

## ITEM 7

**SHIRE OF QUAIRADING**  
**MINUTES OF THE ORDINARY MEETING OF COUNCIL**  
**HELD ON THURSDAY 25<sup>TH</sup> AUGUST 2016**  
**COMMENCING AT 2.30PM**

### ITEM 1 ATTENDANCE AND APOLOGIES

Cr B K Caporn	Shire President
Cr L R Brown	
Cr J N Haythornthwaite	
Cr B McGuinness	
Cr G J McRae	
Mr G A Fardon	Chief Executive Officer
Mr A J Merillo	Deputy Chief Executive Officer
Mr T J Newick	Manager of Works and Services (2.30pm to 3.37pm)
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr R M Bleakley	Economic Development Project Officer (4.12pm to 5.40pm)

### Leaves of Absence

Cr W E Shenton  
Cr WMF Davies  
Cr G B Taylor

### Observer

Mr J W Haythornthwaite

### ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this meeting”.

Cr Caporn led one minute's silence following the passing of Quairading Residents, Mr Arthur Webb, Mr Wayne Yarran, Mr Alwyn Richards and Mr Frank Burnett.

### ITEM 3 PUBLIC QUESTION TIME

#### Mr J Haythornthwaite

#### Question

Why only Councillors were asked if they had questions of Sgt Hickman of the Quairading Police Service and whether Members of the Public were able to ask questions at the Council Meeting?

#### Response

The Chief Executive Officer advised that he thought there would be no problems with Members of the Public asking questions through the Chair and would query whether the Sergeant would be willing to take Questions in the future.

#### Question

Mr Haythornthwaite queried the name of the Engineer who had designed the Pipe Crossover at his gateway.

#### Response

The Chairman took the Question on Notice with a response to be prepared promptly.

Question

Mr Haythornthwaite queried whether the Manager of Works and Services answered his mobile telephone?

Response

Through the Chair, the Manager of Works and Services advised that there were times he was unable to answer the phone and he attempted to return the calls.

Question

Mr Haythornthwaite advised that he had sought prices on Safety Fence Hire and commented that the current arrangement that Council had was very expensive.

Response

The Chief Executive Officer advised that affordable Options for Fencing in Quairading were being explored.

Question

Mr Haythornthwaite advised that he had spoken to Caravan Park Patrons who had commented on the ease of Booking Online and knowing the availability of sites at other Caravan Parks. Mr Haythornthwaite also commented on the availability of keys for the Ablutions after hours.

Response

The Chair advised that Council was investigating the availability / value of an Online Booking System. Cr Caporn commented that After Hours Bookings and Keys were handled by the Park Caretaker.

Question

Mr Haythornthwaite queried on the Contractor for the Demolition for the Depot Workshop Building.

Response

The Chief Executive Officer responded that Council to consider and endorse the Demolition Plan before a Contractor is engaged.

**ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**ITEM 5 APPLICATION FOR LEAVE OF ABSENCE**

Cr McGuinness foreshadowed that he would be away from the 19<sup>th</sup> September to the 23<sup>rd</sup> September 2016 inclusive. Council noted that the Ordinary Council Meeting will be held on the 29<sup>th</sup> September 2016.

**ITEM 6 DECLARATIONS OF INTEREST**

Nil

**ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 28<sup>TH</sup> JULY 2016**

**Confirmation of Minutes**

**20-16/17 MOVED Cr McRae seconded Cr McGuinness that the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> July 2016 be confirmed as a true and correct record of that Meeting.**

**CARRIED 5/0**

## **Business Arising**

### Works Depot Upgrade

Council was advised that Grant Funding for the Works Depot Upgrade would be researched following agreement on Design and the receipt of Formal Costings.

### Green Waste – Feasibility of Mulching

Council was advised that the Green Waste at the Waste and Recycling Facility would be burnt when weather conditions are suitable.

### Waste and Recycling Facility Forum

Cr McGuinness provided a brief overview of the Meeting held prior to Council Meeting today to discuss the proposed Modifications to the Waste and Recycling Facility with the Equipment Supplier due to respond within the Month.

