

SHIRE OF QUAIRADING



COUNCIL MEETING MINUTES
27TH APRIL 2017

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SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 27TH APRIL 2017
COMMENCING AT 2.04PM

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 A Strauss	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.24pm - 3.16pm)
Mr R M Bleakley	Economic Development Project Officer (from 4.05pm)
Mrs J Jurmann	Town Planner (2.04pm – 2.49pm)
Mr S Carrick	Joint Heritage Advisor (2.04pm – 2.49pm)

Observers

Mr J W Haythornthwaite (2.04pm – 6.42pm)
 Mr N Marnham (2.04pm – 6.42pm)
 Mr G Jason (2.04pm -2.49pm)
 Ms R Turner (2.04pm – 2.49pm)

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”.

A Warm Welcome to Mrs Jacky Jurmann, Council's Town Planner and Mr Stephen Carrick, Joint Heritage Advisor. Mr Stephen Carrick has been invited to address Council with a prepared presentation on the Heritage Advisory Service to the Quairading Shire.

1 Minute Silence was observed for the Late Mr Peter Colbung on his Passing.

Cr Caporn informed the Meeting of the well attended ANZAC Service and thanked Mr Fardon for collecting the Wreath for the occasion.

Cr Caporn reported that Mr Newick had tendered his resignation from the position of Manager of Works and Services and that his last working day will be the 30th May 2017.

ITEM 3 PUBLIC QUESTION TIME**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

“On page 11 of the Agenda states:

Mr Haythornthwaite wanted to know why the Graders are cutting mitre drains on the following Roads:-

Quairading South Road, Harvey Road, Wamenusking Road, Haythornthwaite Road, Brighthouse Road, Church Road, Blake Road and Burrows Road.

This is not correct. The question that I asked was – why are the mitre drains being cut to run the water into farming land? Could this please be corrected in the minutes?”

Response

The 30th March 2017 Minutes have been corrected to reflect Mr Haythornthwaite Question.

Question

On page 123 of the Agenda there is the Property Register for Shire of Quairading.

Asset items numbers 714 and 715 are both traffic bridges on the Quairading South Road. I know this road well but do not know where these bridges are located. Could you please advise the location of these bridges or is there a Quairading South Road that I do not know of?

Response

The Bridge/Culvert Structures Numbers 714 and 715 are located on the portion of the Quairading South Road which is commonly known as the Quairading-Corrigin Road and are located at the Salt River System.

Mr N MarnhamQuestion

Mr Marnham enquired on the progress of the Town Power Upgrade and asked if there was any progress on the Ausplow Business relocation.

Response

The Chairman advised of the estimated cost of \$4.0M for a Major Power Upgrade to enable a Major Relocation of a Business, such as Ausplow.

The Chairman and the Chief Executive Officer reported that Council have kept in contact with Ausplow and that a lower scale of the Business, such as Crop Trialing and Development was being considered by the Company.

Mr G JasonQuestion

Mr Jason queried a “Footpath Customer Request” from Mr Barry Bartlett placed 2 years ago, which hasn’t been addressed, and needs to be repaired. Mr Jason mentioned a number of the other Footpath faults (not specified) that would need sections rectified.

Response

The Chief Executive Officer responded by thanking Mr Jason for the question and that he would follow up on remedial action for the Footpath fault in Cubbine Street.

Ms R TurnerQuestion

Ms Turner raised a concern about the safety of the Footpath outside of the Quairading District High School heading to Heal Street, and requested a Safety Inspection be carried out.

Response

The Chief Executive Officer undertook to have the Footpath inspected and assessed with a remedial strategy/action prepared.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

The Joint Regional Heritage Advisor, Mr Carrick thanked Council for the opportunity to address the Council on the Heritage work being undertaken.

2.24pm

Mr Newick entered the Council Meeting.

Mr Carrick spoke on the Heritage Advisory Service to the Quairading Shire which was working collaboratively with the Shires of Cunderdin and Tammin. Mr Carrick shared his background of Architecture and the Heritage Advisory Service, and proceeded to advise the Council on current Work/Projects.

2.42pm

Ms Turner left the Council Meeting.

Mr Carrick informed Council of his next steps for the Shire of Quairading:-

- Review of Heritage Strategy – to be completed in May 2017
- Review Draft Heritage List – May 2017
- Staged Review of the Local Government Inventory
- Advice on Interpretation for the Former Quairading State School Site
- Advice on Dangin Townsite Signage
- Advice on available Funding – Lotterywest

2.44pm

Ms Turner re-entered the Council Meeting.

The Chief Executive Officer spoke on the “Old School Working Group” comprising of the Quairading District High School, Community Representatives, Councillors and the Chief Executive Officer and steps going forward with a Concept Plan for the Site.

Mrs Jurmann provided an overview on the work to be undertaken by her on the Town Planning Scheme Review Report for Council.

2.46pm

Mr Fardon left the Council Meeting.

2.48pm

Mr Fardon re-entered the Council Meeting.

Cr Caporn thanked Mr Carrick and Mrs Jurmann for taking the time to Present to Council.

2.49pm

Mr Carrick, Mrs Jurmann, Mr Jason and Ms Turner left the Council Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Cr McGuinness declared an Impartiality Interest in the Building & Town Planning Development Committee Recommendation B18-16/17: Emergency Power Generator – Parker House as he is an Employee of the WA Country Health Service..

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 30TH MARCH 2017

160-16/17 MOVED Cr Davies seconded Cr Taylor that the Minutes of the Ordinary Meeting of Council held on 30th March 2017 be confirmed as a true and correct record of that Meeting subject to the correction to Mr Haythornthwaite's Question.

CARRIED 8/0

Business Arising

Traffic Control on Works (W17)

Query on the progress of procuring the Traffic Control Lights. The Manager of Works and Services confirmed that no progress had been made since the last Council Meeting.

Item 37 – Quairading Community Resource Centre – Service Agreement

Council was advised that there had been no response to Council's request for details of the Tourism Component of the Centre's Business Management Plan or Business Charter but a response was expected within days.

Proposed Road Closure – Badjaling to Yoting Road

Council was advised that the Department of Water's Hydrologist's Inspection Report had not been received yet for Council's Consideration.

Item 51 – Old School Building

The Meeting requested that the Chief Executive Officer arrange a Meeting Date for the "Old School Working Group".

Swimming Pool

The Meeting queried the Swimming Pool Management issues raised by Council. The Chief Executive Officer confirmed that the issues had been raised with the Principal of Contract Aquatic Services, Mr Mildwater, by the Economic Development Project Officer following item being raised by Council.

Income Protection Insurance

Council was informed that Employees had been advised in writing that the Income Protection Insurance Policy currently in place to the 30th June 2017 will not be renewed in the 2017/2018 Year.

Community Emergency Service Manager

Council requested that the Community Emergency Service Manager present at the May 2017 Ordinary Council Meeting on the Role of Local Emergency Management Committee (LEMC) and his Position.

Councillor Induction Packages

The Chief Executive Officer informed the Council that he had been waiting for updated information packages from the Department of Local Government, before compiling an "Induction Package" for new Elected Members for the October 2017 Elections.

ITEM 8 WORKS

Item 8.1 No Works Committee Meeting held in April 2017

Mr Newick thanked Council for his 8 ½ years of Employment with Council, and said that he is honoured to have served Council and the Community. Mr Newick wished current Staff all the best and said he'll do his best to deliver and progress Projects before his departure on the 30th May 2017.

Item 8.2 Road Construction Status Report

Noted.

Item 8.3 Council's Insurance Claims – Flood Bridge Damage January/February 2017

The Chief Executive Officer referred to the Roads Assessment Report, and informed the Meeting that the Insurance Claim for damaged Bridges had been submitted.

Item 8.4 Bridge Register

Noted.

Item 8.5 Flood Damage Cost Estimate 2017 Floods

Noted.

Question in regard to WANDDRA coverage, if further Rain caused additional damage to the Roads.

Mr Newick said that there was an Allowance, within WANDDRA for full reinstatement.

Item 8.6 Other Works Matters

161- 16/17 MOVED Cr Haythornthwaite seconded Cr Brown that Council accept Late Works Items.

