

ITEM 7

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 22ND DECEMBER 2016
COMMENCING AT 12.20PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr B K Caporn	Shire President
Cr W M F Davies	Deputy Shire President
Cr L R Brown	
Cr J N Haythornthwaite	
Cr B McGuinness	
Cr G J McRae	
Cr W E Shenton	
Cr G B Taylor	
Mr G A Fardon	Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary
Mrs A G Strauss	Part-time Clerical Officer
Mr T J Newick	Manager of Works and Services (12.20pm to 1.26pm)
Mr R M Bleakley	Economic Development Project Officer (from 2.18pm)
Sgt Shane Hickman	Quairading Police (12.20pm to 12.42pm)

Observers

Ms J Hayes
Mr J W Haythornthwaite

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

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

1 Minute silence was held for the Late Mr Ernest Bowyer and Mrs Pamela Swithenbank on their Passing.

ITEM 3 PUBLIC QUESTION TIME**Ms J Hayes**

Nil

Mr J W HaythornthwaiteQuestion

Mr J Haythornthwaite questioned details of a number of accounts for payment in November 2016.

- a.) EFT 3641 Water Usage for House – Question Taken on Notice.
- b.) EFT 3648 Truck Service – What Service / Repairs were completed for \$4838.96? – Question Taken on Notice.
- c.) EFT 3680 Inspection of Machine Q4818 \$791.00? – The Chief Executive Officer confirmed that the Account was for the Inspection of the Vehicle for Registration purposes.
- d.) EFT3655 Country Ford \$154.25 – Vehicle Inspection of Council's Truck Q450.
- e.) 23092 & 23105 Quairading Tyre & Battery Supplies \$62.55 – Chief Executive Officer confirmed that this was a Duplicate Payment which has since been repaid to Council.

Question

Mr Haythornthwaite commented that he understood that Council's New Works Employee only has a "C" Class Licence and enquired whether Ratepayers are liable for an Upgrade of Motor Vehicle Licences to a Plant Operator.

Response

The Chief Executive Officer responded that he would not address individual Employees' Terms of Employment however Council had in the past supported Employees progressing with Upgrading of Motor Vehicle Driver Licences.

Question

During the last Meeting Mr Haythornthwaite commented that he indicated to the Chief Executive Officer wished to leave the Chambers and was ignored.

Response

The Chairman informed Mr Haythornthwaite of the Procedure to depart / enter the Chambers in the future.

Question

Mr J Haythornthwaite queried the condition of the Bulyee Road, Bond Road and Corrigin Road – with a 80mm Drop Off in places and the timing of remedial works and commented that the Grader was last there in September 2015.

Response

The Manager of Works & Services confirmed that the Shoulder Drop Off Grading would be undertaken when Council Plant is there for the Construction Work.

The Chief Executive Officer reported on the Written Responses to Mr J Haythornthwaite's Questions from the November 2016 Council Meeting:-

Response***"Public Question Time – 24th November 2016 Council Meeting***

I refer to your Question at the recent Council Meeting in regard to seeking further details of EFT Payment No 3554 to Hitachi Construction Machinery (Australia) Pty Ltd totalling \$2,409.66 (inc GST).

"I advise that the Invoice / Payment relates to the undertaking of the 500 Hour Routine Service in Quairading of Council's Hitachi ZX160 Excavator."

"Public Question Time – 24th November 2016 Council Meeting

I refer to your Question at the recent Council Meeting in regard to Pegs located along the Bulyee Road from Haythornthwaite Road to Wamenusking Road.

"I advise that the Pegs are "Offsets" to indicate the existing centreline of the Road before the Work Construction commences."

Question

Mr Haythornthwaite queried why the Pegs were not in line on Bulyee Road and had different measurements on them.

