

# Summary Minutes

<b>1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:</b> .....	<b>2</b>
<b>2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/DECLARATION OF INTEREST:</b> .....	<b>2</b>
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:</b> .....	<b>2</b>
<b>4. PUBLIC QUESTION TIME:</b> .....	<b>2</b>
<b>5. APPLICATIONS FOR LEAVE OF ABSENCE:</b> .....	<b>3</b>
<b>6. PETITIONS/DEPUTATIONS/PRESENTATIONS:</b> .....	<b>3</b>
<b>7. CONFIRMATION OF MINUTES:</b> .....	<b>3</b>
7.1 ORDINARY MEETING HELD WEDNESDAY 16 MAY 2007 AT THE LEEMAN ADMINISTRATION CENTRE, LEEMAN.....	3
7.2 CEO PERFORMANCE REVIEW HELD 13 JUNE 2007 AT THE LEEMAN ADMINISTRATION CENTRE, LEEMAN.....	4
<b>8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:</b> .....	<b>4</b>
<b>9. MATTERS FOR WHICH MEETING MAY BE CLOSED:</b> .....	<b>4</b>
<b>10. REPORTS:</b> .....	<b>5</b>
<b>10.1 CHIEF EXECUTIVE OFFICER:</b> .....	<b>5</b>
10.1.1 PROPOSED MEETING DATES 2007/2008.....	5
10.1.2 LOCAL GOVERNMENT WEEK REPRESENTATION.....	6
10.1.3 WA ELECTORAL COMMISSION TO CONDUCT 2007 LOCAL GOVERNMENT ELECTION .....	6
10.1.4 STRATEGIC PLAN .....	7
10.1.5 WCRC HEALTH & BUILDING SERVICE DELIVERY UNIT.....	8
10.1.6 COOROW TOWN ENTRANCE PROJECT .....	8
10.1.7 WILDFLOWER COUNTRY TOURISM PROMOTION .....	9
10.1.8 LIEBE GROUP - ASSISTING AND SUPPORTING GROWERS TO IMPROVE FARM BUSINESS MANAGEMENT .....	9
<b>10.2 MANAGER COMMUNITY DEVELOPMENT:</b> .....	<b>9</b>
10.2.1 RELOCATION OF GAZEBO FROM BAY BEACH TO THOMAS STREET PLAYGROUND.....	9
<b>10.3 MANAGER WORKS AND SERVICES:</b> .....	<b>10</b>
10.3.1 TENDER 2/07 - SUPPLY OF ONE TIP TRUCK .....	10
10.3.2 COOROW, CARNAMAH AND THREE SPRINGS JOINT ROAD BUILDING MATERIAL TENDER.....	10
<b>10.4 MANAGER FINANCE AND ADMINISTRATION:</b> .....	<b>10</b>
10.4.1 ACCOUNTS FOR PAYMENT .....	10
10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – APRIL 2007.....	11
10.4.3 SELECTION OF COUNCIL AUDITORS .....	11
10.4.4 TRANSFERS TO RESERVES .....	11
10.4.5 PLAN FOR THE FUTURE 2007/2012 .....	12
<b>11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:</b> .....	<b>12</b>
<b>12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:</b> .....	<b>12</b>
<b>13. MATTERS BEHIND CLOSED DOORS:</b> .....	<b>13</b>
13.1 MANAGER WORKS AND SERVICES – REMUNERATION REVIEW .....	13
13.2 MANAGER COMMUNITY DEVELOPMENT REMUNERATION REVIEW.....	13
13.3 MANAGER FINANCE & ADMINISTRATION REMUNERATION REVIEW .....	14
13.4 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW .....	14
13.5 CHIEF EXECUTIVE OFFICER REMUNERATION REVIEW.....	15
<b>14. DATE OF NEXT MEETING:</b> .....	<b>15</b>
14.2 SPECIAL MEETING OF COUNCIL .....	15
14.1 ORDINARY MEETING OF COUNCIL .....	15
<b>15. CLOSURE:</b> .....	<b>15</b>

## **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:**

The President, Councillor Girando, welcomed those present and opened the meeting at 3.21pm.

