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MINUTES

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

THE PRESIDENT CR. HUTCHINSON DECLARED THE MEETING OPEN AT 11.02 AM.

2. RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE:

ATTENDANCE

CR. HUTCHINSON (PRESIDENT)
CR. O'DWYER (DEPUTY PRESIDENT)
CR. HOWDEN
CR. TRENFIELD
CR. HUNT

APOLOGIES

CR. BURROWS
CR. VAN DEN OEVER
CR. NICHOLS
CR. BAIN

OFFICERS

T.A. HARTMAN (C.E.O.)
N. J. HOLMES (DEPUTY C.E.O.)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

6.1 ORDINARY MEETING HELD 18TH OCTOBER 2003.

Council Resolution

RESOLVED: (Moved by Cr. Trenfield Seconded by Cr. Hunt)

THAT THE MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF MEEKATHARRA HELD IN THE COUNCIL CHAMBERS ON 18th OCTOBER BE CONFIRMED.

CARRIED 5.0

7. PETITION/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS:

Nil.

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION:

Nil.

9. REPORTS OF COUNCILLORS:

- CEO reported attendance at the Sub Group meeting of the RRG and the 'Cue Parliament' on Friday November 14th.

10.1 CHIEF EXECUTIVE OFFICER REPORT SUBMITTED TO THE FULL COUNCIL MEETING TO BE HELD NOVEMBER 15TH 2003.

10.1.1 Committee System

File Ref: C/48/1

Reporting Officer: Tom Hartman CEO.

Disclosure of Interest: Nil.

Date of Report: 6th November, 2003

Summary: Report raises Committee System for discussion.

Background: At the October meeting of Council it was suggested that a report be organised for Council to consider an appointment of a committee. It was discussed at the meeting that a committee may assist the Council by deliberating on matters and either making recommendations to Council or being delegated the power by Council to make a decision.

Comment: Council are not obligated to have a committee system. A committee may be established comprising three or more persons to assist the Council and to exercise the powers and discharge the duties of the Local Government that can be delegated to the committee.

Section 5.9 of the Local Government Act sets out the type of committees and who the committee can comprise:

- Council members;
- Council members and employees;
- Council members, employees and other persons;
- Council members and other persons;
- Employees and other persons;
- Other persons only.

It would appear to me that Council discussed the formation of a committee to further deliberate on matters such as the 'Road Train Routes' and 'Main Street Upgrade'.

If Council prefers that the committee reports back to the Council then no powers are delegated to the committee and the Council requests that the committee make recommendations.

If a matter that requires a decision to be made between meetings, the Council may delegate the specific power for that specific matter at the time.

If Council wish to establish a committee which could be called the 'Meekatharra Occasional Committee' it will need to also appoint the members.

Setting up a committee does require statutory obligations to be complied with eg. Minutes, open to public if committee has been delegated a power or duty, quorums, etc. At this stage it may be easier to just include 'briefing sessions' between meetings to allow matters to be further discussed. If matters arise that require urgent attention and a decision, there is a provision under the Local Government Act to call a special meeting of council for that purpose.

Council needs to consider the purpose of forming a committee, if a meeting of Councillors is for the purpose of discussing matters for ideas etc, it may be better at this stage to only have briefing sessions. Briefing sessions can be held on call or specific times between ordinary meetings.

- Consultation:** Nil.
- Statutory Environment:** Subdivision 2 Local Government Act.
- Policy Implications:** Nil.
- Financial Implications:** Nil
- Strategic Implications:** May have positive impact on Council's decision making process.
- Voting Requirements:** Absolute Majority to form and appoint a committee.

Recommendation:

THAT COUNCIL NOT FORM A COMMITTEE AT THIS STAGE, BUT, HOLD BRIEFING SESSIONS WHEN REQUIRED BETWEEN ORDINARY MEETING DAYS FOR THE PURPOSE OF GENERAL DISCUSSION AND GUIDANCE FOR ADMINISTRATION.

Council Resolution:

RESOLVED: (Moved by Cr. Trenfield Seconded by Cr. O'Dwyer)

THAT COUNCIL NOT FORM A COMMITTEE AT THIS STAGE, BUT, HOLD BRIEFING SESSIONS WHEN REQUIRED BETWEEN ORDINARY MEETING DAYS FOR THE PURPOSE OF GENERAL DISCUSSION AND GUIDANCE FOR ADMINISTRATION.

