

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 26TH JUNE 2014
COMMENCING AT 2.00PM

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
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.00pm to 3.34pm)
Mr R M Bleakley	Economic Development Project Officer (3.56pm to 6.15pm)
Sgt S Hickman	Quairading Police (3.56pm to 4.12pm)
1 st Class Constable Atkins	Quairading Police (3.56pm to 4.12pm)

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

Cr Richards welcomed Councillors and Staff to the June Ordinary Meeting of Council and acknowledged there were no apologies for this Meeting.

The Shire President advised that dinner would be held following the Council Meeting at the newly opened "Golden Grain Cafe / Bakery".

Councillors were advised that the new Community Emergency Services Manager, Mr Daniel Birleson, has been invited to join Councillors for Afternoon Tea.

The Shire President reported that Sgt Shane Hickman and 1st Class Constable Dave Atkins have been invited to join Councillors for Afternoon Tea and to provide a brief Report on Policing Issues at the Council 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

Nil

ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 29TH MAY 2014

Business Arising

Mobile Communication Tower – Wogerlin Rock

Cr Davies commented that the area East and North of Mawson Tower was also a Black Spot for Mobile Phone Coverage.

The Chief Executive Officer advised that he would make a further application to the Department of Communications identifying this Black Spot.

Badjaling Reserve

The Chief Executive Officer reported having a Meeting with Mr David Collard in which the following topics had been discussed in general: -

- Reactivating of the Reconciliation Action Plan Committee and moving forward.
- “The Groves”.
- NAIDOC Events.
- Noongar Pathway Concept.
- Badjaling Drainage issues.

Untidy Property

The Chief Executive Officer advised that Council Staff would confirm with the Environmental Health Officer, his inspection of untidy properties previously identified by Council within the Quairading Townsite.

Grain Freight Task

The Chief Executive Officer reported that the Minister Nalder, Minister for Transport, would be visiting Quairading on Tuesday 29th July 2014 from 11.30am.

Council was advised Agenda Items are to be forwarded in advance to Minister Nalder. The Chief Executive Officer further advised that Hon Jim Chown MLC had been in contact with the Chief Executive Officer offering assistance on issues delaying the Completion of the Grain Freight Roadworks.

The Chief Executive Officer reported that Main Roads WA Officers were supportive of Council’s approach to the Heavy Operations Division for an assessment of the current Quairading – Cunderdin Road for Road Train Use.

Cr Richards advised that he was disappointed with the timing of Minister Nalder’s Visit being a month after the Closure of all Tier 3 Lines.

Council was informed by Cr Davies that a Truck Rally was to be held in Perth on Tuesday 1st July 2014.

The Chief Executive Officer advised that he would also be representing the Wheatbelt Rail Retention Alliance at Minister Nalder’s visit to Bruce Rock on the morning of the Quairading visit.

Confirmation of Minutes

199-13/14 MOVED Cr Bavin seconded Cr Hawksley that the Minutes of the Ordinary Meeting of Council held on 29th May 2014 be confirmed as a true and correct record of that Meeting.

CARRIED 8/0

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Badjaling Reserve

The Chief Executive Officer advised that a Meeting with Engineers Without Borders and Sinclair Knight Mertz was being scheduled to discuss the Drainage Issue at Badjaling. The date of the Meeting is yet to be confirmed by the Environment Project Officer.

Shire Newsletter / Public Information

Discussion ensued in regard to the Public Information Board erected in the Quairading Co-op Foyer and its lack of impact and poor positioning.

Cr Bavin suggested that the Information Board be placed inside the Display Window with outside viewing. Cr McRae commented that the Board needed to look professional.

Cr Richards concurred that if a Notice Board is continued, that it be done professionally.

The Manager of Works and Services commented on the increasing use of technology and that many people are no longer looking at Window / Wall Displays. Further comment ensued on Council's Online / Website Presence.

It was resolved that a Meeting be held with the Co-op Manager and Board Chairman to discuss a more prominent location for Council's Information Board. The Chief Executive Officer and Cr McRae were authorised by the Meeting to represent Council on this issue.

Cr Hawksley advised that in future some Council information could be placed on the Electronic Notice Board when it is erected.

Strategic Community Planning Meeting

Cr McRae queried the timing of the Review of the Strategic Community Plan. The Chief Executive Officer advised that the Economic Development Project Officer was awaiting a return telephone call from Consultant Mrs Helen Hardcastle in regard to the Recommended Review Process and timeline for Community Consultation.

Grain Freight and York – Merredin Road

The Shire President commented that both Brookfield Rail and CBH Representatives had portrayed their respective perspectives well during their recent Meetings with Council.

Cr Richards informed Council that Brookfield Rail appeared to have adhered to the Contract with the State Government.

Additional Land for Industrial and Commercial Use

The Shire President and Chief Executive Officer reported recently meeting with Mr John Ryan and Mr Ken Wilson in regard to Ausplow's Business Venture in Quairading and also Emerging Farming Techniques.

Cr McRae commented that Mr Andy Marnham had returned to the District and may be interested in setting up a Mechanical Business in the District. The Shire President advised that he had been unsuccessful in his attempt to contact Mr Marnham by telephone.

