

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON 28<sup>TH</sup> NOVEMBER 2013**  
**COMMENCING AT 2.00PM**

**ITEM 1 ATTENDANCE AND APOLOGIES**

Cr D C Richards	Shire President
Cr B K Caporn	Deputy Shire President
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 3.32pm)
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr R M Bleakley	Economic Development Project Officer (4.05pm to 5.45pm)

OIC Sergeant Shane Hickman (4.05pm to 4.17pm)

1<sup>st</sup> Class Constable Dave Atkins (4.05pm to 4.17pm)

**Apologies**

Cr T C Andrews

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

Councillors were advised that OIC Quairading Police Sgt Shane Hickman and New Policeman Dave Atkins have been invited to join Council for Afternoon Tea at 3.30pm and make a Presentation/Report to Council immediately following Afternoon Tea.

Councillors were advised that Dinner will be provided by Cherbarr Catering at the Quairading Club Inc. following the Council Meeting.

Cr Richards advised that the following Members of the Community had passed away during the past month: -

- Mr Laurence (Laurie) Adamson – Shire Councillor from 1966 to 1970.
- Mrs Phyllis (Yvonne) Stone – Widow of past Shire Freeman Mr Don Stone and Mother of past Councillor Mr Noel Stone.
- Mr Joseph (Joe) Stone – Shire Councillor from 1965 to 1967.

Cr Richards lead a one minute silence as a Mark of Respect.

**ITEM 2.1 PUBLIC QUESTION TIME**

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

**ITEM 2.2 DEPUTATIONS**

Nil

**ITEM 3 DECLARATIONS OF INTEREST**

Nil, at this time.

**ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 24<sup>TH</sup> OCTOBER 2013**Automated Weather Station

Cr Davies reported that the Community Emergency Services Manager had undertaken to progress enquiries on an Automated Weather Station at the Quairading Airstrip.

Grain Freight and York – Merredin Road

The Chief Executive Officer reported that the Wheatbelt Railway Retention Alliance had invited the Minister for Transport, Parliamentarians and WALGA President Mayor Pickard to inspect the York – Merredin Road and to meet in Quairading.

Council was advised that the Wheatbelt Railway Retention Alliance was currently refocussing and although no Meeting Date has been set, a lot of work was being carried out behind the scene in relation to lobbying for the retention of all Tier 3 Rail Lines.

Additional Land for Industrial and Commercial Use

The Shire President reported that Mr John Ryan of Ausplow had not yet made contact to organise a Meeting with Shire Representatives in Quairading.

Fixed Seating – Community Building

Council was advised that the correct seating configuration had been received and that Contractor Bent Nail would be affixing the seating to the Community Building during the next week.

Aerial Firebreak Inspection

Cr Richards queried the outcome of the Aerial Firebreak Inspection and compliance level with Council's Firebreak Order. The Chief Executive Officer advised that only 4 or 5 properties would be receiving letters requiring firebreaks or improved firebreaks.

Council was advised that this year's Aerial Firebreak Inspection had been very thorough and that more non-compliant properties within the Quairading Townsite, with follow up Inspections and Works required.

**87-13/14 MOVED Cr Hawksley seconded Cr Bavin that the Minutes of the Ordinary Meeting of Council held on the 24<sup>th</sup> October 2013 be confirmed as a true and correct record of that Meeting.**

**CARRIED 7/0**

## **ITEM 4.2 MATTERS PENDING / ACTION SHEET**

### Item 18 – Shire Newsletter

Cr McRae led the discussion in regard to a Council Communication Strategy and her willingness if necessary, to be responsible to oversee the display of information on a proposed Community Noticeboard and a Newsletter.

Cr Richards advised Cr McRae that Council does not micro-manage and that existing Council Staff or External Resources would be utilised.

Cr Davies commented that he supported Cr McRae's suggestion in having a Shire Newsletter prepared on a regular basis.

Cr Richards provided comment in regard to Staff resources and the current time limitations to prepare a monthly newsletter and that a Bi-Monthly production may be more achievable.

Cr McRae advised that she envisaged Current Project Plans being placed on a Noticeboard in the entrance of the Quairading Farmers Co-op and that the Co-op Manager had offered a suitable location with Council being responsible for the cost of the Noticeboard and its fitting.

Cr Bavin commented on the need to change the information frequently.

### **88-13/14 MOVED Cr Davies seconded Cr Bavin that Council:**

- 1. Support the installation of a Noticeboard in the entrance of the Quairading Farmers Co-op for Council Plans and Statutory Notices for a 6 month trial period; and**
- 2. Purchase a suitable Noticeboard up to a maximum cost of \$200.00.**

**CARRIED 7/0**

Cr Cousins stated that the Council Newsletter needs to be made more attractive and cited the recent Community Resource Centre Newsletter circulated by email.

Cr Bavin reported that only fifteen (15) hard copies of the Community Resource Centre Newsletter had been produced.

**89-13/14 MOVED Cr McRae seconded Cr Cousins that Council support the production of a Bi-Monthly Council Newsletter distributed via email commencing in February 2014 utilising local external resources and overseen by the Chief Executive Officer and utilising existing Staff Resources for the preparation of articles and editorial.**

**CARRIED 7/0**

### Item 27 – Local Government Climate Change Declaration

Cr Richards requested progress on the Local Government Climate Change Declaration by Council's Environment Officers and suggested a deadline of February 2014 for its final Preparation.

The Chief Executive Officer provided background information to Cr McRae and advised that the Declaration was also available to view on Council's Website.

Item 29 – Additional Land for Industrial and Commercial Use

Cr Davies queried whether Council was still investigating the purchase of Industrial Land. The Shire President advised that any purchase was on hold and not budgeted for and future land acquisition being left for Private Enterprise.

Council was further advised that the purchase of Industrial Land was not in Council's Ten Year Plan and Zoning of Lots is prescribed within the Town Planning Scheme.

Cr McRae made reference to the Shires of Bruce Rock and Corrigin assisting Light Industry Businesses and her disappointment that a Strategy had not progressed after the "Quairading Our Town Our Future" Forums in 2000.

