



Shire of Quairading

Ordinary Council Meeting Minutes

26th September 2019

Disclaimer

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th September 2019 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”.

Cr Davies informed the Meeting that Sergeant John Hancock, his wife Laura, and Senior Constable Eddy Duffy would be attending afternoon tea to thank Sergeant Hancock for his service to the Quairading community.

Cr Davies welcomed Mr Garrick Yandle, CEO of the Shire of Kulin to the Meeting and advised that Mr Yandle will be presenting to Council on the Wheatbelt Secondary Freight Network Project.

Cr Davies informed the Meeting that this would be Cr Jill McRae's and Cr Lyall Brown's last Ordinary Council Meeting, and thanked them for their years of service on Council and to the Community.

Cr Davies also welcomed back Executive Officer Anthea Strauss from parental leave.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellon	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Ms A Strauss	Executive Officer

Observers/Visitor

Mr Garrick Yandle	CEO, Shire of Kulin (2.00pm – 2.48pm)
Mr John Haythornthwaite	
Mrs Sarah Caporn	(from 4.09pm)

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Nil.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mr Garrick Yandle introduced himself and briefly provided his background in Civil Engineering and Project Management, before progressing his career in Local Government to the position of Chief Executive Officer at the Shire of Kulin.

Mr Yandle provided a brief history on the Wheatbelt Secondary Freight Network (WSFN) Project with the 42 local governments having worked collaboratively for over 4 years to secure funding to improve the secondary freight network routes on Local Government Roads in the Wheatbelt.

Mr Yandle said that WSFN Program has successfully been allocated \$70 million of Federal Government funding (ROSI) and that the State Government had committed \$11.5 million with Councils committing \$5.8M (reflecting the 80% Federal /20% State and Local Government funding agreement).

Mr Yandle advised that the available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this Program, and ongoing collaboration between all parties, will be critical in securing additional funding to complete the estimated \$500M worth of Identified Projects over 4 Stages.

Mr Yandle said that Quairading has been selected to undertake the Wheatbelt South Region's Pilot Project in the 2019/2020 Financial Year with 5 kilometres of Reconstruction and Widening Work on the Quairading – Cunderdin Road. Mr Yandle further stated that the indicative cost of this project was \$1M with funding of \$800K from the Federal Government, \$130K of State funding and \$70K of funding from Council.

Mr Yandle said that the next Regional Road Group meeting will be held next Thursday to further consider the WSFN Governance Plans.

Cr Davies thanked the Mr Yandle for his attendance and detailed Presentation on the Wheatbelt Secondary Freight Network Project.

2.48pm

Mr Yandle left the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

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

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – Ordinary Council Meeting – 29th August 2019

RESOLUTION: 36-19/20**MOVED Cr Haythornthwaite SECONDED Cr McGuinness**

That the Minutes of the Ordinary Meeting of Council held on the 29th August 2019 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

9.1 Accounts for Payment – August 2019

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 August 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 37-19/20

MOVED Cr McRae SECONDED Cr Brown

That Council note the following:

1. That Schedule of Accounts for August covering Municipal Vouchers 23668 to 23674 & EFT6906 to EFT6998 totalling \$352,108.34 be received and
2. That Police Licensing payments for the month of August 2019 totalling \$48,545.90 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for August 2019 balance totalling \$219.09 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month August 2019 totalling \$109,732.67; and
5. That the Lease payment for the month of August 2019 on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during August 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 – 31st August 2019

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Financial Statements for August
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 38-19/20

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council receive the Monthly Financial Statements for the period ending 31st August 2019.

CARRIED 7/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st August 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (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 – 10th September 2019

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 39-19/20

MOVED Cr Brown SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10th September 2019.

CARRIED 7/0

Consider the Committee's following Recommendations individually: -

1) Internal Audit Toolkit Checklist and 2019 OAG Reports

RESOLUTION: 40-19/20

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: AR01-19/20

That the Audit and Risk Committee recommends to Council: -

That Council note the Updated Report on the Internal Audit Toolkit Checklist and 2019 Office of the Auditor General Reports.

CARRIED 7/0

2) Audit Regulation 17 – Review Report 2019

RESOLUTION: 41-19/20

MOVED Cr McGuinness SECONDED Cr Brown

RECOMMENDATION: AR02-19/20

That the Audit and Risk Committee recommends to Council that it:

1. Note the results of the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance; and
2. Note that the implementation of the improvements outlined within the report will be prioritised and implemented in a staged approach.

