



Ordinary Council Meeting

Minutes | 26th August 2021

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th August 2021 commencing at 2.01 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.01 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr John Haythornthwaite

Disclosure of Interest

Cr Jo Haythornthwaite - Declared an Impartiality Interest with Item 5.1 Application for Leave of Absence – Cr John Haythornthwaite. Extent of Interest -Kinship.

An application for Leave of Absence has been received from Cr John Haythornthwaite for the Ordinary Meetings of Council scheduled for the 26th August 2021 and 30th September 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RECOMMENDATION

That Cr John Haythornthwaite be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meetings of Council scheduled for the 26th August 2021 and the 30th September 2021.

RESOLUTION: 14-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Cr John Haythornthwaite be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 30th September 2021.

CARIED 8/0

Reason for Variation from Recommendation

Cr John Haythornthwaite was in attendance at the Meeting, so the Application for Leave of Absence for the 26th August 2021 was withdrawn.

5.2 Application for Leave of Absence – Shire President Cr Wayne Davies

An application for Leave of Absence has been received from the Shire President Cr Davies for the Ordinary Meeting of Council scheduled for the 30th September 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RESOLUTION: 15-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Shire President Cr Davies be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 30th September 2021.

CARIED 8/0

ITEM 6 DECLARATIONS OF INTEREST

Cr Jo Haythornthwaite - Declared an Impartiality Interest with Item 5.1 Application for Leave of Absence
- Cr John Haythornthwaite. Extent of Interest - Kinship.

Cr Hippisley - Declared an Impartiality Interest with Item 14.1 QDHS Bush Tucker Garden Project. Extent
of Interest - Chairman of School Council.

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ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 29th July 2021

RESOLUTION: 16-21/22**MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite**

That the Minutes of the Ordinary Meeting of Council held on the 29th July 2021 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Nil

7.3 Confirmation of Minutes: Special Meeting of Council – 10th August 2021

RESOLUTION: 17-21/22**MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

That the Minutes of the Special Meeting of Council held on the 10th August 2021 be confirmed as a true and accurate.

CARRIED 8/0

7.4 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

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ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Quairading and Districts Sport & Recreation Council Meeting Minutes – 27th July 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 18-21/22

MOVED Cr Stacey SECONDED Cr Hippisley

That Council receive the Minutes of the Quairading & Districts Sport & Recreation Council for its Meeting of 27th July 2021.

CARRIED 8/0

That Council consider the Quairading and Districts Sport & Recreation Council's Recommendation:-

1) Precinct Concept Plan

RESOLUTION: 19-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION

That the Quairading and Districts Sport & Recreation Council recommend to Council: -

1. That the Concept Plan be revised to include a second ladies Changeroom, a second umpire's facility and modifications to the hard court layout;
2. That the feasibility of hockey field location and surface be researched and considered; and
3. That once the Final Design Revisions has been received, Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.

CARRIED 8/0

IN BRIEF

- Quairading and Districts Sport & Recreation Council Meeting held on the 27th July 2021.
- One (1) Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

For Council to be informed of discussions and recommendations of the Quairading and Districts Sport & Recreation Council and to determine its position in regard to the Recommendations.

BACKGROUND

The Quairading and Districts Sport & Recreation Council met on 27th July 2021 from which there one (1) recommendation for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

The Sport & Recreation Council is a formal Occasional Committee of Council.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council has budgeted for Recreation Consultancy Expenses in both the 2020/2021 and 2021/2022 Financial Years. All Costs incurred to date are within Budget parameters.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Not required as an operational matter.

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

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

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

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

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

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

9.2 Strategic Planning Committee Meeting Minutes – 10th August 2021

Meeting Date 26th August 2021

Responsible Officer CEO Graeme Fardon

Reporting Officer CEO Graeme Fardon

Attachments Minutes of Meeting

Owner/Applicant N/A

Disclosure of Interest CEO - Nil

OFFICER RECOMMENDATION

RESOLUTION: 20-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 10th August 2021.

