and**
- 4. No Deputy Shire President’s Allowance payable.**

**for the 2016/2017 Year.**

**CARRIED BY ABSOLUTE MAJORITY 6/1**

<b>14.2 Correspondence on Business Opportunities</b>
--

### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date 20<sup>th</sup> May 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Cr Brett McGuinness

MATTER FOR CONSIDERATION – Various

APPLICANT’S SUBMISSION – Copy of Cr McGuinness’s email to the Shire President attached

BACKGROUND – Cr McGuinness emailed the Shire President on the 13<sup>th</sup> April 2016 in regard to the various “Business Opportunities within the Shire” and requested that the Matters raised be discussed by all Councillors and the Chief Executive Officer.

Cr McGuinness requested that the email be circulated to Councillors and the Chief Executive Officer for their consideration.

The Matters detailed by Cr McGuinness were not included in the April Ordinary Meeting of Council Agenda and Council at that Meeting resolved that the correspondence be listed for Consideration at the May 2016 Meeting.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – May have Financial Implications

STRATEGIC IMPLICATIONS – Strategic Community Plan

### **Economic Development**

Objective: To support and promote economic development

Strategy: ED1.1 Facilitate and encourage economic diversity and resilience in agricultural, retail and service sectors.

COMMUNITY CONSULTATION – Nil, at this time.

COMMENT – The email was forwarded to the Chief Executive Officer who made preliminary Comments on each Matter for the Shire President’s information and provided to Cr Caporn on the 20<sup>th</sup> April 2016.

The Chief Executive Officer provided a Written (email) Response to Cr McGuinness on the 9<sup>th</sup> May 2016. This Response (which is attached) was then circulated to all Councillors on the 9<sup>th</sup> May 2016.

*Many Points raised do align with our Community Strategic Plan Objectives of “Support and Build Local Businesses” however we do need to be mindful of our Capacity to delivery in a number of Areas*

The points below detail my proposal for discussion and subsequent actions;

- 1) **Potential of establishing a "shop front" base for our Electrician and his apprentice within our main town centre. I believe from previous discussion there is a building that may be available that is within the control of our Shire Council. From a business perspective this could be communicated and advertised within our Shire and adjoining Shires to promote the business. Depending on the success of this, more employment may be generated by additional electricians and apprentices.**

*From past discussion with Electrician John Greenwood, he has a preference of being Mobile Service due to him being on the road so much. However happy to explore, but the “Shop Front” would be empty most hours of the day as the Licensed Electrician and Apprentice work on larger jobs as a team and Apprentice as yet unable to attend Jobs on his own without Lic Electrician undertaking Work Pre-Start and Post Job Sign off.. Business currently could not sustain a “Office Manager”. Building “available” I assume is the Factory Unit occupied by the Op Shop. Serious thought would need to be had on its location to an alternative site as it is seen as an “essential retail option” for low income / welfare recipients. Only first year of operation of the electrical Service and needing to assess it’s overall performance given John has stated how busy he has been (much busier than at Tammin)*

- 2) **I believe there is a Mobile Plant Mechanic conducting repair work at various farms within our Shire. I also believe that this Plant Mechanic has returned to Quairading to live. My proposition is we should pursue entering into a "service agreement" with this Plant Mechanic to conduct maintenance and service work on our Shire plant and equipment. This may be of a cost and convenience benefit for the Shire, given that we may not need to send our plant and equipment off to Perth for repairs and servicing. In addition to this the Plant Mechanic could enter into agreements with our suppliers of our equipment to carry out warranty type work on their behalf. The potential is that this business could grow in time, more employment generated in apprenticeships, additional tradesman, base site established in our town and office support to manage office administration etc..**

*To be discussed further as Mick Van Elden and Ag Implements undertake all of the Light to Medium Vehicle Servicing. Issues include only Trucks head to Perth for Servicing and Repairs. All Westrac Servicing (not Major Repairs) are undertaken by Westrac in Quairading. Is Andy Marnham able to offer all the Computer Diagnostics for our major “Yellow Plant”?*

- 3) Pursue discussions with Ausplow to establish a business within our Shire to carry out their manufacturing and assembly functions in Quairading. Once again I understand that the manager of this company is originally from Quairading.**

*Council through the then Shire President and the CEO have met with Ausplow Owner and then GM on close to 10 occasions to initially assist with their decision to purchase land in Quairading and secondly have had several meetings separately with Politicians (Federal and State), Western Power, Wheatbelt Development and Regional Development Australia Wheatbelt to lobby for Infrastructure Investment as Mains Power has seen to be the "Barrier". Ausplow have since made some major relocation of their Operations in Perth from leased premises in Jandakot to Freehold Sheds in Naval base with sufficient Mains Power adjoining the Property. Engagement with the new GM Chris Farmer required to foster future Plans to relocate part of their Business to Quairading. CEO and Chris Farmer agreed to meet in May 2016 after the completion of this year's Production Run.*

