

ITEM 7

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 29TH SEPTEMBER 2016
COMMENCING AT 2.04PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr B K Caporn	Shire President
Cr L R Brown	
Cr J N Haythornthwaite	
Cr B McGuinness	
Cr G J McRae	
Cr W E Shenton	
Cr WMF Davies	
Cr G B Taylor	
Mr G A Fardon	Chief Executive Officer
Mr A J Merillo	Deputy Chief Executive Officer (from 2.48pm to 3.28pm and 4.06pm to 6.12pm)
Mr T J Newick	Manager of Works and Services (2.04pm to 4.32pm)

Observer

Mr J W Haythornthwaite

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”.

Cr Caporn led one minute’s silence following the passing of Quairading Resident and Ex Councillor, Mr Bill Gorringe (Councillor from 1997-2005).

ITEM 3 PUBLIC QUESTION TIME

Mr J W Haythornthwaite

Question

Has the Caravan Park Bookings been made available online through the Website yet?

Response

The Shire President advised that he reported at the last Meeting that an Online Booking System would be assessed for its effectiveness by Council Staff before proceeding, and that Council had made a Budget Provision for the Online Booking Module.

Question

In regard to the Bulyee Road Roadworks, Mr Haythornthwaite advised that he has referred the Matter to Main Roads “due to the dangerous design on the Corner”.

No Question Asked.

The Chief Executive Officer reported his Written response to Mr Haythornthwaite’s questions at the August Council Meeting in regard to the Drainage Design for the Bulyee Road.

Question

Who is the Natural Resource (Road Maintenance) Management Contractor?

Response

The Chief Executive Officer advised that Council utilise a Part Time Contract Environment Service while Council's Environmental Project Officer is on Maternity Leave.

Question

Mr Haythornthwaite queried the frequency/ timing of the Shoulder Grading on the Quairading-Bulyee Road due to the edge drop off.

Response

The Chair requested that the Manager of Works and Services provide a Response and Mr Newick advised that Shoulder Grading on Roads would be undertaken when resources were available.

Question

Mr Haythornthwaite queried the practice of Council paying for Employees' First Aid Courses and cited EFT Nos 3422, 3446 and 3455.

Response

The Chairman took the Question on Notice with a response to be prepared and forwarded to Mr Haythornthwaite.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 6 DECLARATIONS OF INTEREST

Nil

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 25th AUGUST 2016

Confirmation of Minutes

39-16/17 MOVED Cr McGuinness seconded Cr Taylor that the Minutes of the Ordinary Meeting of Council held on 25th August 2016 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

Business Arising

The Meeting noted that the Connection of 6 Charlton Street to Sewerage Scheme had been completed.

Facility Usage Agreement with the Quairading Football Club – Yet to be progressed.

ITEM 8 MATTERS PENDING / ACTION SHEET

Items Discussed:-

- The issue of the Development of Ablution Facilities at "The Groves" which was mentioned in the RAP Committee Minutes.

The Chief Executive Officer advised that the Adopted Management Plan for the Quairading Nature Reserve did not support the development of Ablutions at the Location.

- Item 9: Kevill's Lake.
- Item 21: Timing of the Badjaling Road and Bulyee Road Works.

2.48 pm

The Deputy Chief Executive Officer entered the Meeting.

Item 29: Syrian Refugees.

40-16/17 MOVED Cr Haythornthwaite seconded Cr Davies that Item 29 - Syrian Refugees be removed from Matters Pending.

CARRIED 8/0

Item 31: Traffic Control on Works – Feasibility of Council purchasing Mobile Traffic Control Trailer – Matter to be further Researched and Quotations obtained by the Manager of Works and Services.

Item 41: Website Portal.

41-16/17 MOVED Cr McGuinness seconded Cr Shenton that Agendas and Minutes continue to be distributed via Council’s Website Portal.

CARRIED 8/0

3.28pm

The Council Meeting adjourned for Afternoon Tea and the Granting of Australian Citizenship to Ms Patricia Mukutiri.

4.03pm

The Council Meeting resumed.

4.06pm

The Deputy Chief Executive Office entered the Meeting.

