



Shire of Koorda



AGENDA

NOTE:

Wednesday 19th December 2018
Ordinary Meeting 6.00pm



DISCLOSURE OF INTEREST

✦ WRITTEN

- Prior to meeting
- CEO to advise Presiding Person
- Reported to meeting immediately before item discussed
- Standard form may be used

✦ VERBAL

- No round robin at start of meeting
- Advise immediately before item discussed

✦ TO BE DISCLOSED

- Nature of interest
- Extent if vote on participation held.



SHIRE OF KOORDA

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda 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 or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting 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 license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda 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 Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed

A handwritten signature in black ink, appearing to be "DN Burton", written over a horizontal line.

DN Burton
CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

- 3.1 *Record of Attendance:*
- 3.2 *Apologies:*
- 3.3 *Approved Leave of Absence:*

**PRESIDENT TO DRAW THE DISCLAIMER TO THE PUBLIC'S ATTENTION
(If members of the public present)**

4 QUESTION TIME FOR THE PUBLIC

- 4.1 *Response to Previous Public Questions Taken on Notice*
- 4.2 *Public Question Time Open*
- 4.3 *Public Question Time Closed*

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 21 November 2018

COUNCIL DECISION

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 21 November 2018, as circulated with the amendments be confirmed and certified as a true and accurate record.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

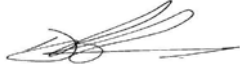
10 REPORTS OF COMMITTEES

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

**11.1.1 NEWROC EXECUTIVE MEETING
27 November 2018 at Traying**

Section 5.23 – Applicability

Location: NEWROC Regions
Portfolio: **Governance, Administration and Finance**
Cr JM Stratford
File Reference: ADM 0105
Disclosure of Interest: No Interest declared by CEO
Author: David N Burton, Chief Executive Officer
Signature of CEO 
Attachment: Minutes (Attachments page 2 - 22)

Background:

Minutes of the NEWROC Council Meeting held on 27th November 2018 at Traying.

Comment:

The following issues were discussed:

- Item 4.1 Holyoake – Presentation for services provided.
- Item 4.2 Gerry Murphy – Being There
- Item 5 Directors reports – Consideration of project driven not portfolio.
- Item 7.1 Income and Expenditure
- Item 8.1 Telecommunications Project – Update – Number of Services consideration.
- Item 8.2 Future Projects - Update
- Item 8.3 NEWTravel – MOU Recommended to Council
- Item 8.4 NEWROC Health Strategy - Update
- Item 9.1 Container Deposit Scheme – Updates.
- Item 10.1 WA Country Ambulance Service Review – Considerations.
- Item 10.2 Records Management – Group Purchase.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

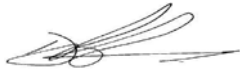
Simple majority

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the NEWROC Council meeting held at Trayning on 27th November 2018.

11.1.2

GREAT EASTERN COUNTRY ZONE MEETING
29 November 2018 via Teleconference

Section 5.23 – Applicability	
Location:	GECZ Regions
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0092
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Minutes (Attachments page 23 - 47)

Background:

Minutes of the GECZ Meeting held on 29th November 2018 via teleconference.

Comment:

The following issues were discussed:

- Item 7.1 Draft Waste Strategy – Guide for better practice for LG.
- Item 7.2 Draft Country Ambulance Strategy – Councils to submit responses.
- Item 7.3 Container Deposit Scheme – All LG’s to have a point, project to be funded.
- Item 7.4 Water Corp – Standpipes – Subsidised billing for remote areas, water farm grants to be considered.
- Item 8.0 Zone Reports - Various reports presented.
- Item 9.0 WALGA Business - State Councillors Report, WALGA Status Report, State Council Agenda Items
- Item 10.0 Agency Reports
- Item 12.1 Community Bus Hire – Concerns about fees being charged.
- Item 13.1 Farewell to CEO Koorda.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

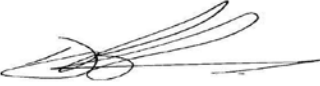
Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the GECZ meeting held via teleconference on 29th November 2017.

