

SHIRE OF WEST ARTHUR



Ordinary Council Meeting 20 November 2018 Minutes

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ORDINARY COUNCIL MEETING MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr Ray Harrington, Chairperson, declared the meeting open at 6.20 pm.

2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

3. PUBLIC QUESTION TIME

Nil.

4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

Cr R Harrington OAM	Shire President
Cr K King	Deputy Shire President
Cr M Meredith	
Cr N Manuel	
Cr M Lloyd	
Cr J McFall	
Cr A Blencowe	
Nicole Wasmann	Chief Executive Officer

Apologies

Nil.

Leave of Absence

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 23 October 2018

COUNCIL DECISION – ITEM 6.1

Moved: Cr Marie Lloyd

Seconded: Cr Neil Manuel

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 23 October 2018 be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

8. REPORTS

8.1 OFFICER REPORTS

ITEM 8.1.1– FINANCIAL REPORT OCTOBER 2018

Location/Address: N/A
Name of Applicant: N/A
File Reference: N/A
Disclosure of Interest: N/A
Date of Report: 15 November 2018

SUMMARY:

Consideration of the financial reports for the period ending 31 October 2018.

BACKGROUND:

The financial reports for the periods ending 31 October 2018 are included as attachments.

COMMENT:

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

CONSULTATION:

Not applicable.

STATUTORY ENVIRONMENT:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

Not applicable.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1

Moved: Cr Alan Blencowe

Seconded: Cr Michael Meredith

That the financial reports for the period ending 31 October 2018 as presented be accepted.

CARRIED 7/0

ATTACHMENTS:

- Financial Reports – 31 October 2018.

ITEM 8.1.2 – ACCOUNTS FOR PAYMENT

Location/Address: N/A
Name of Applicant: N/A
File Reference: N/A
Disclosure of Interest: N/A
Date of Report: 12 November 2018

SUMMARY:

Council to note payments of accounts as presented.

BACKGROUND:

The schedule of accounts is included as an attachment for Council information.

COMMENT:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

CONSULTATION:

There has been no consultation.

STATUTORY ENVIRONMENT:

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be resented.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

No strategic implications.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2

Moved: Cr Neil Manuel

Seconded: Cr Marie Lloyd

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 191018.1 - 191018.27, 261018.1 - 261018.15, 021118 - 021118.14 and Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$382,786.19 and Trust totalling \$6000.00 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENTS:

- Cheque Listing

ITEM 8.1.3 – SENIORS MEALS SERVICE

LOCATION/ADDRESS: Darkan
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 8 November 2018

SUMMARY:

Funding was received to trial a meal service for seniors. The service has been successful and Council is asked to consider approving the continuation of the programme.

BACKGROUND:

In June 2018, the Shire received funding of \$6,156 to trial a seniors meal service.

The trial service has been in operation since 13 September 2018 and has provided a total of 277 main meals and 212 desserts for seniors over nine weeks (to November 1)

Whilst it was initially proposed to complete the trial at the end of October, it has been extended until early December.

Meals are prepared every Thursday by volunteers in the Darkan Town Hall. A paid coordinator organises the collation of orders, purchase of supplies, labelling of meals, menu planning, volunteer roster, and sale of any extra meals.

CONSULTATION:

Seniors and volunteers were consulted prior to the commencement of the trial through a lunch day. Feedback forms were given to the seniors at the completion of the trial. Only two have been returned (some find writing difficult) and they are overwhelmingly positive. The coordinator of the program has been receiving regular verbal feedback from the seniors as they collect the meals and all are keen for the program to continue and have found the meals a useful addition to their week. Volunteers have also been surveyed. To date, there has been four responses from the volunteers and all have indicated they are willing to continue volunteering. One has said she is keen for the program to continue and is also willing to help with administration tasks.

STATUTORY ENVIRONMENT:

Food Act 2008
Food regulations 2009
Australian New Zealand Food Standards Code

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

If the seniors meal service continues, the out of pocket expenses for the Shire of West Arthur is anticipated to be up to four hours wages and employment costs each week for the coordinator, a maximum of \$152 per week. Income from the sale of the meals will cover the cost of food, packaging and equipment. Any profit would be offset against the coordinators employment costs.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan includes the action to "Investigate and instigate, where possible, support to enable seniors to stay in our community including meals service, transport (e.g. social or medical), and home maintenance."

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Michael Meredith

Seconded: Cr Marie Lloyd

That the Shire of West Arthur continues the seniors' meals service including the employment of a coordinator.

CARRIED 7/0

ATTACHMENTS:

- Report on the seniors' meal trial.

