

SHIRE OF QUAIRADING
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON THURSDAY 18TH DECEMBER 2014
COMMENCING AT 12.00PM

ITEM 1 ATTENDANCE AND APOLOGIES

Cr D C Richards	Shire President
Cr B K Caporn	Deputy Shire President
Cr R C Hawksley	
Cr J A Bavin	
Cr T C Andrews	
Cr WMF Davies	
Cr C M Cousins	
Cr G J McRae	
Mr G A Fardon	Chief Executive Officer
Miss L Reynolds	Cashier / Receptionist
Mr T J Newick	Manager of Works and Services (12.00pm to 12.43pm)
Mr R M Bleakley	Economic Development Project Officer (from 1.27pm to 3.37pm)

Apologies

Mr A J Merillo	Deputy Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary

Observer

Mrs J N Haythornthwaite

ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

Cr Richards welcomed all attendees to the December 2014 Council Meeting and reminded Councillors that the Council Christmas Function would be held at the Quairading Bowling Club from 5.00pm after the Conclusion of the Meeting.

Cr Richards welcomed Mrs Haythornthwaite as an Observer to the Meeting.

ITEM 2.1 PUBLIC QUESTION TIME

No questions were asked by Mrs Haythornthwaite.

ITEM 2.2 DEPUTATIONS

Nil

ITEM 3 DECLARATIONS OF INTEREST

Nil

ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 27TH NOVEMBER 2014

106-14/15 MOVED Cr Bavin seconded Cr Cousins that the Minutes of the Ordinary Meeting of Council held on 27th November 2014 be confirmed as a true and correct record subject to the following amendments: -

Page 2 altered to – “Cr Davies advised that he had been informed that the additional “Quick Shears” Prize Money may not be required and recommended liaison with the Quairading Agricultural Society.”

CARRIED 8/0

ITEM 4.2 MATTERS PENDING / ACTION SHEET

Item 2: Geographic Names Committee

The Chief Executive Officer advised that a letter had been sent back to the State Geographic Names Committee on the 17th December 2014 indicating the “Golf Club Drive” road.

Item 4: Badjaling Reserve

The Chief Executive Officer reported that the Environment Officer and he had participated in a Telephone Conference with representatives from the Department of Water, Mr Mark Goldstone, Engineers Without Borders and SKM to review the drainage issues at the Badjaling Reserve. The Chief Executive Officer advised Council that the Minister for Water has an active interest in the resolved and that there would be another Meeting in the New Year to review the proposal and possible funding options.

Cr Caporn enquired if the Badjaling North Road was discussed. The Chief Executive Officer advised that the Road had been discussed as a barrier to the water.

Item 4: Shire Newsletter / Public Information

Cr Cousins enquired whether the Notice Board at the Quairading Coop was to be determined at this Meeting. Cr Cousin commented that emailing the Shire Newsletter had been a successful way to communicate with the Community. Furthermore, the location of the Shire Notice Board at the Coop had hindered its effectiveness.

Cr McRae commented that the Notice Board had not been successful given the location at the Quairading Coop and also the poor presentation style of the Board.

Cr Richards advised Council that he agreed with the comments and noted that the electronic communication is a good way to keep the younger generation informed, however Council needed to keep in mind Quairading’s older generation who prefer to see hard copies and information boards. Furthermore, Cr Richards suggested that the Quairading Community Resource Centre may have a place for a Shire Notice Board and that perhaps work could be contracted out to Miss Jill Hayes to present the information and notices.

Cr Davies advised that he had not seen the Shire Notice Board at the Quairading Coop Foyer.

Cr Cousins suggested advertising the Shire Information on the existing Notice Board at the Coop given this is the usual place Community Members go when they are seeking information.

Cr McRae advised of communicating well with the Community was very important and supported Cr Cousins suggestion to use the existing Coop Notice Board with the agreement of the Coop Management.

The Chief Executive Officer advised Council that arrangements would be made to have the Shire Notice Board at the Quairading Coop removed.

Item 23: Community Cropping – CBH Land

The Chief Executive Officer reported that advertising for Expressions of Interest for the Community Cropping had commenced.

ITEM 5 WORKS

Item 5.1 Works Committee Meeting held 10th December 2014

Removal of Trees and Reconstruction of Loudon Street (W16-14/15)

107-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W16-14/15 that Council proceed to include the removal of the trees and reconstruction of Loudon Street in the 2015/2016 Draft Budget Program.

Cr Caporn commented that the section of road was not good and strongly felt that the issue needs to be addressed.

Cr McRae observed that the trees were old and established and enquired if there was any other solution to avoid removing the trees.

Cr Hawksley advised that the type of tree was unsuitable for the roadside.

The Chief Executive Officer advised Council that ripping of the tree roots had been carried out previously on the Road.

The Manager of Works and Services added that removal of the existing trees is the preferred option because if the road is ripped again, the work will need to be carried out again in approximately 7 years due to tree root intrusion on the road surface.

The Chief Executive Officer advised that a Environmental Clearing Permit may be required to carry out the tree removal work and the Permit would require offset planting.

