



Shire of Quairading

ORDINARY COUNCIL MEETING MINUTES

27th July 2017

Disclaimer

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 27th July 2017 commencing at 2.04pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.04 pm.

The Shire President welcomed Mr John Haythornthwaite to the Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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 G Taylor	
Cr W E Shenton	

Employees

Mr A Fardon	Chief Executive Officer
Mr R M Bleakley	Economic Development Project Officer
Mrs A Strauss	Chief Executive Officer's Secretary

Observers/Visitor

Mr John Haythornthwaite (2.04pm - 3.58pm, 4.55pm – 5.02pm)

Apologies

Mr A Merillo	Deputy Chief Executive Officer
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Leave Of Absence Previously Granted

Cr McRae – 12th August 2017 – 3rd September 2017

Cr Shenton – 5th August 2017 – 28th August 2017 inclusive.

ITEM 3 PUBLIC QUESTION TIME

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

How do I obtain a hard copy of the local laws that were submitted to be gazetted at the June 2017 Meeting?

Response

Hard copies were available at the Front Counter, during the Public Submission Period; also in the Council June 2017 Agenda and a further copy will be provided to you.

The Local Laws that were adopted in the June 2017 Meeting haven't been sent for Gazettal as Council is waiting on a letter from the Director of Environmental Health before proceeding to Gazettal.

Question

EFT4221 What type size and brand were the tyres that were fitted to Q190 for a total of \$720?

Response

2x 265/60R18 Bridgestone D684 Tyres, including Rotation of Tyres and Balancing.

Question

Bulyee Road page 281 - Last month I received a reply to my question about Bulyee Road and was told that a tender had not been called for. On page 281 of this Agenda it states that a contractor had been engaged. Why didn't this go to Tender?

Response

Narrative of Page 281 (Road Construction Status Report) relates to the engagement of an Engineering Design Consultant for the Survey and Set Out of the Roadworks (Including Intersection Design). The actual Works Construction will be undertaken by Council Works Staff with the assistance from Contractors.

Confirmation, no Calling of Tenders required.

Question

On page 286 of the agenda it states that B Caporn purchased sidetipper Q4220 for \$6000. Could you please confirm that this sidetipper was purchased by the shire president? If the sidetipper was not purchased by the shire president who was the purchaser?

Response

I advise that a written offer from Mr Brian Caporn was accepted for the Side Tipper (Q4220) which was surplus to Council's Requirements and that Council had budgeted for it to be sold.

Additional Verbal Question

Mr John Haythornthwaite raised an additional concern of the 'For Sale' sign in front of a house along Ashton Street which has been placed on the verge, and is a risk for gopher drivers and pedestrians.

Response

The Shire President advised that the question would be taken on notice and the Chief Executive Officer will investigate and have the sign relocated.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b

Cr Taylor verbally declared a Proximity Interest with regard to the Public Transport Authority Land, corner of Parker Street and McLennan Street, Quairading.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 29th June 2017

RESOLUTION: 1-17/18

MOVED Cr Davies SECONDED Cr Taylor

That the Minutes of the Ordinary Meeting of Council held on 29th June 2017 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

ITEM 8 MATTERS FOR CONSIDERATION – WORKS

8.1 York – Merredin Road – Land Acquisitions – Dedicated as Road

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 11th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Main Roads Western Australia

MATTER FOR CONSIDERATION –

York – Merredin Road SLK 00 – SLK 66, Widening & improvements York to Quairading, proposed Land acquisition SLK 48.60 – 52.35

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Covering letter together with a Plan depicting land required for improvement works to be carried out on the York – Merredin Road SLK 48.60 to SLK 52.35, Dulbelling. Land Dealings Plan 1560 – 084 showing land to be included in the road reserve.

BACKGROUND –

Council would be aware of the continuing road improvements being undertaken on the York – Merredin Road by MRWA. To accommodate the improvements it has been necessary for MRWA to acquire various sections of privately owned land to be incorporated into the existing road reserve.

In accordance with the Land Administration Act, 1997 it is a requirement that the Shire of Quairading resolve to dedicate the acquired land as road reserve.

To formalise the process, it is necessary for the following resolution to be adopted by Council:

Council at its Meeting of 27 July 2017 passed a resolution for the dedication of the land, the subject of Main Roads Land Dealings Plan 1560-084, as pursuant to Section 56 of the Land Administration Act, 1997.

STATUTORY ENVIRONMENT –

Local Government Act, 1995

Land Administration Act 1997 – s 56 – Dedication of land as Road

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS –

MRWA has advised that it will indemnify the Shire against any costs and claims that may arise as a result of the dedication.

STRATEGIC IMPLICATIONS –

This is a Main Roads Project but one that has significant impact on general transport, freight, tourism and local access.

COMMUNITY CONSULTATION –

MRWA has undertaken extensive community consultation in regard to the proposed improvement works and is continuing to consult with stakeholder groups regarding specific improvement undertakings.

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

Financial – N/A

Health – N/A

Reputation – N/A

Operation – N/A

Natural Environment – The road improvements impact on the natural vegetation found within the road reserve and areas being acquired to facilitate the improvements. This is subject to MRWA community consultation processes currently being undertaken.

COMMENT –

The request is a procedural matter for which the Shire has no financial obligations. The Shire has, over recent years, been pressing MRWA to undertake improvements to the York – Merredin Road to accommodate the increased freight task resulting from the closure of the Quairading to York Tier 3 rail line. The road improvements address the significant risk to the safety of road users associated with increased volumes of heavy vehicles in conflict with local and tourist traffic.

EXECUTIVE SUMMARY –

Dedication of land acquired by Main Roads WA for incorporation into the existing York – Merredin Road Reserve.

OFFICER RECOMMENDATION

RESOLUTION: 2-17/18

MOVED Cr Brown SECONDED Cr Shenton

That Council advise Main Roads WA that, at its Ordinary Meeting of 27th July 2017, Council passed a resolution for the dedication of the land, the subject of Main Roads WA Land Dealing 1560-084, as road pursuant to Section 56 of the Land Administration Act, 1997; and

Provide to the Department of Lands for its records, a copy of the Minutes of the Council Meeting relating to this resolution.

CARRIED 8/0

8.2 Tender No.1-17/18 WANDRRA – Flood Damage Repair – Roads

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Determination of Tender No.1-17/18 WANDRRA – Flood Damage Repair – Roads.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Tender documents available to Council.

The Tender Evaluation Report will be forwarded when received from Council's Consultant.

