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- 19. MEETING CLOSURE**

1. DECLARATION OF OPENING

The Chairperson Cr Lynette Baker opened the meeting at 3.07pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President	L Baker G E Downing G A Johnson M A Weguelin D B Bolt D L Hickey N B Talbot
Chief Executive Officer	J P Murphy
Deputy Chief Executive Officer	T L Dayman
Executive Support Officer	P A Davey
Guest	T Pridham

(8231) Moved Crs - Bolt and Weguelin

That council grants Cr Downing leave of absence for the meetings held in October 2013.

Carried 7/0

3. PUBLIC QUESTION TIME

There were no members of the public present.

4. OBITUARIES

It was advised that Constance Crombie had passed away since the last meeting.

5. GUEST SPEAKERS

There were no Guest Speakers.

6. DECLARATIONS OF INTEREST

There were no declarations of interest.

7. CONFIRMATION OF MINUTES

7.1. Minutes of the Ordinary Meeting of Council – 20 August 2013

(8232) Moved Crs – Bolt and Johnson

That the minutes of the Ordinary Meeting of Council held on Tuesday 20 August 2013 be confirmed as a true and correct record.

Carried 7/0

8. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the previous minutes.

9. MINUTES OF COMMITTEES

There were no minutes of committees.

10. MATTERS REQUIRING A COUNCIL DECISION

10.1. Finance and Administration Reports

10.1.1. COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	17 September 2013
Reporting Officer:	Heather Ives, Corrigin CRC Coordinator
Disclosure of Interest:	No interest to disclose
File Number:	CMS/005/03

COMMENT

1. AUGUST 2013 Advertising - Windmill Newspaper; CRC Website; CRC Facebook Page:

Malleefowl Monitoring & Training Camp Out

'Smart Devices & Apps' Workshop in Corrigin

'CRC Network News' Link to online August Edition

2. AUGUST 2013 Room Bookings:

Conference Room	3
Professional Office	6
Video Conference Room	0
Computer Training Room	0
Exam Supervisions	0

AUGUST 2013 Courses / Workshops / Information Seminars / Meetings:

MC License Training & Assessments	12 participants
Recreation Centre Planning Meeting	10 people
Corrigin Movie Club - " <i>Performance</i> "	12 people
OH&S Safety Seminar	2 participants
Community First International – <i>Employment</i>	9 appointments
Advanced Personnel Management – <i>Employment</i>	1 appointment
Skill Hire – <i>Employment</i>	6 appointments
Forrest Personnel - <i>Employment</i>	0 appointment
Holyoake – <i>Drug & Alcohol Counselling</i>	2 appointments
University Exam Supervision	0 students

3. CRC General Business

CRC Trainees Day 2013

Article & photos appeared in 'CRC Network News' August 2013 publication, about Trainees Day held in Corrigin on 9th July 2013.

Funding:

Broadband for Seniors (BFS) – 5/8/13 Application submitted to FaHCSIA for \$2,000 Training Grant and new Computer with Touchscreen Monitor for Corrigin CRC Kiosk.

Corrigin Centenary Photo Book Project:

Prepared Power Point Slideshow featuring 5 x key photos for guest speakers at "Corrigin - Moments in Time" Official Book Launch event.

Projection Equipment tested at Town Hall for slideshow Book Launch event.

Corrigin Time Capsule 2013-2033:

Artwork created for 'Corrigin Time Capsule 2013-2033' Envelopes

Obtained Quote from Eagle Print - Envelope printing x 150 – one colour - C3 & C4 size

Awaiting confirmation from Jill Jespersen re. Envelope sizing for fitting into new Time Capsule

'Corrigin Clubs & Groups Guide' - Information & details updated

Letter prepared for mail out - detailing project and suggested content ideas for Time Capsule Envelopes

Corrigin Phonebook Surveys:

Received 52 x Surveys from community.

Feedback indicates most respondents happy with current Phonebook format, price point & advertising rates.

Additional suggestions for improvements to be included in future Phonebook editions.

4. CRC Partnerships

'Pathways to Wave Rock' Audio Tour Project:

Emily attended Audio Tour Workshop on the 3/9/2013 in Kulin with other project partners.

Currently compiling content for 6 -7 recorded tracks on interesting facts about Corrigin. Project Deadline 19/12/2013.

Approaching local identities for involvement & to record interviews using 'Audacity' Recording Programme.

