

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30th May 2019 commencing at 2.01 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.01 pm.

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

One (1) Minute’s Silence was observed for the Passing of the Late Past Prime Minister of Australia, Mr Bob Hawke, and local resident Mrs Sheila O’Hare.

Afternoon Tea will be provided by the “Biggest Morning Tea” organisers to help raise funds for the Cancer Council, Gold Coin Donations sought.

Councillors were advised that an invitation had been extended to representatives from Roadswest Engineering, Quairading Earth Moving and Avon Concrete for Afternoon Tea, as a thank you for their efforts on the WANDRRA project.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/SPO Officer
Ms MA Lee-Curtis	A/Executive Officer

Observers/Visitor

Mr John Haythornthwaite (2.01 pm to 3.07 pm, 3.24 pm to 3.25 pm)
Ms Jill Hayes (2.01 pm to 3.07 pm)

Apologies

Nil

Leave of Absence Previously Granted

Nil

Mr John Haythornthwaite

Question 1

Mr Haythornthwaite queried EFT6480 - 2/4/2019 - LO-GO Appointments - Contracting Services of Executive Officer - \$2,473.08?

Response 1

The CEO responded that this is a payment for costs associated with engaging an Acting Executive Officer through the recruitment agency, LOGO Appointments.

Question 2

Mr Haythornthwaite queried EFT6494 - 2/4/2019 - Northam Holden - Purchase of Holden Colorado -Shared Utility P465 - \$20,675.00?

Response 2

The Executive Manager of Works & Services, Mr Rourke responded, that this is a Shire owned vehicle purchased as a replacement vehicle, that is shared between the Grants & Project Officer and the Works staff.

Question 3

Mr Haythornthwaite queried EFT6506 - 12/04/2019 - Quairading Tyre and Battery Supplies - Q450 UD Prime Mover 4 x tyres and 2 x new steerers, Q272 Nissan UD Truck 4 x new tyres, Q4450 Tri-axle side-tipper 6 x new tyres - \$5,929.29?

Response 3

The CEO responded that this was to purchase a total of 16 new tyres, as detailed in the description.

Question 4

Mr Haythornthwaite queried EFT6542 - 24/04/2019 - Neu-Tech Auto Electrics - Light Bar 28 – Works Team Leaders Utility - \$275.00?

Response 4

The Executive Manager of Works & Services, Mr Rourke responded that this was fitted to the new Colorado Utility, which is used for emergency/night time callouts.

Question 5

Mr Haythornthwaite queried EFT6564 24/04/2019 - Bonnie King - Reimbursement for key cutting - \$37.50?

Response 5

The CEO responded that this was to reimburse employee Mrs Bonnie King for purchasing new keys that were needed for replaced padlocks that were broken or badly damaged on the public toilets at the Football Changeroom and the ladies Changeroom.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE – CR SMITH

5.1 Application for Leave of Absence – Cr Smith

An application was received from Cr Smith for Leave of Absence from Council and Committee meetings for the period of 11th June 2019 to the 27th June 2019 inclusive.

RESOLUTION 188-18/19

MOVED Cr Stacey SECONDED Cr McRae

That Leave of Absence be granted to Cr Smith for the period 11th June 2019 to the 27th June 2019 inclusive.

CARRIED 6/0

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.

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c.

Cr Smith declared an Impartiality Interest in Item 10.4 Community Grants Scheme – 2019/2020.

Cr Brown declared an Impartiality Interest in Item 10.5 Sports Oval Lighting Endorsement.

Cr McRae queried the rules of declaring an Impartiality Interest. The CEO provided clarification that an elected Member declaring an Impartiality Interest is able to remain in the meeting, Discuss and Vote on the Item.

Cr Haythornthwaite advised the meeting that she is no longer President of the Badminton Club.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 24th April 2019

OFFICER RECOMMENDATION

RESOLUTION: 189-18/19

MOVED Cr Smith SECONDED Cr McRae

That the Minutes of the Ordinary Meeting of Council held on the 24th April 2019 be confirmed as a true and accurate record.

CARRIED 7/0

7.2 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – April 2019

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.a April 2019 Payment List 9.1.b Transport Takings 9.1.c Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 190-18/19**MOVED Cr Haythornthwaite SECONDED Cr Brown**

That Council note the following:

1. That Schedule of Accounts for April 2019 covering Municipal Vouchers 23634 to 23638 & EFT6474 to EFT6577 & DD13353.1 to DD13353.10 totalling \$687,974.03 be received; and
2. That Police Licensing payments for the month of April 2019 totalling \$62,921.40 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for April 2019 balance totalling \$2,126.54 be received (Attachment 9.1.3); and
4. That Payroll payments for the month April 2019 totalling \$177,807.98; and
5. That the Lease payment for the month of April 2019 on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3.

MATTER FOR CONSIDERATION

Note the accounts paid during April 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2018/2019 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil.

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

Financial - 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 – 30th April 2019

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.2.a Financial Statements for April 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 191-18/19

MOVED Cr Smith SECONDED Cr Haythornthwaite

That Council receive the Monthly Financial Statements for the period ending 30th April 2019.

CARRIED 7/0

The Meeting raised the following queries: -

- Further clarification required on the likelihood to reduce the amount of Rates currently outstanding. The Executive Manager of Corporate Services responded that further information on the composition of the Outstanding Amounts would be circulated to all Councillors and that Staff will follow up with Outstanding Rates Debtors to reduce the balance prior to the 30th June 2019.
- A request for more detailed information on the Caravan Park, including rate of occupancy and financial information, similar to that as set out in the Notes to the Statement of Financial Activity for the Medical Practice and the Child Care Centre. The Executive Manager of Corporate Services responded that further information on the Caravan Park will be provided in the Financial Reports for the June 2019 OCM Agenda.

