



Ordinary Council Meeting

Minutes | 30th July 2020

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30th July 2020 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".

Cr Davies welcomed Councillors, Staff and the Members of the Public in the gallery to the meeting.

Cr Davies advised that Item 8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading has been withdrawn by the Applicant from the Agenda for this meeting.

Cr Davies invited Councillors and Senior Staff to attend a meeting with CRISP Wireless on Wednesday 5th August 2020.

Cr Davies informed the meeting that Mr Brian Caporn was successfully nominated for a Long and Loyal Service Award and that recipients of the 2020 Association Honours will be recognised at the WALGA AGM on the 25th September 2020 and encouraged Councillors to attend. Cr Davies further stated that Mr Caporn thanked Council for the nomination.

Councillors were advised that an Invitation had been extended to Cameron Johnston of Johnston Electrical & Communication Services, the new School Teachers, Magdalen Johnston – Deputy Principal, Amy Taylor and Kendra Baker – Education Assistants, Jaxon Johnston – Chaplain, Erin Dunne – Teacher Year 2/3, Brydie Wellham – Teacher Year 4/5/6 to be accompanied by Principal Mrs Pauline Wray to join Councillors for Afternoon Tea.

Cr Davies welcomed Council's Town Planning Consultant, Mr Joe Douglas to his first Council 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 Hippiisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer (2.02 pm – 3.26 pm)
Mr Joe Douglas	Consultant Town Planner

Observers/Visitor

Mr Andrew Francis (2.02 pm to 2.56 pm)
Ms Jill Hayes

Apologies

Mr A Rourke Executive Manager of Works & Services

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

No Questions asked by the Members of the Public in attendance.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr McGuinness

A written Application for Leave of Absence had been received from Cr McGuinness for the period Monday 21st September 2020 to Friday 9th October 2020 (inclusive).

RESOLUTION: 01-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Cr McGuinness be granted Leave of Absence from Council and Committee Meetings for the period of Monday 21st September 2020 to Friday 9th October 2020 (inclusive).

CARRIED 8/0

ITEM 6 DECLARATIONS OF INTEREST

The following pro forma written declarations were received by the Chief Executive Officer and read aloud: -

- Cr Hippisley - Proximity Interest with Item 8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading
- Cr Smith - Impartiality Interest with Item 10.3 Quairading Agricultural Society – Community Grant Variation

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 25th June 2020

RESOLUTION: 02-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 25th June 2020 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Nil.

8.1 Application for Development Approval – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 307 (No.14) Charlton Street, Quairading

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Town Planning Consultant, Joe Douglas
Attachments	Attachment 1 – Application Documentation and Plans
Owner/Applicant	Mr Edward G. Edwards
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 03-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Council approve the development application submitted by Mr Edward G. Edwards for a proposed new outbuilding on Lot 307 (No.14) Charlton Street, Quairading subject to the following conditions and advice notes:

1. The proposed outbuilding (i.e. shed) shall be constructed strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be completed in its entirety within a period of one (1) year from the date of this approval. If the development is not completed within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All external surfaces of the proposed new outbuilding shall be clad with new materials only with the exception of the existing access doors and trims located on the structure's eastern façade which shall be painted to match the structure's external walls.
5. All stormwater drainage generated by the proposed new outbuilding shall be managed and disposed of on-site (i.e. no stormwater is permitted to be directed and disposed of via any immediately adjoining property).
6. The existing mature tree located at the rear of the property which is proposed to be retained and contained within the confines of the proposed outbuilding shall at all times be maintained to the specifications and satisfaction of the Shire's Chief Executive Officer to minimise any potential risk of damage to the structure from falling tree branches.
7. The proposed new outbuilding shall only be used for domestic storage, maintenance and hobby purposes unless otherwise approved by Council.

Continues on next page

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Quairading under its Town Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a demolition permit for all existing structures proposed to be removed and a building permit application for the proposed new outbuilding must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, construction and/or earthworks on the land.
4. The removal of any asbestos from the land, including boundary fencing, may only be undertaken by an authorised asbestos removal licence holder in accordance with the specific requirements of the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996 and the National code of practice for the safe removal of asbestos 2nd edition [NOHSC:2002(2005)].
5. The proposed new outbuilding is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the building permit application.
6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
7. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Quairading Town Planning Scheme No.2 and may result in legal action being initiated by the local government.
9. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

CARRIED ON THE CASTING VOTE BY THE SHIRE PRESIDENT 5/4

IN BRIEF

The applicant/landowner is seeking Council's development approval to construct a new outbuilding (i.e. shed) at the rear of Lot 307 (No.14) Charlton Street, Quairading for domestic storage purposes.

As the proposed outbuilding does not comply with the deemed-to-comply requirements of the Residential Design Codes of Western Australia, Council's development approval is required prior to issuance of a building permit.

