



# AGENDA

**SPECIAL COUNCIL MEETING**

**23 OCTOBER 2023**

## **NOTICE OF MEETING**

Dear Elected Member

This Special Council Meeting of the Shire of Meekatharra will be held on Monday 23<sup>rd</sup> October 2023 in the Council Chambers, Main Street, Meekatharra commencing at 5pm.

Purpose:

- Swearing in of newly elected Councillors;
- election of Shire President and Deputy President; and
- awarding of tenders.

A handwritten signature in black ink, appearing to read 'Kelvin Matthews', with a long horizontal flourish extending to the right.

Kelvin Matthews  
Chief Executive Officer  
17 October 2023



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In accordance with Local Government Act, Schedule 2.3 (3), the Chief Executive Officer is to preside at the meeting until the office of Shire President has been filled.

Nominations for the office of President and Deputy Shire President are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

**NOTE: ALL APPOINTMENTS TO COMMITTEES MUST BE BY ABSOLUTE MAJORITY – LOCAL GOVERNMENT ACT 1995 SECTION 5.10 (1) (A)**

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

The Chief Executive Officer Dr Kelvin Matthews, declared the meeting open at \_\_\_\_\_am.

**2. DISCLAIMER READING**

*No responsibility whatsoever is implied or accepted by the Shire of Meekatharra for any act, omission or statement or intimation occurring during this Meeting.*

*It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of council's decision, which will be provided within fourteen (14) days of this Meeting*

**3. RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE**

**Members**

**Members Elect**

**Staff**

**Apologies**

**Approved Leave of Absence**

**Observers**

**4. SWEARING IN OF NEWLY ELECTED COUNCILLORS**

Newly elected Councillors were sworn into office, making a declaration in the prescribed form before the Shire Chief Executive Officer. The declaration was made by Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_, and Cr \_\_\_\_\_.

**4.1 ELECTION AND SWEARING IN OF SHIRE PRESIDENT**

The CEO announced that \_\_\_\_ nomination/s had been received for the office of Shire President. The CEO declared Cr \_\_\_\_\_ elected as Shire President for a term of 2 years.

Cr \_\_\_\_\_ then made a declaration in the prescribed form for the office of Shire President before the Shire CEO. Cr \_\_\_\_\_ then resumed the chair.

**4.2 ELECTION AND SWEARING IN OF DEPUTY SHIRE PRESIDENT**

The Shire President announced that \_\_\_\_ nomination/s had been received for the office of Deputy Shire President. The Shire President declared Cr \_\_\_\_\_ elected unopposed as Deputy Shire President for a term of 2 years.

Cr \_\_\_\_\_ then made a declaration in the prescribed form for the office of Deputy Shire President before the Shire CEO.

**4.3 APPOINTMENT TO AUDIT COMMITTEE**

*(STAFF RECOMMENDATION: APPOINT WHOLE COUNCIL)  
CURRENT – FULL COUNCIL*

**Council Resolution:**

**Moved:**

**Seconded:**

**That \_\_\_\_\_ be appointed to the Audit Committee.**

**CARRIED / LOST**

**For:**

**Against:**

**4.4 APPOINTMENT TO HEALTH BUILDING & TOWN PLANNING COMMITTEE**

*CURRENT – FULL COUNCIL*

**Council Resolution:**

**Moved:**

**Seconded:**

**That \_\_\_\_\_ be appointed to the Health Building & Town Planning Committee.**

**CARRIED / LOST**

**For:**

**Against:**

#### 4.5 APPOINTMENT TO WORKS GROUP

*CURRENT – FULL COUNCIL*

**Council Resolution:**

**Moved:**

**Seconded:**

**That \_\_\_\_\_ be appointed to the Works Group.**

**CARRIED / LOST**

**For:**

**Against:**

*NOTE: The Works Group is an informal group and not an established committee of Council for the purpose of section 5.8 of the Local Government Act 1995.*

#### 4.6 APPOINTMENT TO CEO PERFORMANCE REVIEW PANEL

*CURRENT – SHIRE PRESIDENT AND DEPUTY PRESIDENT*

**Council Resolution:**

**Moved:**

**Seconded:**

**That \_\_\_\_\_ be appointed to the CEO Performance Review Panel.**

**CARRIED / LOST**

**For:**

**Against:**

#### 4.7 APPOINTMENT TO LOCAL EMERGENCY MANAGEMENT COMMITTEE

Local Emergency Management Committee Members:

*Local Emergency Management Coordinator & Chair (OIC Meekatharra Police)*

*Shire CEO,*

*Shire CDSM (secretariat),*

*Meekatharra Airport Manager,*

*Chief Bush Fire Control Officer (CEO),*

*And a representative from each of the following agencies:*

*Department of Fire and Emergency Services,*

*St Johns Ambulance Service,*

*Meekatharra Fire and Rescue Service,*

*Meekatharra SES Unit,*

*Department of Child Protection,*

*Meekatharra Hospital,*

*Royal Flying Doctor Service,*

*Plutonic Mine,*

*Sandfire Resource (Degrussa Mine)*

*Doray Minerals Ltd  
Westgold Resources N, and  
Abra Mining.*

**Recommendation/Council Resolution:**

**Moved:**

**Seconded:**

**That the above members be appointed to the Local Emergency Management Committee.**

**CARRIED / LOST**

**For:**

**Against:**

***NOTE: The Local Emergency Management Committee (LEMC) is an external committee to Council and not an established committee of Council for the purpose of section 5.8 of the Local Government Act 1995.***

**4.8 APPOINTMENT OF DELEGATES**

- Murchison Zone of the WA Local Government Association (WALGA)  
(2 delegates) – plus optional proxy  
*Current – Cr Nichols, CEO Kelvin Matthews, and Cr Smith (proxy).*

Appointed at the last (November 2021) Council meeting; Shire President and CEO with Deputy Shire President as proxy.