Cr Andrews made comment that land is available and that Council should be careful when dealing with small Businesses to not set the precedence of financial support for all Business proposals.

The Chief Executive Officer reported that Mr Marnham had shown interest previously but Council did not have any land developed and ready for such use. Also, it was understood that Council's Factory Units may have been too small for Mr Marnham's requirements.

Cr Hawksley suggested the Old Saleyards Area could be an appropriate area to develop. The Chief Executive Officer advised that the area was able to be subdivided and was zoned appropriately however the future Realignment of Junction Road and Truck Layby would have to be considered in any Subdivision Concept.

Cr McRae commented that the situation of lack of available land and buildings had been longstanding and needed to be a Priority for Council.

JP Succession

Cr McRae queried whether the JP Succession Planning was Council's responsibility. Cr Richards advised that the current Justices of the Peace had sought Council's assistance.

The Chief Executive Officer advised that Council was mindful of the continuity of the JP Service however other Signatories can now be used for witnessing many Documents.

Emergency Town Notice Board

The Chief Executive Officer advised Council that he would confirm the unsuccessful outcome of the CBH "Grass Roots" Funding with the Quairading Chamber of Commerce.

The Chief Executive Officer reported that Mrs Parker had been agreeable to the Notice Board being placed below the Town Clock.

ITEM 5 WORKS

Item 5.1 Works Committee Meeting held 17th June 2014

RSL Memorial / Lone Pine Upgrade (W31-13/14)

200-13/14 MOVED Cr Caporn seconded Cr Hawksley that Council adopt Works Committee recommendation W31-13/14 that Council advise the RSL Memorial / Lone Pine Upgrade Committee that the original scope of works would be adhered to due to safety issues and the retention of sightlines within the vicinity.

CARRIED 8/0

Waste and Recycling Facility Fees and Charges – 2014/2015 (W32-13/14)

201-13/14 MOVED Cr Caporn seconded Cr Davies that Council adopt Works Committee recommendation W32-13/14 that Waste and Recycling Facility Fees and Charges for 2014/2015 be increased by 3.1% in line with CPI.

<u>RUBBISH BIN & TIP CHARGES FOR QUAIRADING RATEPAYERS</u>	2013 / 2014	Base Cost	GST	Total + 3.1% 2014 / 2015
\$224.00 Per Annum Removal of one weekly 240ltr Mobile Rubbish Bin & one f/nightly Recycling Bin	\$217.00			\$224.00
\$224.00 per Annum Refuse Site Maintenance Charge for Commercial Properties NOT Serviced by Mobile Bin	\$217.00			\$224.00
Rural Landowner - Recycling Bin (no Service)	\$62.00	\$58.18	\$5.82	\$64.00
Asbestos Disposal Rate in Line with Policy Conditions				
Asbestos Disposal Rate - Per Sheet	\$2.50	\$2.73	\$0.27	\$3.00
General Waste (Mixed)				
Cars / Station Wagons	\$10.00	\$9.55	\$0.95	\$10.50
Utes / Trailers	\$15.50	\$14.55	\$1.45	\$16.00
Small Trucks / Trailers (with high sides)	\$25.50	\$24.09	\$2.41	\$26.50
Green Waste				
Cars / Station Wagons	\$5.00	\$5.00	\$0.50	\$5.50
Utes / Trailers	\$7.50	\$7.27	\$0.73	\$8.00
Small Trucks / Trailers (with high sides)	\$13.00	\$12.27	\$1.23	\$13.50
Double Handled Waste				
Recyclables	\$0.00	\$0.00	\$0.00	\$0.00
Steel (clean)	\$0.00	\$0.00	\$0.00	\$0.00
Tyres (Small - passenger / motorcycles)	\$7.50	\$7.27	\$0.73	\$8.00
Tyres (Medium - Light Truck / 4WD)	\$14.00	\$13.18	\$1.32	\$14.50
Tyres (Large - No Tractor Tyres)	\$34.00	\$32.27	\$3.23	\$35.50
Oil - Per Litre	\$0.20	\$0.45	\$0.05	\$0.50
Mattresses (Single)	\$9.00	\$8.64	\$0.86	\$9.50
Mattresses (Double / Queen)	\$12.50	\$11.82	\$1.18	\$13.00
Furniture	\$5.00	\$5.00	\$0.50	\$5.50
Gas Bottles	\$5.00	\$5.00	\$0.50	\$5.50
E-Waste	\$5.00	\$5.00	\$0.50	\$5.50
Car Bodies	\$0.00	\$0.00	\$0.00	\$0.00
COMMERCIAL FEES AND CHARGES				
Mixed Construction Rubble (per tonne)	\$97.50	\$91.82	\$9.18	\$101.00
Mixed General (per tonne)	\$97.50	\$91.82	\$9.18	\$101.00
Green Waste (per tonne)	\$41.00	\$38.64	\$3.86	\$42.50

