

ITEM 7

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 25TH MAY 2017
COMMENCING AT 2.12PM

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	
Mr G A Fardon	Chief Executive Officer
Mr A Merillo	Deputy Chief Executive Officer (2.12pm – 7.30pm)
Mrs A Strauss	Chief Executive Officer's Secretary (2.12pm – 7.30pm)
Mr T J Newick	Manager of Works and Services (2.12pm - 3.28pm)
Mr R M Bleakley	Economic Development Project Officer (from 5.04pm to 7.30pm)
Ms J Hayes	Ag Society Secretary (2.12pm – 2.49pm)
Ms C Harding	Eastern Wheatbelt Riding Club (2.12pm – 2.28pm)
Ms L Honey	Eastern Wheatbelt Riding Club (2.12pm – 2.28pm)
Mr D Birleson	Community Emergency Services Manager (3.57pm – 4.12pm)

Observers

Mr J W Haythornthwaite (2.12pm – 6.55pm)

Apologies

Cr Taylor

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar Land and we pay respect to the original custodians ... past, present and future and welcome you all here today for this Meeting”.

Cr Caporn thanked the Manager of Works and Services, Mr Newick for his valuable contribution and hard work over the last 8½ year with the Shire and wished Mr Newick all the best for his future career opportunities.

Cr Caporn also thanked Mr Newick and the Works Team for the work done on the Doctor's Shed for the Community Car.

Cr Caporn invited the Councillors to attend the Citizenship Ceremony for Mrs Kathleen Wilton on Friday 26 May 2017.

ITEM 3 PUBLIC QUESTION TIME**Mr J W Haythornthwaite**Question

Mr Haythornthwaite queried the difference of Single Person's Unit Rental between Staff and other Tenants.

Response

The Chief Executive Officer advised that the Council Strategy is to provide a concession for Staff Members in line with other Staff Houses.

Mr Haythornthwaite thanked the Staff Member responsible for aligning the page numbers on the Agenda.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

The Secretary of the Agricultural Society, Ms Jill Hayes thanked Council for the opportunity to address the Council on the Ag Show Proposal for this Years Show.

The Meeting thanked the Ag Society for suggesting a new attraction to the Ag Show.

Ms Hayes and Ms Harding expounded on their idea of the Showing of an Encouragement Horse Breed by the Eastern Wheatbelt Riding Club, explaining that the horse will be lead at a walk/trot only and that Classes will be performed for the Public in a 40x40m pen.

Ms Harding advised the Meeting that approximately 40 Horses may participate in the Ag Show Program and required that softer grass to walk on as the harder/gravelly surface is detrimental to the horses' feet and legs.

The Deputation confirmed that all participants who would be taking part in Horse Demonstration/Program will be paying the entrance fee to the Ag Show.

Cr Caporn thanked Ms Hayes of the Quairading Agricultural Society, Ms Harding and Ms Honey from the Eastern Wheatbelt Riding Club for taking the time to Present to Council.

2.28pm

Miss Hayes, Ms Harding and Ms Honey left the Council Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Nil at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 27TH APRIL 2017

183-16/17 MOVED Cr McRae seconded Cr Shenton that the Minutes of the Ordinary Meeting of Council held on 27th April 2017 be confirmed as a true and correct record of that Meeting.

CARRIED 7/0

Business Arising

Footpaths

The Chief Executive Officer confirmed that the Footpath Verge in Cubbine Road had been repaired and the Footpaths in McLennan Street near the School have been inspected and scheduled for repair or renewal in a future Budget.

Joint Regional Heritage

Council was advised that the Town Planner Mrs Jurmann is on task to follow-up with Mr Carrick regarding the Draft Heritage Lists listed for the June 2017 Meeting.

Waste and Recycling Facility

The Meeting queried if there has been any progress on the “development of a Recycling Strategy with an Ongoing Recycling Effort to reduce Waste to Landfill”.

The Chief Executive Officer informed the Meeting that the Community Development Officer will be involved with the development of a Recycling Marketing Strategy utilising existing Keep Australia Beautiful/Recycling information.

Vendors/Fundraising Collectors

A discussion ensued around the policing and responsibility of the Shire with regard to the Fundraising Collectors outside of the IGA, Main Street Precinct. Council requested that a Policy be drafted for consideration.

184-16/17 MOVED Cr Haythornthwaite seconded Cr McGuinness that Council authorise the Chief Executive Officer to Draft a Policy for Stallholder Fundraising within the Shire District for Council Consideration.

CARRIED 7/0

Appointment of Auditor

The Chief Executive Officer informed the Meeting that the letter had been sent to Mr Godwin of Moore Stephens confirming their appointment for the next 3 years.

Indigenous Projects

The Meeting requested that the Motion 179-16/17 be added to the Matters Pending/Action Sheet.

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 8 WORKS

Item 8.1 No Works Committee Meeting held in May 2017.

Item 8.2 Road Construction Status Report

Noted.

The Meeting was informed by the Manager of Works and Services that he was still awaiting a Quotation for Project C027 and that Asphalt had been scheduled for Project's C139, C053 and C007 for the 29th & 30th May 2017.

The Meeting requested that the gardens at the Arthur Kelly Village be maintained as they have become overgrown.

The Meeting also requested that when Main Roads and Council Design the Upgrade Project on the Quairading-Bruce Rock Road (Jennaberring Road in Town), that a Gopher Crossing be incorporated into the upgrade of the road and footpaths for Community Safety.

The Meeting requested as part of the Upgrade Project that the Ficus Trees on Jennaberring Road be removed as the roots are damaging the Footpath and the Trees are an obstruction to drivers entering the main road.

The Meeting requested that the residents of the Arthur Kelly Village be notified on the Immediate and Future Works to be undertaken on the Footpaths.

The Meeting noted the excellent Final Gravel Works at the Parker House Driveway near the Gopher Shed which is ready for Asphaltting.

Item 8.3 Road Flood Damage Report

The Chief Executive Officer informed the Meeting that he had had feedback from Main Roads on Council's WANDRRA Submission, and that the Application should be approved by the Authorities by the end of June 2017.

