



MINUTES OF THE ORDINARY COUNCIL MEETING

6 DECEMBER 2023

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
6 DECEMBER 2023 COMMENCING AT 5.00PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 5:00pm.

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Councillors

Cr GJ Cosgrove	Shire President
Cr HR McTaggart	Deputy President
Cr JD Bagley	Councillor
Cr JR Holmes	Councillor
Cr AT Pearse	Councillor
Cr AR Smyth	Councillor
Cr RA Starick	Councillor

Apologies

Nil

Staff

Mr Matt Fanning	Chief Executive Officer
Mrs Helen Sternick	Manager Corporate Services
Mr Shane Noon	Works Manager
Ms Erin Greaves	Governance and Community Manager

Guests

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Cr HR McTaggart requested a Leave of Absence for the 21 February 2024 meeting, subject to approval of meeting dates for 2024.

COUNCILLOR MOTION AND COUNCIL DECISION – ITEM 5.1 – RESOLUTION# 01061223

MOVED: Cr HR McTaggart

SECONDED: Cr JR Holmes

Council approves a Leave of Absence for Cr HR McTaggart for the Ordinary Council Meeting proposed for 21 February 2024.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING HELD 18 OCTOBER 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 7.1 – RESOLUTION# 02061223

MOVED: Cr JR Holmes

SECONDED: Cr AT Pearse

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 18 October 2023 be confirmed as a true and accurate record of proceedings.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

7.2 SPECIAL COUNCIL MEETING HELD 15 NOVEMBER 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 7.2 – RESOLUTION# 03061223

MOVED: Cr JD Bagley

SECONDED: Cr JR Holmes

That the Minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 15 November 2023 be confirmed as a true and accurate record of proceedings.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

9.0 DECLARATIONS OF INTEREST

Declaration of Interest forms were submitted from Cr JR Holmes, Cr HR McTaggart and Cr AR Smyth, disclosing proximity interests (landowners of affected or adjacent property) for Item 13.4 Consultation on 2023 Map of Bush Fire Prone Areas.

10.0 RECOMMENDATIONS OF COMMITTEES

10.1 SHIRE OF MINGENEW AUDIT & RISK COMMITTEE

10.1.1 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING HELD 30 NOVEMBER 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 10.1.1 – RESOLUTION# 04061223
MOVED: Cr HR McTaggart SECONDED: Cr AR Smyth

That the Minutes of the Shire of Mingenew Audit & Risk Committee Meeting held on 30 November 2023 be received.

VOTING REQUIREMENTS: **CARRIED BY SIMPLE MAJORITY 7/0**
(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

10.1.2 ANNUAL REPORT, FINANCIAL REPORT AND INDEPENDENT AUDIT REPORT 2022/23

COMMITTEE RECOMMENDATION AND COUNCIL DECISION – ITEM 10.1.2 – RESOLUTION# 05061223
MOVED: Cr HR McTaggart SECONDED: Cr AT Pearse

Council:

- a) By Absolute Majority, receives the Annual Report 2022/23 including the signed Annual Financial Report and Independent Auditor's Report for the 2022/23 financial year in accordance with s.5.54 of the *Local Government Act 1995* as presented; and
- b) Holds its Annual Meeting of Electors on Wednesday, 31 January 2024 at 5:00pm to discuss the contents of the annual report and any other matters, in accordance with s5.27 of the *Local Government Act 1995* and Regulation 15 of the *Local Government (Administration) Regulations 1996*.

VOTING REQUIREMENTS: **CARRIED BY SIMPLE MAJORITY 7/0**
(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

11.0 CHIEF EXECUTIVE OFFICER

11.1 PROPERTY DEEMED UNINHABITABLE - 19 IKEWA STREET, MINGENEW

Location/Address: 19 Ikewa Street, Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: A267
Date: 30 November 2023
Author: Allan Ramsay, Environmental Health Consultant
Authorising Officer: Matt Fanning, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

To consider issuing a final direction to the owners of 19 Ikewa Street, Mingenew to have the house demolished following nil action from the notices issued, as a result of Council's decision in June 2023.

Key Points

- Since the decision to issue a notice to have the house demolished and property cleaned up in June 2023, the owners have taken no action
- Concerns have been raised with regard to the condition of the house and public safety risks that are associated with its condition
- Council is in receipt of several complaints from concerned neighbours and community members

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.1 – RESOLUTION# 06061223
MOVED: Cr RA Starick **SECONDED: Cr AT Pearse**

Council:

1. Authorises the issue of a notice directing the owners of 19 Ikewa Street, Mingenew to demolish the house by 31 January 2024, under Section 137 of the *Health (Miscellaneous Provisions) Act 1911*;
2. Should the owner default on demolishing the house by 31 January 2024, Council shall arrange for the house to be demolished under Section 140 of the *Health (Miscellaneous Provisions) Act 1911*, and recover all expenses from the owner.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

11.1.1 Letter of Complaint 19 Ikewa Street, Mingenew

Background

The owners of 19 Ikewa Street, Mingenew have not complied with the Notice issued 6 July 2023 under Section 137 of the *Health (Miscellaneous Provisions) Act 1911* to clean up the property and demolish the house in the specified time of 90 days.

Many complaints and the very poor and dangerous condition of the house at 19 Ikewa Street, Mingenew resulted in the matter being referred to the Council to resolve the take down the house and clean up the property as per the following resolution:

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.1 – RESOLUTION# 02210623

MOVED: Cr CV Farr

SECONDED: Cr HR McTaggart

Council:

- 1. Authorises the issue of Notices under s.3.25 of the *Local Government Act 1995* and s.137 of the *Health (Miscellaneous Provisions) Act 1911* directing the owner of 19 Ikewa Street, Mingenew to clean up the property and demolish the house to the satisfaction of the Environmental Health Officer within three months from the date of this resolution.**
- 2. Should the owner default on cleaning up the property and demolishing the house by the specified date the matter be referred back to the Council.**

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr JD Bagley, Cr CV Farr, Cr JR Holmes, Cr HR McTaggart, Cr AT Pearce and Cr AR Smyth, AGAINST: Nil)

Following the Council resolution, the matter was referred to local government lawyer's McLeods Lawyers for advice and to prepare Notices under S135 and S137 of the *Health (Miscellaneous Provisions) Act 1911*. Section 135 declaring the house unfit for habitation and Section 137 directing the owner to take down the house within 90 days from the date of 6 July 2023.

The owner has not done the required work and following many emails and various methods to contact the owner to find out what they intend doing with the house it has reached a stage where there is no choice other than to refer the matter back to Council. Furthermore, another complaint was received from the residents of 15,17 & 21 Ikewa Street, Mingenew about the deteriorating condition of the house.

To recap the condition of the house, the key points are as follows:

- Severe termite damage to the timber roof structure.
- Roof and ceiling falling in.
- Debris and disused material scattered throughout the property.
- Power is cut off the house.
- Small children live next door.
- Remainder of the roof sheeting and other material not secure and may be a danger during a weather event.
- Council has received five (5) written complaints from the neighbouring properties voicing safety concerns.

Comment

A complaint was initially received regarding the poor condition of the house following the loss of its roof in a windstorm around December 2022.

Council wrote to the owners in December 2022 requesting that various issues be addressed on the property by 16 January 2023. The owner removed some fibrous cement/ asbestos sheeting from the front yard and arranged for the roof to be tarped by a builder from Geraldton in anticipation that the Builder would be back to rectify the poor condition of the house. Since then, the tarp has ripped off and a large portion of the roof and ceiling have caved in. No one is living in the house and some of the furniture in the house has been removed.

Photos of the property are provided below:



The house is in a very poor state and is dangerous to nearby residents and the remaining part of the roof may blow off in a severe weather event risking adjacent property and persons.

Due to the poor condition of the house, with the roof falling in and the severe termite damage, it is advised that it would not be viable to repair the house to a habitable state and the best option would be for the house to be demolished.

Council initially received five (5) letters of complaint regarding the state of the building and risk to surrounding properties and public safety. A more recent letter of complaint was received November 2023.

At the time of writing this report the owners have not demolished the house following the Notices of 6 July 2023. It has been very difficult to locate the owner over the past few months. Many emails were sent with no reply. The EHO visited a property suspected to be a residential address of the owners without any success. The owners were finally found visiting family in Mingenew on 16 November. The owner advised the EHO that she was not sure whether she received the Notices which were hand delivered to her son's house back in July 2023. Her son was present during the discussion and stated he gave the Notices to his Mum. Her new residential address has been confirmed.