CARRIED 7/0

3) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 42-19/20

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: AR03-19/20

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

Council receive the Report on the Shire's Annual Leave and Long Service Leave Liabilities as at the 31st August 2019.

CARRIED 7/0

4) Medical Practice Comparison Report

RESOLUTION: 43-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

RECOMMENDATION: AR04-19/20

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

The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received.

CARRIED 7/0

IN BRIEF

Minutes of the 10th September 2019 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

MATTER FOR CONSIDERATION

Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 10th September 2019 from which there are four (4) Recommendations for Council's consideration, namely: -

RESOLUTION: AR01-19/20

RESOLUTION: AR02-19/20

RESOLUTION: AR03-19/20

RESOLUTION: AR04-19/20.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

Audit Regulation 17 applies for AR02-19/20

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR01-19/20

No financial impact.

AR02-19/20

Regulation 17 Review Report conducted by the CEO utilising “in house” Staff resources contained within Council’s Adopted Budget. Therefore, there are no direct savings, however the use of existing internal staff rather than consultants can provide savings and improve the operating position.

AR03-19/20

Annual Leave Liability has been reduced by 7.95% (In Dollar Value) from the Year End balance at the 30th June 2019.

Long Service Leave Liability has been reduced by 1.77% (In Dollar Value) since the 30th June 2019. There are no Employees with Excess Annual Leave and one Employee is on an Approved Long Service Leave Plan.

AR04-19/20

Historical Financial Statement and Patient Data.

2019/2020 Budget based on 3 Months of the Contractor Model and 9 Months of the Approved Private Practice Model.

Future Reporting and Monitoring of Patient Levels will be reported to the Quarterly Meetings of the Medical Executive Meeting.

Medical Practice Financials will continue to be reported in Council’s Monthly Financial Statements.

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 \$202,830 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 reduced in the 2018/19 financial year which has reduced the risk.

Health – Risk Matrix Rating 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.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Draft Memorandum of Understanding for the Provision of Mutual Aid During Emergencies and Post Incident Recovery

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	i) CCZ LG Emergency Management MoU Draft
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 44-19/20

MOVED Cr McGuinness SECONDED Cr McRae

That Council adopts the Local Government MOU for the Central Country Zone, as detailed in the attachment, that will promote cooperation when required between the Central Country Zone local governments in Emergency Events or Post Incident Recovery.

CARRIED 7/0

IN BRIEF

- MOU objective is to enhance the capacity of our communities to cope in times of difficulty by the support of adjoining Councils, if requested to assist.
- To demonstrate the capacity and willingness of participating Local Governments to work co-operatively and share resources within the CCZ region.
- MOU does not preclude Council working or assisting any of the neighbouring Councils in Emergencies or in the Recovery Phase.

MATTER FOR CONSIDERATION

To consider support of an MOU to facilitate the provision of mutual aid between partnering Local Governments during emergencies and post incident recovery.

BACKGROUND

At the WALGA Central Country Zone meeting on 15th March 2019 discussion was held on the potential for a *Partnering Agreement for the Provision of Mutual Aid for Recovery during Emergencies*.

The CCZ meeting agreed to refer the concept of a Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery (MOU), to Member Councils for comment and the matter be listed for consideration at the in-person Zone meeting on Friday 30 August 2019.

The Draft MOU had not prepared and circulated by the Zone Executive Officer prior to the CCZ Meeting in Beverley (due to illness) in time to enable Member Councils to consider it at their Council Meetings.

The Central Zone Meeting was advised that a similar MOU has operated in the South West of WA by twelve (12) local governments without any issues arising, so its recommended that Council agree

to be part of the cooperative approach of assisting other local governments in the Central Country Zone in emergency events by endorsing the attached MOU.

The WALGA Central Country Zone meeting on 30th August 2019 in Beverley considered the draft MOU where it resolved:

'That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing, subject to it being considered and endorsed by each local government'

STATUTORY ENVIRONMENT

There are no statutory provisions relevant to this matter.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS

Should Council respond to a request from a local government in the Central Country Zone, the Shire costs would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, Protective clothing etc.), unless otherwise agreed in writing.

In many instances the loss of plant and equipment would be covered under Council's insurance, however there would be the cost of the insurance excess on particular plant or equipment that the Shire may have to meet.

The local government requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

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 assessed as Low. Likelihood of being called upon is assessed as being a rare occurrence, but if activated there may be some costs then borne by Council.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. There could be minor Reputational Risk if Council were not supportive of the MOU.

