

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON 19<sup>TH</sup> DECEMBER 2013**  
**COMMENCING AT 12.02PM**

**ITEM 1 ATTENDANCE AND APOLOGIES**

Cr D C Richards	Shire President
Cr B K Caporn	Deputy Shire President
Cr R C Hawksley	
Cr J A Bavin	
Cr T C Andrews	
Cr WMF Davies	
Cr C M Cousins	
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 (12.02pm to 12.43pm)
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr R M Bleakley	Economic Development Project Officer (1.30pm to 3.32pm)

**Observer**

Mrs J N Haythornthwaite

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

The Shire President welcomed Elected Members, Staff and Observer Mrs Haythornthwaite to the December 2013 Council Meeting.

The Shire President advised that Council's Annual Christmas Function would be held at the Quairading Bowling Club commencing at 5.00pm. Cr Richards commented that he would like to see the Council Meeting concluded by 4.00pm if possible.

**ITEM 2.1 PUBLIC QUESTION TIME**

Cr Richards enquired if Mrs Haythornthwaite had any questions. Mrs Haythornthwaite replied in the negative.

There were no other Members of the Public present.

**ITEM 2.2 DEPUTATIONS**

Nil

**ITEM 3 DECLARATIONS OF INTEREST**

Nil

## **ITEM 4 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 28<sup>TH</sup> NOVEMBER 2013**

### **Business Arising**

#### Item 18 – Shire Newsletter

Cr McRae requested the definition of “Statutory Notices”. The Chief Executive Officer provided information to Cr McRae and the Meeting.

Cr McRae requested the words “and Statutory Notices” be deleted from her comments in the fifth paragraph on page 3.

#### Item 50 – Emergency Town Notice Board

Cr Richards queried whether the Local Emergency Management Committee had discussed the Emergency Town Notice Board at its Meeting held on 5<sup>th</sup> December 2013.

Cr Hawksley advised that the matter had not been considered due to a lack of participants at the Meeting.

Cr Richards suggested that the Emergency Town Notice Board Item be referred to the Works Committee for progression.

#### Old Beverley Road – Mr A Gelmi

Cr Davies queried whether contact had been made with Mr Gelmi. The Manager of Works and Services reported that he had contacted Mr Gelmi and that a Meeting would take place early in the New Year.

Cr Davies commented that he had travelled on Goldfields Road and that the Shire of York had treated the edges of the gravel road in a similar way.

#### Traffic Counters

The Manager of Works and Services reported that the Traffic Counter on Kellerberrin – Yoting Road had been relocated to near Bridge 6269 near Wackett Road on the Quairading – Cunderdin Road.

#### Quairading – Cunderdin Road

Cr Richards reported that Mayor Pickard, President of the WA Local Government Association, had undertaken an inspection of the CBH Facility and the Quairading – Cunderdin Road during his attendance at the Central Country Zone Meeting.

Cr Richards further reported that Tour time had been well spent.

#### Rates Incentive Prize Draw – 2013

The Chief Executive Officer reported that Mrs Lorraine Taylor had written to Council thanking Council for the Rates Prize she had received.

**105-13/14 MOVED Cr Bavin seconded Cr Davies that the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> November 2013 be confirmed as a true and correct record subject to the following alteration: -**

- **The words “and Statutory Notices” be deleted from the fifth paragraph on page 3.**

**CARRIED 8/0**

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

##### Item 1 – Strategic Land Use Management (PLUM)

Cr McRae queried the acronym of “PLUM” and the purpose of “Strategic Land Use Management”. The Chief Executive Officer advised that “PLUM” stood for “Planning and Land Use Management” and provided information including the Land Use Planning and future Planning in the Region. Council was advised that the Program had been in abeyance for nearly 2 years.

Cr Richards added that increased Hobby Farms and Tree Plantations had seen the inception of this Working Group.

##### Item 7 – Geographic Names Committee

Cr Hawksley queried whether the Proposed Road Names had been publicised. The Chief Executive Officer reported that Public Comment would be sought in Council’s Newsletter to be published in February 2014.