Whilst the owner of 19 Ikewa Street, Mingenew denies receiving the Notices from her son, a copy was again provided, this time in person, on 16 November 2023.

Because of Christmas and early January being a difficult time of the year to have work done and the fact that it cannot be confirmed whether the owners of 19 Ikewa Street, Mingenew received the Notices it may be prudent to delay the time frame to have the demolition carried out until the end of January 2024.

As a fallback position, if the owner fails to comply with the order, Under s.140 of the *Health (Miscellaneous Provisions) Act 1911* the house can be removed by the Shire and costs recovered. It is estimated that the demolition will cost in the order of \$25,000 to \$50,000.

Consultation

- Letter issued 16 December 2022 from Shire to owner.
- Email response from owner 4 January 2023
- Serving the Notices under S 135 & 137 of the *Health (Miscellaneous Provisions) Act 1911* 6 July 2023.
- Emails to the owner from the EHO dated 27/07/2023, 28/09/2023, 16/11/2023 & 21/11/2023.
- Serving copies of the Notices on 16 November 2023.

Statutory Environment

Health (Miscellaneous Provisions) Act 1911

s.140 Local government may act in default of owner.

- (1) *Whenever any owner fails to comply with a notice served upon him under any of the foregoing provisions of this Part, within a time therein specified, he commits an offence, and the local government may carry out the terms of the notice and recover all expenses from the owner: Provided that the local government may sell or dispose of the material taken from a demolished or amended building, but the proceeds of sale shall be applied towards the expense of carrying out the terms of the notice — the surplus (if any) to be paid to the owner.*
- (2) *Where, pursuant to subsection (1), a local government is empowered and has resolved to take down and remove a house, any person or authority that supplies electricity, gas or water to the house may, and shall if so requested by the local government, take such action as is necessary to ensure that all equipment, fixtures and fittings on or about the house for the purposes of the supply thereto of electricity, gas or water, as the case may be, are removed or are left in such a state as will not interfere with the taking down and removal of the house.*

Building Act 2011- Demolition Permit

Work Health & Safety Act 2020 – Asbestos removal

Health Asbestos Regulations – Disposal and transport of asbestos products

Policy Implications

Nil.

Financial Implications

Costs will be associated with legal advice to check the correctness of the second Notice to be served upon the owners of the property.

If the owners of the property refuse to remove the house and clean up the property, the Shire can demolish/clean up and a further legal process attempted to recover costs. Costs could be as high as \$50,000, depending on the materials to be removed and market response. The main cost being the removal and disposal of the asbestos. The owner is currently getting a quote and the Shire has arranged for a quote from another asbestos removalist. There is also the possibility to obtain a quote from Perth-based demolition contractors should the quotes be excessive.

Strategic Implications

Strategic Community Plan 2019-2029

Strategy 1.3.2 Provide services and processes to enhance public safety.

11.2 MINGENEW STREETSCAPE PLAN – VICTORIA / SHENTON STREET PRECINCT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: LP.PLN.3
Date: 30 November 2023
Author: Matt Fanning, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

To consider the adoption of the Victoria Street / Shenton Street Streetscape Precinct Plan which forms part of the street beautification program for Mingenew.

Council is requested to consider the presented precinct plan so that trees can be reserved with suppliers for delivery and planting in June.

Key Points

- Council has the beautification of its town streets as part of its strategic objectives.
- A precinct plan has been developed for Victoria / Shenton Street as the first areas to be addressed.
- These works also include the beautification of the main admin / chambers streetscape and inclusion of three flag poles.
- The precinct plan links the museum, new daycare, Admin/Chambers, and Town Hall
- There is a lead time for the supply of mature street trees.
- There is \$50,000 within the 2023/24 budget to commence the establishment of this masterplan.

OFFICER RECOMMENDATION – ITEM 11.2

Council formally adopts the Streetscape Masterplan for the Victoria Street / Shenton Street Precinct as provided as Attachment 11.2.1.

ALTERNATIVE MOTION AND COUNCIL DECISION – ITEM 11.2 – RESOLUTION# 07061223

MOVED: Cr AR Smyth SECONDED: Cr RA Starick

Council formally adopts the Streetscape Masterplan for the Victoria Street / Shenton Street Precinct as provided as Attachment 11.2.1, subject to advice received on suitability of trees through liaison with local suppliers/experts.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

NOTE: Councillors requested that local advice be received on specified tree varieties to ensure they are suitable for local climate and conditions.

Attachments

11.2.1 Streetscape Masterplan for Victoria Street – Shanton Street Precinct

11.2.2 Street tree planting detail

Background

Council's Community Scorecard identified four key areas of importance and priority:

- Housing
- Local Roads
- Town Centre Development and Activation and

- Economic Development and Jobs

One of the community driven actions was to beautify and maintain streetscapes in the town centre. While it is currently difficult to address Midlands Road while the Heavy Vehicle management is being investigated, it was thought that the Victoria Street and Shenton Street areas, which lead directly off the main street, could lead the beautification program especially given the Chambers, Town Hall, Museum and soon to be constructed Daycare facilities make up this precinct.

Comment

A masterplan was developed for this precinct utilizing information from previous reports and feedback regarding the lack of street trees of which some were damaged, destroyed and removed following TC Seroja.

This masterplan was exhibited at the 2023 Expo Council stand where it received nothing but positive comments from residents who expressed a need to improve our streetscape with color, trees and shade. Some saying that the streets looked bare and unloved. The community members loved what was being proposed.

The trees recommended by the landscape architect for this region are referenced in the masterplan drawings on page 5 and are as follows:

- Under power lines – Crepe Myrtle
- Street side with no power lines – WA Flowering Gum
- Carparking area - Tuckeroo

It is important to ensure that the Council pre-orders the tree stock as these can have lead times of up to 6 months.

Consultation

- Expo display community feedback
- Works Manager
- Landscape Architect
- Previous studies and plans

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

There is currently a \$50,000 budget allocation to commence the beautification of the Mingenew Town Streets.

The adoption of a Masterplan for the area may also assist in the preparation and support for grant funding in future.

Strategic Implications

Strategic Community Plan 2019-2029:

- 1.1.2 Provide buildings, facilities and services to meet community needs
- 1.4.3 Adapt to and mitigate climate change drivers
- 2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle.

11.3 RAV ACCESS APPLICATION – BOOLINDA RD AND ELEANOR ST, MINGENEW

Location/Address: Shire of Mingenew
Name of Applicant: Fenix - Newhaul
File Reference: RD.PER.1
Disclosure of Interest: Nil
Date: 1 December 2023
Author: Matt Fanning, CEO
Voting Requirements: Simple Majority

Summary

Main Roads Western Australia (MRWA) has forwarded an application to have Boolinda Road and Eleanor Street, added to the Restricted Access Vehicle (RAV) network for Level 4 – PBS Tri Drive Network 3B AMMS Level 3 for the haulage of up to 1.4M Tonne per annum.

This item is for Council to consider adding both Boolinda Road and Eleanor Street, Mingenew, to the MRWA Level 4 PBS Level 3B, AMMS Level 3 (42m A Tripple – Super Tripple) RAV network.

Council is requested to support the application by Fenix Newhaul with conditions as it will improve road freight efficiency within Mingenew and support future business opportunities for the Shire.

Key Points

- The road requested is already on the RAV network at level 7
- Main Roads, should the Council concur with the request, must undertake a thorough assessment of the road to ensure that it meets the necessary guidelines prior to adding a road to that RAV category network.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.3 – RESOLUTION#08061223

MOVED: Cr AR Smyth SECONDED: Cr JD Bagley

That with respect to the application to amend the Restricted Access Vehicle Network on the Boolinda Rd and Eleanor Street, Mingenew:

- i. Council supports the application to add this section to the Level 4 PBS Level 3B, AMMS Level 3 Restricted Access Vehicle network,
- ii. This support is subject to the roads being thoroughly assessed by HVS and deemed to be suitable for the RAV access level in accordance with the Standard Restricted Access Vehicle Route Assessment Guidelines and
- iii. That the proponent, prior to haulage commencement, enters into a Road Use Agreement for the use of the road.
- iv. That the proponent, prior to commencement, obtain the necessary Commercial Goods Vehicle License (CGVL)
- v. That the approval be subject to a CA07 condition that stipulates the following:
 - Visibility: Lights must be turned on at all times
 - All operators, as required by the Shire, must carry current written approval from the road asset owner permitting use of the road.

