



# Ordinary Council Meeting

## Minutes | 27<sup>th</sup> August 2020

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### **Disclaimer**

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# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 27<sup>th</sup> August 2020 commencing at 2.00 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.00 pm.

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / 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, Mrs Dorothy Hayes and Staff to the meeting.

Cr Davies also welcomed WALGA President, Mayor Tracey Roberts and WALGA CEO Nick Sloan to the Meeting, and advised that an Invitation has been extended to Mick Grage and Nicole Hargrave from the Quairading Book Post to join Council for Afternoon Tea.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### 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 N Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer

### Observers/Visitor

Mrs Dorothy Hayes  
WALGA President, Mayor Tracey Roberts  
WALGA CEO Nick Sloan

### Apologies

Nil.

### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

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Nil.

### ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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WALGA President, Mayor Tracey Roberts thanked Council for their response to COVID-19 and support given to the local community. WALGA initiated the COVID-19 Webinars during the pandemic to support the 139 local governments.

WALGA are strongly supporting the State Tourism Promotion encouraging Western Australians to travel in the Regions and it is pleasing to see so many people taking up this opportunity across the State.

WALGA President, Mayor Tracey Roberts thanked Council for allowing them to attend the Council Meeting and to stay in Quairading overnight.

CEO Nick Sloan advised Council that they had been travelling and visiting regional local governments to engage with Councils face to face, following the easing of travel restrictions.

### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

### ITEM 6 DECLARATIONS OF INTEREST

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Cr McGuinness declared an Impartiality Interest with 10.2 Ageing in Place Working Group.

### ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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#### 7.1 Confirmation of Minutes – 30<sup>th</sup> July 2020

**RESOLUTION: 15 -20/21**

**MOVED Cr Hippisley SECONDED Cr McGuinness**

That the Minutes of the Ordinary Meeting of Council held on the 30<sup>th</sup> July 2020 be confirmed as a true and accurate record of proceedings.

**CARRIED 8/0**

## 7.2 Business Arising

### ***Page 16 of the Agenda - Application for development approval (Retrospective) - proposed Outbuilding on Lot 288 (No.54) Murphy Street, Quairading***

Cr Smith enquired whether the Applicant had been advised of Council's requirement for the removal of the Shed Structure within 90 days.

The Chief Executive Officer (CEO) informed the Meeting that the CEO had written to the Applicant on the 5<sup>th</sup> August 2020 advising that the unauthorised Structure is to be dismantled and removed from the property by the 30<sup>th</sup> October 2020. The CEO confirmed that the Advice had been sent by Registered Mail and its Receipt was acknowledged by the Applicant on the 6<sup>th</sup> August 2020.

## 7.3 Confirmation of Minutes - 11<sup>th</sup> August 2020

### **RESOLUTION: 16 -20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey**

That the Minutes of the Special Meeting of Council held on the 11<sup>th</sup> August 2020 be confirmed as a true and accurate record of proceedings.

**CARRIED 8/0**

## 7.4 Business Arising

The CEO reported that the Applicant had submitted the Development Application for the Change of Land Use and that the Application had been approved under Council's Delegation of Authority by the CEO on the 25<sup>th</sup> August 2020.

ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

**9.1 Accounts for Payment – July 2020**

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) July 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

**OFFICER RECOMMENDATION**

**RESOLUTION: 17 -20/21**

**MOVED Cr Cowcill SECONDED Cr Stacey**

That Council note the following

1. That Schedule of Accounts for July covering Municipal Vouchers 23735 to 23741, EFT 8101 to EFT 8193 and Superannuation Direct Debit totalling \$400,638.96 be received and
2. That Police Licensing payments for the month of July 2020 totalling \$33,107.00 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for July 2020 balance totalling \$463.58 be received (Attachment iii); and
4. That Net Payroll payments for the month July 2020 totalling \$125,716.74; and
5. That the Lease payment for the month of July 2020 on the CESM Vehicle totalling \$1,140.08.

