



Shire of Quairading

Ordinary Council Meeting Minutes

30th August 2018

Disclaimer

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

Table of Contents

ITEM 1	OPENING & ANNOUNCEMENTS	4
ITEM 2	ATTENDANCE AND APOLOGIES	4
ITEM 3	PUBLIC QUESTION TIME	4
3.1	Responses to Previous Questions from Members of the Public Taken On Notice	4
3.2	Public Question Time.....	5
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	7
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE	7
ITEM 6	DECLARATIONS OF INTEREST	7
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	7
7.1	Confirmation of Minutes – 26 th July 2018	7
7.2	Business Arising	7
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING.....	8
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	9
9.1	Accounts for Payment – July 2018.....	9
9.2	Fund Balance Report – July 2018.....	11
9.3	Financial Information – Statements of Income and Expenditure for the Period Ending – 31 st July 2018	13
9.4	Financial Statements – Variation to Budget by Percentage or Value – 31 st July 2018.....	15
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION.....	17
10.1	Local Government (Council Meetings) Local Law	17
10.2	Strategic Planning Committee Meeting Minutes – 14 th August 2018	21
10.3	Central Country Zone Meeting – 31 st August 2018	25
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	27
ITEM 12	MATTERS FOR CONSIDERATION – WORKS	28
12.1	Feasibility of Purchasing High Pressure Culvert Cleaner Pump Unit.....	28
ITEM 13	URGENT COUNCILLORS’ BUSINESS	32
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	33
ITEM 15	NEXT MEETING DATE	34
ITEM 16	CLOSURE	34

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30th August 2018 commencing at 2.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.02 pm.

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

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

Cr Davies also extended a special welcome to WALGA State Councillor Cr Stephen Strange, Shire President of the Shire of Bruce Rock to the meeting and advised that Cr Strange is part of the Member Advisor Program by WALGA and will be an available resource to assist Elected Members.

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	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr AJ Merillo	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

Observers/Visitor

Mr John Haythornthwaite
WALGA State Councillor Stephen Strange

Apologies

Nil.

Leave of Absence Previously Granted

Cr TJ Stacey: 10th August 2018 to 31st August 2018 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

3.1 Responses to Previous Questions from Members of the Public Taken On Notice

The following question submitted by Mr John Haythornthwaite was taken on notice at the Council Meeting held Thursday 26th July 2018.

Question

EFT 5485: Quairading Smash Repairs – Repairs to Q661 \$1,129. Mr Haythornthwaite noted that this vehicle also had a costly repair bill in the June 2018 Agenda. What was this repair expenditure for?

Response

The Shire President advised that the question would be taken on notice and a written response provided.

Additional Information

The repair relates to a motor vehicle accident in early March 2018, and the account has just been submitted.

Question

EFT 5535: Braemar Pastoral Co – Pest Control & Fencing – NRM \$4,345.00. What is the payment for?

Response

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

Additional Information

The Grants & Projects Officer secured a State NRM Grant for fencing and feral pest control for local farmers. This payment is reimbursement of eligible costs to the Landholder.

3.2 Public Question Time

Mr John Haythornthwaite

Question

EFT 5610: Quairading & Districts Agricultural Society – The description reads Site for 2017 Quairading Show. Should this not be 2018?

Response

The Chief Executive Officer advised that he believed it to be for the Shire for the 2018 Agricultural Show.

Additional Information

After following up on outstanding purchase orders, Council received an invoice for last years 2017 Site Hire for the Ag Show. The description is correct.

Question

EFT 5622: WA Hino Sales & Services – New Hino 300 Series Truck. Did the purchase of the Truck go out to Tender?

Response

The Truck was purchased through a quotation process utilising WALGA's eQuotes system as per Councils Purchasing Policy and the Local Government Tender Regulations.

Question

EFT 5633: GJ Jones Plumbing – Repair tap in change rooms, install tap for trainers. What change rooms was the work undertaken?

Response

The Chief Executive Officer responded that the plumbing work was undertaken in the Away Football change rooms.

Question

EFT 5657: A few months ago vacuum cleaners were purchased, why are we purchasing more?

