



# Shire of Quairading

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*Ordinary Council Meeting Minutes*

31<sup>st</sup> May 2018

# Disclaimer

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## **Disclaimer**

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# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 31<sup>st</sup> May 2018 commencing at 2.00 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.00 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, Mrs Hemsley of LG People and Culture and Mr Haythornthwaite to the Meeting.

One (1) Minute Silence was observed for the Late Mrs Anne Hawksley and Mrs Sue Fardon on their Passing.

The Shire President advised the Meeting that Sergeant John Hancock had been invited to the Council Meeting to address Council on Police Issues.

Consultant Marg Hemsley will apprise Council on the proposed Workforce Plan and Community Service Review.

Afternoon Tea will provided by “Biggest Morning Tea” to help raise vital money for people affected by cancer, kindly bring along a Gold Coin Donation.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

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

### Council Officers

Mr A Cooper	Acting Chief Executive Officer
Mr AJ Merillo	Deputy Chief Executive Officer
Mr A Rourke	Manager of Works & Services
Mr RM Bleakley	Economic Development Project Officer
Mrs A Strauss	Chief Executive Officer's Secretary

### Observers/Visitor

Mr John Haythornthwaite	
Mrs Marg Hemsley	LG People and Culture
Sergeant John Hancock	(from 2.10 pm to 2.34pm)
Senior Constable Deb Andrews	(from 2.10 pm to 2.34pm)

### Apologies

Nil.

### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

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The following question submitted by Mr John Haythornthwaite was taken on notice at the Council Meeting held Thursday 26<sup>th</sup> April 2018.

#### Question

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

#### Response

The Chief Executive Officer advised that the question would be taken on notice and a written response provided.

#### Additional Information

The Tyres were purchased for the Community Emergency Service Manager's Vehicle Registration Number 1GJI253 at a Cost of \$1280.00 (incl. GST)

### **Mr John Haythornthwaite**

#### Question

Previous payments valued at \$7,500 and EFT 5333 Alltools (WA) PTY LTD at \$4,384 and EFT Alltools (WA) PTY LTD at \$2,305.98 coming to a total of \$14,189.98 for Tools at the Works Depot. How did the Shire operate previously without the newly purchased tools or are they replacement tools?

#### Response

For the Works Depot daily operations, new tools were purchased to enable Staff to carry out maintenance work on Plant and Infrastructure as required. Some items were replacements of existing tools that had become worn and not safe to operate.

#### Question

EFT5288: Concrete Saw at \$3,647. What was the Concrete Saw purchased for?

#### Response

The Concrete Saw was purchased to cut reinforced concrete culvert pipes and other concrete products as required.

#### Question

Credit Card purchase for the month detailed 'Household Appliance Stores" at \$657. What were the industrial vacuum cleaners purchased for?

#### Response

The purchase was for 3x commercial Grade Pullman Vacuum Cleaners for the Administration Office, Shire Hall and Community Building.

### ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Sergeant John Hancock introduced Senior Constable Deb Andrews and informed Council that she has been working in the Shire for the past 5 months.

Sergeant John Hancock [*as part of a regular update to Council,*] informed Council on an operation targeting the sale and supply of illicit drugs across several districts including the Wheatbelt, and that a 3-month drug investigation was initiated by Quairading Police. A total of 11 people have been charged with 60 drug related offences [*in the region*] and are due to appear in court at a later date.

Sergeant John Hancock further expounded on the New Commissioner's Mr Chris Dawson vision for the Police Force to target Youth Crime through engagement. The focus is to engage all Stakeholder in Town and target Youth in a positive way.

Sergeant John Hancock said that they have met with Quairading Aged Retired Residents and Seniors (QARRAS), the Shire's Youth Officer and the Quairading District High School and said that the feedback has been overwhelmingly positive.

The Districts have commenced with setting up Youth Councils where they will meet with students on a monthly basis, and engage with all the Youth Councils together twice a year to find out their concerns and come up with strategies to prevent crime.

Cr Davies thanked Sergeant John Hancock and Senior Constable Deb Andrews for taking the time to speak to Council.