Cr McRae enquired if more suitable roadside trees could be planted back in the same location.

Cr Richards clarified that the Environmental Permit would require the trees to be replaced as well as offset planting at another location.

Cr Caporn suggested that the offset planting be North of the Salt Pan in the Borefield to avoid more land turning salty as a result of water travelling down a high recharge area.

CARRIED 8/0

Standpipes (W17-14/15)

108-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W17-14/15 that Council proceed to remove the following Standpipes and that the remainder be prioritised for fitting of Backflow Devices:-

- **Standpipe no. 6 located on Goldfields Road between Doodenanning – Carter Road and Maynard Road.**
- **Standpipe no. 8 located on the corner of Geyer and Doodenanning – Mawson Road.**
- **Standpipe no. 3 located on the corner of Mount Stirling Road and Bland Road.**
- **Standpipe no. 13 located on the corner of Quairading – Corrigin Road and Sunnyvale Road.**

Cr Davies raised his concern for the standpipes near the Border of the Quairading Shire. Cr Davies reported the York Shire have a swipe card system now which he believed was forcing people to drive further East to use the Standpipes in the Quairading Shire.

Cr McRae asked if other Shires had been involved in the decision to remove some of the Standpipes given that many were near the borders of the Shire. The Meeting was advised that there had not been any discussion with the surrounding Shires.

Cr Caporn commented on the retention of the Pantapin Standpipe with the nearest one being at the “Kwolyin Bends”.

CARRIED 8/0

Quairading District High School – Request for Signage Funding (W18-14/15)

The Manager of Works and Services advised the Meeting that the Quairading District High School had requested Council fund the design and installation of signage at the Junior Primary Carpark to mitigate a potential accident. Council was informed that the type of signage needed to be determined by the School.

109-14/15 MOVED Cr Hawksley seconded Cr Caporn that Council adopt Works Committee recommendation W18-14/15 that Council request an Education Department Approved Traffic Management Plan from the Quairading District High School for the Junior Primary Carpark prior to Council considering any funding contribution for signage.

CARRIED 8/0

Item 5.2 Other Works Matters

Roads

Cr Hawksley reported on the poor condition of some of the roads after Harvest and observed the trucks being used each year are getting bigger. Cr Hawksley advised that it was important for the Community to understand the struggle Council has to keep the roads in a good condition given the larger Grain Haulage task.

Cr Caporn advised that the Shire of Bruce Rock has three graders which were now brushing up gravel roads.

The Manager of Works and Services reported on trends in neighbouring Shires of road closures at times of heavy rainfall events to reduce the deterioration of the gravel roads. The Manager of Works and Services further noted that these measures may need to be taken in the future to avoid significant damage to the roads. The Manager of Works and Services reported that the Summer Grade and Gravel Carting would begin in the New Year and that the Works Team was now carrying out over \$300,000 of Gravel Sheeting each year. Council was advised that the Works Team are working towards a preventative approach rather than a reactive approach to road maintenance.

The Manager of Works and Services reported that the Works Staff had been carting gravel and carrying out road maintenance right up to the Christmas Break and the Staff were looking forward to the break over Christmas and New Year. Council was advised that there were less staff members taking extended leave in January than in previous years.

Cr McRae queried the progress on the Pink Lake Layby and the line marking on the Corrigin–Quairading Road. The Manager of Works and Services advised that with a shift in management at Main Roads he had not heard of any further progress and expected that the issues could be addressed again with Main Roads in the New Year.

Cr Davies queried the progress on the Cunderdin Road realignment. The Chief Executive Officer reported that designs for the Wackett Road Realignment were yet to be received from Main Roads.

12.43pm

The Manager of Works and Services left the Council Meeting.

ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW

Item 6.1 Shire of Quairading / City of Melville Partnership

Cr Richards reported that the Chief Executive Officer, himself and their respective Partners had attended the City of Melville’s Civic Function and that it had been a terrific night with lots of people and networking opportunities.

The Chief Executive Officer advised that both Cr Foxtton and Cr Robartson were enthusiastic to visit Quairading again.

Item 6.2 East Avon Regional Cooperation

The Chief Executive Officer reported on the “Cloud Environment Trial” and advised that the latest Concept Plan was still to be received and that the Trial was likely to commence in late January or February 2015. The Chief Executive Officer advised that the Estimated Project Cost had reduced significantly and that discussions were being held with Local Government Software Suppliers to ascertain their willingness to trial their Products on the Cloud.

Council was informed that a number of Council Staff attended an Administration Staff Social Function in Cunderdin on 2nd December 2014. The next Administration Staff Social Function is scheduled to be held in Quairading in March 2015.

Cr Richards commented that Councillors should keep themselves informed on the process for the Metropolitan Reform because eventually it will affect Quairading and surrounding Shires.

Item 6.3 Chief Executive Officer's Performance Review

Cr Andrews commended the Chief Executive Officer's performance this year and in particular with his dealings on the War Memorial Mural issue and noted that the outcome could not have been better.

