



# Shire of Quairading

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*Ordinary Council Meeting Minutes*

26<sup>th</sup> July 2018

# Disclaimer

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## **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.

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# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26<sup>th</sup> July 2018 commencing at 2.00 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.00 pm.

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

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

Cr Davies also acknowledge that it was Acting Chief Executive Officer Mr Allen Cooper’s last Council Meeting as his contracted term of employment end Friday on 27<sup>th</sup> July 2018.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

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

### Council Officers

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

### Observers/Visitor

Mr John Haythornthwaite

### Apologies

Nil.

### Leave of Absence Previously Granted

Nil.

## ITEM 3 PUBLIC QUESTION TIME

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

The following question submitted by Mr Haythornthwaite, was taken on notice at the Council Meeting held Thursday 28<sup>th</sup> June 2018.

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

Additional Information

The purchase for Nissan UD Truck Q5122 at a cost of \$936 (incl. GST) was for 2x tyres, balance bags and fitment.

The smaller tyres were purchased for the Street Sweeper Q685 at Cost of \$415 (incl. GST) which included 2x tyres, the fitment and nuts & bolts.

## **3.2 Public Question Time**

### **Mr John Haythornthwaite**

Question

Page 12 of the Agenda: That the lease payment for the month of May on the CESM vehicle totalling \$1,775.97. What does the payment and vehicle relate to?

Response

The Community Emergency & Services Manager (CESM) vehicle is a leased vehicle over a 3-year period with monthly repayments of \$1775.97 (Incl. GST). The total cost is split between the four (4) Shires namely – Quairading, Cunderdin, Tammin and Kellerberrin for 40% of the cost and 60% of the cost borne by Department of Fire and Emergency Services.

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.

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.

Question

Page 104 of the Agenda: Enquired why the Chief Executive Officer hadn't signed off on the Credit Card Payments?

Response

The Shire President informed Mr Haythornthwaite that the Chief Executive Officer had been on Leave at the time of the Agenda compilation, and the therefore unable to sign off. The Credit Card Statement was signed by the Acting Chief Executive Officer.

#### ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

#### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil received.

#### ITEM 6 DECLARATIONS OF INTEREST

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

- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c.

Cr McRae and Cr Shenton verbally declared an Impartiality Interest with Item 9.6 2018/2019 CSRFF Small Grants Application.

Cr Haythornthwaite verbally declared an Impartiality Interest with Item 10.3 Council Delegate – Reconciliation Action Plan Committee.

#### ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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##### 7.1 Confirmation of Minutes – 28<sup>th</sup> June 2018

**RESOLUTION: 1-18/19**

MOVED Cr Haythornthwaite SECONDED Cr McRae

That the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> June 2018 be confirmed as a true and accurate record subject to the minor correction of the Meeting Date from 26<sup>th</sup> June 2018 to 28<sup>th</sup> June 2018.

**CARRIED 8/0**

##### 7.2 Business Arising

Nil.

**8.1 Proposed Telstra Telecommunications Facility, Lot 11185 Quairading South Road, Quairading (DA2017/18-6)**

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Acting CEO Mr Allen Cooper
<b>Reporting Officer</b>	Contract Town Planner Mrs Jacky Jurmann
<b>Attachments</b>	Plans, Planning Assessment Report
<b>Owner/Applicant</b>	Visionstream Pty Ltd on behalf of Telstra Corporation Ltd
<b>Disclosure of Interest</b>	Nil.

**MATTER FOR CONSIDERATION**

Proposed Telecommunications Facility – Use Not Listed Quairading Town Planning Scheme No. 2.

**BACKGROUND**

The Shire has received a development application to obtain approval to construct a telecommunications facility on Lot 11185 Quairading South Road, Quairading WA 6383 comprising of the following:

- Installation of one (1) 40m lattice tower;
- Installation of one (1) triangular headframe to accommodate the proposed antennas;
- Installation of six (6) new panel antennas (no greater than 2.8m in length);
- Installation of six (6) TMAs behind the panel antennas;
- Installation of associated ancillary cabling, feeders, related equipment and cable ladder with support posts;
- Installation of 9.0m x 9.0m chain-link fence with a 3m wide access gate.

