



# Shire of Quairading

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*Ordinary Council Meeting Minutes*

19<sup>th</sup> December 2019

# Disclaimer

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## **Disclaimer**

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# SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 19<sup>th</sup> December 2019 commencing at 2.01pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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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 / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

Councillors are advised that Sergeant Lindsay Collett and Senior Constable Eddie Duffy have been invited for Afternoon Tea as Welcome to the New OIC Lindsay, and an opportunity to provide an update on local and regional Policing Matters.

Cr Davies then announced that Sergeant Lindsay Collett has sent his apologies and unfortunately won't be able to make Afternoon Tea.

Cr Davies welcomed the Councillors, Staff and Mrs Sarah Caporn to the Meeting.

## 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 Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services (2.01pm to 3.34pm)
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer

### Observers/Visitor

Mrs Sarah Caporn	(2.01pm to 2.55pm)
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### 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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Nil

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

## ITEM 6 DECLARATIONS OF INTEREST

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

Nil, at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes – 28<sup>th</sup> November 2019

**RESOLUTION: 87-19/20****MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> November 2019 be confirmed as a true and accurate record.

**CARRIED 8/0**

### 7.2 Business Arising

**Wheatbelt Secondary Freight Network Project**

The Chief Executive Officer advised that the Wheatbelt Secondary Freight Network Project Funding has been signed by the Deputy Prime Minister and that the Chief Executive Officer had been in contact with the Wheatbelt Road Group Chairs and Main Roads WA with regard to the process going forward as to how the Shire of Quairading would be able to access and claim the funding to enable them to begin works on the WFSN Pilot Projects to begin.

The Chief Executive Officer further advised that he will be attending a meeting in Northam (Main Roads WA) on Friday along with Mr Allan Rourke regarding the Pilot Project Funding & Delivery expectations.

## 8.1 Community Park Concept

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	Consultant Sarah Caporn
<b>Attachments</b>	(i) Community Park Budget
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

Mrs Sarah Caporn presented the Community Park Concept on behalf of the Community Park Focus Group to Council on the final Concept and forecasted costings in order to proceed to Grant Funding.

### 2.40 pm

Mr Graeme Fardon left the Meeting.

### 2.44 pm

Mr Graeme Fardon re-entered the Meeting.

### 2.50 pm

Mr Graeme Fardon left the Meeting.

## OFFICER RECOMMENDATION

### RESOLUTION: 88-19/20

### MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council: -

1. Approve the Project Concept for the Community Park;
2. Support the proposed name for the Park Project - Kwirading Koort; and
3. Support the Shire's progression to sourcing external grant funding for the program through LotteryWest and other funding bodies.

**CARRIED 5/3**

### 2.55 pm

Mrs Sarah Caporn left the Meeting.

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## IN BRIEF

- The construction of a community park / open space is listed as a high priority in the Shire's Strategic Community Plan 2017-2027 (p3)
- Community Park (Centenary Park) was included in the 2018/19 Year in Council's Corporate Business Plan, however was subject to Project justification and external Grant Funding.
- There has been extensive consultation on the proposed elements and design of the park area including a dedicated Focus Group and consultation with key stakeholders.
- Final layout drawings and costings will be presented at the Council Meeting on 19<sup>th</sup> December 2019.
- *Kwirading Koort*: is the proposed Project name for grant applications

- Council should endorse the seeking of external grant funding in line with current budget projections (\$73K from Community, \$75K from Shire of Quairading).

## MATTER FOR CONSIDERATION

### Community Park Concept Plan:

Site – The site is now confirmed as the former Valley Fords site on the corners of McLennan and Parker Streets. This has widespread community support from both residents and local businesses. There will be ease of access from the main shopping precinct, caravan park, tennis clubs and CRC.

Amenities - As presented at the September meeting, the park will be a meeting place for the whole community. A playground will be part of it but not the sole focus as the site will also include picnic tables and electric BBQ, large lawn area, public ablutions, beautiful garden beds and some play equipment (climbing structure, sets of swings, play house, log tractor, simple steppers and a slide)

The final drawings and costings are still being drafted (I expect to be able to present them in person at the Council meeting) but the design will be largely based on what was proposed at the Parker St site. This area is twice as large so there will be some cost increases but I hope to minimise this by expanding the lawn area and gardens rather than installing more expensive play equipment.