VOTING REQUIREMENTS:

LOST BY SIMPLE MAJORITY 0/7

(FOR: Nil. AGAINST: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearce, Cr AR Smyth and Cr RA Starick)

ALTERNATIVE MOTION AND COUNCIL DECISION – ITEM 11.3 – RESOLUTION#09061223

MOVED: Cr RA Starick

SECONDED: Cr AT Pearse

Council refuses the application to amend the Restricted Access Vehicle Network on the Boolinda Rd and Eleanor Street, Mingenew for the following reasons:

1. Increased safety, noise and liveability concerns relating to vehicles travelling down Midlands Road (main street);
2. The condition, geometry and strength of Eleanor St and Boolinda Road including intersections;
3. The significant increase in heavy vehicle volumes compared to existing vehicle movements;
4. The Mingenew-Mullewa / Midlands Road intersection, if reconfigured, would remove these issues and enable the Council to further consider this matter;
5. Boolinda Road rail crossing closures would affect this operation in addition to congestion during harvest periods;
6. Lack of detail within the application;
7. Lack of stakeholder engagement regarding impacts of this activity on the community, local business and industry.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

11.3.1 RAV Application – Fenix Newhaul

11.3.2 RAV network assessment guidelines

11.3.3 Typical Vehicle configuration

Background

Fenix PL applied to MRWA to amend the RAV network categories for Boolinda Road and Eleanor Street, to the Restricted Access Vehicle (RAV) network for Level 4 – PBS Tri Drive Network 3B AMMS Level 3 for the haulage of up to 1.4M Tonne per annum. In addition to the road haulage there is also a proposal to haul another 1.4M Tonne/annum by rail.

The following table outlines the route for which the application applies.

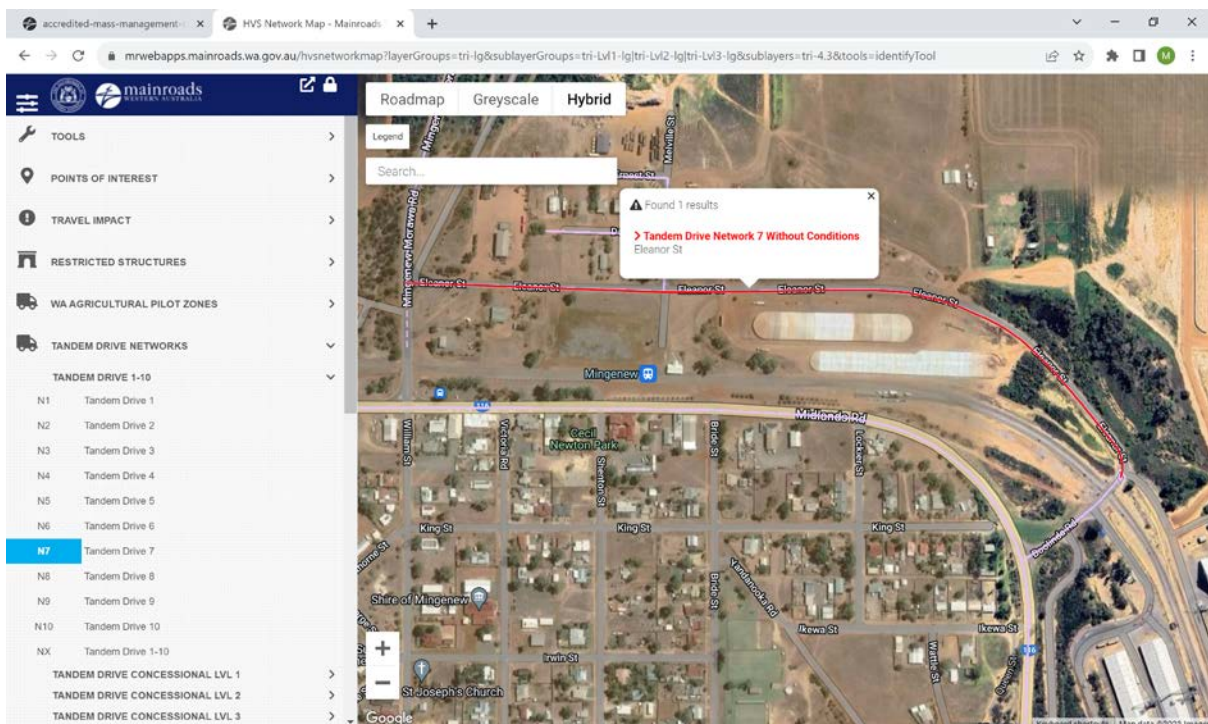
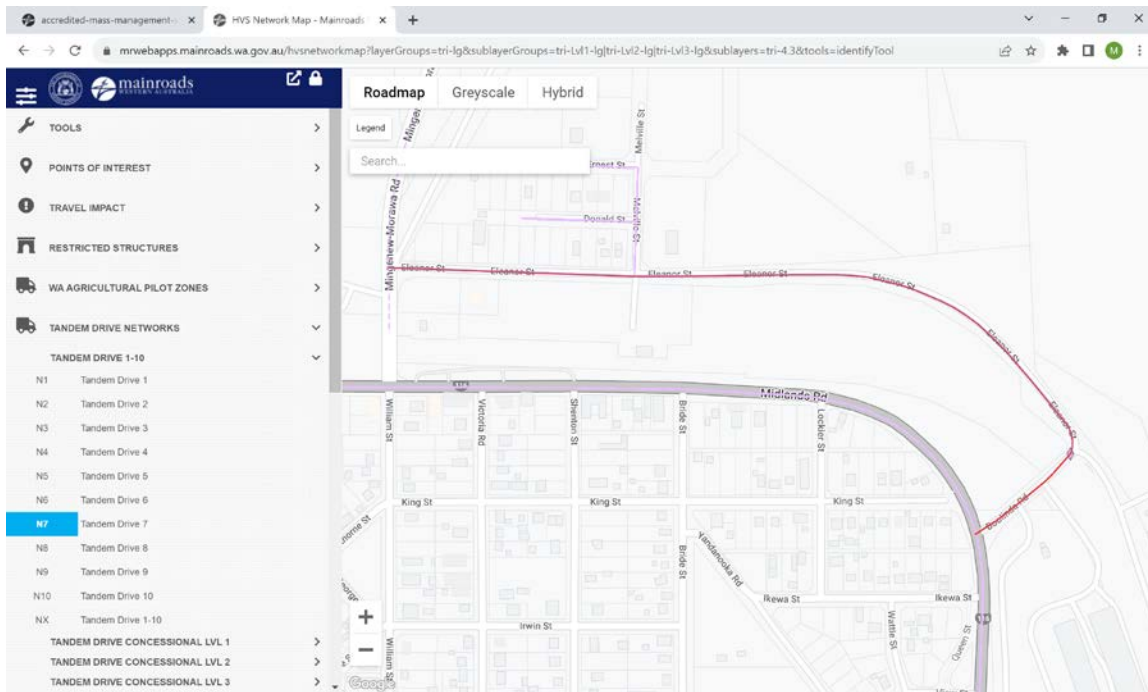
Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
5090056	Eleanor St	Mingenew Morawa Rd (0.00)	Boolinda Rd (1.01)	Tri Drive Network 4	PBS Tri Drive Network 3B
5090082	Boolinda Rd	Midlands Rd (0.00)	Eleanor St (0.16)	Tri Drive Network 4	PBS Tri Drive Network 3B
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
5090056	Eleanor St	Mingenew Morawa Rd (0.00)	Boolinda Rd (1.01)	AMMS Level 3	No change
5090082	Boolinda Rd	Midlands Rd (0.00)	Eleanor St (0.16)	AMMS Level 3	No change

A copy of the application, CGLV requirements and typical configuration are attached as attachments 11.3.1, 11.3.2 and 11.3.3.

Eleanor Street / Boolinda Road – Current RAV 7

Proposal to (RAV) network for Level 4 – PBS Tri Drive Network 3B AMMS Level 3

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Comment

It is important to ensure that the safety of other road users is considered when making comment on RAV applications. School bus routes, weather conditions and speed limits are generally requested to be placed on RAV approvals from Local Government.

