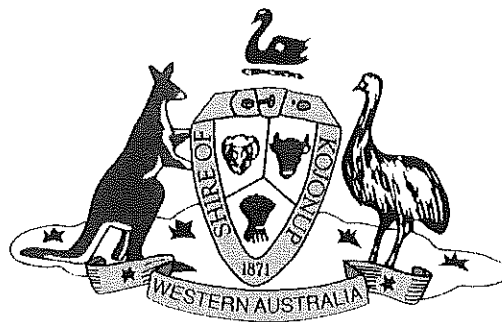


SHIRE OF KOJONUP



Council Agenda

17th July 2012

SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 17th July 2012****TABLE OF CONTENTS**

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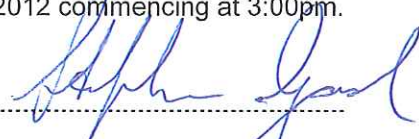
SHIRE OF KOJONUP

MEETING NOTICE AND AGENDA – 17th July 2012

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in Council Chambers, Administration Building Albany Highway, Kojonup on Tuesday 17th July 2012 commencing at 3:00pm.

Your attendance is respectfully requested.



**STEPHEN GASH
CHIEF EXECUTIVE OFFICER**

12 July 2012

AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Cr Jane Trethowan	Shire President
Cr John Benn	Deputy Shire President
Cr Frank Pritchard	
Cr Michael Baulch	
Cr Greg Marsh	
Cr Jill Mathwin	

Mr Stephen Gash	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Mort Wignall	Manager of Regulatory and Community Services
Mrs Heather Marland	Senior Finance Officer

APOLOGIES

Cr Rosemary Hewson	Granted Leave of Absence at Meeting 19 June 2012
Cr Ian Pedler	Granted Leave of Absence at Meeting 19 June 2012

3 PUBLIC QUESTION TIME**4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

The following questions on notice were lodged via email (council@kojonup.wa.gov.au) on 21st June 2012, and as requested is being tabled.

MADAM PRESIDENT,

At a recent public meeting, held as a result of a petition supported by a substantial number of residents, you declared that your Council would improve its communication and be open and transparent with electors. As we are about to embark on planning, designing, funding and building a medical centre, I believe it is timely to examine the outcome of the renovations to the sporting complex, a building of similar magnitude. I have some specific questions in regard to that project which I would appreciate you and your Council answering.

1. Who was responsible for the planning, design and costing of the renovation to the sporting complex that formed the basis of the grant application for external funding for the project ?
2. What was the cost of the project in that proposal ?
3. What was the total amount of external funding received for the sporting complex project?
4. Who was responsible for and managed the building process from the planning /design phase right through to completion of the project?
5. Was the project put out to tender?
6. Was a contract signed with the builder?
7. Was an engineer or an architect engaged for the project?

I request that this letter be tabled at a full Council meeting and the answers be recorded in the minutes.

Yours faithfully

William Harvey

RESPONSE TO QUESTIONS TAKEN ON NOTICE

This response has been compiled by the Chief Executive Officer on behalf of the Shire President and has been formatted to specifically correlate to the questions numbered above.

- 1. Who was responsible for the planning, design and costing of the renovation to the sporting complex that formed the basis of the grant application for external funding for the project ?**

The detailed planning commenced with the Swimming Pool Redevelopment Committee. In 2001 a consultant produced 8 options for combinations of the pool and sporting complex ranging from \$1,545,000

to \$6,730,000 in Table 1 (attached to the agenda) as part of a feasibility study. With the cost escalation flagged in this report of 3.5% per annum the 2009 building cost estimates are extrapolated to between \$2,034,470 and \$8,862,165.

The options included master plan layouts and cost breakdown with consultation with engineers and quantity surveyors.

The work undertaken at the pool and sporting complex between 2009 and 2011 included all of the work in option 1 plus additional change room, toilets upstairs, upgraded kitchen and complete re-roof. There was also an extension of approximately 180 square metres of floors space to accommodate the additional toilet facilities and covered viewing area.

In 2003 Cr Trethowan became the Shire representative on the redevelopment committee. There was concern at the level of capital required and where to source additional funds. With the Department of Sport and Recreation – Albany Office a regional facilities tour was organised for members, after which more discussion was held with various clubs about co-location and potential impact on operating costs until 2005.

Specifically the refurbishment option became the most cost effective, however, the pool was unable to be emptied since 2004 due to groundwater issues and there was concern based on the previous engineering over the life of the shell if essential maintenance could not be undertaken.

A reassessment of the pool advised that it could be refurbished, which then confirmed that if it did not need to be relocated then the complex building was also viewed in the optimal location. Discussion with clubs in 2007 identified issues with relation of the bowling club rooms as part of the extension or co-location of the complex redevelopment and the Bowling Club was supported in its application for Community Sport and Recreation Facilities Fund grant money in 2007 where they had to commit to the greens in the existing location.

There was a lack of momentum until the Royalties for Regions program was initiated in 2008/09. This gave the impetus to work up Community Sport and Recreation Facilities Fund application through the Department of Sport and Recreation for 1/3 the cost of eligible expenditure. The individual Country Local Government Fund allocation of the Royalties for Regions program was used to offset the 2/3 Shire and/ or club contribution.

In 2009, once the structural integrity of the existing complex was confirmed a full refurbishment was decided as the optimal choice, with Netball and Basketball representatives accepting the covered court option would form a future stage.

As part of the work up for the Shire's CSRFF application its in house Registered Builder commenced review of the plans and involved a draftsman to look at layout options for toilets upstairs, extra change room space and viewing platform area, and a quantity surveyor was involved in the work up of the CSRFF grant budget.

Concurrently the CEO was using the project as a university assignment for a unit of the Masters of Business and Engineering Asset Management. Apart from advice from peer engineers within the course for design options, the business case done as an assignment, featuring comparison with Rawlinson's Cost Construction Index unit rates, formed the basis of the cost benefit justification for the grant application as the previously only new buildings had been funded.

The kitchen design was coordinated by a subgroup of the redevelopment committee with experience in local event and corporate catering and their guidance was reviewed by a specialist hospitality / catering designer to produce plans and specifications for use by the builder.

During the construction the representative from users met to discuss fit-out, and access / functional aspects of future expanded use by clubs. At these meetings changes were requested to cover variations to things such as heating and cooling which added to the cost.

In summary there was not one coordinator or project manager, however, as a Shire project the responsibility ultimately lies with the Chief Executive Officer.