El Toro - I anticipated that the Quairading Rainmakers may want to include the plinth for *El Toro* within the site but after seeking feedback from some of the committee members, they feel that the current site in front of the Town Hall is best so will be proposing a more permanent arrangement there for Council to consider. This component will now be excluded from the park project scope.

Bike Track – Construction of a mountain bike pump track was included within our initial project plans. The proposed site was on the corner of Parker and McDonalds Streets but with the park site moving, this can also be up for negotiation. We have an initial design but I think this needs to be further developed to be a bit more interesting. I had hoped to further consult upper primary and secondary students at QDHS but the end of term has arrived and I simply haven't scheduled it. Shire staff received some feedback from attendees at the Youth Centre / Skateboard WA workshop last weekend. Many of them travel to Kellerberrin where they have a large smooth cement skatepark. I'd like to compliment rather than compete with nearby towns so I feel that a dirt track suitable for mountain bikes that offers a unique experience (beginner through to challenging components) would be a fantastic inclusion with this project. It will also target an older demographic to the play equipment in the park and we need to be conscious of catering for children from 0 right through to teenagers. The bike track could move to the initial park site on the northern side of Parker Street.

**Proposed Project Name - *Kwirading Koort***. Feedback from the Focus Group told us that previous working title of 'Centenary Park' was a bit bland and generic for what will be an amazing feature within our community. A great project name was also highlighted by Lotterywest and Regional Development Australia, Wheatbelt during their visits. Something memorable that recognised the local input and significances of a project really makes it stand out amongst a pile of applications.

2019 was declared the International Year of Indigenous Language by the United Nations. This aims to raise awareness of the consequences of losing our Indigenous languages across the world, and works to establish a link between language, development, peace, and reconciliation. With this in mind, we have considered several Noongar words and phrases as potential names for the site.

The Quairading Reconciliation Action Plan (RAP) Committee considered several potential names at their meeting on 6 November.

The current front runner as a potential name is ***Kwirading Koort*** which brings together an alternative spelling of Quairading (as Noongar is an oral language it is about the sounds of the words rather than spelling) with the noongar word for 'heart / heartbeat / the coming together of two hearts'.

The Ballardong Elders Language Group and the QDHS high school students suggested ***Nyulung koolangka waabiny maya*** which means Our children's play place but I think the site will be more than just somewhere for children to play.

It would also be great to recognise the contribution of the local Rural Youth club who have donated approximately \$74,000 towards the park but I haven't struck on a good way to do this. I anticipate I

can recognise their contribution with signage or an art component as an alternative to acknowledgement within the name.

## BACKGROUND

Council last considered progress on the Community Park at their September 2019 meeting. The Focus Group had only recently supported moving the site further east along Parker St to the former Valley Ford site and a new design has been developed to reflect this proposal. New drawings and layouts will be available by the Council Meeting.

## STATUTORY ENVIRONMENT

Local Government Act 1995

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

2020/2021 Budget – Subject to successful grant funding applications.

## 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

**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
G3.2	Collaborate with the community to achieve desired outcomes

## COMMUNITY CONSULTATION

Significant consultation has been undertaken to reach this point. Sarah Caporn, as Project Manager has met with Quairading Playgroup, Little Joey's Playgroup, students and staff at Quairading District High School, local businesses, the Quairading RAP Committee and an established Community Park Focus Group.

Further Community Consultation occurred with the Concept displayed at the Quairading Agricultural Show.

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

**Financial** - Risk Matrix Rating is assessed as Medium

- Detailed costing of project has been drawn up.
- Based on other Council Budgeting O&M costs for a playground /reserve is between 3 & 5%. Further work is needed to determine operating and whole of life costs.
- Progression to project delivery is dependent on successful application for external funding;
- Project could be delivered in multiple phases over a period of time.