### Badjalung Road and Bulyee Road

The Manager of Works and Services advised that Council's Natural Resource Management Contractor was progressing with a new Vegetation Clearance Application with a reduced area of clearing being sought.

### Failed Septic System – Quairading Townsite

The Meeting was advised that a Formal Order for Works had been forwarded to the Property Occupier.

A Letter of Agreement for the undertaking of the Sewer Connection was prepared and delivered to the Tenant for Signing by the Manager of Health and Building Services.

## **ITEM 8 MATTERS PENDING / ACTION SHEET**

### Item 5: Grain Freight and York – Merredin Road Upgrade (W2)

Council was advised that the Civil Earthworks Contract had been signed on Wednesday 24<sup>th</sup> August 2016 with an effective date of Monday 29<sup>th</sup> August 2016.

### Item 9: Kevill's Lake

The Chief Executive Officer advised that no further information had been received from the Local Government Insurance Service in regard to Insurance / Risk Management issues.

**21-16/17 MOVED Cr McRae seconded Cr McGuinness that Council write to the past Members of the Quairading Ski Club to convene a Meeting to discuss the Reformation / Management Role of the Ski Club and Insurance Implications with the proposed purchase of Kevill's Lake.**

**CARRIED 5/0**

### Item 10: Additional Audio Visual at Town Hall

Cr McGuinness requested a Cost Analysis of Purchase versus Leasing of Audio Visual Equipment.

### Item 11: Main Roads – White Lines (W3)

Council was advised that Roadswest Engineering Pty Ltd would be preparing the technical aspects of the Linemarking Request for the Quairading – Corrigin Road with Main Roads WA.

### Item 12: Pink Lake Layby (W4)

Council was advised that Roadswest Engineering Pty Ltd would be following up with Main Roads WA on the Proposal.

### Item 16: Works Depot Upgrade (W6)

The Chief Executive Officer provided a verbal update on the Works Depot Upgrade including Occupational Safety and Health issues.

Item 20: Plant Purchases (W9)

Cr McGuinness commented on the Manager of Works and Services' provision of the Cost Analysis of Hiring / Leasing versus Outright Purchase of Plant.

Item 21: Badjaling Road and Bulyee Road (W11)

Cr Brown commented on the condition of Badjaling Road and queried if Maintenance Work would be undertaken before Harvest. The Manager of Works and Services confirmed that Maintenance Grading / Shoulder Works would be carried out.

Item 27: Recreation Precinct Working Group

Cr Brown reported that the next Recreation Precinct Working Group Meeting would be held on 12<sup>th</sup> September 2016 with a planned visit to the Dowerin Recreation Centre.

Item 28: Shire Newsletter / Public Information

Cr Haythornthwaite requested that the Shire eNewsletter be published earlier in the Even Months.

Item 30: Meeting with Business Houses

Meeting with the Business Houses to be held on Thursday 13<sup>th</sup> October 2016 commencing at 6.00pm in the Council Chambers / Reception Room.

**22-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that the following Items be removed from the Matters Pending / Action Sheet:**

- **Item 14: Green Waste – Feasibility of Mulching (W5)**
- **Item 20: Plant Purchases (W9)**
- **Item 22: Transfer of Management of Quairading – Cunderdin Road (W12)**
- **Item 26: Annual Performance Review of CEO**

**CARRIED 5/0**

**ITEM 9 WORKS**

**Item 9.1 No Works Committee Meeting held in August 2016**

**Item 9.2 Manager of Works and Services' Project Report**

Council noted the written Project Report.

The Manager of Works and Services reported on the following: -

- Old Beverley East Road – Shoulder Widening continuing
- Relocation of Water Pipes on Cunderdin Road Tender Document being prepared
- Renewal of the Main Street Christmas Decorations for Budget. Cr McRae queried whether this could be a Quairading Tourist and Tidy Town Committee Project.