The Standard condition placed by Local Government is termed a CA07 condition as follows:

The Shire of Mingenew supports the application for the above-mentioned roads to be included on the RAV 7 network on the basis that the roads have been thoroughly assessed by HVS and deemed to be suitable for the RAV access level in accordance with the Standard Restricted Access Vehicle Route Assessment Guidelines and are subject to a CA07 condition that stipulates the following:

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- Max Speed: 70kph.
- Visibility: Lights must be turned on at all times
- All operators, as required by the Shire, must carry current written approval from the road asset owner permitting use of the road.
- No operation on unsealed road segment when visibly wet, without the road owner's approval.
- Direct radio contact must be maintained with other vehicles on or near the road (suggested channel 40)
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.

On this occasion is the road in in the urban environment some conditions are not required. It is proposed to remove the speed, school bus, radio and wet weather conditions.

In addition, it is recommended that a Road User Agreement be established to deal with the high risk of pavement failure and increased maintenance costs associated with the proposed operation.

By way of example the 1.4M tonne per annum will result in an additional ~ 25,500 vehicle movement per year or 70 vehicle movements per day. The current average traffic data is 90 vehicles per day with 30 being heavy vehicles. As such it would be expected that the volume of daily heavy vehicles will increase from 30 to 100 vehicles per day being a significant increase.

In addition the proponent will be required to obtain a Commercial Goods Vehicle License (CGVL) as they are hauling iron ore products.

Discussions to date with the proponent have indicated that a shuttle operation may be established in Mingenew where the trucks are swapped for their leg to Geraldton port. This operation would have the potential to place staff in Mingenew. It has been requested that the proponent address Council at the February Concept Forum to discuss these opportunities.

Statutory Environment ***Road Traffic (Vehicles) Act 2012***

Division 3 - Access restrictions on certain vehicles that comply with mass or dimension requirements.

Main Roads Western Australia administer the Restricted Access Vehicle (RAV) network. Should the application pertain to a local government controlled road, concurrence from the Council is sought.

The Council as the asset owner is requested to consider any restricted access vehicle (RAV) application and provide its consideration as to whether to include any proposed route onto the restricted access vehicle network.

The Council has the ability to place limited conditions onto a RAV approval. The standard local government condition used for these applications is the CA07 as follows:

Policy Implications

Nil

Financial Implications

The inclusion of a road onto the HVS RAV network may improve road freight efficiency. However, there is also the potential for additional road user damage especially at intersections and after wet events.

Strategic Implications

Strategic Community Plan 2019-2029:

1.1.1 Provide and support cost effective transport network

12.0 CORPORATE SERVICES

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2023

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.FRP
Attachment/s: Monthly Financial Report – October 2023
Disclosure of Interest: Nil
Date: 8 November 2023
Author: Helen Sternick, Manager Corporate Services
Approved by: Matt Fanning, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

Council is required by legislation to consider and adopt the Monthly Financial Report, including Statement of Financial Activity for the period ended 31 October 2023, as required by Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 12.1 – RESOLUTION# 10061223
MOVED: Cr HR McTaggart **SECONDED: Cr JD Bagley**

That Council receives the Monthly Financial Report, including the Statement of Financial Activity, for the period 1 July 2023 to 31 October 2023, as included at Attachment 12.1.1.

VOTING REQUIREMENTS: **CARRIED BY SIMPLE MAJORITY 7/0**
(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

12.1.1 Monthly Financial Report for period ending 31 October 2023

Background

Council is provided with the Monthly Financial Report which has been developed in line with statutory reporting standards and provides Council with a holistic overview of the operations of the Shire of Mingenew.

The Monthly Financial Report for the period ended 31 October 2023 includes the following:

- Statement of Financial Activity by Nature or Type
- Statement of Financial Position
- Statement of Financial Activity Information
- Explanation of Material Variances
- Cash and Financial Assets
- Reserve Accounts
- Capital Acquisitions
- Disposal of Assets
- Receivables
- Other Current Assets
- Payables
- Rate Revenue
- Borrowings
- Lease Liabilities
- Other Current Liabilities
- Grants, Subsidies and Contributions

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- Capital Grants, Subsidies and Contributions
- Budget Amendments

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 31 October 2023	
Municipal Funds – Corporate cheque account	\$1,987,869
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$1,079,710

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2023/24 financial year.

The 2022/23 Annual Financial Report has not been audited and is subject to change, this may alter the opening surplus for the 2023/24 financial year.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —

- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- budget estimates to the end of the relevant month; and
- actual amounts of expenditure, revenue and income to the end of the relevant month; and
- material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

- ~~deleted~~
- an explanation of each of the material variances referred to in subregulation (1)(d); and
- such other supporting information as is considered relevant by the local government.

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- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be*
—
(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month;
and
(b) recorded in the minutes of the meeting at which it is presented.
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.2 FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 2023

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.FRP
Attachment/s: Monthly Financial Report – November 2023
Disclosure of Interest: Nil
Date: 30 November 2023
Author: Helen Sternick, Manager Corporate Services
Approved by: Matt Fanning, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

Council is required by legislation to consider and adopt the Monthly Financial Report, including Statement of Financial Activity for the period ended November 2023, as required by Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 12.2 – RESOLUTION# 11061223

MOVED: Cr AR Smyth **SECONDED:** Cr RA Starick

That Council receives the Monthly Financial Report, including the Statement of Financial Activity, for the period 1 July 2023 to November 2023, as included at Attachment 12.2.1.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

12.2.1 Monthly Financial Report for period ending November 2023

Background

Council is provided with the Monthly Financial Report which has been developed in line with statutory reporting standards and provides Council with a holistic overview of the operations of the Shire of Mingenew.

The Monthly Financial Report for the period ended November 2023 includes the following:

- Statement of Financial Activity by Nature or Type
- Statement of Financial Position
- Statement of Financial Activity Information
- Explanation of Material Variances
- Cash and Financial Assets
- Reserve Accounts
- Capital Acquisitions
- Disposal of Assets
- Receivables
- Other Current Assets
- Payables
- Rate Revenue
- Borrowings
- Lease Liabilities
- Other Current Liabilities
- Grants, Subsidies and Contributions
- Capital Grants, Subsidies and Contributions
- Budget Amendments

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 27 November 2023	
Municipal Funds – Corporate cheque account	\$1,322,169
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$1,079,710

The November Financial Report is only to 28 November 2023 due to less time to prepare the agenda item for the early December Council meeting.

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2023/24 financial year.

The audit of the 2022/23 Annual Financial Report has not been finalised and maybe subject to change, this may alter the opening surplus for the 2023/24 financial year.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month; and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

- [(a) deleted]
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
- (c) such other supporting information as is considered relevant by the local government.

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- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be*
—
(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month;
and
(b) recorded in the minutes of the meeting at which it is presented.
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.3 LIST OF PAYMENTS FOR THE PERIOD 1 OCTOBER 2023 TO 27 NOVEMBER 2023

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	FM.CRD
Attachment/s:	List of Payments – October and November 2023
Disclosure of Interest:	Nil
Date:	28 November 2023
Author:	Maria Snowden-Giles, Payroll/Finance Officer
Approved by:	Helen Sternick, Manager Corporate Services
Voting Requirement:	Simple Majority

Summary

This report recommends that Council receives the list of payments (including purchasing cards), made under delegated authority, for period 1 October 2023 to 27 November 2023.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 12.3 – RESOLUTION# 12061223

MOVED: Cr AT Pearse

SECONDED: Cr AR Smyth

That Council, in accordance with *Local Government (Financial Management) Regulations 1996* section 13 and 13A, receives the list of payments for the period of 1 October to 27 November 2023, as included at Attachment 12.3.1. represented by:

\$1,615,308.98	Municipal EFTs
\$33,643.16	Municipal EFT Purchasing Cards (Fuel Cards)
\$43,370.40	Municipal Direct Debit Department of Transport (Licencing) Payments
\$55,890.73	Municipal Direct Debit Other
\$12,280.16	Municipal Direct Debit Purchasing Cards (Credit and Fuel Cards)
\$131,169.79	Net Salaries
\$1,891,663.22	Total Payments

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

12.3.1 List of Payments – October and November 2023

Background

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with section 13 of the *Local Government (Financial Management) Regulations* 1996 a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

In accordance with section 13A of the *Local Government (Financial Management) Regulations 1996* a list of payments made by authorised employees via purchasing cards is to be provided to Council.

The list is to include 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.