CARRIED 5.0

10.1.2 Crew Cab 8/9 Tonne Truck Tender

- File Ref:** T/35
- Reporting Officer:** Tom Hartman CEO.
- Disclosure of Interest:** Nil.
- Date of Report:** 6th November, 2003
- Summary:** Report submits tenders received for the replacement of Council's Crew Cab.
- Background:** Council resolved at the October 2003 meeting, to invite tenders for the replacement of Council's Crew Cab with a 8/9 Tonne Crew Cab.
- Comment:** Tenders were invited and close on Wednesday November 12th, 2003. The tenders received will be tabled for Council's consideration.

Consultation: Councillors and Staff.

Statutory Environment: Section 3.57 Local Government Act.
Part 4 Local Government (Functions and General) Regulations 1996.

Policy Implications: Nil.

Financial Implications: Council have provided funds in the 2003/04 budget to changeover the vehicle for an equivalent sized vehicle. The purchase of a 8/9 tonne truck will increase the changeover, however Council has the funds in capital expenditure to absorb this increase without affecting the budget.

Strategic Implications: Nil.

Voting Requirements: Simple Majority.

Recommendation:

THAT COUNCIL ACCEPT THE TENDER RECEIVED FROM WA HINO FOR A HINO RANGER PRO 9, WITH TL ENGINEERING BODY AND TRADE P337 FOR A CHANGEOVER OF \$92,318.

Council Resolution:

RESOLVED: (Moved by Cr. Trenfield Seconded by Cr. Howden)

THAT COUNCIL ACCEPT THE TENDER RECEIVED FROM WA HINO FOR A HINO RANGER PRO 9, WITH TL ENGINEERING BODY AND TRADE P337 FOR A CHANGEOVER OF \$92,318.

CARRIED 5.0

10.1.3 **Marketing and Public Relations Strategy**

File Ref: M/12

Reporting Officer: Tom Hartman CEO.

Disclosure of Interest: Nil.

Date of Report: 10th November, 2003

Summary: Report raises matter of continuing on with some items in the strategy and recommends further expenditure.

Background: At Councils last meeting Darren Lee from Market Creations briefed Council on the developments of the strategy and the completion of:

- Logo development
- Brochure design
- Stationary suite (including business cards)
- Public relations (media articles, etc) and
- Website development

Darren suggested that Council may wish to consider continuing to provide a public relations service and other areas where Council could sense benefit eg. Poster development and the design of a corporate polo shirt. There is also an opportunity for Council to contribute towards the production and advertising for the Ocean 2 Outback Calendar.

Comment: This project has been a very positive one for Council and the general feedback is that it has been well received by the community and visitors alike. The funds that Council estimated on the budget for the completed developments have been expended. To continue will require “going over budget”.

To allow Council to consider the matter the following quotes have been received:

<u>Public Relations:</u> to continue until the end of the financial year =	\$2,770
<u>Posters:</u> Depends on how many Council wish to produce. 50 A1 posters (10 each of 5 designs) =	\$4,400
<u>Polo Shirts:</u>	
Set up = \$95	
Design = \$180	
Cost (Size 14-24) = \$40	
Extra \$3 for Size 26 plus	
Depends again on how many	
Say just for staff at this stage =	\$1,000
<u>Ocean 2 Outback Calendar:</u> Advertising space plus 250 calendars:	\$990
(Exposure in 4,000 copies printed and distributed throughout the State)	
	<u>\$9,160</u>

If Council resolves to increase the expenditure for the above items it will not impact significantly on the budget.

Consultation: Nil.

Statutory Environment: Nil.

Policy Implications. Nil.

Financial Implications: Budget estimate for marketing and public relation will be exceeded, however, savings in other areas of the budget will balance the expenditure.

Strategic Implications: Will have positive impact on Council’s operations.

Voting Requirements: Simple Majority.

Recommendation:

THAT COUNCIL EXPEND A FURTHER \$10,000 ON THE MARKETING AND PUBLIC RELATIONS STRATEGY IN THE AREA OF PUBLIC RELATIONS, POSTERS, POLO SHIRTS AND THE OCEAN 2 OUTBACK CALENDAR.

