

ITEM 7

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 23RD FEBRUARY 2017
COMMENCING AT 2.00PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr B K Caporn	Shire President
Cr W M F 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 A Merillo	Deputy Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary
Mrs A G Strauss	Part-time Clerical Officer
Mr T J Newick	Manager of Works and Services (2.00pm -2.49pm)
Mr R M Bleakley	Economic Development Project Officer (from 4.00pm)

Observers

Ms J Hayes
Mr J W Haythornthwaite (from 2.12pm to 5.21pm)

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”.

1 Minute Silence was observed for the Late Mrs Barbara Simpson, Mr Clayton Yarran, Mrs Billie Wishart and Mr Alwyn Heal on their Passing.

Cr Caporn commended the Administration Staff on the new layout of the Shire eNewsletter and expressed his appreciation of the mail drop Letter ‘January – February 2017 Rainfall Event’ prepared by the then Acting Chief Executive Officer Mr Neville Hale and Administration Staff.

Cr Caporn mentioned that the next Central Country Zone Meeting will be held on 28th April 2017 in Quairading and invited Councillors to attend. He also asked the Councillors to stay for Mrs Clemens’ Retirement Farewell Dinner after the next Council Meeting to celebrate her 28 years of Service to the Shire.

2.12pm

Mr Haythornthwaite entered the Meeting

ITEM 3 PUBLIC QUESTION TIME

Ms J Hayes

Nil

Mr J W Haythornthwaite

The Chief Executive Officer advised the Chairman that Mr Haythornthwaite had submitted his Questions via email 2 days prior to the Council Meeting and the Chief Executive Officer was requested to read out the Questions and the Responses.

Question

1. EFT 3731: Could you please explain what work was done to Q450 to incur this cost?

Response

Incorrect Narrative:

- Work undertaken on Side Tipper Semi Trailer Reg. No. Q4450 not Prime Mover Q450.

Detail of Work:

- Remove & replace all Torque Rod Pins and failed Bushes
- Remove all Hubs and replace Brake Shoes, clear and repack all Bearings.
- Trailer Laser Alignment
- Cost \$6,202.46 (Inc. GST)

Question

2. EFT 3732: What was the size of the tyres, make of tyres and were the tyres wire armored or cord tyres?

Response

3x New Michelin 3x20.5-25 for the CAT Loader

Question

3. EFT 3744: What work was done on the service to the vehicle to come to \$3744.42? Also why was this work done when the vehicle was to be traded in?

Response

Correct corresponding EFT 3742

Ad Blue Pump had failed on Prime Mover Q450 – Machine not fit for use. Pump Unit replaced and Truck Operational until Trade-in when the new Truck arrived.

Cost \$3,744.42 (Inc. GST)

Question

4. EFT 3758 and EFT 3804: Given that this is very large amount paid for water truck hire, has the Shire considered purchasing their own water truck?

Response

Both EFT's are for the Hire of a Water Truck and a Prime Mover/Semi Side Tipper Trailer for Council's Work Construction Program on the Cunderdin Road (100% Grant Freight Funded).

Unit Costs (including the Drivers) are Market tested and comparable for all Contractors used. Council has 3 Trucks all being utilised on Gravel Carting supplemented by Contractor Vehicles. On the other Projects, Council's Trucks are fitted with Tanks and Pumps to provide Water for Roadworks and Maintenance.

Wet Hire of the Vehicles where required, has been determined as the most cost effective method.

Question

5. 23115: If the CEO is the Shire's FOI Officer, why does he need to seek legal advice on FOI matters that he should be aware of?

Response

The Chief Executive Officer sought Legal Advice to ensure Council's Compliance with the FOI Act and Regulations when responding to this FOI Application on Staff Members Employment Documents.

Cost \$4,181.65 (Inc. GST)

Question

6. Cheque 23119: Why is the Shire responsible for water mains burst/leakage pipes? How did this burst/leakage happen?

Response

Burst Water Pipe on Cunderdin Road at the Wackett Road Intersection due to the Excavator breaking the Water Pipe while removing Roadside Trees as part of the Major Corner Re-alignment.

Cost \$1,883.82 (no GST)

Question

7. Cheque 23149: What were these fees for?

Response

Civic Legal \$1,078.00 (Inc. GST)

Payment to Council's Solicitor for the Preparation of required Documents for the Reassignment of the Library Lease as part of the Sale of the Quairading Bookpost.

Costs are fully recoverable from the New Proprietors of the Business.

The Chief Executive Officer thanked Mr Haythornthwaite for preparing and submitting his Questions prior to the Council Meeting for review.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 6 DECLARATIONS OF INTEREST

Cr Caporn declared a Proximity Interest in Item 14.1.1 Reserve No. 15003 – Pantapin South East Road.

Cr Brown declared an Impartiality Interest in the Building & Town Planning Development Committee recommendation B14-16/17: Draft Facility Agreement – Council and Quairading Football Club.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 23RD FEBRUARY 2017

117-16/17 MOVED Cr Taylor seconded Cr McGuinness that the Minutes of the Ordinary Meeting of Council held on 22nd December 2016 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

Business Arising

Caravan Park Management Plan Motion 103-15/16

Noted that Council's Economic Development Officer had circulated the Draft Caravan Park Management Plan, however it was requested that an overarching Governance Chain of Command be included in the Management Plan.

Doodenanning – Greenhills Road

Noted that Letter had been sent to the Shire of York advising of Council's Support regarding a RAV Network assessment on the Doodenanning-Greenhills Road.

Road Maintenance Policy and Procedure

Progress was requested on the Road Maintenance Policy and Procedure.

Newell Street

Council was advised that Asphaltting Works had been delayed due to the Flooding in the District. Work on Newell and Hurley Street will be carried out in conjunction with Old Beverley Road Floodway, once the Water had subsided on the Floodway.

Matter Pending/Action Sheet

Item 1 – Ensure that the 'Service Levels/Road Policy – Twice a Year Road Inspection and Budget Report' is included into the Matters Pending List.

Regional Heritage Advisor

Enquiry whether Mr Stephen Carrick would be attending the March 2017 Council Meeting? The Chief Executive Officer advised that Mr Carrick is unavailable for the March Meeting however he had indicated that he would be attending the April 2017 Meeting.

Hall/Administration Centre Parking Plan

Council was advised that the Plan was to hand and would be emailed to all Councillors.

ITEM 8 WORKS

Item 8.1 Works Committee Meeting held 14th February 2017

Engineering Management Service Provider Engagement (W5-16/17)

118-16/17 MOVED Cr Davies seconded Cr Brown that Council adopts Works Committee Recommendation W5-16/17 that an Engineering Management Service Provider be engaged to assist the Shire in assessing, documenting, submitting WANDRRA requirements and managing the required Roadworks resulting from the flood damage sustained during the period 28th January to 13th February 2017 Rainfall Event.

