



ORDINARY COUNCIL MEETING

MINUTES

Ordinary Meeting of the Council held at
Frost Pavilion, McDonald Avenue, Mount Barker
2:45pm Tuesday 24 May 2005

John Byrne
ACTING CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2:52pm The Presiding Member declared the meeting open.

The Acting Chief Executive Officer, Mr John Byrne, read aloud the following disclaimer:

'No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff.

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation or approval made by a member or officer of the Shire of Plantagenet during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Plantagenet. The Shire of Plantagenet warns that anyone who has an application with the Shire of Plantagenet must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Plantagenet in respect of the application.'

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present

Cr K Forbes	Shire President - Rocky Gully / West Ward
Cr J Cameron	Rocky Gully / West Ward
Cr M Skinner	East Ward
Cr D Williss	Deputy Shire President - East Ward
Cr K Hart	Kendenu Ward
Cr B Hollingworth	Town Ward
Cr K Clements	Town Ward
Cr J Mark	Town Ward
Cr J Moir	South Ward

Mr J Byrne	Acting Chief Executive Officer
Mr S Bell	Executive Director Technical and Development Services
Mrs K Skinner	Executive Secretary
Ms C Delmage	Administration Officer Minutes and Agenda

There were no members of the public present.

There were two (2) members of the media present.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES**Moved Cr D Williss, seconded Cr K Hart:****That the Minutes of the Ordinary Meeting of the Council held on 10 May 2005 be confirmed subject to:****Page 32: It being noted that the motion was carried by (9/0).****2:55pm Cr K Forbes withdrew from the meeting and Cr D Williss assumed the Chair.****CARRIED (8/0)****No. 169/05****Moved Cr J Mark, seconded Cr M Skinner:****That the Minutes of the Special Meeting of the Council held on 10 May 2005 be confirmed subject to:****Page 29: The words 'Cr J Moir' being replaced with the words 'Cr B Hollingworth'.****Page 36: The word 'Franklin' being replaced with the word 'Frankland'.****3:05pm Cr K Forbes returned to the meeting and assumed the Chair.****CARRIED (9/0)****No. 170/05****Moved Cr J Cameron, seconded Cr J Mark:****That the Minutes of the Special Meeting of the Council held on 18 May 2005 be confirmed.****CARRIED (9/0)****No. 171/05**

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- The Shire President and Deputy Shire President attended the 'One Community, One College' meeting. The Health Department and the Department of Education have issued some guidelines for the design of the new building. Already the estimated cost of construction has risen from the original \$7 million to \$11 million with \$750,000.00 estimated just for earthworks and roadworks. More would be required for the power upgrade.
- Our current Infant Health Agreement states that the Shire may be responsible for the provision of the Infant Health Centre but the Health Department say we are and may be eligible to receive fifty percent (50%) of costs required to establish the centre.
- Concerns have been raised that with Home and Community Care (HACC) becoming part of the multi-purpose service (MPS) under the Health Department, the standard of service and availability of assistance may not be up to the existing level.
- The recent Annual Road Inspection was beneficial for all who attended. It gave Councillors and staff a better understanding of the work being carried out as well as the repairs required due to the recent floods. Hopefully this will help when the budget for 2005-2006 is determined.
- The recent Rainbow Coast Regional Council meeting was attended by Cr Forbes and Cr Cameron.
- The Zone meeting was attended by Cr K Forbes and Cr Moir. Thank you to Cr Moir who replaced Cr Williss who was unable to attend.
- This Friday the State Budget Breakfast will be held in Albany and attended by the Shire President and Deputy Shire President. The Shire President is hoping to be able to discuss the proposed Northern By-Pass with Minister McTiernan.
- Tuesday, 31 May 2005 – The National Resource Management (NRM) Awards will be held in Albany by the Great Southern Development Commission with the Shire President and wife attending. The awards are to recognise efforts / achievements in land care.
- Wednesday, 1 June 2005 – WALGA State meeting.
- Monday, 13 June 2005 – The Governor will arrive in Mount Barker for a brief visit at 4:00pm at a venue to be decided by the Shire. A short tour of the town and a visit to the Banksia Farm is planned.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 TOWNSCAPE REVIEW STEERING COMMITTEE - APPOINTMENT OF MEMBERS OF THE PUBLIC

Location / Address:	N / A
Name of Applicant:	N / A
File Reference:	LP/103/2
Author:	Kaye Skinner – Executive Secretary
Authorised By:	Rob Stewart – Chief Executive Officer
Date of Report:	17 May 2005

Purpose

The purpose of this report is for the Council to appoint members of the public to serve upon the Townscape Review Steering Committee.