CARRIED 8/0

162- 16/17 MOVED Cr McGuinness seconded Cr Shenton that:-

- 1. Council determine that the current Operations of the Waste and Recycling Facility & Services be continued with and be included in the 2017/2018 Financial Year Budget.**
- 2. That Community Information be prepared by the end of May 2017, providing Full Information on Council's Decision including Financial Implications and Councils continued commitment to prepare Medium and Long Term Waste and Recycling Strategies.**
- 3. Develop a Recycling Education Strategy with an Ongoing Recycling Effort to reduce Waste to Landfill.**
- 4. The Item of "Waste & Recycling Strategy" be listed on all future Works Committee Agendas.**

CARRIED 8/0

Cr Caporn thanked Mr Newick on his Years of Service to the Council and acknowledged Mrs Newick for her Contributions to our Community.

3.16pm

The Manager of Works and Services left the Council Meeting.

ITEM 9 MATTERS PENDING / ACTION SHEET

Council discussion ensued on the following: -

Item 2 – Badjaling Reserve – Drainage Realignment Proposal: The Chief Executive Officer is still awaiting the Hydrologist's Report.

Item 3 – Review of Local Laws: Proof of the Special Gazette have been received for Review from the State Law Publishers and then ready for Gazettal.

Item 5 – Grain Freight Project: Chief Executive Officer awaiting Surveyed Land Requirements before negotiations with the Land Owners.

Item 7 – Reconciliation Action Plan: Minutes will be emailed when prepared.

Item 10 – Additional Audio Visual at Town Hall: Noted that the Economic Development Project Officer has been in contact with the Curtain Raisers Group.

Item 12 – Pink Lake Layby: The Meeting noted that the water is still rising and damaging the Road. The Chief Executive Officer undertook to follow-up with Main Road WA.

Item 13 – Industrial Land: The Economic Development Project Officer requested to clarify that Council's Contribution to the Proposal is the Freehold Land.

Item 21 – Badjaling Road and Bulyee Road: The Preliminary Assessment by the Department of Environment Regulations for Badjaling Road was received on the 26/04/2017. Environment Project Officer reviewing to progress Council's Permit Application.

Item 30 – Meeting with Business Houses: Proposed Meeting to be held in September 2017.

Item 39 – Toapin Weir: Chief Executive Officer awaiting advice from the Water Corporation on further investigation and Structural Report by the Water Corporation on the Weir.

Item 50 – Quairading Football Club: The Chief Executive Officer advised that he was Meeting with the Football Club Secretary Mrs Richards on the 2nd May 2017 to progress the Facility Agreement.

3.42pm

Council adjourned for Afternoon Tea.

4.05pm

The Economic Development Project Manager entered the Council Meeting.

4.06pm

The Council Meeting Resumed.

ITEM 10 INFORMATION SESSION / DELEGATES' REPORTS

Item 10.1 Shire of Quairading / City of Melville Partnership

Nil

Item 10.2 Regional Cooperation

Report Noted.

Item 10.3 Delegates' Reports

Cr Haythornthwaite reported that she was unable to attend the recent Tourism and Tidy Town Committee Meeting, but a few queries had been raised by the Committee which will be forwarded to the Chief Executive Officer.

Item 10.4 Report on Delegated Authority Exercised

Report Noted.

ITEM 11 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 11.1 Building and Town Planning Development Committee Meeting held 18th April 2017

Cr McGuinness advised the Meeting that he had an Interest in the Building & Town Planning Development Committee Recommendation B18-16/17: Emergency Power Generator – Parker House as he is an Officer of the WA Country Health Service and Author of the Proposal.

Cr McGuinness disclosed a Non-Financial Interest in this Item, and would prefer not to Vote nor Discuss the Matter.

163-16/17 MOVED Cr Davies seconded Cr McRae that Cr McGuinness remain in the Council Meeting, but refrain from Discussion or Voting on this Matter.

CARRIED 6/1

Emergency Power Generator – Parker House (B18-16/17)

164-16/17 MOVED Cr Davies seconded Cr Brown that Council adopt the Building and Town Planning Development Committee Recommendation B18-16/17 that: -

- 1. Further investigation of the proposal be undertaken to enable a Draft Budget Provision towards the installation of the Concrete Slab, Fencing and Generator including regular Maintenance/Service History, Costs and Capacity.**
- 2. Council endorse the Chief Executive Officer’s Actions of “Supporting In Principle” the proposal for WA Community Health Service Wheatbelt to donate and connect an Emergency Generator on Lot 2 Jennaberring Road Quairading.**

CARRIED 7/0

Council Discussion

The Meeting commented that subject to further negotiation the Generator should be serviced prior to delivery/commissioning and that WA Country Health Service should cover the ongoing running costs for the Generator at Parker House.

Expression of Interest in using Reserve No.28892 – Quairading Horse Group (B19-16/17)

165-16/17 MOVED Cr Davies seconded Cr McRae that Council adopt the Building and Town Planning Development Committee Recommendation B19-16/17 that: -

- 1. Council support the Expression of Interest by the “Quairading Horse and Pony Club” for the Community Use of Reserve No.28892, Loudon Street Quairading.**
- 2. That the Chief Executive Officer be granted Delegated Authority to liaise with the Group’s representative to address Issues regarding Insurance Cover, Community Interest, Site and Traffic Management and Utilities consumed (Not Exclusive List).**
- 3. Following the further research by the Group, the Chief Executive Officer to prepare a Report to Council for Consideration.**

CARRIED 8/0

Council Discussion

Council requested that a timeframe be set for the new Quairading Horse Group to address Issues regarding Insurance Cover, Community Interest, Site and Traffic Management and Utilities consumed (Not Exclusive List). Council set a Closing Date of the 1st August 2017 for information back from the Interest Group to the Chief Executive Officer.

Item B16 – Community Skatepark/Park: The Economic Development Project Officer undertook to email a Concept Plan to all Councillors, when available.

ITEM 11.2 OTHER BUILDING MATTERS

Nil.

ITEM 12 FINANCE

Item 12.1 Finance and Audit Committee Meeting held 18th April 2017.

166-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt Finance and Audit Committee Recommendations “en bloc”F31-16/17, F33-16/17 to F35-16/17: -

Accounts for Payment – March 2017 (F31-16/17)**Council adopt the following:**

1. That Schedule of Accounts covering Municipal Vouchers 23181 to 23203 & EFT3939 to EFT4034 & DD12310.1 to DD12310.12 & DD12334.1 to DD12334.12 totalling \$392,877.54 be received; The balance of all other outstanding Sundry Creditors to the 31/03/2017 total \$11,743.83; and
2. That Police Licensing payments for the month of March 2017 totalling \$74,222.10 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for March 2017 totalling \$357.40 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month March 2017 totalling \$169,223.37 be received; and
5. That fund transfers from Trust account to Municipal account for March 2017 totalling \$1,596.40 be received; and.
6. That the WestNet payment for the month of March 2017 totalling \$69.95 be received.

Fund Balances Report – March 2017 (F33-16/17)**Council adopt the Fund Balances for the Period ending 31st March 2017**

<i>Account</i>	<i>Statement</i>		<i>Reconciliation</i>
	<i>Balance</i>		<i>Balance</i>
Municipal A/c	\$42,749.09	Reconciled Municipal Balance	\$2,839,282.55
At Call - Invest.	\$240,000.00	(Plus Outstanding Payments)	\$4,897.25
Childcare Centre	\$10,334.19	(Less Outstanding Deposits)	(\$3,805.45)
Medical A/c	\$33,132.98	(Less Outstanding Transport)	(\$3,317.80)
T/Deposit 3 Mth	\$350,000.00		
T/Deposit 3 Mth	\$400,000.00		
T/Deposit 3 Mth	\$400,000.00		
T/Deposit 3 Mth	\$350,000.00		
T/Deposit 4 Mth	\$450,000.00		
T/Deposit 3 Mth	\$550,000.00		
Total Municipal	\$2,837,056.55		\$2,837,056.55
At Call - Reserve	\$1,006,393.93		
T/Deposit-Reserve	\$200,000.00		
T/Deposit-Reserve	\$1,285,591.05		
T/Deposit-Reserve	\$450,615.21		
Total Reserves	\$2,942,600.19		\$2,942,600.19
Trust A/c	\$87,122.73		
Police Licensing	\$3,317.80		
Total Trust	\$90,440.53		\$90,440.53
	\$5,870,097.27		\$5,870,097.27

Financial Information–Statements of Income and Expenditure for the Period Ending – 31st March 2017 (F34-16/17)

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

Financial Statements – Variation to Budget by Percentage or Value –31st March 2017 (F35-16/17)

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

CARRIED 8/0

Finance and Audit Committee Terms of Reference (F36-16/17)

167-16/17 MOVED Cr McRae seconded Cr Taylor that Council adopt the Finance and Audit Committee Recommendation F36-16/17 that Council adopt the Committee’s Terms of Reference as below.