CARRIED 8/0

Item 8.2 Other Works Matters

WANDRRA – Damage Costing

The Manager of Works and Services reported that the Works Team were working on minor repairs throughout the Shire and that Winter Grading had been brought forward, and Repairs and that Council's Consultant has commenced the Assessment and Documentation of the damage of the Roads in preparation of the WANDRRA Application. Mr Newick advised that he would have more Information/Costings for Council at the next Meeting.

Townsite Water Inundating Farmland

Cr Davies advised that the Owner of the land east of the Quairading Townsite was going to make a formal submission regarding the overflow of water from the Townsite onto the farmland adjoining the Townsite.

Shire eNewsletter

Cr Haythornthwaite commented on the Shire eNewsletter and said that the Roads Report was beneficial and should be included with each Issue published.

Road Construction Status Report

Budget and YTD Actuals to be included in future Road Construction Reports to Council.

Flooding at the Badjaling Community

Discussion ensued on the recent flooding in the Badjaling locality and Cr Caporn advised of his communications with Mr Murray Yarran and that he was visiting the Badjaling Community on Saturday 25th February 2017 to inspect with Mr Yarran to determine a way forward on the Issue.

Traffic Control on Works (W17)

Query on progress with procuring the Traffic Control Lights. The Manager of Works and Services reported that he would be further researching other Makes/Models prior to Procurement.

Council considered Item 14.1.2 while the Manager of Works & Services was in attendance at the Meeting.

14.1.2	January-February 2017 WANDRRA Event - Management Services
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REPORTING OFFICERS

Neville Hale – Acting Chief Executive Officer

Troy Newick – Manager of Works & Services

Date: 15 February 2017

DISCLOSURE OF INTEREST - Nil

OWNER/APPLICANT - Shire Works and Services

MATTER FOR CONSIDERATION - For Council to be advised, in accordance with s.6.8 of the Local Government Act 1995, that the Shire President has authorised in advance the incurring of unbudgeted expenditure from the municipal fund to meet the emergency cost of an engineering services provider in respect to compiling and managing the damage to the Shire's road network as a result of the recent floods.

The Works Committee considered this matter at its 14th February 2017 meeting and resolved:

“For Council to consider the engagement of an engineering management service provider to assist the Shire in assessing, documenting, submitting WANDRRA requirements and managing the required road works resulting from the flood damage sustained during the period 28 January to 13 February Rainfall Event”.

APPLICANT'S SUBMISSION - N/A

BACKGROUND – The Shire sustained significant road damage as a result of the rainfall events of 28th January 2017 to 13th February 2017.

The following advice was received from Main Roads WA on Monday, 13th February 2017:

“Please be aware that the Office of Emergency Management has activated WANDRRA for the above event.

Would you please ensure that restoration works are scheduled as soon as practicable as funding is based on the key principle that restoration and repair work to essential public assets are treated as a matter of urgency.

By definition, an essential public asset;

- a) is an integral and necessary part of the state's infrastructure; and*
- b) would, if lost or damaged, severely disrupt the normal functioning of a community; and*

c) would, if lost or damaged, be restored or replaced as a matter of urgency.

IMPORTANT

- *Cost Estimate*

A detailed cost estimate should be forwarded to the Regional Manager within 3 months of the date of the proclamation so that Main Roads is aware of the expected commitment. The cost estimate will be used in conjunction with the Certification of Actual Expenditure at a later stage to assess for eligibility and also assists with the whole of government reporting requirements of the State and Commonwealth Government.

- *Essential Public Assets Approval Form (attached)*

*Applicants will only need to seek pre-approval (via MRWA) for the restoration or replacement of essential public assets where an **individual** road cost is likely to exceed \$1m.*

- *Certification of Actual Expenditure (Claim)*

A claim for assistance under the WANDRRA must be completed and submitted together with all the required supports using the standard Main Roads template.”

Given the Shire’s existing heavy works schedule and requirement to meet funding agreement deadlines for major road projects, it is considered necessary for the Shire to engage an appropriately qualified engineering support provider to manage the WANDRRA process and to coordinate the work requirements and contractors.

Having obtained competitive quotes from two available providers, Roadwest Engineering Services has been engaged on the approval of the Shire President.

STATUTORY ENVIRONMENT – Local Government Act 1995 –

- s.3.57 – Tenders for providing goods or services.
- s.6.8 – Expenditure from municipal fund not included in annual budget

Emergency Management Act 2005 and associated Western Australia Natural Disaster Relief and Recovery Arrangements – Guide for Local Governments.

POLICY IMPLICATIONS – 2.20 Purchasing Policy – purchasing to be undertaken on a competitive basis and in accordance with legislative requirements

FINANCIAL IMPLICATIONS - The cost of engaging Roadswest Engineering Group WA Pty Ltd at a cost of \$93,585.80 (inc GST) and is dependent upon the final scope of works. However, the engagement of the provider is an eligible expenditure under the WANDRRA provisions and 75% of the cost can be recouped.

It should be noted that the engagement of the engineering services provider would enable the Shire to meet its other funding commitments (Grain Freight Funding) and its general works.

STRATEGIC IMPLICATIONS – The Shire’s road network is an essential public asset that requires to be restored as a matter of urgency.

Strategic Community Plan

Built environment:

Objective: To ensure the Shire of Quairading’s built environment is responsive to our community’s diverse needs.

Strategy: Activate partnerships with key agencies for the improvement of regional and rural transport infrastructure (roads, rail and airfield), safety and management.

COMMUNITY CONSULTATION – N/A

COMMENT – The flood event of January – February 2017 impacted a wide area of the Shire and inflicted a high level of road and culvert damage.

The Shire's Works Team is currently charged with a significant work load through the 2016/17 budget requirements. Moreover, the provisions of WANDRRA specifically exclude any works to be undertaken by the Shire's day labour workforce (excluding overtime) and suggests concentrating on acquiring contractors for re-instatement works.

Given the urgent nature of the required repairs and the need to lodge WANDRRA documentation it was necessary to seek the President's Authorisation to commence the process.

The Meeting commended/endorsed the Shire President's action taken to engage Roadswest Engineering Group WA Pty Ltd to assess the Shire's road damage for the WANDRRA Application.

OFFICER RECOMMENDATION

119-16/17 MOVED Cr McGuinness seconded Cr Haythornthwaite that Council:-

- 1. Endorse the Shire President's actions with the engagement of Roadswest Engineering Group WA Pty Ltd at an unbudgeted cost of \$93,585.80 (dependent upon the final scope of works to be re-recouped in whole or part, i.e.75%), complete all aspects of the WANDRRA requirements and manage the required road works resulting from the flood damage sustained during the period 28th January to 13th February 2017 Rainfall Event.**
- 2. Note that the Expense is eligible under WANDRRA Funding.**

CARRIED 8/0

The Meeting noted that the Quoted Cost of Stage 1 of the Preparation of the WANDRRA Application is \$32,206.

