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**MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF MULLEWA HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY 21 MARCH 2007.****0307.01 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

1:05pm The President declared the meeting open.

**0307.02 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****PRESENT:**

Councillor A J Messina – President	(West Ward)
Councillor B I N Thomas – Deputy President	(East Ward)
Councillor G M Steele	(South Ward)
Councillor J L Freeman	(Central Ward)
Councillor M D Tierney	(Central Ward)
Councillor L J Wainwright	(Central Ward)

**OFFICERS:**

Mr T Hartman - Chief Executive Officer  
Ms N J Holmes – Deputy Chief Executive Officer

**APOLOGIES:**

Councillor M Kerkmans (East Ward)

**LEAVE OF ABSENCE:**

Councillor N D Johnstone (South Ward)

**VISITORS**

Mullewa District High School  
Students: Kiarni Maher  
Wade Bennell  
Teacher: Sharon Cussons

**0307.03 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**0307.04 PUBLIC QUESTION TIME**

The students thanked the Council for lunch and the invitation to speak at meeting.

*Karni Maher – requested that a broken basketball hoop at the youth centre be repaired. The CEO advised that this would be noted.*

*Wade Bennell* – asked if the inflatable at the pool could be put out more often. The CEO advised that extra supervision was required when the inflatable was in use, therefore was only erected when there were extra available to supervise.

*Kiarni Maher* – enquired what the former zoo site would be used for. The President advised that this is the site for Councils new works shed.

1:10pm The Visitors left the meeting.

<b>0307.05 CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
--

**Moved:** *J L Freeman*      **Seconded:** *L J Wainwright*

**COUNCIL DECISION: THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 20 DECEMBER 2006, AS PRINTED BE CONFIRMED.**

**CARRIED 6/0**

<b>0307.06 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION</b>
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Nil

<b>0307.07 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS</b>
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Nil

<b>0307.08 REPORTS OF COMMITTEES / MEMBERS</b>
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## MULLEWA COMMUNITY TRUST 2007

PROJECT NUMBER	APPLICANT	PROJECT	COST OF PROJECT	AMOUNT OF FUNDING REQUESTED FROM MCT	OTHER FUNDING SOURCES	ALLOCATION OF FUNDS BY TRUST COMMITTEE
6	MULLEWA DISTRICT AGRICULTURAL SOCIETY	LAPTOP, RADIOS, WOOD CHOPPING DISPLAY & MISC.	LAPTOP	1,700.00		
			2 X RADIOS	150.00		
			BANNER	400.00		
			INFORMATION SIGNS	460.00		
		WOOD CHOPPING DISPLAY	4,500.00			
		ACCOMMODATION	200.00	200.00	ACCOMMODATION	6,600.00
			7,410.00	7,210.00		
7	MULLEWA SPORTS CLUB	TENNIS HIT UP WALL	ADMIRATION HOMES	11,800.00	1,800.00	MULLEWA SPORTS CLUB
				11,800.00	1,800.00	
8	MULLEWA GOLF CLUB	GOLF CLUB RAKE	RAKE CONSTRUCTION	1,500.00		
			RADIATOR	500.00		
			FUEL TANK	500.00		
			HYDRAULICS	1,500.00		
			STEEL & SUNDRIES	1,000.00		
			5,000.00	5,000.00	VOL. LABOUR	3,500.00
9	MULLEWA POLOCROSSE CLUB	ABLUTION BLOCK	BUILDING MATERIALS	2,000.00		
			VOL. LABOUR	2,000.00	2,000.00	VOL. LABOUR
			MULLEWA ENG BUILDING	2,000.00		
			GYPSUM SOIL CONDITIONER	500.00		
			6,500.00	4,500.00		
10	MULLEWA ARTS DEVELOPMENT	MAD CAMERA CLUB	SLR DIGITAL CAMERA	3,594.00		
			INSTAMATIC DIGITAL CAMERAS	2,496.00		
			LAPTOP HIRE	540.00		
			WORKSHOP TUTORS	4,320.00	4,320.00	VOL. LABOUR
			VENUE HIRE	720.00	720.00	M.A.D. CONTRIBUTION
			CAMERA INSURANCE	374.00		
			MARKETING & PROMOTION	120.00	120.00	M.A.D. CONTRIBUTION
	12,164.00	7,004.00	5,160.00			4,902.00



MULLEWA COMMUNITY TRUST 2007

PROJECT NUMBER	APPLICANT	PROJECT	COST OF PROJECT	AMOUNT OF FUNDING REQUESTED FROM MCT	OTHER FUNDING SOURCES	ALLOCATION OF FUNDS BY TRUST COMMITTEE	
11	MULLEWA BOWLING CLUB	FURNITURE REPLACEMENT	STACKER CHAIRS 9,091.00 TRESTLE TABLES 2,727.30 RECTANGULAR TABLES 2,181.84 COFFEE TABLES 218.19 VISITORS CHAIRS 4,091.10 2 SEATER LOUNGE 1,288.19 3 SEATER LOUNGE 1,722.73 BAR STOOLS 5,909.10 27,209.45	10,000.00	17,209.45	MULLEWA SPORTS CLUB	5,000.00
12	ST JOHN AMBULANCE	AIRCONDITIONING AND FLOOR COVERINGS	AIRCONDITIONER 2,637.80 WALL REPAIR 308.00 FLOOR COVERING 1,600.00 4,545.80	3,181.81	1,278.00	COMMUNITY GROUP	3,181.00
13	LIONS CLUB OF MULLEWA	MULLEWA LIONS GIFT	WEST COAST ATHLETICS 5,050.00 LANE PAINT 500.00 TROPHIES 120.00 SASHES 180.00 RAFFLE PRIZE 500.00 SUNDRIES 200.00 6,550.00	3,800.00	2,500.00	OTHER VOL. LABOUR	2,855.00
14	TARDUN PROGRESS ASSOCIATION	SHADE SAIL AT CBAS SCHOOL	SHADE SAIL STRUCTURE 9,500.00 VOL LABOUR 600.00 10,100.00	9,500.00	600.00	VOL. LABOUR	6,700.00