The subject site is 926 hectares in area; is zoned “Farming” under the provisions of the Shire of Quairading’s Local Planning Scheme No. 2; and is currently used for broad-hectare cropping and grazing purposes. It also contains an existing WA Police and Telstra telecommunications facility.

**STATUTORY ENVIRONMENT**

**Quairading Town Planning Scheme No. 2.**

The property is zoned Farming.

Telecommunications facilities are defined in TPS2 as “telecommunications infrastructure”, which means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network.

The land use “telecommunications infrastructure” is not listed in the Zoning Table and therefore must be considered as a ‘use not listed’ in accordance with clause 3.3.2 of TPS2. An assessment of the proposal indicates it is consistent with the objective (c) of the Farming zone as it will be beneficial to the district by improving mobile phone coverage for residents, businesses and tourist, and will be non-detrimental to the natural resources or the environment.

Clause 4.14.2 sets out the general development requirements in the zone, which have been considered as follows:

- (a) Any sensitive or incompatible uses that may require buffer separation from the proposed use – the proposed use meets the buffer separation required from sensitive receptors.
- (b) Evidence of a sustainable water supply – not applicable.

- (c) Soil conditions, slope, soil type, rock, potential for water logging, foundation stability, and how the application has addressed these characteristics – the footings and other structural measures will be designed by an engineer to suit the soil conditions.
- (d) Proposals for treatment and disposal of waste products – not applicable.

**Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions)**

Clause 64 requires applications for uses not listed in the Zoning Table to be advertised – a notice was placed on the Shire’s website and no submissions were received.

Clause 67 sets out the matters for consideration. The applicable sub-clauses have been considered as follows:

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area - consistent;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving – nil applicable;
- (c) any approved State planning policy – SPP 5.2 Telecommunications Infrastructure, Section 5 applies and relates to visual impacts. The location of the proposed facility will be visible from some vantage points, however will not affect any significant views, vistas or panoramas;
- (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d) – nil applicable;
- (e) any policy of the Commission – nil applicable;
- (f) any policy of the State – nil applicable;
- (g) any local planning policy for the Scheme area – nil applicable;
- (h) any structure plan, activity centre plan or local development plan that relates to the development – nil applicable;
- (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015* – nil applicable;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve – not applicable, freehold land;
- (k) the built heritage conservation of any place that is of cultural significance – no place of heritage significance affected;
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located – no effects identified;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource – no impacts identified;



- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved – no impacts, screening recommended;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk – the site is mapped bushfire prone due to the proximity of the vegetation on the neighbouring golf course, however this risk does not affect this proposal;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety – the location meets the separation distances for telecommunications facilities and any electromagnetic emissions;
- (s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles – existing access available with the landowner’s approval.;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety – no impacts identified, traffic will be intermittent associated with servicing requirements;
- (u) the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability – not applicable;
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses – no impacts identified. Impacts will be positive as a result of improved mobile coverage to the community, tourists and business;
- (w) the history of the site where the development is to be located – the site has a farming history, no impacts identified on the viability of farming of the remainder of the site;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals – positive impacts identified associated with improved mobile coverage;
- (y) any submissions received on the application – no submissions received;
- (za) the comments or submissions received from any authority consulted under clause 66 – nil required;
- (zb) any other planning consideration the local government considers appropriate - nil.

## **POLICY IMPLICATIONS**

There are no policy implications associated with this proposal.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this proposal. The Applicant has paid the relevant application fees.

## **STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

The proposed telecommunications facility that will improve service in the Shire is consistent with the aims and objectives of the Strategic Community Plan.

## **COMMUNITY CONSULTATION**

As indicated in the Statutory Section of this Report, consultation was undertaken in accordance with the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 and no submissions were received.

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

### Financial

The financial risk associated with this proposal is low. It is unlikely that the determination and/or conditions will be appealed to the State Administrative Tribunal, which would result in unexpected legal costs.

