



Ordinary Council Meeting

Minutes | 24th September 2020

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 24th September 2020 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 / Ballardong 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 Councillors and Staff to the meeting.

Cr Davies advised that Health Service Manager Mrs Diana Ellison will be joining the Council Meeting at 2pm for urgent health issues and can attend the 29th October Council Meeting for a longer session to allow for more detailed discussions.

Quairading Police OIC Sgt Lindsay Collett unable to attend the Council Meeting today due to ill health but has indicated that he will be able to attend the next Council Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippiisley	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR & Strategic Projects Officer

Observers/Visitor

Mrs Diana Ellison	Health Service Manager, Quairading Health Service (2.02 pm – 2.20pm)
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Apologies

Mrs A Strauss	Executive Officer
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Leave of Absence Previously Granted

Cr McGuinness - Period Monday 21st September 2020 to Friday 9th October 2020 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

Nil – No Members of the Public in attendance and no Written Questions submitted.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mrs Diana Ellison, Health Service Manager at the Quairading Hospital provided a summary of the Federal Government's Aged Care Funding which is based on an Australia wide formula.

Quairading has approved Funding for 10 beds which must be allocated upon need between High Care at Cuneata Wing and Low Care at Parker House noting that often there are unfilled and unfunded beds at Parker House.

Mrs Ellison advised that additional funding had been received following the closure of the Cunderdin Hospital Aged Care beds.

The Chairperson thanked Mrs Ellison for her Presentation and advised that Council would discuss later in the meeting on Council lobbying Federal Government representatives on Quairading receiving further Aged Care Funding, given that there is a waiting list for Aged Care beds in Quairading.

2.20 pm

Ms Ellison left the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Shire President Cr Davies

An Application for Leave of Absence has been received from Cr Davies for the Ordinary Council Meeting on the 29th October 2020.

RECOMMENDATION

RESOLUTION: 34-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That Cr Davies be granted Leave of Absence from Council for the 29th October 2020 Ordinary Council Meeting.

CARRIED 7/0

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.

- Cr Jo Haythornthwaite - Impartiality Interest with Item 9.3 (4) ICT Strategic Plan and ICT Disaster Recovery Plan
- Cr John Haythornthwaite - Impartiality Interest with Item 9.3 (4) ICT Strategic Plan Progress ICT Disaster Recovery Plan.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 27th August 2020

RESOLUTION: 35-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That the Minutes of the Ordinary Meeting of Council held on the 27th August 2020 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising

Nil.

7.3 Confirmation of Minutes – 8th September 2020

RESOLUTION: 36-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Special Meeting of Council held on the 8th September 2020 be confirmed as a true and accurate.

CARRIED 7/0

7.4 Business Arising

Nil.

8.1 Proposed Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer/ Consultant	Natasha Jurmann of Glenwarra Development Services, Town Planning Consultant
Attachments	(i) Table of Submissions (ii) Table of Changes (iii) Proposed Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy (iv) Maps
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 37-20/21

MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite

That Council adopt the Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy incorporating the proposed modifications listed in the Table of Changes attachment.

CARRIED 6/1

IN BRIEF

- Councils are required to have a Local Planning Strategy
- A Joint Council Local Planning Strategy (LPS) was prepared by the Consultant for the Shires of Cunderdin, Quairading and Tammin.
- Collaborative approach taken due to common land use and planning issues.
- All 3 Councils had the same Planning Consultant engaged and it was considered the best use of technical resources.
- Council in October 2018 resolved to adopt the Shires of Quairading, Cunderdin and Tammin Draft Regional Local Planning Strategy in accordance with Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- The Strategy was advertised for a period of three (3) months within to the Shires of Cunderdin, Quairading and Tammin and all relevant government departments and agencies were written to inviting Submissions.
- Feedback was received from several Government departments, in particular the Department of Water, Environment and Reserves. 5 Submissions in total were received.
- No submissions were received from the residents of the Quairading District.

- The submissions and modifications sought have been detailed in the attached "Schedule of Submissions"
- The modifications are deemed as minor and has not resulted in any significant changes to the areas relating to the Shire of Quairading.
- The proposed changes are detailed in the attached "Table of Changes".

MATTER FOR CONSIDERATION

Adoption of the Joint Local Planning Strategy for the Shires of Cunderdin, Quairading and Tammin with the proposed Changes.

BACKGROUND

The Joint Local Planning Strategy (LPS) prepared for the Shires of Cunderdin, Quairading and Tammin provides the vision and framework for long-term planning and development in the Region over the next 10 – 15 years. The Strategy will create an interface between regional and local planning, ensuring the best possible outcomes for the three Shires.

At the Ordinary Council Meetings held in October 2018 the Shires resolved to adopt the Joint Local Planning Strategy for Advertising, which was completed at the end of January 2020 in conjunction with the New Proposed Shire of Quairading Local Planning Scheme No. 3.

RESOLUTION: 70-18/19

RESOLUTION: SP10-18/19

That the Strategic Planning Committee recommend to Council that: -

Council Adopt the Shires of Quairading, Cunderdin and Tammin Draft Regional Local Planning Strategy in accordance with Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The preparation and review of the Joint LPS was slowed due to submissions from the Meckering Community and document having significant redrafting for the Sections relating to Meckering and also the Shire of Tammin.

There are no significant changes to the Quairading section of the Strategy.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Town Planning Schemes) Regulations 2015

11. Requirement for local planning strategy for local planning scheme
 - (1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.
 - (2) A local planning strategy must –
 - (a) set out the long-term planning directions for the local government; and
 - (b) apply any State or regional planning policy that is relevant to the strategy; and
 - (c) provide the rationale for any zoning or classification of land under the local planning scheme.
 - (3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.

Council does not currently have a Planning Strategy, and upon Adoption will satisfy the requirements of the Planning and Development Regulations (Local Planning Schemes) 2015.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Town Planning expenses to finalise the Strategy are borne by the 3 Councils and shared. Council has provided for the Consultancy expenses to complete the new Town Planning Scheme and the Joint Council Local Planning Strategy in the 2020/221 Adopted Budget.

