

# Special Council Meeting

## Notice of Meeting | 6th November 2023

I respectfully advise that the SPECIAL COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 6th November 2023 commencing at 2.00pm

Public are able to attend this meeting.

Public questions may be submitted electronically to this meeting. Please click on the link for further information <https://www.quairading.wa.gov.au/documents/1150/public-question-time-form>

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



**Natalie Ness**  
ACTING CHIEF EXECUTIVE OFFICER

Date: 03 November 2023

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### Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the meeting at \_\_\_\_\_ pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

#### Councillors

Cr JN Haythornthwaite	Shire President
Cr TJ Stacey	Deputy Shire President
Cr BR Cowcill	
Cr FC Faltyn	
Cr JC Hayes	
Cr JR Hippisley	

#### Council Officers

Ms NJ Ness	Acting Chief Executive Officer
Ms M Haeusler	Executive Officer

#### Observers/Visitor

Nil

#### Apologies

Nil

#### Leave of Absence Previously Granted

Cr PD Smith

**ITEM 3      DECLARATIONS OF INTEREST**

Elected Members in accordance with section 5.61 and 5.65 of the Local Government Act 1995 and the *Local Government (Model Code of Conduct) Regulations 2021* Schedule 1 Division 4 regulation 22:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- a. In a written notice given to the CEO before the meeting; or
- b. At the meeting immediately before the matter is discussed.

Local Government employees in accordance with section 5.70 or 5.71 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* Part 4A Division 2, regulation 19AD:

An employee who has an interest in any matter to be discussed at a council or committee meeting attended by the local government employee disclose the nature of the interest —

- a. In a written notice given to the CEO before the meeting; or
- b. At the meeting immediately before the matter is discussed.

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**ITEM 4 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION****4.1 Council delegate appointments and nominations to external organisations****Responsible Officer** Natalie Ness, Acting Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** 1. Microgrid Working Group (confidential)**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council appoint the following delegates to the various working groups for the period of 2 years ending in October 2025.

1. Land Auction Working Group:

Three Elected Members.

2. Microgrid Working Group:

- a) The Shire President
- b) One Elected Member.

3. Sports & Recreation Precinct Working Group:

Two Elected Members.

4. School Liaison Portfolio:

One Elected Member.

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**IN BRIEF**

At the Ordinary Council Meeting on Thursday, 26<sup>th</sup> October 2023, Council appointed various delegates to external committees, groups and organisations. The delegations mentioned in the Officer Recommendation had been omitted from the list, either due to being new since the previous appointments had been decided on by Council or through error by the Administration.

**MATTER FOR CONSIDERATION**

Councillors will need to consider in which working group they would like to represent Council.

## BACKGROUND

### Land Auction Working Group

To pre-sell the Lots at Edwards Way as part of the Cuneata Rise Advertising Campaign. Lots will be offered at \$10,000.00 each to local community residents as Stage 1 of the campaign until 31 March 2024.

If the Lots have not sold by 31 March 2024, a WA Metro and Regional wide advertising campaign will be implemented to sell the Lots at \$10,000.00 each commencing 1 April to 6 September 2024.

If the Lots don't sell by 31 July 2024 a Land Auction with a \$5.00 Reserve Price per Lot will be advertised to WA Metro and Regional areas to take place on 7 September 2024 in the CRC Carpark @ 12pm as part of a community day activation.

Working Group comprising 3 x Councillors. Meetings will resume February 2024 monthly on the third Thursday of each month @ 12:00pm to 1:00pm in the Shire Administration Meeting Room.

Vacancies	2021-2023 Members	Remuneration	Meeting Frequency
Three	Cr Jo Hayes Cr Jo Haythornthwaite Cr Becky Cowcill	Not applicable	Monthly when resumed

### Microgrid Working Group

A detailed description of the purpose of this working group has been provided in Confidential Attachment 1.

The working group comprising the Shire President and 1 x Councillor to attend Synergy/Western Power meetings on a fortnightly basis. Meetings are usually held Friday mornings @ 10am to 11am in the Shire Administration Meeting Room.

Next meeting is scheduled for Tuesday, 14 November @ 1pm in the Shire Admin Office. Synergy representatives will be attending Quairading in person and conducting a site visit of the proposed area for the Microgrid Project.

Vacancies	2021-2023 Members	Remuneration	Meeting Frequency
Two	Cr Peter Smith Cr Jonathan Hippisley	Not applicable	Fortnightly

### Sports & Recreation Precinct Working Group

Over a 10-year period Council has funded the development of concept plans and probable costings for the re-development of the Quairading Sports and Recreation Precinct.