### Health

The health risk associated with this proposal is low. The facility complies with all relevant legislation and health standards for telecommunication facilities.

### Natural Environment

The risk to the natural environment is low. There is no major clearing associated with the proposal.

## **EXECUTIVE SUMMARY/COMMENT**

The proposed telecommunications facility will be beneficial to the community and is therefore consistent with the zone objectives. There are no impacts or risks identified that affect the approval of the application and no objections were received. Accordingly, the application is recommended for conditional approval.

## **OFFICER RECOMMENDATION**

### **RESOLUTION: 2-18/19**

MOVED Cr Shenton SECONDED Cr McGuinness

Council resolve:

1. To accept that the development application reference DA2017/18-6 is appropriate for consideration as a “telecommunications facility” land use and compatible with the objectives of the Farming zone in accordance with clause 3.3 of the Shire of Quairading’s Town Planning Scheme No. 2.
2. That the application for development approval to construct a telecommunications facility on Lot 11185 (Plan 225188) Quairading South Road, Quairading be APPROVED in accordance with the provisions of the Shire of Quairading Town Planning Scheme No. 2, subject to the following conditions:
  - (a) Development must be substantially commenced within two (2) years from the date of determination.
  - (b) Development must be in accordance with the stamped approved plans.
  - (c) The monopole and associated structures shall be painted in an appropriate colour scheme to reduce reflectivity and blend in with the surrounds to the satisfaction of the local government.

**CARRIED 8/0**

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – June 2018

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Deputy CEO Tony Merillo
<b>Reporting Officer</b>	Deputy CEO Tony Merillo
<b>Attachments</b>	June 2018 Accounts
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### MATTER FOR CONSIDERATION

Note the accounts paid during June 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 where possible. Delays have been experienced due to WANDRAA claims, however with the agreed delay in WANDRAA 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: 3-18/19**

MOVED Cr Stacey SECONDED Cr Brown

That Council note the following:

1. That Schedule of Accounts covering Municipal Vouchers 23492 to 23500 & EFT5465 to EFT5604 & DD12994.1.1 to DD12994.12 & DD12995.1 to DD12952.11 totalling \$1,267,669.63 be received; and
2. That Police Licensing payments for the month of June 2018 totalling \$32,498.20 be received on the 30 June 2018 (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for May 2018 totalling \$4,645.72 be received on the 30 June 2018 (Attachment 9.1.3); and.
4. That Payroll payments for the month June 2018 totalling \$169,326.22 be received; and
5. That fund transfers from Trust account to Municipal account for June 2018 totalling \$1,225.00 be received; and.
6. 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 – June 2018

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Deputy CEO Tony Merillo
<b>Reporting Officer</b>	Deputy CEO Tony Merillo
<b>Attachments</b>	Reconciliation Reports
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### MATTER FOR CONSIDERATION

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

### BACKGROUND

The Municipal, Cash Backed Reserves and Trust Accounts shown here as at 30<sup>th</sup> June 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	\$296,679.17	Reconciled Municipal Balance	<b><u>\$424,018.73</u></b>
At Call - Invest. Acc:128224	\$90,000.00	(Plus Outstanding Payments)	<b><u>\$10,402.15</u></b>
Childcare Centre Acc:150827	\$6,839.61	(Less Outstanding Deposits)	<b><u>(\$50)</u></b>
Medical A/c Acc: 111529	\$31,344.95	(Less Outstanding Transport)	<b><u>(\$9,507.15)</u></b>
<b>Total Municipal</b>	<b><u>\$424,863.73</u></b>		<b><u>\$424,863.73</u></b>
At Call – Reserve Acc: 129083	\$501,767.26		
T/Deposit-Reserve Acc: 149105	\$1,334,452.95		
T/Deposit-Reserve Acc: 160427	\$460,134.61		
<b>Total Reserves</b>	<b><u>\$2,296,354.82</u></b>		<b><u>\$2,296,354.82</u></b>
Trust A/c	\$87,806.46	Trust General Ledger	\$87,806.46
	\$0	Plus Outstanding Deposits	\$0.00
	\$0.00	Less Outstanding Transfers	\$0.00
Police Licensing	\$9,507.15		\$9,507.15
<b>Total Trust</b>	<b><u>\$97,313.61</u></b>		<b><u>\$97,313.61</u></b>
	<b><u>\$2,818,532.16</u></b>		<b><u>\$2,818,532.16</u></b>