185-16/17 MOVED Cr Davies seconded Cr Shenton that Council authorise the Chief Executive Officer to Prepare and Call Public Tenders for the following Services for the Delivery of Flood Damage Repairs under WANDRRA Funding and Council's Bridge Insurance Policy.

- 1. Contract Project Management Services – Including Project Supervision and Contractor Performance Monitoring and WANDRRA Claim and Insurance Claims for Settlement.**
- 2. Civil Contract Services for Drainage and Bridge Repair Works**
- 3. Civil Contract Services for Flood Repair Works on Roads.**

CARRIED 7/0

Council Discussion

The Meeting commented on the late timing of the Officer's Recommendation on this Issue.

Item 8.6 Other Works Matters

Nil.

ITEM 9 MATTERS PENDING / ACTION SHEET

Council discussion ensued on the following: -

Item 1 – Policy Manual Review: The Service Levels/Roads Policy, Customer Service Charter, Complaints Policy and Commutation Policy Drafts to be completed and emailed to Councillors for review and comment.

Item 3 – Review of Local Laws: Dog Local Law and Quairading Animals, Environment and Nuisance Local Laws to be completed by Consultant Mr Darren Long for Council consideration in the June 2017 Meeting.

Item 5 – Grain Freight Project: Chief Executive Officer informed the meeting that the surveyor had been Onsite and the Town Planner will be overseeing the Land Negotiation Process.

Item 9 – Kevill's Lake: The Department of Transport has asked for further Details and Mapping of Historical use by the Water Ski Club and the marking of any Hazards. Landholder Consent to be sought for Onsite Assessment of the Water Body.

Item 11 –Whitelines on Local Roads: Chief Executive Officer to follow-up with Roadswest Engineering.

Item 12 – Pink Lake Layby: The Meeting was informed that the water is still rising. The Shire President asked if Main Roads could be requested erect a Parking Sign on the Pullover Bay on the eastern Side of the Pink Lake.

Item 13 – Industrial Land: The Town Planner Mrs Jurmann will be arranging a meeting with Landcorp and WDC in Quairading.

Item 17 – WRF Forum: The Meeting requested that the Shire Presidents "Household Handout" and follow-up information to be published in June 2017 Shire eNewsletter.

Item 30 – Meeting with Business Houses: Awaiting on Ms Carolyn Robinson from the WBN for available dates to set up a Meeting in September 2017.

Item 44 – Road Design: Awaiting new concept design from Main Roads.

Item 48 – Property Management: List of Council's Inventory to be circulated in June 2017.

Item 55 - Rental / Usage of Veterinary Clinic Building: Awaiting response to Letter and Agreement sent to Dr Penno on the 18th May 2017.

Item 50 – Quairading Football Club: Awaiting feedback on the Facility Agreement.

186-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Item 56: Audit Terms of Reference, be removed from the Matters Pending / Action Sheet.

CARRIED 7/0

Item 61 – Risk Management: The Meeting requested Risk Management Training be arranged for Senior Staff Member as per Motion 157-16/17 Item 3. The Deputy Chief Executive Officer to contact LGIS to arranged an in-house Course for the identified Staff Members.

187-16/17 MOVED Cr McRae seconded Cr McGuinness that Item 58: Secondary Road Freight Route Projects, be removed from the Matters Pending / Action Sheet.

CARRIED 7/0

Item 63 – CEO Performance Review: Shire President to contact Consultant Mr John Phillips to make arrangements for the 2nd week in June 2017.

3.28pm

Council adjourned for Afternoon Tea.

3.53pm

The Council Meeting Resumed.

The Community and Emergency Services Manager entered the Meeting.

The Manager of Works and Services Mr Newick did not re-enter the Meeting after the Afternoon Tea.

ITEM 10 INFORMATION SESSION / DELEGATES' REPORTS

Item 10.1 Shire of Quairading / City of Melville Partnership

Report Noted.

Item 10.2 Regional Cooperation

Report Noted.

Item 10.3 Delegates' Reports

Cr Haythornthwaite advised the next Tourism and Tidy Town Committee is to be held next Monday the 29th May 2017.

Cr McRae congratulated Cr Caporn and Mr Bleakley on the Presentation presented at the Central Country Zone Meeting held on 28th April 2017.

Item 10.4 Report on Delegated Authority Exercised

Report Noted.

3.57pm

Cr Caporn welcomed Council's Community Emergency Services Manager, Mr Daniel Birleson to the Council Meeting.

Mr Birleson introduced himself and proceeded to explain his Role as Liaison between DFES, Council, Emergency Management Authorities and the Volunteers.

Mr Birleson further explained the Role of the LEMC and that the involvement of Local Government in all Stages of an Emergency is critical (Including Prevention, Preparedness, Response and Recovery).

It is a function/responsibility of Local Government to Manage Recovery following an Emergency affecting the Community in its District.

Mr Birleson thanked the Council for the invitation to Present to Council.

4.12pm

The Community and Emergency Services Manager left the Meeting.

ITEM 11 BUILDING AND TOWN PLANNING DEVELOPMENT

No Meeting held for the Month of May 2017.

ITEM 11.2 OTHER BUILDING MATTERS

Quairading Station- Planned Works

The Chief Executive Officer advised that the Quairading Railway Station will be undergoing Asbestos Removal by the Public Transport Authority's Contractor for approximately 2 week's from the 12th to 23th June 2017.

Caravan Cottage

The Meeting suggested that the Cottage front area could be further landscaped and the front door be repaired/repainted. Cr McRae advised the Meeting that additional furniture needs to be placed in the Cottage to improve its aesthetic appeal.

Cr McRae to provide a listing on the suggested Minor Improvements.

ITEM 12 FINANCE

Item 12.1 No Ordinary Finance and Audit Committee Meeting held in May 2017 – Items direct to Council in the Agenda.

Item 12.1.1 Accounts for Payment – April 2017
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REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date: 4th May 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Authorisation of accounts paid during the month.

APPLICANT'S SUBMISSION – Nil

BACKGROUND – Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT – Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Payment from Council's Municipal Fund from 2016 / 2017 Budget Expenditure.

