

I certify that this copy of the Minutes is a true and correct record of the meeting held on 26 May 2009  
Signed: .....  
Presiding Elected Member  
Date:.....



**MINUTES OF ORDINARY COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS ON  
TUESDAY, 26 MAY 2009  
COMMENCING AT 4.00PM**

**THERE ARE NO ATTACHMENTS TO THIS COPY OF THE COUNCIL MINUTES. TO VIEW ATTACHMENTS PLEASE CONTACT THE SHIRE OFFICE ON 9927 0000**

<b>PRESENT:</b>	President	Cr R K Parsons (Chairperson)
	Councillors	Cr S C Chandler (Deputy Shire President) Cr G C Bass Cr R J Gillam Cr K J Hepworth Cr R T McClurg Cr R W Roberts
	Staff	Mr G M Peddie – Acting CEO (Minute Taker) Mr F A Neuweiler – Manager, Community Development
	Gallery	Mr J Rossiter
<b>APOLOGIES:</b>		Cr L W Wheeler
<b>LEAVE OF ABSENCE:</b>		Cr G L Dean-Gundill

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

The Shire President declared the meeting open at 4.00pm and welcomed all those in attendance to the proceedings.

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

Cr G L Dean Gundill – Leave of Absence, Cr L W Wheeler - Apology

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. PUBLIC QUESTION TIME**

**4.1:** Mr John Rossiter – Raised his concerns about the speed of cars using Point Leander Drive Roundabout construction area.

The Shire President advised that Council will ask the Police to continue to monitor the site.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Gail Dean-Gundill has requested Leave of Absence from the Council Meetings scheduled for 26 May 2009 and June 2009.

Cr G Bass requested Leave of Absence from the Council Meetings scheduled for June 2009, 28 July 2009, 25 August 2009 and 22 September 2009.

Cr R Gillam requested a Leave of Absence from the Council Meeting scheduled for June 2009.

Cr K Hepworth requested a Leave of Absence from the Council Meeting scheduled for June 2009.

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**COUNCIL MOTION:**

**Moved: Cr R Roberts**

**Seconded: Cr R McClurg**

***That Cr Gail Dean-Gundill be granted Leave of Absence from the Council Meetings scheduled for 26 May 2009 and June 2009.***

***That Cr G Bass be granted Leave of Absence from the Council Meetings scheduled for June 2009, 28 July 2009, 25 August 2009 and 22 September 2009.***

***That Cr R Gillam be granted Leave of Absence from the Council Meeting scheduled for June 2009.***

***That Cr K Hepworth be granted Leave of Absence from the Council Meeting scheduled for June 2009.***

**VOTING DETAILS:**

**CARRIED  
7/0**

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**6. PETITIONS**

Nil.

**7. CONFIRMATION OF MINUTES**

**7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 APRIL 2009**

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A copy of the Minutes of the Ordinary Council Meeting held on 28 April 2009 has been provided to all Councillors under separate cover.

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**COUNCIL MOTION:**

**Moved: Cr Rob McClurg**

**Seconded: Cr R Roberts**

*That the Minutes of the Ordinary Council Meeting, held on 28 April 2009, be confirmed as a true and accurate recording of that meeting.*

**VOTING DETAILS:**

**7/0**

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**7.2 MINUTES FOR THE CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW HELD ON 24 MARCH 2009**

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A copy of the Minutes for the Chief Executive Officers Performance Review held on 24 March 2009 has been provided to all Councillors under separate cover.

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**COUNCIL MOTION:**

**Moved: Cr R Roberts**

**Seconded: Cr R Gillam**

*That the Minutes for the Chief Executive Officers Performance Review held on 24 March 2009, be confirmed as a true and accurate recording of that meeting.*

**VOTING DETAILS:**

**CARRIED  
7/0**

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

**8.1:** 19 May 2009 met with the CEO of the City of Geraldton-Greenough.

**8.2:** Council Forum scheduled for 9 June 2009 has been cancelled.

## 9. REPORTS

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**B.412:**

**Subject:** Cleaning Contract  
**Proponents:** Delron Cleaning Geraldton, G-FORCE Contracting, OIC Office & Industrial Cleaning, CEE General Services  
**Reporting Officer:** Manager - Community Development  
**Date of Report:** 4 May 2009  
**File Reference:** ET.1.1  
**Voting Requirements:** Normal Majority

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**Issue:**

To award a three year cleaning contract to one of the four businesses that submitted a tender offer.

**Body/Background:**

The current one year cleaning contract with G-Force Contracting is due to expire on 30 June 2009. Advertisements have been placed in the West Australian on 11 April 2009, and the Local Rag and the Geraldton Guardian on 15 April 2009 seeking submissions of tenders for the cleaning of Council's facilities. The tender closed on 1 May 2009; four businesses submitted a tender offer.

Details of the tenders received are contained in the attachments:

**Officer's Comment:**

Submission prices vary from \$77,876 to \$ 174,240, plus consumables. The two local contractors, Delron and G-Force presented the most competitive submissions. Delron's hourly rate is the most economical at \$32.84 (CPI adjusted).

G-Force Contracting is the current contractor and has provided a satisfactory service over the past 6 years with very few complaints received.

All submissions provided evidence of current necessary insurance policies and satisfied the criteria relating to Occupational Health and Safety and Staff Training.

Due to the competitive rate it is recommended to award Delron Cleaning Geraldton the cleaning contract for a period of three years.

**Financial Implications:**

The cost of cleaning Council's facilities at \$77,876 first year and CPI adjusted thereafter.