Cr Richards congratulated the Chief Executive Officer's ability to follow the due process and take the appropriate tone when dealing with delicate matters that often occur behind the scene. Furthermore, Cr Richards congratulated the Chief Executive Officer on another very good year.

The Chief Executive Officer thanked the Councillors for their comments and their support throughout the year. The Chief Executive Officer advised Council that he had attended the Works Team Christmas BBQ on 17th December 2014 which had given him time to catch up with the Works Staff Members before many went on Leave. The Chief Executive Officer reported on the successful changes at the Surgery and the Childcare Centre during the year.

1.27pm

The Economic Development Project Officer entered the Council Meeting.

Cr Richards thanked the Councillors for their trust and support throughout the year and observed how critical it is to maintain strength in Council.

ITEM 7 BUILDING AND TOWN PLANNING DEVELOPMENT

Item 7.1 Building and Town Planning Development Committee Meeting held on 9th December 2014

Agricultural Hall & Showgrounds (B15-14/15)

110-14/15 MOVED Cr Caporn seconded Cr Andrews that Council adopt Building and Town Planning Committee recommendation B15-14/15 that Council carry out the necessary research for Transportable Ablutions for the Agricultural Hall Precinct and the cost be included in the Draft Budget.

Cr Caporn commented that the Quairading Agricultural Show had shown a significant increase in the number of attendees and that the toilets needed to be upgraded to cater for the number people who would be attending future Shows. Cr Caporn suggested that second hand Ablutions were an option and that he would like to see some located close to the rear of the Agricultural Hall.

The Economic Development Project Officer advised Council that the Company who delivered the Ladies Changerooms has a business in second hand transportable buildings and that this company could be asked to provide an Estimate for Budget Purposes.

Cr McRae suggested that temporary transportable toilets should be investigated given the Show was one day of the year.

Cr Davies commented that the Ablution Block, if installed at the Agricultural Hall, could be relocated in future if necessary.

The Chief Executive Officer advised Council that the Agricultural Hall was still used by the Air Rifles regularly and therefore the Ablution Block would be being used on a weekly basis for 6 months of the year. It was further suggested if the Ablutions were installed at the Agricultural Hall perhaps the Facility would be used for other event events attracted to the Precinct.

CARRIED 8/0

Lotterywest Grant Application – Gym Equipment (B16-14/15)

111-14/15 MOVED Cr Caporn seconded Cr Davies that Council adopt Building and Town Planning Committee recommendation B16-14/15 that Council proceed to make Application to Lotterywest for \$20,000 towards Purchase of Gym Equipment.

Cr Caporn commented that he would like to see the Application made to Lotterywest.

Cr Davies noted that there had now been enough research carried out by the Working Group and that it was now reasonable to make Application to Lotterywest.

CARRIED 8/0

Solar Panels for Administration Centre (B17-14/15)

112-14/15 MOVED Cr Cousins seconded Cr Andrews that Council adopt Building and Town Planning Committee recommendation B17-14/15 that Council proceed to seek a Quotation from SolarGain for the installation of Solar Panels on the Shire Administration Building for inclusion in the Draft Budget.

Cr Cousins commented that given the savings at the Quairading Community Resource Centre the project should be investigated.

Cr Davies commented on his surprise on the amount of power used by the Administration Centre.

The Economic Development Project Officer advised that it is possible that the Rebates may be removed by the Federal Government. The Economic Development Project Officer also reported that the price of the Solar Panels had also recently decreased.

CARRIED 8/0

Works Depot Upgrade (B18-14/15)

113-14/15 MOVED Cr Caporn seconded Cr Andrews that Council adopt Building and Town Planning Committee recommendation B18-14/15 that Council proceed to accept the quote from Lycopodium for \$46,849 (exc GST) to proceed to full design documentation for the Works Depot Upgrade.

Cr Caporn observed that the Proposal is under the Budget Allocation and that Council needs to be prepared with documentation should any funding become available in the future.

The Economic Development Project Officer advised that the Reference Checks had been carried out with 2 Local Governments on Lycopodium and that excellent testimonies were given by both the Councils.

Cr Davies advised that he would be voting against the Motion because he did not believe there was the funding available and suggested that saving commence into the Building Reserve Fund to fund the Project in the future.

The Chief Executive Officer advised that Forward Planning and Design should be carried out to ensure Council was informed on the Overall Project Scope and Estimated Costs. Furthermore the Chief Executive Officer commented on the need to have another Project planned beyond the Caravan Park and Swimming Pool Projects.

Cr Hawksley observed that given the condition of the Building, there is not the time to wait.

Cr Richards agreed and advised that the lifespan of the Depot Building is short.

Cr Richards commented on Council having an Infrastructure backlog due to the large number of ageing Assets.

Cr McRae enquired how much the other quotations were for the Consultancy and if Mr Kyle Stacey could look into the project and perhaps the cost would not be as much.

The Economic Development Project Officer advised that the two other quotes were \$114,934 and \$50,950 and that the quote for \$50,950 did not include a number of Studies required and that would incur additional costs.

