

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON THURSDAY 25<sup>TH</sup> SEPTEMBER 2014**  
**COMMENCING AT 2.01PM**

**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
Miss L H Reynolds	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.01pm to 3.16pm)
Mr R M Bleakley	Economic Development Project Officer (4.07pm to 5.38pm)

**Member of the Public**

Mrs Jo Haythornthwaite

**Apologies**

Mr A J Merillo Deputy Chief Executive Officer

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

Cr Richards welcomed Councillors and Staff to the September Ordinary Meeting of Council and acknowledged Member of the Public, Mrs Jo Haythornthwaite, who will be sitting as an Observer at this Meeting. Cr Richards welcomed Mrs Haythornthwaite to the Meeting.

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

Cr Richards foreshadowed to the Meeting that in dealing with Item 10.1.3 and 10.1.4 in the Chief Executive Officer's Report relating to the Doctors Contract and Disposal of Councils Toyota Prado that portion of the Meeting may be Closed to the Public in accordance with Section 5.23 of the Local Government Act if there were any Councillors or Staff wishing to discuss the Items in detail.

**ITEM 2.1 PUBLIC QUESTION TIME**

Mrs Haythornthwaite commended the Shire on the Communication to Residents in the form of the Newsletter and the Shire Community Notice Board at the Quairading Coop however queried the timeliness of Council Documents being uploaded onto the Shire Website. Mrs Haythornthwaite noted that the Statutory Budget had not been uploaded to the Website and that other years it had been on the Website on the 1<sup>st</sup> July in that Year.

The Chief Executive Officer acknowledged that the Statutory Budget was usually uploaded to the Council Website very promptly upon its Adoption by Council, however it was never available on the 1<sup>st</sup> July in any year as Council did not generally Adopt its Budget until late August. The Chief Executive Officer advised Mrs Haythornthwaite that the Statutory Budget had been adopted on the 28<sup>th</sup> August 2014 and would be uploaded to the Shire Website by the end of Business on the 26<sup>th</sup> September 2014. The Chief Executive Officer apologised for the delay in uploading since the 28<sup>th</sup> August 2014.

Mrs Haythornthwaite enquired when the 2013/14 Annual Report would be uploaded to the Shire Website.

The Shire President advised Mrs Haythornthwaite that the 2013/14 Annual Report had not yet been prepared. The Chief Executive Officer outlined the timeline for the preparation of the Annual Financial Statements, firstly noting usually it would be due for completion by the 30<sup>th</sup> September, however that Council had been granted an extension by the Department of Local Government and Communities to the 30<sup>th</sup> November 2014 as Council was waiting for the "Fair Valuations" on its Property to enable the completion of the Annual Financial Statements and Audit of the Financial Statements. Furthermore, Council is required to adopt the Annual Report by the 31<sup>st</sup> December each year. Following the acceptance of the Annual Report, Council is required to present the Report at the Annual Electors Meeting and with consideration of Harvest and School Holidays, Council is intending to hold this Meeting sometime in February 2015.

Mrs Haythornthwaite raised concern that the June and July Council Meeting Minutes had not been uploaded onto the Shire Website until she raised this with Administration Staff recently.

The Chief Executive Officer reported that there had been a problem with the Website and that Staff were having problems uploading and saving documents onto the Website. The Chief Executive Officer advised that a new more user friendly Website was currently being developed, which would enable information to be uploaded in a more timely manner. The Chief Executive Officer confirmed that Staff would upload the Confirmed Council Meeting Minutes by end of Business on the 26<sup>th</sup> September 2014.

Mrs Haythornthwaite suggested that to allow timely and upfront Communication that Unconfirmed Minutes be included on the Website and asked Council to review their Policy on the release of Unconfirmed Minutes onto the Website. Mrs Haythornthwaite cited a number of nearby Councils who published their Unconfirmed Minutes on their Websites.

The Shire President commented on Council's current Policy of the Unconfirmed Minutes being available at the Shire Administration Centre for viewing and that Council in the past had preferred to confirm the accuracy of the Minutes before placing the Minutes on the Website. The Shire President advised Mrs Haythornthwaite that her issue would be raised at the Council Meeting for consideration.

Public Question Time Concluded at 2.07pm.

## **ITEM 2.2 DEPUTATIONS**

Nil

## **ITEM 3 DECLARATION OF INTEREST**

Nil

## **ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 28<sup>TH</sup> AUGUST 2014**

### Standpipes

Cr Hawksley commented that he felt there needed to be a reduction in the total number of Standpipes given the cost of having the Standpipes fitted with Backflow Devices, Inspected and Certified Annually.

The Chief Executive Officer suggested that the issue of the Standpipes be raised at the Fire Control Officers Meeting for consideration.

Cr Davies commented that this issue had been discussed at the Works Committee Meeting and the result of that discussion was that there were too many Standpipes in the Doodenanning locality and there were a conservative number of Standpipes in all other areas of the Shire.

### Works Requests

Cr McRae reported Community Members are submitting Works Requests to be carried out and when they are not undertaken, and there is no contact on the progress of the Request by Council Staff they become angry because they feel they are not being listened to. Furthermore, Cr McRae believed that advertising the Council Request Process was an urgent matter to alleviate tension in the Community.

Cr Richards commented that the Community Members are Council's Eyes and Ears and are needed to bring issues to Council's attention.

The Chief Executive Officer reported that he had agreed with Cr Davies at the last meeting and now Cr McRae in relation to advertising the Works Request System. The Chief Executive Officer noted that early feedback is encouraged from the Community and that the process would be included on the next Community Newsletter.

Cr Richards advised the Meeting this issue should be raised in the Works Section.