TOTAL COST OF PROJECTS: OPTION 1 182,286.25  
 TOTAL COST OF PROJECTS: OPTION 2 193,033.25  
 TOTAL AMOUNT REQUESTED FROM TRUST: 90,389.81

61,932.00

**Moved:** A J Messina                      **Seconded:** L J Wainwright

**COUNCIL DECISION:**            **THAT THE MINUTES OF THE MULLEWA COMMUNITY TRUST COMMITTEE MEETING HELD ON THE 16<sup>TH</sup> MARCH 2007 BE RECEIVED; AND**

**THAT THE DISTRIBUTION OF FUNDS AS LISTED BE RETURNED TO THE COMMITTEE FOR RECONSIDERATION OF PROJECTS 2 AND 14. AS IT WAS THE OPINION OF THE COUNCIL THAT THE GUIDELINES WERE NOT ADHERED TO.**

**CARRIED 5/1**

**\*Note** The CEO advised Council that;

- the Committee should be advised what Guideline was not adhered to, and;
- that the 2005 Guidelines were used by the Committee in its determination.

## **0307.09    WORKS, PLANTS, PARKS & GARDENS**

### **1.    OCCUPATIONAL SAFETY & HEALTH DESKTOP AUDIT REPORT**

DATE OF MEETING:            21 March 2007

LOCATION/ADDRESS:            -

NAME OF APPLICANT:           -

FILE REFERENCE:              -

PREVIOUS MINUTE/S &       -

REFERENCE:

DATE AND AUTHOR:            14 March 2007 – Tom Hartman, Chief Executive Officer

DISCLOSURE            OF    Author has no disclosure of interest.

INTEREST:

SUMMARY

Report submits the Occupational Safety & Health Desktop Audit for Councils attention.

BACKGROUND:

The audit report has been received and the summary of the report is attached for Councils attention at **APPENDIX A**.

The full report is available for Councillors information if required.

COMMENT:

Council has been previously operating under a regional arrangement with 11 Shires contributing to the employment of an Occupational Safety & Health Co-ordinator.

This arrangement has now been terminated and a new system is being put in place. There was concern that the previous system did not contain enough "hands on" involvement from the co-ordinator.

The Local Government Insurance Scheme will now become directly involved with the WCRC and have a co-ordinator appointed to look after the 7 Shire members of the WCRC. This arrangement will be initially run from Perth until a Regional appointment is made.



This is the first step in the new process to ascertain the current status of the Occupational Safety & Health systems with member councils.

## CONSULTATION:

STATUTORY  
ENVIRONMENT:

Australian Standard AS/NZS 4801:2001  
Occupational Safety and Health Act

POLICY  
IMPLICATIONS:

There are no known policy implications at this time.

FINANCIAL  
IMPLICATIONS:

There are no known financial implications at this time.

STRATEGIC  
IMPLICATIONS:

There are no known strategic implications at this time.

VOTING REQUIREMENT:

Simple majority

OFFICER  
RECOMMENDATION

THAT COUNCIL NOTE THE CONTENTS OF THE OCCUPATIONAL SAFETY & HEALTH DESKTOP AUDIT REPORT – AUDIT REPORT SUMMARY.

**Moved:***J L Freeman***Seconded:***B I N Thomas*

COUNCIL DECISION:

**THAT COUNCIL NOTE THE CONTENTS OF THE OCCUPATIONAL SAFETY & HEALTH DESKTOP AUDIT REPORT – AUDIT REPORT SUMMARY.**

**CARRIED 6/0**

## **0307.10 FINANCE & GENERAL PURPOSE**

### **1. CO-OPERATIVE TOURISM PLAN**

DATE OF MEETING: 21 March 2007

LOCATION/ADDRESS: -

NAME OF APPLICANT: -

FILE REFERENCE: 509

PREVIOUS MINUTE/S &  
REFERENCE: April 2006

DATE AND AUTHOR: 14 March 2007 – Tom Hartman, Chief Executive Officer

DISCLOSURE OF INTEREST: Author has no disclosure of interest.

SUMMARY

Report raises an approach from the Wildflower Country Regional Council for Council's consideration, to deposit with the Wildflower Country Regional Council, funds and endorse the Wildflower Country Regional Council's involvement with tourism promotion.

BACKGROUND:

At the March 2007 meeting the Wildflower Country Regional Council, resolved:

- 1. COUNCIL APPROACHES ALL MEMBER SHIRES SEEKING THEIR AGREEMENT TO DEPOSIT THEIR 2006/2007 BUDGET ALLOCATION OF \$3000 TOWARDS TOURISM PROMOTION WITH THE WCRC. THE**

**WCRC WILL BECOME RESPONSIBLE FOR DISPERSING THESE FUNDS TOWARDS TOURISM PROMOTION IN LIAISON WITH THE TOURISM STEERING COMMITTEE.**

**IF THE SHIRES AGREE TO PAY THEIR 2006/2007 \$3,000 TOURISM PROMOTION AMOUNT TO THE WCRC THEN THE WCRC WILL NOT IMPOSE A FEE FOR SERVICE IN THIS INSTANCE FOR PERFORMING THIS ROLE FOR THIS SPECIFIC AMOUNT THIS FINANCIAL YEAR.**

- 2. COUNCIL APPROACH THE MEMBER SHIRES SEEKING THEIR ENDORSEMENT OF THE WCRC PROVIDING A TOURISM PROMOTION SERVICE DELIVERY UNIT, WHICH WILL INVOLVE THE APPOINTMENT OF A TOURISM PROMOTION OFFICER TO ASSIST THE TOURISM STEERING COMMITTEE AND TO SEEK GRANT FUNDING TO ASSIST FOR PROMOTION OF TOURISM IN THE WCRC REGION.**

Item 10.1.3, page 9 of the WCRC meeting, March 2007, minute's details further background information on this matter.