Cr Andrews commented that he believed the Shire of Tammin did not have complete planning and design for the new Works Depot and that they had electrical and plumbing issues when their Works Depot was constructed which resulted in additional Construction Costs.

The Economic Development Project Officer advised that it is not just the design of the Building that is required and that the Companies who take on these projects have the ability to contract parts of the Project to technical Consultants.

The Economic Development Project Officer reported on the Revision of the Asset Management Plan and Fair Valuation Report which had provided a for Consultancy/Design Cost of 6-10% of the Building Replacement Costs and that the Consultancy Proposal before Council was within this Range.

CARRIED 7/1

Barracks (B19-14/15)

114-14/15 MOVED Cr Caporn seconded Cr Davies that Council adopt Building and Town Planning Committee recommendation B19-14/15 that Council proceed with the following upgrades to the Barracks be undertaken utilising the \$10,000 Budget Allocation and Current Year Maintenance Budget:-

- **Light Sensor**
- **Flywire Doors**
- **Beds**
- **TV and Wall Mounting**
- **Air conditioner plus installation**
- **Signage**
- **Bathroom Improvements**

CARRIED 8/0

Quairading Volunteer Bush Fire Brigade – Honour Board (B20-14/15)

115-14/15 MOVED Cr Caporn seconded Cr Davies that Council adopt Building and Town Planning Committee recommendation B20-14/15 that Council proceed to make a provision in the Draft Budget for an Honour Board of Bush Fire Brigade Volunteers to be installed at the Quairading Fire and Emergency Services Building.

Cr Cousins commented that the Volunteers contributions to the Community should be honoured.

CARRIED 8/0

Expression of Interest – Factory Unit Tenancy

116-14/15 MOVED Cr Cousins seconded Cr Davies that Council adopt Building and Town Planning Committee recommendation B21-14/15 that Council:-

- 1. Support the future tenancy of its Factory Unit at 81 Heal Street by Mr Atkins; and**
- 2. Council let the Factory Unit at its normal Rental.**

Cr Cousins commented that the normal Rental Rate should be charged given there are other competing businesses in the town and there should be an even playing field.

Cr McRae enquired if the tenant was offering new services not already provided for in the Town.

The Chief Executive Officer advised that potentially the Tenant could provide Motor Vehicle Licensing Inspections however that the Tenant wanted to ensure that other businesses in the Town had the first opportunity to provide this service.

Cr McRae suggested that a small incentive be offered to begin with if the Tenant was going to be providing a new service, such as the first 3 months at a reduced Rental.

Cr Caporn commented that he did not think that a reduced Rental should be offered to the Tenant as it will put the other existing businesses at a disadvantage.

Cr Richards advised that there has been a precedent set to offer a discount in the first 12 months for the Factory Units.

The Meeting discussed the benefit of offering a Concessional Rental to encourage new services versus giving the new business an unfair advantage over existing businesses.

Cr Richards suggested offering a 25% concession for the first 6 months.

117-14/15 MOVED Cr McRae seconded Cr Bavin to amend part 2 of Motion B21-14/15 to “Council let the Factory Unit at a 25% Concessional Rental Discount for the first 6 months”.

**MOTION TIED 4/4
CARRIED BY CASTING VOTE OF THE CHAIR 5/4**

The Amendment became the Substantive Motion but was not then voted upon.

118-14/15 MOVED Cr Bavin seconded Cr Caporn that Council split the amended B21-14/15 into 2 parts.

CARRIED 8/0

119-14/15 MOVED Cr Cousins seconded Cr McRae that Council support the future tenancy of the Factory Unit at 81 Heal Street by Mr David Atkins.

CARRIED 8/0

120-14/15 MOVED Cr McRae seconded Cr Bavin that Council let the Factory Unit at a 25% Concessional Rate (75% of Normal Rental) for the first 6 months.

**MOTION TIED 4/4
CARRIED BY CASTING VOTE OF THE CHAIR 5/4**

Item 7.2 Economic Development Project Officer Status Report

Nil

Item 7.3 Other Building Matters

Cr Caporn enquired about the progress of the Ladies Changerooms.

The Economic Development Project Officer advised that the Project will not be completed by the Christmas Break given there had been unexpected issues with the Footings of the Building which required a significant amount of re-plumbing of existing Services. The Completion Date is now expected to be in the middle of January. The Economic Development Project Officer noted the excellent insulation of the Building.

1.47pm

121-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council suspend standing orders for Afternoon Tea.

CARRIED 8/0

2.12pm

122-14/15 MOVED Cr Andrews seconded Cr Cousins that standing orders resume.