Cr Cousins reported that the Concept of Noongar Park Names had received strong support from Members of the Noongar Community at the recent Reconciliation Action Plan Meeting.

##### Item 8 – Encroachment on Road Reserve – Mawson

Cr Davies queried progress on this item. The Chief Executive Officer reported that there was no progress to date and that he would follow this up with the new owner in the New Year.

##### Item 17 – Strategic Planning Meeting

The Meeting resolved that a Strategic Planning and Budget Review Meeting be held on Thursday 20<sup>th</sup> February 2014 commencing at 5.00pm.

##### Item 46 – JP Succession

The Meeting noted that a date for a further meeting to discuss JP Succession is to be scheduled in February 2014.

##### Item 55 – Australia Day Function

Cr Bavin reported that she will liaise with the Quairading Bowling Club in regard to the Australia Day Function.

The Meeting resolved that a Citizen of the Year Committee Meeting is to be held on 14<sup>th</sup> or 15<sup>th</sup> January 2014 to consider Nominations received.

Council discussion ensued in regard to the Committee composition with the following Community Members invited to join the Committee consisting of the Chief Executive Officer, Shire President and Deputy Shire President including a Panel of Names including: -

- Mr Rowlie Mellor
- Mr Chad Langsford
- Mrs Kelsie Squiers
- Mrs Pauline Wray
- Mrs Sarah Caporn
- Mrs Kylie Squiers
- Mr Garry Taylor
- Mrs Jo Hayes

The Meeting noted that the Committee would come from the Panel of Names submitted and subject to availability and willingness to participate.

It was noted that Committees Members must exclude themselves if there is any Conflict of Interest with any of the Nominees submitted.

Council resolved to remove Item 35 – Fixed Seating from the Matters Pending / Action Sheet.

## **ITEM 5       WORKS**

### **Item 5.1       Works Committee Meeting held on 11<sup>th</sup> December 2013**

Cr Hawksley reported that there were no recommendations forthcoming from the Works Committee Meeting.

Council was advised that lengthy discussion had been undertaken in regard to the damage caused to road surfaces by Tri Axle Combination Trucks and escalation of road repairs and need for Road Surface renewals.

Cr Hawksley commented that it had been a very good meeting.

### **Item 5.2       Other Works Matters**

The Manager of Works and Services reported that Engineering Consultants Cardno had been contracted to provide an Independent Audit of Bridge Structure No 6269 and that Traffic Counts would be undertaken to monitor usage and size of vehicles over this structure.

The Chief Executive Officer reported that CBH had advised of “Domestic Output” status from the Quairading Facility.

Council discussion ensued in regard to funding for the future maintenance also for the Quairading – Corrigin Road and the York – Quairading Road.

The Manager of Works and Services reported that “Hazard Ahead” Signage had been placed on the Quairading – Cunderdin Road in the vicinity of the narrow bridge.

Council was advised that the Works Construction Team were currently on “Closing Down” Jobs and cleaning the Machinery ready for the Annual Shutdown.

The Shire President reported that the newly constructed road as part of Brookton Highway was already breaking up. Cr Richards commented that Climate Change and Unseasonal Weather events would continue to impact on Road Systems.

Cr Davies queried the reduction of Speed Limits on local roads and Council’s authority to impose Speed Limits.

Cr Richards requested that this discussion be referred back to the Works Committee. Council was advised that policing of lower Speed Limits on local roads would be difficult.

Cr Davies reported having carted Dolomite through Districts that had placed Permit Load Speed Limits of 70kph on certain Roads.

Cr McRae advised that she would like to support this initiative and request our Farmers to slow down on local roads.

The Chief Executive Officer reported meeting with Hon Jim Chown, Gerald Morey and Peter Sewell of Main Roads WA Wheatbelt North on Wednesday 18<sup>th</sup> December 2013 and inspecting the Quairading – Cunderdin Road.