BACKGROUND –

In response to the widespread flooding events of January/February 2017, the Shire was successful in its claim for financial assistance under the WANDRRA funding programme for the reinstatement of its road and some bridge assets.

The Contract Management and Progress Claims Management together with Bridge Insurance Claims was awarded to Roadswest at the June 2017 Ordinary Council Meeting.

RESOLUTION: 208-16/17

MOVED Cr Brown SECONDED Cr Davies

That Council in regard to Tender No.5-16/17 accept the Tender from Roadwest Engineering Group Pty Ltd for the Contract Management and Progress Claims Management of the Western Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA) and Bridge Insurance Claim in accordance with the Schedule of Rates provided in the successful Tender.

CARRIED 7/1

To facilitate these works, the Shire has called for Tenders - Tender No.1-17/18 WANDRRA – Flood Damage Repair – Roads.

Public Tenders were invited in a Public Notice in the "West Australian" Newspaper on Saturday 1st July 2017, and closed on Monday the 17th July 2017 at 12.00 noon.

STATUTORY ENVIRONMENT –

Local Government Act, 1995 Part 3 Division 3 s3.57.

Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

The Tender process completed in accordance with this Legislation.

POLICY IMPLICATIONS –

Council's Purchasing Policy (Policy 2.20) has been adhered to.

FINANCIAL IMPLICATIONS –

Flood Damage Estimate and WANDRRA Approved Claim will be included in the 2017/2018 Budget. The Claims to WANDRRA will be based on Actual Costs incurred by the Shire.

STRATEGIC IMPLICATIONS – Council’s Current 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 airfields) safety and management.

Governance

Outcome

G1 – Sustainable and Accountable Governance.

Strategies

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

COMMUNITY CONSULTATION –

Information on the Flood Damage Report Schedule and Progress will be reported in the Shire’s eNewsletter and on the Website.

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

Financial - Low Risk – Fully Funded Project.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk: Project Management under Contract with Performance Monitoring of selected Contactor.

Natural Environment – Low Risk.

COMMENT –

Tenders were opened on Monday the 17th July 2017 and received from:-

- Vernice Pty Ltd, Toodyay WA
- Robbro Road Construction Pty Ltd, Coonabigee WA
- DeGrey Civil Pty Ltd, Redcliffe WA
- Quairading Earthmoving, South Perth WA
- Leeuwin Civil, Kaloorup WA
- Tracc Civil, Bibra Lake WA
- Industrial Road Pavers Pty Ltd, Belmont WA

The above Tenders are being reviewed by the Shire’s Engineering Project Consultant Roadswest for compliance with the Tender Criteria and then prepare a Report to Council with their Recommendation for Consideration. A copy of the Tender Assessment Report will be forwarded to all Elected Members when to hand.

EXECUTIVE SUMMARY -

- Public Tender process completed; 28 Companies requested Tender Documents, 7 Tenders received.
- Assessment of Tenderer’s Capabilities, Claims and Reference Checks being undertaken by Roadswest.
- Tender Evaluation Report prepared by Roadswest Engineering and forwarded to all Councillors on Monday 24th July 2017.

OFFICER RECOMMENDATION**RESOLUTION: 3-17/18**

MOVED Cr Davies SECONDED Cr Brown

That Council accept the Tender from Quairading Earthmoving for the WANDRRA – Flood Damage Repair – Roads Works in accordance with the Schedule of Rates provided in the successful Tender.

CARRIED 8/0

8.3 Tender No.2-17/18 WANDRRA/Insurance Claim – Flood Damage Repairs – Floodways/Culverts/ Bridges

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Determination of Tender No.2-17/18 WANDRRA/Insurance Claim - Flood Damage Repairs – Floodways/ Culverts/ Bridges

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Tender documents available to Council.

The Tender Evaluation Report will be forwarded when received from Council's Consultant.

BACKGROUND –

In response to the widespread flooding events of January/February 2017, the Shire was successful in its claim for financial assistance under the WANDRRA funding programme for the reinstatement of its road and some bridge assets.

Council was also successful in its Insurance Claim to Council's Insurer.

The Contract Management and Progress Claims Management together with Bridge Insurance Claims was awarded to Roadswest at the June 2017 Ordinary Council Meeting.

RESOLUTION: 208-16/17

MOVED Cr Brown SECONDED Cr Davies

That Council in regard to Tender No.5-16/17 accept the Tender from Roadwest Engineering Group Pty Ltd for the Contract Management and Progress Claims Management of the Western Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA) and Bridge Insurance Claim in accordance with the Schedule of Rates provided in the successful Tender.

CARRIED 7/1

To facilitate these works, the Shire has called for Tenders - Tender No.2-17/18 WANDRRA/Insurance Claim – Flood Damage Repairs – Floodways/ Culverts/ Bridges.

Public Tenders were invited in a public Notice in the "West Australian" Newspaper on Saturday 1st July 2017, and closed on Monday the 17th July 2017 at 12.00 noon.

STATUTORY ENVIRONMENT –

Local Government Act, 1995 Part 3 Division 3 s3.57.

Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

The Tender process completed in accordance with this Legislation.

POLICY IMPLICATIONS –

Council's Purchasing Policy (Policy 2.20) has been adhered to.

FINANCIAL IMPLICATIONS –

Flood Damage Estimate and WANDRRA Approved Claim will be included in the 2017/2018 Budget. The Claims to WANDRRA will be based on Actual Costs incurred by the Shire.

STRATEGIC IMPLICATIONS – Council’s Current 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 airfields) safety and management.

Governance

Outcome

G1 – Sustainable and Accountable Governance.

Strategies

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

COMMUNITY CONSULTATION –

Information on the Flood Damage Report Schedule and Progress will be reported in the Shire’s eNewsletter and on the Website.

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

Financial - Low Risk: Fully Funded Project.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk: Project Management under Contract with Performance Monitoring of selected Contactor.

Natural Environment – Low Risk.

COMMENT –

Tenders were opened on Monday the 17th July 2017 and received from:-

- Industrial Road Pavers Pty Ltd, Belmont WA
- Leeuwin Civil, Kalamunda WA
- Tracc Civil, Bibra Lake WA
- Avon Concrete, Toodyay WA
- Red Dust Holding Pty Ltd, Redcliffe WA
- DeGrey Civil Pty Ltd, Redcliffe WA

The above Tender are being reviewed by the Shire’s Engineering Project Consultant Roadswest for compliance with the Tender Criteria and then prepare a Report to Council with their Recommendation for Consideration. A copy of the Tender Assessment Report will be forwarded to all Elected Members when to hand.