Background

At its Special meeting held 10 May 2005, the Council set Committee membership and duties as follows:

- ‘(1) Membership of the Townscape Review Steering Committee be set at four (4) Members of the Public (two) 2 Councillors, the Chief Executive Officer and Manager of Development Services.*
- (2) The duties of the Townscape Review Steering Committee be to guide the process of reviewing the Townscape Improvement Plan for the Shire of Plantagenet that will:
 - (a) Serve as an overall framework for streetscape upgrading projects over the next ten years; and*
 - (b) Lead to the enhancement of the visual and practical amenity of the area.’**

The Council also resolved that Cr K Clements and Cr J Mark be appointed as the Council’s representatives on the Townscape Review Steering Committee. Cr B Hollingworth was appointed as Deputy.

Statutory Environment

The Townscape Review Steering Committee was appointed by the Council pursuant to Section 5.9 (2) (c) of the Local Government Act 1995.

Consultation

Consultation has taken place with previous public representatives Mr Peter Thorn, Ms K McKenzie and Mr Roger Bartley, who have all expressed a wish to remain as members on the Townscape Review Steering Committee.

Financial Implications

There are no financial implications for this report.

Strategic Implications

There are no strategic implications for this report.

Officer Comment

Cr J Mark was previously a member of the Townscape Review Steering Committee as a public representative. Due to his election as a Councillor for the Shire of Plantagenet his appointment as a public representative is now vacant.

Policy Implications

There are no policy implications for this report.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION

THAT:

- (1) Mr P Thorn, Mr R Bartley and Ms K McKenzie be appointed as 'other persons' on the Townscape Review Steering Committee.
- (2) The vacant position on the Committee be advertised and a further report be presented to the Council relating to such appointment.

COUNCIL DECISION

Moved Cr J Moir, seconded Cr J Cameron:

THAT:

- (1) All community positions on the Townscape Review Steering Committee be declared vacant.**
- (2) All vacant community positions on the Townscape Review Steering Committee be advertised.**

CARRIED (9/0)

No. 172/05

Reason For Change

The Council decided that all community positions should be declared vacant and advertised to allow applications from all members of the public to be considered.

9.2 EXECUTIVE SERVICES REPORTS

9.2.1 COMMITTEE MINUTES - ADMINISTRATION OFFICES ADVISORY COMMITTEE MEETING 2 MAY 2005; LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 3 MAY 2005; BUSH FIRE ADVISORY COMMITTEE MEETING (AGM) 4 MAY 2005; TOWNSCAPE REVIEW STEERING COMMITTEE MEETING 19 APRIL 2005

Location / Address:	N / A
Attachments: (4)	Committee Minutes
Name of Applicant:	N / A
File Reference:	CP/103/1
Author:	Cherie Delmage - Administration Officer Minutes and Agenda
Authorised By:	John Byrne – Executive Director Corporate and Community Services
Date of Report:	5 May 2005

Purpose

The purpose of this report is for the Council to receive the following Committee Minutes:

- Administration Offices Advisory Committee meeting – 2 May 2005
- Local Emergency Management Committee meeting – 3 May 2005
- Bush Fire Advisory Committee meeting (AGM) – 4 May 2005
- Townscape Review Steering Committee meeting – 19 April 2005

Policy Implications

There are no policy implications for this report.

Financial Implications

There are no financial implications for this report.

Strategic Implications

There are no strategic implications for this report.

Officer Comment

Any matters arising from these Minutes will be the subject of a separate report to the Council.

Voting Requirements

Simple Majority

Committee Minutes - Administration Offices Advisory Committee Meeting 2 May 2005; Local Emergency Management Committee Meeting 3 May 2005; Bush Fire Advisory Committee Meeting 4 May 2005; Townscape Advisory Committee Meeting - 19 April 2005 (Cont.)