IN BRIEF

- Monthly Financial Statements for the period ending 30th April 2019 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 previously reported separately.

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
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 including individual schedules on each budget line item provided to Council for analysis.

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 Medical Practice and Childcare. 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 Elected Members Meeting Fees - Western Australian Salaries and Allowances Tribunal (SAT) – for Local Government Chief Executive Officers and Elected Members Remuneration

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Salaries and Allowances Tribunal’s Determination dated 9 th April 2019 and effective from 1 st July 2019.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

Submitted for Council’s determination of: -

That Meeting Fees and Allowances for 2019/2020 be as follows: -

1. Shire President – Council Meeting \$ _____ per Meeting;
Shire President – Committee meetings \$ _____ per Meeting
Councillors – Council Meeting \$ _____ per Meeting
Councillors – Committee Meetings \$ _____ per Meeting
2. Level of Remuneration within Band 4; and
3. Shire President’s Allowance be set at \$ _____

VOTING REQUIREMENTS – Absolute Majority

RESOLUTION: 192-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

That Meeting Fees and Allowances for 2019/2020 be as follows: -

1. Shire President – Council Meeting \$440 per Meeting
Shire President – Committee Meetings \$76 per Meeting
Councillors – Council Meeting \$214 per Meeting
Councillors – Committee Meetings \$76 per Meeting
2. Level of Remuneration within Band 4; and
3. Shire President’s Allowance be set at \$513.

CARRIED BY AN ABSOLUTE MAJORITY 5/2

The meeting discussed several variances or alternatives including:

- increasing the amounts to the minimum allowable under the revised Band;
- noting that current meeting fees are towards the upper amount in Band 4;
- retaining the status quo;

- increasing Meeting Fees and Allowances by 2%, to reflect to the community that the Councillors' role is an important one;
- increasing the Shire President's allowance to the Prescribed Minimum Amount only; and
- rounding the amounts to the nearest dollar.

IN BRIEF

- The Salaries and Allowance Tribunal has determined a 1.0% Increase in the Range of the 4 Bands for the Fees & Allowances for Elected Members;
- Council remains in Band 4;
- Council in the past has supported a Meeting Fee be paid to Elected Members rather than paying an Annual Fee. An Absolute Majority Vote is required if Council were to determine that an Annual fee be paid to Councillors;
- Council is required to pay the Prescribed Minimum Fee within Band 4 or determine a Meeting Fee within the Band 4 range;
- Shire President Council Meeting Fee Range is \$91-\$490;
- Councillor Meeting Fee Range is \$91-\$238;
- Committee Meeting Fee Range is \$46-\$119;
- The Current Meeting Fees (2018/19) set by Council are as follows: -

Council Meetings

Shire President \$439.85

Councillors \$213.75;

- Committee Meetings (and Other Prescribed Meetings)

All Councillors \$76.00;

- Committee Meeting Fees are paid on Standing Council Committee and other Prescribed Meetings (i.e. Regional Road Group Meetings and Central Country Zone Meetings);
- Meeting Fees are not payable on Workshops or Committee Meetings where members of the public are also on the Committee;
- The Shire President's Allowance has historically been the Minimum Amount in Band 4 (Range \$513 -\$20,063);
- Council has not previously supported an Allowance for the Deputy Shire President, being 25% of the Shire President's Allowance; and
- Council has previously considered but not supported to payment of an ICT (Information and Communications) Annual Allowance.

MATTER FOR CONSIDERATION

Council to consider Elected Member Meeting Fees and Allowances for the 2019/2020 Year.

BACKGROUND

The Salaries and Allowances Tribunal is charged with the responsibility of annually reviewing and setting the Range / Bands for the remuneration of Elected Members and CEO's.

The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector, and noted a range of labour market and economic data including the financial position and fiscal strategy of the State. While the Tribunal acknowledges that the local government sector is not tied to the specific budgetary pressures associated with the State Budget and the *Salaries and Allowances Amendment (Debt and Deficit Remediation) Act 2018*, it is a sector created by the Western Australian Parliament and is part of a broader public sector.

While the band ranges have been frozen, individual local governments have retained the ability for remuneration movement within a band to suit individual circumstances.

The Tribunal remains cognisant of its duties to ensure that the remuneration of senior officers within the public sphere of Western Australia remains within public expectations and within the framework of other public officers, while being sufficient enough to attract well qualified candidates.

STATUTORY ENVIRONMENT

Local Government Act 1995, *Local Government (Administration) Regulations 1996*, *Salaries and Allowances Act 1975*, and *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2019*.

Section 5.98 of the *Local Government Act 1995* specifically refers to the setting of Meeting Fees for Council and Committee Meetings.

Section 5.99 provides authority for Council to determine (by Absolute Majority) the payment of an Annual Fee to Councillors rather than a Meeting Fee based on attendance.

The Local Government Act 1995 does also provide for the reimbursement of other costs as prescribed in Regulation.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council's Current Budget for Meeting Fees (and other Expenses Claimed) is \$32,205 per Annum and \$508 for the Shire President's Allowance.

It is estimated that the Members Fees & Allowance Expense (GL0322) to the 30th June 2019 will total \$26,000, compared to the Budget Amount of \$32,713.

