



# Shire of Quairading

## **ORDINARY COUNCIL MEETING MINUTES**

26<sup>th</sup> October 2017

# Disclaimer

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## **Disclaimer**

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# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26<sup>th</sup> October 2017 commencing at 2.00pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.00pm.

“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”.

The Shire President welcomed the newly elected Councillors, Cr Smith and Cr Stacey to their first Meeting.

1 Minute Silence was observed for the Late Mr John (Jack) Wilson on his Passing, who served as a Councillor from 1969 to 1978 and was Citizen of the Year 2014

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr WE Shenton	
Cr PD Smith	
Cr TJ Stacey	

### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr AJ Merillo	Deputy Chief Executive Officer
Mr A Rourke	Manager of Works & Services
Mr R M Bleakley	Economic Development Project Officer
Mrs A Strauss	Chief Executive Officer's Secretary

### Observers/Visitor

Nil.

### Apologies

Nil.

### Leave Of Absence Previously Granted

Nil.

## ITEM 3 PUBLIC QUESTION TIME

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No members of the Public in attendance.

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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An Application for Leave of Absence has been received from Cr Shenton for the period 1<sup>st</sup> December 2017 to the 19<sup>th</sup> March 2018 inclusive.

### **RESOLUTION: 65-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Brown

That Cr Shenton be granted Leave of Absence from Council and Committee Meetings for the period 1<sup>st</sup> December 2017 to 19<sup>th</sup> March 2018 inclusive.

**CARRIED 7/0**

### **Council Discussion**

The Chief Executive Officer clarified the regulations in the Local Government Act 1995 Part 2 Division 5 S2.25 regarding Councillor Leave of Absence.

#### Extract from the Act

#### **2.25. Disqualification for failure to attend meetings**

- (1) A council may, by resolution, grant leave of absence, to a member.*
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.*
- (3A) Leave is not to be granted in respect of —*
  - (a) a meeting that has concluded; or*
  - (b) the part of a meeting before the granting of leave.*
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.*
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.*

## ITEM 6 DECLARATIONS OF INTEREST

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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 McRae verbally declared a Proximity Interest with regard to the Item 15.1 Lot 100 Dangin South Road, Quairading (Confidential Item).

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 28<sup>th</sup> September 2017

#### **RESOLUTION: 66-17/18**

MOVED Cr Shenton SECONDED Cr McRae

That the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> September 2017 be confirmed as a true and correct record of that Meeting.

**CARRIED 8/0**

### 7.1a Business Arising

The Chief Executive Officer explained that the Regional Local Planning Strategy collaboration with the Shires of Cunderdin and Tammin is to provide uniformity across all farming zones, but still maintain specific Planning Provisions for each of the Town Sites and Districts.

The Chief Executive Officer confirmed that each Shire must have its own Town Planning Scheme.

### 7.2 Confirmation of Minutes – 23<sup>rd</sup> October 2017

#### **RESOLUTION: 67-17/18**

MOVED Cr Smith SECONDED Cr Brown

That the Minutes of the Special Meeting of Council held on 23<sup>rd</sup> October 2017 be confirmed as a true and correct record of that Meeting.

**CARRIED 8/0**

### 7.2a Business Arising

Nil.

## ITEM 8 MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 10 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

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### 11.1 Finance and Audit Committee – Minutes 16<sup>th</sup> October 2017

#### REPORTING OFFICER

Tony Merillo – Deputy Chief Executive Officer

Date: 18<sup>th</sup> October 2017

#### DISCLOSURE OF INTEREST – Nil

#### OWNER/APPLICANT – N/A

#### MATTER FOR CONSIDERATION –

Minutes of the Finance and Audit Committee and Recommendations from the Committee

#### APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Copy of Minutes for the 16<sup>th</sup> October 2017 Meeting are attached

#### BACKGROUND –

The Finance and Audit Committee met on the 16<sup>th</sup> October 2017 from which there are a number of recommendation made seeking Council's endorsement.

#### STATUTORY ENVIRONMENT –

Local Government Act 1995 - Part 5, Division 2

Local Government (Administration) Regulations, 1996 – Reg 11

#### 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 –

Minutes of the 16<sup>th</sup> October 2017 Meeting of the Finance and Audit Committee include recommendations to Council for which the background of each recommendation is contained in the Minutes. Statutory requirements in respect to Payment Schedules and Financial Statements are included.

#### EXECUTIVE SUMMARY -

For Council to be informed of the Statutory Reports, discussions and recommendations of the Finance and Audit Committee and to determine its position in regard to those recommendations.