Cr Caporn provided information in regard to available industrial land and Buffer Zones in the Saleyards Area.

Cr McRae queried how Council could now progress this issue. The Shire President advised that the matter would best be considered by Council's Building and Town Planning Development Committee.

The Chief Executive Officer reported that Planners engaged by the Wheatbelt Development Commission were due to come back to Council with recommendations for the Saleyards Area and any other identified Areas.

The Manager of Works and Services brought to Council's attention the possible future Roadworks at the Junction Road Intersection with the York – Merredin Road that may significantly impact upon the Saleyards Area.

Item 50 – Emergency Town Notice Board

It was noted by Council that the Emergency Town Notice Board would be discussed at the next Meeting of the Local Emergency Management Committee to be held on Thursday 5<sup>th</sup> December 2013.

**ITEM 5        WORKS**

**Item 5.1       Works Committee Meeting held on 19<sup>th</sup> November 2013**

York – Quairading Rail Line (W11-13/14)

**90-13/14 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W11-13/14 that: -**

- 1. Council determine that the response from the Premier in regard to the Closure of the York-Quairading Railway Line and Grain Freight Road Upgrades was unacceptable and was a dereliction of duties as the roads are not up to standard.**
- 2. A Follow Up letter outlining Council's displeasure on the State Government's direction on this issue be sent to the Premier.**

**CARRIED 7/0**

Purchase of New 6 Wheel Truck (W12-13/14)

**91-13/14 MOVED Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W12-13 that: -**

- 1. Council access the WALGA Contract No TPS0815 to purchase a New Replacement 6 Wheeler Truck.**
- 2. Council accept the Quotation submitted from Truck Centre (WA) Pty Ltd for a new UD Nissan CW26 Cab / Chassis fitted with Two Way Tipping Trailer and Engine Mounted PTO at a Gross Price of \$230,777 (\$209,797 nett of GST)**
- 3. Council accept the Trade In Allowance of \$30,000 (\$27,272 nett of GST) for Q272 and \$50,000 (\$45,454 nett of GST) for Q3860.**
- 4. The Changeover amount of \$137,070 be fully funded from Council's Plant Reserve Fund.**

**CARRIED 7/0**

Purchase of New Street Sweeper (W13-13/14)

The Meeting noted that the Officer's Report Recommendation and the original Works Committee Recommendation W13-13/14 was for the Sale and Disposal of Council's existing Street Sweeper for the amount of \$3,900.00.

Council Discussion

Cr Davies queried whether the purchase could be justified only for Quairading Streets and suggested use in other Towns.

The Manager of Works and Services advised that the current machine is utilised once or twice a week. Council was informed that the proposed machine would provide a better work environment for Council's Staff and is in Council's Adopted Budget.

Cr Davies queried what type of Street Sweepers neighbouring towns had. The Manager of Works and Services advised that the Shire of Merredin had a Truck Road Sweeper.

The Chief Executive Officer commented that Shared Services could be offered when Council not using the Machine and Council resources permitted.

Cr Davies referred to the Gardener's Vehicle Changeover which was discussed by the Works Committee but was not in this year's Adopted Budget. The Meeting noted that the Works Committee had deferred any consideration on the Changeover of the Town Gardener's Utility.

Cr Caporn stated that he supported the purchase of a new Street Sweeper.

Cr Richards suggested that the old Street Sweeper could be retained and be utilised at the Waste and Recycling Facility.

Cr Richards also stated that Council has a "Duty of Care" to its Workers.

Cr McRae reported on research she had undertaken with other Shires that utilised Contractors and provided Hourly Rates of between \$120 and \$130 per hour. Cr McRae commented that most Councils had the Contractors on a quarterly basis and also utilised Clearing of Drainage Pits / Grates as well. Cr McRae supported procuring External Contractor Services in lieu of purchasing a new Street Sweeper.

Cr Caporn advised that he was against using Contractors and preferred that Council have its own machinery.

The Chief Executive Officer provided approximate costs of operating Council's existing Machine with Operator at \$56 per Hour. Discussion also occurred on the convenience of increasing the frequency of street cleaning if necessary due to Storms.

Cr Cousins suggested that Council own a machine and contract it out. Cr Hawksley advised that if contracted out, the machine would need replacing sooner.

The Manager of Works and Services advised that all Council Plant is "Wet Hire" only and currently Council does not have Labour time available to provide External Contract Services.

**92-13/14 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W13-13/14 (with agreed variation supported by the Meeting): -**

- 1. That Council accept the Quotation from Tennant Australia P/L for one (1) new Tennant S30 as the preferred machine at a Gross Price of \$83,143 (\$91,457 inc).**
- 2. Amount of \$83,143 (exc GST) be fully funded from Council's Plant Reserve Fund.**
- 3. That Council seek out opportunities to "Wet Hire" the New Machine subject to availability and Staff resources.**

**CARRIED 6/1**

**Cr McRae requested that her Vote against the Motion be recorded in the Minutes.**

Replacement of Works Supervisor's Utility (W14-13/14)

**93-13/14 MOVED Cr Hawksley seconded Cr Bavin that Council adopt Works Committee recommendation W14-13/14: -**

- 1. That Council accept the Quotation from Valley Ford for a 2013 Ford Ranger XLT Dual Cab at a Gross Price of \$43,245.90 (\$39,314.45 nett of GST)**
- 2. That Council accept the Trade In Allowance of \$27,500 (\$25,000 nett of GST) for Council's Nissan Navara Dual Cab.**
- 3. That Council fully fund the Nett Changeover Amount of \$14,314.45 from Council's Plant Reserve Fund.**

**CARRIED 7/0**

## **Item 5.2 Other Works Matters**

### Manager of Works and Services

The Manager of Works and Services reported that climate control at the Waste and Recycling Facility was being investigated and that the Facility's Staff were also adjusting their Work Hours to commence earlier.

The Manager of Works and Services advised that the Council's Works Department was "travelling well".

Council was advised that work on the next section of the Kellerberrin – Yoting Road would be undertaken next week.