2. What was the cost of the project in that proposal ?

The cost of the project submitted in the grant to Department of Sport and Recreation for Community Sport and Recreation Facilities Fund consideration was \$1,098,052.

The project was considered by Council on 29 September 2009 where it resolved:

103 / 09 MOVED Cr Benn seconded Cr Trethowan that:

- 1. Council authorise the Chief Executive Officer to submit a Community Sport and Recreation Facilities Fund grant application, for the refurbishment of the Kojonup Sporting Complex, up to a value of \$1,225,000.*
- 2. Council authorise the Chief Executive Officer to pursue addition contribution to this project, as Councils priority for any regional component of the Country Local Government Fund.*
- 3. Provision be made in the 2010/11 budget for expenditure if the CSRFF grant is approved.*
- 4. Council rank the Sporting Complex refurbishment/ redesign as their number one CSRFF priority for this grant round.*

The difference between the grant application and the estimated total cost had regard to exclusions of different types of grants being applied for at the time.

3. What was the total amount of external funding received for the sporting complex project?

Community Sport and Recreation Facilities Fund grant	\$330,000
Country Local Government Fund 2008/09 allocation	\$251,042
Country Local Government Fund 2010/11 allocation	\$394,286
Total external funds	\$975,328

4. Who was responsible for and managed the building process from the planning /design phase right through to completion of the project?

See response to question 1. Ultimately it is the responsibility of the Chief Executive Officer but involved multiple building, architectural, drafting and design specialists or consultants, in addition to the extensive work done for the redevelopment committee feasibility studies.

5. Was the project put out to tender?

No.

The Shire was proceeding without the need to tender as it was going to be undertaken by its employee registered builder, with coordination of trades and access to engineering and architectural support as required.

When the staff builder ceased employment on 19 January 2010 the Shire had to urgently cover the gap with building maintenance and reached agreement with Michael Prandi for rates to be the same as offered to the Department of Building Maintenance and Works (BMW) for similar work that had recently been tendered.

Clarification was sought and received, given the CLGF funds were from the 2008/09 allocation, that if the nominated \$251,000 that had been flagged for pre-order of materials were not expended by June 2010 the Shire would lose those funds.

As the sporting complex project was a refurbishment there was also no firm engineering design plans, as these were going to be refined needed refining based on detailed work up by the Shire builder over

between January and April 2010. This meant that the Shire was faced with considering an hourly rate / cost plus arrangement, or proceeding to tender with incomplete plans where the risk / uncertainty would come at a premium from builders and with the knowledge that significant variations would need to be undertaken through the build.

This was in an environment of peak demand on builders because of the 'building the education revolution' projects and the deadlines for completion of the projects limiting available options.

The CEO sought guidance from the Council at a briefing session in February 2010 on how they wished to progress the issue. The issues above such as the time frame to complete a tender process and the availability of a builder starting immediately thereafter were discussed and the CEO advised of an offer from Michael Prandi to extend the maintenance and refurbishment services, such as was already being worked up for the Doctors house, to the complex at the same rates as offered through the BMW. The CEO confirmed that he had sighted the service alliance document and response to BMW.

It was discussed that although not good governance the Local Government Act allows for tenders not to be called in extenuating circumstances such as where there is only one supplier.

The Councillors noted the CEO's advice that he believed that the sighted arrangement with BMW represented a reasonable approach to determining value for money if, in the absence of finalised plans, the project was effectively on a cost plus basis anyway. However, the CEO also advised that Council may be asked to justify their position in the future.

It was noted by the Council that there was a commitment to use local trades and contractors where possible and that as a local builder that Michael would work hard to deliver the best outcome for the community. As an aside it was suggested that Laurie Prandi's involvement with the original complex and knowledge if required may prove invaluable as the project evolves around the existing structure.

It was also discussed that the timing of the project would be critical to minimise the impact on various clubs and sporting associations through the consideration of the various peak and offseason time frames for various sports.

The CEO clarified the verbal consensus that there was no direction to him from Council to go to tender and instead the existing maintenance arrangement, which was proposed to include the new Doctors house refurbishment, should be extended to include the complex. There was no formal resolution of Council on this advice or guidance to the CEO.

The CEO has interpreted Council's direction not to put an item to a Council meeting resolving to call for tenders as being covered by Section 11(2)(f) of the Local Government (Functions and General) Regulations 1996 that:

*Tenders do not have to be publicly invited according to the requirements of this Division if —
(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;*

6. Was a contract signed with the builder?

No.

The existing agreement for work based on the submitted BMW service alliance requirements was maintained. Allowing the building to proceed on a cost plus basis with detailed records on materials, labour and margins kept if further verification was required.

The builder met with the Councillors in October 2011 to provide an update on the additional works outside the original scope such as the sewer and water upgrades and provide an indication of costs to complete the project over the remaining 6 months. This estimate was subsequently honoured by the builder further reducing margins.

7. Was an engineer or an architect engaged for the project?

There have been various engineers, architects, drafts people and builders involved in the project since a refurbishment was initially considered as an option.

The Shire of Kojonup has also assisted the builder with access to Building Surveyor and Environmental Health resources to ensure compliance with current building standards. 'As constructed plans' are currently being produced for independent building certification, which was nominated by the CEO as one of the deliverables of the CLGF grant funding.

Once this certification is received the acquittal process can be finalised, which includes an audit of finances and conditions of the grant. In addition the CEO has proposed an item to Council in this agenda requesting external auditors review the governance and compliance processes around the project to guide future capital works and the current policy review.

A copy of the external auditor report is proposed to be sent directly to the Council's Audit Committee and the Department of Local Government. Department of Local Government (DLG) and Department of Regional Development and Lands (RDL) staff have been notified that the Council did not go to tender on this project, with DLG staff happy to receive the auditors report and provide advice as required.

Officer Comment

Shire Officers acknowledge the concerns arising from not documenting effectively a non decision, not to go to tender. The CEO acknowledges this error and with hindsight should have guided Council more strongly to document their reasons above in a specific item to Council at a later date.

Officers were mindful, given previous criticism in 2004 of the misuse of urgent items to Council without thorough reports, and also subsequent guidance on the importance of not discussing issues that may arise at a Council meeting during briefing sessions on the same day. There should have been an item presented to the following ordinary meeting, or special Council meeting, to document the Council's reasons for not going to tender, to formally accept the extension of the building maintenance arrangements to include the recreation complex refurbishment, to authorise the CEO to formalise a specific contract for the project, and to document expected performance measures.