ITEM 9 WORKS

Item 9.1 No Works Committee Meeting held in September 2016

Item 9.2 Manager of Works and Services’ Project Report

Refer to Item 8: Matters Pending.

The Manager of Works and Services gave a verbal report on Issues with Plant and Defect Notices recently issued by the Quairading Police on Council Plant.

The following items were reported: -

- 1) Potholes on Quairading-Corrigin Road in the vicinity of the Quairading South Road.
- 2) Request for Parking Bays in the Main Street to be re-painted.
- 3) Council lobby for additional Road Funding in the lead up to the State Election.

The Chief Executive Officer commented on the recent Upgrade of RAV 2 and 3 Roads to RAV 4 which have been supported by Main Roads Heavy Vehicle Section for the upcoming Grain Carting Season.

Item 14.1.2 Purchase of 2 x Tandem Pig Side – Tipping Trailers

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer Date 19th September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Quotations for two (2) new Tandem Pig Side-Tipping Trailers to replace existing trailers (Q4229 and Q4270).

APPLICANT’S SUBMISSION – Nil

BACKGROUND – The purchase of two (2) new Tandem Pig Side-Tipping Trailers is listed in the 2016/2017 Budget, as per Council’s 10 Year Plant Replacement Program and Endorsed following the undertaking of a Cost Benefit Analysis of Purchase over Hire as presented to Council.

STATUTORY ENVIRONMENT – Anticipated Purchase Cost below the Local Government Act Tender Threshold of \$150,000

POLICY IMPLICATIONS – In accordance with Council’s Purchasing Policy, three written Quotes were sought and two Suppliers responded with Written Quotations.

FINANCIAL IMPLICATIONS – One of the Quotations is within the 2016/2017 Budget Allocation of \$100,000 (GL9742) and Council has budgeted the amount of \$10,000 for Income from the Sale of Q4229 and Q4270. Nett Cost of the Transaction Budgeted at \$90,000 and is to be funded from Council’s Plant Replacement Reserve Fund.

STRATEGIC IMPLICATIONS – Sound Asset Management Principles in accordance with Council’s 10 Year Plant Replacement Program.

COMMUNITY CONSULTATION – Nil

COMMENT

Two (2) quotes have been obtained as listed:

1. Bruce Rock Engineering - \$59,500 + GST (per Trailer)
2. Howard Porter - \$48,590.00 + GST (per Trailer)

Council’s existing Trailers were supplied by Howard Porter and have proven to be very durable (16 and 15 years respectively).

It is noted that both Quotations offer comparable Tipping Trailers which utilise hydraulics / air lines for all Tipping and Door Operations compared to the older style Wire Cables to operate the Doors.

There will be minor air-line modifications required to Council’s two Trucks to accommodate the new Trailers. These modifications to the Trucks can be accommodated within Council’s Plant Maintenance Program.

Discussion ensued on the two Quotations Presents and the Variances between the Vehicles / Plant offered.

42-16/17 MOVED Cr McRae seconded Cr Brown:-

- 1. That Council accept the Written Quotation from Howard Porter for the Manufacture and Supply of two (2) new Side Tipping Pig Trailers at a cost of \$97,180 (exc GST).**
- 2. That Council authorise the Chief Executive Officer to proceed to dispose of the two current Side Tipping Trailers (Q4229 and Q4270) by Sale by Private Treaty or by Public Tender, at the discretion of the Chief Executive Officer to maximise the Income from the Proceeds of Sale.**

VOTING 4/4

The Motion was Carried on the Casting Vote of the Presiding Member.

Cr Haythornthwaite requested that the Names of Elected Members’ Voting be recorded in the Minutes.

For:

Cr Brown, Cr Shenton, Cr Caporn and Cr Taylor.

Against:

Cr Haythornthwaite, Cr McGuinness, Cr McRae and Cr Davies.

4.32pm

The Manager of Works and Services left the Council Meeting.

43-16/17 MOVED Cr McGuinness seconded Cr McRae that the Meeting be Closed to the Public Pursuant to Section 5.23(2)(b) of the Local Government Act 1995.

CARRIED 8/0

4.33pm

Mr J W Haythornthwaite left the Council Meeting.

44-16/17 MOVED Cr Davies seconded Cr McRae that the Meeting be reopened to the Public.

