

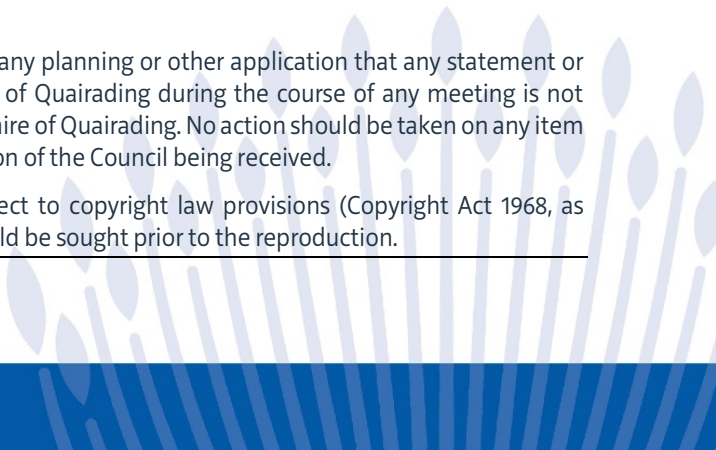
Ordinary Council Meeting

Minutes | 24th June 2021

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 24th June 2021 commencing at 2.00 pm

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

Councillors are advised that Mr David Collard will be presenting to Council on the Noonygar Pathways Program.

An Invitation has been extended to Mr Jason Colbung and Ms Danielle Hayden to join Council for Afternoon Tea.

Both Community Members have been recognised by WA Police for their valuable assistance to Police Officers during a recent public disorder incident.

1 Minute Silence was observed for the Late Mr Greg Hadlow on his Passing.

Mr Hadlow was proudly born & bred in Dangin and was a longstanding LG Officer over multiple Councils.

His last position was CEO for the Shire of Kulin for 17 years (1995-2001 and 2005-2016) until his Retirement in 2016 due to ill health.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

| | |
|-----------------------|------------------------|
| Cr WMF Davies | Shire President |
| Cr JN Haythornthwaite | Deputy Shire President |
| Cr JR Hippisley | |
| Cr B McGuinness | |
| Cr TJ Stacey | |

Council Officers

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

Observers/Visitor

Mr David Collard

Apologies

| | |
|-----------------------|---|
| Cr JW Haythornthwaite | |
| Mr RM Bleakley | Executive Manager of Community, Projects and Strategy |

Leave of Absence Previously Granted

Cr Becky Cowcill for the period Friday 18th June 2021 to Saturday 10th July 2021 (inclusive).
Cr Peter Smith for the 24th June 2021 Ordinary Council Meeting.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mr David Collard provided Council with an update on the Nyoongar Pathways Program which was implemented as a Pilot Project at the Quairading District High School three years ago.

Mr Collard advised that the Program has been very well received by all Students with lessons in "Noonygar Science" alongside "Wadjala Science" and that the Staff are to be commended for the manner in which the Program has introduced and delivered. Mr Collard spoke of the many strong Partnerships (Social and Educational) that have been fostered since the Program commenced in Quairading.

Cr Davies thanked Mr Collard for his passion and enthusiasm for the further education and extension of the Students at Quairading District High School.

3.30 pm

Mr Collard left the meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 27th May 2021

RESOLUTION: 181-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

That the Minutes of the Ordinary Meeting of Council held on the 27th May 2021 be confirmed as a true and accurate.

CARRIED 5/0

7.2 Business Arising

Nil.

7.3 Confirmation of Minutes: Special Meeting of Council – 1st June 2021

RESOLUTION: 182-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

That the Minutes of the Special Meeting of Council held on the 1st June 2021 be confirmed as a true and accurate.

CARRIED 5/0

7.4 Business Arising

CEO Graeme Fardon informed that Meeting that Mrs Leah Horton has been engaged as the Executive Manager of Corporate Services and will start on the 5th July 2021 for a two-week handover period with Mr Nathan Gilfellow.