The proposed external audit will make recommendations on the processes to guide Councils improvement in the future.

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

ORDINARY MEETING 19th June 2012

Corrections:

COUNCIL DECISION

/12 MOVED Cr seconded Cr that the Minutes of the Ordinary
Meeting of Council held on 19th June 2012 be confirmed as a true record.

CARRIED/LOST /

7 ANNOUNCEMENTS by the Presiding Member without discussion

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

9 DECLARATIONS OF INTEREST

10 FINANCE REPORTS

10.1 FINANCIAL MANAGEMENT – MATERIAL VARIANCES

AUTHOR: Kim Dolzadelli - Manager Corporate Services
DATE: Wednesday, July 11, 2012
FILE NO: FM.POL.1
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances for the 2012/13 financial year.

BACKGROUND

Financial Management Regulation 34 (5) states:

"Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in Statements of Financial Activity for reporting material variances."

The material variance is calculated by comparing budget estimates to the end of the month to actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.

A further requirement is that a detailed budget review must be carried out at the close of the half - year.

Last year Council adopted a "Material" Variance figure of either \$1,000 or 8%, whichever is the greater, for each individual account. It is a requirement for Council to formally adopt its desired level of variance each year.

COMMENT

It is proposed that Council adopt a "Material" Variance figure of either \$1,000 or 8%, whichever is the greater, for each individual account for the 2012/13 financial year – the same level as last year.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 contains provisions setting out the basic information, which must now be included in the monthly reports to Council.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY**OFFICER RECOMMENDATION**

That Council set a level of above 8%, or a minimum of \$1,000, as its adopted level of Material Variance to be used for its statements of financial activity for the 2012/13 financial year.

COUNCIL DECISION

/12 MOVED Cr

seconded Cr

CARRIED/LOST

/

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Thursday, 12 July 2012
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st June 2012 to 30th June 2012.

BACKGROUND

Not applicable.

COMMENT

The attached list of payments is submitted for receipt by the Council.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy F3 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments made are for items where Council has provided a budget authority.

STRATEGIC IMPLICATIONS

There are no strategic implications involved with presentation of the list of payments.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/06/2012 to 30/06/2012 comprising of Municipal Cheques 12274 to 12318, EFT's 8846 to 8991 and Internal Payment Vouchers 4018 to 4049 totalling \$842,499.09 and as attached to this agenda, be received.

COUNCIL DECISION

/12 MOVED Cr

seconded Cr

CARRIED/LOST

/

10.3 ACCOUNTING WORK – INTERIM AUDIT

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Wednesday, 11 July 2012
FILE NO: FM.AUD.2
ATTACHMENT: 10.3 Interim Audit Management Letter Year Ended 30th June 2012

DECLARATION OF INTEREST

Nil

SUMMARY

Council's Auditors recently completed the Interim Audit, and a copy of their report is an attachment to this report.

BACKGROUND

Auditors carry out two (2) audits per year, the first, Interim Audit, being part of the way during the year. The final audit is completed following the closure of the financial year, when the accounts have been closed off and completed.

COMMENT

The following systems were reviewed during the Interim Audit; bank reconciliations, payments, revenue, payroll, works costing, debtors, creditors and rates subsidiary ledgers.

The report on the results of the Interim Audit for the 2011/12 raises one issue that recommends write off of five Sundry Debtor accounts.

The Officer agrees with the Auditors recommendation, with the exception of one item which was paid in full post audit, for the write off of four outstanding Sundry Debtors totalling \$234.00 due to their nature and unlikely recover. The officer has prepared a separate report in order for Council to decide on this matter.

CONSULTATION

No consultation is required, however a copy of this report will be sent to all members of Council's Audit Committee.

STATUTORY ENVIRONMENT

There are no specific statutory requirements relating to Interim Audits.

POLICY IMPLICATIONS

There are no known policy implications by the adoption of this report. Council has previously adopted a policy that all of these types of reports and letters are to be reported to Council.

FINANCIAL IMPLICATIONS

A separate report is being present to this meeting with respect to the Auditors recommendation for the write off of Sundry Debtor accounts totalling \$234.00.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from this report.

OFFICER RECOMMENDATION

That the Interim Audit Report for the year ended 30th June 2012 be received and noted.

COUNCIL DECISION

/12

MOVED Cr

seconded Cr

CARRIED/LOST

/

10.4 FINANCIAL MANAGEMENT – PROPOSED WRITE OFF OF SUNDRY DEBTOR

AUTHOR: Kim Dolzadelli – Manager of Corporate Services
 DATE: Wednesday, 11 July 2012
 FILE NO: FM.DEB.3
 ATTACHMENTS: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to consider the Interim Audit Recommendation to write off Sundry Debtor accounts totalling \$234.00.

BACKGROUND

Council's Auditor, Russell Harrison of Lincolns Accounts and Business Advisors, conducted the Interim Audit on 30th June 2012.

In the Management Letter as attached in Item 10.3 to this Agenda the Auditor noted the following Sundry Debtor accounts as outstanding beyond a reasonable period and that the nature of the accounts and overdue period make the collectability extremely unlikely, the following tables excludes the Sundry Debtor that has paid their account in full since time of Audit:

Debtor	Amount	Description
73578 - New Image Photographics	\$132.50	Hire of RSL Hall on 19 April 2011
72837 - P & T Collins	\$63.00	Standpipe Water June & November 2010
73038 - Rikki Derschow	\$22.00	Overdue Inter-Library Loan Book June 2011
73718 - Colin Clinch	\$16.50	Overdue Inter-Library Loan Book June 2011

The Auditor has recommended that the above Sundry Debtor accounts be written off.

COMMENT

The Officer agrees with the Auditors recommendation.

Council has an amount of \$2,000 in the Operating Statement of the 2012/13 Draft Annual Budget for the provision of Doubtful Debt expenses.

Many attempts to recover the above amounts have been made by Council staff:

- New Image Photographics last know address is in Queensland and phone numbers and other contact details are not connected or bring no response,
- P & T Collins have proven impossible to contact and water usage dates back to 2010,
- Rikki Derschow & Colin Clinch have unreturned Library books for which the Shire has had to pay for, the amounts are over 12 months overdue – thier lending ability at the Library has been suspended until such time that they reimburse Council these costs, however given the nature of the debt, amounts and time frame it is considered appropriate for the Debtor accounts to be written off the Shires books. Having said this they will not gain access to Library services unless the amounts are paid.