## COMMITTEE RECOMMENDATION

### RESOLUTION: 68-17/18

MOVED Cr McRae SECONDED Cr Haythornthwaite

That Council receive the Minutes of the Finance and Audit Committee F1-17/18 for its Meeting of 16<sup>th</sup> October 2017; and,

That Council consider en-bloc each of the Committee's following recommendations F2/F3/F4/F5-17/18:-

#### Accounts for Payment – September 2017 (F2-17/18)

1. That Schedule of Accounts covering Municipal Vouchers 23318 to 23329 & EFT4524 to EFT4612 & DD12592.1 to DD12592.12 & DD12593.1 to DD12593.12 totalling \$419,853.91 be received; The balance of all other outstanding Sundry Creditors to the 30/09/2017 total \$14,217.80; and
2. That Police Licensing payments for the month of September 2017 totalling \$37,173.50 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for September 2017 totalling \$3,588.19 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month September 2017 totalling \$157,611.59 be received; and
5. That fund transfers from Trust account to Municipal account for September 2017 totalling \$1,600.00 be received; and.
6. That the WestNet payment for the month of September 2017 totalling \$368.95 be received.

#### Fund Balances Report – September 2017 (F3-17/18)

That Council adopt the Funds balances for the period ending 30th September 2017.

#### Financial Information–Statements of Income and Expenditure for the Period Ending – 30th September 2017 (F4-17/18)

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

#### Financial Statements – Variation to Budget by Percentage or Value –30th September 2017 (F5-17/18)

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

**CARRIED 8/0**



## 11.2 WA Treasury Corporation - Master Lending Agreement

### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 20<sup>th</sup> October 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Council is to consider entering into a Master Lending Agreement with the Western Australian Treasury Corporation (WATC).

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

WA Treasury Corporation - Master Lending Agreement (to be forwarded under Separate Cover upon receipt from WATC).

BACKGROUND –

Council uses the lending facilities of the Western Australian Treasury Corporation (WATC).

The Lending Facility is the leading and most Cost effective Borrowing Method available to the Local Government Sector.

In the past, individual loan agreements were entered into for each new loan. To remove the need for individual loan agreements and to streamline the process the Western Australian Treasury Corporation requires all Councils to execute the Master Lending Agreement for Local Governments by a Resolution of Council.

The Master Lending Agreement has been introduced to Local Government, since Council last raised a Loan for the Golf Club Self- supporting Loan in 2013.

Council's current lending position showing all Self Supporting Loans is as follows:

Loan #	Description	Final Payment Due Date
115	Bowling Club (SSL)	01/07/2021
117	Golf Club (SSL)	08/05/2023
116	Tennis Club (SSL)	13/11/2019

Council has budgeted to Raise two new Loans in the 2017/18 Year.

Funding by a Loan Debenture from the WA Treasury Corporation will not be possible to progress without having entered into the Master Lending Agreement offered by the Corporation.

STATUTORY ENVIRONMENT –

Section 6.20 of the Local Act 1995 provides Council the "Power to Borrow"

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### **Built Environment**

#### Objective

Planning and infrastructure to meet the needs of the community.

#### Strategies

B2: Enhanced and Sustainably Managed Assets and Infrastructure.

COMMUNITY CONSULTATION – N/A

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

Financial - Low Risk, The Loan Principal and Interest repayments are stated in the Adopted Annual Budgets.

Health – Low Risk

Reputation – Low Risk

Natural Environment – Low Risk.

COMMENT –

The WATC will still be required to consider Council's Financial Position and Loan Liability levels when assessing each Loan Application.

Council will still be required to approve all future borrowings and formal applications lodged with the WATC for each new loan Council adopts in its Annual Budget or additional Loans advertised if the Loan was not included in Council's Adopted Budget.

#### **OFFICER RECOMMENDATION**

#### **RESOLUTION: 69-17/18**

MOVED Cr McRae SECONDED Cr McGuinness

1. Council enter into a Master Lending Agreement with the Western Australian Treasury Corporation
2. Council Approve the Affixation of the Common Seal of the Shire of Quairading to the said Master Lending Agreement in the presence of the Shire President and the Chief Executive Officer.
3. Authorise the Chief Executive Officer to sign schedule documents under the Master Lending Agreement and / or to give instructions there under on behalf of the Shire of Quairading.

**CARRIED 8/0**

## ITEM 12      MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 12.1    Strategic Community Plan 2017 - 2027

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19<sup>th</sup> October 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 –

Copy of the Final Strategic Community Plan 2017 – 2027 attached.

#### BACKGROUND –

A Full Review of the SCP was initiated by Council in the Third Quarter of 2016 with its completion scheduled for 30<sup>th</sup> June 2017, with this deadline having been extended and the Draft Strategic Community Plan was submitted to Council on 27<sup>th</sup> July 2017.

The Draft Strategic Community Plan has then been publicized and written public submissions we invited with a closing date of the 10<sup>th</sup> October 2017.

Council's Consultant Alison Dalziel conducted workshops with Councillors and Senior Staff to consider the Public Submissions received and where appropriate, final amendments have been made to the Strategic Community Plan for consideration and adoption of the final version of the Strategic Community Plan 2017 – 2027.