**Statutory Environment:**

Local Government (Functions and General) Regulations 1996

**Policy Implications:**

N/A

**Officer's Recommendation:**

That Council accepts the tender from Delron Cleaning Geraldton for the cleaning of Council facilities from 1 July 2009 until 30 June 2012, subject to the following conditions:

- Should any facility be closed during the contract period, the contractor is not entitled to issue an invoice for work not carried out.
  - Any additional cleaning needed, ie over Easter, Christmas and Festivals, is negotiated on a needs basis and the hourly rate applies as submitted in the tender offer.
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**COUNCIL MOTION:**

**Moved: Cr S Chandler**

**Seconded: Cr R Gillam**

***That Council accepts the tender from Delron Cleaning Geraldton for the cleaning of Council facilities from 1 July 2009 until 30 June 2012, subject to the following conditions:***

- ***Should any facility be closed during the contract period, the contractor is not entitled to issue an invoice for work not carried out.***
- ***Any additional cleaning needed, ie over Easter, Christmas and Festivals, is negotiated on a needs basis and the hourly rate applies as submitted in the tender offer.***

**VOTING DETAILS:**

**CARRIED  
6/1**

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**CEO.419**

**Subject:** June Ordinary Council Meeting  
**Reporting Officer:** Chief Executive Officer  
**File Reference:** AC.3  
**Date Prepared:** 13 May 2009  
**Voting Requirements:** Simple

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**Issue:**

To consider changing the date of the June ordinary Council meeting.

**Body / Background:**

Ordinary meetings of Council are held every month on the fourth Tuesday at 4:00pm. The June Council meeting is scheduled to be held on Tuesday 23 June 2009.

**Officers Comment:**

A request has been received for Council to consider changing the date of the June ordinary Council meeting to Tuesday 30 June due to a number of Councillors being away for the normal ordinary meeting date.

**Financial Implications:**

Nil

**Statutory Environment:**

Council is responsible for setting the time and date of ordinary Council meetings and local public notice is required.

**Policy Implications:**

Nil

**Officers Recommendation:**

That Council change the date of the June ordinary Council meeting from Tuesday 23 June 2009 to Tuesday 30 June 2009 commencing at 4:00pm.

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**COUNCIL MOTION:**

**Moved: Cr R Roberts**

**Seconded: Cr R Gillam**

***That Council change the date of the June ordinary Council meeting from Tuesday 23 June 2009 to Tuesday 30 June 2009 commencing at 4:00pm.***

**VOTING DETAILS:**

**CARRIED**  
**7/0**

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**CEO.420**

**Subject:** Local Government Week 2009  
**Reporting Officer:** Chief Executive Officer  
**File Reference:** DW.9.7  
**Date Prepared:** 13 May 2009  
**Voting Requirements:** Simple

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**Issue:**

To consider registering delegates for the 2009 Local Government Week convention.

**Body / Background:**

WALGA have provided notification that the 2009 Local Government Week convention will be held at the Perth Convention Centre from Thursday 6 August to Saturday 8 August 2009.

There are also professional development opportunities for Councillors leading up to and during the week following the conference.

A copy of the Information provided is attached.

**Officers Comment:**

Crs Robyn Parsons and Stuart Chandler represent Council on the Northern Country Zone of WALGA and represent Council in regards to local government structural reform with Cr Hepworth being a proxy.

The Local Government Week convention is an opportunity for Councillors to avail themselves of professional development and to network with Councillors from other local governments.

**Financial Implications:**

Cost of registration is \$1075 plus accommodation. Funds are included in the budget for Councillors to attend.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Officers Recommendation:**

That Council register Cr Parsons, Cr Chandler, Cr \_\_\_\_\_, Cr \_\_\_\_\_ and the CEO to attend the 2009 Local Government Convention.



**COUNCIL MOTION:**

**Moved: Cr K Hepworth**

**Seconded: Cr Rob McClurg**

***That Council register Cr Parsons, Cr Chandler, Cr Wheeler and the CEO to attend the 2009 Local Government Convention.***

**VOTING DETAILS:**

**CARRIED  
7/0**

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**CEO.421**

**Subject:** Local Government Structural Reform  
**Reporting Officer:** Chief Executive Officer  
**File Reference:** DL.3.4  
**Date Prepared:** 13 May 2009  
**Voting Requirements:**

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**Issue:**

To consider:

- engaging a consultant to prepare a report to determine the sustainability of the proposed amalgamation of the Shires of Carnamah, Coorow and Irwin, and
- participating in a report being commissioned to research the possible amalgamation of the City of Geraldton-Greenough and the Shires of Chapman Valley and Mullewa.

**Body / Background:**

There have been numerous meetings and discussions regarding the Ministers local government reform strategies announced in early February.

The timeframe for each local government to prepare a reform submission to the Minister is as follows:

March/April 2009

- o Individual local governments to complete the attached reform checklist.
- o Initial exploratory meeting to confirm local government amalgamation grouping is appropriate.
- o Local governments determine suitable partners for amalgamation.
- o Consideration of the reduction in the number of elected members.
- o Consideration of skill sets for the establishment of a project team to coordinate local government's reform process.
- o Local governments to forward completed checklist to the Local Government Reform Steering Committee by 30 April 2009.

April/May 2009

- o Project team established (2-3 members from each local government).
- o Project team meets as required to determine preferred amalgamation structure.
- o Project team to determine appropriate elected member representation and methods for ensuring appropriate community representation.
- o Project team to consider local government regional grouping.
- o Seek State Government funding assistance as necessary for preparing Reform Submissions.
- o If required, consultant/facilitator engaged.
- o Community consultation undertaken within each affected local government and comments recorded.

May/June 2009

- o Project team develops Reform Submission to include:
  - preferred amalgamation structure or other types of boundary adjustments;
  - number of elected members; and / or
  - regional grouping; and
  - transition timeline, including timeframe and estimated additional transition costs.