### Environmental Health Officer and Health / Building Service Contractor

Cr Richards enquired if there had been any further progress with Motion 39-14/15. The Chief Executive Officer advised that Mr Tim Jurmann had been accepted and appointed by the Health Department.

### Lease of CBH Land

The Chief Executive Officer reported that a letter seeking a further Lease Term of 3 Years was now with CBH.

**46-14/15 MOVED Cr Davies seconded Cr Caporn that the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> August 2014 be confirmed as a true and correct record.**

**CARRIED 8/0**

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

### Edwards Way Subdivision

The Chief Executive Officer advised the Meeting that there was a Property Booklet being included in the Quairading District Show Bags that were being prepared for the Royal Show, and that there would be 500 bags for distribution at the District Display Stand.

### Geographic Names Committee

Cr Cousins queried if there had been any progress renaming the Roads. The Chief Executive Officer advised that this was to be followed up with the State Geographic Names Committee.

### Badjaling Reserve

Cr Davies reported to have met with Mr Colin Stacey who spoke with him regarding the Badjaling Drainage Issue. Cr Davies advised that it was very interesting to hear Mr Stacey's point of view and history of the area.

### Aged Housing / Services

Cr McRae queried if there would be a cost to Council to acquire the Land at the rear of the Hospital.

The Chief Executive Officer advised that a letter had been received from the Department of Lands advising that the Department of Health were willing to relinquish the Land to Council and the Department of Lands were now querying Council's future intention for the land which would then determine the Land Transfer process.

The Meeting noted that the Matter needed to be further researched by Council Officers and then reported to the Building and Town Planning Committee.

### Co-Op / Shire Notice Board

Cr Richard enquired whether Cr McRae and the Chief Executive Officer had met with the Quairading Farmers Cooperative to discuss the Community Noticeboard.

Cr McRae reported having spoken with the Co-Op Manager with regard to a better location for the Noticeboard and commented that the Co-Op were still working on Plans for a Cafe which may impact on the future siting of the Noticeboard.

Cr Richards queried the effectiveness of the Board and suggested that it need to be in a better location.

### Mobile Communication Tower – Wogerlin Rock

Cr Caporn queried whether Council could further lobby for the installation of a Mobile Communication Tower at Wogerlin Rock.

The Chief Executive Officer confirmed that Regional Development Australia, Wheatbelt Development Commission and the Federal Department of Communication were all involved in the rollout of further Regional Mobile Towers.

Cr Caporn advised that Local Member Hon Mia Davies had recently said that 13 new towers were going to be erected.

The Chief Executive Officer confirmed that all Petitions and Letters had been passed on to the relevant Government Agencies.

The Shire President suggested contacting Politicians and Cr Caporn agreed and suggested that contacting the Politicians as soon as possible in the hope of bettering the chances of Communication Towers being erected in the District's Black Spots.

The Chief Executive Officer suggested publicising the Names and Contact Details of the Relevant Politicians in the Newsletter to assist Community Members to lobby for Communication Towers.

Cr McRae reported that the South West Premium Wheat Growers Association had been to Government and to Landholders to put in Private Service / Connections and the travelling public being able to connect also. Cr McRae suggested this may be a solution to fill in some of the Black Spot Areas.

#### Matters Pending Sheet Layout

Cr McRae suggested that a Timeframe Column be added to the Matters Pending Sheet.

Cr Richards endorsed Cr McRae's suggestion.

The Manager of Works and Services commented that some items on the Matters Pending Sheet were very historic and were really for Councillor's Information rather than for action in a defined timeframe.

Cr McRae suggested that Timeframes be Quarter dates / Periods.

Council resolved that a Timeframe Column be added to the Matters Pending Sheet.

**47-14/15 MOVED Cr Caporn seconded Cr Bavin that Item 7, Structural Reform / Regional Cooperation, be removed from the Matters Pending / Action Sheet.**

**CARRIED 8/0**

## **ITEM 5        WORKS**

### **Item 5.1       Works Committee Meeting held on 16<sup>th</sup> September 2014**

#### Intended Closure of a Section of Cubbine Road and Badjaling North Road (W8-14/15)

Cr Andrews declared an Interest as he lives on Cubbine Road in the Quairading Townsite.

The Meeting noted that Cr Andrews did not live in that section of Cubbine Road proposed to be closed.

The Chief Executive Officer reported on the recent onsite Meeting at Badjaling and that the meeting had concluded that the Section of the Badjaling North Road across the Salt Lake System was acting as a barrier to the drainage in the area. The Meeting also noted Council's inability to provide an all year round trafficable surface across the Salt Lake System.

Cr McRae reported there not being enough room for two trucks to safely pass on the bitumen road and that this would be an issue with Harvest starting soon.

The Shire President commented that there will be Submissions objecting to the proposed closure however road user safety should be Council's primary concern.

The Manager of Works and Services reported that this Section had been sign posted "Closed" for two years and that it was not passable for road users all year round.

The Chief Executive Officer reported part of the Process is to have dialogue with the Badjaling Community and Mr Gelmi in regard to the Upgrade of the Badjaling Road to the Main Road. The Chief Executive Officer concluded that Bitumen Road Section needs to be brought up to Council's Current Road Standards however before this could happen the position and size of the replacement culvert needs to be determined.

**48-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W8-14/15 that Council proceed to provide Public Notice of Council's Intention to Close Cubbine Road (between Heggerty Road and Junction Road) and Badjaling North Road (Railway Line to the York-Merredin Road) in accordance with the Land Administration Act 1997.**

**CARRIED 8/0**

Public Information Session (W9-14/15)

The Shire President expressed his concern of when a Public Information Session could be held before Harvest and suggested incorporating the Public Information Session with the Annual Electors Meeting, which hopefully would attract more Community Members attending.