**2.34 pm**

Sergeant John Hancock and Senior Constable Deb Andrews left the Meeting.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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### 5.1 Application for Leave of Absence – Cr Stacey

An Application for Leave of Absence has been received from Cr Stacey for the period 10<sup>th</sup> August 2018 to 31<sup>st</sup> August 2018 (inclusive).

#### **RESOLUTION: 200-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Shenton

That Cr Stacey be granted Leave of Absence from Council and Committee Meetings for the period of 10<sup>th</sup> August 2018 to 31<sup>st</sup> August 2018 (inclusive).

**CARRIED 8/0**

## ITEM 6 DECLARATIONS OF INTEREST

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

Nil, at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 7.1 Confirmation of Minutes – 26<sup>th</sup> April 2018

#### **RESOLUTION: 201-17/18**

MOVED Cr McRae SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 26<sup>th</sup> April 2018 be confirmed as a true and accurate record of that Meeting subject to the following correction: -

#### **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

Corrected to: -

#### **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 **16735**; 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

- That the Reserve Number be corrected to Reserve 16735.

CARRIED 8/0

### 7.2 Confirmation of Minutes – 22<sup>nd</sup> May 2018

#### **RESOLUTION: 202-17/18**

MOVED Cr Brown SECONDED Cr Smith

That the Minutes of the Special Meeting of Council held on the 22<sup>nd</sup> May 2018 be confirmed as a true and accurate record.

CARRIED 8/0

### **7.3 Business Arising**

#### **Chief Executive Officer Performance Review Process**

Cr Haythornthwaite, with reference to Resolution 194-17/18 'point 2' raised concern in regard to meeting the deadline set by the Resolution.

The Acting Chief Executive Officer Mr Allen Cooper advised the Meeting that an Agenda Item for the CEO Performance Review Process will be prepared for the June 2018 Ordinary Council Meeting.



ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

**9.1      Accounts for Payment – April 2018**

REPORTING OFFICER

Tony Merillo    Deputy Chief Executive Officer

Date: 4<sup>th</sup> May 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 9.1.1/2/3

## **OFFICER RECOMMENDATION**

### **RESOLUTION: 203-17/18**

MOVED Cr McRae SECONDED Cr Brown

That Council receive the following:

1. That Schedule of Accounts covering Municipal Vouchers 23459 to 23475 & EFT5283 to EFT5365 & DD12891.1 to DD12844.12 & DD12892.1 to DD12892.12 totalling \$730,282.28 be received; The balance of all other outstanding Sundry Creditors to the 30/04/2018 total \$165,428.77; and
2. That Police Licensing payments for the month of April 2018 totalling \$63,619.95 be received on the 30 April 2018 (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for April 2018 totalling \$692.00 be received on the 30 April 2018 (Attachment 9.1.3); and.
4. That Payroll payments for the month April 2018 totalling \$164,402.52 be received; and
5. That fund transfers from Trust account to Municipal account for April 2018 totalling \$1,929.75 be received; and.
6. That the WestNet payment for the month of April 2018 totalling \$29.95 be received.
7. That the Lease payment for the month of April on the CESM Vehicle totalling \$1,775.97 be received

**CARRIED 8/0**

## 9.2 Fund Balance Report – April 2018

### REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 7<sup>th</sup> May 2018

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION –

Reconciled Cash Financial Position as at 30<sup>th</sup> April 2018

APPLICANT'S SUBMISSION – Nil

BACKGROUND –

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 30<sup>th</sup> April 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	\$30,169.13	Reconciled Municipal Balance	<b><u>\$171,616.97</u></b>
At Call - Invest. Acc:128224	\$100,000.00	(Plus Outstanding Payments)	<b><u>\$2,973.35</u></b>
Childcare Centre Acc:150827	\$8,778.40	(Less Outstanding Deposits)	<b><u>(\$2,352.80)</u></b>
Medical A/c Acc: 111529	\$30,788.64	(Less Outstanding Transport)	<b><u>(\$2,501.35)</u></b>
<b>Total Municipal</b>	<b><u>\$169,736.17</u></b>		<b><u>\$169,736.17</u></b>
At Call – Reserve Acc: 129083	\$389,860.07		
T/Deposit-Reserve Acc: 149105	\$1,317,309.16		
T/Deposit-Reserve Acc: 160427	\$456,368.63		
<b>Total Reserves</b>	<b><u>\$2,163,537.86</u></b>		<b><u>\$2,163,537.86</u></b>
Trust A/c	\$86,308.46	Trust General Ledger	\$86,308.46
	\$0.00	Plus Outstanding Deposits	\$0.00
	\$0.00	Less Outstanding Transfers	\$0.00
Police Licensing	\$2,501.35		\$3,501.35
<b>Total Trust</b>	<b><u>\$88,809.81</u></b>		<b><u>\$88,809.81</u></b>
	<b><u>\$2,422,083.84</u></b>		<b><u>\$2,422,083.84</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> April 2018 as stated above.