June/July 2009

- o Project team finalises Reform Submission and circulates to affected local governments.
- o Each council passes a resolution to proceed based on the findings of the submission.
- o Each council agrees to identify a date the amalgamation is to take effect.
- o Each council is to agree to a date at which elected member numbers will be reduced.

August 2009

- o Local governments forward the Reform Submission to the Minister for Local Government by 31 August 2009.

Stage 1 (March/April) tasks have been completed.

**Officers Comment:**

This report considers two issues as follows:

*Carnamah Coorow Irwin*

At a meeting of representatives from the Shires of Carnamah, Coorow and Irwin, held on Thursday 7 May 2009 it was generally agreed that:

- The first preference was an amalgamation of the Shires of Carnamah, Coorow, Mingenew, Three Springs and Irwin due to geography and communities of interest.
- The decision of Mingenew and Three Springs not to be part of an amalgamation that includes Irwin, notwithstanding the strong communities of interest, needs to be respected as there is only scope for voluntary amalgamations at this stage.
- The Shires of Carnamah, Coorow and Irwin should consider engaging a consultant to determine whether an amalgamation of the three Shires would be sustainable.
- The Shires of Mingenew and Three Springs continue to be invited to participate with this proposal.

Council's support is now required to apply for funding from the local government reform funding package to utilise towards a consultant to undertake the abovementioned research.

*Geraldton-Greenough Chapman Valley Mullewa*

The Geraldton-Greenough, Chapman Valley and Mullewa local governments have held meetings and are considering engaging Syme Marmion & Co to prepare a report on the benefits of an amalgamation of these local governments.

Notwithstanding Council's commitment to work with the Shires of Carnamah and Coorow, given that Syme Marmion undertook substantial research, which included the Irwin Shire, for the amalgamation of the City of Geraldton and the Shire of Greenough there is an opportunity for the abovementioned report to also include the Shire of Irwin as a second option.

The three local governments (Geraldton-Greenough, Chapman Valley and Mullewa) appear committed to determine the benefits of those three local governments amalgamating. As most of the research and information from the 2006 studies undertaken by Syme Marmion are still relevant there is an opportunity for the Irwin Shire to be included without the need for additional research and at little or no cost.

The intent would be that as part of the consultancy into an amalgamation of the Geraldton-Greenough, Chapman Valley and Mullewa local governments the consultants would also include comment on how an amalgamation could work which also included Irwin.

Council support is required for the Shire of Irwin to be considered as an option in the proposed amalgamation of Geraldton Greenough, Chapman Valley and Mullewa.

While Council's first preference will continue to be the five Shire model (with or without Mingenew and Three Springs) we have an obligation to explore all possible opportunities.

**Financial Implications:**

The costs involved to be funded through the local government reform funding package which provides up to \$10,000 to each local government.

**Statutory Environment:**

Local government act

**Policy Implications:**

Nil

**Officers Recommendation:**

That Council:

- Agree to apply for funding from the local government reform funding package to employ a consultant, in partnership with the Shires of Carnamah and Coorow, to undertake research and report on the sustainability of a proposed amalgamation of the Shires of Carnamah, Coorow and Irwin.
- Agree to include the Shire of Irwin as an additional option in the proposed research on the sustainability of a proposed amalgamation of the City of Geraldton Greenough and Shires of Chapman Valley and Mullewa.
- Confirm the view that the amalgamation of the Shires of Carnamah, Coorow, Mingenew, Three Springs and Irwin would be the best option for all communities and the region.
- Confirm our strong support in working with Carnamah and Coorow in researching the benefits and opportunities of amalgamation.

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**COUNCIL MOTION:**

**Moved: Cr S Chandler**

**Seconded: Cr R Gillam**

**That Council:**

- ***Agree to apply for funding from the local government reform funding package to employ a consultant, in partnership with the Shires of Carnamah, Coorow, Three Springs, Mingenew, Morawa, Perenjori, Dandaragan and Moora to undertake a study on the optimum merging of the above mentioned Councils.***
- ***Agree to include the Shire of Irwin as an additional option in the proposed research on the sustainability of a proposed amalgamation of the City of Geraldton Greenough and Shires of Chapman Valley and Mullewa.***
- ***Confirm the view that the amalgamation of the Shires of Carnamah, Coorow, Mingenew, Three Springs and Irwin would be the best option for all communities and the region.***
- ***Confirm our strong support in working with Carnamah and Coorow in researching the benefits and opportunities of amalgamation.***

**CARRIED  
7/0**

**VOTING DETAILS:**

Note: Council adopted a resolution which differed from the Officer's Recommendation because correspondence was received from the Shire of Coorow after the preparation of the report requesting that Council consider expanding the proposed study to include additional Councils in the region.

**CEO.422**

**Subject:** Office Additions & Refurbishment  
**Reporting Officer:** Chief Executive Officer  
**File Reference:** BC.1.8  
**Date Prepared:** 15 May 2009  
**Voting Requirements:** Simple

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**Issue:**

To consider tenders received for the Shire office additions and refurbishment.

**Body / Background:**

At the ordinary Council meeting held on Tuesday 24 June 2008 Council passed the following resolution:

*That Council:*

- *adopts the concept plan provided for the administration centre refurbishment with the adjustments agreed to by the Committee, as the preferred option for the refurbishment of the administration centre*
- *requests the CEO to obtain quotations for the preparation of the documentation of detailed design to be used as the basis of calling construction tenders*

At the ordinary Council meeting held on Tuesday 22 July 2008 Council passed the following resolution:

*That the quotation received from Alexander Planning Consultants for full architectural services for the administration office extensions be accepted by Council.*

The final drawings were completed on Friday 20 March 2009.