Council Resolution:

RESOLVED: (Moved by Cr. Howden Seconded by Cr. O’Dwyer)

THAT COUNCIL EXPEND A FURTHER \$10,000 ON THE MARKETING AND PUBLIC RELATIONS STRATEGY IN THE AREA OF PUBLIC RELATIONS, POSTERS, POLO SHIRTS AND THE OCEAN 2 OUTBACK CALENDAR.

10.1.4 **Water bores - Roadworks**

File Ref: R/40/1

Reporting Officer: Tom Hartman CEO.

Disclosure of Interest: Nil.

Date of Report: 10th November, 2003

Summary: Report raises matter of water bores for future roadworks and recommends a budget estimate amendment and that the project be pursued by administration.

Background: Following the recent road inspection by Councillors and staff on the Mt. Clere and Landor Roads, it was generally agreed, in particular on the Mt. Clere Road, that at least two (2) strategically located water bores were required around the Yalgar River and between Yalgar River and Murchison River. The finding of a good water supply at these location would assist Council with the planned upgrade of the road.

Comment: It is important that Council considers the possibility of searching for water at least at the two (2) sites on the Mt. Clere Road. To allow Council to consider the project the following points are outlined:

- Council will need to resolve a budget estimate amendment and it would be proposed that the \$180,000 changeover for the 12H Cat Grader (P328), due to Council delaying the replacement of this plant until 04/05, be re-allocated to a new item 'Roadworks - water bores' on the Capital Section of the budget.
- The proposed commencement for the work on the Mt. Clere Road be delayed until at least February 04.
- That Council give some direction on the project to allow administration to implement it.

The consultation process has commenced and discussions have been carried out with Belele and Mt. Padbury Stations.

The CEO has spoken with Les Belicke, Drilling Consultancy, Engineering and Technical Services Branch, Water Corporation, for an estimate to carry out a 'desktop' study using geological and other data for the specific areas of the proposed bores. This estimate should be available for the meeting to consider. Other Councillors have views on which way to go and these should also be discussed and resolved.

Consultation: Councillors, Water Corporation, Station owners and staff.

Statutory Environment: Local Government Act Section 6.8 (1) (b).

Policy Implications: Nil.

Financial Implications: It is proposed that the budgeted changeover of \$180,000 for Cat Grader P328. be re-allocated to a new item in the Capital Section of the budget. This proposal will have no impact on the 03/04 budget estimates.

Strategic Implications: The provision of water bores on priority roads will have a positive impact on Council's future roadworks program.

Voting Requirements:

- Amendments to budget estimate - Absolute Majority.

-
- Other matters - Simple Majority.

Recommendation:

1. THAT COUNCIL AMEND THE 2003/04 BUDGET ESTIMATES BY:
ADDING AN ITEM ‘ ROADWORKS - WATER BORES’ UNDER TRANSPORT (INFRASTRUCTURE) IN CONSTRUCTION OF ASSETS, AND REALLOCATE THE \$180,000 CHANGEOVER FOR THE CAT GRADER 12 H P 328 TO THE NEW ITEM.
2. THAT FOLLOWING DELIBERATIONS COUNCIL AUTHORISE THE CEO TO ADMINISTER THE WATER BORE PROJECT WITHIN THE LIMITS OF THE LOCAL GOVERNMENT ACT.

Council Resolution:**RESOLVED: (Moved by Cr. O’Dwyer Seconded by Cr. Trenfield)**

1. THAT COUNCIL AMEND THE 2003/04 BUDGET ESTIMATES BY:
ADDING AN ITEM ‘ ROADWORKS - WATER BORES’ UNDER TRANSPORT (INFRASTRUCTURE) IN CONSTRUCTION OF ASSETS, AND REALLOCATE THE \$180,000 CHANGEOVER FOR THE CAT GRADER 12 H P 328 TO THE NEW ITEM.
2. THAT FOLLOWING DELIBERATIONS COUNCIL AUTHORISE THE CEO TO ADMINISTER THE WATER BORE PROJECT WITHIN THE LIMITS OF THE LOCAL GOVERNMENT ACT.

CARRIED BY ABSOLUTE MAJORITY 5.0

10.2

ENVIRONMENTAL HEALTH OFFICER REPORT SUBMITTED TO
THE FULL COUNCIL MEETING TO BE HELD NOVEMBER 15th
2003

10.2.1**Planning - Reduction in Front Setbacks**

Subject: Planning - Reduction in Front Setbacks - Lots 487, 878, and 926 McCleary Street - Meekatharra.