**CARRIED 8/0**

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**IN BRIEF**

Payments are per attached schedules 9.1 1/2/3

**MATTER FOR CONSIDERATION**

Note the accounts paid during July 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 – 31<sup>st</sup> July 2020

Meeting Date	27 <sup>th</sup> August 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for July
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 18 -20/21

#### MOVED Cr Jo Haythornthwaite **SECONDED** Cr McGuinness

That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> July 2020.

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> July 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.
- Depreciation has not been calculated for the Month of July. Budget timing has been calculated evenly over the year, which will be readjusted once budget timings have been finalised.

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

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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.

As the end of the year process has not yet been finalised, no depreciation has been recorded for the Month of July. As the timing of the budget line items has not been finalised, all year to date budgets have been calculated evenly over the 12 months. Once the timing of all projects and programs have been determined by Management, this will be shown as the accurate year to date budget for all future financial statements.

### 9.3 Budget Amendment - Caravan Park Cabins Retention Payment

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

**RESOLUTION: 19 -20/21****MOVED Cr McGuinness SECONDED Cr Cowcill**

That Council authorise the Budget Amendment of \$6,119 ex GST from the Current Surplus to the Caravan Park Cabins Capital Works Budget.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### IN BRIEF

- As part of the Caravan Park Cabin project, a retention payment amount of \$6,119.09 was required.
- This amount has not been included into the 2020/21 budget and it is recommended to be funded from the Current Surplus.
- A Budget Amendment is recommended to correct this oversight and to enable the payment to the Contractor upon successful completion of any identified defects following the 12 Month Defect Period.

#### MATTER FOR CONSIDERATION

The allocation of funds for the Caravan Park Cabin Retention Payment due under the Contract.

#### BACKGROUND

Following a comprehensive planning and design period, the redevelopment of the Quairading Caravan Park commenced in 2015/16 with Phase 1 – Park internal layout, the upgrading of camping and caravanning facilities, and upgrading and compliance of service utilities.

Construction of the Park Cabins was designated as Phase 2 of the Park Redevelopment Program.

Design and tendering process went to the market in 2018/19.

Modular WA was selected as the preferred contractor commencing the construction of the three cabins in April 2019.

Cabins were installed on site in August 2019 with project completion and handover on 22th August 2019.

A Condition within the Contract was that a 5% Retention Fee be deducted from Claim Payments and be reimbursed in 2 Tranches:

- Tranche 1 – upon completion and handover of cabins following a quality control inspection; and

- Tranche 2 – reimbursement following a twelve-month defect period, an inspection of cabins, identification of issues and rectification actions.

Upon completion of Project and resolving of identified defect issues, Tranche 1 was disbursed on 19<sup>th</sup> August 2019.

The twelve-month defect inspection was conducted by Bent Nail Builder on the 18<sup>th</sup> August 2020 and the Defect Report will be forwarded to Modular WA.

A further joint inspection by Bent Nail, Modular WA and a Council Officer will be conducted to confirm defects, means of rectifying and a timeframe for their completion.

Disbursement of 2<sup>nd</sup> Tranche will be upon completion of these identified tasks.

## 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.*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

The cost of the retention payment is \$6,119.09 ex GST. No amount was allocated within the 2020/21-year budget. As the nature of the work is capital, the budget must be placed into capital works.

To enable the retention payment to be paid by Council a Budget Amendment needs to be authorised by an Absolute Majority Vote of Council.

The current Budget Surplus for the 2020/21 year is \$128,145.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

## 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. This payment is not included in our current budget, however, it is considered to be of a low value with an adequate amount of surplus funds available to be used.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. This Budget Amendment will enable the authorised payment of the Retention Amount which is part of the Contractual Agreement for the construction of the Caravan Park Cabins.

Operation – Risk Matrix Rating is assessed as Low. The allocation of funds to make this payment will not impact any other Council operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Strategic Planning Committee Minutes – 11<sup>th</sup> August 2020

<b>Meeting Date</b>	27 <sup>th</sup> August 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Minutes of Meeting
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 20 -20/21

##### **MOVED Cr Hippisley SECONDED Cr Stacey**

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 11<sup>th</sup> August 2020.