11.1.3 **ACTING CHIEF EXECUTIVE OFFICER**

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	Personal files
Disclosure Of Interest:	Impartiality interest declared by the CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

In November, Council resolved that Pascoe Durtanovich would be acting Chief Executive Officer from the period 21st January 2019 until a permanent CEO can be recruited. Unfortunately Pascoe will be unable to attend the Shire during this period.

Comment:

The Shire President has been working with WALGA to secure the services of an Acting CEO for the period. At the time of writing the report, people were still being considered for the roll.

Consultation:

Lydia Highfield – WALGA Recruiting Services
Cr Ricky Storer – Shire President

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Costs for the Acting CEO will need to be negotiated with the suitable candidate.

Strategic Implications:

C 2.5 - Operate in a financially sustainable manner (ongoing)
4.3.4 - Recruit, retain and develop suitably qualified, experienced and skilled staff

Voting Requirement:

Simple majority

OFFICER RECOMMENDATIONS

That the Shire President continue to work with WALGA Recruiting Services to engage a suitable Acting Chief Executive Officer for the period of 21st January 2019 until a Chief Executive Officer can be recruited.

11.2 Finance

**11.2.1 MONTHLY FINANCIAL STATEMENTS
As at 30 November 2018**

Section 5.23 – Applicability

Location: Shire of Koorda

Portfolio: Governance, Administration and Finance

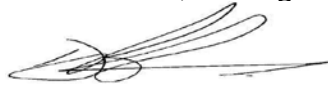
Cr JM Stratford

File Reference: ADM 0488

Disclosure Of Interest: No interest declared by CEO

Author: Lana Foote, Manager of Finance & Admin

Signature of CEO



Attachment: Monthly Financial Statement (Attachments page 48 - 68)

Background:

Submission of monthly Financial Statements for period ended 30 November 2018.

Comment:

Monthly Financial Statements for the period ended 30 November 2018 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% or more are in Note 7 of the Financial Monthly Report.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996 34.1(2) as amended 2005

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the monthly Financial Statements for the period ended 30 November 2018, as presented, be received and adopted.

11.2.2 **ACCOUNTS PAID AS LISTED**
As at 11 December 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0488
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Admin
Signature of CEO	
Attachment:	Monthly Report List (Attachments page 69 - 70)

Background:
Regulatory requirement to advise Council of payments made, since the previous meeting.

Comment:
The payments on the attached schedule have been made for the period 15 November 2018 to 11 December 2018 and are generally within budget guidelines and are of an operational nature.

V320	Avon Valley Nissan/Toyota	\$12,294.71
V348	BTR Haulage	\$12,356.61
V349	DMB Quarries	\$72,277.32
V368	Bunnings	\$2,343.35
V372	Daisy Pool Covers	\$12,693.30
V379	MW Grant	\$5,544.00

Consultation:
Nil

Statutory Environment:
Local Government Act 1995, Section 5.42
Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

Policy Implications:
Nil

Financial Implications:
Budget guidelines and constraints
Need to authorise unbudgeted expenditure (if any)

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

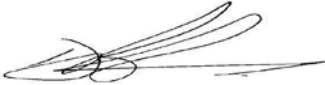
OFFICER RECOMMENDATION

That accounts as listed being for period 15 November 2018 to 11 December 2018.

Municipal Vouchers No's V317 to V398	Totalling	\$303,432.26
Credit Card	Totalling	\$1,434.04
	Total	\$304,866.30

To be endorsed or passed for payment

11.2.3 MONTHLY FINANCIAL POSITION
As at 13 December 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0488
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Admin
Signature of CEO	
Attachment:	Financial Position (Attachments page 71)

Background:

Current Monthly Financial position as at 13 December 2018 on the various accounts.

Comment:

The Municipal Account's financial position as at 13 December 2018 indicated at this time.

Monthly Financial Position	Municipal Account	\$1,521,811.87
	Reserve Account	\$5,588,215.08
	Trust Account	\$44,942.70

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

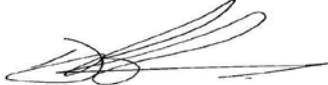
Simple majority

OFFICER RECOMMENDATION

That the Financial Position, as at 13 December 2018, as presented, be noted, received and adopted.