Response

The Shire President sought clarification on the intent of Mr J Haythornthwaite's question as this question had been answered previously and further advised that the Matter was an Operational one and that Mr Haythornthwaite should await the Works Construction on Bulyee Road.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Sergeant Hickman expressed his appreciation of the Support the Shire has given him over the last three and a half years, and indicated that he'll be shortly transferring to Brookton. Police Officer Mr John Hancock (an ex Quairading Resident) will be replacing him as Officer in Charge and bring with him his 33 years of Policing experience.

Sergeant Hickman gave an overview of the District's Policing Statistics:-

There has been a reduction in antisocial & crime within the Shire, but in saying that, during the school holidays there was a spike in petty crime, and more recently the Caravan Park Camper's Kitchen was burgled.

The Shire President conveyed Council's thanks to Sergeant Hickman for his Honesty and Commitment whilst in Quairading.

The Chief Executive Office also thanked Sergeant Hickman for the good relationship between the Police, Council and the Staff and wished him well in his placement at Brookton.

12.42 pm

Sergeant Hickman left the Council Chambers.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

ITEM 6 DECLARATIONS OF INTEREST

Nil – at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 24TH NOVEMBER 2016

92-16/17 MOVED Cr Davies seconded Cr Shenton that the Minutes of the Ordinary Meeting of Council held on 24th November 2016 be confirmed as a true and correct record of that Meeting subject to the following amendments:-

- Line following Motion 71-16/17 to be deleted.
- Final Paragraph on Page 2 to have the words “free of charge to Council” removed.

CARRIED 8/0

Business Arising

Tree Removal prior to School starting (Item 8.2)

Cr Haythornthwaite queried if the tree obscuring the 40 km School Zone Sign will be removed prior to the School commencing in February 2017.

The Manager of Works & Services confirmed that this Work would be completed.

Caravan Park Management Plan Motion 103-15/16

Cr Haythornthwaite commented that the Motion should be acted upon and the Management Plan be completed. The Chief Executive Officer said that he will direct the Economic Development Project Officer to focus on completing the Caravan Park Management Plan for Council's consideration.

ITEM 8 WORKS

Item 8.1 Works Committee Meeting held 13th December 2016

Hayes Road and Cubbine Road (W3-16/17)

93-16/17 MOVED Cr McGuinness seconded Cr Brown that Council adopt Works Committee Recommendation W3-16/17: -

1. Council's Manager of Works and Services to provide an Initial Inspection Report and undertake immediate remedial shoulder repairs on the identified 1km section.
2. Council engage Independent Civil Engineering Consultant, Roadswest Engineering, to prepare a Future Strategy Plan (including Drainage Improvement) for Hayes Road (1km section) for Draft Budget Consideration.
3. Cubbine Road Future Strategy to include Sealing of a 2km section for future Budget Consideration.

MOTION WITHDRAWN BY MOVER AND SECONDER

94-16/17 MOVED Cr McGuinness seconded Cr Brown that: -

1. Council's Manager of Works and Services to provide an Initial Inspection Report and undertake immediate remedial shoulder repairs on the identified 1km section.
2. Cubbine Road Future Strategy to include Sealing of a 2km section for future Budget Consideration.

CARRIED 8/0

The Meeting noted that the Tree Mulching and Scouring repairs would be undertaken by Council's Works Crew as a matter of Priority.

Doodenanning – Greenhills Road

The Meeting was advised that the Shire of York had advised that the Doodenanning – Greenhills Road was unable to be RAV Rated. The Chief Executive Officer undertook to write to the Shire of York in the New Year offering Council's support for the request to Main Roads for the assessment of the Doodenanning – Greenhills Road for RAV Purposes.

Water Fountain

Council was advised that the Fountain had been installed and was operational.

Bulyee Road Upgrade

Council was advised that the Upgrade Roadworks would commence in Mid-February 2017.

Mulching Contractor

Discussion ensued in regard to Council's Mulching Program and the possibility of utilising a Contractor to speed up mulching capabilities.