The Chief Executive Officer further reported that correspondence had been prepared replying to the Premier's letter.

Cr McRae congratulated the Shire President and the Chief Executive Officer on keeping the Tier 3 Rail Line Closure and Road Safety issues in the Media. The Chief Executive Officer commented that this issue was taking up a lot of resources at this time.

The Chief Executive Officer reported that Main Roads WA Wheatbelt South Designer Henryk Marek was retiring on Friday 20<sup>th</sup> December 2013.

Cr Richards acknowledged the support of reporter Jo Fullwood on her assistance with the Tier 3 Rail Retention issue.

## **12.43pm**

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**

The Shire President reported that the City of Melville Dinner on Friday 6<sup>th</sup> December 2013 had been a very good evening.

Council was advised that City of Melville Elected Members were still interested in visiting Quairading and that perhaps a "Shearing Shed" function could be organised.

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

Council was advised that a SEARTG Special Board Meeting would be held in York on Friday 20<sup>th</sup> December 2013. Past SEARTG Delegates had been invited to the Meeting and Christmas Function.

An update on the Telecommunication Project would also be provided at the Meeting.

Council was advised that during a Teleconference with Department of Local Government, WA Local Government Association Officer and Council Representatives held prior to the Council Meeting, it was reported that the Local Government Advisory Board had not yet provided its Report and Recommendation to the Minister for Local Government.

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

Cr Richards thanked the Chief Executive Officer for his efforts during the past year.

The Chief Executive Officer provided a brief report of the year in review with the following topics and challenges referred to: -

- Elections – Federal, State and Local
- Loss of Major Grant Funding
- Tier 3 Rail Line
- Structural Reform
- Medical Practice Accreditation
- Childcare Centre Management
- Youth Centre Management

The Chief Executive Officer commented on the great teamwork and thanked the Shire President and Councillors for their support.

The Chief Executive Officer thanked Council's Staff Members and acknowledged the work undertaken by Economic Development Project Officer, Mr Richard Bleakley, with the Shire Hall Kitchen Upgrade Project and new Council Residence.

The Chief Executive Officer acknowledged the significant works undertaken by the Works and Parks / Gardens Teams during the year.

The Chief Executive Officer reported that it had been a hectic year.

The Shire President advised that 2014 would be just as hectic with more compliance issues to be adhered to. Cr Richards commented that it was amazing what Chief Executive Officers put up with and the ever increasing pressures. Cr Richards further commented that we enjoy what we do and work well as a team.

Cr Davies congratulated the Chief Executive Officer on his dealings on the Grain Freight issue.

### **ITEM 7 BUILDING**

#### **Item 7.1 Building and Town Planning Development Committee Meeting held on 10<sup>th</sup> December 2013**

##### Caravan Park Concept Designs (B21-13/14)

**106-13/14 MOVED Cr Davies seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B21-13/14 that Council endorse the actions to be taken to express Council's disappointment at the unsuccessful Grant Application and a request for a Meeting with the Department of Regional Development and the Wheatbelt Development Commission regarding this application as a Matter of Priority.**

**CARRIED 8/0**

Pre-Primary Centre / Kindergarten (B22-13/14)

**107-13/14 MOVED Cr Davies seconded Cr Cousins that Council adopt Building and Town Planning Development Committee recommendation B22-13/14 that Council acknowledge the advice from the Department of Education advising of the termination / early release of Lease of the Kindergarten Building in Murphy Street, Quairading.**

**CARRIED 8/0**

**Item 7.2 Other Building Matters**

Next Meeting of Building and Town Planning Development Committee

Cr Davies advised that he would like to have the next Meeting of the Building and Town Planning Development Committee at the Community Building with an invitation extended to the Multi Purpose Facility Working Group for discussion following the Meeting.

Extensive Council discussion ensued on the need to assist the Multi Purpose Facility Working Group to progress Planning on future requirements whilst noting that Project Funding may be many years away.