11.2.4 PURCHASE OF RECORDS MANAGEMENT SYSTEM

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0075
Disclosure Of Interest:	No interest declared by CEO
Author:	David N Burton Chief Executive Officer
Signature of CEO	
Attachment:	Cost Estimates (Attachments page 72 - 90)

Background:

Currently the Shire of Koorda has a manual records management system that is outdated and not in line with best practice for local government and records management standards. Over the last few years, we have been looking at possible options with other NEWROC Shire's to see if there was a possible savings, if several Shires were to install the software at the same time.

Recent CCC investigations and probity reports from other Shires have proven that the manual records management system is not suitable to the standards that are expected in Local Government.

Comment:

The options investigated by NEWROC included systems through the main computer system provider for the region being IT Vision and also the possibility of an ad-hoc system called Sharepoint, but the concern was that we would need someone who was capable of administering the system available heavily to ensure the processes were set up correctly. This would be an additional cost.

Currently, the Shires of Mt Marshall and Wyalkatchem are looking at installing Records Management systems this current financial year, and significant savings can be made in changing systems at the same time.

IT Vision have offered 2 systems that staff will be looking at early next week to see what would be the best system to meet the needs of the Shire. From there, the recommendation will be amended to reflect the system that is considered the best option for the Shire of Koorda.

The quotes have been listed in the attachments (CONFIDENTIAL – COMMERCIAL IN CONFIDENCE) for Council to have a look at and the savings that can be made if 3 Shires are ordering the systems together.

The IT Visions records management systems are integrated with the IT Vision system, which is currently being run at the Shire of Mt Marshall. The Shire of Wyalkatchem will be looking at changing to this system for the next financial year and the Shire of Koorda will be looking at changing also. The current system run at these Shires is the Quickbooks system that is not fully integrated with rates and other functions of local government. The processes of Quickbooks are also not quite up to the standards that are required for local government for checking transactions and internal auditing, which the IT Visions system will cater for. If the Shires can change over to this system together, a substantial savings can be made for the cost and training. It would also bring all of the NEWROC Shires into line with the same operating system for accounting.

Consultation:

IT Vision
NEWROC Shires
Shire of Dowerin

Statutory Environment:

Purchasing of the Records Management System will require a Budget Amendment as it is not currently in the 2018/2019 Annual Budget.

Policy Implications:

Nil

Financial Implications:

Funding is available in the Computing Equipment Reserve to cover the cost of the system.

Strategic Implications:

- 2.2.1 Lobby for the technological infrastructure necessary to support commercial and business growth
- 4.2.1 Promote a culture of continuous improvement processes
- 4.2.2 Facilitate resource sharing on a regional basis

Voting Requirement:

Absolute majority

OFFICER RECOMMENDATION

That the Acting Chief Executive Officer be authorised to purchase the _____ Records Management System for the amount of \$_____ with funds being transferred from the IT Reserve on the proviso of two other NEWROC Shires purchasing the same software.

11.3	Law, Order & Public Safety
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No items this month

11.4	Health and Building
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No items this month

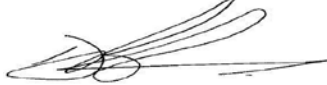
11.5	Education & Welfare
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No items this month

11.6 Housing

11.6.1 TENDER FOR GROH HOUSING

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	Lot 164 Lodge Street
Disclosure Of Interest:	No interest declared by CEO
Author:	David N Burton Chief Executive Officer
Signature of CEO	
Attachment:	Specifications for Housing (Attachments page 91)

Background:

Previously, the Shire of Koorda was approached by Government Regional Officers Housing (GROH), about the possibility of a house being constructed for a teacher. At the time, a third house at the property in Lodge Street was considered in a similar design, however GROH indicated that this was not suitable for their requirements.

GROH have since been in contact with the Shire again about housing and are willing to look at the possibility of a house similar in design to those constructed in Lodge Street.

