

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON THURSDAY 31<sup>ST</sup> JULY 2014**  
**COMMENCING AT 2.02PM**

**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
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.02pm to 3.27pm)
Mr R M Bleakley	Economic Development Project Officer (3.50pm to 5.56pm)

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

The Shire President welcomed Councillors and Staff to the July Ordinary Meeting of Council.

The Shire President advised that the Council Sponsored "Small Business Sundowner" will be held at the Quairading Community Resource Centre following the Meeting.

Council was advised that the Owners of Ag Implements, Mr and Mrs Nicoletti, would be in attendance at the Sundowner.

The Shire President made comment that this would be a busy 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 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26<sup>TH</sup> JUNE 2014**

**Business Arising**

Additional Land for Industrial and Commercial Use

Cr McRae requested the first sentence in the second paragraph be amended to read “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”.

Cr Richards reported that he had spoken to Mr Marnham who advised that he was not looking at a Building and that he was happy with his current Mobile set up.

Transfer of Cunderdin Road to Main Roads WA

Cr McRae requested that her name be replaced with Cr Davies’ in the first two sentences of page 7.

The Meeting supported this amendment.

Corporate Business Plan 2014 – 2017

Cr McRae queried the Rate Increase Scenario on page 20.

The Chief Executive Officer advised that the figure had been adopted in Council’s Long Term Financial Plan Model but was subject to review.

**Confirmation of Minutes**

**1-14/15 MOVED Cr Bavin seconded Cr Davies that the Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> June 2014 subject to the following alterations: -**

- **Page 4 – First sentence in second paragraph to read “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”.**
- **Page 7 – Cr McRae’s name to be replaced with Cr Davies’ in the first two sentences.**

**CARRIED 8/0**

**ITEM 4.2 MATTERS PENDING / ACTION SHEET**

Strategic Land Use Management (PLUM)

Cr McRae reported that Heartlands WA had circulated information on an Industrial / Commercial Land Marketing Campaign for the Avon Sub-Region.

The Chief Executive Officer advised that the Area Promotion Working Group had discussed this at a recent Meeting and that the Group had determined that their primary focus at this time should be on the Residential Market and Website Development.

The Meeting was advised that the “Heartlands” information would be circulated to Councillors.

Cr Andrews commented that he believed the charge of \$1,650.00 was for inclusion of name only.

### Edwards Way Subdivision

The Chief Executive Officer reported that a Selling Authority to July 2015 for Vacant Lots in Edwards Way had been signed with Mr Scott Richards of Primaries Real Estate.

Council was advised that Mr Scott Richards is also on the Area Promotion Working Group.

The Chief Executive Officer further reported that he had provided the costing of the Council Residence in Edwards Way to Mr Richards for his information with potential Purchasers of Council's Vacant Land.

### Encroachment on Road Reserve – Mawson

Cr Hawksley queried progress on the Encroachment on the Road Reserve.

The Chief Executive Officer advised that negotiations were still ongoing with the Absentee Landowner.

It was resolved that this Item be Removed from Matters Pending.

### Geographic Names Committee

The Chief Executive Officer advised that Council were still awaiting a response from the Geographic Names Committee on Winmar Road and Golf Club Drive.

### Badjaling Reserve

The Shire President reported that the Chief Executive Officer, Manager of Works and Services and himself had met onsite at the Badjaling Reserve with Mr Murray Yarran, Mrs Winnie McHenry and Dr Mark Gladstone on Thursday 24<sup>th</sup> July 2014.

The Shire President reported that he and the Manager of Works and Services had walked the full Creek / Drain to the Eastern end.

The Chief Executive Officer provided information in regard to a Hydrogeological Report prepared in 1994 which recommended to keep the water to the North of the Railway Line and the Settlement.

Cr Caporn queried the size of culverts required. The Manager of Works and Services recommended the formal closure of the gravel road (Badjaling North Road) which is considered a barrier to water flow.

The Chief Executive Officer reported that the Minister for Water Mia Davies MLA has been to Badjaling several times and would be visiting again on Friday 8<sup>th</sup> August 2014.

Council was advised that any widening works on the Badjaling Road would require Vegetation Clearing Approvals and negotiation with the Stakeholders.

Cr Richards closed discussion by advising that the Meeting had been very successful with a commitment of cooperation and goodwill to achieve the best result for all concerned.

### Strategic Planning Meeting

Cr McRae queried the timing of the Strategic Planning Meeting.

The Shire President advised that the Meeting would be held in September / October. The Chief Executive Officer commented that October would be preferable.

#### Garden Shed Policy

Cr Hawksley requested a wording change in Item 20 as SEARTG is no longer an entity.

#### Grain Freight and York – Merredin Road

The Shire President reported on the Minister for Transport's Visit on Tuesday 29<sup>th</sup> July 2014.

Cr Richards advised that Minister Nalder had handled himself extremely well.

The Chief Executive Officer advised that he had attended a Meeting earlier in the day at Bruce Rock where the Minister had been made very welcome by the Wheatbelt Rail Retention Alliance Group.