MATTER FOR CONSIDERATION

A development application for the construction and use of a new 148m² outbuilding at the rear of Lot 307 (No.14) Charlton Street, Quairading for domestic storage purposes.

BACKGROUND

The subject land is located in the northern part of the Quairading townsite in a well-established, low density residential area. It comprises a total area of approximately 994m² and contains an older style dwelling in its northern half in good, habitable condition that is slowly being renovated by the applicant/landowner and his family.

The land is gently sloping from north to south with the natural ground level ranging from approximately 254 metres AHD in its northern part to 253 metres AHD along its southern boundary where the new outbuilding is proposed to be sited.

The land has direct frontage to Charlton Street along its northern boundary and Gillett Street along its eastern boundary, both of which are sealed and drained local roads under the care, control and management of the Shire. All vehicle access to/from the land is via an existing driveway crossover along its Gillett Street frontage.

Existing adjoining and other nearby land uses are predominantly residential in nature comprising single houses, including numerous similar sized outbuildings, on lots ranging in size from 900 to 5,600m². The subject land also immediately abuts Crown Reserve 50706 which is an unmanaged 'C' class reserve owned by the State of Western Australia and controlled by the Department for Planning, Lands and Heritage for the designated purpose 'Residential Development'.

Under the terms of the application received the following is proposed:

- Placement of two (2) x 40 foot long x 8 foot wide x 8.5 foot high second-sea containers in good condition on galvanised support beams secured by concrete footings at the southern end of the property spaced approximately 7.33 metres apart with a setback of 0.6 metres to the land's western side boundary and 1.0 metre to its rear boundary to the south;
- Construction of a new steel framed, dome-style roof structure over the top of the two sea containers to a maximum height of 4.4 metres above the land's natural ground level with a centrally located cut-out to allow for the retention of an existing mature tree located at the rear of the property which has been extensively lopped and will be maintained thereafter to minimise the risk of damage from falling branches;
- Installation of painted steel (i.e. 'Surf Mist' colour being white with a grey tinge) and polycarbonate roof cladding on the dome-style roof structure;
- Installation of 'Surf Mist' coloured wall cladding on the proposed structure's northern, western and southern elevations to a height of approximately 2.59 metres to screen the external surfaces of the two (2) sea containers from public view;
- Painting of the two (2) eastward facing doors of the sea containers using 'Surf Mist' coloured paint to match the structure's wall and roof cladding;
- Installation of 'Surf Mist' coloured guttering around the edge of the proposed structure's roof as well as a suitable capacity rainwater tank on the northern side of the structure for stormwater drainage management purposes;
- Removal of all existing boundary fencing and installation of new replacement picket style and Colorbond fencing ranging in height from 0.9 to 1.8 metres to maintain visual surveillance to/from the street in the northern portion of the property and screen its southern half, including the proposed outbuilding, from public view; and

- Use of the proposed outbuilding for domestic storage and maintenance purposes following completion of construction.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)

POLICY IMPLICATIONS

- Shire of Quairading Local Planning Policy – ‘Sea Containers’ (June 2015)
- Shire of Quairading Local Planning Policy – ‘Outbuildings’ (December 2015)

FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town Planning expenses are provided for in Council’s Budget.

All costs associated with the proposed development will be met by the applicant/landowner.

It is highlighted that should the applicant/landowner be aggrieved by Council’s final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them

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

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning

COMMUNITY CONSULTATION

Details of the proposal, including plans, were forwarded to the owners/occupiers of nine (9) properties in the immediate locality for review and comment. Those people consulted were given fourteen (14) days to provide a formal response to the Shire. At the close of the consultation period only one (1) submission had been received by the Shire which confirmed the respondent has no objections to and is supportive of the proposal.

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

Financial - Risk Matrix Rating is assessed as Low. Risk Mitigated through Assessment Process and Recommendation to support the Application with Conditions. However, there is potential for increased Risk if the Applicant/Landowner is aggrieved by Council's final decision and applies for a review of the decision by the State Administrative Tribunal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Application has been through a Public Consultation Process and no objections have been received. Application fully assessed by Council's Town Planning Consultant with recommendation to Council.

Operation – Risk Matrix Rating is assessed as Low. Application dealt within Council's current Organisational Structure and Council's Town Planning Consultant.

Natural Environment – Risk Matrix Rating is assessed as Low.

PLANNING ASSESSMENT

The subject land is classified 'Residential' zone with a density coding of R10/20 in the Shire of Quairading Town Planning Scheme No.2 and is proposed to retain this zoning classification and density coding in the Shire's proposed new Local Planning Scheme No.3.

Council's stated objectives for the development and use of any land classified 'Residential' zone are as follows:

- a) to provide for the predominant form of residential development to be single houses;
- b) to provide for diversity of lifestyle choice with a range of residential densities;
- c) to achieve a high standard of residential development; and
- d) to allow for establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.