Future Town Planning tasks will be fully undertaken by Council's new Consultant Mr Joe Douglas of Exurban.

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning
B1.1	Ensure land use planning services are responsive to community aspirations including increased availability of industrial, commercial and residential land.

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

COMMUNITY CONSULTATION

The strategy was advertised for a period of three (3) months, which is longer than the 6 weeks required by the Planning and Development Regulations 2015. The Public Comment Period was run concurrently with the advertising of the Draft Town Planning Scheme. No submissions were received from the residents of the Quairading District.

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

Financial - Risk Matrix Rating is assessed as Low. Town Planning expenses to finalise the Strategy are borne by the 3 Councils and shared. Council has provided for the Consultancy expenses to complete the new Town Planning Scheme and the Joint Council Local Planning Strategy in the 2020/221 Adopted Budget. Future Town Planning tasks will be fully undertaken by Council's new Consultant Mr Joe Douglas of Exurban.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by the preparation and Adoption of the Strategy. Legislative requirement under the Planning Regulations 2015.

Operation – Risk Matrix Rating is assessed as Low. Adoption and management of the Strategy will be within Council's current Structure and budgeted External Resources.

Natural Environment – Risk Matrix Rating is assessed as Low. Planning Strategy will assist with future Planning and Conservation of the natural Environment including Nature & Conservation Reserves.

COMMENT

The proposed Joint Local Planning Strategy has undergone a number of changes as a result of the feedback from the residents of Meckering and a few comments from the various government departments.

For the Shire of Quairading this has mostly resulted in wording changes, with minimal impacts to the overall document. The only non-wording change that impacts Quairading is a change to the mapping, where some of the Department of Water, Conservation and Attractions reserves had been omitted.

Table of Changes Proposed Joint Local Planning Strategy

Change	Properties affected	Shire Affected	Description	Reason
Replace Municipal Heritage Inventory with Local Heritage Survey	Wording change only, no properties affected.	CQT	All references to a Municipal Heritage Inventory should follow the current heritage Act 2018 wording of Local Heritage Survey.	Submission by Karen Jackson at the Department of Heritage
Adjust Action 17.3.1	UCL and Freehold lots currently listed as Environmental Conservation Zone	CQT	Adjust Action 17.3.1 Adjust UCL and Freehold lots to Environmental Conservation Zone as they cannot be reserves.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Clarify Action 19.1.2	UCL and Freehold lots in the townsites of Doodenanning, Balkuling, Dangin, Badjaling, Yoting and Pantapin.	Q	Clarify Action 19.1.2 to state "Reclassify all unallocated Crown land lots and unmanaged Crown Reserves in the townsites of Doodenanning, Balkuling, Dangin, Badjaling, Yoting and Pantapin Environmental Conservation Reserve or Environmental Conservation Zone to preclude development which should be focused within the Quairading townsite.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Correct Map 1	Lots listed as Environmental Conservation Reserve	Q	Correct Map 1 to include all environmental reserves in the Shire of Quairading.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Correct Map 4	UCL and Freehold lots currently listed as Environmental Conservation Zone	Q	Adjust all UCL and Freehold lots on Map 4(Quairading) to be Environmental conservation Zone instead of Environmental reserve.	Submission by Mike Fitzgerald at the Department of Biodiversity, Conservation and Attractions
Correct Map 9	UCL and Freehold lots currently listed as Environmental Conservation Zone	Q	Add all the Environmental Conservation reserves in the Shire of Quairading to Map 9	Submission by Mike Fitzgerald at the Department of Biodiversity,

				Conservation and Attractions
Correct Map 6	No affect only for council records	CQT	Correct Map 6 to show the additional undeveloped deposits as per GeoView.	Submission by Warren Ormsby at the Minerals and Petroleum Resources Directorate
Replace the terms Broadacre or Broad Hectare with Broad acre	Wording change only, no properties affected.	CQT	Modify the strategy for consistency to say Broad Acre- rather than “Broadacre” or “Broad Hectare”	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Replace Department of Water with the Department of Water and Environmental Regulation	Wording change only, no properties affected.	CQT	Change the Department of Water to Department of Water and Environmental Regulation.	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Correct “Strategy area al” to “Regional”	Wording error. No properties affected.	CQT	a global replace of the word ‘Region’ with ‘Strategy area’ has occurred resulting in a number of sentences containing the word ‘Regional’ and become ‘Strategy area al’ or ‘Regions’ becoming ‘Strategy areas’. A check of the whole document is required to replace “Strategy area al” to “Regional”.	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Correct ha to m2	Wording error. No properties affected.	CQT	Correct error on pg 65 from 325,804ha to 325,804m2	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Correct DPAW to DBCA	Acronym error, No properties affected.	CQT	Correct error on pg 85 from DPAW to DBCA	Submission by Greg Doncon at the Department of Primary Industries and Regional Development
Add action 4.3.4	Meckering Townsite	C	Add action 4.3.4 to pg 17 “Rezone lots 41, 420, 500, 405, 406, 53 and 54 Dempster Street and Lots 35, 419, 150, 47, and 404 Throssell St Meckering, from ‘Mixed business’ to ‘Rural Townsite’ to reflect the	Submission by the residents in the Meckering Townsite.

			current and future use of the properties.	
Amend action 10.1.2	Meckering Townsite	C	Amend action 4.3.4 to pg 20 "Rezone lots 41, 420, 500, 405, 406, 53 and 54 Dempster Street and Lots 35, 419, 150, 47, and 404 Throssell St Meckering, from 'Mixed business' to 'Rural Townsite' to reflect the current and future use of the properties.	Submission by the residents in the Meckering Townsite.
Amend action 10.3.1	Meckering Townsite	C	Amend action 10.3.1 pg 21 "Rezone Lots 3,100 and 372 Dempster Street, Lots7, 8, 9, 10, 11, 12, 200, 394, 400 and 600 Johnston Street and Lots 100, 101 and 200 Clifton Street from 'Rural' To ' Rural Townsite' to provide a more appropriate zoning and reflect current uses."	Submission by the residents in the Meckering Townsite.