**108-13/14 MOVED Cr Davies seconded Cr McRae that following the next Meeting of the Building and Town Planning Development Committee, that interested Stakeholders meet to discuss the future development of the Sports Ground Precinct.**

Council Discussion

Lengthy Council discussion ensued on the change of Personnel on the Multi Purpose Facility Working Group and the need for direction. Further comment was made on the proposal to incorporate the Working Group into the Quairading and District Sport and Recreation Council to enable greater participation by the various Clubs.

**VOTING DRAWN 4/4**

**ON THE CASTING VOTE OF THE SHIRE PRESIDENT, THE MOTION WAS LOST**

The Shire President requested that Multi Purpose Facility Working Group be written to encouraging them to meet with the Quairading and Districts Sport and Recreation Council and to supply copies of plans developed to date.

Cr Caporn commented that the letter should be sent to both Mr Greg Richards and Mrs Kelli Brown as identified representatives of the Multi Purpose Facility Working Group.

It was resolved that the next Meeting of the Quairading and Districts Sport and Recreation Council be held on Monday 10<sup>th</sup> February 2014 commencing at 5.00pm at the Community Building.

The Meeting requested that advertising be undertaken inviting all interested Community Members to attend this Meeting.

**1.30pm**

The Economic Development Project Officer entered the Council Meeting.

### New Council Residence

The Economic Development Project Officer reported that the concrete floor stabilisation on the South West corner of the residence had been the subject of a satisfactory Structural Engineering Certificate.

Council was advised that the Residence was now at “Lock Up” stage.

### Long Term Financial Plan

The Economic Development Project Officer provided Long Term Financial Plan Projections for the Rescoped Upgrade of the Caravan Park.

Cr Hawksley queried the anticipation of generation of Income for an Improved Caravan Park. The Economic Development Project Officer advised that realistic estimates of Caravan Park Income had been part of the Reviewed Business Plan.

The Deputy Chief Executive Officer queried what sort of disruption would occur to Permanent Residents of the Caravan Park during any Major Refurbishment Works. The Chief Executive Officer reported that the Permanent Residents would use the Overflow Area as a temporary measure.

Cr McRae queried whether Council could reduce the cost of the Ablutions and Camp Kitchen. Council was advised of Compliance requirements for the Ablutions and a possible lower cost option for the Camp Kitchen would be considered as part of the Project Planning.

Cr Richards requested that the Economic Development Project Officer attend the next Meeting of the Quairading and Districts Sport and Recreation Council to present the Caravan Park Upgrade Project and to hear of the Multi Purpose Facility Working Group Plans.

## **ITEM 8 FINANCE**

### **Item 8.1 Finance and Audit Committee Meeting held on 11<sup>th</sup> December 2013**

**109-13/14 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendations F33-13/14 to F37-13/14 excluding F35-13/14: -**

#### Accounts for Payment (F33-13/14)

- 1. That Schedule of Accounts covering Municipal Vouchers 21605 to 21663 & EFT983 to EFT1062 totalling \$493,034.44 be received; The balance of all other outstanding Sundry Creditors to the 30/11/2013 total \$139,762.34; and**
- 2. That Payroll payments for the month November 2013 totalling \$172,116.04 be received; and**
- 3. That Police Licensing payments for the month of November 2013 totalling \$40,073.55 be received; and**
- 4. That Motor Charge Ltd Payment for the month of November 2013 totalling \$492.91 be received; and**
- 5. That fund transfers from Trust account to Municipal account for November 2013 totalling \$1,288.55 be received.**



6. That fund transfers to Corporate Credit Card for November 2013 totalling \$2,638.72 be received.

7. That WestNet payments for the month of November 2013 totalling \$184.95 be received.

Fund Balances Report – November 2013 (F34-13/14)

The Fund Balances for the period ending 30<sup>th</sup> November 2013, as presented to Council be adopted.