**Health** – Risk Matrix Rating is assessed as Low

- Park is designed to stimulate more active lifestyle (physical wellbeing);
- Park is designed to encourage greater community engagement (mental wellbeing)



**Reputation** – Risk Matrix Rating is assessed as Low

- Extensive consultation with community has ensured that concept reflects expectations of the community;
- Is a need for the program to move forward to delivery phase.

**Operation** – Risk Matrix Rating is assessed as Medium

- Further work is needed to determine the lifetime costings of the program if these are to be accurately integrated into the Shire's operating costs.

**Natural Environment** – Risk Matrix Rating is assessed as Low.

- A study has been conducted to ensure there is no residual contamination from a previous fuel spill.
- Environmental considerations have been factored into the design of the nature playground

#### **COMMENT**

- Relocation of Park to ex Valley Ford Site will incur substantial additional costs due to size of area and additional service connection (deep sewerage)
- Salmon Gum Park (Bush Reserve) component is not being presented at this briefing;
  - Consider as second phase of the program;
  - Possibility of a community busy bee to tidy up existing walkways;
  - Further consultation on the Dam concept
- There is need for additional engagement with Youth (QDHS students) on concept of pump track vs skate park;
- There are a number of grant funding options beyond LotteryWest for this type of project.

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

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### 9.1 Accounts for Payment – November 2019

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	SFO Jodie Yardley
<b>Attachments</b>	9.1.1 October 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement.
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**RESOLUTION: 89-19/20****MOVED Cr Hippisley SECONDED Cr Stacey**

That Council note the following:

1. That Schedule of Accounts for November covering Municipal Vouchers 23686 to 23692 & EFT 7196 to EFT 7325 and DD13615.1 to DD13615.15 and DD13637.1 to DD13637.16 totalling \$278,270.72 be received and
2. That Police Licensing payments for the month of November 2019 totalling \$28,409.95 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for November 2019 balance totalling \$1,818.47 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month November 2019 totalling \$114,607.29; and
5. That the Lease payment for the month of November 2019 on the CESM Vehicle totalling \$1,775.97.

**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 November 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 2019/2020 Budget.

Payments made for the 2019/20 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## 9.2 Financial Information—Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> November 2019

Meeting Date	19 <sup>th</sup> December 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	SFO Jodie Yardley
Attachments	9.2.1 Financial Statements for October
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 90-19/20

#### MOVED Cr McGuinness SECONDED Cr Cowcill

That Council receive the Monthly Financial Statements for the period ending 30<sup>th</sup> November 2019.

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> November 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 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 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, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

### 9.3 Audit and Risk Committee Meeting Minutes – 10<sup>th</sup> December 2019

Meeting Date	19 <sup>th</sup> December 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

3.05 pm

Mr Graeme Fardon re-entered the Meeting.

#### OFFICER'S RECOMMENDATION

##### RESOLUTION: 91-19/20

##### MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10<sup>th</sup> December 2019, and approved the following amendments to the Minutes: -

- 1) Recommendation AR09-19/20 the seconder should read Cr Jo Haythornthwaite
- 2) ITEM 12. Cr Smith's wording be amended to read "Cr Smith requested a report on current Policies and Procedures on mitigation of "management override" plus the Chief Executive Officer's recommendations on additional procedures to achieve a higher standard" for the March 2020 Audit & Risk Committee Meeting".

**CARRIED 8/0**

Consider the Committee's following Recommendations individually: -

#### 1) Audit Certificate and Management Letter Year Ended 30<sup>th</sup> June 2019

##### RESOLUTION: 92-19/20

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

*RECOMMENDATION: AR08-19/20*

That the Audit and Risk Committee Recommend to Council: -

1. That Council receive and note the Audit Report from Council's Auditor Mr Greg Godwin (Moore Stephens) for the Year Ended 30<sup>th</sup> June 2019.
2. That Council note that the Annual Meeting with the Auditor, pursuant to Section 7.12A of the Local Government Act was held on the 4<sup>th</sup> December 2019.