In addition to the Councillors Workshop, further work has been undertaken to include wording as a Guiding Principle that ensures that "Due Diligence" is undertaken by Council prior to progressing any new Capital Projects and any new Services proposed in the Plan to ensure that the acquisition of the Asset or Service is firstly assessed as being sustainable, viable and affordable (Incl. whole of Life Costs) for Council and the Community.

It is highlighted that all submitters will be directly written to providing Council's thanks and feedback on their Submissions.

#### STATUTORY ENVIRONMENT –

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

#### 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 30/09/2017.

STRATEGIC IMPLICATIONS – Major Review of Community Plan every 4 years and Minor Review every 2 years.

#### COMMUNITY CONSULTATION –

Council called for Written Submissions from the Community and Stakeholders with an extended Comment Period closing on the 10<sup>th</sup> October 2017. All Submissions have been considered by Council.

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 including the agreed Amendments, is now submitted to Council for Adoption.

EXECUTIVE SUMMARY –

- Key Strategic Planning Document for the 2017- 2027 years which sets out the Vision, Aspiration and Objectives of the Community.
- All Public Submissions to the Draft Strategic Community Plan will be acknowledged and feedback given.
- Council will have to provide “Public Notice” and publish on the Shire Website, that the Strategic Community Plan 2017-2027 has been Adopted.

**OFFICER RECOMMENDATION**

**RESOLUTION: 70-17/18**

MOVED Cr McGuinness SECONDED Cr McRae

That Council Adopt the Strategic Community Plan 2017-2027

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## 12.2 Corporate Business Plan (CBP)

### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19<sup>th</sup> October 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Adoption of the Corporate Business Plan 2017-2021.

INCLUDED IN AGENDA –

Final Draft of the Corporate Business Plan 2017-2021.

BACKGROUND –

Council and the Community have undertaken a Major review of the Strategic Community Plan in the past 10 Months. The Conclusion of this component of the Integrated Planning and Reporting Framework is met with the Adoption of the Strategic Community Plan.

Council is required by legislation to then prepare a Corporate Business Plan which is developed from the Overarching and Guiding Planning Instrument, being the Strategic Community Plan. The CBP identifies the broad delivery and timing of projects and programs over the four (4) Years of 2017 to 2021.

The CBP also summarises the Service Delivery Standards, including any increases or reductions in levels of Service planned over the 4 year period

The CBP is an Indicative 4 Year Budget which is reviewed on an Annual Basis by Council to create a “Rolling 4 Year Budget” document.

Council’s Annual Budget is then guided by the CBP however it is highlighted that Council has the opportunity to review all Draft Budget Items and Projects as part of the Annual Budget Consideration.

STATUTORY ENVIRONMENT –

Local Government Act 1995 and the Local Government (Administration) Regulations.

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS –

Council engaged Consultant Alison Dalziel of “Localise” to assist Council with the preparation of the suite of Integrated Planning Documents.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### **Governance**

#### Objective

Strong governance and community engagement.

#### Outcomes and Strategies

G1: Robust Integrated Planning and Reporting (IPR)

G1.1: Continual improvement in IPR, transparency and accountability.

COMMUNITY CONSULTATION –

Community Engagement occurred as part of the preparation of the Strategic Community Plan.

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 –

Council's Consultant has facilitated Workshops with the Councillors and Senior Staff to develop the Draft CBP following the development of the SCP after the Formal Public Comment Period.

All Comments and Feedback from Councillors and Senior Staff have been incorporated where possible into the Corporate Business Plan.

EXECUTIVE SUMMARY –

- The Corporate Business Plan is an integral Component of the Integrated Planning and Reporting Framework prescribed by the Local Government Act.
- The CBP is the 4 Year Budget driven by the Vision, Priorities and Strategies identified in the Strategic Community Plan.

#### **OFFICER RECOMMENDATION**

#### **RESOLUTION: 71-17/18**

MOVED Cr McGuinness SECONDED Cr Brown

That Council adopt the Corporate Business Plan 2017-2021.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## 12.3 Proposed Committee Structures

### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19<sup>th</sup> October 2017

### DISCLOSURE OF INTEREST – Nil

### OWNER/APPLICANT – N/A

### MATTER FOR CONSIDERATION –

For Council to consider its future Committee structure and possible introduction of Committees aligned with its Strategic Community Plan and integrated strategic information documents.

### APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

The current Adopted G.2 Finance & Audit Committee Terms of Reference and the G.9 Corporate Strategy Committee Terms of Reference and the Draft Audit & Risk Committee Terms of Reference.

### BACKGROUND –

*RESOLUTION: 56-17/18 MOVED Cr McGuinness SECONDED Cr Taylor*

*That Council consider the establishment of a revised Committee Structure that replaces the existing standing Committees of Finance & Audit; Works; and Building & Town Planning/Development with a Strategic Planning Committee to meet quarterly and the introduction of Strategic Forums in the intervening months in addition to the required statutory Audit & Risk Management Committee, Local Emergency Management Committee (LEMC), the Bushfire Advisory Committee (BFAC) and the Medical Executive Committee (MEC);*

*That the attached Council Forums Policy be considered for adoption should Council proceed to introduce Strategic Forums; and,*

*That Council continue with the post Ordinary Meeting briefing session by the CEO and staff.*

*CARRIED 7/0*

### STATUTORY ENVIRONMENT –

#### **Local Government Operational Guidelines No. 5 (January 2005) – Council Forums**

#### **Local Government Act 1995**

##### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required.