5. Tourism

Rotary Park Tourist Information Display Shelter:

Connelly Images producing Sign based on supplied design for Rotary Park.

Kellie Bell Photography - display of Corrigin scenic prints/canvases in CRC foyer after final completion of building works.

Corrigin Tourists & Visitors Photographic Slideshow:

Created slideshow using Corrigin historical images, local tourist attractions, town facilities & businesses for new TV in CRC Foyer.

"Wheatbelt Native Orchids" Brochure:

Still awaiting photos & information from Robin Campbell and WA Orchid Society for inclusion in new brochure.

Roe Tourism:

Emily attended meeting at Quairading on the 19/08/2013 – required to supply Corrigin Tourism brochures for new Roe Tourism Packs, for distribution around Perth VC sites.

Next meeting scheduled for 21st October 2013 at Bruce Rock.

'Pathways to Wave Rock' Film:

Emily meeting with Black Cyclone (Film Producers) on Sun 15th Sept for a (recce) pre-filming visit to various Corrigin tourist sites & locations, to work out suitability for future filming on 18-20 Oct 2013.

6. CRC Equipment, Fixtures & Fittings:

32" wall mounted, flat screen TV installed in CRC Foyer.

Obtained Quote from Merredin Telephone Services for replacement PBX Telephone System for Shire and CRC Offices.

Placed order with Narrogin Furnishings for supply & installation of carpet tiles for CRC office and Admin desk area. – Awaiting delivery

7. CRC Information & Communication Technology:

Scheduled I.T Support & PC Maintenance completed by Corrigin Leading Appliance (Callan Riches) after July School Holidays.

8. CRC Marketing & Promotion:

Connelly Images completed frosted sticker with CRC 'wavy lines' branding, onto glass panels behind reception desk area.

9. CRC Professional Development & Training:

'Audio Tour Workshop' on 3/9/2013 at Kulin CRC - Emily attended

'WACRN Training, Future of WACRN' in Perth 26/27 Sept. – Heather registered to attend.

10. CRC Traineeships:

PIPPA DAVEY

'Certificate IV in Business' *Part-time (18 mths)* RTO: Boyup Brook CRC – *Lynda Coote*

Commencement Date: 11/01/2012 - Completion Due Date: 11/07/2013

Submitted Traineeship Extension Application to Dept. of Training & Workforce Development, notifying new Completion Date 30/09/2013.

EMILY HEWETT

'Certificate III in Tourism' *Part-time (18 mths)* RTO: Challenger Institute – *Karen MacDonald*

Commencement Date: July 2012 - Completion Due Date: December 2013

NATALIE JACKSON

3/9/13 Signed-up Natalie with CCI Apprenticentre for Traineeship

Studying 'Certificate II in Business' *Part-time (18 mths)*

RTO: C.Y O'Connor Institute Narrogin Campus – *Wendy Lorrimar*

Commencement Date: 3/9/2013 - Completion Due Date: 3/3/2014

CRC Building & Infrastructure Funding:

"RECEPTION & ADMINISTRATION RENOVATION" Project

Connelly Images installed frosted sticker with wavy line design onto glass panels

Carpet Court Narrogin order placed for supply and fit of carpet tiles in Office & behind Admin desk.

Fixtures & fittings installation completed – *fish eye mirror; TV wall mount bracket; door stoppers*

Submitted CRC Building & Infrastructure Funding Acquittal to RDL on 27/8/2013

*Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 September 2013*

CORRIGIN CRC Monthly Usage: August 2013

CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES August 2013:					
COMPUTER ROOM	MTHLY	YTD from July 13	HIRE	MTHLY	YTD from July 13
Internet Use	47	157	Room Hire (payments)	4	14
Computer Use	1	2	Data Projector Hire	0	0
Wireless Hotspot	3	7	Laptop Hire	0	0
SERVICES			Folding Machine Hire	0	0
B&W Printing / Photocopies	35	92	Portable Projector Screen Hire	0	0
Colour Printing / Photocopies	8	14	Portable White Board Hire	0	0
Photo Printing	2	11	Portable Pin-Up Board Hire	0	0
Laminating	3	9	Engraver Hire	0	0
Faxing	9	19	NLIS Scanning Wand Hire	0	2
Binding	1	1	BBQ Trailer Hire	0	0
Secretarial Services	3	13	SALES		
Scanning	13	27	Phonebook Sales	2	13
Desktop Publishing	0	0	Birds of the W/belt Book Sales	0	0
CD / DVD Burning	0	0	Tin Horse Highway Book	0	0
Computer Training (one-on-one)	0	0	Corrigin Book Sales	1	3
Phone Calls	1	1	Shire Polo Shirt Sales	0	0
FEES			Eco Bags	0	0
Corrigin CRC 2013 Membership	0	0	Corrigin Post Card Sales	0	2
Corrigin Movie Club (payments)	9	13	Corrigin Wrapping Paper Sale	0	0
Training Course (payments)	0	0	2013 Corrigin Calendars (sold via CRC)	0	2
University Exam Invigation	0	0	OTHER		
IP Video Conferencing	0	0	Folding Machine	0	0
			Yearlering Book Sales	0	0
<i>Monthly People through :</i>		143	Bulyee / Kweda Book Sale	0	0

CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES' August 2013:					
SERVICE	MTHLY	YTD from July 13	SERVICE	MTHLY	YTD from July 13
Phonebook/Calendar - Enquires	0	8	Department of Veterans Affairs	0	0
Centrelink - Access Point	41	62	Courses & Education Enquires	4	12
Tourism	52	79	General Enquiries (Face to Face)	57	121
Conferences/Training/Meetings	62	144	Corrigin Toy Library	12	28
Broadband for Seniors Kiosk (BFS)	24	44	Government Info. Access Point	2	7
Medicare - Claim Booth	2	4	ATO	2	6
<i>Monthly People through :</i>		351	General Enquiries (Email/Phone)	94	214

TOTAL: 494 (paying Customers and Customer Services provided for August 2013)

OFFICER'S RECOMMENDATION

That Council receives the Corrigin CRC Report.

COUNCIL RESOLUTION

(8233) Moved Crs – Hickey and Johnson

That Council receives the Corrigin CRC Report.

Carried 7/0

10.1.2. ACCOUNTS FOR PAYMENT – AUGUST 2013

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	09/09/2013
Reporting Officer:	Katherine Weguelin, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

COMMENT

The cheque and EFT payments that have been raised for the Council meeting and also during the month of August 2013 are attached.

After payment of the following cheque and EFT payments, the balance of creditors will be \$NIL.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2013 / 2014 Annual Budget.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse Cheque's 19711 to 19716 and EFT payments in the Municipal Fund, totalling \$390,494.31, EFT payments in the Trust Fund totalling \$216.00, and EFT payments in the Licensing Account totalling \$30,644.25; total payments for August \$421,354.56.

COUNCIL RESOLUTION

(8234) Moved Crs – Talbot and Weguelin

That Council endorse Cheque's 19711 to 19716 and EFT payments in the Municipal Fund, totalling \$390,494.31, EFT payments in the Trust Fund totalling \$216.00, and EFT payments in the Licensing Account totalling \$30,644.25; total payments for August \$421,354.56.

Carried 7/0

10.1.3. MONTHLY FINANCIAL REPORT – AUGUST 2013

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 September 2013
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM0036

BACKGROUND

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

Variances between budgeted and actual expenditure including the required Material Variances (10%) with a minimum value of \$10,000 are included in the variance report.

COMMENT

A variance report is included with the monthly financial statements.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Monthly Statement of Financial Activity.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the Statement of Financial Activity for the month ending 31 August 2013, as presented, and note any material variances.

COUNCIL RESOLUTION

(8235) Moved Crs – Weguelin and Bolt

That Council adopts the Statement of Financial Activity for the month ending 31 August 2013, as presented, and note any material variances.

Carried 7/0

COUNCIL RESOLUTION

(8236) Moved Crs – Johnson and Weguelin

That Council closes the meeting to the public to consider the following items.

Carried 7/0

10.1.4. WHEATBELT GENERAL PRACTICE BUSINESS SUPPORT SERVICE

Applicant:	Eastern Wheatbelt Primary Care Project
Location:	Wheatbelt
Date:	11 September 2013
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CS0039

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with matters relating to a contract entered into, or a which may be entered into by the local government and relates to a matter being discussed at the meeting. The Chief Executive Officer's Report has been provided to Council under separate cover.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council enters into a Memorandum of Understanding with First Health for the provision of general practice business support services in Corrigin.

COUNCIL RESOLUTION

(8237) Moved Crs – Johnson and Downing

That Council enters into a Memorandum of Understanding with First Health for the provision of general practice business support services in Corrigin.