The Meeting noted that Minister Mia Davies had also been in attendance at both Bruce Rock and Quairading as the local Member.

The Minister for Transport explained that he had obtained Crown Law Advice and that there was no room for him as Minister to move on the variation of the Lease. The Minister had outlined his recent actions with both CBH and Brookfield Rail.

Council was advised that the Minister had called for a Rail Safety Audit to be undertaken by the Public Transport Authority to quantify the Condition of the Rail Lines.

Cr Richards made comment in regard to the likelihood that Toll Roads would be introduced in the future.

The Meeting noted that the Minister in closing had cited the situation where farmers carted the Grain in over 6 weeks and that Road Haulage was used to cart to Rail over the next 9 months.

#### JP Succession

It was resolved that a Meeting of Justices of the Peace be held in early September to address the shortage of Justices of the Peace in the District.

#### Quairading Agricultural Society

The Chief Executive Officer reported that correspondence had been received from the Quairading Agricultural Society and that the Late Item would be discussed during Item 5 – Works.

**2-14/15 MOVED Cr Hawksley seconded Cr Davies that the following items be removed from the Matters Pending / Action Sheet: -**

**Item 5 – Encroachment on Road Reserve – Mawson;  
Item 25 – Additional Workers Accommodation Strategies; and  
Item 38 – Quairading Spirit Project.**

**CARRIED 8/0**

## ITEM 5      WORKS

### Item 5.1      Works Committee Meeting held on 15<sup>th</sup> July 2014

#### Gravel Sheeting Works (W2-14/15)

**3-14/15 MOVED** Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W2-14/15 that extra emphasis be placed on Gravel Sheeting Works within the Draft Works Program.

**CARRIED 8/0**

#### Hotmixing of Agricultural Society Shed and Surrounds Improvements (W3-14/15)

**4-14/15 MOVED** Cr Hawksley seconded Cr Bavin that Council adopt Works Committee recommendation W3-14/15 that the issue of the Agricultural Society Shed and Improvements be left on the table.

**CARRIED 8/0**

#### War Memorial / Lone Pine Precinct (W4-14/15)

**5-14/15 MOVED** Cr Hawksley seconded Cr Davies that Council adopt Works Committee recommendation W4-14/15 that details on the proposed artwork for the War Memorial / Lone Pine Precinct be sought from the Committee.

Cr Davies advised that he had spoken to Mr Rowlie Mellor and Mr Mellor had confirmed that he was available to address Council on the proposed artwork.

Cr Cousins commented that the Committee may need a bit of direction from Council as there appeared to be various opinions on the Artwork.

Cr Andrews queried whether this was a RSL Project. Council was informed that it was a joint project by the Quairading Tourist and Tidy Town Committee and the RSL Sub Branch.

The Manager of Works and Services provided Council with a history of the Project and the subsequent additions in the Scope over time.

**CARRIED 8/0**

#### Completed Works

The Manager of Works and Services reported that the Bridge on Corrigin Road had been completed and the South Caroling Hall Culvert had been replaced.

#### Upgrade to Recycling Facility Plant

Cr Richards queried whether there had been any progress in regard to the Upgrade to the Recycling Facility Plant. The Manager of Works and Services reported that he had spoken to TMH and that there had been a communication breakdown with the Company using his old email address and that this had now been rectified. Council was informed that a price for the Upgrade would be included in the Draft Budget.

### Roadworks

The Chief Executive Officer made comment on Mr John Haythornthwaite's email to Councillors regarding roadworks concerns in his locality and advised that he had met with the Manager of Works and Services to discuss the issues raised by Mr Haythornthwaite.

Council was advised that an onsite Meeting would be held in the near future with Mr Haythornthwaite.

Cr Davies commented on the need for Council to work with Mr Haythornthwaite on this issue.

The Manager of Works and Services reported that following another Landholder Complaint, the mitre drains on Toapin Road had been inspected and considered satisfactory and that an existing drain had been re-opened.

The Manager of Works and Services reported that there was nothing wrong with the works being carried out by Council's Grader Drivers.

The Shire President advised that complaints being received are confusing the Grader Drivers.

Cr Hawksley stated that Council need to support its Staff.

### Quairading – Cunderdin Road

Cr Davies revisited the matter of the return of ownership of the Quairading – Cunderdin Road to Main Roads WA advising that all Shires should be collaboratively approaching the State Government.

The Manager of Works and Services reported that the road traffic has doubled.

The Chief Executive Officer reported that the lack of future funding to maintain the Grain Freight Route in the future had been raised with the Minister for Transport on the 29<sup>th</sup> July 2014.

The Shire President requested that this Item be referred back to the Works Committee and highlighted that the Minister for Transport had advised that it could take up to 18 months for the Tier 3 matter to unfold.

## **Item 5.2 Other Works Matters**

### Quairading – Corrigin Road

Cr McRae queried whether Verge Mulching would be undertaken on the Quairading – Corrigin Road boundary. The Manager of Works and Services advised that the mulching would not be carried out in the immediate future, while the Maintenance Grading Program was being completed.

