



AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
MONDAY
25TH OCTOBER 2010



SHIRE OF MINGENEW
ORDINARY COUNCIL MEETING NOTICE PAPER
25TH OCTOBER 2010

Madam President and Councillors,

An ordinary meeting of Council is called for **Monday, 25th October 2010**, in the Council Chambers, Victoria Street, Mingenew, commencing at **2:30pm**.

Ian Fitzgerald
Chief Executive Officer
21st October 2010

MINGENEW SHIRE COUNCIL

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of Mingenew Shire Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Mingenew Shire Council. The Mingenew Shire Council warns that anyone who has an application lodged with the Mingenew Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Mingenew Shire Council in respect of the application.

SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
22 SEPTEMBER 2010 COMMENCING AT 2:30PM.

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
- 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE
- 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- 4 PUBLIC QUESTION TIME
- 5 APPLICATIONS FOR LEAVE OF ABSENCE
- 6 CONFIRMATION OF PREVIOUS MEETING MINUTES

OFFICER RECOMMENDATION – ITEM 6.1

That the Minutes of the Ordinary Council Meeting held on the 22nd September 2010 be confirmed.

- 7 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
 - 7.1 MEETINGS INVOLVING COUNCILLORS
 - 7.2 ADMINISTRATION MATTERS
 - 7.3 COMING EVENTS
 - 7.4 SPECIAL ANNOUNCEMENTS
- 8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS
- 9 OFFICERS REPORTS
 - 9.1 PLANNING WORKS AND SERVICES
Nil
 - 9.2 HEALTH, BUILDING AND TOWN
Nil
 - 9.3 ADMINISTRATION
 - 9.3.1 Corporate Uniform – Councillors
 - 9.3.2 State Caravan Club Rally
 - 9.3.3 Extra Mass Permit - Thomas
 - 9.3.4 Extra Mass Permit - Rowe

9.4 CORPORATE SERVICES

9.4.1 Xmas / New Year Office Closure

9.5 COMMUNITY DEVELOPMENT

Nil

9.6 FINANCE

9.6.1 Finance Report for September 2010

9.6.2 Accounts Due and Submitted for Payment for September 2010

Chief Executive Officer

9.3.1 CORPORATE UNIFORM - COUNCILLORS

Agenda Reference: CEO 10/10-01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 19th October 2010
Author: Ian Fitzgerald

Signature of Author: _____

SUMMARY

Council has previously considered the purchase of a corporate polo/dress shirt for Councillors and staff to wear when attending training sessions and other informal external functions where they are representing Council. A new logo design has been selected and a polo shirt design.

More recently some of the female Councillors thought it may be more appropriate to go for a suit style jacket to be used as the corporate uniform – in the same style that the female staff have available at present. The same fabric is available in a men’s suit jacket.

Staff have been waiting for the new price list to be released before bringing this back for Council’s consideration.

All information is now available and Council is now invited to make a decision on the corporate uniform they would like to see made available.

ATTACHMENT

Photographs of the suit style jackets available through local governments corporate wear provider together with some photographs of the polo shirts available from the same source. These polo shirts are not available in the red and white combinations that reflect Mingenew’s colours.

BACKGROUND

Councillors Pearce and Holmes first raised the concept of a corporate shirt for Councillors after attending a training day where it was noted Councillors from other shires had this type of uniform and it was felt this would a good way to promote the Mingenew Shire.

COMMENT

Staff worked with Guardian Print and a design depicting Mingenew Hill was prepared. This logo was designed in such a way that should the amalgamation of the 4 shires proceed the

words “Shire of” could be deleted and we would then have Mingenew town logo that could be used on tourist promotional items etc.

At the same time sourced a range of polo shirts in red and white designs and a suitable style was chosen. These shirts are available at a cost of approximately \$33 each – depending on the quantity ordered. Embroidery of the logo onto the shirts could be completed within the price of the shirt, again depending on the number of shirts ordered.

Some Councillors indicated an interest in a dress style shirt/blouse as the staff currently wears. These are available in a range of styles and colours with a price range of \$ 33 -55 with embroidery of the logo available free of cost if Council decides to apply it to all staff uniforms. The cost of having the logo embroidered separately has been estimated at \$8 per garment.

At Local Government Week it was noted some councils provide their elected members with a dress/suit style jacket with the shire logo on the breast pocket. These jackets are available in 2 styles for women – collarless button through jacket with patch pockets in a charcoal colour with pin stripe - \$167 each, or 3 button tailored jacket in charcoal, navy, or black for \$145. Similar jackets (single breasted 2 button) are available for men at \$175 for charcoal pin stripe or \$156 for other jackets in navy or black. The styles and colours vary as do the type of fabric – 100% wool or polyester, wool, lycra blend.

