



MINUTES FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON  
WEDNESDAY  
**16<sup>TH</sup> NOVEMBER 2011**



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**SHIRE OF MINGENEW**  
**MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS,**  
**MINGENEW, ON WEDNESDAY THE 16<sup>TH</sup> NOVEMBER 2011**

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**1.0 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS**

The Presiding Member, Cr Michelle Bagley, declared the meeting open at 2:04pm.

**2.0 ATTENDANCE**

**2.1 PRESENT**

MA Bagley	President	Rural Ward
PJ Gledhill	Deputy President	Town Ward
PJ Ward	Councillor	Rural Ward
MP Pearce	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
AT Sobey	Councillor	Town Ward

**STAFF**

IB Fitzgerald	Chief Executive Officer
CL Watson	Manager of Finance & Administration
E Greaves	Community Development Officer

**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**

Nil

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

111101

**MOVED: Cr PJ Ward**

**SECONDED: Cr AT Sobey**

That the Minutes of the Ordinary Meeting of Council held on Wednesday, 19<sup>th</sup> October 2011, be confirmed as a true and accurate record of proceedings.

**CARRIED**

**Voting 7/0**

111102

**MOVED: Cr PJ Ward**

**SECONDED: Cr HM Newton**

That the Minutes of the Annual General Meeting of Electors held on Wednesday, 19<sup>th</sup> October 2011, be received.

**CARRIED**

**Voting 7/0**

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9.0 OFFICERS REPORTS**

<b>9.3.1</b>	<b>DELEGATIONS REGISTER</b>
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**Agenda Reference:** CEO 11/11-01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald, Chief Executive Officer

### **SUMMARY**

Council is requested to adopt the Delegations Register presented which has been amended to reflect the new staff appointment. There are no other changes to the register other than specifying purchase order authority limits.

### **ATTACHMENT**

A copy of the amended Delegations Register is attached to this item.

### **BACKGROUND**

Council last reviewed the Delegations Register in May 2011 as a result of staff changes.

### **COMMENT**

With the appointment of the Manager of Finance and Administration it has been necessary to amend the Delegations Register to reflect this appointment. The appointment of a shared Community Emergency Services Manager and changes to the Bushfire Control Officers are also reflected in the revised Delegations Register.

To provide clarity the Purchase Order authorization limit is noted for staff – as requested by Council's Auditors.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**111103      OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.1**

**MOVED: Cr MP Pearce**

**SECONDED: Cr GJ Cosgrove**

**That Council adopts the revised Delegations Register as presented.**

**CARRIED**  
**Voting 7/0**

<b>9.3.2</b>	<b>POLICY MANUAL – ANNUAL REVIEW</b>
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**Agenda Reference:** CEO 11/11-02  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald, Chief Executive Officer

### **SUMMARY**

Council is requested to review and adopt the revised Policy Manual as presented.

### **ATTACHMENT**

A copy of the revised Policy Manual has been provided as a separate document with this agenda.

### **BACKGROUND**

Council has previously resolved to adopt this Policy Manual at the June 2009 Council meeting and it has been reviewed in April 2010 and in part in April 2011 when new policies were added.

### **COMMENT**

The changes to the Policy Manual include:

- a) changes to position titles to reflect the current titles – remove Manager of Corporate Services and insert Manager of Finance and Administration
- b) inclusion of the Credit Card Policy (previously adopted by Council)
- c) inclusion of grey water usage and finished floor level conditions associated with building approvals (previously adopted by Council)
- d) inclusion of a credit card for the Manager of Finance and Administration

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Updated Policy Manual with corrected position titles is provided under separate cover.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

**111104      OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.2**

**MOVED: Cr PJ Gledhill**

**SECONDED: Cr MP Pearce**

**That Council adopts the updated Policy Manual as presented.**

**CARRIED**  
**Voting 7/0**



**9.3.3 LOT 100 QUEEN STREET MINGENEW**

**Agenda Reference:** CEO 11/11-03  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald, Chief Executive Officer

**SUMMARY**

Council is requested to consider advertising for the sale of Lot 100 Queen Street Mingenew which Council re-purchased in February 2011 for \$9,500 plus fees.