2.49pm

The Manager of Works and Services left the Council Meeting.

ITEM 9 MATTERS PENDING / ACTION SHEET

Council discussion ensued on the following: -

- Item 1 – Policy Manual Review: Policy Manual Documents to be emailed to Councillors prior to the March 2017 Council Meeting.
- Item 3 – Review of Local Laws: CEOSEC currently working with Consultant Mr Darren Long to get the adopted Local Laws Gazetted.
- Item 4 – Aged Housing: Acquisition of Land Surplus to Hospital's Requirements –Dept. Of Lands approval imminent.
- Item 6 – "The Groves" – Department of Lands: Approval of Management Plan imminent.
- Item 10 – Audio Visual Upgrade at Town Hall: Held over until the Economic Development Project Officer in attendance at the Meeting.
- Item 11 – White Lines on Local Roads (W3): Waiting on Engineer's Report – High Priority.
- Item 13 – Industrial Land: To be incorporated into Strategic Community Planning with Consultant Localise.
- Item 17 – Waste and Recycling Facility Forum (W7): Meeting Scheduled for 27th April 2017 12noon prior to Council Meeting.
- Item 19 – Park Cottages (B11): Grant unsuccessful for this year, but Council will continue to re-apply.
- Item 21 – Badjaling Road and Bulyee Road (W11): Vegetation Permit still awaited on Badjaling Road.

Timeframe: Work will commence on Bulyee Road when the current Emergency Roadworks has been undertaken.

- Item 25 – Reformation of Local Government Voluntary Grouping: Chief Executive Officer to liaise with Cunderdin/Tammin Chief Executive Officer on the two Councils' interest on Community Development Training and other opportunities.
- Item 27 – Recreation Precinct Working Group: Cr Brown advised the Meeting of the lack of response to the Working Group's Survey. The next Meeting is provisionally scheduled for the 13th March 2017.
- Item 28 – Shire eNewsletter: February 2017 Issue met with good reviews.
- Item 30 – Meeting with Business Houses: Chief Executive Officer advised the Meeting that there has been no feedback regarding a format of a Meeting of Council with the Business Houses on a regular basis.
- Item 37 – Quairading Community Resource Centre – Service Agreement: Refer to Chief Executive Officers Report.
- Item 42 – Education Issues: Matter to be discussed at the Central Country Zone Meeting on 24th February 2017.
- Item 44 – Road Design – Winmar Road and Main Road: Concept designs to be tabled for further consideration later in the Meeting.
- Item 53 – Colour Printer: Council was concerned that Council's resolution on the procedure for purchasing the printer wasn't adhered to. It was noted that variations of this nature would not be repeated.
- Item 54 – Swimming Pool Management Contract: A copy of the Signed Contract to be emailed to Councillors.

120-16/17 MOVED Cr McRae seconded Cr McGuinness that Item 53: Colour Printer and Item 54: Swimming Pool Management Contract, be removed from the Matters Pending / Action Sheet.

CARRIED 8/0

ITEM 10 INFORMATION SESSION / DELEGATES' REPORTS

Item 10.1 Shire of Quairading / City of Melville Partnership

Nil

Item 10.2 Regional Cooperation

Heritage Adviser available to meet with Council on Heritage Issues in April 2017 and not March Council Meeting.

Shire of Quairading, Cunderdin and Tammin - Elected Members and Senior Staff Sundowner to be scheduled for later in the year, preferably after Seeding. Quairading to host the Event.

Item 10.3 Delegates' Reports

Cr Haythornthwaite

Cr Haythornthwaite advised the Meeting that she'll be unable to attend the next Quairading Tourist and Tidy Town Meeting on 27th February 2017 due to Councillor's Training. Apologies noted.

Cr Caporn

Cr Caporn reported to Council on the LG Grain Freight Group Tele-Meeting. Damage sustained on Kellerberrin/Shackleton Road and Other Roads during harvest being tested/monitored on an ongoing basis.

Cr Caporn advised that he would have more information on the RAV4 Network Review on Local Farm Roads for the April 2017 Meeting.

Cr Davies asked if the upgrade of the York Road will increase the RAV Rating? The Chief Executive Officer replied that given the Road Engineering levels being achieved it would be reasonable to expect the RAV Rating to be increased.

Item 10.4 Report on Delegated Authority Exercised

Report Noted.

3.32pm

Council adjourned for Afternoon Tea.

4.00pm

The Economic Development Project Officer entered the Council Meeting.

The Council Meeting resumed.

ITEM 11 BUILDING AND TOWN PLANNING DEVELOPMENT**Item 11.1 Building and Town Planning Development Committee Meeting held 7th February 2017**

Draft Facility Agreement – Council and Quairading Football Club (B14-16/17)

Cr Brown declared an Impartiality Interest.

121-16/17 MOVED Cr Davies seconded Cr Haythornthwaite that Council adopt Building and Town Planning Development Committee Recommendation B14-16/17 that: -

- 1. The Draft Facility Agreement submitted subject to amendments be supported by Council and presented to the Quairading Football Club.**
- 2. The Chief Executive Officer be delegated to proceed to finalise the Facility Agreement with the Quairading Football Club.**

CARRIED 8/0

Land Prices – Edwards Way Subdivision (B15-16/17)

122-16/17 MOVED Cr Davies seconded Cr Shenton that Council adopt Building and Town Planning Development Committee Recommendation B15-16/17 that the Chief Executive Officer be authorised to further investigate a Marketing Strategy for the Edwards Way Subdivision.

CARRIED 8/0

Old School Building (B16-16/17)

Discussion ensued resulting in Cr Brown and Cr Taylor to be included on the “Old School Working Group”.

123-16/17 MOVED Cr Davies seconded Cr McRae that Council adopt Building and Town Planning Development Committee Recommendation B16-16/17 (as amended) that an “Old School Working Group” be formed consisting of representatives from the Quairading District High School, Noongar Community, Chief Executive Officer, Shire President, Cr Brown and Cr Taylor to plan the Heritage Interpretive Signage/Structure at the Old School Site.

CARRIED 8/0

7 Edwards Way

Cr Caporn requested that a Retaining Wall at 7 Edwards Way be added to the Draft Budget Listings for the Building and Town Planning Committee.

Item 11.2 Other Building Matters

The Economic Development Project Officer reported on the following: -

Independent Living Units

The Project Funding and Timeframe has been deferred by the Funding Body to 2018/2019 to enable Planning in 2017/2018 year.

