



MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
15TH JUNE 2011



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**SHIRE OF MINGENEW
MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS,
MINGENEW, ON WEDNESDAY THE 15TH JUNE 2011**

1.0 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Michelle Bagley, declared the meeting open at 2:00pm.

2.0 ATTENDANCE

2.1 PRESENT

MA Bagley	President	Rural Ward
ET Hathaway	Deputy President	Town Ward
BP Horwood	Councillor	Rural Ward
JL Holmes	Councillor	Town Ward
PJ Ward	Councillor	Rural Ward
MP Pearce	Councillor	Town Ward
PJ Gledhill	Councillor	Town Ward

STAFF

IB Fitzgerald	Chief Executive Officer	
E Greaves	Community Development Officer	
WL Borrett	Works Manager	3:40 – 4:10pm

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

2:04pm Leah Scale, Carol Farr, Linley Starick & Graeme Anderson.

Small business representatives from the Mingenew community attended to advise Council of their concerns for future sustainability and the need for support.

Leah Scale advised Council that she would like to see support and strong leadership from Council and other businesses be encouraged to support each other. The Roadhouse is currently not performing as well as she would like and Leah would like to gain support and assistance. Leah wishes Council to explore the option of purchasing bulk fuel through the Roadhouse. Leah also spoke about support she has received through the Mid West Chamber of Commerce and Industry and wishes to invite them to a community / small business meeting in a mediating capacity as well as advising on some of the services they may be able to offer our community.

Cr MA Bagley offered to ensure an investigation into purchasing fuel through the Roadhouse in a similar deal as currently held with BP however did advise that this had been explored previously without success. Cr MA Bagley also suggested that a 'Buy Local' campaign could be run.

Carol Farr advised that she was in attendance to support Leah and the concepts raised. The Caravan Park is currently putting funds into the business to improve the facilities and boost tourism.

Linley Starick voiced her support for Leah and the progression of small business in Mingenew. Linley indicated that she had been involved in a previously established Progressive Association and if one is to be started up again, Council need to be supportive but have a lesser role. Drive needs to come from the community, including those that are not struggling within their business.

Cr PJ Gledhill suggested that it would be important to include the local farming community as they are also small business owners and are a large part of the community.

Graeme Anderson reported that since January the Mingenew IGA business has been slow however this is a statewide issue and not local. Business is beginning to pick up again now.

Cr JL Holmes expressed the importance of involving agencies that provide support to small business and can offer advice, training and / or skills.

All guests present were in support of having a community / small business meeting and inviting a representative from the Mid West Chamber of Commerce to provide mediation and support. The Shire could facilitate this meet due to good connection and it has already been voiced to staff that the Mid West Chamber of Commerce and Industry are interested in expanding into the Midwest region, outside of Geraldton

Linley queried Council on the lack of attendance at the recent Capacity Building Meeting, with the exception of Cr JL Holmes.

Councillors responded that they misinterpreted the purpose of the meeting and did not understand the relevance of their attendance.

Cr PJ Gledhill asked Linley what she got out of the meeting? Linley responded that due to the lack of attendance from the community that there was a lot of empathy for the future development of the community. The meeting was not really relevant to her business.

Cr JL Holmes commented that the positive to come out of the meeting was that these discussions were being had and a gap has been identified and therefore worked on.

Cr MA Bagley advised guests that staff would invite the Mid West Chamber of Commerce and Industry to a community meeting. Further details would be discussed within Council and those present will be advised.

Linley Starick also enquired as to whether Council had a formal business / industrial development plan?

The Chief Executive Officer advised that there is a small provision for industrial development in the current Plan for the Future however the structure of strategic plans within local government is being reviewed and it anticipated that two new Plans will be required which may incorporate a section for these types of development and consultation from the community will be requested should this process proceed.

Linley Starick enquired as to whether there are any plans for Council to build infrastructure or land for future business development?

The Chief Executive Officer also advised that again there are no formal plans in place however there have been discussions within Council for ideas in development including the release of more land and the construction of housing, particularly for young professionals like the current triplex.

Cr PJ Ward asked Linley about their future plans for their vacant property in the industrial area, as a request for support from Council was received some months ago.

Linley advised that due to current business commitments this has not been explored further.

Cr MA Bagley thanked each of the guests for attending.

2:32pm Leah Scale, Carol Farr, Linley Starick & Graeme Anderson exited the meeting.

2:34pm Rodney Cosgrove from the Mingenew Turf Club joined the meeting to discuss the Club's New Stewards Tower proposal.

Cr MA Bagley informed Mr Cosgrove that Council have delayed the approval of the Stewards Tower proposal until further details had been provided and approval from the Sports Advisory Committee received.

Cr PJ Ward enquired as to whether the Sports Advisory Committee is aware of the proposed look of the structure?

Rod Cosgrove advised that Hans Samuel had given a fairly detailed description to the Committee and their approval had been given.

Cr PJ Gledhill asked the following questions;

What view will be blocked?

What will the structure be made out of?

Why is it not being constructed on top of the Pavilion roof?

Rod Cosgrove explained that if the Pavilion roof may be too far back however this is being investigated further. The plan is to place the new structure in the exact same position as the current. The structure is to be constructed from a sea container with ends removed, to be replaced with sheeting and windows cut out. The solid structure will begin at the same height as the Pavilion verandah and therefore not blocking any view from the ground.

Cr PJ Gledhill advised that the concern is the view being blocked from the Recreation Centre verandah.

Rod Cosgrove responded that he feels there will be little view blocked however not able to confirm.

Cr PJ Ward enquired as to whether the scope of the project was warranted for the 1 event a year it is being constructed for.

Rod Cosgrove advised that the current structure is unsafe and there are often children climbing it and the stewards are clashing with the cameras / filing etc on race day. The new structure will have a removable ladder to access therefore eliminating concerns with children climbing.

Cr BP Horwood advised that the plans provided to Council were unclear and insufficient. Council would like to see actual measurements, views and a detailed design.