**ATTACHMENT**

Nil

**BACKGROUND**

Council sold the block in April 2006 with a condition if no longer required it needed to be sold back to Council at the original contract price. The then owners had not built on the land and re-sold the property back as per the agreed terms of the sale contract.

**COMMENT**

Council owns a number of vacant blocks in Mingenew and whilst planning some new housing, at present it is unlikely it would be built in the Queen Street area of town. This makes the land surplus to Council's requirements.

A search of real estate websites indicates there are a number of town lots currently on the market:

Lot 34 Oliver St	916sqm	\$35,000
Lot 20 Linthorne St	1101sqm	\$34,000
Lot 28 Shenton St	1214sqm	\$50,000
Lot 14 Ikewa St	822sqm	\$40,000

Lot 12 Midlands Rd                      850sqm                      \$45,000

Lot 100 Queen Street is 815sqm in area with no fencing and a gravel road access. Council has the option of:

- a) listing for sale at market value
- b) listing at a reduced price
- c) listing for sale or gifting block, with building conditions, at cost of fees only
- d) retaining the block for future use

The real estate and housing market is very quiet at present with few house or land sales occurring. Offering the land at a reduced price may encourage someone to purchase the land and build a house but this did not work with the previous sale of this lot. In other towns the giving away of land has helped to attract people and even businesses to the community and is worthy of consideration. With the number of other blocks currently for sale it appears unlikely a sale at market value would occur.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

The purchase of Lot 100 Queen Street was funded from the Building Reserve and any proceeds from the sale should be placed in that account for future projects.

#### **STRATEGIC IMPLICATIONS**

Council is keen to attract new residents to town and the offering of the land at a heavily subsidized price may help encourage new residents with a new house to come to Mingenew.

## VOTING REQUIREMENTS

Absolute Majority

### OFFICER RECOMMENDATION – Item No. 9.3.3

That Council resolves to sell Lot 100 Queen Street at a price of \$1,000, to cover transfer fee expenses, and that the condition of sale include the requirement for a residence to be constructed on the lot within 2 years from date of settlement.

### 111105 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.3

MOVED: Cr MP Pearce

SECONDED: Cr PJ Gledhill

That Council resolves to sell Lot 100 Queen Street at a price of \$1,000, to cover transfer fee expenses, and that the condition of sale include the requirement for a residence to be constructed on the lot within 2 years from date of settlement or be returned to Council at no cost.

CARRIED  
ABSOLUTE MAJORITY Voting 7/0

**NOTE:** The additional comment to return the land to Council at no cost was included to ensure Council have ownership at no cost if no development is carried out.

**9.3.4 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**

**Agenda Reference:** CEO 11/11-04  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald, Chief Executive Officer

**SUMMARY**

Council is required to appoint an Acting Chief Executive Officer following the resignation of the current Chief Executive Officer until a new appointment is made.

**ATTACHMENT**

Nil

**BACKGROUND**

The current Chief Executive Officer has submitted his resignation with effect 18<sup>th</sup> January 2012 but will cease duties on the 7<sup>th</sup> December 2011 due to previously approved absence on annual leave.

**COMMENT**

The Local Government Act 1995 requires Council to have a Chief Executive Officer appointed:

**5.36. Local government employees**

(1) *A local government is to employ —*

(a) *a person to be the CEO of the local government*

An Acting Chief Executive Officer can be appointed for a period of up to 12 months:

**5.39 Contract of Employment**

*an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting*

As advised at the October Council meeting the current Chief Executive Officer has submitted his resignation and with annual leave previously approved the last day in the office will be 7<sup>th</sup> December 2011.

The Chief Executive Officer's position has been advertised with applications closing on Monday 14<sup>th</sup> November and Council will be able to review applications received at the November Council meeting.

It is very improbable that a replacement will be in place before the 7<sup>th</sup> December and therefore Council will need to appoint an Acting Chief Executive Officer.

It is recommended that the Manager of Finance and Administration, Mr Cameron Watson, be appointed Acting Chief Executive Officer for the period 8<sup>th</sup> December 2011 to Wednesday 15<sup>th</sup> February 2012 unless the new Chief Executive Officer commences prior to that date. Mr Watson has previously acted in Chief Executive positions and is aware of the position's requirements.