CARRIED 8/0

ITEM 8 FINANCE

Item 8.1 Finance and Audit Committee Meeting held 14th October 2014

123-14/15 MOVED Cr Bavin seconded Cr McRae that Council adopt Finance and Audit Committee recommendations F24-14/15, F26-14/15, F27-14/15 and F28-14/15: -

Accounts for Payment – November 2014 (F24-14/15)

1. That Schedule of Accounts covering Municipal Vouchers 22144 to 22190 & EFT1778 to EFT1829 totalling \$292,070.11 be received; The balance of all other outstanding Sundry Creditors to the 30/11/2014 total \$34,683.34; and
2. That Payroll payments for the month November 2014 totalling \$138,245.77 be received; and
3. That Police Licensing payments for the month of November 2014 totalling \$39,913.70 be received (Attachment 4.1.2) ; and
4. That fund transfers from Trust account to Municipal account for November 2014 totalling \$920.00 be received; and.
5. That fund transfers to Corporate Credit Card for November 2014 totalling \$399.01 be received (Attachment 4.1.3); and.
6. That WestNet payments for the month of November 2014 totalling \$184.95 be received.

Fund Balances Report – November 2014 (F26-14/15)

The Fund Balances for the period ending 30th November 2014, as presented to Council be adopted.

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 93,203.52	\$ 2,651,648.94
At Call - Invest.	\$ 550,000.00	
Childcare Centre	\$ 14,373.05	
Medical A/c	\$ 38,934.22	
T/Deposit 6 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 450,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 402,471.50	
T/Deposit 4 Mth	\$ 500,000.00	
Total Municipal	\$ 2,648,982.29	
At Call - Reserve	\$ 277,181.15	
T/Deposit-Reserve	\$ 839,978.30	
T/Deposit-Reserve	\$ 641,332.48	
T/Deposit-Reserve	\$ 857,060.41	
T/Deposit-Reserve	\$ 1,171,160.00	
Total Reserves	\$ 3,786,712.34	\$ 3,743,902.72
Trust A/c	\$ 7,341.50	
Police Licensing	\$ 2,249.45	
Total Trust	\$ 9,590.95	\$ 9,450.95

Financial Information – Statements of Income and Expenditure for the Period Ending 30th November 2014 (F27-14/15)

The Financial Statements for the period ending 30th November 2014, as presented to Council be adopted.

Financial Statement – Variation to Budget by Percentage or Value – 30th November 2014 (F28-14/15)

The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the period ending 30th November 2014, be adopted.

CARRIED 8/0

Debtors Report (F25-14/15)

124-14/15 MOVED Cr Bavin seconded Cr Caporn that Council adopt Finance Committee recommendation F25-14/15 that Council proceed to take further legal action against Debtor number 90009 – D. Bland and Debtor Number 90837 – Y. Yarran to recover outstanding amounts.

Cr Bavin commented that Council should not allow Debtors to believe they do not have to pay their debts to Council.

Cr Caporn commented that the issue with the Town Block at Yoting should be looked into as he believed that a paddock was being charged at Town Rates.

Cr Richards advised that Council needed to follow the Principle that non payment would not be tolerated.

CARRIED 8/0

Auditors Report and Management Letter (F29-14/15)

125-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance Committee recommendation F29-14/15 that Council note the Unqualified Audit Report and Management Letter for the Year ended 30th June 2014.

CARRIED 8/0

Review of Shire's Risk Management, Internal Control and Legislative Compliance (F30-14/15)

126-14/15 MOVED Cr Bavin seconded Cr Davies that Council adopt Finance Committee recommendation F30-14/15 that Council note the results of the Chief Executive Officer's review of the appropriateness and effectiveness of the Shire's systems in regard to Risk Management, Internal Control and Legislative Compliance.

CARRIED BY ABSOLUTE MAJORITY 8/0

Arthur Kelly Village Electrical Fault (F32-14/15)

127-14/15 MOVED Cr Bavin seconded Cr Andrews that Council adopt Finance Committee recommendation F32-14/15 that Council decline Mrs Dorothy Bloom's request due to:

- 1. Council Staff made every attempt to correct the electrical fault in a timely manner after it had been brought to their attention.**
- 2. Tenants are responsible for having adequate personal insurance.**

CARRIED 8/0

Playgroup Use of the Childcare Centre (Old Kindy)

The Chief Executive Officer observed that there needed to be some contribution towards the running costs of the Building from the Playgroup and advised Council that the Playgroup had contributed \$150 per annum to the Quairading District High School in previous years.

128-14/15 MOVED Cr Bavin seconded Cr Caporn that Council seek a contribution from the Quairading Playgroup for building maintenance at the Childcare “Old Kindy” Centre:-

- 1. \$150.00 per annum**
- 2. The Fee be included in the 2015/2016 Fees and Charges**

CARRIED 8/0

ITEM 9 OTHER MEETINGS

Item 9.1 Local Emergency Management Committee Meeting held 4th December 2014

Cr Davies reported that the Automatic Weather Station website was not able to be viewed easily on a mobile phone.

Cr McRae advised Council that the Community Emergency Services Manager had sent a text message out to say that a phone application would be released by Department of Agriculture and Food Western Australia in the New Year.

The Chief Executive Officer advised that the phone application was not likely to be released until February or March 2015.

