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**MINUTES**

**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:**

THE PRESIDENT CR HUTCHINSON DECLARED THE MEETING OPEN AT 11:00 AM

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

**ATTENDANCE**

CR HUTCHINSON (PRESIDENT)

CR O'DWYER

CR BAIN

CR HOWDEN

CR BAJRAI

CR TRENFIELD

CR NICHOLS

TA HARTMAN

CEO

ROSE JONES

MANAGER OF FINANCE & ADMINISTRATION

**APOLOGIES**

CR BURROWS

CR HUNT

**APPROVED LEAVE OF ABSENCE**

NIL

**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 19<sup>th</sup> March 2005.

**Council Resolution**

**RESOLVED:(Moved by Cr Bajrai Seconded by Cr Nichols)**

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**THAT THE MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF MEEKATHARRA HELD IN THE COUNCIL CHAMBERS ON 19<sup>TH</sup> MARCH 2005 BE CONFIRMED**

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**CARRIED 7.0**

**7. PETITION/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS:**

NIL

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION:**

NIL

**9. REPORTS OF COUNCILLORS:**

- Cr TRENFIELD REPORTED MEETING WITH DEPARTMENT OF ENVIRONMENT CONCERNING MEEKATHARRA REFUSE SITE AND TYRE DISPOSAL.

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10.1 CHIEF EXECUTIVE OFFICER REPORT SUBMITTED TO THE FULL COUNCIL MEETING TO BE HELD 16<sup>TH</sup> APRIL 2005.

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Cr TRENFIELD DECLARED AN IMPARTIALITY INTEREST. INTEREST BEING TENDERER IS A BROTHER.

**10.1.1 Town Maintenance Contract - Tender**

**File Ref:** T/46

**Reporting Officer:** Tom Hartman CEO.

**Disclosure of Interest:** Nil.

**Date of Report:** 11<sup>th</sup> April 2005.

**Summary:** Report submits the tender received for the Town Maintenance contract and recommends accepting the tender for a further 5 years.

**Background:** The attached contract details the extent of the Town Maintenance Contract. The tender was advertised on the 23<sup>rd</sup> March, 2005, in the West Australian. Tenders closed on Friday 8<sup>th</sup> April 2005.

- Comment:** At the close of tenders one tender was received; from B & E Trenfield. The tender is attached. The tender is for a lump sum and complies with the tender documents. The increase is explained in the tender and can be justified. B & E Trenfield have held the contract since 1995 and have performed well. There is no reason that Council should not accept this tender.
- Consultation:** Nil.
- Statutory Environment:** Local Government Act Section 3.57  
Local Government (Functions and General) Regulations 2001 - Part 4
- Policy Implications:** Nil.
- Financial Implications:** Allowance made in the 2004/05 budget for this expense, and will be adjusted for the 2004/06 budget.
- Strategic Implications:** Appearance of the town is enhanced by the maintenance of the parks and gardens.
- Voting Requirements:** Simple Majority.

**Recommendation:**

THAT COUNCIL ACCEPT THE TENDER FOR THE TOWN MAINTENANCE CONTRACT RECEIVED FROM B & E TRENFIELD FOR \$93,000 FOR THE PERIOD 1<sup>ST</sup> MAY 2005 TO 30<sup>TH</sup> APRIL 2010, AND AUTHORISE THE CEO AND PRESIDENT TO SIGN THE ATTACHED CONTRACT ON BEHALF OF COUNCIL.

**Council Resolution:**

**RESOLVED: (Moved by Cr O'Dwyer Seconded by Cr Bain)**

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**THAT COUNCIL ACCEPT THE TENDER FOR THE TOWN MAINTENANCE CONTRACT RECEIVED FROM B & E TRENFIELD FOR \$93,000 FOR THE PERIOD 1<sup>ST</sup> MAY 2005 TO 30<sup>TH</sup> APRIL 2010, AND AUTHORISE THE CEO AND PRESIDENT TO SIGN THE ATTACHED CONTRACT ON BEHALF OF COUNCIL.**

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**CARRIED 7.0**

**10.1.2                      Tenders - Road Sweeper**

- File Ref:** T/35
- Reporting Officer:** Tom Hartman CEO.
- Disclosure of Interest:** Nil.