### Old Beverley Road – Mr A Gelmi

Council discussion ensued in regard to an emailed complaint to Councillors from Mr A Gelmi in regard to Gravel Sheeting on the Old Beverley West Road.

The Manager of Works and Services reported that he had inspected Old Beverley Road along with the Works Staff member and was happy with the work undertaken.

Council viewed the photographs provided by Mr Gelmi.

Cr Davies suggested that the Manager of Works and Services meet with Mr Gelmi and provide information on road making criteria and in particular this Project. The Meeting concurred with this suggestion. The Manager of Works and Services committed to meeting with Mr Alan Gelmi at a mutually convenient date.

Cr McRae advised that she had travelled the Section of Road in question and that she did not agree with the Manager of Works and Services' assessment of the works undertaken and that there appeared to be a lot of surplus gravel on the sides of the road.

The Shire President stated that Councillors should trust and have faith in Council's Manager of Works and Services as this was his area of expertise and his responsibility to Program, Manage and Complete Works Projects.

### Traffic Counters

Council was advised that Traffic Counters had been or would be installed on the following roads: -

- Kellerberrin – Yoting Road
- Bulyee Road
- Dangin – Mears Road

Council was further advised that the Traffic Counters would be relocated to the Quairading – Cunderdin Road when trucks were outloading from the CBH Receival Bin.

### Emails / Correspondence

Councillors were advised that Emails / Correspondence to or from Ratepayers / Electors of a Council nature are classed as a Public Record and should be formally recorded in Council's Record System. It was also highlighted that this equally applied to Council owned Computers or Councillors' Private Computers / Devices.

### Chief Executive Officer

The Chief Executive Officer provided information in regard to Roads to Recovery Funding and Approval granted by the Federal Department to carry over "Own Source Expenditure Commitment".

The Chief Executive Officer reported that correspondence had been forwarded to the Quairading Golf Club in regard to the proposed Road Widening of the York – Merredin Road for the Club's information and comment.

**3.32pm**

Cr Richards thanked the Manager of Works and Services for attending the Council Meeting.

The Manager of Works and Services left the Council Meeting.

**ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW**

**Item 6.1 Shire of Quairading / City of Melville Partnership**

Council was advised that apologies had been received from Mayor Aubrey, Mrs Aubrey and Dr & Mrs Silcox for Council's Christmas Function.

The Chief Executive Officer reported that approximately 16 Seniors and a Community Development Officer from the City of Melville were in attendance at the Quairading Seniors' Luncheon today.

The Shire President commented that both he and the Chief Executive Officer with their respective Partners would be attending the City's Annual Dinner on Friday 6<sup>th</sup> December 2013.

**Item 6.2 South East Avon Regional Transition Group – Minutes of Board Meeting held on 14<sup>th</sup> November 2013**

Information Technology Equipment

The Chief Executive Officer provided further information to Council on the proposed Information Technology Communication Equipment being purchased by SEARTG for installation at the 4 Member Councils' Administration Centres. Council noted that all Costs associated with the Digital Communications Upgrade will be fully funded under the initial Transitional Cost monies from the Department of Local Government.

Cr Davies queried whether the Shire of Beverley could be incorporated into any future expansion of the Digital Communication System. The Chief Executive confirmed that the Information Communication Technology System was very flexible and expandable.

**3.42pm**

**94-13/14 MOVED Cr Hawksley seconded Cr Bavin that Council suspend Standing Orders for Afternoon Tea.**

**CARRIED 7/0**

**4.05pm**

**95-13/14 MOVED Cr Bavin seconded Cr Cousins that Standing Orders resume.**

**CARRIED 7/0**

OIC Sergeant Hickman, First Class Constable Atkins and Council's Economic Development Project Officer were in attendance.

The Shire President welcomed the Quairading Police Officers to the Council Meeting.



First Class Constable Atkins provided a brief overview of his Police Career and his desire to remain in Quairading for an extended period of time.

Sergeant Hickman provided Council with an Overview of General Policing Issues.

Council was advised that Road Traffic Operations would be targeted by the Police Service and in particular the Heavy / Long Vehicles.

The Police Officers expressed concern at the heightened Road Safety Risk following the closure of the York to Quairading Railway Line and reliance on Road Transport to outload Grain.

Cr Davies welcomed First Class Constable Atkins to Quairading and wished him well.

#### **4.17pm**

OIC Sergeant Hickman and First Class Constable Atkins left the Council Meeting.

The Deputy Chief Executive Officer left the Council Chambers.

### **Item 6.2 South East Avon Regional Transition Group (Continued)**

#### **4.19pm**

The Deputy Chief Executive Officer returned to the Council Chambers.

Council was advised that the SEARTG Board was still awaiting the Local Government Advisory Board's decision on its Amalgamation Proposal and the Local Government Advisory Board's Recommendation to the Minister.

Cr McRae queried whether the State Government is able to rescind the \$2.9 million allocated for the Amalgamation. The Shire President commented that he hoped the Letter of Agreement by the Premier and the Minister for Local Government with the Councils is binding however State Government decisions are changing daily.

Cr Hawksley advised that he had listened to the Shire / Town of Narrogin Amalgamation issue on the radio.

Cr Cousins queried Computer Software for the four Shires. The Chief Executive Officer provided information in regard to Synergy Soft System operated by the Shires of Quairading and York and the LGS System used by Cunderdin.

### **Item 6.3 Chief Executive Officer's Performance Review**

The Chief Executive Officer reported that things were going along reasonably well.

Council was advised of the impending Closure Dates for the Administration Centre and Works Depot for the Christmas / New Year Period. Council noted it was Council's Standing Policy.

The Chief Executive Officer commended the efforts of Community Development Officer Mrs Peta Saunders whose resignation has been received with regret. Council was advised that Community Services Officer Mrs Janine Anderson would be filling part of the Community Development Officer role with an increase in hours in 2014.

Council was advised that Mrs Michelle Ninoyette has been appointed to the position of Youth Development Officer and overseeing the day to day operations of the Youth Centre.

The Chief Executive Officer provided details in regard to the early Closure of the Childcare Centre for the Year.

