



Ordinary Council Meeting

Minutes | 25th June 2020

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 25th June 2020 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

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 / 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.

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 B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services
Mrs A Strauss	Executive Officer

Observers/Visitors

Nil

Apologies

Mr RM Bleakley	IPR & Strategic Projects Officer
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Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

The following pro forma written declarations were received by the CEO and read aloud: -

- Cr McGuinness - Impartiality Interest with Item 10.3 Quairading Local Health Advisory Group (LHAG)
 - Currently employed by WACHS.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 28th May 2020

RESOLUTION: 166-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Ordinary Meeting of Council held on the 28th May 2020 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Cr Hippisley

Page 25 of the Agenda – District Tourism Promotion on GWN7

The Chief Executive Officer advised the meeting that a purchase order had been raised for GWN7 advertising, and that REDTV have met with the Tourism Working Group Members that were available and have arranged for filming to take place next week Thursday 2nd July 2020, weather permitting.

Cr Smith

Page 25 of the Agenda – Urgent Councillor's' Business

The Chief Executive Officer informed the meeting of his preliminary investigation and that WALGA Governance Team had advised that most Councils have Meeting Procedures Local Laws which address the issue of Business of an Urgent Nature being raised by a Councillor. WALGA had suggested as an alternative, a Policy could be considered for Adoption that states that any "Urgent Business" can only be dealt with by referring the Matter to a Council Committee or to the be subject of an Officers Report to a future Council Meeting.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – May 2020

Meeting Date	25 th June 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) May 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 167-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for May covering Municipal Vouchers 23719 to 23722 & EFT 7857 to EFT 7958 totalling \$766,989.70 be received and
2. That Police Licensing payments for the month of May 2020 totalling \$11,797.00 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for May 2020 balance totalling \$452.36 be received (Attachment iii); and
4. That Net Payroll payments for the month May 2020 totalling \$115,264.80; and
5. That the Lease payment for the month of May 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for May 2020 totalling \$16,924.39.

CARRIED 8/0

Council Discussion

Cr Smith queried the large Amount Payable for EFT 7921. The Executive Manager Corporate Services was requested to provide a breakdown of the main transactions of this Payment to all Councillors.

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during May 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 2019/2020 Budget.

Payments made for the 2019/20 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.

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

Meeting Date	25 th June 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Financial Statements for May
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 168-19/20

MOVED Cr McGuinness SECONDED Cr Hippisley

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

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st May 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 Childcare Centre and 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.

9.3 Audit and Risk Committee Meeting Minutes – 9th June 2020

Meeting Date	25 th June 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.

OFFICER'S RECOMMENDATION

RESOLUTION: 169-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 9th June 2020

CARRIED 8/0

Consider the Committee's following Recommendations individually: -

1) Auditor's Interim Management Letter

RESOLUTION: 170-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR21-19/20

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

1. That Council receive the Interim Management Letter from Council's Auditor Mr Greg Godwin of Moore Stephens for the audit Year ended 30th June 2020.
2. That Council notes Management's Responses and Planned Actions from the Auditor's Letter.

CARRIED 8/0

2) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 171-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: AR22-19/20

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

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

CARRIED 8/0

3) Annual Assessment Report on Community Engagement

RESOLUTION: 172-19/20**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

RECOMMENDATION: AR23-19/20

That the Audit & Risk Committee Recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2019/2020 year.

CARRIED 8/0

IN BRIEF

Minutes of the 9th June 2020 Meeting of the Audit and Risk Committee include three (3) Recommendations to Council.

MATTER FOR CONSIDERATION

Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 9th June 2020 from which there are three (3) Recommendations for Council's consideration, namely: -

RESOLUTION: AR21-19/20

RESOLUTION: AR22-19/20

RESOLUTION: AR23-19/20

STATUTORY ENVIRONMENT

Local Government Act 1995

- Annual Financial Statements prepared by Council in accordance with Section 6.4
- 2018/19 Audit Completed in accordance with Section 7.9
- Section 7.12A - Council is required to meet with the Auditor at least once in every Year

Local Government (Audit) Regulations 1996

Applies.

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR21-19/20

Nil - The Interim Audit is part of the Annual Audit and the costs are in accordance with the Audit Contract Council has with Moore Stephens. These costs are included in the 2019/2020 Budget. Current Year Budget Provision for the conduct of the Audit is \$22,700.

