



# Shire of Quairading

## **ORDINARY COUNCIL MEETING MINUTES**

21<sup>st</sup> December 2017

# Disclaimer

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## **Disclaimer**

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# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 21<sup>st</sup> December 2017 commencing at 12 noon.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 12 noon.

“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”.

## 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 J McRae	
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
Mrs A Strauss	Chief Executive Officer's Secretary

### Observers/Visitor

Nil.

### Apologies

Mr RM Bleakley	Economic Development Project Officer
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### Leave of Absence Previously Granted

Cr Haythornthwaite: 18<sup>th</sup> December 2017 to 28<sup>th</sup> December 2017 inclusive  
Cr Shenton: 1<sup>st</sup> December 2017 to the 19<sup>th</sup> March 2018 inclusive.

## ITEM 3 PUBLIC QUESTION TIME

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The Chief Executive Officer advised the Chairman that Mr John 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

There are a number of EFTs that are donations to a number of sporting clubs. Why did the shire reject the quickshears for a donation when they are giving this money to these clubs? I find this hard to understand when the quickshears bring so many people to town with the crowd for the show having increased from 400 to 800 over a number of years. Surely the extra people must benefit the town and I would like Council to consider giving a donation to the quickshears this year if they request a donation.

### Response

Council Budgetary Decision for the 2017/2018 Year.

### Question

EFT 4793 Why is it necessary for Jenna Cowcill to have a business card when she is employed by the shire.

### Response

EFT 4793 – Reimbursement to Miss Cowcill of the purchase of Printing from Vistaprint. Printing of New Business Cards for Shire President and New Senior Staff, not general staff members and also includes reimbursement for the Purchase of a replacement highchair for the Childcare Centre.

### Question

Regarding the Loader quotations: The CAT Loader had a quoted figure and does this include the trading in of the old loader or is this an outright purchase with the old loader being offered for tender at a later date. Also where are the quotes for the Komatsu and the Hitachi?

### Response

- (a) Outright Purchase by Tender to achieve maximum Sale price for Council.
- (b) Quotations for all Machines submitted are deemed “Commercial in Confidence” and provided “Marked Confidential Information” to all Councillors.

The Shire President thanked Mr John Haythornthwaite for his questions.

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

The Shire President advised that he would be unavailable from the 26<sup>th</sup> December 2017 to 8<sup>th</sup> January 2018 and Cr McGuinness as Deputy Shire president would be Acting in his absence.

## 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.

Nil at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 30<sup>th</sup> November 2017

#### **RESOLUTION: 99-17/18**

MOVED Cr McGuinness SECONDED Cr Smith

That the Minutes of the Ordinary Meeting of Council held on the 30<sup>th</sup> November 2017 be confirmed as a true and accurate record.

**CARRIED 6/0**

### 7.2 Business Arising

#### **Quairading Sport and Recreation Precinct Working Group (Item 12.3)**

The Meeting directed that the Precinct Working Group be advised of Council's requirement that a written Progress Report be presented to the June 2018 Ordinary Council Meeting and that the Working Group be broadened to include Representatives from all major Clubs located at the Precinct.

#### **Old Railway Crane**

The Meeting noted that Public Transport Authority (PTA) be requested to provide written confirmation of the Structural Integrity of the Crane and its Footings.

## ITEM 8 MATTERS FOR CONSIDERATION – WORKS

### 8.1 Q001- 2017/2018 the Supply and Delivery of one (1) new Wheeled Loader

REPORTING OFFICER

Date: 13<sup>th</sup> December 2017

Allan Rourke – Manager of Works & Services

SENIOR OFFICER

Graeme Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

For Council to consider the quotes received for the Supply and Delivery of one new-wheeled Loader.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

EQuotes received and assessed. Evaluation details have been provided under separate confidential attachment.

BACKGROUND –

EQuote requests were submitted to various WALGA Preferred Suppliers on the 15<sup>th</sup> November 2017 for the supply and delivery of one new-wheeled Loader.

Council received nine (9) submissions from five (5) suppliers of which one (1) submission was deemed non-compliant when submissions closed at 5.00pm 29<sup>th</sup> November 2017.