##### 5.9. Committees, types of

- (1) In this section —  
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
  - (a) council members only; or
  - (b) council members and employees; or
  - (c) council members, employees and other persons; or
  - (d) council members and other persons; or
  - (e) employees and other persons; or
  - (f) other persons only.

##### 5.10. Committee members, appointment of

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS –

Elected Members of Council are entitled to meeting attendance fees for Council and Committee Meetings. Council has a Budget allocation of \$32,992 for Councillor Meeting Fees in the 2017/18 year.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

## **Governance**

### Objective

Strong Governance and Community Engagement

### Strategies

G1: Robust Integrated Planning and Reporting (IPR)

G1.1: Continual improvement in IPR, transparency and accountability.

COMMUNITY CONSULTATION – N/A

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

Financial - Low Risk: Increased Strategic Focus at both Committee and Council levels which enhance Council's Financial Risk Mitigation measures.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT –

Council held over determination of the Committee Structure for further review of the Structure and to enable the newly Elected Councillors to participate in consideration of this Matter.

The Establishment of Committees will require the framework of their respective Terms of Reference before their Commencement.

EXECUTIVE SUMMARY –

- Council may establish any number of Committees by Absolute Majority.
- Council may adopt a Policy on Forums.
- Strategic Committees with all Councillors as Members is a preferred position and considered Best Practice.
- Legislative requirement to have a Financial/ Audit and Risk Committee.
- Statutory Committee such as LEMC, MEC and BFAC are required to be established.



## **OFFICER RECOMMENDATION**

### **RESOLUTION: 72-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Shenton

1. That Council determined the establishment of the following Committees:-
  - The Audit & Risk Committee
  - The Strategic Planning Committee
2. The Audit & Risk Committee Terms of Reference be adopted with the following amendments:-
  - That the "G.2 Finance & Audit Terms of Reference" be replaced by the "G.10 Audit & Risk Committee Terms of Reference"; and
  - That the CEO Performance Appraisal be include as clause 7.7; and
  - That item 4.1 be amended to reflect "as determined by the Committee" and not "by Management"
3. The Strategic Planning Committee Terms of Reference be adopted following the removal of Item 1.4.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### **Council Discussion**

The Meeting noted that the timing of the Audit & Risk Committee would be determined following the Conduct of the Annual Audit Visit and Report.

<b>POLICY NUMBER</b>	<b>G.10</b>		
<b>TITLE</b>	<b>G.10 AUDIT AND RISK COMMITTEE - TERMS OF REFERENCE</b>		
<b>POLICY OWNER</b>	Chief Executive Officer – Mr Graeme Fardon		
<b>STATUTORY ENVIRONMENT</b>	Local Government Act 1995		
<b>COUNCIL ADOPTION DATE</b>	26 October 2017	<b>RESOLUTION #</b>	72-17/18
<b>LAST AMENDED DATE</b>		<b>RESOLUTION #</b>	
<b>REVIEW DATE</b>	2019		

## **POLICY STATEMENT**

The Audit and Risk Committee is a formally appointed Committee of the Shire of Quairading, pursuant to a number of specific pieces of legislation. These include: -

The Local Government Act 1995, The Local Government (Audit) Regulations 1996, the Local Government (Financial Management) Regulations 1996. The Local Government Act 1995, Section 7 deals specifically with the audit and process.

The Audit and Risk Committee does not have executive powers or authority to implement actions in areas where management has the responsibility and does not have any delegated financial responsibility. The Audit and Risk Committee does not have any management functions and is therefore independent from management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

### **1. MEMBERSHIP**

- 1.1 Members of the Audit and Risk Committee are appointed by Council. The Committee shall consist of all Elected Members. The Elected Members will vote and elect the Chairperson.
- 1.2 Only members of the Audit and Risk Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other Administration Staff may attend any meeting as observers or be responsible for preparing papers for the Audit and Risk Committee.
- 1.4 The agenda and minutes of the Audit and Risk Committee meetings, subject to any items that are discussed in confidence under Sections 5.22 and 5.23 of the Act and subsequently retained as confidential under Section 5.23 of the Act, are also required to be made available to the public.
- 1.5 The Councils External auditors may be invited to attend meetings of the Audit and Risk Committee.
- 1.6 Appointment of all members of the Audit Committee shall be for a term of two (2) years at the commencement of each Council term after a Council Election
- 1.7 Audit and Risk Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act. The Shire of Quairading has budgeted to pay all Elected Members of Council a meeting attendance fees for Council and Committee Meetings.

