



Shire of Quairading

Ordinary Council Meeting Minutes

28th June 2018

Disclaimer

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28th June 2018 commencing at 2.01 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.01 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 Sarah Caporn, Miss Jill Hayes, Mr Haythornthwaite and Mr Murray Hansen to the Meeting.

Mrs Sarah Caporn will be presenting on behalf of the Working Group to Council on the outcome of the Community Park Concept consultation workshop.

ITEM 2 ATTENDANCE AND APOLOGIES

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

Mrs Sarah Caporn	(2.01pm – 2.35pm)
Miss Jill Hayes	
Mr John Haythornthwaite	
Mr Murray Hansen	(2.01pm – 2.35pm)

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Mr Murray Hansen

Question

Mr Hansen requested a progress update of the Rail Crossing at the "Groves Reserve".

Response

The Manager of Works & Services advised that the Shire and Main Roads WA have reviewed and accepted the relocation of Weir Road and level crossing and the submission is now with Public Transport Authority (PTA) for final approval.

Question

Mr Hansen enquired if there has been progress on upgrading the roads/drainage in the Quairading Cemetery?

Response

The Manager of Works & Services advised that funding has been allocated in the proposed 2018/2019 budget for road maintenance works in the Quairading Cemetery.

Mr John Haythornthwaite

Question

EFT 5366: Quairading Smash Repairs – Supply and fit windscreen 0Q \$499 / Q0 \$1,885. What damage did Q0 sustain to the value of \$1,885?

Response

The Deputy Chief Executive Officer advised that Q0 cost of \$1,885 windscreen replacement was partially covered by insurance. Excess of \$1,000 paid by the Shire \$885 paid by insurance claim.

Question

EFT 5368: Supply & fit Q685 2x 500x8 10PR/Sundry, Q5122 2x295/80R22.5 GITI/Sundry \$936.

How are the amounts for the 2 (two) vehicles made up and which vehicle was fitted the smaller tyres?

Response

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

Question

EFT 5391: Shaun Simpson – Installation of supplied road signs. Did Mr Simpson supply the road signs and erect them? And why couldn't the Shire Staff do the job?

Response

The Manager of Works & Services advised that Roadswest Engineering are the Project Managers for the Grain Freight Project and contracted the works out. The Signs were purchased by the Shire.

Question

EFT 5463: Alltools (WA) Pty Ltd – Bench Grinder Stand Depot. Why are more tools being purchased for the Works Depot ad hoc?

Response

The Economic Development Project Officer advised that there was a budget of \$75,000 for the fit-out and equipping of the Works Depot of which to date \$48,000 has been either expended or committed towards the equipment/tools. An inventory of stock and fixtures was drawn up, then put out for quotations. Orders were subsequently placed, and suppliers only invoiced when stock had been delivered. Payments were based on invoices received following delivery.

Question

Credit Card Payment \$835. What event was held at the York Palace Hotel?

Response

The Shire President advised that the Councillors and Senior Staff travelled to York on Friday 13th April 2018 to participate in a facilitated training workshop on Strategic Governance. WALGA (WA Local Government Association) staff refreshed our understanding of governance within Local Government and touched on emerging issues within the sector.

Question

Page 109 of the Agenda – Transport – Over Budget (\$711,983). Why is the variation considered a timing issue?

Response

The Deputy Chief Executive Officer advised that the determination on cash flow and budget income expenditure is assessed at adoption of budget for the full year. Because of the size of the WANDRRA Project, we were unable to accurately predict both expenditure and income, which has resulted in this variation. The word “timing” has been used to explain the uncertainty of when funding is to be expended or received.

Question

Page 120: AR12-17/18 regarding the Related Parties Disclosure. What is the difference between an ordinary citizen and the general public?

Response

There is no difference, it is an accounting terminology to identify an ordinary person.

Question

Page 124 Item 11.1 Training of Committee Members: Why does the agenda say “to provide a written report” but a verbal response was given?

Response

The Acting Chief Executive Officer advised that a written report was initially requested, but due to timing, a verbal report was given at the meeting.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Mrs Sarah Caporn, representing the Community Park/Playground Working Group, presented the outcome of the workshop held on the 18th June 2018.