Cr Davies spoke against Motion W9-14/15 and supported holding a low key Breakfast or BBQ Information Session and raised his concern that holding the Public Information Session in conjunction with the Annual Electors Meeting might discourage Community Members from attending.

Cr McRae agreed with Cr Davies and mentioned that a low key event may encourage conversation between Community Members with Councillors and Council Staff. The recent Shire of York Information Session was cited as being successful and a worthwhile Event.

Cr Caporn expressed his support for holding the Public Information Session at the Annual Electors Meeting as the intention of the Information Session was to inform on a number of issues.

The Shire President advised that it appeared very difficult to hold such a Session before Harvest and suggested holding the Public Information Session immediately before the Annual Electors Meeting so that those who did not want to attend the Annual Electors Meeting did not have to remain for that Meeting.

**49-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W9-14/15 that Council advertise in the Newsletter and on the Shire Website inviting Community Members for their feedback on relevant issues to be included in the Public Information Session which is to be held in conjunction with the Annual Electors Meeting in February 2015.**

**CARRIED 6/2**

Town Information Board (W10-14/15)

**50-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council adopt Works Committee recommendation W10-14/15 that Council rename the Proposed Emergency Sign Board Project to “Town Clock Information Board”.**

**CARRIED 8/0**

**ITEM 5.2 OTHER WORKS MATTERS**

Works Capacity

The Manager of Works and Services advised the Meeting that works were currently being carried out on the Doodenanning-Carter Road, the Pantapin Floodway and on the Wamenusking Fire Shed. Furthermore, the Manager of Works and Services was looking forward to getting the Works Team together again to work on the Kellerberrin – Yoting Road.

The Manager of Works and Service reported that there were currently between 8 and 10 Customer Requests that needed to be attended to and hoped that these would be addressed once the Works Team returned to full strength.

It was reported to the Meeting by the Manager of Works and Services that Emergency Requests were always attended to, however other requests cannot always be addressed quickly as the Works Team do not have the resources or are drawn away from Council’s Scheduled Works Program. The Manager of Works and Services provided detail to the Meeting on the nature of his job and the capacity of the Works Team.

The Manager of Works and Services commented that the Staff are continuing to address communication issues but commented that given his capacity as well as the Works Teams capacity, it was going to be a challenging task to attend to and address all Works Requests / Suggestions while still undertaking Council’s extensive Works Programme and Projects. The Manager of Works and Services advised the meeting that his phone rang constantly with Requests and other matters that often required him to stop the task at hand. The Manager of Works and Services gave an example of spraying for Mosquitoes on three consecutive days in the Townsite and then receiving a further two Mosquito fogging requests within the next week.

Cr Davies advised that there needed to more communication on the process and suggested that if the Works Team have been spraying for Mosquitoes on three days, to contact the people making the request and advise them of the work that has been carried out so they are aware of what had been done.

The Manager of Works and Services reported that when he began working for the Council 7 years ago the Annual Works Construction Budget had been approximately \$800,000 and that it is now approximately \$3,400,000. In this time the Manager of Works and Services advised that the Works team had increased by 1 person.

Cr McRae enquired if the Manager of Works and Services needs to be as contactable by the Community.

The Chief Executive Officer and Manager of Works and Services commented that this accessibility was a Community Expectation and Standard Practice.

Cr Cousins advised that it is a time and capacity issue rather than how the Manager of Works and Services is contacted. Cr Cousins advised that Main Roads have an online logging system and that when she reported a pot hole, it took 9 months for it to be fixed.

Cr Andrews suggested that this matter should be taken back to the Works Committee as maybe the Program and Works Requests are in excess of the Current Capacity of the Works Team.

The Manager of Works and Services commented that higher Service Levels to achieve all Works Requests Service Levels would require the employment of an additional 2–3 Staff.

The Shire President advised that the closure of the Railway Line is going to compound the issue and that Council is trying to do the right thing by the Community however there needs to be a balance between Council's Capacity and Community Expectations.

Cr Caporn identified that an increase in the Works Budget over 7 years from \$800,000 to \$3,400,000 as an outstanding achievement and that the Works Team should be commended on their efforts.

### Cunderdin Road

The Manager of Works and Services observed that there were currently 3 potholes on the Cunderdin Road in the Quairading Shire and had notice that there were many more on the section of the Road in the Cunderdin Shire which foreshadowed the wear and tear likely to occur on sections of the road due to the Grain Freight Task .

The Chief Executive Officer reported having received a letter from "Cubbine Pastoral Company" and explained that he had several meetings with Mr Wallwork however over the last 12 months there had been little progress on the Corner Realignment. The Chief Executive Officer apologised for a Rate Payer having to write to Council seeking further information on the project but noted that there had been little or no progress on the Water Main design and Road design to report on.

The Manager of Works and Services advised the Meeting that he had spoken with Mr Wallwork on the issue however had not confirmed his conversation in writing.

The Chief Executive Officer reported on Mr and Mrs Wallwork's frustrations with the lack of progress and feedback and that he too was frustrated with the slow progress being achieved. The Chief Executive Officer commented that there had been no Guidelines on effective Project Planning from the Government or Main Roads on the delivery of the Grain Freight Route Projects.

The Meeting was advised that the Chief Executive Officer intended to reply to the Cubbine Pastoral Company's letter and extend an invitation for the Landholder to meet to discuss the Corner Realignment Project.

### **3.16pm**

The Shire President thanked Mr Newick for his Attendance and Participation in the Meeting.

The Manager of Works and Services left the Council Meeting.



## **ITEM 6      INFORMATION SESSION**

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

Cr Bavin reported to have arranged Complimentary Show Passes with the Agricultural Society for the City Councillors and their Partners.