**CARRIED 8/0**

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

#### 1) Terms of Reference for Requests for Quotation – Sports and Recreation Masterplan, and Sports and Recreation Centre Options Study

##### RESOLUTION: 21 -20/21

##### **MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

*RECOMMENDATION: SP2-20/21*

That the Strategic Planning Committee recommend to Council: -

1. That Council accept the Terms of Reference
  - i) Quairading Sport & Rec Strategic Plan 2021-2031; and
  - ii) Quairading Sport & Rec Centre Options
2. That the Chief Executive Officer proceed to advertise for submissions to deliver the two (2) consultancies projects.

**CARRIED 8/0**

#### 2) ICT Strategic Plan Progress Report

##### RESOLUTION: 22 -20/21

##### **MOVED Cr Hippisley SECONDED Cr Cowcill**

*RECOMMENDATION: SP3-20/21*

That the Strategic Planning Committee recommend to Council: -

That Council notes the progress of the ICT Strategic Plan.

**CARRIED 8/0**

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## IN BRIEF

- Strategic Planning Committee Meeting held on the 11<sup>th</sup> August 2020
- Two Recommendations for Council's Consideration.

## MATTER FOR CONSIDERATION

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

## BACKGROUND

The Strategic Planning Committee met on 11<sup>th</sup> August 2020 from which there are two (2) recommendations for Council consideration, namely: -

- RESOLUTION: SP2-20/21
- RESOLUTION: SP3-20/21

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

SP2-20/21 – Council has budgeted an amount of \$25,000 for Recreation Consultancies in the 2020/2021 Year. Actual Cost of the Projects will be determined when the Request for Quotation Submissions are received and considered.

SP3-20/21 – Preparation of the ICT Strategy by Focus Networks has been provided for in the Council's Adopted Budget. The Draft ITC Strategy is due to be presented to Council in September 2020 with a Presentation being made by a Focus Network representative at the Audit & Risk Committee Meeting on the 8<sup>th</sup> September 2020. Subject to the Adoption of the Strategy, it is expected that there will need to be a Budget Review item to Council in coming months to fund any identified priority expenditure of Hardware and Software.

## 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

SP2-20/21 – The Recreation Precinct Working Group Chairperson has been advised of the preparation of the Terms of Reference and that Council will widely circulate the Request for Quotations in the open market. Extensive Working Group and Community Consultation is required under the Terms of Reference as part of the two Projects.

SP3-20/21 – Nil

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

Financial – Risk Matrix Rating assessed in the individual Items in the Minutes.

Health – Risk Matrix Rating assessed in the individual Items in the Minutes.

Reputation – Risk Matrix Rating assessed in the individual Items in the Minutes.

Operation – Risk Matrix Rating assessed in the individual Items in the Minutes.

Natural Environment – Risk Matrix Rating assessed in the individual Items in the Minutes.



## 10.2 Ageing in Place Working Group – Council Delegates

Meeting Date	27 <sup>th</sup> August 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	Nil
Owner/Applicant	n/a
Disclosure of Interest	Nil

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

### OFFICER RECOMMENDATION

1. That Council appoint Cr \_\_\_\_\_ and Cr \_\_\_\_\_ to the Ageing in Place Working Group.
2. That the Appointments be for the Term concluding with the October 2021 Election.

### RESOLUTION: 23 -20/21

#### MOVED Cr Stacey SECONDED Cr Hippisley

1. That Council appoint Cr John Haythornthwaite and Cr Smith to the Ageing in Place Working Group.
2. That the Appointments be for the Term concluding with the October 2021 Election.

**CARRIED 8/0**

### IN BRIEF

- The Working Group was initiated in early 2019 to provide direction to Council in the development of Lot 501 as a housing complex of aged friendly Independent Living Units (ILU).
- The Working Group is being to be reconvened after the Covid-19 Pandemic Restrictions.
- Council to elect 2 Delegates to the Ageing in Place Working Group.
- Membership consisted of:
  - 2x Councillors - (Cr Smith and then Cr McRae)
  - Key stakeholders from the Community (previously a minimum of four volunteers)
  - 1x Council Officer (Mr Bleakley)

### MATTER FOR CONSIDERATION

Appointment of two Councillors to the Ageing in Place Working Group.