Subject to Council Resolution, 2019/2020 Budget will need to reflect the Meeting Fee Level and Shire President's Allowance determined by Council.

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 is considered Low. Councillor Meeting Fees and the Shire President's Annual Allowance are provided for in the Annual Budget based on an estimate of the number of Meetings to be conducted by Council during the forthcoming year.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low.

Operation – Risk Matrix Rating is considered Low. Payment of Councillors Meeting Fees and Annual Shire President's Allowance are included in normal operations of Council. Annual Statement of Meeting Fees paid to each Councillor are issued for Income Tax Declaration purposes.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

The Salaries and Allowances Tribunal in its Determination dated 9th April 2019 has determined a:-

“1 (one) percent increase in the remuneration, fees, expenses or allowances ranges provided to CEO’s and Elected Members.

The Tribunal notes that the increase to the remuneration ranges does not constitute an automatic increase to the remuneration provided to CEO’s or Elected Members. Each local government must conduct its own remuneration review to determine whether any increase within the applicable bands, is justified.

The Tribunal has made additional minor changes:

- Increasing the child care reimbursement rate from \$25 to \$30 per hour;
- Clarifying the motor vehicle private benefit exemption for rural and remote local governments under Part 5; and
- Including the term ‘reasonable’ under Part 8 to allow individual local governments to assess whether reimbursable travel costs have been reasonably incurred.”

Council has the option to determine an Annual Attendance Fee in lieu of paying a Meeting Sitting Fee.

Band 4 Level for an Annual Attendance Fee is \$3,589 to \$9,504 for Councillors and \$3,589 to \$19,534 for the Shire President.

Other Expenses incurred by Councillors are to be reimbursed by Council upon documentary evidence or as pursuant to the Local Government Regulations.

Remuneration Levels for Elected Members are to be reviewed on an Annual basis.

10.1 Wheatbelt Secondary Freight Network Project

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.1a Email from the Chair of the Wheatbelt South Regional Road
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 193-18/19

MOVED Cr Brown SECONDED Cr McRae

That Council:

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and
2. Authorise the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government’s \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works of the Wheatbelt Secondary Freight Network Project.

CARRIED 7/0

The Meeting noted that the \$6,000 contribution from the 42 Councils will go towards project management costs, with a total commitment of \$150,000. There is potential for Councils to be required to provide future contributions.

IN BRIEF

- The Federal Government recently announced \$70M Funding to the Secondary Freight Route Network Project.
- The State Government have also announced funding of \$100,000 towards the Project Management for the Secondary Freight Network (Stage 1 Priority Works).

MATTERS FOR CONSIDERATION

For Council to consider support for the Wheatbelt Secondary Freight Network project through reallocation of funds from the previously committed Building Better Regions fund co-contribution to the funding contribution towards the Lead Consultant Project Management role, in support of the successful Regional Economic Development Grant achieved from the State Government.

BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) Working Group is now requesting that all 42 Local Government’s reaffirm their commitment to the WSFN project and make a budget allocation of \$6000 in the 2019/2020 budget to the Project Management Pool (Stage 1 Priority Works). The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles

into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by Local Government Authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG);
- Wheatbelt South Regional Road Group (WS RRG);
- WA Local Government Association (WALGA);
- Regional Development Australia - Wheatbelt (RDA-W);
- Main Roads WA-Wheatbelt Region (MRWA-WR);
- Wheatbelt Development Commission (WDC).

Over the last two years, 42 Local Government Authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by Local Government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of Local Governments working together on a common strategic regional priority. The key undertakings of the project so far are:

1. Identification of nominated WSNF roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs
TOTAL	4,337	2,851	66	\$493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSNF project on the Infrastructure Australia Infrastructure Priority List (IPL). The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over a 10 - 20-year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSNF. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSNF project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
Design Criteria and Objectives	BBRF (\$750K)
Options Assessment	LGA co-contribution (\$250K)
Collated Data Review	
Multiple Criteria Assessment	
Stage 2 – Detailed Planning	\$3,600,000
Concept Design Investigations	Commodity Route (\$1M)
Preliminary Design Investigations	LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000

Project Management Governance Plan	REDS LGA in-kind	(\$100K)
	\$5,000,000	

Building Better Regions Fund (BBRF) submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
 - Total Cash \$1M
- Funding
 - BBRF \$750K
 - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a ‘whole-of-life’ asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Commodity Freight Roads Fund (CFRF)

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by Local Governments and other funding sources currently being investigated, should they become available.

Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage;
- View of future priorities;
- Ready to invest to enable economic activity;
- Address nationally significant deficits in the transport system; and
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment.

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Project Management	REDS	(\$100K)
Governance Plan	LGA in-kind	
		\$5,000,000

Building Better Regions Fund (BBRF) submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
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This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

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Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage;
- View of future priorities;
- Ready to invest to enable economic activity;
- Address nationally significant deficits in the transport system; and
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment.

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users.
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements.
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding;
 - Stage 1 Priority Works – Wheatbelt Secondary Freight Network;
 - The Australian Government has committed \$70 million towards the project.

Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region. Benefits of the project include:

- improve road safety;
- improve freight efficiency, connectivity and travel time;
- ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs” RED Grants (Supported by the WA State Government’s Royalties for Regions Program);
 - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
 - \$100,000.

The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.

The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.

The project is planned to be managed via oversight from the WSFR Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFR. Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.