Operation – Risk Matrix Rating assessed as Low. If called upon by another Council to provide logistical support, Council may have some disruption to normal operations. There may be occasions where Council are unable to assist as the Emergency may be impacting this District as well, in which case all Resources would be applied to this Community.

Natural Environment – Risk Matrix Rating is assessed as Low.

Local Government MoU

This Memorandum of Understanding is made on the [date] day of [month] [year].

Parties to the Agreement

Shire of Beverley,
Shire of Brookton
Shire of Corrigin
Shire of Cuballing,
Shire of Dumbleyung,
Shire of Kulin,
Shire of Lake Grace,
Shire of Narrogin,
Shire of Pingelly,
Shire of Quairading,
Shire of Wagin,
Shire of Wandering,
Shire of West Arthur,
Shire of Wickepin,
Shire of Williams

Hereinafter called the 'partnering LGs' 'parties' or 'partners'

Aim

This Memorandum of Understanding (MOU) sets out a basic framework for cooperation between the Local Governments named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MOU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

Partnering Objectives

Partners to this MOU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested;
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

Allocation of Resources

1. This MOU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the CEO of the LG seeking to offer aid.
2. This MOU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.

Responsibilities

The partners to this MOU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MOU recognises that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MOU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

Partnering Expectations

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed,

this may be subject to further negotiation and agreement in writing between the partners concerned.

2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

Cost Recovery

The West Australian National Disaster Relief and Recovery Arrangement (WANDRRA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies. The affected partnering LG area will claim these costs accordingly under the WANDRRA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs would not be claimable via WANDRRA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

Duration and Amendment

The MOU will come into effect at the date which all parties have signed the agreement.

This MOU can be reviewed at any time but cannot be amended except with the written consent of all partners.

Term

Unless mutually extended, terminated or parties withdraw, this MOU will expire on [date to be inserted].

Withdrawal

Any partner may withdraw from this MOU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

Notices

Communications in relation to this MOU should be addressed to:

The Executive Officer, Central Country Zone of WALGA,

10.2 Wheatbelt Secondary Freight Network Program – Formalisation of Commitment

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	i) WSFN Governance Plan; ii) WSFN MCA Methodology; iii) WSFN Program Delivery Plan; iv) Pilot Project Proposal Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

That Council:

1. Formalise its commitment to the Wheatbelt Secondary Freight Network Program enabling Council to be eligible for future funding and project consideration.
2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:
 - Program Governance Plan
 - Program Delivery Plan
 - Multi Criteria Analysis Methodology.
3. Endorse the Processes and Procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with the Program Governance Plan.
4. Add \$70,000 to the Road Infrastructure Capital Budget to be funded from the Road Infrastructure Reserve for Council's Financial Commitment to the Pilot Project in the 2019/2020 Year.

RESOLUTION: 45-19/20

MOVED Cr McRae SECONDED Cr Stacey

That Council:

1. Formalise its commitment to the Wheatbelt Secondary Freight Network Program enabling Council to be eligible for future funding and project consideration.
2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:
 - Program Governance Plan
 - Program Delivery Plan
 - Multi Criteria Analysis Methodology.
3. Endorse the Processes and Procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with the Program Governance Plan.
4. Add \$70,000 to the Road Infrastructure Capital Budget to be funded from the Road Infrastructure Reserve for Council's Financial Commitment to the Pilot Project in the 2019/2020 Year.
5. That Council make submission to the Wheatbelt Region Regional Road Group and the WSFN Program Team for the inclusion of the Quairading-Corrigin Road as a major freight connection in the WSFN Project.

CARRIED BY ABSOLUTE MAJORITY 7/0

Reason for Variation from Officer's Recommendation

Council considered that the Quairading-Corrigin Road is an omission from the identified Secondary Freight Routes and sought its inclusion through submission to the Wheatbelt Region Regional Road Group and the WSNF Project Team.

Council noted that the Route is heavily used for the transport of livestock and grain.

IN BRIEF

- The Wheatbelt Secondary Freight Network Steering Committee have requested that the associated 42 Wheatbelt Local Governments formalise their commitment, via a formal Resolution to the WSNF Program, to be eligible for future funding and project consideration.
- A separate and standardised Resolution is being sought by the Steering Group to comply with the Funding Conditions of both the Federal and State Governments
- Council has already passed Resolution No. 15-19/20 Special Council Meeting held on the 13th August 2019, in regard to its Expression of Interest and commitment towards the Pilot Project in the 2019/2020 Year, that was offered to Council by the WSNF Steering Committee.