AR22-19/20

Annual and Long Service Leave Liability as at the 31st May 2020 is calculated at \$290,778.

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 May 2020 is \$205,457.

AR23-19/20

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

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

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 1 MAN & A BIKE Television Series Proposal

Meeting Date	25 th June 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Proposal Synopsis
Owner/Applicant	Visage Productions
Disclosure of Interest	Nil

OFFICER RECOMMENDATION**RESOLUTION: 173-19/20****MOVED Cr Hippisley**

Subject to Council consideration, that Council: -

1. Register its interest in the campaign 1 MAN & A BIKE Television Series Proposal from Visage Productions with Roe Tourism Association; and
2. Make an Operational Budget provision of \$8,000 for the 2020/2021 Financial Year for the Promotion.

MOTION LAPSE DUE TO THE LACK OF A SECONDER

Council Discussion

The Meeting was advised that the Television Proposal was offered to Member Councils of Roe Tourism Association for each Council's consideration and that it was not a Roe Tourism Association initiative.

The Chief Executive Officer provided details of the Councils that had indicated their Interest in participating in the Television Program.

Discussion ensued on whether the Proposal represented value for money compared to the Quairading Promotion already ordered with GWN7 and REDTV which was being funded from the 2019/2020 Tourism Budget.

The Meeting was advised that the Tourism Steering Group had identified items from the Tourism Strategy Action Plan and these would be submitted to Council's Budget Workshop No.2.

ALTERNATIVE COUNCIL RECOMMENDATION**RESOLUTION: 174-19/20****MOVED Cr Smith SECONDED Cr Jo Haythornthwaite**

That the 1 MAN & A BIKE Television Series Proposal be referred to the July 2020 Budget Workshop to be considered with other Tourism Strategy Budget items.

CARRIED 5/3

IN BRIEF

- The five-episode series will be broadcast throughout Western Australia on the Seven Network, the State's highest rating free-to-air channel, on a weekend afternoon later in 2020, both metro and regionally.
- Filming for the series to commence once the episodes are fully subscribed (plan is to commence in the second half of 2020 with filming in destinations appropriate to seasonal weather conditions and attractions, for example during the wildflower season).
- Each episode will be allocated to a particular region or road-trips, with multiple-LGA collaborations coming together to form an episode.
- Each half-hour episode ends up being 20-21 minutes after commercials, being four, five-minute segments, which can be broken up in various ways.
- A new designated Facebook page has just been developed <https://www.facebook.com/onemanandabike/> and will be profiled and promoted extensively before, during and after the series, with regular updates on location, inclusive of linked sites and hashtag branding.

MATTER FOR CONSIDERATION

That Council consider the 1 MAN & A BIKE Television Series Proposal being considered by the Roe Tourism Association Member Councils.

BACKGROUND

Visage Productions contacted Roe Tourism in February regarding the 1 MAN & A BIKE Television Series Proposal. The series will be hosted by popular WA radio personality Ian 'Blackers' Blackley, who will take us on a road-trip through the best of Western Australia, telling some awesome stories along the journey.

In this series, Visage Productions would like to introduce a more personal element to the concept, bringing locals in each area into the story and get them to talk about why their town is such a good place to visit. Each episode would be built via a collaboration of LG's coming together to bring each episode to fruition.

In the initial series, Visage Productions would like to include episodes from the Midwest, Wheatbelt, Goldfields, Southwest, Avon Valley, and the Great Southern, plus we are open to including other regions if they can raise the interest.

Participation in the series will involve an outlay in the 2020/2021 Financial year, working to a total episode budget of approximately \$35,000 - \$40,000, ex GST. This would be a joint collaboration between the Shires of Corrigin, Kondinin, Kulin, Narembeen -who have expressed their interest in the Project and possibly Quairading and Bruce Rock. A maximum of five Shires is the recommended participation per episode, otherwise each individual Shire will only receive minimal exposure.

If there are five LG's involved, each LG would receive a four-minute story as part of the 21:30 minute episode (half hour with commercials).

From a production point of view, this would involve a five-day shoot, in the Spring-time, early Summer to get the best out of the countryside colours and landscapes. Visage Productions would spend a day in each location to film each four (4) minute story. The series to be filmed in high definition with multiple use of drone technology (within CASA approved areas).