Quotations received as follows: -

Quote	Dealer	Machine	Specifications
1	Komatsu	WA320PZ-6	Conforming
1a	Komatsu	WA250PZ-6	Non-Conforming
2	WesTrac	930K2	Conforming
2a	WesTrac	938K2	Conforming
3	CJD	L70F	Conforming
4	Hitachi	ZW180-5-TC	Conforming
4a	Hitachi	ZW150-5-TC	Conforming
5	JCB	426HT-SRS	Conforming
5a	JCB	427ZX-T4F	Conforming

The Shire of Quairading's Manager of Works and the Construction Team Leader visited the Dealerships on Monday 11<sup>th</sup> December 2017 for an operational and visual assessment of the loaders.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort and overall suitability to Council's requirements.

After the visit to the Dealers, assessments were discussed and preferred machines agreed to by the Manager of Works and the Works Team Leader were as follows:

- WesTrac – Caterpillar 938K2
- Komatsu – WA320PZ-6
- Hitachi – ZW150-5-TC

The quotes were assessed using an assessment matrix as shown below: -

Description of Qualitative Criteria	Weighting
Whole of life cost	40%
Tender price	30%
Warranty	10%
Environmental	10%
Service facilities / backup	10%

The assessment matrix allows the offers to be evaluated in an unbiased manner where the supplier with the highest overall points may be considered to be the most advantageous submission. This is to be used as a guide only during the assessment and is not necessarily binding.

The qualitative criteria assessment is an Attachment.

#### STATUTORY ENVIRONMENT –

##### LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

##### 11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program

#### POLICY IMPLICATIONS –

The Shire of Quairading Purchasing Policy, 2.20, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

#### FINANCIAL IMPLICATIONS –

In the Shire of Quairading 17-18 Adopted Budget an allowance has been made of \$300,000 for the procurement of a new loader.

Note: Separate sale of the Shire's existing Caterpillar 930H loader to maximise sale proceeds is proposed. Sale to occur after delivery of the new machine.

#### STRATEGIC IMPLICATIONS –

There are no known significant strategic implications relating to the Report or the Officer Recommendation.

#### COMMUNITY CONSULTATION – Nil



## RISK ASSESSMENT –

Financial - Low Risk

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

## COMMENT –

Optional extras were asked to be costed separately in the request and these included

- hydraulic scrubrake and grapple
- Fork Set

WesTrac included the hydraulic scrubrake and grapple at no extra cost.

All other quotes submitted prices for these items separately.

The multipurpose 2.7m<sup>3</sup> bucket on the Caterpillar 938K2 provides 10% extra capacity when loading or moving material, which will provide productivity that is more efficient.

The Warranty offered at 60 months or 6000 hours exceeds other submissions and provides confidence in the machine.

The Caterpillar 938K2 although is 12 months old, it is the current model and is new.

Delivery of time 4 weeks from receipt of order.

## EXECUTIVE SUMMARY –

After detailed analysis by the Manager of Works and Services, it has been concluded that the Caterpillar 938K2 machine with interchangeable attachments represents the best overall value to Council in terms of: -

- Specification of machine in terms of horsepower, weight and capacity;
- Caterpillar is a very reputable machine in the Loader market;
- Council currently runs several Caterpillar products, which have been serviced by WesTrac Equipment who also carry an excellent range of spare parts if required.
- Note that Council's Policy of local mechanical Services may also reduce estimated whole of life costings on all quoted machines.

## OFFICER RECOMMENDATION

### RESOLUTION: 100-17/18

MOVED Cr Brown SECONDED Cr Davies

That Council accept the quote from WesTrac for the Supply and delivery of one new Wheeled Loader Caterpillar 938K2 including options for \$299,463.00 excluding GST.

**CARRIED 4/2**

## Council Discussion

The Meeting noted further detail and clarity is required in the presentation of future Procurement Evaluations and Officer's Recommendations in Report to Council.

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.*

**11.1 Accounts for Payment – November 2017**

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 6<sup>th</sup> December 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. Expenditure authorised as it is included in the Adopted 2017/2018 Budget.