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr D Williss, seconded Cr K Hart:

That the Minutes of the following Committees be received:

- **Administration Offices Advisory Committee meeting – 2 May 2005**
- **Local Emergency Management Committee meeting – 3 May 2005**
- **Bush Fire Advisory Committee meeting (AGM) – 4 May 2005**
- **Townscape Review Steering Committee meeting – 19 April 2005**

CARRIED (9/0)

No. 173/05

9.2.2 GREAT SOUTHERN REGIONAL CATTLE SALEYARDS – INCREASE TO STAFF ESTABLISHMENT

A Financial Interest was disclosed by Cr K Forbes, Cr M Skinner and Cr J Cameron.

A Proximity Interest was disclosed by Cr B Hollingworth.

An Impartiality Interest was disclosed by Cr J Moir.

A letter from the Department of Local Government and Regional Development was received by the Shire of Plantagenet giving permission for Cr K Forbes, Cr M Skinner and Cr J Cameron to participate in matters relating to the Great Southern Regional Cattle Saleyards and for Cr Forbes to act as Presiding Member for the period of 24 May 2005 to 31 December 2005 inclusive.

Cr B Hollingworth was not given approval to participate.

Acting Chief Executive Officer, Mr J Byrne, read aloud the attached letter from the Department of Local Government and Regional Development dated 24 May 2005.

3:19pm Cr B Hollingworth withdrew from the meeting.

Location / Address:	N / A
Name of Applicant:	N / A
File Reference:	CM/60/1
Author:	Rob Stewart – Chief Executive Officer
Authorised By:	Rob Stewart – Chief Executive Officer
Date of Report:	16 May 2005

Purpose

The purpose of this report is to recommend to the Council an increase in the Council's Staff Establishment to account for those staff members who are employed at the Great Southern Regional Cattle Saleyards.

Background

At its meeting held on 27 May 2003 the Council adopted the Council's Organisation Structure and Staff Establishment.

Councillors will be aware that as from 1 April 2005, the Great Southern Regional Cattle Saleyards has been run by the Shire of Plantagenet, although a contract of sale has not yet been finalised.

Accordingly it will be necessary to adjust the Council's Staff Establishment to reflect those staff members employed at the saleyards.

Under the joint venture, the saleyards employed 2.0 full time equivalents.

Statutory Environment

Pursuant to Section 5.36 of the Local Government Act 1995 a Local Government is to employ (other than a CEO):

Great Southern Regional Cattle Saleyards – Increase To Staff Establishment (Cont.)

‘...such other persons as the Council believes are necessary to enable the functions of the Local Government and the functions of the Council to be performed.’

Further, Section 5.41 of the Act provides that the CEO’s functions are to (among other things):

‘...be responsible for the employment, management, supervision, direction and dismissal of other employees’.

Therefore, once the Council has amended the Staff Establishment, the Chief Executive Officer becomes responsible for all other matters relating to those employees.

Policy Implications

There are no policy implications for this report.

Financial Implications

At present the Manager of the Saleyards is engaged under a fixed term contract. The hourly rate is \$25.00 inclusive of insurance.

It is also recommended that a .5 FTE officer be engaged as an Assistant Manager at the rate of Level 6 pursuant to the Local Government Officers’ (WA) Award 1999.

Officer Comment

It is recommended that the Staff Establishment at the Shire of Plantagenet be increased by 1.5 FTE being:

- FTE Great Southern Regional Cattle Saleyards Manager
- .5 FTE Great Southern Regional Cattle Saleyards Assistant Manager.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr D Williss, seconded Cr J Mark:

That the Staff Establishment of the Shire of Plantagenet be increased by:

- (1) The addition of a 1.0 Full Time Equivalent being Manager – Great Southern Regional Cattle Saleyards.**
- (2) The addition of a .5 Full Time Equivalent being Assistant Manager - Great Southern Regional Cattle Saleyards.**

CARRIED (8/0)

No. 174/05

3:29pm Cr B Hollingworth returned to the meeting.