EXECUTIVE SUMMARY –

- Public Tender process completed; 29 Companies requested Tender Documents, 6 Tenders received.
- Assessment of Tenderer’s Capabilities, Claims and Reference Checks being undertaken by Roadswest.
- Tender Evaluation Report prepared by Roadswest Engineering and forwarded to all Councillors on Monday 24th July 2017.

OFFICER RECOMMENDATION**RESOLUTION: 4-17/18**

MOVED Cr McRae SECONDED Cr Davies

That Council accept the Tender from Avon Concrete for the WANDRRA/Insurance Claim – Flood Damage Repairs – Floodways/ Culverts/ Bridges Works in accordance with the Schedule of Rates provided in the successful Tender.

CARRIED 8/0

8.4 Portable Traffic Lights and Toilet

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 20th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

The direct purchase of the Portable Traffic Light and Toilet for Projects.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Quotations attached.

BACKGROUND –

The Acting Manager of Works & Services David Griffiths has provided the following information for the Works Committee's consideration in June 2017:-

Three (3) quotes for Automatic Traffic Lights have been obtained (2 by A/MW&S, 1 x CEOSEC) – GST exclusive quotes attached, being:-

- A.D Engineering \$24,100 WA based ex Perth;
- Bartco \$21,870 ex Victorian excludes freight
- Deering Autronics \$24,750 (Bartco product) excludes freight
- (Freight would be in the order of \$2,000+)

GST had not been calculated correctly to the Works Committee.

RESOLUTION: W7-16/17 MOVED Cr Caporn SECONDED Cr Brown

That the Works Committee recognise the need for a Culvert Cleaner, Traffic Control Lights and Portable Toilets to meet the operational requirements of the Quairading-Cunderdin road, subject to the Shire's accounting Policy and Budget processes.

CARRIED 4/0

Revised Quotation of the AD Engineering has been received being \$20,000.00 exclusive of GST plus Audible Security Alarm System \$250.00 and Klamp-it Security Wheel Lock \$280.00. Totalling \$20,530.00 (Excl. GST).

Mobile Toilet from Instant Products Group \$5,400.00 excluding GST.

STATUTORY ENVIRONMENT –

Local Government Act 1995.

POLICY IMPLICATIONS –

Council's Purchasing Policy (Policy 2.20) has been adhered to.

FINANCIAL IMPLICATIONS –

The cost of the Traffic Lights and Mobile Toilet is to be included in Council 's Budget.

Purchase of the two Items (Prior to the Budget) is deemed legal under the Local Government Act as long as they are included in the Adopted Budget.

In accordance with Main Roads WA advice (See below) the costs of the Units can be recovered as a legitimate expense on a Daily or Weekly Cost whilst on the specific Road Works Project.

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

Governance

Outcome

G1 – Sustainable and Accountable Governance.

Strategies

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

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT –

The Acting CEO made enquiries with MRWA and was advised that Capital Purchase of the Items directly costed to the Grain Freight Project is not permitted, however cost recovery on a daily/weekly basis as a Project Expense is eligible for Funding. MRWA confirmed value for money principles apply and the Traffic Light Trailer Option is effective option where appropriate. Further cost recovery/expense can occur on other MRWA funded Projects in future.

EXECUTIVE SUMMARY -

- Works Committee identified the Cost Benefit of the acquisition of both Units compared to engaging Traffic Controllers and also hiring Site Toilets.
- Cost Recovery basis is an eligible expense confirmed with MRWA.
- Inclusion of the amounts to the Capital Expenditure “Plant & Equipment” Budget.
- Future determination of Cost Recovery Rate (Based on Market Evidence) which will be apportioned over current and future Roads works Projects.

OFFICER RECOMMENDATION

RESOLUTION: 5-17/18

MOVED Cr Shenton SECONDED Cr Brown

1. That Council include the following Items & Expenditure Amounts in the Capital Budget of the 2017/2018 Adopted Budget.
2. Council proceed to purchase the following Items:-
 - Traffic Control Lights from A.D Engineering \$20,530.00 (Excl. GST)
 - Mobile Toilet from Instant Products Group \$5,400.00 (Excl. GST).
3. Upon Purchase and Commissioning, the Chief Executive Officer and Acting Manager of Works & Services determine an appropriate Cost Recovery/Charge-Out Rate for both units, based on Market evidence.

LOST 2/6

Council Discussion

That the Officer Recommendation not be supported given that the proposed Asset Purchases were not identified with Council's current Asset Management Plan/Strategic Plan; and due diligence was not undertaken in a timely manner in regard to the Quairading-Cunderdin Road Project and the Maintenance of these Items and their Long Term Usage versus Cost Benefit.

ITEM 9 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 10 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – June 2017

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 13th July 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

OFFICER RECOMMENDATION

RESOLUTION: 6-17/18

MOVED Cr McRae SECONDED Cr Haythornthwaite

That Council adopt the following:-

1. That Schedule of Accounts covering Municipal Vouchers 23248 to 23280 & EFT4205 to EFT4320 & DD12471.1 to DD12471.12 & DD12472.1 to DD12472.12 totalling \$1,047,575.67 be received; The balance of all other outstanding Sundry Creditors to the 30/06/2017 total \$195,754.57; and
2. That Police Licensing payments for the month of June 2017 totalling \$56,306.35 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for June 2017 totalling \$615.75 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month June 2017 totalling \$161,295.31 be received; and
5. That fund transfers from Trust account to Municipal account for June 2017 totalling \$3,363.50 be received; and.
6. That the WestNet payment for the month of June 2017 totalling \$69.95 be received.

CARRIED 8/0

11.2 Fund Balances Report – June 2017

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 12th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

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

APPLICANT'S SUBMISSION – Nil

BACKGROUND – The Municipal, Cash Backed Reserves and Trust accounts shown here as at 30th June 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	\$406,858.82	Reconciled Municipal Balance	<u>\$3,420,684.99</u>
At Call - Invest.	\$650,000.00	(Plus Outstanding Payments)	<u>\$37,000.30</u>
Childcare Centre	\$10,847.56	(Less Outstanding Deposits)	<u>(\$2,422.82)</u>
Medical A/c	\$31,848.24	(Less Outstanding Transport)	<u>(\$5,707.85)</u>
T/Deposit 4 Mth	\$350,000.00		
T/Deposit 3 Mth	\$400,000.00		
T/Deposit 3 Mth	\$450,000.00		
T/Deposit 2 Mth	\$550,000.00		
T/Deposit 2 Mth	\$600,000.00		
Total Municipal	<u>\$3,449,554.62</u>		<u>\$3,449,554.62</u>
At Call - Reserve	\$379,817.37		
T/Deposit-Reserve	\$201,335.89		
T/Deposit-Reserve	\$1,299,714.94		
T/Deposit-Reserve	\$452,256.93		
Total Reserves	<u>\$2,333,125.13</u>		<u>\$2,333,125.13</u>
Trust A/c	\$87,622.73		<u>\$93,330.58</u>
		Plus Outstanding Deposits	\$0.00
Police Licensing	\$5,707.85	Less Outstanding Transfers	(\$0.00)
Total Trust	<u>\$93,330.58</u>		<u>\$93,330.58</u>
	<u>\$5,876,010.33</u>		<u>\$5,876,010.33</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 Depots 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 June 2017 as stated above.