STRATEGIC IMPLICATIONS - Strategic Community Plan

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

Corporate Business Plan

G1.1.2 Continued Improvement of Risk Management Practices.

G1.2.1 Continued Improvement of Shire Reporting

G1.2.2 Continue to Uphold the Shire Code of Conduct

COMMUNITY CONSULTATION – Nil

RISK MANAGEMENT: Council's Risk Management Policy and Risk Management Framework Considered low Risk on Risk Matrix given Purchasing / Procurement procedures followed together with, Managements Separation of acceptance of Duties and Processes.

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

STAFF RECOMMENDATION

188-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt the following:-

1. That Schedule of Accounts covering Municipal Vouchers 23204 to 23222 & EFT4035 to EFT4113 & DD12381.1 to DD12381.12 & DD12382.1 to DD12382.12 totalling \$406,419.35 be received; The balance of all other outstanding Sundry Creditors to the 30/04/2017 total \$80,324.09; and
2. That Police Licensing payments for the month of April 2017 totalling \$57,901.15 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for April 2017 totalling \$864.15 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month April 2017 totalling \$185,362.28 be received; and 5. That fund transfers from Trust account to Municipal account for March 2017 totalling \$500.00 be received; and.
5. That the WestNet payment for the month of April 2017 totalling \$69.95 be received.

CARRIED 7/0

Item 12.1.2 Fund Balances Report – April 2017

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date: 5th May 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Financial Position as at 30th April 2017

APPLICANT'S SUBMISSION – Nil

BACKGROUND – The Municipal, Cash Backed Reserves and Trust accounts shown here as at 30th April 2017, are provided to inform Council of its financial position as at that date.

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c	\$89,654.19	Reconciled Municipal Balance	<u>\$2,742,712.07</u>
At Call - Invest.	\$525,000.00	(Plus Outstanding Payments)	\$18,308.63
Childcare Centre	\$9,516.98	(Less Outstanding Deposits)	(\$2,345.95)
Medical A/c	\$30,630.33	(Less Outstanding Transport)	(\$3,873.25)
T/Deposit 3 Mth	\$350,000.00		
T/Deposit 3 Mth	\$550,000.00		
T/Deposit 3 Mth	\$400,000.00		

T/Deposit 3 Mth	\$350,000.00		
T/Deposit 4 Mth	\$450,000.00		
Total Municipal	<u>\$2,754,801.50</u>		<u>\$2,754,801.50</u>
At Call - Reserve	\$710,649.49		
T/Deposit-Reserve	\$200,000.00		
T/Deposit-Reserve	\$1,285,591.05		
T/Deposit-Reserve	\$450,615.21		
Total Reserves	<u>\$2,646,855.75</u>		<u>\$2,646,855.75</u>
Trust A/c	\$86,922.73		
Police Licensing	\$3,873.25		
Total Trust	<u>\$90,795.98</u>		<u>\$90,795.98</u>
	<u>\$5,492,453.23</u>		<u>\$5,492,453.23</u>

STATUTORY ENVIRONMENT – Forms part of Financial Management Reg 34(2)(a)

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

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.

Fund Balances are reported following Reconciliation of Council's Accounting System with Council's Bank Statements and Certificates of Term Deposits held. Accounting and Reconciliation conducted in accordance with Council's Financial Management Procedures. Risk Assessment – Low given adherence with Local Government Act and Accounting Regulations.

COMMENT – Fund Balances for the period ending 30th April 2017 as stated above.

STAFF RECOMMENDATION

189-16/17 MOVED Cr McRae seconded Cr McGuinness that Council adopt the Fund Balances for the period ending 30th April 2017.

CARRIED 7/0

Item 12.1.3 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th April 2017
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REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date: 12th May 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – The adoption of the Monthly Financial Report and Statements of Financial Activity.

BACKGROUND – Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the Statutory required format.

STATUTORY ENVIRONMENT – Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan

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

Corporate Business Plan

G1.1.2 Continued Improvement of Risk Management Practices.

G1.2.1 Continued Improvement of Shire Reporting

G1.2.2 Continue to Uphold the Shire Code of Conduct

COMMUNITY CONSULTATION – Nil

RISK MANAGEMENT: Adopted Risk Management Policy and Risk Management Framework in Place. Comprehensive Monthly Financial Report in accordance with the Local Government's Financial Regulation 34 including individual Schedules and each budget line item provided to Audit and Finance Committee for analysis and Recommendation to Council. Risk Ranking – Low due to Checking Procedures followed.

COMMENT – Schedules in the normal format also accompany the required documentation to assist with the interpretation for fund movements and variations.

Financial Statements for the period ending 30th April 2017 follow.

STAFF RECOMMENDATION

190-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt the Financial Statements for the period ending 30th April 2017.

CARRIED 7/0

Item 12.1.4 Financial Statements – Variation to Budget by Percentage or Value –30th April 2017
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REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer Date – 15th May 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – To review all Financial Activity for material variances greater than both 10% and \$10,000.00 to Budget.

BACKGROUND – Under the requirements of regulation 34 Council is to each financial year adopt a percentage or value for reporting material variances.

At the Ordinary Meeting of Council held 31st August 2016 under resolution Budget Adoption - SMC16/17 it was moved to report on any material “**Variations of \$10,000.00 AND Greater than 10%**”. Council will continue to include in the Adopted Annual Budget the material variation limits to be reported on. The Finance and Audit Committee and Council are still able to request clarification of any variation they may have a concern with.

STATUTORY ENVIRONMENT – Regulation 34 Financial Activity s. 6.4

(1) A Local Government is to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail-

Item (5) covers the variances and states that each financial year; a Local Government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS –Strategic Community Plan

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

Corporate Business Plan

G1.1.2 Continued Improvement of Risk Management Practices.

G1.2.1 Continued Improvement of Shire Reporting

G1.2.2 Continue to Uphold the Shire Code of Conduct

COMMUNITY CONSULTATION – Nil

RISK MANAGEMENT: Adopted Risk Management Policy and Risk Management Framework in Place. Comprehensive Reporting on Material Variances in accordance with the Local Government’s Financial Regulation 34 as Adopted Annually. Clarification on All Variations submitted to the Audit and Finance Committee for analysis and Recommendation to Council. Risk Ranking – Low due to Checking Procedures followed.