Carried 7/0

10.1.5. CORRIGIN RECREATION AND EVENTS CENTRE – SCHEMATIC DESIGN REPORT

Applicant:	Shire of Corrigin
Location:	Corrigin Recreation Precinct, Corrigin
Date:	11 September 2013
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CP0057

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with matters relating to a contract entered into, or a which may be entered into by the local government and relates to a matter being discussed at the meeting. The Chief Executive Officer's Report has been provided to Council under separate cover.

OFFICER'S RECOMMENDATION

That Council:

1. Receives the Schematic Design Report for the Corrigin Recreation and Events Centre completed by Site Architecture Studio (11 September 2013); and
2. Endorses the recommendations contained within the report including the proposal to proceed to design development for stages 1 & 2 of the project.

COUNCIL RESOLUTION

(3238) Moved Crs - Downing and Bolt

That Council:

- 1. Receives the Schematic Design Report for the Corrigin Recreation and Events Centre completed by Site Architecture Studio (11 September 2013); and***
- 2. Endorses the recommendations contained within the report including the proposal to proceed to design development for stages 1 & 2 of the project.***

Carried 7/0

COUNCIL RESOLUTION

(8239) Moved Crs - Johnson and Bolt

That Council reopens the meeting to the public.

Carried 7/0

10.1.6. GIGGLE POTS DAY CARE – LEASE AGREEMENT

Applicant:	Giggle Pots Day Care
Location:	Lots 60 & 61 (40-42) Lynch Street, Corrigin
Date:	12 September 2013
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CS0017

BACKGROUND

Giggle Pots Day Care is a community managed day care provider operating out of Council owned premises at Lot 60 & 61 (40-42) Lynch Street Corrigin. The centre is licensed as a long hours day care centre and is able to accommodate up to 19 children. The centre currently operates 4 days per week in its current location.

In October 2006 Council agreed to lease the day care premises to Giggle Pots for ten years. The centre has been operating successfully from that time and receives financial assistance from both Council and the federal government.

The current day care building is old and requires replacing. Giggle Pots have been successful in obtaining funding from Lotterywest and the Foundation for Rural & Regional Renewal to replace the building with a modern built for purpose transportable building. Council has also agreed to contribute financially to the cost of the new facility.

In order to secure the funding and to ensure long term continuity of the service, Giggle Pots is seeking a new ten year term for the rental agreement for the premises. The new rental agreement would have the same general provision as the existing agreement.

COMMENT

It is recommended that Council agree to a new 10 year lease agreement with Giggle Pots Day Care for the purpose of a day care business at Lot 60 & 61 (40-42) Lynch Street Corrigin.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no significant financial implications in relation to this item.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council enters into to a new 10 year lease agreement with Giggle Pots Day Care for the purpose of a day care business at Lot 60 & 61 (40-42) Lynch Street Corrigin.

COUNCIL RESOLUTION

(8240) Moved Crs – Weguelin and Hickey

That Council enters into to a new 10 year lease agreement with Giggle Pots Day Care for the purpose of a day care business at Lot 60 & 61 (40-42) Lynch Street Corrigin.

Carried 7/0

10.2. Health, Building and Planning Reports

10.2.1. ENVIRONMENTAL HEALTH UPDATE

Applicant:	Lauren Bosch
Location:	Shire of Corrigin
Date:	11 September 2013
Reporting Officer:	Environmental Health Officer, Lauren Bosch
Disclosure of Interest:	No interest to disclose
File Number:	Various

BACKGROUND

The purpose of this report is to update Council on the work that Council's Environmental Health Officer, Lauren Bosch, is currently doing for the Shire and within the community of Corrigin.

COMMENT

Corrigin Caravan Park

Council's EHO has inspected the Corrigin Caravan Park, requested works and license registration under the *Caravan and Camping Grounds Act 1995*, from the business owner. This is still progressing. Discussions over the extent of Shire works and private works to address items on the works schedule have occurred.

Corrigin Agricultural Show 2013

Council's EHO will be inspecting food vans and stalls at the Corrigin Agricultural Show again this year. The requirements of the Shire of Corrigin Trading Local Law were met again this year by communication between the show organisers and Council's EHO.