*Highlighting that Council has already expended Council Funds on Re-Zoning the "Ausplow Land" to enable a Stage Development to occur. Council also had Budget provision of \$100K (not in 15/16 Budget) to assist towards Earthworks on the Site. Council had also discussed the Offer of a Vacant Residential Lot in Edwards Way to Ausplow to encourage building of "Employee Housing". LG Act Provisions on the "Disposal" of land to a Third party would need to be explored further to ensure Compliance with the LG Act.*

- 4) Pursue the idea of employing an apprentice Plant Operator and or Mechanic, employed by the Shire. Part of his / her work experience within the apprenticeship could also be gained from working with the Mobile Plant Mechanic and Ausplow.**

*Uncertain how this would work as we need to have the Qualified Trades Person on our payroll to be able to sponsor an Apprentice. Needs further exploration. Does it really mean "Trainee in Civil Works" when Plant Operator mentioned?*

- 5) Engage in discussions with the Sandalwood company for opportunities for apprenticeships or traineeships from our community. As we have recently approved the establishment of one business and another under consideration within our Shire there is a real opportunity here.**

*Again, this is an area that can be explored as a Community / Council Aspiration but WA Sandalwoods would need to be the Employer and fully support the Apprenticeship (assume really Traineeship) Model.*

**The matters above will need to be proactively pursued by our Shire staff, in particular our CEO, with immediate timelines established to commence the review and discussions.**

*Resources required to progress the above (if all supported by Council) need to be clearly identified and funded*

**They have direct benefits to our community and local businesses, I also believe that they are achievable given the right attention directed by our Councillors, CEO and staff. I would be only happy to assist in any of these discussions with our CEO and potential companies mentioned above.**

*Mindful of role of Councillor (in Council) is to have a Strategic View not actually undertake the Work.*

**OFFICER RECOMMENDATION**

**Submitted for Council Consideration of the 5 Matters raised.**

**187-15/16 MOVED Cr McGuinness seconded Cr Shenton that the five (5) Business Opportunities be considered in the Reviews of the Strategic Community Plan and Corporate Business Plan.**

**CARRIED 7/0**

**188-15/16 MOVED Cr McRae seconded Cr McGuinness that Council meet with Business Houses during the Period July to September 2016.**

**CARRIED 7/0**

<b>14.3 Building Agreement – Council with the Quairading Community Resource Centre Inc</b>
--

Cr McRae declared an Impartiality Interest in this Item.

**REPORTING OFFICER**

Graeme A Fardon – Chief Executive Officer                      Date    20<sup>th</sup> May 2016

**DISCLOSURE OF INTEREST – Nil**

**OWNER/APPLICANT – Chief Executive Officer**

**MATTER FOR CONSIDERATION – Revised Agreement between Council and the Quairading Community Resource Centre Inc on the Occupancy and Management of the Building.**

**APPLICANT’S SUBMISSION – Copies of: -**

1. Original MOU Agreement;
2. “Draft Agreement” which has been developed by the Chief Executive Officer and the Community Resource Centre Chairperson and Coordinator were attached for Members’ reference.

**BACKGROUND –** The Community Resource and Arts Centre was opened in October 2011 and as part of the Funding Condition, it was necessary to develop a “Memorandum of Understanding” for the Tenancy of portion of the Building for the purposes of Housing and Operating the Community Resource Centre.

Council, as part of the Business Plan, provided an Annual Management Fee to manage the day to day operational requirements of the whole Building on behalf of Council.

**STATUTORY ENVIRONMENT – Nil**

**POLICY IMPLICATIONS – Nil**

**FINANCIAL IMPLICATIONS –** 2016/2017 Budget Allocation to reflect the intent of the Agreement

## STRATEGIC IMPLICATIONS – Strategic Community Plan

### Governance

Objective: To strengthen the Shire of Quairading’s leadership and governance

Strategies:

- G1.2 Ensure transparent and accountable governance of the Shire.
- G2 Strengthened Stakeholder Partnerships.

COMMUNITY CONSULTATION – Full Consultation with the Quairading Community Resource Committee Inc and Staff

COMMENT – The Draft / Recommended Agreement reflects the well established Principles and Operating Procedures within Council’s Buildings.

The Quairading Community Resource Centre Committee Inc are seeking an Indexation of the Current Management Fee from the \$4,000 per Annum and it is considered reasonable that the Amount be tied to Consumer Price Index each Year.

### OFFICER RECOMMENDATION

**189-15/16 MOVED Cr McGuinness seconded Cr Haythornthwaite that Council endorse the Revised Building Agreement between Council and the Community Resource Centre Committee Inc subject to the amendment of the Management Fee being \$4,750 for the 2016/2017 year with Subsequent Year’s Management Fee based on based on the Perth CPI Increase March to March Quarter.**

**CARRIED 7/0**

<b>14.4 Quairading Community Resource Centre Inc – Tourism Proposal</b>
---

Cr McRae declared an Impartiality Interest in this Item.