Swimming Pool

The Project has been finalised. Final Project Costings and Budget to be emailed to all Councillors.
The Pool Manager has relocated to accommodation at 12 Reid Street Quairading.

Country Pool Revitalisation Program Funding

Council will be applying for Funding for a Storage Shed behind or adjacent to the Treatment Plant.

Caravan Park Cottages

Wheatbelt Development Commission have suggested Packaging of Accommodation as a Joint Submission in the whole of the Wheatbelt.

A copy of the completed Draft Caravan Park Management Plan should be ready within 6 weeks.

Audio Visual (AV) Upgrade

A discussion ensued regarding the Hire, Lease or Purchase of an Upgraded Audio Visual System at the Town Hall.

The Economic Development Project Officer reported that the Estimated Cost for the AV Upgrade is \$120,000. If Council Contributes \$40,000, an opportunity exists for Grant Funding for the remaining \$80,000. The Economic Development Project Officer recommended applying for the remaining \$80,000 with the following Bodies: - LotteryWest, Regional Venue Improvement Fund and the Community Chest Fund.

Council requested that Curtain Raisers be approached for a “Community Group Contribution”.

Further, Letters of Support be sought from the Community to supplement the Applications.

124-16/17 MOVED Cr McRae seconded Cr McGuinness that:-

- 1. Council apply to the identified Funding Bodies for external Grants for the Audio Visual System Upgrade at the Town Hall Total Grants \$80,000 (Total Cost \$120,000).**
- 2. Council to contribute \$40,000 to the Project pursuant to Council’s Budget.**
- 3. Curtain Raisers be approached for a “Community Group Contribution”.**
- 4. Letters of Support be sought from Community Groups to include in the Grant Applications.**

CARRIED 8/0

Solar Panels

Results so far indicate that the Solar Panels on the Administration Centre have generated 6.7mW hours, saving the Council approximately \$1,200.00 since installation. The impact of System on electricity nett consumption and savings will be determined once the next Electricity Account is received.

Works Depot – Design and Construction

Mr Bleakley reported that there were 28 Expressions of Interest and 7 Tenders received by the Tender Deadline. All shortlisted Applications have been Reference Checked.

A discussion ensued around the Tenders Process and the Design & Concept Plan.

Due Process to be progressed.

It was recommended that a Special Council Meeting to be called to consider the Tenders.

Strategic Community Plan (SCP)

Strategic Community Plan Community Consultation and Online Survey have been put in place. The SCP Consultation Open Day to be facilitated by Consultant Ms Alison Dalziel on the 1st March 2017 at the Quairading CRC and the Online Survey is available on Council’s Website.

Long Term Funding Program (LTFP)

Officer focusing efforts on the Capital Works component of the Long Term Financial Plan to finalise for Council's Consideration.

ITEM 12 FINANCE

Item 12.1 Finance and Audit Committee Meeting held 14th February 2017

125-16/17 MOVED Cr McRae seconded Cr Davies that Council adopt Finance and Audit Committee Recommendations F14-16/17, F15-16/17, F17-16/17 to F22-16/17: -

Accounts for Payment – December 2016 (F14-16/17)

1. That Schedule of Accounts covering Municipal Vouchers 23109 to 23136 & EFT3717 to EFT3806 & DD12210.1 to DD12210.11 & DD12211.1 to DD12211.11 totalling \$1,595,500.71 be received; The balance of all other outstanding Sundry Creditors to the 31/12/2016 total \$15,936.29; and
2. That Police Licensing payments for the month of December 2016 totalling \$33,996.85 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for December 2016 totalling \$0.00 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month December 2016 totalling \$164,026.57 be received; and
5. That fund transfers from Trust account to Municipal account for December 2016 totalling \$0.00 be received; and.
6. That the WestNet payment for the month of December 2016 totalling \$69.95 be received.

Accounts for Payment – January 2017 (F15-16/17)

1. That Schedule of Accounts covering Municipal Vouchers 23137 to 23158 & EFT3807 to EFT3869 & DD12254.1 to DD12254.11 & DD12255.1 to DD12255.11 totalling \$676,727.08 be received; The balance of all other outstanding Sundry Creditors to the 31/01/2017 total \$31,950.96; and
2. That Police Licensing payments for the month of January 2017 totalling \$67,902.25 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for January 2017 totalling \$280.00 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month January 2017 totalling \$170,271.75 be received; and
5. That fund transfers from Trust account to Municipal account for January 2017 totalling \$0.00 be received; and.
6. That the WestNet payment for the month of January 2017 totalling \$253.95 be received.

Fund Balance Report – December 2016 (F17-16/17)

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

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c	\$56,880.43	Reconciled Municipal Balance	\$1,923,609.69
At Call - Invest.	\$300,000.00	(Plus Outstanding Payments)	\$21,968.11
Childcare Centre	\$8,263.34	(Less Outstanding Deposits)	(\$575.35)

Medical A/c	\$29,858.68	(Less Outstanding Transport)	(\$0.00)
T/Deposit 6 Mth	\$350,000.00		
T/Deposit 2 Mth	\$800,000.00		
T/Deposit 2 Mth	\$400,000.00		
Total Municipal	<u>\$1,945,002.45</u>		<u>\$1,945,002.45</u>
At Call - Reserve	\$553,473.33		
T/Deposit-Reserve	\$878,850.00		
T/Deposit-Reserve	\$1,267,697.41		
T/Deposit-Reserve	\$450,615.21		
Total Reserves	<u>\$3,150,635.95</u>		<u>\$3,150,635.95</u>
Trust A/c	\$87,056.55		
Police Licensing	\$0.00		
Total Trust	<u>\$87,056.55</u>		<u>\$87,056.55</u>
	<u>\$5,182,694.95</u>		<u>\$5,182,694.95</u>

Fund Balance Report – January 2017 (F18-16/17)

Council adopt the Fund Balances for the period ending 31st January 2017.

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c	\$48,916.92	Reconciled Municipal Balance	<u>\$1,476,867.66</u>
At Call - Invest.	\$250,000.00	(Plus Outstanding Payments)	<u>\$10,151.61</u>
Childcare Centre	\$4,220.75	(Less Outstanding Deposits)	<u>(\$2,373.35)</u>
Medical A/c	\$28,403.10	(Less Outstanding Transport)	<u>(\$3,105.15)</u>
T/Deposit 6 Mth	\$350,000.00		
T/Deposit 3 Mth	\$400,000.00		
T/Deposit 3 Mth	\$400,000.00		
Total Municipal	<u>\$1,481,540.77</u>		<u>\$1,481,540.77</u>
At Call - Reserve	\$321,411.11		
T/Deposit-Reserve	\$878,850.00		
T/Deposit-Reserve	\$1,285,591.05		
T/Deposit-Reserve	\$450,615.21		
Total Reserves	<u>\$2,936,467.37</u>		<u>\$2,936,467.37</u>
Trust A/c	\$87,364.43		
Police Licensing	\$3,105.15		
Total Trust	<u>\$90,469.58</u>		<u>\$90,469.58</u>
	<u>\$4,508,477.72</u>		<u>\$4,508,477.72</u>

Financial Information–Statements of Income and Expenditure for the Period Ending – 31st December 2016 (F19-16/17)

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

Financial Statements – Variation to Budget by Percentage or Value – 31st December 2016 (F20-16/17)

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

Financial Information–Statements of Income and Expenditure for the Period Ending – 31st January 2017 (F21-16/17)

Council adopt the Financial Statements for the period ending 31st January 2017.

