



AGENDA

ORDINARY MEETING OF COUNCIL

**Wednesday, 27 June 2012
Commencing at 3pm**

**Council Chambers
28 Yougenup Road
GNOWANGERUP WA 6335**

COUNCIL'S VISION

Community and Council working together to improve the quality of life for all our people.

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 27 June 2012, in the Council Chambers, 28 Yougenup Road, Gnowangerup, commencing at 3.00pm.

.....
V Webster
A/CHIEF EXECUTIVE OFFICER

22 June 2012

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression it means that:

(a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and

(b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

Disclaimer:

"Warning - Verbal Information & Advice:

Given the inherent unreliability and uncertainty that surrounds verbal communication, the Shire strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Shire unless it is first confirmed in writing."

AGENDA

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ORDINARY COUNCIL MEETING AGENDA

- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**
- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4. PUBLIC QUESTION TIME**
- 5. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
- 7.1 ORDINARY MEETING OF COUNCIL HELD WEDNESDAY 18 APRIL 2012**

OFFICER RECOMMENDATION

That Council confirms the Minutes of an Ordinary Meeting of Council held Wednesday 23 MAY 2012

- 8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

9. MATTERS FOR INFORMATION

9.1 PLANT REPORTS

9.1.1 PLANT MAINTENANCE REPORT – JUNE 2012

Date of Report: 19 June 2012
Officer: K Tomlinson - Plant Mechanic

Attachments

- AMPRO Reports

9.2 WORKS AND MAINTENANCE REPORT

9.2.1 WORKS DEPARTMENT REPORT – MAY/JUNE 2012

Date of Report:

Officer: R Miniter – Works Supervisor

Attachments

- 2011/2012 Road Construction Program Spreadsheet

ONGOING WORKS

Leading up to the final stages of the annual budget for 2011- 2012 we are commencing private works @ the Borden water corp. Catchment along with the gravel sheeting of Magitup and Holden Rd ,these jobs will be prioritised due to gravel cartage distances.

Construction Grader GDR8 GN0015

Action

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ Magitup Rd ➤ Water Corp/Borden ➤ Holden Rd ➤ Magitup Rd ,Gravel sheet clay patches | <ul style="list-style-type: none"> Flood crossing entrances seal Clearing water catchment /Private works Gravel sheeting –RC57 Construction RC58 |
|---|--|

Borden Grader GDR7 GN005

Action

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ Nightwell Rd ➤ Toompup Sth ➤ Chillinup Rd ➤ Sandlewood Rd | <ul style="list-style-type: none"> Maintenance graded Maintenance grade Maintenance graded Maintenance graded |
|--|---|

Borden Grader will be continuing on with winter grading. Blowout fixing- gravel patching as damage occurs

Ongerup Grader GRD9 GN0021

Action

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ Toompup Rd ➤ Pinnacle Rd ➤ Pendallup crossing ➤ Magners ➤ Jones Rd | <ul style="list-style-type: none"> Maintenance graded Maintenance graded Maintenance graded Maintenance graded Maintenance graded |
|--|--|

Ongerup maintenance grader will take advantage of gravel carting while construction works are being carried out in the Ongerup area. With gravel truck when they are available. Blowout fixing- gravel patching as damage occurs

Gnowangerup Grader GRD8 GN0015

Action

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ Coromup Rd ➤ Old Ongerup ➤ Mindarabin Rd ➤ Jackitup Rd | <ul style="list-style-type: none"> Maintenance graded Maintenance graded Maintenance graded Maintenance graded |
|---|--|

Grader will be continuing on with winter grading

Maintenance – Drainage Crew

- Rubbish Tip Maintenance
- Road verge spraying various roads
- Culvert cleaning/ widening various roads.
- Drainage Crew will also be helping out with Borden Water Corp.

Drainage will also be helping out with construction works and will be installing and cleaning culverts.