### BACKGROUND

In 2106, Council in association with the Shires of Cunderdin and Tammin, submitted an application for grant funding for the construction of 11 Independent Living Units across the three Shires under the

Regional Aged Accommodation Program (Royalties for Regions). This application initially proved successful. However, a change in political climate resulted in the Program Funding being withdrawn.

A further opportunity arose and in 2018 Shire of Quairading applied, with continuing regional support from the Shires of Cunderdin and Tammin, for the construction of four Independent Living Units (ILU). On this occasion the application proved unsuccessful. Reasoning – Shire was deemed to be not “shovel ready” to deliver the project.

The Working Group was established to provide direction to the Council on the needs of the community for appropriate aged accommodation within the townsite.

The scope of the Working Group was to:

- Assess existing facilities (Arthur Kelly Village)
- Determine future needs of the community
- Pathway forward
  - Future of Arthur Kelly Village;
  - Development of Land (Lot 501) vested in the Council for the purpose of “Independent Living/Aged Accommodation”
    - Number of ILU units;
    - Layout of Complex;
    - Specifications for design of ILUs; and
    - Phasing.

The Committee have held two (2) meetings and a field visit to inspect aged accommodation facilities at York Ballardong Village and the newly constructed ILUs adjacent to the Health Centre at Cunderdin was conducted in 2019.

Outcomes to date from the Working Group are:

- Establishment by Council of an Aged Accommodation Reserve Fund
- Land survey of Lot 501
- Preliminary discussions with Slavin Architects regarding work towards a Project Concept, design and layout on Lot 501.

Engagement with Slavin Architects was put on hold during the COVID-19 pandemic restrictions but is being recommenced.

#### **STATUTORY ENVIRONMENT**

N/A

#### **POLICY IMPLICATIONS**

N/A

#### **FINANCIAL IMPLICATIONS**

Nil

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

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

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community

ITEM	OUTCOMES AND STRATEGIES
S4.4	Actively support 'Ageing in Place' services, housing and infrastructure

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them

### COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report. The matter of the appointment of Council's Delegates to the reconvened Working Group was discussed at the Strategic Planning Committee Meeting on the 11<sup>th</sup> August 2020.

### 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. Councillors participation in the Working Group will enable Council to provide input into the development of an appropriate aged accommodation concept and report on progress of the Working Group back to Council.

Reputation - Risk Matrix Rating is assessed as Low. Council initiated the Working Group.

Operation - Risk Matrix Rating is assessed as Low. Attendance at the Working Group meetings will be within Council's normal operations and Structure and will be held in Business hours.

Natural Environment - Risk Matrix Rating is assessed as Low.

### COMMENT

The Aging in Place Working Group is a forum for discussion on a number of issues relating to "ageing in place" within the Quairading Community including: -

- Appropriate scale and design of the ILU "Village" on Lot 501 based on demographic trends;
- Appropriate scale and design of ILUs;
- The longer term future of the Arthur Kelly Village - 8 Units
- Current housing in town - modification to existing housing to make more "Aged Friendly";
- Guidelines / Criteria for access to Aged Housing; and
- Ageing in Place within the Noongar community.

The immediate goal is to determine a Scope of Works for the design and layout of Lot 501 for a contracted architect to draft a design and probable costings for the program to be incorporated into the Shire's revised Strategic Community Plan and Long Term Financial Plan.

### 10.3 Bush Fire Advisory Committee Minutes – 23<sup>rd</sup> July 2020

Meeting Date	27 <sup>th</sup> August 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CESM Simon Bell
Attachments	Minutes of BFAC Meeting
Owner/Applicant	N/A
Disclosure of Interest	Nil

#### OFFICER RECOMMENDATION

That Council consider each of the Committee's following recommendations

**RESOLUTION: 24 -20/21**

**MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill**

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 23<sup>rd</sup> July 2020.