Response

The payment relates to the purchase of new vacuum cleaners for the Medical Practice and the Works Depot.

The Chief Executive Officer further reported that the previous purchase was for units at the Administration Centre, Town Hall and Community Building.

Question

EFT: 5678 Arrow Bronze – Niche Wall Plaque – D Hancock. Why is the Shire purchasing Niche Wall Plaques?

Response

The Shire provides a service by placing the orders for Niche Wall Plaques with Arrow Bronze for the Community. The Shire gets reimbursed for the cost and freight of the Plaque.

Question

EFT 5672 & 5687: Corporate Health Professionals- - Audiological Assessments. What is this payment for?

Response

This payment is for baseline hearing test for staff which is a work safety requirement. The Shire does get reimbursed from its Insurer/Risk Manager LGIS for this expense.

Question

Page116/Page 121 Committee Meeting. Concerned that the Public is unaware of the decisions being made in the meetings.

Response

The Shire President responded that Council's two Standing Committees do not have delegated Authority to make decisions and only make recommendations to Council. Therefore, Council is not required to open the Committee Meetings to the Public.

The Chief Executive Officer also advised that to increase transparency, Council's Administration would look at having the Committee Agendas posted on the Website prior to the Meetings.

Question

Bulyee Road: Concerned about the potholes forming on the road which are still ¾ full of water and are increasing in size.

Response

The Executive Manager of Works & Services responded that the Shire's Maintenance Team is addressing potholes throughout the Shire's Road Network and Bulyee Road will be attended to as soon as possible.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

WALGA State Cr Stephen Strange thanked Council and staff for inviting him to attend the Meeting today.

Cr Stephen Strange introduced himself and provided a brief description on his background and experience in Local Council & State Council and associated affiliations.

He also advised that the Shire of Quairading has been selected to take part in the WALGA Member Advisor Program and that he has been assigned to the Shire of Quairading as the Member Advisor. The purpose of which is to provide Council and Elected Members with information and resources from the peak industry organisation.

Cr Strange also reiterates that his role as a Member Advisor is not to make assessment of Council or its processes but to be an available resource to assist Elected Members and direct them to the appropriate support.

The intended outcome of the Member Advisor Program is hoped to provide extra support to Elected Members in achieving good governance.

Cr Strange extended an invitation to Council to visit the Shire of Bruce Rock for a tour.

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 – 26th July 2018

RESOLUTION: 14-18/19**MOVED Cr McGuinness SECONDED Cr Haythornthwaite**

That the Minutes of the Ordinary Meeting of Council held on the 26th July 2018 be confirmed as a true and accurate record.

CARRIED 7/0

7.2 Business Arising

Nil.

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 – July 2018

Meeting Date	30 th August 2018
Responsible Officer	EMCS Tony Merillo
Reporting Officer	EMCS Tony Merillo
Attachments	July 2018 Accounts
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Note the accounts paid during July 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 2018/2019 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 where possible. Delays have been experienced due to WANDRRA claims, however with the agreed delay in WANDRRA works this will enable outstanding Sundry Debtors claims to inject funds into Council's Municipal account.

Operation – Low Risk

Natural Environment – Low Risk.

EXECUTIVE SUMMARY/COMMENT

Payments are per attached schedules 9.1 1/2/3

OFFICER RECOMMENDATION

RESOLUTION: 15-18/19

MOVED Cr McRae SECONDED Cr McGuinness

That Council note the following:

1. That Schedule of Accounts covering Municipal Vouchers 23501 to 23520 & EFT5605 to EFT5689 & DD13044.1.1 to DD113044.12 & DD13060.1 to DD13060.13 totalling \$2,212,524.45 be received; and
2. That Police Licensing payments for the month of July 2018 totalling \$63,325.50 be received on the 31 July 2018 (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for June 2018 totalling \$1,856.16 be received on the 31 July 2018 (Attachment 9.1.3); and.
4. That Payroll payments for the month July 2018 totalling \$170,143.94 be received; and
5. That fund transfers from Trust account to Municipal account for July 2018 totalling \$2,606.65 be received; and.
6. That the Lease payment for the month of July on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

9.2 Fund Balance Report – July 2018

Meeting Date	30 th August 2018
Responsible Officer	EMCS Tony Merillo
Reporting Officer	EMCS Tony Merillo
Attachments	Reconciliation Reports
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Reconciled Cash Financial Position as at 31st July 2018.