8.2 Proposed Shire of Quairading Local Planning Scheme No.3

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer/Consultant	Natasha Jurmann of Glenwarra Development Services, Town Planning Consultant
Attachments	(i) Table of Submissions (ii) Table of Changes (iii) Proposed Shire of Quairading Local Planning Scheme No.3 (iv) 11 Maps
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 38-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Council adopt the Proposed Shire of Quairading Local Planning Scheme No.3 incorporating the proposed Minor Changes detailed on the "Table of Changes Proposed".

CARRIED 7/0

IN BRIEF

- The current Shire of Quairading Town Planning Scheme No. 2 (TPS2) was gazetted in 1993.
- The new Planning and Development Regulations 2015 requires that Councils review their Town Planning Schemes once every 5 years
- New Draft Planning Scheme Prepared for Council's consideration in October 2018
- Council adopted the Draft Town Planning Scheme for advertising in October 2018
- The Scheme was advertised for a period of three (3) months to the Shire of Quairading as well as notification letters being sent to affected property owners and relevant government departments.
- Public Submission Period closed 31st January 2020
- 8 Submission were received and are included as Attachment "Schedule of Submissions"
- Feedback was received from the departments in particular the Department of Water, Environment and Reserves
- No submissions were received from property owners within the Shire of Quairading district.
- Minor Wording Changes and Mapping corrections resulting from the Submission and Review Period are proposed and detailed in the Attachment "Table of Changes Proposed"

MATTER FOR CONSIDERATION

The adoption of the Proposed Shire of Quairading Local Planning Scheme No.3 including the Minor Changes detailed in the "Table of Changes Proposed" attachment.

BACKGROUND

The current Town Planning Scheme No.2 was gazetted on the 31st August 1993.

The current Scheme uses terminology and zones that have since been replaced in the new Planning and Development Regulations 2015. In addition to this, there were not enough uses listed in the Scheme, meaning that some Development Applications were having to be referred to Council for "a use not listed".

The new Planning and Development Regulations 2015 requires Councils to review their Town Planning Schemes once every 5 years. The Review Report was submitted to the Western Australian Planning Commission within 6 months of the due date.

The Town Planning Scheme Review Report found that: -

- 8 amendments to TPS2 have been approved since 1993 with 2 of these amendments being for the purposes of updating the scheme to the current Model Scheme Text or similar;
- An attempt to amend TPS2 following the introduction of the deemed provisions proved too difficult due to the age of the Scheme.
- The Townsite Expansion Strategy was developed as an interim document and has not been reviewed since its adoption;
- There is no Strategy for the whole District with the exception of the Quairading townsite;
- The use of 'a use not listed' is not best planning practice when used frequently to determine permissibility and appropriateness of development.
- A whole of Shire Local Planning Strategy and new Local Planning Scheme is required to guide and promote development in the Shire to achieve the aims and objectives of the Shire's Strategic Community Plan.

The WAPC approved of the Review Report and supported the preparation of a Draft Town Planning Scheme No.3

Council at its Meeting on the 25th October 2018 resolved as follows: -

RESOLUTION: 71-18/19

RESOLUTION: SP11-18/19

That the Strategic Planning Committee recommend to Council that: -

Council advertise the Draft Quairading Local Planning Scheme No.3 in accordance with clause 21 of the Planning and Development (Local Planning Schemes) Regulations 2015.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Section 72. Local government may prepare or adopt scheme

Section 74. Repealing scheme

The current Shire of Quairading Town Planning Scheme No. 2 will be superseded by the new Shire of Quairading Local Planning Scheme No.3 upon Adoption.

Planning and Development (Town Planning Schemes) Regulations 2015

Reg 65. Review of local planning scheme

A local government must carry out a review of each local planning scheme prepared by the local government –

- (1)
 - (a) in the 5th year after the scheme is published in the *Gazette* under section 87(3) of the Act; and
 - (b) in the 5th year after the completion of each review carried out under this Division.
- (2) Subregulation (1) applies to a local planning scheme that was published in the *Gazette* more than 5 years before the commencement of this regulation as if it were published in the *Gazette* on the day that is 3 years before the day on which this regulation comes into operation.
- (3) The review must consider whether the local planning scheme is up-to-date and complies with these regulations.
- (4) The review may be undertaken in conjunction with the preparation of a consolidation of a scheme under Part 5 Division 5 of the Act.

66. Report of review

- (1) The local government must, no later than 6 months after the requirement to carry out the review of a local planning scheme arises under regulation 65, or such longer period as the Commission allows –
- (a) prepare a report of the review; and
 - (b) approve the report by resolution; and
 - (c) provide the approved report to the Commission.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The cost to prepare the Draft Planning Scheme and to manage the Public Consultation process to finalise the Draft Town Planning Scheme to Adoption has been provided for in prior year Budgets and the 2020/2021 Budget. Council has made a Budget Allowance of \$10,000 in 2020/2021 to finalise the Town Planning Scheme and the Joint Councils Local Planning Strategy.

Planning expenses to finalise the Planning Strategy are being borne by the 3 Councils and shared.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning
B1.1	Ensure land use planning services are responsive to community aspirations including increased availability of industrial, commercial and residential land.

COMMUNITY CONSULTATION

The scheme was advertised for a period of three (3) months as required by the Planning and Development Regulations (Local Planning Schemes) 2015. This resulted in 8 Submissions as attached on the "Schedule of Submissions".

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

Financial - Risk Matrix Rating is assessed as Low. Town Planning expenses to finalise the Town Planning Scheme are provided for in Council's 2020/2021 Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by the preparation and adoption of Town Planning Scheme No. 3. The Planning and Development Act requires Council to review current Town Planning Scheme. New Town Planning Scheme is in the approved Format and Wording supported by WAPC. The new Scheme will guide and promote development in the Shire to achieve the aims and objectives of the Shire's Strategic Community Plan.

Operation – Risk Matrix Rating is assessed as Low. Adoption and management of the Strategy will be within Council's current Structure and External Contracted Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The proposed Shire of Quairading Local Planning Scheme No.3 has been under development and review since 2018 and in conjunction with the proposed Shires of Cunderdin, Quairading and Tammin Joint Local Planning Strategy.