Clause 61(1)d in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. the Deemed Provisions for all local planning schemes in Western Australia) provides an express exemption to the need for development approval for the erection or extension of an outbuilding on the same lot as a single house if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
- (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
- (iii) included on a heritage list prepared in accordance with this Scheme; or
- (iv) within an area designated under the Scheme as a heritage area; or
- (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.

Whilst the subject land and dwelling thereon are not identified, designated or registered as being of cultural heritage significance at local or State level, the proposed new outbuilding does not satisfy the deemed-to-comply requirements of the R-Codes. As such a development application is required in this particular instance and must be considered and determined by Council prior to the commencement of development.

The development application received has been assessed with due regard for the specific objectives, standards and guidance provided in the following documents:

- Planning and Development (Local Planning Schemes) Regulations 2015

- Shire of Quairading Town Planning Scheme No.2
- Shire of Quairading Local Planning Scheme No.3 (Draft)
- State Planning Policy 7.3: Residential Design Codes - Volume 1 (R-Codes)
- Shire of Quairading Local Planning Policy – 'Sea Containers' (June 2015)
- Shire of Quairading Local Planning Policy – 'Outbuildings' (December 2015)

This assessment has concluded the proposal is generally consistent with the relevant objectives and standards and is capable of being implemented in a proper and orderly manner. Notwithstanding this general conclusion, Council is required to consider and exercise its discretion in relation to the following matters when determining the application:

1. **Floor Area**

The proposed outbuilding will comprise a total floor area of 148m² in lieu of a maximum permitted floor area of 99.4m² as required by Council's 'Outbuildings' policy (i.e. 10% of the land's total site area).

In considering this non-compliant element Council is required to have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land;
- b) its proposed external finishes and colours;
- c) the fact it will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the structure is proposed to be sited; and
- d) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties due to its floor area being greater than the maximum allowable under Council's 'Outbuildings' policy and is therefore acceptable.

2. **Ridge Height**

The proposed outbuilding will have a roof ridge height of 4.4 metres in lieu of a maximum permitted ridge height of 4.2 metres as required by Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

As the proposed variation to the maximum allowable ridge height is only quite minor in nature (i.e. 200mm), it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties by virtue of its overall height and is therefore acceptable. This view is supported by the fact no objections were raised by any nearby landowners during public advertising.

Furthermore, Council should note clause 26(3) of the Shire's proposed new Local Planning Scheme No.3 specifies that all outbuildings on land with a density coding of R10 shall comprise a maximum building height of 4.5 metres which is slightly greater than that allowable under its current policy (i.e. when Local Planning Scheme No.3 is finally approved and gazetted the proposed structure would be compliant with Council's requirements in this matter).

3. Boundary Setbacks

The proposed outbuilding will have a setback of 0.6 metres from the land's western side boundary and a setback of one (1) metre from its rear boundary to the south in lieu of a minimum setback of 1.5 metres to both of these boundaries as required by the R-Codes and Council's 'Outbuildings' policy.

In considering this non-compliant element Council is required to again have due regard for the design principles prescribed in clause 5.4.3 P3 of the R-Codes which expressly states that any new outbuilding may be approved where it does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Having regard for:

- a) the location of the proposed outbuilding at the rear of the land;
- b) its proposed external finishes and colours;
- c) the fact it will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the structure is proposed to be sited;
- d) the outcomes from the recently completed public advertising process in which no objections were raised; and
- e) the fact the walls of the structure along the land's western and southern boundary will need to be suitably fire rated to ensure compliance with the specific requirements of the Building Code of Australia which is a matter that will be dealt with by the Shire during the building permit application stage of the approval process,

it is contended the proposed structure will not detract from the local streetscape or the visual amenity of residents or neighbouring properties or give rise to an unmanageable fire risk as a direct consequence of the reduced boundary setbacks and is therefore acceptable.

4. Use of Sea Containers

As the proposal involves the use of two (2) sea containers that will not be contained entirely within the confines of the proposed outbuilding, it must be considered in the context of the specific requirements of Council's 'Sea Containers' policy.

Council's 'Sea Containers' policy states that only one standard 20 foot long sea container is permitted per property and shall be fitted with a pitched roof.

The proposal involves the use of two (2) x 40 foot long sea containers under a dome style roof structure, the eastern ends of which will be visible given the applicant's intention to utilise the existing access doors in these locations.