Cr McRae reported that the cracking on the edge of the Quairading – Corrigin Road was getting quite severe. The Manager of Works and Services reported that cold asphalt and emulsion had been used in the past month to effect repairs on several roads.

### Seating in Vicinity of the Town Hall

Cr McRae reported that the seating in the vicinity of the Town Hall was cracking. The Chief Executive Officer advised that the brick structure was cracking due to tree roots and that the matter had been listed for Repair or Replacement in the Draft Budget.

Meeting resolved that the item be referred to next Meeting of the Building and Town Planning Development Committee.

### Agricultural Hall and Surrounds

Cr Bavin declared an Interest in this Item as Secretary of the Quairading Agricultural Society Inc.

**6-14/05 MOVED Cr Hawksley seconded Cr Cousins that Cr Bavin remain in the Meeting but refrain from discussion and voting on this item.**

**CARRIED 7/0**

The Chief Executive Officer read correspondence from the Quairading Agricultural Society Inc which had detailed the need to define the Licensed Area of the Agricultural Hall and Surrounds with the installation of a Limestone Wall, Railing and Brick Paving.

Cr Davies reported that he had met with Quairading Agricultural Society Inc representatives and advised that pavers from the War Memorial / Lone Pine Precinct had been used as a sample to match the existing Paving Bricks in the Bar Area.

Cr Davies commented that Council should support the Project.

Cr McRae commented on the need for lighting at the end of the proposed steps.

Cr Richards expressed concern that the Project had been proposed at the last minute and not in accordance with the Budget Submission Timeframe.

The Chief Executive Officer reported that the Original Requested Project of Asphaltting of the Shed Floor had not been included in the Draft Budget due to the high Cost.

**7-14/15 MOVED Cr Davies seconded Cr Andrews that:**

- 1. Council support the Quairading Agricultural Society Inc's proposal to undertake works in the vicinity of the Agricultural Hall and Shed in accordance with the Plan submitted and including: -**
  - **Levelling of the area.**
  - **Installation of a Limestone Wall.**
  - **Laying of paving bricks.**
  - **Steel rail along the full length of the Limestone Wall.**
  - **Modifications to guttering / downpipes on the East side of the Dining Annexe Roof.**
- 2. Any Contribution of Cash / In Kind by Council be subject to Council's Budget Deliberations.**

### Council Discussion

The Chief Executive Officer advised that Council's Cash / In Kind contribution will have to be subject to Final Budget Deliberations.

Cr Hawksley commented that the compacted gravel flooring of the Shed remain for this year's Agricultural Show.

Backfilling of the area is to be to Council's satisfaction.

The Chief Executive Officer highlighted that Work Safety Requirements would have to be met by the Agricultural Society's Contractors and Volunteers.

The Manager of Works and Services stated that there were 2 parts of the Project and that the Quairading Agricultural Society Inc was not adhering to the Budget Request or Timetable. The Manager of Works and Services further stated that the whole Project has been complicated.

Cr Caporn commented that Budget Requests are required to be submitted by the end of March each year and that Council should enforce this Policy. Cr Caporn informed Council that the works were able to be undertaken by Volunteers.

The Chief Executive Officer concurred that there had been a change of Project and that a Draft Document for the submission of Budget Requests by Clubs and Organisations would need to be considered by Council's Committees in due course.

Cr Davies advised that the cost of the Shed had risen for a number of reasons and that the cost of this Project was down on the original Budget request.

Cr McRae advised that she has been against hotmixing the Shed Floor however felt that the brick paving and limestone wall would enhance the area.

**CARRIED 7/0**

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

**3.27pm**

The Manager of Works and Services left the Council Meeting.

## **ITEM 6      INFORMATION SESSION**

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

Council received the information that the Mayor and four Elected Members of the City of Melville were keen to visit Quairading on Saturday 11<sup>th</sup> October 2014.

Council was advised that the Caravan Park Cottage was not available however 50B Suburban Road and Billets would be utilised for the visit.

**3.28pm**

**8-14/15 MOVED Cr Hawksley seconded Cr Cousins that Council suspend standing orders for Afternoon Tea.**

**CARRIED 8/0**

**3.50pm**

**9-14/15 MOVED Cr Bavin seconded Cr McRae that Council resume standing orders.**

**CARRIED 8/0**



The Economic Development Project Officer was in attendance.

## **Item 6.2 South East Avon Regional Cooperation**

The Shire President reported on the Meeting held in Tammin on Tuesday 8<sup>th</sup> July 2014 to wind up the Regional Transition Group and reinvigorate the South East Avon Volunteer Regional Organisation of Councils (SEAVROC).

Council was advised that this was the first Meeting with representatives from the Shires of Beverley, Brookton, Cunderdin, Quairading, Tammin and York in attendance.

Cr Richards reported that the matter of a Chair for SEAVROC had resulted in a Tied Vote without Resolution.

Cr Richards advised that the Chief Executive Officer had provided information to the Meeting in Tammin in regard to the Aims / Objectives and History of SEAVROC.

The Meeting was advised that the Shire of York had announced at the Meeting that it was unable to Guarantee Regional Service Levels due to Budgetary Considerations.