COMMENT – As detailed in variation report attached.

STAFF RECOMMENDATION

191-16/17 MOVED Cr McRae seconded Cr Davies that Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30th April 2017.

CARRIED 7/0

Item 12.1.5 Matters Pending

Environmental Project Officer Position: The Chief Executive Officer to complete Costings for the June 2017 Finance and Audit Committee.

ITEM 12.2 OTHER FINANCE MATTERS

The Meeting was advised that all Councillors are invited to the Telephonic Conference on the 20th June 2017 at 5pm with Council’s Auditor Mr Greg Godwin of Moore Stephens.

Item 12.2.1 Write Off (Confidential Matter)

The Meeting requested that this Item to be raised later in the Meeting.

ITEM 13 OTHER MEETINGS**Item 13.1 RAP Meeting held on 19th April 2017.**

Noted.

Discussion ensued on Meeting Attendance by a number of Council Staff and need to ensure full Representation from the Community.

ITEM 14 OFFICERS' REPORTS WITH RECOMMENDATIONS**Item 14.1 WA Local Government Association (WALGA) – Notice of Annual General Meeting****REPORTING OFFICER**

Graeme A Fardon – Chief Executive Officer Date: 17th May 2017

DISCLOSURE OF INTEREST – Nil.

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

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

APPLICANT'S SUBMISSION INCLUDED IN AGENDA - Copy of WALGA correspondence attached.

BACKGROUND - The 2017 Annual General Meeting of the WA Local Government Association will be held on Wednesday 2nd August 2017 as part of the Local Government Convention in Perth.

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

The deadline for the Submissions of Member Council's General Motions is Monday 5th June 2017.

STATUTORY ENVIRONMENT - WALGA Constitution.

POLICY IMPLICATIONS - N/A

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

STRATEGIC IMPLICATIONS - 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.

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

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

Council's WALGA/CCZ Delegates are:-

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

Proxy 1, Cr McRae

Proxy 2, Chief Executive Officer, Mr Graeme Fardon

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

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

EXECUTIVE SUMMARY –

- WALGA AGM to be held on Wednesday 2nd August 2017.
- Council entitled to have Two Voting Delegates.
- Subject to availability of Shire President and Deputy Shire President, Council to ascertain who will be attending this Year's WALGA Annual General Meeting.

OFFICER RECOMMENDATION

- 1) **Seeking Council direction on any Motions it wishes to have developed for submission to the WA Local Government Association – Nil.**
- 2) **Council to discuss which Elected Members are able to attend the Annual General Meeting and the Local Government Convention – Cr Caporn and Cr Davies will represent the Shire's as Voting Delegates and Cr Haythornthwaite, Cr McRae and Cr McGuinness registered interest in attending the Local Government Convention.**

Council Discussion

The Meeting noted that Councillors that have not previously attended should be encouraged to register for this Year's Conference.

Item 14.2 Salaries and Allowances Tribunal (SAT) – Local Government CEO's and Elected Members Remuneration

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date: 17th May 2017

DISCLOSURE OF INTEREST – CEO Remuneration will be the subject of CEO Performance Review Process

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION - Council to consider Elected Member Meeting Fees and Allowances for the 2017/18 Year.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

- 1) Copy of the Salaries and Allowances Tribunal's Determination

2) State Government's Media Release referring to a 4 year Freeze on Remunerations determined by the Salaries and Allowances Tribunal.

BACKGROUND – The Salaries and Allowances Tribunal is charged with the responsibility of annually Reviewing and Setting the Range / Bands for the Remuneration of Elected Members and CEO's.

The new State Government has recently announced a Wages Policy with the following Key Parts:-

- A 4 year wage freeze for all positions determined by the Salaries and Allowance Tribunal
- A Cap on all State Government Public Sector wage increases to no more than \$1000 per year

The decision to legislate to freeze the salaries of all positions determined by the Salaries and Allowances Tribunal directly impacts on the Band Ranges determined for Local Government Elected Members and Chief Executive Officers.

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

POLICY IMPLICATIONS - Nil

FINANCIAL IMPLICATIONS - Subject to Council Resolution, 2017/2018 Budget will need to reflect the Meeting Fee Level and Shire President's Allowance determined by Council.

STRATEGIC IMPLICATIONS – Strategic Community Plan – Governance

Objective

To strengthen the Shire's Leadership and Governance.

Outcome

G1 – Sustainable and Accountable Governance.

COMMUNITY CONSULTATION – Nil.

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

Financial - Low Risk, 2016/17 Meeting Fees within Budget provision.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT – The Salaries and Allowances Tribunal in its Determination dated 11th April 2017 has Concluded as follows:-

“That there be no increase in the remuneration, fees, expenses or allowances Ranges provided to CEO's and Elected Members in light of the serious economic conditions facing Western Australia at this time.”

The Shire of Quairading remains in Band 4 for both Elected Members and the CEO's Remuneration.

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

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

The Current Meeting Fees (2016/17) are as follows: -

Council Meetings

Shire President	\$463
Councillors	\$225

Committee Meetings (and Other Prescribed Meetings)

All Councillors	\$80
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Council's Current Budget for Meeting Fees (and other Expenses Claimed) is \$34,632 per Annum and \$508 for the Shire President's Allowance. It is estimated that the Members Fees & Allowance Expense (GL0322) to the 30th June 2017 will total \$34,575.

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

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

The Annual Shire President's Allowance can be within the Range of \$508 to \$19,864. Council's current Shire President's Annual Allowance is \$508.00 in the 2016/2017 Year.

SAT's Determination that the Annual Allowance for the Deputy Shire President (if granted) is 25% of that granted to the Shire President remains unchanged.

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

There has been some informal discussions with the CEO and Elected Members at the increasing Costs of IT/Internet Connection and Speeds to download Council's Agendas and Minute and it may be timely to consider an Annual Allowance (in lieu of Expenses Claimed) per Member under Part 9 of SAT's Determination with a Minimum Allowance of \$500 and a Maximum of \$3500.