**OFFICER RECOMMENDATION**

**RESOLUTION: 204-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council adopt the Reconciled Fund Balances for the period ending 30<sup>th</sup> April 2018.

**CARRIED 8/0**

### **9.3 Financial Information – Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> April 2018**

#### REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 7<sup>th</sup> May 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 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 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 30<sup>th</sup> April 2018 follow.

#### **OFFICER RECOMMENDATION**

#### **RESOLUTION: 205-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Smith

That Council adopt the Financial Statements for the period ending 30<sup>th</sup> April 2018.

**CARRIED 8/0**

## 9.4 Financial Statements – Variation to Budget by Percentage or Value – 30<sup>th</sup> April 2018

### REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date – 7<sup>th</sup> May 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 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. 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: 206-17/18

MOVED Cr McRae SECONDED Cr Brown

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> April 2018.

**CARRIED 8/0**

## 9.5 Review of Fees & Charges 2018/2019

### REPORTING OFFICER

Tony Merillo Deputy Chief Executive Officer

Date: 14<sup>th</sup> May 2018

DISCLOSURE OF INTEREST - Nil

OWNER/APPLICANT - Nil

MATTER FOR CONSIDERATION –

Endorsement of Proposed 2018 / 2019 Fees & Charges.

APPLICANT'S SUBMISSION - Nil

BACKGROUND:

As part of the annual budget formation Council must resolve the quantum of fee & charges that will apply to its services.

STATUTORY ENVIRONMENT -

**Local Government Act 1995, Section 6.15, covers the ability of Local Government to receive Revenue and Income.** (1) A Local Government may receive revenue or income for (111) fees and charges.

**6.16, Imposition of Fees and Charges** (1) A Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

**6.17 Setting the level of Fees and Charges** (1) In determining the amount of a fee or charge for a service or for goods a Local Government is required to take into consideration the following factors –

- (a) the cost to the Local Government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

POLICY IMPLICATIONS - Nil

FINANCIAL IMPLICATIONS - 2018 / 2019 Budget Estimates

STRATEGIC IMPLICATIONS - Strategic Community Plan

Corporate Business 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. A Complete Review of All Council Fees & Charges to be applied in the 2018 / 2019 Financial Year is provided to Council for Assessment and Adoption. Risk Ranking – Low due to Checking Procedures implemented through Budget Workshop assessment to ensure Cost Recovery is Achieved.

COMMENT –

Council is requested to review the 2018 / 2019 Fees and Charges. A spreadsheet setting out the 2017 / 2018 fee structure together with recommendations for increases to apply in 2018 / 2019 is attached.

In the past to streamline the review process and in order to provide consistency in achieving our fees and charges a minimum increase was tied to the annual CPI increase rounded to the nearest \$0.50 where ever possible. This practice as a result of low CPI rates has not recovered Council costs in providing the service and in some incidences values have remained stagnant for some years.



A comprehensive review of all Fees & Charges has been undertaken by the Executive Team and Staff with consideration being given to neighbouring Shire, applied rates.

CPI for the March 17 – March 18 period is 0.9%

Council when considering the charge rate to apply should also factor in a component for replacement of the asset when needed.

## OFFICER RECOMMENDATION

### RESOLUTION: 207-17/18

MOVED Cr McRae SECONDED Cr Smith

That a cost recovery increase to the 2017 / 2018 Fees and Charges be applied in adopting the 2018 / 2019 Fees and Charges with the following amendments: -

#### Factory Unit Rental per Week

'New Business to Town 1 Year Tenancy 25% Discount on Rent' be changed to 'New Business to Town 1 Year Tenancy Discount to be presented to Council for consideration'.