The WSFN Project will require the specialised skills of a range of external technical consultants. Key areas of technical expertise identified for the project are:

- Civil Design
- Surveying
- Environmental
- Economic Assessment.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Continuation of \$6000 commitment towards the Secondary Freight Routes Network project.

Carryover of Budget Allocation to 2019/2020 Budget.

Reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management (Stage 1 Priority Works) in support of the successful Regional Economic Development Grant from the State Government.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
B1	Responsive Land Use Planning	
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.	-
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community.	-

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
G1	Robust Integrated Planning and Reporting (IPR.)	
G1.1	Continual improvement in IPR, transparency and accountability.	-
G2	Strengthened Advocacy and Partnerships.	
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire.	Relevant agencies.
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community.	Relevant Shires and Agencies

COMMUNITY CONSULTATION

Wheatbelt Secondary Freight Network Working Group Publicity has been circulated within the Community and the Region.

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

Financial - Risk Matrix Rating is considered Low. Contribution has been provided for in the 2018/19 year and Council has supported its carryover to the 2019/20 Draft Budget.

Health - Risk Matrix Rating is considered Low.

Reputation - Risk Matrix Rating is considered Low.

Operation - Risk Matrix Rating is considered as Low. Council's Staff have been involved in submitting Project Cost Estimates for identified Regionally significant roads within the District.

Natural Environment - Risk Matrix Rating is considered Low.

COMMENT

Previously 42 local governments were asked to financially contribute to the WSNF project via a budget allocation of \$6,000 each which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated three (3) year delivery timeframe. Funding would contribute towards the following nominal requirements:

Project Coordinator

- Nominal \$60,000 per annum (\$180,000 across 3 years)

Project Administration and Communications Officer.

- Nominal \$20,000 per annum (\$60,000 across 3 years)

Technical Consultancy Resources

- Nominal \$100,000.

10.2 WALGA – Notice of Annual General Meeting 2019, State and Local Government Forum and Local Government Convention

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.2a Letter from WALGA dated 11.4.2019 10.2b Notice of 2019 AGM 10.2c 2019 Voting Delegate Information 10.2d Local Government Conference 2019 Registration Brochure 10.2e WALGA 2019 State and Local Government Forum email
Owner/Applicant	Nick Sloan, CEO of WA Local Government Association (WALGA)
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

Submitted for Council's: -

- 1) Direction on any Motions Council requests to have developed for submission to the WA Local Government Association for the Annual General Meeting;
- 2) Determination of the Voting Delegates (and Proxies) for the Annual General Meeting;
- 3) Attendance by Deputy Shire President to participate in the State and Local Government Forum on the 7th August 2019; and
- 4) Support Councillors to indicate who will be registering for the Local Government Convention.

RESOLUTION: 194-18/19

MOVED Cr Smith SECONDED Cr McRae

That Council approve the attendance of the following Councillors: -

1. AGM and Local Government Convention: -
 - Cr Brett McGuinness Voting Delegate
 - Cr Peter Smith Voting Delegate
 - Cr Jill McRae Proxy Delegate
 - Cr Trevor Stacey Proxy Delegate
2. State and Local Government Forum on the 7th August 2019: -
 - Cr Brett McGuinness and CEO.
3. Council support the registration of the following Councillors for all/part of the Local Government Convention: -
 - Cr Brett McGuinness
 - Cr Jill McRae
 - Cr Peter Smith
 - Cr Trevor Stacey

CARRIED 7/0

IN BRIEF

- WALGA AGM to be held on Wednesday, 7th August 2019.
- Council entitled to have Two Voting Delegates.
- Shire President Cr Davies is an Apology for the AGM and the Convention.
- Council to ascertain who will be attending this Year's WALGA Annual General Meeting and nominating the two Voting Delegates.
- Council through the Shire President / Deputy Shire President invited to participate in the State and Local Government Forum being held on the morning of Wednesday 7th August 2019.
- Councillors to indicate who will be attending the Convention (7th – 9th August 2019).

MATTER FOR CONSIDERATION

Notice of the Association's Annual General Meeting and call for Member Councils Motions and Registration of voting delegates.

BACKGROUND

The 2019 Annual General Meeting of the WA Local Government Association will be held on Wednesday, 7th August 2019 as part of the Local Government Convention in Perth.

The AGM provides Member Councils with the opportunity of submitting and consideration of Motions of a general nature and more specifically, on Amendments to the Association's Constitution. The deadline for the Submissions of Member Council's General Motions is Tuesday, 4th June 2019 and Registration of voting delegates is required by Friday, 5th July 2019.

A State and Local Government Forum will take place prior to the 2019 WA Local Government Convention. Rather than the traditional rotational dialogues with Directors General, this year the Forum will feature a facilitated discussion with State Government Ministers with portfolios relevant to Local Government in 'roundtable' style discussions with up to two (2) representatives from 3-4 Councils.

State and Local Government Forum

Date: Wednesday, 7 August

Time: 9:00am-11:00am

Register by: Thursday, 25 July

Roundtable Discussions with Directors General

(Note: restricted to CEOs, Shire Presidents or Deputy Shire Presidents)

Date: Wednesday, 7 August

Time: 11:00am-12:30am

Expression of Interest Submissions by: Friday, 7 June – indicate which Government Department.

The Local Government Convention is then conducted from the evening of the 7th August 2019 to Friday 9th August 2019. Full Conference Information, included in the Attachments.

STATUTORY ENVIRONMENT

Conduct of the Annual General Meeting in accordance with WALGA's Constitution.