Cr Davies queried whether there were other Voluntary Organisations of Councils? The Chief Executive Officer advised in the affirmative and commented that they were all Voluntary. The Chief Executive Officer provided further information on Compliance requirements for formal Regional Councils.

The Shire President advised that it had been considered by Council's Executive that SEAVROC was no longer able to work effectively and that a Meeting of Representative of the Shires of Cunderdin, Quairading and Tammin had been held in Tammin on Tuesday 29<sup>th</sup> August 2014 to discuss an alternative Grouping to work collaboratively.

Cr Davies advised that he fully supported a Regional Grouping of the Shires of Quairading, Cunderdin and Tammin.

The Shire President commented that the Shire of Tammin will require assistance in the future.

Cr Hawksley commented that he supported a Grouping with the Shires of Cunderdin and Tammin as they were like minded Shires.

### **10-14/15 MOVED Cr Davies seconded Cr Caporn:**

- 1. That the Quairading Shire Council supports the Shires of Cunderdin, Quairading and Tammin withdrawing their membership from the South East Avon Voluntary Regional Organisation of Councils Group to form their own Voluntary Regional Organisation of Councils.**
- 2. The purpose of this proposal is to enable the three Shires to work more collaboratively and to actively pursue reform with a view to achieving sustainable, efficient and professional service delivery for their communities.**

### Further Council Discussion

Cr McRae advised that she was horrified with what she was hearing.

Cr McRae stated that the Regional Transition Group Representatives have their backs up and have decided to withdraw from SEAVROC without Consultation with the other Member Councils.

Cr McRae commented that it was disappointing that after one Meeting, the Voluntary Regional Organisation of Councils was going to fall over and that the parties had given up too fast. Cr McRae advised that SEAVROC was a completely different model and it was necessary to revisit the Objectives and Projects for SEAVROC.

Cr McRae expressed concern that decisions can be made without Council Approval. The Chief Executive Officer advised that there is no decision of Council until it had been Voted on by Council.

**CARRIED 7/1**

Cr McRae requested that her Vote in the Negative be recorded in the Minutes.

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

Cr McRae requested that the Chief Executive Officer communicate back to the Community in a timely manner.

The increasing number of emails and faxes received by the organisation was noted by Council.

The Shire President commented that everything comes back to capacity, the number of emails are escalating and Staff are coming under more pressure to attend to many varied issues.

Cr McRae suggested a Pro Forma form as people do not know how to approach Council.

The Chief Executive Officer advised that forms are available at the Administration Centre and also on Council's Website.

The Shire President commented that the Workforce Plan had identified a need for Clerical Assistance for the Manager of Works and Services.

The Chief Executive Officer appreciated the comments raised and committed to improving Communication Processes.

Cr Andrews queried whether the form on the Website was a PDF or Word version and commented that people like to have a form that can be completed online.

The Economic Development Project Officer advised that he has software to enable the conversion of the form.

## **ITEM 7 BUILDING**

### **Item 7.1 Building and Town Planning Development Committee Meeting held 8<sup>th</sup> July 2014**

Ladies Changeroom / Ablutions (B2-14/15)

**11-14/15 MOVED Cr Davies seconded Cr Cousins that Council endorse Building and Town Planning Development Committee recommendation B2-14/15: -**

1. That the identified variations be adopted with an additional minor variation to include an extra solid lockable door to the Team Room; and
2. That the Original Tender Amount from Nordic Homes of \$107,452 (inc GST) and the Agreed Variations totalling \$17,655 (inc GST) be approved, subject to the inclusion of the Lockable Door to the Team Changeroom.

**CARRIED 8/0**

Railway Barracks (B3-14/15)

**12-14/15 MOVED Cr Davies seconded Cr Cousins that Council adopt Part 1 of Building and Town Planning Development Committee recommendation B3-14/15 that \$10,000.00 be placed in the Draft Budget for general minor upgrades and urgent maintenance to the Railway Barracks.**

**CARRIED 8/0**

**13-14/15 MOVED Cr Davies seconded Cr Cousins that Council adopt Part 2 of Building and Town Planning Development Committee recommendation B3-14/15 that the Chief Executive Officer be requested to approach the Public Transport Authority in regard to the broad principle of Council subletting the Barracks to a Third Party.**

Council Discussion

Cr Caporn expressed concern that Council may lose the Asset to Brookfield Rail.

Cr Richards and Cr Andrews stated that such an enterprise would not be viable.

Cr Hawksley commented that the Barracks serve a basic purpose as it is.

Cr Cousins advised that she would like to know if subletting of the Barracks will be approved by the Public Transport Authority.

**TIED VOTE 4/4**

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

Public Toilets at Rear of Changerooms (B4-14/15)

**14-14/15 MOVED Cr Davies seconded Cr Andrews that Council adopt Building and Town Planning Development Committee recommendation B4-14/15 that: -**

1. Council purchase two (2) gates for the Public Toilets at the rear of the Changerooms to negate vandalism; and
2. Council publicise the recently installed CCTV Cameras in the vicinity of the Changerooms and Community Building.