## **ITEM 7 BUILDING**

### **Item 7.1 Building and Town Planning Development Committee Meeting held on 12<sup>th</sup> November 2013**

The Shire President congratulated Cr Davies on his election as Chairperson of the Building and Town Planning Development Committee.

Cr Davies thanked past Committee Chairperson Cr Caporn for his strong leadership of this Committee.

#### Old Veterinary Clinic (B17-13/14)

**96-13/14 MOVED Cr Davies seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B17-13/14, that upon vacation of the Building by the Veterinarian, Quotations be sought for the demolition of the building for Committee's consideration.**

Cr Hawksley queried the possible sale of the Building. Council was advised that the Old Veterinary Clinic Building had been assessed by Council's Building Officer who had reported that it would not be able to be relocated due to the extent of Asbestos Material in the building.

The Economic Development Project reported that the Veterinarian would be relocating to the Old Dental Clinic Building early in the New Year.

**CARRIED 7/0**

#### Brick Bylaw Area (B18-13/14)

**97-13/14 MOVED Cr Davies seconded Cr Caporn that Council adopt Building and Town Planning Development Committee recommendation B18-13/14 that Council retain its current "By-law Relating to Buildings – Brick Area" with each Building Application assessed upon its merits.**

**CARRIED 7/0**

#### Kevill's Lake (B19-13/14)

Cr Davies reported to the Meeting that the Recommendation in the Unconfirmed Committee Minutes did not accurately reflect the discussion nor intent at the Committee Meeting and proposed that a replacement Recommendation be put forward to Council.

The new Recommendation to Council was agreed to by consensus of Building and Town Planning Development Committee Members.

**98-13/14 MOVED Cr Davies seconded Cr Cousins that Council supports further negotiations with the Kevill Family regarding the Recreational Use of Kevill's Lake.**

Cr Cousins commented that Council should be flexible with its 10 Year Plan noting this issue as a possibility for the future.

**CARRIED 7/0**

## **Item 7.2 Other Building Matters**

Cr Caporn commented on the Swimming Pool Funding and further commented that perhaps Council should not rush so much with this project. The Chief Executive Officer advised of the need to continue with the Planning for this Project as any Sport and Recreation Funding may be one or two years away.

Council was advised that the capping was further deteriorating and that the Commencement of this Project would be subject to timing and quantum of any CSRFF Grant Funding.

It was suggested that the Building and Town Planning Development Committee inspect the Swimming Pool prior to the next Committee Meeting.

Cr Hawksley stated that Council should consider Public Safety and Sound Asset Management Processes.

The Economic Development Project Officer reported that he was undertaking Planning documentation at this time as part of the Country Local Government Fund monies already received.

The Chief Executive Officer advised of discussions with the WA Country Health Service on future land acquisition fronting Suburban Road for Independent Aged Housing. Council was advised that this area had been deemed the most preferred location for Aged Housing due to its central location and proximity to the Hospital / Medical Precinct.

## **ITEM 8 FINANCE**

### **Item 8.1 Finance and Audit Committee Meeting held on 19<sup>th</sup> November 2013**

Chairperson Cr Bavin thanked the Deputy Chief Executive Officer for his continued excellent financial reporting.

**99-13/14 MOVED Cr Bavin seconded Cr Hawksley that Council adopt Finance and Audit Committee recommendations F26-13/14 to F29-13/14: -**

#### Accounts for Payment (F26-13/14)

- 1. That Schedule of Accounts covering Municipal Vouchers 21555 to 21604 & EFT914 to EFT982 totalling \$591,460.64 be received; The balance of all other outstanding Sundry Creditors to the 31/10/2013 total \$187,702.93; and**
- 2. That Payroll payments for the month October 2013 totalling \$177,873.74 be received; and**
- 3. That Police Licensing payments for the month of October 2013 totalling \$45,073.50 be received; and**
- 4. That Motor Charge Ltd Payment for the month of October 2013 totalling \$207.48 be received; and**

5. That fund transfers from Trust account to Municipal account for October 2013 totalling \$3,279.99 be received.
6. That fund transfers to Corporate Credit Card for October 2013 totalling \$1,264.42 be received.
7. That WestNet payments for the month of October 2013 totalling \$69.95 be received.

Fund Balances Report – October 2013 (F27-13/14)

The Fund Balances for the period ending 31<sup>st</sup> October 2013, as presented to Council be adopted.

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 308,001.33	\$ 3,508,492.65
At Call - Invest.	\$ 550,000.00	
Childcare Centre	\$ 4,823.97	
Medical A/c	\$ 42,408.15	
T/Deposit 4 Mth	\$ 501,726.03	
T/Deposit 3 Mth	\$ 100,000.00	
T/Deposit 3 Mth	\$ 600,000.00	
T/Deposit 4 Mth	\$ 400,000.00	
T/Deposit 3 Mth	\$ 201,890.41	
T/Deposit 3 Mth	\$ 800,000.00	
<b>Total Municipal</b>	<b>\$ 3,508,849.89</b>	
Trust A/c	\$ 6,374.44	\$ 6,374.44
Police Licensing	\$ 2,561.75	\$ 2,561.75
At Call - Reserve	\$ 292,051.43	
T/Deposit-Reserve	\$ 519,010.67	
T/Deposit-Reserve	\$ 800,000.00	\$ 2,445,400.63
T/Deposit-Reserve	\$ 834,338.53	

Financial Information – Statements of Income and Expenditure for the Period Ending 31<sup>st</sup> October 2013 (F28-13/14)

The Financial Statements for the period ending 31<sup>st</sup> October 2013, as presented to Council be adopted.

Financial Statements – Variation to Budget by Percentage or Value – October 2013 (F29-13/14)

The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31<sup>st</sup> October 2013, be adopted.