OFFICER RECOMMENDATION

RESOLUTION: 7-17/18

MOVED Cr McRae SECONDED Cr McGuinness

That Council adopt the Fund balances for the period ending 30th June 2017.

CARRIED 8/0

11.3 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th June 2017

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 15th July 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 June 2017 follow.

STAFF RECOMMENDATION

RESOLUTION: 8-17/18

MOVED Cr McRae SECONDED Cr Davies

That Council adopt the Financial Statements for the period ending 30th June 2017.

CARRIED 8/0

11.4 Financial Statements – Variation to Budget by Percentage or Value – 30th June 2017

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 15th July 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.

G1.2.1Continued 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

RESOLUTION: 9-17/18

MOVED Cr McRae SECONDED Cr McGuinness

That Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30th June 2017.

CARRIED 8/0

11.5 Quairading District High School – Building Concession

REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer Date: 11th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Quairading District High School

MATTER FOR CONSIDERATION –

Request for a Concession on both Gym and Community Building Hire

BACKGROUND –

Council has received a request from Mrs Abby Kerr, Deputy Principal at the Quairading District High School in which she is seeking use of the Community Gym and Community Building to hold classes for both Personal and Confidence development in the year 10 Girls.

Although the Gym has been requested for use from the 17th July to the 18th September 2017, as the course has a yoga component that part can be held in the Community Building.

The school will provide qualified physical education teachers and yoga instructors to facilitate all classes, together with additional staff supervision.

Any disruption to the gym general users will be minimal and school use will be advertised by the school.

STATUTORY ENVIRONMENT –

With majority support Council is able to offer support to a level considered appropriate as part of the 2017 / 2018 Budget Approval process.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS –

Initially a modest reduction in the income for the 2017 / 2018 budget year may be offset by an increase in gym membership.

Gym Casual rate of \$10.00 @ 15 students for 5 weeks = \$750 (GST Inc) Concession amount \$375 (GST Inc) – Community Building \$25.00 @ 5 weeks = \$125 (GST Inc) Concession \$62.50 (GST Inc)

$\$375 + \$62.50 = \$437.50$ by 15 students over 10 weeks \$2.90 per student per week.

STRATEGIC IMPLICATIONS – Strategic Community Plan

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

Corporate Business Plan

G1.2.1 Continued Improvement of Shire Reporting

G1.2.2 Continue to Uphold the Shire Code of Conduct

COMMUNITY CONSULTATION – Nil

RISK –

Council's Adopted Risk Management Policy and Framework Guidelines to apply including.

The use of qualified physical education teachers and yoga instructors by the school.

COMMENT –

A minimal cost to Council could reap future benefits in gym membership.

OFFICER RECOMMENDATION**That Council:-**

1. **Provide a Concession on both the Community Gym and Community Building Hire.**
2. **15 students @ \$2.90 (GST Incl.) each per week.**
3. **Qualified Physical Education Teacher & Yoga Instructors to be used.**
4. **Suitable number of staff members to be in attendance as Supervisors.**

RESOLUTION: 10-17/18

MOVED Cr McRae SECONDED Cr Brown

That Council provide a Concession to Quairading District High School Female Students attending Personal Training Programs and Yoga Sessions at both the Community Gym and Community Building, at a charge of \$3.00 (GST Incl.) per Student/Week: Subject to:-

- Qualified Physical Education Teacher & Yoga Instructors to be used; and
- Suitable number of staff members to be in attendance as Supervisors.

CARRIED 8/0

Reason for Variation to Officer's Recommendation

The above Officer's Recommendation of \$2.90 was rounded up \$3.00 each per week for ease of administration for the School and Council Staff.

11.6 Caravan Park Fees – Caravan Clubs

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer

Date: 17th July 2017

Jenna Cowcill – Finance Officer

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – The amendment of the Caravan Park Fees and Charges.

APPLICANT'S SUBMISSION – Nil

BACKGROUND – Council adopted Fees and Charges at the Ordinary Council Meeting in April 2017, below is an extract of the Caravan Park Fees and Charges.

CARAVAN PARK CHARGES - Special Offer Stay 3 Nights and Pay for 2 for a maximum of 6 nights			
Powered Caravan Site - 2 Persons/Night/Van	\$25.45	\$2.55	\$28.00
Unpowered Caravan Site - 2 Persons /Night/Van	\$20.91	\$2.09	\$23.00
Weekly Powered Caravan Site - 2 Persons/Night/Van	\$154.55	\$15.46	\$170.00
Weekly Unpowered Caravan Site - 2 Persons/Night/Van	\$115.45	\$11.55	\$127.00
Additional Adult per Night	\$9.09	\$0.91	\$10.00
Washing Machine/Dryer Tokens	\$3.64	\$0.36	\$4.00
Per Night - Permit Rest Area	\$5.00	\$0.50	\$5.50
RV's Wishing to use Caravan Park Facilities	\$25.45	\$2.55	\$28.00
Note after 28 days continual stay GST is waived			
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	\$27.27	\$2.73	\$30.00
Greater or equal to 15 Vans Powered Site - No Charge on C/Building NOT Eligible for Special Offer	\$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	\$8.18	\$0.82	\$9.00
Caravan Park / RV Rest Area - Additional per adult rate above (2)	\$8.18	\$0.82	\$9.00

Shire Staff Members have received negative feedback over time from multiple Caravan Club Patrons in regard to not receiving the "Special Offer" (pay for 2 stay for 3 nights) whilst only being charged a slightly lower fee per night (\$1 discount per night, if under 15 vans, \$5 discount per night if over 15 vans, using the 2016/2017 Fees and Charges).

Council Staff have explained to the Patrons that the Caravan Clubs are offered other discounts such as cheaper fees per night and discounted (if the Club has under 15 vans) or free (if the club

has over 15 vans) use of the Community Building as a “Meeting Point”. This has sometimes been a satisfactory explanation to the Patrons, but more often the Patrons are still disgruntled by the Fees for Caravan Clubs visiting or planning to visit the Caravan Park.

