



Shire of Quairading

Ordinary Council Meeting Minutes

26th April 2018

Disclaimer

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th April 2018 commencing at 2.04 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.04 pm.

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

Cr Davies welcomed the Councillors, Staff and Mr Haythornthwaite to the Meeting.

Cr Davies noted that Mrs Tarnya Fraser had been invited to address Council with a presentation on Community Art/Tourism promotional idea for Quairading and, that an invitation has been extended to the Youth Development Officer, Mr Danny Marzocchi to meet the Councillors for Afternoon Tea.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	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 RM Bleakley	Economic Development Project Officer (from 2.04pm – 3.36pm, 4.08pm – 5.21pm)
Mrs. A Strauss	Chief Executive Officer's Secretary

Observers/Visitor

Mr John Haythornthwaite	
Mrs Tarnya Fraser	(from 2.10pm – 2.32pm)

Apologies

Mr A Rourke	Manager of Works & Services
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Leave of Absence Previously Granted

Cr B McGuinness: 26th April 2018.

ITEM 3 PUBLIC QUESTION TIME

Mr John Haythornthwaite

Question

EFT 5202: What was the purchase and installation of Solar Voltaic System at Medical Precinct for, was it a Hot Water System?

Response

Council had purchased a 240V (10KW) Solar Panel System at the Medical Centre to reduce Mains Power consumption and operating costs.

Question

EFT: 5207: Supply and Fit Windscreen Q551, repair Windscreen Q0. Why was the windscreen on Q0 repaired?

Response

The Chief Executive Officer advised that a chipped windscreen on Q0 had been repaired to prevent further cracking.

Question

Cheque 23452: Post Office Box Renewal – Admin/Surgery. Why does the Shire pay for a Post Office Box when there is a delivery service in Town?

Response

The Post Office Box is the official mailing address for the Shire and the Medical Practice has a separate Post Box for confidential correspondence.

Question

Pg. 106 Credit card Payment 16th February - JBHiFi Radio, Television & Stereo's. Why was a TV purchased for the Workshop?

Response

The Chief Executive Officer advised that the purchase was a Credit Card transaction and the description on the Statement is JBHiFi's description and not entered by the Shire. The Shire did not purchase a TV, but Computer Monitors and Keyboards for the Works Depot fit-out.

Question

EFT5214: "HR Licence 8 Hours Training & Assessment". Why are Ratepayers paying for this qualification and not hiring staff with the corrected qualifications?

Response

The cost was for the HR Driver Transport Assessment provided through the Quairading CRC and that the Training was part of the Employees Training & Development. The Employee has entered an Agreement with the Chief Executive Officer to reimburse the full cost to Council.

Question

EFT5208: 4x Goodyear Wangler Tyres 255/70R16. For which Vehicle where the tyres purchased for?

Response

Question Taken on Notice by the Chief Executive Officer.

Question

Generator for the Town Hall: Queried the feasibility of a fixed Generator at the Town Hall given the history of infrequent power outages.

Response

Cr Davies informed Mr Haythornthwaite that the Shire is currently researching the viability of a Mobile Generator Unit for the Draft Budget.

The Chief Executive Officer also advised that the Town Hall is wired with a changeover switch installed to safely connect a portable generator to the Town Hall's electrical system.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Mrs Tarnya Fraser, representing the Quairading Rainmakers, presented the idea of acquiring a piece of Street Art as an attraction/drawcard for people passing through Quairading and highlighted the sculptures from Jordan Spriggs (based out of Narembeen).

Mrs Fraser said the Jordan Spriggs is a well-known Artist in Western Australia and has a substantial social media following.

Mrs Fraser emphasised that it would be a Community based Project and would add value and beauty to the Main Streetscape and would be a tourist attraction and generate business for the Town.

Mrs Fraser informed the Meeting that the Rainmakers would be formally approaching the Council in the near future for up to a maximum of a 20% Seed donation towards acquiring a sculpture.

Cr Davies thanked Mrs Fraser for presenting to Council and that Council will await the Rainmakers' Formal Submission to Council.