**CARRIED 8/0**

#### 2) Rates Collection Policy

##### RESOLUTION: 93-19/20

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

*RECOMMENDATION: AR10-19/20*

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

Council adopt the FIN.5 Rates Collection Policy.

**CARRIED 7/1**

### 3) Review of Community Grants Process

**RESOLUTION: 94-19/20**

**MOVED Cr McGuinness SECONDED Cr Hippisley**

*RECOMMENDATION: AR11-19/20*

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

1. Council adopt the revised Community Grants Policy and supporting documentation; and
2. That the revised Funding Program be publicised to all Community Groups and Clubs with an application deadline of 31<sup>st</sup> March 2020 for Round 1.

**CARRIED 8/0**

### 4) Report on Excess Annual Leave and Long Service Leave

**RESOLUTION: 95-19/20**

**MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite**

*RECOMMENDATION: AR12-19/20*

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

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

**CARRIED 8/0**

### 5) Review of Committee Terms of Reference

**RESOLUTION: 96-19/20**

**MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

*RECOMMENDATION: AR13-19/20*

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

Council adopt the revised Audit and Risk Committee Terms of Reference (Dated 10<sup>th</sup> December 2019).

**CARRIED 8/0**

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#### **IN BRIEF**

Minutes of the 10<sup>th</sup> December 2019 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

#### **MATTER FOR CONSIDERATION**

Recommendations to Council.

#### **BACKGROUND**

The Audit and Risk Committee Meeting was held on the 10<sup>th</sup> December 2019 from which there are five (5) Recommendations for Council's consideration, namely: -

RESOLUTION: AR08-19/20

RESOLUTION: AR10-19/20

RESOLUTION: AR11-19/20

RESOLUTION: AR12-19/20

RESOLUTION: AR13-19/20

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Audit) Regulations 1996.

### Local Government Act 1995

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

### Local Government (Audit) Regulations 1996

Applies.

## POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

Revised Community Grants Scheme proposed

New Rates Collection Policy proposed

## FINANCIAL IMPLICATIONS

### AR08-19/20

Nil, Council provides Budget provision for the Conduct of Council's Audits. Costs are tied to the Auditors agreed Terms of Engagement.

### AR10-19/20

Policy will provide greater direction to Council Staff on the Collection of Outstanding Rates and Charges. Establishes processes to ensure that Outstanding and unmanaged Debt are minimised or further follow up action to Recover the monies owing is actioned in a timely manner. Improvement in Cashflow when debt is recovered.

### AR11-19/20

Nil impact in current Year.

Review of Community Grants Program to be effective for the 2020/2021 Year. Adequate Funds will need budgeted for in the 2020/21 Budget.

### AR12-19/20

Nil – Employees Leave Entitlements are being managed. Funding for Leave is either from the Current Budget or from the Annual Leave and LSL Reserve Fund.

### AR13-19/20

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

N/A



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

Financial – Risk Matrix Rating considered Low. Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures. Council also has a Cash Balance of \$203,795 in the Annual and Long Service Reserve Fund to assist towards the funding of Employee's Prior Year Annual Leave and Long Service Leave taken by Staff or paid out upon Termination of any Staff members employment. Provision for Employee Benefits has continue to reduce which has reduced the risk.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low. All items recommended are within Council's existing Operations.

Natural Environment – Risk Matrix Rating considered Low.

**10.1 Memorandum of Understanding (MOU) – Between the Shire of Quairading and Quairading Community Resource Centre**

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Draft Memorandum of Understanding
<b>Owner/Applicant</b>	n/a
<b>Disclosure of Interest</b>	Nil.

**3.22 pm**

Mr Nathan Gilfellow left the Meeting.

**3.24 pm**

Cr Wayne Davies left the Meeting and Deputy Shire President Cr Jo Haythornthwaite assumed the Chair.

**OFFICER RECOMMENDATION**

**That Council**

- 1. Endorses the Draft Memorandum of Understanding between the Shire of Quairading and the Quairading Community Resource Centre; and**
- 2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement.**

**RESOLUTION: 97-19/20**

**MOVED Cr McGuinness SECONDED Cr Hippisley**

That Council: -

1. Endorses the Draft Memorandum of Understanding between the Shire of Quairading and the Quairading Community Resource Centre;
2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement; and
3. Amend point 9. DISPUTE RESOLUTION to read “ ..referred to the CRC Chairperson and CEO.”