Mrs Caporn advised the meeting that 14 people attended the workshop which was facilitated by Caroline Robinson from (Wheatbelt Business Network) WBN.

The Workshop revisited the preliminary concepts / designs and the findings of the on-line community survey before proceeding with the debate on moving forward.

Discussion focused on i) problems being addressed, ii) potential solution, and iii) point of difference for the project before coming up with a framework which highlighted key factors to be included in the park concept which would drive the more detailed design and budget planning phase of the project.

There was general consensus on the need for a park, its proposed location and theme for the program as well as type of features to be included.

The workshop looked at the town scape and in particular the area between the CRC and Vintage Club and the Wildlife Reserve just opposite, and what makes this space unique to the Town.

Further consultation will have to be conducted to narrow down what is unique, what will fit into the area and satisfy community needs to start the design phase. It was stated that additional financial resourcing will be needed to progress with the planning phase.

Once the design phase is completed, a full design, project budget and life cycle costing of the Park Concept will be presented to Council.

Cr Davies thanked Mrs Caporn for taking the time to speak to Council.

2.35 pm

Mrs Sarah Caporn and Mr Murray Hansen left the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil received.

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 – 31st May 2018

RESOLUTION: 218-17/18

MOVED Cr Stacey SECONDED Cr Haythornthwaite

That the Minutes of the Ordinary Meeting of Council held on the 31st May 2018 be confirmed as a true and accurate record subject to the following amendments to the second paragraph: -

Item 4 Deputations / Presentations / Submissions

Sergeant John Hancock 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 and are due to appear in court at a later date.

Amended to: -

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.

CARRIED 8/0

7.2 Business Arising

WALGA – Notice of Annual General Meeting

Cr Haythornthwaite, with reference to Resolution 209-17/18, asked on the progress of the paper to be prepared for the WALGA AGM?

The Acting Chief Executive Officer advised that the due to timing of submission for the AGM, he was unable to submit the paper, but has subsequently forward the paper to the Central Country Zone Secretariat for consideration.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – May 2018

Meeting Date	28 th June 2018
Responsible Officer	Deputy CEO Tony Merillo
Reporting Officer	Deputy CEO Tony Merillo
Attachments	May 2018 Accounts
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Authorisation of accounts paid during May 2018.

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 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

Nil

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

Financial - Low Risk – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Low Risk

Reputation – Low Risk – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Low Risk

Natural Environment – Low Risk.

EXECUTIVE SUMMARY/COMMENT

Payments are per attached schedules 9.1 1/2/3.

OFFICER RECOMMENDATION

RESOLUTION: 219-17/18

MOVED Cr McRae SECONDED Cr Brown

That Council receive the following:

1. That Schedule of Accounts covering Municipal Vouchers 23476 to 23491 & EFT5366 to EFT5464 & DD12951.1 to DD12951.12 & DD12952.1 to DD12952.12 & DD12953.1 to DD12953.13 totalling \$782,827.47 be received; The balance of all other outstanding Sundry Creditors to the 31/05/2018 total \$648,642.39; and
2. That Police Licensing payments for the month of May 2018 totalling \$34,763.20 be received on the 31 May 2018 (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for April 2018 totalling \$988.00 be received on the 31 May 2018 (Attachment 9.1.3); and.
4. That Payroll payments for the month May 2018 totalling \$239,064.48 be received; and
5. That fund transfers from Trust account to Municipal account for April 2018 totalling \$856.65 be received; and.
6. That the WestNet payment for the month of May 2018 totalling \$29.95 be received.
7. That the Lease payment for the month of May on the CESM Vehicle totalling \$1,775.97.

CARRIED 8/0

9.2 Fund Balance Report – May 2018

Meeting Date	28 th June 2018
Responsible Officer	Deputy CEO Tony Merillo
Reporting Officer	Deputy CEO Tony Merillo
Attachments	Reconciliation Reports
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Reconciled Cash Financial Position as at 31st May 2018.