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 261,295.09	\$ 3,862,857.73
At Call - Invest.	\$ 550,000.00	
Childcare Centre	\$ 16,548.00	
Medical A/c	\$ 30,029.97	
T/Deposit 4 Mth	\$ 501,726.03	
T/Deposit 3 Mth	\$ 600,000.00	
T/Deposit 4 Mth	\$ 900,000.00	
T/Deposit 3 Mth	\$ 201,890.41	
T/Deposit 3 Mth	\$ 800,000.00	
<b>Total Municipal</b>	<b>\$ 3,861,489.50</b>	
Trust A/c	\$ 6,295.32	\$ 6,295.32
Police Licensing	\$ 2,009.50	\$ 2,009.50
At Call - Reserve	\$ 292,628.33	
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 30<sup>th</sup> November 2013 (F36-13/14)

The Financial Statements for the period ending 30<sup>th</sup> November 2013, as presented to Council be adopted.

Financial Statements – Variation to Budget by Percentage or Value – November 2013 (F37-13/14)

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

CARRIED 8/0

Public Information Board (F35-13/14)

110-13/14 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F35-13/14 that in light of the expense for the Public Information Board, Council Staff seek out State or Federal Grant Monies rather than Council funding the Project as per the Budget.

Cr Davies highlighted that the Public Information Board had been budgeted for this financial year and had been considered by Council for a number of years.

Cr McRae advised that she felt that the electronic Public Information Board was a luxury item and was not necessary if there was no grant funding being received for the project.

Cr Richards reported that the purchase had been raised by the Local Emergency Management Committee to relay information to Community Members during emergencies and for multiple Community uses. Cr Richards further reported of Council's duty of care to inform the Community.

Cr McRae stated that she would have no problem with the purchase if it was paid for with Grant Funding.

The Deputy Chief Executive Officer queried the timeframe for purchase. The Chief Executive Officer recommended that a suitable Board be selected by the end of March 2014 for purchase in April 2014.

The Meeting supported the March 2014 timeframe to research any avenues of External Grant Funding.

It was resolved that the choice of design and location be referred back to the Works Committee.

Cr Hawksley commented that the Local Emergency Management Committee would not be planning or overseeing the Purchase of the Board.

**CARRIED 7/1**

Write Off – A14087 Avila Investments Pty Ltd (F38-13/14)

**111-13/14 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F38-13/14 that Council write off Rates and Charges in the amount of \$1,487.03 for Avila Investments Pty Ltd.**

The Deputy Chief Executive Officer reported that this item related to a surrendered Mining Lease.

**CARRIED 8/0**

**2.08pm**

**112-13/14 MOVED Cr Hawksley seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.**

**CARRIED 8/0**

**2.27pm**

**113-13/14 MOVED Cr Cousins seconded Cr Caporn that standing orders resume.**

**CARRIED 8/0**

**Item 8.2 Minutes of Meeting with the Auditor held on 11<sup>th</sup> December 2013**

**114-13/14 MOVED Cr Bavin seconded Cr Davies that the Minutes of the Meeting held by telephone with the Auditor on the 11<sup>th</sup> December 2013 be confirmed as a true and correct record of that Meeting.**

**CARRIED 8/0**

Cr Davies queried the reasoning for the Valuation of the Golf Course. The Chief Executive Officer provided information in regard to new legislation which applies to Golf Courses, Showgrounds and Race Courses having to be Valued for the Annual Financial Statements.

Cr McRae commented that the Golf Course was on Crown Land and unable to be sold. The Chief Executive Officer advised that the Valuation was an accounting issue only and an academic exercise however simple methodology had been developed by Council Staff to satisfy the legislative requirements.

## **ITEM 9 OTHER MEETINGS**

### **Item 9.1 Medical Executive Committee Meeting held 3<sup>rd</sup> December 2013**

Council received the Minutes of the Medical Executive Committee Meeting held on Tuesday 3<sup>rd</sup> December 2013.

#### Local Indigenous Artwork

Cr Cousins reported that discussions had been held at the Reconciliation Action Plan Meeting regarding an Art Design Competition. The Chief Executive Officer confirmed that this issue would be discussed with the Quairading Medical Practice Manager.