For comparison purposes the various cost options are:

7 * polo shirts with logo embroidered - \$287

7 * dress shirts/blouses with logo embroidered - \$441 (will depend on style selected)

7 * jackets with logo embroidered - \$1281 (will depend on style selected)

If the polo style is selected and is purchased for all staff, as it was originally intended, there may be some savings to be negotiated and it would be possible to obtain a mix of polo and dress shirts depending on individual councillors preference. A selection of dress shirts and jackets will be available for Councillors to view at the Council meeting.

CONSULTATION

Councillors, staff and uniform suppliers.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

The costs outlined above can be met from existing budget allowances.

STRATEGIC IMPLICATIONS

The provision of some form of corporate uniform will help promote the Shire of Mingenew when Councillors and staff are attending external functions.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION – ITEM 9.3.1

That Council purchase a dress blouse/shirt with the new logo for each Elected Member.

9.3.2 STATE CARAVAN CLUB RALLY

Agenda Reference: CEO 10/10-02
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 19th October 2010
Author: Ian Fitzgerald

Signature of Author: _____

SUMMARY

Councillor Pearce has requested the distribution of funds resulting from the State Caravan Club rally held in Mingenew in September 2010 be listed for discussion at the October Council meeting.

The income and expenditure from the event are detailed within this report.

ATTACHMENT

Nil

BACKGROUND

Council has previously given approval for the State Caravan Club Rally for 2010 to be held in Mingenew following a presentation from Mr. Ivan Wilton, Freeman of the Shire. The rally could not be hosted in the normal caravan park because of the numbers and the desire of the various clubs around the state to all be in the one location.

COMMENT

A very successful rally was held over the long weekend of 24-27 September with some 140 caravans attending the event – slightly down on the anticipated number of attendees. The event was very successful with no problems reported and many favourable comments received from the caravaners and the organising committee. There is one letter included in the Information Bulletin which conveys appreciation to the Mingenew community for their input and participation in the event.

Several community groups provided catering for evening meals or breakfast and two local bus contractors were engaged to provide a tour of the district on Saturday and Sunday afternoons. This proved very popular and resulted in the need for an extra bus to be hired in to meet the demand. It is estimated that the rally injected some \$50,000 into the local community.

The facilities and the oval were all left in a very clean and tidy state at the conclusion of the 3 day rally.

Several of the caravaners came to the area a bit earlier and I understand some stayed in Dongara, Arrino, Geraldton and at the local caravan park in the lead up to the official rally on the oval.

Council received direct payment of \$4,590 for the hire of our facilities and for the cost of the tours on Saturday and Sunday. We have payments to make of \$3,100 for the hire of additional toilets and \$635 for the hire of the Carnamah bus. This leaves a balance of \$855.

The last time we hosted a caravan club rally, a much smaller event on that occasion, a 15% donation was made to the local caravan park owners.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As can be seen from the figures above Council itself has a small margin of income over expenditure however the community has a whole has gained through patronage at the roadhouse, IGA, bakery, hotel, use of the local bus contractors and the catering provided by the various community groups.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION– ITEM 9.3.2

That Council make a donation to the Mingenew Caravan Park equal to the balance of funds remaining from the State Caravan Rally after all expenses have been paid.

9.3.3 EXTRA MASS PERMIT

Agenda Reference: CEO 10/10-03
Location/Address: Shire of Mingenew
Name of Applicant: IB Thomas & Son
File Reference:
Disclosure of Interest: Nil
Date: 21st October 2010
Author: Ian Fitzgerald

Signature of Author: _____

SUMMARY

Council has received a request from IB Thomas & Son for permission to use a 6 wheel truck and 10 wheel dog on Switchback Road during the months of late October to the end of December for the carting of grain from their property.

ATTACHMENT

Nil

BACKGROUND

Council has previously set restrictions on the type of vehicles that can access Switchback road.

COMMENT

Switchback Road is one of the poorer standard roads within the Shire of Mingenew with sections that are narrow and others with limited sight vision. It is for these reasons Council has not given open access to larger vehicles to the road.

The request from IB Thomas & Son to use the road is for a limited period of time during harvest but it is acknowledged this is the time when many large vehicles are on the roads.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION – ITEM 9.3.3

That Council not grant approval for IB Thomas & Son to access Switchback Road Mingenew with a 6 wheel truck and 10 wheel dog vehicle from late October to the end of December 2010.