**COMMENT:** At the Ordinary Meeting of the Mullewa Council held in April 2006, a contribution from individual Local Governments to fund a project officer, was also considered. (A copy of that report and the Wildflower Country Tourism Steering Committee report is attached at **APPENDIX B**). At the time Council resolved not to support funding the Wildflower Country Tourism Steering Committee, but preferred tourism becomes a core function of the future Wildflower Country Regional Council.

This approach from the Wildflower Country Regional Council is in line with Councils previous preference and is supported by the Technical Advisory Group.

**CONSULTATION:**

**STATUTORY ENVIRONMENT:**

There are no known statutory implications at this time.

**POLICY**

There are no known policy implications at this time.

**IMPLICATIONS:**

**FINANCIAL**

**IMPLICATIONS:**

Council has \$3,000 in the 2006/07 budget for tourism and area promotion, specifically the brochure reprint.

**STRATEGIC**

**IMPLICATIONS:**

There are no known strategic implications at this time.

**VOTING REQUIREMENT:**

Simple majority

**OFFICER**

**RECOMMENDATION**

**THAT COUNCIL AGREE TO DEPOSIT THE 2006/07 BUDGET ALLOCATION OF \$3,000 TOWARDS TOURISM PROMOTION WITH THE WILDFLOWER COUNTRY REGIONAL COUNCIL, AND ENDORSE THE WILDFLOWER COUNTRY REGIONAL COUNCIL PROVIDING A TOURISM PROMOTION SERVICE DELIVERY UNIT.**

**Moved:**

*B I N Thomas*

**Seconded:**

*J L Freeman*

**COUNCIL DECISION:**

**THAT COUNCIL AGREE TO DEPOSIT THE 2006/07 BUDGET ALLOCATION OF \$3,000 TOWARDS TOURISM PROMOTION WITH THE WILDFLOWER COUNTRY REGIONAL COUNCIL, AND ENDORSE THE WILDFLOWER COUNTRY REGIONAL COUNCIL TO INVESTIGATE PROVIDING A TOURISM PROMOTION SERVICE**

**DELIVERY UNIT.****CARRIED 6/0****2. PURCHASING POLICY**

DATE OF MEETING: 21 March 2007

LOCATION/ADDRESS: -

NAME OF APPLICANT: -

FILE REFERENCE: 111

PREVIOUS MINUTE/S &amp; REFERENCE: February 2007

DATE AND AUTHOR: 14 March 2007 – Tom Hartman, Chief Executive Officer

DISCLOSURE OF INTEREST: Author has no disclosure of interest.

SUMMARY: Report submits the WALGA Model Purchasing Policy for adoption.

BACKGROUND: Pending changes to the Local Government (Functions & General) Regulations will lift the Tender threshold to \$100,000.00. The Regulations will also require Local Government to prepare and adopt a purchasing policy. To be compliant with these changes a purchasing policy should be in place at the time the Regulation (still in draft) are envisaged to take effect on 30 March 2007.

COMMENT: To assist Local Government, WALGA have prepared a model purchasing policy which has been amended to include reference to the Shire of Mullewa.

This policy can be further developed to suit our local conditions at a later date. However, the draft policy, attached at **APPENDIX B**, in its present form, should satisfy the requirements of the regulations.

CONSULTATION:

STATUTORY ENVIRONMENT: Local Government (Functions &amp; General) Regulations

POLICY IMPLICATIONS: Council does not have a current policy and this will introduce a new policy.

FINANCIAL IMPLICATIONS: There are no known financial implications at this time.

STRATEGIC IMPLICATIONS: There are no known strategic implications at this time.

VOTING REQUIREMENT: Simple majority

OFFICER RECOMMENDATION: THAT COUNCIL ADOPT THE ATTACHED DRAFT PURCHASING POLICY.

**Moved:** J L Freeman      **Seconded:** M D Tierney**COUNCIL DECISION: THAT COUNCIL ADOPT THE ATTACHED DRAFT PURCHASING POLICY.****CARRIED 6/0**

3. COMPLIANCE AUDIT RETURN – COMPLETION OF
--

DATE OF MEETING:	21 March 2007
LOCATION/ADDRESS:	-
NAME OF APPLICANT:	-
FILE REFERENCE:	204
PREVIOUS MINUTE/S & REFERENCE:	-
DATE AND AUTHOR:	14 March 2007 – Noelene Holmes, Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Author has no disclosure of interest.
SUMMARY:	
BACKGROUND:	<p>In accordance with the provisions of the Local Government Act 1995 each local government is to carry out a Compliance Audit for the period 1 January to 31 December 2006 against the requirements included within the Compliance Audit Return, attached as <b>APPENDIX C</b></p> <p>The Compliance Audit Return is to be</p> <ul style="list-style-type: none"> <li>• Presented to Council at a meeting of the Council;</li> <li>• Adopted by the Council; and</li> <li>• Recorded in the minutes of the meeting in which it is adopted.</li> </ul> <p>A certified copy of the report and the relevant copy of the minutes must be submitted to the Director General of the Department of Local Government and Regional Development by 31 March 2007.</p>
COMMENT:	<p>The completion of the Compliance Audit Return is mandatory and acts as a form of self-regulation, it is intended to seek compliance from local government and should serve as a checklist to remind employees and Councillors of their statutory obligations.</p> <p>The Compliance Audit Return has been provided under separate cover to Councillors as part of this meeting agenda.</p>
CONSULTATION: STATUTORY ENVIRONMENT:	The provision of a Compliance Audit Return is in accordance with the Local Government Act 1995.
POLICY IMPLICATIONS:	There are no known policy implications at this time.
FINANCIAL IMPLICATIONS:	There are no known financial implications at this time.
STRATEGIC IMPLICATIONS:	There are no known strategic implications at this time.
VOTING REQUIREMENT:	Simple majority
OFFICER RECOMMENDATION	<p>THAT:</p> <ul style="list-style-type: none"> <li>• THE COMPLIANCE AUDIT RETURN BE ADOPTED AS THE OFFICIAL RETURN FOR THE SHIRE OF MULLEWA FOR THE PERIOD 1 JANUARY TO 31 DECEMBER 2006 AND CERTIFIED BY THE SHIRE PRESIDENT AND CHIEF EXECUTIVE OFFICER AS TRUE AND CORRECT, TO THE BEST OF THEIR KNOWLEDGE.</li> </ul>