#### Medical Practice Accreditation

The Chief Executive Officer reported that the Quairading Medical Practice had achieved a 100% Result for the Accreditation.

Cr Richards commented that the result was a terrific outcome and congratulated all Staff involved.

#### Security Camera at Rear of Doctor's Surgery

The Deputy Chief Executive Officer queried whether a sensor light would be more cost effective than a Camera. The Chief Executive Officer stated that a sensor light (if not already fitted) could be arranged in the Current Year.

### **Item 9.2 Local Emergency Management Committee Meeting held on 5<sup>th</sup> December 2013**

Acting Chairperson, Cr Hawksley, advised that there were no recommendations forthcoming from the Local Emergency Management Committee Meeting held on 5<sup>th</sup> December 2013.

Council was advised that the timing of Meeting is to be reviewed due to the poor attendance during the Harvest Period.

## **ITEM 10 REPORTS**

### **Item 10.1 Chief Executive Officer's Report – December 2013**

<b>10.1.1 Annual Report for Year Ended 30<sup>th</sup> June 2013</b>
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 17<sup>th</sup> December 2013

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Acceptance of Annual Report for the year ended 30<sup>th</sup> June 2013.

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

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

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

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

#### **Acceptance of annual reports**

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
- (2) If the auditor’s report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.

#### **Notice of annual reports**

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

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION

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

Council is required to hold the Annual Electors Meeting within 56 days of Council receiving the Annual Report.

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

Council has already resolved, subject to Receipt and Acceptance of the Annual Report to conduct the Annual Electors' Meeting on Wednesday 5<sup>th</sup> February 2014 at 7.00pm in the Lesser Hall.

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

#### **OFFICER RECOMMENDATION**

**115-13/14 MOVED Cr Bavin seconded Cr Andrews that: -**

- 1. Council formally receive the Audit Report; and**
- 2. Council accept the Annual Report for the Year Ended 30<sup>th</sup> June 2013.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

<b>10.1.2 Draft Heritage Strategy</b>
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#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date    17<sup>th</sup> December 2013

#### DISCLOSURE OF INTEREST – Nil

MATTER FOR CONSIDERATION – Endorsement of Draft Heritage Strategy developed by Regional Heritage Advisory Service Consultant Laura Gray

APPLICANT'S SUBMISSION – Copy of Draft Strategy attached

BACKGROUND – Council, as a Member Council of the South East Regional Transition Group were successful in attracting a Grant to assist each Council with its ongoing obligations under the State Heritage Act.

The obligations include the Review of Council's Municipal Heritage Inventory (MHI) and subsequent Public Consultation on the Revised MHI.

The Act requires Council to review the Inventory every 8 years.

The original MHI was developed through Public Consultation and a Community Advisory Group and the Consultant Laura Gray in 1996.

STATUTORY ENVIRONMENT – Heritage Act 1990 and State Planning Policy 3.5

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Grant of \$2,000 received by each SEARTG Member Council, whilst a Budget Allocation of \$5,000 in 2013/2014 (GL No 2608)

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Necessary as part of the prescribed Review Process.

COMMENT – Heritage Consultant Ms Laura Gray has been jointly engaged by each of the SEARTG Councils to maximise the Joint Grant Monies received by the four (4) Councils and to develop Uniform Strategies for the four Councils. If an amalgamation of the Councils does occur, an integrated Heritage Strategy will be easily prepared.

It is recommended that Council support the Heritage Strategy Document to enable an effective use of the Consultant’s time within the Region.