### **2. SECRETARIAL/ADMINISTRATIVE RESOURCES**

- 2.1 The Chief Executive Officer shall provide sufficient administrative resources to the Audit and Risk Committee to enable it to adequately carry out its functions.

### **3. QUORUM**

3.1 The quorum necessary for the transaction of business shall be five (5) members of the Audit and Risk Committee. A duly convened meeting of the Audit and Risk Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercised by the Audit and Risk Committee.

#### **4. FREQUENCY OF MEETINGS**

4.1 The Committee shall meet at least quarterly at a minimum or as determined by the Committee.

4.2 A schedule of meetings will be developed and agreed by the members of the Audit and Risk Committee.

4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Audit and Risk Committee Chair.

4.4 The Chief Executive Officer is delegated not to call a meeting of the Audit and Risk Committee with the meeting schedule should the Committee have no matters for consideration.

#### **5. NOTICE OF MEETINGS**

5.1 Ordinary meetings of the Audit and Risk Committee will be held at times determined by Council.

5.2 A Special Meeting of the Audit and Risk Committee may be called with the approval of all the Audit Committee members.

5.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Audit and Risk Committee and members of the public, no later than three (3) clear days before the date of the meeting. Supporting papers shall be issued at the same time.

#### **6. MINUTES OF MEETINGS**

6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Audit and Risk Committee, including the recording of the names of those present and in attendance are minuted and the minutes otherwise comply with the requirements of the Act.

6.2 Minutes of the Audit Committee shall be circulated within five (5) working days after a meeting to all members of the Audit and Risk Committee and presented to the next available Ordinary Council Meeting.

#### **7. ROLES OF THE AUDIT COMMITTEE**

##### **7.1 Financial Reporting**

The Audit and Risk Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

The Audit and Risk Committee shall review and challenge where necessary: -

- The consistency of, and any changes to, accounting policies both on a year on year basis;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditors;
- The clarity of disclosure in the Councils financial reports and the context in which statements are made; and
- All material information presented with the financial statement such as the operating and financial review and any corporate governance statement (in so far as it relates to audit and risk management).

## **7.2 Internal Control & Risk Management Systems**

The Audit and Risk Committee shall: -

- Keep under review the effectiveness of the Council's internal controls and risk management systems;
- Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management;
- Receive and review reports from the Chief Executive Officer on the activities of the Strategic Risk Management Plan and the Operational Risk Management Plan.

## **7.3 Strategic Management Plans and Annual Business Plans**

The Audit and Risk Committee shall propose and provide information relevant to a review of the Council Strategic Management Plans or Annual Business Plan.

## **7.4 Other Investigations**

The Audit and Risk Committee shall, when necessary, propose and review the exercise of Council's powers under the Act, in relation to the conduct of audits that would not otherwise be addressed or included as part of an annual external audit.

## **7.5 Internal Audit**

- (a) The Audit and Risk Committee shall monitor and review the effectiveness of Council's internal audit function in the context of the Council's overall risk management system. The Audit and Risk Committee shall consider and make recommendations on the program and the adequacy of resources accordance with the relevant professional and legislative requirements and standards.
- (b) The Audit and Risk Committee shall receive executive summary reports on all internal audits and shall review and monitor managements responsiveness to the findings and recommendations of any such internal audit.
- (c) The Audit and Risk Committee shall meet with Management and any internal auditors at least twice per year to discuss any issue arising from any internal audits carried out.
- (d) The Audit and Risk Committee shall monitor and review the selection process for the External Auditor and any internal auditor (if appointed). Appointment of any internal auditor is the responsibility of management.

## **7.6 External Audit**

- (a) The Audit and Risk Committee shall monitor and review guidelines on the supply of non- audit services by the External Auditor, taking into account any relevant ethical guidance on the matter.
- (b) The Audit and Risk Committee shall consider, and make recommendations to the Council, in relation to the appointee, reappointment and removal of the Council External Auditor. The Committee shall oversee the selection process for a new External Auditor and if the External auditor resigns, the Committee shall investigate the issues leading to the resignation and decide whether any action is required.
- (c) The Audit and Risk Committee shall oversee the relationship with the External Auditor, including, but not limited to: -
  - Recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
  - Recommending the approval of the external auditors terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;

- Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Councils relationship with the auditor; including the provision of any non-audit services;
  - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
  - Monitoring the external auditor's compliance with legislative requirements in the rotation of audit partner's and
  - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process
- (d) The Audit and Risk Committee shall review and make recommendation to the Annual Audit Plan and ensure that it is consistent with the scope of the engagement and relevant legislation and standards.
- (e) The Audit and Risk Committee shall review the findings of the External Audit. This may include, but not be limited to, the following: -
- A discussion of any major issues which arose during the audit;
  - Any accounting and audit judgments; and
  - Levels of errors identified during the audit.
- (f) The Audit and Risk Committee shall also review any representation letter(s) requested by the External Auditor before they are signed by management; and
- (g) The Audit and Risk Committee shall review the report to the Chief Executive Officer and management's response to the External auditor's findings and recommendations.