MATTER FOR CONSIDERATION

To formalise Council's commitment to the Wheatbelt Secondary Freight Network Program.

BACKGROUND

42 Local Governments of the Wheatbelt Region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSNF) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

The Steering are also seeking endorsement by Council acknowledgement of the following WSNF program documents detailing the proposed Procedure and Processes Framework for the Program:-

- Program Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

Attached is the Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSNF Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-Criteria Analysis (MCA) Methodology documents that provide the operational details on how on-ground capital works will be prioritised and delivered for Stage 1 and beyond.

Now that the initial funding arrangements for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSNF Program to be eligible for future funding and project consideration.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Groups will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program.

In order to demonstrate best outcomes and value for money, as required by both levels of Government, it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding.

A prioritisation of the Wheatbelt Secondary Freight Network routes will be via a Multi-Criteria Analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSFN program are expected to commence with the Pilot Projects in the Current year (2019/2020) and be staged over a 3 to 5-year period depending upon Federal Government Funding Conditions.

As previously reported and considered by Council, the WSFN Steering Group have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes.

These will be \$1 million dollars each and have been identified for the following Shires:

- **Wheatbelt North**
 - Shire of Victoria Plains
 - Lancelin to Meckering Route
 - Mogumber - Yarawindah Road
 - Project value \$1M
- **Wheatbelt South**
 - Shire of Quairading
 - Cunderdin - Quairading Road
 - Project Value \$1M

Council's Pilot Project has now been further scoped and will entail reconstruction and upgrade of a 5.24 kilometre section of the Road to achieve a 10.0 metre formation width and a Seal width of 8.0 metres.

The Project Estimate has been confirmed at \$1.0M

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

Councils commitment of \$70,000 will allow for the immediate design and survey work needed to carry out the project. Council will still be required to include the remaining future Capital Works (once prioritised and programmed) of \$930,000 into the Long Term Financial Plan, the Corporate Business Plan and the Annual Budget to carry out the remainder of the work. This component will be fully funded by grants and will have no financial impact on Council.

The Opening Balance of Council's Road Infrastructure Reserve Fund at the 1/7/2019 was \$284,180, with another budgeted Transfer to the Reserve Fund of \$154,886 in the 2019/2020 year.

It is therefore feasible for Council's Financial Contribution towards the Pilot project to be fully funded from Council's Reserve Fund without any adverse effect on Council's Operating Surplus Ratio or Budget.

Council may also consider it prudent and financially viable that future Contributions for other Stages of the WSNF Program in the District also be funded from the Road Infrastructure Reserve Fund.

Council's commitment to longer term local road renewal and upgrades with major funding from Federal and State Governments will have positive impact on Council's Operating Surplus position as Road Maintenance Expenditure will be reduced. This will also improve the Asset Sustainability Ratio, which is projected to be in an advanced standard in the 2019/20 year and improve the Asset Consumption Ratio, which has been historically below the target ratio.

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 is considered Low

The Pilot Project will be primarily funded by Secondary Freight Route Project Funds with Grant Funds being provided to Council. However, Council is required to make a financial contribution as part of Council's Expression of Interest and capability to undertake the work and fund the Council commitment.

The WSNF Governance and Delivery Plans provide the framework for the Funding and Delivery of the Program across the Wheatbelt Councils over the life of the Program.

Refer to further Commentary in the Financial Implications Section above.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low.

Operation – Risk Matrix Rating is considered Low

Council has recently supported an Expression of Interest in the Pilot Project which would be incorporated into Council's Management and Budget (subject to Council Approval). Proven ability

and capability within Council's EMT, along with technical and logistical support provided through the Secondary Freight Route Network Project Team and the Regional Road Group.

The Pilot Project will not increase risk to Council's planned and budgeted Road Construction Program.

Future Road Upgrade Works in the ESFN Program will be required to be included in the relevant Annual Budgets.

Natural Environment – Risk Matrix Rating is considered Low.