INTENTIONALLY LEFT BLANK

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – May 2021

| | |
|-------------------------------|--|
| Meeting Date | 24 th June 2021 |
| Responsible Officer | CEO Graeme Fardon |
| Reporting Officer | EMCS Nathan Gilfellow |
| Attachments | (i) May 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement |
| Owner/Applicant | N/A |
| Disclosure of Interest | Nil |

OFFICER RECOMMENDATION

RESOLUTION: 183-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for May 2021 covering Municipal Vouchers 23833 to 23840, EFT 9281 to EFT 9387 \$501,794.85 be received and
2. That Police Licensing payments for the month of May 2021 totalling \$25,845.45 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for May 2021 balance totalling \$480.24 be received (Attachment iii); and
4. That Net Payroll payments for the month May 2021 totalling \$121,012.55; and
5. That the Lease payment for the month of May 2021 on the CESM Vehicle totalling \$2,423.72.

CARRIED 5/0

IN BRIEF

Payments are per attached schedules 9.11/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during May 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2020/2021 Budget.

Payments made for the 2020/21 Year in the Payments List have been included in Council's 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 – Given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st May 2021

| | |
|-------------------------------|---------------------------------------|
| Meeting Date | 24 th June 2021 |
| Responsible Officer | CEO Graeme Fardon |
| Reporting Officer | EMCS Nathan Gilfellow |
| Attachments | (i) Financial Statements for May 2021 |
| Owner/Applicant | Shire of Quairading |
| Disclosure of Interest | Nil |

OFFICER RECOMMENDATION

RESOLUTION: 184-20/21

MOVED Cr Hippisley SECONDED Cr McGuinness

That Council receive the Monthly Financial Statements for the period ending 31st May 2021.

CARRIED 5/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st May 2021 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st May 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 were substituted in accordance with Regulation 34. This 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 regulation requires the local government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Risk Mitigated through compliance with legislation and sound financial management policies and processes in place.

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 current Moore Australia Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report, which were previously separate items.

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

9.3 Audit and Risk Committee Meeting Minutes – 8th June 2021

| | |
|-------------------------------|--|
| Meeting Date | 24 th June 201 |
| Responsible Officer | CEO Graeme Fardon |
| Reporting Officer | CEO Graeme Fardon |
| Attachments | Audit & Risk Committee Meeting Minutes |
| Owner/Applicant | Shire of Quairading |
| Disclosure of Interest | Nil. |

OFFICER'S RECOMMENDATION

RESOLUTION: 185-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 8th June 2021.

CARRIED 5/0

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

1) Financial Management Review Report - May 2021

RESOLUTION: 186-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: AR17-20/21

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

- Council notes the Moore Australia Financial Management Review Report – May 2021 on the review of the Shire's financial management systems and procedures.
- Council notes the Management responses to the Findings and Recommendations.

CARRIED 5/0

2) Grant Funding Status Report

RESOLUTION: 187-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: AR18-20/21

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

Council notes the Grants Status Reports dated June 2021.

CARRIED 5/0

3) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 188-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: AR19-20/21

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

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

CARRIED 5/0

4) Annual Assessment Report on Community Engagement

RESOLUTION: 189-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR20-20/21

That the Audit & Risk Committee Recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2020/2021 year.

CARRIED 5/0

IN BRIEF

Minutes of the 8th June 2021 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 8th June 2021 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR17-20/21

RECOMMENDATION: AR18-20/21

RECOMMENDATION: AR19-20/21

RECOMMENDATION: AR20-20/21

STATUTORY ENVIRONMENT

AR17-20/21

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

5. CEO's duties as to financial management

(1) Efficient systems and procedures are to be established by the CEO of a local government –

(a) for the proper collection of all money owing to the local government; and

- (b) for the safe custody and security of all money collected or held by the local government; and
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
 - (d) to ensure proper accounting for municipal or trust –
 - (i) revenue received or receivable; and
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;
 and
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
 - (f) for the maintenance of payroll, stock control and costing records; and
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to –
- (a) ensure that the resources of the local government are effectively and efficiently managed; and
 - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

POLICY IMPLICATION

AR19-20/21 - Council's ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR17-20/21

The budget for the FMR Report was \$10,000. The actual cost for the Review work was \$10,000 plus Travel Expenses.