## **7.7 CEO Performance Appraisal**

The Audit and Risk Committee also be responsible for facilitating / arranging Chief Executive Officer's Performance Review Process.

## **8. REPORTING RESPONSIBILITES**

- 8.1 The minutes of the Audit and Risk Committee shall be presented to the Council after every meeting to identify and present advice and recommendations. The Chair of the Audit and Risk Committee shall present the report and talk on these matters as and when required.
- 8.2 The Chief Executive Officer will identify matters, further to those matters covered elsewhere in these Terms of Reference, to be reported to the Audit and Risk Committee in details where those matters are considered to be of material affect, have a material impact on the operations of Council as an elected body (e.g. impact on polices relating to elected Members) or have significant impact on Councils operations.

## **9. OTHER MATTERS**

The Audit and Risk Committee shall: -

- 9.1 Have access to, at the Councils expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Be provided with appropriate and timely training, both in the form of an induction program for new members and on an on-going basis for all members.
- 9.3 Give due consideration to laws and regulations of the Local Government Act 1995.
- 9.4 Oversee any investigation of activities which are within its Terms of Reference.
- 9.5 Oversee action to follow-up on matters raised by the External Auditor; and
- 9.6 At least once per year, review its own performance, membership and Terms of Reference to ensure it is operating at a maximum effectiveness and recommend changes its considers necessary to the Council for approval.

<b>POLICY NUMBER</b>	<b>G.9</b>		
<b>TITLE</b>	<b>G.9 STRATEGIC PLANNING COMMITTEE - TERMS OF REFERENCE</b>		
<b>POLICY OWNER</b>	Chief Executive Officer – Mr Graeme Fardon		
<b>STATUTORY ENVIRONMENT</b>	Local Government Act 1995		
<b>COUNCIL ADOPTION DATE</b>	28 <sup>th</sup> September 2017	<b>RESOLUTION #</b>	56-17/18
<b>LAST AMENDED DATE</b>	26 October 2017	<b>RESOLUTION #</b>	72-17/18
<b>REVIEW DATE</b>	2019		

## STATEMENT

The Strategic Planning Committee does not have executive powers or authority to implement actions in areas where management has the responsibility and does not have any delegated financial responsibility. The Strategic Planning Committee does not have any management functions and is therefore independent from management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

### 1. MEMBERSHIP

- 1.1 Members of the Strategic Planning Committee are appointed by Council. The Committee shall consist of all Elected Members. The elected members shall elect the chair.
- 1.2 Only members of the Strategic Planning Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Strategic Planning Committee.
- 1.4 Appointment of all members of the Strategic Planning Committee shall be for a term of two (2) years at the commencement of each Council term after a Council Election.
- 1.5 Strategic Planning Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act.

### 2. SECRETARIAL/ADMINISTRATIVE RESOURCES

- 2.1 The Chief Executive Officer shall provide sufficient administrative resources to the Strategic Planning Committee to enable it to adequately carry out its functions.

### 3. QUORUM

- 3.1 The quorum necessary for the transaction of business shall be 50% of members of the Strategic Planning Committee. A duly convened meeting of the Strategic Planning Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercised by the Strategic Planning Committee.

### 4. FREQUENCY OF MEETINGS

- 4.1 The Committee shall meet quarterly at a minimum or as determined by the Committee.
- 4.2 A schedule of meetings will be developed and agreed by the members of the Strategic Planning Committee.
- 4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Strategic Planning Committee Chair.

4.4 The Chief Executive Officer is delegated not to call a meeting of the Strategic Planning Committee with the meeting schedule should the Committee have no matters for consideration.

## **5. NOTICE OF MEETINGS**

5.1 Ordinary meetings of the Strategic Planning Committee will be held at times determined by Council.

5.2 A Special Meeting of the Strategic Planning Committee may be called with the approval of all the Committee members.

5.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Strategic Planning Committee and members of the public, no later than three (3) clear days before the date of the meeting. Supporting papers shall be issued at the same time.

## **6. MINUTES OF MEETINGS**

6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Strategic Planning Committee, including the recording of the names of those present and in attendance are minuted and the minutes otherwise comply with the requirements of the Act.

6.2 Minutes of the Strategic Planning Committee shall be circulated within five (5) days after a meeting to all members of the Committee and to all members of Council and will (as appropriate refer 1.4) be available to the public.

## **7. ROLES OF THE STRATEGIC PLANNING COMMITTEE**

### **7.1 Strategic Planning**

The Strategic Planning Committee shall assist Council in promoting and advocating sound management within the Shire and provide advice to Council on strategic management issues. In particular, advise Council on:

- How funding can be achieved for any major capital works project or program before Council makes a commitment to a project;
- Levels of service delivery in determining which services are to be provided and the standards of service with reference to best industry standards where applicable and internally agreed standards which will be determined by local expectations;
- Review of the Strategic Community Plan and Corporate Business Plan with a high priority being given to ensure that the plans are achievable in the long term;

### **7.2 Budget**

The Strategic Planning Committee shall: -

- Review, prepare and consider estimates, budgets and recommendations based on projects and recommendations emanating from officers and other sources in regard to considerations for long term financial planning.