2.32 pm

Mrs Fraser left the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

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

- Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 29th March 2018

RESOLUTION: 182-17/18

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 29th March 2018 be confirmed as a true and accurate record.

CARRIED 7/0

7.2 Business Arising

Letter of Support – Quairading CRC

The Meeting was advised that letters had been sent to the Hon. Alannah MacTiernan MLC and the Premier of Western Australia expressing concern at the foreshadowed future Funding Cuts to the Community Resource Centre Network.

The Chief Executive Officer advised that the issue would also be raised at the Central Country Zone Teleconference Meeting on the 27th April 2018.

Town Hall Emergency Power

Resolution 156-17/18

The Meeting was advised that the Grants Teams are seeking out opportunities for funding but to date, no funding has been identified.

RAP Committee Minutes

Resolution 171-17/18

The Meeting was advised that letters had been sent to Aboriginal Affairs, Department of Lands, Planning and Heritage and the Hon. Mia Davies MLA, Member for Central Wheatbelt behalf of the Reconciliation Action Planning Committee (RAP) is seeking a Status Report from the Department or Aboriginal Lands Trust on the currently disused Building on Lot 94 Coraling Street Quairading.

Badjaling-Yoting Road Closure

Resolution 178-17/18

The Meeting was advised that the Manager of Works & Services and Council's Civil Engineering Consultant had prepared Costings for the permanent treatment of the Crossing and the proposed trafficable road train route.

Community Grants and Community Engagement Policies

The Meeting was advised that the minor amendments to the policies are as follows: -

Community Grants Policy

- The minor approved amendments were relating to the inclusion of "existing Recurrent Funding to various Clubs" into the Policy & Guidelines
- All applications to be presented to Council and assessed based on eligibility and merit.

Community Engagement Policy

- The minor approved amendments included wording to provide for the Evaluation and Annual Assessment of the level of Engagement achieved and also for the inclusion of "Development of Communication Methods and Timeframes" in the Outcomes Section.
- Annexure A was modified to include Businesses and Stakeholders in the Consult Column of the Principles Matrix.

8.1 Quairading Heritage Strategy

REPORTING OFFICER

Jacky Jurmann – Contract Planner

Date: 17th April 2018

SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST - Nil

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION – Quairading Heritage Strategy – November 2017.

APPLICANT'S SUBMISSION – N/A

BACKGROUND –

Council at its Ordinary Meeting held on 30th November 2017 considered an Agenda Item relating to the Heritage Strategy and resolved not to adopt the Officer's Recommendation for the following reason: -

“The Officer's Recommendation does not reflect the Shire's Current Position and requires Administration to provide a further detailed Report on the Strategy and a proposed/recommendation Implementation Plan, including budgetary consideration for future Budgets.”

This Report has been prepared in response to Council's resolution and Councillor feedback, including the development of a draft Implementation Plan that contains additional information on Actions, required budget allocations and recommended timing of implementation and with Responsible Officer/Contractor Resources identified.

The Strategy Document (with requested minor alterations) from November 2017 remains unchanged and is attached to this Report.

STATUTORY ENVIRONMENT –

Heritage of Western Australia Act 1990.

Part 3 of the Town Planning Scheme requires the Shire to establish and maintain a Heritage List to identify and protect places of cultural significance and worthy of built heritage conservation.

POLICY IMPLICATIONS –

Many local governments have adopted a Local Planning Policy to provide a regulatory framework in conjunction with developing a Heritage List. At present, the Shire has not adopted any local planning policies for the development, alteration or demolition of heritage places.

FINANCIAL IMPLICATIONS –

There are no allocations in the current budget for the implementation of the Strategy. Information relating to the costs associated with the implementation of the Strategy are provided for the Committee's consideration in the draft Implementation Strategy attached to this Report.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

The protection of local heritage is consistent with the aims and objectives of the Strategic Community Plan.

COMMUNITY CONSULTATION –

The Heritage Strategy was developed in consultation with Shire Officers. The review of the Heritage Inventory and subsequent development of a Heritage List will be carried out in consultation with the community and landowners in accordance with Council's Community Engagement Policy.