9.3.4 EXTRA MASS PERMIT

Agenda Reference: CEO 10/10-04
Location/Address: Shire of Mingenew
Name of Applicant: Mr. B. Rowe – Memory Well
File Reference:
Disclosure of Interest: Nil
Date: 21st October 2010
Author: Ian Fitzgerald

Signature of Author: _____

SUMMARY

Council has received a request from Mr. Brendan Rowe for permission to use a truck combination of 25.5 metres in length on that section of the Coalseam Road that passes through the Coalseam Conservation Reserve during the 2010 harvest period. The road currently has a restriction of 19 metre length vehicles on that section.

ATTACHMENT

Nil

BACKGROUND

Council has previously set restrictions on the type of vehicles that can access Coalseam Road with that section that passes through Coalseam Reserve generally limited to 19 metres.

COMMENT

In general the Coalseam Road is in condition with good formation and sight distances. The 4km section that passes through Coalseam Park has two reasonably steep crossings but otherwise is in good condition.

During the harvest period the number of tourists who visit the reserve is quite small due to the normally hot and dry conditions.

The request from Brendan Rowe to use the road is for a limited period of time during harvest – a period of 3 – 4 weeks.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council grant approval for IB Thomas & Son to access Switchback Road Mingenew with a 6 wheel truck and 10 wheel dog vehicle from late October to the end of December 2010 to allow the carting of grain from their property.

9.4 CORPORATE SERVICES

9.4.1 CHRISTMAS / NEW YEAR OFFICE CLOSURE

Agenda Reference: MCS 10/10 - 01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 14th October 2010
Author: Chris Jackson

Signature of Author: _____

SUMMARY

Council approval is sought for the closure of the Shire of Mingenew office over the Christmas – New Year period.

ATTACHMENT

Nil

BACKGROUND

Council has, in previous years, permitted the closure of the Shire Office over the Christmas– New Year period with staff utilising public holidays, days in lieu of Public Holidays, Rostered Days Off or Annual Leave to cover absences.

COMMENT

This year Christmas and New Year's days fall on a Saturday. The Public Holidays are;

Monday 27th December 2010 (Christmas Day Public Holiday)

Tuesday 28th December 2010 (Boxing Day Public Holiday)

Monday 3rd January 2011 (New Years day Public Holiday)

Normal Work days would be;

Friday 24th December 2010

Wednesday 29th December 2010

Thursday 30th December 2010

Friday 31st December 2010

The period between Christmas and New Year is traditionally very quiet and Council has received no complaints due to office closures during this period. It is an opportunity for staff to have a break ready for the New Year.

It is proposed that this year the Shire Office close on Friday 24th December 2010 at midday and re-open on Tuesday the 4th of January 2011.

Friday 24 th December	Close office at midday
Monday 27 th December	Public Holiday
Tuesday 28 th December	Public Holiday
Wednesday 29 th December	Office closed – day in Lieu
Thursday 30 th December	Office closed – staff RDO
Friday 31 st December	Office closed – day in lieu
Monday 3 rd January	Public Holiday

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.4.1

That Council approve that the Shire Office close at midday on Friday 24th December 2010 and reopen on Tuesday 4th of January 2011 and that the appropriate advertising of the closure be initiated by staff.

9.6 FINANCE

9.6.1 FINANCE REPORT FOR SEPTEMBER 2010

Agenda Reference: SFO 10/10 - 01
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date:
Author: Kylie McGree

Signature of Author: _____

SUMMARY

The Monthly Statement of Financial Activity report for the month ending 30th September 2010 is presented to Council for adoption.

ATTACHMENT

Finance Report for September 2010

BACKGROUND

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

COMMENT

Nil

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Financial Management Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.6.1

That Council adopt the Monthly Statement of Financial Activity for the month ending the 30th September 2010.

9.6.2 ACCOUNTS DUE AND SUBMITTED FOR PAYMENT

Agenda Reference: AO
Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: n/a
Disclosure of Interest: Nil
Date: 1st October 2010
Author: Julie Borrett

Signature of Author: _____

SUMMARY

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

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION– ITEM 9.6.2

That Council confirm the accounts as presented for September 2010 from the Municipal Fund totalling \$462,808.60 represented by Electronic Funds Transfers of EFT4481 to EFT4557 and Cheque No's 7259 - 7274.

- 10 ELECTED MEMBERS/ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
 - 11.1 ELECTED MEMBERS**
 - 11.2 STAFF**
- 12 CONFIDENTIAL ITEMS**
 - 12.1 Organisational Structure Review
- 13 COUNCILLOR REPORTS**
- 14 TIME AND DATE OF NEXT MEETING**

OFFICER RECOMMENDATION – ITEM 14.1

That the next Ordinary Council Meeting be held on Wednesday the 17th November 2010 commencing at 2:30pm.

- 15 CLOSURE**