File Ref: Lots 487, 878, and 926.

Reporting Officer: W.V. Atyeo – Principal EHO/Building Surveyor.

Disclosure of Interest: Nil.

Date of Report: 31st October 2003.

Summary: Colin Cockram (Architect), on behalf of the Department of Housing and Works, has applied to develop the three blocks identified above, with 2 separate houses to each of the Lots. In order to do this they have asked Council to allow them to reduce the front setback from 7.5 meters to 6 meters.

The lots are Zoned Residential, with an R-code rating of R10/30. This means that this type of development is permitted by the Town Planning Scheme for Meekatharra. However, in order for the “townhouses” to be adequately setout so that effluent disposal can be affected, they require the setbacks to be reduced. Proposed drawings are submitted and form part of this application.

Background: GEHA had indicated that they wish to build 6 residences in Meekatharra to fulfil their needs for housing. They also feel that two dwelling on each block not only provides an acceptable economical advantage, but also increases security for the tenants and the buildings.

I have verbally informed Council that this development was envisaged and that the Department would be applying for the reduction in the front setback as is stated.

Comment: I have inspected the properties identified, and am of the opinion that the reduction in the required setback distance would not adversely affect the amenity of the area, and would provide further suitable housing in Meekatharra for the proposed tenants.

Consultation: Mr. Colin Cockram (Architect), CEO Mr Tom Hartman.

Statutory Environment:

- The Shire of Meekatharra Town Planning Scheme
- The Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: The provision of more housing within the Town of Meekatharra, with the increased efficiency in land utilization, and to the standard required by GEHA and their tenants.

Voting Requirements: Simple majority.

Recommendation:

THAT COUNCIL APPROVE THE DEVELOPMENT APPLICATION SUBMITTED BY COLIN COCKRAM (ARCHITECT) ON BEHALF OF THE DEPARTMENT OF HOUSING AND CONSTRUCTION, ALLOWING THE REDUCTION OF THE REQUIRED FRONT SETBACK FROM 7.5 METERS TO 6 METERS.

Council Resolution:

RESOLVED: (Moved by Cr. Hunt Seconded by Cr. O'Dwyer)

THAT COUNCIL APPROVE THE DEVELOPMENT APPLICATION SUBMITTED BY COLIN COCKRAM (ARCHITECT) ON BEHALF OF THE DEPARTMENT OF HOUSING AND CONSTRUCTION, ALLOWING THE REDUCTION OF THE REQUIRED FRONT SETBACK FROM 7.5 METERS TO 6 METERS.

CARRIED 5.0

10.3 DEPUTY CHIEF EXECUTIVE OFFICER REPORT SUBMITTED TO THE FULL COUNCIL MEETING TO BE HELD NOVEMBER 15th 2003

10.3.1 Site Licence – New Radio Station

File Ref: T/30

Reporting Officer: Noelene Holmes Deputy CEO.

Disclosure of Interest: Nil.

Date of Report: 28th October 2003

Summary Site Licence – New Radio Station

Background: RedWave Media were successful in obtaining funds to install a second commercial radio station in Meekatharra. To have the equipment installed within the existing shared facility Council is required to enter into an agreement with Broadcast Australia. A copy of the agreement is attached.

Comment: The agreements were signed and sealed by the President and returned to Broadcast Australia for execution.

Consultation: Keith Sandham (InMedia) Dianne Shaw (Broadcast Australia) Ian Kennedy (Redwave Media)

Statutory Environment: Nil.

Policy Implications: Nil.

Financial Implications: An annual charge of \$804.07 (inc GST).

Strategic Implications: Offers the community an alternative commercial radio station.

Voting Requirements: Simple Majority.

Recommendation:

THAT THE SIGNING OF THE AGREEMENT BY THE PRESIDENT BE ENDORSED BY COUNCIL.

Council Resolution:

RESOLVED: (Moved by Cr. Trenfield Seconded by Cr. O'Dwyer)

THAT THE SIGNING OF THE AGREEMENT BY THE PRESIDENT BE ENDORSED BY COUNCIL.