The VISAGE team would work closely with each partner in developing the story outline, concept and script, with full editorial control given to each partner, inclusive of final approval prior to broadcast.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

(1a) In subsection (1) –

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government –

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY IMPLICATIONS

Nil - No Policy in place

FINANCIAL IMPLICATIONS

Provision for this Promotion would need to be included in the Adopted Operational Budget for the 2020/2021 Financial year. Depending upon the number of Councils participating and the final production Costs it is estimated that the Cost per Council will be \$8000. This is in addition the proposed Annual Subscription of \$6000 per Member Council.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes
G4	Sound Organisation
G4.2	Increase non-rates revenue generation

Council's Tourism Development Strategy 2020

Adopted February 2020

Up to date marketing material and content creation.	Audit of current printed marketing	Tourism Steering Committee	High	6 months
	Create brochures for Caravan Park and distribute to surrounding Visitor Centres.	Shire of Quairading	High	3 - 6 months
	Distribute Visit Quairading A3 Guides to local businesses and surrounding towns.	Quairading CRC & Shire of Quairading	High	6 months
	Create videos of local attractions.	Quairading CRC & Shire of Quairading	Med	12 months
	Maintain a collection of high quality local photos.	Quairading CRC	Med	12 months
	Promote local events and attractions through regular "Around The Towns" segment on Triple M radio.	Shire of Quairading	High	Ongoing
Positive regional collaboration.	Ensure local info on regional websites is up to date.	Quairading CRC & Shire of Quairading	High	Ongoing
	Assess benefits of joining Roe Tourism or other regional tourism collectives.	Shire of Quairading	High	6 months
	Develop 'day trip' recommendations - Silo Trail, Wave Rock, Granite Way, Wildflowers, Wheatbelt Pubs	Quairading CRC	Med	6 months
	Attend trade shows to promote the region (e.g., Caravan & Camping Show)	Shire of Quairading	High	6 Months

COMMUNITY CONSULTATION

No Community Consultation undertaken however Council's Roe Tourism Delegates have received this information from the Executive Officer of Roe Tourism Association.

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

Financial - Risk Matrix Rating is assessed as Low. If Council were to support participation in the Promotion, the amount of \$8000 will need to be included in Council's Operational Budget for the upcoming Financial year.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council has already committed to a "Stand alone" Tourist Promotion through GWN7 and RED TV.

Operation – Risk Matrix Rating is assessed as Low. Minimal if any impact on Council's Operations and Structure. Production Company plan to be in each Participating Town for a day of filming to achieve the

4-5 minute Segment. Volunteer Community members and Tourism Steering Group members will be required to assist the production Team.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The series is to be produced by VISAGE Productions www.visageproductions.com.au - a Perth based production company which has been in operation for over 25 years.

Example <https://vimeo.com/191148327> an episode from series four (series five was produced in 2019).

The five-episode series will be broadcast throughout Western Australia on the Seven Network, the State's highest rating free-to-air channel, on a weekend afternoon later in 2020, both metro and regionally. After broadcast the episodes will be added to the Seven Network on-line catch-up service.

There are multiple benefits for the partners Visage Production bring on board:

- Western Australia broadcast coverage.
- The series will also be available via catch-up on 7plus
- All participating partners will have total control of editorial content and will have final approval on each episode prior to broadcast.
- Pre-broadcast exposure via social media platforms and on-location hashtag relevant links.
- On-location social media coverage during filming.
- Opportunities to cross-promote with other marketing mediums in designated regions, being both newspaper and radio. We can supply previous examples of this, if required.
- On-camera promos to be filmed on location that can be utilised pre-broadcast via social media platforms.
- Every episode to be made available via our Facebook page, once aired on the commercial network. This has resulted in thousands of additional shares and plays, inclusive of international reach.
- Unlimited access to the final edited story and full episode, which can be forwarded in various sizes and formats, across multiple mediums.
- Capability to cut-down packages for other marketing purposes.
- Access to the filmed high definition raw video files, inclusive of drone footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).
- Can also film any additional required footage whilst on-location if time permits.