Having regard for:

- a) the location of the proposed sea containers at the rear of the land with a 7.34 metre setback to the land's Gillett Street frontage with an additional 6 metre wide verge area to the road carriageway;
- b) the fact both sea containers are in good general condition;
- c) the applicant's intention to clad the majority portion of the external surfaces of both sea container with new Colorbond steel wall cladding to help improve their visual appearance;
- d) the applicant's intention to paint the eastern ends of both sea containers to match/complement the external colours of the proposed outbuilding as well as the existing dwelling on the land;
- e) the fact the eastern ends of the sea containers will be substantially screened from public view with the installation of a new 1.8 metre high Colorbond fencing along the land's side and rear boundaries where the containers are proposed to be sited;

- f) the applicant's intention to construct a suitably engineered dome style roof structure using materials that will improve the overall visual appearance of the outbuilding in its entirety; and
- g) the outcomes from the recently completed public advertising process in which no objections were raised,

it is contended the proposed outbuilding will not detract from the local streetscape or the visual amenity of residents or neighbouring properties through the use of two (2) sea containers as proposed and is therefore acceptable.

In light of the above findings and conclusions it is recommended Council exercise its discretion and approve the application subject to a range of conditions to ensure the development proceeds in a proper and orderly manner.

8.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading

Item 10.2 Application for Development Approval (Retrospective) – Proposed Outbuilding (i.e. Domestic Storage Shed) on Lot 288 (No.54) Murphy Street, Quairading was formally withdrawn by the Applicant, Mr Les Eather prior to the Commencement of the Meeting.

Council noted that the Application had been withdrawn by the Applicant and that the issue of the removal of the Structure from the property will be dealt with by the CEO under the existing Delegated Authority granted by Council.

9.1 Accounts for Payment – June 2020

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) June 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 04-20/21

MOVED Cr Stacey SECONDED Cr Cowcill

That Council note the following:

1. That Schedule of Accounts for June covering Municipal Vouchers 23723 to 23734 & EFT 7959 to EFT 8100 totalling \$480,419.24 be received and
2. That Police Licensing payments for the month of June 2020 totalling \$32,460.40 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for March 2020 balance totalling \$1,158.19 be received (Attachment iii); and
4. That Net Payroll payments for the month June 2020 totalling \$112,549.00; and
5. That the Lease payment for the month of June 2020 on the CESM Vehicle totalling \$1,140.08; and
6. That Superannuation payments for June 2020 totalling \$32,531.74

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during June 2020.

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.

Comment

The April Credit Card (Payments within the month of March) was skipped during the May Meeting and has therefore been presented to Council. The Credit Card statement due for the current meeting was the Payments from May and paid in June, however as these was presented to the June Meeting, these have been removed from the Agenda. The next Credit Card statement that will be presented to the August Meeting will be the June Payments, direct debited from the Shire Municipal Bank Account in July.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30th June 2020

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for June
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 05-20/21

MOVED Cr Jo Haythornthwaite **SECONDED Cr Cowcill**

That Council receive the Monthly Financial Statements for the period ending 30th June 2020.

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 30th June 2020 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.

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.

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 Childcare Centre 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 Adoption of the 2020/2021 Statutory Budget

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Statutory Budget 2020/2021 (ii) Fees and Charges 2020/2021 (iii) Capital Budget Appendix
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 06-20/21

MOVED Cr Smith SECONDED Cr Hippisley

That: -

1. Council adopt the Budget in Attachment (i) for the 2020/2021 Financial Year.
2. Council notes that there is no increase in General Rates to be raised in the 2020/2021 Financial Year.
3. Council impose the following General Rates and Minimum Rates on Gross Rental and Unimproved Valued Properties:

General Rates

- GRV – Residential - 13.5696 cents in the dollar
- GRV – Industrial - 13.5696 cents in the dollar
- GRV – Commercial - 13.5696 cents in the dollar
- UV – Rural - 1.1765 cents in the dollar

Minimum Rates

- GRV – Residential - \$650
- GRV – Industrial - \$650
- GRV – Commercial - \$650
- UV – Rural - \$650

4. Council adopts the following payment option dates and fees:

Option 1. Payment in Full on or before 5.00pm on Friday 18th September 2020.

Option 2. Four Equal Instalments at intervals of two calendar months. Instalment due dates: -

- Friday 18th September 2020
- Wednesday 18th November 2020
- Monday 18th January 2021
- Thursday 18th March 2021

Option 3. Alternative payment arrangements as agreed to by the Chief Executive Officer and the Ratepayer.

Continues on next page

Instalment Interest Charges

That a 3.0% interest rate be imposed on instalments to apply to the second, third and fourth instalments \$6.45(3).

Instalment Administration Fee

That an Administration Fee of \$5.00 be charged for Instalment numbers 2, 3 and 4 under Payment Option No. 2.

Alternative Payment Option Administration Fee

Where Option 3 is selected and agreed to, an Administration Fee of \$25.00 be applied to that assessment to recover Administration and Management Costs.

Interest Charges

That a Penalty Interest Rate of 8% be imposed on Overdue Rates, Sundry Debtors and Legal Fees (excluding Rubbish Charges), where instalment Option 2 (Rates only) has not been taken up.