**CARRIED 7/0**

**Council Discussion**

The Chief Executive Officer supported Cr Smith’s proposed amendment to the Dispute Resolution wording with the referral of any dispute to the Chair of the CRC Committee and the CEO, in accordance with the Organisations’ Chains of Command.

Cr Smith advised the Meeting that a dispute is much easier to resolve if it can be escalated to the next level of management.

**3.27 pm**

Cr Wayne Davies re-entered the meeting.

**3.28 pm**

Cr Wayne Davies assumed the Chair.

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## IN BRIEF

- Council and the CRC Committee have sought to formalise the relationship between the two organisations.
- This Overarching MOU between Council and the Community Resource Centre Committee provides a formal acknowledgement of the Partnership between the two organisations to better support the community and encourage economic development within the scope and skills sets available to both organisations.
- The MOU provides for the Council and the CRC to work together in good faith, when it is agreed appropriate for the promotion and advancement of Community and Economic Development.
- Both Organisations have similar broad objectives and desired outcomes in the Community but acknowledge that they work under different Governance and Financial Models.
- The Council and CRC already have a current Building Agreement in place for the Management and Use of the CRC / Arts Centre Facility.
- A Community Services Agreement is still being developed by the CEO and the CRC Representatives. This will be finalised once the Tourism Development Strategy is finalised and adopted by both Organisations.

## MATTER FOR CONSIDERATION

Draft MOU between the Shire and the Quairading Community Resource Centre Committee.

## BACKGROUND

A Draft Memorandum of Understanding between the two organisations has been discussed since 2016/2017 with a view to preparing and entering into two Memorandums of Understanding (being Community and Tourism).

Discussions have been protracted but have been initiated in more recent times following facilitation and assistance from Council's then Consultant Marg Hemsley of LG People Culture when a Community Services, Tourism and Economic Development Review was undertaken in mid-2018.

In 2019, discussion have progressed with the review and signing of a new Building Agreement and the development of an overarching MOU.

Separately, a Tourism Working Group was formed comprising of Councillors, CEO and EMCS, CRC Chair and Coordinator and Representatives from the Tourism and Tidy Towns Committee with the objective of developing a District Tourism/Visitor Plan (now known as Tourism Development Strategy) which is nearing finalization for adoption early in 2020.

## STATUTORY ENVIRONMENT

Nil.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

**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

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> <li>▪ adopt “Small Business Friendly Local Governments” program</li> <li>▪ review potential of the community’s existing assets and facilities to drive improved economic outcomes</li> <li>▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)</li> <li>▪ work with stakeholders to determine facilitation approach to business and jobs growth</li> </ul>
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

### COMMUNITY CONSULTATION

Extensive Consultation between Council Staff and the CRC Committee Chair and Coordinator.

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

Financial - Risk Matrix Rating is assessed as Low. MOU is an overarching Agreement. Any specific Programmes, Services or projects undertaken in collaboration under the MOU would need to be appropriately budgeted for.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Having an MOU in place will formalise the Intent and Goodwill between the two organisations for the common goal of a better Community.

Operation – Risk Matrix Rating is assessed as Low. MOU would operate under the existing operations of Council and likewise the CRC’s Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **10.2 Business Attraction Framework**

*Presentation of the formal strategy document for Council consideration to be held over to February 2020 due to document being finalised following feedback from Councillors at the November 2019 Information Session.*

Noted.