POLICY IMPLICATIONS – Nil.

FINANCIAL IMPLICATIONS

Council provides a Budget allocation for attendance of Nominated Elected Members and the CEO to attend the Local Government Convention. There is no cost to attend the AGM or the State and Local Government Forum.

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)
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

COMMUNITY CONSULTATION – N/A

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

Financial – Risk Matrix Rating considered as Low. Council provides an Annual Budget provision for Elected Members registration for the Convention and also relevant Training / Elected Member Development during the Year.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating is considered Low. Reputational Risk mitigated by Council's representation at the Annual General Meeting and the Convention.

Operation – Risk Matrix Rating is considered Low. No Council Meetings or Committee Meeting scheduled during the "Local Government Convention Week.

Natural Environment – Risk matrix rating is considered Low.

COMMENT

Guidelines on the preparation of any Motions are attached for Member's information.

Council is entitled to two (2) Voting Delegates at the AGM.

Council's WALGA/CCZ Delegates are: -

Voting Delegate 1, Shire President, Cr Davies (Cr Davies has already submitted his Apologies)

Voting Delegate 2, Deputy Shire President, Cr McGuinness

Proxy 1, Cr McRae

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

Council has not specifically listed any matters during the past year to be developed into Motions for the Annual General Meeting.

Council will need to nominate who its' Voting Delegates will be for the AGM, subject to the availability of Elected Members attending the AGM and Local Government Convention.

10.3 New Delegation – A.14 In-Kind Community Requests

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.3a Draft Delegation Register Extract. 10.3b CS.3 Community Grants Policy
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 195-18/19

MOVED Cr McGuinness SECONDED Cr Stacey

That Council resolves that: -

Pursuant to S5.42 of the *Local Government Act 1995* and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the 1 (one) new Delegation item A.14 listed in the Register of Delegations.

CARRIED BY ABSOLUTE MAJORITY 5/2

The Meeting discussed the estimated number of requests from community groups, budget consideration and provision. The Meeting noted that the Delegation Register was recently reviewed on 28th February 2019. The CEO advised that the Guidelines under the Community Grants Scheme was recently approved by Council, but the delegation to the CEO cited in the Guidelines was not in place and that this item is a formalisation of that Delegated Authority and would be exercised within the limits set down by Council in the Grants Policy and Guidelines.

IN BRIEF

- The community grant scheme provides for the CEO's discretion in regard to in-kind requests from community clubs and groups under Grant Scheme No. 1.
- This delegation will enable the CEO to manage the in-kind requests.

MATTER FOR CONSIDERATION

One new delegation: -

A.14 – In-Kind Requests from Community Clubs and Groups.

BACKGROUND

Local Government Act 1995, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer".

Council last reviewed its Delegation Register on the 28th February 2019.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

In-kind contributions will be provided for in the 2019/2020 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION – N/A

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through Budget Provision of “In Kind” Contributions determined under this Delegated Authority.

Health – Risk Matrix rating assessed as Low.

Reputation – Risk Matrix rating assessed as Low.

Operation – Risk Matrix rating assessed as Low. Delegations provide for orderly conduct of Council’s Operations and management of the “In Kind” Requests from the Community Groups by the CEO.

Natural Environment – Risk Matrix rating assessed as Low.

COMMENT

One new Delegation is proposed.

10.4 Community Grants Scheme – 2019/2020

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Cr Smith declared an Impartiality Interest – Agricultural Society

OFFICER RECOMMENDATION

That Council:

1. Allocates funds and resources in the 2019/2020 Budget, under the Community Grants Scheme to the value of \$32,320 to the clubs and organisations listed in this Report; and
2. Allocates additional funds and resources in the 2019/2020 Budget to the value of \$7,680 for the ongoing Grant 1 applications, and the second round of Grant 2 applications for the 2019/2020 Year.

VOTING REQUIREMENTS: Simple Majority

RESOLUTION: 196-18/19

MOVED Cr McRae SECONDED Cr McGuinness

That the item relating to the Community Grants Scheme – 2019/2020, be referred back to the Audit and Risk Committee for further consideration and Recommendation to the June 2019 Ordinary Council Meeting.

CARRIED 7/0

REASON FOR VARIANCE TO OFFICER RECOMMENDATION

The Meeting determined that the Item be referred to the next Audit and Risk Committee Meeting for Consideration and then Recommendation to Council. Council requested Council Officers to provide further detail on each of the Applications submitted, including the Weighted Rankings assessed by the community and Grants Team.

IN BRIEF

- Community Grant Process was reviewed and updated in late 2018.
- A second iteration of the Community Grant Process was held in March 2019.
- Fifteen applications were received to the value of \$32,900.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.
- Grant 1 (max value \$500) – applications are open to the end of 2019/20 Financial Year.
- Grant 2 (max value \$2,500) – a second round of applications will be open in September 2019.
- Process scheduled to be reviewed in November 2019.

MATTER FOR CONSIDERATION

Evaluation of Community Grant Applications received by the Grants Project Officer.

The Evaluation Assessment and Report has been reviewed by the Community and Grants Team for Recommendation to Council.

BACKGROUND

At the December 2018 Council Meeting, Council adopted a revised Community Grants Policy and supporting documentation.

The policy document provides the framework for the Shire to request applications from Sporting and Recreation Clubs for grant funding in the following financial year. The revised policy allowed for four distinct grant categories.