### **7.3 Asset Management including Capital Works**

The Strategic Planning Committee shall: -

- Assess long term strategies, policies and plans in relation to the Asset Management Plan.
- Oversee and make recommendations to Council regarding roads, bridges and drainage taking the Ten Year Road Programme into consideration.
- Oversee and make recommendations to Council regarding plant and equipment taking the Ten Year Plant Replacement Programme into consideration.

## **7.4 Integrated Planning**

The Strategic Planning Committee shall monitor and review the Corporate Business Plan, Community Strategic Plan, Workforce Plan, Transport Asset Management Plan, Building Asset Management Plan and Long Term Financial Plan annually in accordance with its schedule of milestones set by the Committee.

## **8. REPORTING RESPONSIBILITIES**

The Strategic Planning Committee shall report to the Council after every meeting to identify and present advice and recommendations.

## **9. OTHER MATTERS**

The Strategic Planning Committee shall: -

9.1 Have access to, at the Council's expense, legal or other professional advice on any matter within its Terms of Reference.

9.2 Give due consideration to laws and regulations of the Local Government Act 1995.

Form a smaller working group to address specific issues that are not necessarily in a strategic context. The request to form a working group will be made to Council.



## 12.4 Council Delegates

### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 19<sup>th</sup> October 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

To appoint Council Delegates to Community Group Committees and Mandatory Regional Representatives.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA – Nil.

BACKGROUND –

Following the Local Government Elections, Council is required to appoint Councillors and Staff Members as Delegates to the following Committees:-

Bushfire Advisory Committee (BFAC) – 2x Councillors, CEO

Central Country Zone – Shire President, Deputy Shire President, 1x Councillor Proxy, CEO

Childcare Centre Executive Committee – 1x Councillor, Deputy Chief Executive Officer, Finance Administration Officer

Frail and Aged Lodge Committee – 1x Councillor, CEO

Land Conservation District Committee (LCDC) – 2x Councillors (by Gazettal)

Local Emergency Management Committee (LEMC) – Shire President, 1x Councillor, CEO

Medical Executive Committee – Shire President, 1x Councillor, CEO

Quairading Tourist and Tidy Town (To be confirmed) – 1x Councillor, 1x Councillor Proxy

Reconciliation Action Plan Committee (RAP) – Shire President, 1x Councillor, CEO, EDPO

School Liaison – Portfolio Only (no Committee)

STATUTORY ENVIRONMENT –

Local Government Act 1995, Bush Fires Act, 1954, Emergency Management Act 2005

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### **Governance**

#### Objective

Strong governance and community engagement.

#### Outcomes and Strategies

G3: Community Engagement

G3.2: Collaborate with the community to achieve desired outcomes.

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 –

Council is required to be represented on a number of Groups and Organisations both locally and regionally.

Council is to consider the appointment of these Delegates for the next Local Government Election Cycle of two (2) Years.

Details on each of the Committees and Organisations are available from the CEO.

EXECUTIVE SUMMARY –

- Council is represented by its Delegates, both locally and regionally.
- Appointment is generally for 2 Years to October 2019.

#### **OFFICER RECOMMENDATION**

#### **RESOLUTION: 73-17/18**

MOVED Cr McRae SECONDED Cr McGuinness

The Council appoint the following Councillors and Staff as Delegates for the following Committees / organisations:-

1. Bushfire Advisory Committee (BFAC) – Cr Davies, Cr Smith, CEO.
2. Central Country Zone – Cr Davies, Cr McGuinness, Proxy (1) Cr McRae, Proxy (2) CEO
3. Childcare Centre Executive Committee – Cr Shenton, Deputy Chief Executive Officer, Finance Administration Officer
4. Frail and Aged Lodge Committee – Cr Shenton, CEO
5. Land Conservation District Committee (LCDC) – Cr Brown, Cr Stacey (by Gazettal)
6. Local Emergency Management Committee (LEMC) – Cr Davies, Cr Smith, CEO.
7. Medical Executive Committee – Cr McGuinness, Cr Brown, Dr Ade, CEO
8. Quairading Tourist and Tidy Town / Tourism – Cr Haythornthwaite, Proxy Cr McRae
9. Reconciliation Action Plan Committee (RAP) – Cr Davies, Cr Haythornthwaite, CEO, EDPO
10. Roe Sub Regional Road Group (RSRRG) – Cr McGuinness, Proxy CEO
11. Quairading District Sport & Recreation Council – Cr Brown, Cr McGuinness
12. School Liaison Portfolio – Cr McRae
13. Local Development Assessment Panel (DAP Members) – Cr McGuinness (Member No.1) and Cr Haythornthwaite (Member No.2), and Cr McRae (Alternative Member No.1) and Cr Shenton (Alternative Member No.2)
14. Old School Working Group – Cr McGuinness, Cr Stacey, CEO
15. Community Development Partnership Working Group – Cr McGuinness, Cr McRae, Cr Haythornthwaite, Cr Smith, CEO

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**3.41pm**

Council adjourned for Afternoon Tea.