BACKGROUND

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 31st May 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	\$56,481.32	Reconciled Municipal Balance	<u>\$137,396.01</u>
At Call - Invest. Acc:128224	\$30,000.00	(Plus Outstanding Payments)	<u>\$25,332.28</u>
Childcare Centre Acc:150827	\$15,071.90	(Less Outstanding Deposits)	<u>(\$330.05)</u>
Medical A/c Acc: 111529	\$59,596.02	(Less Outstanding Transport)	<u>(\$1,249.00)</u>
Total Municipal	<u>\$161,149.24</u>		<u>\$161,149.24</u>
At Call – Reserve Acc: 129083	\$83,496.18		
T/Deposit-Reserve Acc: 149105	\$1,317,309.16		
T/Deposit-Reserve Acc: 160427	\$456,368.63		
Total Reserves	<u>\$1,857,173.97</u>		<u>\$1,857,173.97</u>
Trust A/c	\$86,986.81	Trust General Ledger	\$87,286.81
	\$300.00	Plus Outstanding Deposits	\$0.00
	\$0.00	Less Outstanding Transfers	\$0.00
Police Licensing	\$1,249.00		\$1,249.00
Total Trust	<u>\$88,535.81</u>		<u>\$88,535.81</u>
	<u>\$2,106,859.02</u>		<u>\$2,106,859.02</u>

STATUTORY ENVIRONMENT

Forms part of the Financial Management Reg 34(2)(a).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

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

Financial - Low Risk – Accounting and Reconciliation conducted in accordance with Council's Financial Management Procedures and acting in accordance with Local Government Accounting Regulations.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

EXECUTIVE SUMMARY/ COMMENT

Fund Balances for the Period ending 31st May 2018 as stated above

OFFICER RECOMMENDATION

RESOLUTION: 220-17/18

MOVED Cr McRae SECONDED Cr Stacey

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

CARRIED 8/0

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

Meeting Date	28 th May 2018
Responsible Officer	Deputy CEO Tony Merillo
Reporting Officer	Deputy CEO Tony Merillo
Attachments	Financial Statements
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

The Adoption of the monthly Financial Report and Statements for 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 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

Nil

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

Financial - Low Risk – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34 including individual schedules on each budget line item provided to Council for analysis.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk – Level verified through Council Financial Audits.
Natural Environment – Low Risk.

EXECUTIVE SUMMARY/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 May 2018 follow.

OFFICER RECOMMENDATION

RESOLUTION: 221-17/18

MOVED Cr McRae SECONDED Cr Haythornthwaite

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

CARRIED 8/0

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

Meeting Date	28 th May 2018
Responsible Officer	Deputy CEO Tony Merillo
Reporting Officer	Deputy CEO Tony Merillo
Attachments	Statement of Financial Activity and Variations Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	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 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

Nil

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

Financial - Low Risk - 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 and as Adopted Annually by Council.

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

EXECUTIVE SUMMARY/COMMENT

As detailed in variation report attached.

OFFICER RECOMMENDATION

RESOLUTION: 222-17/18

MOVED Cr McRae SECONDED Cr Shenton

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

CARRIED 8/0

9.5 Overdraft Facility

Meeting Date	28 th May 2018
Responsible Officer	Deputy CEO Tony Merillo
Reporting Officer	Deputy CEO Tony Merillo
Attachments	Email from Stephen Curry Senior Business Banker Westpac
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Establishment of an Overdraft Facility.

BACKGROUND

Council is currently undergoing problems with reduced Cash Flow as a result of delays being experienced with the release of Main Roads funding particularly relating to WANDRRA Claims.

In order to bridge the gap between Creditors payments and Reimbursements for the release of funding by Main Roads it has been identified that an overdraft facility would fill the gap until the release of funding occurs.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.20, Power to Borrow. (1) Subject to this Act, a Local Government may –

- (a) Borrow or re-borrow money;
- (b) Obtain credit; or
- (c) Arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,

To enable the local government to perform the functions and exercise the powers conferred on it under the Act or any other written law.

Section 6.21 Restrictions on Borrowing

(2) Where, under section 6.20 (1), a local government borrows money, obtains credit or arranges for financial accommodation to be extended to the local government that money, credit or financial accommodation is only to be secured over the general funds of the local government.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An establishment fee of \$1,500, can be claimed from WANDRRA, however the interest generated from the use of the facility at a variable rate of 7.25% per annum is not and is an unknown amount. There is only an interest charge if funds are accessed.

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

Nil

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

Financial - Low Risk – Payments made using this facility are as a result of WANDRRA claims and the facility under normal circumstances will not be required to meeting Council's operational expenses.