#### Community Resource Centre Building Charges

<b><u>Community Groups</u></b>				
Any Of the Above Rooms – up to and Including ( <b>First 3 Hrs</b> )	<b>\$30.00</b>	\$27.27	\$2.73	<b>\$30.00</b>
Any Of the Above Rooms – up to and Including ( <b>After First 3 Hrs</b> )	<b>\$60.00</b>	\$54.55	\$5.45	<b>\$60.00</b>
<b><u>All Other Hirers</u></b>				
Any Of the Above Rooms - up to and Including ( <b>First 3 Hrs</b> )	<b>\$50.00</b>	\$45.45	\$4.55	<b>\$50.00</b>
Any Of the Above Rooms – up to and Including ( <b>After First 3 Hrs</b> )	<b>\$80.00</b>	\$72.73	\$7.27	<b>\$80.00</b>

To be changed to: -

<b><u>Community Groups</u></b>				
Any Of the Above Rooms - Hourly Rate	<b>\$0.00</b>	\$9.09	\$0.91	<b>\$10.00</b>
<b><u>All Other Hirers</u></b>				
Any Of the Above Rooms - Hourly Rate	<b>\$0.00</b>	\$15.45	\$1.55	<b>\$17.00</b>

**CARRIED 8/0**

## Council Discussion

The Meeting requested feedback at the June 2018 Ordinary Council Meeting on the Netball Club Fees and Structure.

## 9.6 Salaries and Allowances Tribunal (SAT) – Local Government CEO’s and Elected Members Remuneration

REPORTING OFFICER

Date: 22<sup>nd</sup> May 2018

Tony Merillo – Deputy Chief Executive Officer

DISCLOSURE OF INTEREST –

CEO Remuneration will be the subject of CEO Performance Review Process

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION –

Council to consider Elected Member Meeting Fees and Allowances for the 2018/19 Year.

APPLICANT’S SUBMISSION INCLUDED IN AGENDA –

- 1) Copy of the Salaries and Allowances Tribunal’s Determination effective 1<sup>st</sup> July 2018
- 2) Copy of Email received from Mr Luke Cullen, Senior Policy officer, Salaries and Allowances Tribunal

BACKGROUND –

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

The State Government had announced a Wages Policy with the following Key Parts:-

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

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

STATUTORY ENVIRONMENT –

Local Government Act and Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS –

Subject to Council Resolution, 2018/2019 Budget will need to reflect the Meeting Fee Level and Shire President’s Allowance determined by Council.

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

2018/2019 Meeting Fees within Budget provision.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

## COMMENT –

The Salaries and Allowances Tribunal in its Determination dated 10<sup>th</sup> April 2018 has Concluded as follows: -

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

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

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

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

The Current Meeting Fees (2017/18) are as follows: -

### Council Meetings

Shire President	\$463
Councillors	\$225

### Committee Meetings (and Other Prescribed Meetings)

All Councillors \$80

Council’s Current Budget for Meeting Fees (and other Expenses Claimed) is \$32,992 per Annum and \$508 for the Shire President’s Allowance. It is estimated that the Members Fees & Allowance Expense (GL0322) to the 30<sup>th</sup> June 2018 will total \$37,503.

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

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

The Annual Shire President’s Allowance can be within the Range of \$508 to \$19,864. Council’s current Shire President’s Annual Allowance is \$508.00 in the 2017/2018 Year.

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

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

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

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

## EXECUTIVE SUMMARY –

1. Council in the past has supported a Meeting Attendance Fee (per Meeting) rather than an Annual Attendance Fee. It is highlighted that 41 of the 144 Local Governments (out of a possible 148 Councils) pay a Per Meeting Fee with 34 Band 4 Councils paying their Councillors in this manner.
2. Council to note the Salaries and Allowances Tribunal’s Determination that the Band 4 Ranges have not been increased by the Salaries and Allowances Tribunal. Council is to determine the Meeting Attendance Fees to be paid for the 2018/19 Year.
3. In 2017/2018, Council retained the same Meeting Fee as paid in 2016/2017 and 2015/2016
4. Council to note the State Government’s recently announced Wages Policy for Positions determined by SAT.
5. The Shire President’s Allowance of \$508 is the Minimum Payable within Band 4

6. Council has not previously supported an Allowance for the Deputy Shire President.
7. ICT (Information and Communications Technology) Costs are continuing to increase especially as Council has a Strategy of Agendas and Minutes being published on Council's Website Portal.