Cr McRae reported dangerous drop offs on the Cunderdin Road Curves that needed urgent action.

Cr Caporn commented on the excellent occupancy rate of the Caravan Park.

The Chief Executive Officer read out the response to Mr Haythornthwaite's question during Public Question Time in July 2016.

Question (Summarised)

“You enquired on who was responsible for working on Council's machinery / equipment”.

Initial Response

Response by the Chairman at the Meeting was “Question Taken on Notice”.

Further Response

I can confirm that Council's Works Team Leader, Mr Dave Griffiths, has undertaken minor Servicing and Repairs when Machinery is not in use.

All Council Works / Parks and Garden Staff are expected to check Machinery and Plant / Equipment on a daily basis before and during use.

Council's Major Servicing and Repairs are undertaken by the Machine's / Vehicle's Supplier / Agents or their Mobile Mechanics.

Council does also utilise Quairading Ag Implements for Servicing and Repairs of Lighter Machines and Vehicles.

### **3.37pm**

The Manager of Works and Services left the Council Meeting.

## **ITEM 10 INFORMATION SESSION / DELEGATES' REPORTS**

### **Item 10.1 Shire of Quairading / City of Melville Partnership**

The Shire President and Chief Executive Officer reported networking with City of Melville Representatives at the WA Local Government Conference.

Details of the Quairading Agricultural Show to be forwarded to the City of Melville.

### **Item 10.2 Regional Cooperation**

Nil to Report.

### **Item 10.3 Delegates' Reports**

Council noted the Minutes of the WA Local Government Association Annual General Meeting.

Cr McRae reported that the WA Local Government Conference had been inspiring and commented on the networking opportunities.

Cr McGuinness agreed with Cr McRae.

Cr Haythornthwaite advised that the Conference had been invaluable and recommended that other Councillors be given the opportunity to attend in future years.

Cr Caporn stated that the use of Councillors' own accommodation can keep the fees down and make the cost more affordable which allowed more Councillors to attend.

The Chief Executive Officer further reported on the Trade Displays and various Speakers at the Conference.

The Chief Executive Officer advised of the attempt to arrange a Dinner with Cunderdin, Quairading and Tammin Elected Members at Local Government Week. Cr McRae suggested holding a local dinner with all Councillors from the three Councils invited to attend.

Discussion ensued in regard to the "Kulin Camp" Presentation at the WA Local Government Conference with the suggestion of attendance by local children. The Chief Executive Officer commented that details of the Camp Kulin Coordinator will be forwarded to the School.

Cr Haythornthwaite reported that the Quairading Tourist and Tidy Town Committee Meeting would be held on Monday 29<sup>th</sup> August 2016.

### **3.47pm**

The Council Meeting adjourned for Afternoon Tea.

### **4.12pm**

The Council Meeting resumed.

The Economic Development Project Officer was in attendance.

**ITEM 11 BUILDING**

**Item 11.1 Building and Town Planning Development Committee Meeting held on 9<sup>th</sup> August 2016**

Football Changerooms (B2-16/17)

Cr Brown declared an Impartiality Interest as a Committee Member of the Quairading Football Club.

**23-16/17 MOVED Cr McGuinness seconded Cr McRae that Council adopt Building and Town Planning Development Committee Recommendation B2-16/17 that Council enter into a Facility Usage Agreement with the Quairading Football Club.**

**CARRIED 5/0**

Swimming Pool (B3-16/17)

**24-16/17 MOVED Cr McGuinness seconded Cr McRae that Council adopt Building and Town Planning Development Committee Recommendation B3-16/17: -**

- 1. That Council request Officers to report back on Alternative Mitigation Measures for the depth of the shallow end of the Swimming Pool; and**
- 2. That Best Practice / Design / Regulatory Components be included in the Research.**

**CARRIED 5/0**

Landcorp – Local Regional Development Assistance Program (RDAP) (B5-16/17)

**25-16/17 MOVED Cr McGuinness seconded Cr McRae that Council adopt Building and Town Planning Development Committee Recommendation B5-16/17: -**