## 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 30<sup>th</sup> June 2018 as stated above

## OFFICER RECOMMENDATION

### RESOLUTION: 4-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

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

**CARRIED 8/0**

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

Meeting Date	26 <sup>th</sup> July 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

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

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS – Strategic Community Plan 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 30<sup>th</sup> June 2018 follow.

**OFFICER RECOMMENDATION**

**RESOLUTION: 5-18/19**

MOVED Cr Stacey SECONDED Cr McRae

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

**CARRIED 8/0**



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

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Deputy CEO Tony Merillo
<b>Reporting Officer</b>	Deputy CEO Tony Merillo
<b>Attachments</b>	Statement of Financial Activity and Variations Report
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### MATTER FOR CONSIDERATION

To review all Financial Activity for material variances greater than both 10% and \$10,000.00 to Budget.

### BACKGROUND

Under the requirements of regulation 34 Council is to each financial year adopt a percentage or value for reporting material variances.

At the Ordinary Meeting of Council held 24<sup>th</sup> August 2017 under resolution Budget Adoption - SMC17/18 it was moved to report on any material **“Variations of \$10,000.00 AND Greater than 10%”**. Council will continue to include in the Adopted Annual Budget the material variation limits to be reported on. Any member of Council is still able to request clarification of any variation they may have a concern with.

### STATUTORY ENVIRONMENT

Regulation 34 Financial Activity s. 6.4

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

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

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS – Strategic Community Plan 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: 6-18/19**

MOVED Cr Smith 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 30<sup>th</sup> June 2018.

**CARRIED 8/0**

## 9.5 Adoption of the 2018/2019 Statutory Budget

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Acting CEO Allen Cooper
<b>Reporting Officer</b>	Deputy CEO Tony Merillo
<b>Attachments</b>	Statutory Budget 2018/2019, Fees and Charges 2018/2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### MATTER FOR CONSIDERATION

Council to formally adopt the Budgets for Municipal, Trust and Reserve Funds for the 2018/2019 Year.

### BACKGROUND

Council has held a number of workshops to consider/amend and have input into the finalisation of the draft budget. The Community Strategic Plan has forecast the rate increase for the 2018/19 financial year to be at 4%. Based on that premise the budget has been prepared with a 4% increase over the total rates levied in the 2017/18 financial year.

### STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act requires Council to prepare and adopt, in the form and manner prescribed, a Budget for the Municipal Fund by no later than the 31<sup>st</sup> August 2018.

In regard to the setting of Council Rates, Section 6.32 state: -

#### “6.32 Rates and Service charges

When adopted the annual budget, a local government –

in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either –

uniformly; or

differentially;

may impose\* on rateable land within its district –

a specified area rate; or

a minimum payment;

and

may impose\* a service charge on land within its district.

\* *Absolute majority required.*

When a local government resolves to impose a rate it is required to –

set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value;

set a rate which is expressed as a rate in the dollar of the unimproved value of rateable within its district to be rated on unimproved value.

the unimproved value of rateable within its district to be rated on unimproved value.

### POLICY IMPLICATIONS

N/A

### FINANCIAL IMPLICATIONS

Council's Adopted Budget underpins all Council's Projects and Programs for the 2018/2019 Year.

## 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

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

Governance Objective: Strong governance and community engagement

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

### COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk: Considered low based on level of examination performed by Councillors.

Health – Low Risk

Reputation – Low Risk: All projected Expenditure & Income have been included in both the project and operational costs.

Operation – Low Risk

Natural Environment – Low Risk.