WAPC advised that the Draft Town Planning Scheme could not be progressed until the Local Planning Strategy for the 3 Councils had been reviewed and subsequently presented for Adoption (Council Item 8.1)

The Scheme Report to Council was delayed due to extensive changes to the relevant Sections of the Planning Strategy for the Shires of Cunderdin and Tammin.

As such there have been no significant changes to the Draft Town Planning Scheme No.3 since Council adopted it for Statutory Advertising and Submission Period in October 2018.

Table of Changes Proposed Shire of Quairading Town Planning Scheme No. 3

Change	Properties affected	Description	Reason
Schedule A, Section 61, Part (n) to include “unless the development is located in a place that is, (i) entered in the register of Heritage Places under the Heritage Act 2018”.	All heritage properties within the Shire of Quairading	Wording change only	Request by the Heritage Director at the Department of Planning Lands and Heritage
Schedule A, Section 61, part (q) to include “unless the development is located in a place that is, (iii) entered in the Register of Heritage Places under the Heritage Act 2018”.	All heritage properties within the Shire of Quairading	Wording change only	Request by the Heritage Director at the Department of Planning Lands and Heritage
Mapping Corrections	Reserves within the Shire of Quairading.	Part 2 – Reserves - Section 14.2- reserves need to be added to the maps Part 3- Zones and land use Environmental conservation Reserve should not be used on UCL or free hold lots. Perhaps an environmental conservation zone should be considered for these lots.	Request by Department of Biodiversity, Conservation and attractions
Add SPP 2.4 and SPP 2.5 to section 29 of the Scheme.	Clarity/wording changes only	SPP2.4 Basic Raw Materials and SPP 2.5 Rural Planning already applies to the shire it is suggested that it is added to the scheme for clarity	Request by the Department of Mines, Industry Regulation and Safety
Wording changes	Changes to bring the scheme in line with the State Planning Policies	<ul style="list-style-type: none"> • Schedule 3 – Additional Site and Development Requirement – Section 14 - Extractive industries 	Request by the Department of Mines, Industry Regulation and

- 1(a) the use of the term “...adversely...” could be misinterpreted. We recommend using text from the draft SPP2.4 - Basic Raw Materials, 5(f) “...avoids, minimises and mitigates detrimental impacts...”
- 2(b) the use of a specified distance of “...within 1,000 metres...” is overly restrictive depending on the type of BRM and ES that is proposed. This type of prescriptive and generalised approach has not been adopted in the new draft SPP2.4. We believe that 2(b) could be combined with 2(c): Revised “2(c) identifies appropriate buffer distances required for extraction that are needed to buffer the impact to adjacent operations and measures taken to avoid, minimise and mitigate detrimental impacts to sensitive land uses;”

9.1 Accounts for Payment – August 2020

Meeting Date 24th September 2020

Responsible Officer CEO Graeme Fardon

Reporting Officer EMCS Nathan Gilfellow

Attachments (i) August 2020 Payment List
(ii) Transport Takings
(iii) Credit Card Statement

Owner/Applicant Shire of Quairading

Disclosure of Interest Nil

OFFICER RECOMMENDATION

RESOLUTION: 39-20/21

MOVED Cr Stacey SECONDED Cr Cowcill

That Council note the following:

1. That Schedule of Accounts for August covering Municipal Vouchers 23742 to 23747, EFT 8194 to EFT 8308 and Superannuation Direct Debit totalling \$369,475.88 be received and
2. That Police Licensing payments for the month of August 2020 totalling \$46,147.20 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for August 2020 balance totalling \$631.73 be received (Attachment iii); and
4. That Net Payroll payments for the month August 2020 totalling \$135,086.38; and
5. That the Lease payment for the month of August 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during August 2020.

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 2020/2021 Budget.

Payments made for the 2020/21 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

Comment

Nil.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st August 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Financial Statements for August
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 40-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Council receive the Monthly Financial Statements for the period ending 31st August 2020.

CARRIED 7/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st August 2020 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. The current template is based on the Moore Stephens Monthly Budget Template.

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

The Model Monthly Financial Statements cost \$430 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

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 - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

YTD Budget Figures are still being adjusted and will refined throughout the year.

9.3 Audit and Risk Committee Meeting Minutes – 8th September 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

OFFICER'S RECOMMENDATION

RESOLUTION: 41-20/21

MOVED Cr Stacey SECONDED Cr Hippisley

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 8th September 2020.

CARRIED 7/0

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

1) 2019/2020 Annual Audit Exit Meeting with the Auditor

RESOLUTION: 42-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

RECOMMENDATION: AR2-20/21

That the Audit and Risk Committee recommend to Council that: -

Council conduct a telephonic meeting with Council's Auditor Mr Greg Godwin of Moore Australia (formerly known as Moore Stephens) for the 2019/2020 Annual Audit Exit Meeting with the Auditor.

CARRIED 7/0

2) Grant Funding Status Report

RESOLUTION: 43-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: AR3-20/21

That the Audit and Risk Committee recommend to Council that: -

Council notes the Grants Status Reports dated September 2020.

CARRIED 7/0

3) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 44-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: AR4-20/21

That the Audit and Risk Committee Recommend to Council that: -

Council receive the report on the Shire's Leave Liabilities.

CARRIED 7/0

4) ICT Strategic Plan and ICT Disaster Recovery Plan

The Chairperson advised the Meeting that there was a Foreshadowed Motion from Cr Hippisley which would be dealt with following AR5-20/21.

Cr Davies invited Cr Hippisley to read out aloud his Foreshadowed Motion:-

1. That Council engage in further research and consultation with WALGA and others shires before adopting an ICT Strategic Plan;
2. That Council adopts the ICT Disaster Recovery Plan;
3. That Council refrains from adjusting the ICT budget until the ICT Strategic Plan has been further researched, finalized and adopted.