CARRIED 8/0

4.40pm

Mr John Haythornthwaite re-entered the Meeting.

ITEM 10 INFORMATION SESSION / DELEGATES' REPORTS

Item 10.1 Shire of Quairading / City Melville Partnership

The Chief Executive Officer confirmed that the Mayor and three Councillors and their Partners will be visiting Quairading over the Agricultural Show Weekend.

Item 10.2 Regional Cooperation

The Meeting noted the Status of current Joint Projects between the three Shires.

The Chief Executive Officer informed that the Cunderdin Shire President, Cr Gibsone had tendered his Resignation from the Office of Shire President effective the following Council Meeting, however would see out the balance of his Term until October 2017.

Item 10.3 Delegates' Reports

Cr Haythornthwaite reported on the Quairading Tourist and Tidy Towns Committee Meeting held on the 26th September including:-

- History of Rail – Display Concept for the future.
- Rubbish Collection at the Roadside Layby at Dangin.
- Emptying of Street Bin at Coop Laneway to be undertaken by Council Staff.
- Committee's Budget Submission to Council and the Chief Executive Officer's detailed response to the Committee.

Cr McGuinness reported on the Waste and Recycling Conference and commented that Quairading's Waste Recycling Facility Manager and Staff were operating to Industry Standard and progressing with further Recycling initiatives.

ITEM 11 BUILDING

Item 11.1 Building and Town Planning Development Committee

No Building and Town Planning Development Committee held in September 2016

The Chief Executive Officer provided a Verbal Report on the Swimming Pool Redevelopment Project.

Item 11.2 Economic Development Project Officer's Report

Nil to Report – Officer on Annual Leave

ITEM 12 FINANCE

Item 12.1.1 Accounts for Payment – August 2016

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 2nd September 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 2016 / 2017 Budget Expenditure.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – Payments as per the attached schedules 4.1.1/2/3

45-16/17 MOVED Cr McRae seconded Cr Haythornthwaite:-

- 1. That Schedule of Accounts covering Municipal Vouchers 22993 to 23015 & EFT3399 to EFT3477 & DD12052.1.1 to DD12053.10 totalling \$569,513.58 be received, the balance of all other outstanding Sundry Creditors to the 31/08/2016 total \$46,496.67; and**
- 2. That Police Licensing payments for the month of August 2016 totalling \$38,344.95 be received (Attachment 4.1.2); and**
- 3. That fund transfers to Corporate Credit Card for August 2016 totalling \$772.39 be received (Attachment 4.1.3); and**
- 4. That Payroll payments for the month August 2016 totalling \$154,948.43 be received; and**
- 5. That fund transfers from Trust Account to Municipal Account for August 2016 totalling \$1,505.00 be received; and**
- 6. That the WestNet payment for the month of August 2016 totalling \$69.95 be received.**

CARRIED 8/0

46-16/17 MOVED Cr McRae seconded Cr Taylor that Council Adopt the Officer's Recommendations for Finance Items 12.1.2 to 12.1.6 en bloc:

Item 12.1.2 Funds Balance Report – August 2016

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 12th September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Financial Position as at 31st August 2016

APPLICANT'S SUBMISSION – Nil

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

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c	\$75,310.92	Reconciled Municipal Balance	\$2,879,802.42
At Call - Invest.	\$600,000.00	(Plus Outstanding Payments)	\$5,408.53
Childcare Centre	\$8,756.94	(Less Outstanding Deposits)	\$1,975.35
Medical A/c	\$45,221.99	(Less Outstanding Transport)	\$3,945.75
T/Deposit 3 Mth	\$350,000.00		
T/Deposit 3 Mth	\$300,000.00		
T/Deposit 3 Mth	\$800,000.00		
T/Deposit 3 Mth	\$400,000.00		
T/Deposit 3 Mth	\$300,000.00		
Total Municipal	<u>\$2,879,289.85</u>		<u>\$2,879,289.85</u>
At Call - Reserve	\$657,498.61		
T/Deposit-Reserve	\$878,850.00		
T/Deposit-Reserve	\$1,267,697.41		
T/Deposit-Reserve	\$900,000.00		
Total Reserves	<u>\$3,704,046.02</u>		<u>\$3,704,046.02</u>
Trust A/c	\$89,174.56		
Police Licensing	\$3,945.75		
Total Trust	<u>\$93,120.31</u>		<u>\$93,120.31</u>
	<u>\$6,676,456.18</u>		<u>\$6,676,456.18</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 – Fund Balances for the period ending 31st August 2016 as stated above.