Expressions of Interest were advertised in the West Australian Newspaper on Saturday 21 and 28 March 2009, closing on Wednesday 8 April 2009.

Expressions of Interest were received from the following:

- In-Situ Construction & Maintenance
- Westbuild Constructions
- Transteel Corporation

It should be noted that the reason to call for expressions of interest rather than go straight to tender was made because the cost of preparing each set of detailed drawings exceeds \$300. By calling for expressions of interests builders could obtain a copy of conceptual drawings so that they could size the project to determine if they would be interested in submitting a full tender.

All three businesses that submitted an expression of interest were invited to submit a tender, with tenders closing on Friday 15 May 2009.

The following tenders were received:

In-Situ Construction & Maintenance	\$2,161,296
Transteel Corporation	\$2,682,325

**Officers Comment:**

Due to the value of the tenders received it is recommended that both tenders be rejected and Council reconsider its options in regards to the need to refurbish and increase the size of the Shire administration building.

**Financial Implications:**

Council included \$1m in the 2008/09 budget for this project. Given the timing of construction most of this money will be rolled over into the 2009/10 budget.

The \$1m budget was based on the project being sized at approximately \$850,000 and the Architects estimate of \$1.1m.

**Statutory Environment:**

Relevant sections of the Local Government (Functions and General) Regulations:

11. Tenders to be invited for certain contracts

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000.

14. Requirements for publicly inviting tenders

(1) When tenders are to be publicly invited, Statewide public notice of the invitation is to be given.  
(2) If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.

(2a) If a local government —

(a) is required to invite a tender; or

(b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

(3) The notice, whether under subregulation (1) or (2), is required to include —

(a) a brief description of the goods or services required;

(b) particulars identifying a person from whom more detailed information as to tendering may be obtained;

(c) information as to where and how tenders may be submitted; and

(d) the date and time after which tenders cannot be submitted.

(4) In subregulation (3)(b) a reference to detailed information includes a reference to —

(a) such information as the local government decides should be disclosed to those interested in submitting a tender;

(b) detailed specifications of the goods or services required;

(c) the criteria for deciding which tender should be accepted;

(d) whether or not the local government has decided to submit a tender; and

(e) whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

15. Minimum time to be allowed for submitting tenders

(1) If the notice is published in the newspaper as part of giving Statewide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving Statewide public notice.

(2) If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.

16. Receiving and opening tenders

- (1) The CEO is responsible for keeping any tender submitted including a tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.
- (2) Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.
- (3) When tenders are opened —
  - (a) at least one and, if practicable, more than one employee of the local government or one person authorised by the CEO to open tenders and, if practicable, one or more other persons, is required to be present;
  - (b) members of the public are entitled to be present; and
  - (c) details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.

18. Choice of tender

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.

21. Limitation may be placed on who can tender

- (1) If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.
- (2) There is good reason to make a preliminary selection if, because of —
  - (a) the nature of the goods or services required; or
  - (b) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required, it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.
- (3) If a local government decides to seek expressions of interest before inviting tenders, Statewide public notice that expressions of interest are sought is to be given.
- (4) The notice is required to include —
  - (a) a brief description of the goods or services required;
  - (b) particulars identifying a person from whom more detailed information may be obtained;
  - (c) information as to where and how expressions of interest may be submitted; and
  - (d) the date and time after which expressions of interest cannot be submitted.

22. Minimum time to be allowed for submitting expressions of interest

The time specified in the notice as the time after which expressions of interest cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving Statewide public notice.

23. Choice of acceptable tenderers

- (1) An expression of interest is required to be rejected unless it is submitted at a place, and within the time, specified in the notice.

(2) An expression of interest that is submitted at a place, and within the time, specified in the notice but that fails to comply with any other requirement specified in the notice may be rejected without considering its merits.

(3) Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

(4) The CEO is to list each of those persons as an acceptable tenderer.

24. Persons expressing interest to be notified of outcome

The CEO is to give each person who submitted an expression of interest notice in writing

(a) containing particulars of the persons the CEO has listed under regulation 23(4) as acceptable tenderers;

(b) advising that the local government has decided not to invite tenders because no expression of interest that it considered was from a person who it thinks would be capable of satisfactorily supplying the goods or services; or

(c) informing the person of any other outcome if neither paragraph (a) nor (b) is appropriate.

**Policy Implications:**

Nil

**Officers Recommendation:**

That Council reject the tenders received for the refurbishment and additions of the Shire administration building.

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**COUNCIL MOTION:**

**Moved: Cr S Chandler**

**Seconded: Cr R Roberts**

***That Council reject the tenders received for the refurbishment and additions of the Shire administration building.***

**VOTING DETAILS:**

**CARRIED  
7/0**



**DCS.323**

**Subject:** Accounts for Payment  
**Reporting Officer:** Director Corporate Services  
**File Reference:** Minute Book  
**Date Prepared:** 26 May 2009  
**Voting Requirements:** Normal Majority

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**Issue:**

To receive the list of accounts paid during April 2009.

**Background:**

A list of accounts paid under delegated authority is attached showing all payments made during the month of April 2009.

**Policy Implications:**

Under Delegation C3 Council has delegated authority to the Chief Executive Officer to authorise all payments by Council.

**Statutory Implications:**

13. Lists of accounts
- (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;
    - (b) the amount of the payment;
    - (c) the date of the payment; and
    - (d) sufficient information to identify the transaction.
  - (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.

**Officer's Recommendation:**

That the Accounts paid during April 2009, represented by Municipal Cheque Numbers 27364 - 27391, EFT payment numbers 8705 - 8772 totalling \$208,456.67. Trust Payment Cheque Numbers: 2130 - 2133 totalling \$8,700.00 & Police Licensing Payment No's PL 010409 – PL280409 totalling \$71,668.95 be received.