CARRIED 8/0

Shire of Quairading

Finance & Audit Committee Terms of Reference

Shire of Quairading Audit Committee - Terms of Reference

1. Objectives of Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government’s auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government’s affairs, determining the local government’s policies and overseeing the allocation of the local government’s finances and resources. The committee will ensure openness in the local government’s financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government’s financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- the coordination of the internal audit function with the external audit;
- the provision of an effective means of communication between the auditor, the CEO and the Council.
- Council has voted at it’s October 2016 Ordinary Meeting of Council (61 – 16/17 Moved Cr McRae Seconded Cr McGuinness) that the Finance and Audit Committee also be responsible for Facilitating / arranging Chief Executive Officer’s Performance Review Process

2. Powers of the Audit Committee

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

The committee currently consists of four Council members but may with Council Resolution be increased to consist of five members with four elected and one external person. All members shall have full voting rights.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to attend meetings as required to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

4. Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

The committee shall report annually to the Council summarising its activities during the previous financial year.

5. Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;

- details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions. The meeting will be either in person or via phone link.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the local government's draft annual financial report, focusing on:
- accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
- l) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- m) Address issues brought to the attention of the committee, including responding to requests from Council for advice that is within the parameters of the committee's terms of reference.
- n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- o) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

Annual Leave and Long Service Leave Status Report (F38-16/17)

168-16/17 MOVED Cr McRae seconded Cr Shenton that Council adopt the Finance and Audit Committee Recommendation F38-16/17:-

- 1. That the Annual Leave and Long Service Leave Status Report dated 12th April 2017 be received**
- 2. The Committee note the ongoing Management Strategy to reduce the Level of Excess Leave and Manage Human Resources.**

CARRIED 8/0

Debtors Report (F32-16/17)

169-16/17 MOVED Cr McRae seconded Cr Shenton that Council adopt the Finance and Audit Committee Recommendation F32-16/17 that the Total of 90 day Sundry and Rate Debtors Balances be contained within a limit of 5% of the Annual Debtors Levied.

CARRIED 8/0

Review of Fees & Charges 2017 / 2018 (F37-16/17)

170-16/17 MOVED Cr McRae seconded Cr Davies that Council adopt the Finance and Audit Committee Recommendation F37-16/17 that the Fees and Charges as listed and to be included in the 2017/2018 Budget as amended below.

CARRIED 8/0

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2017 / 2018	Total 2016 / 2017 (GST Inc)	Base Cost 2017 / 2018	GST 2017 / 2018	Total 2017 / 2018 (GST Inc)
ADMINISTRATION				
Rating Enquiry (i.e. Group Rated)	\$175.50	\$163.64	\$16.36	\$180.00
Supply of Council Electoral Roll	\$35.25	\$32.73	\$3.27	\$36.00
Invoice Administration Charge	\$52.36	\$48.64	\$4.86	\$53.50
District Fire Map	\$14.10	\$13.18	\$1.32	\$14.50
District History Books				
(The Golden Grain & the Silver Fleece)	\$10.00	\$9.09	\$0.91	\$10.00
(The Big Q - Hard Cover)	\$50.00	\$45.45	\$4.55	\$50.00
(The Big Q - Soft Cover)	\$38.00	\$34.55	\$3.45	\$38.00
PHOTOCOPYING				
A4 Page Per Copy	\$0.50	\$0.91	\$0.09	\$1.00
A3 Page Per Copy	\$1.00	\$1.36	\$0.14	\$1.50
Coloured paper surcharge per page	\$0.50	\$0.91	\$0.09	\$1.00
FREEDOM OF INFORMATION				
Non personal information	\$0.00	\$0.00	\$0.00	\$0.00
Archive research of Council records- per half hour or part thereof	\$0.00	\$0.00	\$0.00	\$0.00
Personal information about the applicant	\$0.00	\$0.00	\$0.00	\$0.00
Application Fee (Non personal information)	\$30.00	\$27.27	\$2.73	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00	\$27.27	\$2.73	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00	\$27.27	\$2.73	\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00	\$27.27	\$2.73	\$30.00
Per photocopy	\$0.20	\$0.18	\$0.02	\$0.20

Transcribing from tape, film or computer (per hour or pro rata)	\$30.00	\$27.27	\$2.73	\$30.00
Duplicating a tape, film or computer information				At cost
Delivery, packaging and postage				At cost
ANIMAL CONTROL				
Dog Registration Fees - As Per Dog Act & Regulations				
Impounding Fee	\$91.50	\$85.45	\$8.55	\$94.00
Nutrition Fee (Per Day)	\$13.00	\$12.27	\$1.23	\$13.50
Destruction	\$65.50	\$60.91	\$6.09	\$67.00
Cat Trap Hire (2 weeks hire)	\$8.00	\$7.27	\$0.73	\$8.00
Dog Kennel's 1st Year	\$307.00	\$285.91	\$28.59	\$314.50
Dog Kennel's Annual Renewal	\$184.50	\$171.82	\$17.18	\$189.00
<i>Bond - Cat Trap</i>	\$20.00	\$20.00		\$20.00
HOUSING RENTAL – Weekly Charge				
28 Reid Street - CEO Residence	N/A			N/A
31 Dall Street - MW & S Residence	N/A			N/A
8 Dall Street - DCEO Residence	N/A			N/A
64 Coraling Street - Works Staff	\$82.00	\$100.00	\$0.00	\$100.00
19 Powell Crescent - Works Team Leader	\$82.00	\$100.00	\$0.00	\$100.00
74 McLennan Street - Electrician	\$82.00	\$100.00	\$0.00	\$100.00
8 Murphy Street - Truck Driver	\$82.00	\$100.00	\$0.00	\$100.00
14 Reid Street - EPO	\$82.00	\$100.00	\$0.00	\$100.00
Lot 190 McLennan Street	\$73.00	\$89.00	\$0.00	\$89.00
7 Edwards Way - 2% Agreed to by Dept. Housing	\$702.27	\$716.32	\$0.00	\$716.32
Single Persons Units				
Residence/Single Persons - Staff Rental - Minimum	\$73.00	\$89.00	\$0.00	\$89.00
Residence/Single Persons	\$93.50	\$114.00	\$0.00	\$114.00
50A Suburban Road - EDPO	\$82.00	\$100.00	\$0.00	\$100.00
ARTHUR KELLY RETIREMENT VILLAGE UNIT				
Rental Unit No 1	\$75.00	\$77.00	\$0.00	\$77.00
Rental Unit No 2	\$73.50	\$75.50	\$0.00	\$75.50
Rental Unit No 3	\$75.00	\$77.00	\$0.00	\$77.00
Rental Unit No 4	\$75.00	\$77.00	\$0.00	\$77.00
Rental Unit No 5	\$73.50	\$75.50	\$0.00	\$75.50
Rental Unit No 6	\$73.50	\$75.50	\$0.00	\$75.50
Rental Unit No 7	\$71.50	\$73.50	\$0.00	\$73.50
Rental Unit No 8	\$75.00	\$77.00	\$0.00	\$77.00

MEDICAL CENTRE				
CHILD CARE CENTRE				
Full Day Attendance	\$74.50	\$80.00	\$0.00	\$80.00
Half Day Attendance	\$50.50	\$55.00	\$0.00	\$55.00
After School Care per Hour (or part thereof)	\$15.00	\$16.00	\$0.00	\$16.00
Staff Concession - Child Attendance While working at Centre	\$30.50	\$40.00	\$0.00	\$40.00
Community Play Group Use of Building (Annual Charge)	\$151.00	\$174.50	\$0.00	\$174.50
HEALTH - PREVENTATIVE SERVICES				
Itinerant Food Vendors Licence (Per Annum)	\$161.00	\$164.55	\$16.45	\$181.00
Application for Itinerant Food Vendors Licence per Event	\$22.50	\$23.18	\$2.32	\$25.50
Food Act 2008 Notification & Registrations 110(3)	\$140.00	\$127.27	\$12.73	\$140.00
Food Act 2008 Notification s 107(3 (c))	\$50.00	\$45.45	\$4.55	\$50.00
Offensive Trades (as per OTF Regs.).				
Septic Tank Application/Processing Fee (as per Health Regulations)	\$236.00	\$214.55	\$21.45	\$236.00
STANDPIPE WATER - SERVICE CHARGES				
Usage - per 1000 Litres (Per Kiloletre) or part thereof:	\$6.00	\$5.91	\$0.59	\$6.50
TOWN PLANNING FEES				
Application for Planning Consent < \$50,000				
Application for Planning Consent > \$50,000 0.32% of Cost				
Building Demolition Licence				
Extractive Industry Planning Concept				
Penalty if Development Commenced or Carried Out				
Initial Application for Licence - Extractive Industry				
Initial Renewal of Licence - Extractive Industry				
Application for Rezoning Deposit Paid (i.e. Consultants, Advertising) ** Plus All Direct Costs Incurred				
Home Occupation/Cottage Industry Licence Application				