Cr Richards enquired whether it would be prudent to purchase the Chief Bush Fire Control Officer an Ipad to enhance communication and to enable the Chief Bush Fire Control Officer to access more up to date Weather Observations and therefore be able to have more timely decision making. This matter is to be listed for the Post Season Fire Control Officer’s Meeting.

The Chief Executive Officer raised the Local Emergency Management Committee’s concern for the missing road signs in the district and advised that this was causing confusion when general / travelling Public are reporting Fires. The Chief Executive Officer advised that a number of road signs had been ordered and would be installed in the New Year.

Cr Richards commented that the theft of road signs had increased over the years and is an issue that could be addressed at the Electors Information Session.

The Economic Development Project Officer suggested fitting the Fire Trucks with a GPS screen to allow for better directions.

The Chief Executive Officer advised that the confusion is caused when the fire is reported and the Reporter doesn’t know the correct location due to missing road signs.

Cr Richards reported there to be recent issues with Radio transmissions to Farmer Units on Channel 5 at the Manning Road Fire.

Cr Hawksley commented that the WAERN two-way system used was complicated.

Cr McRae advised that a Community Member had commented to her when they had tried to call in to report a fire the phone number had not worked.

The Chief Executive Officer advised that the number had been working and would have it checked.

ITEM 10 REPORTS

Item 10.1 Chief Executive Officer's Report – December 2014

10.1.1 Annual Report for Year Ended 30th June 2014

REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 10th December 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Acceptance of Annual Report for the year ended 30th June 2014.

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

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

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

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

Acceptance of annual reports

- 5.54.** (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

1. If the auditor's report is not available in time for the annual report for the financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Notice of annual reports

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

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION

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

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

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

Council has already resolved, subject to Receipt and Acceptance of the Annual Report to conduct the Annual Electors' Meeting on Wednesday 11th February 2015 at 7.00pm in the Lesser Hall.

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

OFFICER RECOMMENDATION

129-14/15 MOVED Cr Bavin seconded Cr Caporn that Council accept the Annual Report for the Year Ended 30th June 2014.

CARRIED BY ABSOLUTE MAJORITY 8/0

10.1.2 Disposal of Council's Toyota Prado
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

Date 15th December 2014

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – N/A

MATTER FOR CONSIDERATION – Determination of Disposal of Council's Motor Vehicle

APPLICANT'S SUBMISSION – Copy of Relevant Papers attached to this Report

BACKGROUND – Council, at its Ordinary Council Meeting on the 23rd October 2014, resolved as follows: -

“79-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council proceed to Dispose of Council’s 2014 Toyota Prado GXL Sedan to Doctor Adenola Adeleye for the amount of \$52,000 (inclusive of GST).

CARRIED BY ABSOLUTE MAJORITY 8/0”

This was following Dr Adeleye’s Expression of Interest to purchase Council’s Toyota Prado was noted by Council at its September 2014 Meeting.

STATUTORY ENVIRONMENT – Local Government Act Section 3.58.

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Sale of the Surplus Motor Vehicle included in Council’s 2014/2015 Budget.

STRATEGIC IMPLICATIONS – Nil

COMMUNITY CONSULTATION – Public Notification of the Intent to Dispose of the Vehicle to Dr Adeleye was undertaken and No Public Submissions were received by the Deadline of 5pm on Friday 17th October 2014.

COMMENT – I report that the Disposal of the Motor Vehicle to Dr Adeleye has not yet occurred as the Doctor was finalising funding of the Motor Vehicle.

Council’s Deputy Chief Executive Officer has had several communications with the Doctor seeking to progress the Sale of the Motor Vehicle.

Dr Adeleye has subsequently advised that he is seeking to purchase the Motor Vehicle through his Company “Noble Medical Investments Pty Ltd” rather than as an Individual. It is highlighted that the Purchase Price offered remains at \$52,000 (inc GST).

I report that the Medical Executive Committee Members have been advised of this Variation and to ensure Transparency in the transaction, Dr Adeleye was requested to provide further details.

It is highlighted that all Statutory Advertising was in the name of Dr Adenola Adeleye.

I confirm having received Written Confirmation from Dr Adeleye of the following: -

- Company Details (ABN, ACN)
- Dr Adeleye – Director of Company

It is now recommended to Council that to provide transparency for the Transaction and Full Disclosure that Council note and support the Medical Executive Committee’s actions with the Disposal of the Toyota Prado to Dr Adeleye’s Company, “Noble Medical Investments Pty Ltd”.

OFFICER RECOMMENDATION

130-14/15 MOVED Cr Hawksley seconded Cr Bavin that Council:-

- 1. Note the Medical Executive Committee’s Actions to ensure full transparency with the Disposal of Council’s Surplus Toyota Prado to Doctor Adeleye.**

2. Support the Sale of the Toyota Prado Sedan to Dr Adeleye’s “Noble Medical Investments Pty Ltd” for the Sale Price of \$52,000 (inc GST).

The Chief Executive Officer advised the Meeting that he had sought clarification on this item from the Local Government Department and reported the Department’s satisfaction with the process undertaken by Council to provide transparency.

