

## **SHIRE OF BROOMEHILL - TAMBELLUP**

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill – Tambellup held in the Tambellup Council Chambers on Thursday 21 June 2012 commencing at 4.15pm.**

### **1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>Present:</b>	Cr BG Webster	President
	Cr KW Crosby	Deputy President
	Cr GM Sheridan	
	Cr MR Turner	
	Cr SJF Thompson	
	Cr M Sadler	
	Cr DCN Kempin	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Works Manager

### **2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

2.1 The President welcomed Councillors and staff and declared the meeting open at 4.15pm.

### **3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

### **5. APPLICATION FOR LEAVE OF ABSENCE**

Nil

### **6. DECLARATION OF INTEREST**

Nil

### **7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 MAY 2012**

*120601*

*Moved Cr Crosby, seconded Cr Kempin*

*“That the Minutes of the Ordinary Meeting of council held on the 17<sup>th</sup> May 2012 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 7/0**

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**10. MATTERS FOR DECISION**

**10.1 FINANCIAL STATEMENTS FOR MAY 2012**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for May 2012</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>13 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** A monthly financial report is to be prepared at the end of each month in accordance with the provisions of Regulation 34 of the Local Government (Financial Management) Regulations 1996.

The report is to be presented to an ordinary meeting of Council within 2 months after the end of the month to which the report relates.

**Background:** Notes have been provided throughout the statements for Councillors' information and comment.

**Comment:** The attached financial report shows Council having a healthy Municipal Fund balance of \$1,652,335 of which \$916,446 is held in a short term investment with the Bendigo Bank maturing on 18 June 2012.

Council has received its 2010/11 allocation of \$426,470 and 2011/12 allocation of \$374,889 from the Country Local Government Fund, which have been allocated to the following projects:-

2010/11	\$200,000	Aged Accommodation
	\$100,000	Public Toilets - Holland Park, Broomehill
	\$ 50,000	Repair windows – Broomehill Admin Building
	\$ 76,500	Pathways - Broomehill

2011/12	\$324,889	Aged Accommodation
	\$ 50,000	Solar Energy – Broomehill Admin Building

By 30 June, approximately \$23,500 will have been expended on upgrading the pathways in the Broomehill townsite. The unspent balance of the grant funds will be held as restricted cash and carried over as part of the surplus into the new year. The projects not completed will be re-budgeted for completion in 2012/13.

Council has been successful in its applications for funding to undertake construction of six units for the Tambellup Independent Living Seniors Accommodation project. An invoice has been sent to Regional Development Australia for \$585,000, and the Great Southern Development Commission have granted \$145,000 towards the project.

Council has resolved, and identified in its Forward Capital Works Plan, that Country Local Government Funds of \$200,000 from the 2010/11 allocation and \$324,889 from the 2011/12 allocation will be utilised towards this project.

This project will be complete during the 2012/13 year.

The WA Local Government Grants Commission has advised that all Councils will be receiving an advance payment of 50% of the 2012/13 allocation of Financial Assistance Grants prior to 30 June. The impact of this is that Councils are required to recognise the advance as revenue in the 2011/12 financial year, and budget for a decrease in the amounts received in 2012/13. The advance payment will form part of the surplus at 30 June.

To date, the Commission have not advised Councils of their allocations for the coming year, nor the actual amount that Councils will be receiving in advance.

**Consultation:** Nil

**Statutory Environment:** *Local Government Act 1995 – Financial Management Regulation 34*

**Policy Implications:** Nil

**Financial Implications:** The report represents the financial position of the Council at the end of the previous month.

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *120602*

*Moved Cr Sadler, seconded Cr Kempin*

*“That the Financial Statement for the period ending 31 May 2012 be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.2 CREDITORS ACCOUNTS PAID MAY 2012**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for May 2012</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>KP O’Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>13 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Attached is a list of payments made from the Municipal and Trust Funds during May 2012.

**Background:** The *Local Government Act 1995* – Financial Management Regulation 13 states that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions. The list is to be presented to the Council at the next ordinary meeting after the list is prepared.

**Comment:** Summary of payments made for the month:

Municipal Fund	\$390,668.85
Trust Fund	\$2,587.90
Credit Cards	\$623.40
<u>Total</u>	<u>\$393,880.15</u>

**Consultation:** Nil

**Statutory Environment:** *Local Government Act 1995* – Financial Management Regulation 13

**Policy Implications:** Nil

**Financial Implications:** List of payments made during the previous month

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *120603*

*Moved Cr Turner, seconded Cr Thompson*

*“That the list of accounts paid during May 2012, represented by:-*

- Municipal Fund cheques numbered 1664 to 1699 inclusive and electronic payments numbered EFT3118 to EFT3240 inclusive and totalling \$390,668.85;*
- Trust Fund cheques numbered 282 to 290 inclusive and totalling \$2,587.90;*
- Credit Card payments totalling \$623.40;*

*be adopted.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**10.3 DEBTORS ACCOUNT WRITE OFF**

<b>Program:</b>	<b>Various</b>		
<b>Attachment:</b>	<b>UNDER SEPARATE COVER</b>		
	<b>Further Information on Outstanding Debtors</b>		
<b>File Ref:</b>	<b>ADM0064</b>		
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>	
<b>Date:</b>	<b>13 June 2012</b>		
<b>Disclosure of Interest:</b>	<b>Nil</b>		

**Summary:** Council to consider writing off long outstanding debtors accounts.

**Background:** The majority of long outstanding debtor's accounts are forwarded to Councils debt collection agency, Austral Mercantile, to pursue recovery of the balance owing.

Some accounts are so small in balance that it would cost Council more in fees to engage Austral Mercantile to pursue payment than the debt itself.

Councils Auditors have recently undertaken the interim audit for the 2011/12 financial year and, following review of the debtors' ledger, have recommended that long outstanding debtors be considered and written off.

There are still a handful of debtors with Austral Mercantile for recovery, which will be pursued until the debt is cleared.

**Comment:** A summary is provided of the debtors accounts that are requested to be written off:-

<b>Debtor Number</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Total Amount</b>
243	318	Mar 2009	Private Works	594.00
268	584	Nov 2009	Standpipe Water Usage	193.55
275	1127 1246	Jan 2011 Apr 2011	Standpipe Water Usage	275.68
320	628	Jan 2010	Private Works	1,835.00
332	857 987	Aug 2010 Nov 2010	Standpipe Water Usage	51.03
345	728	May 2010	Private Works	126.50
362	877 1003 1116 1238	Aug 2010 Nov 2010 Jan 2011 Apr 2011	Standpipe Water Usage	281.36
363	1245	Apr 2011	Standpipe Water Usage	3.13

401	1050	Jan 2011	Private Works	240.00
404	1059	Jan 2011	Private Works	35.25
405	1060	Jan 2011	Private Works	35.25
406	1048	Jan 2011	Private Works	35.25
407	1137	Feb 2011	Private Works	112.00
B121123	767 1104	May 2010 Apr 2011	Standpipe Water Usage	99.36
B38	762	May 2010	Standpipe Water Usage	63.82
B57	346 360 780 979 1115 1236	Mar 2009 Mar 2009 May 2010 Nov 2010 Jan 2011 Apr 2011	Standpipe Water Usage	418.32
B71	BH103	Apr 2008	Standpipe Water Usage	75.90
			<b>TOTAL</b>	<b>4,475.40</b>

Staff will ensure that the private works debtors included in the above list are on a “cash up front” basis for all future works. Where standpipe water charges remain unpaid, the standpipe access card has been disabled to prevent further usage.

**Consultation:**

Chief Executive Officer

**Statutory****Environment:**

Section 6.12(1)(c) of the Local Government Act 1995 grants Council the power to write off any amount of money which is owed to the Council, by *absolute majority*.

**Policy Implications:**

Nil

**Financial****Implications:**

A reduction in revenue of \$4,475.40 following the non-payment of the outstanding debtors accounts.

**Strategic****Implications:**

This issue is not dealt with in the Strategic Plan.