RESOLUTION: 45-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

RECOMMENDATION: AR5-20/21

That the Audit and Risk Committee recommend to Council that: -

1. Council adopt the ICT Strategic Plan 2020 - 2023
2. Council adopt the ICT Disaster Recovery Plan
3. Council allocate a budget of \$41,200 to Computer Maintenance and \$30,500 to Computers Capital Works both from the 2020/2021 Budget Surplus. *

MOTION LOST 3/4

*Absolute Majority will be needed for Council adoption of the Budget Amendment
*Simple Majority required for the Adoption of Strategic Plan and Disaster Recovery Plan

Pursuant to Section 5.21 (4) of the Local Government Act, Cr Jo Haythornthwaite requested that the Vote of all Members be recorded in the Minutes.

FOR: Cr Jo Haythornthwaite, Cr Cowcill and Cr Stacey

AGAINST: Cr Smith, Cr John Haythornthwaite, Cr Davies and Cr Hippisley.

Foreshadowed Motion - ICT Strategic Plan and ICT Disaster Recovery Plan

RESOLUTION: 46-20/21

MOVED Cr Hippisley SECONDED Cr John Haythornthwaite

1. That Council engage in further research and consultation with WALGA and others shires before adopting an ICT Strategic Plan;
2. That Council adopts the ICT Disaster Recovery Plan;
3. That Council refrains from adjusting the ICT budget until the ICT Strategic Plan has been further researched, finalized and adopted.

MOTION LOST 3/4

Pursuant to Section 5.21 (4) of the Local Government Act, Cr Jo Haythornthwaite requested that the Vote of all Members be recorded in the Minutes.

FOR: Cr Hippisley, Cr John Haythornthwaite and Cr Smith

AGAINST: Cr Davies, Cr Cowcill, Cr Jo Haythornthwaite and Cr Stacey.

IN BRIEF

Minutes of the 8th September 2020 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 8th September 2020 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR2-20/21

RECOMMENDATION: AR3-20/21

RECOMMENDATION: AR4-20/21

RECOMMENDATION: AR5-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

AR2-20/21 Section 7.12A - Council is required to meet with the Auditor at least once in every Year

AR5-20/21 Section 5.56 Planning for the Future

Local Government (Audit) Regulations 1996

AR2-20/21 - Applies.

Local Government (Administration) Regulation 1996

AR5-20/21 – Reg 19DA Applies relating to 4 Year Corporate Plans

“(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and (c)

develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR2-20/21

Auditor Fees associated with the Meeting with the Auditor are provided for in Council's Adopted Budget.

AR3-20/21

All Grants due to be received in the 2020/2021 are included in Council's Adopted Budget and are due to be expended in the 12-month Period.

AR4-20/21

Annual and Long Service Leave Liability as at the 31st August 2020 is calculated at \$230,012

The Reserve Fund is provided for the funding of Long Service Leave and the payment of any Prior Year accrued Leave.

The Annual Leave and Long Service Leave Reserve Fund Cash Balance as at the 31st August 2020 is \$205,901.

AR5-20/21

Strategic Plan provides for identified Software and Hardware Upgrades over the 4 Year Term of the Strategy. These have been prioritised in order of Risk Rating by the Consultant.

In order to lessen the impact on the current financial position and to undertake the works within current staffing, Management has proposed an alternative budget based on the timing and priorities recommended within the Plan. This will also form an agile approach to ICT upgrades and improvements which should provide better results in a fast changing IT environment.

The Current Budget for IT is currently \$70,000. The proposed Budget for 2020/21 year is \$141,700. Therefore, if the Strategy is supported it is recommended that an additional \$71,700, from the current Budget Surplus of \$122,026 be utilized to fund this year's ICT requirements.

The ICT Strategy provides a Framework for Council and management to utilise over the next 4 years. The timing of the implementation of specific components of the Strategy will be subject to the progress on the High Priority Areas identified in the Strategy in the early years and Budgetary provisions in the later years.

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 – Risk Matrix Rating considered Low. AR4-20/21 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures

AR5-20/21 - The Plans will have a financial impact on the Budget, as the works identified will increase the current budget significantly. However, the works being done over the next 4 years should decrease the financial risk of large non-budgeted expenditure from IT disaster or Cyber-attacks.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. AR5-20/21 - Cyber-attacks on government have been becoming more common and wider spread. This has caused reputational damage due to concern of the disclosure of public information and loss of productivity due to IT down time. The Plans have recommended ways of reducing damage from attacks, therefore decreasing the chance of loss of information and mitigate reputational risk.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's Structure and resources.

Natural Environment – Risk Matrix Rating considered Low.

10.1 Shire Administration Office and Works Depot Reception Closure Between Christmas & New Year

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 47-20/21

MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite

1. That Council approve the closure of the Shire Administration Office from 5.00pm Wednesday 23rd December 2020 to 9.00 am on Monday 4th January 2021.
2. That Council approve the closure of the Works Depot Reception from 5.00 pm on Friday 18th December 2020 to 8.00 am on Monday 4th January 2021.
3. The Office closures and Emergency contact details be publicised in the community through Council's communication mediums.
4. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement.

CARRIED 7/0

IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Office and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to call Outs / Emergencies.
- Emergency Management Staff (CESM) will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Friday 18th December 2020 however a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2021. It is proposed that the Works Depot Reception close at 5.00pm on Friday 18th December 2020 and reopen to the Public on Monday 4th January 2021.
- Given that Christmas Day falls on a Friday this year, it is recommended that the Administration Centre be operational on Monday 21st, Tuesday 22nd and Wednesday 23rd December 2020.

- The Town/Parks and Gardens team will not be taking leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.
- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Office and Works Depot Reception Closure dates.
- There has been no record of concerns to the Administration that the 2019/20 Closure caused any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

MATTER FOR CONSIDERATION

Council to consider the Closure Period for the Shire Administration Office and Works Depot Reception for the period between Christmas and New Year 2020/2021.

BACKGROUND

The Works Depot has traditionally been closed for the same period with a 'skeleton crew' available for watering, public convenience maintenance, etc.