**Appointed:** \_\_\_\_\_

- Regional Road Group & Murchison Sub Group (1 delegate and Staff Member)  
*Current – Cr Nichols and CEO Kelvin Matthews or his delegate.*

**Appointed:** \_\_\_\_\_

- Meekatharra/Mt Magnet Aviation Community Consultation Group  
*Current – Shire Chief Executive Officer and Airport Manager. DCEO proxy.*

**Appointed:** \_\_\_\_\_

- Development Assessment Panel for the Shire of Meekatharra (4 appointments)  
*Previous – Cr's Nichols & Clancy with Cr's Smith & Hall as proxies.*

**Appointed:** \_\_\_\_\_

- Meekatharra Outback Festival/Events Reference Group (changed from “Management Committee”)  
*Previous – Cr’s Nichols, CDSM and CDO.*

**Appointed:** \_\_\_\_\_

- Meekatharra Agency Leadership Group (MALG)  
*Currently attended by the CEO and CDSM as the appointed scribe for the group*

**Appointed:** \_\_\_\_\_

- Meekatharra Liquor Accord Group (when in operation)  
*Previous – Shire President and CEO.*

**Appointed:** \_\_\_\_\_

- Doray Meekatharra Community Development Trust  
*Current – Shire President.*

**Appointed:** \_\_\_\_\_

- Meekatharra Aboriginal Reference Group  
*Currently attended by CEO and CDSM.*

**Appointed:** \_\_\_\_\_

**Council Resolution (Absolute Majority Required):**

**Moved:**

**Seconded:**

**That Council approves the above appointments of delegates to committees / organizations.**

**CARRIED / LOST**

**For:**

**Against:**



**4.9 APPOINTMENT OF CHAIRMAN LOCAL RECOVERY COORDINATING COMMITTEE**

*Current – Shire President with Deputy President as proxy.*

**Recommendation / Council Resolution:**

**Moved:**

**Seconded:**

**That Council appoints the Shire President as Chairman of the Local Recovery Coordinating Committee, with the Deputy President as proxy.**

**CARRIED / LOST**

**For:**

**Against:**

**4.10 APPOINTMENT OF LOCAL RECOVERY COORDINATOR**

*Current – Shire CEO.*

**Recommendation / Council Resolution:**

**Moved:**

**Seconded:**

**That Council appoints the Shire CEO as the Local Recovery Coordinator.**

**CARRIED / LOST**

**For:**

**Against:**

**4.11 APPOINTMENT OF CHIEF BUSH FIRE CONTROL OFFICERS**

Bush Fire Act 1954 Sect 38 (11) & Policy 5.2

Chief Bush Fire Control Officer (CBFCO), Deputy Bush Fire Control Officer (DCBFCO) and Bush Fire Control Officer (BFCO)

*Current – CEO Kelvin Matthews (CBFCO), Cr Harvey Nichols (DCBFCO)*

**Officers Recommendation / Council Resolution:**

**Moved:**

**Seconded:**

**That Council appoints the CEO, Kelvin Matthews as Chief Bush Fire Control Officer and \_\_\_\_\_ as Deputy Chief Bush Fire Control Officer.**

**CARRIED / LOST**

**For:**

**Against:**

#### 4.12 APPOINTMENT TO MURCHISON GEO REGION PROJECT WORKING GROUP

*Current – Cr Holden with CDSM and CEO support.*

**Recommendation / Council Resolution:**

**Moved:**

**Seconded:**

**That Council appoints Cr Holden to the Murchison Geo Region Project Working Group.**

**CARRIED / LOST**

**For:**

**Against:**

*NOTE: The Murchison Geo Region Project Working Groupe (MGRPWG) is an external regional working group to Council and not an established committee of Council for the purpose of section 5.8 of the Local Government Act 1995.*

#### 5. CONFIDENTIAL ITEMS

**Officer Recommendation / Council Resolution:**

**Moved:**

**Seconded:**

**That the meeting be closed to member of the public to allow Council to discuss item 5.1 and 5.2 which concern matters of a confidential nature.**

**CARRIED / LOST**



**For:**

**Against:**

## CONFIDENTIAL ITEM

**Deals with a contract entered into, or which may be entered into by the local government. Local Government Act 1995 Section 5.23 (2) (c)**



#### 5.1 REQUEST FOR TENDER VP379936 - GRADER

<b>Applicant:</b>	N/A	
<b>File Ref:</b>	CM.TE.010	
<b>Disclosure of Interest:</b>	Nil	
<b>Date of Report:</b>	17 October 2023	
<b>Author:</b>	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
<b>Senior Officer:</b>	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

# CONFIDENTIAL ITEM

Deals with a contract entered into, or which may be entered into by the local government. Local Government Act 1995 Section 5.23 (2) (c)

## 5.2 REQUEST FOR TENDER VP383185 – SMOOTH DRUM ROLLER

<b>Applicant:</b>	N/A	
<b>File Ref:</b>	CM.TE.010	
<b>Disclosure of Interest:</b>	Nil	
<b>Date of Report:</b>	17 October 2023	
<b>Author:</b>	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>
<b>Senior Officer:</b>	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

### Officer Recommendation / Council Resolution:

Moved:

Seconded:

That the meeting be opened to the public.

**CARRIED / LOST**

For:

Against:

## 6. CLOSURE OF MEETING