**Voting Requirements:**

Absolute Majority



**Council Resolution: 120604**

*Moved Cr Thompson, seconded Cr Sheridan*

*“That the following outstanding debtor accounts be written off:-*

<i>Debtor 243</i>	<i>\$594.00</i>
<i>Debtor 268</i>	<i>\$193.55</i>
<i>Debtor 275</i>	<i>\$275.68</i>
<i>Debtor 320</i>	<i>\$1,835.00</i>
<i>Debtor 332</i>	<i>\$51.03</i>
<i>Debtor 345</i>	<i>\$126.50</i>
<i>Debtor 362</i>	<i>\$281.36</i>
<i>Debtor 363</i>	<i>\$3.13</i>
<i>Debtor 401</i>	<i>\$240.00</i>
<i>Debtor 404</i>	<i>\$35.25</i>
<i>Debtor 405</i>	<i>\$35.25</i>
<i>Debtor 406</i>	<i>\$35.25</i>
<i>Debtor 407</i>	<i>\$112.00</i>
<i>Debtor B121123</i>	<i>\$99.36</i>
<i>Debtor B38</i>	<i>\$63.82</i>
<i>Debtor B57</i>	<i>\$418.32</i>
<i>Debtor B71</i>	<i>\$75.90”</i>

*CARRIED 7/0  
By Absolute Majority*

**Reason For Change to  
Recommendation:**

## 10.4 REMOVAL OF REFUSE, RUBBISH AND DISUSED MATERIALS LOCAL LAW 2012

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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Proposed Removal of Refuse, Rubbish and Disused Materials Local Law 2012</b>	
<b>File Ref:</b>	<b>ADM0080</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>15 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The purpose of this report is to allow Council to consider any submissions made and to make the Shire of Broomehill-Tambellup Removal of Refuse, Rubbish and Disused Materials Local Law 2012.

**Background:** The Removal of Refuse, Rubbish and Disused Materials Local Law 2012 is based on the Local Law developed by The City of Geraldton Greenough and gazetted in November 2008. The local law provides controls for the keeping of refuse, rubbish and disused materials on land within the Shire.

The proposed local law was adopted by Council on 19 April 2012 and advertised for public submissions on 2 May 2012. The public submission period closed on 15 June 2012. No public submissions were received.

As required by legislation a copy of the proposed local law was to the Department of Local Government. The comments from that Department were received on 15 June 2012. The comments related to minor drafting matters and have been incorporated into the local law as presented.

The local law as amended and presented for Council to make, could not be considered “significantly different” than the proposed local law that was advertised for public comment.

**Comment:** The proposed Local Law provides for the service of notices on owners or occupiers of land requiring the clearing of overgrown vegetation, trees, scrub or undergrowth or refuse, rubbish or disused materials specified in the notice within a specified time frame.

Failure to comply with a notice allows Council to undertake the works and pass the costs on to the owner/occupier accordingly. Penalties of up to \$5,000 with a \$500 daily penalty also apply.

**Consultation:** The local law was advertised for public comment for a period of forty two days. Submissions received are presented to Council for consideration in this report before making the local law.

**Statutory Environment:** As it is proposed to adopt a new Local Law, the following processes, as set out in section 3.12 of the *Local Government Act 1995*, must be observed —

1. At a Council meeting the person presiding is to give notice of the purpose and effect of the proposed local law by ensuring that:-

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and
  - (b) the minutes of the meeting of the Council include the purpose and effect of the proposed local law.
2. A local government is to -
- (a) give Statewide public notice stating that -
    - (i) the local government proposes to make a local law, the purpose and effect of which is summarised in the notice;
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local Law may be made to a local government before a date to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
  - (b) as soon as the notice is given, give a copy of the proposed Local Law and a copy of the notice is to be forwarded to the relevant Minister.
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was proposed.

The local law is then published in the Government Gazette and a copy sent to the relevant Minister and the State Parliament Joint Standing Committee on Delegated Legislation.

The local law comes into effect fourteen days after publication in the Government Gazette.

**Policy Implications:**

Nil

**Financial Implications:**

The proposed local law once made is required to be advertised in the Government Gazette.

**Strategic Implications:**

This issue is not dealt with in the Plan

**Voting Requirements:**

Absolute Majority

**Council Resolution:**

**120605**

*Moved Cr Kempin, seconded Cr Sheridan*

*“That Council resolves to make the Shire of Broomehill-Tambellup Removal of Refuse, Rubbish and Disused Materials Local Law 2012 in the form presented.”*

**CARRIED 7/0**  
**By Absolute Majority**

**Reason For Change to Recommendation:**

**10.5 WALGA ANNUAL SUBSCRIPTIONS FOR 2012/2013**


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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0041</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Finance Officer</b>
<b>Date:</b>	<b>13 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider the annual membership subscriptions paid to the Western Australian Local Government Association (WALGA) for the 2012/2013 financial year.

**Background:** Council subscribed in the 2011/2012 year for a number of services, which included:-

- Annual Association Membership Subscription;
- The Complete Guide to the Local Government Act Update Service;
- Local Laws Service;
- Roman II Pavement Management Service;
- Tax Service; and
- Workplace Solutions Services.

As part of Councils annual membership, WALGA provides the following complimentary resources:-

- One set of updates for the full suite of the “Complete Guide to the Local Government Act” resource materials on CD-ROM and in replacement pages for printed manuals;
- Two printed copies and one CD-ROM of the Western Australian Local Government Directory;
- Desk Calendar pads (based on the number of Councillors and Executives as listed in the Directory);
- The weekly newsletter, Local Government News and the monthly journal, Western Councillor;
- Access to significant discounts and procurement benefits on an increasing range of products and services through WALGA’s Preferred Supply Contracts and Business Services.

**Comment:** WALGA have stated that it is their intention to contain overall increases in membership subscriptions to no more than 4% for 2012/2013, and the forecast subscriptions have been calculated on this basis.

The estimated membership subscriptions for 2012/2013 are:-

- Association Membership Subscription - \$6,188;
- Complete Guide to the Local Government Act Update Service - \$584;
- Local Laws Service - \$520;
- Roman II Pavement Management Services - \$4,998;
- Tax Service - \$1,175;
- Workplace Solutions Services - \$2,146.

The total annual membership subscription to WALGA for 2012/2013 is approximately \$15,611 (excluding GST).

WALGA also offer the following additional services that Council, at this time, does not subscribe to:-

*Procurement Consultancy Services –*

- Free copy of the new Procurement Handbook (value of \$1,575) and complimentary access to all updates;
- Free telephone advisory service to assist with procurement enquiries and compliance with tender regulations;
- Free newsletters on contemporary procurement issues in the Local Government Sector;
- Access to WALGA's comprehensive library of procurement resources, including specifications;
- 10% discount off the price of all engagements with the Procurement Consultancy Service.
- The approximate cost for this service is \$1,840.

*Perth Biodiversity Project*

- Advice and support to Local Governments with local biodiversity conservation planning issues;
- Access to specialist spatial environmental data and on-line decision support tools and training.
- The cost for this service is available on application.

*Linking Councils and Communities Web*

- Provision of web hosting and content management system to support an online presence.
- The cost for this service is available on application.

The subscription to the Linking Councils and Communities service was cancelled following Councils amalgamation, as another contractor has been engaged to provide these services.

*Connectivity Gateway Services*

Gateway services to allow:-

- Access to remote services as required;
- Web proxy and network address translation;
- Simple mail transfer protocol relay;
- Firewall services.
- The cost for this service is available on application.

Council engages an external contractor to provide IT

*Email*

- Central mail server with virus scanning.
- The cost for this service is available on application.

Council pays an annual fee to its internet provider for email virus scanning.

*SMS – CDMA*

- This service facilitates the sending of SMS messages to subscribed constituent members.
- The cost for this service is available on application.

Council already utilises a SMS messaging service through an alternative company, for messages such as harvest ban notifications and road closures.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Provision will be made in the 2012/2013 Budget for payment of WALGA Annual Membership Subscriptions.

**Strategic Implications:** This issue is not dealt with in the Strategic Plan.

**Voting Requirements:** Simple Majority

**Council Resolution:** *120606*

*Moved Cr Sheridan, seconded Cr Sadler*

*“That Council makes provision in the 2012/2013 Budget for the following subscriptions to the Western Australian Local Government Association:-*

- Annual Association Membership Subscription;*
- The Complete Guide to the Local Government Act Update Service;*
- Local Laws Service;*
- Roman II Pavement Management Services;*
- Tax Service; and*
- Workplace Solutions Services.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

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**10.6 HOUSING AND LAND STRATEGY REVIEW**

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>UNDER SEPARATE COVER</b> <b>Draft Housing and Land Strategy</b>
<b>File Ref:</b>	<b>ADM0123</b>
<b>Author:</b>	<b>JA Stewart</b> <b>Manager Corporate Services</b>
<b>Date:</b>	<b>14 June 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review its Housing and Land Strategy (Strategy).