The vision for the project is that Quairading has well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups. Significant research and planning for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community has been used to inform the Quairading Sports and Recreation Masterplan 'Scope of Accommodation' to inform the Final Concept Design.

Shire Officers have progressed conversations for potential funding streams with DLGSCI, the Commonwealth with the Growing Regions Program (GRP), Lotterywest, Cooperative Bulk Handling (CBH), the West Australian Football Commission (WAFC) and the West Australian Cricket Association (WACA). The project is required to be staged in three phases to align with several grant funding rounds to obtain the required funding to complete the project. The 3-stage Masterplan will incorporate:

- Stage 1 - two new multi-purpose courts (netball and basketball) with new flood lighting and fencing; new seating, player and umpire shelters, new electronic scoreboard shared for netball/hockey, and existing AFL scoreboard replaced with a new electronic scoreboard
- Stage 2 – existing Community Building and Quairading Bulls Football Club Pavilion demolished and replaced with a new single-storey Sports and Recreation Pavilion, including multi-user changerooms, female, male and universally accessible ablutions, trainers, strapping and first aid room, community gym, sport club offices, scoreboard storage, umpire room, community storage area, canteen area, function room, bar area, kitchen, cool room, new cricket pitch and cricket nets
- Stage 3 – four new tennis courts.

An application for the DLGSCI funding has been submitted and the Shire are waiting on confirmation as to whether our application has been successful to progress Stage 1 of the project (will be confirmed by the Minister, December 2023). In the interim, the Shire is working with Carabiner Architects on finalising the 'Scope of Accommodation' for the new single-storey sports pavilion to progress to Final Concept Design and Feature Survey for the Precinct.

Working Group comprising 2 x Councillors. Meetings occur on the first Thursday of each month @ 4:00pm to 5:00pm in the CRC Meeting Room.

Vacancies	2021-2023 Members	Remuneration	Meeting Frequency
Two	Cr Smith Cr Cowcill Cr Hayes	Not applicable	Monthly

### School Liaison Portfolio

Delegate to provide a link between Council and the Quairading District High School.

Vacancies	2021-2023 Members	Remuneration	Meeting Frequency
One	Cr Jonathan Hippisley	Not applicable	No formal Meetings, but as required

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil



**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire

**CONSULTATION**

Nil

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>No financial implications</i>
Health	Low <i>Nil</i>
Reputation	Low <i>Nil</i>
Operations	Low <i>Groups already established</i>
Natural Environment	Low <i>Nil</i>

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

Nil

**ITEM 5 URGENT COUNCILLOR’S BUSINESS**

**ITEM 6 CONFIDENTIAL ITEMS**

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(a), (c) and (h) of the Local Government Act 1995 as the Items relates to :-

- (a) a matter affecting an employee or employees
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (h) such other matters as may be prescribed (consider regulations)

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**OFFICER RECOMMENDATION**

That Council close the meeting to the public at \_\_\_\_\_ pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

**6.1 Appointment of Preferred Applicant to the position of Chief Executive Officer**

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**6.1 Appointment of Preferred Applicant to the position of Chief Executive Officer****OFFICER RECOMMENDATION**

That Council:

1. Approves and is satisfied with the proposed terms of the CEO Employment Contract (section 5.36(2)(b) of the *Local Government Act 1995*) detailed in Confidential Attachment 1, being inclusive of a Total Reward Package calculated in accordance with the current Salaries and Allowances Tribunal Local Government Determination Band 4 range to be offered to the preferred candidate.
2. Authorises the Shire President to execute the CEO employment contract, subject to the candidate endorsed with Council Resolution 090-23/24 agreeing to enter into the proposed terms of the CEO employment contract without amendment; and
3. Authorises the Shire President to present the contract to the candidate and notes that subject to the candidate accepting the proposed terms of the CEO Employment Contract the candidate is appointed to the position of CEO at the Shire of Quairading.
4. Is satisfied that the processes followed to date, to recruit a Chief Executive Officer, have met the requirements of the *Local Government (Administration) Regulations 1996* and the Shire of Quairading adopted CEO Standards for Recruitment, Performance and Termination.

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*The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.*

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**OFFICER RECOMMENDATION**

That the meeting be open to members of the public at \_\_\_\_\_ pm.

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**Public Reading of Resolution**

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

**ITEM 7      NEXT MEETING DATE**

The next Ordinary Council Meeting is scheduled to take place on Thursday 30th November 2023, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

**ITEM 8      CLOSURE**

There being no further business, the Chairperson closed the meeting at \_\_\_\_\_ pm.