## **2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/DECLARATION OF INTEREST:**

Councillor M J Girando  
 Councillor J M Stacy  
 Councillor G W Eaton  
 Councillor G George  
 Councillor B J McDonald  
 Councillor B J O'Callaghan  
 Councillor D A Rackemann  
 Councillor J K Waite

President  
 Deputy President

Mr G A Sherry  
 Mr D J Alcock  
 Mr P D Gillis  
 Mr J A Randall  
 Mr K L Bean  
 Miss S G Donohue

Chief Executive Officer  
 Manager Finance and Administration  
 Manager Works and Services  
 Manager Community Development  
 Works Supervisor  
 Minutes Clerk

### **Declarations of Interest**

<b>Councillor/Officer</b>	<b>Item</b>	<b>Interest</b>	<b>Nature</b>
B J O'Callaghan	10.1.8	Impartiality	In that her son works for the Liebe Group
P D Gillis	13.1	Direct Financial	In that he is the MWS
J A Randall	13.2	Direct Financial	In that he is the MCD
D J Alcock	13.3	Direct Financial	In that he is the MFA
G A Sherry	13.4	Direct Financial	In that he is the CEO
G A Sherry	13.5	Direct Financial	In that he is the CEO

### **Visitors**

Mr Reagan Kau

## **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:**

Nil.

## **4. PUBLIC QUESTION TIME:**

Nil.

## **5. APPLICATIONS FOR LEAVE OF ABSENCE:**

Cr George requested Leave of Absence from 22 June 2007 to 9 July 2007;  
Cr Waite requested Leave of Absence from 5 July 2007 to 31 July 2007;  
Cr O'Callaghan requested Leave of Absence from 2 July 2007 to 17 July 2007; and  
Cr Eaton requested Leave of Absence from 27 June 2007 to 29 June 2007.

**RESOLUTION:**                      **2007-087**

**Moved:** Eaton                      **Seconded:** Girando

*That Council grant:*

*Cr George Leave of Absence from 22 June 2007 to 9 July 2007;  
Cr Waite Leave of Absence from 5 July 2007 to 31 July 2007;  
Cr O'Callaghan Leave of Absence from 2 July 2007 to 17 July 2007; and  
Cr Eaton Leave of Absence from 27 June 2007 to 29 June 2007.*

**CARRIED 8/0**

## **6. PETITIONS/DEPUTATIONS/PRESENTATIONS:**

Nil.

## **7. CONFIRMATION OF MINUTES:**

7.1      ORDINARY MEETING HELD WEDNESDAY 16 MAY 2007 AT THE LEEMAN ADMINISTRATION CENTRE, LEEMAN
---

**RESOLUTION:**                      **2007-088**

**Moved:** Stacy                      **Seconded:** Waite

*That the Minutes of the Ordinary Meeting held on Wednesday 16 May 2007, at the Leeman Administration Centre, Leeman, be confirmed as a true and correct record with the amendment that Resolution 2007-066 should read "CARRIED 7/1".*

**CARRIED 8/0**

7.2 CEO PERFORMANCE REVIEW HELD 13 JUNE 2007 AT THE  
LEEMAN ADMINISTRATION CENTRE, LEEMAN

**RESOLUTION:**                      **2007-089**

**Moved:** Stacy

**Seconded:** Waite

*That the Minutes of the Special Meeting held on Wednesday 13 June 2007, at the Leeman Administration Centre, Leeman, be confirmed as a true and correct record.*

**CARRIED 8/0**

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING  
WITHOUT DISCUSSION:**

Nil.

**9. MATTERS FOR WHICH MEETING MAY BE CLOSED:**

Items for which the meeting will be closed include:

- 13.1 Manager Works and Services – Remuneration Review
- 13.2 Manager Community Development – Remuneration Review
- 13.3 Manager Finance and Administration – Remuneration Review
- 13.4 Chief Executive Officer Performance Review
- 13.5 Chief Executive Officer – Remuneration Review

**10. REPORTS:****10.1 CHIEF EXECUTIVE OFFICER:****10.1.1 PROPOSED MEETING DATES 2007/2008****RESOLUTION: 2007-090****Moved:** O'Callaghan      **Seconded:** Stacy

*That the following Ordinary, Annual Electors and Special Meeting dates, venue and starting time for 2007/2008 financial year be adopted and advertised:*

<b>Month</b>	<b>Venue</b>	<b>Time</b>	<b>Date</b>
July	Coorow	6.30 PM	Wednesday 4 July 2007
July	Leeman	3.00 PM	Wednesday 18 July 2007
August	Coorow	3.00 PM	Wednesday 15 August 2007
September	Leeman	3.00 PM	Wednesday 19 September 2007
October	Coorow	3.00PM	Wednesday 17 October 2007
October	Coorow	7.30 PM	Wednesday 17 October 2007
November	Leeman	3.00 PM	Wednesday 21 November 2007
December	Coorow	3.00 PM	Wednesday 19 December 2007
February	Leeman	3.00 PM	Wednesday 20 February 2008
March	Coorow	3.00 PM	Wednesday 19 March 2008
April	Green Head	2.00 PM	Wednesday 16 April 2008
May	Coorow	3.00 PM	Wednesday 21 May 2008
June	Leeman	10.00 AM	Wednesday 18 June 2008
June	Leeman	3.00 PM	Wednesday 18 June 2008