Council Discussion

Cr McRae expressed concern about the number of people that use the Public Toilets and the need to keep them open.

Cr Hawksley commented that the gates do not have to be shut but Council cannot afford to keep repairing the vandalism.

**CARRIED 8/0**

The Chairman of the Building and Town Planning Development Committee requested that the Economic Development Project Officer provide a brief overview of the Projects he is currently working on.

#### Residence at 7 Edwards Way

Hot Water System Heat Pump is now working correctly.

#### Ladies Changeroom / Ablutions

Final Design Documents have been returned to the Engineers.

Project is well underway.

#### Caravan Park Upgrade

The Economic Development Project Officer reported that he was feeling more comfortable with the Caravan Park Upgrade Project now that Final Design and Project Cost Estimates have been received.

Work to be staged over Calendar Year rather than Financial Year with the Project due for Completion in September / October 2015.

#### Swimming Pool

Final Documentation received from Donovan Payne Architects and are "Ready for Tender".

Indicative Cost of \$3.7m includes Upgrade to Changerooms.

Full Funding Submission to be presented to August 2014 Council Meeting.

Mr Bleakley spoke on the new State Government Funding Opportunity for General Maintenance / Training for the Swimming Pool.

#### Multi Purpose Facility

Architect, Mr Kyle Stacey, has prepared an initial Draft Concept Plan.

The Economic Development Project Officer has mentioned the Concept Plan to Department of Sport and Recreation Regional Personnel. Mrs Jenifer Collins requested that an invitation be extended to her to attend the next Meeting of the Precinct Planning Group.

### **Item 7.2 Other Building Matters**

#### Community Gym

The Meeting considered the Community Gym Feasibility Study prepared by Mrs Lisa Powell.

Cr Davies lead discussion in regard to the proposal for a Community Gym and requested that Council include \$10,000 in the 2014/2015 Draft Budget and that Mrs Powell and the Committee seek Grant Funding for the remaining Project Amount.

The Chief Executive Officer reported that a provision of \$42,000 had been included in the Draft Budget to show the Full Cost but any Grant Funding received had not been included in the Draft Budget.

The Chief Executive Officer reported that Mrs Powell was aware of Council' Budget timeframe.

Cr Caporn commented that he would like to see the Group funding the Project. Cr Caporn raised concern with the projected 200 Members and that he would support Self Funding for the Project.

**15-14/15 MOVED Cr Davies seconded Cr McRae that Council: -**

- 1. Accept and acknowledge the Community Gym Feasibility Study; and**
- 2. Write to Mrs Powell congratulating her on the preparation of the Community Gym Feasibility Study.**

**CARRIED 8/0**

Cr Andrews commented that he would like to see the Group provide funding of 50%.

Cr McRae reported that the Bruce Rock Gym Membership levels had been used in the Feasibility Study.

Cr McRae commented that the Community Gym is a need and that the Group would require an ABN for Grant Funding if funding to be applied for by the "Gym Group".

## **ITEM 8 FINANCE**

### **Item 8.1 Finance and Audit Committee Meeting held on 15<sup>th</sup> July 2014**

**16-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendations F2-14/15 to F5-14/15 inclusive: -**

#### Accounts for June 2014 (F2-14/15)

- 1. That Schedule of Accounts covering Municipal Vouchers 21938 to 21989 & EFT1427 to EFT1500 totalling \$263,380.15 be received; The balance of all other outstanding Sundry Creditors to the 30/06/2014 total \$189,323.79; and**
- 2. That Payroll payments for the month June 2014 totalling \$154,168.09 be received; and**
- 3. That Police Licensing payments for the month of June 2014 totalling \$42,546.90 be received (Attachment 4.1.2); and**
- 4. That Motor Charge Ltd Payment for the month of June 2014 totalling \$546.80 be received; and**
- 5. That fund transfers from Trust account to Municipal account for June 2014 totalling \$4,676.34 be received; and.**
- 6. That fund transfers to Corporate Credit Card for June 2014 totalling \$1,744.77 be received (Attachment 4.1.3); and.**
- 7. That WestNet payments for the month of June 2014 totalling \$69.95 be received.**

#### Fund Balances Report – June 2014 (F3-14/15)

**The Fund Balances for the period ending 30<sup>th</sup> June 2014, as presented to Council be adopted.**



<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 299,100.28	\$ 1,897,302.11
At Call - Invest.	\$ 20,000.00	
Childcare Centre	\$ 5,006.80	
Medical A/c	\$ 32,175.83	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 1 Mth	\$ 650,000.00	
T/Deposit 2 Mth	\$ 300,000.00	
<b>Total Municipal</b>	<b>\$ 1,906,282.91</b>	
At Call - Reserve	\$ 274,524.61	
T/Deposit-Reserve	\$ 825,210.42	
T/Deposit-Reserve	\$ 636,042.00	
T/Deposit-Reserve	\$ 857,060.41	
T/Deposit-Reserve	\$ 1,150,000.00	
<b>Total Reserves</b>	<b>\$ 3,742,837.44</b>	<b>\$ 3,742,837.44</b>
Trust A/c	\$ 6,546.63	
Police Licensing	\$ 2,679.25	
<b>Total Trust</b>	<b>\$ 9,225.88</b>	<b>\$ 9,325.88</b>