CARRIED 8/0

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

1) Ageing in Place Concept Plan

RESOLUTION: 21-21/22

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP02-21/22

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Concept Plan for the layout of Lot 501 Suburban Road as drafted by Slavin Architects.
2. That Council proceed to further develop the Concept Design and obtain a Quantity Surveyor Estimate of the Lot 501 Suburban Rd Independent Living Units Precinct of 5 x Duplex ILU, a Community Building and precinct infrastructure and services.

CARRIED 8/0

2) Project Management Status Report

RESOLUTION: 22-21/22

MOVED Cr Stacey SECONDED Cr Hippisley

RECOMMENDATION: SP03-21/22

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for August 2021.

CARRIED 8/0

IN BRIEF

- Strategic Planning Committee Meeting held on the 10th August 2021.
- Two (2) Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

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

BACKGROUND

The Strategic Planning Committee met on 10th August 2021 from which there are two (2) recommendations for Council consideration, namely: -

- RESOLUTION: SP02-21/22
- RESOLUTION: SP03-21/22

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP02-21/22– Council has budgeted for Architectural Consultancy Services to assist with the Aging in Place Precinct Concept in both the 2020/2021 and 2021/2022 Financial Years. Services provided are and will be within the Budget Allocations.

SP03-21/22 –Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community	
1.1	Work collaboratively with local and regional service providers to engage the community as active citizens.
1.3	Advocate for the provision of quality health services, health facilities and programs in the Shire
5. Governance and Leadership	
5.1	Shire communication is consistent, engaging and responsive
5.2	Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Ageing in Place Working Group consulted as part of the Precinct Planning.

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

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

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

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

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

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

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – July 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) July 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 23-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

That Council note the following:

1. That Schedule of Accounts for July 2021 covering Municipal Vouchers 23846 to 23852, EFT 9512 to EFT 9686, totalling \$741,563.36 be received (Attachment i); and
2. That Police Licensing payments for the month of July 2021 totalling \$25,077.50 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for July 2021 balance totalling \$651.72 be received (Attachment iii); and
4. That Net Payroll payments for the month July 2021 totalling \$123,955.10; and
5. That the Lease payment for the month of July 2021 on the CESM Vehicle totalling \$2,423.72.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.11/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during July 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 2021/2022 Budget.

Payments made for the 2021/22 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 2021 - 2031

5. Governance and Leadership
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations

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.

11.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st July 2021 (to be presented in September 2021)

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

IN BRIEF

- Monthly Financial Statements for the period ending 31st July 2021 were unable to be completed in time for the 26th August 2021 Ordinary Council Meeting.
- The year-end processes for the 2020/21 financial year are being performed by Bob Waddell and Associates (Contractor) and are yet to be finalised. 2020/21 Closing Balances for Accounts have not been rolled-over, therefore the Accounts do not yet have Opening Balances for 2021/22. Due to this, accurate Financial Statements for the July 2021 period cannot be produced for this Meeting.
- The Financial Statements for July and August 2021 will be presented at the 30th September 2021 OCM.

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 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 and the statement is intended to report on the sources and application of funds and highlighting variances to budget for the month in question.

Regulation 34 (4)(a) allows for a statement of financial activity and the accompanying documents to be presented at an ordinary council meeting that is within 2 months after the end of month to which the statement relates. Regulation 34 (4)(b) further prescribes that such statements presented will then be recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 (2018/19), \$1,595 including Budget Templates (2019/20) and was provided as complimentary by Moore Australia for 2020/21. There will be an ongoing annual expense if the latest model is needed. Council budgets for this expense each year.

Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations

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.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 WALGA – Annual General Meeting: Executive and Member Motions

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Extract: WALGA Annual General Meeting
Owner/Applicant	WALGA – CEO Nick Sloan
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 24-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

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

Motion #	Title	Support	Not Support
3.1	Amendments to WALGA's Constitution (01-001-01-0001 TL)	✓	
3.2	Cost of Regional Development	✓	
3.3	CSRFF Funding Pool and Contribution Ratios	✓	
3.4	Regional Telecommunications Project	✓	
3.5	Review of the Environmental Regulations for Mining	✓	

CARRIED 8/0

IN BRIEF

- The Annual General Meeting of the Western Australian Local Government Association will be held on Monday 20th September 2021.
- Five Motions will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.
- Council's Nominated Voting Delegates for the 2021 AGM are: -
Cr McGuinness
Deputy Shire President Cr Jo Haythornthwaite
Proxy 1 – Shire President Cr Davies
Proxy 2 – Cr Hippisley

MATTER FOR CONSIDERATION

5 Motions to the Annual General Meeting submitted for consideration by Council and give direction to Council's Voting Delegates.