10.3 Roe Tourism Association Membership

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	i) CRC Information Report; ii) Roe Tourism Strategic Plan; iii) 19 August General Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 46-19/20

MOVED Cr McGuinness SECONDED Cr Brown

1. That Council apply for Council Membership of the Roe Tourism Association for the 2019/2020 Year;
2. Subject to the Outcome of Council's Application, a budget allocation of \$5,000 is to be made for the membership of the Roe Tourism Association to be funded from the Council's opening surplus.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Quairading CRC have joined Roe Tourism Association as an Associate Member (Non-Voting).
- The Coordinator of the Quairading CRC made a Presentation to Councillors and Staff prior to the Audit & Risk Committee Meeting held on the 10th September 2019.
- The Committee requested that further research be undertaken on the Roe Tourism Association and that an Officer's Report and Recommendation be prepared for Council.
- Attached to this Report is the "Forward Directions 2019-2021" Plan for the Association which evidences the significant improvement in Strategic Planning undertaken by the Association in the past several years.
- The Quairading Tourism Working Group has been active over the past 12 months developing the Draft "Quairading Tourism Development Strategy" which includes an Action Plan Point – "Assess benefits of joining Roe Tourism or other regional tourism collectives".
- This Action Point provisionally indicated a 6-month timeframe to assess the benefits of Regional Tourism Partnership.
- The Executive Officer of RTA advised that with the AGM and next General Meeting scheduled for 21st October 2019, it would be conducive to have an indication from the Quairading Shire Council regarding Roe Tourism Association and full membership, so this can be discussed by their committee at the October meeting.

MATTER FOR CONSIDERATION

Council to consider seeking Membership of the Roe Tourism Association.

BACKGROUND

Roe Tourism Association is a collaborative, non-for-profit partnership currently between the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

The past twelve months has seen Roe Tourism develop and continue to move forward with the six Shire's working together to market and promote the 'Pathways to Wave Rock' self-drive route and associated tourism assets within our communities.

RTA 2018-2019 accomplishments include: -

- Development of a new RTA Strategic Plan - 2019-2021 Forward Directions (see attached)
- Continued collaboration with the Eastern Wheatbelt tourism organisations, NEWTravel and Central Wheatbelt Visitor Centre on joint projects, initiatives and marketing.
- RTA representation at the 2019 Perth Caravan & Camping Show in the Tourism Pavilion, with members assisting on the Wheatbelt stand.
- Increased awareness of Roe Tourism Association and developed working relationship with Australia's Golden Outback (AGO).
- Collaborative marketing campaigns with AGO through The West Australian Travel Guides, AGO 2019 Holiday Planner, Coromal Windsor 17th National Caravan Clubs Rally and Wheatbelt promotional videos.
- Advertising in Hello Perth WA Maps, Eastern Wheatbelt Visitor Guide, Weekend West features, Caravanning Australia publications – promoting the Pathways to Wave Rock self-drive trail.
- Reprinting of the popular 'Pathways to Wave Rock' Map & Visitor Guide and continued distribution to member Shires, including metropolitan and regional Visitor Centres.
- Production of customised Roe Tourism 'Pathways to Wave Rock' Number Plate Frames for distribution to members and stakeholders as a promotional marketing initiative.
- Development and production of new RTA Waste Bin Panels for our members, as a way to cross promote tourism in a coordinated way throughout the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.
- Pathways to Wave Rock Website - ongoing content management of www.pathwaystowaverock.com.au, with updates to content and events, encouraging all member Shires to promote and link to this website.
- Social Media - ongoing creation of regular engaging content and curated posts, resulting in a 300% increase in page followers of www.facebook.com/PathwaystoWaveRock
- Review and amendment of the RTA Constitution to align with the Associations Incorporation Act 2015.
- Continued employment of an Executive Officer through the Corrigin Community Resource Centre (CRC), which has been advantageous to the association.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

A yearly Membership Fee of \$5,000.00 is invoiced in October each year, which contributes towards employing an Executive Officer, advertising, marketing, printing and other expenditure as deemed necessary by the Association Members.

A provisional amount of \$10,000 has been allocated in the budget for actions resulting from the Quairading Tourism Development Strategy. This Strategy has not yet been considered or approved by council. An additional provision is in the budget for tourism promotion which is used for different tourism promotion each year. Currently \$207.73 has been the actual spend for 2019/2020 year.

As the amount is currently unbudgeted and the Quairading Tourism Development Strategy has not yet been approved, a budget provision is needed to be created from the opening surplus of \$130,308, unless the amount is instead to be utilised from the above cost centres. Doing so may impact the

Quairading Tourism Development Strategy as some works would not be able to begin in the current year.

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	Strengthened Advocacy and Partnerships
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED2	Tourism facilities and services

COMMUNITY CONSULTATION

CRC and Tourist & Tidy Towns Committee are active members of the Tourism Working Group.