There is no scheduled Council meeting for January 2012 and the February meeting is scheduled for 15<sup>th</sup> February. If required any extension to the acting appointment can be made at the February 2012 meeting by which time Council should have a confirmed start date for the new appointee.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

An adjustment will need to be made to the Manager of Finance and Administration's remuneration package to reflect the increased responsibilities, should Council endorse his appointment as Acting Chief Executive Officer.

## STRATEGIC IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION – Item No. 9.3.4

That Council;

- a) Appoint Mr Cameron Watson Acting Chief Executive Officer for the period 8<sup>th</sup> December 2011 to 15<sup>th</sup> February 2012 unless the new Chief Executive Officer commences prior to that date, and
- b) Authorize the Shire President and Chief Executive Officer to negotiate the remuneration package with the Acting Chief Executive Officer

### 111106 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.4

MOVED: Cr PJ Gledhill

SECONDED: Cr MP Pearce

That Council;

- a) Appoint Mr Cameron Watson Acting Chief Executive Officer for the period 8<sup>th</sup> December 2011 to 15<sup>th</sup> February 2012 unless the new Chief Executive Officer commences prior to that date, and
- b) Authorize the Executive Management Committee to negotiate the remuneration package with the Acting Chief Executive Officer

CARRIED

Voting 7/0

**NOTE: Council felt it more appropriate for the appointed delegates of the Executive Management Committee to be involved in the negotiations.**

<b>9.3.5</b>	<b>FORWARD CAPITAL WORKS PLAN</b>
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**Agenda Reference:** CEO 11/11-05  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald, Chief Executive Officer

### **SUMMARY**

Council adopted the current Forward Capital Works Plan (FCWP) in March 2011. To allow claims to be lodged for the next round of Royalties for Regions grants Council needs to identify projects that will be funded using this program. The current FCWP whilst identifying projects to be funded through the Royalties for Regions program for 2010/11 it does not identify projects for the out years.

Council is requested to consider and identify projects to be funded through the direct shire allocation of Royalties for Regions grants. Council's allocation is \$283,823.

### **ATTACHMENT**

A copy of the adopted Forward Capital Works Plan financial spreadsheet is attached.

### **BACKGROUND**

Council has received the 2010/11 funding of \$322, 874 and work has commenced on some of the identified projects.

### **COMMENT**

The Forward Capital Works Plan (FCWP) currently identifies aged housing as a priority project for 2011/12. Staff have commenced discussions with an architect on designing self-care aged persons units to be located on the land Council owns in Shenton Street – adjacent to the existing aged care units. The plans and costings have not been received as yet but an initial draft should be available before the end of the year.

The amount identified in the FWCP is \$1.05 million with those funds to come from Council. It is also planned that an application will be lodged with the Department of Housing and Works for funding under a joint venture arrangement similar to the way the current units were funded. It is possible therefore that Council could allocate the full allocation of \$283,823 towards the construction of new aged care units and reduce the amount Council will need to contribute.

In addition to the direct shire allocation there is also a regional component of the Royalties for Regions program (Shires of Mingenew, Morawa, Perenjori and Three Springs) of which Mingenew allocation is \$283,823 and the total regional pool \$1,333,111. In preliminary discussions with the other shires it has been suggested these funds be allocated to staff/young professionals housing in each of the communities. This should also be identified in the FCWP if Council supports this use of the funds. At present the FWCP suggests \$650,000 of the regional component will be spent on roadworks but this is very unlikely to be the case especially as funding has been almost fully secured for the Depot Hill Road crossing upgrade.

A draft FCWP funding spreadsheet is attached for Council's consideration.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The Royalties for Regions funding has assisted Council to reduce their infrastructure backlog and generally improve the standard of community facilities.

Council will receive a direct allocation of \$283,823 in 2011/12 to assist with projects identified in the FCWP. There is no guarantee that direct funding will be received in future years as there is a suggestion the funding may be allocated 100% to regional projects. Council has submitted a request that direct funding should be continued.



In 2010/11 Council received funding from the regional component to help fund the Depot Hill Road crossing upgrade and it is anticipated final funding for this project will be secured early in 2012 allowing the project to proceed.