The Shire has yet to have a Caravan Club in since the 2017/2018 Fees and Charges have been introduced, but it is expected that there will be further back lash by the Caravan Clubs now that the Fees for Clubs with less than 15 vans will be charged more per night than an individual Caravan Park Fee (\$2 extra per night), and not receiving the “Special Offer”.

It is highlighted that Caravan Clubs are due in the Park over the next two weekends (21st – 24th July and 28th – 31st July)

Council’s Community Development Officer, who is in constant liaison with Caravan Clubs have heard some Clubs are starting to boycott Quairading due to what the Caravan Clubs deem to be unfair Fees and Charges, or they will still organise “Rallies” as a Caravan Club, but book in as Individuals to receive the “Special Offer”.

STATUTORY ENVIRONMENT – Local Government Act 1995. Proposed Alteration to a Fee and Charge prior to the Budget Adoption. Complies without Statutory Public Advertising

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – There is an overall increase proposed from the 2016/2017 Fees and Charges.

Proposing a rationalisation and simplifying of the Fees and Charges for the Caravan Park for Caravan Clubs.

If the current Fees and Charges remain there is a risk of an adverse reaction by Clubs which may result in a reduction of patronage and income.

STRATEGIC IMPLICATIONS – Strategic Community Plan

Economic Development

Outcome

ED2 – Tourism Growth.

Strategies

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

COMMUNITY CONSULTATION – Nil

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

Financial - Low Risk

Health – Low Risk

Reputation – Moderate Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT – It is recommended to amend the Fees and Charges for the Caravan Park for Caravan Clubs and have one charge for all Caravan Clubs of \$27 per Van per night.

Currently, depending if the Clubs have 15 or more vans, they are offered use of the Community Building (or Hall if the Community Building is pre booked) for free. To keep the Fees equitable, the Community Building Hire Charge should be charged to all Clubs regardless of the number of vans attending. If they elect to use the Community Building they pay a Fee of \$44.50

The Fee for the Community Building should be charged on a per day/ night basis.

Council’s Economic Development Project Officer, has contacted the Caravan Industry Association of WA who have recommended in the “Caravan Industry Development Initiative” that the Special

Offer of Pay for 2 nights, Stay for 3 nights should be change to Pay for 3 nights Stay for 4 nights, as this is a standard offer for Caravan Parks throughout Australia.

It is also recommended that both Individuals and Caravan Clubs be offered this Special Offer.

EXECUTIVE SUMMARY –

- Lack of clarity and equity of the Fees Structure for Caravan Clubs
- Response to Patrons and Potential Future Patron's Feedback
- To clarify and simplify the administration of the Caravan Park Fees and Charges
- A Measure to foster greater patronage by Caravan Clubs
- "Special Offer" be aligned with the Caravan Park Industry Practice
- Concessional Hire Rate Fee for the Community Building (already Adopted in the Fees and Charges) be charged to all Caravan Clubs, regardless of the number of Vans attending for the Caravan Club Visit.

OFFICER RECOMMENDATION

RESOLUTION: 11-17/18

MOVED Cr McRae SECONDED Cr Shenton

That Council:

1. Amend the Special offer of "Pay for 2 nights stay for 3 nights" to "Pay for 3 nights stay for 4 nights" at the Caravan Park
2. This Offer be valid for a maximum of 4 nights, (1 Offer per Patron)
3. The "Special Offer" to apply for all Caravan Park Patrons (long Term Tenants excluded)
4. Amend the Caravan Clubs Fee to \$27 per night (regardless of how many members from the Club are staying)
5. Charge all Clubs the Concessional Hire Charge of \$44.50 for use of the Community Building or Hall per day/ night of use
6. The Fees and Special Offer Variation to be publicised to the Community and Caravan Clubs.

CARRIED 7/1

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 WALGA Central Country Zone – 2018-19 State Budget Submission

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 11th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT –

WALGA Central Country Zone (CCZ).

MATTER FOR CONSIDERATION –

WALGA's 2018-19 State Budget Submission.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

CCZ – Executive Officer covering letter together with a copy of Item 10.2 of the 23rd June 2017 CCZ Agenda presented to the CCZ for comment.

BACKGROUND –

Dana Mason, WALGA Policy Manager, Economics has prepared a briefing note, as attached, outlining the Local Government (sector) priorities and the proposed approach to the State's 2018/19 Budget deliberations.

The Submission has been prepared in the knowledge that the State's financial position continues to deteriorate. The focus, therefore, of the Submission is to ensure that the Local Government sector is not worse off as a result of the State's new spending initiatives that have come at the expense of savings measures that have an adverse impact on the Local Government sector.

WALGA has requested feedback on which grant programs are critical to the sector and what value they provide.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS –

As outlined in the attached Submission, a number of Program requests have either not been met or only partially met leading to potential cost shifts to Local Government as a result of increasing community expectations and demand for services.

STRATEGIC IMPLICATIONS –

Social - S2	Community has access to a range of services	Increased community satisfaction with delivery of Shire community services
B1	Enhanced and sustainably managed assets and infrastructure	Asset Management ratios indicated sound asset management practices
ED2	Tourism growth	Number of tourists visiting the Shire/region
G1	Sustainable and accountable governance	Financial ratios indicate sound financial management practices

COMMUNITY CONSULTATION – N/A

RISK ASSESSMENT –

Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – lack of financial assistance through State Government funding programs will place increasing financial pressure on the Shire to deliver services and maintain existing assets

Health – It is noted that a number of Health related programs that were the subject of WALGA requests have not received funding. These programs reflect feedback from Local Government to WALGA highlighting urgent need for these services to support the local community.

Reputation – N/A

Operation – reductions in the rate of funding increase will impact on the Shire's ability to maintain services

Natural Environment – increased funding for Bushfire mitigation and risk management is noted but well below the level considered by WALGA to be appropriate

COMMENT –

In reviewing the attached Submission it is clear that the State must assist local government to maintain community services and infrastructure at least at current levels. It is important to differentiate between services we may want, services we made need and services that are essential for the wellbeing of our community.

To achieve this outcome, programs such as:

- State Road Funds to Local Government, our roads are essential;
- Community Sport and Recreation Facilities Fund, our recreation and cultural facilities are at the heart of the community;
- Health services such as the Aged and Mental Health require adequate funding, particularly in the current economic environment.

The above Programs are deemed critical to the ongoing well-being of the local government sector in our region. One may also consider emergency service and funding for ambulance services here in the Wheatbelt.