Rubbish Charges

The following Waste and Recycling Charges apply for the 2020/2021 year:

\$286.00 per annum per Rubbish Service which incorporates a weekly removal of one 240 litre Mobile Garbage Bin and fortnightly removal of one 240 litre Recycling Bin.

\$286.00 per annum Waste and Recycling Charge for Commercial Properties not serviced with a Mobile Garbage Bin.

5. Council adopt the Attachment (ii) Schedule of Fees and Charges.
6. Only Variations to Council's 2020/2021 Budget by 10% or Greater and \$10,000 or more as noted in the Monthly Financial Statements be reported to Council.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- The 2020 / 2021 Statutory Budget documentation has been prepared in accordance with Council direction and taking into account the Community Strategic Plan and the Corporate Business Plan.
- The proposed rates in the dollar will raise \$1,839,628 on Unimproved Valued properties and \$459,920 on Gross Rental Value valued properties which totals \$2,299,548 in Gross Rates Levied. This compares with \$2,299,602 Raised in the 2019/2020 Budget.
- The split of UV/GRV is UV 80% / GRV 20% based on Gross Rates Levied has been maintained.
- Fees & Charges have been reviewed, with no overall increase in Fees & Charges, however the Bonds required by Minor Community Groups when hiring Council Buildings have been reviewed.

MATTER FOR CONSIDERATION

Council to formally adopt the Budgets for Municipal, Trust and Reserve Funds for the 2020/2021 Year.

BACKGROUND

Council has held two workshops to consider/amend and have input into the finalisation of the 2020/21 budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

** Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
 - (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate –
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including –
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;and
 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for –
 - (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

In regard to the setting of Council Rates, Section 6.32 states: -

6.32 Rates and Service charges

When adopted the annual budget, a local government -

in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either -

- uniformly; or
- differentially;

may impose* on rateable land within its district -

- a specified area rate; or
- a minimum payment;

and

may impose* a service charge on land within its district.

* *Absolute majority required.*

When a local government resolves to impose a rate it is required to -

- set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value;
- set a rate which is expressed as a rate in the dollar of the unimproved value of rateable within its district to be rated on unimproved value

the unimproved value of rateable within its district to be rated on unimproved value.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Council's Adopted Budget underpins all Council's Projects and Programs for the 2020/2021 Year.

The 2020/21 Budget has worsening operating position over the previous budget however includes an overall no increase to rates and fees & charges. However, the budget includes a decrease in debt of \$98,717 and an additional \$163,223 in Reserves.

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

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

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
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

N/A

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

Financial - Low Risk. The budget outlines the expenditure and income for the 2020/21 Financial Year and has been developed following multiple workshops with Staff and Councillors.

Health – Low Risk

Reputation – Low Risk. All projected Expenditure & Income have been included in both the project and operational budgets.

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

Following Workshop Two an additional \$150,000 figure was allocated to Reserves being the following:

- \$75,000 Rec Centre Multi-Purpose Precinct
- \$75,000 Independent Living

This was due to the surplus figure being on the high end of what was presented at the second Budget Workshop.

The actual Income and Expenditure used in the 2019/20 Budget are a snapshot as at the 30th June 2020 and may change once the Annual Financial Statements have been audited.

10.1 WALGA – Notice of Annual General Meeting

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Notice of Annual General Meeting WALGA
Owner/Applicant	Nick Sloan, CEO of WA Local Government Association (WALGA)
Disclosure of Interest	Nil

2.56 pm

Mr Francis left the Meeting.

OFFICER RECOMMENDATION

That Council: -

Nominate Cr _____ and Cr _____ as Voting Delegates, and Cr _____ and the Chief Executive Officer as proxy Voting Delegates for the Western Australian Local Government Association 2020 Annual General Meeting, to be held on Friday, 25th September 2020 at Crown Towers, Perth.

RESOLUTION: 07-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council: -

Nominate Shire President Cr Davies and Deputy Shire President Cr Jo Haythornthwaite as Voting Delegates, and Cr Smith and the Chief Executive Officer as proxy Voting Delegates for the Western Australian Local Government Association 2020 Annual General Meeting, to be held on Friday, 25th September 2020 at Crown Towers, Perth.

CARRIED 8/0

Council Discussion

Cr McGuinness advised that unfortunately he will not be able to attend the AGM and submitted his Apologies.

Cr Stacey advised of his intent to attend as an Observer.

IN BRIEF

- The Western Australian Local Government Association (WALGA) has requested Council to nominate two Voting Delegates and two Proxy Voting Delegates for the 2020 WALGA Annual General Meeting to be held on Friday, 25 September 2020 at Crown Towers Perth.
- Member Local Governments are also invited to submit motions for inclusion on the Agenda for consideration at the WALGA 2020 AGM.