**4.02pm**

The Council Meeting resumed.

ITEM 13 INFORMATION BULLETIN

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### **13.0 Information Bulletin – October 2017**

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 18<sup>th</sup> October 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: 74-17/18

MOVED Cr Haythornthwaite SECONDED Cr Brown  
That Council receive the October 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 Friends of Quairading Community Nature Reserve Meeting Minutes held on the 11<sup>th</sup> October 2017

13.6 Works Committee of Meeting Minutes – 16<sup>th</sup> October 2017

### OTHER OFFICERS' REPORTS

13.7 Manager of Health and Building Services

13.8 Grants and Project Officer's Report

13.9 Community Emergency Services Manager's Report

13.10 Community Development Officer's Report

13.11 Manager of Works & Services Report

13.12 Economic Development Project Officer

### REPORTS

13.13 Roadswest Progress Reports for Contract No.1-17/18 and Contract No.2-17/18

13.14 Long Service and Annual Leave Report

### CORRESPONDENCE

13.15 WBS RRG Meeting Minutes – 9<sup>th</sup> August 2017

13.16 Office of the Auditor General – Local Government Amendment (Auditing) Act 2017

13.17 Local Emergency Management Arrangements

13.18 WALGA Invitation – Civic Service on Sunday, 26<sup>th</sup> November 2017

13.19 2017/18 State Budget

13.20 Application for Mineral Exploration Licence E70/5038 – Petrichor Exploration Pty Ltd

## ITEM 14 URGENT COUNCILLORS' BUSINESS

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### **RESOLUTION: 75-17/18**

MOVED Cr McRae SECONDED Cr Brown

That Council accept new urgent Councillor's Business.

**CARRIED 8/0**

### **Tourism MOU**

Cr McGuinness advised the Meeting of his discussions with the Chief Executive Officer and Shire Consultant Alison Dalziel from Localise on the development of a proposed Community Development Partnership incorporating Tourism.

Cr McGuinness provide an overview of the Meeting held with the CRC representatives on the 25<sup>th</sup> October 2017 where there was consensus to consider widening the scope of the Working Group to Community Development Partnership between the Shire and the CRC rather than focusing on Tourism alone.

Cr Haythornthwaite and the Chief Executive Officer provided further commentary on the Working Group Meeting and the role and decision making of the two organisations.

Cr McGuinness proposed the disbanding the Tourism MOU Working Group and create a Community Development Partnership Working Group to benefit the Community and as both organisations have complementary objectives for the Community.

### **RESOLUTION: 76-17/18**

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That Council disband the current Tourism MOU/CRC Working Group and establish a Community Development Partnership Working Group to benefit the Community.

**CARRIED 8/0**

### **Park Cottage Project**

Cr McRae advised the Meeting of possible Grant Funding the Shire can apply for relating to the Caravan Park Cottages. In discussion with the Chief Executive Officer and Mrs Juliet Grist EO of RDA Wheatbelt, Mrs Grist had expressed her willingness to work with the Shire on preparing an Application in readiness for Round 2 of the Building Better Regions Program which is yet to be announced and will be open for approx. 6 weeks.

The Chief Executive Officer informed the Meeting that Mrs Juliet Grist had also been invited to present to Council prior to the November 2017 OCM and that Mrs Grist had accepted the Invitation.

### **RESOLUTION: 77-17/18**

MOVED Cr McRae SECONDED Cr Shenton

1. That Council defer the Design and Tender Documentation Phase of the Park Cottage Project; and
2. That Council support an Application to Funding by Building Better Regions Fund (BBRF) Program "Round 2".

**CARRIED 8/0**

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

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Cr McRae having verbally declared a Proximity Interest with regard to the Item 15.1 Lot 100 Dangin South Road, Quairading (Confidential Item).

**4.40pm**

Cr McRae left the Meeting.

**15.1 Lot 100 Dangin South Road, Quairading (Confidential Item)**

**OFFICER RECOMMENDATION**

**RESOLUTION: 78-17/18**

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council proceed to dispose of Lot 100 Dangin South Road, Quairading to Mr Les Anderson for the amount of \$400.00 by Private Treaty in accordance with the Local Government Act 1995.

**CARRIED 7/0**

*The above sale of land is subject to clarification of the proponent's responsibility for land transfer statutory charges and conveyancing.*

**4.43pm**

Cr McRae re-entered the Council Meeting.

ITEM 16 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 30<sup>th</sup> November 2017, commencing at 2.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 17 CLOSURE

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There being no further business, the Chairman closed the Meeting at 4.43 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> October 2017 were confirmed on 30<sup>th</sup> November 2017 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 30/11/17