EXECUTIVE SUMMARY –

WALGA, through the Central Country Zone, seeks comment on its submission to the State Government in regard to the 2018/19 Budget.

The State is facing significant financial challenges.

The submission focuses on preserving important funding to the Sector.

WALGA has asked Council to identify funding programs that are critical to the sector.

OFFICER RECOMMENDATION

RESOLUTION: 12-17/18

MOVED Cr McRae SECONDED Cr Shenton

That Council advise the Executive Officer, Central Country Zone, WALGA that the most critical State funding programs are those that relate to:

- State Road Funds to Local Government, our roads are essential;
- Community Sport and Recreation Facilities Fund, our recreation and cultural facilities are at the heart of the community;
- Health services such as the Aged and Mental Health require adequate funding, particularly in the current economic environment.
- Regional Waste & Recycling
- Aged Housing

CARRIED 8/0

Additional two Issues provided by Council:-

- Regional Waste & Recycling
- Aged Housing

12.2 WALGA Central Country Zone – Working Group on the Local Government Act Review

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 20th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT –

Mr Bruce Wittber Executive Officer, WALGA, Central Country Zone (CCZ)

MATTER FOR CONSIDERATION –

Council invited to nominate Delegate/Member to the Working Group to Review WALGA's Local Government Act Review Paper.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Email from CCZ Executive Officer dated the 6th July 2017.

BACKGROUND –

As a result of the last Central country Zone Meeting, a Working Group has been established to review the proposed changes to the Local Government Act.

It is proposed that the Working Group be a “mix of Elected Members and CEO's” with a maximum of 6 Members.

CCZ Member Councils are encouraged to participate in the review of the WALGA Submission/Report on the Local Government Act 1995.

STATUTORY ENVIRONMENT – Local Government Act 1995

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – N/A

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

Governance

Outcome

G1 – Sustainable and Accountable Governance.

Strategies

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

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 –

Nominations for the Working Group closes on Friday 28th July 2017.

It is encouraged by the CCZ Executive Officer that the Groups first meeting will be held in September 2017 once the CCZ Executive Committee has determined the final membership.

The locations of future Meetings has not been specified but it would more than likely be held in Narrogin.

EXECUTIVE SUMMARY –

The CCZ is seeking representatives to sit on the Local Government Act Review Working Group to respond to WALGA on their Submission.

OFFICER RECOMMENDATION

Submitted for Council Consideration whether to nominate a Council Delegate to participate in the Central County Zone Working Group.

RESOLUTION: 13-17/18

MOVED Cr McRae SECONDED Cr Davies

That Council nominate Cr McGuinness to represent the Shire on the Central Country Zone Working Group, subject to his availability for Meetings.

CARRIED 8/0

12.3 Stall Holders in Public Places Policy - Adoption

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 17th July 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION – Policy G.3. Stall Holders in Public Places Policy.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA – Policy documents included.

BACKGROUND –

The Chief Executive Officer has been requested by Council to prepare a Policy to provide a clear framework for the administration and enforcement of Stall Holders operating in Public Places within the District.

STATUTORY ENVIRONMENT – Shire of Quairading – Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016.

POLICY IMPLICATIONS – Establishment of new Policy

FINANCIAL IMPLICATIONS – N/A

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

Objective

To strengthen the Shire of Quairading's leadership and 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

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT –

The attached Policy documents are provided for Council consideration and are self-explanatory

EXECUTIVE SUMMARY -

Policy – G.3 Stall Holders in Public Places Policy as attached.

OFFICER RECOMMENDATION

RESOLUTION: 14-17/18

MOVED Cr McRae SECONDED Cr McGuinness

That Council adopt the G.3 Stall Holders in Public Places Policy and it be included in Council's Policy Manual.

CARRIED 8/0

POLICY NUMBER	G.3		
TITLE	G.3 STALL HOLDERS IN PUBLIC PLACES POLICY		
POLICY OWNER	Chief Executive Officer		
STATUTORY ENVIRONMENT	Shire of Quairading – Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016		
COUNCIL ADOPTION DATE		RESOLUTION #	
LAST AMENDED DATE		RESOLUTION #	
REVIEW DATE	New Policy		

POLICY STATEMENT

This Policy will be used to set Standard Conditions of Approval for permits for Stall Holders, sale of goods, and promotional displays conducted in a Public Place issued in accordance with the *Shire of Quairading Local Law relating to Trading in Thoroughfares and Public Place - Part 6*.

It also identifies areas within the Shire of Quairading where trading is permitted in accordance with Permit conditions.

OBJECTIVE

1. This policy is to provide the Shire with a consistent framework for the approval and issue of permits for the conduct of Street Stalls.
2. To provide transparency to applicants and the community about what conditions are imposed on trading permits.
3. To encourage opportunities and guidance for Stall Holders within the Shire of Quairading.

POLICY

The Council supports the conduct of Street Stalls by Local Community Groups and Volunteer Organisations (i.e. not paid Collectors or For Profit). Approval for such groups must be upon submission of a request to the Shire and any conditions are to be placed upon the request at approval. The above Community Groups are exempt from any requirement to pay a permit fee.

Any application by any other type of Group or Organisation must be by application to Council and are subject to the payment of the Permit Fee.

Conditions

Location

This is to ensure any activities in public places occur at locations appropriate for public safety and access, including applicant's safety and that activities do not adversely impact on the amenity of the area or conflict with the Shire's permanent retail business. In general, Street Stalls are permitted only in those particular public places applied for and specifically approved.

General Guidance on location approval:-

Local Community Groups to utilise the area in the main Shopping Precinct adjacent the Quairading Farmers' Co-operative Building and utilising the Community Street Stall Stand.

Non-Local Stall Holders (i.e. Permit Holders) to be located on either the Western and Eastern end of the Quairading Farmers' Co-operative (Co-op) Building and at the Co-op Laneway Area.

Trading hours

Street Stalls are to operate within business trading hours.

Fixtures/barriers

Fixtures must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street or using the footpath or kerbside usage by motorists.

Waste

All waste generated by the Stall Holder including customer's discarded food and packaging must be removed from the site by the Stall Holder or in a Shire waste bin (in locations where provided).

Stall Holders must ensure the area around their position is kept clear of rubbish and refuse at all times.

Cancellation

Following a complaint or observation of a breach of a permit, the Shire officers will contact the permit holder and take appropriate enforcement action which may include permit cancellation.

GUIDELINES

Shire of Quairading Local Law relating to Trading in Thoroughfares and Public Place - Part 6.