Clean Fill (suitable for reuse)	\$6.00	\$5.91	\$0.59	\$6.50
Clean Fill (suitable for reuse after sifting)	\$15.50	\$14.55	\$1.45	\$16.00
Clean Fill (not suitable for reuse)	\$97.50	\$91.82	\$9.18	\$101.00
Recyclables (per tonne)	\$84.50	\$79.55	\$7.95	\$87.50
Construction Timber and Pallets (per tonne)	\$41.00	\$38.64	\$3.86	\$42.50
Additional Recycling Bin Service	\$53.00	\$50.00	\$5.00	\$55.00
Asbestos (per sheet)	\$2.50	\$2.73	\$0.27	\$3.00
Asbestos (per tonne)	\$153.50	\$144.09	\$14.41	\$158.50
4 TOKENS provided Free (from 1/07/14)				

CARRIED 8/0

Line Marking on Roads (W33-13/14)

202-13/14 MOVED Cr Caporn seconded Cr Bavin that Council adopt Works Committee recommendation W33-13/14 that Council submit a request to Main Roads WA that Line Marking be undertaken for the full length on both the Quairading – Cunderdin Road and the Quairading – Corrigin Road.

CARRIED 8/0

Water Management Plan (W34-13/14)

203-13/14 MOVED Cr Caporn seconded Cr Hawksley that Council adopt Works Committee recommendation W34-13/14 that: -

- 1. Council thank Mr Woodcock for providing the Water Management Plan Sample;**
- 2. Council seek external Consultant Advice / Proposal from the Department of Agriculture / Department of Water to prepare a Draft Quairading Water Management Plan at a maximum cost of \$5,000;**
- 3. A Budget Provision be made for the Consultancy; and**
- 4. Council include a Water Audit on areas using Scheme Water in the Consultancy.**

Cr Hawksley commented that the Shire of York is currently paying for Scheme Water to reticulate their Sports Oval.

Cr Richards confirmed the need for Council to have a documented Plan and that Council's previous Environment Officer, Mr Damian Priest, would be a suitable person to be approached to prepare the Report.

CARRIED 8/0

Transfer of Cunderdin Road to Main Roads WA (W35-13/14)

204-13/14 MOVED Cr Davies seconded Cr Caporn that Council adopt Works Committee recommendation W35-13/14 that Council seek the Transfer of Management of the Quairading – Cunderdin Road to the State Government / Main Roads WA as the Route has been designated as a Grain Freight Route by the State Government.

Council Discussion

Cr Davies queried whether the approach should be undertaken jointly with the Shire of Cunderdin.

The Shire President concurred with Cr Davies in regard to Regional Cooperation on this issue.

Cr Andrews queried whether Council's Roadworks Contracts would be in jeopardy with the Transfer of the Road. The Manager of Works and Services advised that there was not a binding Contract and that it was just an Agreed Scope of Works to a predetermined Funding Level.

Cr Hawksley queried whether the Transfer would be sought from the Minister or Main Roads WA.

The Chief Executive Officer advised that the Transfer would be a Government decision and that the topic could be put on the Agenda for the Minister's impending visit.

Cr Richards commented on the need for Council to work in with Main Roads WA and the new Regional Manager.

The Manager of Works and Services provided information on ongoing Maintenance Issues in the future.

Cr Davies stated that the road should not be used for the Grain Freight Task. The Chief Executive Officer advised of the heightened road safety risk with the increased number of trucks on the Route.

Cr Hawksley suggested that the matter lay on the table while more information is sought.

Cr Cousins queried the criteria for a road to be designated a "Main Road". The Chief Executive Officer advised that Road Counts are a major consideration.

The Shire President suggested the matter be raised with the Minister.

Cr Cousins queried if Council had an idea of cost for future maintenance of this Road. The Manager of Works and Services advised of the difficulty in foreshadowing future costs.

The Chief Executive Officer reported that the Corner Realignment has been recosted and an additional \$874,000 of Grain Freight Funding is required to complete the two Corners.

Cr Davies concurred with Cr Hawksley that the matter lay on the table.

Cr Davies advised Council that the Shire of Cunderdin had lost Funding in the vicinity of \$800,000 for the Grain Freight Route.

The Mover and Seconder withdrew the Motion for the Matter to Lay on the Table.

205-13/14 MOVED Cr Hawksley seconded Cr Bavin that Council consider a Late Works Item.

CARRIED 8/0

Bridge No 0718: Quairading – Corrigin Road

The Manager of Works and Services provided information in regard to the replacement of Bridge No 0718: Quairading – Corrigin Road and his unsuccessful endeavours to obtain three Written Quotations from suitable Contractors.

The Chief Executive Officer highlighted Council's current Purchasing Policy and sought approval to proceed to accepting the one Written Quotation received from Avon Concrete. Council noted that the Contractor had a proven track record in delivering similar projects for Council and in the neighbouring Shires.

Council noted the Competitive Pricing due to being located in the South East Region and noted the availability of the Contractor to commence Works on the 7th July 2014.

206-13/14 MOVED Cr Hawksley seconded Cr Andrews that Council accept the Quotation from Avon Concrete for the maximum amount of \$84,400 (exc GST) for the replacement of Bridge No 0718: Quairading – Corrigin Road.

CARRIED 8/0

ITEM 5.2 OTHER WORKS MATTERS

Haythornthwaite Road

The Chief Executive Officer read an email response sent by the Chief Executive Officer to Mr John Haythornthwaite in regard to concerns with works undertaken by Council Staff on Haythornthwaite Road and mitre drains.