**COUNCIL MOTION:**

**Moved: Cr R Gillam**

**Seconded: Cr K Hepworth**

***That the Accounts paid during April 2009, represented by Municipal Cheque Numbers 27364 -27391, EFT payment numbers 8705 - 8772 totalling \$208,456.67. Trust Payment Cheque Numbers: 2130 - 2133 totalling \$8,700.00 & Police Licensing Payment No's PL 010409 – PL280409 totalling \$71,668.95 be received.***

**VOTING DETAILS:**

**CARRIED  
7/0**

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**DCS.324**

**Subject:** Change of Method of Valuation – Moreton Bay Estate  
**Reporting Officer:** Director Corporate Services  
**File Reference:** AR.1.10  
**Date Prepared:** 18 May 2009  
**Voting Requirements:** Simple Majority

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**Issue:**

To formally resolve whether apply to the Minister to change the method of valuation for the area of the Moreton Bay Estate following the close of the public submission period.

**Body / Background:**

In February 2009 Council considered an application from the developer of the Moreton Bay Estate requesting Council to consider changing the method of valuation from Unimproved Valuation to Gross rental Valuation. At the meeting Council resolved as follows:

*“That Council supports the change of method of valuation to GRV for the lots contained within former Lot 502 Brand Highway Dongara, known as Moreton Bay Estate, and writes to the property owners giving 28 days to comment on the proposal.”*

Former lot 502 located on the eastern side of Brand Highway in Dongara town site was partly subdivided in 2006 by Beruca Pty Ltd into residential lots of approximately 2000m<sup>2</sup>. Approximately 43 lots have been created with the balance of Lot 502 now being Lot 9500. Planning approval has been obtained to subdivide the entire lot, however, only stage one has presently been completed. The land is contained with Policy Area B and is zoned Special Residential.

All of the area contained within former Lot 502 is currently valued using Unimproved Values and the owner has requested that the method being changed to Gross Rental Values on the basis that the land is predominantly used for non-rural purposes.

**Officers Comment:**

The Department of Local Government and Regional Development has issued a Local Government Operational Guideline N<sup>o</sup> 12 relating to Changing Methods of Valuation.

The Guideline notes the following:

- Under Section 6.28 of the Local Government Act 1995 the Minister for Local Government is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate.

In determining the method of valuation, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

- Where the land is used predominantly for rural purposes, the UV of the land,
  - Where the land is used predominantly for non-rural purposes, the GRV of the land.
- Overview of the process  
There are several steps in the process of changing the method of valuation of land for rating purposes.
    - Step 1 Identifying land use changes that may affect predominant use
    - Step 2 Reviewing the predominant use
    - Step 3 Consulting affected parties
    - Step 4 Changing the method of valuation

In assessing the above steps the land has been identified as former Lot 502, which has undergone a change in land usage. As noted above the property has planning approval to be subdivided and subdivision has been completed over approximately one third of the original lot with the remaining area being vacant. On balance, and based on the Policy area, zoning and land use, the predominant use can be assessed as non-rural. Even though the undeveloped portion may be used for a rural purpose it is reasonable to assume that the area will be developed in the near future given the current planning approval for subdivision.

Council has written to all the owners of property within the subdivision outlining the possible change, and the likely affect on individual rating, and seeking any comments within a 28 day period. The public submission period closed on 24 April 2009 and no submissions were received.

**Financial Implications:**

In 2008/09 the average rates for the vacant lots created in the subdivision were \$1,183.20 (UV Valuation of \$150,000) and \$1,104.32 (UV Valuation of \$140,000). The remaining lot 9500 was rated \$7099.20 based on a UV valuation of \$900,000.

Information has been received from the Valuer General as to the notional GRV values for the properties. Properties with a UV of \$150,000 have received a GRV of \$7,500 (minimum rates of \$615.00) and a UV of \$140,000 with a GRV of \$7,000 (minimum rates of \$615.00). Lot 9500 has received a notional GRV of \$45,000 attracting rates of \$2142.90. Those lots with residences constructed on them have been calculated with an estimated GRV of \$9,500.

Using the notional values and rates indicated above it is expected that total rate revenue based on 2008/09 rates in the dollar would be approximately \$27,500.

**Statutory Environment:**

Section 6.28 of the Local Government Act applies as noted in the report.

**Policy Implications:**

Nil

**Officers Recommendation:**

That Council applies to the Minister for Local Government and Regional Development requesting a change of method of valuation from Unimproved Values to Gross Rental Values for the lots contained within former Lot 502 Brand Highway Dongara, known as Moreton Bay Estate.

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**COUNCIL MOTION:**

**Moved: Cr S Chandler**

**Seconded: Cr R Gillam**

***That Council applies to the Minister for Local Government and Regional Development requesting a change of method of valuation from Unimproved Values to Gross Rental Values for the lots contained within former Lot 502 Brand Highway Dongara, known as Moreton Bay Estate.***

**VOTING DETAILS:**

**CARRIED  
7/0**

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**DCS.325**

**Subject:** Differential Rating - 2009/10  
**Reporting Officer:** Director Corporate Services  
**File Reference:** AR.1.8  
**Date Prepared:** 23 May 2008  
**Voting Requirements:** Simple Majority

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**Issue:**

To consider the adoption of rates in the dollar for differential rating to be advertised prior to the adoption of the 2009/10 Budget.

**Body / Background:**

The Local Government Act provides (S 6.36) that before imposing differential general rates or a minimum payment applying to a differential rate category a local government is to give 21 days local public notice of its intention to do so. Where a local government proposes to modify the proposed rate or minimum payment after considering any submissions received during the advertising period it is not required to give local public notice of the modified rate or minimum payment.