The list of payments is only to 27 November 2023 due to less time to prepare the agenda item for the early December Council meeting.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction, and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name.
 - (b) the amount of the payment.
 - (c) the date of the payment.
 - (d) sufficient information to identify the payment.
- (2) A list prepared under sub-regulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications

Payments have been made under delegation.

Financial Implications

The list of payments made in accordance with budget and delegated authority.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner.

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner.

13.0 GOVERNANCE AND COMMUNITY

13.1 COUNCIL MEETING DATES 2024

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: GV.CMT
Date: 29 November 2023
Author: Erin Greaves, Governance & Community Manager
Authorising Officer: Matt Fanning, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To consider setting the Ordinary Council meeting dates for 2024. The proposed schedule reflects the bi-monthly model trialled during 2022 and utilised in 2023.

Key Points

- Since 2022, the Ordinary Council meetings have been scheduled to generally be held on the third Wednesday of every second month (excluding January)
- Council has the ability to call for a Special meeting if a matter or matters require attention between the proposed meetings dates
- Council is required to set and give local public notice of the date, time and place of its ordinary council meetings at least once every calendar year

OFFICER RECOMMENDATION – ITEM 13.1

Council sets the 2024 Ordinary Council meeting dates to commence at 5:00pm, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, as per the below schedule:

Council Meeting Dates 2024
January 2024 – Nil
14 February 2024
March 2024 – Nil
17 April 2024
May 2024 – Nil
19 June 2024
July 2024 – Nil
21 August 2024
September 2024 – Nil
16 October 2024
November 2024 – Nil
11 December 2024

Unless local public notice is provided to the contrary, all Council meetings are to be held in Council Chambers located at 21 Victoria Street, Mingenew.

AMENDED OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.1 – RESOLUTION# 13061223

MOVED: Cr AT Pearce

SECONDED: Cr AR Smyth

Council sets the 2024 Ordinary Council meeting dates to commence at 5:00pm, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, as per the below schedule:

Council Meeting Dates 2024
January 2024 – Nil
21 February 2024
March 2024 – Nil
17 April 2024
May 2024 – Nil
19 June 2024
July 2024 – Nil
21 August 2024
September 2024 – Nil
16 October 2024
November 2024 – Nil
11 December 2024

Unless local public notice is provided to the contrary, all Council meetings are to be held in Council Chambers located at 21 Victoria Street, Mingenew.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearce, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

NOTE: The date was amended to reflect Council's schedule to hold meetings on the third Wednesday of the month.

Background

At the 17 November 2021 Ordinary Council meeting, a Councillor motion was presented requesting a direction to the CEO to prepare a meeting schedule for 2022 to be based upon an intent to hold Ordinary Council meetings every two months. As such, Council agreed at the December 2021 Ordinary meeting to trial the new model with a review proposed to be conducted in June 2022.

Council ultimately decided to continue with the bimonthly Council meeting model at the June Ordinary meeting.

Comment

Whilst Council has historically held 11 Ordinary Meetings per year, there is no proscriptive requirement under legislation or our Standing Orders Local Law to do so. Section 5.3(2) of the *Local Government Act 1995* requires Ordinary Meetings be held at least every three months and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* requires that Council's financial statements are brought to an Ordinary Meeting within two months of the end of the month they apply to. That said, the typical minimum number of Ordinary Meetings held by WA local governments is 10, with some small Shires holding no December or January meeting. At present, no Local Governments appear to meet less frequently than this.

The reduction in the number of Council meetings recognises the change in the way members of the public interact with Council and the Shire. Technology now provides for more timely contact through phone, email, social media and online meetings which ensures queries, suggestions and complaints can be dealt with within a reasonable timeframe and with sufficient governance oversight, without the need to await a monthly meeting. A majority of questions / deputations made at Council meetings by members of the public over the last two years

have specifically related to a matter before Council at that meeting, and this opportunity would not be impacted by the schedule change.

As noted in the 2021 Council report, advice was sought from WALGA on the proposal, with several potential risk areas identified and risk mitigation strategies developed, as outlined below.

Accessibility and Transparency:

Less frequent meetings provide less opportunity for the public to attend meetings and be heard on issues. Whilst this is a valid concern, in Mingenew over the previous few years there have been very few instances of public attendance at Council Meetings. The proposal would only reduce the number of meetings, not impact in any way the ability of members of the public to attend the meetings which do take place (or engage with the local government outside of these meetings).

Decisions with Statutory Timeframes:

Some decisions, particularly those related to planning matters, have statutory timeframes that Council is required to meet. Again, as a small rural Shire, these are infrequent in Mingenew and could be managed through Special Meetings as required. It is anticipated that the number of special meetings required in a given year to address these matters would be less than the 5 Ordinary Meetings that would be potentially reduced through this proposal. Council also has the ability to set decision-making parameters through delegations to the CEO and can call for Special meetings where the timeline of set meetings is not suitable.

Lead-time on Decisions:

There may be some items, without statutory timeframes, that could take longer to be resolved (especially where decisions are required at consecutive meetings). The Shire is not aware of any matters that have been impacted. Again, important matters may and have been managed through a Special Council Meeting if required.

Community Perception of Councillor Workload:

There is a reputational risk that such a move could be seen as Councillors attempting to abrogate their responsibilities (whilst still collecting their annual fees). In larger local governments where Councillors receive higher fees, this risk would be very real. In Mingenew, Councillor fees are set at around one-third of the maximum allowed by SAT for a Band 4 Council and the role is largely viewed as a voluntary service. That said, this proposal will only reduce the number of Ordinary Meetings, not the overall volume of meeting papers that Councillors will need to review and consider. Further, the proposal does not intend to reduce the number of Concept Forum meetings, which will still occur monthly and which Councillors will still be expected to attend.

Council Agenda Length and Councillor Workload:

In contrast to the item above, there is a risk that two-monthly meetings could result in unreasonably large agendas for Council to consider. This risk can be managed, in part, by administrative staff seeking to spread items – where possible – across the calendar year (as currently happens through the use of our Governance Calendar). It may also be possible to release agendas further in advance of meetings to provide greater preparation time.

Loss of Connection Between Council and the Administration:

Council meetings are an opportunity for Councillors and senior staff to check in and maintain positive working relationships, which are important to the effective operation of the Shire. Whilst the proposal will reduce the number of Ordinary Meetings, Councillors and senior staff will still meet monthly at Concept Forum meetings, so this risk is minimal.

Likely Efficiency Gains:

As previously noted, staff would still be required to prepare a similar number of reports for Council, however time would be saved through:

- Reducing the number of times staff are required to:
 - o Review, format and compile agendas and attachment booklets
 - o Distribute agendas to Councillors and post to the Shire website

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It is also expected that there would be a small reduction in the overall amount of time Councillors and staff generally spend in meetings.

Summary:

The proposal will likely continue to have some efficiency gains for both staff and elected members, but there are also some risks of decision-making timeframes increasing or a need for more frequent Special Meetings which may cancel out some of the efficiency savings.

In 2023, there were four Special meetings called and held, as outlined below:

15 March 2023 – development application, Request for Tender decision (Yandanooka NE Rd intersection realignment, determining the method for conducting the local government elections, ALGA call for motions and Budget Review

19 July 2023 – amendment to rates instalment dates 2023/24 and calling for quotes for a Marketing and Communications Strategy

20 September 2023 – proposed workforce accommodation, draft strategic community plan, setting of Polling Day for extraordinary election, nomination of projects for LGRF and RPPP, RAV Access Application and confidential item to repurchase land.

15 November 2023 – appointment of committee delegates, Fees & Charges amendment and Request for Tenders decision (Day Care).

This brings the total number of Council Meetings for the year to 10.

It is difficult to ascertain whether this theme will be carried through to 2024 and warrants the justification of returning to a monthly meeting schedule (excluding January).

Should Council wish to return to a monthly meeting schedule then the following schedule is recommended:

Council Meeting Dates 2024
January 2024 – Nil
14 February 2024
20 March 2024
17 April 2024
15 May 2024
19 June 2024
17 July 2024
21 August 2024
18 September 2024
16 October 2024
20 November 2024
11 December 2024

Statutory Environment

Local Government Act 1995

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.*
- (2) Ordinary meetings are to be held not more than 3 months apart.*
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be*

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- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

Policy Implications

Nil

Financial Implications

No direct financial savings are expected, however there will be some efficiency gains as noted above.

Strategic Implications

Strategic Community Plan 2019-29

1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness.