Roads that are already sprayed:

Strathhaven Rd
Hinkley Rd
Black Rd
Old Ongerup Rd
Tambellup Rd
Kwobrup Rd
Gleeson Rd
Boxwood-Ongerup Rd

Sandalwood Rd
Tieline Rd
Nightwell Rd
Kwobrup Nth
Airport Rd
Borden-Bremer Rd
Ongerup-Pingrup Rd
New country Rd

Slashed Roads:

Highdenup Rd
Salt River Rd
Black Rd
Old Ongerup Rd
Borden Bremer Rd
Toompup Sth Rd

Spraying maintenance and slashing, of all roads will be recorded as works have been carried out as we know we have a lot of maintenance to be done in this area of works due to lack of maintenance staff.

9.2.2 **WORKS SUPERVISORS ANNUAL REPORT**

Date of Report: 20 July 2012
Officer: R Miniter – Works Supervisor

Attachments

- Works Supervisors Annual Report

9.3 BUILDING SURVEYORS REPORT

9.3.1 BUILDING SURVEYOR SERVICE REPORT – MAY 2012

Date of Report: 31 May 2012
Officer: D Baxter – Building Surveyor

Attachments

- Yearly Return of Building Permits

Date	Duties Carried Out	Time From	Time To	HRs	KMs
8.5.12	Attend Glass Seminar at the Trade Winds Hotel Fremantle on the new requirements for Glass in Public Buildings			2.00	60
10.5.12	Attend Local Government Seminar on the new Building Act presented by Geoffrey Owens for McLeod’s Solicitors			1.50	60
11.5.12	Shire Visit, Issue a Building Permit for 16 Hough’s St to complete a shed and found that Auspex Steel had installed a transportable office on their lot. I am starting proceeding to rectify the situation. Check on the projects in the rest of the Shire for compliance with approved plans	7:00	17:00	10.00	526
15.5.12	Do research on the blocks around the Auspex site for planning application	10:15	11:00	.75	
22.5.12	Start to write up report and illegal building order for Lot 21 Corbett St	13:00	13:30	.5	
23.5.12	Finalise letter for Auspex Stell Lot 21 Corbett St Gnowangerup	10:00	10:15	.25	
24.5.12	Finish off letter to Auspex Steel and drop off with photo’s for compliance. Talk to rate payers and check on project around town for compliance with the approved plans.	7:00	17:00	10	356
31.5.12	End of month reports	9:00	10:00	1	
	TOTALS FOR MAY 2012			26	1002

TOTALS

Hours 26 @ \$87.00 = \$2,262.00
 Kilometres 1002 @ \$0.93 = \$ 931.86
 GST \$319.39
TOTAL \$3,513.25

9.4 EMERGENCY MANAGEMENT

9.4.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES FROM MEETING HELD 13 JUNE 2012

Date of Report: 14 June 2012
Officer: Local Emergency Management Committee

Attachments

- Minutes from meeting held 13 June 2012

9.5 CLUB DEVELOPMENT OFFICER REPORT

9.5.1 CLUB DEVELOPMENT REPORT – JUNE 2012

Date of Report:

Officer: N Browning – Club Development Officer

Attachments

- Club Development Report June 2012

10 PLANT AND WORKS

10.1 RECEIVAL OF MINUTES FROM COMMITTEE MEETING HELD 20 JUNE 2012

Location: Shire of Gnowangerup, 28 Yougenup Rd, Gnowangerup
Proponent: Plant and Works Committee
File Ref:
Date of Report: 20 June 2012
Officer:
Disclosure of Interest:

Attachments

- Minutes from Plant and Works Committee Meeting held 20 June 2012

10.2 2012/2013 ROAD PROGRAM

Location: Shire of Gnowangerup
Proponent: Plant and Works Committee
File Ref:
Date of Report: 20 June 2012
Officer: JA Anning – Executive Manager Finance/R Minitier – Works Supervisor/P Kent Works Manager

Disclosure of Interest:
Attachments

Nil

Summary

Presented to the Committee are the notes from the 2012 road inspection, along with appropriate works costing and staff priority recommendations for inclusion in the 2012/2013 Draft Budget deliberations.