10.3.2 Annual Report - Auditors Report

File Ref: A/50
Reporting Officer: Noelene Holmes Deputy CEO.
Disclosure of Interest: Nil.
Date of Report: 7th November 2003

Summary Annual Report – Auditors Report

Background: The Council must prepare an Annual Report in accordance with Section 5.53(1) of the Local Government Act 1995. Section 5.54(2) of the Act requires a Council to accept the Annual Report no later than two months after the Auditor’s Report becomes available. Section 5.55 requires the CEO to advertise that the Annual Report is available for public inspection after Council has accepted it. Section 5.27(2) Requires that a general meeting be held on a day selected by the local government but not more than 56 days after acceptance of the annual report. Financial Management Regulation 51 requires a copy of the Annual Financial Report to be forwarded to the Executive Director within 30 days of acceptance.

Comment: The Annual Report has been prepared and includes; Shire Presidents report; CEO’s report; Financial Report; and Auditors report.

Consultation: CEO.

Statutory Environment: Local Government Act 1995 Sections 5.27(2), 5.53(1) 5.55, 6.4. Financial Management Regulations 51.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Voting Requirements: Simple Majority

Recommendation:

THE COUNCIL IN ACCORDANCE WITH THE RELEVANT SECTIONS ;

1. ACCEPTS THE 2002/2003 ANNUAL REPORT INCORPORATING THE AUDITORS REPORT
2. ACCEPTS THE ANNUAL AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2003
3. ADVERTISE THAT THE ANNUAL REPORT IS AVAILABLE FOR PUBLIC INSPECTION
4. SET THE DATE AND TIME FOR THE ANNUAL ELECTORS MEETING TO BE HELD ON 20TH DECEMBER 2003 IN THE COUNCIL CHAMBERS COMMENCING AT 1PM

-
5. FORWARD A COPY OF THE ANNUAL FINANCIAL REPORT TO THE EXECUTIVE DIRECTOR, DLGRD.

Council Resolution:**RESOLVED: (Moved by Cr. Hunt Seconded by Cr. O'Dwyer)**

-
1. ACCEPTS THE 2002/2003 ANNUAL REPORT INCORPORATING THE AUDITORS REPORT
 2. ACCEPTS THE ANNUAL AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2003
 3. ADVERTISE THAT THE ANNUAL REPORT IS AVAILABLE FOR PUBLIC INSPECTION
 4. SET THE DATE AND TIME FOR THE ANNUAL ELECTORS MEETING TO BE HELD ON 20TH DECEMBER 2003 IN THE COUNCIL CHAMBERS COMMENCING AT 1PM
 5. FORWARD A COPY OF THE ANNUAL FINANCIAL REPORT TO THE EXECUTIVE DIRECTOR, DLGRD.
-

CARRIED 5.0

10.3.3**Accounts to be paid****File Ref:**

F/6

Reporting Officer:

Noelene Holmes, Deputy C.E.O.

Disclosure of Interest:

Nil.

Date of Report:16th October 2003.**Summary:**

The following accounts are presented to Council for payment:

Municipal Account	Voucher No.s 18550 - 18644	Amount: \$321,578.43
Trust Account	Voucher No.s 100721 - 100722	Amount: \$572.20
Air BP Account	Voucher No.s VARIOUS	Amount: \$3,896.28

Voting Requirements:

Simple majority.

Recommendation:

THAT THE ACCOUNTS AS DETAILED BE PAID.

Council Resolution:**RESOLVED: (Moved By Cr. Hunt Seconded by Cr. O'Dwyer)**

 THAT THE ACCOUNTS AS DETAILED BE PAID.

CARRIED 5.0

10.3.4 **Schedule 26**

File Ref: F/6

Reporting Officer: Noelene Holmes, Deputy C.E.O.

Disclosure of Interest: Nil.

Date of Report: 16th October, 2003.

Summary: Schedule 26 summarising the Shire's cash position will be presented at the meeting.

Voting Requirements: Simple majority

Recommendation:

THAT SCHEDULE 26 BE RECEIVED.

Council Resolution:

RESOLVED: (Moved By Cr. O'Dwyer Seconded by Cr. Hunt)

THAT SCHEDULE 26 BE RECEIVED.

CARRIED 5.0

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil.

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING:

Nil.

13. CLOSURE OF MEETING: 11.50am.