Financial Information – Statements of Income and Expenditure for the Period Ending 30<sup>th</sup> June 2014 (F4-14/15)

**The Financial Statements for the period ending 30<sup>th</sup> June 2014, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – June 2014 (F5-14/15)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30<sup>th</sup> June 2014, be adopted.**

**CARRIED 8/0**

Appointment of Auditor (F6-14/15)

**17-14/15 MOVED Cr Bavin seconded Cr Caporn that Council adopt Finance and Audit Committee recommendation F6-14/15 that UHY Haines Norton Pty Ltd be appointed as Council's Auditors for a three (3) year contract period commencing 1<sup>st</sup> July 2014 with Mr DJ Tomasi No 15724 as our Auditor and Mr GR Godwin No 310219 or Mr Wen – Shien Chai No 299761 as alternatives.**

Cr Davies queried whether Council could save money by appointing another Auditor.

Cr Andrews commented on the inclusions provided by UHY Haines Norton Pty Ltd.

The Deputy Chief Executive Officer reported that Fair Values had also been included in the Quotation.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### November 2014 Finance and Audit Committee Meeting

The Deputy Chief Executive Officer sought to have the November 2014 Finance and Audit Committee Items provided direct to the Council Meeting due to Deputy Chief Executive Officer Mr Merillo taking Annual Leave.

The Shire President commented on the trust and confidence Council has with the current Management of Council's Finances.

Council was advised that the Valuer would be in Quairading on 8<sup>th</sup> September 2014 to undertake the Fair Value Reporting Task.

#### **Item 8.2 Other Finance Matters**

Nil

#### **Item 8.3 Annual Budget Timetable**

Council was advised that the Annual Budget Meeting was tentatively booked for Wednesday 13<sup>th</sup> August 2014.

Due to availability of Councillors, it was resolved that the Annual Budget Meeting be held on Tuesday 12<sup>th</sup> August 2014 commencing at 6.00pm.

Building and Town Planning Development Committee Meeting to commence at 4.30pm.

Light refreshments are to be provided.

### **ITEM 9 OTHER MEETINGS**

#### **Item 9.1 Medical Executive Committee Meeting held 24<sup>th</sup> July 2014**

##### General Practice – Contractor Model

Council received the Confidential Chief Executive Officer's Report.

**18-14/15 MOVED Cr Hawksley seconded Cr Andrews that Council support the Draft Independent Medical Contractor Agreement with Dr Adeleye (Proposed Commencement Date 1<sup>st</sup> September 2014) subject to Final Review of the Document from Rural Health West and its Legal Advisors.**

**CARRIED 8/0**

The Chief Executive Officer advised that he was happy to circulate the Draft Agreement to all Councillors by email.

Cr McRae queried the working timetable of the Doctors. The Chief Executive Officer advised that the Doctors may work in weekly blocks.

Council was advised that the second Bedroom of the Doctor's Residence would be utilised by other Doctors.

It was noted that there had been no request for cleaning of the Residence.



Cr Davies commented on the need to make a Budget provision for the sale of the Doctor's Vehicle as the Contractor would be responsible for their own Motor Vehicle.

**Item 9.2 Executive Committee Meeting held on 29<sup>th</sup> July 2014**

The Meeting considered the Minutes of the Executive Committee held on 29<sup>th</sup> July 2014 and noted the Executive Committee had undertaken the Annual Performance Review of the Chief Executive Officer pursuant to Section 5.38 of the Local Government Act.

Consideration of Executive Staff Salary Packages for the 2014/2015 Budget (EC2-14/15 and EC3-14/15)

**19-14/15 MOVED Cr Andrews seconded Cr Hawksley that Council adopt Executive Committee recommendation EC2-14/15 that the Chief Executive Officer, Mr G A Fardon, be offered a Gross Annual Salary of \$154,449 (being Previous Salary of \$149,951 plus 3% increase which includes the Fair Pay Decision) from 1<sup>st</sup> July 2014. All other current terms and conditions of employment remain unaltered, upon Council's endorsement of the Committee's recommendation.**

**CARRIED 8/0**

**20-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt Executive Committee recommendation EC3-14/15 that the Deputy Chief Executive Officer, Mr A J Merillo, be offered a Gross Annual Salary of \$99,229 (being Previous Salary of \$96,339 plus 3% increase which includes the Fair Pay Decision) from 1<sup>st</sup> July 2014. All other current terms and conditions of employment remain unaltered, upon Council's endorsement of the Committee's recommendation.**

**CARRIED 8/0**

Manager of Works and Services (EC4-14/15)

**21-14/15 MOVED Cr Bavin seconded Cr Hawksley that Council adopt Executive Committee recommendation EC4-14/15 that the Manager of Works and Services, Mr T J Newick, be offered a Gross Annual Salary of \$98,506 (being Previous Salary of \$95,637 plus 3% increase which includes the Fair Pay Decision) from 15<sup>th</sup> October 2014. All other current terms and conditions of employment remain unaltered, upon Council's endorsement of the Committee's recommendation.**

**CARRIED 8/0**

Salary / Wages / Conditions – All Other Staff (EC5-14/15)

**22-14/15 MOVED Cr Bavin seconded Cr Cousins that Council adopt Executive Committee recommendation EC5-14/15 that Council adopt a 3.0% increase (which includes Fair Pay Decision) in Salaries and Wages to all Council Staff (excluding Executive Staff, Community Emergency Services Manager and Dr Adeleye) to be effective 1<sup>st</sup> July 2014.**

**CARRIED 4/0**

Council was advised that Superannuation has been increased from 9.25% to 9.5% for all Council Staff.