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date    20<sup>th</sup> May 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Quairading Community Resource Centre Inc and the Quairading Tourist and Tidy Town Committee

MATTER FOR CONSIDERATION – Proposal on “Tourism in Quairading” present for Council Consideration

APPLICANT’S SUBMISSION – Copies: -

1. The Quairading Community Resource Centre Inc Submission was attached to this Report
2. Quairading Tourist and Tidy Town Committee Budget Submission

BACKGROUND – Councillors have previously been advised that the Quairading Tourist and Tidy Town Committee have recently received a Presentation from the Quairading Community Resource Centre Inc on the Strategy to support the Volunteer Committee but secondly, to further increase Area Tourism Promotion efforts in the forthcoming Year.

The Proposal is presented for Initial Consideration by Council.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Subject to Council’s deliberation, Allocation will be required in the 2016/2017 Draft Budget

STRATEGIC IMPLICATIONS – Strategic Community Plan

### **Economic Development**

Objective: To support and promote economic development

Outcome: Tourism Growth

Strategies: Support the development of eco-tourism and cultural tourism opportunities, businesses and supporting services

COMMUNITY CONSULTATION – Quairading Community Resource Centre Inc and Quairading Tourist and Tidy Town Committee

COMMENT – I report to Council that I have recently met with the Outgoing Chairperson of the Quairading Tourist and Tidy Town Committee, Mr Frank Burnett, to discuss the Community Resource Centre’s Proposal to assist / support the Committee’s Volunteers.

Mr Burnett advised that the Committee are supportive of the Proposal of the Community Resource Centre to seek Accreditation of the Community Resource Centre as a Tourist / Visitor Centre and that this (if achieved) would supplement the “Railway Station Tourist Centre” which has limited Opening Hours / Days due to Volunteers’ Resources.

Council is advised that the Proposal seeks Council support for a “Tourism Budget” of \$10,000 (inc \$7,500 Cash Allocation).

The Proposal also seeks “that the Quairading Community Resource Centre have full discretion on how these funds are spent”.

I advise that Council has a Budget Allowance of \$10,000 (included in GL No 4192) for “Area Promotion” which includes Website Hosting Fees and the Caravan Park Launch.

It is considered that Council either provides a “Untied Tourism Contribution” or alternatively, the Budget Allocation and Authority to Expend the Funds remain with Council’s Chief Executive Officer and Senior Staff.

### **OFFICER RECOMMENDATION**

- 1. Consideration of the Tourism Proposal presented by the Quairading Community Resource Centre Inc.**



2. Subject to the Outcome of No 1 that Council make \$\_\_\_\_\_ provision in the Draft Budget for both the Tourism Proposal and the Quairading Tidy Towns' Projects.

## **COUNCIL RECOMMENDATION**

**190-15/16 MOVED Cr McGuinness seconded Cr Brown that Council: -**

1. Support the Quairading Community Resource Centre's proposal to become an Accredited Visitor Information Centre;
2. Approve the \$10,000 for inclusion in the Draft Budget subject to the following:
  - a. Memorandum of Understanding between the Quairading Community Resource Centre and Quairading Tourist and Tidy Town Committee being prepared;
  - b. Development of a Reporting Structure to Council.
  - c. Governance and Management Structure for Tourism to be clearly defined.

**CARRIED 7/0**

## **ITEM 15 OTHER OFFICERS' REPORTS**

### **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 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING**

### **Item 16.1 WALGA Central Country Zone Meeting**

The Chief Executive Officer provided information from the WALGA Central Country Zone Meeting held on Friday 29<sup>th</sup> April 2016.

### **Item 16.2 Old School Building**

The Chief Executive Officer provided information in regard to the status of the Old School Building Insurance Claim.

### **Item 16.3 Strategic Community Plan Review Process**

Council was advised that the Strategic Community Plan Review Process would be discussed at the next Ordinary Meeting of Council.

**Item 16.4 Opening of Pool**

Cr McGuinness reported that he was in discussion for a Water Polo Display and Clinic for the Opening of the Swimming Pool in November 2016.

**Item 16.5 Syrian Refugees**

Cr Shenton requested that an email be forwarded to WALGA seeking an update on the Syrian Refugees.

**ITEM 17 NEXT ORDINARY MEETING**

The next Ordinary Meeting of Council is to be held on Thursday 30<sup>th</sup> June 2016 in the Council Chambers commencing at 2.00pm.

**ITEM 18 CLOSURE**

Cr Davies thanked the Observers for their attendance at the Council Meeting.

Mr Haythornthwaite requested that acronyms be listed for Members of the Public.

There being no further business to discuss, the Chairman declared the Meeting closed at 5.58pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> May 2016 were confirmed on 30<sup>th</sup> June 2016 as recorded on resolution no \_\_\_\_\_

Confirmed..... 30/06/16