**Background:** Following the amalgamation of the Shires of Broomehill and Tambellup in 2008, the new Shire of Broomehill-Tambellup Council adopted (in April 2009) a Housing and Land Strategy combining and detailing housing and land stocks previously under the umbrella of the two separate Councils. As three years have passed, a review of the document has been performed.

**Comment:** Whilst the reviewed document follows the same format as the original Strategy, the author has made a few minor corrections and updated details to reflect changes that have occurred since the document's inception. Professional property valuations have also been added (as obtained from AVP Valuers in August 2011 and in preparation for Local Government Asset Management and integrated planning requirements). These valuations cover the majority of Council's housing and land stocks. Included within the document is a statement that the document will be reviewed on an annual basis to ensure the information contained therein remains relatively current and to assist Council's integrated planning processes. Councillors' attention is drawn to the strategies at the end of the document to ensure they reflect Council's vision for the future. For Council's comment/amendment and adoption.

**Consultation:** Mrs Joanne Trezona, Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

Officer Resolution: *“That Council adopts the June 2012 Housing and Land Strategy, as presented.”*

**Council Resolution:** *120607*

*Moved Cr Kempin, seconded Cr Crosby*

*“That Council adopts the June 2012 Housing and Land Strategy, as presented including the tabled 10 year Residential Housing Strategy.”*

**CARRIED 7/0**

**Reason For Change to**

**Recommendation:** To include the 10 year Residential Housing Strategy.



## 10.7 PROPOSED RELEASE OF LOTS FOR RESIDENTIAL PURPOSES IN BROOMEHILL TOWNSITE

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<b>Program:</b>	<b>Economic Services</b>	
<b>Attachment:</b>	<b>Copy of Map</b>	
<b>File Ref:</b>	<b>ADM0253</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to identify which Lots it would like progressed for release in the Broomehill Townsite.

**Background:** Council has been working for some time (years) to have additional lots released in the Broomehill townsite for residential purposes. Council has been working with State Land Services and identified 29 Lots that it considered were appropriate for release.

Initial comments to the Department of Regional Development and Lands (RDL) on the proposal from the Western Australian Planning Commission (WAPC) saw them oppose the proposal on the grounds of certain clauses in the Draft Country Sewerage Policy (CSP) – *please note that the CSP is always draft and has been since 2003 yet it is what the State Government uses in its decision making.* A challenge by Council saw WAPC reconsider and agree to the proposal subject to the following

- The Draft CSP requires that no individual proposal should exceed a maximum of 25 lots or dwellings. The current proposal to release 29 Lots does not meet this requirement
- Broomehill townsite is identified in Schedule 2 of the draft CSP as a town with public health and/or environmental constraints for onsite wastewater disposal

As such the WAPC have recommended that the Department of Health (DOH) be consulted in regards to whether the release of 29 Lots is acceptable in light of the policy requirements and to determine whether onsite wastewater disposal is achievable on all lots prior to their release for residential development.

RDL have written advising that the matter will be held pending until Council liaises with the Department of Health and advises which 25 Lots it would like to see progressed for release.

**Comment:** Council may be able to put forward a reasonable case to DOH to have all 29 Lots released, however initially it would seem that we may have to reduce the number by 4 Lots. Council will need to determine which 4 lots it is prepared to remove from the list.

The attached map shows all 29 Lots proposed for release which are identified by a red cross. It is recommended that at this time Council consider removing Lots 562-565 at the western end of Ivy Street, from its application.

For Council discussion and decision.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *120608*

*Moved Cr Turner, seconded Cr Kempin*

*“That Council agrees to remove Lots 562, 563, 564 and 565 Ivy Street Broomehill from its application to have unallocated crown land released in the Broomehill townsite thus reducing the total number of Lots to be released at this time to 25.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

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## 10.8 PROPOSED SUBDIVISION GUIDE PLAN – LOT 301 TIE LINE ROAD, BROOMEHILL

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**Program:** Planning  
**Attachment:** Subdivision Guide Plan  
**File Ref:** S136706  
**Author:** Gray & Lewis Landuse Planners  
**Date:** 28 May 2012  
**Disclosure of Interest:** Gray & Lewis receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.65 of *Local Government Act 1995*

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**Summary:** Council is to consider a Subdivision Guide Plan lodged for Lot 301 Tie Line Road, Broomehill.

This report recommends that Council adopt the Subdivision Guide Plan for the purpose of conducting public advertising.

**Background:** Amendment 4 to the Shire of Broomehill Town Planning Scheme No 1 ('the Scheme') was pursued in 2009 to change the Scheme provisions applicable to Lot 301 Tie Line Road, Broomehill to remove the limitation on the number of lots that can be created, maintain a permissible minimum lot size of 1 hectare and require all lots to be connected to reticulated water.

Amendment 4 was gazetted on the 24 February 2012.

A Subdivision Guide Plan (SGP) for Lot 301 was advertised concurrently to Amendment 4, and was adopted for final approval by the Shire in December 2009 (refer Item 10.18 OMC 17/12/2009).

The existing approved SGP proposed:

- 32 lots ranging from 1 hectare to 2.3 hectares
- An internal loop road connecting from Garrity Road
- No access to Tie Line Road
- A strategic fire break on proposed Lot 32 for emergency fire access;
- Strategic revegetation areas along lot boundaries.

**Comment:** The applicant has advised that the previous 32 lot SGP has been reviewed due to an unresponsive market and relatively high development costs.

A new Subdivision Guide Plan has been lodged for Council consideration. The new SGP proposes 15 lots with sizes ranging from 2 hectares to 3.51 hectares.

The Scheme lists specific criteria for Lot 301 including a requirement that '*Subdivision shall be generally in accordance with the Subdivision Guide plan adopted by the local government and endorsed by the Chief Executive Officer*'.

The applicant has advised the new design is more efficient and that all scheme requirements are still complied with.

The revised design has significantly less road construction than the previously adopted SGP, so likely represents reasonably significant cost savings.

Gray & Lewis has no objections to the new design. The original 32 lot plan would have maximised use of reticulated water however the viability of the subdivision is for the developer to consider.

All of the new lots under the revised SGP will still be required to connect to reticulated water as stipulated in Condition 12 in schedule 2 of the Scheme which states ‘*Scheme water to be connected to all lots*’.

**Consultation:** The Scheme does not stipulate a formal process for SGP’s however it is recommended the proposal be advertised for 21 days.

**Statutory Environment:** The land is zoned ‘Rural Residential’ and subject to requirements outlined in Schedule 2 of the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’).

**Policy Implications:** N/A

**Financial Implications:** The Shire pays planning fees to Gray & Lewis. In the longer term Council would receive rates for future lots.

**Strategic Implications:** N/A

**Voting Requirements:** Simple Majority

**Council Resolution:** *120609*

*Moved Cr Thompson, seconded Cr Sheridan*

*“That Council;*

- 1. Adopt the new Subdivision Guide Plan for Lot 301 Tie Line Road Broomehill received on the 15 May 2012 for the purpose of conducting public consultation.*
- 2. Advertise the Subdivision Guide Plan for 21 days by writing to nearby and adjacent landowners, and relevant service authorities and government agencies.*
- 3. Refer a future report item to Council to consider final adoption of the Subdivision Guide Plan.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

## 10.9 PROPOSED SERVICE STATION (BOWSERS AND UNDERGROUND FUEL TANK) ON LOT 15 (No 28) NORRISH STREET, TAMBELLUP

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<b>Program:</b>	<b>Planning</b>
<b>Attachment:</b>	<b>Site Plans</b>
<b>File Ref:</b>	<b>A248</b>
<b>Author:</b>	<b>Gray &amp; Lewis                      Landuse Planners</b>
<b>Date:</b>	<b>5 June 2012, Modified 20 June 2012</b>
<b>Disclosure of Interest:</b>	<b>Gray &amp; Lewis receive planning fees for advice to the Shire and therefore declare a Financial Interest – Section 5.65 of <i>Local Government Act 1995</i></b>

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**Summary:** Council is to consider an application for a ‘service station’ on Lot 15 (No. 28) Norrish Street, Tambellup.