## ITEM 10      REPORTS

### Item 10.1      Chief Executive Officer's Report – July 2014

#### 10.1.1 Application to Keep Three (3) Dogs – 14 Charlton Street, Quairading

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date    8<sup>th</sup> July 2014  
 John Goward – Community Ranger

#### DISCLOSURE OF INTEREST – Nil

APPLICANT – Roz Reynolds, 14 Charlton Street, Quairading

MATTER FOR CONSIDERATION – Application to Keep Three (3) Dogs

APPLICANT'S SUBMISSION – Written request attached to the Report

BACKGROUND – The Quairading Shire Council's Dogs Local Law (2004) states that the maximum number of dogs that can be kept on a premise within a townsite is two unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended).

Council has approved similar applications in the past where all adjoining neighbours have agreed to the request and the Shire Ranger or other authorised Council Officer has considered that there are no valid reasons for withholding such approval.

It must be noted that Ms Reynolds is not requesting permission for a specific dog but she wants to take a different dog from an Animal Welfare Group from time to time. In the past, an exemption has only been granted regarding a specific dog nominated and once that dog dies or is removed a maximum of only two dogs only is allowed to be kept at the property. Normally, a provision of keeping the 3<sup>rd</sup> dog is that the dog is registered.

Roz Reynolds has informed the Community Ranger that the dogs in question are not normally registered with the Carers. However she seems a very responsible person who would be helping out the plight of homeless dogs

#### **The Dog Act 1976 Section 15(4A) states:**

- (4A) A local government may discount or waive a registration fee, including a registration fee prescribed under subsection (3), for any individual dog or any class of dogs within its district.

CONSULTATION – There are no adjoining neighbours however, the Shire Ranger has spoken to the nearest neighbor, Jemma Stack of 24 Gillett Street, who stated that she had no objections to the keeping of (3) dogs at 14 Charlton Street, Quairading.

#### STATUTORY ENVIRONMENT

Dog Act 1976 (As Amended)  
 Quairading Shire Council Dogs Local Law (2004)

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – N/A

STRATEGIC IMPLICATIONS – N/A

SITE INSPECTION: The Shire Ranger inspected the property on the 3<sup>rd</sup> July 2014 and has advised that there are no reasons to withhold the granting of an exemption to keep three dogs at the property.

The rear of the property is adequately fenced to contain the dogs and the (2) existing dogs seem quiet and well behaved.

COMMENT – It is recommended that Council agree to the granting of an exemption for the keeping of three dogs at 14 Charlton Street, Quairading subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption, and
- That Council reserves the right to withdraw the exemption at anytime if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to one additional nominated dog from the “Desperate for Love Pet Rescue” animal welfare group at any time.
- An exemption from registering the additional nominated dog from the “Desperate for Love Pet Rescue” animal welfare group is granted to Ms Roz Reynolds.

#### OFFICER RECOMMENDATION

**23-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council approve an exemption to Ms Roz Reynolds for the keeping of the three identified dogs at 14 Charlton Street, Quairading subject to the following conditions:**

- 1. That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption, and**
- 2. That Council reserves the right to withdraw the exemption at anytime if any major or substantial problems are experienced prior to the review period.**
- 3. That the exemption applies only to one additional nominated dog from the “Desperate for Love Pet Rescue” at any time.**
- 4. An exemption from registering the additional nominated dog from “Desperate for Love Pet Rescue” animal welfare group is granted to Ms Roz Reynolds.**

**CARRIED 8/0**

<b>10.1.2 WALGA – Annual General Meeting: Executive and Member Motions</b>
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date    8<sup>th</sup> July 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – WALGA, Chief Executive Officer

MATTER FOR CONSIDERATION – Motions submitted for consideration by Council. Direction is sought for Council’s two Voting Delegates, being the Shire President and Deputy Shire President.

APPLICANT'S SUBMISSION – Copy of the Annual General Meeting: Executive and Member Motions are attached.

BACKGROUND – The Annual General Meeting of the Western Australian Local Government Association will be held on Wednesday 6<sup>th</sup> August 2014.

A number of issues will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions.

STATUTORY ENVIRONMENT – Annual General Meeting convened in accordance with WALGA Constitution.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Nil

COMMENT – Schedule and Motions of details attached to Report for consideration.

#### **OFFICER RECOMMENDATION**

**Council to provide direction to Council's voting delegates.**

Cr Richards advised that the "Secretariat Comment" of each Motion is very balanced.