The Manager of Works and Services reported that he had inspected the area and had supported the work undertaken by the Staff. Council was informed by Mr Newick that the mitre drains are installed as slow points for stormwater run off and that he believed the mitre drains did not cause excessive erosion on the adjoining paddocks.

The Shire President advised that he had inspected the road and concurred with the Manager of Works and Services' opinion.

RSL Memorial / Lone Pine Upgrade

Cr Andrews queried the oxidation of the asphalt at the RSL Memorial. The Manager of Works and Services advised that the Contractor had advised that the asphalt will become redder in time and that he would continue to monitor this.

Tree Mulching

Cr McRae commended the Manager of Works and Services on Tree / Vegetation Mulching undertaken by Council Staff on the Quairading – Corrigin Road.

Road Signs

Cr McRae requested that the "Hospital" sign on Ashton Street be repaired and / or replaced.

It was noted that the reflective signs for the Hospital and Anglican Church in McLennan Street had faded.

The Manager of Works and Services reported that new signs were being erected within the District and Mr Newick commented on the large number of Road Signs stolen and sought Budgetary consideration of purchasing a complete Set of Road / Street Name Signs.

Cr Caporn advised that a sign was required for Pantapin South East Road at the eastern end.

3.34pm

The Shire President thanked the Manager of Works and Services for his attendance and participation in the Meeting.

The Manager of Works and Services left the Council Meeting.

207-13/14 MOVED Cr Hawksley seconded Cr Bavin that Council suspend Standing Orders for Afternoon Tea.

CARRIED 8/0

3.56pm

208-13/14 MOVED Cr Bavin seconded Cr Cousins that Standing Orders resume.

CARRIED 8/0

The Economic Development Project Officer Mr Bleakley was in attendance.

Sergeant Hickman and 1st Class Constable Atkins were in attendance.

Sergeant Hickman

Sgt Hickman reported that the rate of crime has decreased in Quairading and the trend was continuing.

Council was advised that Budget Cuts of \$400,000 have been made to the Wheatbelt Police Region however the Capital Budget has increased.

Sgt Hickman conveyed appreciation to Council in regard to the consideration of providing an Emergency Generator at the Quairading Police Station.

Sgt Hickman reported that the Residence at 7 Edwards Way was very comfortable apart from ongoing issues with the Hot Water System.

1st Class Constable Atkins

1st Class Constable Atkins reported on the Grain Trucks utilising the Quairading – Cunderdin Road and the speed at which the Trucks are entering the Townsite.

1st Class Constable Atkins requested information be provided from the Road Counter currently on the Quairading – Cunderdin Road.

1st Class Constable Atkins requested the relocation of the “SAM” Trailer further to the East.

Council was advised of a sight hazard when entering Jennaberring Road from Gillett Street and the need for a verge plant to be pruned.

Sergeant Hickman

Sgt Hickman requested some Gravel / Blue Metal for the Parking Area of the Quairading Police Station.

The Shire President thanked the Police Officers for their attendance at the Meeting.

4.12pm

Sergeant Hickman and 1st Class Constable Atkins left the Council Meeting.

ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW

Item 6.1 Shire of Quairading / City of Melville Partnership

The Meeting was informed that there had been no response to Council's Invitation for the City of Melville Representatives to visit Quairading.

Item 6.2 South East Avon Regional Cooperation

The Chief Executive Officer reported that a Meeting would be held in Tammin on Tuesday 8th July 2014 to wind up the South East Avon Regional Transition Group (SEARTG) and reactivate the South East Avon Voluntary Regional Organisation of Councils (SEAVROC).

Cr McRae queried whether interested Councillors were able to attend. The Chief Executive Officer advised that all Councillors are more than welcome to attend.

Item 6.3 Chief Executive Officer's Performance Review

Cr Bavin commended the Shire President and Chief Executive Officer in regard to negotiations following the announcement of the closure of Farmpower.

The Shire President made comment on the Executive's Role on behalf of Council and the Community.

Cr Caporn advised that as a customer of Farmpower, he was disappointed at the lack of personal notice provided to Clients.

Cr Davies reported attending a Land Conservation District Committee and congratulated the Chief Executive Officer on his knowledge of this Committee.

The Chief Executive Officer reported that the Land Conservation District Committee would be pursuing "Future Farming" topics and presenting more relevant Seminars in the future with the aim of attracting younger farmers to attend.

The Chief Executive Officer reported that the Annual Executive Committee Meeting is required to be scheduled and noted that Cr Bavin preferred Thursdays or Fridays.

The Chief Executive Officer tendered his apologies for the Central Country Zone Meeting to be held in Wagin on 27th June 2014 and advised that he would be taking a Day's Leave and attending a Commonwealth Games Function in Perth on that day to farewell the Western Australian Athletes.

ITEM 7 BUILDING**Item 7.1 Building and Town Planning Development Committee Meeting held on 10th June 2014**Arthur Kelly Village Air Conditioning (B39-13/14)

209-13/14 MOVED Cr Davies seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B39-13/14 that Council proceed with a new Reverse Cycle Air Conditioner for Unit 1 of Arthur Kelly Village.