The Chief Executive Officer provided the latest information received from the City of Melville. The Shire President provided additional information on likely attendees provided to him by Mayor Aubrey.

The Shire President suggested that a Program of the Day be developed for the Visitors.

Cr Bavin advised that the Agricultural Society would like to invite the Councillors and Partners from both Melville and Quairading to Afternoon Tea.

The Meeting confirmed that Cr Hawksley, Cr Caporn, Cr Bavin, Cr Cousins, Cr Andrews, Cr Davies and Cr Richards would all be attending the Quairading Agricultural Show Day.

Cr Richard confirmed that he would be offering accommodation for the Mayor and his Family.

Cr Hawksley advised that he had to withdraw his offer to host Billets for this Event.

Cr Caporn and the Chief Executive Officer confirmed being able to host Billets.

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

#### SEAVROC

The Chief Executive Officer reported that the latest Meeting of SEAVROC was held on the 4<sup>th</sup> September however the Minutes had not been prepared for circulation by the Executive Officer.

The Chief Executive Officer summarised the meeting and advised that by the Resolution of all Member Councils the Shires of Cunderdin, Tammin and Quairading's formal withdrawal from SEAVROC was made effective the close of the Meeting on the 4<sup>th</sup> September 2014.

The Chief Executive Officer advised that the Residual SEAVROC monies due to the 3 Councils upon their withdrawal would need to be distributed between the Shires once the amounts had been determined and agreed upon.

#### East Avon Collaboration

The Chief Executive Officer reported on recent discussions between the three Chief Executive Officers on how the 3 Shire Offices could be linked together for conferencing and to enable live computing as well as upgrading the Tammin and Cunderdin IT System and the possible use of the Cloud for Data Storage. The Chief Executive Officer and the Shire President reported that the Minister of Local Government was very interested in these investigations and the Group's progress.

The Chief Executive Officer advised that a proposal from IT Vision for the Shire of Cunderdin and Tammin had been received and subject to IT / Communication Capacity, Quairading may be determined as the Main IT Site.

The Shire President reported that there was a lot happening in the background however that there was good consensus for the 3 Shires to work together and that they were all moving in the same direction.

Cr Caporn queried the benefit of being on the same IT system.

The Chief Executive Officer responded that there was currently duplication of Administration between the 3 Shires and if they were working on the same system would also mean that Staff in one location could undertake tasks (ie Payroll) for all three Councils. There would be live receipting with no delays and possible savings on Computer Hardware.

Cr McRae raised concern that decisions were being made on Projects without them being brought back to Council.

The Chief Executive Officer explained that options were being researched and that no funding commitments had been made. However it was highlighted discussions needed to occur to enable research to be carried out on the future possibilities of workplace efficiencies.

Cr McRae pointed out that this Meeting did not have any information or a plan of what was being worked on by the three Councils.

The Shire President explained that the Chief Executive Officers were gathering information at this stage and nothing more.

The Chief Executive Officer advised that what was being discussed at the Meetings would be circulated to ensure all Councillors were kept fully informed. The Chief Executive Officer reiterated that the 3 Councils were heading towards a co-operative approach and not an amalgamation proposal.

The Shire President commented that the three Councils are seeking direction from the State Government on Structural Reform for Rural and Regional Areas.

Cr Davies commented that he thought Cr McRae is looking for confirmation that no major decisions will be made without coming to Council first.

The Chief Executive Officer provided reassurance that any business plans or proposals will be submitted to Council for consideration and determination.

The Meeting was advised that Regional Services provided from the Shire of York had now been fully withdrawn and the three Councils had successfully secured Health, Building, Town Planning and Ranger Services through Regional Contractors.

The Meeting was also advised that Quairading will be changing Risk Management Co-ordinators to have a more coordinated approach to Risk Management with the Shires of Cunderdin and Tammin.

The Chief Executive Officer also commented that in the future, Tammin may commence utilising the Community Emergency Services Manager's service however currently. Tammin's Emergency Management arrangements are linked with the Shire of Kellerberrin.

The Meeting was advised that the Chief Executive Officer of the Shire of York Mr Michael Keeble had now resigned from his employment.

**3.45pm**

**51-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.**

**CARRIED 8/0**

**4.07pm**

**52-14/15 MOVED Cr Cousins seconded Cr Andrews that Council resume standing orders.**

**CARRIED 8/0**

The Economic Development Project Officer Mr Richard Bleakley was in attendance.

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

The Chief Executive Officer advised the Meeting that it continued to be a very busy period and that recently there had been a lot of emphasis and effort on the preparation of the Swimming Pool Upgrade Application with a Closing Date of Tuesday 30<sup>th</sup> September 2014.

The Chief Executive Officer reported having inadvertently used the Council's Credit Card for a personal purchase at the Quairading Pharmacy however, as soon as the error was identified the amount of \$84.10 had been repaid to Council and the incident was reported to the Shire President. The Chief Executive Officer advised the Meeting that he had now put in place processes to avoid future confusion with the Credit Card.

Cr Bavin commended the Chief Executive Officer on the appointment of the new Community Development Officer.

The Chief Executive Officer confirmed that Ms Alison Woods had commenced as the Community Development Officer.

Cr McRae enquired, given the appointment of a Community Development Officer, if the Community Development Officer Advisory Committee was going to continue.

The Chief Executive Officer advised the Meeting that the Advisory Committee would continue until Ms Woods had settled into the Position and after that time, a Meeting would be called to discuss the necessity of the Committee to continue.

The Chief Executive Officer advised the Meeting that Council was awaiting Valuations of Council's Land and Properties so that the Annual Financial Statements could be completed ready for Audit.