The Manager of Works and Services provided information on the Excavator Usage and the operation of the Mulching Attachment.

95-16/17 MOVED Cr McRae seconded Cr McGuinness that the cost of engaging a Tree Mulching Contractor be listed for Draft Budget Consideration.

CARRIED 8/0

Road Maintenance Policy and Procedure

A Draft Policy on Road Maintenance Inspection and Management Procedure was foreshadowed with the objective to provide direction to Council's Works Staff, requiring a twice a year Full Road Inspection to guide the Road Maintenance Program.

Newell Street

Council was advised that repairs would be undertaken in Newell Street in January 2017 with Asphaltting to be completed in February 2017.

Item 8.2 Other Works Matters

Waste and Recycling Facility Forum – 22nd December 2016

96-16/17 MOVED Cr McGuinness seconded Cr Brown that Council vary the Operation of the Waste & Recycling Facility from the 23rd December 2016 to have all Recyclables (Kerbside and at the Waste & Recycling Facility) collected and transported by Council's Contractor Avon Waste out of the District for a Trial Period of 6 Months.

CARRIED 8/0

1.26pm

The Manager of Works and Services left the Council Meeting.

ITEM 9 MATTERS PENDING / ACTION SHEET

Council discussion ensued on the following: -

- Item 1 – Policy Manual Review: Service Levels / Road Policy – Twice a Year Road Inspection and Budget Report.
- Item 2 – Structures at Badjaling Reserve: Chief Executive Officer to following up with the Department of Aboriginal Affairs.
- Item 4 – Aged Housing: Information on Independent Living Units to be published in next Shire eNewsletter.
- Item 7 – Reconciliation Action Plan: Very successful Meeting held on 14th December 2016.
- Item 10 – Audio Visual Upgrade at Town Hall: Concern that there is no Progress.
- Item 13 – Main Road Intersection with Winmar Road: Concept Plans received from Main Roads WA to be forwarded to Councillors to provide informal feedback to the Chief Executive Officer.
- Item 12 – Pink Lake Layby: Chief Executive Officer to follow up progress with the Regional Manager of Main Roads WA.
- Item 17 – Waste and Recycling Facility Forum: Strategy Forum to be held in April 2017.

97-16/17 MOVED Cr McGuinness seconded Cr Shenton that Item 18: Waste and Recycling Facility (W8), be removed from the Matters Pending / Action Sheet.

CARRIED 8/0

98-16/17 MOVED Cr Davies seconded Cr McRae that Item 36: Leave Policy, be removed from the Matters Pending / Action Sheet.

CARRIED 8/0

- Item 38 – Waste Management Strategy and Strategic Community Planning Process: Item to be included within Item 17.

99-16/17 MOVED Cr McGuinness seconded Cr McRae that Item 45: Purchase and Installation of Water Fountain – Main Street Precinct, be removed from the Matters Pending / Action Sheet.

CARRIED

- Item 50 – Facility Usage Agreement – Quairading Football Club: To be finalised for Presentation at the February 2017 Council Meeting.

ITEM 10 INFORMATION SESSION / DELEGATES' REPORTS

Item 10.1 Shire of Quairading / City of Melville Partnership

Council was advised that the Mayoral Dinner held on Friday 25th November 2016 had been a very enjoyable Function.

Council noted that there was no response to date to Council's correspondence to the City proposing Biennial Visits.

Item 10.2 Regional Cooperation

Regional Heritage Advisor, Mr Stephen Carrick, to be invited to meet with Council at the Ordinary Meeting of Council to be held on Thursday 30th March 2017.

Cr Davies commented on possible Regional Subsidiaries Opportunities.

Item 10.3 Delegates' Reports

Cr Haythornthwaite

Cr Haythornthwaite reported attending a Childcare Committee Meeting and the final Meeting for 2016 of the Quairading Tourist and Tidy Town Committee.