Background

Below are the minutes from the road inspection, taken by Council's consultant engineer, Paul Robertson.

2012 ROADS INSPECTION RECORD.

(Record of consensus in bold Red italics- to be confirmed by Council Resolution).

Monday May 14 – left Shire office @ 8.40am

Present:

Crs: K Stone, B Hinkley, K Pech, K House.

EMCS (Acting D/CEO) Vicki Webster, Works Manager (WM - Peter Kent), Engineer (PR Paul Robertson – Minutes), Works Supervisor (WS - Rob Minitier) – driving the bus, Beth Trezona

The Engineer requested to be advised of any road sites of safety concern that may be appropriate for a Black Spot 2013/14 grant fund application. Gnowangerup were not successful in receiving any Black spot grant for 2012/13.

Tieline Rd is to be 2/3rd funded by RRG in 2012/13 to reseal the 1.0km of seal WIDENINGS between the "Kwobrup Roads" (\$8,000 RRG : \$4,000 LA).

Consider recouping only 80% of Tieline seal grant funds from 2011/12, with 20% to be "rolled over" to complete any outstanding Tieline Rd works in 2012/13?

Borden-Bremer Bay Rd is to be 2/3rd funded by RRG in 2012/13 for some repairs, edges, and full width reseal 5.28-10.14km. (\$200,000 RRG : \$100,000 LA).

PR to submit reseal of 0.00 to 5.28km for 2013/14 or 14/15 to RRG.

1. Travelled from the Administration Office to inspect town streets resealed or requiring resealing: HOUSE St from Cecil to Hughes was inspected. WM indicated that minor drainage pooling correction was proposed to include a "bubble-up gully in Cecil St. ***PR indicated that a bubble-up gully would remain full most of the time and would need good sealing during construction to prevent the Cecil road failing around it. A better solution may be topick up the long length of pooling in House St with a small grated concrete "U" drain (driveway – type) set against the kerb in House St to outfall via a 150mm diam sewer grade PVC through the kerb onto the Cecil seal. To get ground cover depth, a screw top "T" access points would need to be installed next to the 2 kerbs (WM)***

2 SEARLE/CORBETT Sts north of Garnett Rd was inspected to see the reconstructed and resealed sections. The hotmix of the Searle St "turnouts" onto Yougenup Rd (M005) was inspected later - ***PR recommended to WS that the missed section may not be cracked and may be able to just receive an emulsion enrichment - WS to investigate.***

Cr Hinkley indicated that the section of Searle St in front of the service station needed some AC, too - WS to investigate.

3 Town open drainage The completed pre-cast concrete open drain section to McDonald/Cecil was inspected and was deemed a good job.
The proposal to reseal the Tambellup Road town section (Aylmore-Hughes-Glengary Sts) with 2/3 RRG grant submission for 13/14 was supported.

4 Left town via Kwobrup Rd and JACKITUP W/ Rds. *PR to request RRG 13/14 grant to repair flood crossing (100m x 4m) and four 25m long 4m wide patches on Kwobrup Rd. PR to prepare RSA on intersection with Broomehill Rd to raise eastern leg and pipe for better visibility and drainage, and request GIVE WAY sign and improve advance signing with road names.*
WS to program tree pruning of Kwobrup W during winter 2012.

5 Turned left into Tieline Rd. Inspected TIELINE Rd 4.25km section constructed and sealed in 2011/12, to complete the Tieline seal link from GS Hwy to the Albany-Lake Grace Rd. *An OPENING CEREMONY was suggested by CR Pech and supported by CR Stone.*
Windrow of swept aggregate was to be graded off the road shoulder edge to prevent scours and to shed surface water away from the gravel shoulder (WS).
Reseal full width of the 1km of Tieline between the "Kwobrup Rds" was recommended when the widenings were done with the reduced approved grant. WM to discuss with Jeni along with Tieline work below:
The pavement failures were to be complete on Tieline Rd with existing funds (WS,WM).
The Mindarabin floodcrossing was to be resealed as part of the Tieline turnouts (WS,WM)