ITEM 8.1.4 – COMMUNITY FINANCIAL ASSISTANCE REQUEST – SHEEPFEST EVENT

LOCATION/ADDRESS: Darkan
NAME OF APPLICANT: Darkan Sheepfest Committee Inc
FILE REFERENCE: 8.1.3
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 31 October 2018

SUMMARY:

Consideration of a request from the Darkan Sheepfest Committee Inc (DSC Inc) for a financial and in-kind contribution towards the Darkan Sheepfest event to be held 9 February 2019.

BACKGROUND:

The DSC Inc is seeking assistance from the Shire towards the cost of the event. They are seeking a contribution of \$2,500 cash and in kind support for rubbish removal, oval preparation, traffic management signage, dust suppression and use of portable shade shelters.

The aim of the event is to *“provide a family fun day that will bring the community together, build awareness of our agricultural enterprises and promote the region”*.

The Shire's contribution would be used to support the provision of free family activities including children's activities, displays and information and volunteers support.

The event is to be held on Saturday 9 February 2019 from 9.30am until 10.00pm (TBC). The event has free entry for visitors.

The Shire contributed \$2,500 to the Sheepfest in 2018.

In preparation for the event in 2019, staff have spent considerable time on the oval and surrounds to improve the facility. This will be ongoing in the lead up to the February event along with repairs to the old ablation block to ensure that it is operational for the Sheepfest.

The Shire is providing use of the facility free of charge.

CONSULTATION:

The application and supporting information has been provided by the DSC Inc.

Lotterywest has confirmed that community events funding can be applied for annually and each application is considered on its own merits based on eligibility. Funding can be provided in consecutive years. <https://www.lotterywest.wa.gov.au/grants/grant-types/community-events>

STATUTORY ENVIRONMENT:

Not applicable.

POLICY IMPLICATIONS:

The Community Financial Assistance Program objectives are

- To assist community organisations to develop and maintain community facilities located on land that is owned or vested in the Shire of West Arthur and used by community organisations.
- To improve and support the level of participation in recreational, cultural and community activities within the Shire of West Arthur.
- To increase the number and variety of recreational, cultural and community opportunities in the Shire.
- To positively contribute to the wellbeing of the community.
- To assist community organisations through relief from Council imposed rates, fees and charges.
- To assist community organisations through financial assistance to defray running costs of community facilities.

The existing policy is that under the Community Financial Assistance Program, Council will fund up to \$5,000 and no more than 50% of the total cost of a project. In special circumstances Council may consider a higher contribution; justification will need to be provided by the applicant.

FINANCIAL IMPLICATIONS:

There are sufficient funds in the Shire's budget for the request.

STRATEGIC IMPLICATIONS:

The Shire's Community Plan includes:

- Cultural artistic and sporting events will be supported for community development and enjoyment.
- Our cultural and shared heritage will be commemorated at community events.

COMMENT

The event application and risk management plan will be finalised between Shire staff and event organisers in accordance with health and safety, legislation and insurance requirements.

Generally, Shire community financial assistance funding is provided where costs cannot be met by other grants.

In consideration of the request for in kind support, Council may wish to direct whether the in-kind support is only during normal working hours or whether it is also provided at overtime rates outside of normal working hours i.e. on the day of the event.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION – ITEM 8.1.4

That Council gives consideration to the request from the Darkan Sheepfest Committee Inc for a financial contribution of \$2,500 and in kind support towards the Sheepfest 2019.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.4

Moved: Cr Michael Meredith

Seconded: Cr Kevin King

That the Shire of West Arthur contributes \$2,500 and in kind support including grounds preparation and rubbish bin collection towards the Sheepfest 2019.

CARRIED 7/0

ATTACHMENTS:

- Grant application, financial statement, budget and additional information
- Summary of contributions towards events in neighbouring communities

ITEM 8.1.5 – DATES FOR 2019 COUNCIL MEETINGS

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 7 November 2018

SUMMARY:

Council to consider the dates and time for Ordinary Council Meetings in 2019.

BACKGROUND:

In accordance with Section 5.25 (g) of the Local Government (Administration) Regulations 1996, Council needs to set dates for Ordinary Meetings of Council for 2019. Council Meetings are currently held on the fourth Tuesday of every month.

CONSULTATION:

Council has informally discussed moving meetings to the third Tuesday of the month, with the exception of July where it is proposed to hold the meeting on the last Tuesday to allow time for preparation of budget papers.

COMMENT:

It is not proposed to hold a meeting in the month of January 2019. A special meeting can be called if required.

STATUTORY ENVIRONMENT:

In accordance with the Local Government Act, at least once each year a local government is to give local public notice of the dates on which and the time and place at which –

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

In accordance with Section 5.3. of the Local Government Act,

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.