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

Financial - Risk Matrix Rating is assessed as Low. There is a sufficient opening surplus position to utilise to create a budget for joining the Roe Tourism Association, otherwise there is sufficient funds for tourism promotion in the current budget, however this may impact future tourism promotion activities.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. However, Reputational Risk may be elevated if Council determines that a Regional Partnership / Approach in Tourism is not supported or warranted.

Operation – Risk Matrix Rating is assessed as Low. No impact on day to day operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

10.4 Bush Fire Advisory Committee Meeting Minutes – 18th September 2019

Meeting Date 26th September 2019

Responsible Officer CESM Simon Bell

Reporting Officer CESM Simon Bell

Attachments Minutes of the BFAC Meeting

Owner/Applicant Shire of Quairading

Disclosure of Interest Nil.

COMMITTEE RECOMMENDATION

RESOLUTION: 47-19/20

MOVED Cr McRae SECONDED Cr McGuinness

That Council Receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 18th September 2019.

CARRIED 7/0

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

Cr McRae verbally declared an Impartiality Interest with Item 10.4 Appointment of Chief Bush Fire Control Officer.

1) Appointment of Chief Bush Fire Control Officer

RESOLUTION: 48-19/20

MOVED Cr Haythornthwaite SECONDED Cr Brown

RESOLUTION: FCO2 – 19/20

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Mr Alec McRae be appointed as Chief Bush Fire Control Officer until the end of February 2020 and that Mr Nigel Gelmi be appointed as CBFCO from March 2020 until September 2020.

CARRIED 7/0

2) Appointment of Deputy Chief Bush Fire Control Officers

RESOLUTION: 49-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

RESOLUTION: FCO3 – 19/20

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Mr John Smart and Mr Nigel Gelmi be appointed as Deputy Chief Bush Fire Control Officers, jointly for the forthcoming year.

CARRIED 7/0

Cr McRae verbally declared an Impartiality Interest with Item 10.4 Appointment of Fire Control Officers.

Cr Davies verbally declared an Impartiality Interest with Item 10.4 Appointment of Fire Control Officers.

3) Appointment of Fire Control Officers

RESOLUTION: 50-19/20

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

RESOLUTION: FCO4 – 19/20

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

The following persons, subject to their acceptance, be elected as Fire Control Officers for the Shire of Quairading for the forthcoming year: -

Mr A McRae, Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G Fardon, Mr S Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr P Hudson, Mr A Duncan, Mr M Davies, Mr G Hughes and Mr S Bell.

CARRIED 7/0

4) Appointment of Fire Weather Advisors

RESOLUTION: 51-19/20

MOVED Cr Stacey SECONDED Cr Brown

RESOLUTION: FCO5 – 19/20

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

The following persons be appointed as Fire Weather Advisors for the forthcoming year: -

Town	Mr G Fardon
North West Area	Mr J Smart
South West Area	Mr G Richards
South East Area	Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr S Bell.

CARRIED 7/0

5) Election of Dual Fire Control Officers

RESOLUTION: 52-19/20

MOVED Cr Haythornthwaite SECONDED Cr Brown

RESOLUTION: FCO6 – 19/20

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

The following Fire Control Officers be elected as Dual Fire Control Officers with the surrounding Shires: -

York	Mr J Smart
Cunderdin	Mr J Smart
Tammin/Kellerberrin	Mr B Wilson
Bruce Rock	Mr P Groves
Corrigin	Mr G Hughes
Brookton	Mr C Anderson
Beverley	Mr L Johnson.

CARRIED 7/0

6) Golf Club Reserve - Firebreak Clearance to Water Corporation Facility

RESOLUTION: 53-19/20

MOVED Cr McRae SECONDED Cr Stacey

RESOLUTION: FCO7 – 19/20

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Firebreak clearance work be undertaken on the western side of the Water Corporation Facility (Chlorination Shed) before the Prohibited Burning commences.

CARRIED 7/0

IN BRIEF

Minutes of the 18th September 2019 meeting of the Bush Fire Advisory Committee include six (6) recommendations to Council for which the background of each recommendation is contained in the Minutes.

MATTER FOR CONSIDERATION

Minutes of the Bush Fire Advisory Committee Meeting.

BACKGROUND

The Bush Fire Advisory Committee Meeting was held on the 18th September 2019 from which there was six (6) recommendations for Council's Consideration, namely: -

RESOLUTION: FCO2 – 19/20

RESOLUTION: FCO3 – 19/20

RESOLUTION: FCO4 – 19/20

RESOLUTION: FCO5 – 19/20

RESOLUTION: FCO6 – 19/20

RESOLUTION: FCO7 – 19/20

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

N/A.