Fees & Charges as per Planning & Development Regulations 2009 Schedule 2

Home Occupation/Cottage Industry Renewal				
Copy of Town Planning Scheme - Text Full				
** All advertising costs to be met by applicant				
Clearance of Conditions - Subdivisions **Plus All Additional Costs Incurred				
Bond - Footpath and kerbing Damage	\$500.00	\$500.00	\$0.00	\$500.00
All Additional Fees & Charges Refer to Building Regulations 2012 Schedule. 2				
CEMETERY FEES				
Internment to 1.8 Metres & Marquee (weekdays)	\$624.00	\$681.82	\$68.18	\$750.00
Internment of Any Child 7 yrs or under to 1.37 Mtr Deep & Marquee (weekdays)	\$624.00	\$681.82	\$68.18	\$750.00
Internment to 2.1 Metres & Marquee (weekdays)	\$732.00	\$681.82	\$68.18	\$750.00
Reopening for each Internment & Marquee (weekdays)	\$624.00	\$681.82	\$68.18	\$750.00
Burials Weekends & Public Holidays	\$337.50	\$1,363.64	\$136.36	\$1,500.00
Extra Charge - Funerals beyond 1.00 pm	\$337.50	\$318.18	\$31.82	\$350.00
Niche Wall Reservation - Single	\$31.00	\$34.09	\$3.41	\$37.50
Niche Wall Reservation - Double	\$63.00	\$68.64	\$6.86	\$75.50
Internment Single or Double Niche	\$96.00	\$105.00	\$10.50	\$115.50
Memorial Garden (Ashes) Reservation Single	\$31.00	\$34.09	\$3.41	\$37.50
Memorial Garden Internment	\$170.50	\$186.36	\$18.64	\$205.00
Family Shrubs / Tree / 4 Wedges - Buying Plot only	\$567.50	\$620.00	\$62.00	\$682.00
Internment of Ashes / Family Shrub @ cost	\$57.00	\$62.27	\$6.23	\$68.50
Plaques / Granite Wedges - At Cost				
Cost to Affix Plaque - Council Staff	\$46.50	\$50.91	\$5.09	\$56.00
Re-opening grave for exhumation	\$624.00	\$681.82	\$68.18	\$750.00
Reinterment in new grave after exhumation	\$604.00	\$660.00	\$66.00	\$726.00
Plot Reservation	\$48.00	\$52.27	\$5.23	\$57.50
Permit to erect Headstone, Monument or Kerbing	\$33.00	\$35.91	\$3.59	\$39.50
COMMUNITY BUS				
Fee per Kilometre - Fully Refuelled by Shire	\$1.26	\$1.59	\$0.16	\$1.75
Minimum Hire Charge	\$25.00	\$31.82	\$3.18	\$35.00
Bond Payable in Advance	\$100.00	\$150.00	\$0.00	\$150.00

Council provides a Subsidy to Senior Citizens & Youth Centre - Max 500Klm / Annum each				
School "Moving Forward Program" - 600km / Annum				
Substandard Cleaning per Hour	\$34.00	\$40.91	\$4.09	\$45.00
QUAIRADING MEMORIAL HALL				
Bond Payable in Advance	\$875.00	\$875.00	\$0.00	\$875.00
Cabaret, Ball, Dance, Wedding, Birthday, Anniversary, Reunion, Social or Steak Night	\$251.00	\$234.09	\$23.41	\$257.50
Concessional Rate (75%) (Local Bodies - Fund Raising, Quiz Nights, Fashion Parades etc)	\$188.50	\$175.45	\$17.55	\$193.00
Public Meeting, Rehearsal or Church Service	\$106.00	\$98.64	\$9.86	\$108.50
Badminton (Per Day)	\$56.00	\$52.27	\$5.23	\$57.50
Setting Up / Decorating / Clean Up Charge per day only if there are no other bookings	\$104.00	\$96.82	\$9.68	\$106.50
Short Term-Hire Hourly Rate (Lesser or Main Hall Only) At Chief Executive Officer's discretion	\$11.50	\$10.91	\$1.09	\$12.00
LESSER HALL				
Bond Payable in Advance	\$625.00	\$625.00	\$0.00	\$625.00
Full Hire Rate - Any other Full Day Event	\$250.00	\$233.18	\$23.32	\$256.50
Full Hire Rate - Community Hire or Benefit	\$100.50	\$93.64	\$9.36	\$103.00
Concessional Rate (Local Meetings/Rehearsals Etc)	\$54.50	\$50.91	\$5.09	\$56.00
Ballet / Fitness Group	\$32.00	\$30.00	\$3.00	\$33.00
ANZAC Day Service	\$0.00	\$0.00	\$0.00	\$0.00
** Kitchen Hire - Not Incl in Hire Charge	\$67.50	\$62.73	\$6.27	\$69.00
Breakages or losses to be paid for by hirer at cost price.				
PENALTIES				
Substandard Cleaning Per Hour	\$34.00	\$31.82	\$3.18	\$35.00
After Hours Supply of Keys or Call Out	\$63.00	\$58.64	\$5.86	\$64.50
Failure to return Keys	\$33.00	\$30.91	\$3.09	\$34.00
Lights left on per day	\$33.00	\$30.91	\$3.09	\$34.00
Air Conditioner Left On (Per day)	\$125.00	\$116.36	\$11.64	\$128.00

EQUIPMENT HIRE				
<i>EQUIPMENT HIRE - Bond</i>	\$100.00	\$100.00	\$0.00	\$100.00
Folding Table Hire	\$5.00	\$4.55	\$0.45	\$5.00
Chair Hire - Each	\$1.50	\$1.36	\$0.14	\$1.50
BONDS SOUND AND STAGE LIGHTING EQUIPMENT				
<i>Bond per Event</i>	\$200.00	\$200.00	\$0.00	\$200.00
Hire Charge	\$63.00	\$58.64	\$5.86	\$64.50
Sound and Lighting Box - operated by authorised volunteers only				
SWIMMING POOL CHARGES				
Per Session - Adult	\$3.00	\$3.15	\$0.35	\$3.50
Per Session - Child	\$2.00	\$1.82	\$0.18	\$2.00
Per Session School (Swimming Lessons)	\$1.00	\$0.91	\$0.09	\$1.00
<i>SEASON TICKET - NOT TRANSFERABLE</i>				
Adult	\$74.00	\$69.09	\$6.91	\$76.00
Child	\$60.00	\$55.91	\$5.59	\$61.50
Family - 2 Adults and all Children	\$156.50	\$145.91	\$14.59	\$160.50
Single Parent Family - 1 Adult and all Children	\$110.00	\$102.73	\$10.27	\$113.00
Early Morning Swim Charge per Season	\$0.00	\$31.82	\$3.18	\$35.00
<i>MONTHLY TICKET - NOT TRANSFERABLE</i>				
Adult	\$29.50	\$27.27	\$2.73	\$30.00
Child	\$21.50	\$20.00	\$2.00	\$22.00
Pre School Children	FREE	Free		FREE
School Hire	FREE	Free		FREE
Private Function Hire (Plus Labour Charges)	\$57.00	\$53.18	\$5.32	\$58.50
Aquatic Club	FREE			FREE
Note: Adult fee charged when child leaves school or completion Year 12				
<i>PENSIONER FEES</i>				
Pensioner to receive a 20% Discount on Stated Season Charges. Note: Not Seniors Card holders				
COMMUNITY BUILDING				
<i>BOND PAYABLE IN ADVANCE</i>	\$625.00	\$625.00	\$0.00	\$625.00
Cabaret, Ball, Dance, Wedding, Birthday, Anniversary Reunion or Social (Lunch or Dinner)	\$177.50	\$165.45	\$16.55	\$182.00