STAFF RECOMMENDATION

That Council adopt the Fund Balances for the period ending 31st August 2016.

Item 12.1.3 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st July 2016

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 12th August 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 July 2016 follow.

STAFF RECOMMENDATION

That Council adopt the Financial Statements for the period ending 31st July 2016.

Item 12.1.4 Financial Statements – Variation to Budget by Percentage or Value – 31st July 2016
--

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 12th August 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 31st August 2016 under resolution Budget Adoption - SMC16/17 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

That Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st July 2016.

Item 12.1.5 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st August 2016

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 12th September 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 August 2016 follow.

STAFF RECOMMENDATION

That Council adopt the Financial Statements for the period ending 31st August 2016.

Item 12.1.6 Financial Statements – Variation to Budget by Percentage or Value – 31st August 2016

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 12th September 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 31st August 2016 under resolution Budget Adoption - SMC16/17 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

(2) 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

That Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st August 2016.

CARRIED 8/0

Item 12.1.7 Mrs Mary Stacey – Request for Hall Concession
--

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer

Date – 12th September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mrs Mary Stacey

MATTER FOR CONSIDERATION – Request for Hall Charges Concession as part of Community Event.

BACKGROUND – As stated in correspondence Mrs Mary Stacey viewed the Documentary Film in Melbourne and felt that the Quairading Community would also benefit from the experience of such a viewing.

Although mainly directed to the Female population, the Event is also open to Males.

The Movie promotes “Acceptance of Others and Personal Wellbeing” as well as many other attributes in developing a Healthy Community spirit.

Mrs Mary Stacey will personally fund the presentation together with all advertising costs but has sought assistance from Council on the venue hire.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Fees & Charges to the amount of \$106.00 (GST inclusive) for the Hall Hire only as the Kitchen Facilities will not be required.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – Mrs Stacey has recognised an opportunity for the Community to share in the benefits of viewing the documentary titled “Embrace”, to the extent where she has personally funded the Event and has sought support from Council on the venue hire.

Any Community donations towards the Event will be used to promote a future event or a donation made to the Royal Flying Doctor Service.

47-16/17 MOVED Cr Davies Seconded Cr McGuinness that Council waive the Hire Fee on the Quairading Memorial Hall for the Screening of “Embrace” on the 29th September 2016.

CARRIED 8/0

ITEM 13 OTHER MEETINGS

Item 13.1 Reconciliation Action Plan Committee Meeting

Minutes of the Meeting held on the 31st August 2016 – Noted.

Item 13.2 Special Meeting of Council

48-16/17 MOVED Cr Davies seconded Cr Haythornthwaite that the Minutes of the Special Meeting of Council held on 31st August 2016 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

Item 13.3 Local Emergency Management Committee

Minutes of the Meeting held on the 1st September 2016 – Noted.

Item 13.4 Fire Control Officers Meeting – Held on 15th September 2016

49-16/17 MOVED Cr McRae seconded Cr Shenton that Council adopt Motions FCO2-16/17 to FCO6-16/17 en bloc:-

Chief Bush Fire Control Officer (FCO2-16/17)

Mr Alec McRae be appointed as Chief Bush Fire Control Officer for the forthcoming year.

Joint Deputy Chief Bush Fire Control Officers (FCO3-16/17)

Mr N Gelmi and Mr J Smart be appointed as Joint Deputy Chief Bush Fire Control Officers for the forthcoming year.