CARRIED 7/0

Quairading Tennis Club Correspondence New Self Supporting Loan (F30-13/14)

100-13/14 MOVED Cr Bavin seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F30-13/14 that: -

1. Council acknowledge receipt of the Quairading Tennis Club letter dated 18<sup>th</sup> October 2013 in which a \$10,000 Self Supporting Loan with Semi Annual Repayments over 6 year is sought;

2. **Council endorse the actions of the Chief Executive Officer in accepting the “Formal Loan Quotation” for the amount of \$10,000 over 6 years from Treasury Corporation at a Fixed Interest Rate of 3.89% pa.**
3. **That Council Endorse the actions of the Shire President and Chief Executive Officer Signing and Affixing Council’s Seal to the Formal Loan Document for Loan 116 raised on the 13<sup>th</sup> November 2013.**

**CARRIED 7/0**

Legal Charges Write Off – A12803 Mr Timothy Marshall (F31-13/14)

**101-13/14 MOVED Cr Bavin seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F31-13/14 that Council refund Mr Timothy Marshall Legal Charges for the amount of \$337.90.**

**CARRIED 7/0**

## **Item 8.2 Other Finance Items**

### Auditor Teleconference

Council was advised that a Teleconference would be conducted with Council’s Auditor Mr Greg Godwin prior to the next Finance and Audit Committee and Works Committee Meetings to be held on Wednesday 11<sup>th</sup> December 2013.

### Quairading Agricultural Society Inc

Cr Bavin declared an Impartiality Interest as Secretary of the Quairading Agricultural Society.

The Deputy Chief Executive Officer advised that the Quairading Agricultural Society Inc had paid the Shed Final Payment.

Council resolved that correspondence be forwarded to the Quairading Agricultural Society Inc congratulating them on the conduct of this year’s Agricultural Show and the early repayment of their debt.

## **ITEM 9 OTHER MEETINGS**

Nil

## **ITEM 10 REPORTS**

### **Item 10.1 Chief Executive Officer’s Report – November 2013**

<b>10.1.1 Council / Committee Meeting Dates – 2014</b>
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#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 21<sup>st</sup> November 2013

DISCLOSURE OF INTEREST – N/A

**MATTER FOR CONSIDERATION** – Draft Schedule of Meeting Dates for Council and Committee Meetings for the 2014 Year.

**APPLICANT’S SUBMISSION** – Nil

**BACKGROUND** – Council is required to set its meeting dates for the next Calendar year.

Council’s policy is to conduct the Ordinary Council Meeting on the fourth (or last if 5) Thursday of each month unless Public Holidays / Annual Conferences interfere with the preparation or conduct of the meeting and the Ordinary Council Meeting is then held on the third Thursday.

Council resolved as Policy in 2007 that Council would not meet in January each year to enable a Holiday Recess.

**STATUTORY ENVIRONMENT** – Section 5.25(9) of the Local Government Act requires Council to give local public notice of the date, time and location at which Ordinary Council Meetings will be conducted over the next 12 months.

It is highlighted that only the dates of Council Meetings need to be advertised. Committee Meeting dates need only to be advertised if the Committee has Delegated Authority from Council to make a decision on any matter.

**POLICY IMPLICATIONS** – As above

**FINANCIAL IMPLICATIONS** – Nil

**STRATEGIC IMPLICATIONS** – Nil

**COMMUNITY CONSULTATION** – Council Meeting Dates are publicised in a newspaper circulating in the district, on Council’s Website and on the Official Noticeboard.

**COMMENT** – The following Meeting dates are offered for Council’s consideration:-

Council Meetings to commence at 2.00pm in the Council Chambers unless otherwise stated.

Committee Meetings are to commence at 5.00pm.

The scheduling of Strategic / Special Council Meetings is to also be considered on an “as and when needs” basis.

**January** Council in Recess

<b>February</b>	Tuesday 11 <sup>th</sup>	Building Committee
	Tuesday 18 <sup>th</sup>	Committees (Works and Finance)
	Thursday 27 <sup>th</sup>	Council

<b>March</b>	Tuesday 11 <sup>th</sup>	Building Committee
	Tuesday 18 <sup>th</sup>	Committees (Works and Finance)
	Thursday 27 <sup>th</sup>	Council

<b>April</b>	Tuesday 8 <sup>th</sup>	Building Committee (2 <sup>nd</sup> Tuesday)
	Wednesday 9 <sup>th</sup>	Committees (Works and Finance) (2 <sup>nd</sup> Wednesday) Due to Easter and ANZAC Day
	Thursday 24 <sup>th</sup>	Council

<b>May</b>	Tuesday 13 <sup>th</sup> Tuesday 20 <sup>th</sup> Thursday 29 <sup>th</sup>	Building Committee Committees (Works and Finance) Council (5 <sup>th</sup> Thursday)
<b>June</b>	Tuesday 10 <sup>th</sup> Wednesday 11 <sup>th</sup>  Thursday 26 <sup>th</sup>	Building Committee (2 <sup>nd</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Wednesday) Due to National General Assembly in Canberra 15 <sup>th</sup> – 18 <sup>th</sup> June Council
<b>July</b>	Tuesday 8 <sup>th</sup> Tuesday 15 <sup>th</sup> Thursday 31 <sup>st</sup>	Building Committee Committees (Works and Finance) Council (5 <sup>th</sup> Thursday)
<b>August</b>	Tuesday 12 <sup>th</sup> Tuesday 19 <sup>th</sup> Thursday 28 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>September</b>	Tuesday 9 <sup>th</sup> Tuesday 16 <sup>th</sup> Thursday 25 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>October</b>	Tuesday 7 <sup>th</sup> Tuesday 14 <sup>th</sup> Thursday 23 <sup>rd</sup>	Building Committee (1 <sup>st</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Tuesday) Council (4 <sup>th</sup> Thursday) Due to LGMA State Conference
<b>November</b>	Tuesday 11 <sup>th</sup> Tuesday 18 <sup>th</sup> Thursday 27 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>December</b>	Tuesday 9 <sup>th</sup> Wednesday 10 <sup>th</sup> Thursday 18 <sup>th</sup>	Building Committee (2 <sup>nd</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Wednesday) Council (3 <sup>rd</sup> Thursday) commencing at 12.00 noon