Quiz Nights, Fashion Parades, Steak Night, Christening, Funeral, Birthday, Morning / Afternoon Tea / Meeting	\$88.50	\$82.27	\$8.23	\$90.50
Concessional Rate - (Local Group Meetings, Players Tea etc)	\$43.50	\$40.45	\$4.05	\$44.50
Hourly Rate (At Chief Executive Officer's discretion)				
Hire of BBQ Only without Community Building	\$25.00	\$23.18	\$2.32	\$25.50
ANZAC Day Service	Free	Free		Free
Quilters of Quairading	\$24.50	\$22.73	\$2.27	\$25.00
Seniors Group - QARRAS / HACC	Free	Free		
Daycare				
Kitchen Hire - Including Crockery	\$53.50	\$50.00	\$5.00	\$55.00
Sound System - Bond	\$200.00	\$0.00	\$0.00	\$200.00
Sound System - operated by authorised personnel only	\$23.00	\$21.36	\$2.14	\$23.50
PENALTIES				
Failure to Return Keys	\$33.00	\$30.91	\$3.09	\$34.00
Substandard Cleaning Per Hour	\$34.00	\$31.82	\$3.18	\$35.00
Failure to Turn Off Lights per day	\$33.00	\$30.91	\$3.09	\$34.00
After Hours Supply of Keys or Call Out	\$63.00	\$58.64	\$5.86	\$64.50
Air Conditioner Left On per day	\$79.00	\$73.64	\$7.36	\$81.00
OTHER RECREATION AND SPORT				
Annual Ground Rental & Com Bldg Usage Footy Club	\$3,719.00	\$3,465.45	\$346.55	\$3,812.00
Cricket Club - Council Prepares Wickets	\$1,132.00	\$1,055.00	\$105.50	\$1,160.50
Cricket Club - Prepares Wickets	FREE	Free		FREE
Hockey Club	\$469.00	\$436.82	\$43.68	\$480.50
Education Department	FREE			FREE
Netball Club (Association Fees)	\$426.50	\$397.27	\$39.73	\$437.00
Netball Courts - One Off Hire Fee	\$11.00	\$10.45	\$1.05	\$11.50
<i>Note: All ground marking at Clubs Cost.</i>				
GREATER SPORTS GROUND - HIRE CHARGES				
Bond	\$625.00	\$625.00		\$625.00
Circus	\$301.50	\$280.91	\$28.09	\$309.00
Other Organisations	\$149.00	\$138.64	\$13.86	\$152.50
High School Sports Carnivals	EXEMPT			FREE
Oval Lights Left On After Training or Event (Per Event)	\$118.00	\$110.00	\$11.00	\$121.00

AGRICULTURAL HALL				
Display Hall & All Facilities - Day	\$22.00	\$20.45	\$2.05	\$22.50
Display Hall & All Facilities - Night	NOT FOR HIRE			
Local Youth Organisations - Day	FREE			
Local Youth Organisations - Night	FREE			
AIR STRIP				
Call Out Fee - Night Landing	\$98.00	\$91.36	\$9.14	\$100.50
CARAVAN PARK CHARGES - Special Offer Stay 3 Nights and Pay for 2 for a maximum of 6 nights				
Powered Caravan Site - 2 Persons / Night P / Van	\$25.00	\$25.45	\$2.55	\$28.00
Unpowered Caravan Site - 2 Persons / Night P / Van	\$20.00	\$20.91	\$2.09	\$23.00
Weekly Powered Caravan Site - 2 Persons/ Night P / Van	\$144.00	\$154.55	\$15.45	\$170.00
Weekly Unpowered Caravan Site - 2 Persons/ Night P / Van	\$110.00	\$115.45	\$11.55	\$127.00
Additional Adult per Night	\$8.00	\$9.09	\$0.91	\$10.00
Washing Machine/Dryer Tokens	\$4.00	\$3.64	\$0.36	\$4.00
Per Night - Permit Rest Area	\$5.50	\$5.00	\$0.50	\$5.50
RV's Wishing to use Caravan Park Facilities	\$25.00	\$25.45	\$2.55	\$28.00
<i>(Note after 28 days continual stay gst is waived)</i>				
Caravan Clubs				
Less than 15 Vans Powered Site - per van per night + Hire of C/Building at Concessional Rate Charge NOT Eligible for Special Offer	\$24.00	\$27.27	\$2.73	\$30.00
Greater or equal to 15 Vans Powered Site - No Charge on C/Building NOT Eligible for Special Offer	\$20.00	\$22.73	\$2.27	\$25.00
Greater than 15 RV's - RV Rest Area with Power & Use of C/Building NOT Eligible for Special Offer	\$7.00	\$8.18	\$0.82	\$9.00
Caravan Park / RV Rest Area - Additional per adult rate above (2)	\$7.00	\$8.18	\$0.82	\$9.00
COTTAGE CABIN (Rate Based on 2 Adults & 2 Children)				
Bond	\$200.00	\$200.00	\$0.00	\$200.00
Caravan Park Cottage - 1 Nights Stay	\$138.00	\$128.64	\$12.86	\$141.50

Caravan Park Cottage - 2 - 3 Nights Stay per Night	\$131.00	\$122.27	\$12.23	\$134.50
Caravan Park Cottage - 4 - 5 Nights Stay per Night	\$119.50	\$111.36	\$11.14	\$122.50
Caravan Park Cottage - 6 Nights Stay per Night	\$114.50	\$106.82	\$10.68	\$117.50
Caravan Park Cottage - Per Week	\$738.00	\$687.73	\$68.77	\$756.50
Caravan Park Cottage - Additional Adult Rate	\$13.00	\$12.27	\$1.23	\$13.50
Caravan Park Cottage - Additional Child Rate	\$10.50	\$9.55	\$0.95	\$10.50
BARRACKS				
<i>Bond Per Room Hired</i>	\$100.00	\$100.00	\$0.00	\$100.00
Weekly Rate per Adult	\$175.00	\$160.00	\$16.00	\$176.00
Weekly Rate per Child	\$45.50	\$41.82	\$4.18	\$46.00
Adult per Night	\$35.50	\$32.27	\$3.23	\$35.50
Child per Night	\$10.50	\$9.55	\$0.95	\$10.50
FACTORY UNIT RENTAL Per WEEK				
Lot 30 Heal Street - Free Rental Granted to Hospital Auxiliary Op Shop. Subject to Commercial Tenancy	\$259.00	\$241.36	\$24.14	\$265.50
Lot 29 Heal Street	\$259.00	\$241.36	\$24.14	\$265.50
SWIMMING POOL INSPECTIONS				
MH&BS Swimming Pool Inspections (Every 4 Years)	\$55.00	\$50.00	\$5.00	\$55.00
COMMUNITY RESOURCE CENTRE CHARGES				
CRC Monthly Rental Fee	\$712.00	\$660.91	\$66.09	\$727.00
Resource Centre - South Coraling Hire - Daily Rate	\$100.50	\$93.64	\$9.36	\$103.00
Resource Centre - Art Centre Hire - Daily Rate	\$100.50	\$93.64	\$9.36	\$103.00
Resource Centre - Art Centre Hire - Art Society (Power Only)	\$44.50	\$41.36	\$4.14	\$45.50
Resource Centre - Dulbelling Room Hire - Daily Rate	\$100.50	\$93.64	\$9.36	\$103.00
Resource Centre - Dangin - Daily Rate	\$88.00	\$81.82	\$8.18	\$90.00
Resource Centre -Pantapin – Floor space 18.8m2 P/Week (Bird Cameron)	\$149.00	\$138.64	\$13.86	\$152.50
Resource Centre -Yoting – Floor space 18.8m2 P / Week (Vacant)	\$149.00	\$138.64	\$13.86	\$152.50