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

EXECUTIVE SUMMARY –

1. Council in the past has supported a Meeting Attendance Fee (per Meeting) rather than an Annual Attendance Fee. It is highlighted that 41 of the 144 Local Governments (out of a possible 148 Councils) pay a Per Meeting Fee with 34 Band 4 Councils paying their Councillors in this manner.
2. Council to note the Salaries and Allowances Tribunal's Determination that the Band 4 Ranges have not been increased by the Salaries and Allowances Tribunal. Council is to determine the Meeting Attendance Fees to be paid for the 2017/18 Year.
3. In 2016/17, Council retained the same Meeting Fee as paid in 2015/16
4. Council to note the State Government's recently announced Wages Policy for Positions determined by SAT.
5. The Shire President's Allowance of \$508 is the Minimum Payable within Band 4
6. Council has not previously supported an Allowance for the Deputy Shire President.
7. ICT (Information and Communications Technology) Costs are continuing to increase especially as Council has a Strategy of Agendas and Minutes being published on Council's Website Portal.

OFFICER RECOMMENDATION

192-16/17 MOVED Cr Haythornthwaite seconded Cr Davies that Council's position on the Items 1-5 remain unchanged for 2017/2018 Year as follow:-

- 1. Meeting Fees payable to Elected Members:-**
 - a) Council Meetings**
Shire President - \$463
Councillors - \$225
 - b) Committee Meetings (and Other Prescribed Meetings)**
All Councillors - \$80
- 2. Level of Remuneration remain unchanged at the level of 2016/2017 Meeting Fees**
- 3. Shire President's Allowance - \$508.00.**
- 4. Deputy Shire President's Allowance - Nil.**
- 5. ICT Allowance payable to Elected Members – Nil.**

CARRIED 5/2

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 Haythornthwaite, Cr Shenton.

AGAINST: Cr McGuinness and Cr McRae.

Item 14.3 Quairading Agricultural Society – Use of Oval for the Agricultural Show

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 17th May 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Ms Jill Hayes, Secretary of the Quairading and Districts Agricultural Society.

MATTER FOR CONSIDERATION – The use the Town Oval for three Main Events at the Agricultural Show:-

- 1) Lifestyle Pavilion and Smaller Marquees
- 2) Vintage Cars
- 3) Encouragement Breed Show (horses).

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

- 1) Copy of the Quairading Agricultural Society Letter attached.
- 2) Additional Information from the Shire of Kellerberrin and the Beverley Agricultural Society.

BACKGROUND – The Agricultural Society have made an application for the expanded use of the Town Oval for Displays (including marquees) and Showing of an Encouragement Horse Breed by the Eastern Wheatbelt Riding Club based in Kellerberrin as part of the 2017 Agricultural Show to be held on Saturday 7th October 2017.

STATUTORY ENVIRONMENT – Council has Management Order / Vesting over Reserve No 15546 for the purposes of "Recreation and Showground" which contains the Agricultural Hall, Showgrounds and Oval.

POLICY IMPLICATIONS – No Standing Policy, however the Quairading and Districts Agricultural Society's Request for Oval Usage was approved for 2016 subject to a number of Conditions which were complied with.

FINANCIAL IMPLICATIONS – Council provides all relevant Premises and Grounds used by the Agricultural Society, Free of Charge for the Agricultural Show. A Bond of \$625.00 was required to be lodged for the 2016 Show. No damage was sustained as a result of the Conditions imposed on the Agricultural Show and therefore the Bond was not drawn upon.

STRATEGIC IMPLICATIONS – Council’s Current Strategic Community Plan – Social

Objective

To build and support Quairading’s community spirit.

Outcome

S1 – Participative and Inclusive Community.

Strategies

S1.1 – Deliver, and support a range of events and programs that bring the community together.

S1.2 – Provide support and promote sport (health and fitness) and recreational activities, facilities and clubs.

COMMUNITY CONSULTATION – Nil.

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

Financial - Low Risk: A Bond sought for any Damage and Repair Works; and the Agricultural Society liable for any Costs associated with Repair Work required.

Health – Low Risk: St John Ambulance will be in attendance as part of the Agricultural Show.

Reputation – Low Risk

Operational – Low Risk

Natural Environment – Low Risk.

COMMENT – The Conditions put in place last year for the marquees and vintage cars were as follows:

- 1) No fuelling or drums of fuel on the oval
- 2) All reticulation and sprinklers to be marked by Council staff prior to any displays /tents on the Oval
- 3) No displays in the vicinity of the cricket wicket
- 4) The nomination of three (3) Scrutineers for vehicle Inspections before being permitted access onto the Oval
- 5) Any damage to the Oval to be at the Agricultural Society’s Cost, and
- 6) Payment of a \$625.00 Bond to Council before the Agricultural Show.

As reported earlier, no damage was sustained as a result of the Society’s Act.

The Society’s Request this Year included use of part of the Oval for Showing of an Encouragement Horse Breed which was proposed to the Quairading Agricultural Society by the Eastern Wheatbelt Riding Club.

“An Encouragement Breed Show requires a 40m x 40m area for a ring (made with portable fencing) for the Event. The horses will only be walking or trotting on the oval, led in hand and not ridden, which means the impact is minimal. It is common etiquette that if a horse does make a ‘debit’ in the grass, that the owner simply puts the tuft of grass back in place and the damage is not significant nor permanent.

The club is affiliated with Adult Riding Clubs Australia (WA) and provide their own insurance, judges and trophies. Entrants will pay an entry fee and the club will seek local sponsors to cover these costs.

When the horses are not being shown in the event, they are held in an area nearby, which can be on any surface. For this reason, the area we are proposing to use is the western end of the oval (as illustrated by the blue circle on the image attached) with the holding area on the gravel around that end of the oval.”

The Agricultural Society are proposing to use the area at the Western of the Oval with the “Holding Area” on the Gravel Hard Stand Area between the End of the Oval and the Dam/Caravan Park.

The Secretary, Ms Jill Hayes, of the Agricultural Society, has been invited to make a Presentation to this Meeting under **Item 4** to provide further details on the Society’s proposed Activates and Events for the 2017 Agricultural Show.