### COMMENT

The proposed rates in the dollar will raise \$1,768,873 on Unimproved Valued properties and \$442,181 on Gross Rental Value valued properties.

The split of UV/GRV is UV 80% / GRV 20% based on Gross Rates Levied has been maintained.

### EXECUTIVE SUMMARY

The 2018 / 2019 Statutory Budget documentation has been prepared in accordance with Council direction and the Community Strategic Plan.

### OFFICER RECOMMENDATION

#### RESOLUTION: 7-18/19

MOVED Cr Smith SECONDED Cr McGuinness

That: -

1. Council adopt the following Rates, Fees and Concessions: -

#### Minimum Rates

That the Minimum Rate of \$625 apply in respect of all eligible properties throughout the Shire of Quairading for the 2018 / 2019 year.

*Continues on next page*

### Options for Payment

That Council offers the following options for the payment of Rates in accordance S6.45 (1)(b) of the Local Government Act;

Option 1. Payment in Full on or before 5.00pm on Friday 14th September 2018.

Option 2. Four Equal Instalments at intervals of two calendar months. Instalment due dates: -

Friday 14<sup>th</sup> September 2018

Wednesday 14<sup>th</sup> November 2018

Monday 14<sup>th</sup> January 2019

Thursday 14<sup>th</sup> March 2019

Option 3. Alternative payment arrangements as agreed to by the Chief Executive Officer and the Ratepayer.

### Instalment Interest Charges

That a 5.5% interest rate be imposed on instalments to apply to the second, third and fourth instalments S6.45(3).

### Late Instalment Administration Fee

That an Administration Fee of \$5.00 be charged for Instalment numbers 2, 3 and 4 under Payment Option No. 2.

### Alternative Payment Option Administration Fee

Where Option 3 is selected and agreed to, an Administration Fee of \$25.00 be applied to that assessment to recover Administration and Management Costs.

### Interest Charges

That a Penalty Interest Rate of 11% be imposed on Overdue Rates, Sundry Debtors and Legal Fees (excluding Rubbish Charges), where instalment Option 2 (Rates only) has not been taken up.

### Rubbish Charges

The following Waste and Recycling Charges apply for the 2018/2019 year:

\$275.00 per annum per Rubbish Service which incorporates a weekly removal of one 240 litre Mobile Garbage Bin and fortnightly removal of one 240 litre Recycling Bin.

\$275.00 per annum Waste and Recycling Charge for Commercial Properties not serviced with a Mobile Garbage Bin.

2. Council adopt the Schedule of Fees and Charges as attached.
3. Council adopt the Annual Budget for the Shire of Quairading for the year ending 30th June 2019 incorporating all Rates, Fees, Charges and Penalties be adopted with the raising of the following rates in the Dollar: -  
  
\$2,211,054 to be raised from Gross Rates Levied in the 2018/2019 Year, being a 4.0% Increase in the Gross Rates Levied in the 2017/2018 Year.  
Gross Rental Values: 13.0784 cents in the dollar.  
Unimproved Values: 1.3007 cents in the dollar.
4. Only Variations to Council's 2018/2019 Budget by 10% or Greater and \$10,000 or more as noted in the Monthly Financial Statements be reported to Council.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### **Note**

After Council receiving advice of not having received funding from the Federal Dept. of Industry, Innovation and Science – "Building Better Regions (Infrastructure) Program" for the Cottages

Application, Council varied the Budget so that the additional \$135,000 is to be taken from the Building Reserve Fund, thereby having no impact on the Total Rates to be levied.

### Declarations of Interest

Cr McRae and Cr Shenton verbally declared an Impartiality Interest with Item 9.6 018/2019 CSRFF Small Grants Application. Reference: Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

### 2.22 pm

Cr McRae and Cr Shenton left the Meeting.

## 9.6 2018/2019 CSRFF Small Grants Application

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Acting CEO Allen Cooper
<b>Reporting Officer</b>	Acting CEO Allen Cooper
<b>Attachments</b>	CSRFF Small Grants Application Form
<b>Owner/Applicant</b>	Jill McRae, Treasurer – Quairading Golf Club
<b>Disclosure of Interest</b>	Nil.