#### **OFFICER RECOMMENDATION**

**Submitted for Council's determination of: -**

- 1. Meeting Fee or an Annual Allowance payable to Elected Members;**
- 2. Level of Remuneration within Band 4; and**
- 3. Shire President's Allowance**
- 4. Deputy Shire President's Allowance \$ \_\_\_\_\_**
- 5. ICT Allowance payable to Elected Members \$ \_\_\_\_\_**

**for the 2018/2019 Year.**

**VOTING REQUIREMENTS** – Absolute Majority for Items 1 (Annual Allowance), 4 & 5

#### **RESOLUTION: 208-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Shenton

That Meeting Fees and Allowances for 2018/2019 be as follows: -

1. Shire President – Council Meeting \$ 439.85  
Shire President – Committee Meetings \$ 76.00  
Councillors – Council Meeting \$ 213.75  
Councillors – Committee Meetings \$ 76.00
2. Level of Remuneration within Band 4; and
3. Shire President's Allowance remain the same at \$ 508.00.

**CARRIED BY ABSOLUTE MAJORITY 7/1**

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 WALGA – Notice of Annual General Meeting

REPORTING OFFICER

Date: 22<sup>nd</sup> May 2018

Tony Merillo – Deputy Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT –

Ricky Burges, CEO of WA Local Government Association (WALGA)

MATTER FOR CONSIDERATION –

Notice of the Association's Annual General Meeting and Call for Member Councils Motions and Registration of voting delegates.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Copy of WALGA correspondence attached.

BACKGROUND –

The 2018 Annual General Meeting of the WA Local Government Association will be held on Wednesday, 1<sup>st</sup> August 2018 as part of the Local Government Convention in Perth.

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

The deadline for the Submissions of Member Council's General Motions is Tuesday, 5<sup>th</sup> June 2018 and Registration of voting delegates is required by Monday, 2<sup>nd</sup> July 2018.

STATUTORY ENVIRONMENT –

WALGA Constitution

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS –

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

COMMUNITY CONSULTATION – N/A

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

Financial - Low Risk

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT –

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

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

Council's WALGA/CCZ Delegates are: -

Voting Delegate 1, Shire President, Cr Davies

Voting Delegate 2, Deputy Shire President, Cr McGuinness

Proxy 1, Cr McRae

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

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

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

EXECUTIVE SUMMARY –

- WALGA AGM to be held on Wednesday, 1<sup>st</sup> August 2018
- Council entitled to have Two Voting Delegates.
- Subject to availability of Shire President and Deputy Shire President, Council to ascertain who will be attending this Year's WALGA Annual General Meeting.

**OFFICER RECOMMENDATION**

- 1. Seeking Council direction on any Motions it wishes to have developed for submission to the WA Local Government Association.**
- 2. Council to discuss which Elected Members are able to attend the Annual General Meeting and the Local Government Convention.**

**RESOLUTION: 209-17/18**

MOVED Cr McRae SECONDED Cr Brown

That Council authorise the Acting Chief Executive Officer to prepare a paper for the WALGA AGM on the contractual short term employment of an Acting Chief Executive Officer.

**CARRIED 8/0**

**RESOLUTION: 210-17/18**

MOVED Cr Smith SECONDED Cr Shenton

That Council approve the attendance of the following Councillors for the AGM and Local Government Convention: -

Cr Wayne Davies      Voting Delegate

Cr Peter Smith      Voting Delegate

Cr Bill Shenton      Proxy Delegate

Cr Lyall Brown      Proxy Delegate

Cr Jill McRae

**CARRIED 8/0**

## 10.2 Community Services Review and Workforce Plan

REPORTING OFFICER

Date: 24<sup>th</sup> May 2018

Margaret Hemsley – Consultant (LG People and Culture)

On behalf of Senior Officer, Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION –

Community Services Review and Workforce Plan Progress to Date.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

- Working Draft Shire of Quairading Workforce Plan
- Case Study for Administration and Customer Service Office Position
- Community Services, Economic Development and Tourism Review.