- 1. That Council acknowledge the Proposal Feasibility Report prepared by Porter Consulting Engineers Indicative Development Costs for consideration under the Local Regional Development Assistance Program.**
- 2. That Council acknowledge that Landcorp are currently assessing the Proposal with a view to making Recommendation to the Landcorp Board in October 2016.**
- 3. The Proposal and Funding Scheme be publicised at the proposed “Meet the Businesses” Function.**

**CARRIED 5/0**

Works Depot Workshop Project (including Demolition) (B6-16/17)

**26-16/17 MOVED Cr McGuinness seconded Cr Brown that Council adopt Building and Town Planning Development Committee Recommendation B6-16/17: -**

- 1. That the information provided be included for Draft Budget Purposes; and**
- 2. That Funding Options for the Project be researched including Loan Funding.**

**CARRIED 5/0**

**Item 11.2 Economic Development Project Officer’s Report**

The Economic Development Project Officer provided a verbal Report on the various Projects he was working on: -

The Meeting was advised that the Works Depot contained Karri Beams not Jarrah.

**27-16/17 MOVED Cr McRae seconded Cr Brown that Council authorise the Application to the Regional Grant Scheme for 1 x Caravan Park Cottage with Council leveraging its \$120,000 Funding Commitment.**

**CARRIED 5/0**

**28-16/17 MOVED Cr McGuinness seconded Cr Haythornthwaite that Council endorse the Grant Funding Application for the Audio Visual Upgrade in the Town Hall.**

**CARRIED 5/0**

The Economic Development Project Officer reported that he was assisting the Community Development Officer to prepare a Grant Funding Application for the recycling of light globes and household batteries.

Cr McGuinness queried whether a Grant would be applied for to assist with the Pool Opening.

The Chief Executive Officer and Economic Development Project Officer to follow up this Item with the Department of Sport and Recreation.

**ITEM 12 FINANCE**

**Item 12.1 Finance and Audit Committee Items**

<b>12.1.1</b>	<b>Accounts for Payment – July 2016</b>
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**29-16/17 MOVED Cr McRae seconded Cr Haythornthwaite: -**

- 1. That Schedule of Accounts covering Municipal Vouchers 22958 to 22992 & EFT3291 to EFT3398 & DD12022.1.1 to DD12023.11 totalling \$1,594,849.36 be received; The balance of all other outstanding Sundry Creditors to the 31/07/2016 total \$11,845.82; and**
- 2. That Police Licensing payments for the month of July 2016 totalling \$47,060.45 be received (Attachment 4.1.2); and**
- 3. That fund transfers to Corporate Credit Card for July 2016 totalling \$2,408.26 be received (Attachment 4.1.3); and.**
- 4. That Payroll payments for the month July 2016 totalling \$157,870.13 be received; and**
- 5. That fund transfers from Trust account to Municipal account for July 2016 totalling \$100.00 be received; and.**
- 6. That the WestNet payment for the month of July 2016 totalling \$168.95 be received.**

**CARRIED 5/0**

<b>12.1.3</b>	<b>Fund Balances Report – July 2016</b>
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**30-16/17 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt the Fund Balances for the period ending 31<sup>st</sup> July 2016.**

<u>Account</u>	<u>Statement Balance</u>		<u>Reconciliation Balance</u>
Municipal A/c	\$131,835.28	Reconciled Municipal Balance	<b>\$2,886,356.01</b>
At Call - Invest.	\$550,000.00	(Plus Outstanding Payments)	<b>\$5,101.24</b>
Childcare Centre	\$7,915.33	(Less Outstanding Deposits)	<b>\$3,397.70</b>
Medical A/c	\$45,162.19	(Less Outstanding Transport)	<b>\$3,146.75</b>
T/Deposit 3 Mth	\$350,000.00		
T/Deposit 3 Mth	\$300,000.00		
T/Deposit 3 Mth	\$800,000.00		
T/Deposit 3 Mth	\$400,000.00		
T/Deposit 3 Mth	\$300,000.00		
<b>Total Municipal</b>	<b><u>\$2,884,912.80</u></b>		<b><u>\$2,884,912.80</u></b>