AR18-20/21

Nil

AR19-20/21

Annual and Long Service Leave Reserve Fund Cash Balance as at 31st May 2021 is \$206,736.04.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 31st May 2021) is calculated at \$212,380.00.

AR20-20/21

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. AR19-20/21 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. Financial Management Review is a legislative requirement.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources. Financial Management Review was undertaken by Independent Audit Consultants

Natural Environment – Risk Matrix Rating considered Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 WALGA – Notice of Annual General Meeting

| | |
|-------------------------------|--|
| Meeting Date | 24 th June 2021 |
| Responsible Officer | CEO Graeme Fardon |
| Reporting Officer | CEO Graeme Fardon |
| Attachments | (i) Notice of Annual General Meeting WALGA (ii) Information and Registration Brochure |
| Owner/Applicant | Nick Sloan, CEO of WA Local Government Association (WALGA) |
| Disclosure of Interest | Nil |

OFFICER RECOMMENDATION

That Council: -

1. Nominate Cr _____ and Cr _____ as Voting Delegates; and
2. Cr _____ and the Chief Executive Officer as proxy Voting Delegates

for the Western Australian Local Government Association 2021 Annual General Meeting, to be held on Monday, 20th September 2021.

RESOLUTION: 190-20/21

MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite

That Council: -

1. Nominate Cr McGuinness and Cr Jo Haythornthwaite as Voting Delegates; and
2. Cr Davies and the Cr Hippisley as proxy Voting Delegates

for the Western Australian Local Government Association 2021 Annual General Meeting, to be held on Monday, 20th September 2021.

CARRIED 5/0

Reason for Variation to Officer's Recommendation

Council determined Elected Members attending the WALGA Annual General Meeting and appointed Voting Delegates and Proxy Delegates.

IN BRIEF

- The Western Australian Local Government Association (WALGA) has invited Council to appoint two Voting Delegates and two Proxy Voting Delegates for the 2021 WALGA Annual General Meeting to be held on Monday, 20th September 2021 at Crown Perth.
- Member Local Governments are also invited to submit motions for inclusion on the Agenda for consideration at the WALGA AGM.

MATTER FOR CONSIDERATION

Registration of Voting Delegates and the submission of any Motions for the WALGA AGM Agenda.

BACKGROUND

WALGA's 2021 AGM, will take place on Monday 20th September 2021 as part of the WA Local Government Convention which will be held from the Sunday 19th September to Tuesday 21st September 2021.

Attendance at the Annual General Meeting is free of charge to all Member Local Governments and lunch is provided for AGM attendees. Delegates must register their attendance in Advance.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two Voting Delegates. Voting Delegates may be either Elected Members or serving Officers.

Council is requested to nominate two Voting Delegates to attend the WALGA 2021 Annual General Meeting, along with two Proxy Voting Delegates. Only registered Delegates or registered Proxy Delegates will be permitted to exercise voting entitlements on behalf of the Member Council.

Voting Delegates and Proxy Voting Delegates must be appropriately registered with WALGA by Friday, 27th August 2021.

Council's Standing WALGA/CCZ Delegates are: -

Voting Delegate 1, Cr Brett McGuinness (Current Chairperson of CCZ)

Voting Delegate 2, Deputy Shire President, Cr Jo Haythornthwaite

Proxy 1, Shire President, Cr Wayne Davies

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

Other Elected Members are welcome to attend the AGM as Observers.

Council's nomination of Voting Delegates will be dependent upon individual Elected Members availability to attend the AGM.

Council has not specifically listed any Matters during the past Year to be developed into Motions for the Annual General Meeting. However, the opportunity exists for Member Council to develop Motions.