The majority of the Works Depot crew will have commenced taking their annual leave entitlements as at the COB on Friday 18th December 2020, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District for an 'Emergency Call Out' roster.

Given that Christmas Day falls on a Friday this year, it is recommended that the Administration Centre be operational on Monday 21st, Tuesday 22nd and Wednesday 23rd December 2020.

It is anticipated that there will be Staff members available to provide a full suite of Customer Services, including Department of Transport transactions.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

Department of Transport require Notification of the Days of the Closure for Licencing Agency purposes.

Transport Customers are able to renew Standard Transport licences on the internet and also via BPAY at any time.

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

Closure will be fully publicised in Council and Community Publications and the Website.

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

Financial - Risk Matrix Rating is assessed as Low. Council Staff will be utilising Annual Leave or Rostered Days Off entitlements.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk is mitigated through extensive publicity in the Community well in advance of the Closure.

Operation – Risk Matrix Rating is assessed as Low. Council's base services such as the maintenance of Public Facilities and Parks / Gardens, Caravan Park are continued through the Christmas / New Year period. Further, Council's Waste and Recycling Facility will be operating on the Normal Days / Hours.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Subject to Council determination, the proposed Shire Administration Office and Works Depot Reception closure is as follows: -

Office and Works Depot Reception Closure

Friday 18th December 2020 5.00pm – Depot Reception Closes

Monday 21st December 2020 – Admin Centre Open

Tuesday 22nd December 2020 – Admin Centre Open

Wednesday 23rd December 2020 – Admin Centre Open

Thursday, 24th December 2020 Christmas Eve - Closed

Friday, 25th December 2020 Christmas Day – Public Holiday

Monday, 28th December 2020 Boxing Day – Public Holiday

Tuesday, 29th December 2020 - Closed

Wednesday, 30th December 2020 - Closed

Thursday 31st December New Year's Eve - Closed

Friday, 1st January 2021 New Year's Day – Public Holiday

Monday 4th January 2021

- Works Depot re-opens at 8.00am
- Administration Centre re-opens at 9.00am

10.2 Bush Fire Advisory Committee Meeting Minutes – 9th September 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CESM Simon Bell
Attachments	Minutes of the BFAC Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 48-20/21

MOVED Cr Hippisley SECONDED Cr Smith

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 9th September 2020.

CARRIED 7/0

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

1) Appointment of Chief Bush Fire Control Officer

RESOLUTION: 49-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: BFAC4- 20/21

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Mr Nigel Gelmi be appointed as Chief Bush Fire Control Officer until September 2021.

CARRIED 7/0

2) Appointment of Deputy Chief Bush Fire Control Officers

RESOLUTION: 50-20/21

MOVED Cr Hippisley SECONDED Cr Smith

RECOMMENDATION: BFAC5- 20/21

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Mr John Smart be appointed as Deputy Chief Bush Fire Control Officer until September 2021.

CARRIED 7/0

Council Discussion

The Meeting noted that Mr Ben Wilson had been nominated by the BFAC Meeting and was contacted following that Meeting and had declined the Nomination for Deputy Chief Bush Fire Control Officer but would like to remain as a Fire Control Officer. Mr Smart to be the sole Deputy Bush Fire Control Officer given that there were no further nominations coming forward from the BFAC Meeting.

3) Appointment of Fire Control Officers

RESOLUTION: 51-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: BFAC6- 20/21

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

The following persons, subject to their acceptance be elected as Fire Control Officers for the Shire of Quairading for the next 12 Months: -

Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G Fardon, Mr S Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr P Hudson, Mr A Duncan, Mr G Hughes, Mr M Davies and Mr S Bell.

CARRIED 7/0

4) Appointment of Fire Weather Advisors

RESOLUTION: 52-20/21

MOVED Cr Hippisley SECONDED Cr Smith

RECOMMENDATION: BFAC7- 20/21

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

The following persons be appointed as Fire Weather Advisors for the forthcoming year: -

Town	Mr G Fardon
North West Area	Mr J Smart
South West Area	Mr G Richards
South East Area	Mr G Hughes, assisted by Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr S Bell

CARRIED 7/0

IN BRIEF

Minutes of the 9th September 2020 meeting of the Bush Fire Advisory Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

MATTER FOR CONSIDERATION

4 Recommendations from the Pre-Season Bush Fire Advisory Committee Meeting.

BACKGROUND

The Bush Fire Advisory Committee Meeting was held on the 9th September 2020 from which there was four (4) recommendations for Council's Consideration, namely: -

- RECOMMENDATION: BFAC4- 20/21
- RECOMMENDATION: BFAC5- 20/21
- RECOMMENDATION: BFAC6- 20/21
- RECOMMENDATION: BFAC7- 20/21

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

N/A.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is considered as Low. Bush Fire Management is within Council's Budget with most Expenditure covered by the Emergency Services Levy.

Health – Risk Matrix Rating is considered as Low.

Reputation – Risk Matrix Rating is considered as Low Risk. Risk Mitigated through having structured Volunteer Bushfire Brigades and Fire Control Officers in place. Volunteers supported through the Community Emergency Services Manager.

Operation – Risk Matrix Rating considered Low. Management of Bush Fire Brigades within Council's Core Business and included in Council's Corporate Business Plan.

Natural Environment – Risk Matrix Rating is considered as Low Risk. Fire Control Officers and Brigades mitigate impact on both the Natural Environment, Built and Agricultural landscape.

10.3 Medical Executive Committee Minutes – 17th September 2020

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) MEC Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 53-20/21**MOVED Cr Hippisley SECONDED Cr Stacey**

That Council received the Minutes of the Medical Executive Committee for its Meeting of the 17th September 2020.

CARRIED 7/0

That Council consider the Committee's following Recommendation: -

1) Medical Executive Committee Terms of Reference**RESOLUTION: 54-20/21****MOVED Cr Cowcill SECONDED Cr Smith**

RECOMMENDATION: MEC3-20/21

That the Medical Executive Committee Recommend to Council that: -

Council adopt the revised Medical Executive Committee Terms of Reference (Dated 17th September 2020).