### MATTER FOR CONSIDERATION

That Council consider endorsing the Quairading Golf Clubs Community Sporting and Recreation Facilities Fund (CSRFF) Small Grant application for the renewal and upgrade of 33 Golf Tee Boxes and supports the project to a monetary value of \$3,700 ex GST in the 2018/19 Financial year.

### BACKGROUND

The Quairading Golf Club submitted a Shire Community Grants Application Form 2018/19 which was submitted to the June Ordinary meeting of Council. Resolution 229-17/18 supported the grant application of \$3,700 subject to budget deliberations.

If the budget is approved a motion is required to support the application to the Department of Local Government, Sport and Cultural Industries to accompany the CSRFF Small Grants Application.

Total cost of the project is as follows: -

Source of Funding	\$ Amount ex GST	\$ Amount inc GST
Local Government	3,700	4,070
Applicant Cash	6,082	6,690
Volunteer Labour	2,870	2,870
Donated Materials	3,270	3,270
CSRFF Request	7,600	8,360
<b>Total Project Funding</b>	<b>23,522</b>	<b>25,260</b>

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The amount has been included in the 2018/19 draft budget at account 3212 - \$3,700

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

## 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

Application is attached for Councillors information.

## EXECUTIVE SUMMARY

Councils support is required for the application to be submitted, without Local Government support the application will not be considered by the Department of Local Government, Sport and Cultural Industries. Councils participation in the project will support a project which will enhance a local club's facilities.

## OFFICER RECOMMENDATION

### RESOLUTION: 8-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council: -

1. Support the CSRFF application of the Quairading Golf Club for "Construction of 17 new Tee Boxes and upgrade of 16 Tee Boxes"; and
2. Confirm financial support to the project of \$3,700.

**CARRIED 6/0**

**2.24pm**

Cr McRae and Cr Shenton re-entered the Meeting.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Code of Conduct Review

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Acting CEO Allen Cooper
<b>Reporting Officer</b>	Acting CEO Allen Cooper
<b>Attachments</b>	Code of Conduct
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### MATTER FOR CONSIDERATION

Review of Council's "Code of Conduct".

#### BACKGROUND

The Local Government Act Section 5.103 requires "every local government to prepare or adopt a code of conduct to be observed by Council Members, Committee Members and employees".

WALGA have provided Member Councils with an updated "Model Code" to include social media.

#### STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of *the Local Government Act 1995* (s.5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

#### POLICY IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

Nil.

#### STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

#### COMMUNITY CONSULTATION

N/A.

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

Financial - Low Risk

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.



## **COMMENT**

WALGA have prepared an updated model Code of Conduct for Council Members, Committee members and Employees which incorporates updates to encompass Social media activities

Council previously reviewed the Code of Conduct in August 2017.

## **EXECUTIVE SUMMARY**

This new iteration is a modernisation of the existing model Code of Conduct. Changes have been highlighted in the attachment.

## **OFFICER RECOMMENDATION**

### **RESOLUTION: 9-18/19**

MOVED Cr McRae SECONDED Cr Shenton

Recommended that

1. Council adopt the revised "Code of Conduct" as Council's Code of Conduct pursuant to Section 5.103 of the Local Government Act; and
2. All Councillors and Staff be issued with the revised Code of Conduct.

**CARRIED 8/0**

## 10.2 Local Emergency Management Committee Meeting Minutes – 14<sup>th</sup> June 2018

Meeting Date	26 <sup>th</sup> July 2018
Responsible Officer	CESM Mr Daniel Birleson
Reporting Officer	CESM Mr Daniel Birleson
Attachments	Local Emergency Management Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

### MATTER FOR CONSIDERATION

Minutes of the Local Emergency Management Committee Meeting - recommendation to Council.