**CARRIED 8/0**

**10.1.2 LOCAL GOVERNMENT WEEK REPRESENTATION****RESOLUTION: 2007-091****Moved:** O'Callaghan      **Seconded:** Eaton*That:*

1. *as per Council policies 1.1.4 and 1.1.6, Council has the following delegates attend Local Government Week WA 2007:*
  - a) *Northern Country Zone of WALGA Delegate – Councillor Girando;*
  - b) *Cr Waite and Cr Rackemann to attend as observers;*
  - c) *the Chief Executive Officer; and*
2. *Councillors Girando and Waite be Council's registered voting delegates to the WALGA Annual General Meeting.*

**CARRIED 8/0****10.1.3 WA ELECTORAL COMMISSION TO CONDUCT 2007 LOCAL GOVERNMENT ELECTION****RESOLUTION: 2007-092****Moved:** Eaton      **Seconded:** Waite*That Council:*

1. *does not appoint the Western Australian Electoral Commission to conduct a Postal-Voting Election for the October 2007 election on behalf of the Shire of Coorow;*
2. *appoints the Chief Executive Officer, Mr Gary Sherry, as Returning Officer for the October 2007 election; and*
3. *will advertise widely the ability and advantages of electors to register on Council's Owners and Occupiers Roll and Postal Voting Register prior to the 2007 Election.*

**CARRIED 6/2*****Cr Rackemann and Cr George requested their vote against the motion be recorded.***

10.1.4 STRATEGIC PLAN

**RESOLUTION:**                      **2007-093**

**Moved:** Waite                      **Seconded:** Stacy

*That Council:*

1. *accept the Draft Strategic Plan;*
2. *conduct a public consultation process prior to the final adoption of the Strategic Plan including:*
  - a. *advertising of the availability of the draft Strategic Plan;*
  - b. *seek public submissions until 31 August 2007;*
  - c. *Council delegates seek to attend meetings of community groups;*  
*and*
  - d. *public meetings held in conjunction with Ordinary Council meetings in Leeman on Wednesday 18 July 2007 and Coorow on Wednesday 15 August 2007; and*
3. *following consideration of any public submissions, adopt the Strategic Plan at the September 2007 Ordinary Meeting of Council.*

**CARRIED 8/0**

**10.1.5 WCRC HEALTH & BUILDING SERVICE DELIVERY UNIT****RESOLUTION: 2007-094****Moved:** Eaton**Seconded:** Rackemann

*That Council agree to enter into the Health and Building Service Delivery Unit (HBSDU) as outlined the Service Plan included at Attachment 10.1.5 under the following conditions:*

- 1. Council will commit to involvement in the HBSDU for a period of up to three years involvement through to 30 June 2010;*
- 2. Council will require any WCRC employees serving the Shire of Coorow on a full time basis to occupy office premises within the Shire of Coorow;*
- 3. Council will require any WCRC employees serving the Shire of Coorow on a full time basis to reside in the Shire of Coorow and Council will meet any such costs of the WCRC; and*
- 4. Council will contract to the WCRC only those positions that are newly created and will not require the involvement in the HBSDU of existing staff whilst they have an employment contract with Council.*

**CARRIED 8/0****10.1.6 COOROW TOWN ENTRANCE PROJECT****RESOLUTION: 2007-095****Moved:** Girando**Seconded:** Eaton

*That Council:*

- 1. approve the scope of works of the Coorow Town Entrance Project to include Kerbing, Improving Parking Bays, Removal of Street Trees and Entry Statements; as outlined; and*
- 2. seek funding opportunities for these Coorow Town Projects.*

**CARRIED 8/0**



**10.1.7 WILDFLOWER COUNTRY TOURISM PROMOTION****RESOLUTION: 2007-096**

**Moved:** Waite                      **Seconded:** Stacy

*That Council approve payment in line with Council's 2006/07 budget allocation of \$3,000 for a contribution to:*

- 1. the reprint of the Wildflower Country Tourism brochure; and*
- 2. the purchase of the Wildflower Country Tourism banners.*