BACKGROUND

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 31st July 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	\$331,856.32	Reconciled Municipal Balance	<u>\$451,017.40</u>
At Call - Invest. Acc:128224	\$90,000.00	(Plus Outstanding Payments)	\$12,293.92
Childcare Centre Acc:150827	\$6,512.31	(Less Outstanding Deposits)	(\$74.95)
Medical A/c Acc: 111529	\$31,661.44	(Less Outstanding Transport)	(\$3,206.30)
Total Municipal	<u>\$460,030.07</u>		<u>\$460,030.07</u>
T/Deposit-Reserve Acc: 38639	\$450,000.00		
At Call – Reserve Acc: 129083	\$51,919.40		
T/Deposit-Reserve Acc: 149105	\$1,334,452.95		
T/Deposit-Reserve Acc: 160427	\$460,134.61		
Total Reserves	<u>\$2,296,506.96</u>		<u>\$2,296,506.96</u>
Trust A/c	\$88,081.51	Trust General Ledger	\$88,081.51
	\$0	Plus Outstanding Deposits	\$0
	\$0	Less Outstanding Transfers	\$0
Police Licensing	\$3,206.30		\$3,206.30
Total Trust	<u>\$91,287.81</u>		<u>\$91,287.81</u>
	<u>\$2,847,824.84</u>		<u>\$2,847,824.84</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 July 2018 as stated above

OFFICER RECOMMENDATION

RESOLUTION: 16-18/19

MOVED Cr Haythornthwaite SECONDED Cr Brown

That Council note the Reconciled Fund Balances for the period ending 31st July 2018.

CARRIED 7/0

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

Meeting Date	30 th August 2018
Responsible Officer	EMCS Tony Merillo
Reporting Officer	EMCS Tony Merillo
Attachments	Financial Statements
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

To receive 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 July 2018 follow.

OFFICER RECOMMENDATION

RESOLUTION: 17-18/19

MOVED Cr Haythornthwaite SECONDED Cr McRae

That Council receive the Financial Statements for the period ending 31st July 2018.

CARRIED 7/0

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

Meeting Date	30 th August 2018
Responsible Officer	EMCS Tony Merillo
Reporting Officer	EMCS 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 26th July 2018 under Budget Adoption Resolution 7-18/19 it was passed 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: 18-18/19

MOVED Cr McRae SECONDED Cr Brown

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

CARRIED 7/0

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Local Government (Council Meetings) Local Law

Meeting Date	30 th August 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

MATTER FOR CONSIDERATION

Council to Consider the development of a Draft Local Law for presentation

BACKGROUND

Following the Strategic & Governance Workshop in York, Cr Smith and Cr Haythornthwaite requested that Council consider the adoption of Standing Orders. Council at its Ordinary Meeting held on 26th April 2018 resolved that: -

“RESOLUTION: 198-17/18

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

The task was delegated to the Acting CEO who has accumulated numerous copies of Standing Orders/Council Meetings Local Laws and ascertained which neighbouring Councils do not have any Local Laws.

Further information was provided in Councillors Q&A in July 2018 as follows: -

<i>Council</i>	<i>Local Laws (Yes/No)</i>
<i>Beverley</i>	No
<i>Cunderdin</i>	No
<i>Tammin</i>	No
<i>Bruce Rock</i>	No
<i>Merredin</i>	Yes
<i>Kellerberrin</i>	Yes
<i>York</i>	Yes
<i>Toodyay</i>	Yes
<i>Wyalkatchem</i>	Yes
<i>Trayning</i>	Yes
<i>Mukinbudin</i>	Yes
<i>Koorda</i>	Yes
<i>Wongan Ballidu</i>	Yes
<i>Narembeen</i>	Yes
<i>Brookton</i>	No
<i>Corrigin</i>	Yes
<i>Kondinin</i>	Yes

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 3 Division 2 provides Council with the Authority to make Local Laws and the procedure to make Local Laws.