12.4 Main Roads - York Quairading Road - Construction Reference Group

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 17th July 2017

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Main Roads WA

MATTER FOR CONSIDERATION – York-Merredin Road Upgrade Project, Community Reference Group, Terms Of Reference June 2017.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –York-Merredin Terms of Reference Draft Document.

BACKGROUND –

Construction Reference Group (CRG) in principle will provide a forum to facilitate and improve communication between the community, stakeholders and Main Roads. The CRG will be a community sounding board and will be formed to:

- Assist in identifying, discussing and providing advice on community issues associated with the project
- Receive information from Main Roads to share with the community
- Provide representative community and stakeholder input into some project design details
- Advise of any additional ways to communicate with local residents.

The first Meeting will be held at the Quairading Resource Centre on Thursday 20 July 2017 from 5pm until around 8pm (the intention is to alternate venues between York and Quairading).

An invitation by Main Roads WA has been extended to the Shire President and Cr McRae for the first Meeting.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS – N/A

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.

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 –

This group will be formed to ensure the immediate communities are able to have representative input into the project. The CRG will not be a decision making body, but will be involved in identifying key issues that may influence the final design.

OFFICER RECOMMENDATION

That Council nominate Councillor/s _____ and the Chief Executive Officer as Council representatives to attend the Main Roads – York-Merredin Road - Construction Reference Group to have representative input into the Project.

RESOLUTION: 15-17/18

MOVED Cr Brown SECONDED Cr McRae

That Council nominate Councillor Cr Caporn and Cr Davies as Proxy as Council representatives to attend the Main Roads – York-Merredin Road - Construction Reference Group to have representative input into the Project.

CARRIED 8/0

12.5 Reconciliation Action Plan 2017 to 2019

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Formal Adoption of the Reconciliation Action Plan (RAP) 2017 to 2019.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Reconciliation Action Plan attached, as modified for the last Council Meeting, Councillors Discussions (information Bulletin).

BACKGROUND –

The process for the development of the Quairading Reconciliation Action Plan initially commenced in September 2012 with the establishment of the RAP Committee.

The Goal of a RAP in Quairading is “to Close the Gap” between our Noongar community and other community members so that all people can be valued and participate comfortably in the Quairading community.

The purpose of the Committee was to develop a framework through which the process of reconciliation could be defined and a mechanism put in place to monitor its progress.

The outcome was the Reconciliation Action Plan 2015 – 17. The Plan has been implemented during this period and reported through the Minutes of the RAP Committee Meetings.

A review of the original plan is due in 2017, and a new template which was introduced in late 2016 has been adopted. This is a prerequisite for endorsement by Reconciliation Australia.

Through a series of RAP Committee Meetings and inputs from the Noongar “Have Your Say” Workshop a revised RAP document for the period of 2017 to 2019 has been drawn up for Adoption.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – N/A.

FINANCIAL IMPLICATIONS – Nil.

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

S1.3 - Actively lead the Noongar Reconciliation and Cultural Awareness, Process and build resilience.

Governance

Objective

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

Outcome

G1 - Sustainable and Accountable Governance.

G2 - Strengthened Stakeholder Partnerships.

Strategies

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

G1.3 - Encourage Community engagement with Council.

COMMUNITY CONSULTATION –

The original RAP Plan was put to the Community for comment and has been posted on the Shire Website.

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 –

The Reconciliation Plan received its final revision by the RAP Committee in June 2017.

It is now ready to proceed to Council for Adoption prior to submission to Reconciliation Australia.

It is considered that Formal Endorsement of the Plan by Reconciliation Australia will strengthen the Council's and the Community's Opportunities to leverage Funding for Programs, Services and Events for the Whole Community as sought by Council's Previous Resolution Number 179-16/17:-

"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"

EXECUTIVE SUMMARY –

- RAP is an underpinning Informal Plan to Council's Strategic Community Plan.
- Plan is for a two (2) Year Period.
- The First Plan was not formally endorsed by Reconciliation Australia.

OFFICER RECOMMENDATION**RESOLUTION: 16-17/18**

MOVED Cr Taylor SECONDED Cr Davies

1. That Council Adopt the Reconciliation Action Plan for 2017 – 2019
2. The Plan be submitted to the Reconciliation Australia for Endorsement and Registration.

CARRIED 7/1

Council Discussion

The Economic Development Project Officer to develop a program Implementation Schedule for the RAP; and the Economic Development Project Officer to consult with Reconciliation Australia as to whether the timeframe can be extended from 2 to 4 Years.

12.6 Strategic Community Plan 2017 - 2027

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Adoption of the Strategic Community Plan 2017 – 2027.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Strategic Community Plan 2017 – 2027 attached.

BACKGROUND –

The Original Strategic Community Plan (SCP) was developed and Adopted by Council in 2013.

After two years a desk-top Review was conducted to evaluate both relevance of and progress on the original plan and to realign and consolidate the original Strategic Community Plan.

A Full Review of the SCP was initiated by Council in the Third Quarter of 2016 with its completion scheduled for 30th June 2017, at Council's last workshop with the Consultant it was noted that the Final Draft of the Plan would be presented in July 2017.

The Process entailed a series of consultations with the Community both to evaluate the current SCP and to set an Agenda and Priority Areas for the new SCP. Output from the Community Consultation Process was the Community Engagement Report which was provided to Council and the findings then Workshopped by the Facilitator with Council Members and Senior Staff.

A review of the Asset Management Database was conducted assessing the status of Shire assets, the timing of renewals, and the incorporating of asset renewals into the Long Term Financial Plan and the Strategic Resource Plan.

These have both fed into the Strategic Community Plan, and the Corporate Business Plan being developed.

STATUTORY ENVIRONMENT –

Integrated Planning and Reporting is a requirement under the Local Government Act 1995 Section 5.56 Local Government (Administration) Regulations 1996 Division 3.

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – –Cost of implementing the Integrated Planning Review Process which includes the Strategic Community Plan, Corporate Business Plan and Long Term Financial plan is approximately \$25,000 in Consulting costs. Consultant Localise was engaged for an amount of \$21,450 (nett of GST), Council have paid \$18,947 to 30/06/2017.

STRATEGIC IMPLICATIONS – Major Review of Community Plan every 4 years.

COMMUNITY CONSULTATION –

The Process involved a number of phases including:

1. Key stakeholders workshops (Youth, Business and Noongar community)
2. Community survey (hard copy and online)
3. Community "Have Your Say" Consultation Workshops
4. Consultation with Shire Councillors; and
5. Consultation with Shire Staff

Output from the Consultation Process was the release of the Community Engagement Report.