BACKGROUND

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

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

- 3.1 *Amendments to WALGA's Constitution (01-001-01-0001 TL)*
- 3.2 *Cost of Regional Development*
- 3.3 *CSRFF Funding Pool and Contribution Ratios*
- 3.4 *Regional Telecommunications Project*
- 3.5 *Review of the Environmental Regulations for Mining*

Item 3.1 - Motion relates to a number of Amendments to the Association's Constitution and has been proposed by the WALGA Executive and has been supported by a Special Majority Vote of State Council. Recommend Council support the Executive Motion.

Item 3.2 - Council should strongly support this Motion proposed by the Shire of Gnowangerup, given Council's recent experience of the extreme Costs of providing Utilities (and the additional Headworks Charges) for the Light Industrial Area Subdivision with no avenue for realistic Cost Recovery through the Sale of the Lots.

Item 3.3 - Motion proposed by the Shire of Dardanup calls upon WALGA to lobby for a doubling of the Funding Pool available under the Community Sporting and Recreation Facilities Fund (CSRFF) and for a review of the Funding Model to increase the State Government Contribution from 33:33:33 basis to a 50:50 basis. This is particularly relevant when a local Sporting Club is unable to contribute it's one third portion and is then responsibility falls upon the Council to fund up to the 66% of the Project Cost.

Item 3.4 - Motion proposed by the Shire of Esperance calling for WALGA to lobby for an increase in State Government Funding towards Regional Telecommunications Projects. State Government Funding has decreased from a high of \$60.0M to \$5.0M while the Federal Government has increased Funding to \$80.0M.

STATUTORY ENVIRONMENT

Annual General Meeting convened in accordance with WALGA Constitution.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

N/A - WALGA AGM Motions to be considered by the Member Councils' Delegates.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is assessed as Low. Motions to be debated at the WALGA AGM.

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 QDHS – Bush Tucker Garden Project

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) QDHS Bush Tucker Garden Proposal (ii) EMWS - Works Cost Estimate (iii) Western Stabilisers Quote
Owner/Applicant	Quairading District High School
Disclosure of Interest	Cr Hippisley - Declared an Impartiality Interest with Item 14.1 QDHS Bush Tucker Garden Project. Extent of Interest - Chairman of School Council.

OFFICER RECOMMENDATION

RESOLUTION: 25-21/22

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

1. That Council provide "In Kind" assistance in the form of Site Preparation Works on the Quairading District High School Campus for the Bush Tucker Garden Project.
2. That Council note that the Request from the Quairading District High School was received after the Council's Adoption of the 2021/2022 Budget and will be an additional Project.
3. That Council fund the Works from the existing Adopted Budget Allocations for Employee Costs, Materials and Contractors to the maximum Value of \$4,439.00.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- Council received a Presentation from representatives of the Quairading District High School on the 26th August 2021 detailing the Plans for the proposed Bush Tucker Garden Project.
- The School has established a number of Partnerships to bring the various components of the Project to fruition in the 2021 School Year.
- The School has sought "in kind assistance" from Council to assist with the removal of the old bitumen from the tennis court and to rip the ground for the Plantings.
- A Second Request, was for financial assistance towards the extension of the water supply pipe to the Bush Tucker Garden Site. In discussion with the P&C President, this request has been directed for the P&C to fund.
- The CEO and EMWS have subsequently liaised with the School Principal on the proposed Project.
- Due to the confined working area, a regional contractor has been called upon to quote on the stripping of the bitumen surface and to break up the gravel basecourse.
- Council Labour & Plant could then be utilised to cart the material to the Waste & Recycling Facility for reuse of suitable material as clean fill.