10.2 Minor Boundary Adjustment – Shires of Quairading and Cunderdin

Meeting Date	25 th June 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	WAPC 158544 Subdivision Plan
Owner/Applicant	Nil
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 175-19/20

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That;

1. The Shire of Quairading being an affected local government within the meaning of Schedule 2.1 of the Local Government Act 1995, resolves to submit, jointly with the Shire of Cunderdin, a proposal to the Local Government Advisory Board, pursuant to clause 2(1)(c) of Schedule 2.1 of the Act, which would vary the boundary of the district of the Shire of Quairading to be South of Lot 801 and West of Lot 800 (Thompson Road) in accordance with the plan included in this report illustrating the proposed change.
2. The Chief Executive Officer be authorised to prepare and submit a joint proposal with the Shire of Cunderdin to the Local Government Advisory Board as detailed above.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- The landholder on the corner of Goldfields Road and Thompson / Thomson Road successfully applied to the WA Planning Commission for the re-alignment of the property boundaries which has resulted in the current Shire Boundary traversing the newly created Lot 802.
- The Titles of the three (3) newly created Lots have been created.
- The Subdivision would result in the issuing of separate Rate Notices from both Shires for their respective portions of the newly aligned Lots.
- Discussions have been held with the CEO of the Shire of Cunderdin on the preparation of a joint proposal to the Local Government Advisory Board.
- Nett result is that Council would receive an estimated 33 Hectares of ex Lots 7233 and 7234 from the Cunderdin Shire and Council would grant over an estimated 33 Hectares of the Eastern portion of Lot 2 (now in Lot 800) located east of Thompson Road.
- Recommended for ease of administration and clarity for the future that the Shire Boundary be modified to reflect the new boundaries of Lots 800, 801 and 802.

MATTER FOR CONSIDERATION

Minor Amendment to the Common Boundary with the Shire of Cunderdin.

BACKGROUND

The Landholder owns property both in the Shires of Cunderdin and Quairading and applied to the WA Planning Commission (WAPC) in October 2019 for a re-alignment of the Parcels of land.

The WAPC considered the Subdivisional Application and Approved the proposed 3 Lots in January 2020.

The CEO and Rates officer has been in liaison with their counterparts at the Shire of Cunderdin for several months on a proposed adjustment to the Shires' Common Boundary.

The Boundary Proposal is to be placed before both Councils for their Consideration and subject to Agreement, a joint Proposal for the minor Boundary Adjustment will be prepared for the Local Government Advisory Board for consideration.

It is considered prudent that the Boundary Adjustment be proceeded with given the implications of each Council having to obtain an Unimproved Valuation for portion of the parcels of land in their District and the landholder receiving two Rate Notices for the divided Lots.

In addition, the CEO is aware that Lot 802 has recently been sold which will necessitate a Settlement on the Council Rates.

The 3 newly created Lots are made up from the following old Lots: -

800 (New) is made up from lots 2 (Q Shire) and lot 8388 (C Shire)

801 (New) is made up from lots 7234, 7233 (Cunderdin Shire)

802 (New) is made up from lots 2 (Q Shire) and lots 7234, 7233 (C Shire).

STATUTORY ENVIRONMENT

Local Government Act 1995

A submission, in accordance with Schedule 2.1 of the Local Government Act 1995 will need to be made to the Local Government Advisory Board.

VOTING - absolute vote is required in accordance with Schedule 2.1 of the Local Government Act 1995.

Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts

2. Making a proposal

- (1) A proposal may be made to the Advisory Board by –
 - (a) the Minister; or
 - (b) an affected local government; or
 - (c) 2 or more affected local governments, jointly; or
 - (d) affected electors who –
 - (i) are at least 250 in number; or
 - (ii) are at least 10% of the total number of affected electors.

(2) A proposal is to –

- (a) set out clearly the nature of the proposal, the reasons for making the proposal and the effects of the proposal on local governments; and
- (b) be accompanied by a plan illustrating any proposed changes to the boundaries of a district; and
- (c) comply with any regulations about proposals.

3. Dealing with proposals

- (1) The Advisory Board is to consider any proposal.
- (2) The Advisory Board may, in a written report to the Minister, recommend* that the Minister reject a proposal if, in the Board's opinion –
 - (a) the proposal is substantially similar in effect to a proposal on which the Board has made a recommendation to the Minister within the period of 2 years immediately before the proposal is made; or
 - (aa) where the proposal was made by affected electors under clause 2(1)(d), that the majority of those electors no longer support the proposal; or
 - (b) the proposal is frivolous or otherwise not in the interests of good government.

** Absolute majority required.*

- (3) If, in the Advisory Board's opinion, the proposal is –
 - (a) one of a minor nature; and
 - (b) not one about which public submissions need be invited,the Board may, in a written report to the Minister, recommend* that the Minister reject the proposal or that an order be made in accordance with the proposal.