**Moved:** *B I N Thomas*

**Seconded:** *G M Steele*

## COUNCIL DECISION:

**THAT:**

- **THE COMPLIANCE AUDIT RETURN BE ADOPTED AS THE OFFICIAL RETURN FOR THE SHIRE OF MULLEWA FOR THE PERIOD 1 JANUARY TO 31 DECEMBER 2006 AND CERTIFIED BY THE SHIRE PRESIDENT AND CHIEF EXECUTIVE OFFICER AS TRUE AND CORRECT, TO THE BEST OF THEIR KNOWLEDGE.**

CARRIED 6/0

4. FINANCE REPORT 28<sup>TH</sup> FEBRUARY 2007

DATE OF MEETING: 21 March 2007  
 LOCATION/ADDRESS: -  
 NAME OF APPLICANT: -  
 FILE REFERENCE: -  
 PREVIOUS MINUTE/S & REFERENCE: -  
 DATE AND AUTHOR: 15 March 2007 – Noelene Holmes, Deputy Chief Executive Officer

DISCLOSURE OF INTEREST: Author has no disclosure of interest.  
 SUMMARY: -  
 BACKGROUND: -  
 COMMENT: **BANK RECONCILIATION**

The Bank Reconciliation for the month of February 2007 is listed below. The CDA account is a Cash Deposit Account where excess Municipal funds are transferred to obtain maximum interest. This account attracts an interest rate of 5.75%.

ACCOUNT	MUNICIPAL	CDA	TRUST	COMMUNITY TRUST	RESERVE	ROAD RESEAL
<b>BANK STATEMENT BALANCE</b>	83,298.61	1,536,978.00	43,764.86	114,031.25	357,000.00	291,668.42
ADJUSTMENTS	-3,189.00	0.00	3,189.00	0.00	0.00	0.00
ADD O/S DEPOSITS	7,316.10	0.00	0.00	0.00	0.00	0.00
LESS O/S CHEQUES	21,547.27	0.00	1,001.73	0.00	0.00	0.00
<b>CASH BALANCE</b>	<b>65,878.44</b>	<b>1,536,978.00</b>	<b>45,952.13</b>	<b>114,031.25</b>	<b>357,000.00</b>	<b>291,668.42</b>
<b>CASH BALANCE 01.07.06</b>	932,103.44	911,978.00	104,340.44	112,296.26	357,000.00	283,333.00
<u>ADD</u>						
RECEIPTS YTD	2,926,654.46	1,765,000.00	5,204.00	3,334.99	0.00	8,335.42
RECEIPTS THIS MONTH	303,600.92	0.00	11,834.72	0.00	0.00	0.00
<u>LESS</u>						
PAYMENTS TO DATE	2,088,584.49	925,000.00	63,192.32	1600.00	0.00	0.00
PAYMENTS THIS MONTH	470,917.86	215,000.00	12,234.72	0.00	0.00	0.00
<b>CASH BALANCE</b>	<b>1,602,856.47</b>	<b>1,536,978.00</b>	<b>45,952.12</b>	<b>114,031.25</b>	<b>357,000.00</b>	<b>291,668.42</b>

Note: The CDA funds are included in the Municipal Cash Balance

**STATEMENT OF CASH POSITION**  
 28<sup>th</sup> February 2007

CASH ON HAND	200.00
MUNICIPAL FUND	65,678.44

INVESTED MUNICIPAL FUNDS	1,536,978.00
MULLEWA COMMUNITY TRUST	114,031.25
RESERVE FUNDS	357,000.00
ROAD RESEAL FUNDS	291,668.42
<b>TOTAL CASH FUNDS</b>	<b>2,365,556.11</b>
THIS IS REPRESENTED BY:	
LEAVE RESERVE	83,000.00
SERVICE GRATUITY RESERVE	12,000.00
BUILDING RESERVE	137,000.00
AERODROME RESERVE	26,000.00
MEDICAL CENTRE RESERVE	67,000.00
EFFLUENT SCHEME RESERVE	32,000.00
MULLEWA COMMUNITY TRUST	114,031.25
ROAD RESEAL FUNDS	291,668.42
WILDFLOWER COUNTRY REGIONAL COUNCIL FUNDS	118,363.59
AVAILABLE FUNDS	<u>1,484,492.85</u>
<b>TOTAL FUNDS</b>	<b>2,365,556.11</b>

## CONSULTATION:

## STATUTORY

There are no known statutory implications at this time.

## ENVIRONMENT:

## POLICY

There are no known policy implications at this time.

## IMPLICATIONS:

## FINANCIAL

There are no known financial implications at this time.

## IMPLICATIONS:

## STRATEGIC

There are no known strategic implications at this time.

## IMPLICATIONS:

## VOTING REQUIREMENT:

Simple majority

## OFFICER

## RECOMMENDATION

THAT THE FINANCE REPORT FOR THE PERIOD ENDED 28<sup>TH</sup> FEBRUARY 2007 BE RECEIVED.