CARRIED 7/0

IN BRIEF

Minutes of the 17th September 2020 meeting of the Medical Executive Committee (MEC) include one (1) recommendation to Council for which the background of each recommendation is contained in the Minutes.

MATTER FOR CONSIDERATION

Committee Recommendation to Council.

BACKGROUND

The Medical Executive Committee Meeting was held on the 17th September 2020 from which there was one (1) recommendation for Council's consideration, namely: -

- RECOMMENDATION: MEC3-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

Medical Executive Committee is a Committee established by Council under the Local Government Act.

POLICY IMPLICATIONS

Major Review of Medical Executive Committee's Terms of Reference – to properly reflect the Objectives, Purpose and Operation of the Committee.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S2.2	Promote public health

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

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. No additional Cost or Risk to Council.

Health – Risk Matrix Rating is assessed as Low. Sound operation of the MEC will add in the mitigation of Health Risk for Council and the Community.

Reputation – Risk Matrix Rating is assessed as Low. Risk mitigated through sound governance of the Medical Executive Committee and its oversight of the Medical Practice Agreement.

Operation – Risk Matrix Rating is assessed as Low. Operation of the MEC is within Council's existing Structure and budgeted resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

2.29 pm

Council adjourned for Afternoon Tea.

3.55 pm

Council Meeting resumed.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

12.1 RFT 1-20/21 Provision of Traffic Management Services for the 2020/2021 Year

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Evaluation Report – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 55-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council award the RFT (Request for Tender) for the Provision of Traffic Management Services for the 2020/2021 Works Program to Advanced Traffic Management for the Tendered price of \$217,983 excluding GST.

CARRIED 5/2

IN BRIEF

- Tenders have been sought through an RFT process for Traffic Management Services for Council's 2020/2021 road program.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.

MATTER FOR CONSIDERATION

To consider the Tender submissions received for the provision of Traffic Management Services, relating to the Shire of Quairading's 2020/2021 Works Program.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of services for Traffic Management for its road construction program. As the cost of services were estimated to exceed \$250,000 a Request for Tender (RFT) was undertaken.

A specification was drawn up and the RFT was advertised in the West Australian on the Saturday 29th August 2020, the Shire of Quairading Website and Notice Board.

The closing date of the RFT was Monday 14th October 2020 at 4.00pm.

The Tender opening was conducted at 4.30 pm on Monday 14th October 2020 and three (3) Tender submissions (all conforming Tenders) were received from three (3) companies which are listed below:

1: Rural Traffic Services

2: Advanced Traffic Management

3: Earthmac P/L

The Scope of Works contained in the specification called for the submission of prices for the supply of Traffic Management Services for various roads included in the 2020/2021 construction program with Tender submissions being evaluated subject to the following qualitative criteria and weightings:

- | | |
|---|-----|
| (a) Relevant Experience | 25% |
| (b) Key Personnel skills and experience | 25% |
| (c) Tenderer's Resources | 25% |
| (d) Local Economic Benefit | 25% |

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three (3) suppliers have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender to the evaluation and eventual recommendation of the preferred tenderer.

One (1) of the three (3) companies has submitted a Tender submission below Council's Budget allocation for Traffic Management.

Council have extensively utilised both Rural Traffic Services and Advanced Traffic Management in the recent past. These two (2) companies have depots based close by in Corrigin and Northam respectively.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy requires that for prices over \$250,000 Council is to procure services via public tender or by WALGA Preferred Suppliers Program.

FINANCIAL IMPLICATIONS

The procurement of Traffic Management Contractors to assist with the 2020/2021 construction program has been allocated in the 2020/2021 Budget. The Shire's budget provision for Traffic Management Services this financial year is \$234,400 ex GST and the recommended Tender submission is \$217,983 ex GST.

The pricing is within budget and will assist the Shire achieve a projected advanced Asset Sustainability Ratio standard. In addition, it will help improve the current Asset Consumption Ratio.

The Roads program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

Nil.

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

Financial – Risk Rating assessed as Low – Recommended RFT Submission within 2020/2021 Budget.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy.

Operation – Risk rating assessed as Low – Allows for Capital Works to be undertaken as programmed.

Natural Environment – Risk Rating is assessed as Low.

12.2 RFT 2-20/21 Provision of Wetmixing & Stabilisation Services for the 2020/2021 Year

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Evaluation Report – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 56-20/21

MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite

That Council award the RFT (Request for Tender) for the Provision of Wetmixing and Stabilisation Services for the 2020/2021 Works Program to Western Stabilisers for the Tendered price of \$371,194.64 excluding GST.

CARRIED 7/0

IN BRIEF

- Tenders have been sought through an RFT process for Wetmixing & Stabilisation Services for Council's 2020/2021 road program.
- Tender Submissions received have been assessed by an Evaluation Committee comprising the Shire of Quairading's EMWS and Rod Munns from R Munns Engineering Consulting Services, based on the Criteria outlined in the RFT.

MATTER FOR CONSIDERATION

For Council to consider the Tender submissions received for the Supply of Wetmixing & Stabilisation Services relating to the Shire of Quairading's 2020/2021 works program.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of services for Wetmixing & Stabilisation for its road construction program. As the cost of services will exceed \$250,000, a Request for Tender (RFT) was undertaken.

A specification was drawn up and the RFT was advertised in the West Australian on Saturday the 29th August 2020, the Shire of Quairading Website and Passion Sheet.

The closing date of the RFT was Monday 14th October 2020 at 4.00pm.

The Tender opening was conducted at 4.30 pm on Monday 14th October 2020 and nine (9) Tender submissions (including six conforming and three alternative Tender submissions) were received from six (6) companies, which are listed below:

- 1) Downer (1 Tender)
- 2) Stabilised Pavements of Australia (3 Tenders – 2 are Alternative Tenders)
- 3) Western Stabilisers (2 Tenders – 1 is an Alternative Tender)

- 4) Stabilco (1 Tender)
- 5) WCP Civil (1 Tender)
- 6) West Coast Stabilisers (1 Tender)

Only five (5) of the nine (9) Tender submissions were processed through to the qualitative/price evaluation phase on the basis that all compliance criteria had been met for these five (5) Tender submissions. The three (3) x Alternative Tender submissions and the Tender submission received from WCP Civil were considered Non-compliant.