CARRIED 8/0

Ladies Changerooms / Ablutions (B40-13/14)

210-13/14 MOVED Cr Davies seconded Cr Caporn that Council endorse the actions of the Building and Town Planning Development Committee Motion B40-13/14: -

- 1. Appoint Nordic Homes as the Preferred Supplier based on:

 - 1. Technical capacity;**
 - 2. Proven track record; and**
 - 3. Cost of \$107,452 (inclusive of GST)****
- 2. That the Chief Executive Officer be authorised to engage with Nordic Homes to discuss potential minor variations in the design to include an additional shower on the "western end" of the facility.**

Council Discussion

The Economic Development Project Officer reported that an additional Shower and a Timber Deck with realignment of the Ramp was being negotiated with the Preferred Tenderer.

Cr Caporn commented that the planned Facility with the Variation was an excellent design.

Cr McRae queried whether the roof would be gabled. The Economic Development Project Officer reported that the Building had a 5% pitch to keep the building in line with current buildings in the Precinct.

CARRIED 8/0

Community Gymnasium (B41-13/14)

211-13/14 MOVED Cr Davies seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B41-13/14: -

- 1. That Council proceed with the Community Gymnasium to Draft Budget (both Purchase and Lease options); and**
- 2. Subject to Budgetary Allocation, External Funding Options be investigated.**

CARRIED 8/0

Item 7.2.1 Other Building Matters – Special Meeting held on 23rd June 2014

212-13/14 MOVED Cr Davies seconded Cr Caporn that Council adopt Building and Town Planning Development Committee recommendation B42-13/14 that: -

1. **That the Revised Caravan Park Layout / Design be adopted with modifications to the road layout including:**
 - a. **the removal of entrance to the Caravan Park from the Swimming Pool Car Park.**
 - b. **road alignment (corners) at east and west end of Park.**
2. **Existing Cottage to be retained.**
3. **Short Stay Accommodation be considered as:**
 - a. **a future phase in the park development as funding becomes available; and**
 - b. **incorporated into the Existing Park (Powered sites - 1, 2 & 3).**

CARRIED 8/0

Item 7.2.2 Other Building Matters

Quairading Memorial Swimming Pool

The Economic Development Project Officer reported that he had received detailed Documentation and Plans for the Quairading Memorial Swimming Pool Upgrade from Architects Donovan Payne.

Handing Over of Building

Cr Davies advised that the Quairading District High School would like to conduct a “Handing Over” Ceremony of the Kindegarten Building back to Council in August 2014 and Councillors will be advised by email of the confirmed date for the Hand Over Event.

ITEM 8 FINANCE

Item 8.1 Finance and Audit Committee Meeting held on 17th June 2014

213-13/14 MOVED Cr Bavin seconded Cr McRae that Council adopt Finance and Audit Committee recommendations F74-13/14 – F77-13/14: -

Accounts for Payment – May 2014 (F74-13/14)

1. **That Schedule of Accounts covering Municipal Vouchers 21896 to 21937 & EFT1365 to EFT1426 totalling \$682,904.55 be received; The balance of all other outstanding Sundry Creditors to the 31/05/2014 total \$24,263.31; and**
2. **That Payroll payments for the month May 2014 totalling \$110,687.38 be received; and**
3. **That Police Licensing payments for the month of May 2014 totalling \$42,322.25 be received (Attachment 4.1.2) ; and**
4. **That Motor Charge Ltd Payment for the month of May 2014 totalling \$366.71 be received; and**
5. **That fund transfers from Trust account to Municipal account for May 2014 totalling \$300.00 be received; and.**

6. That fund transfers to Corporate Credit Card for May 2014 totalling \$4,198.57 be received (Attachment 4.1.3); and.
7. That WestNet payments for the month of May 2014 totalling \$69.95 be received.

Fund Balances Report – May 2014 (F75-13/14)

The Fund Balances for the period ending 31st May 2014, as presented to Council be adopted.

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 258,789.13	\$ 2,085,610.85
At Call - Invest.	\$ 20,000.00	
Childcare Centre	\$ 4,563.30	
Medical A/c	\$ 46,911.39	
T/Deposit 4 Mth	\$ 501,726.03	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 650,000.00	
T/Deposit 2 Mth	\$ 300,000.00	
Total Municipal	<u>\$ 2,081,989.85</u>	
At Call - Reserve	\$ 273,966.17	
T/Deposit-Reserve	\$ 825,210.42	
T/Deposit-Reserve	\$ 813,413.70	
T/Deposit-Reserve	\$ 849,459.49	
T/Deposit-Reserve	\$ 1,150,000.00	
Total Reserves	<u>\$ 3,727,589.00</u>	\$ 3,727,589.00
Trust A/c	\$ 10,431.63	
Police Licensing	\$ 951.55	
Total Trust	<u>\$ 11,383.18</u>	\$ 11,383.18

Financial Information – Statements of Income and Expenditure for the Period Ending 31st May 2014 (F76-13/14)

The Financial Statements for the period ending 31st May 2014, as presented to Council be adopted.

Financial Statements – Variation to Budget by Percentage or Value – May 2014 (F77-13/14)

The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31th May 2014, be adopted.

CARRIED 8/0

Appointment of Auditor

Council was advised that the Finance and Audit Committee had requested that additional quotations for Audit Services be obtained from Approved Local Government Auditors.