Health Act and Food Act compliance work

- There have been multiple applications and approvals with regards to food business notification and registration over the last few weeks.
- Correspondence from the Department of Health regarding Corrigin's Abattoir has been received this month. Council's EHO will consider the appropriate enforcement action to take place prior to the next Department of Health audit of the abattoir due in October 2013.
- There have been public building issues at a premises in town requiring gaming licence certification which is being worked on at the moment

New Beauty Therapy Business

Council's EHO has inspected and approved a new beauty therapy to operate in Corrigin. The proprietor has followed instruction on the relevant health requirements, which they have successfully met. The business is fit and approved for non-critical skin penetration procedures only.

Rubbish Tip Rehabilitation

Seedlings have been planted at the Corrigin Landfill site by the Bush Rangers from the school and by the site operator. Some area at the old Bullaring Landfill has been planted out by Council's horticulturalist. Ongoing rehabilitation and revegetation will occur every year.

The fences have also been erected and repaired at the Corrigin Landfill and Transfer Station as required under the licence.

Annual Leave

Council's EHO will be on annual leave from 23 to 29 September 2013

STATUTORY ENVIRONMENT

Health Act 1911

Food Act 2008

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no significant financial implications in relation to this item.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Environmental Health Officer's report.

COUNCIL RESOLUTION

(8241) Moved Crs- Weguelin and Hickey

That Council receives the Environmental Health Officer's report.

Carried 7/0

Cr Weguelin left the meeting at 3.54pm.

Cr Weguelin and Miss Bosch returned to the meeting at 3.54pm.

Miss Bosch left the meeting at 4.10pm.

10.3. Works and General Purpose Reports

10.3.1. BROOKTON HIGHWAY, BULYEE – ROAD IMPROVEMENTS

Applicant:	Main Roads WA
Location:	Brookton Highway, Bulyee
Date:	12 September 2013
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GR0049

BACKGROUND

Main Roads WA is undertaking improvement works on the Brookton Highway Bulyee. In order for the new works to proceed a portion of surrounding land needs to be taken and included in the road reserve. A copy of the plans of the proposal shown on Main Roads Drawings 1360-049 and 1260-130-1 are attached for Council's information.

To enable the additional land to be dedicated as a road reserve it is a requirement of the Land Administration Act that the local Council concur with the dedication action.

Main Roads WA will indemnify Council against all costs and charges that relate to the dedication action.

COMMENT

It is recommended that Council support the proposed dedication of the land, the subject of Main Roads Drawings 1360-049 and 1260-130-1 as a road under section 56 of the Land Administration Act 1997.

STATUTORY ENVIRONMENT

Land Administration Act 1997

POLICY IMPLICATIONS

Council does not have a policy in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council concurs to the dedication of the land, the subject of Main Roads Drawings 1360-049 and 1260-130-1 as a road under section 56 of the Land Administration Act 1997.

COUNCIL RESOLUTION

(8242) Moved Crs- Bolt and Johnson

That Council concurs to the dedication of the land, the subject of Main Roads Drawings 1360-049 and 1260-130-1 as a road under section 56 of the Land Administration Act 1997.

Carried 7/0

11. NOTICE OF MOTIONS

There was no Notice of Motions.

12. NOTICE OF MOTIONS FOR THE NEXT MEETING

There was no Notice of Motion for the next meeting.

13. CHIEF EXECUTIVE OFFICER'S REPORT

The CEO also advised that the outside works crew had been busy around town in the preparation for the show, but would be continuing maintenance grading from now.

14. PRESIDENT'S REPORT

The President spoke about the Centenary celebrations; 'Moments in Time' book launch, Shire function and the Agricultural Show. The President congratulated everyone on the success of the Centenary events.

The President advised that she had attended a Wheatbelt Aged Care Meeting.

The President thanked Cr Downing for all his hard work over the last 11 years, and wished him all the best for the future.

15. COUNCILLORS' REPORTS

There were no Councillors' reports.

16. URGENT BUSINESS

There was no urgent business to discuss.

17. INFORMATION BULLETIN

There were no matters arising from the information bulletin.

18. WALGA AND CENTRAL ZONE MOTIONS

There were no WALGA or Central Zone Matters.

19. MEETING CLOSURE

Cr Downing addressed Council and recalled his experiences over the past 11 years as a Councillor. Cr Downing thanked the Staff and fellow Councillors with whom he had worked with during his term as a Councillor.

There being no further business to discuss, the President thanked everyone for their attendance and closed the meeting at 4.38pm