13.2 ELECTED MEMBER POLICIES REVIEW AND MEETING ATTENDANCE FEES 2023/24

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: CM.POL
Date: 29 November 2023
Author: Erin Greaves, Governance and Community Manager
Authorising Officer: Matt Fanning, Chief Executive Officer
Voting Requirement: Absolute Majority

Summary

An internal review has been undertaken of Council's Elected Member Policies. As per the Policy Review schedule, these are presented to Council for consideration.

Key Points

- Council last reviewed its Elected Member Policies in December 2021
- The Shire's Policy Review Schedule requires the policies to be reviewed biennially and the Local Government Act 1995 requires certain policies to be reviewed after an ordinary local government election is held
- Any changes proposed are minor and are shown as tracked changes in the attachment
- There is proposed a more comprehensive review of the Elected Members Entitlements Policy in early 2024 to workshop potential changes to the method for calculating member meeting fees
- Changes to the *Local Government Act 1995*, effective from 1 January 2024, require a decision on setting meeting fees for independent members (council member fees currently determined by the Entitlements Policy as an annual fee)

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.2 – RESOLUTION# 14061223

MOVED: Cr HR McTaggart

SECONDED: Cr JR Holmes

Council

1. Adopts, by Absolute Majority, the amended Elected Member Policies as provided in Attachment Booklet – December 2023, as follows:
 - 1.1.1 Elected Members Entitlements Policy (*amended and to be reviewed again prior to June 2024 to inform the Annual Budget 2024/25*)
 - 1.1.2 Elected Member Communications Policy (*amended*)
 - 1.1.3 Communication between Elected Members and Staff Policy (*amended*)
 - 1.1.4 Code of Conduct for Council Members, Committee Members and Candidates
 - 1.1.5 Elected Member Training and Professional Development Policy
 - 1.1.6 Elected Member and CEO Attendance at Events Policy
 - 1.1.7 CEO Standards for Recruitment, Performance and Termination
 - 1.1.8 Code of Conduct Behaviour Complaints Management Policy (*amended*)
2. Determines that the meeting attendance payments, as per Salaries and Allowances Tribunal (SAT) Determination No 1 of 2023 (varied 3 November 2023), be set as follows:
 - a) for independent members the per meeting fee is set at the maximum per meeting threshold of \$125 for Band 4 local governments, and
 - b) The fees are applicable from 1 January 2024 as per the *Local Government Amendment Act 2023* and reviewed in setting the Annual Budget.

NOTE: the method for determining council and independent member fees, and fees for President and Deputy President, will be set out in the Elected Member Entitlements Policy (as reviewed).

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

12.3.1 List of Payments – October and November 2023

13.2.1 Elected Member Polices (with tracked changes)

Background

Council established a Policy Review schedule in December 2019 requiring Elected Member policies to be reviewed, as a minimum every two years (following an ordinary election), or as required.

Comment

Based on feedback provided by Elected Members at the November Concept Forum, the Elected Member Entitlements Policy is to be researched further and options considered for the payment of elected members sitting fees etc, as per the relevant Salaries & Allowances Tribunal (SAT) Determination. This will be reviewed and reported back to Council to inform the development of the Annual Budget 2024/25.

Small grammatical amendments have been made throughout to consider Local Government Reform changes and any updates to position titles e.g. Finance & Administration Manager to Manager Corporate Services.

There is a statutory requirement for Council to review its elected member policy for continuing professional development following an ordinary election and has an established Policy Review Schedule to align with this requirement.

A summary of proposed changes to the policies are provided below:

1.1.1 Elected Member Entitlements Policy
<ul style="list-style-type: none"> - Minor grammatical and formatting changes proposed - Inclusion of legislated Parental Leave for Elected Members is included - Includes the setting of fees for attendance at meetings by Independent Members - Further research required to inform Council on impacts of changing the member fees structure for 2024/25
1.1.2 Elected Member Communications Policy
<ul style="list-style-type: none"> - Minor wording amendment to Policy - Update of legislation reference (Rules of Conduct Regulations have been superseded by Model Code of Conduct Regulations)
1.1.3 Communications between Elected Member and Staff Policy
<ul style="list-style-type: none"> - Minor wording update to Policy - Reform changes are indicating Regulations will require a Communications Agreement to be developed by local governments which will potentially supersede this policy in future.
1.1.4 Code of Conduct for Council Members, Committee Members and Candidates
No change
1.1.5 Elected Member Training and Professional Development
No change
1.1.6 Elected Member and CEO Attendance at Events
No change
1.1.7 CEO Standards for Recruitment, Performance and Termination
No change (based on Local Government (Model Code of Conduct) Regulations 2021 which have not undergone any changes since implementation).
1.1.8 Code of Conduct Behaviour Complaints Management
<ul style="list-style-type: none"> - Minor amendments to wording

Of note, there are a number of matters impacting or likely to impact in the future these policies as a result of the State Government's reform package:

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- Regulations are currently being developed for the establishment of communication agreements between council members and local government administration which may override Council's 'Communication between Elected Members and Staff' Policy. It is advisable that a policy remain in place until such time.
- Parental Leave is now available for Council members (effective 1 July 2023) which has been reflected in the 'Elected Member Entitlements' Policy.
- Changes to the provisions for paying meeting fees (see below)

On 3 November 2023, the Salaries and Allowances Tribunal (SAT) made a variation to the Local Government Chief Executive Officers and Elected Members Determination, issued on 6 April 2023 (No 1 of 2023), which sets out the range of fees to apply where a local government decides to pay a council member or independent member a fee referred to in:

- section 5.98(1) of the *Local Government Act 1995* for attendance at a committee meeting; or
- section 5.98(2A)(b) of the *Local Government Act 1995* for attendance at a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996*; or
- section 5.100(2)(a) of the *Local Government Amendment Act 2023* for attendance at a committee meeting.

Table 1: Committee meeting and prescribed meeting fees per meeting – local governments

Band	Elected members		Independent committee members	
	Minimum	Maximum	Minimum	Maximum
1	\$325	\$415	\$0	\$415
2	\$195	\$305	\$0	\$305
3	\$100	\$215	\$0	\$215
4	\$50	\$125	\$0	\$125
All regional local governments	\$50	\$125	\$0	\$125

The *Local Government Amendment Act 2023* provides for changes to s.5.100 of the *Local Government Act 1995*, effective from 1 January 2024 which provides for the payment to independent members for attending a committee meeting.

This will further inform the review of the Elected Member Entitlements Policy in determining the most appropriate and effective method for paying member fees (either annually or per meeting) and inform the 2024/25 Annual Budget.

Statutory Environment

Local Government Act 1995

5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

(2) A local government may amend* the policy.

** Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

5.90A. Policy for attendance at events

(1) In this section —

event includes the following —

(a) a concert;

(b) a conference;

(c) a function;

(d) a sporting event;

(e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

(a) the provision of tickets to events; and

(b) payments in respect of attendance; and

(c) approval of attendance by the local government and criteria for approval; and

(d) any prescribed matter.

** Absolute majority required.*

(3) A local government may amend* the policy.

** Absolute majority required.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

5.128. Policy for continuing professional development

(1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.

** Absolute majority required.*

(2) A local government may amend* the policy.

** Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

(5) A local government —

(a) must review the policy after each ordinary election; and

(b) may review the policy at any other time.

Local Government Amendment Act 2023

5.100. Fees paid and expenses reimbursed to committee members

(1) In this section —

committee member means a person who is a committee member but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA.

(2) A committee member who attends a meeting of the committee is entitled to be paid —

(a) the fee determined for attending a committee meeting; or

(b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

(3) A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —

(a) the fee determined for attending a meeting of that type; or

(b) if the local government has set a fee within the range determined for meetings of that type — that fee.

Policy Implications

As outlined above.

Financial Implications

The addition of meeting attendance fees for independent members will have minimal impact on the 2023/24 Annual Budget, with there likely only being two Audit & Risk Committee meetings held in the first half of 2024 (independent Member appointed to this Committee). If paid at the maximum threshold, this will be at a cost of \$250 to Council.

Strategic Implications

Strategic Community Plan 2019-2029

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

13.3 PROPOSED ALTERNATIVE DATE FOR KING'S BIRTHDAY PUBLIC HOLIDAY 2024

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	CM.POL
Date:	29 November 2023
Author:	Erin Greaves, Governance and Community Manager
Authorising Officer:	Matt Fanning, Chief Executive Officer
Voting Requirement:	Simple Majority

Summary

The option is provided for Council to consider celebrating the declared King's Birthday public holiday on alternative dates to Monday, 23 September 2024.