At Call - Reserve	\$656970.34		
T/Deposit-Reserve	\$878,850.00		
T/Deposit-Reserve	\$1,267,697.41		
T/Deposit-Reserve	\$900,000.00		
<b>Total Reserves</b>	<b><u>\$3,703,517.75</u></b>		<b><u>\$3,703,517.75</u></b>
Trust A/c	\$87,640.73		
Police Licensing	\$3,146.75		
<b>Total Trust</b>	<b><u>\$90,787.48</u></b>		<b><u>\$90,787.48</u></b>
	<b><u>\$6,679,218.03</u></b>		<b><u>\$6,679,218.03</u></b>

**CARRIED 5/0**

Cr Haythornthwaite requested that the Income and Expenditure of the Medical Practice and supporting documents be included at the back of future Financial Statements.

**ITEM 13 OTHER MEETINGS**

**Item 13.1 Special Meeting of Council held on 22<sup>nd</sup> August 2016**

**31-16/17 MOVED Cr McRae seconded Cr McGuinness that the Minutes of the Special Meeting of Council held on 22<sup>nd</sup> August 2016 be confirmed as a true and correct record of that Meeting.**

**CARRIED 5/0**

**ITEM 14 CHIEF EXECUTIVE OFFICER'S REPORT – AUGUST 2016**

<b>14.1 Quairading District High School – Invitation to an Open Classroom Morning</b>
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REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date 22<sup>nd</sup> August 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Mrs Abby Kerr, Deputy Principal, Quairading District High School

MATTER FOR CONSIDERATION – Extension of Relationship between the Quairading District High School and Council

APPLICANT'S SUBMISSION – Copy of correspondence provided in Agenda

BACKGROUND – The Deputy Principal of the Quairading District High School has written to Council inviting all Councillors to attend an Open Classroom Morning on Wednesday 21<sup>st</sup> September 2016.

The purpose of the Invitation is to extend the relationship between the School and Council. The morning will also showcase Education Programs and the newly implemented STEM (Science, Technology, Engineering and Mathematics) focus.

STATUTORY ENVIRONMENT – Nil

POLICY IMPLICATIONS – N/A

FINANCIAL IMPLICATIONS – N/A



## STRATEGIC IMPLICATIONS– Strategic Community Plan

### **Social**

#### Outcome

S2: Community has access to a range of services.

#### Strategies

S2.5: Actively support Youth to access educational, vocational and recreational services and facilities.

### **Governance**

#### Outcome

G2: Strengthened Stakeholder Partnerships.

#### Strategies

G2.1: Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire.

COMMUNITY CONSULTATION – Nil, to date.

COMMENT – The Invitation to Councillors to attend the Quairading District High School and participate in an ‘Open Classroom Morning’ should be encouraged to foster and improve the existing and longstanding Relationship that Council and the School has.

It is noted that individual Councillors are invited to address one Class on the Role and Responsibilities they undertake as Councillors.

An indication of the number of Councillors able to accept the Invitation is requested.

### **OFFICER RECOMMENDATION**

**32-16/17 MOVED Cr McGuinness seconded Cr Haythornthwaite: -**

- 1. That Council accept the Invitation from the Quairading District High School for Councillors to attend the “Open Classroom Morning” on the 21<sup>st</sup> September 2016.**
- 2. Elected Members are requested to provide their indication of Ability / Inability to attend the School Event.**

**CARRIED 5/0**

Cr Haythornthwaite, Cr McRae, Cr Brown and Cr Caporn advised of their availability.

The non response to a Works Request from the School Administration Staff was raised with the Chief Executive Officer. The Chief Executive Officer advised the Matter had been followed up and resolved by Council Staff.