The Scope of Works contained in the specification called for the submission of prices for the supply of Wetmixing & Stabilisation Services for various roads included in the 2020/2021 construction program with Tender submissions being evaluated subject to the following qualitative criteria and weightings:

- | | |
|---|-----|
| (a) Relevant Experience | 25% |
| (b) Key Personnel skills and experience | 25% |
| (c) Tenderer's Resources | 25% |
| (d) Local Economic Benefit | 25% |

The Shire has adopted a best value for money approach to the evaluation of this tender. This means that, although price is considered, the Tender submission containing the lowest price will not necessarily be accepted, nor will the Tender submission ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All five (5) suppliers with compliant Tender submissions have addressed the qualitative criteria and are suitably qualified to perform the stated scope of works. The Evaluation Report attached provides all of the details of the advertising of tender, to the evaluation process, and eventual recommendation of the preferred tenderer.

None of the five (5) compliant Tender submissions have a Tender price below Council's Budget allocation for Wetmixing and Stabilisation Services.

Council has utilised Western Stabilisers to provide Wetmixing and Stabilisation Services in the past.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy requires that for prices over \$250,000 Council is to procure services via public tender.

FINANCIAL IMPLICATIONS

The procurement of Wetmixing & Stabilisation Contractors to assist with the 2020/2021 construction program has been allocated in the 2020/2021 Budget. The Shire's budget provision for Wetmixing & Stabilisation Services this financial year is \$324,693.28 ex GST and the recommended Tender submission is \$371,194.64 ex GST. The additional Cost for wetmixing and stabilisation over the Budget provision will be funded from the Total Works Construction Budget.

The Roads program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

Nil.

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

Financial – Risk Rating assessed as Low – Recommended RFT Submission within the Works Construction Capital Budget for 2020/2021.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy.

Operation – Risk rating assessed as Low – Allows for Capital Works to be undertaken as programmed.

Natural Environment – Risk Rating is assessed as Low.

12.3 RFQ Bituminous Surfacing Application Works for 2020/2021 Year

Meeting Date	24 th September 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Rates and Costings – Under separate cover ii) Price Evaluation – Under separate cover iii) Evaluation Scorecard – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 57-20/21

MOVED Cr Stacey SECONDED Cr Cowcill

That Council award the RFQ (Request for Quotation) for Bituminous Surfacing Application Works for the 2020/21 Works Program to Downer EDI Works Pty Ltd Western Australia Pty Ltd for the quoted price of \$451,030.53 excluding GST.

CARRIED 7/0

IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2020/2021 road program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by Executive Manager of Works & Services (EMWS) on the Criteria outlined in the RFQ.

MATTER FOR CONSIDERATION

For Council to consider the quotes received for Bituminous Surfacing Application Works, in respect for the Shire of Quairading's 2020/2021 Roadworks programme.

BACKGROUND

Council's 2020-21 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$250,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 21st August 2020. The closing date of the RFQ was on 4th September 2020 at 4.00pm.

Below are the five suppliers invited to quote:

All five companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

1. Bitutek Pty Ltd
2. Boral Asphalt
3. Downer EDI Works PTY Ltd

4. Colas Western Australia Pty Ltd.

5. Fulton Hogan

The scope of works contained in the specification called for the submission of prices for two coat primer seal and single coat seal applications for various roads included in the 2020/21 roads construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

- a) Submitted rates (pricing), bitumen price and resource wet hire hourly cost rates – 25%
- b) Inclusion with the RFQ submission and Price Schedule, an attachment providing a clear concise formula for calculating the change to these quoted rates due to the variation of the bitumen supply price at the time of the actual works as compared to the bitumen supply rate at RFQ closing time – 25%
- c) Demonstrated experience in completing similar projects – 25%
- d) Current commitment scheduled status – 25%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All four suppliers have addressed the criteria are suitably qualified to perform the works stated in the scope.

Four companies have submitted quotations below Council's Budget allocation for the supply of bitumen services.

Colas Western Australia Pty Ltd declined to quote, as they are fully committed on other work within the State.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11.

POLICY IMPLICATIONS

Shire of Quairading Purchasing Policy requires that for Estimated Purchases over \$250,000, Council is to call public tenders. The Local Government (Functions & General) Regulation allows for the tender process to be waived in lieu by seeking quotations from suppliers on WALGA's 'preferred supplier list'.

FINANCIAL IMPLICATIONS

The procurement of bitumen service contractors to assist the 2021/2021 construction program has been allocated in the 2020/2021 Budget. The Shire's provision with the funding is \$717,526 ex GST and the recommended Quote is \$451,030 ex GST.

The quote recommended is within 2020/21 Capital budget. The Roads Program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

Nil

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

Financial - Risk Matrix Rating is assessed as Low. The quote for the works is within budget. The volatility with world oil pricing provides a risk to the Shire of Quairading which could have a small financial implication in the overall costs at the time of programming the works to be carried out.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low - Procurement follows Local Government Act and in accordance with Council's Policy.

Operation – Risk Matrix Rating is assessed as Low- Allows for Capital Works to be undertaken as programmed within Council's Budget and planned Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Of the four submissions received, all are major Contractors of sealing and bitumen supplies in Western Australia and all companies are known to the EMWS.

Therefore, the Officer recommends Downer EDI Works PTY Ltd as the successful Contractor.

ITEM 13 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 58-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council accept Urgent Councillors' Business.

CARRIED 7/0

13.1 Aged Care Funding

RESOLUTION: 59-20/21

MOVED Cr John Haythornthwaite SECONDED Cr Hippisley

That Council lobby the Federal Government through the Federal Minister and the Local Federal Member for an increase in Aged Care Funding Allocation for the Quairading District.

CARRIED 7/0

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 29th October 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 4.11 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24th September 2020 were confirmed on 29th October 2020 as recorded on Resolution No. _____

Confirmed..... 29/10/20