**CARRIED 7/1**

**Councillor O'Callaghan declared an Impartiality Interest in Item 10.1.8 in that her son works for the Liebe Group.**

**10.1.8 LIEBE GROUP - ASSISTING AND SUPPORTING GROWERS TO IMPROVE FARM BUSINESS MANAGEMENT****RESOLUTION: 2007-097**

**Moved:** Waite                      **Seconded:** Eaton

*That Council provide a letter of support to the Liebe Group for their funding application to the Department of Agriculture, Fisheries and Forestry's Ag Fund for their Assisting And Supporting Growers To Improve Farm Business Management Project.*

**CARRIED 8/0**

**10.2 MANAGER COMMUNITY DEVELOPMENT:****10.2.1 RELOCATION OF GAZEBO FROM BAY BEACH TO THOMAS STREET PLAYGROUND****RESOLUTION: 2007-098**

**Moved:** McDonald                      **Seconded:** George

*That Council approve the action to relocate the Gazebo from Bay Beach to the Thomas Street Playground, Preferred Gazebo Site, as shown at Attachment 10.2.1.*

**CARRIED 8/0**

### **10.3 MANAGER WORKS AND SERVICES:**

#### **10.3.1 TENDER 2/07 - SUPPLY OF ONE TIP TRUCK**

**RESOLUTION:**                      **2007-099**

**Moved:** George

**Seconded:** Rackemann

*That Council accept the tender submitted by Kenworth DAF for the supply of a new DAF FAD CF8 430 8x4 Tip truck for up to \$229,350 (GST Exclusive) with a trade of Council's 2002 Iveco tip truck, CW005, for not less than \$85,000 (GST Exclusive) being a changeover of up to \$144,350 (GST Exclusive).*

**CARRIED 8/0**

#### **10.3.2 COOROW, CARNAMAH AND THREE SPRINGS JOINT ROAD BUILDING MATERIAL TENDER**

**RESOLUTION:**                      **2007-100**

**Moved:** Eaton

**Seconded:** O'Callaghan

*That Council not enter into a joint tender arrangement with the Shires of Carnamah and Three Springs for the purchase of bituminous and aggregate road building materials.*

**CARRIED 8/0**

### **10.4 MANAGER FINANCE AND ADMINISTRATION:**

#### **10.4.1 ACCOUNTS FOR PAYMENT**

**RESOLUTION:**                      **2007-101**

**Moved:** George

**Seconded:** Rackemann

*That payments listed at Attachment 10.4.1 Accounts Due and Submitted to Council Meeting on 20 June 2007 including:*

- 1. EFT271 to EFT336, Vouchers 17351, 17377 to 17385, 17388 to 17414, DD71010607 to DD72310507, PRES, MFA, CEO, MCD, MWS VISA CARDS totalling \$308,582.47 from Council's Municipal Fund, be authorised and passed for payment; and*
- 2. Voucher 28 to 30 totalling \$185 from Council's Trust Fund; be authorised and passed for payment.*

**CARRIED 8/0**

**10.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – APRIL 2007****RESOLUTION: 2007-102****Moved:** Stacy**Seconded:** O'Callaghan

*That Council accepts the Monthly Statement of Financial Activity as included at Attachment 10.4.2 for the period ended 31 May 2007.*

**CARRIED 8/0****10.4.3 SELECTION OF COUNCIL AUDITORS****RESOLUTION: 2007-103****Moved:** Waite**Seconded:** McDonald

*That Council accept the tender of UHY Haines Norton and appoint Mr DJ Tomasi (Registered Company Auditor No. – 15724) and Mr RB Swarbreck (Registered Company Auditor No. – 14170) as Council's auditors for the period 1 July 2006 to 30 June 2011.*

**CARRIED 8/0****10.4.4 TRANSFERS TO RESERVES****RESOLUTION: 2007-104****Moved:** Waite**Seconded:** Stacy

*That Council make the following reserve transfers before 30 June 2007:*

- 1. transfer \$42,000 to the Plant Reserve;*
- 2. transfer \$50,000 to the Building Reserve;*
- 3. transfer \$155,000 to the Green Head Public Open Space Reserve;*
- 4. transfer \$12,066 to the Television Rebroadcasting Reserve;*
- 5. transfer \$32,449 from the Leave Reserve; and*
- 6. transfer \$8,386 from the Waste Management Reserve.*

**CARRIED 8/0  
BY ABSOLUTE MAJORITY**

10.4.5 PLAN FOR THE FUTURE 2007/2012

**RESOLUTION: 2007-105**

**Moved:** Waite

**Seconded:** Rackemann

*That Council*

1. *consider the Draft Plan for the Future 2007/12 at the August 2007 Ordinary Meeting of Council;*
2. *commence planning for the Draft Plan for the Future 2008/13 during a Council Forum Session after the November 2007 Ordinary Meeting;*
3. *consider and invite public submissions for the Draft Plan for the Future 2008/13 at the February 2008 Ordinary Meeting of Council; and*
4. *consider adopting the Draft Plan for the Future 2008/13 at the April 2008 Ordinary Meeting of Council.*

**CARRIED 8/0**

**Meeting adjourned at 4.36pm.**

**Mr Kau and Miss Donohue left the meeting at 4.36pm.**

**Meeting resumed at 4.45pm.**

**11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:**

Nil.