As these amounts relate to a prior years a formal Council resolution by "Absolute Majority" is required for the amounts to be written off.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.12 - Power to defer, grant discounts, waive or write off debts

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

Provision to cover the writing off of these amounts is covered in Councils Operating Statement contained in the 2012/13 Annual Budget.

STRATEGIC IMPLICATIONS

There are no strategic implications from the adoption of this recommendation.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council approves the write off of the following Debtor Accounts totalling \$234.00:

Debtor	Amount	Description
73578 - New Image Photographics	\$132.50	Hire of RSL Hall on 19 April 2011
72837 - P & T Collins	\$63.00	Standpipe Water June & November 2010
73038 - Rikki Derschow	\$22.00	Overdue Inter-Library Loan Book June 2011
73718 - Colin Clinch	\$16.50	Overdue Inter-Library Loan Book June 2011

COUNCIL DECISION

/12 MOVED Cr seconded Cr

CARRIED/LOST

/

10.5 FINANCIAL MANAGEMENT – 2012/2013 BUDGET ADOPTION

AUTHOR: Mr Kim Dolzadelli – Manager of Corporate Services
 DATE: Wednesday, July 11, 2012
 FILE NO: FM.BUD.2
 ATTACHMENT: 10.5 Shire of Kojonup 2012/2013 Draft Annual Financial Budget

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and adopt Council's 2012/2013 Budget and to set the rates, minimums, discounts and fees and charges.

BACKGROUND

The Local Government Act, 1995, requires each Local Government to prepare a budget for its municipal fund for each financial year. The form, manner and content of the budget are prescribed in the Act and the Financial Management Regulations.

Council must adopt its budget by an Absolute Majority no later than 31st August in the budget year unless the Minister for Local Government has granted an extension.

COMMENT

Council has met previously in workshop forums to consider a draft budget, which has formed the basis of the final document. The draft annual budget for 2012/13 has been prepared in accordance with the Local Government Act 1995 and is attached for consideration and final adoption.

Balances shown in this draft annual budget as 2011/12 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

The proposed increase in 2012/13 rates is 5.5%. Shire of Kojonup rates revenue for 2012/13 has been based on total property values as at 30th June 2012 with an increase of 5.5% applied.

All Unimproved Values have been revalued by the Valuer Generals Office in accordance with relevant statutory legislation. There was an overall small reduction in total Unimproved Valuation for the Shire.

Although rates in the dollar have been altered accordingly; the impact on individual properties will vary based on the degree to which the new value of the property moves against the average for the Shire.

CONSULTATION

Council has been consulted during budget workshops to assess the priorities of proposed capital works, plant replacement, abnormal operating items, community grant process, reserve transfers and rate increase levels.

The community grants process is in its seventh year, as such conditions are known by all applicants. It was advertised and open to community groups to fund projects or programs of public benefit.

STATUTORY ENVIRONMENT

Section 6.2 Local Government Act 1995

Regulations 22-33 Local Government (Financial Management Regulations) 1996

Section 6.2(1) of the Local Government Act 1995 requires that prior to 31st August 2012, Council adopt a budget for its municipal fund for the year ending 30th June 2013.

The annual budget is to incorporate:

- a) particulars of the estimated expenditure proposed to be incurred by the local government;
- b) detailed information relating to the rates and service charges which will apply to land within the district including:
 - i. the amount it is estimated will be yielded by the general rate; and
 - ii. the rate of interest (if any) to be charged by the local government on unpaid rates and service charges.
- c) the fees and charges proposed to be imposed by the local government;
- d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
- e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
- f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and such other matters as are prescribed.

POLICY IMPLICATIONS

Applicable policies have been considered in the preparation of the Budget.

FINANCIAL IMPLICATIONS

The Budget is the instrument by which Council sets the financial priorities and is the basis of all financial decisions made by Council and Officers during the budget year.

STRATEGIC IMPLICATIONS

The Budget is the key annual financial document that provides the resources for achieving Council objectives.

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

(Except where otherwise indicated)

OFFICER RECOMMENDATION

- 1 That the proposed budget as attached (or as amended, by Council where deemed appropriate) be adopted for the 2012/2013 year and the levels of income and expenditures be authorised.
- 2 That the following rate levels be adopted for the 2012/2013 year:
 - a) For all rateable properties where Gross Rental Valuations are applied a rate of 13.7282 cents in the dollar with a Minimum Rate of \$600 to apply.
 - b) For all rateable properties where Unimproved Valuations are applied, a rate of 0.7891 cents in the dollar with a Minimum Rate of \$600 to apply.
- 3 That where payments are received after the due date, penalty interest at a rate of eleven (11%) per centum per annum, to be calculated on a daily basis will be imposed on all outstanding Rates and Service Charges.

Pensioners who are registered in accordance with the Rates Rebates and Deferments Act 1993 are exempt from this provision.
- 4 That for those ratepayers who pay all their rates and charges and arrears in full within 14 days (2nd August 2012) of the date of rate notice issue (19th July 2012) they be offered a discount of 2.5% on the amount of their current rate charge for the 2012/2013 year.
- 5 That the following Rates Instalment payment Options be adopted:

Option 1	<p>Payment in full</p> <p>Total amount of rates and charges included on the rate notice to be paid in full by 23rd August 2012.</p> <p>Full payments received on or before 2nd August 2012 are eligible for a discount of 2.5% on the amount of their current rate charge for the 2012/2013 year.</p>								
Option 2	<p>Payments to be made by two (2) instalments as will be detailed on the Rates Notices with the following dates:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>First Instalment</td> <td>23rd August 2012</td> </tr> <tr> <td>Second Instalment</td> <td>21st December 2012</td> </tr> </table>	First Instalment	23 rd August 2012	Second Instalment	21 st December 2012				
First Instalment	23 rd August 2012								
Second Instalment	21 st December 2012								
Option 3	<p>Payments to be made by four (4) instalments, as will be detailed on the Rate Notices with the following dates:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>First Instalment</td> <td>23rd August 2012</td> </tr> <tr> <td>Second Instalment</td> <td>22nd October 2012</td> </tr> <tr> <td>Third Instalment</td> <td>21st December 2012</td> </tr> <tr> <td>Fourth Instalment</td> <td>19th February 2013</td> </tr> </table>	First Instalment	23 rd August 2012	Second Instalment	22 nd October 2012	Third Instalment	21 st December 2012	Fourth Instalment	19 th February 2013
First Instalment	23 rd August 2012								
Second Instalment	22 nd October 2012								
Third Instalment	21 st December 2012								
Fourth Instalment	19 th February 2013								
- 6 That where payments are made by instalment, an administration charge of \$9 for each instalment after the first instalment shall apply. Interest on instalments shall be 5.5% p.a calculated daily from the date the first instalment is due to the date of each subsequent instalment is due.