The deadline for submission of General Motions for the AGM Agenda closes on Friday 16th July 2021.

Please see the Comments Section of this Report for WALGA's Guidelines on the preparation of Motions.

STATUTORY ENVIRONMENT

Clause 24 of the WALGA Constitution details 'Representation and Voting at General Meetings'. This includes voting entitlements at the AGM.

Section 5.98 (2) of the *Local Government Act 1995* provides for the payment of reimbursement of costs for Council Members.

Expenses that may be approved for reimbursement are covered under r.32 of the *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS

Council's Policy ORG.7 Attendance at Events Policy Section 1 and Section 3: -

1.3 *A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events*

3.1 *Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determines attendance to be of public value.*

FINANCIAL IMPLICATIONS

Council provides a Budget Allowance for Elected Members & Partners attendance at Conferences and Training. In recent years, Council's Delegates have arranged their own accommodation arrangements during the Convention.

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

COMMUNITY CONSULTATION

No Community 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. Reputational Risk mitigated by Council's representation at the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Attachment (ii) the *Information and Registration Brochure*, and further information regarding the conference and venue are available on the [WALGA website](#).

Discussion will be held at the Council Meeting to determine which Councillors are interested and available to attend the Convention.

Registration for the Convention can be made on [LGC21 Registration Page](#)

Please note that a Council Purchase Order is required from the Executive Officer prior to proceeding with a Councillor's individual Registrations.

The Convention Registration deadline is Wednesday, 1st September 2021.

The following guidelines should be followed by Member Councils in the formulation of Motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?

- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

10.2 Free of Charge Camping Options

Meeting Date 24th June 2021

Responsible Officer CEO Graeme Fardon

Reporting Officer CEO Graeme Fardon

Attachments Nil

Owner/Applicant N/A

Disclosure of Interest CEO - Nil

OFFICER RECOMMENDATION

RESOLUTION: 191-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

1. That the Officers Report on "Free Camping" be received
2. That Council declare "Toapin Weir Camping / Picnic Area" as a Free of Charge Camping Area
3. That Council retain the "Permit to Rest Area" for Self Contained RV / Caravans on the Overflow Area within the Greater Sports Ground Precinct.
4. Council acknowledge and support Camping at the Wamenusking Sports Club (Reserve No 11689) with management by the Wamenusking Sports Club.

CARRIED 5/0

Note - "Permit to Rest Area" will incur the subsidised Camping Fee of \$ 5.50 (inc GST) per Night.

IN BRIEF

- Council initially through an Information Session earlier in 2021 discussed the merits of investigating options for "Free of Charge Camping" in the District.
- Council at the April 2021 OCM resolved that an Officers Report be prepared for the June 2021 Council Meeting.
- Report outlines existing Caravan / Camping Facilities and offer some Options for Council's Consideration.

MATTER FOR CONSIDERATION

Officers Report on Free of Charge Camping Options.

BACKGROUND

Council at its Ordinary Council Meeting held 29th April 2021 resolved as follows: -

"Free Camping" options in the District

RESOLUTION: 159-20/21

That the Administration conduct further investigation into "Free Camping" options in the District and report back to Council with recommendations to the June 2021 Ordinary Council Meeting.

Approximately 15 years ago, Quairading was designated as a "RV Friendly Town" under the RV Friendly Town Scheme administered through the Campervan and Motorhome Club of Australia (CMCA). There is

a requirement to fulfil the essential criteria of providing a short term parking area for self-contained recreational vehicles, however there was no prescription at that time by CMCA that the parking was to be "Free of Charge". The CEO's discussions and agreement with CMCA representatives over the years has been that a low fee can be applied for the self-contained RV's.

Current Camping Options

Quairading Caravan Park

Situated within Reserve No 15546 which is vested in the Shire.

Short Term Occupancy Permitted – up to 3 Months

Park Capacity: -

20 Powered Caravan / RV Sites

4 Powered Tent Sites

4 Unpowered Tent Sites

Fees apply to all Sites.