MATTER FOR CONSIDERATION

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

BACKGROUND

Due to the cancellation of the WA Local Government Convention and Trade Exhibition, WALGA will be holding a number of events alongside this year's AGM including a breakfast event with special guest speaker, a political forum available to Mayors, Presidents and CEOs and a sundowner at the end of the day's proceedings. A special lunch for WALGA award recipients will also be held by invitation only.

Council has been formally advised that the Nomination of ex-Councillor and Shire President Mr Brian Caporn for a Long and Loyal Service Award has been successful. WALGA has written to Mr Caporn advising of the Award and the Award Luncheon and Ceremony.

The Annual General Meeting of WALGA will be held from 1.30pm on Friday 25th September 2020 at Crown Towers.

All Member Local Governments are encouraged to have Voting Delegates attend the Annual General Meeting of the Association.

Attendance at the Annual General Meeting is free of charge to all Member Local Governments and lunch is not provided. Delegates must register their attendance in Advance.

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

Council is requested to nominate two Voting Delegates to attend the WALGA 2020 Annual General Meeting, along with two Proxy Voting Delegates. Only registered delegates or registered proxy delegates will be permitted to exercise voting entitlements on behalf of the Member Council.

Voting Delegates and Proxy Voting Delegates must be appropriately registered with WALGA by Friday, 28th August 2020.

Council's WALGA/CCZ Delegates are: -

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

Voting Delegate 2, Deputy Shire President, Cr Jo Haythornthwaite

Proxy 1, Shire President, Cr Wayne Davies

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

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

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

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

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

FINANCIAL IMPLICATIONS

Nil – Council provides a Budget Allowance for Elected Members attendance at Conferences and Training.

WALGA advises that there is no Cost to attend the Annual General Meeting and the Political Forum. There may be costs associated with the other Events / Functions being conducted on the same day as the AGM.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. If there are any costs associated with the WALGA AGM or associated Functions these will be provided for in Council's Elected Members Conferences and Training Budget Allocation.

Health – Risk Matrix Rating is assessed as Low.

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

A draft schedule is provided below:

7:00am Registration Desk open for *Breakfast*

7:30am – 9:00am WALGA Breakfast with Paul Hasleby

*Paul Hasleby appears by arrangement with Cheri Gardiner & Associates
This event is open to Elected Members, Local Government Officers and WALGA Preferred Suppliers.*

8:00am Registration Desk open for *Political Forum* and AGM

9:15am – 12:00pm Political Forum

This event is open to Mayors, Presidents and Local Government CEOs

11:30am – 1:30pm 2020 WALGA AWARDS Lunch - by invitation only

1:30pm – 5:30pm **WALGA Annual General Meeting** (includes presentation of Honours Awards)

2:50pm – 3:20pm Refreshments

3:30pm – 5:15pm **WALGA Annual General Meeting** *continues*

5:30pm – 7:00pm Sundowner

Schedule correct as of 20 July 2020. Times are subject to change.

10.2 Roe Tourism Association Memorandum of Understanding (MoU) 2020-2023

Meeting Date	30 th July 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) RTA MoU 2020 - 2023 (ii) Strategic Plan 'Forward Directions 2019-2021'
Owner/Applicant	Roe Tourism Association Inc.
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

Authorise the Chief Executive Officer to sign the Roe Tourism Association Memorandum of Understanding from the 1st July 2020 to 30th June 2023.

RESOLUTION: 08-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

That Council: -

1. Authorise the Chief Executive Officer to sign the Roe Tourism Association Memorandum of Understanding from the 1st July 2020 to 30th June 2023; and
2. That the Chief Executive Officer write to RTA suggesting that Clause 3.3 of the MoU be amended to "The Committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy. Any such levy is to be ratified by each individual Council".

CARRIED 7/1

Reason for Variation from Officer's Recommendation

Meeting noted and supported the proposed amendment to Clause 3.1 put by the Roe Tourism Association and Council suggested that Clause 3.3 also be amended to require any levy to be ratified by each individual Council.

IN BRIEF

- The seven (7) member Local Government Authorities of the Roe Tourism Association are working collaboratively on Tourism Development and Promotion in the Central Wheatbelt and in particular, on the "Pathway to Wave Rock".
- The purpose of the Memorandum of Understanding (MoU) is to establish a Membership and Financial contribution and commitment from the current seven (7) Member Councils that form the Roe Tourism Association.
- All Member Councils have been requested to place the MoU before the respective Council Meetings in July 2020.

MATTER FOR CONSIDERATION

Support for the Roe Tourism Association Tourism MoU for the period 1st July 2020 to 30th June 2023.

BACKGROUND

"Originally formed in 1998, the purpose of Roe Tourism is to work with the community and local business to promote the 'Pathways to Wave Rock' Self-Drive Trail and encourage visitors to come and see the many extraordinary and unique experiences which the region has to offer."

