

## **CHIEF EXECUTIVE OFFICER'S REPORT YEAR ENDED 30<sup>TH</sup> JUNE 2007**

Ladies and Gentlemen,

It gives me great pleasure to present the Chief Executive Officer's Report for the period ended the 30<sup>th</sup> June 2007.

The year under review has seen a number of projects and initiatives achieved whilst planning continues on many further projects to strengthen our Community and maintain and enhance facilities for the future. Again, Council was fortunate to attract significant External Grant funding which along with General Rate Revenue has enabled many capital projects to be progressed and the many ongoing Council programmes to be continued.

External Grant funding totalled \$1.72 million in the 2006/2007 year (compared to \$2.03 million in 2005/2006). Council is holding \$197,557 of unspent Supplementary Roads to Recovery funding which was received late in the 2005/2006 year. The full amount has been budgeted to be expended in the 2007/2008 year.

### **Council Staff**

Council Staff levels as at the 30<sup>th</sup> June 2007 remains at 24 Full Time and Part Time Equivalent positions.

Council employs Doctor Fleitmann, a Practice Manager, a Part Time Practice Nurse and two Part Time Receptionists at the Quairading Medical Centre. I thank the Doctor and his staff for providing outstanding medical service to our community over the past 9 years.

The recruitment and retention of staff remains a major challenge for this Council and for Local Government in general. Council continues to strive for continuity of skilled staff however this aim is becoming increasingly difficult to achieve. Council is committed to multi skilling of the staff to ensure skills gaps can be filled and that there is minimal disruption to programming and projects. I acknowledge the efforts of all our workers who remain loyal to Council and this Community.

I thank each and every Staff member for their dedication and concerted efforts. During the year Council saw the departure of Works Supervisor, Ray Pepper and the arrival of the new Works Supervisor, Keith Shaw. I thank all staff members for their commitment when staff numbers at times were low and the manner in which new employees have been welcomed into the Staff.

Deputy Chief Executive Officer, Tony Merillo, has continued to develop into the position of Deputy Chief Executive Officer. I personally congratulate Tony on his enthusiasm and sound accounting skills he has provided throughout the year under review.

I acknowledge all the Administration Staff for their support and commend them on their high level of friendly customer service provided throughout the year. All have worked closely together along with our Contract Accounting staff to maintain Council's sound financial position and compliance.

Staff changes for the year are detailed as follows: -

### Departures

Ray Pepper – Works Supervisor  
Chris Adams – Plant Operator  
Christopher McLellan – Labourer  
Darrel Sims – Leading Hand / Grader Driver  
Steve Woodhouse – Grader Driver  
Des Williams – Labourer  
Cyndi Mulders – Environment Officer

### New Employees

Keith Shaw – Works Supervisor  
Phil Benson-Lidholm – Assistant Gardener  
Rob Godfrey – Grader Driver  
George Jason – Truck Driver / Plant Operator  
Fred Ruck – Truck Driver / Plant Operator  
Vanessa Bloom – Practice Nurse  
Damian Priest – Environment Officer

Council is party to an agreement with the Shire of Beverley for the employment of the Environmental Health Officer / Building Surveyor and the Officer, Mr Frank Buise, attends the District three days per fortnight.

I also wish to acknowledge the outstanding level of service the Community is continuing to receive from the Community Development Officer, Apryl Longford, who has been a great asset to Council and the Community over the past five years in the position.

During the year, Ms Cyndi Mulders left the position of Environment Officer and Council was very fortunate to secure Damian Priest as a very able and energetic replacement.

John Vanderbroeck has continued to provide the Community with outstanding service at the Swimming Pool and he is commended for the manner in which he has presented the facility over the past 19 years.

Whilst not an employee, I also acknowledge the efforts of Mr Tony Holbrook who is the Honorary Caravan Park caretaker and always greets visitors to the Caravan Park.

### **Major Roadworks**

The following projects were undertaken on the road network in the 2006/2007: -

Goldfields Road      Widening, Reconstruction and Sealing – 3kms

Hayes Road            Realignment of Road / Corner

Sports Ground Entry    Reconstruct and Kerb

McLennan Street	Hotmix, Resurface and new Kerbing
New Carpark	Construction, Sealing and Kerbing
Corrigin Road	Widening, Reconstruction and Sealing – 2kms

Expenditure on the road network (both Construction and Maintenance) is a major cost centre for Council with over \$1.4 million dollars being allocated during the year under review.