Council is required to strictly follow the Procedures for Making a Local Law which is set down in S3.12 of the Local Government Act.

A Procedure Checklist has been developed by the Department of Local Government and is under separate cover for Members' reference.

Local Government (Functions & General) Regulations 1996

POLICY IMPLICATIONS

Council currently has no Meeting Local Laws (historically known as Standing Orders) in place.

FINANCIAL IMPLICATIONS

Nil at this time.

Should Council determine to develop a Meetings Local Law for Consideration and then for Public Submission, it is recommended that external assistance be sought to assist Council's Administration on this task.

Council is a Subscriber to the WALGA Local Law Service who have offered Services & Resources to assist Council.

Council will incur Statutory Advertising & Gazettal Costs during the Local Law process. It is estimated that this will amount to in the order of \$7000 - \$8000.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

Nil at this time.

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

Financial – Risk Matrix Rating considered High Risk - Council may incur significant costs as a result of poor Council Meeting Procedures or Behaviours, if a Council Meeting Local Law is not in place.

Health – Risk Matrix Rating considered Low Risk

Reputation – Risk Management Rating considered Moderate Risk – Council may have heightened reputable risk including media publicity and embarrassment of Council. Having a Council Meeting Local Law will mitigate the Risk level to Low.

Operation – Risk Matrix Rating is considered as Moderate - Resources are needed if sound Council Meeting Procedures are not followed. A Council Meeting Local Law provides guidance for Good Governance and therefore could reduce the Risk Ratio to Low.

Natural Environment – Risk Matrix Rating considered Low Risk

COMMENT

Councillors have previously been provided a Copy of Model Local Laws which was developed by WALGA Local Laws. This Model Local Law is a Guiding Template which has been endorsed by the State Parliamentary Standing Committee on Delegated Legislation.

A Copy is provided under separate cover for Members' reference again.

Copies of Local Laws have been sourced from the following Councils, with the respective Adoption Years: -

Chapman Valley – 2017

Corrigin – 2000

Kellerberrin – 2016

Kondinin – 2000

Koorda – 2017

Merredin – 2017

Toodyay – 2008

Trayning – 2015

Wongan – Ballidu - 2010

York – 2016

It is reported all of the most recent Meeting Local Laws are primarily based on the Model Local Law template with some very minor modifications by the respective Councils to reflect local Governance requirements.

WALGA Local Law Service has strongly recommended that if Council are to proceed to preparing and considering a Draft Meeting Local Law, that the Model version be used and with only very minor amendments. This will minimise the likelihood of the Draft Local Law being modified or declined by the Parliamentary Standing Committee.

It is further recommended that Council and Administration further review the most recent Local Laws from the Shire of Kellerberrin and the Shire of Chapman Valley as examples of contemporary Meeting Local Laws.

Copies of both these Local Laws will be forwarded in a separate Email.

Council is advised that several Regional Councils have adopted a Meeting Procedures Policy in lieu of making and having a Local Law. Whilst this action is lawful, Council is advised that the Policy can only be a Guide for the Councils and is not enforceable in Law. Secondly, should there be a breach of the Policy by an Elected Member/s this cannot be referred to the Standards Panel established under the Local Government Act.

Breaches of an Adopted and Gazetted Local Law are able to be referred to the Standards Panel.

Subject to the outcome of Council's deliberation at this Meeting, it is considered prudent that Council would then discuss a Draft Council Meeting Local Law at a Workshop before its presentation with an Officer's Report to an Ordinary Council Meeting.

EXECUTIVE SUMMARY

- 70% of the “like sized” Councils surveyed have Gazetted Local Laws
- Section 3.5 of the Local Government Act provides Authority for Council to make Local Laws
- Making of a Local Law requires Council to strictly follow the Procedures set down in Section 3.12 of the Local Government Act.
- Industry advice is that the Model Local Law is a sound foundation to work from and that only minor amendments should be considered by Council.
- An adopted and gazetted Local Law is enforceable if a Breach occurs.
- If the Breach is of a nature and substance to be reported to the Local Government Standards Panel, the Panel is able to deal with the Matter.
- A Council Meeting Local Law will provide Council and the Community with clarity and transparency of Council's Decision making and Meeting Procedures.