The Roe Tourism Association Inc was incorporated on the 16th January 2001.

At its Ordinary Council Meeting held on the 26th September 2019, Council resolved the following: -

"RESOLUTION: 46-19/20

- 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"

Roe Tourism Association is a collaborative, non-for-profit partnership between 7-member Local Government Authorities, being the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace, Narembeen and Quairading.

At the October 2019 General Meeting the Committee discussed and supported establishing and entering into a MoU with Member Shires to future-proof and provide a formal commitment to the Association. It was suggested the MoU timeframe could align with the RTA Forward Direction 2019-2021, or be considered for a longer period. The Executive Officer sent sample RTA MoU, with a copy of the Constitution to member Shire CEO's for review and request for any comments prior to the RTA Meeting on the 24th February 2020.

Following the February 2020 Meeting, the final draft of the RTA MoU was forwarded to member Shire CEO's with an established timeframe of a 3-year period, commencing 1st July 2020 to 30th June 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council's Administration has provided an Allowance of \$6,000 for the Annual Membership to RTA in the 2020/2021 Budget submitted for Adoption by Council. This in accord with the written advice from RTA on the Full Council Membership for the 2020/2021 Year.

Member Councils are required to make an annual financial contribution towards the operation and promotion of the "Pathways to Wave Rock" determined by the Roe Tourism Association.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services

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

COMMUNITY CONSULTATION

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

Council's Delegates (Cr Smith and Ms. Jill Hayes) have attended the Roe Tourism Association meetings where the MoU has been discussed.

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

Financial - Risk Matrix Rating is assessed as Low. Council's Administration has provided for the Annual Membership to RTA in the 2020/2021 Budget submitted for Adoption by Council.

The MOU provides for Member Councils to budget for Membership Subscriptions for each year for the 3 Financial Years. A Council that wishes to withdraw its membership during the Term of the MoU must provide 12 months' Notice of its Withdrawal.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated by participating in the MoU. Council is the most recent Council to join the Roe Tourism Association.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

10.3 Quairading Agricultural Society - Community Grant Variation

Meeting Date	30 th July 2020
Responsible Officer	GPO – Jen Green
Reporting Officer	GPO – Jen Green
Attachments	Nil
Owner/Applicant	Quairading Agricultural Society
Disclosure of Interest	Officer - Nil

Elected Member Declarations of Impartiality Interest

Declarations as made in Item 6 of the Meeting.

OFFICER RECOMMENDATION

RESOLUTION: 09-19/20**MOVED Cr Hippisley SECONDED Cr Cowcill**

That Council support the Quairading Agricultural Society's request to change their 2020/2021 Community Grants Project activity valued at \$3,000 from Tent Hire to Site Preparation for the Asphaltting of the Shed.

CARRIED 6/2

Pursuant to Section 5.21 (4) of the Local Government Act, Cr Jo Haythornthwaite requested that the Vote of all Members be recorded in the Minutes.

FOR: Cr Davies, Cr McGuinness, Cr Smith, Cr Stacey, Cr Cowcill and Cr Hippisley.

AGAINST: Cr Jo Haythornthwaite, and Cr John Haythornthwaite.

IN BRIEF

- The Quairading Agricultural Society (QAS) was granted \$3000 by Council to spend on the hiring of Stretch Tents for the 2020 Ag Show to be held on the 12th of October 2020.
- The QAS recently announced that due to the Covid-19 Pandemic, the 2020 Ag Show has been officially postponed until October 2021.
- QAS was successful in obtaining \$81,700.00 through the Federal Government's Regional Agricultural Show Development Grants Program to provide sealed flooring for the covered entertainment space (the Ag Shed) at the Quairading Agricultural Showgrounds and Greater Sports Ground, purchase dome shelters, purpose built trailer to store and transport the shelters, purchase portable light towers, a mobile cool room, and portable tiered seating.
- QAS is required to provide an in-kind contribution, which includes preparing the Ag Society Shed floor to be sealed with asphalt. Their preferred supplier has quoted \$2,500-\$3,000 for this work.
- It is now proposed for the \$3,000 granted under the 2020/21 Shire Community Grants to be spent on the preparation of the Ag Shed floor instead of the original purpose of the hire of stretch tents.

MATTER FOR CONSIDERATION

To approve the change of purpose of the 2020/21 Shire Community Grants towards the QAS's in-kind contribution to the Regional Agricultural Show Development Grants Program for the preparation of the Ag Society Shed floor to be sealed with asphalt.

BACKGROUND

Round 1 of the Community Grant Program was opened on 7th January 2020 with Policy and Grant Application forms forwarded via Mail Chimp to all Sporting and Recreation Clubs.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a weekly basis.

Closing date for the submission of applications for grant funding was on 31st March 2020.