Council has been very successful with the redevelopment of the Caravan Park and through active paid and unpaid Promotion the occupancy rate has exceeded the initial business plan for the Park.

Overflow Camping / Showgrounds Area

Situated to the East of the Bowling Club and accessed on the Right hand side as RV's enter the Greater Sports Ground

This Area is flat, tree lined to the West and South and is well suited to the parking up of Self Contained RV's and Caravans that do not wish to utilise the facilities within the Caravan Park nor connect to Power and Water.

Council does have a row of Power boxes in this Area but these are generally locked and utilised only if a large number of RV's / Van are in Town (i.e. RV Rally)

Camping in this considered Short Term (1-3 days) and attracts a Permit to Rest Fee of \$5.50 (inc GST) per day.

The Campers can access the Ablutions adjoining the Agricultural Hall but as Council is aware these facilities are very dated and not compliant with Standards for modern public ablutions.

There has been feedback from some Campers (on WikiCamps and locally) that there is often confusion on where the Area is and also Campers are seeking out Free Camping rather than Low Cost Fees.

Council may want to consider the both merits and disadvantages of offering the Overflow Area as a Free Camping Area for fully self-sufficient RV's and Caravans for the limit of up to 3 days versus trying to attract Campers into the Caravan Park for the daily Fee of \$30.00 per Van.

There are economic benefits to attracting more travellers to stay in Quairading or to extend their stay.

Toapin Weir

Council has developed over time a Picnic and Camping Area at Toapin Weir

The Reserve is Occupied under a Licence to Use Agreement with the Water Corporation.

The Area is serviced with a Flushing Single Toilet, Electric Barbecue, Non Potable water from Rainwater Tank and Rubbish bins.

The Picnic and Camping Area is serviced weekly by Council Staff.

Council Staff also undertake weed control and Slashing on a seasonal basis.

This Area is very popular with Visiting Campers.

In the past, Council attempted to seek a "Permit to Rest" Fee but this has been largely on an Honour basis as a number of Campers stay at Toapin Weir Reserve and do not attend the Shire Office.

Interestingly, Council has not formally had a Camping Fee set for the Toapin Weir Site.

It is highlighted that the issue has been discussed by the Tourism Steering Group who have supported the recent strategy by Council's Administration to publicise that Toapin Weir Campsite does not attract a Fee.

This initiative has been well received by Campers that have provided feedback to Council Staff.

Wamenusking Sports Club

Situated on Reserve 11689 which is vested in the Shire for the purpose of "Recreation"

The Reserve is occupied by the Wamenusking Sports Club

Council does have the Wamenusking Volunteer Bush Fire Brigade Shed located on the Reserve

All Facilities at the Clubhouse, including Ablutions are owned and managed by the Sports Club.

On occasions travellers do stay overnight at this Site without Notice or Club Permission.

The Club does conduct events such as Hosting Archery Events or Caravan Clubs on occasions.

To date, this Reserve has not been publicised by Council as a Camp Site and any arrangements for camping are administered by the Sports Club.

There are no Council Fees & Charges set for Camping at the Wamenusking Reserve.

Roadside Layby at Dangin

Campers often are observed pulled up in the Layby within the Dangin Townsite.

It is considered that this is often travellers who have stopped for the night because of the "Free Camping" or do not wish to stay in Town.

Please refer to the provisions of the Caravan and Camping Grounds Regulations below relating to staying up to 24 hours in a "Roadside Rest Area".

DISCUSSION

A review of a number of other Councils has indicated a wide variance on their stance on Free Camping ranging from supporting and providing Free Camping Areas to total Prohibition of Camping outside of registered caravan Parks and Camping Grounds.

Several similar sized Councils have been debating and / or trialling Free of Charge camping in recent years.