**Officers Comment:**

The draft budget for 2009/10 is currently being prepared and will be presented for Council discussion and consideration at the Council meeting to be held on 23 June 2009. For Council to meet the requirements of the Act as noted above it is required to advertise the proposed differential rates prior to the draft budget meeting so that the 21 day period can be met before the budget is adopted in July 2009.

**Financial Implications:**

Due to the costs pressures associated with the provision of major infrastructure, the proposed differential rates in the dollar are based on raising an additional 12% of rate revenue over rates raised in July last year as well as taking into consideration any additional rate revenue from new and developed properties over the past year. In 2009/10 a revaluation has been received for Unimproved Valuations.

The Valuer General has advised in his summary letter that the total unimproved valuation for the Shire of Irwin has increased by an overall average of approx 26% to \$167,593,200. The VG also suggests that there is a possibility of a slight change to this figure due to the effect of interim valuations.

In his letter the Valuer General also makes the following comments:

**“CHANGES TO UNIMPROVED VALUATION**

Please note that there has been a 26% increase this year in the level of unimproved values affecting rural land in your shire. This increase is not necessarily due to an increase in market values, but is largely the result of a recent amendment to the Valuation of Land Regulations, the details of which were explained to you in our letter dated 23 September 2008. As a result of this amendment, the prescribed percentage has been increased from 30% to 50%. This means that rural unimproved values for improved broad acre properties are now determined on the basis of 50% of improved value excluding structural improvements.

The base prescribed percentage change results in an increase in UV of 66%, apart from any changes in market value. This degree of increase mainly applies to the broad area rural properties in the east. The broad area properties in the west were already at a slightly higher (than 30%) basis of assessed value.

The smaller rural holdings have generally remained similar in assessed unimproved value with some slight increases and decreases. Springfield is an example where values have reduced slightly. The Moreton Bay residential area is unchanged, as assessed values were previously reduced sufficiently to carry over.

Some other changes may occur to individual assessments where records have been amended or corrected

**Statutory Environment:**

*A local government may impose differential general rates according to any, or a combination, of the following characteristics -*

- *the purpose for which the land is zoned under a town planning scheme in force under the Town Planning and Development Act 1928;*
- *the predominant purpose for which the land is held or used as determined by the local government;*
- *whether or not the land is vacant land; or*
- *any other characteristic or combination of characteristics prescribed.*

*In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*

In recent years Council has adopted a UV differential rate to be applied to mining properties which is more than twice the lowest UV differential rate.

This situation has been created by increasing UV values being imposed on rural properties whilst mining tenements, which are valued using a different method, have remained steady. The differential rate on rural properties, therefore, has decreased whilst the rate on mining has increased in accordance with rate rise percentages each year. The lower UV rate has dropped to below 50% of the mining rate and needs the Minister's approval before being imposed.

*A minimum payment is not to be imposed on more than the prescribed percentage (50%) of the number of separately rated properties in the district or the number of properties in each category unless the general minimum does not exceed the prescribed amount (\$200).*

*The Minister may approve the imposition of a minimum payment contrary to the provisions outlined above, where a local government imposes a differential general rate on the basis that the land is vacant land.*

*A minimum payment is to be applied separately, in accordance with the principles set out above in respect of each of the following categories -*

- *to land rated on gross rental value*
- *to land rated on unimproved value; and*
- *to each differential rating category where a differential rate is imposed.*

Council has two differential rating categories, being GRV – Undeveloped Land and UV – Mining, which imposes a minimum rate on more than 50% of the properties within the category.

It is therefore necessary to apply to the Minister to seek approval for these categories. The Department has advised that Council may apply to the Minister during the statutory advertising period.

**Policy Implications:**

Nil

**Officers Recommendation:**

- That Council advertises its intention to adopt the following differential rates and minimum payments for each of the following rating categories in the 2009/10 financial year.

<u>Rate Category</u>	<u>Rate in Cents in the Dollar</u>	<u>Minimum rates</u>
<b>a) <u>Developed Land</u></b>		
<u>GRV</u>		
Residential R2.5, R12.5, R30 & Special Residential	10.6082	\$685
Commercial	10.3784	\$685
Light & General Industry	10.3784	\$685
Special & General Industry	10.3784	\$685
Residential R50 Developed	10.6082	\$685
<u>UV</u>		
Mining	4.9280	\$685
<b>b) <u>Undeveloped Land</u></b>		
<u>GRV</u>		
All Zones except Residential R.50	5.3343	\$685
Residential R50 Undeveloped	8.0800	\$685
<u>UV</u>		
Mining	4.9280	\$685
Policy Area A	0.7258	\$685
Policy Area B	0.7258	\$685
Policy Area C	0.7258	\$685
Policy Area D	0.7258	\$685
Policy Area E	0.7258	\$685
Policy Area F	0.7258	\$685
Policy Area G	0.7258	\$685

- That the Director Corporate Services makes application to the Minister for Local Government and Regional Development seeking approval under Section 633 (3) of the Local Government Act 1995 to impose a differential rate for UV Mining Tenement properties at more than twice the rate of UV properties in Policy Areas A to G.
- That the Director Corporate Services makes application to the Minister for Local Government and Regional Development seeking approval under Section 635 (5) of the Local Government Act 1995 to impose a minimum rate for the GRV – Undeveloped Land and UV – Mining Rate category which results in more than 50% of the properties in each category being imposed with the minimum rate.