Comment:

Initially, it was considered that if the houses were the same, the Shire could eliminate the tender process to keep the houses similar. Unfortunately, it has been several years since the construction of the original houses, so this option is no longer available. While this means additional steps, it does allow the Shire some movement in ensuring that the houses do meet the needs of GROH.

The GROH housing works on the basis that over a 10 year lease period, the cost of construction of the house is recouped from GROH as rental for the property. In this way, the Shire is able to build new housing with it only having a short term financial impact on the Reserve Funds of the Shire as the capital is recouped.

The process of the tender would allow for conditions to be placed on the property to keep the construction in similar lines to the original buildings (the Shire does not own the plans) while allowing any adjustments to meet the needs of GROH. Initially, GROH indicated the house being of 3 bedroom 2 bathroom design, but with most of our houses, we have gone 4 bedroom and 2 bathroom. GROH has given indications that this would be acceptable.

For the tender process, GROH must be given the opportunity to approve the building design before the tender can be accepted by the Shire. In this way, it is ensured that the building will meet the lease needs of GROH and guarantee occupancy.

The requirement of the house is due to GROH looking at the possibility of selling the house alongside the Police Station. This would be a private sale which may bring additional persons to Koorda.

At the moment, it is recommended that the Shire go through the Tender process for the housing. While this does incur some cost, it will enable the Shire to accurately gauge the cost of the house, and also ensure that it meets the needs of GROH and a rental agreement can be considered before the Shire commits to the expenditure of a house. The cost of running a tender would be considered minimal.

Consultation:

Debbie Barrington – GROH
WALGA

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

At the moment, the only consideration for cost is for the tender and staff time in developing the documents.

If the building is to go ahead, then the cost can be taken out of the Building Reserve and will be recouped through the rental agreement with GROH.

Strategic Implications:

- Develop a strategy to attract and retain skilled people in the local area
- 2.2.1 Advocate, promote and market the Shire as a place to live, work and visit
- 3.2.5 Develop and maintain sustainable assets and infrastructure

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the Acting Chief Executive Officer begin the process of a tender for suitable housing for GROH needs for Lot 164 Lodge Street.

11.7	Community Amenities
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No items this month

11.8	Recreation and Culture
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No items this month

11.9	Transport
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No items this month

11.10	Economic Services
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No items this month

11.11	Other Property & Services
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No items this month

11.12	Reserves
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No items this month

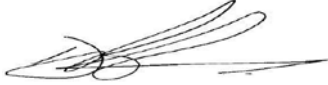
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED
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14 MATTERS FOR WHICH MEETING MAY BE CLOSED

14.1.1 CITIZEN OF THE YEAR NOMINATION

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Recreation & Culture Cr PL McWha
File Reference:	ADM 0099
Disclosure Of Interest:	No interest declared by CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Applications (Attachments page 92 - 94)

****CONFIDENTIAL ITEM ****

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government; and
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

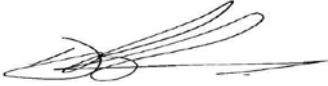
Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the nominations for Citizen of the Year and Community Group of the Year for the 2019 Australia Day Celebrations be accepted and awarded as presented.

14.1.2 ANNUAL LEAVE ACCRUALS

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	Personal files
Disclosure Of Interest:	Impartiality interest declared by the CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Staff Leave Listing (Attachments page 95)

****CONFIDENTIAL ITEM ****

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government; and
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Voting Requirement:

Simple majority

OFFICER RECOMMENDATIONS

That the Annual Leave Accruals be noted and every effort made by the Chief Executive Officer to keep the leave at acceptable levels.

15	DATE OF NEXT MEETING
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Wednesday 20 February 2019 @ 4.30pm

16	CLOSURE
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PORTFOLIO'S

- *Governance, Administration and Finance* - **Cr JM Stratford**

- *Law, Order, Health and Building* - **Cr BG Cooper**

- *Education, Welfare and Property* - **Cr LC Smith**

- *Community Amenities, Environment, Recreation and Culture* - **Cr PL McWha**

- *Transport and Communication* - **Cr GW Greaves**

- *Economic, Other Property and Services and Reserves* - **Cr G Storer**