EXECUTIVE SUMMARY –

- The 2016 Agricultural Show had Displays and Motor Vehicles on the Oval without incident or damage.
- Quairading Agricultural Society and the Eastern Wheatbelt Riding Club to provide evidence of their Insurance Cover/Policies to cover the 2017 Agricultural Show.
- The Agricultural Society complied with all Conditions imposed by Council in 2016.
- Council to consider Request for Showing and Leading Horse on the Oval. Alternative Site, but not in the Agricultural Society’s Request is the Southern End of the “Showground/Overflow Area” but this may be being utilised for other Show Activities.
- Executive Recommendation to impose similar conditions on the Agricultural Society as in 2016.

OFFICER RECOMMENDATION

193-16/17 MOVED Cr Davies seconded Cr Haythornthwaite that Council:-

That Council approves the Quairading and District Agricultural Society’s use of the Main Oval and Surrounds for the 2017 Agricultural Show (7th October 2017) for Displays (Including Marquees), Motor Vehicles and showing of an Encouragement Horse Breed subject to the following Conditions:-

- 1. Use and Layout of Displays to be in accordance with the Agricultural Society’s Proposal dated 26th April 2017.**
- 2. The Agricultural Society and Eastern Wheatbelt Riding Club providing copies of their Insurance Cover for the 2017 Agricultural Show.**
- 3. No refuelling or drums of fuel on the Oval.**
- 4. All Reticulation and Sprinklers to be marked by Council Staff prior to any Displays/ Marquees being erected/placed on the Oval and the Agricultural Society ensuring that all Displays and Activates are clear of the marked Reticulation.**
- 5. No Displays or Activity in the vicinity of the Cricket Wicket.**
- 6. The Agricultural Society to inspect Vehicles prior to access being permitted onto the Oval.**
- 7. Payment of a \$625.00 Bond to Council prior to the commencement of the Agricultural Show.**
- 8. The Agricultural Society being responsible for the Cost of any Damage to the Oval resulting from the 2017 Agricultural Show Activities and Events.**

CARRIED 6/1

5.04pm

The Economic Development Project Manager entered the Council Meeting.

Council Discussion

A Discussion ensued with regard to the damage of the Oval in the event if Inclement/Wet Weather is forecasted. The Meeting encouraged the Ag Society to have close liaison with Council Staff in the lead up/preparation of the Show in October 2017.

Item 14.4 Tender No.2-16/17 Works Depot Shed and Facilities
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date: 18th May 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Determination of Minor variations to the Design and Construction Proposal for Council’s preferred tenderer Wheatbelt Steel Group (WBS).

APPLICANT’S SUBMISSION INCLUDED IN AGENDA –

1. A copy of Council’s Letter to the WBS as preferred Tenderer.
2. Copies of the WBS Schedule of Minor Variations to the Design and Plans attached.

BACKGROUND –Council at its Special Meeting on the 18th April 2017 determined Wheatbelt Steel Group as the preferred tenderer for the Design and Construction of the Works Depot Workshop and Staff Amenities.

STATUTORY ENVIRONMENT - Local Government Act 1995 Section 3.57 Tender Threshold \$150,000. Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS – Council’s Purchasing Policy adhered to.

FINANCIAL IMPLICATIONS – Cost of the overall Project within Council’s Budget Allocation.

Project Budget to be reviewed as part of the 2017/2018 Budget Deliberations. Original Project Budget (in 2016/2017) of \$1.0M. Funding Sources proposed were:-

- \$200,000 Building Reserve Fund,
- \$200,000 from General Revenue and
- \$600,000 through the raising of a Loan through WA Treasury Corporation.

Given the reduced Overall Estimated Cost of the Project (circa \$775,000) it is recommended a New Loan be budgeted for to be raised in the early part of the 2017/2018 Financial Year.

The indicative current Fixed Interest Rates for a Loan Debenture from the WA Treasury Corporation are as follows:-

Term	Interest Rate
5 Years	3.11%
7 Years	3.37%
10 Years	3.71%

Indicative Loan Repayment Schedule will be prepared by WA Treasury Corporation upon the Request of Council.

STRATEGIC IMPLICATIONS – Council’s Current Strategic Community Plan:-

Built Environment

Objective

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

Outcome

B1 Enhanced and Sustainably Managed Assets and Infrastructure.

Strategies

B1.1 Continue the development and implementation of effective infrastructure Asset management Plans.

Governance

Objective

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

Outcome

G1 Sustainable 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 ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Low Risk: Confirmed Firm Price for the Project and within Budget.

Health – Low Risk: Workplace Safety and Public Safety mitigated through Tenderer Demonstrated occupational Health and Safety Procedure and WBS's commitment to adhere to Council's Policies and Procedures.

Public Safety through Work Construction Site Fencing/Security and Signage.

Reputation – Low Risk

Operational – Moderate Risk: Considered that there will need to be Workplace Activity/Modification during the Construction Period.

Natural Environment – Low Risk.

COMMENT – Council's Resolution as per the Special Council Meeting held on the 18th April 2017 as follow:-

159-16/17 MOVED Cr McRae seconded Cr Davies that

- 1) Council determine that Wheatbelt Steel Group (WBS) as the Preferred Tender for the Design and Construction Project for the Works and Depot Shed and Facilities.*
- 2) The Chief Executive Officer be granted Authority to discuss Design Variations with the Preferred Supplied in particular:-*
 - Bays 1 and 5 be swapped*
 - No Personnel Door on Bay 2*
 - Relocation of Storage Areas*
 - Discuss Ventilation – Whirly Birds versus Low Profile Vent*
 - Electric Roller Doors (with Manual Override)*

- *Mezzanine Floor option*
- *Maximum of 2 Roller Doors to the West Elevation*
- *Awnings over Roller Doors*
- *Verandah along the Southern/ South Western Elevation*
- *Noting that Design Modifications will be subject to Cost and Value for Money Testing*

- 3) *That Council provide in the Project Budget for the Engagement of a Suitably Qualified/ Experienced Project Construction Manager.*
- 4) *That the Chief Executive Officer report back to Council on the Outcome of the minor Design Variations and Negotiations with Wheatbelt Steel Group for Council to formally consider the Finalised Design and Confirmed Tender Price.*

CARRIED 6/0

The agreed Minor Variations were discussed at a Meeting attended by the Shire President Cr Caporn, The Manager of Works and Services Mr Newick, the Economic Development Project Officer Mr Bleakley and the WBS Group on the 2nd May 2017.