COMMENT –

Section 12 of the Heritage Strategy relates to the acceptance, implementation and review of the report and forms the basis of the draft Implementation Strategy.

EXECUTIVE SUMMARY –

- Council is required to establish and maintain the Municipal Heritage Inventory.
- Requirement to record Heritage List in Town Planning Scheme.
- Strategy and Implementation provided Pathway to achieving stated objectives.

OFFICER RECOMMENDATION

RESOLUTION: 183-17/18

MOVED Cr Smith SECONDED Cr Stacey

That Council to resolve to: -

1. Receive the Reviewed Quairading Heritage Strategy; and
2. Adopt the Reviewed Quairading Heritage Strategy and Implementation Plan attached to this Report, subject to the Budget Review processes and request the Chief Executive Officer to implement the Strategy.

CARRIED 6/1

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2018

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 6th April 2018

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 as per delegated authority and 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: 184-17/18

MOVED Cr Stacey SECONDED Cr Haythornthwaite

That Council receive the following: -

1. That Schedule of Accounts covering Municipal Vouchers 23441 to 23458 & EFT5159 to EFT5282 & DD12844.1 to DD12844.12 & DD12845.1 to DD12845.12 totalling \$1,3015,549.18 be received; The balance of all other outstanding Sundry Creditors to the 31/03/2018 total \$381,592.71; and
2. That Police Licensing payments for the month of March 2018 totalling \$59,423.35 be received on the 31 March 2018 (Attachment 11.1.2); and
3. That fund transfers to Corporate Credit Card for March 2018 totalling \$2,840.49 be received on the 31 March 2018 (Attachment 11.1.3); and.
4. That Payroll payments for the month March 2018 totalling \$155,816.15 be received; and
5. That fund transfers from Trust account to Municipal account for March 2018 totalling \$1,200.00 be received; and.
6. That the WestNet payment for the month of March 2018 totalling \$7.63 be received.
7. That the Lease payment for the month of March on the CESM Vehicle totalling \$1,775.97 be received

CARRIED 7/0

Council Discussion

The Meeting requested a Summary of the Chief Executive Officer's Leadership Assessment Report be forwarded to all Councillors.

9.2 Fund Balance Report – March 2018

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 6th April 2018

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION –

Reconciled Cash Financial Position as at 31st March 2018

APPLICANT'S SUBMISSION – Nil

BACKGROUND –

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 31st March 2018, 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	\$294,171.15	Reconciled Municipal Balance	<u>\$442,818.53</u>
At Call - Invest. Acc:128224	\$100,000.00	(Plus Outstanding Payments)	<u>\$10,313.84</u>
Childcare Centre Acc:150827	\$7,778.48	(Less Outstanding Deposits)	<u>(\$397.65)</u>
Medical A/c Acc: 111529	\$42,032.93	(Less Outstanding Transport)	<u>(\$3,714.25)</u>
		(Lease over payment awaiting refund)	<u>(\$5,327.91)</u>
		(Unknown Deposit)	<u>\$290.00</u>
Total Municipal	<u>\$443,982.56</u>		<u>\$443,982.56</u>
At Call – Reserve Acc: 129083	\$389,689.25		
T/Deposit-Reserve Acc: 149105	\$1,317,309.16		
T/Deposit-Reserve Acc: 160427	\$456,368.63		
Total Reserves	<u>\$2,163,367.04</u>		<u>\$2,163,367.04</u>
Trust A/c	\$87,981.56	Trust General Ledger	\$87,981.56
	\$0.00	Plus Outstanding Deposits	\$0.00
	\$0.00	Less Outstanding Transfers	\$0.00
Police Licensing	\$3,714.25		\$3,714.25
Total Trust	<u>\$91,695.81</u>		<u>\$91,695.81</u>
	<u>\$2,699,045.41</u>		<u>\$2,699,045.41</u>

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

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS –Strategic Community Plan

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

COMMUNITY CONSULTATION – Nil

RISK MANAGEMENT –

Adopted Risk Management Policy and Risk Management Framework in Place.