Health – Low Risk

Reputation – Low Risk – With the introduction of the overdraft facility, however under the current arrangement Council has been embraced on a several occasions with its inability to clear Creditor payments when due.

Operation – Low Risk – With sound Management and payments made against known Main Roads Reimbursements.

Natural Environment – Low Risk.

EXECUTIVE SUMMARY/COMMENT

In order to proceed with the overdraft facility Westpac Banking Corporation would require a Letter of Undertaking signed under seal with no formal security being registered over any assets.

Council is able to claim the Establishment fee of \$1,500 from Main Roads, with the only cost to Council being any Interest raised on funds drawn down.

With the pending prepayment release of \$880,000 being FAG's monies there may not be a need for the facility to be called on however it is always available if needed short term until the WANDRRA project is completed.

OFFICER RECOMMENDATION

RESOLUTION: 223-17/18

MOVED Cr Brown SECONDED Cr Stacey

That Council

1. Endorse the establishment of an Overdraft Facility for an amount of \$1,000,000.00 for the 2018 / 2019 financial year.
2. Approve the use of the Common Seal on the Letter of Undertaking.
3. A report on the use of the Overdraft Facility to be presented at the Audit and Risk Committee Meetings.

CARRIED BY ABSOLUTE MAJORITY 7/1

9.6 Audit & Risk Committee Meeting Minutes – 12th June 2018

Meeting Date	28 th June 2018
Responsible Officer	Tony Merillo
Reporting Officer	Tony Merillo
Attachments	Audit and Risk Committee Minutes 12 th June 2018
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

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

BACKGROUND

The Audit and Risk Committee Meeting was held on the 12th June 2018 from which there was four (4) Recommendations for Council's Consideration, namely: -

RESOLUTION: AR11-17/18

RESOLUTION: AR12-17/18

RESOLUTION: AR13-17/18

RESOLUTION: AR14-17/18

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

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

Financial – N/A

Health – N/A

Reputation – N/A

Operation – N/A

Natural Environment – N/A

COMMENT

Minutes of the 12th June 2018 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

EXECUTIVE SUMMARY

Four (4) Recommendations from the Audit & Risk Committee Meeting.

OFFICER RECOMMENDATION

RESOLUTION: 224-17/18

MOVED Cr Smith SECONDED Cr McGuinness

That Council receive the Minutes of the Audit and Risk Committee for its Meeting of 12th June 2018.

CARRIED 8/0

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

Financial Management Review

RESOLUTION: 225-17/18

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR11-17/18

That the Audit and Risk Committee recommend to Council the report of the "Review of Council's Financial Management Systems and Procedures" be received.

CARRIED 8/0

Related Parties Disclosures

RESOLUTION: 226-17/18

MOVED Cr Shenton SECONDED Cr Stacey

RESOLUTION: AR12-17/18

That the Audit and Risk Committee recommend to Council that in its opinion, based on the facts and circumstances, the following Ordinary Citizen Transactions that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decision that users of Council's financial statements make. As such NO Disclosure in the Annual Related Party Disclosure Declaration form will be required.

CARRIED 8/0

Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 227-17/18

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

RESOLUTION: AR13-17/18

That the Audit and Risk Committee Recommend to Council to receive the Report on the Shire's Leave Liabilities.

CARRIED 8/0

CEO Performance Review Processes

RESOLUTION: 228-17/18

MOVED Cr Haythornthwaite SECONDED Cr Brown

RESOLUTION: AR14-17/18

That the Audit and Risk Committee recommend to Council to amend the Resolution AR9-17/18 to conduct the Chief Executive Officer's Performance Review by 30th September 2018.

CARRIED 8/0

9.7 Community Grant Applications 2018/2019

Meeting Date	28 th June 2018
Responsible Officer	Acting CEO Mr Allen Cooper
Reporting Officer	EDPO Mr Richard Bleakley
Attachments	Grant application forms
Owner/Applicant	N/A
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Evaluation of Community Grant Applications received by Grants Project Officer on 11th May 2018

BACKGROUND

At the March 2018 Council Meeting the Council adopted the Community Grants Policy and supporting documentation.