Fire Control Officers (FCO4-16/17)

The following persons, subject to their acceptance and with the noted changes/additions, be elected as Fire Control Officers for the Shire of Quairading for the forthcoming year:-

Mr A D McRae	Mr P Groves
Mr N Gelmi	Mr B Wilson
Mr J Smart	Mr M Whyte
Mr G Fardon	Mr S Hadlow
Mr N Fraser	Mr T Harlow
Mr C Anderson	Mr D Birleson
Mr L Clemens	Mr L Johnston
Mr N Stone	Mr P Hudson

Fire Weather Advisors (FCO5-16/17)

The following persons be appointed as Fire Weather Advisors for the forthcoming year:-

Town	Mr G Fardon / Mr A Merillo
North West Area	Mr J Smart

South West Area	Mr G Richards
South East Area	Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr D Birleson

Dual Fire Control Officers (FCO6-16/17)

The following Fire Control Officers be elected as Dual Fire Control Officers with the surrounding Shires: -

York	Mr J Smart
Cunderdin	Mr J Smart
Tammin	Mr S Hadlow
Kellerberrin	Mr B Wilson
Bruce Rock	Mr P Groves
Corrigin	Mr N Stone
Brookton	Mr C Anderson
Beverley	Mr L Johnston

CARRIED 8/0

Motions FCO7-16/17 and FCO8-16/17 were held over for further Consideration following Councillors being provided with Copies of the relevant Attachments in the October Council Meeting Agenda.

Council noted that the Fire Control Officers had unanimously supported the renaming of the Fire Control Officers' Meetings to the Bush Fire Advisory Committee in future.

Item 13.5 Quairading and Districts Sport and Recreation Council

Minutes of the Meeting held on the 19th September 2016 – Noted.

ITEM 14 OFFICERS' REPORTS WITH RECOMMENDATIONS

Item 14.1 Chief Executive Officers Report

Item 14.1.1 Shire of Quairading Delegations

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 13th September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Review and Adoption of Delegations to the Chief Executive Officer and the Finance and Audit Committee.

APPLICANT'S SUBMISSION – Delegation Register sent under Separate Cover.

BACKGROUND – *Local Government Act 1995*, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer, section 5.46(2) states "that at least once in every financial year, delegations made under this Division are to be reviewed by the delegator".

Council last reviewed its Delegation Register on the 28th May 2015.

STATUTORY ENVIRONMENT – Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

CONSULTATION – Nil

COMMENT – A comprehensive review of Council's Delegation Register was undertaken by the Chief Executive Officers of the Shires of Cunderdin, Quairading and Tammin in consultation with Darren Long Consulting in May 2015 and Adopted by Council on the 28th May 2015.

Delegation No 32 in relation to Planning Delegations were reviewed in November 2015 and are incorporated into the Current Delegation Register. Council's Auditor has raised the issue that although the Town Planning Delegations have been reviewed in the 2015/2016 year, Council is required to consider all the Delegated Authorities.

OFFICER RECOMMENDATION

That Council resolves that:

Pursuant to S5.42 of the *Local Government Act 1995* and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations.

Pursuant to S5.42 of the *Local Government Act 1995* and other enabling legislation, Council delegates to the Audit Committee the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations.

Item 14.1.1 held over to the next Council Meeting for further consideration.

Item 14.1.2 Purchase of 2 x Tandem Pig Side – Tipping Trailers

Item dealt with earlier in the Meeting.

Item 14.1.3 Alteration to October 2016 Council and Committee Meeting Dates

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 19th September 2016

DISCLOSURE OF INTEREST – Chief Executive Officer attends the Local Government Managers Australia State Conference annually as part of his Professional Development.

MATTER FOR CONSIDERATION – Alteration to Council and Committee Meetings in October 2016.

APPLICANT'S SUBMISSION – Nil

BACKGROUND – It has come to the Chief Executive Officer’s attention that the Annual Local Government Managers Australia Conference has been rescheduled and will be held from Wednesday 9th November 2016 to Friday 11th November 2016.

Council determined its Meeting Dates for 2016 at the November 2015 Ordinary Council Meeting and the October 2016 round of Committee and Council Meeting dates were based on the assumption that the Local Government Managers Australia Conference would be held in the last week of October as it has been for many years.

The October 2016 Council Meeting is scheduled and has been advertised to be held on Thursday 20th October 2016.

The rescheduling of the Local Government Managers Australia State Conference means the Council Meeting can now be held on the last Thursday of the month with Committee Meetings also being rescheduled.