Nearby Free Camping Options

Shire of Bruce Rock

Kwolyin Campsite

Kwolyin Campsite is situated on what used to be the old football oval. You wouldn't know it. Pristine bush, with orchids, flowering annual and sandalwoods surround the camp. Rarely can you sit in a picnic shelter and look on at orchids on the sides of the shelter. Or, park your caravan in a dedicated bay in the bush.

The camp boasts toilets, camp kitchen, large & small shelters, dedicated tent camping and caravan bays, campfires with BBQ plate (April until Sept only), bush walks and a pioneer walk trail through the old campsite & more.

There are no camping fees, and bookings are not required.

Shire of York

Gwambygine Park (Ascent)

Located approx. 11km South of York along Great Southern Highway (towards Beverley).

A 24-hour free RV camping location the park has toilets, free gas BBQ's and potable drinking water.

Shire of Merredin

Merredin Peak Reserve

RV Friendly 24 Hour Overnight Site

Short term camping at the Merredin RV 24-hour site at Merredin Peak is for fully self-contained recreational vehicles (RV) and will be permitted subject to the following conditions:

1. Only fully self-contained vehicles with waste water tanks are permitted. In this instance, the definition of fully self-contained is a caravan or motorhome with the ability to store grey water;
2. Keep noise to a minimum, compressors & generators are not to be used to the annoyance of other campers; and
3. The area used is left in a clean and tidy condition and all rubbish is to be removed.

Other Options in the Townsite

Individual Councillors and Community Members have identified several areas or locations within the Townsite which may be considered suitable, including: -

- Reserve 36774 situated to the South and West of the "Bowling Club Dam" off Parker Street
This Reserve totalling 10 hectares is Vested in the Shire for the purpose of "Wildlife Park" and Council has proposed for the development of Passive Walk Trails and Rest Points/Benches within the Reserve.
- The new Caravan Parking Area to the west of Cubbine Road in Heal Street.
The Main Road and Heal Street has been modified to better accommodate the parking of Vans near to the War Memorial and a short walk to the Shopping Centre Precinct.

There are several residences in this locality.

STATUTORY ENVIRONMENT

Caravan and Camping Grounds Act 1995

15. Local government may operate facility in its district without licence
 - (1) Despite section 6, a local government is not required to hold a licence to operate a facility in its district but sections 13 and 31 and all subsidiary legislation made under this Act apply to a local government which operates a facility in its district as if it were the licence holder in respect of the facility.
 - (2) A local government must ensure that all facilities that it operates in its district are inspected in accordance with section 21 and that any works specification notice given

Caravan and Camping Grounds Regulations 1997

10. Where person may camp

A person may camp only –

- (a) at a site in a caravan park or camping ground, as appropriate, licensed under the Act; or
- (b) in accordance with regulation 11.

Penalty: a fine of \$1 000.

[Regulation 10 amended: Gazette 12 Dec 2014 p. 4733.]

11. Camping other than at caravan park or camping ground

(1) A person may camp –

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or
- (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or
- (d) on any land which is –

- (i) held by a State instrumentality in freehold or leasehold; or
- (ii) dedicated, reserved, or set apart under the *Land Administration Act 1997* or any other written law, and placed under the care, control or management of a State instrumentality,

in accordance with the permission of that instrumentality; or

- (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the *Land Administration Act 1997*, or a person authorised by the Minister to give permission under this paragraph.

(2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights –

- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
- (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
- (c) despite paragraph (b), by the local government of the district where the land is situated –
 - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.

(3) In this regulation –

emergency means a situation where to move the caravan or other vehicle to a more suitable area would constitute an immediate and serious hazard due to the condition of the caravan or other vehicle, or a vehicle towing the caravan, or of the driver, or passengers, of any such vehicle;

permit means a building permit or a demolition permit as defined in the *Building Act 2011* section 3;

road side rest area means an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for –

- (a) resting; or
- (b) stopping; or
- (c) camping,

in a vehicle;

State instrumentality has the same meaning as it has for the purposes of the *Land Administration Act 1997*;

unallocated Crown land has the same meaning as it has for the purposes of the *Land Administration Act 1997*;

unmanaged reserve has the same meaning as it has for the purposes of the *Land Administration Act 1997*.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Minimal Income received from "Permit to Rest" Fees.