POLICY IMPLICATIONS:

Not applicable

FINANCIAL IMPLICATIONS:

Not applicable

STRATEGIC IMPLICATIONS:

Not applicable

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.5

Moved: Cr Marie Lloyd

Seconded: Cr Neil Manuel

That 2019 Ordinary Meetings of Council be held on the following dates commencing at 6pm:

Tuesday 19 February	Tuesday 20 August
Tuesday 19 March	Tuesday 17 September
Tuesday 16 April	Tuesday 22 October
Tuesday 21 May	Tuesday 19 November
Tuesday 18 June	Tuesday 17 December
Tuesday 30 July	

CARRIED 7/0

ATTACHMENT:

NIL

ITEM 8.1.6 – CONTAINER DEPOSIT COLLECTION NETWORK SUBMISSION

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: N/A
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 7 November 2018

SUMMARY:

A report identifying the proposed locations of refund points for the container deposit scheme to be introduced to Western Australia has been released. There is no proposed refund point in the Shire of West Arthur. It is proposed that a submission be made highlighting the need for a refund location in this Shire.

BACKGROUND:

The State Government proposes to implement a Western Australian Container Deposit Scheme (CDS) by early 2020.

The Department of Water and Environmental Regulation (DWER) has released the draft CDS customer service standards for consultation. This document proposes locations where the community will be able to return eligible beverage containers. Once finalised, the CDS customer service standards will inform the negotiations between Government and the Preferred Scheme Coordinator on specific criteria, targets and reporting of the Scheme Coordinator, and detail the establishment and implementation of the CDS.

The preferred approach will result in a minimum of **196 refund points** across Western Australia:

- **111 full time refund points:** 95 Perth/Yanchep, 1 Kimberley, 2 Pilbara, 0 Gascoyne, 2 Mid-West, 3 Goldfields-Esperance, 0 Wheatbelt, 0 Peel, 6 South West, 2 Great Southern.
- **85 flexible refund points:** 1 Rottneest, 10 Kimberley, 7 Pilbara, 4 Gascoyne, 6 Mid-West, 8 Goldfields-Esperance, 27 Wheatbelt, 4 Peel, 12 South West, 6 Great Southern.

Local Governments are encouraged to provide a submission directly to the Department outlining the implications of the proposed approach on their communities by Thursday, **6 December**.

The closest container refunds points to the Shire of West Arthur are Collie, Wagin, Kojonup and Boyup Brook.

CONSULTATION:

A number of local governments in the Wheatbelt have highlighted that there are no proposed collection centres in many of our local governments. A joint submission has been discussed.

STATUTORY ENVIRONMENT:

Not applicable

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

If a container deposit collection point is not provided in West Arthur, it may result in containers being included in landfill at a cost to the Shire or the Shire may be under community pressure to fund a collection point and transport the item to a container deposit site.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan includes the action to Support WALGA in the advocacy for the container deposit scheme under the strategy "Minimisation of waste will be encouraged through-out the community".

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.6

Moved: Cr Julie McFall

Seconded: Cr Alan Blencowe

That the Shire of West Arthur makes a submission to the Department of Water and Environmental Regulation highlighting the need for a container refund location in the Shire of West Arthur as part of the Container Deposit Scheme proposed to be introduced into Western Australia.

CARRIED 7/0

ATTACHMENTS:

- Draft West Arthur submission
- [Link to the Container Deposit Scheme Report \(hyperlink\)](#)

ITEM 8.1.7 –ORDINARY ELECTIONS 2019 – CONSIDERATION OF POSTAL ELECTION

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	WA Electoral Commission
FILE REFERENCE:	2.4.1
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	7 November 2018

SUMMARY:

The next ordinary elections are to be held on 19 October 2019. Council is requested to consider whether they wish to appoint the WA Electoral Commissioner to be responsible for the conduct of the election via postal voting.

BACKGROUND:

A 'postal election' is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day. A 'voting in person election' is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

When the Electoral Commission conducts postal elections every voter, including absentee owners, on the Electoral Roll receives ballot papers for completion through the post. They also receive copies of the candidates' profiles to assist with making a choice.

CONSULTATION:

A letter received by the WA Electoral Commission is included as an attachment.

STATUTORY ENVIRONMENT:

Under Section 4.20(4) of the Local Government Act 1995 a local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

A declaration under subsection 4.20(4):

- has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- on or before the 80th day before election day cannot be rescinded after that 80th day.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The Commission is required by the Local Government Act 1995 to conduct local government elections on a full cost recovery and the quoted figure of \$12,000 inc GST is an estimate only based on 650 electors, three vacancies, a response rate of approximately 55%, count to be conducted at the Shire Office, appointment of local Returning Officer, and regular Australia Post delivery service.