The Chief Executive Officer requests that the Building and Town Planning Committee be convened to an alternative date due a prior commitment of the Chief Executive Officer on the 11th October and Cr Caporn on the 12th October.

Alternatively, the Chief Executive Officer would be an apology for the Building and Town Planning Committee Meeting if held on Wednesday 12th October. Council’s Economic Development Project Officer and Administration Officer would be in attendance.

COMMUNITY CONSULTATION – Pursuant to Section 5.25 (9) of the Local Government Act Council advertised its Meeting Dates for the following 12 Months.

Advertising of altered Meeting Dates would be undertaken

COMMENT – Council is requested to consider the following alternative dates for the October 2016 Committee and Council Meetings: -

Tuesday 11th or

Alternative Date Building and Town Planning Development Committee subject to Discussion of availability of Elected Members and Council Staff

Tuesday 18th Committee (Works and Finance)

Thursday 27th Council

OFFICER RECOMMENDATION

1. That Council alter the dates for the Committee and Council Meeting in October 2016 as follows: -

To be determined Building and Town Planning Development Committee

Tuesday 18th Committee (Works and Finance)

Thursday 27th Council

2. Subject to No 1, that Council publicise the change of Council Meeting Date.

3. That Council alter the dates for the Committee and Council Meeting in October 2016 as follows: -

Tuesday 11th 3pm Building and Town Planning Development Committee

Tuesday 11th 5pm Committee (Works and Finance)

Thursday 20th 2pm Council

4. Subject to No 1, that Council publicise the change of Council Meeting Date.

The Meeting determined that the Ordinary Council Meeting remain on Thursday 20th October 2016 due to other Prior Commitments by Elected Members on the Alternative Date and Committee Meetings be held on Tuesday 11th October 2016.

Item 14.1.4 Regional Elected Members Training in 2017

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 22nd September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Registration of Elected Members to Regional Training Courses.

APPLICANT'S SUBMISSION – Cr McRae's email attached to Agenda.

BACKGROUND – Cr McRae raised the opportunity for more Training Sessions for Elected Members in the Region in 2017 and requested that the Meeting Dates be circulated to all Councillors and for the Item to be listed on the Council Meeting Agenda.

Cr McRae has circulated the Training Dates and Course Details during the Month.

As highlighted by Cr McRae, the Courses are subsidised by Royalties for Regions and are at a cost of \$50 per Course compared to the normal \$495 per Course.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Council has a Budget Provision of \$13,500 for Elected Members Conferences and Training for the 2016/2017 Year, \$6640 has been expended to date this year.

STRATEGIC IMPLICATIONS – Strategic Community Plan: Governance

Objective

Strengthen the Shire's Leadership and Governance.

Outcome

G1: Sustainable and Acceptable Governance.

Strategies

G1.1.1 – Improve Organisational Planning, Processes and Systems.

G1.1.2 – Ensure Transparent and Accountable Governance of the Shire.

COMMUNITY CONSULTATION – Nil

COMMENT – For Course details please refer to the attachment.

Councillors are requested to consider at this Meeting the various Courses and their availability to be registered to attend, as Places and various Course may fill quickly.

Responses to date have been received from Cr Taylor and Cr McGuinness to attend various Courses in Beverley and Kellerberrin.

OFFICER RECOMMENDATION

- 1. Councillors to provide indication of the Regional Training Courses they are wishing to attend in early 2017.**
- 2. The Chief Executive Officer and Council Staff to Register the Councillors with WALGA Training Services.**

Council noted the Registrations of Elected Members for Regional Training Courses in 2017.

Item 14.1.5 Council Display at the Quairading Agricultural Show

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 23rd September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Content of Display and Roster to attend the Display

APPLICANT'S SUBMISSION – Nil

BACKGROUND – Following on from Council's inaugural Display at the 2015 Quairading Show, Council wrote to the Quairading and Districts Agricultural Society requesting a more desirable position with more Public exposure for this year.

I can confirm that Displays such as Council's will be on the Main Oval this year.

A 3x3 metre Site has been reserved and Council must provide its own Shelter.