6 Viewed MINDARABIN RD north of Old Ongerup Rd. The crest widening was appreciated *Culvert end walls were to be installed to prevent scour, and further gravel sheeting of the south end was to be done (WS,WM).*
Old Ongerup Rd required pruning during the 2012 winter program. (GRAVEL WORK?)
PR was requested to investigate and liaise with MRWA concerning a possible overtaking/acceleration lane on M005 from the Coromup Rd intersection.
Tieline East road condition was considered good except to maintenance sheet a low red clay section (WS).
PEERUP "closed" section was to be confirmed and signed or fenced off. (ECMS)

7 Headed south down Gleeson Road, noting the resealed flood-crossing and s-bends. *The gravel condition and the S-bends were considered acceptable and that there was little warrant to realign or seal these.* AC resurface of turnouts in 11/12 was successful.

8 Ongerup Pingrup Road. *It was discussed that Council should consider R2R funding for a program of shoulder widening with some recon sections as the edges of the old 5.6m seal were fretting and the road shoulders were narrow (~0.9m).*

9 Ongerup Townsite *It was agreed that it was timely to reseal VAUX St as the edges and turnouts were stripping, and that other Ongerup streets sealed in the early 90's would need reseal in future years.*

10 Holden Rd – lack of gravel sources were discussed for clay sections. *PR again suggested coarse sand/rubble mechanical stabilization, or trial chemical stabilizers? Gravel from Jerri shire sources should be researched. (WM/WS)*

11 Boxwood-Ongerup Rd. Inspected the 2011/12 "Black Spot" funded intersections works at Stewart and Holden Roads. These were well received.
The curve and the seal south of Pandalup Rd were recommended for reseal by WM due to inside of curve edge wear, and plucking?
Viewed the Cowalellup Road intersection. *CONSIDER ANY FUTURE R2R SEAL WORK ON BOXWOOD-ONGERUP?*
The previous CEO had indicated that Council Resolution currently supported the Boxwood-Ongerup Road for seal IF EXTENDED. Concurrent traffic counts were requested for the 2 gravel legs spaced at least 500m from the intersection to avoid some false readings. WS to organize.

12 Continued South, turn right at Oakdale Rd, right at Toompup Rd
TOOMPUP Sth Rd. *It was agreed that the next 2km section south of current 11/12 works should be programmed in 2012/13 to be widened and paved.*

13 Borden townsite –WM requested to submit an estimate of cost to extend the Magitup Rd seal to the Maileup Rd intersection to reduce maintenance, corrugations and improve safety. It was agreed that this section of road should be reconstructed and gravel paved first, at least.

14 Follow Magitup Rd, (WS was to gravel sheet “dark clayey patches” . Six Mile Rd to turn right at NORTH STIRLING Rd, left into Dejagers Rd, right into SALT RIVER Rd to view acceptable gravel conditions. NORTH STIRLING Rd - clay sections at western end. WM was requested to submit estimate of cost to patch gravel sheet and extend/clean culverts as required, for 12/13 budget consideration.

15 Old Ongerup Rd Cr Hinkley showed his request for a 1 km eastward extension of the existing seal. PR was requested to conduct a RSA and submit improvements to the intersection with M005 for black spot funding in 2013/14.

Returned to Gnowangerup Shire Office 4PM.

Paul G Robertson C P Eng “MINUTE TAKER”. 15 May 2011.

Comments

Staff have since costed the works and recommended a “priority” order in which the works will be included in the 2012/2013 draft budget.