No Specific Direction given by the Meeting to Council's Voting Delegates.

#### **10.1.3 Library Contract**

##### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      Date    22<sup>nd</sup> July 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Term and Consideration for new Library Services Contract

APPLICANT'S SUBMISSION – Copy of expired Library Services Contract attached to Report for Members' Reference

BACKGROUND – Council is advised that a Contract has been in place for a term of eleven years between Council and Mr & Mrs Smith at Quairading Bookpost to provide full Library Services for the Quairading district.

This Contract expired on the 30<sup>th</sup> June 2013 and the Contractor and the Deputy Chief Executive Officer have discussed the future provision of Library Services.

Mr & Mrs Smith have advised of their desire to enter into a new contract as the Library is an important component of their business and also a valuable community facility.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Library Services are provided in Schedule 11 of Council's Budget / Financial Statements. Current cost of Contract is \$23,094.84 inc GST (\$20,995.31 nett to Council).

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – No adverse comments have been received during the Term of the Contract on the operation of the Library Service by Mr & Mrs Smith.

COMMENT – Council has experienced a very smooth operation of the Library Contract with Mr & Mrs Smith.

Mr & Mrs Smith are seeking a new Contract for a three (3) year period with the same Annual Review Clause as per the Expired Contract. This ties any Annual increase to March Quarter to March Quarter published CPI and this to apply from the next 1<sup>st</sup> July.

Mr Smith has reported a continuation of good readership numbers particularly with a good number of new residents registering for the Library.

Both the Contractor and Chief Executive Officer highlighted that the Contract can be terminated by either Party by giving six (6) months notice.

#### **OFFICER RECOMMENDATION**

**24-14/15 MOVED Cr Davies seconded Cr McRae that Council enter into a new Library Services Contract with Mr and Mrs G Smith of Quairading Bookpost for a term of three (3) years commencing 1<sup>st</sup> July 2014 with a Contract Annual Fee of \$23,094.84 (exc GST) in 12 monthly instalments.**

**CARRIED 8/0**

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

Council received the Report on the Building Licences Issued for June 2014.

#### **Item 10.3 Environment Project Officer's Report**

Council received the Environment Project Officer's Report for June 2014.

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

**11.1** Department of Local Government and Communities – Release of Consultation Paper on the Review of the Caravan Parks and Camping Grounds Act 1995

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

Nil

**ITEM 13 TABLED ITEMS**

**13.1** WA Planning Commission – State Planning Strategy 2050

**13.2** WALGA – Report on Local Government Road Assets and Expenditure 2012/13

**13.3** Department of Sport and Recreation – Public Open Space Resources

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

The Chief Executive Officer advised that Cr McRae had submitted a Written Request seeking Leave of Absence during August 2014.

**25-14/15 MOVED Cr Bavin seconded Cr Cousins that Cr McRae be granted Leave of Absence from 13<sup>th</sup> August 2014 to 31<sup>st</sup> August 2014 (Dates Inclusive).**

**CARRIED 7/0**

Cr McRae suggested that Farmers' Meeting proposed at the Works Committee Meeting be held as a Breakfast Meeting. Cr Davies advised that he had foreshadowed the event as a Sundowner.

Cr McRae reported that she had received a request that the road behind the old Westpac Bank required maintenance. It was resolved that this request be referred to the Works Committee.

**Cr Cousins**

Nil

**Cr Davies**

Nil

**Cr Andrews**

The Chief Executive Officer advised that Cr Andrews had submitted a Written Request for Leave of Absence during August 2014.

**26-14/15 MOVED Cr Hawksley seconded Cr Caporn that Cr Andrews be granted Leave of Absence from 17<sup>th</sup> August 2014 to 29<sup>th</sup> August 2014 (Dates Inclusive).**

**CARRIED 7/0**

Cr Andrews reported that the Draftsman had been contacted directly by Members of the Community in regard to the Multi Purpose Facility Concept Plan.

Cr Andrews advised that Public Consultation on the Precinct Concept would be forthcoming once the Concept Plans had been prepared.

**Cr Caporn**

Nil

**Cr Bavin**

Nil

**Cr Hawksley**

Cr Hawksley reported on the very successful Rotary Tree Planting Weekend with 7,750 trees planted.

**Deputy Chief Executive Officer**

The Deputy Chief Executive Officer reported that a report in regard to the Railway Barracks Fees and Charges would be submitted to the Finance and Audit Committee in the near future for consideration.

**Economic Development Project Officer**

The Economic Development Project Officer thanked Council for the opportunity to relocate from the Single Persons' Units to 50A Suburban Road.

**Cr Richards**

Nil

**Chief Executive Officer**

Nil

**Chief Executive Officer's Secretary**

Nil

**ITEM 15      NEXT ORDINARY MEETING**

Thursday 28<sup>th</sup> August 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 5.56pm.

I certify the Minutes of the Ordinary Meeting of Council held on 31<sup>st</sup> July 2014 were confirmed on 28th August 2014 as recorded on resolution no. \_\_\_\_\_

Confirmed..... 28/08/14