** Absolute majority required.*

- (4) Unless it makes a recommendation under subclause (2) or (3), the Advisory Board is to formally inquire into the proposal.

POLICY IMPLICATIONS

There are no policy implications with this report.

FINANCIAL IMPLICATIONS

Nil – No major cost involved with the Shire Boundary adjustment.

The Proposal provides for the transfer of equivalent areas of land to / from both Shires, so there is no identified gain or loss to both Councils.

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

No Community consultation in relation to the preparation of this report.

Consultation has been undertaken by the CEO's and Rates Officers with the Shires of Quairading and Cunderdin.

Liaison with the Landholder's Settlement Agent has occurred.

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

Financial - Risk Matrix Rating is assessed as Low. No Financial Risk identified by Council's Administration. There is potential increased risk of increased financial cost as future Administrations deal with the land "straddling" the Shire Boundary.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. If the Boundary adjustment is not supported there is increased risk of reputational risk over time as the landowners will continue to pay two (2) Rate Notices for one (1) property.

Operation – Risk Matrix Rating is assessed as Low. Joint Proposal will be prepared by the CEO's of both Quairading and Cunderdin Shires. Boundary Adjustment is considered minor by the CEO's. All administration will be conducted "in house" and within existing resources.

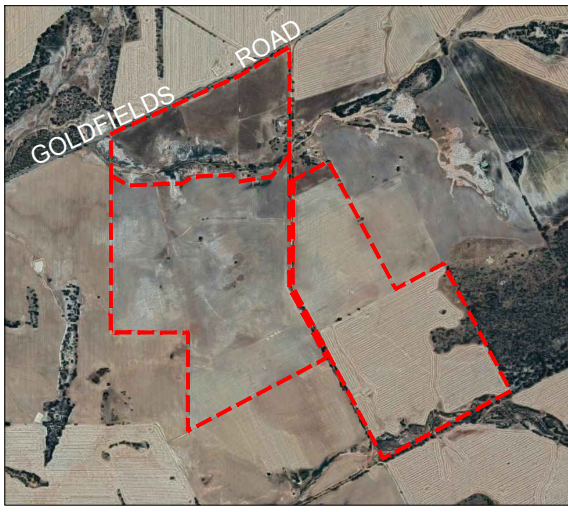
Natural Environment – Risk Matrix Rating is assessed as Low. No impact on the Environment.

COMMENT

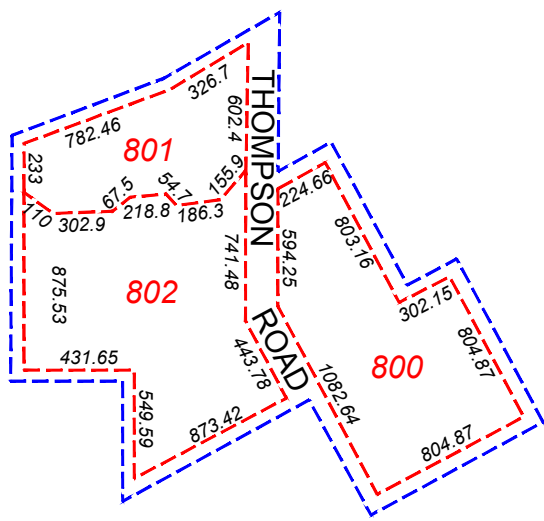
The variation of the Shire Boundary is considered minor and it is envisaged that the Local Government Advisory Board will determine the same.

There have been several historical precedents that the CEO is aware of where the Shire Boundary has been adjusted when the Shire Boundary traverses through a parcel of land.

Council (and the affected adjoining Council) have successfully had the Shire Boundary adjusted.

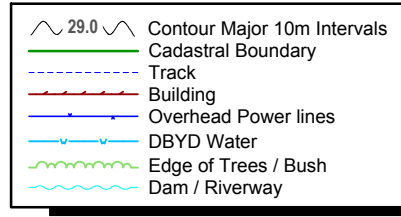


LOCATION PLAN
NOT TO SCALE



- Application Area
- Cadastral Boundary
- Proposed Boundary

LINestyle LEGEND

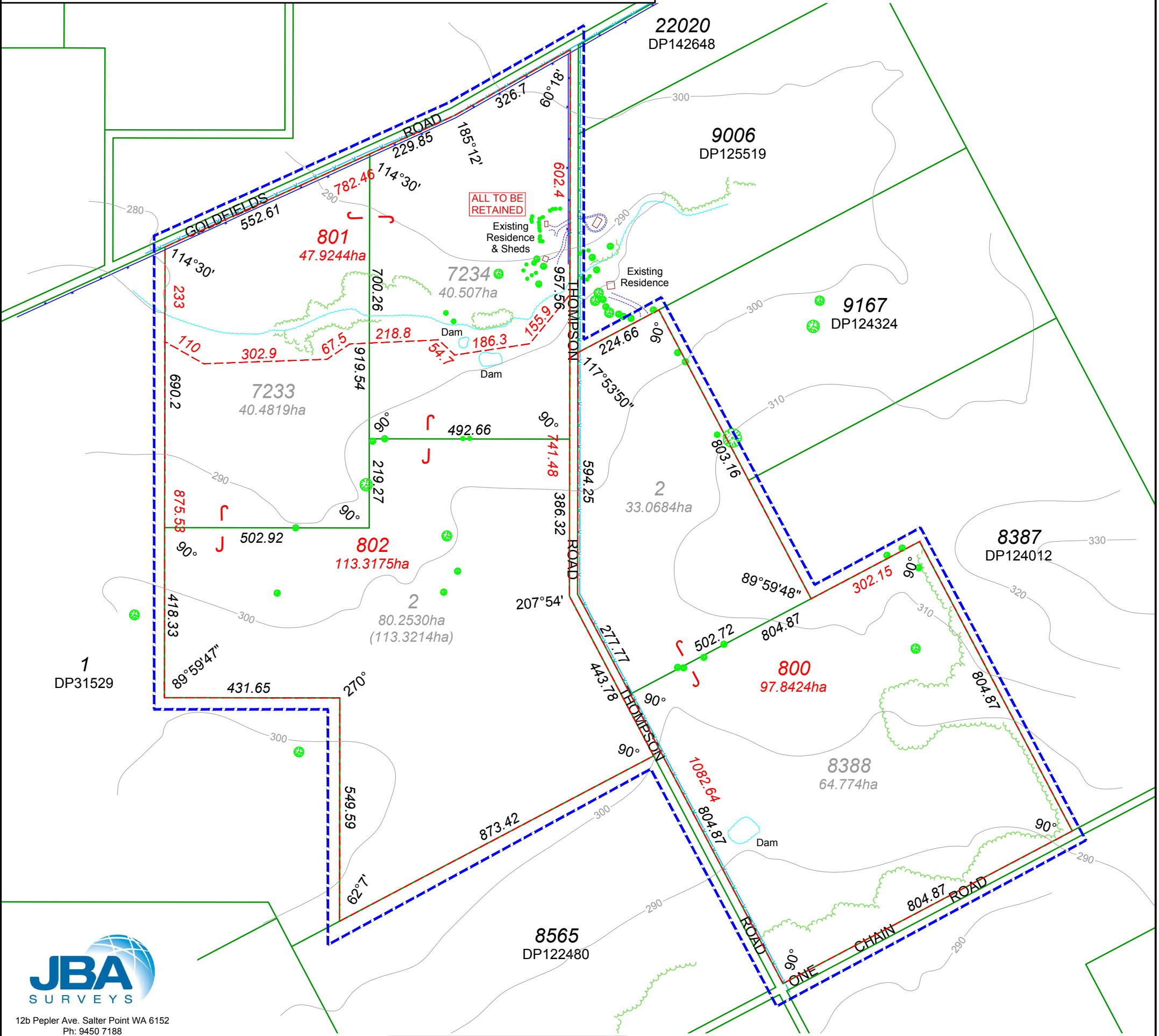


AREA SCHEDULE

N° of original lots = 4
 Lot 2 = 113.3214ha
 Lot 7233 = 40.4819ha
 Lot 7234 = 40.507ha
 Lot 8388 = 64.774ha

N° of proposed lots = 3
 Lot 800 = 97.8424ha
 Lot 801 = 47.9244ha
 Lot 802 = 113.3175ha

TOTAL = 259.0843ha



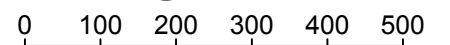
12b Pepler Ave. Salter Point WA 6152
 Ph: 9450 7188
 email: admin@jbasurveys.com.au
 web: www.jbasurveys.com.au

- Notes:
1. Boundary plotted from Landgate SCDB digital data only.
 2. True position of Boundary is subject to a re-establishment survey.
 3. Dimensions, Areas and Offsets subject to re-establishment survey.
 4. Water data plotted from Dial Before You Dig only.
 5. All Buildings & Structures on all Proposed Lots to be Retained.

19106-APS01-1.0.dwg

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
08-Oct-2019	158544

Scale @A3 1:10000



VER. 1.0	DATE 08.08.2019	BY SF	AMENDMENTS Issued for Information	FILE SOURCE 19106-1.0-08082019-MGA94-F	CLIENT: STEPHEN MILLS	JOB NO: 19106	TITLE: PROPOSED SUBDIVISION	DATUM	
						PROJECT: LOT 2 ON DP31529, LOT 8388 ON DP124013, LOT 7233 ON DP118674 & LOT 7234 ON DP118676 N° 44 THOMPSON ROAD, YOUNDEGIN, WA, 6410 C/T's 2520-96, 1055-359 & 1021-414		VERT: AHD HORIZ: MGA94 Z50 SCALE: 1:10000	
								DWG NO: 19106-APS01	VER: 1.0
								SHEET NO: 1 OF 1	A3
						SURVEYOR: N/A	DATE OF SURVEY: N/A	DRAWN BY: SF	APPROVED BY: NRW

10.3 Quairading Local Health Advisory Group (LHAG)

Meeting Date	25 th June 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Health Service Manager Diana Ellison
Disclosure of Interest	Nil

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

OFFICER RECOMMENDATION

1. That Council nominate the following Delegate _____ and Proxy Delegate _____ to the Quairading Local Health Advisory Group.
2. That the Appointments be for the Term concluding with the October 2021 Election.

RESOLUTION: 176-19/20

MOVED Cr Stacey SECONDED Cr Cowcill

1. That Council nominate the following Delegate, Cr Hippisley and Proxy Delegate, Cr Smith to the Quairading Local Health Advisory Group.
2. That the Appointments be for the Term concluding with the October 2021 Election.

CARRIED 8/0

IN BRIEF

- As part of Council's governance and representation obligations, individual Councillors represent Council on a range of Community and Organisations' 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 or Groups.
- Council invited to elect a Delegate and a Proxy Delegate to the Local Health Advisory Group.
- LHAG being re-established by the Quairading Health Service Manager.

MATTER FOR CONSIDERATION

Council is invited to appoint a Council Delegate and a Proxy Delegate to the Quairading Local Health Advisory Group (LHAG).

BACKGROUND

Health Service Manager Diana Ellison has approached the Chief Executive Officer and advised that she is planning to re-establish a LHAG for the Quairading District Hospital as a Community Advisory Group.

Ms Ellison advised that the Advisory Group will be small in number (Community Members and Council Representatives) and to meet at the most 3-4 times a Year. Meetings will be approximately an hour in duration and be held during normal Work Hours in the Hospital Meeting Room.

Members of the public can provide feedback information, suggestions, concerns, etc., to the Advisory Group who work with the WA Country Health Services and Local Government to advocate for health services on behalf of the community.

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

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 financial risk identified.

Health – Risk Matrix Rating is assessed as Low. Council’s participation in LHAG will enable Council to provide input into local (WACHS) health issues.

Reputation – Risk Matrix Rating is assessed as Low. It is considered prudent for Council’s reputation and community perception that Council accept the invitation to have a Delegate and a proxy Delegate on the soon to be formed Quairading LHAG.

Operation – Risk Matrix Rating is assessed as Low. Attendance at LHAG Meetings will be within Council’s normal operations and Structure.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The LHAG gives community members a say in how their health services are delivered. It is a forum for ongoing communication and interaction between WA Country Health Service staff, Local Government and community members and aims to develop workable solutions for local health service related issues.

Membership of the LHAG provides the opportunity for continuously improving consumer and community participation at the local level.

The composition of the LHAG intends to reflect a cross-section of community health interests. Members of the LHAG are health consumers, carers, community members and service providers who actively seek to improve service planning, access, safety and quality.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th July 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

Cr Davies thanked Councillors and Staff for their attendance.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 2.44 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25th June 2020 were confirmed on 30th July 2020 as recorded on Resolution No. _____

Confirmed..... 30/07/20