Grant 1 - up to \$500 per annum - This is a quick turnaround grant that is approved by the CEO for in-kind contributions up to the value of \$500 per annum. Grant 1 applications can be made at any time of the year. In-kind contributions can be for the costs associated with hiring shire facilities or services.

Grant 2 – Minor Projects \$500 to \$2500 - This is for slightly larger events or projects. Grant 2 applications are open in two rounds – Round One closes on 31st March and Round 2 on 30th September. Organisations can apply one per round (max. of two applications per year).

Grant 3 – Major Projects over \$2500 - This grant is offered once per year and is for amounts over \$2500 in value. It is Council's policy that the Shire will fund up to one third of total project costs with the other two thirds coming from the organisation or an external funding body.

Grant 4 – Annual / Recurrent Funding - This grant is designed for organisations who operate or maintain clubrooms within the Shire. Funding is extended to groups to maintain or improve their facilities.

The window of opportunity for submitting Community Grant Applications was from 27th February 2019 to 30th March 2019.

A total of fifteen (15) submissions were received requesting funding for projects or events with a total value of \$32,320. This includes \$1,820 of in-kind support.

This was the second iteration of the process and appears to have an effective process.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grants Policy (CS.3)

FINANCIAL IMPLICATIONS

2019/2020 Budget – Subject to Applications received and supported.

A second round of funding will open in September 2019 for summer sports to apply. These applications will be recognised as part of the usual Budget Review process.

With the inclusion of the Current Applications and Round 2 Provision will result in a Budget Provision of \$40,000 in the 2019/2020 Budget.

Council's 2018/19 Budget provision for Grants (GL 3212) was \$25618 plus \$13,000 Funding Commitment towards the new Golf Club Machinery Shed.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs

S1.2	Promote increased participation in the social and cultural life of the community
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Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
ITEM	OUTCOMES AND STRATEGIES	
G1	Robust Integrated Planning and Reporting (IPR)	
G1.1	Continual improvement in IPR, transparency and accountability	
G3	Community Engagement	
G3.2	Collaborate with the community to achieve desired outcomes	

COMMUNITY CONSULTATION

The 2019/20 Process was officially launched on Wednesday, 27th February. Community members were invited to attend as officers from LotteryWest and Healthway were also visiting Quairading at that time.

Policy and Grant Application forms were forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Links to the Policy and Grant Application Forms were provided on social media, the Shire website and were available as hardcopies at the CRC and the Shire Office.

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

Financial - Risk Matrix Rating is considered Low

Will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

With the introduction of Policy and Scheme, this will increase transparency and accountability of both the Shire, the clubs and organisations.

Operation – Risk Matrix Rating is considered Low

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

- Fifteen grant applications were received.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 1	Quairading Photo Club	Hire of CRC Meeting Room	\$200.00
Grant 1	Quairading Badminton Club	Hire of Town Hall for games and kitchen for Open Day	\$570.00
Grant 1	Quairading Netball Club	Junior Netball Camp	\$300.00

	SUB-TOTAL (GRANT 1)	\$1,070.00
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GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 2	Quairading Football Club	Associated costs towards building a Secretary/Treasurer Storeroom	\$2,500.00
Grant 2	Quairading CRC	Contribution towards a public art mural and community workshop	\$1,900.00
Grant 2	Quairading Swimming Club	Erecting a Club noticeboard at Qdg Pool	\$1,000.00
		SUB-TOTAL (GRANT 2)	\$5,400.00

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 3	Quairading Society Agricultural	Show Day entertainment	\$3,000.00
		SUB-TOTAL (GRANT 3)	\$3,000.00

GRANT TYPE	NAME	PROJECT DETAILS	\$ REQUESTED
Grant 4	Quairading Golf Club	Contribution towards costs of repairing cool room refrigeration coil	\$3,500.00
Grant 4	Wamenusking Sports Club	General building maintenance & electricity costs	\$1,500.00
Grant 4	Doodenanning Sports Club	Adding a concrete slab to Hall entrance	\$1,600.00
Grant 4	Pantapin Progress Assn	Siding repairs and painting exterior of Pantapin Hall	\$1,000.00
Grant 4	South Caroling Social Club	Annual Support from Shire towards operating costs of the Club	\$1,500.00
Grant 4	QARRAS	Towards hire of the Community Bus	\$750.00
Grant 4	Quairading Bowling Club	Annual Support from Shire for Bowling Surface Loan Repayment	\$10,000.00
Grant 4	Tourism and Tidy Towns Committee	Operating costs for group	\$3,000.00
		SUB-TOTAL (GRANT 4)	\$22,850.00
		GRAND TOTAL REQUESTED	\$32,320.00
		<i>IN-KIND</i>	<i>\$1,820.00</i>
		CASH	\$30,500.00

- **Grant 1:**
 - Open to further applications for the duration of 2019/20 Financial Year.
 - To proceed seamlessly will require CEO delegation to approve funding.
- **Grant 2:**

- A second round to be opened in September 2019.
- To deliver the ongoing Grant 1 & 2 applications will need to allocate additional resources above sum requested in March 2019 round of the Community Grant Process.
- Grant Team to follow up on recipients of the 2018/19 Program for reports and acquittals.
- Grant Team will review the Community Grant Process in November 2019.