**CARRIED 8/0**

**1) Burning Prohibition – Pursuant to Section 46 of the Bush Fires Act 1954**

**RESOLUTION: 25 -20/21**

**MOVED Cr McGuinness SECONDED Cr Cowcill**

*RECOMMENDATION: BFAC2-20/21*

That the Bush Fire Advisory Committee recommend to Council: -

That the following dates and times for the Prohibition of Burning be supported by Council: -

1. Prohibited Burning on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> April 2021 (Easter Weekend); and
2. Prohibited Burning from 12am until 12pm on the 25<sup>th</sup> April 2021 (ANZAC Day).

**CARRIED 8/0**

#### IN BRIEF

- The Bush Fire Advisory Committee (BFAC) met on the 23<sup>rd</sup> July 2020 to review the past Bush Fire Season and to prepare for the 2020/2021 Fire Season.
- The BFAC proposes that selected dates over Easter 2021 and the morning of ANZAC Day be listed for the Prohibition of lighting fires.

#### MATTER FOR CONSIDERATION

Proposed Dates for the Prohibition of Burning over Easter 2021 and on ANZAC Day 2021.

#### BACKGROUND

The Strategic Planning Committee met on 23<sup>rd</sup> July 2020 from which there is one (1) recommendation for Council consideration, namely: -

- RECOMMEDATION: BFAC2-20/21 relating to the proposed dates for Prohibition of Burning for Easter 2021 and ANZAC Day 2021.

## **STATUTORY ENVIRONMENT**

### *Section 46 of the Bush Fires Act 1954*

#### 46. Bush fire control officer or forest officer may postpone lighting fire

##### (1A) Notwithstanding any other provision of this Act –

- (a) subject to subsection (1B) a bush fire control officer, or the local government in whose district the land is situated may prohibit, or from time to time postpone the lighting of a fire, where in his or its opinion the fire, if lit, would be or become a source of danger by escaping from the land on which it is proposed to be lit;
- (b) where a fire is burning on land and the bush fire control officer or the local government as the case may be is of the opinion that the fire is in danger of escaping from that land, he or it may direct that all reasonable steps be taken by the owner or occupier of the land to extinguish the fire or to prevent the fire from spreading.

(1B) Where it is proposed to light a fire within 3 km of a boundary of forest land, an authorised CALM Act officer may exercise the powers conferred by the last preceding paragraph to the exclusion of the exercise of those powers by a bush fire control officer or the local government but if an authorised CALM Act officer fails to exercise the powers a bush fire control officer or local government may exercise those powers.

(2) A person who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him pursuant to this section is guilty of an offence.

Penalty: \$10 000.

(3) If, as a result of the exercise of any power conferred by subsection (1A) or (1B), a person, who has paid a fee to a local government for a permit to light a fire, is precluded from doing so in such circumstances that the permit is of no use to him the local government shall, on being requested to do so, refund the fee to him.

## **POLICY IMPLICATIONS**

Council's existing Bush Fire Policy and Procedures Standard Operating Procedure (SOP20) states that "no Burning during the Easter Period (If Easter falls outside the Restricted Burning Period)".

It is highlighted that the Bush Fire Policy and Procedures need to be listed for Review in the next 12 months, as they were not part of the Policy Review Project in 2018.

In 2021, all of Easter and ANZAC Day fall outside the Restricted Burning Period, therefore in the Unrestricted Burning Period.

Council and the Fire Control Officers have historically prohibited the lighting of Fires on Good Friday, Easter Saturday, Easter Sunday and the morning of ANZAC Day due to the likelihood of reduced number of volunteer bush firefighters being available due to Easter Holiday commitments and also attendance at ANZAC Day Services until midday.

## **FINANCIAL IMPLICATIONS**

BFAC2-20/21 – Nil

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

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

### COMMUNITY CONSULTATION

BFAC2-20/21 – Matter raised on the BFAC Agenda for the Consideration and discussion by the Fire Control Officers. No Public Consultation undertaken.

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

Financial – Risk Matrix Rating assessed as Low.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. The proposed dates for the Prohibition of Burning are the dates historically prohibited by Council and the Bush Fire Control Officers.