9.2.3 HOME AND COMMUNITY CARE – DECREASE TO STAFF ESTABLISHMENT

Location / Address:	N / A
Name of Applicant:	N / A
File Reference:	CM/60/1
Author:	Rob Stewart – Chief Executive Officer
Authorised By:	Rob Stewart – Chief Executive Officer
Date of Report:	16 May 2005

Purpose

The purpose of this report is to recommend to the Council a reduction in the total Staff Establishment of the Shire of Plantagenet as a result of the transfer of the Home and Community Care Service to the State Government.

Background

Councillors will be aware that the Home and Community Care Service is no longer a function performed by the Council having been transferred to the Multi Purpose Service (MPS) which comes under the auspices of the State Government (Health Department),

Further, at its meeting held on 27 May 2003 the Council adopted an Organisation Structure and Staff Establishment which included the positions of Home and Community Care Coordinator -HACC (Full Time), Supervisor – HACC (Part Time .5 FTE), Administration Assistant – HACC (Part Time .45 FTE) and an Assistant Coordinator – HACC (Part Time .65 FTE).

Statutory Environment

Pursuant to Section 5.36 of the Local Government Act 1995 a Local Government is to employ (other than a CEO):

‘...such other persons as the Council believes are necessary to enable the functions of the Local Government and the functions of the Council to be performed.’

Further, Section 5.41 of the Act provides that the CEO’s functions are to (among other things):

‘...be responsible for the employment, management, supervision, direction and dismissal of other employees’.

Therefore, once the Council has amended the Staff Establishment, the Chief Executive Officer becomes responsible for all other matters relating to those employees.

Policy Implications

There are no policy implications for this report.

Financial Implications

As the Home and Community Care Service was fully funded by external bodies there are no financial implications for the Council.

Home And Community Care – Decrease To Staff Establishment (Cont.)

Strategic Implications

The services that were being provided by the Home and Community Care will continue to be provided as part of the MPS.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr J Moir, seconded Cr J Mark:

That the positions of Home and Community Care Coordinator – HACC 1.0 Full Time Equivalent, Supervisor – HACC .5 Full Time Equivalent, Administration Assistant – HACC .45 Full Time Equivalent and Assistant Coordinator – HACC .65 Full Time Equivalent be deleted from the Council’s Staff Establishment.

CARRIED (9/0)

No. 175/05

9.3 CORPORATE SERVICES REPORTS

9.3.1 FINANCIAL STATEMENTS - APRIL 2005

Location / Address:	N / A
Attachments: (1)	Financial Statements – April 2005
Name of Applicant:	N / A
File Reference:	FM/65/1
Author:	David Blurton
Authorised By:	John Byrne – Executive Director Corporate and Community Services
Date of Report:	16 May 2005

Purpose

The purpose of this report is to present to the Council the financial position of the Shire of Plantagenet for the period ending 30 April 2005.

Statutory Environment

Local Government (Financial Management) Regulation 35 defines the minimum reporting requirements for monthly financial statements.

Policy Implications

There are no policy implications for this report.

Financial Implications

There are no financial implications for this report.

Strategic Implications

There are no strategic implications for this report.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr K Hart, seconded Cr M Skinner:

That the monthly Financial Statements for the period ending 30 April 2005 be received.

CARRIED (9/0)

No. 176/05

9.3.2 WRITE OFF - REFUSE RATES

Location / Address:	Lots 87, 88 and 89 Arbour Street, Rocky Gully
Name of Applicant:	Andrew G Symeou
File Reference:	RV/182/1003; RV/182/3724; RV/182/3819; I24994
Author:	Ann Kirton – Rates Officer
Authorised By:	John Byrne – Executive Director Corporate and Community Services
Date of Report:	16th May 2005

Purpose

The purpose of this report is to present to the Council a list of properties that qualify for the \$50.00 Refuse Site Rate exemption.

Background

These properties are owned and / or operated in identical name or names and are neither commercially rented nor habitable and as such meet the criteria for Refuse Site Rate exemption which the Council adopted in its 2004-2005 budget process.

As part of the budget adoption process for 2004-2005, the Council adopted a Refuse Site Rate with a minimum charge of \$50.00 respectively for all rateable properties.

As a rate, rather than a levy or a service charge, the charge is applied to all separately rated properties within the local government area.