MATTER FOR CONSIDERATION

Extent of "In Kind" assistance towards the Quairading District High School's Bush Tucker Garden Project.

BACKGROUND

The EMWS has identified that Council does not have small enough Plant to strip the bitumen surface or to rip the basecourse, however Council Labour & Plant could be utilised to transport the stripped material to the WRF for reuse.

Attached is the costings for the removal of bitumen and disposal and preparing base for establishment of gardens.

The area is half of the tennis courts being 15metres x 29 metres (435M2)

Due to the confined area, regional Contractor Western Stabilisers were requested to quote:

Bomag to 20mm depth so Shire can remove existing seal.

Bomag to 220mm depth for base to be prepared for planting.

Shire Works Staff to remove 20mm of seal surface and transport to WRF site to be used as fill material.

In Summary, the total Cost of the Contractor component is \$3880.00 and Council Labour & Plant \$559.00, totalling \$4,439.00.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has not specifically budgeted for this Request as it has come after Council's Budget Workshops and Budget Adoption.

However, Council has budgeted for an overall Amount of \$1.46M in Materials & Contractors across all Council's Projects & Programs.

The Labour & Plant Cost of \$559.00 can be accommodated within the Townsite Road Maintenance and WRF Operating Budgets.

Council may support the Project for it to proceed and if necessary, any Variations required can be considered as part of Council's Budget Reviews in November 2021 and February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community
1.2 Provide social and cultural activities for all members of the community
3. Built Environment
3.1 Safe, efficient and well maintained road and footpath infrastructure
5. Governance and Leadership

5.1 Shire communication is consistent, engaging and responsive

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Consultation has occurred with the Acting Principal and the Quairading District High School and the President of the School P&C Association.

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

Financial – Risk Matrix Rating is assessed as Low. Whilst a relatively small financial commitment, Council has not budgeted specifically for this Project. Amount can be accommodated from the existing Adopted Budget for Materials & Contractors. Full extent of Council's Financial commitment has been identified.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. In Kind Work and engagement of Contractor within Council's normal Operations and Structure. Contractor utilised by Council for Road Stabilising Work.

Natural Environment – Risk Matrix Rating is assessed as Low. Materials from the Project Site can be utilised as Fill at the Waste & Recycling Facility.

ITEM 15 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 26-21/22**MOVED Cr Smith SECONDED Cr Hippisley**

That Council accept Urgent Councillors' Business.

CARRIED 8/0**Cr Smith**

Cr Smith enquired if Council needs to endorse his intention to register for Day 1 of the WALGA Convention 2021.

The Chief Executive Officer advised that Registration Costs for the Annual WALGA Convention was provided for within Council's Budget and secondly, Council does not have a Policy which limits the number of Elected Members attending the Convention.

Further, Councillors were encouraged to attend the Convention and other Professional Development opportunities.

ITEM 16 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

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

- (a) "a matter affecting an employee or employees".
- (b) "the personal affairs of any person".

RESOLUTION: 27-21/22**MOVED Cr McGuinness SECONDED Cr Hippisley**

That Council consider the confidential report listed below in a meeting closed to the public at 2.41 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 16.1 Chief Executive Officer's Annual Performance Review (Confidential Item)
- 16.2 Chief Executive Officer – Offer of Employment (Confidential Item)

CARRIED 8/0**2.41 pm**

Council Staff - Mr Allan Rourke, Mr Richard Bleakley, Mrs Leah Horton and Mrs Anthea Strauss left the Meeting.

The CEO, Mr Fardon remained in the Meeting.

16.1 Chief Executive Officer's Annual Performance Review (Confidential Item)

A full report was provided to Elected Members under separate cover. The report is not for publication.