The Shire President invited the Deputy Chief Executive Officer to comment on Council's current Auditors.

The Deputy Chief Executive Officer provided information on the thoroughness and extensive experience of Council's current Auditors.

Administration Vehicle

The Deputy Chief Executive Officer advised that Council's previous Administration Vehicle was currently at Pickles Auctions however had not been sold. Council was advised that the vehicle would be released as a Trade In if it failed to sell at Auction by the 30th June 2014.

The Chief Executive Officer highlighted the possible advantage of an early Changeover of Council's Holden Caprice as this Model was currently attracting very good interest at Auction and with Motor Vehicle Dealers.

Council supported the Chief Executive Officer and Deputy Chief Executive Officer exploring the timing of the disposal of the vehicle to minimise Changeover costs to Council.

Item 8.2 Other Finance Matters

Nil

ITEM 9 OTHER MEETINGS

Item 9.1 Medical Executive Committee Meeting held 27th May 2014

Minutes for information only, Meeting reported on at Ordinary Meeting of Council held on 29th May 2014.

Item 9.2 Local Emergency Management Committee Meeting held 5th June 2014

The Meeting noted the Minutes of the Local Emergency Management Committee.

Cr Richards sought clarification on the titles of Mr WMF Davies and Cr RC Hawksley as listed in the Minutes. The Chief Executive Officer undertook to clarify this matter for future Local Emergency Management Committee Meetings.

Item 9.3 Medical Executive Committee Meeting held 20th June 2014

The Shire President provided information to Council on recent Meetings of the Medical Executive Committee with the General Practitioner, Dr Adenola Adeleye, in regard to future Management Models for the Quairading Medical Practice.

Cr Richards, Cr Andrews and the Chief Executive Officer reported the Medical Executive Committee's strong preference was for the Management / Ownership of the Practice to remain with Council.

The Meeting supported the continued investigation by the Medical Executive Committee on Service Delivery Models with the Doctor.

Item 9.4 Quairading and Districts Sport and Recreation Council Meeting held on 24th June 2014

The Meeting noted the Minutes of the Quairading and Districts Sport and Recreation Council Meeting and that there were no recommendations forthcoming.

Cr Andrews provided information in regard to discussions of the Hotmixing the floor of the Quairading Agricultural Society Shed and surrounds.

The Chief Executive Officer advised of Liquor Licensing Issues in the Showgrounds Area and that the Quairading Agricultural Society would be inviting Sgt Hickman to address this at a future Meeting of the Agricultural Society.

Cr Richards commented that he was in favour of Hotmixing the floor of the Quairading Agricultural Society Shed and surrounds.

Cr Andrews reported that the sightlines at the Golf Club Entrance / Exit had also been discussed at the Quairading and Districts Sport and Recreation Council Meeting and believed that this matter could be taken up through the Works Committee.

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report – June 2014

10.1.1 Salaries and Allowances Tribunal – Elected Members Remuneration
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 19th June 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Salaries and Allowances Tribunal

MATTER FOR CONSIDERATION – Council to consider Remuneration for Councillors within the Prescribed Banding for the 2014/15 Year.

APPLICANT'S SUBMISSION – Copy of Salaries and Allowances Tribunal Determination attached to this Report.

BACKGROUND – The Salaries and Allowances Tribunal (SAT) has now completed its review of Fees, Allowances and Expenses for Elected Council Members for all Councils and effective for the 2014/15 Year.

The SAT determined a Series of Bands in 2013 to reflect the varied size and complexity of Local Governments across the State.

The Band Structure enables each Council to exercise the discretion of payment level within the Band parameters (Level / Band 4).

STATUTORY ENVIRONMENT – Local Government Act and Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Subject to Council Resolution, 2014/2015 Budget will need to reflect Meeting Fee Level determined by Council.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – The Tribunal has determined that this Council is a Band Level 4 and the General Tribunal Determination is an “Across the Board” 3% Increase in Allowances and Meeting Fees.

Council Meeting Fees are to be within the Band of \$88 to \$232 per Councillor per Meeting and a Band of \$88 to \$477 for the Shire President.

Committee Meeting Fees are to be set within the Band of \$44 to \$116 per Meeting.

The Current Meeting Fees (2013/2014), which are the maximum levels prescribed by the SAT in 2013, are as follows: -

Council Meetings

Shire President	\$463
Councillors	\$225

Committee Meetings

All Councillors	\$70
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Council’s Current Budget for Meeting Fees (and other Expenses Claimed) is \$35,500 per Annum.

Council has the Option to determine an Annual Attendance Fee in lieu of paying a Meeting Sitting Fee.

Band 4 Level for an Annual Fee is \$3,500 to \$9,270 for Councillors and \$3,500 to \$19,055 for the Shire President.

Annual President’s Allowances can be within the Band of \$500 to \$19,570. Council’s current Shire President does not seek an Annual Allowance but Council budgets the amount of \$500.00.

SAT has determined that the Annual Allowance for the Deputy Shire President is 25% of that granted to the Shire President. Council has not previously supported an Allowance for the Deputy Shire President.

Other Expenses incurred by Councillors are to be reimbursed by Council upon documentary evidence or as pursuant to the Local Government Regulations.