The policy document provides the framework for the Shire to request applications from Sporting and Recreation Clubs for grant funding in the following financial year. Grant funding process captured recurrent, capital and small funding applications.

The window of opportunity for submitting Community Grant Applications was from 30th March 2018 to 11th May 2018.

A total of nine (9) submissions were received requesting funding for 10 outcomes / programs with a total value of \$35,650.00.

This was the first iteration of the process, and will be reviewed, modified and updated by November 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy.

FINANCIAL IMPLICATIONS

2018/2019 Budget – Subject to Applications received and supported.

No Maximum Funding Pool (as a % of Rates) is proposed in the Policy.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
S1.2	Promote increased participation in the social and cultural life of the community

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
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

COMMUNITY CONSULTATION

Following endorsement of the Policy, letters were forwarded to all Clubs and Organisations receiving recurrent funding to inform them of their requirements to submit an annual application for funding.

Policy and Grant Application forms were forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Links to the Policy and Grant Application Forms were provided on social media, the Shire Newsletter and were available as hardcopies at the CRC and the Shire Office.

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

Financial - Low Risk

- Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire

Health – Low Risk

Reputation – Low Risk

- With the introduction of Policy and Scheme, this will increase transparency and accountability of both the Shire, the clubs and organisations.

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

This was the first run of the Community Grant Process and was delivered over a short time frame of six (6) weeks. This had implications in terms of whether all clubs and organisations had adequate time to prepare their applications.

All clubs receiving recurrent funding were informed of the process, but not all have submitted an application for the 2018/19 Financial Year. Seven applications were received. Allocation of recurrent funding is not restricted to one General Ledger Account within the Budget.

A total of three Clubs and Organisations submitted for non-recurrent funding.

Projects were assessed based on three criteria: Community (40%); Organisation (20%); and Project (40%).

Scores: 1 – Did not meet criteria; 3 – Average; 5 – Met all the criteria

Project were classified as: Recurrent; Capital; and Events / Activities.

Club	Program	Weighted Total	Budget
Recurrent			\$20,950.00
QARRAS	Bus subsidy	5.0	\$750.00
Quairading Bowling Club	Loan repayment	5.0	\$10,000.00
South Caroling	Operational subsidy	4.8	\$1,500.00
Quairading Golf Club	Operational subsidy	4.2	\$3,700.00
Quairading Tourist and Tidy Towns	Operational subsidy	3.8	\$3,000.00
Pantapin Progress Association	Operational subsidy	3.2	\$500.00
Doodenanning Sporting Club	Operational subsidy	2.2	\$1,500.00
Capital			\$13,700.00
Quairading Rainmakers Inc	Town sculpture	4.8	\$10,000.00
Quairading Golf Club	Box Tees	4.6	\$3,700.00
Event			\$1,000.00
Quairading CRC	Club capacity building	5.0	\$1,000.00
GRAND TOTAL			\$35,650.00

- Applications are ranked based on the meeting of grant criteria.
- Responses were of a mixed standard with the bigger clubs demonstrating a greater ability to meet the grant criteria.
- There is a need to strengthen or provide additional assistance to the smaller clubs and organisations.
- Each grant request should be submitted on a separate grant application form.
- There is a need to differentiate between recurrent and non-recurrent grant applications.

EXECUTIVE SUMMARY

- This was the first iteration of the Community Grant Process
- A total of 9 submissions were received
 - 7 applications were received for recurrent funding
 - 3 applications for non-recurrent.
- Total request for grant funding is \$35,650.00
 - Recurrent \$20,950.00
 - Capital \$13,700.00
 - Events \$ 1,000.00.

Declarations of Interest

Cr McRae verbally declared an Impartiality Interest with Item 9.7 Community Grant Applications 2018/2019. Reference: Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

3.21 pm

Cr McRae left the Meeting.

OFFICER RECOMMENDATION

That the Council supports the following applications in order of priority subject to budget deliberations.