RESOLUTION: 28-21/22**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That Council: -

1. Notes that Mr Graeme Fardon's Performance Review in his role as Chief Executive Officer for the Shire of Quairading for the Period 1st July 2020 to 30th June 2021 has been undertaken.
2. Endorses the Performance Review Report for the 2020/2021 Review Period and the KPI's for the next Review Period 1st July 2021 to 17th December 2021*
3. Approves the Variation of the Total Reward Package to provide for a 1.0% increase in Mr Fardon's Base Salary and to acknowledge the increase in the Compulsory Superannuation Guarantee from 9.5% to 10.0% effective from the 1st July 2021 and notes that the Total Reward Package is within Band 4 of the 2021 Determination of the Salaries and Allowances Tribunal (as revised by SAT).

CARRIED BY ABSOLUTE MAJORITY 8/0

* Absolute Majority

16.2 Chief Executive Officer – Offer of Employment (Confidential Item)

A full report was provided to Elected Members under separate cover. The report is not for publication.

RESOLUTION: 29-21/22**MOVED Cr Smith SECONDED Cr Jo Haythornthwaite**

That Council:-

1. Is satisfied with the proposed Terms of the CEO Employment Contract (in accordance with Section 5.36(2)(b) of the *Local Government Act 1995*) as detailed in Confidential Attachment (ii), being for a period of 5 Years and inclusive of a Total Reward Package valued at \$191,600 calculated in accordance with the 2021 Salaries and Allowances Tribunal Local Government Determination and within Band 4 and approves the Contract being offered to the preferred Candidate. *
2. Authorises the Shire President and the CEO, Mr Fardon to execute the CEO employment contract and apply the Common Seal in accordance with section 9.49A(1)(a) of the *Local Government Act 1995*, subject to the Candidate agreeing to enter into the proposed terms of the CEO Employment Contract without amendment; and
3. Notes that subject to the Candidate named in Confidential Attachment (ii) accepting the proposed terms of the CEO Employment Contract, the Candidate is appointed to the position of CEO at the Shire of Quairading from the 1st December 2021.*
4. Authorises the Shire President to present the Contract to the Candidate and, if the Candidate negotiates under clause 12 of Schedule 2 of the *Local Government (Administration) Regulations 1996* terms different to the proposed terms, the amended proposed Contract will be provided to Council for approval before the Contract is executed.
5. Authorise that following the execution of the Employment Contract referred to in Resolution 2 & 4 above, the name of the preferred Candidate be made public and notification to be given to the Department of Local Government, Sport and Cultural Industries.
6. Considers that the Recruitment and Appointment of the new CEO has been undertaken and completed in accordance with *the Local Government Act 1995, Local Government (Administration) Regulations 1996* and the Shire of Quairading CEO Standards for Recruitment, Performance and Termination.

CARRIED BY ABSOLUTE MAJORITY 8/0

* Absolute Majority

RESOLUTION: 30-21/22**MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That the meeting be open to members of the public at 3.04 pm.

CARRIED 8/0

3.04 pm

Council Staff - Mr Allan Rourke, Mr Richard Bleakley, Mrs Leah Horton and Mrs Anthea Strauss returned to the Meeting.

16.3 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.

No Members of the public in attendance.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th September 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Shire President Cr Wayne Davies advised the Meeting the Deputy Shire President Cr Jo Haythornthwaite will Chair the September Ordinary Council Meeting in his absence.

Shire President Cr Wayne Davies commented that this is the last Ordinary Council Meeting and thanked Councillors and Staff for their support over the years, and commented that it had been a very interesting 10-years on Council. He further stated that it has been a privilege to represent the Community.

Shire President Cr Wayne Davies thanked the CEO Graeme Fardon for his 28 years of Service to Council and the Community.

The Chief Executive Officer thanked Shire President Cr Wayne Davies for his outstanding leadership and commitment to Council and the Community over his 10 Years on Council. Mr Fardon also thanked Cr Davies for the excellent working relationship developed between the Shire President and the CEO over the past 4 years and wished Cr Davies well for the future.

ITEM 18 CLOSURE

There being no further business, the Shire President closed the Meeting at 3.09 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th August 2021 were confirmed on the 30th September 2021 as recorded on Resolution No. 31-21/22

Confirmed.....*Jo Haythornthwaite*..... 30/09/2021