Remuneration Levels for Elected Members are reviewed on an Annual basis by the Salaries and Allowances Tribunal.

OFFICER RECOMMENDATION – Submitted for Council Determination.

COUNCIL DISCUSSION

Council noted the Meeting Fees within Band 4 as prescribed by the Salaries and Allowances Tribunal.

Cr Bavin suggested an increase of Meeting Fee for the Committee Meetings only and suggested \$80.00 per Committee Meeting.

Cr Davies advised that extensive discussion had occurred last year in the first year of the Salaries and Allowances Tribunal Determination and that he felt the Fees should remain unchanged.

Cr Caporn commented that Committee Meetings generally take 2 hours and payment should reflect that.

Cr McRae suggested an increase in line with CPI.

Cr Caporn queried where the Meeting Fee payment comes from and whether it was from Rate Income. The Chief Executive Officer confirmed that Meeting Fees and Allowances come from Council's Municipal Fund which includes Council's Rate Revenue.

214-13/14 MOVED Cr Bavin seconded Cr Caporn that Council determine the following Meeting Fees for the 2014/2015 Year: -

- 1. Committee Meeting Fee of \$80 be payable to Elected Members;**
- 2. Council Meeting Fee of \$225 be payable to Elected Members;**
- 3. Council Meeting Fee of \$463 be payable to the Shire President; and**
- 4. Shire President's Allowance of \$500 be offered.**

Discussion

Cr McRae made comment in regard to Community perception and the need for Council to be transparent.

Cr McRae also raised the issue of Council partaking of Meals as a group following Council Meetings and that it was not a good look.

Cr Caporn stated that Cr McRae made some good comments but he did not agree with them.

Cr Cousins advised that she felt the Council meal time was very effective and good for Team Building.

Cr Richards made reference to previous Shire President, Cr T E Richards' comments in regard to informal discussions held over a meal following the Council Meeting.

Cr Richards advised that he understood the public perception.

Cr Davies suggested controlling the cost a bit and advised that he supported getting together following the Meetings.

Cr McRae advised that she was not wanting to stop the meals but that Council have to be open and accountable on Elected Member Expenses.

The Chief Executive Officer reported of smaller Meeting Fees paid a few years ago and that Councillors should also feel comfortable to claim Motor Vehicle, IT and Telephone Expenses pursuant to the Local Government Act. The Chief Executive Officer also commented that Council is entitled to incur Costs for authorised Catering and Functions. The Chief Executive Officer commented that Councillors should not feel under pressure when claiming legitimate Expenses associated within their Role.

Cr Cousins felt that it was a minority viewpoint within the Community.

Cr Davies suggested that Council should be able to explain the Elected Member Costs (including Meals and Refreshments) to Ratepayers.

Cr Andrews stated that nothing is hidden and that all information is contained within Council's Budget Document and in the Monthly Financial Statements. Cr Andrews further stated that younger

members of the Community discussed Council with him quite readily including his role as a Councillor.

Cr Bavin advised that the City of Melville Councillors are paid an Annual Fee regardless of how many Meetings they attended.

Cr Bavin commented that Councillors have to deal with many contentious issues in their role.

CARRIED BY ABSOLUTE MAJORITY 6/2

10.1.2 Corporate Business Plan 2014 - 2017

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 19th June 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Corporate Business Plan 2014 – 2017

APPLICANT’S SUBMISSION – Draft Document provided under separate cover

BACKGROUND

The Draft Corporate Business Plan is the final part of the suite of integrated planning and reporting documents required in accordance with the provisions of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

The other integrated planning documents have previously been adopted by Council as follows:

- Asset Management Plan – 28th March 2013
- Strategic Community Plan – 28th June 2012
- Workforce Plan – 18th July 2013
- Long Term Financial Plan – 29th August 2013

CONSULTATION – Nil

STATUTORY IMPLICATIONS

Local Government Act 1995 – section 5.56.

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – There will be ongoing financial implications to Council in relation to this item as the Corporate Business Plan outlines Actions to be funded. To achieve these outcomes necessary resources will be identified in the Shire’s Long Term Financial Plan and as determined during Annual Budget deliberations.

STRATEGIC IMPLICATIONS – Implementation of the Strategic Community Plan is achieved through the development of priority actions and projects as part of the Corporate Business Planning process. Key performance indicators at the strategic and operational levels provide valuable information on how efficiently the Shire is delivering its services, actions and projects and how successful it is in achieving its outcomes and goals set out in the Strategic Community Plan.

COMMENT – The Shire of Quairading Strategic Community Plan drives the development of the Corporate Business Plan and is integrated with the Asset Management, Workforce and Long Term Financial Plans. The integration of asset, service and financial plans means the Shire’s resource capabilities are matched to the community’s needs.

Implementation of the Strategic Plan is achieved through the development of priority actions and projects as part of the Corporate Business Planning process.

Community priorities have been identified and linked with appropriate actions and financial resources in an attempt to deliver the various services, actions and projects listed in the Strategic Plan.

Council Staff have prepared the Draft Corporate Business Plan with assistance from Darren Long Consulting. It reflects the contents of the Community Strategic Plan and a number of strategies and supporting plans.