### BACKGROUND

The Local Emergency Management Committee Meeting was held on the 14<sup>th</sup> June 2018 from which there was one (1) recommendation for Council's Consideration, namely: -

- RESOLUTION: LEMC7– 17/18

*“That the Local Emergency Management Committee recommend to Council that Mr Birleson conducts risk assessments on all the nominated Welfare Buildings within the town site. This will include a Cost Benefit Analysis and Worst Case Risk Assessment.”*

### STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

Emergency Management Act 2005 –

s.38 – Local emergency management committees

s.41 – Emergency management arrangements in local government.

### POLICY IMPLICATIONS

Nil.

### FINANCIAL IMPLICATIONS

Nil.

### STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

### 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.

## **EXECUTIVE SUMMARY/COMMENT**

Minutes of the 14<sup>th</sup> June 2018 Meeting of the Local Emergency Management Committee include one (1) recommendation to Council.

## **OFFICER RECOMMENDATION**

### **RESOLUTION: 10-18/19**

MOVED Cr Haythornthwaite SECONDED Cr McRae

That Council receive the Minutes of the Local Emergency Management Committee for its Meeting of 14<sup>th</sup> June 2018.

**CARRIED 8/0**

## **Council considered the Committee's following Recommendation: -**

### **RESOLUTION: 11-18/19**

MOVED Cr Brown SECONDED Cr Shenton

*RESOLUTION: LEMC7- 17/18*

That Mr Birleson conducts risk assessments on all the nominated Welfare Buildings within the town site. This will include a Cost Benefit Analysis and Worst Case Risk Assessment.

**CARRIED 8/0**

## 10.3 Council Delegate – Reconciliation Action Plan Committee

<b>Meeting Date</b>	26 <sup>th</sup> July 2018
<b>Responsible Officer</b>	Acting CEO Allen Cooper
<b>Reporting Officer</b>	Acting CEO Allen Cooper
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Cr Jo Haythornthwaite
<b>Disclosure of Interest</b>	Cr Haythornthwaite – Impartiality Interest

### MATTER FOR CONSIDERATION

This report seeks Council to appointment a replacement Council Delegate to the Reconciliation Action Plan (RAP) Committee.

### BACKGROUND

As part of Council's governance and representation obligations, individual Councillors represent Council on a range of committees.

The Councillor's role as a delegate on these committees is to represent the position of Council, and involves reporting back to Council on the issues, or progress of the committees.

Following the Local Government Elections in October 2017 Council appointed Councillors and Staff Members as Delegates to the following Committee: -

*Reconciliation Action Plan Committee (RAP) – Shire President, 1x Councillor, CEO, EDPO*

At the 26<sup>th</sup> October 2017 Ordinary Council Meeting Cr Haythornthwaite was appointed as a Delegate to represent Council on the RAP Committee. Cr Haythornthwaite has now advised that due to work commitments she can no longer fulfil the role.

### STATUTORY ENVIRONMENT

N/A

### POLICY IMPLICATIONS

N/A

### FINANCIAL IMPLICATIONS

Nil.

### STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community
S4.1	Facilitate the Noongar Reconciliation and Cultural Awareness Process

### 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**

Council is represented on a number of Groups and Organisations both locally and regionally.

If a delegate is unable to fulfil their commitment, the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated.

Cr Haythornthwaite, due to a change of circumstances is unable continue as a Council representative on the RAP Committee.

As Council has not appointed a proxy delegate to the RAP Committee, Council may consider the appointment of another elected member as a replacement for Cr Haythornthwaite.

**EXECUTIVE SUMMARY**

- Council is represented by its Delegates locally.
- Appointments are generally for 2 Years until the next general election being October 2019. The remainder of the term being 15 months.

**OFFICER RECOMMENDATION**

**The Council appoint the following Delegate \_\_\_\_\_ to the Reconciliation Action Plan Committee (RAP).**

**RESOLUTION: 12-18/19**

MOVED Cr McRae SECONDED Cr Shenton

The Council appoint the following Proxy, Cr Stacey to the Reconciliation Action Plan Committee (RAP).