### **STRATEGIC IMPLICATIONS**

The use of Royalties for Regions funding has allowed Council to improve the standard of community facilities and future funding will assist in providing new housing and facilities for our community.

### **VOTING REQUIREMENTS**

Simple Majority

#### **111107 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.5**

**MOVED: Cr MP Pearce**

**SECONDED: Cr HM Newton**

**That Council:**

- a) Discuss the allocation of Royalties for Regions funding for 2011/12, 2012/13, 2013/14, and 2014/15**
- b) Determine the projects to be funded**
- c) Adopt the amended Forward Capital Works Plan**
- d) Submit the amended plan to the Department of Regional Development and Lands for approval**

**CARRIED**  
**Voting 7/0**

### 9.3.6 SHIRE LOGO

**Agenda Reference:** CEO 11/11-06  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald, Chief Executive Officer

#### SUMMARY

Council is requested to consider a new logo for use on promotional items, entry signage and staff uniforms.

#### ATTACHMENT

A sample of colour options of possible new logo is attached.

#### BACKGROUND

Council has previously requested staff explore obtaining a corporate shirt/blouse for use by Councillors and staff when attending external meetings. A new logo to use on the corporate wear has been investigated with previous designs proving unsuitable for embroidering onto clothing.

#### COMMENT

With the assistance of a designer from Guardian print a range of logo options were developed and then the staff has short listed to the 2 designs on the attachment. It is important that the logo clearly depicts Mingenew, is easily read but does not be of a size to detract from the corporate wear.

It is the author's belief that style 1 as attached would meet the needs of Council. It clearly depicts Mingenew as a grain area and incorporates our vision of Standing Proud, Growing Strong discussed during the recent community strategic planning workshop. All of the options include the colour red, which together with white, are recognized as the Mingenew colours.

It is envisaged that the new logo would be used on new promotional compendiums, business cards, corporate uniforms and entry signage on the shire boundaries. The logo does not

include the word “shire” and therefore could be used on other promotional items if approval is given by Council.

It is not intended to replace the official emblem on letterheads and common seal with this logo at this stage but it is something Council may wish to consider in the future.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The logos have been prepared at minimal cost and allowance is included in the budget for the purchase of promotional items and corporate uniforms. (It was originally intended all Councillors and staff would receive 1 top free with further purchases at a cost determined by Council.)

### **STRATEGIC IMPLICATIONS**

The new logo would send a clear message as to the values we hold in Mingenew and would positively promote Mingenew.

### **VOTING REQUIREMENTS**

Simple Majority

**111108 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.3.6**

**MOVED: Cr MP Pearce**

**SECONDED: Cr AT Sobey**

**That Council considers the adopting of a new logo for use on promotional items and corporate wear.**

**CARRIED**

**Voting 7/0**

**9.4 EMERGENCY SERVICES**

**9.4.1 PROPOSED JOINT LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)**

**Agenda Reference:** CESM 11/11-01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shires of Mingenew, Morawa, Perenjori & Three Springs  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> November 2011  
**Author:** Rick Ryan, Community Emergency Services Manager

**SUMMARY**

Each local government is required, under the Emergency Management Act 2005, to establish at least one local emergency management committee for its district.

Two or more local governments, may, with the approval of the State Emergency Management Committee (SEMC), agree to unite for the purposes of emergency management.

This report recommends that the Shire of Mingenew unite with the Shires of Morawa, Perenjori and Three Springs to form one Local Emergency Management Committee (LEMC) to cover all four Shires.

**ATTACHMENT**

Nil

**BACKGROUND**

On the 1<sup>st</sup> of November a meeting was held between Mr Ian Fitzgerald (CEO of Mingenew) and Mr Rick Ryan (Community Emergency Service Manager – Mingenew, Morawa and Perenjori and Three Springs) to discuss the feasibility of all four Shires forming a joint Local Emergency Management Committee (LEMC).