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 11.1.1/2/3

## **OFFICER RECOMMENDATION**

### **RESOLUTION: 101-17/18**

MOVED Cr McRae SECONDED Cr Smith

That Council adopt the following: -

1. That Schedule of Accounts covering Municipal Vouchers 23356 to 23379 & EFT4749 to EFT4858 & DD12678.1 to DD12678.12 & DD12679.1 to DD12679.12 totalling \$1,486,030.22 be received; The balance of all other outstanding Sundry Creditors to the 30/11/2017 total \$234,074.25; and
2. That Police Licensing payments for the month of November 2017 totalling \$40,050.40 be received on the (Attachment 11.1.2); and
3. That fund transfers to Corporate Credit Card for November 2017 totalling \$0.00 was received on the 30<sup>th</sup> November 2017(Attachment 11.1.3); and.
4. That Payroll payments for the month November 2017 totalling \$167,462.25 be received; and
5. That fund transfers from Trust account to Municipal account for November 2017 totalling \$1,714.00 be received; and.
6. That the WestNet payment for the month of November 2017 totalling \$76.71 be received.

**CARRIED 6/0**

## 11.2 Fund Balances Report – November 2017

### REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 11<sup>th</sup> December 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION –

Reconciled Cash Financial Position as at 30<sup>th</sup> November 2017

APPLICANT'S SUBMISSION – Nil

BACKGROUND –

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 30<sup>th</sup> November 2017, are provided to inform Council of its Cash Financial Position as at that date.

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c Acc: 000001	\$52,641.50	Reconciled Municipal Balance	<b><u>\$2,659,775.25</u></b>
At Call - Invest. Acc:128224	\$580,000.00	(Plus Outstanding Payments)	<b>\$42,572.37</b>
Childcare Centre Acc:150827	\$19,245.49	(Less Outstanding Deposits)	<b>(\$1,353.05)</b>
Medical A/c Acc: 111529	\$53,376.03	(Less Outstanding Transport)	<b>(\$3,254.75)</b>
T/Deposit 3 Mth Acc: 160718	\$400,000.00	(Unknown Deposit Entry)	\$290.00
T/Deposit 3 Mth Acc: 160873	\$450,000.00	( November '17 Posting made in December '17)	\$7033.20
T/Deposit 2 Mth Acc: 160857	\$550,000.00	(Credit Card Bond not Returned by System)	\$200.00
T/Deposit 2 Mth Acc: 161438	\$600,000.00		
<b>Total Municipal</b>	<b><u>\$2,705,263.02</u></b>		<b><u>\$2,705,263.02</u></b>
At Call – Reserve Acc: 129083	\$380,727.69		
T/Deposit-Reserve Acc: 159389	\$201,335.89		
T/Deposit-Reserve Acc: 149105	\$1,299,714.94		
T/Deposit-Reserve Acc: 160427	\$452,256.93		
<b>Total Reserves</b>	<b><u>\$2,339,481.81</u></b>		<b><u>\$2,339,481.81</u></b>
Trust A/c	\$89,388.30	Trust General Ledger	<b>\$89,643.05</b>
	\$0.00	Plus Outstanding Deposits	\$0.00
		Less Outstanding Transfers	\$0.00
Police Licensing	\$3,254.75		\$3,254.75
<b>Total Trust</b>	<b><u>\$92,643.05</u></b>		<b><u>\$92,643.05</u></b>
	<b><u>\$5,137,387.88</u></b>		<b><u>\$5,137,387.88</u></b>

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 30<sup>th</sup> November 2017 as stated above.

**OFFICER RECOMMENDATION**

**RESOLUTION: 102-17/18**

MOVED Cr McRae SECONDED Cr Stacey

That Council adopt the Reconciled Fund Balances for the period ending 30<sup>th</sup> November 2017.

**CARRIED 6/0**

### **11.3 Financial Information–Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> November 2017**

#### REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 8<sup>th</sup> December 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 31<sup>st</sup> March 2005 and effective from the 1<sup>st</sup> 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 30<sup>th</sup> November 2017 follow.

#### **STAFF RECOMMENDATION**

#### **RESOLUTION: 103-17/18**

MOVED Cr McGuinness SECONDED Cr McRae

That Council adopt the Financial Statements for the period ending 30<sup>th</sup> November 2017.

**CARRIED 6/0**



## **11.4 Financial Statements – Variation to Budget by Percentage or Value – 30<sup>th</sup> November 2017**

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 8<sup>th</sup> December 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 24<sup>th</sup> August 2017 under resolution Budget Adoption - SMC17/18 it was moved to report on any material **“Variations of \$10,000.00 AND Greater than 10%”**. Council will continue to include in the Adopted Annual Budget the material variation limits to be reported on. The Finance and Audit Committee and Council are still able to request clarification of any variation they may have a concern with.