**COUNCIL MOTION:**

Moved: Cr K Hepworth

Seconded: Cr R Roberts

- *That Council advertises its intention to adopt the following differential rates and minimum payments for each of the following rating categories in the 2009/10 financial year.*

<u>Rate Category</u>	<u>Rate in Cents in the Dollar</u>	<u>Minimum rates</u>
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a) Developed Land

GRV

<i>Residential R2.5, R12.5, R30 &amp; Special Residential</i>	10.6082	\$685
<i>Commercial</i>	10.3784	\$685
<i>Light &amp; General Industry</i>	10.3784	\$685
<i>Special &amp; General Industry</i>	10.3784	\$685
<i>Residential R50 Developed</i>	10.6082	\$685

-

.0-+

UV

<i>Mining</i>	4.9280	\$685
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b) Undeveloped Land

GRV

<i>All Zones except Residential R.50</i>	5.3343	\$685
<i>Residential R50 Undeveloped</i>	8.0800	\$685

UV

<i>Mining</i>	4.9280	\$685
<i>Policy Area A</i>	0.7258	\$685
<i>Policy Area B</i>	0.7258	\$685
<i>Policy Area C</i>	0.7258	\$685
<i>Policy Area D</i>	0.7258	\$685
<i>Policy Area E</i>	0.7258	\$685
<i>Policy Area F</i>	0.7258	\$685
<i>Policy Area G</i>	0.7258	\$685

- *That the Director Corporate Services makes application to the Minister for Local Government and Regional Development seeking approval under Section 633 (3) of the Local Government Act 1995 to impose a differential rate for UV Mining Tenement properties at more than twice the rate of UV properties in Policy Areas A to G.*
- *That the Director Corporate Services makes application to the Minister for Local Government and Regional Development seeking approval under Section 635 (5) of the Local Government Act 1995 to impose a minimum rate for the GRV – Undeveloped Land and UV – Mining Rate category which results in more than 50% of the properties in each category being imposed with the minimum rate.*

CARRIED  
 7/0

VOTING DETAILS:



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**DCS.326**

**Subject:** Tender 3/2009 – Purchase of New Grader  
**Reporting Officer:** Director Corporate Services  
**File Reference:** EP.1.3  
**Date Prepared:** 18 May 2009  
**Voting Requirements:** Absolute Majority

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**Issue:**

To consider and select the successful tender submitted for the purchase of a Motor Grader

**Body / Background:**

Tenders have been advertised in the West Australian inviting tenders for the supply of a new grader and trade or outright purchase of Council's Cat130G grader. The tenders closed on Monday 11 May 2009 and were opened publicly in the presence of the CEO and DCS and observed by Mr Greg Pike from Westrac.

**Officers Comment:**

A table has been compiled summarising the details of each tender received and which is attached. Tender documents and submissions received are available for Councillors to peruse prior to the meeting.

All tenders received meet the criteria outlined in the tender documents and all generally meet the specifications required except for the tender from Niche equipment, which did not provide all the details required in the specifications.

All of the machines offered in the complying tender submissions are considered to be suitable for the requirements and operations of the Shire of Irwin.

The Cat 120M is slightly lighter and has less engine power than the others but is considered to a very reliable machine of high quality that will retain a relatively high trade value. The Works Supervisor has contacted other Shires using of this machine and received confirmation that it is has sufficient capacity to undertake all the works for which it may be required.

The Volvo grader is similarly priced, however, given Council's experience with its Volvo loader, it is not deemed to be as reliable as the Cat grader.

The John Deere is considered to be a quality machine and Council has experienced good performance from its John Deere CH II, which it has owned since 2004. Its price, however, is substantially more than the Cat 120M.

The Komatsu grader is also considered to be a machine of reasonable quality, however, is priced at more than the Cat grader and not deemed to be superior in performance or reliability.

The Works Supervisor and grader operators have expressed a preference for the Caterpillar grader.

**Financial Implications:**

Provision has been made in the budget for net funding of \$250,000, including the trade (\$300,000 less \$50,000). This provision is to be fully funded by transfer from the Plant Replacement Reserve. The acceptance of a tender more than this provision will also be funded from Plant Reserve.

**Statutory Environment:**

**Policy Implications:**

**Officers Recommendation:**

That Council accepts the tender from Westrac Equipment for the purchase of a Cat 120M for \$309,900, ex GST, and trade-in of Cat 130G for \$47,500, ex GST, being a changeover of \$262,400.

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**COUNCIL MOTION:**

**Moved: Cr S Chandler**

**Seconded: Cr K Hepworth**

*That Council accepts the tender from Westrac Equipment for the purchase of a Cat 120M for \$309,900, ex GST, and trade-in of Cat 130G for \$47,500, ex GST, being a changeover of \$262,400.*

**VOTING DETAILS:**

**CARRIED**  
**7/0**

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**F.356**

**Subject:** Financial Statements for the Period ending 30/04/2009  
**Reporting Officer:** Accountant/Senior Administration Officer  
**File Reference:** Minute Book  
**Date Prepared:** 8 May 2009  
**Voting Requirements:** Simple Majority

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**Issue:**

To consider and receive the Monthly Financial Statements for the period 1 July 2008 to 30 April 2009.

**Body / Background:**

The Monthly Financial Report to the 30 April 2009 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Rate Setting Statement
- Income Statement by Program
- Income Statement by Nature & Type
- Balance Sheet
- Statement of Changes in Equity
- Cash Flow Statement
- Disposal of Assets
- Information on Borrowings
- Reserve Funds
- Net Current Assets
- Rating Information
- Trust Fund Summary
- Statement of Bank Reconciliations
- Capital Works Program
- Restricted Assets Statement
- Schedules 3 – 14 Budget vs Actuals Comparison
- APU Operating Statement

**Officers Comment:**

Nil.

**Financial Implications:**

Nil.