**COMMENT**

The meeting referred to above, decided that it should be recommended to the Shire of Mingenew to unite with the Shires of Morawa, Perenjori and Three springs to form a joint LEMC and that the following arrangements apply:

- The inaugural meeting of the united LEMC to be held at the end of February 2012, at a date, time and location to be determined.
- That the following people be invited to the meeting:
  - One elected members from each Shire
  - CEO from each Shire
  - Officers in Charge of the Police Stations in Mingenew, Morawa, Perenjori and Three Springs
  - Chief Bush Fire Control Officers from each Shire
  - VFS Captain from Morawa
  - SES Manager from Morawa
  - St John Ambulance representative
  - Works Managers from each Shire
  - Representatives from Three Springs and Morawa Hospitals and Mingenew Silver Chain
  - Local Government Administrative Support for the proposed LEMC
  - Department of Child Protection (DCP) Geraldton – Ms Helen Kent
  - CEMO FESA Midwest – Mr Tex McPherson
- The LEMC Chair and Deputy Chair be elected from the elected members representing each of the Shires. Rotate the Chair and Deputy every two years.
- The meeting of the LEMC will rotate between all four Shires.

Mr Rick Ryan, with assistance from Mr Tex McPherson (Community Emergency Management Officer – Midwest) has offered to write up the Local Emergency Management Arrangements for the proposed united Mingenew/Morawa/Perenjori and Three Springs LEMC and to organize training for volunteers and agency representatives who would be involved in recovery operations after an emergency.

**CONSULTATION**

CEO – Shire of Mingenew

OIC of the Mingenew Police Station, Glenn South

Community Emergency Management Officer – FESA Midwest, Tex McPherson

**STATUTORY ENVIRONMENT**

Emergency Management Act 2005 – s 34.2 & 38

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**111109 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.4.1**

**MOVED: Cr PJ Gledhill**

**SECONDED: Cr HM Newton**

**That Council supports the formation of a joint Local Emergency Management Committee for the Shires of Mingenew, Morawa, Perenjori and Three Springs and to participate in and contribute to emergency management requirements, as necessary.**

**CARRIED**

**Voting 7/0**



**9.6 FINANCE**

**9.6.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 OCTOBER, 2011**

**Agenda Reference:** MFA 09/11- 01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 9 November, 2011  
**Author:** Cameron Watson – Manager Finance & Administration

**SUMMARY**

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

**ATTACHMENT**

Finance Report ending 31 October, 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 October, 2011 is \$1,400,027

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	\$90,126.68
Business Cash Maximiser (Municipal Funds)	\$915,468.62
Trust Account	\$85,232.10
Reserve Maximiser Account	\$431,554.60

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. \$86,252.14 remains outstanding as at 31 October, 2011 with \$12,806.90 outstanding for 30 days or more.

It should be noted that Rates Outstanding as at end of October, 2011 was \$186,310.04 current year and \$11,625.59 arrears, totaling \$197,935.63.

The total domestic and commercial refuse charges outstanding is \$7,100.57 as at 31 October, 2011.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2011 / 2012 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

**111110 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.6.1**

**MOVED: Cr PJ Ward**

**SECONDED: Cr HM Newton**

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

**CARRIED**  
**Voting 7/0**

**9.6.2 ACCOUNTS FOR PAYMENT – October, 2011**

**Agenda Reference:** AO 11/11 - 01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 11<sup>TH</sup> November 2011  
**Author:** Julie Borrett

**SUMMARY**

Council to confirm the payment of creditors for the month of October 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

**111111 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 9.6.2**

**MOVED: Cr AT Sobey**

**SECONDED: Cr PJ Gledhill**

**That Council confirm the accounts as presented for October 2011 from the Municipal Fund totalling \$486,369.96 represented by Electronic Funds Transfers of EFT5521 to EFT5606, Cheque Nos 7448 – 7460 and Trust Cheque Nos 386 – 389.**

**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**

**111112 COUNCIL RESOLUTION 11.2.1**

**MOVED: Cr MP Pearce**

**SECONDED: Cr HM Newton**

**That Council accept the late agenda item 11.2.1 as new business of an urgent nature for discussion.**

**CARRIED**  
**Voting 7/0**

## LATE ITEM

### 11.2.1 EXTRA MASS PERMIT – H & MJ CHIVERS

**Agenda Reference:** CEO 11/11-01  
**Location/Address:** Shire of Mingenew  
**Name of Applicant:** H & MJ Chivers  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Date:** 16<sup>th</sup> November 2011  
**Author:** Ian Fitzgerald – Chief Executive Officer

## SUMMARY

The purpose of this report is for Council to consider a request from Mr Gary Chivers for permission to use a prime mover and 2 trailer configuration on Switchback Road for the carting of grain.

## ATTACHMENT

A copy of the letter received from Mr Chivers is attached.

## BACKGROUND

Council recently gave approval to Mr Murray Thomas to use a 21metre configuration on Switchback Road during harvest and for occasionally carting of fertiliser and lime sands during the year. A 70km per hour speed restriction was imposed on Mr Thomas.

## COMMENT

Mr Chivers has discussed with the previous Chief Executive Officer using extra mass vehicles on the road for the carting of grain but there has been no contact recently on this matter. There has been contact from road transport inspectors who have advised that operators on this route have not obtained Main Roads approval and the road does not appear on the Restricted Access Vehicle (RAV) system.

Main Roads WA hopes to carry out an inspection of the Switchback Road during the week 16 – 23 November to see whether it is suitable to be added to the RAV 4 network which covers vehicles up to 27.5 metres. There is virtually no possibility of the road being classified as suitable for road trains and in any event such a classification would not be supported by staff or presumably Council.

Until Main Roads carry out their inspection as to the suitability of the road it is understood only vehicles of up to 19 metres can be used – as per the existing signage.

The request from Mr Chivers for road train access is for land that only has access to Switchback Road.

**STATUTORY IMPLICATIONS**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**111113 OFFICER RECOMMENDATION & COUNCIL RESOLUTION 11.2.1**

**MOVED: Cr GJ Cosgrove**

**SECONDED: Cr PJ Gledhill**

**That Council:**

- a) **Acknowledges the request from H & MJ Chivers for road train access to Switchback Road for grain carting**
- b) **Advises that Main Roads WA will be inspecting the road to ascertain what size vehicles are to be permitted to use the road, and**
- c) **Will advise Mr Chivers of the determination from Main Roads WA as soon as it is known**
- d) **Further advises Mr Chivers that no Council approval can be given until Main Roads have provided their advice as to the vehicle size permitted to use Switchback Road.**

**CARRIED**  
**Voting 7/0**



## **12.0 CONFIDENTIAL ITEMS**

Nil

## **13.0 COUNCILLOR REPORTS**

### **INFORMATION BULLETIN**

The Chief Executive Officer provided a brief on the reports within the Information Bulletin.

- The Chief executive Officer also advised that Leonard Tangey has resigned and will leaving within the next two weeks.
- The Exploring Wildflower Country Project – for the Midlands route is being investigated. A draft consultants report should be available in December 2011.
- Mingenew received a regional award (Midwest / Gascoyne region) in the 2011 Tidy Towns Sustainable Communities program for Water Conservation.
- The Asset Management Plan is having a final review on the 22<sup>nd</sup> November 2011 to finalise minor adjustments.
- The Turf Club Stewards Tower is located at the Recreation grounds (not currently erected) and Council is encouraged to view to determine whether cladding is still a requirement.
- The reticulation of the race track is almost complete and the Works Manager anticipates it will be turned on next week.

Cr HM Newton advised that, in relation to determining black spots throughout the Shire for phone coverage, she has 16 sites nominated – list to be provided to the Chief Executive Officer.

Cr HM Newton enquired as to the expected start up time for the iron ore stockpile to begin operation. The Chief Executive Officer advised that they were expected to begin next week – preparation and construction at the site on Eleanor Street has begun. Another enquiry was made as to whether Rick & Linley Starick had made contact with Karara to clarify outstanding concerns. The Chief Executive Officer advised that yes they had met with Karara staff, as he had made the arrangements himself. Cr HM Newton requested a copy of the EPA approvals – a copy of the original Karara stockpile proposal be provided which will answer further queries.

Cr MP Pearce enquired as to what the initial reaction from Reliance was on contributing towards an Eco toilet at their fuel site – the Chief Executive Officer advised that discussions were positive and Reliance have requested further information.

### **COUNCILLOR MEETING ATTENDANCE**

Cr MA Bagley

25/10/11 Tidy Towns Regional Awards Ceremony

C PJ Gledhill

25/10/11 Tidy Towns Regional Awards Ceremony

Cr HM Newton

15/11/11 CRC AGM

- Cameron Watson elected Chairperson of CRC
- Strategic Planning workshop scheduled for 26/11/11
- Staff and community meeting with Community Development Officer on 17/11/11 to discuss establishment of Youth group.
- Coordinator – Diane Morgan requested Long Service Leave to be taken in March 2012 – Kym McGlinn to become Acting Coordinator for this period.

Cr PJ Ward

25/10/11 Tidy Towns Regional Awards Ceremony

Cr MP Pearce

24/10/11 Tourist & Promotions Committee AGM and General Meeting

- Annette Thomas elected President
- 3498 visitors were recorded for the Tourist Centre in 2011
- 511 volunteer hours donated to manning the Centre
- A memorial plaque is going to be erected at the circle tree bench in front of Tourist Centre for Mrs Marguerite Newton

27/11/11 Community Strategic Planning Workshop

Cr GJ Cosgrove

Nil attended.

Cr AT Sobey

22/10/11 Silver Chain Branch Committee

- Committee wanting to focus on Men's Health initiatives

### **INFORMATION SESSION**

Cr PJ Gledhill provided a proposed design sketch for an access ramp to the National Bank on Midlands Rd. The design to be provided to the Environmental Health / Building Officer for comment. Staff to proceed with discussions with NAB.

Cr PJ Gledhill advised that the Railway Station Project – phase 1 has been completed with grant funding from Lotterywest to address the rising damp issue.

Cr HM Newton enquired as to whether a plumber has been arranged to sign off on water for Starick Tyres yet? The Chief Executive Officer advised this had not yet occurred.

Cr HM Newton enquired as to whether the Gardener position, currently undertaken by Jan Hicks (who will be finishing on the 7<sup>th</sup> December 2011), would be advertised? The Chief Executive Officer advised that yes it will be advertised in the near future.

Cr PJ Ward advised that Kym McGlinn had approached him to discuss installing a real estate notice board. The Community Development Officer advised that the Shire had

recently purchased a notice board to be erected on the side of the Bank along the CRC access walkway. This could be utilised. The Community Development Officer to advise Kym of possible board space availability.

Cr PJ Ward advised that Karara Mining have indicated they will not require the full allocation of 5.3 GL of water, only 4.3 GL now identified as needed ( and amount will be continually reviewed) and they are willing to offer the remaining allocation to local businesses.

Cr MP Pearce enquired as to whether the power points at the Autumn Centre had been relocated as requested by HACC – the Chief Executive Officer advised he thought this had been carried out and he will follow up.

Cr AT Sobey enquired as to when the Depot Hill Crossing upgrade project would begin – the Chief executive Officer advised it is expected in February 2012.

Cr AT Sobey is continuing to investigate the establishment of a Men's Shed. Discussion with Rotary Australia about support of project is being undertaken. Other possible funding partners may include Beyond Blue. Behind the Autumn Centre would be an ideal location if viable. Cr AT Sobey to continue liaising with the Community Development Officer.

Cr AT Sobey indicated his disappointment at the lack of response from the Community Survey (in relation to Community Plan). Encouraged Council to take a more active role in encouraging individuals to complete the survey or verbally provide feedback.

**3:25pm Meeting adjourned for Afternoon Tea. Special afternoon tea to farewell the current Chief Executive Officer – Ian Fitzgerald and partner, and employee, Jan Hicks.**

**4:32pm Meeting reopened with Cameron Watson not in attendance.**

Council discussed the process for reviewing the CEO applications and arranging interviews. It was resolved to hold interviews on Monday the 28<sup>th</sup> November 2011 with the Executive Management Committee and current Chief Executive Officer to be present. Delegated Councillors and staff to be in attendance at 8:30am for first interview.

#### **14.0 TIME AND DATE OF NEXT MEETING**

**That the next Ordinary Council Meeting be held on Wednesday, the 21st December 2011 at 2:00pm.**

**15.0 CLOSURE**

The Shire President thanked all for attending and declared the meeting closed at 4:57pm.

These minutes were confirmed at a meeting on 21<sup>ST</sup> December 2011.

Signed: \_\_\_\_\_

Presiding Officer

Date: 21<sup>ST</sup> December 2011.