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

COMMENT – Fund Balances for the period ending 31st March 2018 as stated above.

OFFICER RECOMMENDATION

RESOLUTION: 185-17/18

MOVED Cr Smith SECONDED Cr Brown

That Council adopt the Reconciled Fund Balances for the period ending 31st March 2018.

CARRIED 7/0

Council Discussion

The Meeting requested further information on the Regional Childcare Project and clarification on the Development Bond held in Trust.

3.36 pm

Council adjourned for Late Afternoon Tea.

4.00 pm

The Council Meeting resumed.

9.3 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st March 2018

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 11th April 2018

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 required Statutory format.

STATUTORY ENVIRONMENT –

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

They have been substituted in accordance 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 31st March 2018 follow.

OFFICER RECOMMENDATION

RESOLUTION: 186-17/18

MOVED Cr McRae SECONDED Cr Smith

That Council adopt the Financial Statements for the period ending 31st March 2018.

CARRIED 7/0

Council Discussion

Cr Haythornthwaite and the Chief Executive Officer provided the meeting with details of the WANDRRA Project with particular emphasis on the prolonged timeframes being experienced on the processing and approval of Council's Claims for reimbursement which was causing cash flow stress for Council.

The Meeting requested that an additional report on WANDDRA Income & Expenditure and the timeframe of Creditors owing be included in Financial Statements to Council. In addition, a Summary of outstanding Rate Debtors to be included in the next Ordinary Council Meeting Agenda.

4.08 pm

Mr Richard Bleakley entered the Meeting.

9.4 Financial Statements – Variation to Budget by Percentage or Value – 31st March 2018

REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 12th April 2018

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 24th 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. Any member of Council is 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.

OFFICER RECOMMENDATION

RESOLUTION: 187-17/18

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31st March 2018.

CARRIED 7/0

9.5 Town Hall Concession Request

REPORTING OFFICER

Date: 19th April 2018

Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Ms Tracey Patton

MATTER FOR CONSIDERATION –

Waiving or Concession of Charges on occupancy on the Town Hall for the “Beyondblue” Fundraiser scheduled for 13th October 2018.

APPLICANT’S SUBMISSION INCLUDED IN AGENDA –

Copy of correspondence from Ms Tracey Patton.

BACKGROUND –

Applicant, Ms Tracey Patton has met with the Chief Executive Officer to inform Council of her Plans to organise a Community Function to raise Funds for the “Beyondblue” Mental Health Charity.

Council is advised that Ms Patton (and a small number of Supporters) have previously organised a “Wheelbarrow Race and Fundraiser event” for the Motor Neurone Disease Research Charity. This Event from Toapin Weir to Town (Ag Hall/Showgrounds) was conducted without incident.

Ms Tracey Patton has sought Financial Assistance from Council in the form of a Concession for the use of the Town Hall and Kitchen/Bar for the “Beyondblue” Fundraiser.

STATUTORY ENVIRONMENT –

Local Government Act Section 6.12 - Council has Authority to approve of any waiver or concession on Fees and Charges (excluding Rates).

POLICY IMPLICATIONS –

Current Policy 7.15 Hall Hiring Concessions: -

“No further additional Hall Hiring concessions be granted for casual hirings.”

MOTION NO. 15-03/04

ORDINARY MEETING OF COUNCIL 31ST JULY 2003

The Current Policy Review Project Recommendation is that the above Policy be repealed and incorporated into Fees & Charges at Council’s Discretion, or could be included in the future as a Delegated Authority to the Chief Executive Officer.

FINANCIAL IMPLICATIONS –

- Income from the Hall Hiring’s – GL2903.
- 2017/2018 Fees & Charges Applicable.
- 75% Concessional Rate for Fundraisers: -
 - Hire \$193.00
 - Kitchen \$69.00
 - Bond Payable \$875.00.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.2	Promote increased participation in the social and cultural life of the community

COMMUNITY CONSULTATION – N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable to this request.

Financial – Assessed as Low Risk
Possible reduced Hall Hire Income.