**Moved:**

*G M Steele*

**Seconded:**

*L J Wainwright*

## COUNCIL DECISION:

**THAT THE FINANCE REPORT FOR THE PERIOD ENDED 28<sup>TH</sup> FEBRUARY 2007 BE RECEIVED.**

**CARRIED 6/0**

5. POLICY – HIRE OF TABLES & CHAIRS – AMENDMENT TO
--

DATE OF MEETING: 21 March 2007

LOCATION/ADDRESS: -

NAME OF APPLICANT: -

FILE REFERENCE: 409

PREVIOUS MINUTE/S & REFERENCE: November 2006

DATE AND AUTHOR: 14 March 2007 – Noelene Holmes, Deputy Chief Executive Officer

DISCLOSURE OF INTEREST: Author has no disclosure of interest.

SUMMARY: Report proposes policy amendment

BACKGROUND: A report to the November 2006 meeting recommended that various policies be amended or deleted. This report included Council's policy 402.01 – as printed below:



**402.1 - Hire of Chairs and Tables**

*A deposit as determined by Council is to be paid for the hire of chairs and tables from the Hall provided for the purpose, irrespective of quantity. The deposit shall be refunded on the items being returned in a satisfactory condition, any items lost or damaged shall be replaced or repaired at hirer's cost.*

The resolution from that 2006 Council meeting stated: *That policy no. 402.01 be subject to further investigation before deletion or alteration.*

COMMENT:

An amendment to this Policy has been received from Cr Freeman and is inserted below;

**PROPOSED POLICY AMENDMENTS****402.3 Town Hall Furniture**

*The hire fees applied to the hire of the Town Hall include access to and use of Town Hall chairs and tables.*

*All furniture provided at the Town Hall is to be used only at that location, with the exception of Pianos (see policy 402.3) and chairs and tables hired specifically for use at an alternate location (see policy 402.1)*

**402.1 Hire of Town Hall chairs and tables for use at another location**

*The Council will make available for hire, to community organizations and private individuals, chairs and tables from the Town Hall only,*

*All hirers will be charged a deposit and/or bond as determined by Council from time to time. The deposit is to be refunded in full if all items are returned undamaged. Any damage or loss of items is to be paid for by the hirer.*

To assist in determining a hire fee the following charges have been obtained from Councils that hire their tables and chairs to the community.

<b>SHIRE</b>	<b>TABLES</b>		<b>CHAIRS</b>	
	HIRE FEE	DEPOSIT	HIRE FEE	DEPOSIT
MORAWA	\$3 TRESTLE	NIL	\$6 PER 12	NIL
CARNAMAH	\$12	\$50	NOT FOR HIRE	

For the purpose of considering a deposit, to replace the current items at today's price is:

Folding Tables	\$261.80	each
Stackable Chairs	\$67.10	each

It is suggested that the following rates be considered:

Tables – each	Hire \$10/day	Deposit \$20/table
Chairs – per 8	Hire \$5/day	Deposit \$10/8

CONSULTATION:	Cr Freeman
STATUTORY ENVIRONMENT:	Local Government Act Section 6.16 - Fees & Charges
POLICY IMPLICATIONS:	Policy No 402.1 Policy No. 402.3
FINANCIAL IMPLICATIONS:	There are no known financial implications at this time.
STRATEGIC IMPLICATIONS:	There are no known strategic implications at this time.
VOTING REQUIREMENT:	Simple majority
OFFICER RECOMMENDATION	THAT COUNCIL CONSIDER THE AMENDMENT TO POLICY NO. 402.1 AND 402.3 AND IF APPLICABLE, DETERMINE A HIRE FEE AND BOND TO BE IMPOSED WHEN HIRING TABLES AND CHAIRS - WHICH IS TO BE INCLUDED IN COUNCILS TABLE OF CHARGES.

**Moved:** J L Freeman                      **Seconded:** L J Wainwright

**COUNCIL DECISION:** **THAT THE FOLLOWING POLICIES AS AMENDED BE ADOPTED**

***402.3 Town Hall Furniture***

*The hire fees applied to the hire of the Town Hall include access to and use of Town Hall chairs and tables.*

*All furniture provided at the Town Hall is to be used only at that location, with the exception of Pianos (see policy 402.2) and chairs and tables hired specifically for use at an alternate location (see policy 402.1)*

***402.1 Hire of chairs and tables for use at another location***

*The Council will make available for hire, to community organizations and private individuals, chairs and tables designated for that purpose.*

*All hirers will be charged:*

<i>Tables:</i>	<i>Hire - \$10 per table/day</i>	<i>Deposit - \$10 per table</i>
<i>Chairs:</i>	<i>Hire - \$5 per 8 chairs/day</i>	<i>Deposit - \$10 per 8 chairs</i>

*The deposit is to be refunded in full if all items are returned undamaged. Any damage or loss of items is to be paid for by the hirer.*

**CARRIED 6/0**

2:25pm            Bob Roden, Works Supervisor entered the meeting

Cr Wainwright – advised that the school bus was deviating from the approved route.

2:30pm            Noelene Holmes, Deputy Chief Executive Officer – left the meeting

- 2:37pm Noelene Holmes, Deputy Chief Executive Officer – returned to the meeting
- 2:40pm Bob Roden, Works Supervisor – left the meeting

<b>6. STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2007</b>
---

DATE OF MEETING: 21 March 2007

LOCATION/ADDRESS: -

NAME OF APPLICANT: -

FILE REFERENCE: -

PREVIOUS MINUTE/S & REFERENCE: -

DATE AND AUTHOR: 15 March 2007 – Noelene Holmes, Deputy Chief Executive Officer

DISCLOSURE OF INTEREST: OF Author has no disclosure of interest.

SUMMARY

BACKGROUND: Financial Management Regulation 34 requires a local government to prepare a ‘Statement of Financial Activity’ reporting on the sources and applications of funds on a monthly basis.