10.5 Sports Oval Lighting Endorsement

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.5a Memo from CEO to Councillors dated 10 th May 2019 re Sports Lighting. 10.5b Lighting Tower Hire Excel Spreadsheet
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Cr Brown declared an Impartiality Interest – Quairading Football Club

OFFICER RECOMMENDATION

RESOLUTION: 197-18/19

MOVED Cr Smith SECONDED Cr Stacey

That Council: -

1. Endorse the actions of the Chief Executive Officer on hiring of the additional Temporary Sports Lighting for the Winter Sports Season 2019; and
2. Authorise the additional expenditure of \$7,002 in the 2018/19 Year, being funded from the projected 2018/19 Budget Surplus Amount and \$12,175 be allocated into the Oval Maintenance Cost Centre Budget for the 2019/2020 Year for the temporary Sports Lighting.

CARRIED 7/0

IN BRIEF

- The Football Club and the Hockey Clubs expressed concern at the inadequacy of the lighting levels and excessive glare from the initial 2 Lighting Units hired. Two additional 9.0-metre-high units were hired and have been successfully trialed, improving the visibility and safety for all participants.
- Additional funding of \$7,002 to 2nd July 2019 be funded from Council's existing projected and approved Budget Surplus of \$50,432 to ensure continuity of an acceptable and safe lighting solution.
- The Surplus Position is as per reported on Page 85 of 141 in the April OCM Agenda (Financial Statements) and has again been confirmed by the Executive Manager of Corporate Services as the preferred Funding option to provide this lighting solution.
- Lighting Solution proposed to continue for a maximum period to the 17th September 2019, after the Sporting Grand Finals have been conducted.
- Any earlier End date to the Hiring will be dependent upon the success of the local Teams in their respective Finals.

MATTER FOR CONSIDERATION

That the 4-unit configuration of the existing 8.0-metre-high Lighting Units and the two additional 9.0-metre-high Lighting Units be continued with for the remainder of the Winter Sports Season (28 weeks in total from the 6th March 2019 to immediately following the Football Grand Final).

BACKGROUND

As previously reported, both the Football Club and Hockey Clubs have expressed concern (see letters attached) at the inadequacy of the lighting levels and excessive glare from the initial 2 Lighting Units (8.0 metre reach) hired, following the removal of the 4 Poles and their lamps for structural reasons.

All options of adding lighting to existing poles and above the Football Changeroom had been researched with Council's Electrician and deemed as not feasible nor providing the additional lighting levels required for both Football and Hockey training nor cost effective solutions.

As reported to Council in April, two additional 9.0-metre-high Lighting Units were hired and have been successfully trialled at the Town Oval for both Football and Hockey training sessions, which have significantly improved the visibility and safety for all participants in the training area.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – additional funding of \$7,002 to 2nd July 2019 be funded from Council's existing projected and approved Budget Surplus of \$50,432.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active Community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs

COMMUNITY CONSULTATION – N/A

RISK ASSESSMENT – N/A

COMMENT

Following discussions with the Shire President Cr Davies and the Chair of the Recreation and Sports Council, Cr Brown, an "Out of Session" authorisation of additional funding of \$7,002 was sought to ensure continuity of an acceptable and safe lighting solution beyond the two-week Trial Period of the additional two 9.0-metre-high units.

Council consensus was to proceed with the additional 2 Lighting Units.

Matter submitted for Authorisation and Endorsement of the CEO and Council Officer's actions to date.

10.6 Making of Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019

Meeting Date	30 th May 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	10.6 Copy of gazettal copy of Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 198-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council:

1. Notes the submission from the Department of Local Government, Sports and Cultural Industries in relation to the proposed *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*;
2. Resolves to adopt and make the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as per Attachment 1, incorporating all amendments, in accordance with Section 3.12 of the *Local Government Act 1995*-
 - (a) the purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and
 - (b) the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance, must comply;
3. Publish the adopted *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as per (2) above, in the *Government Gazette* and provide copies of the local law to the Minister for Local Government, Sports and Cultural Industries, and the Minister for Health;
4. Give local public notice after gazettal of the local law advising the date on which the local law commences;
5. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review; and
6. Authorise the affixing of the Common Seal of the Shire to the original copy of the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*.

CARRIED BY ABSOLUTE MAJORITY 7/0

MATTER FOR CONSIDERATION

To allow the Council to:

- (1) consider the submissions (if any) received on the proposed amendment local law and determine if any amendment(s) are required to the proposed amendment local law as a result of the submissions received;

- (2) make the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, incorporating all amendments;
- (3) authorise the local law's gazettal in the *Government Gazette*;
- (4) give local public notice, (after gazettal), of the date the *Animals, Environment and Nuisance Amendment Local Law 2019* will come into effect;
- (5) authorise the submission of the adopted local law to the Joint Standing Committee on Delegated Legislation for review; and
- (6) authorise the affixing of the Common Seal to the local law.

BACKGROUND

The Joint Standing Committee on Delegated Legislation wrote to Council on the 13th June 2018 advising that clause 4.11(1) of the *Shire of Quairading Animals, Environment and Nuisance Local Law 2017*, published in the *Government Gazette* on the 26th March 2018, offends terms of reference 10.6(b). The Committee sought an undertaking from Council to amend the local law and remove the offending clause and correct other minor drafting issues within 6 months.

The Council considered this matter at its Ordinary Meeting on the 28th June 2018 and resolved as follows:

RESOLUTION: 230-17/18

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That the Council of the Shire of Quairading undertakes to the Joint Standing Committee on Delegated Legislation that the Shire will: -

1. Within 6 months, amend the *Shire of Quairading Animals, Environment and Nuisance Local Law 2017* to:
 - (a) Delete Clause 4.11(1);
 - (b) Correct the typographical errors in clauses 2.16, 2.17 and 3.6; and
 - (c) Make all necessary consequential amendments.
2. Until the Local Law is amended in accordance with undertaking 1:
 - (a) Not enforce the Local Law in a manner contrary to undertaking 1; and
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure it is accompanied by a copy of these undertakings.