### 10.3 Annual Report for Year Ended 30<sup>th</sup> June 2019

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Annual Report 2018/2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

##### RESOLUTION: 98-19/20

##### **MOVED Cr Hippisley SECONDED Cr McGuinness**

1. Council accept the Annual Report for the Year Ended 30<sup>th</sup> June 2019.
2. That the Annual Electors Meeting be convened for Tuesday 4<sup>th</sup> February 2020 in the Lesser Hall commencing at 7.00pm.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### IN BRIEF

- Council's Audit Report is now to hand and included within the Annual Report.
- Council's Annual Report has been prepared.
- Statutory Requirement for Council to accept Council's Annual Report for the Prior Financial Year by the 31<sup>st</sup> December 2019.
- Council to set the date of the Annual Electors Meeting being no more than 56 Days after Council has accepted the Annual Report.
- Last Date to hold the Annual Electors Meeting is Thursday 13<sup>th</sup> February 2020.
- Recommend convening the Annual Electors Meeting for the week before Council commences Committee and Council Meetings for 2020.

#### MATTER FOR CONSIDERATION

Acceptance of Annual Report for the year ended 30<sup>th</sup> June 2019.

#### BACKGROUND

Statutory Requirement for Council to accept the Annual Report of Council for the Prior Financial Year.

#### STATUTORY ENVIRONMENT

- Sections 5.53, 5.54 and 5.55 of the Local Government Act 1995 states as follows: -

- 5.53.** (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
- (a) a report from the Mayor or President;
  - (b) a report from the CEO;
  - (c) a report of the principal activities commenced or continued during the financial year;
  - (d) an assessment of the local government's performance in relation to each principal activity;

- (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
- (f) the financial report for the financial year;
- (g) such information as may be prescribed in relation to the payments made to employees;
- (h) the auditor's report for the financial year; and
- (i) such other information as may be prescribed.

### Acceptance of annual reports

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
- (2) If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

### Notice of annual reports

**5.55** The CEO is to give local public notice of the availability of the Annual Report as soon as is practicable after the report has been accepted by Council.

### POLICY IMPLICATIONS

Nil.

### FINANCIAL IMPLICATIONS

Nil.

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

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

ITEM	OUTCOMES AND STRATEGIES
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

### COMMUNITY CONSULTATION

Council's Annual Report will be published on the Quairading Website and also available in Hard Copy from the Administration Centre. Statutory Advertising and Community Information on the availability of the Annual Report and the Notice of the Annual Electors Meeting will be widely circulated in the Community.

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

Financial – Risk Matrix Rating considered Low. Cost of Publishing of the Annual Report and Advertising is within Council's Governance Budget.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Risk mitigated by Council having operated within the legislative requirements. Annual Electors Meeting to be convened as soon as possible following the School Holiday Period and within the 56 Day timeframe prescribed in the Local Government Act.

Operation – Risk Matrix Rating considered Low. Preparation of the Annual Report and Annual Financial Statements and conducting the Annual Electors Meeting within Council's normal Operations.

Natural Environment – Risk Matrix Rating considered Low.

## **COMMENT**

Once accepted, the Annual Report is to be made available to the Public and also published on Council's Website. Further, the Annual Report will be the major Item of Business on the Agenda of the Annual Electors Meeting.

Council is required to select a date for the Annual Electors Meeting but not more than 56 days after Council accepts the Annual Report. This means the Annual Electors Meeting must be held no later than Thursday 13<sup>th</sup> February 2020.

Council is also required to give at least 14 days Local Public Notice of the Annual Electors Meeting.

Council's known Meeting Dates in February 2020 (prior to and including the 13<sup>th</sup> February) are as follows: -

- Tuesday 4<sup>th</sup> - Meeting with MLC, Laurie Graham (Shires of Cunderdin and Tammin invited to attend)
- Tuesday 11<sup>th</sup> – Strategic Planning Committee at 5.00pm.

The CEO will be on Annual Leave from Friday 7<sup>th</sup> February to Friday 14<sup>th</sup> February (Dates inclusive)

It is considered prudent that the Annual Electors Meeting be held prior to Council commencing its meetings for 2020.

In discussion with the Shire President, it is recommended that the Annual Electors Meeting be held on Tuesday 4<sup>th</sup> February 2020 in the Lesser Hall commencing at 7.00pm.



## 10.4 Review of the Strategic Community Plan

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Strategic Community Plan Review December 2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**RESOLUTION: 99-19/20****MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey**

That Council receive and accept the Strategic Community Plan Review Report 2019.