COMMENT: Attached **APPENDIX D** is the Statement of Financial Activity for February 2007.

CONSULTATION:

STATUTORY ENVIRONMENT: There are no known statutory implications at this time.

POLICY IMPLICATIONS: There are no known policy implications at this time.

FINANCIAL IMPLICATIONS: There are no known financial implications at this time.

STRATEGIC IMPLICATIONS: There are no known strategic implications at this time.

VOTING REQUIREMENT: Simple majority

**OFFICER RECOMMENDATION** THAT THE STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH OF FEBRUARY 2007 BE RECEIVED.

**Moved:** *J L Freeman*      **Seconded:** *G M Steele*

**COUNCIL DECISION:** **THAT THE STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH OF FEBRUARY 2007 BE RECEIVED.**

**CARRIED 6/0**

**0307.11      CHIEF EXECUTIVE OFFICER’S REPORT**

<b>1. MEETING – BUSH FIRE GROUP</b>
-------------------------------------

DATE OF MEETING: 21 March 2007

LOCATION/ADDRESS: -

NAME OF APPLICANT: -

FILE REFERENCE: 401

PREVIOUS MINUTE/S & REFERENCE: -

REFERENCE:	
DATE AND AUTHOR:	11 March – Noelene Holmes, Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Author has no disclosure of interest.
SUMMARY:	Report received Minutes from Bush Fire Group Meeting
BACKGROUND:	On Friday 9 <sup>th</sup> March 2007, the bi-annual Mullewa Bush Fire Group meeting was held at the Mullewa Recreation Centre.
COMMENT:	<p>Attached at <b>APPENDIX A</b> is a copy of the minutes of that meeting, including the following recommendations for adoption by Council;</p> <p><i>That the resignation of Ken Thompson and Tim Freeman be acknowledged</i></p> <p><i>That Paul Messina be nominated as Fire Control Officer – subject to Councils Policy 316.</i></p> <p><i>That a letter of appreciation be forwarded to Neil Johnstone, Chris Berg and Andrew Messina for their recent involvement in bush fires in the States south.</i></p>
CONSULTATION:	
STATUTORY ENVIRONMENT:	There are no known statutory implications at this time.
POLICY IMPLICATIONS:	There are no known policy implications at this time.
FINANCIAL IMPLICATIONS:	There are no known financial implications at this time.
STRATEGIC IMPLICATIONS:	There are no known strategic implications at this time.
VOTING REQUIREMENT:	Simple majority
OFFICER RECOMMENDATION	<p>THAT THE MINUTES OF THE BUSH FIRE GROUP HELD 9<sup>TH</sup> MARCH 2007 BE RECEIVED; AND</p> <p>THAT THE RESIGNATION OF KEN THOMPSON AND TIM FREEMAN BE ACKNOWLEDGED; AND</p> <p>THAT PAUL MESSINA BE NOMINATED AS FIRE CONTROL OFFICER – SUBJECT TO COUNCILS POLICY 316; AND</p> <p>THAT A LETTER OF APPRECIATION BE FORWARDED TO NEIL JOHNSTONE, CHRIS BERG AND ANDREW MESSINA FOR THEIR RECENT INVOLVEMENT IN BUSH FIRES IN THE STATES SOUTH.</p>
<b>Moved:</b>	<i>J L Freeman</i> <b>Seconded:</b> <i>G M Steele</i>
COUNCIL DECISION:	<p><b>THAT THE MINUTES OF THE BUSH FIRE GROUP HELD 9<sup>TH</sup> MARCH 2007 BE RECEIVED; AND</b></p> <p><b>THAT THE RESIGNATION OF KEN THOMPSON AND TIM FREEMAN BE ACKNOWLEDGED; AND</b></p> <p><b>THAT PAUL MESSINA BE NOMINATED AS FIRE CONTROL OFFICER – SUBJECT TO COUNCILS POLICY 316; AND</b></p>

**THAT A LETTER OF APPRECIATION BE FORWARDED TO NEIL JOHNSTONE, CHRIS BERG AND ANDREW MESSINA FOR THEIR RECENT INVOLVEMENT IN BUSH FIRES IN THE STATES SOUTH.**

**CARRIED 6/0**

2:45pm Tom Hartman, Chief Executive Officer – left the meeting

2:47pm Tom Hartman, Chief Executive Officer – returned to the meeting

## 2. STANDARDISING INFORMATION & COMMUNICATION TECHNOLOGY

DATE OF MEETING: 21 March 2007  
 LOCATION/ADDRESS: -  
 NAME OF APPLICANT: -  
 FILE REFERENCE: 105.07  
 PREVIOUS MINUTE/S & REFERENCE: WCRC Ordinary Meeting March 2007  
 DATE AND AUTHOR: 14 March 2007 –Tom Hartman, Chief Executive Officer

DISCLOSURE OF INTEREST: Author has no disclosure of interest.  
 SUMMARY: The Wildflower Country Regional Council seeks a commitment to investigate funding assistance to implement a strategy for the standardisation of information and Communication Technology equipment for all WCRC members.

BACKGROUND: The attached report from the March 2007 meeting of the WCRC outlines the proposal. **APPENDIX B**

COMMENT: As can be noted in the attached information the strategic direction for the WCRC is to have an opportunity for shared services in the area of information and communication technology and administration in the region.

CONSULTATION: STATUTORY ENVIRONMENT: There are no known statutory implications at this time.  
 POLICY IMPLICATIONS: There are no known policy implications at this time.  
 FINANCIAL IMPLICATIONS: There are no known financial implications at this time.  
 STRATEGIC IMPLICATIONS: There are no known strategic implications at this time.