## **OFFICER RECOMMENDATION**

**102-13/14 MOVED Cr Hawksley seconded Cr Bavin: -**

- 1. That Council formally adopt the following Council / Committee meeting dates for the 2014 Year.**
- 2. That the Ordinary Council Meeting Dates be published in accordance with the Local Government Act.**

## **SHIRE OF QUAIRADING 2014 COMMITTEE / COUNCIL MEETING DATES**

<b>January</b>	Council in Recess	
<b>February</b>	Tuesday 11 <sup>th</sup> Tuesday 18 <sup>th</sup> Thursday 27 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>March</b>	Tuesday 11 <sup>th</sup> Tuesday 18 <sup>th</sup>	Building Committee Committees (Works and Finance)

	Thursday 27 <sup>th</sup>	Council
<b>April</b>	Tuesday 8 <sup>th</sup> Wednesday 9 <sup>th</sup> Thursday 24 <sup>th</sup>	Building Committee (2 <sup>nd</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Wednesday) Due to Easter and ANZAC Day Council
<b>May</b>	Tuesday 13 <sup>th</sup> Tuesday 20 <sup>th</sup> Thursday 29 <sup>th</sup>	Building Committee Committees (Works and Finance) Council (5 <sup>th</sup> Thursday)
<b>June</b>	Tuesday 10 <sup>th</sup> Wednesday 11 <sup>th</sup> Thursday 26 <sup>th</sup>	Building Committee (2 <sup>nd</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Wednesday) Due to National General Assembly in Canberra 15 <sup>th</sup> – 18 <sup>th</sup> June Council
<b>July</b>	Tuesday 8 <sup>th</sup> Tuesday 15 <sup>th</sup> Thursday 31 <sup>st</sup>	Building Committee Committees (Works and Finance) Council (5 <sup>th</sup> Thursday)
<b>August</b>	Tuesday 12 <sup>th</sup> Tuesday 19 <sup>th</sup> Thursday 28 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>September</b>	Tuesday 9 <sup>th</sup> Tuesday 16 <sup>th</sup> Thursday 25 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>October</b>	Tuesday 7 <sup>th</sup> Tuesday 14 <sup>th</sup> Thursday 23 <sup>rd</sup>	Building Committee (1 <sup>st</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Tuesday) Council (4 <sup>th</sup> Thursday) Due to LGMA State Conference
<b>November</b>	Tuesday 11 <sup>th</sup> Tuesday 18 <sup>th</sup> Thursday 27 <sup>th</sup>	Building Committee Committees (Works and Finance) Council
<b>December</b>	Tuesday 9 <sup>th</sup> Wednesday 10 <sup>th</sup> Thursday 18 <sup>th</sup>	Building Committee (2 <sup>nd</sup> Tuesday) Committees (Works and Finance) (2 <sup>nd</sup> Wednesday) Council (3 <sup>rd</sup> Thursday) commencing at 12.00 noon

**CARRIED 7/0**

<b>10.1.2 Central Country Zone Meeting</b>
--

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 25<sup>th</sup> November 2013

DISCLOSURE OF INTEREST – Chief Executive Officer has nominated as a Candidate for a position as a Central Country Zone Delegate to the Wheatbelt Health MOU Group

OWNER/APPLICANT – N/A



## MATTER FOR CONSIDERATION –

1. Noting Council hosting the next Central Country Zone (WALGA) Meeting on Friday 29<sup>th</sup> November 2013;
2. Supporting Shire President's and Chief Executive Officer's Nominations as Delegates for the Central Country Zone.

APPLICANT'S SUBMISSION – Copy of the Central Country Zone Officer Bearers / Delegates Nominations attached for Members' Information

BACKGROUND – Council will be hosting the next Meeting of the Central Wheatbelt Central Country Zone in the Town Hall on Friday 29<sup>th</sup> November 2013.

Council's Voting Delegates are Shire President Cr Richards and Deputy Shire President Cr Caporn. Proxy Delegates are Cr Hawksley and the Chief Executive Officer.

Note: Each Member Council is entitled to two (2) Votes.

Elected Members are more than welcome to attend all or part of the Meeting as Observers.

The Central Country Zone meets on a Rotational basis around the 16 Member Councils.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil, Costs of Catering for the Central Country Zone Meeting are borne by the Centre Country Zone but initially local Catering arranged by Council and paid for and then reimbursed from the Central Country Zone. Host Council provides the Facility free of charge.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – N/A

COMMENT – The Agenda for the Central Country Zone has yet to be circulated by the Zone's Executive Officer but will be circulated by email under separate cover to Councillors.

Council, through the Chief Executive Officer and Zone Executive Officer, have prepared an Item on the Closure of the York to Quairading Railway Line (Tier 3) for discussion and debate by the Member Councils.

In addition, this Zone Meeting will deal with the Appointment of Zone Office Bearers, State Council Representative and Delegates to various External / Local Government Committees.

Council's Shire President Cr Richards has previously represented the Zone on the Local Government Grain Freight Group and seeks to renominate for the Position again.

Cr Richards' intentions were forwarded to the Zone Executive Officer by the Chief Executive Officer however the Nomination Deadline had passed. There being no formal Nominations received for either Delegate or Deputy Delegate, Nominations from the Floor will be considered at the Zone Meeting.

Council is also advised that the Chief Executive Officer Mr Graeme Fardon has nominated as a Candidate for a position as a Central Country Zone Delegate to the Wheatbelt Health MOU Group.

The Chief Executive Officer has held one of the Zone Delegates positions on the Wheatbelt Health MOU Group since the Foundation of the Group.

## **OFFICER RECOMMENDATION**

**103-13/14 MOVED Cr Bavin seconded Cr Caporn that: -**

- 1. Council note that the Shire of Quairading is hosting the next Central Country Zone (WALGA) Meeting in the Quairading Shire Hall on Friday 29<sup>th</sup> November 2013;**
- 2. Council endorse the Shire President's Nomination as a Candidate to be a Delegate for the Central Country Zone on the Local Government Grain Freight Group.**
- 3. Council endorse the Chief Executive Officer's Nomination as a Candidate to be a Delegate for the Central Country Zone on the Wheatbelt Health MOU Group.**

**CARRIED 7/0**

The Shire President reported on discussions with Shire of Bruce Rock Shire President Cr Stephen Strange in regard to the Road Network and Grain Cartage Task. Council was advised that Mayor Pickard, President of the WA Local Government Association, would be undertaking an inspection of the Quairading – Cunderdin Road during his attendance at the Central Country Zone Meeting.