**CARRIED 8/0**

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### **IN BRIEF**

- The Strategic Community Plan (SCP) 2017-2027 was adopted by Council in October 2017.
- The SCP is a Key Strategic Planning Document which sets out the Vision, Aspiration and Objectives of the Community for the 10 Year Period.
- Local Government Act requires the Strategic Community Plan to be reviewed at least once in every 4 Years. This is defined as a Major Review.
- The Integrated Planning and Reporting Advisory Standard requires a Desktop Review of the Strategic Community Plan every 2 Years in the 4 Year Cycle.
- Review Process included a Community Survey conducted March to May 2019 which provided valuable feedback on the Plan and Council's performance.
- A Desktop Review of Council's Strategic Community Plan has been undertaken by Council's Officers and Review Report is submitted for Council's consideration.
- The Review Report provides a Snapshot of "What Council said it would do" and "What has been achieved".
- No Modifications are recommended to be made to the Strategic Community Plan.
- Next major Review be scheduled to be undertaken in 2021.

### **MATTER FOR CONSIDERATION**

Consideration and Acceptance of the Strategic Review Report.

### **BACKGROUND**

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1<sup>st</sup> July 2013.

This Advisory Standard complements the legislative requirement for planning for the future under Section 5.56 (1) of the Local Government Act 1995 and the regulations under Section 5.56 (2) of the Act that outline the minimum requirements to achieve this. The Advisory Standard outlines "Achieving", "Intermediate" and "Advanced" Standards of IPR performance. Local governments should be moving steadily through the Standards, on a pathway of continuous improvement.

The pathway will be different for each local government. The application of IPR needs to be commensurate with factors such as size, resourcing and circumstances. However, high standards can be achieved at a small scale, so there is no presumption that larger local governments will generally be capable of higher standards.

All local governments should meet the Achieving Standard, which encompasses the minimum regulatory requirements and other provisions that ensure an acceptable minimum standard of practice. The Intermediate and Advanced Standards demonstrate the higher levels to which local governments should aspire as they strive towards achieving best practice.

A Full Review of the SCP was initiated by Council in the Third Quarter of 2016 with its completion scheduled for 30<sup>th</sup> June 2017, with this deadline having been extended and the Draft Strategic Community Plan was submitted to Council on 27<sup>th</sup> July 2017.

The Draft Strategic Community Plan has then been publicized and written public submissions were invited with a closing date of the 10<sup>th</sup> October 2017.

The Strategic Community Plan 2017-2027 was adopted by Council in Resolution 70-17/18 at the Council Meeting in October 2017.

## **STATUTORY ENVIRONMENT**

Integrated Planning and Reporting is a requirement under the Local Government Act 1995 Section 5.56 Local Government (Administration) Regulations 1996.

### 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulation 1996 applies: -

### 19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers

**POLICY IMPLICATIONS**

CS.4 Community Engagement Policy.

**FINANCIAL IMPLICATIONS**

The Chief Executive Officer utilised the services of the Acting Executive Officer to coordinate the Desktop Review Process. All Members of the Executive Management Team contributed to the Review Process.

No additional Costs beyond the Budget Allocations were incurred in the Review Process.

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

Major Review of Community Plan every 4 years and Minor Review every 2 years.

**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. Financial Risk is mitigated with the regular review of the Key Strategic Planning Documents which includes the Strategic Community Plan, Long Term Financial Plan, Corporate Business Plan and the Annual Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk could be escalated if Council were not achieving the outcomes and objectives as previously adopted by Council. Desktop Review provides the opportunity to monitor Council’s progress in achieving the Outcomes.

Operation – Risk Matrix Rating is assessed as Low. Integrated Planning and Reporting is incorporated in Council’s normal operations and budgets are provided for external assistance with Major Reviews of Key Planning Documents.

Natural Environment – Risk Matrix Rating is assessed as Low.

## 10.5 Community Engagement Action Plan

<b>Meeting Date</b>	19 <sup>th</sup> December 2019
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Draft Community Engagement Action Plan (ii) Community Engagement Assessment – June 2019
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

#### RESOLUTION: 100-19/20

#### MOVED Cr McGuinness SECONDED Cr Hippisley

That Council endorse the Community Engagement Action Plan – December 2019.