Possible loss of Caravan Park Income, if Free of Charge Camping is introduced on the Overflow Area in the Greater Sports Ground Precinct.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

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

COMMUNITY CONSULTATION

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

Feedback on Free Camping has been provided by several members of the Tourism Steering Group.

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.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil.

10.3 LEMC Minutes – 10th June 2021

| | |
|-------------------------------|---|
| Meeting Date | 24 th June 2021 |
| Responsible Officer | CEO Graeme Fardon |
| Reporting Officer | CEO Graeme Fardon |
| Attachments | (i) LEMC Minutes – 10 th June 2021 |
| Owner/Applicant | LEMC Committee |
| Disclosure of Interest | CEO - Nil |

OFFICER RECOMMENDATION

RESOLUTION: 192-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Council receive the Minutes of the Local Emergency Management Committee for its Meeting of 10th June 2021.

CARRIED 5/0

IN BRIEF

- Local Emergency Management Committee (LEMC) Meeting held on the 10th June 2021.
- No Committee Recommendations to this Council Meeting
- The LEMC meets Quarterly

MATTER FOR CONSIDERATION

Receival of the Minutes of the LEMC Committee Meeting.

BACKGROUND

The Local Emergency Management Committee met on 10th June 2021 from which there were no recommendations for Council's consideration.

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;

- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

s.38 – Local emergency management committees

s.41 – Emergency management arrangements in local government.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

No Community 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. Legislative requirement for Council to establish and maintain a LEMC. LEMC’s are required to meet Quarterly (including any Exercises). As this is a Statutory Committee the Minutes of their Meetings are to be presented to Council and published on the Shire Website.

Operation – Risk Matrix Rating is assessed as Low. LEMC operates within Council’s current structure and resources. Effectiveness of the LEMC is subject to active engagement of Council Representatives and all Agencies represented on the LEMC.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Under Section 41 of the *Emergency Management Act 2005*, a local government is to ensure that emergency management arrangements are in place for that local government district.

10.4 Draft Strategic Community Plan (SCP) 2021-2031

| | |
|-------------------------------|--|
| Meeting Date | 24 th June 2021 |
| Responsible Officer | CEO Graeme Fardon |
| Reporting Officer | EXCPS Richard Bleakley |
| Attachments | (i) Draft Strategic Community Plan 2021-2031 |
| Owner/Applicant | N/A |
| Disclosure of Interest | Nil |

OFFICER RECOMMENDATION

RESOLUTION: 193-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

That: -

1. Council Adopt the Draft Strategic Community Plan 2021- 2031
2. The Draft Strategic Community Plan be publicised for Community Comment for a Period of 3 Weeks.
3. Any Public Submissions received are to be considered by Council as part of the Officer's Report to be prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.

CARRIED BY ABSOLUTE MAJORITY 5/0

IN BRIEF

- Council adopted the 2017-2027 SCP in October 2017.
- A Minor Review of the SCP was undertaken during 2019 and the Reviewed Plan Adopted by Council in December 2019.
- Council is required to undertake a Major Review of the SCP at least once every 4 Years.
- Key Strategic Planning Document for the period 2021-2031, which sets out the Vision, Aspiration and Objectives of the Community.
- Draft Plan prepared following extensive Community Consultation and Workshops with Councillors & Staff facilitated by the Consultant.
- Recommended that the Draft Plan be publicised inviting Public Submissions for a period of 3 weeks.
- Any Public Submissions received are to be considered by Council as part of the Officer's Report to be prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.
- Adopted SCP to be publicised by Local Public Notice and SCP to be published on the Shire Website.

MATTER FOR CONSIDERATION

Adoption of the Draft Strategic Community Plan 2021-2031.

BACKGROUND

The Original Strategic Community Plan (SCP) was developed and Adopted by Council in 2013.