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

N/A

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

Financial – Risk Matrix Rating is considered as Low. Bush Fire Management is within Council's Budget with most Expenditure covered by the Emergency Services Levy.

Health – Risk Matrix Rating is considered as Low.

Reputation – Risk Matrix Rating is considered as Low Risk. Risk Mitigated through having structured Volunteer Bushfire Brigades and Fire Control Officers in place. Volunteers supported through the Community Emergency Services Manager.

Operation – Risk Matrix Rating considered Low. Management of Bush Fire Brigades within Council's Core Business and included in Council's Corporate Business Plan.

Natural Environment – Risk Matrix Rating is considered as Low Risk. Fire Control Officers and Brigades mitigate impact on both the Natural Environment and the Agricultural landscape.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

12.1 RFQ Supply of Bitumen Services - 2019/2020 Works

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Quote Comparison; ii) Evaluation Scorecard – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 54-19/20**MOVED Cr Haythornthwaite SECONDED Cr Stacey**

That Council award RFQ (Request for Quotation) for the Supply, Spread of Bitumen and Aggregate Full Service for the 2019/2020 Works Program to Colas Western Australia Pty Ltd for the quoted price of \$337,836 excluding GST.

CARRIED 7/0

IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2019/2020 road program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by EMWS on the Criteria outlined in the RFQ.

MATTER FOR CONSIDERATION

For Council to consider the quotes received for the Supply, Spread of Bitumen and Aggregate Full Service, in respect for the Shire of Quairading's 2019/2020 Roadworks programme.

BACKGROUND

Council's 2019-20 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$150,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 22nd August 2019. The closing date of the RFQ was on 13th September 2019 at 5.00pm.

Below are the five suppliers invited to Quote:

All five companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

1. Bitumen Surfacing
2. Bitutek Pty Ltd
3. Boral Asphalt
4. Downer Infrastructure – Australia West
5. Colas Western Australia Pty Ltd.

The scope of works contained in the specification called for the submission of prices for two coat primer seal applications for various roads included in the 2019/20 roads construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

- a) Demonstrated experience to meet to meet the requirements as set out in specifications – 20%
- b) An overview of available resources – 20%
- c) Price – 60%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All five suppliers have addressed the criteria are suitably qualified to perform the works stated in the scope.

All of the five companies have submitted quotations above Council’s Budget allocation for the supply of bitumen services

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11.

POLICY IMPLICATIONS

Shire of Quairading Purchasing Policy requires that for Estimated Purchases over \$150,000, Council is to call public tenders. Use of the WALGA’s preferred supplier list allows for the tender process to be waived.

FINANCIAL IMPLICATIONS

The procurement of bitumen service contractors to assist the 2019/2020 construction program has been allocated in the 2019/2020 Budget. The Shire’s provision with the funding is \$308,650 ex GST and the recommended Quote is \$337,836 ex GST.

The quote recommended is \$29,186 over budget however savings of \$12,555 have been identified from traffic management. Further savings will be investigated to be presented at the November Budget Review, otherwise some of Council’s opening surplus of \$130,308 may need to be utilised.

The Roads Program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry

COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating is assessed as Low. The quote for the works is over budget, some savings have been identified, however further savings will need to be identified, otherwise Council will need to utilise portion of the Opening Surplus. The volatility with world oil pricing provides a risk to the Shire of Quairading which could have a small financial implication in the overall costs at the time of programming the works to be carried out.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low - Procurement follows Local Government Act and in accordance with Council's Policy.

Operation – Risk Matrix Rating is assessed as Low- Allows for Capital Works to be undertaken as programmed.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Of the five submissions received, all are major Contractors of sealing and bitumen supplies in Western Australia and all companies are known to the EMWS. Colas Western Australia has previously provided services to the Shire of Quairading and has proven to conduct business in a professional manner.

Therefore, the Officer is comfortable in recommending them as the successful Contractor.

12.2 RFQ Supply of Traffic Management - 2019/2020 Works

Meeting Date	26 th September 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Quote Comparison; ii) Evaluation Scorecard - Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 55-19/20

MOVED Cr McGuinness SECONDED Cr Brown

That Council award RFQ (Request for Quotation) for the Supply of Traffic Management for the 2019/2020 Works Program to Advanced Traffic Management for the quoted price of \$179,745 excluding GST.