Health – Low Risk - N/A
Reputation – Assessed as Low Risk

Operation – Low Risk
Hall Bookings – Standard Hall Hiring Conditions Apply.

Natural Environment – Low Risk.

COMMENT –

Applicant is seeking either waiving or a level of Concession on the Facility Hire Charges to ensure maximum Funds are raised and directed to the Mental Health Charity.

Council's existing Policy 7.15 (Adopted 31st July 2003) says Council not to grant further Concession or waiving of casual Facility Hire Charges.

Council's Policy Review Project proposes that the Policy be repealed and that any Concession or waiving be at the sole discretion of Council through Fees & Charges.

As this Item is prior to the finalising of the Policy Review Project, this Matter has been presented for Council's Discretionary Consideration.

EXECUTIVE SUMMARY –

- Local Resident organising a Community Event for Mental Health Charity.
- Community Groups and Clubs will be encouraged to participate.
- Event will be advertised in neighbouring Towns.
- Active Community Social Objective of the Strategic Community Plan achieved with this Event.

OFFICER RECOMMENDATION

That Council: -

- 1. Support the Community Fundraising Event being organised by Ms Tracey Patton for the "Beyondblue" Charity;**
- 2. Waive the Hall & Kitchen Hire Fees totalling \$262.00 (Incl. GST);**
- 3. Waive the Bond Amount of \$875.00 subject to the Applicant being liable for any costs associated with additional cleaning or damage incurred as a result of the Event.**

Council Discussion

Council noted its existing Policy not to grant further concession or waiving of casual Facility/Hire charges.

The Meeting was advised that the current Council's Donations Policy supports young people asking for donation/concession from Council.

A discussion ensued with regard to Council's Grant Funding Scheme versus Donations.

RESOLUTION: 188-17/18

MOVED Cr Smith SECONDED Cr Brown

That Council: -

1. Support the Community Fundraising Event being organised by Ms Tracey Patton for the "Beyondblue" Charity; and
2. The Applicant is invited to apply through the Council's Grant Funding Application Scheme.

CARRIED 7/0

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Strategic Planning Committee Meeting Minutes – 10th April 2018

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer

Date: 17th April 2018

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION –

Minutes of the Strategic Planning Committee.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Copy of Minutes for the 10th April 2018 Meeting are attached.

BACKGROUND –

The Strategic Planning Committee met on 10th April 2018 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP10-17/18
- RESOLUTION: SP11-17/18
- RESOLUTION: SP12-17/18
- RESOLUTION: SP13-17/18

STATUTORY ENVIRONMENT –

Local Government Act 1995

Local Government (Functions and General) 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 Applicable.

For specific Risk Assessment refer to individual Items within the Strategic Planning Committee Minutes.

Financial – N/A

Health – N/A

Reputation – Operation – N/A

Natural Environment – N/A

COMMENT –

Minutes of the 10th April 2018 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

EXECUTIVE SUMMARY –

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

COMMITTEE RECOMMENDATION

RESOLUTION: 189-17/18

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 10th April 2018.

CARRIED 7/0

That Council consider each of the Committee's following recommendations individually: -

Proposal for House and Land packages for Quairading, Cuneata Rise Estate

RESOLUTION: 190-17/18

MOVED Cr Smith SECONDED Cr Shenton

RESOLUTION: SP10-17/18

That the Strategic Planning Committee recommend to Council that: -

1. Council's Participation in the House & Land Package Promotion with Country Builders WA and Ruralco / Primaries be supported;
2. The Selling Price of the 12 vacant Lots at Cuneata Estate be reduced by 15% (on the 27/03/2014 selling Price List) and the Pricing Strategy be reviewed in 6 months; and
3. The Chief Executive Officer to investigate marketing opportunities and the feasibility of subdividing Lot 304.

CARRIED 7/0

Council Discussion

The Meeting was advised that the Pricing Strategy will be reviewed in October 2018.