### **OFFICER RECOMMENDATION**

**116-13/14 MOVED Cr Davies seconded Cr Caporn that Council adopt the Quairading Heritage Strategy as prepared by the Regional Heritage Advisor / Consultant, Ms Laura Gray.**

**CARRIED 8/0**

#### **Item 10.2 Manager of Health and Building Services’ Report**

Council noted that the following Building Licences were issued by the Building Officer: -

Licence No 18-13/14  
Co-Operative Bulk Handling  
8133 Ashton Street, Quairading  
Building – Open Bulkhead  
Value - \$43,760.00

Licence No 19-13/14  
DS & LG Whyte  
39 Dall Street, Quairading  
Building – New Dwelling & Shed (Renewal)  
Value - \$300,000.00

#### **Item 10.3 Environment Officers’ Reports**

Council received the Reports from the Environment Officer and Environment Project Officer.

##### “The Groves”

The Chief Executive Officer reported on the Meeting held between the Shire, South West Aboriginal Land & Sea Council and the National Trust.

Council was advised that the Meeting was looking at lesser restrictions on camping but strong commitment to define “Short Stay” to 1 – 2 nights only.

The Chief Executive Officer reported that it had been a very good meeting.

It was reported that vehicle access to “The Groves” is still an issue with no feedback received from Brookfield. The Chief Executive Officer undertook to follow up with representatives from Brookfield Rail.

#### **Item 10.4 Community Emergency Services Manager's Report**

Council noted the Report from the Community Emergency Services Manager.

Council was advised that Mr Slater had been employed for 12 months and had recently had an Annual Review with the Chief Executive Officer and the Chief Executive Officer of the Shire of Cunderdin also in attendance. Council was advised that Department of Fire and Emergency Services representatives had been unable to attend the Review Meeting but a Review Meeting would be rescheduled for the New Year.

Cr Richards thanked the Economic Development Project Officer for also recently completing 12 months employment with Council.

Cr Hawksley commented on the service provided by Community Emergency Services Manager and his excellent level of assistance towards the Fire Control Officers.

Cr McRae queried whether there were any problems experienced with the roller door of the South Quairading Fire Shed. The Deputy Chief Executive Officer provided details that the incorrect door had been supplied in the Kit and that the door would be substituted with the correct door.

Cr Davies queried when the Doodenanning Fire Shed would be constructed. The Chief Executive Officer advised that the Shed would be progressed when the Community Emergency Services Manager returns from Leave after the New Year.

#### **ITEM 11 INWARD CORRESPONDENCE**

Nil

#### **ITEM 12 LATE ITEMS**

Nil

#### **ITEM 13 TABLED ITEMS**

**13.1** Central Agcare Incorporated – Annual Report 2012-2013

**13.2** Main Roads WA – Annual Report in Brief 2013

**13.3** WALGA Central Country Zone – Minutes of Meeting held 29<sup>th</sup> November 2013

#### **ITEM 14 COUNCILLORS' REPORTS / BUSINESS**

##### **Cr McRae**

Cr McRae queried whether white lines could be marked on various sections of the Quairading – Corrigin Road and the Quairading – Cunderdin Road.

The Chief Executive Officer reported that Main Roads WA have a Line Marking Schedule. This item is to be placed on the Matters Pending List of the Works Committee.

Cr Richards thanked Cr McRae for raising this issue.

Cr McRae queried Main Roads WA's future timeframe for the Pink Lake Tourist Layby. The Chief Executive Officer advised that he would raise this issue with Main Roads WA Wheatbelt North Officers.

Cr Richards commented that this is both a safety and tourism issue.

**Cr Cousins**

Cr Cousins wished all Councillors and Staff a Merry Christmas and a Happy New Year.

**Cr Davies**

Cr Davies wished all Councillors and Staff a Merry Christmas and a Happy New Year.

Cr Davies advised that funding for the Electronic Public Information Board could be sought from RoadWise and CBH on the grounds of improving road safety awareness.

**Cr Andrews**

Cr Andrews wished all Councillors and Staff a Merry Christmas.

**Cr Caporn**

Cr Caporn reported attending a Training Day for Shire Presidents and Deputy Shire Presidents.

Council was advised that the Training had been very worthwhile.

Cr Caporn commented that Committee Meetings should enable Council Meetings to be streamlined.