This report recommends that the ‘service station’ be conditionally approved.

**Background:** The property is zoned ‘Town Centre’ under the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’).

**Comment:** Site Description

The subject lot contains an existing building with retail use. There is an existing crossover into the property and a hardstand accessway / carparking area immediately south of the existing building.

Description of application

The applicant has submitted plans for the installation of bowsers and an underground fuel tank.

Scheme requirements

The Scheme contains a landuse definition for ‘service station’ which means *‘land and buildings used for the supply of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs and mechanical repairs and may include a cafeteria, restaurant or shop incidental to the primary use; but does not include transport depot, panel beating, spray painting, major repair to motor vehicles, or wrecking of vehicles.’*

The development does not propose the extent of the uses permissible as part of a service station, however is supplying petroleum products which reasonably falls under this landuse definition.

The only other relevant landuse definition is a ‘fuel depot’ however it does not accurately fit the proposal, as it specifically allows for *‘the storage and sale in bulk of solid, liquid, or gaseous fuel, but does not include a service station and specifically excludes the sale by retail into the final users vehicle of such fuel from the premises’*.

A 'service station' is an 'SA' use in the Town Centre zone which means *'that the use is not permitted unless the Council has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 8.3.1.'*

Clause 8.3.1 requires advertising of the application for 21 days by means of one or more of the following;

- (a) advising owners and occupiers of land likely to be affected in writing; and / or
- (b) notice in a local newspaper circulating in the area; and /or
- (c) a sign to be erected on the property.

### Consultation

The application has been advertised for 21 days in accordance with Clause 8.3.1 of the Scheme. Letters were sent to nearby and surrounding landowners, and advertising closed on the 20 June 2012.

At the time of writing this report, one submission had been received from the Water Corporation.

The Water Corporation has advised they have no objection to the proposal. The development is adjacent to their Tambellup waste pump station which has a 10 metre buffer for noise and odour. The Water Corporation considers the proposed hazardous fuel buffer is compatible with the Corporations. The Water Corporation did recommend that their buffer be reflected on the development plan, however Gray & Lewis considers the issue can be dealt with through footnote advice to the applicant.

### Truck Movements

Petrol tanker trucks will need to attend the site to deliver fuel for storage in the underground tank. The applicants' site plan shows indicative truck movements.

There appears to be sufficient areas to the rear of the lot for a petrol tanker truck to turn around, although it may take several manoeuvres.

Any development should be self sufficient and be able to accommodate truck movements on site without relying on adjacent land, unless there is a formal agreement, access easement or reciprocal rights agreement registered on the Certificate of Title of the 'burdened' and 'benefited' lot.

Gray & Lewis is concerned that the site plan seems to indicate a heavy vehicle exit through rear gates to a 'neighbouring laneway' which is actually crown land identified as Reserve 13868.

The responsible agency for the reserve is the Department of Planning. Landgate indicates there are two management orders for the reserve – one to the Shire for use as 'parking' and one for the Water Corporation for 'sewerage'.

Gray & Lewis would recommend that conditions be placed on the development to ensure truck movements are accommodated on the development lot, and do not rely on adjacent reserved land.

If Council is favourable towards allowing truck movements and access for petrol tanker trucks on Reserve 13868 (which is not recommended by Gray & Lewis), then as a minimum it is recommended that:

- (i) The Shire check the details of the management order and liaise with the Department of Regional Development and Lands and/ or State Land Services to ensure that allowing truck access is permissible under the management order.
- (ii) The Shire liaise with the Water Corporation to ensure that the truck access will not impact on their management order or infrastructure.
- (iii) The Shire liaise with its insurers to ensure liability is covered in the event that any accident occurs with the petrol tanker truck on the reserve. It is unlikely the crown would accept liability in the event of an accident as there is a management order to the Shire.

If the Shire seeks to develop Reserve 13868 for parking in the future to service the Town Centre, the long term development and use of the reserve may be prejudiced by permitting truck access. Generally, it is desirable to separate cars and trucks in carparking areas, due to potential for conflict, safety issues and different manoeuvrability requirements.

#### Parking

There are parking bays at the proposed bowzers to service customers attending the site. There is also a 13.5 metre setback between the bowser and the front property boundary. Within the 13.5 metres there is some room for stacking of approximately 2 cars waiting to use the bowzers.

#### Recommendation

Gray & Lewis consider that the application can be supported subject to conditions.

**Consultation:** The application is being advertised for 21 days as required by the Scheme, and formal advertising closes on 20 June 2012.

Gray & Lewis has not consulted with RDL, State Land Services, or the Water Corporation in regards to adjacent Reserve 13868.

#### **Statutory**

**Environment:** Shire of Tambellup Town Planning Scheme No 2 - the main Scheme requirements are explained in this report.

**Policy Implications:** Not applicable.



**Financial**

**Implications:** As discussed in this report, there may be liability / financial implications if the Shire permits petrol tanker truck access to Reserve 13868, in the event of an accident or any spillage.

**Strategic**

**Implications:** The use of any portion of Reserve 13868 for petrol tanker truck movements associated with development on Lot 15 has potential to impact on long term development options for Reserve 13868.

**Voting Requirements:** Simple Majority

**Council Resolution:** *120610*

*Moved Cr Thompson, seconded Cr Sadler*

*“That Council:*

- 1. Approve the application lodged by R & J Meade for a service station (underground fuel tank and two bowsers) on Lot 15 Norrish Street, Tambellup subject to the following conditions:*
  - (i) All tanker truck ingress and egress shall be via the existing crossover on Norrish Street and all truck movements shall be fully contained within the boundaries of Lot 15, being the development site.*
  - (ii) The applicant to make sufficient provision for all tanker trucks to be able to ingress and egress the lot in forward gear.*
  - (iii) Prior to the issue of a building licence, the applicant to lodge an amended truck movement plan for separate written approval of the Shire Chief Executive Officer that demonstrates compliance with Conditions (i) and (ii) above.  
All vehicle parking, manoeuvring and circulation areas shall be designed, constructed, sealed and drained to the satisfaction of the Shire’s Chief Executive Officer.*
  - (iv) All access ways, parking areas and hard stand areas shall be maintained to the satisfaction of the Shire’s Chief Executive Officer. If not so maintained, the Shire may require by notice, in writing that the area be brought up to a satisfactory standard within a specified period of time and the notice shall be complied with within that period. Without limitation, the notice may require that car bays be reline marked, pot holes be repaired, damaged kerbs be replaced and degraded access or parking areas be resurfaced generally to the Shire’s specification.*
  - (v) The existing crossover to Norrish Street shall be upgraded and resurfaced to the satisfaction of the Shire’s Chief Executive Officer.*
- 2. That the applicant be advised via advice notes on the planning approval that:*
  - (a) A planning consent is not an approval to commence any works. A building licence must be obtained for all works.*
  - (b) Please be advised that there is no legal access or*

*laneway located to the south of Lot 15; therefore, it is essential that all truck movements be accommodated within the property boundaries. The land to the south is crown land known as Reserve 13868. Trucks and commercial vehicles attending Lot 15 have no legal right or access to adjacent Reserve 13868.*

- (c) *Please be advised that the development is adjacent to a Water Corporation pump station (no 1) which has a 10 metre noise and odour buffer. The Water Corporation has raised no objection to the development, however the Shire seeks to ensure that you are advised of their buffer.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

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**10.10 STRUCTURAL ASSESSMENT REPORTS – BROOMEHILL MUSEUM AND BROOMEHILL RECREATION COMPLEX**


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**Program:** Building  
**Attachment:** Structural Report on Broomehill Recreation Complex  
 Structural Report on Broomehill Museum  
**File Ref:** ADM0267/ADM0325  
**Author:** JA Stewart Manager Corporate Services  
**Date:** 14 June 2012  
**Disclosure of Interest:** Nil

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**Summary:** Council, at its April 2012 Ordinary Meeting and through the proposed 2012-13 Building Maintenance Programme, resolved to obtain structural assessments on the Broomehill Recreation Complex and the Broomehill Museum.

**Background:** Council's Building, Planning and Economic Services Committee, during its annual building inspection in March 2012, examined these two buildings and identified various maintenance issues. Due to suspected structural issues, Council then determined to delay already identified maintenance pending the outcome of a professional structural assessment being conducted.