Waste Management Strategy

RESOLUTION: 191-17/18

MOVED Cr Brown SECONDED Cr Shenton

RESOLUTION: SP11-17/18

That the Strategic Planning Committee recommend to Council that: -

1. Council advertise the current Waste & Recycling Plant Equipment for Expressions of Interest for Disposal;
2. The Waste and Recycling Strategy be placed on hold until June 2021 (3 Years); and
3. That Council continue to advertise and promote its household Recycling Education Strategy with an Ongoing Recycling Effort to reduce Waste at the Landfill.

CARRIED 7/0

Ausplow – Expression of Interest in Lease of WRF Shed

RESOLUTION: 192-17/18

MOVED Cr Haythornthwaite SECONDED Cr Brown

RESOLUTION: SP12-17/18

That the Strategic Planning Committee recommend to Council that: -

1. Council formally Receive Ausplow's Farming Systems Pty Ltd Expression of Interest. to Lease the Waste and Recycling Shed for the purposes of Agricultural Research and Development;
2. That Council endorse the Chief Executive Officer's actions to seek Minister's Approval for Power to Lease Reserve 16375; and
3. Subject to the Outcome of Council's Application, the Chief Executive Officer be authorised to liaise with the Proponent, Ausplow Farming Systems P/L to prepare a Lease Proposal for Council's Consideration.

CARRIED 7/0

Salmon Gum (Wurak/Weerluk) Park/Woodlands Quairading WA

RESOLUTION: 193-17/18

MOVED Cr Smith SECONDED Cr Brown

RESOLUTION: SP13-17/18

That the Strategic Planning Committee recommend to Council that: -

1. Council formally receive the Salmon Gum (Wurak/Weerluk) Park/Woodlands Concept Report;
2. Council support in principle the Salmon Gum (Wurak/Weerluk) Walk Trail/Woodlands Concept as a staged Project;
3. Council request that the Parkland Interest Working Group be formalised and incorporate the current Park Concept Working Group on Planning & Design, and any identified Funding Opportunities for the Concept Area; and
4. That the Salmon Gum (Wurak/Weerluk) Park/Woodlands Concept be listed as a Standing Agenda Item in the Strategic Planning Committee Agenda.

CARRIED 6/1

10.2 Chief Executive Officer Performance Review Process

REPORTING OFFICER

Date: 17th April 2018

Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Nil.

MATTER FOR CONSIDERATION –

The Appointment of a suitable Consultant to assist Council with the conduct of the Chief Executive Officer's Performance Review Process and to assist Council with the establishment of the Key Performance Indicators for 2018/2019.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Copy of Mrs Marg Hemsley's and Mr John Phillip's Proposals.

BACKGROUND –

That Council at its March 2018 Ordinary Council Meeting: -

RESOLUTION: 168-17/18

"RESOLUTION: AR9-17/18

That the Audit and Risk Committee Recommend to Council: -

- 1. That Council approach Consultants, Mrs Marg Hemsley and Mr John Phillips to provide a Consultant's Proposal for the Chief Executive Officer's Performance Process for Council's consideration.*
- 2. The Review be conducted in July 2018."*

The Chief Executive Officer wrote to both Consultants inviting them to submit Proposals for Council's Consideration.

STATUTORY ENVIRONMENT –

Local Government Act 1995

POLICY IMPLICATIONS –

Audit & Risk Committees Terms of Reference: -

"7.7 CEO Performance Appraisal

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

FINANCIAL IMPLICATIONS –

Cost to Council to engage an external Consultant to oversee the Chief Executive Officer's Performance Review Process and establish the Key Performance Indicators. Budget Allocation to be in GL0372.

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 for this Item.

Financial – Assessed Low Risk

As competitive Consultant Proposals have been sought from two (2) Consultants. Budget Provision in 2017/2018 Adopted Budget and 2018/2019 Draft Budgets.

Health – Low Risk

Reputation – Assessed as Low Risk

Review is a Statutory Compliance Requirement. Failure to undertake CEO Performances Review will result in non-compliance which may impact on the Organisational Reputation.

Operation – Low Risk

Natural Environment – N/A.