CARRIED 7/0

IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Traffic Management for Council's 2019/2020 road program.
- Quotations received have been assessed by EMWS on the Criteria outlined in the RFQ.

MATTER FOR CONSIDERATION

For Council to consider the quotes received for the Supply of Traffic Management, in respect for the Shire of Quairading's 2019/2020 works programme.

BACKGROUND

Council's 2019/2020 budget includes an allocation for the procurement of services for traffic management for its construction program. As the total cost of the services will exceed \$150,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 21st August 2019. The closing date of the RFQ was on 6th September 2019 at 5.00pm.

Below are the three suppliers invited to Quote:

All three companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

- 1: Rural Traffic Services
- 2: Advanced Traffic Management
- 3: Carrington's Traffic Services

At the time of closing three eQuotes (Submissions) were received from the suppliers stated below:

- 1: Rural Traffic Services
- 2: Advanced Traffic Management
- 3: Carrington's Traffic Services

The Scope of Works contained in the specification called for the submission of prices for the supply, of traffic management for various roads included in the 2019/2020 construction programme with Quotes being subject to the following criteria in the evaluation of the submissions.

- Fees/Rates 60%
- Relevant Experience 20%
- Available Resources 20%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three suppliers have addressed the criteria are suitably qualified to perform the works stated in the scope.

Two of the three companies have submitted quotations below Council’s Budget allocation for Traffic Management.

Council have extensively utilised Rural Traffic Services over the past two years and on an irregular occasion Advanced Traffic Management have been engaged.

All three companies have depots based in Northam with Rural Traffic Services also having a depot in Corrigin.

Rural Traffic Service have historically provided their services from the Corrigin Depot.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy requires that for prices over \$150,000 Council goes to public tender. Use of WALGA’s preferred supplier list allows for the tender process to be waived.

FINANCIAL IMPLICATIONS

The procurement of traffic management contractors to assist the 2019/2020 construction program has been allocated in the 2019/2020 Budget. The Shire’s provision with the funding is \$192,300 ex GST and the recommended Quote is \$179,745 ex GST.

The pricing is within budget and will assist the Shire achieve a projected advanced Asset Sustainability Ratio standard. In addition, it will help improve the current Asset Consumption Ratio.

The Roads program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry

COMMUNITY CONSULTATION

Nil.

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

Financial – Risk Rating assessed as Low – Recommended RFQ Submission within 2019/2020 Budget.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low – Procurement follows Local Government Act and Council's Policy Parameters

Operation – Risk rating assessed as Low – Allows for Capital Works to be undertaken as programed.

Natural Environment – Risk Rating is assessed as Low.

RESOLUTION: 56-19/20

MOVED Cr Smith SECONDED Cr Haythornthwaite

That Council accept new urgent Councillors Business.

CARRIED 7/0

13.1 Policy on Outstanding Rates Collection

Cr McRae raised her ongoing concern regarding the outstanding rates debt, and would like Administration to develop a Draft Policy for the collection of outstanding rates which includes an Outstanding Rates target percentage at Year End.

Cr McRae commented that a Rates Outstanding Target had been recommended to Councillors and Senior Staff during Local Government "Understanding Financial Statements" training.

The Meeting noted that Council's previous Rates Collection Policy had been dealt with as a Management Directive under the Policy Framework Project and would be updated to reflect contemporary / best practice in local government.

COUNCIL RECOMMEDATION

RESOLUTION: 57-19/20

MOVED Cr McRae SECONDED Cr Smith

That Council request the Chief Executive Officer to prepare a Draft Outstanding Rates Collection Policy, which includes an outstanding rates target percentage and present the Draft to the December 2019 Audit & Risk Committee Meeting for Consideration.

CARRIED 7/0

13.2 Traffic Management

Cr Smith raised the issue of the feasibility of an "in-house" Traffic Management Team option rather than hiring Traffic Management Contractors, given the high value of Traffic Management for Council's Works in any given year.

Council supported such an assessment being undertaken by the Executive Manager of Works & Services with a Feasibility /Assessment Report being submitted to the February 2020 Meeting of the Strategic Planning Committee.

3.39pm

Council adjourned for Afternoon Tea.

4.09 pm

The Council Meeting resumed. Mrs Sarah Caporn entered the Meeting.

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, 31st October 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked the Councillors, Staff, and Mr Haythornthwaite for their attendance.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 4.09 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th September 2019 were confirmed on 31st October 2019 as recorded on Resolution No. _____

Confirmed..... 31/10/2019