Resource Centre – Badjaling Floor space 12.2m2 P / Week (CRC Finance Officer)	\$105.50	\$100.00	\$10.00	\$110.00
Resource Centre - Wamenusking Floor space 12.2m2 P/Week (Shire EPO)	\$105.50	\$100.00	\$10.00	\$110.00
Resource Centre – Mt Stirling Floor space 14.4m2 P/Week (CRC Coodinator)	\$114.00	\$123.64	\$12.36	\$136.00
Resource Centre – Doodenanning Floor space 14.4m2 P/Week (Shire CDO)	\$114.00	\$123.64	\$12.36	\$136.00
Kitchen Hire	\$35.00	\$32.73	\$3.27	\$36.00
Kitchen / Alfresco Area	\$55.00	\$51.36	\$5.14	\$56.50
Venue Cancellation Late Notice Fee	\$23.50	\$21.82	\$2.18	\$24.00
Room Hire - South Caroling - Dulbelling - Dangin - Art Space				
Community Groups				
Any Of the Above Rooms - Up to and Including (First 3 Hrs)	\$25.00	\$27.27	\$2.73	\$30.00
Any Of the Above Rooms - Full Day Rate (After First 3 Hrs)	\$20.00	\$54.55	\$5.45	\$60.00
All Other Hirers				
Any Of the Above Rooms - Up to and Including (First 3 Hrs)	\$50.00	\$45.45	\$4.55	\$50.00
Any Of the Above Rooms - Full Day Rate (After First 3 Hrs)	\$30.00	\$72.73	\$7.27	\$80.00
COMMUNITY GYM				
Annual Membership	\$150.00	\$145.45	\$14.55	\$160.00
Pensioner 65+ / Disability Concession		\$113.64	\$11.36	\$125.00
Three (3) Months Membership		\$50.00	\$5.00	\$55.00
Casual Rate per visit		\$10.91	\$1.09	\$12.00
Replacement of Lost or Damaged Swipe Card	\$12.00	\$13.64	\$1.36	\$15.00

Item 12.1.1 Draft Building Tenancy Agreement – Veterinary Clinic

REPORTING OFFICER

Chief Executive Officer

Date: 12th April 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Draft Building/ Occupancy Agreement – Veterinary Clinic

APPLICANT'S SUBMISSION – Copy of Draft Agreement Attached

BACKGROUND – Council’s Motion No 126-16/17 Passed at the February 2017 Ordinary Council Meeting:-

“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”

The Chief Executive Officer met with the visiting Veterinarian Dr Graham Penno on the 14th March 2017 to advise of Council’s Intentions and to discuss his continued use of the Council Building for his fortnightly Veterinary Consulting Day in Quairading.

STATUTORY ENVIRONMENT – Council owned Building on Lot 85 Jennaberring Road Freehold Land

POLICY IMPLICATIONS – No Formal Policy or Agreement. Previous arrangements were a continuation of Dr Penno’s use of the “Old Vet Clinic” on Lot 2 Jennaberring Road

FINANCIAL IMPLICATIONS – Council Seeking Clarity in the Building Agreement and a Financial Recognition of the Vet’s use of the Building on a Fortnightly Basis.

STRATEGIC IMPLICATIONS – Council’s Adopted Strategic Community Plan

Built Environment

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

Outcome: Enhanced and Sustainability Management of Assets and Infrastructure

Governance

Objective: To strengthen the Shire of Quairading’s Leadership on Governance

Outcome: G1 Sustainability and accountable Governance Strategies

G1.1 Improve organisational Planning, Processes and Systems

G1.2 Ensure transparent and Accountable Governance of the Shire.

COMMUNITY CONSULTATION – N/A

RISK – Council’s Adopted Risk Management Policy and Framework Guidelines apply.

- Lack of Documented Governance Building Agreement leads to Risk of future disputes on each Parties Responsibilities.
- Financial - Agreement proposes for an Occupancy Fee per Consulting Day in recognition of the use of a Council Facility.
- Risk identified that Occupancy/ Hire Fee may impact on the frequency or continuation of the visiting Veterinary Service to the District.
- Determined as low Risk following discussions with Dr Penno, however a high Building/ Facility Charge will increase the Risk

COMMENT – Dr Penno has been attending and servicing Quairading since 1998 generally on every second Tuesday.

The Service has been based at the “Ex Dental Clinic” Building following the termination of the visiting Dental Service to Town.

The Draft Agreement proposes the same Responsibilities/ Obligations as are currently being undertaken by Dr Penno, however with the inclusion of an Agreement Term, option to Renew and a Proposed Charge/Fee of \$50.00 (inc GST) per Consulting Day.

Council's Budgeted Expenditure for the Veterinary Clinic Building Maintenance is \$3701 for the 2016/2017 Year which includes a \$1000 Provision which represents the standard Excess Council has in its Property Risk Insurance Cover. Minimal Expenditure has been incurred in the Building this year.

Historically, Council Charged \$60.00 (inc GST) per Consulting Day for the visiting Dentist but in that Agreement Council also provided all the fixed Dental Equipment in this Charge.

OFFICER RECOMMENDATION

171-16/17 MOVED Cr McRae seconded Cr Taylor that Council adopt:-

- 1. The Draft Building/ Facility Agreement for the Veterinary Clinic Building.**
- 2. and that the Chief Executive Officer be Authorised to Finalise and Sign the Agreement upon the Agreement of Dr Penno.**

CARRIED 6/2

ITEM 12.2 OTHER FINANCE MATTERS

Item 12.2.1 Request for Cottage Concession – Kings Park Fashion

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date: 20th April 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Rental Concession Cottage Accommodation.

BACKGROUND – Ms Karen Wardrop (Kingspark Fashion) initially made contact with Council Administration Staff with the view of arranging to hire the Community Building.

Ms Wardrop later rang to cancel this booking as she had made arrangements with the CRC and this time enquired on the availability of accommodation.

The Officer who took the second Call gave the requested information and was asked to make a tentative booking for the Caravan Park Cottage, which she did.

The Cottage was treated for Cockroaches / Rodents on the Saturday after the previous hirer had moved out and was left to be cleaned once the treatment had been given time to be effective.

Unfortunately, unbeknown to both the Cleaner and Administration Staff, Ms Karen Wardrop had decided to proceed with the tentative booking she had discussed.

On her arrival, Monday night she rang Council Staff, being Ms Cheryl White and Mr Peter Ricetti to arrange entry to the building.

On Peter Ricetti's return to Quairading, he arranged to collect the Cleaner's key to gain access to the building and contacted the Deputy Chief Executive Officer to gain access to the Administration Office in order to collect the required linen. When he returned to the Cottage he spent sometime cleaning the unit to make it presentable.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Reduced income 1 Night's accommodation \$131.00 (GST Excl.)

STRATEGIC IMPLICATIONS –Strategic Community Plan

Governance

Strategy:

G1.2 Ensure Transparency and Accountable Governance of the Shire.

COMMUNITY CONSULTATION – Nil

RISK MANAGEMENT – Adopted Risk Management Policy and Risk Management Framework in Place. Current booking practises discussed at staff meeting and new procedures introduced to remove any chance of this reoccurring. Risk Ranking – Low due to Normal Checking Procedures being followed.

COMMENT – This situation could be considered a “one off” and steps to rectify the following of the Hiring and Cleaning Procedures have been introduced. Concession of one night’s accommodation is recommended as a gesture of goodwill.

STAFF RECOMMENDATION

172-16/17 MOVED Cr McRae seconded Cr Davies that Council offer a concession of 50% (\$131.00 GST Incl.) to Ms Karen Wardrop (Kings Park Fashion) on Council’s Fees & Charges for the Caravan Park Cottage Hiring on the 17th and 18th April 2017.

CARRIED 8/0

Item 12.2.2 Appointment of Auditor - 3 Year Term from 2017 / 2018
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REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 10th April 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Appointment of Auditor for a 3 year term.

APPLICANTS SUBMISSION – Nil.

BACKGROUND – Council must either renew or appoint a new auditor for the 2017 / 2018 financial year as the current agreement with Moore Stephens (WA) Pty LTD (UHY Haines Norton Pty Ltd) will cease on the completion of the current financial year’s Annual Audit.

Quotations were sought from Moore Stephens (WA) Pty Ltd, AMD Chartered Accountants and Butler Settineri (Audit) Pty Ltd both for their extensive involvement in Auditing the majority of Local Governments and as they are listed by WALGA, as Preferred Service Providers.

Under the previous State Liberal Party, consideration in the form of a Bill was to be introduced into Parliament directing that the Office of the Auditor General to oversee all Local Government Audits.

At this time it is not known if the Labor Party has the same appetite to further this proposal, however should this be legislated, any Agreement Council may enter into now with the appointment of an Auditor will be overridden by the Office of the Auditor General.

It is understood that both Moore Stephens and AMD Chartered Accountants may be considered as Auditors acting under the control of the Office of the Auditor General.

STATUTORY ENVIRONMENT – The Act requires that each Local Government appoint an auditor on the recommendation of the Audit Committee. Section 7.1A. The Act specifies that it is a person appointed as auditor and not a company. Sections 7.2 & 7.3 (1) (2) (3).

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Audit fees will continue to be included in financial year’s adopted budget.