OFFICER RECOMMENDATION

Council to determine whether to proceed with the preparation of a Draft Council Meeting Local Law.

RESOLUTION: 19-18/19

MOVED Cr Smith SECONDED Cr McGuinness

That Council authorise the Chief Executive Officer to draft a Local Government (Council Meeting) Local Law for Council's consideration.

CARRIED 7/0

Council Discussion

Council requested that the Chief Executive Officer select a date for Council to Workshop the Draft Local Government (Council Meeting) Local Law.

10.2 Strategic Planning Committee Meeting Minutes – 14th August 2018

Meeting Date	30 th August 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes for the 14 th August 2018 Meeting
Owner/Applicant	Strategic Planning Committee
Disclosure of Interest	Nil.

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 14th August 2018 from which there are seven (7) recommendations for Council consideration, namely: -

- RESOLUTION: SP2-18/19
- RESOLUTION: SP3-18/19
- RESOLUTION: SP4-18/19
- RESOLUTION: SP5-18/19
- RESOLUTION: SP6-18/19
- RESOLUTION: SP7-18/19
- RESOLUTION: SP8-18/19

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk
Health – Low Risk
Reputation – Low Risk
Operation – Low Risk
Natural Environment – Low Risk.

COMMENT

Minutes of the 14th August 2018 Meeting of the Strategic Planning Committee include seven (7) recommendations to Council for which the background of each recommendation is contained in the Minutes.

EXECUTIVE SUMMARY

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

OFFICER RECOMMENDATION

RESOLUTION: 20-18/19

MOVED Cr Smith SECONDED Cr Brown

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 14th August 2018

CARRIED 7/0

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

Committee receive the CEO's Report on Referred Strategic Proposals

RESOLUTION: 21-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: SP2-18/19

That the Strategic Planning Committee recommend to Council: -

That Council receive the CEO's Report on the Referred Strategic Proposals including the Committee's recommendations.

CARRIED 7/0

Asset Management Plan Reviews

RESOLUTION: 22-18/19

MOVED Cr Brown SECONDED Cr McGuinness

RESOLUTION: SP3-18/19

The Strategic Planning Committee recommend to Council: -

That the Chief Executive Officer provide a Review Report on the current Asset Management Plans and identify any emerging issues to the October 2018 Ordinary Council Meeting.

CARRIED 7/0

Barracks ownership and operation

RESOLUTION: 23-18/19

MOVED Cr McGuinness SECONDED Cr Smith

RESOLUTION: SP4-18/19

That the Strategic Planning Committee recommend to Council: -

That Council does not accept the PTA offer of the future ownership of the Barracks.

CARRIED 7/0

Solar power for Caravan Park/Swimming Pool/Oval

RESOLUTION: 24-18/19

MOVED Cr Shenton SECONDED Cr Smith

RESOLUTION: SP5-18/19

That the Strategic Planning Committee recommend to Council: -

1. That Council Staff provide a Cost Benefit Analysis report for Council's 2019/2020 Draft Budget on the proposed Solar power system for the Caravan Park/Swimming Pool and Oval.
2. That Council Staff progress with seeking grant funding for the upgrade of the recreational flood lighting to the more energy efficient LED system.

CARRIED 7/0

Leasing of vehicles

RESOLUTION: 25-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

RESOLUTION: SP6-18/19

That the Strategic Planning Committee recommend to Council: -

That Council Staff conduct a review of the feasibility of leasing vehicles versus outright purchase of vehicles and the report be presented to the September 2018 Ordinary Council Meeting.

CARRIED 7/0

Funding of Aged Care Units

RESOLUTION: 26-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: SP7-18/19

That the Strategic Planning Committee recommend to Council that Council Staff prepare a report on: -

- the long-term vision for the Independent Living Units Complex;
 - its infrastructure design and scope; and
 - a financial model of the development of the complex,
- for the Project to be considered "shovel ready".