Cr Haythornthwaite advised that she had been unable to attend the Community Christmas Party on Friday 16th December 2016.

Chief Executive Officer

The Chief Executive Officer reported attending the WALGA Central Country Zone Meeting in Lake Grace on Friday 2nd December 2016 and the Education Issues had been left on the Zone's future Agendas.

Item 10.4 Report on Delegated Authority Exercised

Report Noted by Council.

ITEM 11 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 11.1 Building and Town Planning Development Committee Meeting held 6th December 2016

Tennis Club Meter Box

The Chief Executive Officer was requested to have the Electrician inspect the Switch Board above the Barbecue at the Tennis Club.

2.18pm

The Economic Development Project Officer entered the Council Meeting.

Staff Housing

Staff Housing and Workforce Plan to be discussed during Draft Budget Deliberations.

Naming of Rooms at the Community Resource Centre (B11-16/17)

100-16/17 MOVED Cr Davies seconded Cr McGuinness that Council adopt Building and Town Planning Development Committee Recommendation B11-16/17 that: -

- 1. Council support the inclusion of a short history of each locality;**
- 2. The history of each Locality not be included on the Door Plate, instead be produced by the Quairading Community Resource Centre and framed and affixed within the Room.**

CARRIED 7/1

Quairading Community Resource Centre Security and Computers (B12-16/17)

101-16/17 MOVED Cr Davies seconded Cr Shenton that Council adopt Building and Town Planning Development Committee Recommendation B12-16/17 that: -

- 1. That Council not support the relocation of Computers from the Training Room to the Front Office of the Quairading Community Resource Centre;**
- 2. That the Co-ordinator and Staff of the Quairading Community Resource Centre monitor use of the Training Room when being used by Customers and carry out regular inspections to ensure all external doors are locked; and**

3. That the Chief Executive Officer and Staff investigate the relocation of the CCTV Monitor and additional Door Locks.

Council Discussion

It was noted that instead of an additional Monitor, the CCTV Images could be installed on the CRC Office Computer Screens.

Chief Executive Officer to clarify if the supervision of visitors is stated as a CRC Responsibility in the Building Agreement.

CARRIED 7/1

Item 11.2 Other Building Matters

Swimming Pool

The Economic Development Project Officer reported on the following: -

- Reticulation and laying of the Lawn being completed.
- Radio Broadcast held on Wednesday 21st December 2016 from the Pool.
- Vac Swim Program commenced on Saturday 17th December 2016.

Works Depot

Council noted the progress of the Works Depot Upgrade and that the Design and Construct Tender had been advertised.

Independent Living Units

State Government Funding Announcement for 2017/2018 year noted by Council.

Solar Panels on Administration Centre

Council noted that the Solar Panels had been installed on the Administration Centre.

Grant Funding

Progress on Funding Opportunities was sought. The Economic Development Project Officer reported that Funding Applications had been on hold due to the Swimming Pool Project.

Hall / Administration Centre Parking Plan

Councillors to be provided with a copy of the Hall / Administration Centre Parking Concept Plan.

2.37pm

Council adjourned for Afternoon Tea.

3.00pm

The Council Meeting resumed.

ITEM 12 FINANCE

Item 12.1 Finance and Audit Committee Meeting held 13th December 2016

102-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt Finance and Audit Committee Recommendations F5-16/17 and F6-16/17: -

Accounts for Payment – November 2016 (F5-16/17)

Council adopt the following:

- 1. That Schedule of Accounts covering Municipal Vouchers 23072 to 23108 & EFT3634 to EFT3716 & DD12177.1 to DD12177.11 & DD12178.1 to DD12178.11 & DD12179.1 TO DD12179.11 totalling \$1,067,722.50 be received; The balance of all other outstanding Sundry Creditors to the 30/11/2016 total \$65,627.49; and**

2. That Police Licensing payments for the month of November 2016 totalling \$40,517.95 be received (Attachment 4.1.2); and
3. That fund transfers to Corporate Credit Card for November 2016 totalling \$165.00 be received (Attachment 4.1.3); and.
4. That Payroll payments for the month November 2016 totalling \$247,274.43 be received; and
5. That fund transfers from Trust account to Municipal account for November 2016 totalling \$3,523.88 be received; and.
6. That the WestNet payment for the month of November 2016 totalling \$184.95 be received.