**Comment:** Mr Dan Turner BE (Civil) RPEQ was engaged to conduct the structural assessments and provide written reports to Council. Council is referred to the attached Reports for a detailed account of Mr Turner's findings including: summaries, observations, and suggested remedial actions along with photographs and comments to support the findings.

**Consultation:** Mr Dan Turner BE (Civil) RPEQ  
 Mr Russell Kemp – building contractor

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Contractor costings, in accordance with the Engineer's recommendations, have been estimated at \$10,000 for each building (for 2012-13). Previously planned maintenance for the Broomehill Museum is recommended for 2013-14 in line with the Engineer's suggestion that the building be allowed to 'settle' before further maintenance is undertaken.

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:**     **120611**

*Moved Cr Turner, seconded Cr Sheridan*

*“That Council receives the Structural Reports on the Broomehill Recreation Complex and Broomehill Museum, as presented, and allows for the recommended works to be included in Council’s 2012-13 budget considerations.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

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**10.11 RESERVE 10431, 10285, 17230, AND 8163 BROOMEHILL**

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<b>Program:</b>	<b>Community Amenities</b>
<b>Attachment:</b>	<b>Copy of map</b>
<b>File Ref:</b>	<b>Res10431, Res10285, Res17230, Res8163</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>12 June 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to endorse a proposal to rationalise the above reserves to better reflect their current uses.

**Background:** Council is in the process of establishing a Waste Transfer Station at the Broomehill refuse site. The new transfer station is one of the first steps towards handling waste in a more efficient, effective and environmentally responsible manner.

To do this it was necessary as a first step, to fence the area to be utilised. This then highlighted the fact that a number of different boundaries were being crossed.

The CEO met with Mr Ken McCrackan of Regional Development and Lands (RDL) State Land Services to discuss the matter and look for a solution. RDL has advised that to formalise the existing refuse site and future waste transfer station it proposed to address the land assembly process in 2 stages.

**Stage 1:**

At present Reserve 10431 is held for the purpose of “Motor Cross Track” with the Management Order held by the Shire of Broomehill-Tambellup. It is proposed by RDL to excise the affected portion of Reserve 10431 (shown bordered orange on the attached plan) and amalgamate this area into adjoining Reserve 10285. Reserve 10285 is for the purpose of “Sanitary Depot” with a Management Order issued to the Shire. Additionally the Management Order will have the purpose of Reserve 10285 amended to “Refuse Site and Transfer Station”.

**Stage 2:**

Reserve 8163 has been set apart for the purpose of “Common” and is unmanaged. Reserve 17230 is for the purpose of “Quarry Gravel” and is also unmanaged. Accordingly both reserves will be subject to the “future act” provision of the *Native Title Act 1993* (NTA). It is proposed to include all of Reserve 8163 (bordered green on the attached plan) and a portion of Reserve 17230 (bordered pink) into reserve 10285.

The portion of Reserve 17230 shown bordered yellow will be included into Reserve 10431.

**Comment:** To proceed with this matter RDL seeks the Shires agreement to the proposed stage 1 and 2 process. Also pertaining to Reserve 8163 and 17230 the required “Taking” process of the *Native Title Act 1993*, RDL also require the Shire to indemnify the Minister for Lands against any associated claims or costs.

For Council discussion.

**Consultation:** Ken McCrackan – RDL

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** It seems appropriate that some of the financial costs associated with the process can be included with the costs for the Broomehill Transfer Station while provision can be made in the 2012-2013 budget to cover the balance of any costs that may arise.

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *120612*

*Moved Cr Turner, Cr Sadler*

*“That Council endorses the following staged processes for the rationalisation of Reserves 10431, 10285, 17230 and 8163*

*Stage 1:*

*It is proposed by Regional Development and Lands to excise the affected portion of Reserve 10431 (shown bordered orange on the attached plan) and amalgamate this area into adjoining Reserve 10285. Additionally the Management Order will have the purpose of Reserve 10285 amended to “Refuse Site and Transfer Station”*

*Stage 2:*

*It is proposed to include all of Reserve 8163 (bordered green on the attached plan) and a portion of Reserve 17230 (bordered pink) into reserve 10285. The portion of Reserve 17230 shown bordered yellow will be included into Reserve 10431.*

*Further Council indemnifies the Minister for Lands against any associated claims or costs.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

10.12	TAMBELLUP ACCOMMODATION	INDEPENDENT	LIVING	SENIORS
<b>Program:</b>	<b>Education and Welfare</b>			
<b>Attachment:</b>	<b>Report into Management Structure options</b>			
<b>File Ref:</b>	<b>ADM0399</b>			
<b>Author:</b>	<b>PA Hull</b>	<b>Community Services Officer</b>		
	<b>K Boyle</b>	<b>Project Officer</b>		
<b>Date:</b>	<b>15 June 2012</b>			
<b>Disclosure of Interest:</b>	<b>Nil</b>			

**Summary:** Council to consider the proposed management structure for the Tambellup Independent Lining Seniors Accommodation (TILSA).

**Background:** With all funding for the TILSA project secured, the drafting of tender specifications has now commenced. Alongside this, Council is now required to consider the options for the future management of the facility.

A report is attached outlining the three most appropriate options, with the pros and cons for each.

**Comment:** We are fortunate in that a number of surrounding communities have established aged accommodation facilities which are managed through a variety of arrangements. This has enabled staff to consult widely to determine the arrangement that best fits the TILSA model and the intent of the project.

Councillors will recall at the May meeting that the Tambellup Senior Citizens Unit Management Committee has requested that Council consider taking over the management of the existing units in conjunction with the new units. Whilst a decision from Council has not been made pending a meeting with the committee, the future direction of the existing committee should be considered in forming a decision on the management of the new units.

Notwithstanding the above matter, it is recommended that Council forms a committee of Council for the management of TILSA in the first instance, with the committee comprising Councillors and community members with appropriate skills and knowledge to provide direction for the facility. If this recommendation is taken it would be appropriate for administrative and financial services for the facility to be provided by Council staff. The backing of Council will ensure that the decisions made in managing the facility into the future reflect the needs and wishes of the community, whilst providing the flexibility required to retain a valuable sector of our population within the community.

For Council decision.

- Consultation:** Shire of Kojonup  
Shire of Katanning  
Darwinnia Cottages  
Plantagenet Village Homes (Inc.)  
Gnowangerup Homes for the Aged  
Department of Housing  
Department of Consumer and Employment Protection
- Statutory Environment:** The Local Government Act 1995 (s5.8) provides for the establishment of committees. An absolute majority is required to establish a new committee.
- Policy Implications:** Nil
- Financial Implications:** Provision will be made annually for the operational and administrative expenses relating to the management of TILSA. It should be noted it is expected that rental income from the units will cover operational and administrative expenses.
- Strategic Implications:** Strategic Objective 2 of Councils Strategic Directions ‘A Plan for the Future’ includes aged care facilities as a priority.
- Voting Requirements:** Absolute majority
- Officer Resolution:** *“That Councils preferred management structure for the Tambellup Independently Living Seniors Accommodation is to establish a committee of Council, and further, subject to the outcome of the meeting with the Senior Citizens Unit Management Committee, that a report be presented to Council for the establishment of the committee and its roles and responsibilities.”*
- Council Resolution:** **120613**
- Moved Cr Sadler, seconded Cr Turner*
- “That Councils preferred management structure for the Tambellup Independently Living Seniors Accommodation is to establish an incorporated association, and further, subject to the outcome of the meeting with the Senior Citizens Unit Management Committee, that a report be presented to Council for the establishment of an incorporated association and its roles and responsibilities.”*
- CARRIED 7/0**  
**By Absolute Majority**
- Reason For Change to Recommendation:**





**Council Resolution:**     **120614**

*Moved Cr Turner, seconded Cr Sadler*

*“That Council endorses the Brief and Design Guidelines – Transportable/Insitu Construction for the Tambellup Independent Living Seniors Accommodation project.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

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**10.14 ASSISTANCE TO ATTRACT AND RETAIN DOCTORS IN THE LOCAL AREA**


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<b>Program:</b>	<b>Health</b>	
<b>Attachment:</b>	<b>Copy of patient numbers as per postcode Info sheets on SIHI</b>	
<b>File Ref:</b>	<b>ADM0386</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>15 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** A request has been received from Dr Nicholas du Preez seeking Council assistance with the attraction and retention of medical doctors in the Katanning area.