Discussion ensued in regard to Social Media and Cyber Bullying which had been highlighted at the Elected Member Training Day.

**Cr Bavin**

Cr Bavin reported that Community Resource Centres must now have “Facebook” accounts for the release of information to the public.

Cr Bavin wished all Councillors and Staff a Merry Christmas, a Happy New Year and Safe Travelling.

**Cr Hawksley**

Cr Hawksley reported that a Fire Appliance had attended the recent fire at Toodyay.

Cr McRae advised that her husband, Deputy Chief Bush Fire Control Officer Alec McRae, had attended and had been very impressed with the organisation of the Incident.

Cr Hawksley reminded Councillors to use the telephone numbers on the purple magnets when reporting a Fire or calling the Harvest Ban Hotline.

Cr Hawksley commented on a small fire inside a tree near the Works Depot Gates. It was suspected that a cigarette butt disposed of in the tree trunk may have been the cause of the fire.

Cr Hawksley queried whether Council could come under the banner of Main Roads WA Wheatbelt North Region rather than Wheatbelt South Region. The Chief Executive Officer advised that it would be easier next year when all Wheatbelt Councils come under the one Main Roads Region.



Cr Hawksley wished all Councillors and Staff a Merry Christmas and a Happy New Year.

### **Deputy Chief Executive Officer**

The Deputy Chief Executive Officer reported that Council's new Webpage was soon to be commissioned and would be more "user friendly".

The Deputy Chief Executive Officer wished all Councillors and Staff a Merry Christmas.

### **Economic Development Project Officer**

The Economic Development Project Officer wished all Councillors and Staff a Merry Christmas and a Happy New Year.

The Economic Development Project Officer advised that his focus next year is Grants Strategies.

Cr Richards commented that Council must move forward from this year's experiences with Grants.

### **Cr Richards**

Cr Richards advised that it had been a very tough and taxing year and encouraged Councillors and Staff to keep positive and stay motivated.

Cr Richard requested that Council have Projects ready.

Cr Richards commented on the necessity of having an Economic Development Project Officer to assist the Chief Executive Officer and Councillors.

Cr Richards wished all Councillors and Staff a Merry Christmas and a Happy New Year.

Cr Richards thanked Staff and Councillors for a fantastic 12 months and advised that Council is blessed to have the Staff it has.

### **Chief Executive Officer**

The Chief Executive Officer reported attending the Quairading District High School Awards Ceremony on Tuesday 17<sup>th</sup> December 2013 and presenting Council's Encouragement Award to Miss Gladys Miller. Council was advised that Student Video and Music Presentations had also occurred at the Awards Ceremony.

Council was advised that Elected Member Training would be conducted in Quairading on the 26<sup>th</sup> February 2014 with a minimum of 10 participants.

The Chief Executive Officer reported that the Shire Administration Centre and Works Depot would be closed over the Christmas and New Year Period and would reopen on Thursday 2<sup>nd</sup> January 2014. Council was advised that the Deputy Chief Executive Officer would return from Leave on Monday 6<sup>th</sup> January 2014 as Acting Chief Executive Officer. The Chief Executive Officer confirmed that he would return to work on Monday 13<sup>th</sup> January 2014.

The Chief Executive Officer wished all Councillors and Staff a Merry Christmas and a Happy New Year.

The Chief Executive Officer thanked Councillors and Staff for a great year.

The Chief Executive Officer congratulated Cr McRae on completing the Elected Member Induction Course.

**Chief Executive Officer’s Secretary**

Nil

**Mrs J N Haythornthwaite**

Nil

**ITEM 15      NEXT ORDINARY MEETING**

Thursday 27<sup>th</sup> February 2014 in the Council Chambers commencing at 2.00pm.

**ITEM 16      CLOSURE**

There being no further business to discuss, the Chairman declared the Meeting closed at 3.32pm.

I certify the Minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> December 2013 were confirmed on 27<sup>th</sup> February 2014 as recorded on resolution no. \_\_\_\_\_

Confirmed.....27/2/14