Fund Balances Report – November 2016 (F6-16/17)

Council adopt the Fund Balances for the Period ending 30th November 2016.

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c	\$886,780.26	Reconciled Municipal Balance	\$3,487,451.83
At Call - Invest.	\$400,000.00	(Plus Outstanding Payments)	\$33,996.84
Childcare Centre	\$17,197.60	(Less Outstanding Deposits)	(\$2,750.63)
Medical A/c	\$63,309.23	(Less Outstanding Transport)	(\$1,410.95)
T/Deposit 6 Mth	\$350,000.00		
T/Deposit 4 Mth	\$300,000.00		
T/Deposit 2 Mth	\$800,000.00		
T/Deposit 2 Mth	\$400,000.00		
T/Deposit 4 Mth	\$300,000.00		
Total Municipal	<u>\$3,517,287.09</u>		<u>\$3,517,287.09</u>
At Call - Reserve	\$959,796.56		
T/Deposit-Reserve	\$878,850.00		
T/Deposit-Reserve	\$1,267,697.41		
Total Reserves	<u>\$3,106,343.97</u>		<u>\$3,106,343.97</u>
Trust A/c	\$86,843.25		
Police Licensing	\$1,410.95		
Total Trust	<u>\$88,254.20</u>		<u>\$88,254.20</u>
	<u>\$6,711,885.26</u>		<u>\$6,711,885.26</u>

Financial Information–Statements of Income and Expenditure for the Period Ending – 30th November 2016 (F6-16/17)

Council adopt the Financial Statements for the period ending 30th November 2016.

Financial Statements – Variation to Budget by Percentage or Value – 30th November 2016 (F6-16/17)

Council adopt the Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30th November 2016.

CARRIED 8/0

Lease of Colour Copier – 2016 / 2017 Budget (F7-16/17)

103-16/17 MOVED Cr McRae seconded Cr Davies that Council adopt Finance and Audit Community Recommendation F7-16/17 to purchase a new Colour Printer as per the Perfect Computer Solutions quote of \$672.73 (ex GST), and review advantages and usage of the Printer after 6 months.

CARRIED 8/0

Community Budget Submissions – 2017 / 2018 Budget (F8-16/17)

104-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt Finance and Audit Community Recommendation F8-16/17 that:-

- 1) Council advise Community Groups that Project Funding Applications are being considered and that no application will be accepted after the 31st March 2017.**
- 2) Future editions of the Council Newsletters and other Publications to include articles to encourage Community Group Submissions by the Deadline Date**

CARRIED 8/0

Revaluations 2016 / 2017 Budget – Fair Value (F9-16/17)

105-16/17 MOVED Cr McRae seconded Cr Taylor that Council adopt Finance and Audit Community Recommendation F9-16/17:-

- 1) That Council accept the quote from Pickles Valuation Services to complete both the Fair Value and Insurance Replacement Values for \$8,800 (inclusive of both GST and all other Incidentals).**
- 2) That Pickles Valuation Services be immediately appointed to ensure that valuations are completed as at 30 June 2017.**

CARRIED 8/0

Audit Certificate and Management Letter Year Ended 30th June 2016 (F10-16/17)

106-16/17 MOVED Cr McRae seconded Cr Shenton, that Council adopt Finance and Audit Community Recommendation F10-16/17: -

- 1. Council note the Unqualified Audit Report and the Management Letter from Council's Auditor for the Year Ended 30th June 2016.**
- 2. That a Review of the Operating Shortfall Ratio be undertaken for the February 2017 Finance and Audit Committee Meeting.**