<b>10.1.3 Confirmation of Committees and Delegates</b>
--

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date: 25<sup>th</sup> November 2013

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Confirmation of Council Committees and Delegates

APPLICANT'S SUBMISSION – N/A

BACKGROUND – Council, at a Special Meeting held on Monday 21<sup>st</sup> October 2013, adopted Council's Committees and Delegates.

Council is advised that Presiding Members of the following Committees have now been appointed, enabling the confirmation of the Executive Committee:

- Building and Town Planning Development Committee
- Finance and Audit Committee
- Works Committee

Council is also advised that the Childcare Centre Committee had been omitted from the original listing and is now included for confirmation.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – N/A

COMMENT – I advise that following the holding of Council’s Standing Committees, the Presiding Members have been listed first for the various Committees and the Executive Committee has now been updated.

The Meeting noted information from the Chief Executive Officer that the Environment Officer Advisory Committee no longer existed and had also been removed from the List of Committee and Delegates.

### OFFICER RECOMMENDATION

**104-13/14 MOVED Cr Davies seconded Cr Hawksley that Council adopt the Committees and Delegates as at 25<sup>th</sup> November 2013 as listed below:**

#### Building and Town Planning / Development Committee

- 1 Cr Davies
- 2 Cr Andrews
- 3 Cr Caporn
- 4 Cr Cousins
- 5 Proxy Member 1 – Cr McRae
- 6 Proxy Member 2 – Cr Richards

#### Executive Committee

- 1 Shire President – Cr Richards
- 2 Deputy Shire President – Cr Caporn
- 3 Chairperson of Finance and Audit Committee – Cr Bavin
- 4 Chairperson of Works – Cr Hawksley
- 5 Proxy Member – Chairperson of Building and Town Planning Development Committee – Cr Davies

#### Finance and Audit Committee

- 1 Cr Bavin
- 2 Cr McRae
- 3 Cr Andrews
- 4 Cr Cousins

#### Works Committee

- 1 Cr Hawksley
- 2 Cr Caporn
- 3 Cr Davies
- 4 Cr Richards

Quairading & District Sport & Recreation Council

- 1 Cr Andrews
- 2 Cr McRae
- 3 Proxy – Cr Caporn

Doodenanning Sports Club	Marion O’Hare
Quairading Badminton Club	Sacha Langsford
Quairading Cricket Club	Sean Simpson
Quairading Football Club	Sascha Squiers
Quairading Golf Club	Peter Wallwork
Quairading Junior Cricket Club	Rick White
Quairading Junior Football Club	Nikki Egginton
Quairading Junior Golf Club	Janine Anderson
Quairading Ladies Hockey Club	Kelsie Squiers
Quairading Bowling Club	Marg Dall
Quairading Aquatic Club	Kelsie Squiers
South Caroling Social Club	Bradley Hall
Quairading Tennis Club	Kelli Brown
Quairading Vintage Club	Roger Davies
Wamenusking Sports Club	Noel Stone
Stud Sheep Breeders	Brett Caporn
Quairading PCYC	Rob Jovanovic
Quairading Agricultural Society	Geoff Hall
Quairading District High School	Pauline Wray
Quairading Club Inc	Mick Grage
Quairading Netball Club	Kelsie Squiers
Quairading Horsing Around Group	Di Rowe
QARRAS	John Hards
Quilters of Quairading	Janice Clemens
Quairading Community Development Officer	Peta Saunders / Janine Anderson
Department of Sport and Recreation	Jannah Stratford

**COUNCIL DELEGATES**

Central Agcare

- 1 Community Development Officer
- 2 Proxy Member – Nil

Central Country Zone

President and Deputy President to be the voting delegates  
 Proxy Members – Cr Hawksley and Chief Executive Officer

Chamber of Commerce

- 1 Cr Cousins
- 2 Proxy Member – Chief Executive Officer

Childcare Centre Committee

- 1 Cr Cousins
- 2 President and Treasurer of Childcare Centre Committee
- 3 Chief Executive Officer
- 4 Deputy Chief Executive Officer
- 5 Finance Administration Officer

Community Development Officer Advisory Committee

- 1 Cr Bavin
- 2 Proxy Member – Cr Davies
- 3 Chief Executive Officer

Frail and Aged Lodge

- 1 Cr Caporn
- 2 Chief Executive Officer

Geographic Names Committee

- 1 Cr Hawksley
- 2 Cr Cousins
- 3 Chief Executive Officer
- 4 Proxy Member – Cr Richards  
(Community Representatives: - Don Brown, Shirley Stacey, Lester Strickland and Jack Wilson)

Land Conservation District Committee (incorporating Quairading Nature Reserve)

- 1 Cr Davies
- 2 Cr Caporn

Local Emergency Management Committee

- 1 Shire President – Cr Richards
- 2 Deputy Shire President – Cr Caporn
- 3 Proxy Member – Cr Hawksley
- 4 Chief Executive Officer
- 5 Secretary – Community Emergency Services Manager

Local Health Advisory Group

- 1 Chief Executive Officer

Main Roads (inc Sub Regional Road Group)

- 1 Cr Hawksley
- 2 Proxy Member – Chief Executive Officer

Medical Executive Committee

- 1 Cr Richards
- 2 Chief Executive Officer
- 3 Cr Andrews
- 4 Mr R Pozzi
- 5 Dr A Adeleye

Quairading Tourist and Tidy Town Committee

- 1 Cr Cousins
- 2 Proxy Member – Cr Richards then Rotational Elected Members

Reconciliation Action Plan

- 1 Cr Cousins
- 2 Cr Richards
- 3 Mr R Mellor
- 4 Mrs N Egginton-Hughes
- 5 Noongar Community Representatives (4)

RoadWise

- 1 Cr Hawksley
- 2 Chief Executive Officer
- 3 Proxy – Community Development Officer

School Liaison

- 1 Cr Davies
- 2 Proxy – Community Development Officer

Small Business Centre – Eastern Wheatbelt

- 1 Cr Cousins
- 2 Mr Glenn Smith – Community Representative
- 3 Proxy – Cr McRae

**CARRIED 7/0****10.1.4 Rates Incentive Prize Draw – 2013**

## REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date 25<sup>th</sup> November 2013

DISCLOSURE OF INTEREST – Nil

MATTER FOR CONSIDERATION – Results of Rates Incentive Prize Draw for 2013.