Moore Stephens (WA) Pty Ltd

2017 / 2018 \$20,650.00

2018 / 2019 \$20,700.00

2019 / 2020 \$20,750.00

AMD Chartered Accountants

2017 / 2018 \$17,500.00

2018 / 2019 \$18,000.00

2019 / 2020 \$18,500.00

Butler Settineri

2017 / 2018 \$12,000.00

2018 / 2019 \$12,000.00

2019 / 2020 \$12,600.00

STRATEGIC IMPLICATIONS – Strategic Community Plan

G1.2 Ensure Transparency and Accountable Governance of the Shire.

COMMUNITY CONSULTATION – Nil

RISK MANAGEMENT – Adopted Risk Management Policy and Risk Management Framework in Place. Implications are there for not having Thorough and Complete Audits. All 3 Audit Firms requested to provide Quotations and Registered Local Government Firms.

COMMENT – Council and the Executive staff (Chief Executive Officer and Deputy Chief Executive Officer) have been very happy with the quality of service provided by Moore Stephens (WA) Pty Ltd and Auditor Mr Greg Godwin, but there is substantial savings to be considered in appointing Butler Settineri.

Committee Discussion

A spreadsheet of services provided by each Auditor was requested to enable a more accurate comparison between the three Audit Firms.

The Deputy Chief Executive Officer commented he would provide this information at the April 2017 Ordinary Meeting of Council to enable a decision to be made by Council.

A comparative spreadsheet of the Audit Quotations was provided to all Councillors in the Agenda.

OFFICER RECOMMENDATION

173-16/17 MOVED Cr McRae seconded Cr Shenton that Council that Moore Stephens (WA) Pty Ltd be appointed as Council’s Auditors for a three (3) year contract period commencing 1st July 2017 based on the Audit Scope and Audit Plan submitted, with Mr GR Godwin No 310219, Mr DJ Tomasi No 15724, Mr Wen – Shien Chai No 229761 as Council’s Nominated Auditors.

CARRIED 7/1 BY ABSOLUTE MAJORITY

Council Discussion

Pursuant to Section 5.21 (4) of the Local Government Act, Cr Haythornthwaite requested that the Vote of all Members be recorded in the Minutes.

FOR: Cr Caporn, Cr Brown, Cr Davies, Cr McGuinness, Cr McRae, Cr Taylor, Cr Shenton.

AGAINST: Cr Haythornthwaite.

ITEM 13 OTHER MEETINGS**Item 13.1 Bush Fire Advisory Committee held on 4th April 2017**Utility Exemptions for Harvest Bans (FC011-16/17)

174-16/17 MOVED Cr Brown seconded Cr McRae that Council adopt the Bush Fire Advisory Committee Recommendation FC011-16/17 to Grant Exemptions for Western Power and the Water Corporation for Emergency Works during Harvest Bans, subject to the imposition of Strict Conditions of Entry for Working in Paddocks during Harvest Bans.

CARRIED 8/0**Item 13.2 Special Council Meeting held on 18th April 2017 for Tender No.2-16/17 Design and Construction – Works Depot Shed and Facilities**

CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE FROM THE SPECIAL MEETING OF COUNCIL HELD ON 18TH APRIL 2017.

175-16/17 MOVED Cr Haythornthwaite seconded Cr Davies that the Minutes of the Special Meeting of Council held on 18th April 2017 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0**5.44pm**

The Deputy Chief Executive Officer left the Council Meeting.

5.46pm

The Deputy Chief Executive Officer re-entered the Council Meeting.

Business Arising

176-16/17 MOVED Cr McRae seconded Cr Shenton that Council adopt a Budget of \$150,000 for Council's own Works/Contractors on the Works Depot Shed and Facilities Project.

CARRIED 8/0**ITEM 14 OFFICERS' REPORTS WITH RECOMMENDATIONS****Item 14.1 Purchase of Replacement Small Tractor**

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 21st April 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – N/A.

MATTER FOR CONSIDERATION – Determine the Preferred Replacement Small Tractor and Accept Quotation.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –Table of Quotation Comparison attached.

BACKGROUND – As per Council's Plant Replacement Program, Council has Budgeted for the Replacement of Council's 1997 Ford (New Holland) 4835 (65 HP) Tractor in the 2016/2017 Financial Year.

Council has held over replacement of this Tractor for a number of years due to other Plant Purchasing Priorities but the replacement was prioritised for this Financial Year.

Council has incurred significant Parts and Repair Expenses in the past 5 years as detailed.

PLANT OPERATION COSTS

Q754 1997 FORD TRACTOR

YEAR	HOURS	FUEL	TYRES	INSURANCE	LICENCE	PARTS AND REPAIRS	COUNCIL LABOUR	TOTAL
16/17 YTD	367	1219	221	41	70	532		\$2,083.00
15/16	363	1175	0	41	48	6912	228	\$8,404.00
14/15	321	1882	683	51	48	3187	214	\$6,065.00
13/14	396	2221	147	63	50	3366	0	\$5,847.00
12/13	348	1545	89	83	45	1771	136	\$3,669.00
11/12	310	1432	135	83	45	4642	20	\$6,357.00
5.75 Years	2105	9474	1275	362	306	20410	598	\$32,425.00

% OF Expense		29%	4%	1%	1%	63%	2%	100%
Yearly Av. Op Expense (5 YEARS)	348	1651	211	64	47	3976	120	\$6,068.40

63% of the 5 Year Average Operating Expenses has been attributed to Parts and Repairs. STATUTORY ENVIRONMENT – N/A.

POLICY IMPLICATIONS – Council's Purchasing Policy adhered to with three written quotations sought and received.

FINANCIAL IMPLICATIONS – Council has budgeted for a maximum changeover \$50,000 to be fully funded from the Plant Reserve Fund in the 2016/2017 Year.

STRATEGIC IMPLICATIONS – Council's Current Strategic Community Plan – Governance

Objective

To strengthen the Shire of Quairading's leadership and governance.

Outcome

G1 – Sustainable and accountable Governance

Strategies

G1.2 – Ensure transparent and accountable governance of the Shire.

COMMUNITY CONSULTATION – Nil.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Finance – Medium Risk of continuing higher repair expenses.

Health – Low Risk

Reputation – Low Risk

Operation – Medium Risk: Interruptions to Operations may occur if existing Vehicle does require continuing Repair/Time Lost.

Natural Environment – Low Risk.

EXECUTIVE SUMMARY –

The Tractor is utilised for:-

- Mowing and Fertilising the Oval
- Slashing of all Public Open Spaces and Fire Fuel Reduction

- Slashing at the Airstrip
- Private Works – Reduction of Fire Fuel/Hazards
- Road Brooming
- The 5 Year Average Annual Hours of the Plant Usage is 348 Hours. It is highlighted that there has been increased Slashing Work to date this Year (due to the Summer Rainfall) with Machine Hours at 367 Hours with a Quarter to go the 30th June 2017.
- The machine availability is essential as many of the Tasks are routine such as mowing of the Greater Sports Ground throughout the Year and then Seasonal for Fire Hazard/General Slashing.
- Local Supplier Ag Implements have provided an initial Trade In Valuation of \$5000.00 (Nett of GST) which is their Base Trade In Value as they do not have an identified Buyer for the Machine. The Company will advise prior to the Meeting if a greater Trade-In Valuation can be offered, if an interested Party/Buyer for Council's Machine can be identified. The existing confirmed Trade In Offer has been used for this Report.
- Preferred Quotation as a similar Replacement Machine is the John Deere 5065E (65 HP).
- Local Purchasing and Local Service/Warranty Contact is preferable.

OFFICER RECOMMENDATION

177-16/17 MOVED Cr Davies seconded Cr Brown that Council:-

- 1. Accept the written Quotation for Ag Implements Quairading for the Supply of one (1) new John Deere 5065E (65HP) Tractor (as specified, with Turf Tyres) for the Gross Price of \$42,500 (Plus GST of \$4,250) Total \$46,750.**
- 2. Council accept the Trade-In Offer of Council's 1997 Ford (New Holland) 4835 Tractor for \$6,600.00 (Incl. GST).**
- 3. That the Nett Changeover Amount of \$36,500.00 be fully funded from Council's Plant Replacement Reserve Fund.**

CARRIED 8/0

Item 14.2 Central Country Zone Meeting in Quairading - 28th April 2017
--

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 21st April 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Mr Bruce Wittber, Executive Officer, Central Country Zone of WALGA.

MATTER FOR CONSIDERATION – Council to provide Council's Voting Delegates with any Voting Directions.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA – Copy of Central Country Zone Agenda for the Zone Meeting to be hosted by Council. A full copy of the Agenda with Attachments has been emailed to All Councillors for Information.