Cr MP Pearce suggested that a on-site meeting be held? Cr PJ Gledhill advised that Council previously indicated they wished to visit the Railway Station therefore the visit could be done at the same time as this meet.

Cr JL Holmes advised that to conform with surroundings and to be more aesthetically pleasing it would be good to clad with similar material and colour as the Pavilion.

Cr PJ Ward enquired as to other benefits, maybe to other groups? Rod advised that Expo could utilise for television or radio broadcasting.

Cr MA Bagley thanked Rod Cosgrove for his attendance and requested a meeting be arranged with relevant Turf Club representatives – date and time to be advised.

2:50pm Mr Rod Cosgrove exited the meeting.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

110601 **MOVED:** Cr ET Hathaway
 SECONDED: Cr JL Holmes

That Council accept Cr MA Bagley's application for Leave of Absence from the July 2011 Ordinary Council Meeting.

CARRIED
Voting 7/0

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

110602 **MOVED:** Cr PJ Gledhill
 SECONDED: Cr ET Hathaway

That the Minutes of the Ordinary Meeting of Council held on Wednesday, 18th May 2011, be confirmed as a true and accurate record of proceedings.

CARRIED
Voting 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 HEALTH, BUILDING AND TOWN

9.1.1 Building Application Lot 110 Victoria Street, Mingenew

Agenda Reference:	EHO 06/11 - 01
Location/Address:	Lot 110 Victoria Street, Mingenew
Name of Applicant:	Ron Thompson
File Reference:	n/a
Disclosure of Interest:	Nil
Date:	03.06.2011
Author:	Trevor Brandy, EHO

SUMMARY

Council is in receipt of a building application to construct a 48m² steel framed shed on the above mentioned lot.

ATTACHMENT

Nil

BACKGROUND

The lot is part of a Landcorp subdivision that requires the owner to have or be progressively in the process of building a class 1 dwelling on the lot within three years upon the date of purchase. The timeline set down by Landcorp expires in 2013.

COMMENT

The owner has indicated he wishes to build the shed prior to submitting plans for his dwelling so that he may store items on site and provide Council with house plans within 12 months.

Landcorp has indicated that Council may vary the building conditions if they are satisfied with the request.

CONSULTATION

Mr R Thompson

STATUTORY ENVIRONMENT

Land Corp Policy

POLICY IMPLICATIONS

Council has a Policy which requires dwelling plans to be submitted prior to any out buildings.

FINANCIAL IMPLICATIONS

Usual building application fees apply

STRATEGIC IMPLICATIONS

Should be assessed on a case by case basis

VOTING REQUIREMENTS

Absolute Majority

110603 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.1.1

MOVED: Cr PJ Ward

SECONDED: Cr MP Pearce

- 1 That Mr R Thompson be granted approval to construct a steel framed 48m2 shed on lot 110 Victoria Street Mingenew.**
- 2 That Mr R Thompson be given permission on the proviso that his house plan be submitted to Council within 12 months of date of approval.**

CARRIED

Voting 7/0

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 DRAFT 10 YEAR PROPOSED PLANT REPLACEMENT PROGRAMME

Agenda Reference:	CEO 06/11 - 01
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	n/a
Disclosure of Interest:	Nil
Date:	9 th June 2011
Author:	Ian Fitzgerald

SUMMARY

Each year, as part of the budget process, an updated 10 Year Plant Replacement Programme is prepared for Council consideration.

The latest draft Programme is presented to Council for consideration and adoption to assist staff in framing the 2011/12 Budget.

ATTACHMENT

Draft 10 Year Plant Replacement Programme – 2011/12 to 2020/21 including the current year for comparison.

BACKGROUND

The preparation of a long term plant replacement programme helps to ensure all major plant items are updated on a regular basis to limit maintenance costs and excessive changeover expenses when the item is traded. Council has had a plan in place over a number of years and updates each year at budget time.

COMMENT

The updated programme is attached. Staff have endeavoured to prepare a programme that updates the fleet on a regular basis whilst attempting to avoid massive swings in expenditure requirements from year to year.

Notable changes this year include;

- a) Changeover of the administration vehicle. It is proposed a Hyundai i45 or Toyota Camry be purchased.
- b) The two trucks were due for changeover this year and next. As Council would be aware, we have had numerous maintenance issues with these trucks and it is proposed to change both in 2011/12. In discussions with the Work's Manager it is proposed to move to a prime mover / semi trailer type configuration with the trucks only pulling the one trailer but giving us the same capacity as present. This will require the purchase of a second tri-axle trailer and allow for the sale of the tandem axle dolly and tandem pig trailer.

There are no other major changes in the programme presented, with only minor year changes or cost updates as required.

Council currently has a loan for the two Iveco trucks and the final payment is due in the first half of the 2011/12 financial year. The purchase of the new trucks could again be funded by a loan but staff are also exploring the lease option and currently waiting on quotes. The loan versus lease option will be presented to Council in the draft budget.

At this time it is proposed to purchase the new tri-axle trailer from Reserve Funds. Due to increased income from Private Works over budget figures in 2010/11 it is proposed not to bring back funds to cover the cost of the Backhoe which will allow sufficient funds in the Plant Reserve for the trailer purchase.

Staff are also exploring the option of disposing of some of the plant items via auction. For example it would appear the use of an auction for the disposal of the Toyota Prado would increase the return to Council by up to \$10,000. This is based on the auctions held in the January – April period of 2011.

CONSULTATION

Senior staff
Lease companies
Auction companies

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The purchase of new plant and equipment will be listed in the draft 2011/12 Budget for Council's consideration.

STRATEGIC IMPLICATIONS

The regular changeover of plant and equipment helps ensure staff have modern and effective equipment to carry out the required works.

VOTING REQUIREMENTS

Simple Majority

110604 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.1

MOVED: Cr PJ Gledhill

SECONDED: Cr BP Horwood

That Council adopts the 10 Year Proposed Plant Replacement Programme as presented for 2011/12 – 2020/21 for consideration in the 2011/12 Budget.