COMMENT –

Both Consultants have submitted their respective Proposals detailing Methodology and Delivery Timeframes and Consultant Fees Applicable.

EXECUTIVE SUMMARY –

- Statutory Compliance to undertake Annual CEO Performance Review
- Pursuant to Section 5.38 of the Local Government Act 1995.

OFFICER RECOMMENDATION

That Council: -

1. Engage _____ to assist Council with the Chief Executive Officer's Performance Review Process for the 2017/2018 Year and establish the Key Performance Indicators for the 2018/2019 Year.
2. Subject to the Local Government Act, the agreed Appraisal Process for the 2017/2018 Year to be completed by the 31st July 2018.

RESOLUTION: 194-17/18

MOVED Cr Haythornthwaite SECONDED Cr Smith

That Council: -

1. Engage John Phillips Consulting to assist Council with the Chief Executive Officer's Performance Review Process for the 2017/2018 Year and establish the Key Performance Indicators for the 2018/2019 Year.
2. Subject to the Local Government Act, the agreed Appraisal Process for the 2017/2018 Year to be completed by the 31st July 2018.

CARRIED 4/3

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

13.0 Information Bulletin – April 2018

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer

Date: 17th April 2018

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: 195-17/18

MOVED Cr Stacey SECONDED Cr McRae

That Council receive the April 2018 Information Bulletin.

CARRIED 7/0

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 Quairading and Districts Sport & Recreation Council Meeting Minutes - 16th April 2018

13.6 Old School Working Group Meeting Minutes – 3rd April 2018

OTHER OFFICERS' REPORTS

13.7 Manager of Health and Building Services

13.8 Grants and Project Officer'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 Media Statements - Kim Beazley appointed as new Governor of Western Australia

13.13 WALGA Quarterly Overview Report

ITEM 14 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 196-17/18

MOVED Cr Haythornthwaite SECONDED Cr Brown
That Council accept new urgent Councillors Business.

CARRIED 7/0

Minor Review of Heritage Strategy

Cr Smith proposed that the Scope of the "Minor Review" of the Heritage Strategy to be conducted annually should include the following Items to track the progress of the Project.

RESOLUTION: 197-17/18

MOVED Cr Smith SECONDED Cr Haythornthwaite

That the Chief Executive Officer present a Review Report to Council annually in March on the Heritage Strategy and Implementation Plan, including the following Matters: -

- Project Report versus Implementation
- Recommended Changes
- Justification for any Changes or adjustments of Timeframes
- Items for Budgetary Consideration
- Steps for the 12 months ahead.

CARRIED 5/2

WANDRRA Report

Cr Stacey enquired about the progress of the WANDRRA Repair Project.

The Chief Executive Officer advised the Meeting that the WANDRRA Project was 8 –10 weeks beyond the 12 months initially projected but well under the Project Cost Estimates and that progress in coming months would be subject to the weather.

Standing Orders – Local Laws

Following the Strategic & Governance Workshop in York, Cr Smith and Cr Haythornthwaite requested that Council consider the adoption of Standing Orders.

RESOLUTION: 198-17/18

MOVED Cr Smith SECONDED Cr Haythornthwaite

That the Chief Executive Officer investigate 'like-size' Councils and review their Standing Orders and present a Report to the July 2018 Ordinary Council Meeting.

CARRIED 5/2

Biodiversity – Rare Flora within Shire Reserve Management/Cost

Cr McRae asked if the declared rare flora relocated into the District will be managed by the State or Shire.

The Chief Executive Officer advised the Meeting that there will be no cost to Council with regard to the relocation and overall conservation of the Banksia Cuneata within the identified Shire Reserves and unallocated Crown Land.

Minor Changes to Policies

The Meeting requested that any minor wording changes approved by Council in the future be recorded in the Minutes of the Meeting.

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

No matters for consideration.

ITEM 16 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 31st May 2018, commencing at 2 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked the Councillors, Staff and Mr Haythornthwaite for their attendance.

ITEM 17 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.21 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th April 2018 were confirmed on 31st May 2018 as recorded on Resolution No. _____

Confirmed..... 31/05/18