BACKGROUND – The Shire President has previously reported that Council will be hosting the upcoming Central Country Zone Meeting in the Town Hall.

Councillors (not Council's Voting Delegates) are invited to attend as Observers.

Please advise the Chief Executive Officer Secretary if you are intending to attend as an Observer for catering purposes.

STATUTORY ENVIRONMENT – The Central Country Zone operates under the Umbrella Constitution of the WA Local Government Association.

POLICY IMPLICATIONS – N/A.

FINANCIAL IMPLICATIONS - Host Councils do not charge the Central Country Zone for Venue Hire. Local Caterers have been engaged and will be paid directly by the Central Country Zone Executive Officer.

STRATEGIC IMPLICATIONS - Council's Current Strategic Community Plan – Governance

Objective

To strengthen the Shire of Quairading's leadership and governance.

Outcome

G2 – Strengthened Stakeholder Partnerships.

Strategies

G2.1 – Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire.

Central Country Zone is a significant Regional Local Government Organisation.

COMMUNITY CONSULTATION – N/A.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Low Risk

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT – Nil.

EXECUTIVE SUMMARY –

- The Central Country Zone is to meet in the Town Hall on Friday the 28th April 2017 commencing at 9.30am, and concluding at approximately 1pm with Lunch.
- Council has two Voting Delegates.
- Council to provide any Voting Directions (if deemed necessary) to Council's Delegates.
- Matter for consideration in Agenda Paper Attached.

OFFICER RECOMMENDATION

- 1. Cr Caporn and Cr Davies to be Council's Voting Delegates.**
- 2. Councillors are invited as Observers in the Meeting – Cr Haythornthwaite, Cr McRae and Cr Taylor indicated they would be attending as Observers.**
- 3. Council to provide any Voting Directions to Council's Delegates – Nil direction provided.**

Council Discussion

The Meeting requested that the Council Delegates raise the Issue of the Telstra Mobile Phone backup at the Central Country Zone Meeting.

Item 14.3 Tender No 3 – Construction and Hydraulic Works – Realignment of Water Main at Cubbine Road Intersection

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 20th April 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – N/A.

MATTER FOR CONSIDERATION – Determination of Tender for the Construction and Hydraulic Works on the Water Main at the Cubbine Bend Realignment Project at the Cunderdin-Quairading Road.

APPLICANT’S SUBMISSION INCLUDED IN AGENDA – Tender Documents available electronically.

BACKGROUND – As part of the Grain Freight Project on the Quairading-Cunderdin Road it is necessary to realign the Water Main Pipeline to enable the newly aligned section to be tied into the Road at both the Northern and Southern Ends of the Project Site.

The Water Pipeline Design and Scope of Works have been developed by Council’s Consulting Engineer Cardno and the Design and Schedule of Works were submitted to the Water Corporation Planning and Designs section for Approval.

The Water Corporation Approval was achieved prior to Council commencing the Procurement Process for the Works. A Water Corporation Condition of Works Proceeding is that Council appoint Cardno Consulting Engineers be the Project Construction Engineer.

STATUTORY ENVIRONMENT – Local Government Act 1995 – Works were considered likely to exceed the \$150,000 Threshold prescribed in the Local Government (Functions and General Regulations 1996). Tender Process completed in accordance with this Legislation.

POLICY IMPLICATIONS – Council’s Purchasing Policy adhered to.

FINANCIAL IMPLICATIONS – Water Main Realignment and associated Work fully funded under the Grain Freight Program through Main Roads WA. Works were included in Council’s Works Construction Budget of \$2.29 Million for the Cubbine Road Intersection Realignment.

STRATEGIC IMPLICATIONS – Strategic Community Plan –

Built Environment

Outcome

B1 – Enhanced and Sustainably Managed Assets and Infrastructure.

Strategies

B1.2 – Active Partnership with key agencies for the improvement of regional and rural transport infrastructure (roads, rail and airfield) safety and management.

Governance

Outcome

G1 – Sustainable and Accountable Governance .

Strategies

G1.2 – Ensure transparent and accountable governance of the Shire.

COMMUNITY CONSULTATION – Public Tenders were invited in a Public Notice in the “West Australian” Newspaper on 29th March 2017 and Tender Closing date was 19th April 2017 at 12.00pm.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial: Low, Project within Council’s Budget Estimates/ Allocations and Fully Funded Project under the Grain Freight Funds.

Health: Low

Reputation: Low

Operation: Low

Natural Environment: Low.

EXECUTIVE SUMMARY –

- Public Tender Process completed, 9 Companies requested Tender Documents and 1 Tender received.
- Assessment of Tenderer’s Capabilities, Claims and References Checks have been undertaken by the Chief Executive Officer and Consulting Engineer.
- Blackwell Plumbing and Gas Pty Ltd are a recognised and experienced Plumbing Contractor within the Region with many Projects undertaken for the Water Corporation.
- Blackwell Plumbing and Gas Pty Ltd have successfully completed Council Projects (recently being the Sewer, Water Reticulation and Fire Hydrants for the Caravan Park Project) .
- Tender Price is within the Works Construction Budget for the Cubbine Road Intersection Project which is fully funded by Main Roads WA Grain Freight Project.
- All Work must Strictly Comply with the Water Corporation Design Plan and Work Standards.
- Council appointed Construction Engineer Supervisor required as a Condition required by Water Corporation. Mr Chris Stephens of Cardno Consulting Engineers recommended as the Project Construction Engineer.
- Construction Management Costs of \$5200 from Cardno’s are fully covered under the Grain Freight Funding.

OFFICER RECOMMENDATION

178-16/17 MOVED Cr McRae seconded Cr McGuinness that Council:-

- 1) Accept the Tender from Blackwell Plumbing and Gas Pty Ltd for the Construction and Hydraulic Works – Realignment of the Water Main at the Cubbine Bend Section of the Quairading-Cunderdin Road for the Tendered Amount of \$216,700 (incl. GST), being \$197,000 (nett of GST)**
- 2) Engage Cardno Engineers (Mr Chris Stephen) as the Project/ Construction Engineering Consultant for this Project at a cost of \$5200.**

CARRIED 8/0

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

Item 15.1 Manager of Health and Building Services

Noted.

Item 15.2 Environment Officer’s Report

Nil.

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.

179-16/17 MOVED Cr McRae seconded Cr Brown that Council support the initiatives undertaken on Indigenous Projects and that Council seek out external Funding to assist with the Community Development Officer's Position (including Capacity Building) and Projects.

CARRIED 8/0

Item 15.5 Economic Development Project Officer's Report

Report Noted by Council.

6.35pm

Cr McGuinness left the Council Meeting.

The Economic Development Officer made reference to the Project Schedule 2017 for the Strategic Review and informed the Meeting that the next session will be the "Council Budget Challenge" on the 10th May 2017 and all Councillors and Key Staff Members are encouraged to attend.

6.38pm

Cr McGuinness re-entered the Council Meeting.

ITEM 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING

180-16/17 MOVED Cr Haythornthwaite seconded Cr McGuinness that Council accept New Business.

CARRIED 8/0

181-16/17 MOVED Cr McRae seconded Cr Davies that Council Close the Meeting to the Public in accordance with the Local Government Act 1995 Section 5.23 (2) as the meeting or the part of the meeting will deal with Matters affecting an employee or employees.

CARRIED 8/0

6.42pm

Mr Haythornthwaite, Mr Marnham and the Deputy Chief Executive Officer left the Council Meeting.

6.45pm

Deputy Chief Executive Officer re-entered the Council Meeting.

Item 16.1 Chief Executive Officer Performance Review Process

182-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that:-

- 1. Council engage Mr John Phillips of JCP Consulting to assist Council with the Chief Executive Officer's Performance Review Process for the 16/17 Year and establish the Key Performance Indicators for the 17/18 Year.**
- 2. Subject to the Local Government Act, the agreed Appraisal Process for the 2016/2017 Year to be completed by the 31st July 2017.**

CARRIED 8/0

Item 16.2 Recruitment Process – Manager of Works and Services Position

Council Discussion

A discussion ensued regarding the Recruitment Process of the Manager of Works and Services Position. The Position Description to be emailed to Councillors for Final Review.

7.48pm

The Chairman reopened the Meeting to the Public.

ITEM 17 NEXT ORDINARY MEETING

Thursday 25th May 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 7.50pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30th March 2017 were confirmed on 27th April 2017 as recorded on Resolution no _____

Confirmed..... 27/04/17