CARRIED BY ABSOLUTE MAJORITY 8/0

10.1.3 Wheatbelt Railway Retention Alliance (WRRRA)
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer Date 15th December 2014

DISCLOSURE OF INTEREST – Chief Executive Officer is a Member of the Wheatbelt Railway Retention Alliance Executive.

OWNER/APPLICANT – WRRRA Chairman, Mr Greg Richards

MATTER FOR CONSIDERATION – Alliance seeking Member Councils’ feedback on “Future Actions”.

APPLICANT’S SUBMISSION – Copy of emailed Correspondence attached.

BACKGROUND – The WRRRA is seeking feedback on future possible Strategies and Events to continue to publicise the Tier 3 Rail Closure issue.

In particular, the Alliance is seeking to apply sustained lobbying pressure on the State Government as the 90 day Period to Respond to the Report by the Economics and Industry Standing Committee draws to a close.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan; Shire Leadership

COMMUNITY CONSULTATION – Continued Publicity on the Grain Freight issue.

COMMENT – Elected Members are requested to familiarise themselves with the various suggested Strategies proposed by the Alliance so Council is able to determine its Consensus position at this Meeting.

OFFICER RECOMMENDATION

Nil. Submitted for Council consideration and forwarding Council’s Position.

Cr Caporn advised that it is very unlikely that the Government would overturn the Lease and that there would need to be an Agreement between CBH, Brookfield and the Government on the Tier 3. Furthermore, Cr Caporn suggested that the Economics is the issue and that there would be a huge cost in Maintenance and Service to the Tier 3 Railway lines.

Cr Davies commented that it was his belief that the issue should be fought to the end, even if Council believes that the eventual outcome is that the Railway line will not reopen. Cr Davies advised that he thought Council should be showing their support for the Community who have and will be significantly affected by its closure. Cr Davies added that he did not support radical scenes such as taking trucks to Perth.

Cr McRae commented that Council had supported the retention of Tier 3 all along and should continue to show support. Furthermore, the Government needed to be fully informed with correct information.

Cr Richards asked the Meeting what they thought the situation would be in 5 years time.

Cr Caporn advised that eventually people will get used to trucks being on the road and the Cunderdin Bin will get bigger and CBH will encourage a farmer to deliver from a larger catchment area.

Cr Richards advised that the Rail Alliance Group was not liked by the Parliament and that it was his personal opinion that the Tier 3 would not reopen. Brookfield wants CBH and the Government to contribute funds and it is not likely that either will. Furthermore, there is a lot of spending by the Government happening in the Metropolitan Area and there were no plans for country areas given that the voting power was in the Metropolitan Area. Cr Richards suggested that signs on the boundaries of the Shire are a realistic way to assist and show support for Tier 3.

Cr Hawksley commented that the signs would be seen by the people who supported the retention and use of the Tier 3 Lines and already had an understanding of the issue.

Cr Richards commented that CBH would alter freight rates and opening hours of the CBH Bins to encourage farmers to deliver to particular Bins.

Cr Davies advised that he supported the Rail Retention Alliance however there needed to be a realistic approach taken to show support.

The Chief Executive Officer advised that being a Member of the Rail Retention Alliance, he supported several potential Lobbying Strategies and suggested that the dot points for letters to both the Premier and the Minister for Transport could be circulated to the Community. The Chief Executive Officer suggested that signs be erected at strategic locations in the Perth Metropolitan Area to encourage people in the Metropolitan Area to be aware of the issue and have an opinion.

131-14/15 MOVED Cr Davies seconded Cr McRae that Council:-

- 1. Continue to be a Member of the Railway Retention Alliance**
- 2. To continue to Lobby for the Retention and use of the Tier 3 Lines**
- 3. Supports the following Actions:-**
 - i. Circulating a list of Dot Points for Community Members to send a letter to the Premier and the Minister for Transport**
 - ii. Investigate the possibility of installing signage in Metropolitan areas**
- 4. Note that the “Moora Brick Campaign” and Truck Rally in Perth listed in the Letter from the Wheatbelt Railway Retention Group is not supported by Council.**

CARRIED 8/0

Item 10.2 Health and Building Report

Council noted the Report prepared by Mr Tim Jurmann.

Item 10.3 Environment Officer's Report

Council received the Environment Officer's Report.

Item 10.4 Community Emergency Services Manager's Report

Council received the Community Emergency Services Manager's Report.

The Chief Executive Officer advised that currently the Shire of Tammin had arrangements with the Shire of Kellerberrin for Local Emergency Management Arrangements, however, he hoped sometime in the future, arrangements could be made with both the Quairading and Cunderdin Shires. The Chief Executive Officer further advised that Corrigin and Brookton had recently sought information on the shared Community Emergency Services Manager Position.

Cr Richards commented that there was the possibility that in the future, Local Government will be fully funding the Community Emergency Services Manager's position as has happened in the past with positions such as the Community Development Officer.