STATUTORY ENVIRONMENT – Regulation 34 Financial Activity s. 6.4

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

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

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan

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

Corporate Business Plan

G1.1.2 Continued Improvement of Risk Management Practices.

G1.2.1 Continued Improvement of Shire Reporting

G1.2.2 Continue to Uphold the Shire Code of Conduct

COMMUNITY CONSULTATION – Nil

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

COMMENT – As detailed in variation report attached.

### **STAFF RECOMMENDATION**

#### **RESOLUTION: 104-17/18**

MOVED Cr Smith SECONDED Cr McRae

That Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30<sup>th</sup> November 2017.

**CARRIED 6/0**

## 11.5 Quairading Shire Council – Community Development Grants

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 14<sup>th</sup> December 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Development of a Community Grant Application Process.

BACKGROUND – Council felt that the current arrangements relating to the Sporting and Community groups annual contributions needed to be reassessed.

On release of the 2017 / 2018 contribution all effected groups were written to and the intended changes foreshadowed.

The changes proposed in introducing the Community Grants Applications process will enable Council to better understand the needs of the Community groups and pressure they are under to maintain participation levels.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Proposed level of assistance is to a maximum level of 2% of the proceeding year's rates levied or limit of approved applications. Assistance will be included in the Annual Adopted Budget.

STRATEGIC IMPLICATIONS – Better understanding of the financial position being experienced by all community sporting groups.

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. All applications for assistance submitted to Council for analysis and Approval. Risk Ranking – Low due to both the full application being assessed by Council as to sporting club / community benefit and funding being included in the annual adopted budget.

COMMENT – Adoption of this Policy will ensure that there is more interaction between the Community groups and Council and their future needs.

### STAFF RECOMMENDATION

#### RESOLUTION: 105-17/18

MOVED Cr McRae SECONDED Cr Brown

That Council adopt the proposed:

1. Community Development & Small Projects Grants Approval and Conditions process.
2. Annual Budget Allocation of 2% on Prior Year Rates Raised.

**MOTION WITHDRAWN**

### Reason for Withdrawal

The Motion was withdrawn to be held over for the presentation of the Officer's Report to the February 2018 Ordinary Council Meeting following a full Review of the Policy Document.

## **SHIRE UNIFORM POLICY**

### **OBJECTIVE**

This policy endeavours to enhance the corporate image of the Shire and its employees. The Council

recognises that a corporate wardrobe promotes a:

- Professional image;
- Strong customer focus; and a
- Safe work environment.

This policy applies to elected members, all employees in all departments (permanent and casual)

and Contractors at the discretion of the Chief Executive Officer.

The objectives of this policy are to:

- a) Establish guidelines for the purchasing and wearing of Shire of Quairading corporate uniform.
- b) Outline dress standards staff are to observe when representing the Shire in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during work hours.
- c) Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

### **POLICY**

#### **Personal Presentation**

A high standard of personal presentation is required from employees at all times whilst on duty. It

is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly

pressed and in good condition.

The following list of non-exhaustive items of clothing are considered inappropriate corporate attire:

- Crop tops, backless and strapless tops and singlets;
- Jeans, denim skirts or shorts, and miniskirts or minishorts.

#### **Body Art and Piercing**

Tattoos that could be perceived as offensive should be discreetly covered where possible (eg

tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at

the discretion of the Department Manager.

The Shire's image and that of the region can be affected by the presentation of our staff. Any form

of body piercing, other than ear piercing, must be discreet and ensure a professional image is

portrayed at all times.

Staff working around or on machinery, are not permitted to wear earrings that protrude or hang

below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net, when working in areas with machinery and

other moving parts. Jewellery, including earrings and/or other items

that have the potential to get caught in machinery must be removed whilst on duty.

### **Safety**

It is the Supervisor's responsibility to ensure that appropriate Personal Protective Equipment (PPE)

is supplied and worn by Employees. Employees who mistreat abuse or fail to comply with Council's

requirements for safety and PPE will be subject to disciplinary action.

### **Identification**

The wearing of identification improves visibility with the public and friendliness within the work

environment. Employees should wear a form of visible identification at all times.