### **Major Capital Projects**

Other major works completed during the 2006/2007 included the Design and Installation of Reverse Cycle Air Conditioning and Power Upgrade to the Town Hall building.

Total cost of this project was \$269,125 over 2 financial years, which was funded from an External Grant of \$80,000 from the Federal Government’s “Regional Partnership Program”. The balance of project funding came from Council’s Reserve Funds and General Revenue.

### **Finances**

In the 2006 / 2007 year Council adopted a budget expenditure (both operating and capital) totalling \$4.5 million (net of Depreciation and Reserve Fund provisions).

Council determined a 4.17% increase in total Council Rates levied for the 2006 / 2007 year over the Rates levied in the 2005 / 2006 year which represented an additional \$45,878 raised in Council Rates.

Council reviewed its policy of granting a rating concession for all rural properties with a land area of 200 hectares or less. This concession is granted by Council as the Valuer General imposes a loading on the Unimproved Valuations of these properties. This concession is determined by Council on an Annual basis and in the 2006 / 2007 year a 25% concession was continued to be granted.

Council’s cash balances held as at the 30<sup>th</sup> June 2007 were as follows: -

Unrestricted	503,244
Restricted	1,453,135
	\$1,956,379

This compares with a cash balance of \$1,529,088 as at 30/6/2006.

The following cash assets have been restricted in their use by legislation / regulation or other externally imposed requirements: -

	\$
Building Reserve	266,834
Furniture, Fittings & Equipment Reserve	18,132
Long Service Leave Reserve	64,243
Plant Reserve	211,818
Town Planning & Development Reserve	400,011
Sustainable Environment Reserve	62,042

Swimming Pool Reserve	154,157
Health Reserve	3,532
Joint Venture Housing (Homeswest)	26,389
Unspent Grants	<u>245,977</u>
	\$1,453,135

Restricted Cash Balance was \$907,011 as at 30<sup>th</sup> June 2006.

Major variations to the Reserve Fund balances were as follows: -

- Town Planning and Development Reserve increased to provide full funding for Stage 2 of the Reid Street subdivision (13 lots) in the 2007/2008 year.
- Creation of New Reserve Fund to provide future funds for the Joint Venture Housing Units in Suburban Road. This was previously treated as a Restricted Cash Asset.
- Swimming Pool Reserve Fund – increased allocation to accumulate funds for a future upgrade of the Swimming Pool.

### **Loan Funds**

Council's Loan liability as at the 30<sup>th</sup> June 2007 was \$187,538 compared to \$270,943 at 30<sup>th</sup> June 2006 and compared to \$675,060 as at 30<sup>th</sup> June 2000.

No new loans were raised in the 2006/2007 year.

### **Financial Ratios**

Council's Debt Service Ratio (Principal and Interest repaid in 2006/2007 compared to Available Operating Revenue) as at the 30<sup>th</sup> June 2007 was 4.0% which remains unaltered from the ratio as at the 30<sup>th</sup> June 2006.

Council's Current Ratio (Current Assets versus Current Liabilities) over recent years had experienced an adverse trend, however sound financial strategies and prudent monitoring has seen the Ratio improve from 0.37 in 2004/2005 to 1.72 in the 2006/2007 year. Council continues to have a sound financial position with low loan liability and healthy Reserve Fund balances for future commitments and projects.

Council recognises the need to set aside funds for major asset renewal and to sustain the effort level on the local road infrastructure.

### **National Competition Policy**

I hereby report that no new local laws were adopted or gazetted in the year under review.

Council conducts an ongoing review of its existing local laws and it is considered that there are no local laws in place which would impact on competition.

Pursuant to the Clause 7 Statement, I confirm that Council operates the Quairading Medical Centre. The Practice is operated on a “full cost recovery” basis and Council undertakes this service as a “Community Service Obligation”.

It is not considered that this activity is anti competitive.

### **Disability Services Outcome**

The Shire of Quairading has an ongoing commitment to improving and maintaining existing services and facilities to ensure that they meet the needs of people with disabilities.

Council adopted its Revised Disability Plan on 21<sup>st</sup> October 2004 for the period 2004 – 2009.