Financial Statements – Variation to Budget by Percentage or Value – 31st January 2017 (F22-16/17)

Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st January 2017.

CARRIED 8/0

Rental / Use of Veterinary Clinic (F24-16/17)

126-16/17 MOVED Cr McRae seconded Cr Brown that Council adopt Finance and Audit Committee Recommendation F24-16/17 that the Chief Executive Officer meet with Veterinarian Mr Penno with the view of putting in place a formal Agreement inclusive of a Monthly Charge with a Defined Term of Occupancy.

CARRIED 6/2

Removal of Local Government Vehicle Concession Code 511 (F25-16/17)

127-16/17 MOVED Cr McRae seconded Cr Shenton that Council adopt Finance and Audit Committee Recommendation F25-16/17 that Council pursue support for the reversal of the proposed withdrawal of the Motor Vehicle Concession and imposition of Stamp Duty through:-

1. Central Country Zone
2. WA Local Government Association
3. Local Members of Parliament

CARRIED 8/0

Council Documents by Email (F26-16/17)

128-16/17 MOVED Cr McRae seconded Cr Shenton that Council adopt Finance and Audit Committee Recommendation F26-16/17 that Councillors receive all Council Documents via an email attachment.

MOTION LOST 1/7

5.21pm

Mr John Haythornthwaite left the Council Chambers.

129-16/17 MOVED Cr McRae seconded Cr McGuinness that an email be sent to all Councillors when the Agenda is uploaded onto the Website.

CARRIED 8/0

130-16/17 MOVED Cr Haythornthwaite seconded Cr McGuinness that the Agenda be placed on the Public Domain of the Portal after the distribution to Councillors.

CARRIED 8/0

ITEM 13 OTHER MEETINGS**Item 13.1 Reconciliation Action Plan (RAP) Meeting held on 14th December 2016**

Minutes noted.

Cr McGuinness advised the Meeting of his withdrawal from the Committee due his inability to attend the scheduled Meeting Day/Times as a Council Delegate.

131-16/17 MOVED Cr McRae seconded Cr Shenton that:-

1. Cr McGuinness's withdrawal from the RAP Committee be noted
2. Cr Taylor be elected as Council's second Elected Member Delegate.

CARRIED 8/0

Item 13.2 Annual Electors Meeting held on 7th February 2017

Minutes noted.

The Chief Executive Officer sought endorsement from Council for Council Staff not to conduct a Verge Collection this Financial Year due to the high workload on Council's Works Staff resulting from the Flood Event Road Repair Works.

132-16/17 MOVED Cr McRae seconded Cr Shenton that

1. The Annual Verge Collection not be held this Financial Year due to Council's Works Staff Resources being allocated to Flood Event Road Repairs.
2. Public Notice of this Decision be undertaken.

CARRIED 8/0

ITEM 14 OFFICERS' REPORTS WITH RECOMMENDATIONS

5.45pm

Cr Caporn declared a Proximity Interest in Item 14.1.1 Reserve No. 15003 – Pantapin South East Road and removed himself from the Chair. Deputy President, Cr Davies took the Chair.

133-16/17 MOVED Cr McRae seconded Cr Shenton that Cr Caporn remain in the Council Meeting, but refrain from discussion and voting on this matter.

CARRIED 7/0

14.1.1 Reserve No. 15003 – Pantapin South East Road**REPORTING OFFICER**

Neville Hale – Acting Chief Executive Officer

Date: 16th February 2017

DISCLOSURE OF INTEREST

Nil by Officer; Reserve adjoins Cr Caporn's property

OWNER/APPLICANT

Department of Lands

MATTER FOR CONSIDERATION

Council to review its earlier decision regarding Reserve 15003 to "*seek the dedication of the North Eastern portion (incorporating the existing Road) to be "Road Reserve"* and resolve to dedicate land for the purpose of a road.

APPLICANT'S SUBMISSION

Copy of Department of Lands' correspondence attached together with a sketch plan of the proposed road.

BACKGROUND

In August 2014 the Department of Lands wrote to the Shire advising of its intention to:

1. Cancel Reserve 15003, as it was no longer required for its designated purpose of “Water”; and,
2. The sale of a portion of the Reserve to an adjoining landowner.

Council, at its August 2014 Ordinary Meeting resolved to advise DoL that:

- Council had no objection to Reserve No. 15003 on (sic) Pantapin South East Road being cancelled as it is no longer required for the Purpose of “Water”;
- That Council seek the dedication of the North Eastern portion (incorporating the existing road) to be “Road Reserve”; and,
- Council not being liable to any Survey and Transfer costs.

The DoL was duly notified on 17 September 2014.

On 2 October 2014 DoL queried whether the Shire wanted to dedicate the road traversing the Reserve and include the remainder of Reserve 15003 in either Pantapin South East Road or Hughes Road, all as Road reserve or create a new reserve for another purpose. Concern was expressed by DoL at the size of the area to be dedicated as Road Reserve.

After lengthy discussions, on 19 June 2015 the Shire advised DoL that, as the land in question is naturally vegetated and acts as a drainage line for adjoining farming properties, that if deemed appropriate, the North Eastern portion of land (not existing or proposed Road Reserve) be Vested in the Shire for the purpose of “Landscaping and Drainage”.

On 15 December 2015, in response to a 2 December 2015 request for an update on the status of the proposal, DoL advised as follows:

- DoL is arranging a “pre-survey” plan depicting the creation of the new 20 metre width road along the centre line of the existing road running diagonally through Reserve 15003;
- DoL would obtain a valuation of the land to be excised from the Reserve for disposal to the adjoining landowner;
- DoL noted the Shire’s agreement to the North Eastern portion of the Reserve being created as a new reserve for an appropriate purpose (Landscape Protection?) in favour of the Shire; and,
- For the dedication of the new road reserve to occur, the Shire will be required to comply with the requirements of s56 of the LAA and also Reg 8 of the Land Administration regulations 1998, before confirming Council’s resolution requesting the Minister for Lands to dedicate the new road as a public road.