Four categories of Grant Funding were promoted:

- Grant 1 - up to \$500 per annum – in-kind contributions from Council.
- Grant 2 – Minor Projects \$500 to \$2,500.
- Grant 3 – Major Projects over \$2,500.
- Grant 4 – Annual / Recurrent Funding.

A total of eight applications was received to the value \$21,150.00.

Grant Type	Number	Amount
1	0	\$0.00
2	2	\$1,650.00
3	1	\$3,000.00
4	5	\$16,500.00
Grand Total	8	\$21,150.00

The Quairading Agricultural Society were successful in the Grant 3 Category.

Grant 1 (in-Kind) funding will be open throughout the year and Approved by the CEO (sole discretion)

A second round of Grant 2 - (Minor projects) funding will be open from 1st July 2020 to 30th September 2020 and submitted to Council for Consideration.

The CEO does not have delegated authority to approve or vary Grants Categories 2,3 or 4.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Community Grants Policy

FINANCIAL IMPLICATIONS

Nil - Cost Neutral. Grant provided for in the 2020/2021 Budget submitted to Council for Adoption.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
S1.2	Promote increased participation in the social and cultural life of the community

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

The CEO discussed the proposal with the President of the Quairading Agricultural Society, Mr Peter Smith prior to the variation proposal being lodged with Council.

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

Financial - Risk Matrix Rating is assessed as Low. Proposal is to vary the purpose of the approved Community Grant. The amount of \$3,000 already provided for in Council's 2020/2021 Budget Allocation for the Community Grants Program (GL3212)

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is still providing \$3000 support to the QAS in its improvements to the Showgrounds infrastructure and enables the QAS to comply with its In Kind commitment to the Federal Government Grant Funding.

Operation – Risk Matrix Rating is assessed as Low. No impact on Council's operations as the project will be fully undertaken by the Quairading Agricultural Society and its preferred Contractor.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

No matters for consideration.

ITEM 14 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: 10-20/21

MOVED Cr Stacey SECONDED Cr Smith

That Council considers the confidential reports listed below in a meeting closed to the public at 3.26 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 14.1 Long Service Leave Application and Appointment of Acting Chief Executive Officer
- 14.2 Chief Executive Officer's Annual Performance Review – Consultant's Report to Council

CARRIED 8/0

3.26 pm

Mr Gilfellon, Mr Bleakley, Mrs Strauss, Mr Douglas and Ms Hayes left the meeting.

14.1 Long Service Leave Application and Appointment of Acting Chief Executive Officer (Confidential Item)

RESOLUTION: 11-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

That Council: -

1. Approve the Chief Executive Officer's Application for Long Service Leave and Annual Leave from Tuesday 29th September 2020 to Monday 30th November 2020 inclusive.
2. Approve of the Long Service Leave being taken at Double Pay, in accordance with Reg. 6B of the Local Government (Long Service Leave) Regulations.
3. Appoint Mr Allen Cooper as Acting Chief Executive Officer for the period from Tuesday 29th September 2020 to Friday 20th November 2020 inclusive;
4. Authorise the Shire President and Chief Executive Officer to negotiate the terms of employment in line with the current Terms of Employment for the Chief Executive Officer (in conformity with Band 4 of the SAT Determination).
5. Appoint Mr Nathan Gilfellon as Acting Chief Executive Officer for the period of from the Close of Business on Friday 20th November 2020 to 8.30 am on Monday 30th November 2020.

CARRIED BY ABSOLUTE MAJORITY 8/0

14.2 Chief Executive Officer's Annual Performance Review – Consultant's Report to Council (Confidential Item)

RESOLUTION: 12-20/21

MOVED Cr McGuinness SECONDED Cr Smith

Subject to the Consideration of the Consultant's Report: -

That Council adopt the Report from Consultant, Margaret Hemsley of LG People | Culture and 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 2019 to 30th June 2020 has been undertaken.
2. Endorses the Key Focus Areas and Actions for the Review Period 1st July 2020 to 30th June 2021.
3. Supports a 1.5% Increase in Mr Fardon's Base Salary effective from the 1st July 2020 and notes that the Total Reward Package is within Band 4 of the 2020 Determination of the Salaries and Allowances Tribunal.
4. Schedule the 2020/21 Annual Performance Review to be conducted by the 31st August 2021.

CARRIED 8/0

RESOLUTION: 13-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.29 pm.

CARRIED 8/0

14.3 Public Reading of Resolution

3.29 pm

Mr Gilfellon, Mr Bleakley, Mr Douglas and Ms Hayes returned to the meeting.

Having opened the meeting to the Public, the Shire President read aloud the decisions of Council for Item 14.1 and Item 14.2.

ITEM 15 NEXT MEETING DATE

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

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.33 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30th July 2020 were confirmed on 27th August 2020 as recorded on Resolution No. _____

Confirmed..... 27/08/20