At its meeting held on 28 August 2001, the Council resolved:

'That as the Council is of the opinion that the imposition of more than one Refuse Rate would be inequitable in those circumstances where properties are owned and operated in identical name or names and where no habitable or commercially rented properties are situated on additional properties, then in those circumstances the Council shall make ex gratia payments to those people affected, equivalent to the second or further Refuse Rate payments received or write off such moneys owing, upon application by such people that meet the above mentioned criteria.'

Statutory Environment

The Refuse Site Rate (otherwise known as a Health Rate) has been adopted by the Council pursuant to section 40 of the Health Act (1911).

Pursuant to Section 6.12 (2) of the Local Government Act 1995 local governments may *'write off an amount which is owed to the local government.'*

Consultation

Consultation has occurred with David Blurton, Accountant.

Policy Implications

There are no policy implications for this report.

Write Off – Refuse Rates (Cont.)**Financial Implications**

The exemptions total \$50.00 which will be reversed from the Refuse Site Rate Income account 1010.2.797 which has a budget of \$137,750.00.

Strategic Implications

There are no strategic implications for this report

Officer Comment

Mr Symeou's account balances are:

- Assessment No. 1003 - Paid In Full
- Assessment No. 3819 (-17.77); and
- Assessment No. 3724 is \$1,238.67 for which he has made a payment arrangement.

Assessment No. 3724 was not previously rated and Mr Symeou was charged this financial year (2004-2005) for rates back dated to 2001 rate. He has made an agreement with the Shire to make a payment of one year at a time.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr J Cameron, seconded Cr J Moir:

That the \$50.00 refuse Site Rate applicable to the following properties be refunded where paid or written off where outstanding, pursuant to the Council decision from 28 August 2001 relative to Refuse Site Rates and Section 6.12 (2) of the Local Government Act (1995):

- (1) Andrew G Symeou - Exempt Properties – RV/182/3724; RV/182/3819 – Lots 88 and 87 Arbour Street, Rocky Gully.**

CARRIED (9/0)

No. 177/05

(Absolute Majority)

9.3.3 LIST OF PAYMENTS - APRIL 2005

Location / Address:	N / A
Attachments: (1)	List of Payments – April 2005
Name of Applicant:	N / A
File Reference:	FM/64/1
Author:	Rayona Evans - Accounts Officer
Authorised By:	John Byrne – Executive Director Corporate and Community Services
Date of Report:	17 May 2005

Purpose

The purpose of this report is to present to the Council the list of payments that were made in the month of April 2005.

Statutory Environment

Regulation 13 of the Local Government (Financial Management) Regulations defines the reporting requirements to the Council for the list of accounts.

Policy Implications

There are no policy implications for this report.

Financial Implications

There are no financial implications for this report.

Strategic Implications

There are no strategic implications for this report.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr D Williss, seconded Cr B Hollingworth:

That the payment of accounts, covering electronic payments, cheques 33970 to 34065, totalling \$461,298.06, the payment of trust cheques, 83 and 84, totalling \$500.00 and the Credit Card transactions for the months of February to April 2005, totalling \$4,220.79, be noted.

CARRIED (9/0)

No. 178/05

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Cr Moir had previously given notice pursuant to Clause 3.7 of Standing Orders that he intended to move:

- (1) That a representative from the Shire of Dardanup, a Council with experience in joint use library facilities, be invited to address the Council at a mutually convenient time regarding that Council's experiences with joint library facilities.
- (2) That the Chief Executive Officer be requested to research and prepare a report on joint use library facilities between local government and the Department of Education in Western Australia.
- (3) That the 'One Community, One College' steering committee be advised of the Council's resolution in this regard.

The Presiding Member invited Cr J Moir to move the motion.

Moved Cr J Moir, seconded Cr K Clements:

- (1) That a representative from the Shire of Dardanup, a Council with experience in joint use library facilities, be invited to address the Council at a mutually convenient time regarding that Council's experiences with joint library facilities.**
- (2) That the Chief Executive Officer be requested to research and prepare a report on joint use library facilities between local government and the Department of Education in Western Australia.**
- (3) That the 'One Community, One College' steering committee be advised of the Council's resolution in this regard.**

LOST (3/6)

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING**

Nil

12 CONFIDENTIAL

Nil

13 CLOSURE OF MEETING

3:49pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: .../.../...