On 23 August 2016 DoL wrote to the Shire in regard to the future “Drainage” Reserve and Pantapin South East Road requesting the Shire to provide evidence to DoL that compliance with requirements of s.56 (road dedication) and s.58 (road closure) of the LAA has been adhered to. (Note: Closure of the Pantapin South East Road had not been requested by the Shire)

In particular DoL requested a signed and dated copy of the Council Resolution requesting dedication of the road and closure of portion of Pantapin South East Road and evidence that the Shire has complied with the requirements of the Land Administration Act 1997 and associated Regulations.

On 30 November 2016, DoL wrote to the Shire confirming its understanding that:

“The Shire has advised that it has no objections to the cancellation of Reserve 15003 and that the south western portion of the Reserve is to be excised and amalgamated into adjoining Lot 26509.

The Shire has also proposed that a portion of Pantapin South East Road will be closed and that a new road to be dedicated in the south western boundary.”

Currently the required Council resolution requesting dedication of the road and closure of a portion of Pantapin South East Road, should Council wish to do so, remain outstanding.

STATUTORY ENVIRONMENT

Land Administration Act 1997 – s.56 Dedication of land as a road

s.58 Closing roads

Land Administration Regulations -1998 – Reg 8 – Local government request to dedicate land as a road (Act s.56), requirements for.

Local Government Act 1995 – s.5.25(1)(e) – Regulations about council and committee meetings and committees

Local Government (Administration) Regulations 1996 – Reg 10 – Revoking or changing decisions

POLICY IMPLICATIONS

Policy 15.1 Asset Management – impact on the extent of road assets

FINANCIAL IMPLICATIONS

The original response to DoL indicated that Council would not be liable to any survey or transfer costs.

STRATEGIC IMPLICATIONS

The dedication of the new road reserve and creation of the “Landscape and Drainage” Reserve would extend the Shire’s responsibility for the care and control of Crown Land.

COMMUNITY CONSULTATION

As no road is to be closed the matter remains one of process and procedure.

COMMENT

Council’s original decision on the 28th August 2014 did not specifically close any portion of Pantapin South East Road but rather envisaged that Road Reserve being expanded to incorporate part of the cancelled Water Reserve 15003.

Accordingly, leaving Pantapin South East Road Reserve intact would not constitute a revoking or a change to an earlier decision of Council and would not trigger Local Government (Administration) Regulations 1996 – Reg 10.

The SmartPlan provided to the Shire on the 23rd August 2016, showing the land to be excised from Reserve 15003 and disposed to the adjoining landowner, also shows Pantapin South East Road continuing through to Hughes Road and the proposed new road running diagonally through the former Reserve.

Subsequently, a new “Landscape and Drainage” Reserve, bounded by Pantapin South East Road, Hughes Road and the proposed new road, is being considered. (see attached Plan).

Following the dedication of a new Road Reserve over the existing diagonal road structure between Pantapin South East Road and Hughes Road, Council will be required to put forward a road name for the new dedication. In preliminary discussion, Shire President Cr Caporn has suggested the new road be named “Robson Road”, named after early farming pioneers to the area. I have taken the opportunity to test the acceptability of using Robson Road and it has passed a preliminary validation with Geographic Names Committee via its on-line facility.

Should Council wish to close part of Pantapin South East Road it will be required to undertake an advertising and consultation process in accordance with s.58 of the LAA.

OFFICER RECOMMENDATION

134-16/17 MOVED Cr McRae seconded Cr Brown that Council, in regard to the Proposed Subdivision of Reserve 15003, advise the Department of Lands that:

- It was not the Shire’s prior intention and it will not proceed with the proposed road closure of Pantapin South East Road (shaded area in yellow “Proposed Road Closure” in the attached diagram);
- The portion of Reserve 15003, (Titled “Proposed Road Reserve” in the attached diagram) be excised and that the Shire requests the dedication of the excised portion into a Road Reserve; and,
- The portion of Reserve 15003 bounded by Pantapin South East Road, Hughes Road and the “Proposed Road Reserve” be vested with management responsibility to the Shire for the purpose of “Landscape and Drainage”.

CARRIED 7/0

135-16/17 MOVED Cr McGuinness seconded Cr Haythornthwaite that Council submit the road name “Robson Road” for the proposed new dedicated road to the State Geographic Names Committee.

CARRIED 7/0

6.07pm

The Deputy President Cr Davies stood down from the Chair and Shire President, Cr Caporn resumed as Chair of the Meeting.

14.1.2 January-February 2017 WANDRRA Event - Management Services

Council considered Item 14.1.2 January-February 2017 WANDRRA Event - Management Services earlier in the Meeting while the Manager of Works & Services was in attendance.

14.1.3 Local Development Assessment Panel Nominations
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REPORTING OFFICER

Jacky Jurmann – Contract Planner

Date: 10th January 2017

CHIEF EXECUTIVE OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 16th February 2017

DISCLOSURE OF INTEREST - Nil

OWNER/APPLICANT - DAP Secretariat/Minister for Planning

MATTER FOR CONSIDERATION - Review and nominate the Shire’s local Development Assessment Panel members.

APPLICANT’S SUBMISSION - The Development Assessment Panels Secretariat have advised the Shire in an email received on 4th January 2017 that the local government member appointments expire on 26th April 2017.

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Mid-West/Wheatbelt Joint DAP as required. The local government nominations process is online and is required to be received by 28 February 2017.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP

members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration.

DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

BACKGROUND - Council at its Ordinary Meeting held on 22nd October 2015, nominated Councillors McGuinness (Member No 1) and Haythornthwaite (Member No 2) and Councillors McRae (Alternative Member No 1) and Shenton (Alternative Member No 2) to sit on the DAP.

Council's nominations were duly appointed by the Minister with the current term expiring on 26th April 2017.

If no nominations are received from the Shire, regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, enables the Minister to include on the local government register a person who is an eligible voter of the Shire of Quairading and who has relevant knowledge or experience that will enable that person to represent the interest of the local community.

STATUTORY ENVIRONMENT - *Planning & Development (Development Assessment Panels) Regulations 2011*.

Regulation 26 requires the Minister to maintain a register of local government members for each Joint Development Assessment Panel. To compile this register, the Minister will request each local government for which a Joint Development Assessment Panel is established nominate two Council members for inclusion on the register.

Under regulation 30(1) a DAP member must attend compulsory training before the member is able to sit at a DAP meeting or perform any other functions as a DAP member. Regulation 32(3)(e) has been introduced in the recent amendments to provide the Minister for Planning with the power to remove a DAP member who does not avail himself or herself of reasonable opportunities to undertake the compulsory training.

POLICY IMPLICATIONS - Nil

FINANCIAL IMPLICATIONS - As indicated in the Applicant's Submission, Councillors may be eligible for DAP sitting fees, including attending training and re-training as set out in Schedule 2 of the Regulations.