Job Number (Prioritised)	Job Name	Works to be carried out	Estimated cost of works
1.	Boxwood Ongerup Rd 4km construct and seal	4km construct & seal	\$374,210.00
2.	North Stirlings Rd Gravel re sheet 2k	2km gravel re sheet	\$79,764.00
3.	Allardyce/Hughes/Glengarry St reseal	Reseal	\$47,619.00
4.	Boxwood Ongerup Rd 3km reseal 10mm	3km reseal 10mm	\$87,529.00
5.	Hams St reseal	Reseal	\$15,338.00
6.	Tie Line Rd edges between Kwobrup Rds	Reseal Intersections 1.2km @ 0.7m	\$10,734.00
7.	Borden Bremer Rd 5km Reseal	Reseal @ 6.2 – 7m	\$147,372.00
8.	Strathaven Rd reseal 10mm	reseal 10mm	\$44,811.00
9.	Magitup Rd construct and reseal	2km construct and reseal	\$84,781.00
10.	Salt River Rd 2.83k re sheet	2.83km gravel re sheet	\$83,324.00
11.	Toompup South Rd 3km re sheet	3km gravel re sheet	\$103,426.00
12.	McDonald St to Quinn St footpath	Length 180m width 1.5m depth 100mm	\$18,892.00
13.	Kwobrup Rd Floodway @ GNP creek	Reseal Length 175m width 8.1	\$43,816.00
14.	Tambellup Rd Road failure	Fixing failures 40m x 3.1m	\$12,413.00
15.	Tie Line Rd Failure 1	Fixing failures 4 x 100	\$11,488.00
16.	Tie Line Rd Failure 2	Fixing failures 4 x 100	\$12,163.00
17.	Vaux St reseal	reseal	\$12,372.00
18.	Nightwell Rd 2k re sheet	2k re sheet	\$73,806.00
19.	Boxwood Ongerup (Oakdale Rd) 1.5km gravel sheet	1.5km gravel sheet	\$45,331.00
20.	Cecil St House St bubble up drain	bubble up drain	\$4,676.00

21.	Old Ongerup Rd 1km seal	1km seal	\$99,035.00
22.	Mindarabin intersection seal to floodway	seal to floodway	\$11,742.00
23.	Boxwood Ongerup Rd widening 1.5m	widening 1.5m	\$42,261.00
24.	Tie Line Rd 1k + Intersection reseal	Reseal intersection and 1km	\$34,937.00
25.	Jerramungup Strathaven footpath	Length 245m width 1.5m depth 100mm	\$21,069.00
TOTAL WORKS COST			\$1,522,909.00

This table does not include those works budgeted in 2011/2012 and not completed, these works will be automatically carried forward to the 2012/2013 draft budget.

At this point it is helpful for staff to gauge from Council their view on the priority of these jobs as it will determine which jobs are included in the draft budget for Council's deliberation on 4 July 2012. However, at this point no final decisions will be made, and Council will have opportunity to review the program, in the overall context of the budget again in early July.

Officers Recommendation

For the purposes of draft budget only Council prioritise the 2012/2013 nominated road projects as follows –

Job Number (Prioritised)	Job Name	Works to be carried out	Estimated cost of works
1.	Boxwood Ongerup Rd 4km construct and seal	4km construct and seal	\$374,210.00
2.	North Stirlings Rd Gravel re sheet 2k	2km gravel re sheet	\$79,764.00
3.	Alladyce/Hughes/Glengarry St reseal	Reseal	\$47,619.00
4.	Boxwood Ongerup Rd 3km reseal 10mm	3km reseal 10mm	\$87,529.00
5.	Hams St reseal	Reseal	\$15,338.00
6.	Tie Line Rd edges between Kwobrup Rds	Reseal Intersections 1.2km @ 0.7m	\$10,734.00
7.	Borden Bremer Rd 5km Reseal	Reseal @ 6.2 – 7m	\$147,372.00
8.	Strathaven Rd reseal 10mm	reseal 10mm	\$44,811.00
9.	Magitup Rd 2k construct and re seal	2km construct and reseal	\$84,781.00
10.	Salt River Rd 2.83k re sheet	2.83km gravel re sheet	\$83,324.00
11.	Toompup South Rd 3km re sheet	3km gravel re sheet	\$103,426.00
12.	McDonald St to Quinn St footpath	Length 180m width 1.5m depth 100mm	\$18,892.00
13.	Kwobrup Rd Floodway @ GNP creek	Reseal Length 175m width 8.1	\$43,816.00
14.	Tambellup Rd Road failure	Fixing failures 40m x 3.1m	\$12,413.00
15.	Tie Line Rd Failure 1	Fixing failures 4 x 100	\$11,488.00
16.	Tie Line Rd Failure 2	Fixing failures 4 x 100	\$12,163.00
17.	Vaux St reseal	reseal	\$12,372.00
18.	Nightwell Rd 2k re sheet	2k re sheet	\$73,806.00
19.	Boxwood Ongerup Rd (Oakdale Rd) 1.5km gravel sheet	1.5km gravel sheet	\$45,331.00
20.	Cecil St House St bubble up drain	bubble up drain	\$4,676.00