APPLICANT'S SUBMISSION – Nil

BACKGROUND – Council offered four (4) prizes for Ratepayers who paid their Rates in full by 5.00pm Friday 18<sup>th</sup> October 2013.

I advise that Chief Executive Officer Graeme Fardon drew the names on Friday 25<sup>th</sup> October 2013 with Mrs Laurel Maynard witnessing the draw.

I am pleased to advise Council of the following winners: -

1 <sup>st</sup> Prize	Mrs Lorraine Taylor	\$400 Quairading Agri Services Voucher
2 <sup>nd</sup> Prize	Mr and Mrs Terry Andrews	Canvas Print from the Quairading CRC
3 <sup>rd</sup> Prize	Mrs Jan Cockburn-Campbell	\$100 Quairading Co-op Voucher
4 <sup>th</sup> Prize	Mr and Mrs Geoff Pritchard	2013/14 Annual Season Pool Pass

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Results have been published in the “Quairading ‘Q’ Munity Newsletter” and will also be published in the November 2013 edition of the “Banksia Bulletin”.

COMMENT – Nil

**OFFICER RECOMMENDATION – Nil**

**Information only**

**Item 10.2 Manager of Health and Building Service’s Report**

Council received the Manager of Health and Building Service’s Report on Building Licences Issued for October 2013.

Discussion ensued on the need for Council’s Environmental Health Officer to undertake inspections of Untidy Properties in the Townsite.

**Item 10.3 Environment Officers’ Reports**

Council received the Environment Officers’ Reports.

**Item 10.4 Community Development Officer’s Report**

Council received the Community Development Officer’s Report.

Cr Bavin commented that the Community Development Officer Advisory Committee had queried whether it was really needed. The Chief Executive Officer advised that the Committee had listed the issue of the Role and Function of the Committee at its first Meeting in 2014.

The Economic Development Project Officer reported that a security camera had recently been stolen from Toapin Weir.

Cr McRae queried the time management of the Community Development Officer's position as it appeared the number of projects / tasks was overwhelming Part Time Officers. The Chief Executive Officer provided information on staffing and Council's Budget Allowance for a Full Time Equivalent Position.

The Chief Executive Officer also commented on the need to ensure Projects / Initiatives were aligned with Council's Community Strategic Plan.

**ITEM 11 INWARD CORRESPONDENCE**

Nil

**ITEM 12 LATE ITEMS**

Nil

**ITEM 13 TABLED ITEMS**

Nil

**ITEM 14 COUNCILLORS' REPORTS / BUSINESS**

**Cr Hawksley**

Cr Hawksley reported on a Rotary Youth Exchange Tour which had visited Quairading with a barbeque held at Toapin Weir. Council was advised that the Tour Group were very happy with their visit and stay at the Railway Barracks.

**Cr Bavin**

Cr Bavin reported that Funding had been received from "1 Life" and that a Ladies Day would be conducted at the Quairading Community Resource Centre on Wednesday 4<sup>th</sup> December 2013.

**Cr Caporn**

Nil

**Cr Davies**

Cr Davies commented that the Shire Hall is now a magnificent building with its upgraded Kitchen and Sound / Lighting Equipment.

Cr Davies advised that he found the Information Session by the Chief Executive Officer on Road Funding very good.

Cr Richards advised that when attending a Funeral at the Town Hall, a lot of leaves were present at the front entry. The Chief Executive Officer reported that the Hall Entry and Carpark is regularly swept and maintained but every endeavour is made to have the Area clean prior to Hall Hirings.

**Cr Cousins**

Cr Cousins advised that she had got a lot out of the Chief Executive Officer's Road Funding Presentation.



The Meeting suggested further Information Sessions in 2014.

Cr Cousins relayed a request that white lines be repainted within the Caravan Park including marking of the drainage system.

**Cr McRae**

Nil

**Cr Richards**

Cr Richards reminded Councillors of the confidentiality of Council Information and that Council related mail on Councillors' Computers are a Public Record.

Cr Richards concurred with Cr Davies that the Quairading Town Hall is a perfect venue for large functions.

Cr McRae queried whether there was a Committee in place to promote the Hall and bring in Events. The Chief Executive Officer advised that there had been an effort made to get more Regional Meetings but that this effort should be increased. The Shire President requested that this item be referred to the Building and Town Planning Development Committee.

**Chief Executive Officer**

The Chief Executive Officer reported that the School Awards Day would be conducted on Tuesday 17<sup>th</sup> December 2013 with Council presenting an Encouragement Award.

**Chief Executive Officer's Secretary**

Nil

**Deputy Chief Executive Officer**

Nil

**Economic Development Project Officer**

Nil

**Cr Bavin**

Cr Bavin reminded Councillors that the Australia Day Function / Citizen of the Year Function would be held at the Bowling Club and requested Councillors to consider who would be available to assist on the day.

**Cr Richards**

Cr Richards thanked Councillors for their thorough preparation for the Council Meeting.

**ITEM 15      NEXT MEETING**

Thursday 19<sup>th</sup> December 2013 commencing at 12.00 noon.

**ITEM 16 CLOSURE**

There being no further business to discuss, the Chairman declared the Meeting closed at 5.45pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> November 2013 were confirmed on 19<sup>th</sup> December 2013 as recorded on resolution no. \_\_\_\_\_

Confirmed.....19/12/13