It is proposed to utilise Council's Portable Collapsible Shade Shelters.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Minimal Costs to Prepare and Conduct the Display

STRATEGIC IMPLICATIONS – Community Engagement under Council's Strategic Plan

COMMUNITY CONSULTATION – As Above

COMMENT – Cr Haythornthwaite by email to all Councillors and the Chief Executive Officer provided the following suggestions on the Display and Items/ Information that may be considered by Council.

“With the show very quickly drawing closer, this needs to begin moving quite quickly. Possibilities for this display would include:

- Display board of photographs of the old (photos of works depot) and the new (Caravan Park photos)
- Binder of photos showing weekly progress of swimming pool
- A number of hard copies of minutes of both July and August meetings 2016, so that they could be taken away and read if required
- Hard copies of September 2016 Meeting Agenda
- hard copy of adopted budget/strategic community plan and other appropriate material for viewing
- 'raffle' with Golden Grain or similar/monthly swimming pool pass as a prize - don't know if this would be appropriate
- Opportunity for comment/criticism/improvement sheet - this would be totally separate to survey as discussed at CEO performance review, but still an opportunity to receive feedback
- pie graph (or similar) as a display showing 15/16 income and expenditure, along with projected 16/17 of the same + other appropriate information in graphical form

I am sure there a number of other possibilities – these are just a few ideas.

Also, I appreciate that this should most likely be more Council driven than Staff driven, as we will be manning the stand on the day of the Show. If we could give some thought to this, it could be well worthwhile.”

Council is requested to Consider the Display and an indication as to who may be able to attend the Display at various times on Saturday 8th October 2016.

OFFICER RECOMMENDATION

Submitted for Council Discussion

Council discussed arrangements for the Council Display and the availability of Councillors to attend the Display.

Item 14.2 Community Emergency Services Manager's Report (with Recommendation)

Item 14.2.1 Local Emergency Management Arrangements

REPORTING OFFICER

Daniel Birleson – Community Emergency Services Manager Date 14th September 2016

Senior Officer – Graeme Fardon, Chief Executive Officer Date 22nd September 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Local Emergency Management Arrangements

APPLICANT'S SUBMISSION – Please see attached Local Emergency Management Arrangements

BACKGROUND – The Shire of Quairading Local Emergency Management Arrangements are required to be updated and resubmitted to the State Emergency Management Committee once every 5 years.

Due to a new modular format supplied by the State Emergency Management Committee Secretariat in 2016 it was decided to edit the document and appendices into this format prior to its due date of September 2017.

STATUTORY ENVIRONMENT – Emergency Management Act 2005

POLICY IMPLICATIONS – To become a new Policy of Council

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan: Governance

Objective

To strengthen the Shire of Quairading's leadership and governance

Outcome

G1: Sustainable and Accountable Governance

Strategies

G1.1: Improve Organisational Planning, Processes and Systems

COMMUNITY CONSULTATION – The original document was produced for Community Consultation, the current document has changed format, not information. As such no community consultation was undertaken by the Council Officers but all Information Reviewed and Contents provided to all Members of the Local Emergency Management Committee.

Consultation and feedback was sourced via the LEMC and have been incorporated into this document.

COMMENT – It is highlighted to Elected Members that Appendixes (Section 8) are reviewed at each LEMC Meeting to ensure the information is correct and accurate.

50-16/17 MOVED Cr Davies seconded Cr Taylor that Council:-

1. Adopt the Local Emergency Management Arrangements as presented.

2. That Council forward the Quairading Local Emergency Management Arrangements to the District Emergency Management Committee for presentation to the State Emergency Management Committee.

CARRIED 8/0

ITEM 15 OTHER OFFICERS' REPORTS

Item 15.1 Manager of Health and Building Services Report

Report Noted.

Item 15.2 Environment Officer Report

Nil, Officer on Maternity Leave.

Item 15.3 Community Emergency Services Manager Report

Item dealt with in Item 14.2.

Item 15.4 Community Development Officers Report

Report Noted.

ITEM 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING

Nil

ITEM 17 NEXT ORDINARY MEETING

Next Ordinary Meeting 20th October 2016 commencing at 2pm

ITEM 18 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 6.12pm.

I certify the Minutes of the Ordinary Meeting of Council held on 29th September 2016 were confirmed on 20th October 2016 as recorded on Resolution no _____

Confirmed..... 20/10/16