Name Badges are a form of visual identification. 1 (one) name badge will be supplied to elected

members, all employees in all departments (permanent and casual) and contractors at the discretion of the Chief Executive Officer. Name Badges must be kept in good condition and worn

in a place that is visible to others. If allocated name badge is lost, damaged etc. the individual is

responsible for purchasing a replacement at cost price, you may opt for this to be deducted from

your Uniform Allowance.

Embroidery is another form of visual identification and may be more appropriate to outside staff.

### **Outside Staff Uniforms**

1. The Shire of Quairading shall supply up to 3 (three) sets of work clothes per annum to each operational employee who is based at the Works Depot or predominately in an outside position.

2. Work clothes represent footwear, shirts, trousers, vests, jumpers, jackets. A set of work clothes consists of 7 items that are interchangeable for example 3 shirts, 3 trousers and 1 three way

jacket = 7 items

3. Safety boots are provided on a needs basis and at the discretion of the Manager Works & Services.

4. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of

Employment. (e.g. 0.5FTE is entitled to 1.5 sets).

5. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pays for any item in addition to the 7 items allocated in any one financial year.

5. The Shire's Occupational Safety and Health Committee shall make input into the types of clothing and footwear issued.

6. In the event that an employee terminates their employment with the Shire within 6 months of

their initial engagement the employee will be required to refund the full contribution made by the Shire for the purchase of their uniforms.

#### **Inside Staff Uniforms**

1. The Shire shall meet the initial cost of corporate wardrobe uniforms up to a maximum Contribution, of \$440 per employee in the first year of employment.

2. In each subsequent year of employment, the Shire shall provide \$440 uniform allowance per employee.

3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of

employment (e.g. 0.5FTE is entitled to \$220 in year one and subsequent year).

4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pays for any expenditure in addition to the allocation in points 1 and 2 above.

5. In the event that an employee terminates their employment with the Shire within 6 months of

their initial engagement the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

#### **Return of Uniforms**

Employees who are ceasing work with the Shire of Quairading must return their uniforms which have:

the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etc. prior to

the completion of their final working day.

#### **Wearing of Uniform out of Hours**

Primarily uniforms are to be worn only during working hours and employees should take care to

refrain from wearing uniforms outside of work. Employees must recognise that when wearing the

uniform they are recognised as representing the Shire of Quairading. Employees must adhere to the

Shire of Quairading's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire of Quairading uniform unless:

alcohol consumption has been sanctioned by an appropriate officer. Employees who consume

alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

#### **Footwear**

Shoes are the responsibility of individual staff members, unless negotiated with the Chief Executive

Officer. It is recommended that covered shoes be worn at all times in conjunction with the corporate uniform.

As with clothing, Council expects all employees to wear shoes, which meet a presentable standard

for their particular work area. The following non-exhaustive list of items of footwear may be considered inappropriate corporate footwear:

- Thongs;
- Runners or sandshoes; and/or
- Ugg boots.

#### **Dispute Resolution**

If a Manager considers that a particular staff member's attire is inappropriate according to the

standards set in this policy, they may approach the individual and ask appropriate changes be

made.

#### **Free Dress Days**

At the discretion of the Chief Executive Officer an agreed free dress days must not compromise safety, customer service or the perception of Council staff within the community. Staff shall be made aware of these allocated days by way of email from the

Chief Executive Officer or delegated officer. Funds raised on these specific days will be presented

to the relevant charity.

#### **STAFF RECOMMENDATION**

##### **RESOLUTION: 106-17/18**

MOVED Cr McRae SECONDED Cr McGuinness

That Council adopt the proposed Shire Uniform Policy.

**LOST 0/6**

#### **Reason for Decision**

Council did not support the Staff Recommendation as the Policy needs further review and comparative information from similar sized Councils. The Reviewed Policy to be presented in an Officer's Report to the February 2018 Ordinary Council Meeting.

## 11.7 Audit and Risk Committee Meeting Minutes – 12<sup>th</sup> December 2017

### REPORTING OFFICER

Graeme Fardon – Chief Executive Officer

Date: 15<sup>th</sup> December 2017

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Minutes of the Audit and Risk Committee Meeting - Recommendation to Council.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Copy of Minutes for the 12<sup>th</sup> December 2017 Audit and Risk Committee wherein discussion was had in respect to establishing Standing Items and the receiving of the Audit Report and Management Letter Year Ended 30<sup>th</sup> June 2017.