CARRIED 7/0

Council Discussion

Council discussed the formation of a Working Group or Committee on Aged Housing. The Meeting determined to hold over further discussions to the Information Session following the Council Meeting.

Caravan Park Cottages

RESOLUTION: 27-18/19

MOVED Cr McGuinness SECONDED Cr Brown

RESOLUTION: SP8-18/19

That the Strategic Planning Committee recommend to Council: -

That Council support the Implementation of Park Cottages Concept and Scope of Works with one being Aged / Disabled Persons Friendly Cottage.

CARRIED 7/0

10.3 Central Country Zone Meeting – 31st August 2018

Meeting Date	30 th August 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Central Country Zone Agenda
Owner/Applicant	Mr Bruce Wittber Executive Officer, WALGA, Central Country Zone
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

- (1) Council is invited to nominate Delegate/Member to the Working Group to Review WALGA's Local Government Act Review Phase 2.
- (2) Council direction is sought on any Matters submitted by the Member Councils or the Zone Executive Officer at the Central Country Zone Meeting.

BACKGROUND

The Central Country Zone Meeting will be held on Friday 31st August 2018 in Wickepin.

- (1) It is proposed that the Working Group be a "mix of Elected Members and CEO's".

Central Country Zone Member Councils are encouraged to participate in the Phase 2 of the Review of the WALGA Submission/Report on the Local Government Act 1995.

- (2) And a number of issues will also be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.

STATUTORY ENVIRONMENT

Zone Meeting convened in accordance with WALGA & Zone Policy.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
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 – Risk Matrix Rating considered as Low

Health – Risk Matrix Rating considered as Low

Reputation – Risk Matrix Rating considered as Low

Operational – Risk Matrix Rating considered as Low Risk

Natural Environment – Risk Matrix Rating considered as Low.

COMMENT/ EXECUTIVE SUMMARY

To provide guidance to Councils voting delegates. Specific attention is drawn to the following Items in the Central Country Zone Agenda for Council’s voting delegates, Cr Davies and Cr McRae.

The four listed motions are: -

- 10.1 Policy for Restricted Access Vehicles on Roads Not on an Approved Network during Harvest
- 10.2 Local Government Act Review Phase 2
- 10.3 Road Safety Audit Requirement for Black Spot Submissions – Shire of Wickepin
- 10.5 Department of Water and Environmental Regulation Discussion Paper on a Cost Recovery Approach.

OFFICER RECOMMENDATION

1. Submitted for Council Consideration whether to nominate a Council Delegate to participate in the Central County Zone Working Group on the Phase 2 Review of the Local Government Act 1995.
2. Council to provide direction to Council’s voting delegates.

Motion #	Title	Support	Not support
10.1	Policy for Restricted Access Vehicles on Roads Not on an Approved Network during Harvest		
10.2	Local Government Act Review Phase 2		
10.3	Road Safety Audit Requirement for Black Spot Submissions – Shire of Wickepin		
10.5	Department of Water and Environmental Regulation Discussion Paper on a Cost Recovery Approach.		

RESOLUTION: 28-18/19

MOVED Cr Brown SECONDED Cr Haythornthwaite

1. That Council support Cr Brett McGuinness nomination for the LG Act Phase 2 Working Group.
2. That Council directs its appointed voting delegate for the Central Country Zone Meeting to vote as follows on the agenda items being presented for consideration: -

Motion # Title

- 10.1 Policy for Restricted Access Vehicles on Roads Not on an Approved Network during Harvest – Support
- 10.2 Local Government Act Review Phase 2 – support
- 10.3 Road Safety Audit Requirement for Black Spot Submissions – Shire of Wickepin – Support
- 10.5 Department of Water and Environmental Regulation Discussion Paper on a Cost Recovery Approach – Support
- 10.7 Approval Conditions for Roads on the RAV and AMMS Networks – Support.

CARRIED 7/0

3.37 pm

Council adjourned for afternoon tea.