CARRIED

Voting 7/0

9.3.2 FEES & CHARGES 2011/12

Agenda Reference: CEO 06/11 - 02
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 9th June 2011
Author: Ian Fitzgerald

SUMMARY

Council is requested to adopt the Draft Schedule of Fees and Charges for 2011/12 as presented.

ATTACHMENT

A copy of the Draft Schedule of Fees and Charges 2011/12 is attached.

BACKGROUND

Council is required to adopt the Schedule of Fees and Charges for consideration and inclusion in the 2011/12 Budget.

COMMENT

There is a statutory obligation for Council to prepare and adopt a Schedule of Fees and Charges each financial year. The schedule also assists staff in calculating potential revenue amounts for inclusion in the annual budget.

All the fees and charges have been reviewed and the current and proposed fees are listed on the attached document. Council will note there have been small increases to the recommended fees and charges for 2011/12. Over the past 12 months there have been increases in the cost of power, insurances and wages. The recommended increases will help to offset these increased costs in providing the facilities. The fees and charges will continue to recoup only a small percentage of Council's actual costs as has been the unwritten policy of Council for many years.

There will be some considerable increases in the insurance costs this year with the cost of local government insurance rising after the natural disasters in Australia and the world has seen over the last 12 months.

The cost of electricity is also rising again this year with street light costs to increase up to 29% in some areas.

Council has not adjusted the Members Meeting Fees and Allowances for a number of years and the attached schedule does not reflect any changes however the following information is provided to Council;

The Local Government Act 1995 and Local Government (Administration) Regulations 1996 give an entitlement to elected members of a sitting fee for attending Council and Committee meetings. This fee can be set between a minimum of \$60.00 and a maximum of \$140.00 (\$120.00 to \$280.00 for the President) for Council meetings and a minimum of \$30.00 to a maximum of \$70.00 for all Councillors appointed to a Committee.

The Presidential allowance can be an amount from a minimum of \$600.00 to a maximum of \$1200.00 or 0.02% of Local Government's operating revenue whichever is the greater amount but not more than \$60,000.00. The Deputy President's allowance can be no more than 25% of the President's allowance.

Currently Council has endorsed sitting fees of \$120.00 per Councillor and \$240.00 for the President per meeting and \$120.00 per Councillor per Committee meeting. The current President's allowance is set at \$5,000.00 with the Deputy President's set at \$1250. Committee meeting attendance fee is currently \$30.00 per Councillor attendance and \$60.00 for the President.

Additionally, Council has set a per km rate of 71.5 cents/km for travel allowance. It is my understanding that this rate was linked to staff travel allowance rate in the Local Government Officers Award which is currently 99.01 cents/km.

The Local Government (Administration) Regulations 1996 state;

30. Meeting attendance fees – s.598(1)

- (1) *For the purposes of section 5.98(1), subject to subregulation (3) –*
 - (a) *the minimum for a council member other than –*
 - (i) *the mayor or president; or*
 - (ii) *in the case of a regional local government, the chairman, attending a council meeting is \$60 for each meeting; and*
 - (b) *the maximum fee for a council member other than –*
 - (i) *the mayor or president; or*
 - (ii) *in the case of a regional local government, the chairman, attending a council meeting is \$140 for each meeting.*
- (2) *For the purposes of section 5.98(1), subject to subregulation (3) or (5), as the case requires –*
 - (a) *the minimum fee for a council member attending a meeting of a committee of which he or she is also a member is \$30 for each meeting; and*
 - (b) *the maximum fee for a council member attending a meeting of a committee of which he or she is also a member is \$70 for each meeting.*

- (3) *The total fees paid to a council member other than –*
- (a) *the mayor or president; or*
 - (b) *in the case of a regional local government, the chairman,*
for attending meetings (whether of council or of any committee) in each year
is not to exceed \$7,000.
- (4) *For the purposes of section 5.98(1), subject to subregulation (5) –*
- (a) *the minimum fee –*
 - (i) *for the mayor or president; or*
 - (ii) *in the case of a regional council, for the chairman,*
attending a council meeting is \$120 for each meeting; and
 - (b) *the maximum fee-*
 - (i) *for the mayor or president; or*
 - (ii) *in the case of a regional council, for the chairman,*
attending a council meeting is \$280 for each meeting
- (5) *The total fees paid –*
- (a) *to the mayor or president; or*
 - (b) *in the case of a regional local government, to the chairman,*
for attending meetings (whether of the council or of any committee) in each
year is not to exceed \$14,000.

The cost to maintain some of our sporting facilities in the current financial year to date are;

Bowling Green	\$50,435
Tennis Courts	\$41,787
Football / Cricket Oval	\$52,555
Hockey Oval	\$24,855
Polocrosse	\$1,732
Race Track	\$39,054
Golf Course	\$17,088

CONSULTATION

Senior staff

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The fees and charges will help in the framing of the 2011/12 annual budget with the raising of charges helping to offset Council's expense in providing services and facilities.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

110605	OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.2 <u>MOVED:</u> Cr ET Hathaway <u>SECONDED:</u> Cr PJ Ward
	That Council adopt the Schedule of Fees and Charges for 2011/12 financial year as amended.
	<u>CARRIED</u> <u>Voting 7/0</u>

3:11pm Council adjourned for Afternoon Tea with guest Lucy Mutimer – Silver Chain RAN.

3:40pm Meeting resumed with Work's Manager Warren Borrett joining the meeting.

Warren Borrett provided details from his Works Report.

- Advised Council that employee D Kluth has not returned to work after three weeks of having unexplained absences.
- Cr Pearce enquired as to design of parking area at Sports Club and relayed concerns from Sports Club Committee in regards to reduced parking. Warren Borrett advised that there will be a solid island segregating parking bay from Bride Street , double parking that has

previously been done should be deterred as illegal and extra parking could be provided in top parking area.

- The Tourist & Promotions Committee have developed a project to plant an avenue of trees on the Midlands Rd opposite the Commercial Hotel and ground preparations have begun. Council resolved to hold a meeting with T & P Committee representatives to discuss further, in conjunction with Turf Club and Railway Station visit.

4:11pm **Cr MA Bagley thanked Mr Borrett for his report and Warren left the meeting.**

110606 **COUNCIL RESOLUTION 9.3.3**

MOVED: Cr MP Pearce

SECONDED: Cr ET Hathaway

That the doors be closed to discuss a matter relating to a staff member in accordance with the Local Government Act 1995 section 5.23 relating to Item 9.3.3.

CARRIED
Voting 7/0

4:11pm **Mr Ian Fitzgerald and Erin Greaves exited the meeting.**

110607 **COUNCIL RESOLUTION 9.3.3**

MOVED: Cr MP Pearce

SECONDED: Cr ET Hathaway

That the doors be reopened in conclusion of confidential discussions in accordance with the Local Government Act 1995 section 5.23 relating to Item 9.3.3.

CARRIED
Voting 7/0

4:22pm **Mr Ian Fitzgerald and Erin Greaves returned to the meeting.**

9.3.3 PROPOSED ORGANISATIONAL STRUCTURE

Agenda Reference:	CEO 06/11 - 03
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	n/a
Disclosure of Interest:	Nil
Date:	9 th June 2011
Author:	Ian Fitzgerald

SUMMARY

With the 4 shire amalgamation not proceeding and Council's direction to employ a senior administrator / finance person, a proposed organisation structure has been prepared for Council's consideration.

ATTACHMENT

A draft Organisational Structure plan has been prepared and is attached.

BACKGROUND

During the period February 2008 to December 2010 Council shared a number of staff with the Shire of Three Springs. Now that this arrangement has come to an end and no amalgamation is to proceed in the immediate future a review of the staffing is required.

COMMENT

Council and senior staff have resisted looking at the staffing structure until the result of the 4 shire amalgamation was known. As we now know any amalgamation will not be proceeding in at least the next 12 months staffing levels need to be revisited.

The State Government is imposing more and more regulations and requirements on local government including; asset management plans, workforce plans, plans for the future (strategic plans) and long term financial plans. While we were working towards amalgamation the government provided considerable funding to assist us which allowed the engagement of contractors to carry out the necessary work. Funding will now be less likely and more will have to be carried in-house or using Council funds. For example we received a \$90,000 grant to assist with Integrated Planning for the 4 shires – this grant has been frozen at present and we are waiting on advice from the Department of Local Government on whether we can proceed or they require the funds to be returned.

Council has already directed a new senior position be factored in the staffing structure and the attached structure reflects this.

Aimee Bendsdorp has indicated she wishes to go to a permanent part time role as from January 2012, probably working 3 days per week and working full time when one of the other staff members is on leave. To cover this staffing gap it is proposed to recruit a Trainee

to commence December – January. This will give us a bit more flexibility in the office and, with the new senior position, helping to address the additional workload.

Staffing levels have been kept low in the past but with the new requirements extra staffing will be required to ensure customer service levels are maintained and statutory compliance is achieved.

CONSULTATION

Council

Administration staff

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Allowances will be made in the forthcoming budget for the staffing outlined in the Organisational Structure

STRATEGIC IMPLICATIONS

The new staffing, as proposed, will help ensure Council continues to provide a high level of customer service.

VOTING REQUIREMENTS

Simple Majority

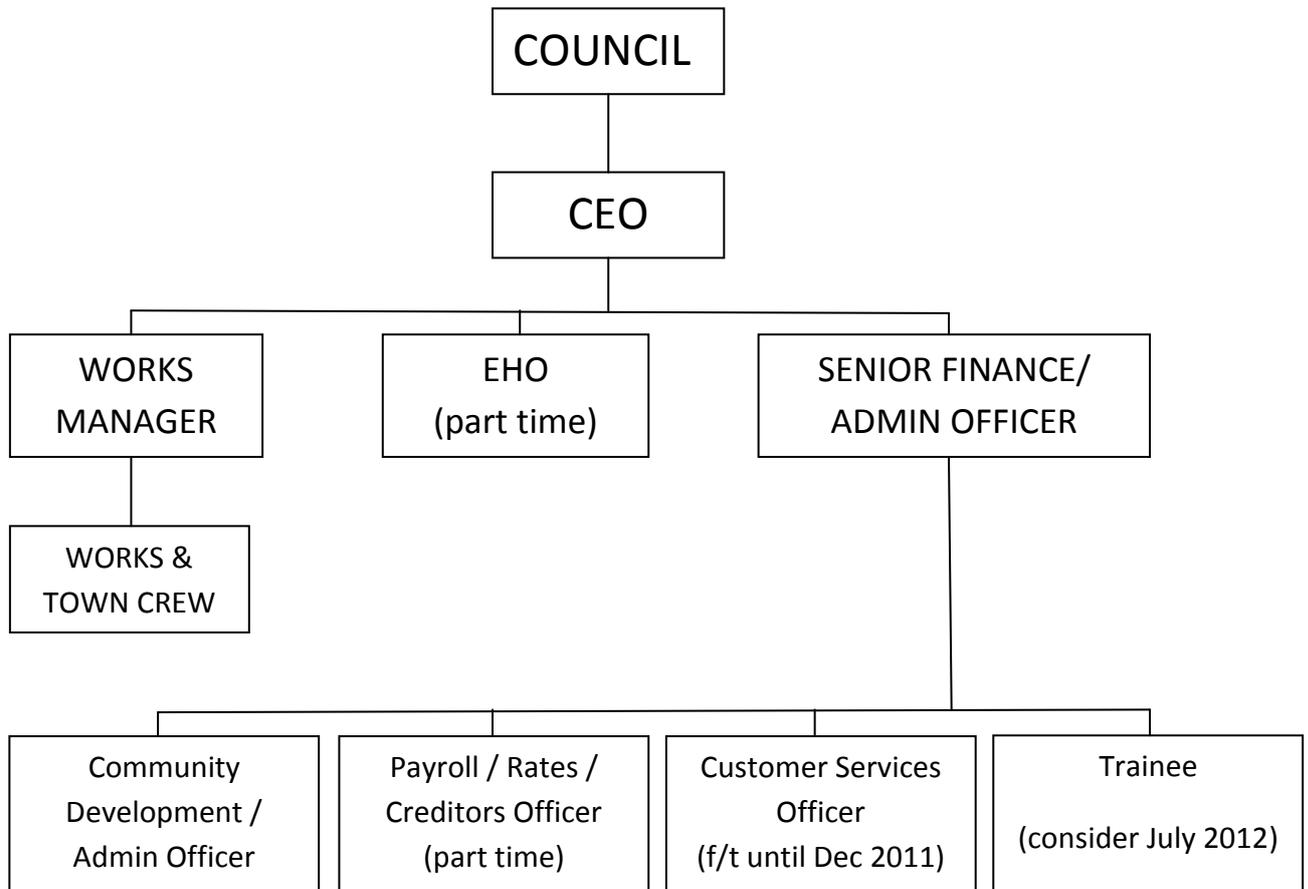
110608 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.3

MOVED: Cr MP Pearce

SECONDED: Cr ET Hathaway

That Council adopts the Organisational Structure presented with the Senior Admin Officer to be renamed Senior Finance / Admin Officer and to amend the inclusion of a Trainee in July 2012.

CARRIED
Voting 7/0



9.3.4 END OF YEAR RESERVE TRANSFERS

Agenda Reference: CEO 06/11 - 04
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 9th June 2011
Author: Ian Fitzgerald

SUMMARY

Council is requested to approve the end of year financial transfers to and from reserves as outlined in this report.

ATTACHMENT

Nil

BACKGROUND

As part of the 2010/11 Budget, Council approved a number of transfers to and from the reserve accounts.

In addition Council approved the transfer of \$9,500 from the Land and Building Reserve for the re-purchase of Lot 100 Queen Street as per Council meeting 16th February 2011 – Minute Resolution 110209.

COMMENT

The 2010/11 Budget made provision for the following transfers;

- | | |
|-----------|--|
| \$110,000 | from Land and Building Reserve towards new house – due to delay with Royalties for Regions proposed to be deferred. |
| \$126,000 | from Plant Replacement Reserve towards major plant purchases – due to savings and increased private works income proposed not to be carried out. |
| \$10,000 | to Accrued Leave Reserve – proposed to be transferred to help cover payment of CEO loyalty bonus from previous contract. |
| \$10,000 | from Aged Persons Units Reserve – not required |
| \$9,000 | from Industrial Area Development Reserve – not required |
| \$20,000 | from Environmental Rehabilitation Reserve – recommend only \$10,000 be transferred. |
| \$9,000 | from RTC / PO / NAB Reserve – as \$5,000 was contributed to the air-conditioner by the CRC - recommend this not proceed. |

It is therefore recommended that the following transfers be authorised;

- \$10,000 from Rehabilitation Reserve to Municipal Fund to help cover costs of work at refuse site.
- \$9,500 from Land and Building Reserve to cover cost of purchase of Lot 100 Queen Street.
- \$10,000 from Accrued Leave Reserve to help cover costs associated with CEO loyalty bonus payment.

I have been approached, informally at this stage, by the Shire of Morawa to contribute to sick leave currently being taken by our former employee Mrs Fred Gledhill. The Local Government Officers Award provides the following;

25.7 Portability of personal leave

25.7.1 An Officer shall be entitled to transfer accumulated personal leave credits from one employing local authority (or local authorities) to another employing local authority subject to the following;

- (1) the amount of accumulated personal leave being transferred shall not exceed eight weeks; and*
- (2) the Officer shall produce to the employing Local Authority a record, certified by the Town or Shire Clerk of the immediately preceding Local Authority, showing the amount and source of the personal leave being transferred; and*
- (3) the Officer's service as between such authorities shall be continuous serve. The term continuous service shall have the same meaning as attaches to that term in the Local Government (Long Service Leave) Regulations.*

25.2 Such transferred accumulated personal leave credits accrued at the Officer's employing Local Authority have been exhausted.

Based on the award provisions the payment would be \$11,636.72 which would need to be drawn from the Accrued Leave Reserve. I have requested a formal letter from the Shire of Morawa and the CEO is following that up but at the time of preparing this report nothing has been received.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The stronger budget position allows for additional funds to be held in reserves for future projects.

STRATEGIC IMPLICATIONS

The strong reserves position will help provide funds for future projects without the need to rely on loan funds.

VOTING REQUIREMENTS

Absolute Majority

110609 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.4

MOVED: Cr MP Pearce

SECONDED: Cr BP Horwood

That Council approve the following transfers between Reserve and Municipal Funds;

\$10,000 from Rehabilitation Reserve to Municipal Fund

\$9,500 from Land and Building Reserve to Municipal Fund

\$10,000 from Accrued Leave Reserve to Municipal Fund

\$11,363.72 from Accrued Leave Reserve to Municipal Fund in the event a formal claim is lodged by the Shire of Morawa towards Mrs Gledhill's sick leave.

CARRIED
Voting 7/0

9.3.5 POWER UPGRADE – RECREATION COMPLEX

Agenda Reference: CEO 06/11 - 05
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 9th June 2011
Author: Ian Fitzgerald

SUMMARY

Council is requested to consider and approve the upgrade of the power at the Mingenew Recreation complex for consideration in the 2011/12 Budget.

ATTACHMENT

Nil

BACKGROUND

There have been a number of issues with power, or lack of power, to various parts of the recreation complex which has caused difficulties at Mingenew Race Day and other local events.

The need to upgrade the power supply was identified as the number one priority in the 10 Year Facilities Action Plan contained in the recently adopted Mingenew Sport and Recreation Plan.

COMMENT

Staff engaged Dongara Drilling & Electrical to carry out an assessment of the power system at the recreation complex.

Whilst it is pleasing to find that there is sufficient power coming into the complex, meaning Western Power transformer or line upgrade is not required, a substantial amount of work is still needed.

Over the years, as new facilities have been added, such as; the football oval lights or the new Turf Club building, extra strain has been placed on the system and this, in part, accounts for the problems with the football lights going off or the blackout of the Turf Club building during the races last year. The contractors were surprised we have had as little problems to date given the current state of the system.

To remedy the problem it has been recommended that a new main distribution board be installed at the point where the power comes into the recreation complex (near the tanks at the hockey oval). From here it is recommended that new lines be run to the recreation building, Turf Club, Football / Cricket Oval, and Hockey Oval, and quotes were supplied for each section.

The hockey oval quote includes installation of lighting at the southern end to provide greater lighting coverage of the field. Whilst these lights will greatly enhance the quality of lighting for training purposes they are not to Australian Standards and therefore ineligible for grant funding.

The work is deemed to be more of a maintenance requirement and therefore unlikely to attract grant funding.

In total the three quotes add to some \$78,000. The Hockey Club have indicated they are willing and in a position to contribute \$15,000 - \$20,000 towards the hockey lights component. This still leaves a shortfall of some \$63,000.

It is the understanding of staff that the upgrades would allow for future expansion such as additional football lights if required. Staff are of the understanding that, as the main board will need to be upgraded, all work will need to be completed at the same time. Again confirmation of this is being sort.

CONSULTATION

Sports Advisory Committee

Electrical contractors

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The upgrade of the power supply will come at some cost to Council with allowance to be made in the 2011/12 Budget.

STRATEGIC IMPLICATIONS

The upgrade of the power was identified as the number one priority in the Mingenew Sport and Recreation Strategic Plan.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.5

That staff make provision in the 2011/12 Budget for the upgrade of power at the recreation complex based on the quotes received from Dongara Drilling and Electrical.

110610 COUNCIL RESOLUTION 9.3.5

MOVED: Cr ET Hathaway

SECONDED: Cr JL Holmes

That staff make provision in the 2011/12 Budget for the upgrade of power at the recreation complex based on the quotes received from Dongara Drilling and Electrical.

Council also direct staff to investigate costings to include lighting of the footpath along the recreation drive, replacement of light globes / shades at the netball courts and full upgrade of the hockey lights to allow for night games.

CARRIED

Voting 7/0

9.3.6 MAIN ROADS ISA CONTRACT – VEHICLE PURCHASE

Agenda Reference: CEO 06/11 - 06
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 9th June 2011
Author: Ian Fitzgerald

SUMMARY

Council is requested to endorse the actions of the Chief Executive Officer in purchasing a vehicle to be used by the Network Inspector to be employed by the Shire of Mingenew under the new Main Roads ISA Contract.

ATTACHMENT

Nil

BACKGROUND

Council has previously agreed to be a party to the Main Roads ISA Contract which commences on 1st July 2011.

As a part of this arrangement the Shire of Mingenew will be supplying a Network Inspector with all costs met by the contract.

COMMENT

With the contract due to commence on 1st July 2011 the recruitment of a suitable employee has commenced and the purchase of a vehicle investigated. This has been done in conjunction with the Shire of Morawa who are also employing a Network Inspector and the Joint Process Management Team.

The recent disasters in Japan have made it difficult to source a 4 x 4 Dual Cab vehicle. Through contracts at John Hughes fleet it was possible to secure two Mitsubishi Triton GLX 4 x 4 Dual Cabs which will suit the purpose. As they were the only vehicles that could be guaranteed to be delivered on or around 30th June 2011 the Shires of Mingenew and Morawa issued purchase orders for the vehicles. This action was discussed in advance with the Shire President.

The vehicle is to cost \$36,775 + GST and includes canopy, flashing orange lights, tow bar and safety pack.

Discussions have been held with Main Roads WA about the ability to have this purchase reimbursed upfront as a lump sum rather than as a periodic payment over the life of the vehicle. With the support of the Joint Process Management Team and the Governance Team it seems likely this will be approved with Main Roads sorting out some internal

accounting issues. This means that Council will receive full payment upfront with no impact on Council budget. All operating expenses will be fully recouped through the contract.

Council is requested to endorse the Chief Executive Officer's purchase of the Triton GLX 4 x 4 Dual Cab for the Network Inspector position.

CONSULTATION

Shire President

Shire of Morawa – CEO

Joint Process Management Team – ISA

Governance Team - ISA

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil as purchase will be fully reimbursed by Main Roads WA.

STRATEGIC IMPLICATIONS

The vehicle will help Council to meet their obligations under the ISA Contract.

VOTING REQUIREMENTS

Absolute Majority

110611 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.6

MOVED: Cr JL Holmes

SECONDED: Cr ET Hathaway

That Council endorse the actions of the Chief Executive Officer in purchasing the Mitsubishi Triton GLX 4 x 4 Dual Cab for \$36,775 + GST to be used by the Network Inspector and fully funded by Main Roads WA.

CARRIED
Voting 7/0

ITEM IS BROUGHT BACK TO COUNCIL FOR CONSIDERATION

9.3.7 TURF CLUB STEWARDS TOWER

Agenda Reference:	CEO 06/11-07
Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	
Disclosure of Interest:	Nil
Date:	10 th May 2011
Author:	Ian Fitzgerald

SUMMARY

A request, with preliminary sketch drawings, has been received from the Mingenew Turf Club seeking approval to replace the existing Stewards/Race Callers tower at the Mingenew recreation ground. The proposed new structure would be a new but modified container type structure.

ATTACHMENT

Sketch drawings received as a part of the request.

BACKGROUND

Council deferred considering the Turf Clubs proposal until a representative is present at Council meeting to provide details of the project and a formal recommendation has been received by the Sports Advisory Committee.

COMMENT

The existing tower has been deemed unsuitable by the stewards that visit Mingenew to officiate at our annual race meet. In addition the Turf Club has concerns as to the safety of the existing structure and its durability given its age.

The Turf Club has been able to attract grant funds from the Department of Racing and Gaming to assist in the supply and erection of a new facility.

The proposal is to replace the existing tower with a fully engineered, modified container set-up to be located in the same position as the existing tower. The end doors of the container would be removed and replaced with a solid wall complete with a window, a personal access door would be cut into the rear and there would be 2 roller doors installed across the front. New steps would be constructed to provide access to the tower. It is planned, at this stage, to use the top of the existing tower on top of the new container.

The new structure would be painted in the wheat and heritage red colour of the Turf Club Bar building to blend in. The proposed new structure would be fully engineered to ensure all standards are fully met and there are no safety issues.

The Mingenew Turf Club has advised that when complete the new tower would be available to other sports and activities including Expo, football and cricket.

There has been no request for assistance from Council with this project.

The Sports Advisory Committee met on Tuesday the 7th June 2011 at which the proposal for the new Stewards Tower was discussed. The following recommendation was received;

The Sports Advisory Committee supports the Stewards Tower Replacement Project, in principal, and recommends support from Council providing it complies with necessary Council specifications and building requirements.

ALL IN FAVOUR

CONSULTATION

Robert Newton – Mingenew Turf Club

Sports Advisory Committee

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION – ITEM 9.3.7

That Council gives in principle approval for the installation of a new Stewards/Race Callers tower at the Mingenew recreation ground subject to:

- a) Engineered drawings and certification being received and**
- b) Formal support for the project being given by the Sports Advisory Committee**

Council resolved to lay this item on the table pending further information.

9.6 FINANCE

9.6.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 MAY, 2011

Agenda Reference: SFO 06/11 - 01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 8 June, 2011
Author: Kylie McGree, Senior Finance Officer

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 31 May, 2011 is presented to Council for adoption.

ATTACHMENT

Finance Report ending 31 May, 2011

BACKGROUND

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

COMMENT

Council's current operating surplus as at the 31 May, 2011 is \$611,158.00

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	\$2,466.26
Business Cash Maximiser (Municipal Funds)	\$383,036.28
Trust Account	\$85,572.30
Reserve Maximiser Account	\$561,832.27

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$182,320.35 remains outstanding as at 31 May, 2011 with approximately \$50,000.00 outstanding for 90 days or more. The three major ones being Sinosteel, Midwest Development Commission and the Mingenew Community Resource

Centre which Aimee Bendsorp and Ian Fitzgerald have been following up on. The rest of the bulk of the outstanding debtors is for Main Roads WA for private works.

The total outstanding rates debt is \$15,430.17 as at 31 May, 2011.

It should be noted that Rates Outstanding as at end of May, 2011 was \$16,340.49.

The Statement of Financial Activities Report contains explanations of Councils variances for the 2010 / 2011 financial year.

CONSULTATION

No consultation required

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are outlined in comments.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

110612 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.6.1

MOVED: Cr JL Holmes

SECONDED: Cr ET Hathaway

That Council adopts the Monthly Statement of Financial Activity for the month ending the 31 May, 2011.

CARRIED
Voting 7/0

9.6.2 ACCOUNTS FOR PAYMENT – MAY 2011

Agenda Reference: AO 06/11 - 01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 3rd June 2011
Author: Julie Borrett

SUMMARY

Council to confirm the payment of creditors for the month of May in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

ATTACHMENT

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13 (1).

BACKGROUND

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

COMMENT

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 14

POLICY IMPLICATIONS

Payments have been made under delegation

FINANCIAL IMPLICATIONS

Funds available to meet expenditure

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

110613 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.6.2

MOVED: Cr BP Horwood

SECONDED: Cr MP Pearce

That Council confirm the accounts as presented for May 2011 from the Municipal Fund totalling \$571289.33 represented by Electronic Funds Transfers of EFT5072 to EFT5159 and Cheque Nos 7362 – 7378.

CARRIED
Voting 7/0

10.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

12.0 CONFIDENTIAL ITEMS

Nil

13.0 COUNCILLOR REPORTS

Public Question Time

- Invite the Mid West Chamber of Commerce and Industry, local businesses and farmers to attend a community meeting – preferred date Wednesday 27th July 2011 at 7:30pm (alternative date 10/08/11)
- Staff to investigate fuel card and bulk fuel purchase options with Caltex / Geraldton Fuel Company with purchase from Palm Roadhouse.
- Mid West Chamber of Commerce and Industry are looking for a \$2,500 contribution from Council for their “Growing the Mid West” campaign – Council requests further information as to what is being received in return and options for a smaller contribution.

Information Bulletin

- Sports Advisory Committee Meeting – include budget submissions in 2011/12 Budget
- Cr Pearce enquired as to whether our Council will be affected by the issues in “Words of Warning” – Council acted on direction from ALGA (Constitutional Recognition of Local Government).
- Cr JL Holmes enquired as to how many applicants applied for Traffic Inspector? The Chief Executive Officer advised that 1 application has been received.
- 3 tenders received for Housing Tender – to be opened at end of meeting.
- Land Leases with Sports Club and Turf Club / Football Club – Cr Pearce enquired as to whether they had been approved – Ian Fitzgerald advised that staff are awaiting the consultation period closure before proceeding. No objections received to-date.
- As mentioned in WALGA Bulletins there will be increases to power tariffs – up to 29% increase for streetlights.

5:28pm Cr ET Hathaway exited the meeting.

Meetings attended

Cr MA Bagley

20th May Opening of the business units in Morawa
25th May Northern Country Zone Meeting - teleconference
26th May Regional Planning meeting in Three Springs

30 th May	ISA Governance Meeting in Mingenew
7 th June	Interview – 7:30 Report
9 th June	Audit Committee Meeting
14 th June	Structural Reform Working Group Meeting in Three Springs Interview with ABC News
24 th June	Governance ISA Meeting & ISA signing in Geraldton

Cr JL Holmes

14 th June	Structural Reform Working Group Meeting <ul style="list-style-type: none">- discussed amalgamation options for Mingenew, Morawa and Three Springs- Local Government Board in attendance- viability of boundary changes / taking land and process for consultation- boundary alignments does not go to poll – decision lies with Minister- resolve to update Business Plan first priority- next meeting August- second part to meeting involved Perenjori- Perenjori still willing to resource share- Group recognised importance of Mid West Regional Council- discussed Communication Strategy- J Elliot's contract is complete on 16 Sep – further funds to cover wages being sought from Department of Local Government.- Intergrated Planning funds only distributed to 3 shires (not Perenjori)- if costs go over budget, expenses to be covered by four shires (including Perenjori)
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Cr PJ Gledhill

7 th June	Sports Advisory Committee
9 th June	Audit Committee Meeting <ul style="list-style-type: none">- meeting well attended by most clubs / groups- process for project approval was reiterated

Cr MP Pearce

No meetings attended

Silver Chain Branch Committee scheduled for next week – Lucy Mutimer has requested a fence to be constructed at front of Silver Chain house. Staff to investigate options and costings.

Cr PJ Ward

No meetings attended

Cr BP Horwood

18 th May	WALGA teleconference <ul style="list-style-type: none">- preparing deputations from Mid West Regional Council in regards to Wubin – Mullewa Rd
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- many local governments not willing to contribute funds towards State Barrier fence and issue has become complicated
- Ian Carpentar spoke an amalgamations of Geraldton Greenough and Mullewa.
- Cr MA Bagley advised of Mingenew Council's discussions from previous meeting of Council
- next zone meeting is at Local Government Week in Perth.

14th June Tourist & Promotions Committee

- Discussed Five Year Plan and priorities for 2011 including the Avenue of Trees, a Static Display opposite the Roadhouse and Banners display.
- Ian Fitzgerald offered for Shire to purchase trees for avenue
- Financial records have been audited with positive report
- Committee advised of \$40,000 grant approval from Lotterywest for Railway Station conservation works
- Tourist Centre to open from 18th July – 8th October 2011.

General Discussions

Chief Executive Officer

The Wubin – Mullewa Road (Morawa to Perenjori section) has been recognised by Mr Buswell as the worst section of road however no funding confirmed to-date.

Cr JL Holmes

Cr JL Holmes advised that the next Community Resource Centre meeting is scheduled for 4th July 2011 at 6pm and she is not able to attend. No proxy delegate has been appointed.

110614 COUNCIL RESOLUTION 13.0

MOVED: Cr JL Holmes

SECONDED: Cr MP Pearce

That Cr BP Horwood be appointed the Community Resource Centre proxy delegate.

CARRIED

Voting 6/0

Cr BP Horwood to be provided with a copy of the Minutes from the previous meeting.

Cr JL Holmes also enquired as to the status of the Titles for Starick Tyres property. The Chief Executive Officer advised that the relevant paperwork is due to arrive this week to be sent to Geraldton and then Perth for final approval. Efforts have been made to ensure the application is moved through as fast as possible.

Cr MP Pearce

Cr MP Pearce advised that one property had been seen burning off on a Sunday and enquired as to appropriate action for advising or reminding locals of this prohibition. Cr MP Pearce advised to contact local Chief Fire Brigade Officer. Staff to conduct a letter drop to remind residents of procedures and restrictions in regards to burning off and firebreak requirements.

Cr MP Pearce requested that a note be taken in regards to the Sports Club Committee's concerns for the parking bay development as discussed with Mr Warren Borrett earlier in the meeting.

Cr PJ Ward

Cr PJ Ward enquired as to timeframe for removal of signs in relation to Karara and water issues? Signs are to be removed 42 days from the date of the letter sent from Council – Chief Executive Officer not sure of exact date letter sent.

Cr PJ Ward advised Council that Karara have completed construction of the pipeline up to the Yandanooka crossing. Installation of powerline beginning on Ward's property to begin soon.

Cr PJ Ward expressed concerns for property owners proposing to use water from Parmelia aquifer for projects such as horticulture development, would not have the capacity to extract enough without significant affect on environment due to the low levels in this area of the aquifer.

Cr PJ Ward advised that Karara have indicated they would like to build housing in Mingenew.

Cr BP Horwood

Cr Bp Horwood enquired as to whether Karara or Sinosteel had begun or increased trucking in Mingenew? Advised no.

In relation to previous discussions on firebreak requirements, Cr BP Horwood enquired as to consequences for not adhering to firebreak requirements? The Shire and Chief Bushfire Officer are responsible for policing however local area wardens are responsible for inspecting and monitoring. Fines are significant and can be up to \$50,000.

Cr MP Pearce

Cr MP Pearce enquired as to whether Karara had received feedback for the water licence application? The Department of Water have requested further information from Karara before approval given – response expected late June / July.

Cr MP Pearce enquired as to whether Sinosteel had paid account for Community Trust? Funds have been received in full.

Cr MP Pearce enquired as to contacts for dealing with HACC matters – advised that seniors should take concerns to Cr PJ Gledhill or Cr MP Pearce as Autumn Centre representatives. Cr MP Pearce to make contact in near future to advise on procedures.

Chief Executive Officer

Ian Fitzgerald advised Council that the City of Geraldton Greenough should expect a 7.6% increase in rates and a loss of 21 staff members (through natural attrition) as a part of 2011/12 Budget.

14.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday, the 20th July 2011 at 2:00pm.

15.0 CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 6:25pm

These minutes were confirmed at a meeting on 20th July 2011.

Signed: _____

Presiding Officer

Date: 20th July 2011