BACKGROUND –

Consultant was engaged on a fixed term contract to review the organisational culture, structure and workforce and to develop a Workforce Plan as part of the Integrated Planning and Reporting process that resources the Corporate Plan to achieve the goals and objectives of the Strategic Community Plan.

STATUTORY ENVIRONMENT –

S5.56(1) of the *Local Government Act (1995)*

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS –

Potential adjustments to employment budget in staffing and training area.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: - Active, healthy, safe and inclusive community

Economic - Growing economy and employment opportunities

Inclusive community - Strong governance and community engagement

Governance - Continual improvement in IPR, transparency and accountability.

COMMUNITY CONSULTATION –

Consultation with CRC and review of community consultation outcomes from engagement in the strategic planning processes.

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

Financial - Low Risk with proposed structure and strategies increasing efficiency and effectiveness

Health – Low Risk – reduction in stress levels

Reputation – Low Risk

Operation – Medium Risk if resources are not available to meet strategic, operational and compliance needs

Natural Environment – Low Risk.

## COMMENT –

The Workforce Plan is an informing document that reviews internal and external environments on a four-yearly basis, reviews issues risks and gaps in current workforce and determines workforce requirements for the short and long-term future.

As part of this process the consultative community services review has been carried out. The aim was to seek clarity of the roles played by the Shire and the CRC and other key stakeholders in delivering services, support or development to address needs and aspirations of the Community and Businesses in the Shire of Quairading.

The outcome will inform workforce planning and strategy development to ensure the Shire has the appropriate and sufficient resources in place at the applicable time to achieve organisational and community goals and objectives.

## EXECUTIVE SUMMARY –

- Consultant engaged in October 2017 to review the organisation and culture and develop a Workforce Plan
- Initial review identified issues relating to stress, workload, non- clarity of roles and tasks, capacity issues in administration and flat structure with too many people reporting to the CEO and risks relating to potential staff turnover.
- The community gave a low rating to the customer service levels of the Shire in the community engagement activities of the Shire's strategic planning processes
- The Community Development Officer resigned in late 2017 and it was determined that the role would not be reappointed until a review of roles and capacity on Community Services, Community Development, Economic Development and Tourism was carried out.
- The opportunity to use the budget allocation for the CDO position to address immediate capacity and workload issues for the rest of the financial year enacted with a short-term contract in administration and increased hours of work for the Youth Officer, an interim line management structure that included these changes was approved, to be reviewed by June 2018. This was to include a case study of the benefits of the part time admin and customer service position.
- Council required that there be an increased strategic focus of the Senior Management to better support the CEO
- The Community Services Review would determine if the CDO position should be filled in the next financial year, and the findings did not support re-employing this role for the foreseeable future.
- Agenda attachments show the outcomes of the interim structure and roles and the community services review which clarifies current roles and relationships and gives initial direction for further discussion on this issue.

## OFFICER RECOMMENDATION

- 1. That Council consents to the formalisation of the interim organisational structure for the next financial year with training and succession planning strategies to increase the strategic focus at a Senior Management Level.**
- 2. That Council support continuing collaborative consultation between the CRC and the Shire to determine the most cost effective and efficient way to meet the goals and objectives of the Strategic Community Plan and further enhance working relationships with the Community Resource Centre Team.**



**3.34 pm**

Council adjourned for afternoon tea.

**4.02 pm**

The Council Meeting resumed.

**RESOLUTION: 211-17/18**

MOVED Cr McGuinness SECONDED Cr Smith

That the Community Services, Tourism and Economic Development Review be presented to the CRC MOU Working Group for consideration.

**CARRIED 8/0**

**Reason for Decision**

Council agreed that it was appropriate that the Community Services, Tourism and Economic Development Review document be referred to the CRC MOU Working Group for finalisation.

**RESOLUTION: 212-17/18**

MOVED Cr Smith SECONDED Cr McGuinness

That Council consents to the formalisation of the interim organisational structure for the next financial year with training and succession planning strategies to increase the strategic focus at a Senior Management Level.

**CARRIED 8/0**

## 10.3 Bush Fire Advisory Committee Meeting Minutes – 12<sup>th</sup> April 2018

REPORTING OFFICER

Date: 23<sup>rd</sup> May 2018

Daniel Birleson – Community Emergency Services Manager

SENIOR OFFICER

Tony Merillo – Deputy Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading Bush Fire Advisory Committee.

MATTER FOR CONSIDERATION –

Minutes of the Bush Fire Advisory Committee Meeting.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA –

Copy of Minutes for the 12<sup>th</sup> April 2018 Bush Fire Advisory Committee and Terms of Reference Attached.

BACKGROUND –

The Shire of Quairading Bush Fire Advisory Committee (BFAC) is a legislated committee of Council. Previous iterations of the BFAC have functioned under the Shire of Quairading broadly defined Terms of Reference for Committees of Council.

The Bush Fire Advisory Committee met on 12<sup>th</sup> April 2018 from which there is one (1) recommendation for Council consideration, namely: -

- RESOLUTION: FCO7– 17/18

*“That Council endorse the Terms of Reference developed for the Bush Fire Advisory Committee.”*

A Terms of Reference (TOR) for this specific Committee has been developed and the BFAC recommends the TOR for endorsement by Council.

STATUTORY ENVIRONMENT –

Bushfires Act 1954

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

**Social Objective: Active, healthy, safe and inclusive community**

ITEM	OUTCOMES AND STRATEGIES
S3	Safe community
S3.1	Support emergency services planning, risk mitigation, response and recovery

**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 –

The Item was discussed with the Bush Fire Advisory Committee and affects the Committee internally. No further Community consultation has taken place.

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

Internal risk assessed, procedural issues only, nil risk anticipated.

Financial - Low Risk

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT –

Minutes of the 12<sup>th</sup> April 2018 Meeting of the Bush Fire Advisory Committee include one (1) recommendation to Council.

EXECUTIVE SUMMARY –

Acceptance of the Minutes and recommendation from the Shire of Quairading Bush Fire Advisory Committee which took place on the 12<sup>th</sup> April 2018.

### **OFFICER RECOMMENDATION**

#### **RESOLUTION: 213-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Smith

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 12<sup>th</sup> April 2018

**CARRIED 8/0**

**That Council consider the Committee's following recommendation: -**

### **Bush Fire Advisory Committee Terms of Reference**

#### **RESOLUTION: 214-17/18**

MOVED Cr McRae SECONDED Cr Stacey

*RESOLUTION: FC07 – 17/18*

That Council endorse the Terms of Reference developed for the Bush Fire Advisory Committee.

**CARRIED 8/0**

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12 MATTERS FOR CONSIDERATION – WORKS

### 12.1 The Feasibility of Purchasing High pressure Culvert Cleaner Pump Unit

REPORTING OFFICER

Date: 22<sup>nd</sup> May 2018

Allan Rourke – Manager of Works & Services

SENIOR OFFICER

Tony Merillo – Deputy Chief Executive Officer

DISCLOSURE OF INTEREST – Nil.

OWNER/APPLICANT – Shire of Quairading

MATTER FOR CONSIDERATION –

For Council to consider the feasibility to purchase a high pressure culvert cleaner pump unit.

APPLICANT'S SUBMISSION INCLUDED IN AGENDA – Nil.

BACKGROUND –

In the Shire of Quairading adopted Budget 2017/2018 an allocation of \$27,282.00 was included for the purchase a high-pressure culvert cleaner pump unit.

Council has requested information regarding the feasibility to purchase this item.

STATUTORY ENVIRONMENT –

Local Government Act 1995.

POLICY IMPLICATIONS –

Council's Purchasing Policy (Policy 2.20)

FINANCIAL IMPLICATIONS –

The cost of the high pressure culvert cleaner pump unit has been included in Council 's Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

**Built Environment Objective: Planning and infrastructure to meet the needs of the community**

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry

COMMUNITY CONSULTATION – N/A

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

Financial - Medium Risk

Engaging a Contractor will have a financial implication to the operating budget.

Health – Low Risk

Reputation – High Risk

The Community perception that the Shire is not maintaining Road infrastructure to a standard that is required.

Operation – Low Risk

Part of planned maintenance in the operational works department.

Natural Environment – Low Risk.

## COMMENT –

The Council is responsible for the maintenance of its local roads and infrastructure which includes culverts and drainage within the shire of Quairading.

On inspections carried out, many of the Shires culverts have had little maintenance carried out in the past with only reactive maintenance when flooding over the pavement areas has occurred. Repairs and maintenance of the road structures is being carried out without culverts being unblocked, silt and debris being cleared. This is also a major concern regarding the safety of road users.

Planned culvert maintenance is required to unblock, clean inlets and outlets and downstream drains to allow the unrestricted flow of storm water.

If maintenance is not carried out water will cross and pond over the roads causing pavement failures and scouring which require repairs at substantial cost when taking into account the need for mobilisation of plant, staff and materials.

Water not being able to follow its natural course will ultimately make the existing culvert structure redundant and a new culvert replacement will need to be installed at an additional expense.

Maintenance is the most cost effective solution to extend the life of the road pavement and structures.

The Manager of Works and Services has planned culvert maintenance costed for a period of 8 weeks for staff and plant at a daily cost of \$2,800.00 cleaning on average six structures per day.

I have sourced a quote from Contractors at a daily cost \$7,250 plus GST and they have proposed cleaning an average of six culvert structures per day.

The Shire of Quairading has 801 culvert structures 450mm or less in diameter throughout its road network.

## EXECUTIVE SUMMARY –

The culvert cleaning undertaken by Council Staff would be more cost effective than contracting services out for the work to be undertaken, and being planned maintenance will not impact on Capital projects that require Staff time and Plant.

Having the culvert cleaner would allow the flexibility to be able to undertake culvert maintenance in a timely manner without procuring contractors that would not be able mobilised immediately.

## OFFICER RECOMMENDATION

### RESOLUTION: 215-17/18

MOVED Cr Brown SECONDED Cr Shenton

That Council authorise the purchase of the high pressure culvert cleaner pump unit as documented in the Shire of Quairading adopted Budget 2017/2018.

**LOST 1/7**

### Reason for Decision

Council discussion indicated that further supporting information was required. Council requested a feasibility study on the purchase of a Culvert Cleaner be undertaken with regard to the Maintenance and Long Term Usage versus Cost Benefit.

### RESOLUTION: 216-17/18

MOVED Cr Smith SECONDED Cr Brown

That Council: -

1. Support the continued investigation of purchasing a high pressure Culvert Cleaner Pump Unit: -
  - (a) Determination of an appropriate size capacity Culvert Cleaner; and
  - (b) Presentation of whole of life costing.
2. All information be presented back to Council once the investigation has been completed.

**CARRIED 8/0**

**13.0 Information Bulletin – May 2018**

REPORTING OFFICER

Graeme Fardon – Chief Executive Officer

Date: 22<sup>nd</sup> May 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 –

**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 – 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: 217-17/18**

MOVED Cr Haythornthwaite SECONDED Cr Brown

That Council receive the May 2018 Information Bulletin.

**CARRIED 8/0**

## **For Information only – No Recommendations to Council**

### **DELEGATES' REPORTS**

13.1 Shire of Quairading / City of Melville Partnership

13.2 Regional Cooperation

13.3 Delegates' Reports

13.4 Report on Delegated Authority Exercised

### **OTHER OFFICERS' REPORTS**

13.5 Manager of Health and Building Services

13.6 Grants and Project Officer's Report

13.7 Community Emergency Services Manager's Report

13.8 Manager of Works & Services Report

13.9 Economic Development Project Officer Report

### **REPORTS**

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

### **CORRESPONDENCE**

13.11 2018 Regional Telecommunication Review – Hon Mia Davies MLA

13.12 \$2.5 million in community safety grants for Durack

13.13 Quairading Community Resource Centre



ITEM 14 URGENT COUNCILLORS' BUSINESS

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*No matters for consideration.*

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

*No matters for consideration.*

ITEM 16 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 28<sup>th</sup> June 2018, commencing at 2 pm 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 4.57 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 31<sup>st</sup> May 2018 were confirmed on 28<sup>th</sup> June 2018 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 28/06/18