VOTING REQUIREMENT: Simple majority

OFFICER RECOMMENDATION: THAT COUNCIL ENDORSE THE WCRC UNDERTAKING INITIAL WORK INTO GRANT FUNDING AVAILABLE TO INVESTIGATE THE STANDARDISATION OF ALL MEMBERS INFORMATION AND COMMUNICATION TECHNOLOGY SYSTEMS, AND AGREE TO BEING CHARGED \$250 + GST FEE FOR SERVICE BY THE WCRC.

**Moved:** J L Freeman

**Seconded:** B I N Thomas

**COUNCIL DECISION: THAT COUNCIL ENDORSE THE WCRC UNDERTAKING INITIAL WORK INTO GRANT FUNDING AVAILABLE TO INVESTIGATE THE STANDARDISATION OF ALL MEMBERS INFORMATION AND COMMUNICATION TECHNOLOGY SYSTEMS, AND AGREE TO BEING CHARGED \$250 + GST FEE FOR SERVICE BY THE WCRC.**

**CARRIED 6/0**

### 3. MULLEWA COMMUNITY MOSAIC PROJECT

DATE OF MEETING: 21 March 2007

LOCATION/ADDRESS: -

NAME OF APPLICANT: -

FILE REFERENCE: 509

PREVIOUS MINUTE/S & REFERENCE: February 2007, Information Bulletin CYDO Report

DATE AND AUTHOR: 14 March 2007 – Tom Hartman, Chief Executive Officer

DISCLOSURE OF INTEREST: Author has no disclosure of interest.

SUMMARY: Report submits a Community Arts Project for Councils endorsement and discusses design work and location of project.

BACKGROUND: The 'Mullewa Community Mosaic' Project is a Mullewa Arts Development project, supported by the Shire of Mullewa and funded by Community Arts Network. The project aims to bring together a broad range of Mullewa community members to create a mosaic public art piece about Mullewa. It is hoped that the art work will be located in a central public space and utilized as public seating for locals and tourists.

Workshops were held by community artist, Lesley King to develop a design that explores Mullewa's identity. Please see **APPENDIX C**.

80 community members, including students from OLMC, MDHS and CBAS, the Mullewa Indigenous Women's Group, Art & Craft Station members and other community members took up the opportunity to create their own hand made tile to be included in the design. All Mullewa residents will be invited to participate in the creation and installation of the mosaic. Large smooth boulders will be utilized in the design to act as seating. A sculptural shade structure in the shape of four gum trees is proposed to go over the finished mosaic piece. Please see **APPENDIX D**

COMMENT: The site suggested for this project is Pirrottina Park. This site had also been selected in the Trails Master plan as the "Community Heart Project" which made reference for a possible "Artseat".

These sketches have been made available to Sally Malone for comment and Sally has responded positively and will work with the Community Group.

CONSULTATION: Rachel McKenzie and Sally Malone

STATUTORY ENVIRONMENT: There are no known statutory implications at this time.

POLICY: There are no known policy implications at this time.



## IMPLICATIONS:

## FINANCIAL

## IMPLICATIONS:

Funding of \$5,500 has been received from Community Arts Network for this project.

## STRATEGIC

## IMPLICATIONS:

There are no known strategic implications at this time.

## VOTING REQUIREMENT:

Simple majority

## OFFICER

## RECOMMENDATION

THAT COUNCIL ENDORSE THE MULLEWA COMMUNITY MOSAIC, INCORPORATE IT INTO THE STREETScape ENHANCEMENT CONCEPT PLAN; AND APPROVE THE SITE FOR THE PROJECT BEING THE PARK SITE ON LOT 88 JOSE ST MULLEWA.

**Moved:**

*B I N Thomas*

**Seconded:**

*L J Wainwright*

## COUNCIL DECISION:

**THAT COUNCIL ENDORSE THE MULLEWA COMMUNITY MOSAIC, INCORPORATE IT INTO THE STREETScape ENHANCEMENT CONCEPT PLAN; AND APPROVE THE SITE FOR THE PROJECT BEING THE PARK SITE ON LOT 88 JOSE ST MULLEWA.**

**CARRIED 6/0**

<b>0307.12 MEETING ADJOURNED – MEETING RECONVENED</b>
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Meeting adjourned 3:00pm – 3:25pm

**PRESENT:**

Councillor A J Messina – President	(West Ward)
Councillor B I N Thomas – Deputy President	(East Ward)
Councillor G M Steele	(South Ward)
Councillor J L Freeman	(Central Ward)
Councillor M D Tierney	(Central Ward)
Councillor L J Wainwright	(Central Ward)

**OFFICERS:**

Mr T Hartman - Chief Executive Officer  
Ms N J Holmes – Deputy Chief Executive Officer

<b>4. MULLEWA BIKE PLAN</b>
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DATE OF MEETING: 21 March 2007  
LOCATION/ADDRESS: -  
NAME OF APPLICANT: -  
FILE REFERENCE: 700  
PREVIOUS MINUTE/S & REFERENCE: April 2006, May 2006



*The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.*

Section 5.39 of the Local Government Act states, amongst other matters:

**5.39. Contracts for CEO's and senior employees**

*(2) A contract under this section -*

*(b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance;*

My employment contract provides the following information as required by the Local Government Act, Section 5.39 (2) (b) –

**1. PERFORMANCE CRITERIA**

*The following performance criteria applies to this contract:*

- *Provide accurate and timely advice to council;*
- *Work in collaboration with council;*
- *Provide innovative and visionary leadership;*
- *Establishes effective networks;*
- *Maintains a work environment that facilitates the development of people and encourages them to perform at a high level;*
- *Ensure the effective and accountable application of financial and physical resources;*
- *Develops and implements change management strategies to enhance service delivery;*
- *Initiates the development, implementation and review of effective policies.*

*These performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of this contract.*

Regulation 18D, Local Government (Administration) Regulations 1996 states-

*18D. Local government to consider performance review on CEO*

*A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.*

Clause 12.2 of my contract with Council states-

**12.2 Salary (Cash Component)**

*12.2.1 The remuneration package referred to in subclause 12.1 shall be reviewed annually by Council with consideration given to the CPI index and award provisions. A review shall not result in a decrease in the remuneration package.*

COMMENT:

I have attached a proforma that should assist Councillors to undertake that part of the review relating to performance. A separate copy will be provided to conduct the review if Council accepts the proforma.