**ITEM 7 BUILDING AND TOWN PLANNING DEVELOPMENT**

**7.1 Building and Town Planning Development Committee Meeting held 9th September 2014**

Audio Visual Equipment for the Hall Foyer and Lesser Hall (B9-14/15)

Cr Caporn advised the Meeting that after a large funeral recently held at the Quairading Shire Hall there were comments made that it was a unfortunate that the people in the Hall Foyer were unable to view the Service.

The Chief Executive Officer clarified that Motion B9-14/15 was to investigate the Options and Costs of installing the necessary Audio Visual Equipment.

**53-14/15 MOVED Cr Caporn seconded Cr Davies that Council adopt Building and Town Planning Committee recommendation B9-14/15 that Council investigate the cost of installing Audio Visual equipment in the Hall Foyer and Lesser Hall to improve Patrons' viewing at Large Functions.**

**CARRIED 7/1**

Swimming Pool Concept Design and Design Upgrade Plans (B10-14/15)

The Economic Development Project Officer reported that Consultants Reports have been received on the Electrical Component of the Project and Connection to the Grid. The Economic Development Project Officer advised that the supply for the Pool, Caravan Park, Oval, Changerooms and Reticulation exceeds capacity and that "Zoning" in terms of the electrical supply would need to be carried out. The Economic Development Project Officer has been advised that an upgrade to the electricity supply is required and that it would be prudent to budget the amount of \$200,000 for the upgrade.

The Economic Development Project Officer reported that the amount being sought on the Grant Application has been increased to reflect the Power Upgrade issues.

The Economic Development Project Officer added that the actual cost of the electrical upgrade is currently unknown, however the Consultants had recommended that a conservative approach be taken with the Costings.

**54-14/15 MOVED Cr Cousins seconded Cr Caporn that Council adopt Building and Town Planning Committees recommendation B10-14/15 (as amended) that:**

- 1. Council endorse the Design, Costings and Scope of Works for the Redevelopment of the Swimming Pool Complex as prepared by Donovan and Payne Architects and totalling \$3.62M**
- 2. Council support the Submission for CSRFF Funding of \$1,207,000 for the Redevelopment of the Pool**
- 3. Council support the Shire's Contribution to the Redevelopment of the Pool Complex, being \$1,865,964 from Council's Swimming Pool Reserve Fund, General Revenue of \$47,036 and \$500,000 in Loan Funds.**
- 4. Subject to the outcome of CSRFF Grant Application, Council will meet any Shortfall through Council's Own Revenue or utilise Loan Funds or reschedule the renovation of the Changerooms.**

**CARRIED 8/0**

Rolf Harris Painting (B11-14/15)

**55-14/15 MOVED** Cr Andrews seconded Cr Caporn that Council adopt Building and Town Planning Committee recommendation B11-14/15 that the Rolf Harris Painting be correctly archived and be placed into safe storage.

**CARRIED 8/0**

Cr Davies advised the Meeting that the Building and Town Planning Meeting would be inspecting the Railway Barracks before the next Meeting.

**Item 7.2 Other Building Matters**

Cr Caporn commented that he would like the location of the Community Gym to be discussed and decided at the next Building and Town Planning Committee Meeting.

Cr Cousin queried if a response had been written to Mrs Lisa Powell regarding Council's Budget Provision for a Community Gym.

The Chief Executive Officer confirmed that a letter had been sent to Mrs Powell.

Cr Richards requested that Solar Panels for the Administration Building be raised at the next Building and Town Planning Meeting as a Draft Budget Item given that the Solar Panels are working so well at the Community Resource Centre.

**ITEM 8 FINANCE**

**Item 8.1 Finance and Audit Committee**

**56-14/15 MOVED** Cr Bavin seconded Cr Andrews that Council adopt Finance and Audit Committee recommendation F8-14/15 to F13-14/15 inclusive:-

Accounts for August 2014 (F8-14/15)

1. That Schedule of Accounts covering Municipal Vouchers 22021 to 22057 & EFT1570 to EFT1635 totalling \$356,036.63 be received; The balance of all other outstanding Sundry Creditors to the 31/08/2014 totalling \$57,904.43; and
2. That Payroll payments for the month August 2014 totalling \$159,660.96 be received; and
3. That Police Licensing payments for the Month of August 2014 totalling \$34,992.50 be received (Attachment 4.1.2) ; and
4. That Motor Charge Ltd Payment for the Month of August 2014 totalling \$376.39 be received ; and
5. That fund transfers from Trust account to Municipal account for August 2014 totalling 666.00 be received; and
6. That fund transfers to Corporate Credit Card for August 2014 totalling \$1,040.00 be received (Attachment 4.1.3); and
7. That WestNet payments for the month of August 2014 totalling \$69.95 be received.

Fund Balances Report – August 2014 (F9-14/15)

**The Fund Balances for the period ending 31<sup>st</sup> August 2014, as presented to Council be adopted.**

<i>Account</i>	<i>Statement Balance</i>	<i>Reconciliation Balance</i>
Municipal A/c	\$ 56,751.20	\$ 1,400,099.38
At Call - Invest.	\$ 400,000.00	
Childcare Centre	\$ 4,522.24	
Medical A/c	\$ 49,504.67	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
<b>Total Municipal</b>	<b>\$ 1,410,778.11</b>	
At Call - Reserve	\$ 275,589.89	
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>\$ 3,743,902.72</b>	<b>\$ 3,743,902.72</b>
Trust A/c	\$ 8,110.71	
Police Licensing	\$ 2,656.60	
<b>Total Trust</b>	<b>\$ 10,767.31</b>	<b>\$ 11,817.31</b>

Financial Information – Statements of Income and Expenditure for the Period Ending 31<sup>st</sup> July 2014 (F10-14/15)

**The Financial Statements for the period ending 31<sup>st</sup> July 2014, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – July 2014 (F11-14/15)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31<sup>st</sup> July 2014, be adopted.**

Financial Information – Statements of Income and Expenditure for the Period Ending 31<sup>st</sup> August 2014 (F12-14/15)

**The Financial Statements for the period ending 31<sup>st</sup> August 2014, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – August 2014 (F13-14/15)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 31<sup>st</sup> August 2014, be adopted.**

**CARRIED 8/0**

The Chief Executive Officer advised the Meeting that Recommendation F14-14/15 had now been withdrawn as the Little Rainmakers Fundraising Committee were no longer proceeding with the Function.