CARRIED 8/0

Review of Systems Regarding Risk Management, Internal Control and Legislative Compliance (F11-16/17)

107-16/17 MOVED Cr McRae seconded Cr Davies that Council adopt Finance and Audit Community Recommendation F11-16/17: -

- 1. That the Finance and Audit Committee note the results of the Chief Executive Officer's Review of the Appropriateness and Effectiveness of the Shire's Systems in regard to Risk Management, Internal Control and Legislative Compliance.**

2. **That Committee recommend the Chief Executive Officer's Report dated 8th December 2016 be accepted by Council.**

CARRIED 8/0

Childcare Centre – Additional Day (F12-16/17)

108-16/17 MOVED Cr Haythornthwaite seconded Cr Davies that Council adopt Finance and Audit Committee Recommendation F11-16/17 that a 6 Month Trial Period of Operating a 4th day (Fridays) at the Little Rainmaker Child Care Centre be undertaken and the viability of the additional day be reviewed as part of the 2017/18 Draft Budget Consideration.

Council Discussion

Motion to be set aside due to presentation of late information.

MOTION SET ASIDE

109-16/17 MOVED Cr McGuinness seconded Cr Shenton that Late Items not be considered by Council if not in the Council Agenda by Close of Business on the Friday prior to the Meeting.

Council Discussion

Cr Haythornthwaite referred to the Local Government Act Section 5.5.(1): -

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of meeting.

MOTION WITHDRAWN

110-16/17 MOVED Cr McGuinness seconded Cr Shenton that: -

1. **Council accept Late Items this month with no Late Items to be accepted by Council from February 2017.**
2. **The Quairading Community Resource Centre Tourism Agreement and Community Service Agreement be referred to the February 2017 Finance and Audit Committee Meeting for Consideration and Recommendation to Council.**

CARRIED 7/1

Childcare Centre – Additional Day (F12-16/17)

Cr Shenton declared an Interest in this Item.

111-16/17 MOVED Cr McRae seconded Cr Davies that Cr Shenton remain in the Meeting but not Discuss or Vote on the Item.

CARRIED 7/0

112-16/17 MOVED Cr Haythornthwaite seconded Cr Davies Council adopt Finance and Audit Community Recommendation F11-16/17 that a 6 Month Trial Period of Operating a 4th day (Fridays) at the Little Rainmaker Child Care Centre be undertaken and the viability of the additional day be reviewed as part of the 2017/18 Draft Budget Consideration.

CARRIED 7/0

Item 12.2 Other Finance Matters

Nil

ITEM 13 OTHER MEETINGS

Nil

ITEM 14 OFFICERS' REPORTS WITH RECOMMENDATIONS**14.1.1 Annual Report for Year Ended 30th June 2016****REPORTING OFFICER**

Graeme A Fardon – Chief Executive Officer Date 8th December 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Acceptance of Annual Report for the year ended 30th June 2016.

APPLICANT'S SUBMISSION – Annual Report to be circulated under separate cover.

BACKGROUND – Council is required to accept the Annual Report of Council.

STATUTORY ENVIRONMENT - Sections 5.53, 5.54 and 5.55 of the Local Government Act 1995 states as follows: -

- 5.53.** (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
- (a) a report from the mayor or president;
 - (b) a report from the CEO;
 - (c) a report of the principal activities commenced or continued during the financial year;
 - (d) an assessment of the local government's performance in relation to each principal activity;
 - (e) an overview of the principal activities that are proposed to commence or to continue in the next financial year;
 - (f) the financial report for the financial year;
 - (g) such information as may be prescribed in relation to the payments made to employees;
 - (h) the auditor's report for the financial year; and
 - (i) such other information as may be prescribed.

Acceptance of annual reports

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

1. If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Notice of annual reports

- 5.55** The CEO is to give local public notice of the availability of the Annual Report as soon as is practicable after the report has been accepted by Council.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION

COMMENT – Once accepted, the Annual Report is to be presented to the Electors at the Annual Electors Meeting.

Council is required to hold the Annual Electors Meeting within 56 days of Council receiving the Annual Report. This means the Annual Electors Meeting must be held no later than Thursday 16th February 2017.

Council is also required to give at least 14 days Public Notice of the Annual Electors Meeting.

Council's known Meeting Dates in February 2017 (prior to the 16th February) are as follows: -

- Tuesday 7th – Building and Town Planning Development Committee at 5.00pm.
- Tuesday 14th – Works and Finance Committee at 5.00pm.

The Chief Executive Officer has applied for 7 day Annual Leave from Thursday 9th February 2017 to Friday 17th February 2017 (inclusive).

It is recommended that the Annual Electors Meeting be held either following the Building and Town Planning Development Committee Meeting on Tuesday 7th February or held on Wednesday 8th February 2017.

The date will allow sufficient time to advertise to comply with the Statutory Public Notice Period.

OFFICER RECOMMENDATION

113-16/17 MOVED Cr Haythornthwaite seconded Cr Davies that: -

- 1. Council accept the Annual Report for the Year Ended 30th June 2016.**
- 2. Council to set the Date / Time for the Annual Electors Meeting as 7pm on Tuesday 7th February with the Building and Town Planning Development Committee Meeting being held at 4.30pm.**

CARRIED BY ABSOLUTE MAJORITY 8/0

ITEM 15 OTHER OFFICERS' REPORTS – FOR INFORMATION – NO RECOMMENDATIONS TO COUNCIL

Item 15.1 Manager of Health and Building Services

Report Noted by Council.

Item 15.2 Environment Officer's Report

Nil, Officer on Maternity Leave.

Item 15.3 Community Emergency Services Manager's Report

Report Noted by Council.

Item 15.4 Community Development Officer's Report

Report Noted by Council.

ITEM 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING

114-16/17 MOVED Cr Brown seconded Cr Taylor that Council accept New Business.

CARRIED 8/0

16.1	Appointment of a Relief Chief Executive Officer during Chief Executive Officer's Leave
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 21st December 2016

DISCLOSURE OF INTEREST – Chief Executive Officer, Mr Graeme Fardon, due to take Annual Leave for various periods in January, February and late May to early July 2017.

OWNER/APPLICANT – Nil

MATTER FOR CONSIDERATION – Appointment of Relief Chief Executive Officer, Mr Neville Hale

APPLICANT'S SUBMISSION – Copy of Mr Hale's CV is provided for Members' Information

BACKGROUND – The Chief Executive Officer has previously reported his desire to take Annual Leave for approximately two (2) weeks during January and February 2017.

Proposed Dates of the Annual Leave are: -

Monday 23rd January to Friday 27th January (5 days)

Thursday 9th February to Friday 17th February (7 days Annual Leave)

The Writer formally advises of his Intention to take Annual Leave for a maximum Period of six (6) weeks from Monday 29th May 2017 to Friday 7th July 2017.

The Writer has met with experienced Local Government Officer, Mr Neville Hale, as to his availability to cover during the Chief Executive Officer's Absence.

I also report that Council's Deputy Chief Executive Officer Mr Merillo comes back from Leave on the 3rd January 2017. It is proposed that the Deputy Chief Executive Officer undertake Financial Management and Balancing of the Financial Statements to the end of December and then January during the Chief Executive Officer's Absences on Annual Leave in January and February 2017.

STATUTORY ENVIRONMENT – Local Government Act 1995 – Council to appoint a Person as Chief Executive Officer or to Act as Chief Executive Officer in the Incumbent's Absence.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – 2016/2017 Budget: Provision of \$25,000 has been made in the Budget for the Engagement of an Acting / Relief Chief Executive Officer during Extended Periods of Leave. It has been recommended by WALGA HR Service that the Acting Chief Executive Officer be engaged on the same Salary Level as the Chief Executive Officer and in addition that Superannuation of 9.5% is Payable.

Council's Salaries and Wages Budget provides for 52 Weeks of the Chief Executive Officer's Salary.

The Acting Chief Executive Officer would need to be employed for several additional days for "Handover from and to the Chief Executive Officer" on the various Periods of Leave.

Based on the Chief Executive Officer's Current Salary, the Acting Chief Executive Officer Engagement for an estimated nine (9) weeks in total will cost \$28,057 plus Superannuation of \$2,665; totalling \$30,722.

Council has the ability as part of the Mid Year Budget Review in March 2017 to determine if Whole or Part of Mr Fardon's Annual Leave Payment be funded from the Long Service Leave and Annual Leave Reserve.

It is recommended there be an adjustment for the additional costs as part of the Mid Year Budget Review.

STRATEGIC IMPLICATIONS – Need to ensure Continuity of Council's Business and Good Governance.

COMMUNITY CONSULTATION – Nil

COMMENT – Mr Hale has indicated his interest and willingness to fulfil the Acting Chief Executive Officer Assignment for the proposed Leave Periods.

I report to Council that Mr Hale was referred by the WALGA Workplace Service and I confirm that there are no Fees or Commissions charged by WALGA for Mr Hale's Placement.

OFFICER RECOMMENDATION

1. **That Council appoint Mr Neville Hale to the Position as Acting Chief Executive Officer for the Periods of Leave being taken by Chief Executive Officer Mr Fardon during January, February and May to July 2017.**
2. **That the Acting Chief Executive Officer be remunerated at Mr Fardon's Current Salary Rate plus 9.5% Superannuation.**

Council Discussion

Extensive Council discussion ensued on the Employment Period of a Relief Chief Executive Officer and the ability of the Deputy Chief Executive Officer to undertake the Role during short absences including the last week of January 2017.

COUNCIL MOTION

115-16/17 MOVED Cr Davies seconded Cr Brown: -

1. **That Council appoint Mr Neville Hale to the Position as Acting Chief Executive Officer for the Periods of Leave being taken by Chief Executive Officer Mr Fardon during February and May to July 2017.**
2. **That the Acting Chief Executive Officer be remunerated at Mr Fardon's Current Salary Rate plus 9.5% Superannuation.**

CARRIED BY ABSOLUTE MAJORITY 7/1

REASON FOR VARIATION TO OFFICER RECOMMENDATION

Council noted that last week in January was a short working week (plus Handover Days) and the appointment of an external Acting Chief Executive Officer could not be justified.

16.2	Road Realignment
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Elected Members to be circulated information received from Main Roads WA on the Winmar Road / York – Merredin Road Realignment for comment back to the Chief Executive Officer for collation and comment back to Main Roads.

16.3	Australia Day / Citizen of the Year
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Council was advised that to date, two (2) Nominations had been received for the Citizen of the Year Award to be presented on Australia Day.

Judging Panel to consist of the Shire President, Deputy Shire President, Proxy Cr McGuinness and two Past Winners of the Award.

16.4	Minutes / Agendas
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The Economic Development Project Officer commented on the size of recent Minutes and Agendas. Council Members suggested summarising the Documents as attachments to the Minutes.

116-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that the Chief Executive Officer and Chief Executive Officer's Secretary undertake a Minutes and Agenda Preparation Course and Time Management Training.

CARRIED 8/0

ITEM 17 NEXT ORDINARY MEETING

Thursday 23rd February 2017 in the Council Chambers commencing at 2.00pm.

ITEM 18 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 4.20pm.

I certify the Minutes of the Ordinary Meeting of Council held on 22nd December 2016 were confirmed on 23rd February 2017 as recorded on Resolution no _____

Confirmed..... 23/2/17