The Shire of Quairading is committed to achieving the following objectives:

**Objective 1:** To ensure all Council services and functions are accessible to people with disabilities.

**Objective 2:** To ensure Council buildings and facilities are accessible to people with disabilities.

**Objective 3:** To provide all information about Shire of Quairading functions, facilities and services in formats that meet the communication requirements of people with disabilities.

**Objective 4:** To raise staff awareness of the needs of people with disabilities and to equip staff with information and skills to enable them to provide accessible service to people with disabilities.

**Objective 5:** To provide people with disabilities opportunities to participate in decision-making processes, public consultations and complaint mechanisms.

**Objective 6:** To provide Equal Employment Opportunities for people with disabilities within the Shire of Quairading.

In the 2007/2008 year, Council is required to prepare a new “Disability Access Inclusion Plan” which when adopted will supersede the existing “Disability Plan”. Copies of the Disability Service Plan are available upon request at the Shire Office.

### **Freedom of Information**

The Shire of Quairading will provide information to people requesting it from Council in accordance with relevant State legislation. Should a request not be met satisfactorily then a Freedom of Information Application can be lodged with Council.

During the year ended 30<sup>th</sup> June 2007, no formal requests for information were received.

### **Record Keeping Compliance**

The Shire of Quairading is committed to achieving good compliant record keeping practices with Council’s Record Keeping Plan being approved for a period of three years by the State Records Commission.

Council is to review its Record Keeping Plan prior to the 31<sup>st</sup> October 2007.

Council's record keeping system has improved with the introduction of the Plan, with records kept in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

Council has developed an induction program that incorporates education to new employees on their role and responsibility in regard to the conduct of Council's record keeping plan.

### **Public Interest Disclosures**

The Public Interest Disclosure Act 2003 facilitates the disclosure of public interest information, and provides protection for those making such disclosure and those who are the subject of the disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

The Chief Executive Officer has complied with all obligations under the Act.

### **Conclusion**

I take this opportunity to thank the Elected Members of Council who volunteer their time and energies for the betterment of facilities and services for this Community and for the District's future. I thank all Councillors for their support of the whole staff for the past 12 months.

I also acknowledge the efforts of all volunteers who commit their time to the many Community Groups and Committees who assist Council throughout the year.

In closing, I thank the Shire President, Cr Brown and Deputy Shire President, Cr Richards for their outstanding efforts during the year under review and I sincerely thank them for their continued total support shown to me as Chief Executive Officer.

**GRAEME A FARDON**  
**Chief Executive Officer**

12<sup>th</sup> September 2007

## **SHIRE PRESIDENT'S REPORT YEAR ENDED 30<sup>TH</sup> JUNE 2007**

It is my pleasure to present the Annual Report for the financial year to 30<sup>th</sup> June 2007. Last year I reported on Council staff completing end of year Financial Statements earlier than past years, and I am pleased to report that in year 2007 the Staff have continued with this excellent achievement.

### **Quairading Centenary Celebrations**

The response to celebrations of our Centenary held on the 25<sup>th</sup> and 26<sup>th</sup> August 2007 was overwhelming. The weekend was well supported by our local community and past residents contributed magnificently, with a large turnout on Saturday 25<sup>th</sup>, however Sunday's weather did dampen numbers.

The Centenary Committee are to be congratulated on putting on an excellent programme. I congratulate Cr Dana O'Hare as Chairperson of this Committee.

To our Community Development Officer, Apryl Longford, "you did us proud". I personally witnessed Apryl's involvement in planning this event and our Community can be most thankful for your professional and due diligence to this once in a lifetime celebration.

### **Local Government Structural and Electoral Reform**

I have reported over the past two years on this subject. Our State Government continues to state that there will be no enforced Local Government amalgamations in this term of Government. The operative word is term.

The Queensland Government recently approved details of amalgamations in their State, leaving Western Australia to be the last State to introduce legislation on this matter.

Quairading Shire does not support amalgamation and remains strongly committed to continuing with the Shires of Beverley, Brookton, Cunderdin and York (SEAVROC) with our Regional Cooperation Strategy, in which I am pleased to report is continuing to progress well, and most recently have held discussions with the Minister for Local Government, Ljiljanna Ravlich who has embraced our Group as a trendsetter and has nominated SEAVROC as a model for the future.