**57-14/15 MOVED Cr Bavin seconded Cr Cousins that Council adopt Finance and Audit Committee recommendation F15-14/15 that:**

- 1. The existing Reporting Format continue to be used to present Council's Financial Position**
- 2. The matter be referred to Council's Auditors UHY Haines Norton to determine whether Councils current Reporting Format meet Legislative requirements.**
- 3. The matter be reviewed in 12 months subject to the outcome of (2)**

**CARRIED 8/0**

The Chief Executive Officer queried if there should be a Standing Policy of Council for the Community Bus to be provided free of charge for the Combined School Ball and it was resolved that the Finance and Audit Committee would discuss whether there should be a Standing Policy for the future.

**58-14/15 moved Cr Bavin seconded Cr Davies that Council adopt Finance and Audit Committee recommendation F16-14/15 that:**

- 1. The Community Bus be provided Free of Charge for the Combined School Ball on the 14<sup>th</sup> November 2014.**
- 2. The Bus Bond of \$100 to be part of the Quairading District High School current Bond requirements / conditions.**

**CARRIED 8/0**

**Item 8.2 Other Finance Matters**

Nil

**ITEM 9 OTHER MEETINGS**

**Item 9.1 Local Emergency Management Committee Meeting held on the 4<sup>th</sup> September 2014**

**59-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt Local Emergency Management Committee Meeting recommendation L2-14/15 that Council investigate the feasibility of Pilot Activated Lighting (PAL) being installed at the Quairading Airstrip.**

Cr Davies commented that the Pilot Activated Lighting had been considered in the past and that perhaps some of the St John Ambulance's Airstrip Reserve Funds could be used towards this Project.

**CARRIED 8/0**

Cr Caporn advised the Meeting of attending the recent Desktop Emergency Management Exercise and that he had found it very interesting.

Cr Richards commented that the Captain of the Volunteer Fire and Rescue Service Mr Peter Hudson had introduced a great idea of inviting along a Member of the Fire and Rescue Service to the Local Emergency Management Committee Meeting to enable the newer Brigade Members to gain exposure to the role of the Local Emergency Management Committee.

Cr Caporn commended the Community Emergency Services Manager on the content of the Exercise.

## **ITEM 10      REPORTS**

### **Item 10.1      Chief Executive Officers Report**

<b>10.1.1      Expression of Interest – Hosting 2015 Wheatbelt Workshop</b>
---

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      23/9/14

#### DISCLOSURE OF INTEREST

Nil

#### OWNER/APPLICANT

Mr Bruce Wittber, Executive Officer Central Country Zone, WALGA

#### MATTER FOR CONSIDERATION

Submission of Expression of Interest (EOI) to host The One Day “Wheatbelt Workshop” in March 2015.

#### APPLICANT’S SUBMISSION

Copy of Mr Bruce Wittber’s Correspondence and Workshop Venue Criteria Attached

#### BACKGROUND

The Zones have resolved to hold a “Conference” every two Years and a “Workshop” in the intervening year.

The last Wheatbelt Conference was held in York in April 2014.

The next “Wheatbelt Conference” is listed for 2016.

The Three Wheatbelt Zones of WALGA are inviting Councils to Submit an Expression of Interest (EOI) to be the Host Venue for a One Day “Wheatbelt Workshop” to be held on Friday 13<sup>th</sup> March 2015.

#### STATUTORY ENVIRONMENT

N/A



## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The Workshop Organising Committee are seeking an indication of what level of support (financial and in-kind) would be provided by Council.

## STRATEGIC IMPLICATIONS

Strategic Community Plan

**Social:** Sense of Community

**Outcome:** Participative Inclusive Communities

**Priorities:** Strengthen use of Hall for Regular Community Functions and Regional Meetings.

## COMMUNITY CONSULTATION

N/A

## COMMENT

Council's are invited to submit an EOI and address the Selection Criteria:-

- Conference facility that can comfortably accommodate 100 – 150 delegates, configured with table and chairs;
- Conference facility that has break-out rooms for smaller workshops sessions;
- Conference facility that enables lunch to be set up/served in a room that is different to the main conference venue – to enable lunch set up without disturbing the Workshop;
- Area within the conference facility that can be used to set up sponsor tables;
- Suitable local catering available for morning tea, lunch and take away afternoon tea; and
- Access to suitable audio visual equipment such as data projector, screen, lectern, microphone etc.

The Deadline for Submission of the EOI's is 3.00pm on Tuesday 30<sup>th</sup> September 2014

Direction is sought on Council's interest to be considered as the Host Venue for the March 2015 Workshop.

Subject to Council's interest, Council to consider what level of Support (Cash and In-kind) could be offered as part of the EOI.

### Council Meeting Discussion

The Chief Executive Officer outlined that he was seeking an indication whether Councillors supported Council applying, if the Venue met the Criteria.

Cr Davies queried if there would be accommodation issue if the Workshop was held in Quairading.

The Chief Executive Officer commented that many Councils expressing interest may have the same accommodation issues however that given it was a one day event it should not be a problem.