The performance measures, in the proforma, are those that are listed in my contract of employment and have been copied above in the background.

Generally these are returned to the President, collated and submitted,

with the results of any remuneration negotiations, back to Council for acceptance, with or without modification, or to reject the review.

Council will need to consider how the review will be arranged following the return of the performance proforma, as the results should be discussed along with the remuneration package prior to submitting to full Council. Council may need to consider selecting a review "committee" to report back to the April meeting.

## CONSULTATION:

## STATUTORY

## ENVIRONMENT:

Local Government Act, Section 5.38

Local Government Act, Section 5.39

Local Government (Administration) Regulations

## POLICY

## IMPLICATIONS:

There are no known policy implications at this time.

## FINANCIAL

## IMPLICATIONS:

There are no known financial implications at this time.

## STRATEGIC

## IMPLICATIONS:

There are no known strategic implications at this time.

## VOTING REQUIREMENT:

Simple majority

## OFFICER

## RECOMMENDATION

THAT COUNCIL ASSESS THE PERFORMANCE OF THE CEO BY WAY OF THE ESTABLISHED PROFORMA, RETURN COMPLETED FORM TO THE PRESIDENT AND CONSIDER THE REVIEW PROCESS AND REPORT BACK TO THE APRIL MEETING OF COUNCIL.

**Moved:***G M Steele***Seconded:***L J Wainwright*

## COUNCIL DECISION:

**THAT COUNCIL ASSESS THE PERFORMANCE OF THE CEO BY WAY OF THE ESTABLISHED PROFORMA, RETURN COMPLETED FORM TO THE PRESIDENT AND CONSIDER THE REVIEW PROCESS AND REPORT BACK TO THE APRIL MEETING OF COUNCIL.**

**CARRIED 6/0****Moved:***J L Freeman***Seconded:***B I N Thomas*

## COUNCIL DECISION:

**THAT A COMMITTEE BE FORMED FOR THE PURPOSE OF REVIEWING THE PERFORMANCE OF THE CEO. THE COMMITTEE MEMBERS APPOINTED IS TO CONSIST OF PRESIDENT, DEPUTY PRESIDENT AND CR STEELE.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

<b>6. ACCOUNTS FOR PAYMENTS</b>
---------------------------------

## DATE OF MEETING:

21 March 2007

## LOCATION/ADDRESS:

-

## NAME OF APPLICANT:

-

## FILE REFERENCE:

-

## PREVIOUS MINUTE/S &amp;

-

## REFERENCE:

## DATE AND AUTHOR:

Natalie Hope, Senior Admin and Finance Manager

## DISCLOSURE

OF

Author has no disclosure of interest.

## INTEREST:

**SUMMARY** The purpose of this report is to provide details of cheques drawn and direct debit entries made to Council's bank account during the month, to be passed for payment by Council.

**BACKGROUND:** Clause 11 of the Local Government (Financial Management) Regulations provides that a Local Government shall develop procedures for the authorisation of payments. Clause 12 of the Regulations requires a schedule of cheques drawn to be presented at the next Ordinary Meeting following preparations of the list.

**COMMENT:** Attached to this report is a list detailing all cheques drawn and direct debits since the last Council meeting.

The summary of the schedule of accounts to be passed for payment totalling \$375,589.99 covers the following:

Municipal Account

Cheque No.	9433 – 9455	\$ 31,133.75
Electronic Fund Trans	3130 – 3208	\$275,319.35
Payroll & Fees		\$ 68,986.89

Trust Account

Cheque No.	298 – 299	\$ 150.00
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**Total: \$375,589.99**

**CONSULTATION:** Nil

**STATUTORY ENVIRONMENT:** Local Government Act and Regulations

**POLICY IMPLICATIONS:** There are no known policy implications at this time.

**FINANCIAL IMPLICATIONS:** There are no known financial implications at this time.

**STRATEGIC IMPLICATIONS:** There are no known strategic implications at this time.

**VOTING REQUIREMENT:** Simple majority

**OFFICER RECOMMENDATION** THAT THE ACCOUNTS FOR PAYMENT LISTED ON THE SCHEDULE AS PRESENTED BE PASSED FOR PAYMENT.

Municipal Account

Cheque No.	9433 – 9455	\$ 31,133.75
Electronic Fund Trans	3130 – 3208	\$275,319.35
Payroll & Fees		\$ 68,986.89

Trust Account

Cheque No.	298 – 299	\$ 150.00
------------	-----------	-----------

**Total: \$375,589.99**

**Moved:** L J Wainwright                      **Seconded:** G M Steele

**COUNCIL DECISION:**            **THAT THE ACCOUNTS FOR PAYMENT LISTED ON THE SCHEDULE AS PRESENTED BE PASSED FOR PAYMENT.**

**Municipal Account**

Cheque No.	9433 – 9455	\$ 31,133.75
Electronic Fund Trans	3130 – 3208	\$275,319.35
Payroll & Fees		\$ 68,986.89

**Trust Account**

Cheque No.	298 – 299	\$ 150.00
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**Total:                      \$375,589.99**

**CARRIED 6/0**

**0307.13    NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil

**0307.14    DELEGATED AUTHORITY**

Nil

**0307.15    CLOSURE OF MEETING**

The President closed the meeting at 3:45pm.

These minutes were confirmed at a meeting on 21 March 2007:

Signed:

A J Messina, President

Date: