

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 24TH OCTOBER 2013
COMMENCING AT 2.00PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr D C Richards	Shire President
Cr B K Caporn	Deputy Shire President
Cr T C Andrews	
Cr J A Bavin	
Cr C M Cousins	
Cr WMF Davies	
Cr R C Hawksley	
Cr G J McRae	
Mr G A Fardon	Chief Executive Officer
Mr A J Merillo	Deputy Chief Executive Officer
Mr T J Newick	Manager of Works and Services (2.00pm to 3.11pm)
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr R M Bleakley	Economic Development Project Officer (4.02pm to 6.18pm)
Mr G Tester	Manager of Health and Building Services (4.02pm to 4.25pm)

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

The Shire President welcomed Cr McRae to her first Ordinary Council Meeting.

Cr Richards advised Councillors that dinner would be held at the Quairading BP Roadhouse following the Meeting.

ITEM 2.1 PUBLIC QUESTION TIME

There being no Members of the Public present, the Meeting proceeded to the next item of business.

ITEM 2.2 DEPUTATIONS

Nil

ITEM 3 DECLARATIONS OF INTEREST

Council was advised by the Shire President that the Deputy Shire President, Chief Executive Officer and himself had participated in a Teleconference with Ms Jennie Law of the Department of Local Government prior to the Meeting to seek guidance on whether Cr McRae as a Member of the "Concerned Citizens of Quairading" Group needed to declare an "Impartiality Interest" before considering any proposals or items relating to the Regional Transition Group.

Cr Andrews declared an Interest in Item 10.2 – Building Licence Issued to Kelobe Investments Pty Ltd.

Cr Davies declared an Interest in Item 10.1.3 – Dissolution of Dudinanning (Doodenanning) Cemetery Board.

Cr McRae advised that she would not be declaring an Interest during Future Amalgamation discussions at this Meeting as she believed it was her democratic right. Cr McRae further advised that she had sought clarification from the Western Australian Local Government Association in regard to this matter.

The Meeting noted that further clarification was required on the advice separately received from the Department of Local Government & Communities and the Western Australian Local Government Association.

ITEM 4 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26TH SEPTEMBER 2013

Business Arising

Confirmation of Minutes

Cr Richards advised that the word “correct” was not included in Motion 51-13/14 on page 3.

Kevill’s Lake

Cr Richards commented on the need for figures on the Lease or Purchase for Kevill’s Lake.

Cr Davies advised that he was well aware that any Council interest in Kevill’s Lake was not included in Council’s Long Term Financial Plan.

Automated Weather Station

Cr Richards queried whether information had been received on an Automated Weather Station at the Quairading Airstrip.

Cr Davies advised that he had not received the information from the Bureau of Meteorology.

Country Reform Policy Forum

Cr McRae registered her interest in nominating for the WA Local Government Association’s Country Reform Policy Forum.

68-13/14 MOVED Cr Davies seconded Cr Caporn that Council endorse Cr McRae’s nomination for the WA Local Government Association’s Country Reform Policy Forum.

CARRIED 8/0

69-13/14 MOVED Cr Bavin seconded Cr Andrews that Council accept the Minutes of the Ordinary Meeting of Council held on 26th September 2013 as a true and correct record subject to the inclusion of the word “correct” in Motion 51-13/14 on page 3.

CARRIED 8/0

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Old School Block

Cr Davies reported attending the Opening of the “Quairading District High School Outdoor Classroom” on Tuesday 22nd October 2013 at which an interesting animation was shown highlighting the importance of the Old School Building.

The Chief Executive Officer advised Council that he had requested a copy of the DVD for Council from Community Arts Network WA.

It was noted that although Noongar children did not attend the Old Quairading School, they had been accepted into State Schools as a result of the lobbying by Mr John Kickett.

Encroachment on Road Reserve – Mawson

Cr Hawksley sought progress on the matter of the Encroachment on the Road Reserve. The Chief Executive Officer advised that he has not finalised this item.

Geographic Names Committee

Cr Richards sought progress on the Proposed Road Names. The Chief Executive Officer reported that publicity is to be undertaken seeking Public Comment on the Proposed Road Name Changes.

Badjaling Reserve

Cr Cousins queried progress on the Badjaling Drainage issue.

The Chief Executive Officer advised that a copy of correspondence from the Public Transport Authority (PTA) had been received advising that it was reticent to close the rail line for any other use. The correspondence further advised that the PTA were willing to look at drainage options.

The Chief Executive Officer provided Cr McRae with brief background information in regard to the Badjaling Drainage issue commenting that the matter had been ongoing for a long period of time.

Grain Freight and York – Merredin Road

Cr Davies congratulated the Chief Executive Officer on correspondence prepared and forwarded to the Premier in regard to the closure of the York to Quairading Railway Line.

Extensive Council discussion ensued in regard to ramifications of closing the Railway Line and the obvious impact upon Road Safety due to the significant projected increase in Road Train movements.

Council believed that increased pressure should be applied to all State Politicians on this issue.

70-13/14 MOVED Cr Andrews seconded Cr Caporn that Council lobby Members of Parliament in regard to the Railway Line Closure, including a copy of the correspondence sent to the Premier.

CARRIED 8/0

Additional Land for Industrial and Commercial Use

Cr Richards reported that he had spoken to Mr John Ryan of Ausplow who had indicated his desire to build an Industrial Machinery Shed and Residence in Quairading. The Meeting noted that the Shire President and Chief Executive Officer would arrange to meet Mr Ryan and Mr Chester in the near future.

Fixed Seating – Undercover GSG / Changerooms

The Chief Executive Officer's Secretary reported that the seating had arrived, however the order appeared incorrect. Council was advised that further information regarding the seating was awaited from the manufacturer.

Untidy Property – 85 Heal Street

The Chief Executive Officer reported that the Manager of Health and Building Services, Mr Gordon Tester, would report on this item later in the Meeting.

ITEM 5 WORKS

Item 5.1 Works Committee Meeting held on 15th October 2013

Badjaling Road (W7-13/14)

71-13/14 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W7-13/14 of the Temporary Closure of Badjaling Road for safety reasons.

CARRIED 8/0

The Meeting noted advice from the Chief Executive Officer that further information would be provided to Council on the Permanent Closure of Roads.

Main Roads WA: York – Merredin Road Widening Project (W9-13/14)

72-13/14 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W9-13/14: -

- 1. Council endorse the actions of the Chief Executive Officer and Manager of Works and Services to withdraw participation from the Strip Widening Project on the York – Merredin Road; and**
- 2. Council endorse the Council Correspondence sent to the Premier and Main Roads WA by the Chief Executive Officer.**

The Manager of Works and Services explained the reasons for the recommendation.

The Manager of Works and Services advised that any works carried out needed to be of a Highway Standard similar to that carried out on Brookton Highway.

Cr Richards commented that this was an excellent recommendation.

Cr Hawksley stated that an extra 400 Road Train Trips would be undertaken on the York – Merredin Road during the Harvest Period compared to the 8,000 plus Road Train Movements proposed by CBH for the Quairading – Cunderdin Road post Harvest.

CARRIED 8/0

Roads to Recovery

The Chief Executive Officer spoke to the item in the Works Committee Minutes and advised that he was seeking to provide an Information Session to Council on the various Road Funding in the near future.

It was resolved that the Presentation be made prior to the next Committee Meetings to be held on 19th November 2013.

Item 5.2 Other Works Matters

The Manager of Works and Services advised that the Works Team were continuing with the Road Construction / Maintenance Programme.

The Chief Executive Officer thanked the Manager of Works and Services for works carried out at or near the Quairading District High School in preparation of the Centenary Celebration.

Cr Davies advised that the Quairading District High School was very mindful of the works carried out by Council and passed on the School's appreciation.

3.11pm

The Manager of Works and Services left the Council Meeting.

ITEM 6.1 SHIRE OF QUAIRADING / CITY OF MELVILLE PARTNERSHIP

Cr Richards reported that Mayor Aubrey and Mrs Aubrey would be unable to attend the Freeman Function on Friday 8th November 2013 due to Annual Leave.

Council was advised that Cr Mark Reynolds had been elected as Deputy Mayor of the City of Melville.

Cr Richards reported that Mayor Aubrey's daughter had also been elected as a Councillor for the City of Melville.

Council was informed that Mayor Aubrey was keen to attend Council's Christmas Function this year.

ITEM 6.2 SEARTG

Council was advised that a South East Avon Regional Transition Group Meeting had been held in Quairading on Wednesday 16th October 2013, however the Meeting Minutes were yet to be provided by the Executive Officer.

The issue of Transition Costs was discussed by Council and noted that the initial Transitional Costs totalling \$295,000 required to be committed by the Member Councils.

Council discussion ensued in regard to IT Systems used by the various Councils and that further preliminary investigations were being undertaken on the most effective expenditure of the funds.

Council was informed that Mr Graeme Cooper had retired from the Shire of Cunderdin and therefore would no longer be able to serve on either the SEARTG Board or the SEAVROC Board.

Cr Richards reported that he had foreshadowed that he was stepping down as Chairman of the SEARTG Board and Cr Rod Carter of the Shire of Cunderdin would be nominated in his place.

The Chief Executive Officer reported that the Shire of Beverley have deferred the installation of the LGS Computer System. Both Shires of York and Quairading were currently using Synergy Soft with success. Council was advised that there is no agreement or decision on future Local Government Software Systems and it was proposed to get best value for the funding available and to ensure connectivity between the Councils.

Cr Davies reported on Cloud Technology. The Chief Executive Officer advised that the City of Armadale was currently trialling this technology and SEARTG had attempted to arrange a display of this technology by the City of Armadale.

Cr Richards commented that Mr Kim Kay had not provided recent promotional material as requested. Council concurred that it was critical to get current and correct information out to Community Members.

Cr Richards reported that the 7th November 2013 was the deadline for the IT Report.

Council was advised of the extension of the Transitional Funding by the Department of Local Government and Communities to the 2016/2017 Year.

Cr Caporn commented that with the State Government pushing Metropolitan Amalgamations, there may be no money left for Country Council Amalgamations.

Council discussion ensued on the funding of future Voluntary Amalgamations.

ITEM 6.3 Chief Executive Officer's Performance Review

Cr Hawksley queried whether the Chief Executive Officer was planning a Holiday Break?

The Chief Executive Officer advised that he was planning to take 3 weeks Annual Leave in late December / early January 2014 and another week in February. The Chief Executive Officer thanked Elected Members for their concern.

Cr Richards commented that this had been quite a busy and difficult year with many Chief Executive Officers experiencing "burn out" and that this was a very good question.

Cr Davies congratulated the Chief Executive Officer on the precise and professional way he handled the Local Government Election.

Cr Richards commented that a member of the public had spoken highly of the Chief Executive Officer's conduct of the Election. Cr Richards stated that Council will not get a more professional Chief Executive Officer.

The Chief Executive Officer advised of a new Council "family member" with Hollie and Karl Smith having a daughter, Phoebe Smith.

The Chief Executive Officer tabled a copy of Council's Organisational Structure and advised that a copy would be forwarded to Councillors via email. Council was advised that Youth Centre Supervisor and Childcare Acting Supervisor Positions were currently being finalised.

The Chief Executive Officer reported that Town Planning Services and Ranger Services are being successfully contracted through the Shire of York.

It was noted by Council that Council's Workforce Plan demonstrated extra positions are required and that these positions are funded for in this Year's Budget.

Cr Richards reported on recent Staff absences within the Administration Centre. Cr Richards made mention of the late delivery of this month's Council Meeting Agenda advising that we are not machines, we are only human when unexpected absences occur.

3.37pm

73-13/14 MOVED Cr Hawksley seconded Cr Bavin that Council suspend Standing Orders for Afternoon Tea.

CARRIED 8/0

4.01pm

74-13/14 MOVED Cr Bavin seconded Cr Andrews that Standing Orders resume.

CARRIED 8/0

4.02pm

The Economic Development Project Officer and the Manager of Health & Building Services entered the Council Meeting.

ITEM 10 REPORTS

Item 10.2 Manager of Health and Building Services' Report

10.2.1 Building Licences Issued

Cr Andrews declared an Interest in Building Licence 9-13/14.

The following Building Licences were issued: -

Licence No 8-13/14
Robert Buck
39 Jennaberring Road, Quairading
Building – Carport
Value - \$3200.00

Licence No 9-13/14
Kelobe Investments Pty Ltd
5 Cubbine Road, Quairading
Building – Below Ground Swimming Pool
Value - \$25,600.00

Licence No 10-13/14
Quairading District High School
18 Cubbine Road, Quairading
Building – Demolition of Shed
Value – N/A

Licence No 11-13/14
 Shire of Quairading
 8 McLennan Street, Quairading
 Building – Demolition of House
 Value - N/A

Licence No 12-13/14
 Shire of Quairading
 10 McLennan Street, Quairading
 Building – Demolition of House
 Value – N/A

Licence No 13-13/14
 Carol & Anthony Dall
 14 Gillett St, Quairading
 Building – Dwelling Alterations
 Value - \$19,600.00

Item 10.2.2 Other Health Matters

The Manager of Health and Building Services provided a brief report on the new Cat Act which comes into force on the 1st November 2013.

Council was advised that a Regional Grant had been obtained for the Construction of Cat Holding Facilities at the Shires of Kellerberrin, Tammin, Cunderdin, Beverley, Quairading and York however the project is to be retendered due to the excessive Tender Amounts received.

Council noted that Council's Health Local Laws allowed for only 2 Cats over the age of 3 months to be housed per Property, without Council Approval for the Keeping of Additional Cats.

Untidy Property – 85 Heal Street

The Manager of Health and Building Services provided an update on the property at 85 Heal Street after his recent Inspection of the Property.

It was resolved that the Chief Executive Officer, the Manager of Health and Building Services and Mr Juras meet to work out a way forward.

Cr Davies requested that Mr Juras' brother and sister in law be included in discussions.

Cr McRae queried whether Nursing Assistance had been sought. The Manager of Health and Building Services advised that contact had been made with limited feedback to the Health Surveyor from the Health Service Manager.

The Deputy Chief Executive Officer queried the difference between the untidy property at the entrance to York and that at 85 Heal Street. The Manager of Health and Building Services provided comment to the Meeting on this issue.

75-13/14 MOVED Cr Davies seconded Cr Bavin that the Chief Executive Officer, Manager of Health & Building Services and the Environmental Health Officer meet with Mr Juras and his family to discuss the housing situation.

CARRIED 8/0

4.25pm

The Manager of Health and Building Services left the Council Meeting.

ITEM 7 BUILDING

Item 7.1 Building and Town Planning Development Committee Meeting held 8th October 2013

Cr Caporn reported that there were no recommendations coming forward from the Building and Town Planning Development Committee Meeting.

Item 7.2 Other Building Matters

New Council Residence

Council noted that the new residence in Edwards Way was progressing well.

Shire Hall Kitchen

The Economic Development Project Officer provided a verbal report on the Shire Hall Kitchen.

Council was advised that training on the Kitchen Appliances would be provided to regular users of the Kitchen as and when required.

Cr Caporn queried whether curtaining is to be provided in the Coolroom. The Chief Executive Officer advised that curtaining had not been included in the final Tender Specifications.

Cr Cousins suggested that the Bain Marie trays be engraved to minimise losses.

Cr McRae queried the ease of stacking the Coolroom shelves. The Economic Development Project Officer advised that the shelves are easily adjusted depending upon the usage requirement.

ITEM 8 FINANCE

Item 8.1 Finance and Audit Committee Meeting held 15th October 2013

76-13/14 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendations F19-13/14 to F22-13/14: -

Accounts for Payment – September 2013 (F19-13/14)

1. **That Schedule of Accounts covering Municipal Vouchers 21499 to 21554 & EFT851 to EFT913 totalling \$433,675.35 be received; The balance of all other outstanding Sundry Creditors to the 30/09/2013 total \$204,666.57; and**
2. **That Payroll payments for the month September 2013 totalling \$167,947.18 be received; and**
3. **That Police Licensing payments for the month of September 2013 totalling \$43,665.30 be received; and**

4. That Motor Charge Ltd Payment for the month of September 2013 totalling \$396.26 be received; and
5. That fund transfers from Trust account to Municipal account for September 2013 totalling \$1,000.00 be received.
6. That fund transfers to Corporate Credit Card for September 2013 totalling \$2,591.24 be received.
7. That WestNet payments for the month of September 2013 totalling \$368.95 be received.

Fund Balances Report – September 2013 (F20-13/14)

The Fund Balances for the period ending 30th September 2013, as presented to Council be adopted.

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 221,807.33	\$ 2,813,234.63
At Call - Invest.	\$ 550,000.00	
Childcare Centre	\$ 4,336.35	
Medical A/c	\$ 30,041.74	
T/Deposit 3 Mth	\$ 501,726.03	
T/Deposit 3 Mth	\$ 100,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 400,000.00	
T/Deposit 3 Mth	\$ 201,890.41	
T/Deposit 3 Mth	\$ 200,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
Total Municipal	\$ 2,811,802.16	
Trust A/c	\$ 9,073.37	\$ 9,284.43
Police Licensing	\$ 4,309.85	\$ 4,309.85
At Call - Reserve	\$ 291,432.64	
T/Deposit-Reserve	\$ 519,010.67	
T/Deposit-Reserve	\$ 800,000.00	\$ 2,444,781.84
T/Deposit-Reserve	\$ 834,338.53	

Financial Information – Statements of Income and Expenditure for the Period Ending 30th September 2013 (F21-13/14)

The Financial Statements for the period ending 30th September 2013, as presented to Council be adopted.

Financial Statements – Variation to Budget by Percentage or Value – September 2013 (F22-13/14)

The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30th September 2013, be adopted.

CARRIED 8/0

Schedule of Fees & Charges – Childcare Concession – Staff Fees (F23-13/14)

77-13/14 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F23-13/14 that the current concession remain in place with annual reviews to be undertaken with other Council Fees and Charges.

CARRIED 8/0

Disposal of Assets 2012/2013 (F24-13/14)

78-13/14 MOVED Cr Bavin seconded Cr Hawksley that Council adopt Finance and Audit Committee recommendation F24-13/14 that approval to the Writing Off of an additional \$30,786.00 as part of determining Fair Value on Council's 2012 / 2013 Asset Register be sanctioned.

CARRIED BY ABSOLUTE MAJORITY 8/0

Item 8.2 Other Finance Matters

Cr Bavin reported that Council had raised Rates of \$1.74M of which \$1.35M or 77.3% had been paid by the Due Date.

Cr Davies queried the Bowling Club Annual Funding of \$10,500 compared to lesser amounts to other Sporting Clubs.

The Shire President and Chief Executive Officer provided information in regard to the Annual Sporting Grants that are made on a Year by Year Budgetary Decision of Council.

Cr McRae queried whether funding guidelines for all Clubs could be prepared for Councillors' information and future use.

The Chief Executive Officer advised that all Clubs are invited to make Funding Submissions through the Community Development Officer prior to 31st March each year if they are requiring Cash or In Kind Contributions from Council.

Cr Cousins suggested that Clubs be requested to provide Financial Statements when requesting Council Financial Assistance.

The Chief Executive Officer advised that a Schedule of each Club's Facilities Use and costs associated with utilising the facilities could be prepared.

Cr Richards requested that this issue be placed on the Agenda for the next Quairading and District Sport and Recreation Council Meeting.

ITEM 9 OTHER MEETINGS

Item 9.1 Medical Executive Committee Meeting held on 1st October 2013

Local Indigenous Artwork (MEC6-13/14)

79-13/14 MOVED Cr Andrews seconded Cr Hawksley that Council adopt Medical Executive Committee recommendation MEC6-13/14 that Council purchase Local Indigenous Artwork to the value of up to \$600.00 for the Quairading Medical Practice.

The Shire President explained the need to have Community Inclusion on any Artworks displayed at the Surgery. The Meeting noted that the Motion is to a maximum of \$600 which could include multiple items.

The Deputy Chief Executive Officer queried where the Artwork would be costed to and was advised that it would be funded from the Medical Practice Operational Account (Non Capital).

CARRIED 8/0

Item 9.2 Fire Control Officers' Meeting held on 3rd October 2013

80-13/14 MOVED Cr Hawksley seconded Cr Davies that Council adopt Fire Control Officers' recommendations FCO2-13/14 to FCO6-13/14: -

Appointment of Chief Bush Fire Control Officer (FCO2-13/14)

Mr Hawksley be appointed as Chief Bush Fire Control Officer for the forthcoming year.

Joint Deputy Chief Bush Fire Control Officers (FCO3-13/14)

Mr A McRae and Mr J Smart be appointed as Deputy Chief Bush Fire Control Officers for the forthcoming year.

Fire Control Officers (FCO4-13/ 14)

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

Mr G A Fardon	Mr P Groves
Mr N N Fraser	Mr A D McRae
Mr T Harlow	Mr J Smart
Mr C Anderson	Mr B Wilson
Mr A D Gelmi	Mr N Gelmi
Mr S Hadlow	Mr M Whyte
Mr N Stone	Mr B Slater

Fire Weather Advisors (FCO5-13/14)

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

Town	Mr G A Fardon / Mr A Merillo
North West Area	Mr J Smart
South West Area	Mr G Richards
South East Area	Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr Slater – Community Emergency Services Manager

Dual Fire Control Officers (FCO6-13/14)

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

York	Mr J Smart
Cunderdin	Mr J Smart
Tammin	Mr S Hadlow
Kellerberrin	Mr N Gelmi
Bruce Rock	Mr P Groves
Corrigin	Mr N R Stone
Brookton	Mr C Anderson
Beverley	Mr A D Gelmi

CARRIED 8/0

81-13/14 MOVED Cr Hawksley seconded Cr Andrews that Council adopt Fire Control Officers' recommendations FCO7-13/14 and FCO8-13/14: -

Restricted Burning Times (FCO7-13/14)

1. The meeting support the Restricted Burning Period commencing at midnight on Tuesday 15th October 2013 and remain in place until midnight 31st October 2013; and
2. That subject to Seasonal Conditions, the Prohibited Burning Period be from midnight on the 31st October 2013 to midnight 14th February 2014.

Aerial Firebreak Inspection (FCO8-13/14)

An Aerial Firebreak Inspection be carried out this year.

CARRIED 8/0

The Shire President reported that the Fire Control Officers' Meeting had been very good.

Council was advised that due to favourable weather conditions, there was a significantly increased fuel load this year.

Cr Hawksley stated the need to advertise the new Bush Fire Reporting Number. Council was advised that new fridge magnets had been ordered.

Cr McRae queried how the magnets would be distributed to landowners. Council was advised that Fire Control Officers would be provided with magnets to distribute within their areas. Magnets will also be available for collection from the Shire Administration Centre, Quairading BP Roadhouse and the CBH Receiving Bin.

Item 9.3 Special Meeting of Council held on 21st October 2013

82-13/14 MOVED Cr Caporn seconded Cr Bavin that the Minutes of the Special Meeting of Council held on 21st October 2013 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report

10.1.1 Proposed Shed – Lot 112 (24) Murphy Street, Quairading

SENIOR OFFICER

Graeme A Fardon – Chief Executive Officer

REPORTING OFFICER

Kira Strange – Planning Officer (Shire of York)

Date: 27 September 2013

DISCLOSURE OF INTEREST Nil

OWNER/APPLICANT – Mr Richard Clarke

MATTER FOR CONSIDERATION – A Planning Application has been submitted to construct a shed in the rear yard of Lot 112 (24) Murphy Street, Quairading. The shed is proposed to be 14m long and 6m wide (i.e. 84m² in area) with an eave height of 3.4 metres and a roof height of 4.04 metres.

The size of the shed exceeds the 'deemed to comply' provisions of the Residential Design Codes and the Chief Executive Officer's delegated authority, and therefore must be determined by Council.

APPLICANT'S SUBMISSION

"The proposed shed is to replace 2 existing sheds that are constructed out of corrugated iron and timber with dirt floors and no power also they are not weather proof it would not be a cost efficient process to bring these sheds up to a standard that I could use to restore motorcycles and store my car and boat also the existing sheds have in the past have had a termite infestation and are not structurally sound.

The new shed will be located 1 metre off my rear boundary and 1 metre from my side boundary due to position of the deep sewer, I have talked to my common neighbour in relation to this and they have no issues with this fact as they plan to put a shed on this boundary in the near future, also due to the layout of the existing sheds I cannot access my rear yard except by using the rear lane in the future after the removal of the sheds I will be able access from Murphy Street.

I have sourced the shed from a local business and the erection will also be completed by a local business. The existing sheds will be removed within 6 weeks after the erection of new shed"

BACKGROUND – The subject lot is located in Murphy Street in the Quairading townsite. Currently there is a dwelling as well as a number of outbuildings existing on the lot.

The surrounding development consists of single storey dwellings on the adjacent side of Murphy Street with the school oval on the opposite side. There is an unsealed laneway at the rear of the property which currently provides secondary access to the property.

STATUTORY ENVIRONMENT

Quairading Town Planning Scheme No. 2

The subject property is zoned Residential and coded R10/20. Single houses, ancillary outbuildings and dwellings are permitted to be constructed without planning consent under Clause 7.2(b) of the Scheme if they comply with the provisions of the Scheme and Residential Design Codes (R-Codes). The proposed shed does not comply with the deemed-to-comply provisions and therefore a planning application was required.

Part IV of the Scheme sets out the general development requirements and the relevant provisions have been considered as follows:

- Site requirements – as per the R-Codes. Table 2a requires the shed to be setback 1.5 metres from side and rear boundaries. The proposed setback is 1 metre and does not comply with this.
- Appearance of buildings – Materials and colours of the outbuilding shall be complementary to the existing development.
- Residential zone –
 - The proposal is consistent with the objectives of the zone in that it proposes ancillary residential development.
 - In accordance with Clause 4.9.3, the R20 coding can be utilised.

Clause 7.4 sets out the requirements for advertising of applications. The application did not require advertising.

The application is consistent with the provisions of the Scheme.

State Planning Policy 3.1 – Residential Design Codes

The subject property has a dual coding R10/20. In accordance with Clause 4.9.3 of the Scheme, the property is connected to the reticulated sewerage system and therefore, the R20 coding can be utilised.

Part 4 of the R-Codes sets out the provisions where neighbour consultation is required. These provisions have been considered as part of the assessment of this application and it is considered that the application does not require neighbour consultation as the proposed development will not adversely impact any adjoining residential properties.

Part 5 of the R-Codes sets out the design elements. All relevant provisions have been considered as follows:

- 5.1.2 – Street setback. The shed is located in the rear yard and therefore complies with this provision.
- 5.1.3 – Lot boundary setback. Table 2a requires the shed to be setback 1.5 metres from side and rear boundaries. The proposal does not comply with this provision.
- 5.1.4 – Open space. Table 1 specifies that 50% of the site is provided for open space in the R20 coded areas with a minimum of 30m² of outdoor living area. The plans submitted indicate that the proposed development will not reduce the open space below 50%. The outdoor living area requirement will be assessed when the Building Permit application is submitted.
- 5.1.6 – Building height. Table 3, Category B applies that specifies a maximum 6 metre wall height and a maximum 9 metre overall for a pitched roof. The proposal complies.
- 5.2.1 – Setback of garages and carports. Complies as it relates to setbacks from primary and secondary street frontages.

- 5.3.3 – Parking. Two (2) car parking spaces are to be provided for dwellings with 2 or more bedrooms. Proposal complies.
- 5.3.3 – Vehicular access. Access to the site and car parking spaces is to be provided from Murphy Street. The rear access that currently exists will no longer be used upon completion of this outbuilding.
- 5.3.9 – Stormwater management. The R-Codes, where climatic and soil conditions, require stormwater to be directed to garden areas, sumps or rainwater tanks for effective retention of stormwater on-site. It is recommended that a rainwater tank be installed and that the applicant submit details of the proposed stormwater management with the application for a building permit.
- 5.4.3 – Outbuildings. The deemed-to-comply provisions state that outbuildings cannot collectively exceed 60m² in area or 10% in aggregate of the site area, whichever is the lesser (in this case 60m² must be used); cannot exceed 2.4 metres in wall height; cannot exceed 4.2 metres in ridge height; do not reduce the amount of open space; and comply with the setback requirements.
- Summary of Proposal Calculations

Height	Requirement (Quairading)	Proposed/Actual	Difference	Status
Wall/Eave	2.4m	3.4m	-1.0m	Complies
Total/Roof	4.2m	4.04m	-0.16m	Complies
Areas				
Areas	Requirement (R-Codes)	Proposed/Actual	Difference	Status
Site		1012m ²		
Existing House		140m ²		
Proposed Shed	<60m ²	84m ²	+24m ²	Does not Comply
Existing Sheds	<60m ²	115.8m ²	+55.8m ²	Does not Comply
Existing Sheds Proposed to be Removed		35.18m ²		
Existing Sheds Proposed to Remain	<60m ²	80m ²	+20m ²	Does not Comply
TOTAL Sheds (Including Proposed)	<60m ²	199.18m ²	+139.18m ²	Does not Comply
TOTAL Sheds Proposed to Remain (Including Proposed)	<60m ²	164m ²	+104m ²	Does not Comply
Lot Setback				
Lot Setback	Requirement (R-Codes)	Proposed/Actual	Difference	Status
North East Side Boundary	1.5m	1m	+0.5m	Does not Comply
Rear Boundary	1m	1m	0m	Complies
Open Space				
Open Space	Requirement (R-Codes)	Proposed/Actual	Difference	Status
Existing Open Space (Excluding Proposed Shed)	506m ² (50% of Site)	756.82m ²	-196.82m ²	Complies
Proposed Open Space (Including Sheds Proposed to be Removed)	506m ² (50% of Site)	672.82m ²	-166.82m ²	Complies
Proposed Open Space (Excluding Sheds Proposed to be Removed)	506m ² (50% of Site)	708m ²	-202m ²	Complies

This proposal does not reduce the amount of open space required nor does it exceed the wall or overall height requirements. However, the proposal does not comply with the side setback or floor area requirements and therefore must be assessed against the design principle, which states: *“Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.”* The outbuilding is to be located in the rear yard behind the proposed dwelling and is consistent with surrounding properties where rear outbuildings are prevalent. It is likely that the visual amenity of neighbours is not impacted. Therefore, it can be concluded that the proposal complies with the design principle for outbuildings.

POLICY IMPLICATIONS – Council’s Delegations to the Chief Executive Officer enable approval of applications for sheds up to a wall height of 3.6 metres and with an area of less than 54m² and require a justification to be submitted from the applicant. The applicant has submitted a justification as outlined in the Background section of this report, which is considered sufficient. Whilst the main impact is the increased amount of outbuilding floor area, it is concluded that this will have minimal impact on the objective of the Residential Zone. The proposal complies with the Scheme and is similar to other outbuildings common to Quairading. It is considered that there are no policy implications associated with this proposal and can therefore be approved, subject to the conditions listed at the end of this report.

FINANCIAL IMPLICATIONS – There are no financial implications for Council associated with this proposal. The regulated application fees have been paid by the applicant.

STRATEGIC IMPLICATIONS – The Shire of Quairading Strategic Community Plan’s goals are:

Social

- Grow and build the population base.
- Maintain and strengthen community connectedness and integration.
- Build and strengthen an active and vibrant community.

Environmental

- Aspire to be a ‘Green Shire’, while maintaining and promoting our rural identity.
- Sustain and promote the natural environment.

Economic

- Support and build local businesses and services.
- Promote and support sustainable and ‘green’ commercial alternative energy opportunities and potential.

Whilst this proposal does not specifically address the goals of the Community Plan, it is considered consistent with the intent of Plan.

COMMUNITY CONSULTATION – Not required by the Scheme or R-Codes.

COMMENT – There is a long tradition in Australia of backyard sheds, workshops, garages and other similar buildings, including outside laundries and toilets, and these have always been regarded in a different light to main buildings they serve. Outbuildings should always be considered an ancillary or subservient development to dwelling in residential areas.

“There is a case for relaxed standards for some outbuildings where they do not detract from the essential functions of private open space, visual amenity of neighbours or the streetscape.” (R-Codes Explanatory Guidelines)

This planning application for the construction of an ‘oversized’ shed is recommended for approval as it has been sufficiently justified by the applicant/owner, will not impact on the visual amenity of neighbours and will not affect the streetscape.

OFFICER RECOMMENDATION

83-13/14 MOVED Cr Bavin seconded Cr Andrews that Council:

- 1. Approve the planning application for the construction of a shed at Lot 112 (24) Murphy Street, Quairading, subject to the following conditions:**

- a. **Condition 1:** Development must substantially commence within two (2) years from the date of this decision.
- b. **Condition 2:** Development must take place in accordance with the stamped approved plans.
- c. **Condition 3:** A stormwater management plan shall be submitted to the local government for approval prior to the commencement of works.
- d. **Condition 4:** The outbuilding shall not be used for habitable, commercial and/or industrial purposes.
- e. **Condition 5:** Materials and colours used shall be complementary to the surrounding development.
- f. **Condition 6:** Shed 3 and Shed 4 (as indicated by the stamped approved plans) shall be removed within 6 months of completion of works and prior to use of the outbuilding.
- g. **Advice Note 1:** If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- h. **Advice Note 2:** Where an approval has so lapsed, no development is to be carried out without the further approval of the local government having first been sought and obtained.
- i. **Advice Note 3:** If an applicant is aggrieved by this determination there is a right of appeal under the Planning & Development Act 2005. An appeal must be lodged within 28 days of the determination.
- j. **Advice Note 4:** This approval is not a building permit. In accordance with the provisions of the Building Act 2011, an application for a building permit must be submitted to, and approval granted by the local government prior to any change of classification or prior to the commencement of any structural works within the development hereby permitted.

CARRIED 8/0

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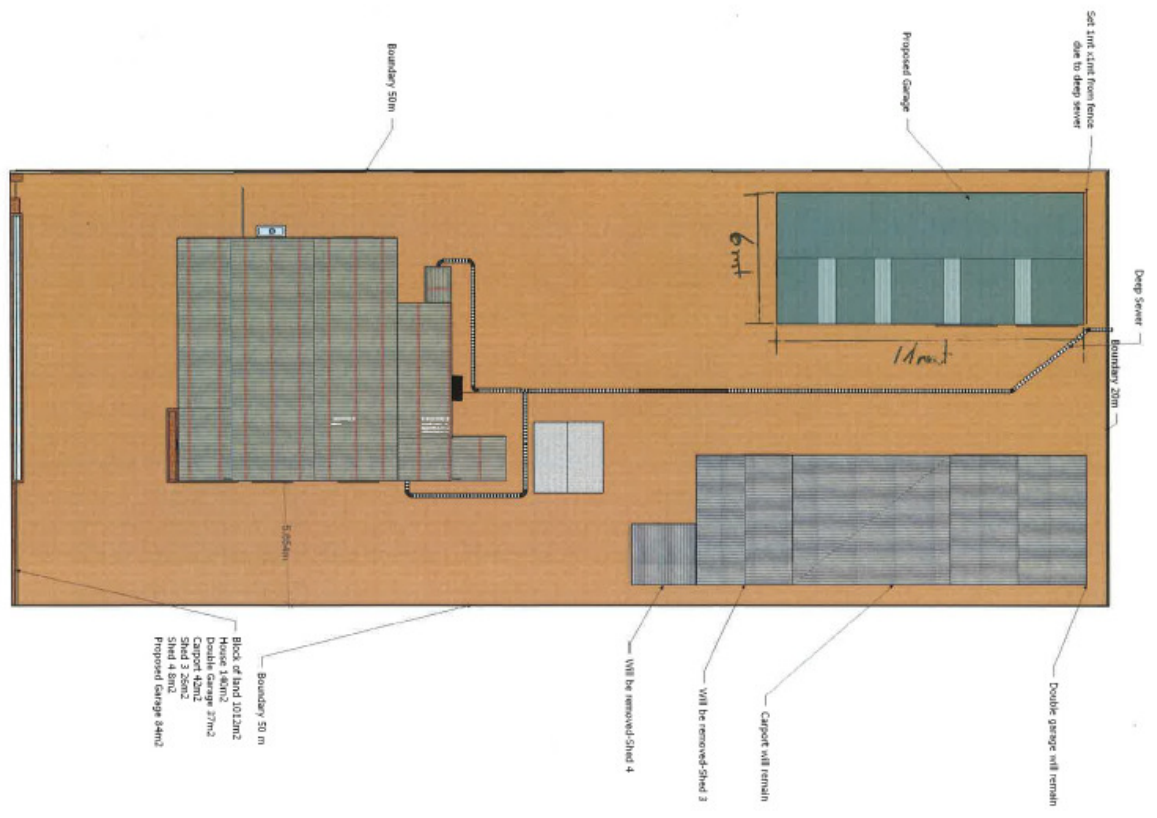
APPENDIX 1 – Property Location Plan

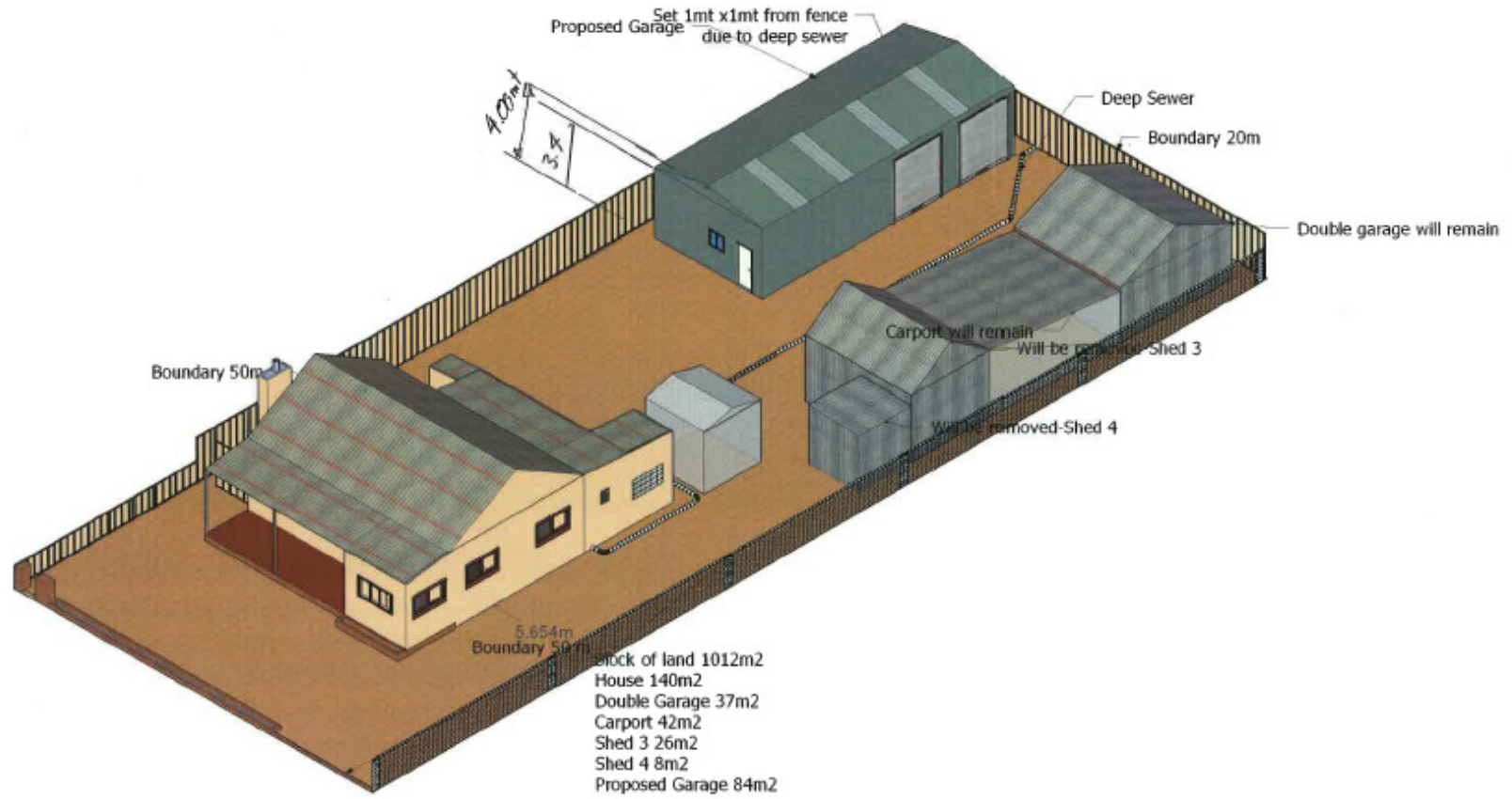


APPENDIX 2 – Plans

Proposed Shed
6 x 14 mt
Eave height 3.4 mt
Roof height 4.04 mt

Scale 1cm = 2.5mt





10.1.2 Quairading Memorial Swimming Pool - Tender

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 18th October 2013**DISCLOSURE OF INTEREST – Nil****OWNER/APPLICANT - Shire of Quairading**

MATTER FOR CONSIDERATION - Tender for Management and Operation of the Quairading Memorial Swimming Pool for a Period of Three (3) Seasons to 31st March 2016.

APPLICANT’S SUBMISSION - Nil

BACKGROUND - In accordance with Council’s Resolution No 48-13/14 at the August 2013 Ordinary Council Meeting, Tenders were called for the Management and Operation of the Shire of Quairading’s Memorial Swimming Pool for a Period of Three (3) Seasons.

Tender documentation was prepared by Council Staff and the tender process administered by the Chief Executive Officer.

Written tenders closed at 12:00 noon on Friday 18th October 2013.

One (1) formal tender was received at the Tender Closing Deadline.

STATUTORY ENVIRONMENT – Local Government (Functions and General) Regulations 1996**POLICY IMPLICATIONS - Nil**

FINANCIAL IMPLICATIONS – Council’s 2013/2014 Budget allows for Contract Fees of \$75,000 (exc GST). The total tender price quoted for the 2013/2014 Financial Year is \$62,500 (exc GST). The Pre Season / Off Season Services are within the Tender Price.

The Total Payment to the Swimming Pool Contractor in the 2012/2013 Year was \$59,822 (exc GST).

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Tender advertised in “The West Australian” Newspaper.

COMMENT – Two requests for tender documents were received following advertising.

Details of the tender are as follows:-

- Contract Period – Three (3) years
- Swimming Season – 1st November to 31st March
- Operating Hours – 12.00 noon to 6.00 pm, six (6) day per week including Saturday and Sunday
- Closing day to be negotiated prior to commencement of each Season. Currently Closed Day is Wednesday.

- Contractor has operating rights of the Kiosk. Council will provide consumables for Pool operations (this excludes the Kiosk). Council to cover overheads including electricity and building maintenance. Contractor is responsible for daily upkeep, cleanliness and grounds upkeep (mowing of lawns, etc.)
- Rental of Residence at 25 Suburban Road, Quairading at a Weekly Rental of \$75.00 plus responsibility for cost of Utilities Consumed.

One tender was submitted for consideration. This tender conforms with the Conditions of Tender and meets legal requirements.

Tender Received

Contract Aquatic Services
PO Box 125
Osborne Park WA 6917

Total Tender Price for period of Contract

Breakdown of Seasons	
2013/2014 (Year 1)	\$62,500
2014/2015 (Year 2)	\$62,500 + CPI Adjustment (say 5%) = \$65,625
2015/2016 (Year 3)	Year 2 + CPI Adjustment (say 5%) = \$68,906
3 Year Estimated Cost	\$197,031 (nett of GST)

Tender Price for Additional Opening Hours \$50.00 per hour
above 6 days per week and 50 hours per week

Council's 2013/2014 Budget makes provision for \$75,000 for Contract Services and \$57,462 for operational costs, totalling \$127,462 with an anticipated income of \$13,400.

The Tender has been assessed on the following Criteria: -

- Conformity of Documents – Tender Complies.
- Value for Money – Tendered Price considered Fair Value for Money, noting that Pre and Post Season Servicing of the Pool is within the Contracted Price. Tendered Amount in Year 1 represents a 4.4% increase over last Season's Management Fee.
- Evidence of Capabilities – Contractor provides Services to 8 Rural Councils. The Tenderer has successfully managed and operated the Quairading Memorial Swimming Pool for the past three (3) Seasons.
- Safety Record – Excellent Record.
- Quality Control – All relevant Controls have been documented as Evidence by the Tenderer.
- Experience – Tenderer Commenced Operations in 1998. 10 Permanent Staff and 2 Casuals. Contractor's Principal is Mr Matt Mildwater. Nominated Pool Supervisor is Mr Matt Fuller.

OFFICER RECOMMENDATION

84-13/14 MOVED Cr Cousins seconded Cr Bavin that the Tender submitted by Contract Aquatic Services for Management and Operation of the Shire of Quairading's Memorial Swimming Pool for Three (3) years at a cost of:

Year 1	\$62,500
Estimated Year 2 (allowing 5% CPI)	\$65,625
Estimated Year 3 (allowing 5% CPI)	\$68,906
Estimated 3 Year Total Cost	\$197,031 (exc GST)

be accepted in accordance with the Tender Specifications and Contract Documents.

Council Discussion

The preference by the Contractor for Opening Days was discussed by Council with a preference for the Facility to be open on a Wednesday.

Cr McRae commented on the lack of cleanliness of the Changerooms last Season and the need for more monitoring.

Cr McRae queried the amount of Insurance Cover. The Chief Executive Officer advised that \$10M was the minimum requirement with \$20M preferred. Council also has its own Insurance Cover for the facility in excess of the Contractor's Insurance Cover.

CARRIED 8/0

10.1.3 Dissolution of the Dudinanning (Doodenanning) Cemetery Board

Cr Davies declared an Interest in this item as a Dudinanning (Doodenanning) Cemetery Board Member.

85-13/14 MOVED Cr Hawksley seconded Cr Bavin that Cr Davies remain in the Council Chambers but refrain from discussion and voting on this issue.

CARRIED 7/0

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 22nd October 2013

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mrs Marion O'Hare, Secretary of the Dudinanning Cemetery Board

MATTER FOR CONSIDERATION – Formal advice from the Dudinanning Cemetery Board of its Intention to Cease and hand over Management of the Cemetery to Council.

APPLICANT'S SUBMISSION – Copy of relevant correspondence attached.

BACKGROUND – Council was approached in May 2013 by the Secretary of the Dudinanning Cemetery Board advising of its Intention to Dissolve the Board and subject to Council Agreement, transfer Management for the Cemetery responsibilities to Council.

Council resolved to authorise the Chief Executive Officer to commence dialogue with the Dudinanning Cemetery Board with a view to Council Managing the Dudinanning Cemetery in the future.

I report to Council that the Chief Executive Officer met with Mrs Marion O'Hare and Mr Wayne Davies on the 14th August 2013.

STATUTORY ENVIRONMENT – Cemeteries Act 1986, require Governor's Orders. Section 5 of the Act relates to transference of Vesting of the Cemetery. The Dudinanning Cemetery Board operates under the Cemeteries Act.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Minor

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Discussions held with Members of the Dudinanning Cemetery Board and the Cemetery Board have held a Special Meeting.

COMMENT – I report to Council that a Special Meeting of the Dudinanning Cemetery Board was held on 25th September 2013 resolved as follows: -

1. The Dudinanning Cemetery Board be dissolved and Management be passed over to the Quairading Shire Council on the condition that the Cemetery remains Open and the Reserved Plots are honoured.
2. That remaining funds be transferred to the Doodenanning Sporting Club and the Club be responsible for settlement of any ensuing account ie payment for the Drafting of Cemetery Plan.

It is now recommended that Council formally resolve to agree to the transfer of Management of the Cemetery and that a joint proposal be submitted to the Minister for Local Government.

Further, during the research for the Report, it was ascertained that the Cemetery is located on Reserve No 14826 which is Vested in the Department for Planning and Infrastructure rather than the Dudinanning Cemetery Board or Trustees. The Doodenanning Cemetery Board Representatives were unaware of any change in the tenure of the Reserve.

It will be necessary for the Vesting / Management Order to be amended to be in Council's Name.

OFFICER RECOMMENDATION

86-13/14 MOVED Cr Bavin seconded Cr Cousins: -

- 1. That Council formally acknowledge that the Dudinanning Cemetery Board at its Special Meeting on the 25th September 2013 resolved to Dissolve the Cemetery Board.**
- 2. That Council reaffirm its support for the proposal to transfer the Management of the Dudinanning Cemetery to Council subject to ongoing support and maintenance work at the Cemetery by the Doodenanning Sporting Club Members.**
- 3. Council write to the Minister for Local Government seeking the Dissolution of the Cemetery Board and the Transfer of Management to Council.**
- 4. Council support the proposal that any existing funds held by the Cemetery Board be transferred to the Doodenanning Sporting Club to defray costs associated with preparing Cemetery Maps and Records for handover to Council. Any further surplus funds held to be quarantined for future improvements / works at the Dudinanning Cemetery.**
- 5. Council apply to Landgate for the Vesting / Management Order for Reserve No 14826 to be Vested in the name of the Shire of Quairading.**

Cr Richards congratulated the Dudinanning Cemetery Board on its decision.

CARRIED 7/0

Item 10.2 Manager of Health and Building Services' Report

This item was dealt with earlier in the Meeting.

Item 10.3 Environment Officer's Report

The Meeting received the Environment Officer's Report.

ITEM 11 INWARD CORRESPONDENCE

11.1 State Heritage Office – Placement of St Francis Xavier Church and Presbytery on Register of Heritage Places

ITEM 12 LATE ITEMS

Nil

ITEM 13 TABLED ITEMS

13.1 Wheatbelt NRM – Annual Report 2012/2013

13.2 Australian Local Government Association – 2013 National Local Roads and Transport Congress

ITEM 14 COUNCILLORS' REPORTS / BUSINESS**Cr Hawksley**

Nil

Cr Bavin

Cr Bavin reported that 984 patrons had attended this Year's Agricultural Show with more people arriving after the Gate had closed.

Cr Bavin advised that there had been good comments on the visiting Car Display.

Council was advised that 56 Shearers had entered the "Quick Shears" Shearing Competition.

Cr Bavin reported that next year's Agricultural Show would be held on Saturday 11th October 2014.

Cr Richards advised that he had congratulated the Quairading Agricultural Society President on the success of this year's Show.

Cr Caporn

Cr Caporn thanked Council for their support in electing him to the Office of Deputy Shire President.

Cr Andrews

Nil

Cr Davies

Cr Davies welcomed Cr McRae to Council and advised that Cr McRae has a lot of experience with the Town and was a previous Member of the “Quairading Our Town Our Future” Group.

Cr Davies advised that he would not be available for the Australia Day Function.

Cr Davies reported that the Quairading District High School Centenary was a very successful event and a lot of “Thank You” acknowledgements had been received.

Cr Richards concurred that a lot of people had helped out. Cr Richards conveyed Congratulations to the Organising Committee.

Cr Davies reported that the Event had been organised over a period of 3 Years with 22 Meetings.

Cr Davies reported attending the School Garden Classroom Opening which had been a great night and thanks to all involved in this project.

Cr Cousins

Cr Cousins advised that the Shire Web Page Business Listings needed updating. Cr Cousins suggested that the Council Staff make the Website more attractive / freshen up.

The Chief Executive Officer provided detail on the new Website Service Provider out sourced by WALGA.

Cr Bavin made comment in regard to the Community Resource Centre Website and that it was now more interactive.

The Deputy Chief Executive Officer advised that there had been no support from “Linking Councils & Communities” and that Council Staff need training from the new Host.

Cr Davies suggested a link between the Community Resource Centre and the Shire Websites.

Cr Cousins reported attending a Reconciliation Action Plan Committee Meeting which had been a meeting to refocus the Committee. Cr Cousins advised that the Meeting had expressed the desire to have an Aboriginal Flag flying at the Shire Administration Centre as part of the Plan. Cr Richards asked that Councillors give this request some consideration. The Chief Executive Officer commented on the logistics of providing an extra flagpole. Cr Andrews advised that there was much more understanding on Cultural Issues than 10 years ago. The Deputy Chief Executive Officer advised that the weekly Administration Staff Meeting includes a “Welcome to Country”.

Cr McRae advised that she was surprised that Council doesn’t do “Welcome to Country”. The Chief Executive Officer advised that appropriate wording could be sourced from the Reconciliation Action Plan Committee. The Chief Executive Officer further advised that each and every Council have their own Meeting Protocols.

Cr Cousins queried whether Council’s correspondence to Premier Barnett could be sent to other Members of Parliament. Cr Cousins suggested that Hon. Dean Nalder, Member for Alfred Cove and Agriculture Region Upper House Members be provided with the Correspondence.

Cr Davies advised that the Quairading Branch of the Liberal Party would be holding a Meeting next Thursday and requested that the correspondence be forwarded to Secretary Scott Richards for that Meeting's attention.

Cr McRae

Cr McRae thanked Councillors for their patience and advised that she had really enjoyed today and being on Council was a huge learning curve.

Cr McRae advised that it was wonderful that the Quairading Community had recently celebrated the Agricultural Show and School Centenary.

Cr McRae advised that she would like to see Council celebrate with the Community and get more information out via Newsletters.

Cr McRae reported that she had been in discussion with Mrs Laurel Maynard who had suggested a Community / Council Board at the Co-op.

Cr McRae advised Council that she had campaigned on improved communication.

Cr Caporn concurred with Cr McRae that more flyers would be beneficial.

Cr Davies commented that Community information was imperative and that he would like to see a Monthly Report prepared for the "Banksia Bulletin".

Cr McRae advised that her intent was not to double up with Newsletters.

Cr Bavin stated that many people do not read the Banksia Bulletin.

The Chief Executive Officer acknowledged that there may be better ways of getting information out to the public and there was a need to develop a better strategy which would then have to be better resourced by Council.

Cr Davies suggested a regular article from the Shire President being less formal than the Annual Report.

Cr Richards queried Council employing someone to update the Website and to get more Communication out.

Cr Caporn commented that Council used to have Mrs Walker, then Mrs Caporn prepare Newsletters however they were not able to put Council Minutes into perspective.

Cr McRae advised that she envisaged the Newsletter to not be too regimented (ie Celebrate a Grant).

Cr McRae also queried whether Council's letter to the Premier should be publicised in the Banksia Bulletin.

Cr Richards advised that Ex Councillor, Mr Graham Anderson, had suggested a Register of Community Members that want more information by email.

Cr McRae raised the issue of public perception that Ratepayers are paying for drinks after meetings.

The Shire President provided information to the Meeting on time spent by Councillors in their Civic duties outside of Council Meetings. The Chief Executive Officer also advised that Councillors could claim a number of Expenses and Allowances but the current Councillors had elected not to claim these amounts.

Cr Richards

Cr Richards advised that Senior Constable Dion Jackson and his family had been invited to Afternoon Tea as a Farewell but had been unable to attend today. The Meeting concurred that an appropriate Farewell Function be held for Senior Constable Jackson and his family.

Cr Richards reported receiving a telephone call from the Citizen's Electoral Council and that he had advised that Council needed to be apolitical and therefore had not put the Citizen's Electoral Council item before Council.

Cr Richards advised that a Farewell Function is to be arranged for former Councillor, Mr Graham Anderson as per Council Standing Policy.

Chief Executive Officer

The Chief Executive Officer reported on the Freeman's Function for Mr Don Brown JP on Friday 8th November 2013. Council was advised that Catering was organised and Bar Staff had been approached.

The Chief Executive Officer advised that Elected Member Training would be sought for Cr McRae by way of initial e-training.

The Chief Executive Officer reported that New Councillor Training for the RTG Councils was being planned for February 2014.

The Chief Executive Officer reported that he was attending the LGMA State Conference next week and that he would still be contactable if required. Council was advised that the Deputy Chief Executive Officer would be Acting Chief Executive Officer during Mr Fardon's absence. The Chief Executive Officer thanked Council for supporting his attendance at the Annual Conference.

Deputy Chief Executive Officer

Nil

Chief Executive Officer's Secretary

The Chief Executive Officer's Secretary explained that the Administration Centre had been extremely busy.

The Chief Executive Officer advised that Staff Members had been absent in recent weeks due to unforeseen circumstances.

Cr Richards also commended the Administration Staff in their capacity as Electoral Staff for the Local Government Elections.

Economic Development Project Officer

Nil

ITEM 15 NEXT ORDINARY MEETING

Thursday 28th November 2013 commencing at 2.00pm

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 6.18pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24th October 2013 were confirmed on 28th November 2013 as recorded on resolution no. _____

Confirmed.....28/11/13