**Statutory Environment:**

The Local Government (Financial Management) Regulations provides as follows:

Section 34. Financial activity statement report

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that 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);

- (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (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 month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) an explanation of each of the material variances referred to in sub-regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) according to nature and type classification;
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be -
- (a) presented to the council -
    - (i) at the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) recorded in the minutes of the meeting at which it is presented.

**Policy Implications:**  
Nil.

**Officers Recommendation:**

That the Monthly Financial Statement for the period 1 July 2008 to 30 April 2009 be received.

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**COUNCIL MOTION:**

**Moved: Cr R McClurg**

**Seconded: Cr R Roberts**

***That the Monthly Financial Statement for the period 1 July 2008 to 30 April 2009 be received.***

**VOTING DETAILS:**

**CARRIED  
7/0**

**TP.467**

**Subject:** Proposed Scheme Amendment – Lots 148 & 149 Money Street, Lots 30 & 31 Golf Course Road & Lot 55 Point Leander Drive, Port Denison

**Proponent:** Stron Pty Ltd

**Reporting Officer:** Town Planner

**File Reference:** TP.3/2

**Date Prepared:** 25 May 2009

**Voting Requirements:** Simple

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**Issue:**

To consider an application to rezone the above lots from Special Residential to Residential R15 with a pocket of R20.

**Body / Background:**

At Council's meeting held on the 10 February 2009, it considered an application to rezone the above lots to Residential R20 with a pocket of R30.

At that meeting Council resolved the following:

*'That Council advises the proponent it declines to initiate the Scheme Amendment as proposed to Lots 148 & 149 Money Street, Lots 30 & 31 Golf Course Road and Lot 55 Point Leander Drive, Port Denison. Council would however, be prepared to initiate a Scheme Amendment that incorporated the following elements:*

- *A density code of R15;*
- *A pocket of R20 density along the Golf Course Road frontage of Lot 148;*
- *Retention of the road widening shown on the current scheme maps over Lot 55 along Point Leander Drive;*
- *Confirmation from the owners of Lot 30 that they are in support of the rezoning; and*
- *An Indicative Structure Plan that reflects a density code of R15.*

*Additionally, the Shire will require the preparation and approval of an Outline Development Plan over Lots 148, 149, 30, 31 and 55 prior to subdivision. This plan is to be prepared in accordance with the provisions of Clause 5.23.2 of the Local Planning Scheme No 5.'*

**Officers Comment:**

Council declined to initiate the original scheme amendment application on the basis that a density coding of R20/30 was too high for this area and it should be reduced to R15/20.

Gray & Lewis Planners, on behalf of the proponent, have now submitted a revised Scheme Amendment report in accordance with the above Council resolution.

The density code has now been modified to Residential R15 over the majority of the land, with a small pocket of R20 along the Golf Course Road frontage of Lot 148 (see attached).

R15 coding imposes the following lot sizes:

- Minimum: 580m<sup>2</sup>
- Average: 666m<sup>2</sup>

R20 coding imposes the following lot sizes:

- Minimum: 440m<sup>2</sup>
- Average: 500m<sup>2</sup>

The amendment map has also been modified to include the road widening shown over Lot 55 along Point Leander Drive, as per the current scheme maps.

Confirmation has been received from the owner's of Lot 30 Golf Course Road that they are in favour of the rezoning.

Lastly, the Indicative Structure Plan has been modified to reflect a density code of R15. (Note: This plan has been included to demonstrate how the whole area could potentially be developed, however the scheme amendment itself only applies to the five northern lots, see attached).

The amendment documents are now in order and are ready to be initiated by Council.

If Council resolves to initiate the amendment, the next step will be to refer the amendment to the Environmental Protection Authority for environmental review, followed by public advertising and consideration of the submissions by Council prior to final adoption.

It is recommended the scheme amendment be initiated.

**Financial Implications:**

Nil.

**Statutory Environment:**

Planning & Development Act 2005 (as amended),  
Section 75 – Local planning scheme may be amended

A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within or adjacent to its district, by an amendment –

- a) Prepared by the local government, approved by the Minister and published in the *Gazette*;  
or
- b) Proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the *Gazette*.

**Policy Implications:**

Nil.

**Officers Recommendation:**

That Council, in pursuance of Section 75 of the *Planning & Development Act, 2005* amend the above local planning scheme by:

1. Rezoning Lot 149 Money Street, Lots 30 and 31 Golf Course Road, Lot 55 Point Leander Drive and portion of Lot 148 Money Street, Port Denison from Special Residential to Residential with a density code of R15;
2. Rezoning portion of Lot 148 Money Street, Port Denison from Special Residential to Residential with a density code of R20; and
3. Amend the Scheme Map accordingly.

**COUNCIL MOTION:**

**Moved: Cr R Gillam**

**Seconded: Cr K Hepworth**

*That Item TP.467 be presented as a late item.*

**CARRIED  
7/0**

**VOTING DETAILS:**

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**COUNCIL MOTION:**

**Moved: Cr S Chandler**

**Seconded: Cr R Gillam**

*That Council, in pursuance of Section 75 of the Planning & Development Act, 2005 amend the above local planning scheme by:*

- 1. Rezoning Lot 149 Money Street, Lots 30 and 31 Golf Course Road, Lot 55 Point Leander Drive and portion of Lot 148 Money Street, Port Denison from Special Residential to Residential with a density code of R15;*
- 2. Rezoning portion of Lot 148 Money Street, Port Denison from Special Residential to Residential with a density code of R20; and*
- 3. Amend the Scheme Map accordingly.*

**CARRIED  
7/0**

**VOTING DETAILS:**

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**10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil.

**12. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

**14. CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 4.41pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on  
26 May 2009

*Signed:* .....  
Presiding Elected Member

Date:.....