Operation – Risk Matrix Rating assessed as Low. No impact upon Council's operations.

Natural Environment – Risk Matrix Rating assessed as Low.

#### 10.4 Avon South Local Action Group (ASLAG) - Council Delegate

Meeting Date	27 <sup>th</sup> August 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Charter of the Avon South Local Action Group
Owner/Applicant	Avon South Local Action Group
Disclosure of Interest	Nil

#### OFFICER RECOMMENDATION

1. That Council nominate Cr \_\_\_\_\_ as Delegate and Cr \_\_\_\_\_ as Proxy Delegate to the Avon South Local Action Group.
2. That the Appointments be for the Term concluding with the October 2021 Election.

#### RESOLUTION: 26 -20/21

#### MOVED Cr Hippisley SECONDED Cr McGuinness

1. That Council nominate Cr Stacey as Delegate and Cr Jo Haythornthwaite as Proxy Delegate to the Avon South Local Action 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.
- The Group has been formally established through the Department of Primary Industries and Regional Development and has received its full funding allocation of \$81,000 for its Operation and Activities for the 2020/2021 Year.
- The Group's Coordinator, Mr Brian Kimber commences employment on Monday 24<sup>th</sup> August 2020.
- Charter for the operation of the ASLAG is attached for Councillors' reference.
- The ASLAG, through the Coordinator Mr Brian Kimber has invited Council as the Host Council to elect a Delegate and a Proxy Delegate to the Committee.
- ASLAG Committee meet an estimated 4 times a year and hold an Annual General Meeting. Most meetings are held at Greenhills as a central location for the 4 LG Districts.

#### MATTER FOR CONSIDERATION

Council is invited to appoint a Council Delegate and a Proxy Delegate to the Avon South Local Action Group.

## BACKGROUND

Council at its Meeting on the 28<sup>th</sup> May 2020 resolved: -

*RESOLUTION: 161-19/20*

*That: -*

- 1. Council Support the Avon South Local Action Group for Skeleton Weed covering the Shire Districts of Beverley, Brookton, Quairading and York by holding and administering the Group's Funding from the Department of Primary Industries and Regional Development and the Grains, Seeds and Hay Industry Fund Scheme for a proposed Period of 3 Financial Years.*
- 2. That Council support the Local Action Group with the employment of the Local Action Group Coordinator on a full Cost Recovery basis.*
- 3. Council review the Support Arrangement on an Annual basis.*

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

Nil – Council has budgeted for the Activities of the Avon South LAG in the 2020/2021 Adopted Budget and the DPIRD Funding of \$81,000 was been included as Revenue in the Budget.

Council receives an Administration Allowance of \$2,000 per Year in recognition of being Host Council for the Funds.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE1	Demonstrated Sustainable Practices
NE2	Protected and valued natural areas

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

## 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.

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 to the ASLAG. Council's representation on the ASLAG will enable Council to be kept informed by its Delegate on the Group's Activities and financial position.

Operation – Risk Matrix Rating is assessed as Low. Attendance at ASLAG Meetings will be within Council's normal operations and Structure. Council as the Host Council will be required to have Officers prepare and present Financial Activity Statements on a regular basis to the LAG Committee.

Natural Environment – Risk Matrix Rating is assessed as Low. Skeleton Weed has a major adverse impact on Agricultural Production.

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

Meeting Date	27 <sup>th</sup> August 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Extract: WALGA Annual General Meeting
Owner/Applicant	WALGA
Disclosure of Interest	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 27 -20/21

#### MOVED Cr Smith SECONDED Cr Hippisley

Council to provide direction to Council's voting delegates for the WALGA Annual General Meeting.

Motion #	Title	Support	Not support
3.1	Drought in Western Australia	✓	
3.2	State Owned Unallocated Crown Land (UCL) House Blocks	✓	

**CARRIED 7/1**

### IN BRIEF

- The Annual General Meeting of the Western Australian Local Government Association will be held on Friday 25<sup>th</sup> September 2020.
- Two Motions will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.
- Council's Nominated Voting Delegates for the AGM are: -  
Shire President Cr Wayne Davies  
Deputy Shire President Cr Jo Haythornthwaite  
Proxy 1 – Cr Peter Smith  
Proxy 2 – CEO Graeme Fardon.