Council Officers highlight that a number of Variations will be required to all of Council’s Strategic Planning Documents following the Review of the Strategic Community Plan and also adjustment to the reduction / withdrawal of significant Funding by both the Federal and State Government.

Given the legislative / audit requirement to Complete and Adopt a Corporate Plan, it is recommended that the Draft Corporate Plan be Adopted as the “Principle Plan” with the knowledge that future Reviews will be necessary by Council.

OFFICER RECOMMENDATION

215-13/14 MOVED Cr Bavin seconded Cr Andrews that Council:

- 1. Adopt the Draft Corporate Business Plan, as presented as the Shire of Quairading Corporate Business Plan 2014 – 2017.**
- 2. Advertise the adoption of the Corporate Business Plan for Community Information in accordance with the legislative requirements.**

Discussion

The Shire President advised that Business Plans were all very new to Local Government and that Council was fortunate to have the assistance of Darren Long Consulting in its preparation.

The Economic Development Project Officer commented on the amount of information contained within the Business Plan and the need to review again once the Strategic Community Plan is reviewed.

Council was advised that Quarterly Reports on the Corporate Plan would be required.

Cr Davies queried the 6% Rate Increase Scenario. The Chief Executive Officer advised that the Rate Increase Scenario had previously been Adopted in Principle by Council but would be subject to Annual Review as part of Council's Annual Budgeting each Year.

CARRIED BY ABSOLUTE MAJORITY 8/0

Item 10.2 Manager of Health and Building Services' Report

The Meeting noted that no Building Licences had been issued during May 2014.

The Meeting was advised of several Premises requiring Health Inspections for Compliance and / or Improvement.

Item 10.3 Environment Officer's Report

The Meeting noted the Environment Officer's Report for May 2014.

ITEM 11 INWARD CORRESPONDENCE

11.1 WALGA – Update on New WALGA / LGIS Headquarters (ONE70)

ITEM 12 LATE ITEMS

Council Vehicle Usage

Cr Davies thanked the Chief Executive Officer for providing information in regard to Private Use Entitlements of Council's Vehicles by Council Staff.

The Shire President advised that Vehicle Usage granted to Staff was often seen as a reward for Loyalty and to assist with Staff Retention.

Cr Caporn commented on the Changeover of Vehicles to achieve good Trade In / Sales Amounts.

ITEM 13 TABLED ITEMS

Nil

ITEM 13A LATE MATTERS PENDING

Spirit of Quairading

Council discussion ensued in regard to further information received from Mr Koutsoukis of Acropolis Leadership Academy following his Presentation at the Council Meeting held on 29th May 2014.

The Shire President advised that he had been impressed with Mr Koutsoukis' Presentation however felt that the "Whole of Community" service was not required at this time.

Cr McRae suggested a more relevant Speaker be sourced for the "End of Financial Year Business Event" to be held at the Quairading Community Resource Centre.

Cr Davies advised that he had heard good comments and that Council should be open to future opportunities.

The Chief Executive Officer advised that he would source an alternative / appropriate Speaker through either the Small Business Centre Network and / or the Wheatbelt Business Network.

ITEM 14 COUNCILLORS' REPORTS / BUSINESS

Cr McRae

Cr McRae queried whether Website information had been received from Mrs Jo Hayes.

The Chief Executive Officer reported that he had met with Mrs Hayes and it was proposed that Council increase Subscription level with WALGA (Market Creations) as the Website Provider / Host to achieve an improved Website Presence.

Council was advised that the Website would consist of input from the Quairading Tourist and Tidy Town Committee, the Quairading Community Resource Centre and the Shire of Quairading and that good progress was currently being made by all Parties.

Cr Cousins

Nil

Cr Davies

Nil

Cr Andrews

Nil

Cr Caporn

Nil

Cr Bavin

Cr Bavin commented that Neil and Mary Edmands had sold the Quairading Pharmacy and that they should be acknowledged by Council.

Cr Bavin reported that Cassie Stone is this year's entrant in the Rural Ambassador Competition.

Cr Hawksley

Cr Hawksley queried whether the Gopher / Pram Ramps in the Shopping Precinct could be painted as an accident had occurred at the Post Office where a Gopher driver had misjudged the ramp.

Matter to be referred to the Works Committee.

Cr Hawksley advised that the Annual Council Sundowner would be held on Tuesday 15th July 2014 at the Hawksley's Residence following the Committee Meetings.

Deputy Chief Executive Officer

Nil

Economic Development Project Officer

Nil

Chief Executive Officer

Nil

Shire President

The Shire President reported attending the Rotary Changeover Night with Chief Executive Officer Graeme Fardon handing over the Presidency to Cr Hawksley. Cr Richards congratulated both men and commented that it had been a wonderful night.

Cr Hawksley advised that the Quairading Rotary Club were still strong supporters of Youth in Quairading.

Chief Executive Officer’s Secretary

Nil

ITEM 15 NEXT ORDINARY MEETING

Thursday 31st July 2014 commencing at 2.00pm.

Venue: Council Chambers

“Small Business Sundowner” at the Quairading Community Resource Centre to be confirmed.

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 6.15pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th June 2014 were confirmed on 31st July 2014 as recorded on resolution no. _____

Confirmed..... 31/07/14