CARRIED BY ABSOLUTE MAJORITY 8/0

At its Ordinary Meeting on 29th November 2018 Council resolved as follows:

RESOLUTION: 97-18/19

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council:

1. Adopt the proposed *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as contained in Attachment 1 for advertising purposes;
2. Pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice and local public notice that it intends to make the *Shire of Quairading Animals, Environment and Nuisance Amendment Local Law 2019*, as contained in the Attachment:

- (a) the purpose of which is provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and
 - (b) the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance, must comply;
3. Send copies of the proposed local law to the Minister for Local Government, Sports and Cultural Industries, and the Minister for Health for comment.

CARRIED BY ABSOLUTE MAJORITY 7/0

Council commenced the statutory advertising period seeking comments from the public in the West Australian on the 19th December 2018. Comments were also sought from relevant Ministers responsible for local laws made under the *Local Government Act 1995*, the *Cat Act 2011* and the *Health (Miscellaneous Provisions) Act 1911*.

The advertising period closed on the 7th February 2019. At the closure of the statutory advertising period, only one submission was received from the Department of Local Government, Sport and Cultural Industries. The submission is addressed under the Comments section of this report.

STATUTORY ENVIRONMENT

Local Government Act 1995:

Section 3.12(2) of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations* (Regulation 3) which states that for the purpose of Section 3.12(2) of the *Local Government Act 1995* the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Cat Act 2011

Health (Miscellaneous Provisions) Act 1911

POLICY IMPLICATIONS – There are no policy implications for this item.

FINANCIAL IMPLICATIONS –

Consultant Fees, Advertising and gazettal costs will be incurred in amending the Animals, Environment and Nuisance Amendment Local Law 2019.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

Up to date and relevant local laws are an important cornerstone of good governance. Local Government has a statutory and moral obligation to ensure that the regulation of local matters is conducted in a fair, efficient and reasonable manner.

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

As required by section 3.12(3) the *Local Government Act 1995*, an advertisement is to be placed, in a state-wide newspaper, inviting the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks (42 days).

At the conclusion of the advertising period, section 3.12(4) of the *Local Government Act 1995* requires Council to consider any submissions made and may make the local law* as proposed or may make a local law* that is not significantly different from what was proposed.

* - Absolute Majority required

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

Financial – Risk Matrix Rating is considered Low. Council has budgeted for Statutory Advertising and Gazettal costs.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low. Risk mitigated through current and relevant Local Laws.

Operation – Risk Matrix Rating is considered Low as Local Law will be administered through Council’s existing Administration.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

At the close of the submission period, one submission had been received from the Department of Local Government, Sports and Cultural Industries.

The comments contained in the submission, along with the proposed action to be taken are detailed in the table below:

CLAUSE NO.	HEADING	PROPOSED AMENDMENT	SHIRE’S POSITION
5	Clause 2.17 amended	In subclause (1) replace the word “subclause” with “clause”.	Agreed. Clause 5 updated as suggested.
7(b)	Clause 4.11 amended	Reword paragraph to read “Remove the designation (2)”	Agreed. Clause 7(b) updated as suggested.
General drafting amendments		For best drafting principles, it is suggested that double quotation marks instead of single quotation marks be used.	

The *Local Government (Functions and General) Regulations* (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

The purpose of the proposed Animals, Environment and Nuisance Amendment Local Law 2019 is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District.

The effect of the proposed Animals, Environment and Nuisance Amendment Local Law 2019 is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance, must comply.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters submitted for consideration.

Cr McRae referred to the recent inspection by all Councillors of the Arthur Kelly Village Units and recommended that the matter of a future Strategy for the Units and major repair / renewal items on the Units be referred to the Strategic Planning Committee as a Standing Agenda Item.

The Meeting supported the creation of a Standing Agenda Item for the Strategic Planning Committee on this Matter and the development of a Housing / Building Strategy with a 5 to 10 Year timeframe and noted that immediate urgent works were not required to be undertaken.

The Meeting noted that two residents raised the issue of the condition of the internal road.

It was also highlighted that several Residents were more concerned about the incidences of flooding into their Units and surrounds.

Budget Provision to commence replacement of the roofs and brickwork tuck pointing would be discussed at the next Budget Workshop.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

No matters for consideration.

OFFICER RECOMMENDATION

RESOLUTION: 199-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council close the Meeting to the Public pursuant to Section 5.23 (2)(b) & (c) of *the Local Government Act 1995*.

CARRIED 7/0

Mr Haythornthwaite and Ms Jill Hayes left the meeting at 3.07 pm.

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

14.1 Private Medical Practice Timeline Milestone Report

The meeting remained closed to the Public at 3.08 pm to consider Item 14, Confidential under Section 5.23 (a) of the *Local Government Act 1995* as information relates to the Medical Practice.

RESOLUTION: 200-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

That the Meeting be opened to the Public at 3.24 pm.

CARRIED 7/0

Mr Haythornthwaite re-entered the Council Chambers at 3.24pm.

The Shire President advised that there had been no Resolution or Voting by Council during the 'Closed to the Public' Section of the Meeting.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday, 27th June 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.25 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30th May 2019 were confirmed on 27th June 2019 as recorded on Resolution No. _____

Confirmed



.....27/06/2019