**CARRIED 8/0**

**Council Discussion**

The Meeting noted that the Shire President Cr Davies would be Council's Elected Member Delegate and Cr Stacey as Proxy Delegate, and that Cr Davies had indicated his intention to Chair the RAP Committee.

Council noted that the Committee would have Officer/Secretariat support through IPR and Strategic Projects Officer, Mr Bleakley and the Youth Engagement and Inclusion Officer, Mr Marzocchi.

## 10.4 WALGA – Annual General Meeting: Executive and Member Motions

Meeting Date	26 <sup>th</sup> July 2018
Responsible Officer	Acting CEO Allen Cooper
Reporting Officer	Acting CEO Allen Cooper
Attachments	Extract: WALGA Annual General Meeting
Owner/Applicant	WALGA
Disclosure of Interest	Nil

### MATTER FOR CONSIDERATION

Motions submitted for consideration by Council.

### BACKGROUND

The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 1<sup>st</sup> August 2018.

A number of issues will 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.

Item 4 Consideration of Executive and Member Motions are as follows: -

- 4.1 *Proposal to Amend the Association Constitution*
- 4.2 *Roadside Vegetation – Regulatory Amendments*
- 4.3 *GST Revenue Distribution Share for WA*
- 4.4 *Rural, Regional and Remote Community State Government Funding Cuts.*

### STATUTORY ENVIRONMENT

Annual General Meeting convened in accordance with WALGA Constitution.

### 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 - Low Risk

Health – Low Risk

Reputation – Low Risk

Operation – Low Risk

Natural Environment – Low Risk.

## COMMENT

To provide guidance to Councils voting delegates. Four motions have been listed on the agenda for the AGM of WALGA. Councils voting delegates are Cr Davies and Cr Smith.

The four listed motions are: -

- 4.1 Proposal to Amend the Association Constitution
- 4.2 Roadside Vegetation – Regulatory Amendments
- 4.3 GST Revenue Distribution Share for WA
- 4.4 Rural, Regional and Remote Community State Government Funding Cuts

Copies of the items are attached to the agenda.

## EXECUTIVE SUMMARY

The Executive suggests the following for each item.

- 4.1 Support the motion
- 4.2 Support the motion
- 4.3 Support the motion
- 4.4 Support the motion.

## OFFICER RECOMMENDATION

**Council to provide direction to Council's voting delegates.**

Motion #	Title	Support	Not support
4.1	Proposal to Amend the Association Constitution		
4.2	Roadside Vegetation – Regulatory Amendments		
4.3	GST Revenue Distribution Share for WA		
4.4	Rural, Regional, Remote Community State Government Funding Cuts		

## RESOLUTION: 13-18/19

MOVED Cr Haythornthwaite SECONDED Cr McRae

1. That Council directs its appointed voting delegates for the WA Local Government Association Annual General Meeting to vote as follows on the agenda items being presented for consideration: -

Motion # Title

- 4.1 Proposal to Amend the Association Constitution - Support
- 4.2 Roadside Vegetation – Regulatory Amendments - Support
- 4.3 GST Revenue Distribution Share for WA - Support
- 4.4 Rural, Regional, Remote Community State Government Funding Cuts – Support.

2. Council acknowledges that additional information on each item may be brought forward at the AGM whilst the matters are being deliberated and this additional information may have an impact on how the Council delegates, in consultation, cast their final votes.

**CARRIED 8/0**

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*



ITEM 12    MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

ITEM 13 URGENT COUNCILLORS' BUSINESS

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*No matters for consideration.*

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

*No matters for consideration.*

ITEM 15      NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 30<sup>th</sup> August 2018, commencing at 2 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

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

Cr Davies also thanked Acting Chief Executive Officer Mr Allen Cooper for undertaking the role while the Chief Executive Officer was on Leave, and thanked the Staff for supporting Mr Cooper.

Mr Cooper thanked the Council and Staff for having him and been accepting of new ideas and approaches he had implemented.

ITEM 16      CLOSURE

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There being no further business, the Chairman closed the Meeting at 2.41 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> July 2018 were confirmed on 30<sup>th</sup> August 2018 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 30/08/18