<b>14.2 Waste and Recycling Conference</b>
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#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer      Date 22<sup>nd</sup> August 2016

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Western Australian Local Government Association (WALGA) and Municipal Waste Advisory Council (MWAC).

MATTER FOR CONSIDERATION – Attendance and Registration at the 2016 Waste and Recycling Conference – 14<sup>th</sup> to 16<sup>th</sup> September 2016.

APPLICANT’S SUBMISSION – Copy of the Conference Invitation and Program / Registration Details attached to this Report.

BACKGROUND – The 2016 Waste and Recycle Conference will be held in Fremantle commencing with a Pre Conference Tour on Wednesday 14<sup>th</sup> September 2016 and the Conference being held over Thursday 15<sup>th</sup> and Friday 16<sup>th</sup> September 2016.

Councillors and Senior Staff were circulated information on the Conference by email on the 2<sup>nd</sup> August 2016.

STATUTORY ENVIRONMENT – N/A

POLICY IMPLICATIONS – No Standing Policy

FINANCIAL IMPLICATIONS – Conference Attendance within Council’s Draft Budget for Elected Members (GL 0302) and Public Works – Staff Training (GL 4972).

STRATEGIC IMPLICATIONS – Strategic Community Plan (Adopted September 2015)

### **Environment**

#### Objective

To preserve and sustain our natural environment.

#### Outcome

E1: Demonstrate Sustainable Practices.

#### Strategies

E1.2: Continue to pro-actively participate in Regional Waste Management Partnerships and Programs.

COMMUNITY CONSULTATION – Nil

COMMENT – Elected Members and Key Works / Waste Staff invited to consider Registration for All or Part of the Conference and Pre Conference Tours.

### **OFFICER RECOMMENDATION**

**33-16/17 MOVED Cr McRae seconded Cr Brown: -**

- 1. That Council endorse Elected Member Registration for the 2016 Waste and Recycling Conference and Tours.**
- 2. That Council’s Manager of the Waste and Recycling Facility, Mr George Jason, be registered to attend the Offsite Tour.**

**CARRIED 5/0**

Cr Brown, Cr McGuinness and Cr Caporn indicated their interest in attending the Offsite Tour on Wednesday 14<sup>th</sup> September 2016.

<b>14.3</b>	<b>Chief Executive Officer’s Annual Performance Review – Consultant’s Report to Council</b>
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REPORTING OFFICER

N/A

Date 22<sup>nd</sup> August 2016

DISCLOSURE OF INTEREST – Chief Executive Officer, Mr Graeme Fardon

OWNER/APPLICANT – Mr John Phillips, John Phillips Consulting

MATTER FOR CONSIDERATION – Consideration and Adoption of Draft Recommendations from Mr John Phillips’ Report.

APPLICANT’S SUBMISSION – Copy of Consultant’s Report is attached for Elected Member Reference.

BACKGROUND – Council, at its April 2016 Ordinary Meeting of Council, resolved as follows: -  
*168-15/16 MOVED Cr Davies seconded Cr McRae that: -*

- 1. Council engage Mr John Phillips to provide an Information Session on Chief Executive Officer Performance Appraisals prior to the June 2016 Ordinary Meeting of Council;*
- 2. Council engage Mr John Phillips of JP Consulting, to conduct a One Day Workshop for the Chief Executive Officer's Performance Appraisal and to assist with the development of Key Performance Indicators for 2016/2017; and*
- 3. Subject to the Local Government Act, the agreed Appraisal Process for the 2015/2016 year to be completed by 31<sup>st</sup> July 2016.*

*CARRIED 8/0*

The Chief Executive Officer's Performance Review was conducted by Mr John Phillips with the Chief Executive Officer's Self Assessment Report, Councillors' Surveys and Interviews, and finally the Review Meeting held on 1<sup>st</sup> August 2016.

STATUTORY ENVIRONMENT – Section 5.38 of the Local Government Act.

POLICY IMPLICATIONS – N/A. Legislative Requirement.