STRATEGIC IMPLICATIONS - It is important that Quairading has local representation on the Development Assessment Panel should a development application be submitted that meets the thresholds of the DAP Regulations.

COMMUNITY CONSULTATION - Not applicable.

COMMENT - On 13th October 2016, the Minister for Planning Hon Donna Faragher announced changes to the DAP system, which were gazetted on 16th December 2016 and will take effect on 1st February 2017.

The amendments are predominantly administrative in nature and are aimed at ensuring the DAP system is flexible and responsive, as well as increasing transparency and accountability.

In regards to local government members, regulation 29(2) has been amended to provide that a DAP member can be appointed for a term of up to 3 years, rather than 2 years. This will allow local

government DAP members who retain office as local councillors after an election to remain in place as DAP members until they can be formally reappointed.

This amendment was deemed necessary due to situations that have arisen where there is a period of time after an election where no local government councillors have been formally appointed to the DAP. The previous 3 month period for formal appointment was found to be insufficient.

The DAP fees have also been reviewed and a number of increases to DAP sitting fees have been made, including the introduction of new sitting fees for re-training of DAP members. As a consequence, the DAP application fees have been increased by 3% to ensure that the system continues to recover its costs.

It is acknowledged that to date the current members are yet to receive training, although training was requested following the nomination of the current DAP members. This situation is not uncommon and generally regional/rural members are provided/offered trained as required, (i.e. if and when a DAP application is received or will be received).

OFFICER RECOMMENDATION

136-16/17 MOVED Cr Davies seconded Cr Brown that:-

- 1. Council Nominates Cr McGuinness and Cr Haythornthwaite to be the Shire of Quairading Local Members to sit on the local Joint Development Assessment Panel.**
- 2. Council Nominates Cr McRae and Cr Shenton to be the Shire of Quairading Alternate Local Members to sit on the local Joint Development Assessment Panel.**

CARRIED 8/0

14.1.4	Community Service Agreement – Quairading Community Resource Centre
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 16th February 2017

DISCLOSURE OF INTEREST – Nil, Chief Executive Officer

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Community Service Agreement as proposed by the Chief Executive Officer following Meetings with Quairading Community Resource Centre Chairperson and Coordinator.

APPLICANT'S SUBMISSION –

1. Copy of Draft Agreement.
2. Copy of Email from the Coordinator of Quairading Community Resource Centre.

BACKGROUND – Council Motion No 223-15/16 (F57-15/16): -

223-15/16 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt Finance and Audit Committee Recommendation F57-15/16 that an amount of \$10,000 be included in the 2016/2017 Draft Budget, while a Memorandum of Understanding is being developed between the Quairading Shire Council and Quairading Community Resource Centre, that would be a combination of the Current Building Management and proposed Service Agreement Memorandum.

CARRIED 7/0

Council Adopted the Building Agreement with the Quairading Community Resource Centre Committee on the 18th July 2016.

The Building Agreement provided a Facility Management Fee of \$4,750 in the 2016/2017 Financial Year.

The Chief Executive Officer has met with the Community Resource Centre Representatives on three occasions in 2016 and the Draft Community Service Agreement has resulted from these Meetings.

Committee Members' attention is also drawn to the Draft Tourism MOU / Action Plan for Additional Services and Council Funding Commitment provided for in the 2016/2017 Budget.

The Draft Agreements were circulated to all Councillors on 21st December 2016 and the December Ordinary Meeting of Council directed both Items to the February Finance and Audit Committee for Consideration and Recommendation to Council.

The Finance and Audit Committee let the Matter Lay on the Table for the Chief Executive Officer to provide further clarification.

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.

POLICY IMPLICATIONS – No Standing Policy, but Building Agreement in Place.

FINANCIAL IMPLICATIONS – Council 2016/2017 Budget (GL 4572) provided for an Amount of \$5,250 for “Community Services”.

COMMUNITY CONSULTATION – Nil, to date.

COMMENT – The Objective of the Community Service Agreement is to identify specific “Community Related Services” which are being or can be provided by the Community Resource Centre and to quantify the “Value” of these Services. Services include Gym Management and Community Website Management (1/3 Portion of the total Cost of Management).

The Agreement also seeks to minimise the number of Accounting Transactions between Council and the Community Resource Centre over the year thereby providing business efficiencies to both Organisations.

In the Agreement Total of \$5,250, Council's Various Activity Areas such as Childcare Centre, Doctor's Surgery, Council Administration and Community Emergency Services Manager will be entitled to Monthly Pages in the Banksia Bulletin (at no additional Charge).

Additional Services (outside of the Draft Agreement)

- It is proposed that Council will provide funding for the Online Driver Licence Testing (Computerised Theory Tests / Hazard Perception Tests) at a cost of \$960 per Year. It is highlighted that this Cost is borne by Council in the Transport Program (GL 3912).
- If requested, Grant Writing / Preparation on a Fee for Service Basis.

In addition to the Draft Agreement, it is proposed that the Ongoing Management and Development of the Quairading Website for Community and Businesses totalling \$2,120 in the 2016/2017 Year be funded from GL 4192 Budget Allocation.

OFFICER RECOMMENDATION

137-16/17 MOVED Cr McRae seconded Cr McGuinness that:-

- 1. The Chief Executive Officer and two Elected Members be delegated to liaise with the Quairading Community Resource Centre on the Preparation of an appropriately worded Memorandum of Understanding (MOU) effective 1st July 2017 for Council's Adoption.**
- 2. Council continue with the Current Arrangements of paying the Quairading Community Resource Centre for Community Gym Management of 2 Hours per Week (\$3,120 for a Full Year) to the 30th June 2017.**
- 3. Council support the Payment to the Quairading Community Resource Centre for Professional Services for Website Management for Tourism, Business and Community (2 hours per week) to the 30th June 2017. (Estimated 18 weeks @ 2 Hours / Week \$1,080 / \$3,120 in a Full 12 Months).**
- 4. Council supports Annual Membership to the Quairading Community Resource Centre (including Banksia Bulletin Inclusions and Discounts) \$800.**

Total Outlay to 30th June 2017: \$5,000.

- 5. The Workforce Plan and Position Description for the Community Development Officer and Related Staff be reviewed as part of the Process.**

Council Discussion

A discussion ensued regarding the need for more transparency on the cost/expenditure of Community Development Services. Council to be mindful of the role of the Community Development Officer (CDO) as the CDO's employment has been extended an extra day. Council requested the MOU to be ready for Council's Adoption prior to the 1st July 2017.