BACKGROUND –

The Audit and Risk Committee Meeting was held on the 12<sup>th</sup> December 2017 from which there was one (1) Recommendation for Council's Consideration, namely: -

RESOLUTION: AR1-17/18

*"That the Audit and Risk Committee recommend to Council that Council receive and note the Unqualified Audit Report and the Management Letter from Council's Auditor Mr Greg Godwin (Moore Stephens) for the Year Ended 30th June 2017."*

STATUTORY ENVIRONMENT –

Local Government Act 1995

Local Government (Audit) Regulations 1996.

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

**Governance Objective: Strong governance and community engagement**

ITEM	OUTCOMES AND 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 is applicable.

Financial – N/A

Health – N/A

Reputation – Operation – N/A

Natural Environment – N/A

**COMMENT –**

Minutes of the 12<sup>th</sup> December 2017 Meeting of the Audit and Risk Committee include one (1) recommendation to Council.

The recommendation is for Council to adopt the Unqualified Audit Report and the Management Letter from Council's Auditor Mr Greg Godwin (Moore Stephens) for the Year Ended 30<sup>th</sup> June 2017 attached.

**EXECUTIVE SUMMARY –**

- For Council to be receive the recommended Unqualified Audit Report and Management Letter for its consideration.

**OFFICER RECOMMENDATION**

**RESOLUTION: 107-17/18**

MOVED Cr Stacey SECONDED Cr Smith

1. That Council receive the Minutes of the Audit and Risk Committee for its Meeting of 12<sup>th</sup> December 2017; and,
2. That Council adopted the Committee's recommendation: -

RESOLUTION: AR1-17/18

That the Unqualified Audit Report and Management Letter from Council's Auditor Mr Greg Godwin (Moore Stephens) for the Year Ended 30<sup>th</sup> June 2017 be adopted by the Council.

**CARRIED 6/0**



**12.1 Annual Report for Year Ended 30<sup>th</sup> June 2017**

REPORTING OFFICER

Date: 11<sup>th</sup> December 2017

Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Acceptance of Annual Report for the year ended 30<sup>th</sup> June 2017.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Annual Report to be circulated under separate cover.

BACKGROUND –

Statutory Requirement for Council to accept the Annual Report of Council for the Prior Financial Year.

STATUTORY ENVIRONMENT –

- Sections 5.53, 5.54 and 5.55 of the Local Government Act 1995 states as follows: -

- 5.53.** (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
- (a) a report from the Mayor or President;
  - (b) a report from the CEO;
  - (c) a report of the principal activities commenced or continued during the financial year;
  - (d) an assessment of the local government's performance in relation to each principal activity;
  - (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
  - (f) the financial report for the financial year;
  - (g) such information as may be prescribed in relation to the payments made to employees;
  - (h) the auditor's report for the financial year; and
  - (i) such other information as may be prescribed.

**Acceptance of annual reports**

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
- (2) If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

**Notice of annual reports**

- 5.55** The CEO is to give local public notice of the availability of the Annual Report as soon as is practicable after the report has been accepted by Council.

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS – Nil

## STRATEGIC IMPLICATIONS – Strategic Community Plan

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

#### COMMUNITY CONSULTATION –

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 –

Once accepted, the Annual Report is to be made available to the Public and also published on Council's Website. Further, the Annual Report will be the Major Item of Business on the Agenda of the Annual Electors Meeting.

Council is required to select a date for the Annual Electors Meeting but not more than 56 days after Council accepts the Annual Report. This means the Annual Electors Meeting must be held no later than Thursday 15<sup>th</sup> February 2018.

Council is also required to give at least 14 days Local Public Notice of the Annual Electors Meeting.

Council's known Meeting Dates in February 2017 (prior to the 15<sup>th</sup> February) are as follows: -

- Tuesday 6<sup>th</sup> – Strategic Planning Committee at 5.00pm.

It is recommended that the Annual Electors Meeting be held on Tuesday 13<sup>th</sup> February 2018 in the Lesser Hall commencing at 7.00pm.

There has been informal discussion with the Shire President and CEO that the New Works Depot Building/Facility could be opened to the Community at 5.30pm to 6.30pm, prior to the Annual Electors Meeting.