- 7 That the following Rubbish/Recycling charges be imposed for the 2012/2013 year:**
- a) For 240 litre bin collection, Rubbish weekly and Recycling fortnightly a charge of \$300 per combined service per annum. In the case that the ratepayer is a registered eligible Pensioner, as determined by the Rates Rebates and Deferments Act 1993, the charge will be \$245,
 - b) For an additional Fortnightly Recycling Service a charge of \$135 be charged, and
 - c) For an additional Weekly Rubbish Service a charge of \$165 be charged.
- 8 That the transfers/movements to and from Reserve Accounts as detailed in Note 6 of the budget document and in accordance with Council's adopted policies, be authorised, and**
- 9 That the Fees and Charges as listed in Appendix G of the budget document, be imposed for the 2012/2013 year.**

COUNCIL DECISION/12 **MOVED Cr**

seconded Cr

CARRIED/LOST

/

10.6 SHIRE OF KOJONUP BUILDING MAINTENANCE TENDER

AUTHOR: Stephen Gash - Chief Executive Officer
DATE: 10 July 2012
FILE NO: FM.TND.3
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To authorise tenders to be called for building maintenance and minor refurbishment services on Shire of Kojonup property.

BACKGROUND

Until 2010 the Shire of Kojonup used to employ a Registered Builder to undertake building maintenance and construction work. In January 2010 when it no longer had a registered builder on staff it sought to have the work being undertaken by a contractor which included coordination of all trades, occupational health and safety and reporting requirements.

COMMENT

The value of maintenance and refurbishment / building work under the value of \$100,000 per discrete job, for the period since January 2010 has averaged at \$178,000 per year which includes all materials and contracts, labour and margin. Work over the value of \$100,000 will be subject to separate tender.

The proposed term of any contract would be 2 years, having regard to agreed key performance indicators and contract compliance.

The weighting of the evaluation criteria will be finalised before calling for tenders, however, the lowest or any tender may not necessarily be accepted. Tenderers will be required to:

- Provide and hold fixed agreed rates for building maintenance work and specifically for nominated trades.

- Agree to response times including after hours / emergency calls.

- Coordinate any trades or subcontractors to:

 - Comply with the agreed rates and response times

 - Comply with all workplace orientation / contractor induction and certification requirements including White Card (or equivalent)

- Provide evidence of and maintain adequate:

 - Builders registration

 - Construction insurance

 - Public liability insurance

 - Workers compensation cover

 - Safety management plans

 - Competency and approvals to handle asbestos

 - Access to drafting services

If tenders are only received for components of the contract these will be considered with regard to the impact on any additional administration or contractor management costs likely to be worn by the Shire through not having an exclusive agreement.

CONSULTATION

Nil required

STATUTORY REQUIREMENTS

Local Government Act 1995 (as amended)

Local Government Act (Functions and General) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The contract costs will commence in the 2012/13 budget and be controlled by the adopted Council budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

That the Chief Executive Officer be authorised to finalise the evaluation weighting criteria and call for tenders for the building maintenance services for Shire owned buildings.

COUNCIL DECISION

/12 MOVED Cr

seconded Cr

CARRIED/LOST

/

10.7 EXTERNAL AUDIT OF MAJOR CONSTRUCTION PROJECTS

AUTHOR: Stephen Gash - Chief Executive Officer
DATE: Wednesday, 11 July 2012
FILE NO: FM.AUD.1
ATTACHMENTS: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To consider an external audit of nominated major construction projects.

BACKGROUND

The Council flagged a desire for the Audit Committee to have a more structured approach to internal audit.

After a considerable period of reduced construction activity, due to restricted funds, the Shire has started undertaking larger construction projects. Officers recommend that the audit committee consider an external audit of nominated capital projects for financial performance, compliance with conditions, governance and reporting.

COMMENT

Shire officers have noted the public questions regarding the Recreation Complex tender process, project management, and financial management. There is also a concurrent desire by the community for greater management of significant capital works by committee.

Officers are seeking an independent audit of the Sporting Complex and any other projects nominated by Council, with respect to the grant process, tender process, project management, financial performance, governance and reporting.

This provides an opportunity for Council to:

- Review existing systems and processes;
 - Learn from past experience and best practice and make amendments as required;
 - Provide feedback where required to questions on specific projects and assurance to the public on systems and processes; and
 - Review the performance of the administration and resources to support required processes.
- Improve communication regarding project scoping, delivery and ongoing management.

The review would also be timely to allow clear guidance on governance and performance requirements to any future committee's involved in major projects. Organisation wide project management frameworks and templates are proposed, given five staff from various directorates are undertaking formal project management training, and Council has commenced a review of all its policies and procedures,

Given the role of the audit committee, and membership comprising only Councillors and one community member, it is appropriate for it to consider the scope of the audit and receive any findings from an external auditor directly. For further transparency officers suggest that the appointed auditor be requested to provide a copy directly to the Department of Local Government.

The extent of projects covered should have regard to any queries that Council are seeking advice on, the ability to learn lessons and apply to current practice, and value for money.

The Department of Local Government have been approached to advise that officers are seeking the review and confirm that they are happy to receive the advice directly from external auditors. There was also a outstanding query from the Local Government Review Team in 2004 which recommended external audits be conducted on the Kodja Place and Springhaven building projects.

The audits were not done at the time because of limited resources and the implication of legal action against the Shire. It was recommended that the Chief Executive Officer write to the Director General of the Department of Local Government seeking direction whether the recommended

audits were still required. If not the Council could select representative projects for evaluation that provide better value for money than going back over 15 years.

CONSULTATION

Mr David Morris – Department of Local Government

This issue will require further advice from the Director General of the Department of Local Government with respect to the outstanding audits.

STATUTORY REQUIREMENTS

Local Government Act 1995 (as amended)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A full audit of all major construction projects including Springhaven, Kodja Place, Recreation Complex, Pool, Loton Close units and Katanning Rd housing would be approximately \$35,000. Review of the Recreation Complex is estimated at \$4,000 which can be supported within professional fee allocations in the 2012/13 budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS - SIMPLE MAJORITY

OFFICER RECOMMENDATION

That the Chief Executive Officer be call a meeting of the Audit Committee, as soon as advice is received from the Department of Local Government, to consider external audit of building construction projects.