**Background:** Dr du Preez has written expressing his concern at the lack of qualified medical doctors in Western Australia and according to the 'Australian Doctor' magazine WA is presently experiencing a shortage of over 100 qualified doctors. He highlights that the attraction of doctors is the most pressing issue closely followed by the subsequent retention of them in the district.

Dr du Preez goes on to say that he has written to the Shire of Katanning seeking their assistance in attracting new medical doctors to Katanning. He requested that Katanning Shire consider offering financial and accommodation/housing support and incentives to help his practice, St Luke's Family Practice, in its quest to bring new doctors to the town of Katanning.

Dr du Preez's letter advises that the Katanning Shire has considered his request and agreed to assist in creating a suitably attractive package. He also states that the Shire of Katanning has requested that he contacts all the Shires in the patient catchment area to seek similar assistance.

**Comment:** It is difficult to know where to start with this request. A number of things have floated to the surface and are listed below in no particular order.

- As Councils does not have a resident doctor in the Shire it has not traditionally been involved in the attraction and retention of medical doctors – it has not been one of our core businesses
- The residents of the Shire access medical services not only from the practice in Katanning but the doctors in Kojonup, Gnowangerup, Mt Barker and Albany
- Are we setting a precedent and will we be expected to provide similar assistance to these practices as well
- There is no reference to exactly how much incentive Dr du Preez is looking for and what we can expect to receive in return if we agree to provide some assistance
- One of the major initiatives of the Southern Inland Health Initiative (SIHI) is the provision of more GP's to rural areas
- If SIHI is struggling to attract medical doctors, will a private practice be any better
- St Luke's Family Practice is a private business venture – should

we be assisting all businesses in our Shire – where do you draw the line

- Katanning is a designated SuperTown and is planning for a considerable population increase in the near future. What if another practice starts in Katanning – would there be an expectation that we support that as well
- Some may construe this as cost shifting – Health has always been a role of State and Federal governments
- The GP now servicing the Tambellup Nursing Post is from a different practice in another Shire
- Anecdotal evidence indicates that St Luke’s Family Practice is for sale – will our contribution only enhance the sale of the business
- Further investigation would need to be undertaken on the patient numbers that have been provided

### Consultation:

Carl Beck, Acting CEO, Shire of Katanning – who advises that Katanning Shire have not agreed to assist in the creation of a suitably attractive package.

Health Department website where the following was taken:

#### **Southern Inland Health Initiative**

Nearly twelve months ago the State Government announced the formation of the Southern Inland Health Initiative (SIHI) with attached funding of \$565 million to reform and improve access to health care for all residents of the Southern Inland area of Western Australia.

The funding roll out started from July 2011, and included:

- \$240 million investment in health workforce and services over four years
- \$325 million in capital works over five years

The Southern Inland Health Initiative is touted as the centrepiece of the State Government’s spending on Health in 2011–2012 and is funded under the Royalties for Regions program.

One of the key initiatives is to

- *put private GPs back into country towns, supported by visiting specialists and health practitioners backed up by "e-technology" such as telehealth*

A further quote taken from the Department of Health website states that

*“Providing sustainable private general practice is the cornerstone of this initiative. GPs in the country provide care in their surgeries, emergency care and inpatient care in hospitals. The State will work with the Commonwealth to support a new medical model in these district centres.*

*The package will fund the equivalent work value of 44 extra doctors to secure emergency department services and GP services across eight districts.”*

**Statutory**

**Environment:** Nil

**Policy Implications:** Nil

**Financial**

**Implications:** Provision would have to be made in the coming 2012-2013 budget.

**Strategic**

**Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *120615*

*Moved Cr Sheridan, seconded Cr Kempin*

*“That Council having considered the request from Dr Nicholas du Preez, advises him that while Council acknowledges that the attraction and retention of medical doctors to rural regions is vitally important, it is not a business of this local government and the Council has declined his request for assistance.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**



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**10.16 BROOMEHILL RECREATION COMPLEX COMMITTEE –  
GROUNDSMAN AGREEMENT**


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**Program:** Recreation and Culture  
**Attachment:** Copy of draft agreement  
**File Ref:** CLAF, ADM0267  
**Author:** JM Trezona Chief Executive Officer  
**Date:** 13 June 2012  
**Disclosure of Interest:** Nil

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**Summary:** A review of the Groundsman Agreement between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex Inc (BRC) has been completed.

**Background:** The former Shire of Broomehill had entered into an agreement with the BRC in 2004 on the matter of employing a groundsman for the recreation complex. The agreement has been reviewed a couple of times since on an ad hoc basis.

Council wrote to the BRC in July 2011 advising that it would be undertaking a review and asked for any input or comment. No response has been received.

**Comment:** The agreement is simple and outlines the responsibility of each of the parties. There has been no change proposed to the percentage amount that BRC will reimburse Council. It remains at 35%.

A copy of the agreement has been included for Councillor consideration. It may be appropriate to amend the review period to biennial.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Contribution by BRC helps to offset the cost of employing the groundsman.

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:**     **120617**

*Moved Cr Turner, seconded Cr Sheridan*

*“That Council adopts the agreement between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex Inc for a groundsman as reviewed including the amended review period to biennial.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**



**10.17 TENDER 1 OF 2011-2012 RFT013\_12**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0078, PTT19</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider the tenders received for the outright sale of its Isuzu Gigamax truck TA092.

**Background:** Council utilised the services of WALGA Purchasing Service who managed the process for the disposal of the Isuzu Gigamax truck TA092.

Tenders closed on 16 May 2012 and at the close of tenders three offers had been received.

<b>Tenderer</b>	<b>Price</b>	<b>GST</b>	<b>Price including GST</b>
Westcoast Profilers Pty Ltd	\$70,000.00	\$7,000.00	\$77,000.00
PVT Sales Pty Ltd	\$92,272.72	\$9,227.29	\$101,500.00
W & P Truck Sales	\$73,010.00	\$7,301.00	\$80,311.00

In determining the successful tender the Qualitative Criteria was

- Price – 100% of the weighting

**Comment:** It is recommended that Council accepts the tender from PVT Sales Pty Ltd for \$92,272.72 ex GST.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Councils 2011-2012 budget has made allowance of a sale price of \$70,000 ex GST.

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:**     **120618**

*Moved Cr Thompson, seconded Cr Crosby*

*“That Council accepts the tender offer of \$101,500.00 inc GST from PVT Sales Pty Ltd for the outright sale of the Isuzu Gigamax truck TA 092.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**

**12.1 PLANT REPORT FOR MAY 2012**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 14 June 2012  
**Disclosure of Interest:** Nil

Reg No.	Description	Kms/Hrs	Year of Manufacture	Year of Purchase	Changeover	Comments
BH000	Nissan Murano	1036	2011	2011		OK
BH00	Ford Ranger Dual Cab	14658	2011			OK
BH002	ISUZU 6 Wheel Tipper	89010	2008	2008	7 yrs / 250,000 km	OK
BH003	ISUZU NPR300 Crew Cab Truck	58554	2009		5 yrs / 200,000 km	OK
BH004	CAT 12M	2270	2009	2009		OK
BH005	Cat Multi-Tyre	726	2011	2011	8 yrs / 8,000 hrs	OK
BH006	Volvo G710B	6472	2004	2004	8 yrs / 8,000 hrs	OK
BH007	Toro 360 Mower	156	2011	2011	5 yrs / 5,000 hrs	150 hrs service done, blades changed at 144 hrs
BH008	VOLVO L70D Loader	6745	2001	2001	8 yrs / 8,000 hrs	OK
BH009	Toyota Hilux	25085	2009			OK
BH010	6x4 Fuel Trailer		1981	1981		OK
BH012	Isuzu Fire Truck	7241	1995	2004		OK
BH013	John Deere 315SG Backhoe	2871	2003	2003	10 yrs / 8,000 hrs	On hire to Katanning Shire Council