WBS have provided the following Costings as a result of the Variations Meeting:-

Tender Pricing \$618,057 (Incl. GST)	\$561,870.00 (Plus GST)
Option 1: with installed Mezzanine (Incl. Flooring and Stairs)	\$64,845.00 (Plus GST)
Option 2: with Mezzanine beams and joist installed	\$44,843.00 (Plus GST)
Total Pricing with Option 1	\$626,715.00 (Plus GST)
Total Pricing with Option 2	\$606,713.00 (Plus GST)

Council has also endorsed an “Own Works/Contractor” Component of \$150,000.00 to fit out and complete the Project. Maximum Project Cost (Utilising Option 1) is \$776,715.00 (Excl. GST).

EXECUTIVE SUMMARY -

- Preferred Tender/Supplier is Wheatbelt Steel Group (WBS).
- Minor Design Variations pursuant to Council’s Direction for Discussion and Endorsement if Supported.
- WBS Variations include providing for Mezzanine Storage Area at time of Construction.
- Council to determine Funding Options for the project as part of the 2016/2017 Financial Year and remainder of Funding in the 2017/2018 Budget Year.
- The Chief Executive Officer has had confirmation from Registered Builder Mr Adam May that he is available to assist Council “On an Hourly Fee Basis” to act as a “Project/Construction Manager” at an agreed Scope of Works and at confirmed Critical Building Milestones.

OFFICER RECOMMENDATION

194-16/17 MOVED Cr McGuinness seconded Cr Brown that Council:-

- 1. That Council accept the Tender for Wheatbelt Steel Group for the Construction of the Works Depot Workshop and Facilities in accordance with the Plans and Specifications. Contract Project Cost of \$626,715.00 (Excl. GST)**
- 2. The Chief Executive Officer to proceed to Contract Preparations.**
- 3. The Shire President and Chief Executive Officer be Authorised to Execute the Construction Building Contract and to affix the Council’s Seal.**

CARRIED 6/1

Council Discussion

Pursuant to Section 5.21 (4) of the Local Government Act, Cr Shenton requested that his Name and Vote against the Motion be recorded in the Minutes.

AGAINST: Cr Shenton.

Item 14.5 Quairading St. John Ambulance – Future Sealing of Airstrip

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date: 18th May 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – St John Ambulance, Quairading Sub-Centre Secretary Mrs Sacha Langsford.

MATTER FOR CONSIDERATION – The feasibility of bituminizing the Quairading Airstrip in the future.

APPLICANT’S SUBMISSION INCLUDED IN AGENDA – Copy of St John Ambulance correspondence attached.

BACKGROUND – The St John Ambulance Quairading Sub-Centre are advising Council that the Committee (St John’s) have authorised the Investigation, Costing and Feasibility for Bituminising (Sealing) of the Airstrip.

The Sub-Centre’s Secretary advises that previously, when the runway in Quairading was wet, the RFDS were unable to land requiring patients to be transported via Road to Cunderdin. The extra time that patients are in transit, can be uncomfortable and potentially dangerous to the patients wellbeing.

STATUTORY ENVIRONMENT – Airstrip is located on Reserve No.20494 which is vested to Council under the Land Administration Act 1997 for the Purpose of “Aerodrome”.

POLICY IMPLICATIONS – N/A.

FINANCIAL IMPLICATIONS – Nil. Preliminary approach only from the Volunteer St John Ambulance Quairading Sub-Centre. However, Council would need to research the Project Cost and along with St John Ambulance representatives investigate the opportunity of attracting Regional Airport Development Scheme (RADS) for the Project.

A number of Rural and Regional Airstrips have received significant Grant Funding for the Sealing of their Airstrips but do require Local Contributions.

STRATEGIC IMPLICATIONS – Council’s Current Strategic Community Plan – Social

Objective

To build and support Quairading’s community spirit.

Outcome

S2 – Community has access to a range of services.

Strategies

S2.1 – Through partnerships, facilitate community service provision to meet community needs.

S2.2 – Advocate on behalf of the community for improved access to health and education services.

S2.3 - Actively support “Aging in Place” services, housing and infrastructure.

S2.5 – Actively support the accessibility and inclusion of people with disability, their families and carers.

COMMUNITY CONSULTATION – Nil to date.

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

Financial - High Risk

Health – High Risk

Reputation – Medium Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT – It is highlighted that whilst the Sealing of the Airstrip has been discussed over many years, Council and the St John Ambulance Quairading Sub-Centre have not progressed it any further nor has any Finance Forward Planning been undertaken for the complete Sealing of the Airstrip.

Under Council's Asset Management Plan (In the Long Term Financial Plan) Provisions have been made for resurfacing the Apron/Plane Parking Area and Renewal of the Lighting.

It is highlighted that during the January/February 2017 Floods, the Airstrip was inundated and in sections scoured out which meant the Airstrip was closed for days/weeks until the water subsided and Earthwork Repairs could be undertaken.

This also occurred during a time when Road access to Cunderdin was restricted.

EXECUTIVE SUMMARY –

- Initial approach by the St John Ambulance Quairading for the commencement of an Investigation into the future Sealing of the Quairading Airstrip.
- Sealing Cost and Grant Funding Sources are not in the Council's current Draft Long Term Financial Plans.
- Executive supports investigation into the Concept as a future Project.

OFFICER RECOMMENDATION

195-16/17 MOVED Cr Haythornthwaite seconded Cr McRae that Council:-

- 1. That Council formally acknowledge the St John Ambulance Quairading Sub-Centre intentions to investigate the future Sealing of the Quairading Airstrip.**
- 2. Council to provide support in the research of this Project while liaising with St John Ambulance on External Grant Funding Opportunities for the Project.**

CARRIED 7/0

Council Discussion

The Meeting supported the Motion, but requested that a comparison of the RFDS Airstrip Standards with Council's Airstrip be obtained.