The second SCP was adopted by Council in October 2017 and a Minor Review Report prepared and adopted by Council in December 2019.

Council budgeted for a major Review to be conducted during the 2021/2022 Year and proceeded to engage Regional Consultants 150Square Pty Ltd to assist Council by facilitating the Community Engagement Phase, Workshops with Councillors and Staff and preparation of the Draft Plan with input and review by Council's Management Team.

The Community Engagement Phase achieved 243 Contacts / Responses being 23% of the Districts Estimated Population of 1019 persons.

The Draft Plan has captured the Themes and Priorities identified from the Community Engagement Phase and includes: -

- Community
- Economic and Tourism Development
- Built Infrastructure
- Natural Environment
- Efficiency and Effectiveness
- Financial Profile.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.56

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) Regulations 1996 Part 5 Division 3

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 of the district in the development of the plan or the preparation of modifications of the plan.

19D. Public notice of adoption of strategic community plan

- (1) If a strategic community plan is adopted, the CEO must –
 - (a) give local public notice that the plan has been adopted; and
 - (b) publish the plan on the local government’s official website.
- (2) If modifications to a strategic community plan are adopted, the CEO must –
 - (a) give local public notice that modifications to the plan have been adopted; and
 - (b) publish the modified plan on the local government’s official website.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council made Budget Provision for External Consultancy Services to assist Council with the Major Review of the 2017-2027 Strategic Community Plan and the preparation of the Draft SCP 2021-2031. Consultant’s proposal valued at \$8400 (inc GST) was within the Budget Provision.

Funding for the carryover work on the CBP and LTFP will be provided for in the 2021/2022 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

Extensive Community Consultation occurred during the Community Engagement Phase of the Strategic Plan Review. Upon Adoption of the Draft SCP, the Draft will be publicised and Submissions invited from the Community.

Community Submissions must be considered by Council prior to the Final SCP is adopted by Council.

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

Financial - Risk Matrix Rating is assessed as Low. Council has budgeted for the Major Review of the SCP, CBP and LTFP in the 2020/2021 Financial Year. Funding for the carryover work on the CBP and LTFP will be provided for in the 2021/2022 Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement to conduct a Major Review of the Strategic Community Plan at least once every 4 Years. Non Compliance may lead to increased Reputational Risk and Risk that the SCP does not reflect Community Priorities or Emerging Issues.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Community Feedback will be sought on the Draft SCP and any Community Submissions will be considered before the Final Strategic Community Plan 2021-2031 is Adopted by Council.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

No matters for consideration.

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RESOLUTION: 194-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council accept the late Confidential CEO Report - .14.1 Civil Works Contract – Variation to Contract (Confidential Item).

CARRIED 5/0

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

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

RESOLUTION: 195-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council consider the late confidential report listed below in a meeting closed to the public at 3.19pm in accordance with Section 5.23(2) of the Local Government Act 1995:

14.1 Civil Works Contract – Variation to Contract (Confidential Item)

CARRIED 5/0

14.1 Civil Works Contract – Variation to Contract (Confidential Item)

OFFICER RECOMMENDATION

RESOLUTION: 196-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

1. That Council approve a Variation to the Civil Works Contract with Ringa Civil Pty Ltd to the value of \$64,450 (exc GST) for the Winmar Road Stormwater Drainage works.
2. Council support the inclusion of the Winmar Road Stormwater Drainage Project in the 2021/2022 Capital Works Budget.
3. That Council note that full Funding for the Project is provided under the Roads to Recovery Program in the 2021/2022 Year.

CARRIED 5/0

RESOLUTION: 197-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.21 pm.

CARRIED 5/0

14.2 Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 29th July 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Shire President Cr Wayne Davies thanked the Executive Manager of Corporate Services, Mr Nathan Gilfellow for his contribution to Council and wished him well in his future endeavours.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.22 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24th June 2021 were confirmed 29th July 2021 as recorded on Resolution No. 01-21/22

Confirmed.......... 29/07/21