21.	Old Ongerup Rd 1km seal	1km seal	\$99,035.00
22.	Mindarabin intersection seal to floodway	seal to floodway	\$11,742.00
23.	Boxwood Ongerup Rd widening 1.5m	widening 1.5m	\$42,261.00
24.	Tie Line Rd 1k + Intersection reseal	Reseal intersection and 1km	\$34,937.00
25.	Jerramungup Strathaven footpath	Length 245m width 1.5m depth 100mm	\$21,069.00

COMMITTEE RESOLUTION

PW0612.02 Moved Cr Pech Seconded Cr Hmeljak

That the committee recommend to council that the 4km scheduled seal on Boxwood Ongerup Road continue southwards.

CARRIED 5/0

COMMITTEE RESOLUTION

PW0612.03 Moved Cr Pech Seconded Cr Hmeljak

That the committee recommend to Council to not seal the identified 1km of Old Ongerup Road, but instead, plan to construct, widen and gravel the section instead.

CARRIED 5/0

COMMITTEE RESOLUTION

PW0612.04 Moved Cr Pech Seconded Cr Hmeljak

That the committee recommend to Council to remove the Tieline Road reseal and intersection job from the 2012/2013 draft budget deliberations, and instead investigate possible application under Regional Road Group for funding.

CARRIED 5/0

COMMITTEE RESOLUTION

PW0612.05 Moved Cr Stone Seconded Cr Hinkley

That the committee recommend to Council, that for the purposes of draft budget deliberations Council prioritise the 2012/2013 nominated road projects as follows -

Job Number (Prioritised)	Job Name	Works to be carried out	Estimated cost of works
1.	Boxwood Ongerup Rd 4km construct and seal	4km construct and seal	\$374,210.00 R2R
2.	Borden Bremer Rd 5km Reseal	Reseal @ 6.2 – 7m	\$147,372.00 RRG
3.	Tie Line Rd edges between Kwobrup Rds	Reseal Intersections	\$10,734.00 RRG

		1.2km @ 0.7m	
4.	North Stirlings Rd Gravel re sheet 2k	2km gravel re sheet and culvert clean	\$79,764.00
5.	Boxwood Ongerup Rd 3km reseal 10mm	3km reseal 10mm	\$87,529.00
6.	Hams St reseal	Reseal	\$15,338.00
7.	Strathaven Rd reseal 10mm	reseal 10mm	\$44,811.00
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9.	Salt River Rd 2.83k re sheet Job to be reviewed by Works Supervisor	2.83km gravel re sheet	\$83,324.00
10.	Toompup South Rd 3km re sheet	3km gravel re sheet	\$103,426.00
11.	McDonald St to Quinn St footpath	Length 180m width 1.5m depth 100mm	\$18,892.00
12.	Kwobrup Rd Floodway @ GNP creek	Reseal Length 175m width 8.1	\$43,816.00
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15.	Tie Line Rd Failure 2	Fixing failures 4 x 100	\$12,163.00
16.	Vaux St reseal Drainage issue to be addressed with consultant engineer	reseal	\$12,372.00
17.	Nightwell Rd 2k re sheet	2k re sheet	\$73,806.00
18.	Boxwood Ongerup Rd (Oakdale) 1.5km gravel sheet	1.5km gravel sheet	\$45,331.00
19.	Cecil St House St bubble up drain	bubble up drain	\$4,676.00
20.	Old Ongerup Rd construct, widen and gravel	1km seal	NEW COST REQ
21.	Mindarabin intersection seal to floodway	seal to floodway	\$11,742.00
22.	Boxwood Ongerup Rd widening 1.5m	widening 1.5m	\$42,261.00
23.	Jerramungup Strathaven footpath	Length 245m width 1.5m depth 100mm	\$21,069.00

