

# SHIRE OF KOJONUP



## Council Minutes

***15<sup>th</sup> April 2008***

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**SHIRE OF KOJONUP****MINUTES****1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President declared the meeting open at 3.05pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and drew the meeting's 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 Jill Mathwin	Shire President
Cr Michael Baulch	
Cr Will Carrington-Jones	
Cr Rosie Hewson	
Cr Greg Marsh	
Cr Frank Pritchard	
Mr Stephen Gash	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Craig McVee	Works Manager
Mrs Heather Marland	Senior Finance Officer
Mrs Rosemary Cussons	Executive Support Officer

**APOLOGIES**

Cr Jane Trethowan	Leave of Absence
Cr Ernie Graham	Leave of Absence
Cr John Benn	

**3 PUBLIC QUESTION TIME**

Nil

**4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Greg Marsh requested leave for the Council meeting to be held 20<sup>th</sup> May 2008.

**COUNCIL DECISION**

<b>176/08</b>	<b>MOVED Cr Hewson seconded Cr Pritchard that Cr Marsh be granted Leave of Absence from the Ordinary Council meeting to be held Tuesday 20<sup>th</sup> May 2008.</b>	<b>CARRIED</b>	<b>5/0</b>
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**6 CONFIRMATION OF MINUTES**

ORDINARY MEETING – Tuesday 18<sup>th</sup> March 2008

Corrections: Nil

**COUNCIL DECISION**

<b>177/08</b>	<b>MOVED Cr Hewson seconded Cr Baulch that the Minutes of the Ordinary Meeting of Council held on Tuesday 18<sup>th</sup> March 2008 be confirmed as a true record.</b>	<b>CARRIED</b>	<b>6/0</b>
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SPECIAL MEETING – Monday 7<sup>th</sup> April 2008

Corrections: Nil

**COUNCIL DECISION**

<b>178/08</b>	<b>MOVED Cr Carrington-Jones seconded Cr Hewson that the Minutes of the Special Meeting of Council held on Monday 7<sup>th</sup> April 2008 be confirmed as a true record.</b>	<b>CARRIED</b>	<b>6/0</b>
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**7 ANNOUNCEMENTS** by the Presiding Member without discussion

Nil

**8 PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

**9 DECLARATIONS OF INTEREST**

Nil

**10 FINANCE REPORTS****10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

AUTHOR: Kim Dolzadelli – Manager Corporate Services  
 DATE: Wednesday, 9 April 2008  
 FILE NO: 06.15.01  
 ATTACHMENT: Monthly Statement of Financial Activity 1<sup>st</sup> July to 31<sup>st</sup> March 2008

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Preparation and presentation to Council of monthly reports are a statutory requirement, with these to be presented to the next ordinary meeting following the close of a month, or it may be presented to the ordinary meeting in the following month after that.

**BACKGROUND**

The reporting requirements, as per Financial Management Regulation 34, for the Statement of Financial Activity came into force from 1<sup>st</sup> July 2005.

**COMMENTS**

The attached Statement of Financial Activity for the period 1<sup>st</sup> July 2007 to 31<sup>st</sup> March 2008 shows a solid position with 96.39% of rates collected to 31<sup>st</sup> March 2008 and a total amount of cash holdings of \$3,095,596 of which \$1,445,774 is held in fully cash backed Reserves.

Cash holdings continue to be managed to maximise investment return, with the level of interest earnings expected to meet budget expectations.

Additional works performed on behalf of the Main Roads Department WA in administering contractual works has seen a significant increase to the Private Works Budget, with a net gain in income expected to be within the vicinity of \$35,000 of which \$13,150 was previously reported to Council in the Budget Review document presented at the March 2008 Council meeting.

Regional Road Group funding recoups have been lodged with the Main Roads Department and it is expected that payment of \$341,399 will be received in the month of April 2008.

The Katanning Road Footpath project has been completed and inspected by Mr Geoff Findlay from the Department of Planning and Infrastructure to his satisfaction. The project was funded jointly on a 50/50 funding basis between the Department and the Shire's own source of funds - these funds will be transferred from reserve as per approved budget.