Item 14.6 Badjaling Drainage and Badjaling –Yoting Road

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 18th May 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – N/A.

MATTER FOR CONSIDERATION –

1. Flood Mitigation Measures
2. Future Strategy for the Badjaling-Yoting Road.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA – Hydrologist Mr Nick Cox Flood Review Report under Separate Cover to all Elected Members.

BACKGROUND – Council at its Meeting on the 30th March 2017 resolved Motion No. 144-16/17 “to hold over the Matter of the proposed Closure of the Badjaling-Yoting Road awaiting the Department of Water’s Inspection, Review Report of the Badjaling Drainage Plan and resulting Recommendation”.

The Consulting Hydrologist’s Report and Recommendations are now to hand and are the Subject of a Briefing to be held at 12.30pm on Thursday 25th May 2017.

STATUTORY ENVIRONMENT – Land Administration Act, Section 58.

POLICY IMPLICATIONS – N/A.

FINANCIAL IMPLICATIONS –

1. Interim or early Mitigation Works can be Funded through the Department of Water’s Community Water/Drainage Grant.
2. Road Reinstatement Costs estimated at \$682,000 and currently in WANDRRA Claim.

STRATEGIC IMPLICATIONS – Strategic Community Plan – Built Environment

Objective

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

Outcome

B1 Enhanced and Sustainably Managed Assets and Infrastructure.

Strategies

B1.1 Continue the development and implementation of effective Infrastructure Asset Management Plans.

COMMUNITY CONSULTATION –

1. Several Meetings at Badjaling with the Department of Water and Hydrologist.
2. Meeting with Shire President and Hydrologist Consultant to Review Plan.
3. Subject to deliberations, Full Public Consulting/Public Notices will be required to be undertaken prior to Council determining to Close a Dedicated Road.

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

Financial – Low/Moderate Risk: Depending on Future Strategy.

Health – Low Risk

Reputation – Low/Moderate Risk

Operational – Moderate Risk

Natural Environment – Moderate Risk.

EXECUTIVE SUMMARY –

- The Hydrologist Flood Review Report does highlight an opportunity to carryout interim Flood mitigation measures in the form of a Levee Bank along the Badjaling-Yoting Road to minimise the Risk of Flooding into the Badjaling Community.
- It is highlighted that this Option is available due to the Total Removal of the Road Surface and Base by the flood waters.

- This Report also supports the construction of a new access Road into the Community from the Badjaling Sealed Road, but is subject to External Grant Funding.
- The existing Access Roadway (Estimated 650m in length) to be retained and maintained at this time.
- It is expected that a Submission be made to the Department of Aboriginal Affairs for Funding on the improved access Road.
- Council will need to determine its position and future Strategy regarding the full length of the Badjaling-Yoting Road.

OFFICER RECOMMENDATION

Nil – subject to the outcome of the Badjaling Drainage Briefing.

196-16/17 MOVED Cr Davies seconded Cr McGuinness that Council support the installation of Flood mitigation measures in the form of a Levee Bank on the Southern Side of the Badjaling Reserve as Recommended by Consultant Hydrologist Mr Nick Cox and that the Works be funded from the Community Water Grant.

CARRIED 7/0

Council Discussion

The Meeting thanked Cr Caporn on his continued efforts with finding a solution for the Badjaling Drainage Issue.

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

Item 15.1 Manager of Health and Building Services

Report Noted by Council.

Item 15.2 Environment Officer's Report

Report Noted by Council.

Item 15.3 Community Emergency Services Manager's Report

The Community Emergency Services Manager's presented to Council earlier in the Meeting.

Item 15.4 Community Development Officer's Report

Report Noted by Council.

197-16/17 MOVED Cr Haythornthwaite seconded Cr McGuinness that Council:-

- 1. Recognise the efforts of the Community Playground/Skatepark Steering Committee; and,**
- 2. Authorise the Chief Executive Officer to put the Community Playground/Skatepark Project out to Community Consultation to determine the need and/or desire for this facility.**

CARRIED 7/0

Item 15.5 Economic Development Project Officer's Report

Report Noted by Council.

198-16/17 MOVED Cr McRae seconded Cr McGuinness that Council Close the Meeting to the Public in accordance with the Local Government Act 1995 Section 5.23 (2) as this part of the meeting will deal with Matters affecting an employee or employees or the personal affairs of a person.

CARRIED 7/0

6.55pm

Mr Haythornthwaite left the Meeting.

Deputy Chief Executive Officer left the Council Meeting.

Item 12.2.1 Write off – Sundry Debtor No 90837 (Confidential Matter)

6.57pm

Deputy Chief Executive Officer re-entered the Council Meeting.

OFFICER RECOMMENDATION

199-16/17 MOVED Cr McRae and Cr Brown that Council write-off Sundry Debtor No 90837 in the amount of \$4,210.33 being outstanding Rent, Penalty Interest and Legal Fees.

CARRIED 7/0

ITEM 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING

200-16/17 MOVED Cr Haythornthwaite seconded Cr Shenton that Council accept New Business.

CARRIED 7/0

Item 16.1 Recruitment for Manager of Works and Services Position

201-16/17 MOVED Cr McGuinness seconded Cr Haythornthwaite that Council Accept the Chief Executive Officer Recommendation to engage Briscoe’s Search and Consulting to provide Stage 1 Recruitment Approach and Methodology for the Manager of Works and Services Position.

CARRIED 7/0

7.30pm

The Meeting resolved to excuse the Deputy Chief Executive Officer, the Economic Development Project Officer and the CEO Secretary from the remainder of the Meeting.

Council Discussion

Discussion ensued with the Chief Executive Officer on the future Review of Position Descriptions to reflect Council’s Strategies and Programs.

The Meeting resolved that the Meeting be re-opened to the Public.

No Members of the Public present.

ITEM 17 NEXT ORDINARY MEETING

Thursday 29th June 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 7.57pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25th May 2017 were confirmed on 29th June 2017 as recorded on Resolution No. _____

Confirmed..... 29/06/17