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 –

Final Draft of the Strategic Community Plan 2017 – 2027 is now Submitted to Council for Consideration, and it is recommended (Best Practice) that it be published for a Public Comment Period of 2 – 3 Weeks.

EXECUTIVE SUMMARY –

- Key Strategic Planning Document for the 2017- 2027 years which sets out the Vision, Aspiration and Objectives of the Community.
- Requirement to provide “Local Public Notice” of the Adoption of the SCP.
- Recommended that the Plan be publicised inviting Public Submissions for a period of 3 weeks.

OFFICER RECOMMENDATION

RESOLUTION: 17-17/18

MOVED Cr Davies SECONDED Cr Haythornthwaite

1. Subject to Council consideration, Council Adopt the Draft Strategic Community Plan 2017-2027
2. That the Draft Strategic Community Plan be Publicised for Community Comment for a Period of 3 Weeks.

MOTION WITHDRAWN

Council Discussion

The Meeting determined that the Draft Strategic Community Plan Lay on the Table until the Budget is adopted, and requested that the supporting Financial Information be revised to accurately reflect Council's 2017/2018 Budget Intentions.

ITEM 13 INFORMATION BULLETIN

13.0 Information Bulletin – July 2017

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19th July 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION –

Various reports from Council Delegates, Minutes of Other Meetings and Officer Reports.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Reports are attached.

BACKGROUND –

Each month Delegates and Shire Officers provide updates on activities and meetings attended. Copy of Minutes from various Meetings are also included for Councillors information.

STATUTORY ENVIRONMENT –

Local Government Act 1995

Local Government (Administration) Regulations, 1996

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – N/A

STRATEGIC IMPLICATIONS –

B1: Enhanced and sustainably managed assets and infrastructure; and,

G1: Sustainable and accountable governance.

COMMUNITY CONSULTATION – N/A

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

Financial – N/A

Health – N/A

Reputation – Operation – N/A

Natural Environment – N/A

COMMENT –

The attached reports are provided for the information of Councillors and will be updated on a monthly basis.

EXECUTIVE SUMMARY –

For Council to be informed of the activities of its Delegates and the progress of various projects and or community activities as previously requested by Council.

OFFICER RECOMMENDATION

RESOLUTION: 18-17/18

MOVED Cr Davies SECONDED Cr Haythornthwaite

That Council receive the July 2017 Information Bulletin.

CARRIED 8/0

For Information only – No Recommendations to Council

DELEGATES' REPORTS

- 13.1 Shire of Quairading / City of Melville Partnership
- 13.2 Regional Cooperation
- 13.3 Delegates' Reports
- 13.4 Report on Delegated Authority Exercised

OTHER MEETINGS

- 13.5 Biodiversity Fund Project Minutes of Meeting held on 21st June 2017
- 13.6 RAP Minutes of Meeting held on 21st June 2017
- 13.7 Quairading LCDC Minutes of Meeting held on 21st June 2017

OTHER OFFICERS' REPORTS

- 13.8 Manager of Health and Building Services
- 13.9 Environment Officer's Report
- 13.10 Community Emergency Services Manager's Report
- 13.11 Community Development Officer's Report
- 13.12 Economic Development Project Officer's Report

STATUS REPORT

- 13.13 Road Construction Status Report
- 13.14 Long Service and Annual Leave Report
- 13.15 Building Maintenance Report (Finance) – 30th June 2017
- 13.16 PTA 'Valley Ford' Land response in regard to possible use for Playground
- 13.17 Sale of Side Tippers
- 13.18 Solar System for Quairading Medical Practice Centre
- 13.19 Matters Pending/Status Report
- 13.20 Badjaling Drainage Works
- 13.21 Updated Road Design – Winmar and Main Road

3.29pm

Council adjourned for Afternoon Tea.

3.53pm

The Council Meeting Resumed.

ITEM 14 URGENT COUNCILLORS' BUSINESS

Nil.

ITEM 15 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

RESOLUTION: 19-17/18

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council meet behind Closed Doors at 3.58pm to consider Item 15.1 to 15.3 in accordance with Section 5.23 (2)(a) of the Local Government Act 1995.

CARRIED 8/0

3.58pm

Mr John Haythornthwaite left the Council Meeting.

15.1 Environment Services (Confidential Item)

This item and any attachments are confidential in accordance with Part 5 Division 2 Section 5.23 (2a) of the Local Government Act 1995 as the Item relates to a “a matter affecting an employee or employees”.

OFFICER RECOMMENDATION

RESOLUTION: 20-17/18

MOVED Cr McRae SECONDED Cr Shenton

1. That Council considered the Chief Executive Officer’s Position Paper on the Environment Service; and
2. That Council authorise the Chief Executive Officer to conduct a Formal Review of the Environment Project Officers Position and report to the August 2017 Ordinary Council Meeting.

CARRIED 8/0

15.2 Chief Executive Officer’s Annual Performance Review – Consultant’s Report to Council (Confidential Item)

This item and any attachments are confidential in accordance with Part 5 Division 2 Section 5.23 (2a) of the Local Government Act 1995 as the Item relates to a “a matter affecting an employee or employees”.

OFFICER RECOMMENDATION

No Officer’s Recommendation as the Consultant’s Report was not to hand.

LAY ON THE TABLE

15.3 Electrical Services (Confidential Item)

This item and any attachments are confidential in accordance with Part 5 Division 2 Section 5.23 (2a) of the Local Government Act 1995 as the Item relates to a “a matter affecting an employee or employees”.

RESOLUTION: 21-17/18

MOVED Cr McGuinness SECONDED Cr McRae

1. That Council considered the Chief Executive Officer’s Position Paper on the Electrical Service.
2. That Council support the completion of the current Apprenticeship, but not offer continued employment as an Electrical Tradesperson.
3. The Council will not commence a new Apprenticeship Trainee; and
4. That Council review the Electrical Service within the 6 months prior to the conclusion of the Senior Electrician’s current 457 Visa or upon obtaining his Permanent Residency.

CARRIED 8/0

RESOLUTION: 22-17/18

MOVED Cr McRae SECONDED Cr Shenton

That Council move out from behind Closed Doors at 4.55pm.

CARRIED 8/0

4.55pm

Mr John Haythornthwaite re-entered the Meeting.

Having opened the meeting to the public, the President read aloud the decisions of the Council.

ITEM 16 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 31st August 2017, commencing at 2.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 17 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.02 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 27th July 2017 were confirmed on 31st August 2017 as recorded on Resolution No. _____

Confirmed..... 31/08/17