4.00 pm

The Council Meeting resumed.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

12.1 Feasibility of Purchasing High Pressure Culvert Cleaner Pump Unit

Meeting Date	30 th August 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMW&S Allan Rourke, IPR/SPO Richard Bleakley
Attachments	Cost Benefit Analysis and WOMA Brochure
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

MATTER FOR CONSIDERATION

Council to consider the feasibility of purchasing a high pressure culvert cleaner pump unit.

BACKGROUND

The Council is responsible for the maintenance of its local roads and infrastructure, which includes culverts and drainage within the Shire of Quairading. Maintenance is the most cost effective solution to extend the life of the road pavement and structures

The Shire of Quairading has 810 culvert structures 450mm or less in diameter throughout its road network.

Following inspections carried out, many of the Shire's 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/outlets, and downstream drains to allow the unrestricted flow of storm water.

The Executive Manager of Works and Services has planned culvert maintenance costed for a period of 8 weeks per annum for staff and existing plant at a daily cost of \$2,800 based on cleaning an average of six structures per day. The 2018/19 Budget Allocation (within Road Maintenance Budget) for Culvert / Pipe Cleaning is \$112,000. Current Budget Provision excludes the Hiring Costs or Operating Costs of the Culvert Cleaner.

A quote has been received from a regional Contractor at a daily cost \$7,250 plus GST and they have proposed cleaning an average of six culvert structures per day.

In Council's Adopted Budget 2018/2019, there is an allocation of \$50,000.00 included for the purchase a high-pressure culvert cleaner pump unit.

Council at its Ordinary Meeting held on 31st May 2018 resolved the following: -

"RESOLUTION: 215-17/18

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

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"

Council has requested information regarding the feasibility to purchase this item. Further investigations have been conducted and are attached to the Agenda Item.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Council's Purchasing Policy (Policy 2.20)

Council Delegation No. A.6 – Payments from Municipal and Trust Funds

FINANCIAL IMPLICATIONS

The cost of the high pressure culvert cleaner pump unit has been included in Council's 2018/2019 Budget. The Machine Operating Costs or Hire Charges are not currently included in the Budget Operating 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 – Current Situation (minimal Culvert Cleaning) - Risk Matrix Rating is considered High given the likelihood of significant Road Maintenance and Repairs due to the blocked Culverts on Council's road network.

Proposal – Cleaning of Council's Culverts in a managed Maintenance Schedule and included in Council's Annual Budget. Risk Matrix Rating considered Moderate.

Report provides Cost Benefit Analysis and Whole of Machine Life Costings which identifies the full Cost of each Alternative Model.

Health – Risk Matrix Rating considered Low as Council is Models 1 & 2 provide for Accredited Training for all Staff involved in Culvert Cleaning Operations.

Reputation – Risk Matrix Rating considered as Low as a Routine Cleaning of Culverts will be implemented in the 2018/19 Year which will lessen any adverse public comment on the standard of Council's Road network.

Operation – Risk Matrix Rating considered as Low Risk as Council has budgeted to undertake a Program of Culvert Cleaning for a period of 8 weeks in the Current Year.

Natural Environment – Risk Matrix Rating considered Low Risk as there will be no impact within Council's Constructed Road Corridor nor on the adjoining Road Reserve and Private Land.

COMMENT

The Executive Manager of Works and Services has considered three options for the long-term maintenance of Culverts in the Shire Road network:

1. Purchase of High Pressure Culvert Cleaner
2. Hire of High Pressure Culvert Cleaner; and
3. Contracting service to external suppliers.

Option 1 – Purchase of High Pressure Culvert Cleaner

- Initial cost of \$45K and a staff training program of \$5.7K
- Estimated life of unit 10 years
- Life Costing of Option 1: Net Present Value¹ (NPV) **\$1,134,819**
- Capacity for the maintenance of 240 culverts per year (diameter ≤ 450mm)
- Shire will be responsible for operating costs – fuel, oil, filters etc.
- Shire will be responsible for maintenance cost - (projected cost is 15% of capital cost per annum)
- Shire will be responsible for support services – labour, plant and hire of mini excavator

The purchase of the Culvert Cleaner will provide flexibility and ready access to equipment for the ongoing road maintenance program, and the ability to respond rapidly to urgent matters. It also provides an opportunity to hire the unit out outside of the culvert maintenance program.