ITEM 11 INWARD CORRESPONDENCE

11.1 WALGA Central Country Zone – Minutes of Meeting held 28th November 2014

ITEM 12 LATE ITEMS

Nil

ITEM 13 TABLED ITEMS

13.1 Roe Tourism Association – Minutes of Annual General Meeting: 20th October 2014

13.2 Wheatbelt Development Commission – Wheatbelt Aged Support and Care Solutions Report

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

Cr McRae enquired on the status of the Community Development Officer's position.

The Chief Executive Officer advised that it was a formal HR issue and that he was waiting on a response in regard to availability and willingness of the Employee to continue.

Cr Richards commented that it was a very delicate issue and that the Chief Executive Officer was handling it very well.

The Chief Executive Officer advised Council that he was expecting a result very soon.

Cr McRae advised the Meeting that there would a range of Councillor Training available in 2015 and that she would like to attend. Some of the training could be held in Quairading if there is the support from Council and Neighbouring Shires. There is also Rural Elected Members being held at Narrogin which 1 Councillor from each Council in the Central Country Zone could attend however, the dates for this Training are yet to be determined.

Cr Richards asked the Councillors who would be interested to attend the training in Narrogin.

Councillor's McRae and Cousins responded in the affirmative.

132-14/15 MOVED Cr Davies seconded Cr Andrews that Council supports the Councillor Training in 2015:-

- 1. Strategic and Risk Management Course being hosted in Quairading**
- 2. Cr McRae attend the Narrogin Central Country Zone Rural Elected Members Training and Cr Cousins be the Proxy.**

CARRIED 8/0

Cr McRae commented that the Shire of Bruce Rock has a good template for a Status Sheet which is a very clear and concise system and sought Elected Members feedback.

The Chief Executive Officer commented that there would be a middle ground between what the Shire of Bruce Rock prepares and what Council is currently recording in its "Matters Pending".

Cr Davies commented that a simpler way for the future could be started at the Committee Meetings.

Cr Bavin commented that the plan for 2015 having Committee Meetings bi-monthly will assist in simplifying the process.

Cr Richards advised that a new system has only just been put in place and that it should be monitored into the New Year and then assessed.

Cr Cousins

Cr Cousins advised that she had received positive comments in regard to the second flag pole at the Shire Administration Centre.

Cr Cousins wished everyone a Merry Christmas and a Happy New Year.

Cr Davies

Cr Davies suggested that relocation of the Works Depot to the Top Yard to allow for expansion in the future which may need to be considered.

Cr Richards commented that both the Shire of Tammin and Cunderdin's Works Depots were located on the edge of the Town.

Cr Davies requested that this be listed as an item for next year.

The Meeting determined that Planning and Design proceed for the Current Works Depot Site.

Cr Andrews

Cr Andrews wished everyone a Merry Christmas.

Cr Caporn

Nil

Cr Bavin

Cr Bavin advised of the Community Australia Day event and enquired who would be able to attend and assist.

The following Councillors advised that they would be attending the Australia Day Event:-

- Cr Richards
- Cr Andrews
- Cr Caporn
- Cr Bavin
- Cr McRae (possibly)
- Cr Hawksley (possibly)

The Chief Executive Officer advised that the Awards Committee Panel would need to meet in early January and the Meeting decided that the Panel would meet on 9th January 2015 to consider Nominations received.

Cr Bavin wished everyone a Merry Christmas.

Cr Hawksley

Cr Hawksley thanked Council for an enjoyable year and wished everyone a Merry Christmas.

Cr Richards

Cr Richards advised Council that he would be retiring from Council in October 2015.

Cr Richards asked Councillors to consider having a “Welcome to Country” at the start of the Council Meetings in 2015.

The Chief Executive Officer advised Council that a “Welcome to Country” was read out at the commencement of the Weekly Administration Staff Meetings.

Cr Richards wished everyone well over the Holiday period.

Chief Executive Officer

The Chief Executive Officer thanked Council for their support over the year and wished everyone a safe Christmas.

Economic Development Project Officer

The Economic Development Project Officer reported having attended an “Aged Friendly Communities” Seminar. The Economic Development Project Officer advised that there are lots of small funding packages available, however they usually come at short notice. Council was advised that there needs to be planning put in place to be able to apply for this funding.

The Economic Development Project Officer also advised that there would be a One Day Wheatbelt Conference in March hosted by Kellerberrin with the theme of “Economic Development”.

The Economic Development Project Officer wished everyone a Merry Christmas.

Cashier/Receptionist

The Cashier/Receptionist wished everyone a Merry Christmas.

Mrs J N Haythornthwaite

Mrs Haythornthwaite thanked Council for the opportunity to attend today’s Meeting.

ITEM 15 NEXT ORDINARY MEETING

Thursday 26th February 2015 in the Council Chambers commencing at 2.00pm.

ITEM 16 CLOSURE

There being no further business to discuss, the Chairman declared the Meeting closed at 3.37pm.

I certify the Minutes of the Ordinary Meeting of Council held on 18th December 2014 were confirmed on 26th February 2015 as recorded on resolution no. 144-14/15.

Confirmed.....26/2/15