COUNCIL DECISION

/12 MOVED Cr seconded Cr

CARRIED/LOST /

11 ENGINEERING & WORKS REPORTS

12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS

12.1 KOJONUP TOURIST RAILWAY PROPOSED STRUCTURE FOR HOUSING LOCOMOTIVE

AUTHOR: Stephen Gash - Chief Executive Officer
 DATE: Friday, 13 July 2012
 FILE NO: RC.MUS.4
 ATTACHMENTS: 12.1 Kojonup Tourist Railway Correspondence & Site Map

DECLARATION OF INTEREST

Nil

SUMMARY

Correspondence has been received from Kojonup Tourist Railway Inc. (KTR) seeking Council's approval to locate a steam locomotive which has been offered to them, on Lot 0 which is the tourist railway precinct bound by Gordon Street, Benn Parade and Albany Highway, Kojonup.

BACKGROUND

KTR are in the process of rebuilding the Perth Zoo Train to be launched on 6th October this year and will be used for providing rides along the old Kojonup to Farrar track, and see the acquisition of the locomotive for static display as an added attraction for the heritage listed railway station precinct.

COMMENT

It is proposed to house the locomotive which weighs approximately 60 tonnes in a suitably constructed and secure enclosure as a static display. The enclosure will be near the Albany Highway end of the site near where the concrete bunkers are placed and a site plan of the proposed location is attached for Council's information. The location will give maximum exposure of the locomotive from the highway.

As the enclosure for the proposed locomotive display will be on heritage listed premises, it will be necessary to seek approval of the Heritage Council of Western Australia (HCWA) to erect the structure on the site. The Manager Regulatory Services will coordinate the submission of relevant plans and specifications and other supporting documentation to HCWA on behalf of KTR, and will liaise with their designated officer who assists local governments in the Great Southern region on matters relating to heritage listed places.

It will be important to ensure that design and use of materials for the proposed housing structure is sympathetic and in keeping with the existing built heritage on the site, as well as serving its intended purpose of protecting the locomotive from the elements and vandalism.

Committee members of the KTA are aware of domed roof type structures located in the Brookton, Pingelly and Beverley districts used to house various displays of historical significance and are keen to replicate something similar for this project.

Cost to Council for this proposal will be minimal with the only works required being the piping and covering of the open stormwater drain on the South side of the site for a distance equivalent to approximately the length of the housing structure. The cost of the structure will be dictated by requirements of the Heritage Council, if approved.

With a suitably designed structure for housing the display the locomotive will be an added attraction to the existing displays and will complement work already undertaken by Council to enhance the streetscape in the Kodja Place and tourist railway precinct vicinity.

The previous use of the land was covered by the 'Kojonup Farrar Order 2002'. With the change to legislation affecting railways this order became invalid, and the Shire has been working with the Department of Regional Development and Lands to finalise a management order over the reserve to preserve the same use. Previously this allowed lease of the section from Albany Highway to the Farrar reserve from the Council to the Kojonup Tourist Railway Inc for the purpose of running and maintaining a tourist railway.

Recently a survey was conducted of railway reserves to examine suitability for service corridors, such as gas pipelines. The last approach from Department of Regional Development and Lands suggested that their preference was for the management order in favour of the Shire of Kojonup was to allow the Shire to provide non exclusive licence over the land. The implications of this will need to be clarified with the Office of Rail Safety with respect to the accreditation of the railway. It also has implications for the building management, maintenance and liability over the heritage listed portion of the reserve.

The final building envelope may also be impacted by a portion of old road reserve that was maintained as unallocated crown land. This runs through the preferred site, and another envelope may be required if this cannot be resolved.

CONSULTATION

The President of KTA, Ned Radford has met with Stephen Gash, CEO Shire of Kojonup to discuss the proposal. The CEO has also briefed the Manager Regulatory Services, who will coordinate the provision of relevant documentation for HCWA and Building Licence approval, in consultation with the KTA committee of which both the CEO and Manager Regulatory Services are members.

Final approval and use of the land must also be in accordance with the Management Order over the reserve.

STATUTORY ENVIRONMENT

Heritage Act of Western Australia - approval for structure.
Local Government Act- Building Code of Australia for building
License.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Any minor earthworks in relation to the drain can be incorporated within the existing reserve management budget.

STRATEGIC IMPLICATIONS

This project links to promotion of Kojonup and preservation of its heritage

VOTING REQUIREMENTS – SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council approve the location of the locomotive by the Kojonup Tourist Railway Inc. Lot No 0 Benn Parade (“the Railway Reserve”) subject to:

- 1 The proposal being approved by the Heritage Council of Western Australia, specifically the location, form, and structure of the proposed locomotive housing.
- 2 Alteration of the Management Order for the reserve to allow the leasing of the area to the Kojonup Tourist Railway Inc for the purpose of operating and maintaining a tourist railway
- 3 Submission of a Development Application for issue of a Building License, showing the footprint of the locomotive housing structure is located within the approved building envelope.

COUNCIL DECISION

/12 MOVED Cr seconded Cr

CARRIED/LOST

/

13 CORPORATE & COMMUNITY SERVICES REPORTS**13.1 EXPRESSION OF INTEREST - DISPOSAL OF OLD RECYCLING STATION BUILDINGS**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Wednesday, July 11, 2012
FILE NO: CP.MTC.32 & CP.ACD.7
ATTACHMENT: 13.1 Photos of Structures/Items

DECLARATION OF INTEREST

Nil

SUMMARY

To approve the disposal of buildings located at the Old Shire of Kojonup Recycling/Transfer Station by way of Expression of Interest.

BACKGROUND

In 2009/10 Council constructed a Recycling/Transfer Station on reserve 11301 located off of Tunney Road and the old Recycling/Transfer Station located on reserve 24160 accessed from Soldier Road ceased operation.

Restoration works of the old site in the form of earthworks and plantings have previously been commenced as required in accordance with Department of Environment and Conservation requirements.

COMMENT

The sheds and other materials/structures are required to be removed as part of the continued post closure management and rehabilitation of the site, in accordance with Department of Environment and Conservation requirements for restoration of closed landfill sites.

The buildings in question are described below and photographs of the structures are also attached to this Agenda:

Main Shed(Recycling with attached kitchen/staff room)

The dimensions of the shed are: 30.0m long x 10.0m wide x 3.0m high.

The shed is constructed of steel frames and roof trusses with metal clad walls and a concrete floor.

The attached kitchen/staff room is of similar construction with a single bowl kitchen sink installed.

The shed has an iron clad roof with skylights and two whirlybird ventilators.

There is a collapsed metal awning that was attached to the front of the shed. The awning has been damaged but is salvageable.

Pesticide Shed

The dimensions of the shed are: 5.0m long x 3.0m wide x 3.0m high.

The shed is constructed of steel frames with a metal clad roof and concrete floor.

In addition to both sheds there is a base of a metal water tank approximately 400mm high that is filled with earth and was used as a base for a water tank to supply water to the staff room. The tank has been relocated to the new Recycle & Transfer Station and the remaining base would be useful as a planter box and could be disposed of with the sheds.

Expressions of Interest will be presented to Council for its consideration post closure of the expression period.

CONSULTATION

None required

STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 and Regulation 30 & 31 Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

There are no known Policy Implications.

FINANCIAL IMPLICATIONS

There are only minor financial implications with respect to the calling for Expressions of Interest and these can be easily accommodated in the Draft Budget for 2012/2013.

STRATEGIC IMPLICATIONS

The Shire of Kojonup has a legal and community obligation to restore the old Recycling/Transfer Station site.

VOTING REQUIREMENTS – Simple Majority**OFFICER RECOMMENDATION**

1. That Council approves the calling for Expressions of Interest for the disposal of the following Buildings/Structures and items from the old Recycling/Transfer Station site as described below:

Main Shed(Recycling with attached kitchen/staff room)

- The dimensions of the shed are: 30.0m long x 10.0m wide x 3.0m high.
- The shed is constructed of steel frames and roof trusses with metal clad walls and a concrete floor.
- The attached kitchen/staff room is of similar construction with a single bowl kitchen sink installed.
- The shed has an iron clad roof with skylights and two whirlybird ventilators.
- There is a collapsed metal awning that was attached to the front of the shed. The awning has been damaged but is salvageable.

Pesticide Shed

- The dimensions of the shed are: 5.0m long x 3.0m wide x 3.0m high.
- The shed is constructed of steel frames with a metal clad roof and concrete floor.
- In addition to both sheds there is a base of a metal water tank approximately 400mm high that is filled with earth and was used as a base for a water tank to supply water to the staff room. The tank has been relocated to the new Recycle & Transfer Station and the remaining base would be useful as a planter box and could be disposed of with the sheds.

2. That Council Consider Expressions of Interest at its next Council meeting post closure of the Expression of Interest period.

COUNCIL DECISION

/12 MOVED Cr

seconded Cr

CARRIED/LOST

/

14 COMMITTEES OF COUNCIL**14.1 MEDICAL/HEALTH CENTRE ADVISORY COMMITTEE - APPOINTMENT OF MEMBERS**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Thursday, 12 July 2012
FILE NO: CU.PBR.8
ATTACHMENTS: 14.1.1 Nomination Flyer and Letters
14.1.2 Confidential Attachment - Nominations

DECLARATION OF INTEREST

Nil

SUMMARY

To review nominations received and appoint Members to the Medical/Health Centre Advisory Committee.

BACKGROUND

A Medical Centre Petition was received by the Shire President Cr Jane Trethowan on Wednesday 2nd May 2012, this petition was tabled at the Council meeting held 15th May 2012 and considered by Council; the following decisions resulted from these discussions:

"COUNCIL DECISION

32/12 *MOVED Cr Pritchard seconded Cr Marsh that Petition as tabled/attached be received.*

CARRIED 6/0

COUNCIL DECISION

33/12 *MOVED Cr Hewson seconded Cr Marsh that a public meeting be called to discuss the Medical Centre Development on Tuesday 5th June 2012 at 7:00pm.*

CARRIED 6/0

The Public meeting proceeded on Tuesday 5th June 2012 at 7:00pm and was attended by approximately 180 residents.

The following motions were passed at the Public meeting:

1. *That this meeting endorses the current use of the Kodja Place and the Council accepts the original purpose of the Kodja Place complex.*
2. *The Kojonup Shire Council form a committee of Council to advise the Council on the Purpose, Design, Location and funding of a Medical Centre located in the Shire of Kojonup. This committee shall have as its members at least four members elected by this meeting, the balance of the committee shall include other members as the Council determines.*
3. *That Judith Warland, Leith Hanna (Schmidt), Graeme Hobbs, Ned Radford, Jo Webb, Jenny Matthews, Pip Crook, and Ernie Graham be nominated as community members to serve on a Medical Centre committee.*

Council considered the motions passed at the Public meeting, held on Tuesday 5th June 2012 at 7:00pm, at its meeting held 19th June 2012 where the following decisions were made by Council:

COUNCIL DECISION

46/12 *MOVED Cr Hewson seconded Cr Pritchard that Council discuss the motions, as shown above, made at the public meeting.*

CARRIED 8/0

COUNCIL DECISION

47/12 *MOVED Cr Marsh seconded Cr Hewson that the Chief Executive Officer be endorsed to undertake research to establish the original purpose of the Kodja Place Complex and report back to Council.*

CARRIED 8/0

COUNCIL DECISION

48/12 *MOVED Cr Mathwin seconded Cr Pritchard that the Shire Council form a Medical/Health Centre Advisory Committee as a committee of council including Councillors and members of the Community to investigate and advise of the need, the purpose, design, location and funding of the Medical Centre. The number of appropriately skill based community members for this project to be decided by Council.*

CARRIED 7/1

COUNCIL DECISION

49/12 *MOVED Cr Hewson seconded Cr Pritchard that Council:*

- a) *acknowledges the 8 persons nominated at the Public Meeting held on Tuesday 5th June 2012 and provides them with an information pack and brief for the Medical/Health Centre Advisory Committee. Further that these individuals having been provided with the information pack and brief be requested to confirm their nomination;*
- b) *that a call for further nominations for membership on the committee be circulated throughout the district with a closing date of 11th July 2012.*
- c) *that all nominations be considered by Council at it's meeting held 17th July 2012.*

CARRIED 8/0

A flyer was distributed via Australia Post throughout the district and mailed to those persons whom reside outside of the district on 22nd June 2012 calling for nominations to the Committee; a copy of the Flyer is attached.