If no election is held due to the same number of nominations as positions vacant, the cost will be considerably less.

The cost of the 2017 election, with all candidates elected unopposed, was \$4,319.

Should Council choose to conduct a Postal Election, there will be some additional costs for the Shire above the Electoral Commission charges, which would mainly relate to staff time associated with local advertising and promotion, preparing absent owners and occupiers role, answering queries from the community, and being present at the office on the day of the election.

Costs for a Shire managed voting in person election would include staff time, postage costs (where postal voting papers are requested), and statutory advertising.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan long term financial projections does not include postal elections due to the cost.

VOTING REQUIREMENTS:

Absolute majority if choosing postal elections.

OFFICER RECOMMENDATION – (ITEM 8.1.7)

That Council considers, in accordance with section 4.20(4) of the Local Government Act 1995, whether the Electoral Commissioner is to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may also be required; and, if so, decide that, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.7

Moved: Cr Kevin King

Seconded: Cr Alan Blencowe

That the Shire of West Arthur conduct an in person election in 2019.

CARRIED 7/0

ATTACHMENTS:

- Letter from WA Electoral Commission

ITEM 8.1.8 – SOLAR POWER FOR HEALTH AND RESOURCE CENTRE AND DARKAN SPORT AND COMMUNITY CENTRE

LOCATION/ADDRESS:	West Arthur Health and Resource Centre and Darkan Sport and Community Centre
NAME OF APPLICANT:	N/A
FILE REFERENCE:	6.10.1
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 November 2018

SUMMARY:

Funding has been approved for the installation of solar power on the Health and Resource Centre and the Darkan Sport and Community Centre. The funding represents 50% of the project cost. It is recommended that the balance of the expenditure be funded from reserve funds.

BACKGROUND:

Through our Federal Member, Mr Rick Wilson, the Shire has received funding approval for \$9,145 from the Stronger Communities Programme towards the installation of solar power on two community buildings. The funding represents 50% of the total project cost.

The project involves the installation of solar power to the West Arthur Health and Resource Centre (houses Community Resource Centre, museum and medical services) and the Darkan Sport and Community Centre (a collocated sporting facility incorporating childcare). Both of these centres are high power users and the solar power will significantly reduce the power consumption costs.

CONSULTATION:

The Darkan Sports Club Inc. supported the funding application and use of the Darkan Sport and Community Centre Reserve for monetary contribution towards the project.

Three quotes were obtained for the works.

STATUTORY ENVIRONMENT:

In accordance with Section 6.8 of the Local Government Act, unbudgeted expenditure is to be authorised in advance by resolution of Council.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The total project cost is expected to be \$18,290 excluding GST. The funding approved is \$9,145 excluding GST.

- Health and Resource Centre \$10,013 (bidirectional meter not required)
- Sport and Community Centre \$7,752 + \$275 (including bidirectional meter)
- Project management \$250.

The Shires contribution is "in kind" project management (5 hours @\$50/hour) and monetary contribution \$8,895.

It is proposed that the contribution for the West Arthur Health Resource Centre be funded from the Building Reserve (approximately \$5,000) and the contribution for the Darkan Sport and Community Centre be funded from the Darkan Sport and Community Centre Reserve. (Approximately \$3,895).

Both buildings are used extensively by people in the community for social and recreational activities. The installation of solar power will mean a reduction in ongoing costs which will allow redirection of funds to other community initiatives rather than paying significant overhead costs.

STRATEGIC IMPLICATIONS:

The Shire's Corporate Plan includes the strategy "Encourage and support the community to focus on environmental sustainable principles" which is supported by the action to "Support investigation into the financial benefits over the longer term of solar panels on Shire and community owned properties."

VOTING REQUIREMENTS:

Absolute majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.8

Moved: Cr Kevin King

Seconded: Cr Alan Blencowe

That the Shire of West Arthur install solar power to the Darkan Sport and Community Centre and the West Arthur Health and Resource Centre utilising funding from the Stronger Communities Programme, Building Reserve and Darkan Sport and Community Centre Reserve.

CARRIED 7/0

ATTACHMENTS:

Nil

8.2 COMMITTEE REPORTS

Nil.

8.3 ELECTED MEMBER REPORTS

Cr R Harrington

- 24 October 2018 - AGM Blackwood Biosecurity Group

Cr M Meredith

- 9 November 2018 - Duranillin Bush Fire Brigade AGM.

Cr M Lloyd

- 31 October 2018 – CRC Annual General Meeting.

Cr A Blencowe

- 24 October 2018 - AGM Blackwood Biosecurity Group and has joined the Committee.

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. CLOSURE OF MEETING

Cr Harrington declared the meeting closed at 7:28 pm.