The date will allow sufficient time to advertise to comply with the Statutory Public Notice Period.

#### EXECUTIVE SUMMARY –

- Statutory Requirement for Council to accept Council's Annual Report for the Prior Financial Year by the 31<sup>st</sup> December 2017.
- Council to set the date of the Annual Electors Meeting being no more than 56 Days after Council has accepted the Annual Report.

**OFFICER RECOMMENDATION**

**RESOLUTION: 108-17/18**

MOVED Cr McGuinness SECONDED Cr McRae

1. Council accept the Annual Report for the Year Ended 30<sup>th</sup> June 2017.
2. That the Annual Electors Meeting be convened for Tuesday 13<sup>th</sup> February 2018 in the Lesser Hall commencing at 7.00pm.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

## 12.2 Review of the Shire of Quairading Delegations

REPORTING OFFICER

Date: 11<sup>th</sup> December 2017

Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Delegations of Authority to the Chief Executive Officer.

OWNER/APPLICANT – Nil.

MATTER FOR CONSIDERATION –

Review and Adoption of Delegations to the Chief Executive Officer and the Audit and Risk Committee.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Delegation Register to be sent under Separate Cover.

BACKGROUND –

*Local Government Act 1995, section 5.42* provides for a local government to delegate some of its powers and duties to the Chief Executive Officer, section 5.46(2) states “that at least once in every financial year, delegations made under this Division are to be reviewed by the delegator”.

Council last reviewed its Delegation Register on the 20<sup>th</sup> October 2016.

Delegation 21 to the Risk and Audit Committee is pursuant to Section 5.16 of the Local Government Act.

STATUTORY ENVIRONMENT –

### **Local Government Act 1995**

#### **5.16. Delegation of some powers and duties to certain committees**

(1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

#### **5.17. Limits on delegation of powers and duties to certain committees**

(1) A local government can delegate —

(a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

(i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and

(ii) any other power or duty that is prescribed; and

(b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

- (i) the local government's property; or
  - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended by No. 49 of 2004 s. 16(2).]

**5.42. Delegation of some powers and duties to CEO**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

**5.46. Register of, and records relevant to, delegations to CEO and employees**

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

**Bush Fire Act 1954**

**Division 2 — Prohibited burning times**

**17. Prohibited burning times may be declared by Minister**

- (10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
- (11) A local government may by resolution revoke a delegation it has given under subsection (10) and no delegation so given prevents the exercise and discharge by the local government of its powers and duties under subsections (7) and (8).

**Division 3 — Restricted burning times**

**18. Restricted burning times may be declared by FES Commissioner**

(5C) The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND 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

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT –

The current Delegated Authorities have been reviewed by the Chief Executive Officer and are recommended to be renewed.

EXECUTIVE SUMMARY –

- Legislative Requirement and Good Governance Practice to Review the Delegation of Authority to the Chief Executive Officer and to Committees (if any) on an Annual basis.
- Correction of Delegation on Restricted and Prohibited Burning Periods to reflect delegation under the Bush Fire Act and not the Local Government Act.

### **OFFICER RECOMMENDATION**

That Council resolves that: -

1. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations (Except Delegations 21 and 22).
2. Pursuant to S5.16 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Audit and Risk Committee the exercise of its powers and discharge of its duties in respect of Meeting with Council's Auditor (Delegation No.22).
3. Pursuant to S17 and 18 of the Bush Fires Act 1954, Council Delegates Authority to the Shire president and the Chief Bushfire Control Officer to exercise its powers and discharge of its duties in respect to Variations to Prohibited and Restricted Burning Periods (Delegation No.21).

Resolution not debated due to the failure of securing a Mover and Seconder.

Item 12.2 - Review of the Shire of Quairading Delegations to be held over to the February 2018 Ordinary Council Meeting where the Chief Executive Officer is to present a redrafted Register of Delegated Authorities.

**13.0 Information Bulletin – December 2017**

REPORTING OFFICER

Neville Hale – Acting Chief Executive Officer

Date: 12<sup>th</sup> December 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: 109-17/18**

MOVED Cr McGuinness SECONDED Cr McRae

That Council receive the December 2017 Information Bulletin.