The total actual cost of the project came to \$80,938 compared to a total budget of \$87,695. The grant acquittal documentation has been completed and forwarded to the Department of Planning and Infrastructure for their approval.

**CONSULTATION**

None necessary.

**STATUTORY ENVIRONMENT**

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council.

**POLICY IMPLICATIONS**

None applicable.

**FINANCIAL IMPLICATIONS**

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the monthly Statements of Financial Activity when a full budget review is put before Council. Amendments are not being sought from Council in the attached reports.

**STRATEGIC IMPLICATIONS**

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the "Closing Balance" position will also occur or where a Budget Review highlights the requirement for amendments to occur.

**VOTING REQUIREMENTS – SIMPLE MAJORITY****OFFICER RECOMMENDATION**

That the Monthly Statement of Financial Activity, as attached, be accepted.

**COUNCIL DECISION**

**179/08**            **MOVED Cr Marsh seconded Cr Pritchard that the Monthly Statement of Financial Activity, as attached, be accepted.**

**CARRIED****6/0**

## 10.2 MONTHLY PAYMENTS LISTING

AUTHOR:            Finance Officer  
 DATE:              9<sup>th</sup> April 2008  
 FILE NO:          06.15.01  
 ATTACHMENT:     Monthly Payment Listing

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To receive a list of payments made since the last similar list was received.

**BACKGROUND**

Not applicable.

**COMMENT**

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

**CONSULTATION**

No consultation was required.

**STATUTORY ENVIRONMENT**

Regulations 13 (2) of the Local Government (Financial Management Regulations) 1996 requires such a list to be "presented" whenever payments have been made under a delegated authority. (Reference Delegation #18).

**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 the Payment Listing from 11/03/2008 to 09/04/08 comprising of Municipal Cheques 9557 to 9601, EFTs 3068 to 3144 and Internal Payment Vouchers 1359 to 1391 totalling \$952,069.39 and as attached to this agenda, be received.

**COUNCIL DECISION**

**180/08**            **MOVED Cr Hewson seconded Cr Marsh that the Payment Listing from 11/03/2008 to 09/04/08 comprising of Municipal Cheques 9557 to 9601, EFTs 3068 to 3144 and Internal Payment Vouchers 1359 to 1391 totalling \$952,069.39 and as attached to this agenda, be received.**

**CARRIED****6/0**

3.30pm Mrs Heather Marland left the Chamber

## 11 ENGINEERING & WORKS REPORTS

### 11.1 TIP TRUCK TENDER 01 OF 2007-2008

AUTHOR: Kim Dolzadelli  
 DATE: 10/04/2008  
 FILE NO: 06.30.01  
 ATTACHMENT: Tip Truck Specification

#### **DECLARATION OF INTEREST**

Nil

#### **SUMMARY**

Council is being requested to accept a tender for the supply and delivery of one new Tip Truck and trade of Council's existing Mitsubishi FV517 Truck, Mitsubishi FV418KS Truck and Isuzu FVZ 1400 Medium.

#### **BACKGROUND**

Council provided funds in the 2007/08 Budget for the purchase of a new truck and trade or outright sale of the three existing Council trucks. These items had previously been identified in Council's long term plant replacement program.

#### **COMMENT**

Requests for tenders were advertised in the Western Australian Newspaper on 15<sup>th</sup> and 19<sup>th</sup> March 2008 with a closing date of Wednesday 9<sup>th</sup> April 2008.

The following tenders were received at the close of the tender period:

<b>Tenderer</b>	<b>Comment</b>	<b>Outright Purchase Ex GST</b>	<b>Net Changeover Ex GST</b>
Jem Truck Sales	Supply new Isuzu truck – Howard porter Body - purchase all trade in vehicles	N/A	\$1,099.65
Jem Truck Sales	Supply new Isuzu truck – Evertrans Body - purchase all trade in vehicles	N/A	-\$7,140.35
WA Hino Sales & Service	Supply new Hino truck – Howard porter Body - purchase all trade in vehicles	N/A	\$26,324.84
WA Hino Sales & Service	Supply new Hino truck – Evertrans Body - purchase all trade in vehicles	N/A	\$18,084.84
SJ Cartage (S Parker)	Outright Purchase only Mitsubishi FV418KS	\$42,000	N/A
City Bus & Truck Centre	Outright Purchase only Mitsubishi FV517	\$67,844.55	N/A

A detailed analysis of the tenders was undertaken by the Manager of Works and Manager of Corporate Services along with some discussion and additional correspondence to confirm further details of servicing and included specified items. The specification for the tip truck that was included in the tender document is attached.