### **Mr B E (Mick) Laycock – OAM Honours Award**

Australia Day 2007 was celebrated at the Bowling Club again this year with an enthusiastic crowd in attendance and we thank the Ladies Bowling Club for support of this popular event.

The day was enhanced firstly with Mick Laycock being awarded the Order of Australia Medal (OAM) for his dedication to Local Government, Rural Health and the Agricultural Industry. Council as a co-sponsor of this nomination were thrilled Mick had been recognised by the Australian Honours Committee.

Secondly, I had much pleasure in conducting a Naturalisation Ceremony for Mrs Corry Groeneveld of 22 Gillett Street, where she pledged her commitment to become an Australian Citizen. Corry was

surrounded by her family Mary and Neil Edmands and it was a joyous occasion for all those in attendance.

### **Local Government Elections 2007**

It was disappointing that all Councillor positions were not filled for the 20<sup>th</sup> October 2007 Election. It means an Extraordinary Election will be necessary. This also occurred in the 2005 Election. I am of the firm belief that Quairading should look very seriously at reducing Council representatives from nine to seven when the review of elected members / district representation is due in 2008. I have closely monitored the outstanding success of the Shire of York which now has six Councillors and a district population of around 3,500. It begs the question why Quairading with a population of 1,100 and experiencing difficulties in filling the vacancies, would want to retain the status quo.

I take this opportunity to congratulate Councillor Elect Graham Anderson and I wish him well, and also Councillors Bavin, Hawksley and Hippiisley on being returned unopposed for a four year term ending in 2011.

### **City / Country Partnership**

Our partnership with the City of Melville is now entering its third year and I am very pleased to report on the continued success of this venture.

Both Local Governments have been committed to make the partnership work and our Chief Executive Officer, Graeme Fardon, has played a significant role in maintaining Quairading's enthusiasm.

On Tuesday 18<sup>th</sup> September 2007, Chief Executive Officer Graeme Fardon and myself presented the City of Melville with a magnificent painting featuring Quairading's prominent buildings as part of our goodwill. I extend on behalf of Council and the Community, our appreciation to Mrs Margaret Shenton for her artwork and husband Noel for the framing. Melville City Mayor, Katherine Jackson, and Councillors were thrilled with the presentation and stated Quairading were fortunate to have such a "famous" talented artist. Indeed we are.

I detail for your information some of the successful connections and achievements of our Partnership: -

- Sporting Clubs – Bowling and Tennis Annual Challenge
- Heathcote Art Gallery – involvement with Quilters of Quairading
- Indigenous Connection – Social days between Willagee and Quairading
- Strategic Planning Issues – Senior Melville staff and Chief Executive Officer Graeme Fardon networking on the following: -
  - Town Planning Issues and Policies
  - Dog Act Enforcement
  - Community Development
  - Sustainability Issues
  - Return visits

To assist Quairading citizens to relate to the demographics of the City of Melville, I advise: -

- Population – 100,000
- Dwellings – 40,000
- Area – 53 square kilometres featuring 18.1 kilometres of foreshore to Swan and Canning Rivers
- 600 hectares of Public Open Space
- 210 Parks and Reserves

I consider this Partnership Agreement with Melville will have long term benefits for our Community and I encourage Council to remain vigilant to ensure its future.

### **Appreciation**

This will be my final Annual Report, having now decided after 35 years and 5 months involvement with Local Government to call it a day and now look forward to retirement and continue to enjoy family and our grandchildren. My wife Phyllis has provided enormous support to me, carefully monitoring my ambitions and ego, and I am grateful for her patience and steadfast loyalty.

I hereby record my respect for our Chief Executive Officer Graeme Fardon. I have experienced 100% loyalty since his appointment in 1993 when I was first elected Shire President and it is ironic that in my second stint, 14 years on, Graeme has continued to serve Council and Community as a dedicated and professional employee. Beyond the late Mr Jack Keast (27 years) Graeme is Quairading's second longest serving Executive Officer in Quairading's Local Government History and I extend my grateful appreciation for his patriotic support.

I once again acknowledge Cr Darryl Richard, my Deputy, for his unquestionable devotion to his position and loyalty provided to me.

Thank you to all Councillors who have served with me over my time on Council and I look forward to Quairading's exciting development and Council's sound government in the future. There is so much to look forward to. "Quairading Forever"

**D.J. (Don) BROWN JP**  
**Shire President**