Letters were sent on Thursday 21st June 2012 to the 8 persons nominated at the Public Meeting; a copy of the template Letter is attached. A further letter was sent on Friday 6th July 2012 to the 8 nominees containing the Draft Terms of Reference for the Committee, a copy of the template letter is also attached.

The Draft Terms of Reference are as follows:

The Medical/ Health Advisory Committee is formed as a formal committee of the Council to:

- Develop a communications plan to guide the consultation process, feedback mechanisms, surveys, public meetings, record keeping, and media releases from the Council and committee.
- To assess the needs for medical/ health centre accommodation:

Guidance Notes

The committee will be asked to consider the benchmark ratios of Doctors to population, under Commonwealth guidance for unmet area of need, and consider population trends for the future.

In conjunction with the Department of Health this will also consider after hours / emergency coverage and regional on call.

- Review the current medical centre and hospital accommodation for Doctors and other primary health providers.

Guidance Notes

This will include the building condition of the current medical centre and have regard to using existing facilities better or assessing gaps in accommodation.

- Consider options under the Primary Health Care Demonstration Site model of the Southern Inland Health Initiative and advise Council on whether to participate in any call for expressions of interest.

Guidance Notes

This will have regard to the broader primary health care support services required for the community and may include accommodation options / co-location with the hospital etc.

- Review previous medical centre plans, options, and feedback / submissions from the community to guide the committee.
- Provide a short list of options for consideration of Council to allocate resources for detailed work up of plans.

Guidance Notes

\$35,000 is proposed to be allocated in the 2012/13 budget to support business case work up and condition assessment.

- Develop a scope of works for appropriate architectural / design consultant / or building support for the options above based on the outcomes of the needs analysis and liaison with key stakeholders/ users.
- Review the detailed options and provide advice to Council on the outcome of detailed work up based on:
 - Meeting the identified community needs;
 - Meeting the identified functional needs of users;
 - Value for money
- Provide advice on funding and timing of the project.
- Provide advice to Council on any other issue that the committee view relevant to the Medical / Health Centre consideration.

The Draft Terms of Reference have been developed and will be the first item on the agenda at the first meeting of the committee. Members will have the ability to advise Council on suggested amendments to the draft below. Once the terms of reference are discussed the committee will consider what skills, knowledge, and resources are required to undertake the tasks in the terms of reference and advise Council where gaps may exist and external assistance required.

COMMENT

Committee representation should be considered on the basis of utilisation of specific skills where appropriate or to add diversity to reflect alignment with the community demographics.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees. Therefore, Council needs to determine how many members should comprise this Committee.

The Act does not specifically mention anything about Deputies or proxies other than Deputy President and Deputy Presiding members. One of the pillars upon which the new Act is built is for better decision-making and more efficient and effective local government. (Ref: Section 1.3 (2)). Consequently, there is nothing that precludes Council from appointing one or two deputies for each Committee.

The following table list all persons nominated both through the Public meeting and broader Call for Nominations process, it also contains the response by nominees to their nomination:

Nominee	Nominated	Nomination Confirmed
Ernie Graham	Public Meeting	Yes - Verbal Acceptance
Graeme Hobbs	Public Meeting	Yes - Written Acceptance
Jenny Matthews	Public Meeting	Yes - Written Acceptance
Jo Webb	Public Meeting	Yes - Written Acceptance
Judith Warland	Public Meeting	Yes - Written Acceptance
Leith Hanna	Public Meeting	No - Withdrawn
Ned Radford	Public Meeting	Yes - Written Acceptance
Pip Crook	Public Meeting	Yes - Verbal Acceptance
Neil Young	Broader Call	Yes - Written Acceptance
Jill Mathwin	Broader Call	Nominated by Cr R Hewson

Where written advice with respect to nominations has been received these are provide as a confidential attachment, given they identify personal information. If accepted the Council would be seeking permission from the endorsed members to make their CV or supporting information available to other members of the committee at the first meeting to inform all about their individual skills and experience.

Prior to considering individual membership Council should also consider the size of the committee. Officers view that 8 community members should be workable depending on the strength of the Presiding Member elected by the group as chairperson, and the commitment of individuals to contribute and reach outcomes.

Having consideration of the above factors it will be then appropriate for Council to consider the nominations received and any Councillor nominations that may be made at the meeting and then make formal appointments to the membership of the committee.

Committee Composition

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees. Therefore, Council needs to determine how many members should comprise each Committee.

CONSULTATION

No consultation has occurred.

STATUTORY REQUIREMENTS

The election / appointment of members to Committees and their operation is set out in Sections 5.8 to 5.25 inclusive plus the Local Government (Administration) Regulations, 1995.

Council may by **absolute majority** establish Committees comprising of 3 or more persons, be it members, employees and/ or other persons to exercise the powers and discharge the duties of the local government that can be delegated to committees.

A committee is to have as its members, persons appointed by **absolute majority** by the Council. Ref. Section 5.10 of the Act.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

STRATEGIC IMPLICATIONS

There are no known strategic implications as long as an appropriate hand over is conducted for any change in membership.

VOTING REQUIREMENTS – ABSOLUTE MAJORITY**OFFICER RECOMMENDATION**

That pursuant to Section 5.10 of the Local Government Act, 1995 Council:

1. Appoint the following people as community Members to the Medical/Health Centre Advisory Committee.

_____, _____, _____, _____,
 _____, _____, _____, _____,
 _____, _____, _____, _____

2. Appoint the following Councillors as Members to the Medical/Health Centre Advisory Committee.

_____, _____, _____, _____,
 _____, _____, _____, _____,
 _____, _____, _____, _____

COUNCIL DECISION

/12 MOVED Cr

seconded Cr

CARRIED/LOST

/

15 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

16 **NEW BUSINESS**
 of an urgent nature, introduced by a decision of the meeting

17 **CONFIDENTIAL REPORTS**

18 NEXT MEETING

Tuesday, 21st August 2012 commencing at 3:00pm.

19 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at pm.

20 APPENDICES AND TABLED DOCUMENTS

21 ATTACHMENTS

Item 4	Table 1
Item 10.2	Monthly Payment Listing
Item 10.3	Interim Audit Management Letter Year Ended 30 th June 2012
Item 10.5	Shire of Kojonup 2012/2013 Draft Annual Financial Budget
Item 12.1	Kojonup Tourist Railway Correspondence & Site Map
Item 13.1	Photos of Structures/Items
Item 14.1.1	Nomination Flyer and Letters
Item 14.1.2	Confidential Attachment - Nominations