Club	Project	Weighted Total	Budget
Quairading Bowling Club	Loan repayment	5.0	\$10,000
QARRAS	Bus subsidy	5.0	\$750
Quairading CRC	Club capacity building	5.0	\$1,000
Quairading Rainmakers Inc	Town sculpture	4.8	\$10,000
South Caroling	Operational subsidy	4.8	\$1,500
Quairading Golf Club	Box Tees	4.6	\$3,700
Quairading Golf Club	Operational subsidy	4.2	\$3,700
	Total		\$30,650

That the Council does not support the following applications based on proposal evaluation

Club	Project	Weighted Total	Budget
Quairading Tourist and Tidy Towns	Operational subsidy	3.8	\$3,000
Pantapin Progress Association	Operational subsidy	3.2	\$500
Doodenanning Sporting Club	Operational subsidy	2.2	\$1,500
	Grand Total		\$5,000

RESOLUTION: 229-17/18

MOVED Cr Smith SECONDED Cr Haythornthwaite

That Council: -

1. Support the following grant applications subject to budget deliberations:

QARRAS	\$750
Quairading CRC	\$1,000
South Caroling Social Club	\$1,500
Quairading Golf Club	\$7,368
Quairading Tourist and Tidy Towns	\$3,000
Pantapin progress Association	\$500
Doodenanning Sporting Club	\$1,500

TOTAL **\$15,618**

2. Not support the community grant application of the Quairading Rainmakers Inc. at this time. However, Council, offer a letter of support to the street art project by Quairading Rainmakers Inc. to assist them seeking funding for the project. The sculpture and location to be approved by Council prior to installation.

3. Confirm the commitment to the Quairading Bowling Club of \$10,000 per annum ceasing 30th June 2022.

CARRIED 7/0

Reason for non-acceptance of Officer Recommendation

Council felt the new process of applying for community grants needed to be further refined. However, it did offer Council insight into the operations and requirements of the groups. Staff need to work with the groups to ensure that applications are fully completed and requirements complied with.

3.23 pm

Cr McRae re-entered the Meeting.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Joint Standing Committee on Delegated Legislation Undertakings relating to Animals, Environment and Nuisance Local Law 2017

Meeting Date	28 th June 2018
Responsible Officer	Acting CEO Mr Allen Cooper
Reporting Officer	Acting CEO Mr Allen Cooper
Attachments	Correspondence for the Joint Standing Committee
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

The report considers advice received from the Parliamentary Joint Standing Committee (JSC) on Delegated Legislation requesting the Council to make minor amendments to the Shire of Quairading Animals, Environment and Nuisance Local Law 2017. The amendments relate to: -

1. Clause 4.11(1) - Affixing any letter figure, device, poster, sign or advertisement on any buildings, fences or posts - The Committee assumes that it was not the Shire's intention to prohibit the placing of house numbers, 'no junk mail' signs, 'beware of the dog' signs and other such signage on all buildings, fences or posts without Shire approval. If this assumption is correct, the Committee considers that clause 4.11(1) has an unintended effect and contravenes Committee Terms of Reference 10.6(b), namely 'whether the instrument has no unintended effect on any person's existing rights or interests' or alternatively is not within power.
2. Clause 2.16(1)(b) – Typographical error in this clause, as it should refer to Clause 2.17 instead of clause 2.14.
3. Clause 2.17 – Formatting error in paragraphs (1)(b)(iii) and (iv), and should be renumbered (1)(c) and (1)(d).
4. Clause 3.6 – Amend the words 'building or development site' to 'building site or development site' to be consistent with the definition of those terms in the local law.

In light of the above, the Joint Standing Committee on Delegated Legislation seeks the following undertakings from Council:

1. Within 6 months, amend the Local Law to:
 - (a) Delete clause 4.11(1) of the Shire of Quairading Animals, Environment and Nuisances Local Law 2017.
 - (b) Correct the typographical errors in clauses 2.16, 2.16 and 3.6.
 - (c) Make all necessary consequential amendments.
2. Until the Local Law is amended in accordance with undertaking 1:
 - (a) Not enforce the Local Law in a manner contrary to the undertakings that the Council gives.
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website, ensure that it is accompanied by a copy of these undertakings.

BACKGROUND

Following the statutory consultation period, the Council at its meeting held on 22nd February 2018 resolved to make the Shire of Quairading Animals, Environment and Nuisances Local Law 2017.

The Local Law was subsequently published in the Government Gazette on 26th March 2018. The statutory law making process under Section 3.12 of the Local Government Act 1995 requires the Shire to advise the Parliamentary Joint Standing Committee on Delegated Legislation of the Shire of Quairading Animals, Environment and Nuisances Local Law 2017 in the prescribed manner following gazettal.

The Committee's role is to oversee the making of delegated legislation, such as local laws, including whether the local law under consideration is authorised or contemplated under the empowering enactment. The Joint Standing Committee on Delegation Legislation's Terms of Reference require that it cannot recommend to Parliament that a local law be amended where it contains provisions that conflict with existing legislation and as a consequence it must move to disallow the Local Law in its entirety.

Terms of Reference 10.6(b) of the Joint Standing Committee on Delegated Legislation requires the Committee to, in its consideration of an instrument, to "inquire whether the instrument has no unintended effect on any person's existing rights or interests". The Joint Standing Committee on Delegated Legislation has scrutinised the Local Law and formed the view that clause 4.11(1) needs to be deleted, and other minor drafting amendments be rectified, in order for the local law to comply with their Terms of Reference.

STATUTORY ENVIRONMENT

Joint Standing Committee on Delegated Legislation Terms of Reference

Local Government Act 1995 – S3.12(7)

3.12. Procedure for making of local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give statewide public notice stating that-
 - (i) the local government proposes to make a local law the purpose of which is summarised in the notice;
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administer the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

*** Absolute majority required.**

- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
 - (a) stating the title of the local law;
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) **The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.**
- (8) In this section —

making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

POLICY IMPLICATIONS

There are no policy implications for this item at this stage.

FINANCIAL IMPLICATIONS

The amendment to the Local Law will result in additional advertising and gazettal costs.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Up to date and relevant local laws are an important cornerstone of good governance. Local Government has a statutory and moral obligation to ensure that the regulation of local matters is conducted in a fair, efficient and reasonable manner.

COMMUNITY CONSULTATION

Nil.

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.

EXECUTIVE SUMMARY/COMMENT

The Joint Standing Committee on Delegated Legislation is a committee of the Western Australian Parliament comprising 8 members with equal representation from the Legislative Council and Legislative Assembly.

Once a local law is gazetted, it is referred to the Committee for consideration under its Terms of Reference. Where the Committee finds that a local law offends one or more of its Terms of Reference it will usually seek a written undertaking from the local government to amend or repeal the instrument in question.

Where a local government does not comply with the Committee's request for an undertaking the Committee may, as a last resort, resolve to report to the Parliament recommending the disallowance of the instrument in the Legislative Council.

A local law will cease to have effect from the date on which it is disallowed. Where the local law amended or repealed another local law the earlier local law will be revived on and after the day of disallowance.

Undertakings represent commitments made by local governments, government departments or agencies to the Committee that certain actions will be completed within a certain time frame.

The requesting of undertakings relating to Instruments from local governments, departments and agencies is a serious matter. The Committee allows Instruments to pass unimpeded into law subject to the commitment that the relevant local government, department or agency will abide by the undertakings they give.

The Committee accepts undertakings provided on the following terms:

- all consequential amendments arising from the undertakings will be made;
- offending clauses will not be enforced in a manner contrary to the undertakings given;
- the undertakings will be completed within six months of the date the local government, department or agency's letter provides the undertakings;
- where the instrument is made publicly available, whether in hard copy or electronic form, it be accompanied by a copy of the undertakings; and
- in the case of a local government, it will provide a copy of the minutes of the meeting at which the relevant council resolves to provide the undertakings.

Every six months, the Committee conducts a review of the Internet Undertakings List for viewing by Local Governments and the Internet Undertakings List for viewing by Departments and Agencies to check for compliance with provided undertakings. Reminders are sent to local governments, departments or agencies where compliance with undertakings has not occurred within the required time.

OFFICER RECOMMENDATION

RESOLUTION: 230-17/18

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That the Council of the Shire of Quairading undertakes to the Joint Standing Committee on Delegated Legislation that the Shire will: -

1. Within 6 months, amend the Shire of Quairading Animals, Environment and Nuisance Local Law 2017 to:
 - (a) Delete Clause 4.11(1);
 - (b) Correct the typographical errors in clauses 2.16, 2.17 and 3.6; and
 - (c) Make all necessary consequential amendments.
2. Until the Local Law is amended in accordance with undertaking 1:
 - (a) Not enforce the Local Law in a manner contrary to undertaking 1; and
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure it is accompanied by a copy of these undertakings.