Cr Caporn enquired if the requirement of having break out rooms would be an issue.

Cr Bavin suggested using the Administration Building Council Chambers as a “Breakout Room”.

The Meeting decided that breakout areas would be able to be created at the Shire Hall.

#### **OFFICER RECOMMENDATION**

**60-14/15 MOVED Cr Caporn seconded Cr Hawksley that Council submit an Expression of Interest to host the One Day “Wheatbelt Workshop” in March 2015.**

**CARRIED 8/0**

<b>10.1.2 Annual Electors Meeting</b>
---------------------------------------

#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer                      23/9/14

#### DISCLOSURE OF INTEREST

Nil

#### OWNER/APPLICANT

N/A

#### MATTER FOR CONSIDERATION

Council to set the Date for the Annual Electors Meeting.

#### APPLICANT’S SUBMISSION

Nil

#### BACKGROUND

Council has been previously advised that due to the delay in having Council’s Land and Buildings Assets valued for “Fair Value”, the Chief Executive Officer has applied for an Extension of Time in which to have the Annual Financial Reports completed ready for Audit.

Council has been granted an Extension by the Department of Local Government and Communities for the Completion and Submission of its Annual Financial Report to the Auditors.

The Extension has been granted to 30<sup>th</sup> November 2014.

It is anticipated that the Annual Financial Reports will be completed and Audited in early November 2014.

The Annual Report of Council which comprises of the Shire President’s Report, Chief Executive Officer’s Report, Annual Financial Report and Auditors Report must be accepted by Council no later than the 31<sup>st</sup> December after that Financial Year.

## STATUTORY ENVIRONMENT

Local Government Act Sections 5.27, 5.54 and 6.4

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

N/A

## COMMUNITY CONSULTATION

Council's Annual Report must be made available to the Community as soon as practicable after it is accepted by Council.

## COMMENT

It is proposed that Council's Annual Report be presented to and accepted by Council at its Ordinary Meeting on 18<sup>th</sup> December 2014.

Section 5.27 of the Local Government Act states "a General Meeting (of Electors) is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the Annual Report for the previous financial year".

Based on the acceptance of the Annual Report on the 18<sup>th</sup> December 2014, Council must convene the Annual Electors Meeting no later than Thursday 12<sup>th</sup> February 2015.

Convening the Annual Electors Meeting earlier in January or early February will result in possible conflict with the School Holidays and the commencement of the New School Year.

It is recommended that Council determine that the Annual Electors Meeting be held on Tuesday 10<sup>th</sup> February (after the Building and Town Planning Committee) or on Wednesday 11<sup>th</sup> February 2015 commencing at 7.00pm.

It is also highlighted that the Works Committee have suggested that a Public Information Session be held in conjunction with the Annual Electors Meeting.

Council held its last Annual Electors Meeting on Wednesday 5<sup>th</sup> February 2014.

Councillors are requested to consider and determine the most suitable Date for the Annual Electors Meeting.

## **OFFICER RECOMMENDATION**

The Chief Executive Officer advised when School will recommence in 2015 and that the Annual Electors Meeting needs to have been held by Thursday 12<sup>th</sup> February 2015.

### **61-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council:**

- 1. Note that the Annual Report will be considered at Council's Ordinary Meeting on the 18<sup>th</sup> December 2014**
- 2. Council to determine the Date for the Annual Electors Meeting to be held in February 2015 and being Wednesday 11<sup>th</sup> February 2015.**

**CARRIED 8/0**

<b>10.1.3      General Practice – Contractor Agreement</b>
--

The Chief Executive Officer advised the Meeting of the Doctor changing from a Salary Employee to a Contractor and that there had been a lot of work carried out on the Contract by all Parties in particular the Medical Executive Committee.

The Chief Executive Officer advised that the Contract is very sound and recommended that Council support the change given that all Parties were now agreeable to the Terms and Conditions of the Agreement.

Cr Richards commended the Chief Executive Officer on the thorough and transparent process undertaken and commented on how heavily the Agreement Document had been scrutinized and reviewed. Cr Richards commented he considered that it was a great outcome for all Parties.

## **OFFICER RECOMMENDATION**

### **62-14/15 MOVED Cr Caporn seconded Cr Bavin that Council:**

- 1. That Council endorse the Independent Medical Agreement with Doctor Adeleye for a Term of 5 Years Commencing 1<sup>st</sup> October 2014.**
- 2. That Council authorise the Shire President and Chief Executive Officer to Execute the Agreement Documents and to Witness the affixing of Council's Seal.**

Cr Hawksley commented that having a guaranteed Doctor for 5 years is a sound outcome for Council and the Community.

**CARRIED 8/0**

<b>10.1.4      Disposal of Council's Toyota Prado</b>
---

The Chief Executive Officer advised that Doctor Adeleye had registered an interest in purchasing Council's Toyota Prado. Furthermore, the Toyota Prado is over the \$20,000 threshold in accordance with the Local Government Act and Regulations. Dr Adeleye has offered the Amount equal to the Sworn Valuation of the Motor Vehicle. Council is to acknowledge the Offer and provide Public Notice of Council's Intentions.

## **OFFICERS RECOMMENDATION**

**63-14/15 MOVED Cr Davies seconded Cr Andrews that Council:**

- 1. Note the Registration of Interest from Doctor Adeleye to purchase Council's Toyota Prado Sedan Vehicle for the amount of \$52,000 (inclusive of GST)**
- 2. Council proceed to provide local public notice of the proposed disposition in accordance with Section 3.58 (3) and (4) of the Local Government Act.**
- 3. Upon commencement of the "Independent Medical Contractor Agreement", Council authorise Doctor Adeleye to have use of Council's Vehicle until Council formally determines the Disposition Proposal subject to Doctor Adeleye be liable for the Motor Vehicle's operating expenses.**

**CARRIED 8/0**

### **Item 10.2 Health and Building Report**

The Chief Executive Officer reported that the CBH Building Works have commenced work.

### **Item 10.3 Environment Officers Report**

As presented in the Agenda Papers.

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

The Chief Executive Officer advised the Meeting that this was the Community Emergency Service Manager's first Report to Council and that Mr Daniel Birelson was going along very well. The Chief Executive Officer went on to advise the Meeting that the he would be conducting the Fire Hazard inspection of the Quairading Districts Townsites on Tuesday 30<sup>th</sup> September with the Community Emergency Services Manager and the Captain of the Volunteer Fire and Rescue Service.

### **ITEM 11 INWARD CORRESPONDENCE**

Nil

### **ITEM 12 LATE ITEMS**

Nil

### **ITEM 13 TABLED ITEMS**

Nil

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

Nil

**Cr Cousins**

Nil

**Cr Davies**

Cr Davies further reported on his meeting with Mr Colin Stacey and to hear his view on the Badjaling Drainage issue. Cr Davies advised that Mr Stacey had recollected the Aboriginal Community living south of the Railway line and moved across to where they are located now in later years. Cr Davies commented that Mr Stacey believed that the original creek line was to the South in "Clarks Paddock".

The Meeting discussed the possible options to mitigate the flooding which occurs at Badjaling but noting that it is in a Floodplain.

Discussion ensued on the on the drainage discharge point and culvert size.

Cr Caporn advised the Meeting that in his opinion deep drainage doesn't work because the lakes system is so flat. Cr Caporn further commented that the way the water is running now is the best way however that it needs to be widened to allow more water to flow through and more directly.

Cr Richards reported having recently walked the drainage line and noticed that there had been a lot of seepage out of the adjoining yellow Sandhill.

The Chief Executive Officer advised the Meeting that these observations all reinforce the Department of Indigenous Affairs Commissioned Report in 1994 which concluded that the alignment that the drainage takes now is most effective.

Cr Davies queried how the issue can be progressed.

The Shire President advised that Mr Murray Yarran is now a resident at Badjaling. Mr Murray Yarran has been advised by Dr Mark Goldstone of some of the available options and Cr Richards believes that the Community need time to think about the information they have been given.

The Chief Executive Officer reported having met with Mr Yarran recently and Mr Yarran advised that the Badjaling Community were waiting on some information from the Minister for Water Hon Mia Davies before they progress the issue.

Cr Davies thanked Mrs Haythornthwaite for attending the Meeting.

**Cr Andrews**

Cr Andrews queried the times that the CBH Trucks were allowed to operate on the Quairading-Cunderdin Road and reported to have been approached by a Community Member suggesting that they were driving along the local road at approximately 3.30am.

The Chief Executive Officer reported that CBH have informed that Grain Carting Operations commences at 6.30am and concludes at 6.00pm.

**Cr Caporn**

Nil

**Cr Bavin**

Cr Bavin reported that the 45<sup>th</sup> consecutive Feature Artist Day had been very successful with lots of people coming to see the Art and Entertainment. Mrs Helen Crowley was the Feature Artist and that Mrs Crowley had spent a week at the Quairading Community Resource Centre preparing the Display.

Cr Bavin reported that the Quairading Community Arts Society would soon be losing a few Members from there Committee and that the Community Resource Centre Committee had offered to help run the event in the future if the Committee did not have enough Members to co-ordinate the Feature Artist Day.

Cr Richards queried the Agricultural Society's progress on the Agricultural Society Shed surrounds.

Cr Bavin advised that the ground had been only compacted for the Quairading Show Day as the Agricultural Society wanted to finish the project properly and did not want to rush it.

The Chief Executive Officer advised that the limestone retaining wall had recently been completed.

Cr Davies requested that the Agricultural Society research the resurfacing of the area extensively as it is an expensive project and the Agricultural Society need to have a clear understanding of the scope of their requests when making submissions for Council support.

**Cr Hawksley**

Cr Hawksley advised that the Quairading Rotary Club recently celebrated 50 year of continuous service from Rotarians Mr Jack Wilson and Mr Cal Leeder.

**Cr Richards**

Cr Richards advised that following recent heavy rains he had notice deep tyre marks from a heavy truck driving along a gravel road. Furthermore, closure of gravel roads to trucks with heavy loads after rain may become necessary in the future.

Cr Hawksley concurred that the gravel roads may need to be closed to heavy vehicles after rain.

Cr Andrews commented that it may need to be specified as trucks with heavy loads as closing gravel roads to heavy vehicle after rain during Seeding Time may cause issues for farmers moving machinery.

**Chief Executive Officer**

The Chief Executive Officer reported to have attended a meeting in Perth during the previous week with the Department of Lands and the National Trust of Australia in relation to the Quairading Community Nature Reserve. The Chief Executive Officer advised the Meeting that there are issues with the legality of the Covenant over the Nature Reserve and reported that the Meeting had been a good step forward to develop a process to resolve the issue.

**Economic Development Project Officer**

Mr Bleakley advised the Meeting that a draft proposal for the Multi Purpose Precinct had been released to the Community along with a Survey. Mr Bleakley reported on awaiting for Completed Surveys to come back in for collation of the feedback.

**ITEM 15 NEXT ORDINARY MEETING**

Thursday 23<sup>rd</sup> October 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 5.38pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25<sup>th</sup> September 2014 were confirmed on 23<sup>rd</sup> October 2014 as recorded on resolution no. \_\_\_\_\_

Confirmed..... 23/10/14