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<b>Date of Report:</b>	11 <sup>th</sup> April 2005
<b>Summary:</b>	Report submits tenders received for the replacement of the town street sweeper and recommends that the tender received from Tennant Company be accepted.
<b>Background:</b>	Council is required to invite tenders for the supply of goods and services worth more than \$50,000 unless the requirements of the tender regulations state otherwise. The tender was advertised on the 23 <sup>rd</sup> March 2005 in the West Australian. Tenders closed on Friday 8 <sup>th</sup> April 2005. At the close of the tender, tenders were received from E & MJ Rosher and Tennant Company.
<b>Comment:</b>	The existing road sweeper was purchased in 1996 from the City of Subiaco and has given good service to Council. It is however starting to wear out and should be considered for replacement. Expenditure for its replacement has been included in this budget. A check on the references provided by the Tenderers has revealed that the Tennant sweepers are supplied to most of the Local Governments in WA. They also supply units to the mining and other industry. On all occasions the contacts indicated that the machines and after sales service were exceptional. The trade in was also very good. The Karcher 1700 has not been sold in WA. A contact was made with a contractor in QLD who advised that he was happy with the machine but indicated that it was not built as strong as the Tennant. It is to be recommended that Council not accept the trade-in offered and purchase the new vehicle outright.
<b>Consultation:</b>	Works Supervisor Suppliers.
<b>Statutory Environment:</b>	Local Government Act Section 3.57.
<b>Policy Implications:</b>	Nil.
<b>Financial Implications:</b>	Council has placed \$60,000 on the 2004/05 budget for the replacement of plant No 309 - Road Sweeper.
<b>Strategic Implications:</b>	This plant assists with keeping the main street clean and tidy.
<b>Voting Requirements:</b>	Simple majority.
<b>Recommendation:</b>	THAT COUNCIL ACCEPT THE TENDER RECEIVED FROM TENNANT COMPANY FOR THE REPLACEMENT OF PLANT NO 309, WITH A TENNANT 6650 XP, WITH RIGHT AND LEFT SIDE BROOMS ATTACHED, FOR A PRICE OF \$ 58499 PLUS GST.

**Council Resolution:****RESOLVED: (Moved by Cr Trenfield Seconded by Cr Bajrai)**

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**THAT COUNCIL ACCEPT THE TENDER RECEIVED FROM TENNANT COMPANY FOR THE REPLACEMENT OF PLANT NO 309, WITH A TENNANT 6650 XP, WITH RIGHT AND LEFT SIDE BROOMS ATTACHED, FOR A PRICE OF \$ 58499 PLUS GST.**

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**CARRIED 7.0****10.1.3****Delegation Manual 2005****File Ref:**

D/16

**Reporting Officer:**

Tom Hartman CEO.

**Disclosure of Interest:**

Nil.

**Date of Report:**11<sup>th</sup> April 2005.**Summary:**

Report submits a draft for consideration for adoption of updated Delegation Manual.

**Background:**

Section 5.46 of the Local Government Act 1995 requires the Chief Executive Officer to keep a register of delegations made and to review the register at least once annually.

**Comment:**

The register has now been reviewed and is attached for Committees perusal. This review has been undertaken along with the review of Councils Policy Manual. As can be noted there has been instances in the past where some policies have been developed when it is clearly a delegation. To allow the organisation to function more efficiently, Council should consider delegating

the powers to the CEO, who then can delegate to the responsible officer. It is suggested that the Delegation Manual be revised and considered for adoption at the May 2005, meeting.

**Consultation:**

K E Anderson.

**Statutory Environment:**

Local Government Act 1995 Section 5.46

**Policy Implications:**

Revised Policies 2005.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Voting Requirements:**

Absolute Majority.

**Recommendation:**

THAT COUNCIL REVIEW THE “DRAFT” DELEGATION MANUAL WITH THE VIEW TO CONSIDER THE FOLLOWING MOTION AT THE MAY 2005 MEETING -

1. THAT ALL DELEGATIONS OF THE SHIRE OF MEEKATHARRA DATED PRIOR TO 01 MARCH 2005 BE RESCINDED AND
2. THAT THE DELEGATIONS CONTAINED WITHIN “THE SHIRE OF MEEKATHARRA DELEGATIONS REGISTER 2005” BE ADOPTED (IN BULK).

**Council Resolution:**

**RESOLVED: (Moved by Cr Trenfield Seconded by Cr Bain)**

THAT COUNCIL REVIEW THE “DRAFT” DELEGATION MANUAL WITH THE VIEW TO CONSIDER THE FOLLOWING MOTION AT THE MAY 2005 MEETING -

3. THAT ALL DELEGATIONS OF THE SHIRE OF MEEKATHARRA DATED PRIOR TO 01 MARCH 2005 BE RESCINDED AND
4. THAT THE DELEGATIONS CONTAINED WITHIN “THE SHIRE OF MEEKATHARRA DELEGATIONS REGISTER 2005” BE ADOPTED (IN BULK).

**CARRIED 7.0**

**10.1.4                      Policy Manual 2005**

**File Ref:** P/22

**Reporting Officer:** Tom Hartman CEO.

**Disclosure of Interest:** Nil

**Date of Report:** 11<sup>th</sup> April 2005

**Summary:** Report submits a draft for consideration for adoption of updated Policy Manual.

**Background:** Council’s Policy Manual has not been reviewed since 1998 although some additional policies have been approved from time to time. These additional policies were not incorporated into the manual. This agenda reviews all previous policies and issues new ones where considered necessary. A good workable policy allows local government perform its functions under the Act and allows the Council to ensure that there is an appropriate structure for administering the Local Government.