**CARRIED 6/0**

## **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 LEMC Committee Minutes – 7<sup>th</sup> December 2017

### **OTHER OFFICERS' REPORTS**

13.6 Manager of Health and Building Services

13.7 Grants and Project Officer's Report

13.8 Community Emergency Services Manager's Report

13.9 Manager of Works & Services Report

13.10 Economic Development Project Officer Report

### **REPORTS**

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

### **CORRESPONDENCE**

13.12 Info Page December 2017 LG Act Review DLGC Consultation paper



## ITEM 14 URGENT COUNCILLORS' BUSINESS

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### **RESOLUTION: 110-17/18**

MOVED Cr McRae SECONDED Cr Smith

That Council accept new urgent Councillor's Business.

**CARRIED 6/0**

### **Railway Barracks**

The Meeting requested that a letter be drafted to the Public Transport Authority (PTA) to delay the demolition of the Railway Barracks due to lack of short-term accommodation in Town and Timeframe Proposed Park Cottages with Council's recent Application submitted to "Building Better Regions Funding".

### **RESOLUTION: 111-17/18**

MOVED Cr McRae SECONDED Cr Smith

That Council authorise the Chief Executive Officer to request from PTA an extension of the Railway Barracks Demolition to December 2018.

**CARRIED 6/0**

### **Correspondence - Mr John Haythornthwaite**

The Chief Executive Officer tabled two (2) Items of Correspondence from Mr John Haythornthwaite, which had previously been emailed to all Councillors by Mr Haythornthwaite.

Discussion ensued that the matters raised by Mr Haythornthwaite be responded to by the Chief Executive Officer, to provide clarity on Council's new Meeting Procedures.

**RESOLUTION: 112-17/18**

MOVED Cr McRae SECONDED Cr Smith

That the meeting be closed to the Public at 1.49pm to consider Item 15.1 and Item 15.2 in accordance with Section 5.23 (2) of the Local Government Act 1995.

**CARRIED 6/0**

**1.50pm**

No members of the public present.

**15.1 Library Service Contract (Confidential Item)**

**OFFICER RECOMMENDATION**

**RESOLUTION: 113-17/18**

MOVED Cr McGuinness SECONDED Cr McRae

That Council enter into a new Library Services Contract with Luke Howlett and Kelly Seitz, Directors of Howlett Family Trust at the Quairading Bookpost for a term of three (3) years commencing 1st January 2018 with a Contract Fee of \$24,478.88 (excl. GST) in Year 1 with any subsequent Service Fee Increase in accordance with the Library Service Agreement (CPI).

**CARRIED 6/0**

**1.54pm**

The Deputy Chief Executive Officer, Manager of Works & Services and CEO Secretary were excused from the Council Meeting.

**15.2 Chief Executive Officer's Quarterly Performance Review (Confidential Item)**

**OFFICER RECOMMENDATION**

**RESOLUTION: 114-17/18**

MOVED Cr McRae SECONDED Cr McGuinness

1. That the Chief Executive Officer's Progress Report on KPI's for December 2017 be received.
2. Council adopt the following variations to the KPI's or Timelines.
  - (a) Community KPI – Delete "Finalise the CRC partnership MOU('s)" for "Tourism and Community Services" and be replaced with "Complete Community and Economic Service Review".

Timeline inserted – Present Report on the Progress and Implementation Plan of the Community and Economic Services Review - Strategic Committee Meeting in February 2018.

Timeline Inserted – Presentation of Review Report – June 2018.
  - (c) Financial KPI – Surplus Ratio Forecasting – Target Date altered to March 2018 to coincide with the Audit and Risk Committee Meeting.

**CARRIED 6/0**

**2.40pm**

Meeting adjourned.

**2.52pm**

The Council Meeting resumed.

The Deputy Chief Executive Officer, Manager of Works & Services and CEO Secretary returned to the Meeting.

**RESOLUTION: 115-17/18**

MOVED Cr McGuinness SECONDED Cr McRae

That the meeting be open to members of the public at 2.52pm.

**CARRIED 6/0**

Having opened the meeting to the Public, the Shire President read aloud the decisions of the Council.  
(Resolution 114 – 17/18, Resolution 115 – 17/18)

No members of the public present.

**ITEM 16      NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 22<sup>nd</sup> February 2018, commencing at 2pm on 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 3.18pm.

I certify the Minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> December 2017 were confirmed on 22<sup>nd</sup> February 2018 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 22/02/18