**CARRIED 8/0**

#### 3.31 pm

Mr Nathan Gilfellow re-entered the Meeting.

#### 3.34 pm

Mr Nathan Gilfellow left the Meeting.

### IN BRIEF

- Council's Community Engagement Policy and Customer Service Charter sets out a definition of community engagement, and commits Council to purposeful, respectful, inclusive, responsive and transparent engagement with the Quairading community.
- Council has tasked the Implementation of an Action Plan to increase the Community Engagement response rate by the 31<sup>st</sup> December 2019.
- Action Plan presented to Council for Endorsement.

### MATTER FOR CONSIDERATION

That Council consider the endorsement of the Community Engagement Action Plan.

### BACKGROUND

Council Adopted the Community Engagement Policy December 2018 (Motion 115-18/19) which incorporated a directive for an Annual Assessment of the level engagement achieved to be reported to the June Audit & Risk Committee.

The Annual Assessment Report on Community Engagement was presented to Council in June 2019 (Motion 209-18/19).

As part of the Chief Executive Officer KPI's, Council has tasked the Implementation of an Action Plan to increase the Community Engagement response rate by 31<sup>st</sup> December 2019.

Improving community engagement and public participation is a key goal of Council to achieve Council Strategic Community Plan objectives.

The Action Plan identifies key activities, actions and resources needed to implement and realize Council's community engagement strategy.

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

CS.4 Community Engagement Policy

Customer Service Charter.

## FINANCIAL IMPLICATIONS

Costs associated with the Action Plan will be considered and funded by the current operational Budget on a project by project basis.

Council has a 2019/2020 Budget Provision of \$2000 towards Community Engagement / Consultation.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

**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
G3.2	Collaborate with the community to achieve desired outcomes

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

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community

## 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.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Failure to comply with the Action Plan could adversely affect the reputation of the Council and impact on the timeliness and quality of service delivery and the intended outcomes for the community.

Operation – Risk Matrix Rating is assessed as Moderate. Council has the responsibility to engage the community on strategic, high-level issues, as well as acting as a conduit and advocate for the community to the Administration. Community engagement is the responsibility of all Council service areas, teams and employees.

A significantly increased effort to achieve a higher level of community engagement may have an impact on day-to-day operational capacity.

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

The objective of the Community Engagement Action Plan is to develop and maintain engagement practices and principles based on procedural fairness, transparency and accountability.

Council aims to better inform the community on matters, considerations, innovations and projects that impact them and will make sure members of the community are heard and their views considered as part of Council's decision making process.

Council seeks to: -

- Continue to focus on existing engagement practices, but work towards making improvements in how these are implemented;
- Ensure Council's commitments to the Policy and Service Charter is reinforced through the organisation by the Executive Management Team;
- Improve Council's online community engagement tools, including through the Council's website, social media and via future use of available digital engagement platforms.

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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**RESOLUTION: 101-19/20**

**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That Council accept new Urgent Councillors' Business.

**CARRIED 8/0**

**Cr Hippisley**

**School Liaison – Access to School Playground Equipment**

Cr Hippisley highlighted to the meeting that the School's Playgrounds and Oval had been declared "out of bounds" out of School hours following vandalism on the School premises. Cr Hippisley commented that the previous use of the School equipment and oval was beneficial to the community.

The meeting noted that Cr Hippisley held the Portfolio of "School Liaison" and Cr Hippisley sought Council endorsement to discuss the access issue with the School Principal Mrs Wray.

**RESOLUTION: 102-19/20**

**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That Council endorse Cr Hippisley as Council's School Liaison approaching the School Principal in regard to access to the School playgrounds/equipment out of School hours.

**CARRIED 6/2**

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

*No matters for consideration.*

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 27<sup>th</sup> February 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked Councillors and Staff for their attendance and wished them a Merry Christmas.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.42 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> December 2019 were confirmed on 27<sup>th</sup> February 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 27/02/20