**RECEIVED**

0TA	Holden Caprice		2011	2012		OK
TA052	Toyota Hilux 4x4	33744	2009	2009	2yrs	OK
TA001	Ford Ranger Dual Cab	24172	2011	2011	1 yr	OK
ITA	Toyota FJ	26786	2011	2011	1 yr / 40,000 km	OK
TA1880	Isuzu Gigamax Truck	86949	2008	2008	8 yrs / 250,000 km	Clutch problems
TA092	Iveco Strais AD500	1295	2012	2012	5 yrs / 250,000 km	At Allroads for repair
TA386	Mitsubishi Fuso Truck	82769	2007	2007	5 yrs / 250,000 km	OK
TA18	12H Grader	5754	2006	2006	7 yrs / 8,000 hrs	New fuel pump & No 2 & 4 injector change
BH014	Toyota Hilux	7910	2011		1 yr	OK
TA281	930G Loader	4188	2007	2007	8 yrs / 8,000 hrs	OK
TA392	Tractor Mower				5 yrs / 5,000 hrs	OK
TA417	John Deere Gator	300	2009		4 yrs	OK
BH001	CAT Vibe Roller	1139	2009			OK
TA017	ISUZU Tipper	83418	2009	2004	5 yrs / 200,000 km	OK
	Slasher				10 yrs	OK
XTR579	Road Broom				10 yrs	OK
TA06	Jet Patcher Isuzu	96056	2007	2010	8 yrs / 8,000 hrs	OK
IDCF 535	TORO 3500D	396	2009	2009		400 hrs service done
TA005	John Deere Tractor 6330	1087	2008	2008	10 yrs / 8,000 hrs	OK
ITIU 961	Papas Tandem Fuel Trailer		2008			OK
IDTA474	Isuzu Gigamax Truck	105888	2007	2007	5 yrs / 250,000 km	Ex TA092
ITMR361	Rockwheeler Side Tipper Trailer	135	2012	2012		OK

**RECEIVED**

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**12.2 WORKS AND MAINTENANCE REPORT FOR MAY 2012**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>13 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- No water has been pumped to the sporting complex to date this season.
- Gardeners cleaning up trees after storm damage and will continue over the next couple of weeks.
- Trees need to be lopped within the new subdivision. They are too close to the high voltage lines along Latham Street. The power lines were brought down by damaged trees.
- Under drainage needs to be installed on the downhill side of the subdivision so crossovers can be completed when blocks are sold.
- Ivy Street footpath almost complete. Still needs hand rails fitted over the culvert.
- Latham and Lavarock Street footpaths are complete. New footpaths were placed along the new subdivision.
- India Street footpath is currently under construction. Asphalt contractor will have to complete it next month.
- Some concrete kerbing repairs are required around town. Sections are broken and water will undermine the new footpaths.

**Tambellup**

- Gardeners are busy cleaning up around town after recent storms. This will continue over the next couple of weeks.
- Some private houses and their front fences have sustained damage from trees blowing over onto them from footpaths.
- Large tree on the footpath blew over near the Deli. Gum trees need removing and smaller species of trees planted. This will help maintenance of the footpath as well.
- New trees and shrubs have been ordered to fill in the gaps left by the ones blown over and removed.
- Gardeners tidied up the garden on the southern side of the hall and have replanted.
- New boom gates have been installed on the rail crossings in town.
- Recent rain has only changed dam slightly.
- Oval needs aerating as there are some hard pans forming. There are still patches where the grass is struggling to green after recent rain.

**Roads**

- Recent storms have blown a lot of trees onto the roads. Loaders will be busy for days opening up roads and pushing vegetation back to make the road trafficable.
- Currently have local loaders on hire to help open roads.
- The shire will require a loader to continue this work for months to come. Vegetation will need to be cleared back past the table drains so graders can work in the future.
- Gnowangerup Road widening is gravelled waiting for seal. This project won't be final trimmed and sealed until weather warms up which could be some months.

- Construction crew have finished re-sheeting the 2 km project on Toolbrunup Road. This project has had many challenges with drainage. The construction crew spent 2 weeks getting the drainage to fall enough to drain water to natural watercourses.
- Construction will be moving to Norrish Road and Tieline intersection when roads are open. This was going to be finished by the end of the financial year but now may run past that date with crews out cleaning up roads after storms.

### **Plant**

- Jetpacher has been working in Gnowangerup. It has a couple of weeks to go before it moves on to Cranbrook.
- New 8x4 Iveco truck has been sent back to Allroads Albany. While the truck was end tipping the body lurched to the left hand side. Sudden movement while the body was in the air has caused the subframe to twist 8mm at the back. This has put the truck and body out of alignment. It is not sure what has caused this but when the load was side tipped broken bolts were found. These bolts are out of the axle stoppers bolted to the chassis. These bolts breaking while the tipper was in the air may have caused the sudden movement to the left. Allroads and Iveco are investigating the problems.
- New vehicle has been ordered to replace the Supervisor of Works unit. This will be updated to a Holden LTZ (top of the line) crew cab. Changeover price was originally \$300 but they forgot to quote on canvas seat covers and tow bar. The changeover is now \$1500 which is still very good.
- After recent storms council needed to purchase 3 new chain saws in one transaction. These are normally spread out over time.

**RECEIVED**

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**12.3 BUILDING SURVEYORS REPORT FOR MAY 2012**

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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>BSR Report and Activity Statement</b>
<b>File Ref:</b>	<b>ADM0076</b>
<b>Author:</b>	<b>D Baxter</b> <b>Building Surveyor</b>
<b>Date:</b>	<b>1 June 2012</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of May 2012 that have been sent to all the relevant authorities that are required by legislation.

**Background:** These reports advise of the building approvals and the activity of the Building Surveyor for the month of May 2012.

**Comment:** These reports confirm the activity of the Building Surveyor.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Simple Majority

**Council Resolution:** *“No recommendation required – Councillor information only”*

**Reason For Change to Recommendation:**

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**12.4 BUILDING MAINTENANCE PROGRAM**

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**Program:** Various  
**Attachments:** Building Maintenance Program to 11 June 2012  
**File Ref:** Nil  
**Author:** JA Stewart                      Manager Corporate Services  
**Date:** 11 June 2012  
**Disclosure of Interest:** Nil

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**Summary:** Report on the Building Maintenance Program for 2011-12 to date.

**Background:**

**Comment:** The Building Maintenance Program is updated to 11 June 2012 and presented for Council's information, comment and discussion, if required.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Provision has been made in the 2011-12 budget or, if unbudgeted expenditure, by Council resolution since, to meet the building maintenance costs within the attached Report.

**Strategic Implications:** This issue is not dealt with in the Plan.

**Voting Requirements:** Nil

**Council Resolution:** *"No recommendation required - Councillor information only"*

**Reason For Change to Recommendation:**



## 12.5 QUARTERLY OCCUPATIONAL SAFETY AND HEALTH (OS&H) REPORT

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<b>Program:</b>	<b>Various</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>JA Stewart</b>	<b>Manager Corporate Services</b>
<b>Date:</b>	<b>11 June 2012</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Report on Occupational Safety and Health matters – for Council information, comment and/or discussion.

**Background:**

**Comment:** The following represents a summary of OS&H related matters either completed between March and June 2012 or currently being addressed:

- Tasks emanating from administration workplace inspections and associated administrative requirements:
  - 1) Dealing with Unreasonable/Irate Customers – policy has been adopted by Council;
  - 2) Ergonomic training/protocols are being progressed - with training planned;
  - 3) The removal of bollards at the rear of the Tambellup Administration building is progressing with the Dept of Agriculture and Food recently conducting piezometer readings ahead of possible approval for removal;
  - 4) A Pest and Vermin Procedure has been established and documented as per OS&H requirements;
  - 5) Emergency Drills were conducted late March in Tambellup and Broomehill Administration offices;
  - 6) An Asbestos Management Plan has been endorsed by Council;
  - 7) The new Depot OS&H Safety Representative has completed the required 5 day OS&H Safety Representative course;
  - 8) A Vehicle Emergency Procedure has been placed in all Shire vehicles;
  - 9) OS&H personnel attended a Regional OS&H meeting in Wagin in May covering topics including the new Dangerous Goods and Hazardous Substances Register, On line training availability and OS&H Harmonisation matters;
  - 10) OS&H asbestos inspections were completed with Council's OS&H Risk Management Coordinator and resulting maintenance items factored into the building maintenance draft budget for 2012-13;
  - 11) OS&H Business Continuity Plan (BCP) training has taken place with an LGIS representative - the process of forming a BCP has commenced; and
  - 12) Several other minor matters have been, or are being, attended to.