Key Points

- The Governor has declared the Celebration Day for the Anniversary of the Birthday of the Reigning Sovereign (King's Birthday public holiday) to be observed on Monday, 23 September in 2024
- Local governments may request that the public holiday be celebrated on an alternative day of significance within their districts
- A written request must be made no later than Friday, 15 December 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.3 – RESOLUTION# 15061223

MOVED: Cr JR Holmes

SECONDED: Cr AT Pearse

Council resolves not to request a change to the proclaimed Celebration Day for the Anniversary of the Birthday of the Reigning Sovereign (King's Birthday public holiday), with the public holiday to be observed on Monday 23 September 2024 (as proclaimed).

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Background

The Governor declares the public holiday to be observed for the Celebration Day for the Anniversary of the Birthday of the Reigning Sovereign (King's Birthday public holiday) each year.

Local governments may request that the public holiday be celebrated on an alternative day of significance within their districts, instead of the date proclaimed as the public holiday for the rest of the State.

Local governments interested in having an alternative date declared for the King's Birthday public holiday in 2024 should provide a written request which contains:

- the boundaries of the area that will be affected by the change (if it is other than the local government's boundaries);
- the reason/s for the alternative date; and
- the consultation process undertaken to arrive at the alternative date.

Written requests should be submitted no later than Friday 15 December 2023.

In all states and territories, except Queensland and Western Australia, the King's Birthday is observed on the second Monday in June. Because Western Australia celebrates Western Australia Day (formerly Foundation Day) on the first Monday in June, the Governor of Western Australia proclaims the day on which the state will observe the King's Birthday, based on school terms and the Perth Royal Show. There is no firm rule to determine this date before it is proclaimed, though it is typically the last Monday of September or the first Monday of October. In parts

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of the Pilbara, it is celebrated on a different date from the rest of Western Australia, and it may even be celebrated on different dates in different parts of the Pilbara. In Queensland, it is celebrated on the 1st Monday in October.

The day has been celebrated since 1788, when Governor Arthur Phillip declared a holiday to mark the birthday of King George III. Until 1936 it was held on the actual birthday of the Monarch, but after the death of King George V, it was decided to keep the date at mid-year.

Comment

A proposal has been suggested for Mingenew to observe the declared public holiday on the Friday of Mingenew Midwest Expo. The Mingenew Midwest Expo Board have resolved to hold their two day event over a Thursday and Friday in 2024, with the dates being 8 & 9 August. Therefore, the proposed alternative public holiday would be observed on Friday, 9 August 2024.

This may serve to benefit some members of the community in volunteering and attending Expo, who would otherwise have work commitments. On the flip side, this may impact local businesses operating from Expo or providing auxiliary services in town with regard to paying public holiday penalty rates, accessing childcare etc.

Mingenew Primary School are considering a Student Free Day on the Friday of Expo in 2024 at the request of the expo board.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2019-2029

4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop

Prior to consideration of Item 13.4, Cr JR Holmes, Cr HR McTaggart and Cr AR Smyth, left the meeting at 5:57pm and did not participate in discussion or vote, disclosing proximity interests as landowners of affected or adjacent property for which the resolution relates.

13.4 CONSULTATION ON 2023 MAP OF BUSH FIRE PRONE AREAS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ES.PLN.2
Date: 29 November 2023
Author: Erin Greaves, Governance and Community Manager
Authorising Officer: Matt Fanning, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

To seek feedback from Council on the proposed amendments to the State Bush fire Prone Areas Map effecting the Shire of Mingenew.

Key Points

- Councils have an opportunity to provide comment on DFES's 2023 Review of the *Map of Bush Fire Prone Areas* (the Map)
- An updated version of the Map is scheduled for release in early 2024 and this is Council's opportunity to influence the currency and accuracy of the Map.
- One proposed amendment within the Mingenew townsite has been identified
- Comments must be provided to DFES prior to close of business on Friday, 15 December 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.4 – RESOLUTION# 16061223

MOVED: Cr RA Starick

SECONDED: Cr AT Pearse

Council writes to the Department of Fire and Emergency Services (DFES) with regard to the proposed 2023 State Bush Fire Prone Areas Map and requests an amendment to the map to exclude the area between Field Street and Midlands Road at the western end of the Mingenew townsite (as shown circled in the image below) given the landscape, built form, prevailing wind direction in summer is easterly and south-westerly, and the intervening Midland Road to the vegetation to the north.



VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 4/0

(FOR: Cr GJ Cosgrove, Cr JD Bagley, Cr AT Pearse, and Cr RA Starick AGAINST: Nil)

Background

Following the Perth Hills (and other) bushfires the Keelty Report was released in 2011 that resulted in the Department of Fire & Emergency Services (DFES) annually publishing a State Map of Bushfire Prone Areas that identifies land across the state considered to have a level of bushfire risk (generally comprising vegetation pockets and linkages and a 50m approximate buffer) these areas are marked in pink on the State Map.

This State Map can be viewed on the DFES website at the following link:

[Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](https://slip.wa.gov.au)

The DFES website also contains background explanatory material:

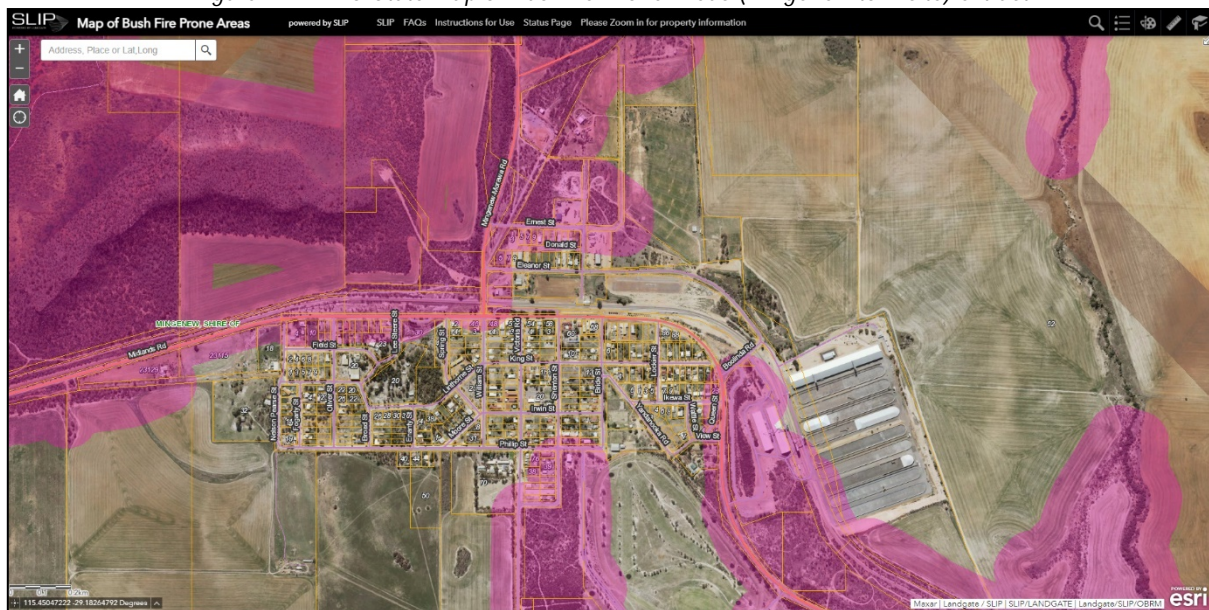
[Bushfire prone areas - Department of Fire and Emergency Services \(dfes.wa.gov.au\)](https://dfes.wa.gov.au/bushfire-prone-areas)

[OBRM-Map-of-Bush-Fire-Prone-Areas-FAQ.pdf \(dfes.wa.gov.au\)](https://dfes.wa.gov.au/OBRM-Map-of-Bush-Fire-Prone-Areas-FAQ.pdf)

*A **bush fire prone area** is defined as: "an area that has been designated by the Fire and Emergency Services (FES) Commissioner under section 18P of the Fire and Emergency Services Act 1998 as an area that is subject, or likely to be subject, to bush fires."*

The identification of bush fire prone areas is a fundamental step to allow controls for bushfire risk to be implemented through the planning and building system. The Map of Bush Fire Prone Areas (Map) shows areas of Western Australia (WA) that is considered at risk. Building and planning requirements for bush fire prone areas are set out in *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and the *National Construction Code*. Further information on the policy and code can be found at <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>.