CARRIED 8/0

14.1.5 Quairading Community Resource Committee, Quairading Tourist and Tidy Town Committee and Council – Tourism Agreement and Tourism Activity Plan

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 16th February 2017

DISCLOSURE OF INTEREST - Chief Executive Officer, Nil

OWNER/APPLICANT – Ms Jill Hayes, Coordinator Community Resource Centre

MATTER FOR CONSIDERATION – Draft Tourism Agreement and Tourism Activity Plan for Consideration and Recommendation to Council.

APPLICANT'S SUBMISSION

1. Copy of Draft Agreement attached for Members' Reference.
2. Email dated 8th February from the Coordinator of the Quairading Community Resource Centre.

BACKGROUND – Council Motion No 190-15/16: -

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

Council provided an Adopted Budget Allocation of \$10,000 towards Area Promotion / Tourism.

Following ongoing consultations with the Community Resource Centre Representatives, the Draft Tourism Agreement and Tourism Activity Plan for the 2016/2017 Year has been developed for Committee's and Council's consideration.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Council adopted the Amount of \$10,000 for Tourism / Area Promotion within the GL 4192 total of \$33,014. Year to date \$9,356 has been expended.

STRATEGIC IMPLICATIONS – Strategic Community Plan

Economic Development

Objective

To support and promote economic development

Outcome

ED2: Tourism Growth

Strategies

ED2.1: Support the development of eco-tourism and cultural tourism opportunities, businesses and supporting services

COMMUNITY CONSULTATION – Chief Executive Officer has conducted several Meetings with the Community Resource Centre Chairperson and Coordinator who have subsequently met with Quairading Tourist and Tidy Town Committee Representatives.

COMMENT – The documents were circulated to Councillors by email on the 21st December 2016.

Council at its Meeting on the 22nd December 2016 determined that consideration of both Items (Tourism Agreement and Community Service Agreement) be held over and placed on the Agenda for the February 2017 Finance and Audit Committee.

The Draft Agreement provides clarity on the Various Tasks and Roles offered by the Community Resource Centre and Tourist and Tidy Town Committee towards Council's objective of increasing Tourism Activity in the District.

The Tourism Activity Plan lists the Planned Activities and Outcomes / Achievables of the Quairading Community Resource Centre and provides detail on the budgeted expenditure for the current Financial Year.

Given the timing of the Draft Agreement and Activity Plan, it is considered unlikely that the full \$10,000 Amount will be utilised before the 30th June 2017.

It is highlighted that the "Tourism Website" Expenditure will be utilised to significantly improve the Information and Images of the District's Tourist Attractions and Facilities on the Website.

Further, the \$2,000 sought for "Town Welcome Sign Design" would be for the Community Resource Centre to facilitate the Public Consultation and Sign Design for the "Main Welcome to Quairading Signs" for Presentation to Council.

Council has an unspent Allocation of \$5,000 towards the Refurbishment of the Main Entry Signs but to date no "New Design" for the Sign.

The Finance and Audit Committee let the Matter Lay on the Table for the Chief Executive Officer to provide further clarification.

OFFICER RECOMMENDATION

138-16/17 MOVED Cr McGuinness seconded Cr Davies that:-

- 1. The Chief Executive Officer and two Elected Members be granted Authority to liaise with the Quairading Community Resource Centre Committee and the Quairading Tourist and Tidy Town Committee to finalise appropriate wording for Tourism Agreement / Memorandum of Understanding effective 1st July 2017 for Council's Adoption.**
- 2. Council support the Allocation of the following Tourist related Expenditure to the Quairading Community Resource Committee to the 30th June 2017.**

a.	Financial Contribution to Leverage Sustainability Grant Funding Round 2	\$1,000
b.	Financial Contribution to Leverage Grant Funding for A3 Tourism Deskpads	\$1,000
c.	Professional Services and Outgoings to Facilitate Design Phase and Public Consultation on new "Town Welcome Signage"	\$2,000
d.	Upgrade of Tourism Section of the Quairading Website (including Professional Tourism Photos)	\$1,000
	Total Outlay	\$5,000

- 3. The Chief Executive Officer be delegated to arrange appropriate Tourism / Town Marketing within the Tourist Promotion / Townscape (General Ledger No 4192) Budget.**
- 4. As part of the Memorandum of Understanding, that a Council Elected Member sit on a to be formed Quairading Tourism Committee.**

Council Discussion

Lengthy discussion ensued regarding the Shire's role in Tourism. The Meeting requested that the Shire's role be more defined and have the Tourism Committee Report back to the Council. It was further discussed that the \$5,000 funding to Roe Tourism by Council should be submitted for Review and it was commented that the Regional Group needs formal Direction and Clarity going forward.

CARRIED 8/0

139-16/17 MOVED Cr McRae seconded Cr McGuinness that the Roe Tourism Contributions be included in the Draft Budget consideration for Review.

CARRIED 8/0

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

Item 15.1 Manager of Health and Building Services

Report Noted by Council.

Noted that Private Swimming Pool Inspection Letters are to be posted out to Pool Owners.

Item 15.2 Environment Officer's Report

Nil, Officer returned from Maternity Leave.

The Environment Officer will be working 2 days per week (Tuesday & Wednesday), and a formal review of Employment Conditions and Duties by the Chief Executive Officer will be undertaken.

Item 15.3 Community Emergency Services Manager's Report

Report Noted by Council.

Item 15.4 Community Development Officer’s Report

Report Noted by Council.

Discussion ensued in regard to Advertising and Roe Tourism. It was suggested that print media was not as effective as the reach of electronic media.

ITEM 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING

Cr McGuinness

140-16/17 MOVED Cr Brown seconded Cr Shenton that Council elect Cr McGuinness and Cr Haythornthwaite to be Council’s Elected Member Delegates to sit on the Working Party to liaise with the Community Resource Centre Committee to develop the two Memorandums of Understanding (being Community Services and Tourism).

CARRIED 8/0

Cr Haythornthwaite

The Quarterly Chief Executive Officer’s Review was set for the 30th March 2017 at 1.00pm prior to the next Council Meeting.

Cr Haythornthwaite also reminded the Meeting to register for the Free Webinar on Local Government Gift Declarations.

Cr McRae

The Economic Development Project Officer tabled the designs for the proposed Truck Layby and Light Industry Area. A discussion ensued around the design which best fits the Quairading Town and the preferred design be sent to Main Roads WA for re-evaluation of the Intersection Design.

Chief Executive Officer

The Chief Executive Officer advised that an Invitation had been extended to the new Officer In Charge of the Quairading Police Station, Sergeant John Hancock and the new School Teachers for the next Council Meeting 30th March 2017 at 3.30pm for Afternoon Tea.

ITEM 17 NEXT ORDINARY MEETING

Thursday 30th March 2017 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 7.04pm.

I certify the Minutes of the Ordinary Meeting of Council held on 23rd February 2017 were confirmed on 30th March 2017 as recorded on Resolution no _____

Confirmed..... 30/03/17