The Tender from Jem Truck Sales is non-compliant with respect to one (1) item, that being the Gross Combined Mass (GCM). The specification for GCM contained within the Tender document was 62,000kg; the GCM on the Isuzu is 57,000kg. The GCM on the Hino truck is 62,500kg.

The Trade Price offers from both Jem Truck Sales and WA Hino Sales & Service exceed any offer received for the outright purchase of existing Trucks.

#### **CONSULTATION**

No consultation was required.

#### **STATUTORY ENVIRONMENT**

Section 3.57 Local Government Act 1995 and Division 2 of the Local Government (Functions & General) Regulations 1996

#### **POLICY IMPLICATIONS**

Council Policy sets the criteria for assessment of tenders.

#### **FINANCIAL IMPLICATIONS**

The 2007/08 Budget Provides for a net changeover of \$5000. The officer recommendation if adopted, will result in additional expenditure to budget of \$13,084.84.

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS** – Simple Majority

#### **OFFICER RECOMMENDATION**

That Council accept the tender provided by WA Hino Sales & Service (Reference # 15558) for the supply of:

one (1) new Hino FS1EMKG Tip Truck with Evertrans body including trade of Council's existing

- ◆ Mitsubishi FV517 Truck,
- ◆ Mitsubishi FV418KS Truck and
- ◆ Isuzu FVZ 1400 Medium

The total net change over price being set at \$18,084.84 excluding GST pending a satisfactory inspection and test drive by Council's Manager of Works Mr Craig McVee and Council's Mechanic Mr Dale Simons.

#### **COUNCIL DECISION**

**181/08**                    **MOVED Cr Pritchard seconded Cr Hewson that Standing Orders be suspended to allow discussion of the report prior to any motion.**

**CARRIED**

**6/0**

*Discussion was held regarding the impact of the stated GCM and requirements for the Shire's operations. As a result of the discussion an alternative officer recommendation was presented.*

#### **ALTERNATE OFFICER RECOMMENDATION**

That Council accept the tender provided by Jem Truck Sales for the supply of:

one (1) new Isuzu Giga CXZ 455 Tip Truck with Evertrans body including trade of Council's existing

- ◆ Mitsubishi FV517 Truck,
- ◆ Mitsubishi FV418KS Truck and
- ◆ Isuzu FVZ 1400 Medium

The total net change over price is set at -\$7,140.35 (payment to the Shire of Kojonup) excluding GST pending a satisfactory inspection and test drive by Council's Manager of Works Mr Craig McVee and Council's Mechanic Mr Dale Simons.



**COUNCIL DECISION**

**182/08                    MOVED Cr Hewson seconded Cr Pritchard that Standing Orders be reinstated**  
**CARRIED                    6/0**

*The original officer recommendation lapsed.*

**COUNCIL DECISION**

**183/08                    MOVED Cr Marsh seconded Cr Carrington-Jones that Council accept the tender provided by Jem Truck Sales for the supply of:**  
**one (1) new Isuzu Giga CXZ 455 Tip Truck with Evertrans body including trade of Council's existing**

- ◆                    **Mitsubishi FV517 Truck,**
- ◆                    **Mitsubishi FV418KS Truck and**
- ◆                    **Isuzu FVZ 1400 Medium**

**The total net change over price is set at -\$7,140.35 (payment to the Shire of Kojonup) excluding GST pending a satisfactory inspection and test drive by Council's Manager of Works Mr Craig McVee and Council's Mechanic Mr Dale Simons.**

**CARRIED                    6/0**

**REASON FOR CHANGE**

Further information was sought by Council from Main Roads and the two tenderers investigated by officers revealed that the GCM (57,000kg) capacity of the Isuzu Giga CXZ 455 still exceeded the total legal GCM of 55,500kg allowed to be carried in the combination of Truck, Dolly and Trailer being utilised. This combined with the price difference in the two (2) tenders of \$25,225 is the reason for the change.

Other options in the range were considered from both tenderers. Based on assessment of the range of Trucks available from suppliers who requested tender documents, but did not submit a tender. No other parties are impacted by the reduction in GCM specification.

**12                    ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS**

Nil

**13                    CORPORATE & COMMUNITY SERVICES REPORTS****13.1                    MEDICAL CENTRE – RURAL MEDICAL INFRASTRUCTURE FUND GRANT APPLICATION**

**AUTHOR:**                    Kim Dolzadelli – Manager Corporate Services  
**DATE:**                      Thursday, 10 April 2008  
**FILE NO:**                    03.01.02  
**ATTACHMENT:**              nil

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council is being requested to support the grant application to the Rural Medical Infrastructure Fund to build a new medical centre.

**BACKGROUND**

Council has previously identified a new medical centre as part of the 2005/06 "plan for the future". Previous community consultation in 2004 identified the preferred site within the current block.

The current facility is inadequate for access, toilet facilities, storage and maintaining confidentiality due to wall construction and location of waiting rooms and reception area. The facility also does not support ready access to visiting medical services including allied and community health, and additional General Practitioner coverage.

**COMMENTS**

A grant opportunity is available through the Rural Medical Infrastructure Fund. This is part of the Regional Partnerships program supported by the Great Southern Area Consultative Committee (GSACC) through the Department of Transport and Regional Services.

Conditions of the grant include the facility being community owned/ operated, walk in / walk out and have allied/ community health access.

Up to \$400,000 is available requiring matching contribution.

The Chief Executive Officer gave a presentation to the GSACC on 31<sup>st</sup> August 2007 providing motive of the proposed application. The Shire is seeking \$400,000 towards the application. Funding will be confirmed upon notification of the grant application outcome, however it is proposed that the Council contribution will be funded by a loan over 25 years to allocate the cost over the life of the asset.

**CONSULTATION**

None necessary.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Council is required to consider major grant applications before being made. Final acceptance of major grants need to be considered separately once all funding sources have been identified and matching designs completed.

**FINANCIAL IMPLICATIONS**

Financial implications will only occur when Council consider final acceptance of grant and associated finalisation of plans and costs based upon level of funding

**STRATEGIC IMPLICATIONS**

Provision of a new Medical Centre is included in the Shire of Kojonup's draft Strategic Plan as a priority.

**VOTING REQUIREMENTS – Simple Majority****OFFICER RECOMMENDATION**

1. That Council authorize the Chief Executive Officer to apply for the Rural Medical Infrastructure Fund grant up to \$400,000, and
2. That acceptance of the grant and associated finalization of plans and cost based upon the level of funding will be formally considered by Council.

**COUNCIL DECISION****184/08****MOVED Cr Hewson seconded Cr Pritchard**

1. That Council authorize the Chief Executive Officer to apply for the Rural Medical Infrastructure Fund grant up to \$400,000, and
2. That acceptance of the grant and associated finalization of plans and cost based upon the level of funding will be formally considered by Council.

**CARRIED****6/0***3.50pm Cr Marsh left the Chamber***14 COMMITTEES OF COUNCIL**

Nil

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

Nil

**16 NEW BUSINESS**

of an urgent nature, introduced by a decision of the meeting

**17 CONFIDENTIAL REPORTS**

Nil

**18 NEXT MEETING**Tuesday 20<sup>th</sup> May 2008 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 3.52pm.

**20 APPENDICES AND TABLED DOCUMENTS****21 ATTACHMENTS**

- Item 10.1 Monthly statement of financial activity 1<sup>st</sup> July to 31<sup>st</sup> March 2008  
 Item 10.2 Monthly Payment Listing  
 Item 11.1 Tip truck specifications

\_\_\_\_\_  
Presiding Member\_\_\_\_\_  
Date