Figure 1 – DFES State Map of Bushfire Prone Areas (Mingenew townsite) extract



The general outcome is that if a habitable development (or building that is occupied in a significant way for extended periods) is proposed within an area shaded pink upon the DFES State Map of Bushfire Prone Areas it doesn't mean this can't be considered for approval by the local government. However, it does mean that it triggers the requirement for the applicant to lodge a Bushfire Attack Level (BAL) Assessment that provides site specific analysis of the bushfire risk.

The BAL can trigger the requirement for additional bushfire information (e.g. a bushfire management plan for more intensive/larger scale developments) and certain structural (and other) fire management measures which are based on the BAL rating i.e. a residence set amidst a canopy of eucalypts on a steep slope would likely have a very

different and more onerous set of structural (and other) requirements than a residence set on a flat area with a cleared area between it and shrubs/grasslands.

These are statewide requirements that local governments, landowners, draftsman and builders are required to comply with.

DFES wrote to the Shire on 15 November 2023 inviting input into the latest State Map review in regards to any significant clearing or other significant amendments to vegetated areas as follows:

“Please review the current mapping of bushfire prone areas within your Local Government Area, as viewable on the Draft Map of Bush Fire Prone Areas 2023. We kindly request your feedback on the following:

“The identification of Area 1 suburbs or portions of suburbs.

Area 1 comprises suburbs or portions of suburbs that are significantly developed and have relatively little contiguous vegetation. The characteristics of Area 1 reduce the risk of landscape scale bushfires to facilitate contextualised planning policy responses. Please refer to the Mapping Standard for Bush Fire Prone Areas 2023 for information about how Area 1 was defined.

Vegetation management within local government-managed land.

We are interested in gathering information about the management of vegetation by local governments. Vegetation that is managed in perpetuity may be able to be removed from the Map. To facilitate this, please provide any relevant information about vegetation management practices or initiatives in your local government area. Please refer to the Mapping Standard for Bush Fire Prone Areas 2023 for more information.

Changes to the bushfire prone area within your local government area.

Please identify any significant changes to the vegetation or other factors that may impact the bushfire risk in your area. Please note that changes must relate to patches of vegetation at least one hectare in area to be considered for removal from the Map as part of the current review.”

Comment

It would not appear that there are significant areas of clearing or revegetation actions (e.g. carbon plantations) that would warrant amendment to the bushfire mapping in the wider Shire area.

It might be considered, however, that the area between Field Street and Midland Road at the western end of Mingenew townsite might be appropriate to remove from the State Map (as circled in the below figure) given the landscape, built form, prevailing wind direction in summer is easterly and south-westerly and the intervening Midland Road to the vegetation to the north.

The lot immediately west was not included in the below circled area for consideration, as it was felt appropriate that CBH should be required to develop a bushfire management plan as part of their future application for a workforce accommodation camp.

Figure 2 – potential area that may be appropriate to remove from DFES State Map



DFES are seeking comment on its State Map prior to 15 December and, should Councillors consider the above suggested amendment appropriate (or any other amendments that Council feels appropriate), then Shire staff will provide a submission to DFES.

Alternatively if Council consider that no modification should be suggested to DFES then Shire staff will respond accordingly.

Statutory Environment

Fire and Emergency Services Act 1998

Policy Implications

Nil.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2019-2029

1.1.2 Provide buildings, facilities and services to meet community needs

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Prior to consideration of Item 14.1, Cr JR Holmes, Cr HR McTaggart and Cr AR Smyth, returned to the meeting at 5:58pm

WORKS

14.1 WORKS REPORT - DECEMBER 2023

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: GV.CMT
Date: 1 December 2023
Author: Shane Noon, Works Manager
Voting Requirements: Simple Majority

Summary

The report is to provide Council with information regarding the performance by Council's Roads and Parks & Gardens operational teams over the month of November 2023 and may include proposed works for December 2023.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 14.1 – RESOLUTION# 17061223
MOVED: Cr JD Bagley **SECONDED: Cr AT Pearse**

Council receives the Works Report – December 2023, as presented.

VOTING REQUIREMENTS: **CARRIED BY SIMPLE MAJORITY 7/0**
(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments:

- 14.1.1 Lighting Quote
- 14.1.2 Lighting data sheet
- 14.1.3 Lighting design--Mingenew Tennis Courts

Background

The report is to provide Council with information on Council's performance in relation to services supplied by Council's works area, roads, parks, gardens, open spaces and other operations and facilities.
Pearse Holmes

Comment

Road Renewal and new Works

- RRG Coalseam road SLK 17.9 to 23.57km
 - Road works have been completed.
 - There have been a few drainage issues identified which will be addressed in early December. These works require the drains to be cut a little deeper in 3 identified places to assist water getting away during heavy rain events.



Maintenance Activities

Maintenance grading works has been undertaken on the following roads:

- Top end of Coalseam requires some work which is planned for the first week in December
- Road inspections to monitor condition.

Other Road Maintenance activities

- Traffic counters are in place on Eleanor Street, Yandanooka NE, Boolinda.
- There are a few spots being monitored at the new Yandanooka intersection.

Roadside signage

- Monitoring.

Works ahead

- Moving onto scroops road and Telara road planned to be completed before Christmas break.
- Bring all the equipment back to the depots clean and service.
- Water grade roll Depot hill road after harvest.
- Strawberry NE road gravel re-sheeting preparation works.
- Gravel patching Yandanooka Morawa road in 6 identified priority areas
- Gravel patching Colgate Road approximately SLK 10.22
- Pot hole patching Yandanooka North east road.

Urban Services

Streetscape completed works

- Mowing and maintenance of entrances and shared areas.
- Playgrounds have been treated for weeds in play areas.

Works ahead.

- Routine maintenance
- Spraying, Street maintenance and garden maintenance.

Open spaces completed works

- Main oval, hocky field, Turf club straight and tennis courts have come back nicely and are being maintained, fertilised and watered.
- Mowing and maintenance of fields.
- Replaced 3 X 50mm water meters at each bore site which were not working.
- Repaired broken sprinkler station on the three springs end of the main oval.
- I have reached out to the Geraldton Bowling club to find out how they manage their watering of the bowling green. They are going to reply via email with information that may assist us.





Works ahead.

- Netball court maintenance on protruding lumps.
- Routine maintenance

Tennis Club

- Electrician has completed basic tests and is pricing replacing some of the bulbs and switch gear changing lights to a LED. These LED lights may not meet the Australian Standard for lux lighting for tennis to be played. Still waiting on further information regarding the lights from this electrician.
- I have received another proposal from a lighting firm which has provided a fee proposal and design. The cost of supply and install of the lights is \$45,000. Design and quote attached. This matter will need to be listed in the LTFP for forward year budget considerations.

Infrastructure Projects

Mingenew Airfield

- Shed and shelter has been delivered.
- Pipe work will be completed by Nutrien Water date is yet to be set.
- Once the pipe work has been installed the shed will be constructed over the pump.

Tennis Club building

- The transportable building was installed on 29 September.
- Septic system and plumbing works have been completed.
- Electrical works have been completed.
- Block work is in place and been back filled.
- The accessibility car park and pathway are currently under construction, nearing completion.
- Irrigation is currently being installed.
- Quotes requested for turf for the surrounding of the tennis club building are being sort.





Works ahead.

- Installation of the shed and shade - airport.
- Installation of the pipe work at the airfield.
- Routine maintenance
- Investigate options for light repairs or replacement for the tennis courts.
- Block step grouting.
- Tennis clubhouse land scaping works.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

All works have been completed to Budget

Strategic Implications

Strategic Community Plan 2019-29

- 1.1.1 Provide and support cost effective transport networks
- 1.1.2 Provide buildings, facilities and services to meet community needs
- 1.3.2 Provide services and processes to enhance public safety
- 2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

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14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil.

15.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
Nil.

16.0 CONFIDENTIAL ITEMS
Nil.

17.0 TIME AND DATE OF NEXT MEETING
Next Ordinary Council Meeting to be held on Wednesday 21 February 2024 commencing at 5.00pm.

18.0 CLOSURE
The meeting was closed at 5:59pm.

These minutes were confirmed at an Ordinary Council meeting on 21 February 2024.

Signed _____
Presiding Officer

Date: _____