- The following represents a summary of upcoming OS&H matters either commenced or planned:
  - 1) OS&H Manager training – initial training has been completed; remainder to be completed end of June;
  - 2) 1<sup>st</sup> Aid training – Depot employees’ training scheduled for 24<sup>th</sup> and 25<sup>th</sup> July;
  - 3) Manual Handling and Dealing with Difficult People face to face training (LGIS) is in planning;
  - 4) Safety Based Preferred Supplier List to be formed based upon online safety course completion;
  - 5) Depot OS&H inspections to be undertaken during June;
  - 6) Two Depot staff are enrolled in an Electrical Tagging and Testing Course taking place on 22<sup>nd</sup> June;
  - 7) Two Depot staff are scheduled to attend an OS&H Refresher course in August; and
  - 8) 5 Year OS&H Plan is progressing.

The anticipated changes to OS&H legislation (OS&H law harmonisation across Australia) are still ‘on hold’, with nil conclusive updated advice available to date.

<b>Consultation:</b>	Nil
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	This issue has no financial implications for Council
<b>Strategic Implications:</b>	This issue is not dealt with in the Plan
<b>Voting Requirements:</b>	Nil
<b>Council Resolution:</b>	<i>“No recommendation required – Councillor information only”</i>
<b>Reason For Change to Recommendation:</b>	

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**12.6 LIBRARY REPORT – MAY 2012**

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**Program:** Recreation & Culture  
**Attachment:** Library Report – May 2012  
**File Ref:** ADM0097  
**Author:** S Reed Library Officer  
**Date:** 2 June 2012  
**Disclosure of Interest:** Nil

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**Summary:** Attached is a Library Report prepared by Siegrid Reed, Library Officer for Broomehill, outlining the activities of both Broomehill and Tambellup libraries within each town.

**Background:** This report outlines the activities of both Broomehill and Tambellup libraries for the month of May 2012.

**Comment:** For Council information.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** This issue has no financial implications for Council

**Strategic Implications:** This issue is not dealt with in the Plan

**Voting Requirements:** Nil

**Council Resolution:** *“No recommendation required - Councillor information only”*

**Reason For Change to Recommendation:**

## 12.7

## CLUB DEVELOPMENT OFFICER REPORT JUNE 2012



## OVERVIEW JUNE - 2012

CLUB DEVELOPMENT OFFICER  
SERVICING THE SHIRE OF BROOMEHILL-TAMBELLUP & SHIRE OF KOJONUP

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### SHIRE OF BROOMEHILL-TAMBELLUP

**Name of towns within the shire:**

- Broomehill
- Tambellup

**Name of Club and brief description of action to date:**

**Tambellup Golf Club** has requested assistance in sourcing funding to install synthetic t-boxes in their golf course. The Club has been advised of the DSR grant round that is currently open. I will be working with the Tambellup Golf Club to ensure they apply.

**Tambellup Hockey Club** Lighting Committee attended the Bright Ideas Lighting Solution Workshop held in Albany on Thursday 11 August 2011. The committee is currently liaising with a local lighting company for quotes and advice on their project. Once this has been established the Tambellup Hockey Club intends to apply for funding through the Department of Sport and Recreation and the Shire of Broomehill-Tambellup to replace/improve the current lighting at the Tambellup Sports Ground.

Tambellup Hockey Club had representatives attend the first aid course on offer held in Broomehill on Sunday 17<sup>th</sup> June 2012.

## **SHIRE OF KOJONUP**

Name of towns within the shire:

- Kojonup
- Muradup
- Jingalup
- Quaelup
- Boscabel

### **Name of Club and brief description of action to date:**

**Kojonup Netball Club** has collected quotes to replace/repair the current netball courts. The original plan was that the Kojonup Netball Club intend to apply for funding through the Department of Sport in 2012/13 round. However, in recent discussions with the Shire CEO it has been decided that the Shire will be involved in the process and perhaps approach this project in another way.

**Kojonup Squash Club** is currently liaising with the Shire of Kojonup on the best way to replace their courts.

**Kojonup Hockey Club** has decided to create a club website using the recourses from DSR. The CDO is assisting them in getting this up and running in time for the winter sporting season. - **ONGOING.**

Due to frequent questions from the Kojonup Hockey Club regarding liquor licensing, the CDO will revisit the demands on conducting a workshop.

Kojonup Hockey Club and various other clubs that were invited throughout the district attended a 'Hockey Road Show' held in Kojonup on Sunday 10 June 2012. This was conducted through the Woodhouse Sports Academy.

### **OTHER:**

**First Aid Training** was conducted through the Royal Life Saving Society (RLSS) on Sunday - June 17 2012 at the Broomehill Recreation Complex. The course was open to all sporting clubs within the Shire of Broomehill-Tambellup. A 50% discount was offered to all participants attending. A great turn out from the Broomehill and Tambellup sporting clubs made it a successful course.

**First Aid Training** is in the process of being arranged for the Shire of Kojonup sporting clubs. This training will be conducted through the St John Ambulance in Kojonup. This is due to RLSS being unable to attend Kojonup.

### **Coaches Club Event**

I and representatives from the Tambellup and Kojonup Netball Club attended a Coaches Club event organized through the Department of Sport and Recreation. Norma Plummer, Olympic Netball Coach, conducted a coaching demonstration on an under 15 team at the Albany Leisure Centre. We also attended the dinner and presentation that followed where Norma Plummer talked about the key things that have helped her coaching pathway and what good athletes must do to become great.

## Sport 4 All

### Kidsport

#### 1. THE SHIRE OF BROOMEHILL-TAMBELLUP

At the February 2012 Ordinary Council meeting, the Shire of Broomehill-Tambellup has agreed to administer the *Kidsport program*. Council has received correspondence through the Department of Sport accepting the application for funding. Funds have been received, therefore the program commenced immediately.

Personalized branded stationary and website downloadable application forms have been created which can be viewed on the Shire website. All 'hard copy' branded stationary has been received and is in use. A mail drop of the Kidsport Fact Sheets and Application forms has been sent.

#### 2. THE SHIRE OF KOJONUP

The Shire of Kojonup have decided to administer the *Kidsport program* and received correspondence through the Department of Sport accepting the application for funding. Funds have been received, therefore the program commenced immediately.

An induction session into the *Kidsport program* was conducted across both Shires for all sporting clubs and referral agents to attend over two evenings in April. These sessions were held at the local Community Resource Centers in Broomehill-Tambellup and Kojonup on 19 and 20 of March from 5:30pm to 6:30pm. Nearly all sporting clubs and referral agents across the two Shires attended the information sessions. Personalized branded stationary and website downloadable application forms have been created which can be viewed on the Shire website.

### PROFESSIONAL DEVELOPMENT

As a part of the Club Development Officer's grant agreement between the Department of Sport and Recreation and the Shire of Broomehill-Tambellup and Shire of Kojonup, it is mandatory that the CDO produces a completed Key Result Schedule. This must be completed and submitted to the Department of Sport and Recreation by the end of June 2012.

Please find attached a brief description of the project and its objectives.

**Proposed workshops**

The proposed workshop and seminar schedule for the current and next financial year is as follows:

<b>WORKSHOP:</b>	<b>DATE:</b>	<b>COMPLETED:</b>	<b>CONFIRMED:</b>	<b>RESCHEDULED:</b>	<b>TBA:</b>
<del>Grant Writing</del>	<del>31st January 2012</del>	<del>✓-</del>	<del>✓-</del>		
<del>Kidsport Induction</del>	<del>19 &amp; 20 March</del>	<del>✓-</del>	<del>✓-</del>		
How to Create Safe Environments for Children	March			✓	✓
<del>First Aid Training conducted by the Royal Life Saving Society</del>	<del>June 17-</del>	<del>✓-</del>	<del>✓-</del>		
First Aid Training conducted by the St John Ambulance Kojonup	July				✓
Responsible Service of Alcohol Course by GS TAFE	July				✓
Using Social Media & Website Development	August				✓
Corporate Governance	Sept				✓

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**

Nil

**14. DATE OF NEXT MEETING**

19 July 2012

**APPLICATION FOR LEAVE OF ABSENCE**

*120619*

*Moved Cr Kempin, seconded Cr Crosby*

*That Council approves a leave of absence from Council's Ordinary Meeting of Council on 19 July 2012 for Cr Scott Thompson.*

**CARRIED 7/0**

**15. CLOSURE**

There being no further business the President thanked Councillors and staff for their attendance and declared the meeting closed at 5.25pm.