### MATTER FOR CONSIDERATION

Motions submitted for consideration by Council.

### BACKGROUND

The detailed wording of the Motions, Member Council Comment and WALGA Secretariat Comments are provided in the AGM Agenda Papers Extract provided with this Report.

Each Consideration of Executive and Member Motions (Item 3 in the AGM Agenda) are as follows: -

- 3.1 *Drought in Western Australia*
- 3.2 *State Owned Unallocated Crown Land (UCL) House Blocks*

## STATUTORY ENVIRONMENT

Annual General Meeting convened in accordance with WALGA Constitution.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

N/A

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

## COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is a Member Council of WALGA and active Participant at Central Country Zone level and the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 13 URGENT COUNCILLORS' BUSINESS

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*No matters for consideration.*

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

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The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(a)(c)(e) of the *Local Government Act 1995* as the Item relates to: -

- (a) "the personal affairs of any person".
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal –
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person

### RECOMMENDATION

#### **RESOLUTION: 28 -20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

1. That Council considers the confidential reports listed below in a meeting closed to the public at 2.29 pm in accordance with Section 5.23(2) of the *Local Government Act 1995*:
  - 14.1 Valuation Reports for Factory Units and Light Industrial Land
  - 14.2 Application to Section 91 License over unallocated Crown Land
2. That the WALGA representatives WALGA President, Mayor Tracey Roberts and CEO Nick Sloan remain in the meeting.

**CARRIED 8/0**

### **2.29 pm**

Mrs Dorothy Hayes left the Meeting.

#### 14.1 Valuation Reports for Factory Units and Light Industrial Land (Confidential Item)

Section 5.23(2)(c)(e) of the *Local Government Act 1995*

**RESOLUTION: 29 -20/21**

**MOVED Cr McGuinness SECONDED Cr Hippisley**

1. Council receive the Valuation Reports on 81 and 83 Heal Street and Proposed Lots 1-5, 1 & 15 Winmar Road, Quairading
2. Council support the Sworn Valuations provided by Acumentis Pty Ltd
3. The Chief Executive Officer be authorised to disclose the Sworn Valuations to interested Commercial Parties who express interest in the subject Council properties for the purposes of progressing any Expressions of Interest.
4. That the CEO be authorised under Delegated Authority to negotiate +/- \$10k on the Sworn Valuations with Interested Parties.

**CARRIED 8/0**

#### 14.2 Application to Section 91 License over unallocated Crown Land (Confidential Item)

Section 5.23(2)(a)(c) of the *Local Government Act 1995*

**OFFICER RECOMMENDATION**

**Submitted for Council Consideration and Direction to the Chief Executive Officer.**

**RESOLUTION: 30 -20/21**

**MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite**

1. That Council support the Department of Planning, Lands and Heritage's position that the Subject Land not be offered for a short term Licence to Use until Native Title is extinguished; and
2. If and when the Native Title is extinguished, the Offer of a Licence to Use be advertised, inviting Public submissions from interested individuals, for consideration by the Department in consultation with the Shire.

**CARRIED 8/0**

**RECOMMENDATION**

**RESOLUTION: 31 -20/21**

**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the meeting be open to members of the public at 2.55 pm.

**CARRIED 8/0**

**2.55 pm**

Mrs Dorothy Hayes returned to the meeting.

### 14.3 Public Reading of Resolution

Having opened the meeting to the Public, the Chief Executive Officer on behalf of the Shire President read aloud the decisions of Council for Item 14.1 and Item 14.2.

### ITEM 15 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 24<sup>th</sup> September 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

### ITEM 16 CLOSURE

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

I certify the Minutes of the Ordinary Meeting of Council held on 27<sup>th</sup> August 2020 were confirmed on 24<sup>th</sup> September 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 24/09/20