FINANCIAL IMPLICATIONS – Consultant's Fee to assist Council and the Chief Executive Officer on the 2015/2016 Performance Review and to establish Key Performance Indicators for 2016/2017 included in Council's Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan (Adopted September 2016)

## **Governance**

### Objective

To strengthen the Shire of Quairading's leadership and governance.

### Outcome

G1: Sustainable and Accountable Governance.

### Strategies

G1.2: Ensure transparent and accountable governance of the Shire.

COMMUNITY CONSULTATION – N/A

COMMENT – N/A

## **OFFICER RECOMMENDATION**

**34-16/17 MOVED Cr Haythornthwaite seconded Cr Brown that Council adopt the Report from Consultant, John Phillips Consulting and that Council: -**

- 1. Notes that Mr Graeme Fardon's performance review in his role as Chief Executive Officer for the Shire of Quairading for 2015/16 has been undertaken;**
- 2. Endorses Mr Fardon's overall rating of 'Satisfactory';**
- 3. Endorses the Key Result Areas for the 2016/17 appraisal period;**
- 4. Schedules the next review of the CEO's performance to be conducted by 30 June 2017, with quarterly Councillor briefings to be scheduled in December 2016 and March 2017.**

**CARRIED 5/0**

**ITEM 15 OTHER OFFICERS' REPORTS – NO RECOMMENDATIONS TO COUNCIL**

**Item 15.1 Manager of Health and Building Services' Report**

Council noted the Manager of Health and Building Services' Report including information relating to the Works Depot.

**35-16/17 MOVED Cr Haythornthwaite seconded Cr McGuinness that Council convene a Special Council Meeting commencing at 12.00 noon on Thursday 29<sup>th</sup> September 2016 (immediately prior to the Ordinary Meeting of Council) to discuss the Works Depot Upgrade.**

**CARRIED 5/0**

Councillors were requested to submit ideas / opinions to the Manager of Health and Building Services prior to the Meeting.

It was noted that the Tender Documents and Plans should be fully Inclusive as Contract Variations provide an increased opportunity for excessive Cost Escalation.

**Item 15.2 Environment Officer's Report**

Nil, Officer on Maternity Leave.

**Item 15.3 Community Emergency Services Manager's Report**

Nil, Officer on Annual Leave.

**Item 15.4 Community Development Officer's Report**

Council noted the Community Development Officer's Report.

It was requested that a Report on the Community Garden be provided to Council.

Council noted that the Feature Artist Exhibition would be held in the Cultural Arts Centre from 16<sup>th</sup> September 2016 to 23<sup>rd</sup> September 2016 (inclusive).

Reference was made to two (2) Staff Members attending many Regional Meetings when only one (1) was necessary. The Chief Executive Officer advised that this Matter had been addressed.

**ITEM 16 NEW BUSINESS INTRODUCED BY DECISION OF MEETING**

**Calendar of Meetings**

Council requested that a Calendar of Meetings be prepared for all Councillors.

**Workload of Chief Executive Officer**

Cr McRae acknowledge the recent workload undertaken by the Chief Executive Officer and suggested that some Annual Leave be taken by the Chief Executive Officer.

**“Concerned Parents Group” School Issues**

**36-16/17 MOVED Cr Haythornthwaite seconded Cr Brown that Council endorse and support the inclusion of the “Concerned Parents Group” School Issues as a Late Item to the Central Country Zone Meeting to be held on Friday 2<sup>nd</sup> September 2016.**

**CARRIED 5/0**

**Councillor Training**

Cr McRae requested a Councillor Training Schedule for Country Councillors in 2017 be provided to all Councillors.

**ITEM 17 NEXT ORDINARY MEETING**

Thursday 29<sup>th</sup> September 2016 commencing at 2.00pm.

**ITEM 18 CLOSURE**

There being no further business to discuss, the Chairman declared the Meeting closed at 5.40pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25<sup>th</sup> August 2016 were confirmed on 29<sup>th</sup> September 2016 as recorded on resolution no \_\_\_\_\_

Confirmed..... 29/9/16