Option 2 – Hiring of High Pressure Culvert Cleaner

- Hiring rate of \$2,650 / week based on unit being hired for 8 weeks
- Requires staff training program @ \$5.7K
- Life Costing of Option 2: Net Present Value (NPV) **\$1,218,953**
- Capacity for the maintenance of 240 culverts per year (diameter ≤ 450mm)
- Shire will be responsible for operating costs – fuel, oil, filters etc.
- Hiring agent will be responsible for maintenance costs
- Shire will be responsible for support services – labour, plant and hire of excavator

Hire of a unit will be dependent on the availability of the culvert cleaner. This option does not provide the Shire with the capacity to respond to urgent matters outside the programmed road maintenance schedule.

Option 3 - Contracting service to external suppliers

- Contractors daily rate is \$7,250
- Does not require a Staff training program.
- Life Costing of Option 3: Net Present Value (NPV) **\$2,839,870**
- Capacity for the maintenance of 240 culverts per year (diameter ≤ 450mm)
- Capacity to maintain culverts with a diameter ≥ 450
- Contractor will be responsible for the Operation and Maintenance of the Culvert Cleaner
- Contractor will provide support services – labour and plant
- Shire will be responsible for providing traffic management services
- Shire will be responsible for the provision of water to the contractor

Use of a Contractor will mean service is dependent on their availability. This will provide a greater challenge to the integration of the culvert program into the overall road maintenance program. It also does not provide the Shire with the capacity to respond to urgent matters outside the programmed road maintenance schedule. Although it will reduce the Shire's plant commitment to the culvert

¹ NPV based on a discount rate of 2.5%

cleaning program it will not reduce the labour input significantly due to the traffic management requirements.

EXECUTIVE SUMMARY

Shire has 932 culverts of which 810 are of a diameter \leq 450mm

The Executive Manager of Works and Services has prepared a Culvert Maintenance Program to be integrated into the Shire's Road Maintenance and Road Construction Program.

To deliver this program the Executive Manager of Works and Services has consulted with a number of Suppliers and Contractors to determine the appropriate size of the Culvert Cleaner, and has deemed that the **Drain Dog 50** be the most appropriate and cost effective unit to procure. (See Attachment)

Three options for the securing of services have been considered:

1. Purchase of High Pressure Culvert Cleaner
2. Hire of High Pressure Culvert Cleaner; and
3. Contracting service to external suppliers.

Life Costing of the Options (See Attachments)

Life Costing of Options

Option	Description	Life Costing ¹
1	Purchase of High Pressure Culvert Cleaner	\$1,134,819
2	Hire of High Pressure Culvert Cleaner	\$1,218,953
3	Contracting service to external suppliers	\$2,839,870

¹ Net Present Value (Discount Rate 2.5%)

The purchase of the Culvert Cleaner Pump Unit provides the most cost effective option based on:

- i. Life Costings Analysis (10 Years)
- ii. Scale of culvert maintenance program and its integration into the Road Maintenance Program; and
- iii. Flexibility provided by the Shire acquiring the asset.

OFFICER RECOMMENDATION

That Council authorise the purchase of the high pressure culvert cleaner pump unit as documented in Council's Adopted Budget for 2018/2019.

RESOLUTION: 29-18/19

MOVED Cr Shenton SECONDED Cr Brown

That subject to the successful completion of a Machine Demonstration, Council authorise the purchase of the high pressure culvert cleaner pump unit as documented in Council's Adopted Budget for 2018/19.

CARRIED 4/3

Variation to the Officers Recommendation

Following further advice from the Chief Executive Officer, the words "Subject to the successful completion of a machine Demonstration" were inserted at the commencement of the Motion.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 27th September 2018, commencing at 2pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked the Councillors, Staff, and Mr Haythornthwaite for their attendance, and Cr Stephen Strange for his attendance and insight into Local Government and WALGA and his offer of support to Council.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 4.18 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30th August 2018 were confirmed on 27th September 2018 as recorded on Resolution No. _____

Confirmed..... 27/09/18