CARRIED BY ABSOLUTE MAJORITY 8/0

10.2 Final Draft Workforce Plan 2018 - 2022

Meeting Date	28 th June 2018
Responsible Officer	Acting CEO Mr Allen Cooper
Reporting Officer	Mrs Margaret Hemsley – Consultant LG People and Culture
Attachments	Final Draft Workforce Plan
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Final Workforce Plan 2018 - 2022.

BACKGROUND

The Consultant was engaged on a fixed term contract to review the current organisational culture, structure and workforce, and to develop a Workforce Plan as part of the Integrated Planning and Reporting Legislative requirements. This process supports the resourcing of the Corporate Plan to achieve the goals and objectives of the Strategic Community Plan and general operations of the Shire.

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 that will be brought to Council through due process should they eventuate.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

The Workforce Plan is an informing document in the Integrated Planning and Reporting Framework, 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. It informs strategic and operational planning to ensure there are the right people at the right time with appropriate skills and capacity who are well managed to achieve the goals and objectives of the Strategic Community Plan.

COMMUNITY CONSULTATION

Not applicable.

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

Financial – Lowers risks relating to industrial relations risks and workers compensation claims.

Health – Lowers risks by improving employee wellbeing and reducing occupational hazards.

Reputation – Lowers risks by ensuring informed planning and decision making, and efficient service delivery.

Operation – Lowers risks of service interruptions or compromised service standards.

Natural Environment – Lowers Risks through efficient and better skilled operators.

RISK MANAGEMENT COMMENT

The Workforce Plan is a risk management plan by nature, to ensure the HR and Industrial Relations Legislative requirements are met, financial risks relating to employment are reduced, the health and wellbeing of the workforce is monitored and managed, and operations able to be continuous as required to meet community expectations, as well as operational and strategic goals and objectives. Having people with the right skills and equipment also reduces environmental risks in works and services operations.

EXECUTIVE SUMMARY/COMMENT

- This Workforce Plan has been developed in consultation with the Council and Officers of the Shire over the past eight months. It acts as a guideline for current and new managers to help them to understand the capacity and capability of current workforce, and to inform the appraisal, recruitment development, retention or succession planning processes and activities of the Shire. The information contained in the document also assists in managing identified risks and gaps in the workforce. There is a new structure in place and additional resources added within budget to date that has addressed identified immediate retention risks and capacity gaps and improved working conditions and workplace culture. The ongoing and proposed strategies will ensure that there is a planned approach to workforce management and development aimed at increasing efficiency and effectiveness operations and strategic projects and activities.
- This Workforce Plan will now be an internal reference and management document with responsibility assigned for relevant actions and outcomes.

OFFICER RECOMMENDATION

RESOLUTION: 231-17/18

MOVED Cr Brown SECONDED Cr McGuinness

That Council receive the Workforce Plan 2018 – 2022 document as part of the Integrated Planning and Reporting suite of documents.

CARRIED 7/1

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 – June 2018

Meeting Date	28 th June 2018
Responsible Officer	Acting CEO Mr Allen Cooper
Reporting Officer	Acting CEO Mr Allen Cooper
Attachments	Yes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

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

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 – 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 – 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: 232-17/18

MOVED Cr McGuinness SECONDED Cr Smith

That Council receive the June 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 Delegates' Reports

13.3 Report on Delegated Authority Exercised

OTHER MEETINGS

13.4 RAP Meeting Minutes – 6th June 2018

13.5 Friends of Quairading Community Nature Reserve Meeting Minutes – 13th June 2018

13.6 LCDC Meeting Minutes – 13th June 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 Projects Officer Report

REPORTS

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

CORRESPONDENCE

13.12 Cr Lynne Craigie President WALGA "Rusted-on bias in unjust criticism of Council rates rises"

ITEM 14 URGENT COUNCILLORS' BUSINESS

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

The next Ordinary Meeting of Council is scheduled to take place on Thursday 26th July 2018, commencing at 2 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

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

ITEM 17 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.32 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28th June 2018 were confirmed on 26th July 2018 as recorded on Resolution No. _____

Confirmed..... 26/07/18