**12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:**

Nil.

**13. MATTERS BEHIND CLOSED DOORS:**

Mr Peter Gillis declared a Direct Financial Interest in Item 13.1 in that he is the Manager Works and Services and left the meeting at 4.45 pm.

Mr John Randall, Mr Dacre Alcock, Mr Peter Gillis and Mr Kelvin Bean left the meeting at 4.45 pm.

**13.1 MANAGER WORKS AND SERVICES – REMUNERATION REVIEW**

**RESOLUTION:**                      **2007-106**

**Moved:** George                      **Seconded:** Stacy

*That Council:*

1. *increase the Manager Works & Services' base salary from \$67,250 per annum to \$70,000 from 1 July 2007; and*
2. *increase the Manager Works & Services' salary package from \$95,900 per annum to \$99,100 from 1 July 2007.*

**CARRIED 7/1**

Mr John Randall declared a Direct Financial Interest in Item 13.2 in that he is the Manager Community Development.

**13.2 MANAGER COMMUNITY DEVELOPMENT – REMUNERATION REVIEW**

**RESOLUTION:**                      **2007-107**

**Moved:** Eaton                      **Seconded:** Stacy

*That Council:*

1. *increase the Manager Community Development's base salary from \$70,000 per annum to \$72,800 from 1 July 2007; and*
2. *increase the Manager Community Development's salary package from \$99,100 per annum to \$102,348 from 1 July 2007.*

**CARRIED 8/0**

**Mr Dacre Alcock declared a Direct Financial Interest in Item 13.3 in that he is the Manager Finance and Administration.**

**13.3 MANAGER FINANCE & ADMINISTRATION – REMUNERATION REVIEW**

**RESOLUTION: 2007-108**

**Moved:** Waite

**Seconded:** George (is this George or Girando)

*That Council:*

1. *increase of the Manager Finance & Administration's base salary from \$67,250 per annum to \$70,000 from 1 July 2007; and*
2. *increase of the Manager Finance & Administration's salary package from \$95,911 per annum to \$99,100 from 1 July 2007.*

**CARRIED 8/0**

**Mr Gary Sherry declared a Direct Financial Interest in Item 13.4 in that he is the Chief Executive Officer and left the meeting at 5.07pm.**

**13.4 CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW**

**RESOLUTION: 2007-109**

**Moved:** Eaton

**Seconded:** O'Callaghan

*That Council accept the 2007 Chief Executive Officer's Review Final Report included at Attachment 13.4 with the amendment to include in the Recommendations "5. Research and consider in consultation with Council." The Curtin University – Australian Institute of Management Executive Development Course*

**CARRIED 8/0**

**Mr Gary Sherry declared a Direct Financial Interest in Item 13.5 in that he is the Chief Executive Officer.**

**13.5 CHIEF EXECUTIVE OFFICER – REMUNERATION REVIEW**

**RESOLUTION: 2007-110**

**Moved:** Stacy                      **Seconded:** Waite

*That Council:*

1. *increase of the Chief Executive Officer's base salary from \$93,000 per annum to \$97,000 from 1 July 2007; and*
2. *increase of the Chief Executive Officer's salary package from \$130,945 per annum to \$135,585 from 1 July 2007.*

**CARRIED 8/0**

**Mr Peter Gillis, Mr Gary Sherry, Mr Dacre Alcock, Mr John Randall and Mr Kelvin Bean returned to the meeting at 5.18 pm.**

**14. DATE OF NEXT MEETING:**

**14.2 SPECIAL MEETING OF COUNCIL**

6.30 pm Wednesday 4 July 2007 at the Maley Park Function Centre, Coorow.

**14.1 ORDINARY MEETING OF COUNCIL**

3.00 pm Wednesday 18 July 2007 at the Leeman Administration Centre, Leeman.

**15. CLOSURE:**

There being no further business, the President, Councillor Girando closed the meeting at 5.18 pm.