**Comment:** This agenda consists of two (2) manuals.

- The original 1998 manual is provided to refresh Council's memories of existing policies.  
After each policy I have provided a note (in italics and large print) to advice of the action being taken.
- The revised 2005 manual is for later adoption.  
The origin of the policy is shown in *outline* for Councillors information.

Councillors are urged to read all the above policies to ensure that they reflect Councils wishes.

In particular in the 2005 manual Councillors should read Policies; 1.4, 1.9, 1.12, 1.13, 1.17, 2.3, 2.13, 2.24.

Policy 2.13 requires Council input before adoption.

Should Council wish to make changes to any policy or add new ones, the manual should be amended before adoption. There is no urgency on this matter and adoption of the manual may be left to a later meeting if required. It is suggested that the "Draft" Policy Manual be discussed and adopted at the May 2005 meeting. It must be remembered that policies can be adopted, amended or rescinded at any time.

<b>Consultation:</b>	K E Anderson.
<b>Statutory Environment:</b>	Local Government Act 1995 Section 3:18 and 5.12.
<b>Policy Implications:</b>	Revised Policies 2005
<b>Financial Implications:</b>	Nil.
<b>Strategic Implications:</b>	Nil.
<b>Voting Requirements:</b>	Absolute Majority.

**Recommendation:**

THAT COUNCIL REVIEW THE "DRAFT" POLICY MANUAL WITH THE VIEW TO CONSIDER THE FOLLOWING MOTION AT THE MAY 2005 MEETING -

1. THAT ALL POLICIES OF THE SHIRE OF MEEKATHARRA DATED PRIOR TO 01 MARCH 2005 BE RESCINDED AND
2. THAT THE POLICIES CONTAINED WITHIN "THE SHIRE OF MEEKATHARRA POLICY MANUAL 2005" BE ADOPTED (IN BULK).



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

**THAT COUNCIL REVIEW THE "DRAFT" POLICY MANUAL WITH THE VIEW TO CONSIDER THE FOLLOWING MOTION AT THE MAY 2005 MEETING -**

- 3. THAT ALL POLICIES OF THE SHIRE OF MEEKATHARRA DATED PRIOR TO 01 MARCH 2005 BE RESCINDED AND**
- 4. THAT THE POLICIES CONTAINED WITHIN "THE SHIRE OF MEEKATHARRA POLICY MANUAL 2005" BE ADOPTED (IN BULK).**

**CARRIED BY ABSOLUTE MAJORITY 7.0**

**10.2** MANAGER OF FINANCE AND ADMINISTRATION REPORT SUBMITTED TO THE FULL COUNCIL MEETING TO BE HELD 16<sup>TH</sup> APRIL 2005

**10.2.1 Accounts to Be Paid****File Ref:** F/6**Reporting Officer:** Rose Jones - Manager of Finance and Administration.**Disclosure of Interest:** Nil.**Date of Report:** 11<sup>th</sup> April, 2005**Summary:** The following accounts are presented to Council for payment:

Municipal	Voucher No.s	Amount: \$
Trust Account	Voucher No.s	Amount: \$
Air BP Account	Voucher No.s	Amount: \$

**Voting Requirements:** Simple majority.**Recommendation:**

**THAT THE ACCOUNTS AS DETAILED BE PAID.**

**Council Resolution:****RESOLVED: (Moved by Cr O'Dwyer Seconded by Cr Bain)****THAT THE ACCOUNTS AS DETAILED BE PAID.****CARRIED 7.0****10.2.2****Quarterly Report - Period Ended 31<sup>st</sup> March 2005****File Ref:**

F/6

**Reporting Officer:**

Rose Jones - Manager of Finance and Administration.

**Disclosure of Interest:**

Nil.

**Date of Report:**11<sup>th</sup> April 2005**Summary:**

Quarterly Report.

**Background:**

A quarter financial report is to be presented to Council at the next ordinary meeting following the end of the reporting period.

**Comment:**

The statement of Financial Position, Statement of Financial Activity and Statement of Expenditure on Capital Acquisitions comprising the quarterly financial report are presented. Detailed schedules will be tabled at the meeting.

**Consultation:**

Nil.

**Statutory Environment:**

Local Government Act 1995 Section 6.4  
Financial Management Regulations 34 & 35

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**THAT COUNCIL ACCEPT THE QUARTERLY REPORT FOR THE PERIOD ENDING 31<sup>st</sup> MARCH 2005 AS PRESENTED.**

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**Council Resolution:**

**RESOLVED: (Moved by Cr Trenfield Seconded by Cr Nichols)**

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**THAT COUNCIL ACCEPT THE QUARTERLY REPORT FOR THE PERIOD ENDING 31<sup>st</sup> MARCH 2005 AS PRESENTED.**

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**CARRIED 7.0**

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**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:**

THE PRESIDENT CR HUTCHINSON DECLARED THE MEETING CLOSED AT 10:30 AM.