CARRIED 5/0

After discussion with Council’s consultant engineer, Mr Paul Robertson, Allardyce/Hughes/Glengarry St reseal and Tieline Road 1km and intersection reseal have been removed from the program due to potential Regional Road Group funding in the future.

The Borden Bremer 5km reseal has also been amended to 10km, as has been approved by the Regional Road Group – with funding of \$200,00 to be received for this project.

10.3 2012/2013 PLANT REPLACEMENT PROGRAM

Location: Shire of Gnowangerup
Proponent: Plant and Works Committee
File Ref:
Date of Report: 20 June 2012
Officer: JA Anning – Executive Manager Finance/R Miniter – Works Supervisor/P Kent Works Manager
Disclosure of Interest:

Attachment

- Plant Replacement Program – *the review of this document is yet to be completed by appropriate staff, however, rather than hold up the distribution of the Plant and Works agenda, the plant replacement schedule will be forwarded as soon as it becomes available.*

Summary

Presented to the Committee is the draft plant replacement program. Whilst this program identifies plant replacement for the next years, Officers are seeking specific confirmation of Council's intention for the 2012/2013 draft budget.

Background

The Works Manager has reviewed the program and attached for Council's consideration is the draft plant replacement program. Any changes made to this document will be included in Council's draft budget for deliberations on 4 July 2012.

COMMITTEE RESOLUTION

PW0612.06 Moved Cr Stone Seconded Cr Hinkley

That the committee recommend to Council to include the attached plant replacement program in the 2012/2013 draft budget.

CARRIED 5/0

11 HEALTH AND DEVELOPMENT

11.1 RECEIVAL OF MINUTES FROM COMMITTEE MEETING HELD 20 JUNE 2012

Location: Shire of Gnowangerup, 28 Yougenup Rd, Gnowangerup
Proponent: Health and Development Committee
File Ref:
Date of Report: 20 June 2012
Officer:
Disclosure of Interest:

Attachments

- Minutes from Health and Development Committee Meeting held 20 June 2012

11.2 BUILDING MAINTENANCE PROGRAM FOR 2012/2013

Location: Various
Proponent: Health and Development Committee
File Ref:
Date of Report: 20 June 2012
Officer:
Disclosure of Interest:

Attachments

Notes from Building Inspections held Thursday 10 May 2012
Building Maintenance Program for 2012-2013

Summary

The Committee to discuss the Building Maintenance Program for 2012-2013 as presented for inclusion in the 2012-2013 budget.

Background

Members of the Health and Development Committee inspected Council owned buildings on Thursday 10 May 2012. From those inspections Council staff has prepared the Building Maintenance Program from the Committee's comments to be included in the 2012-2013 budget.

Comments

Consultation

Members of the Health and Development Committee
Executive Manager Finance

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Provision to be made in the 2012-2013 budget deliberations

Strategic Implications

Shire of Gnowangerup Plan for the Future / Strategic Plan 2011-2016 Functional Area 3.6

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

For Committee discussion and comment

COMMITTEE RESOLUTION

HD0612.02 Moved Cr Lance Seconded Cr House

That the Committee recommend to Council to include the attached amended Building Maintenance Schedule in the 2012-2013 budget deliberations.

11.3 VIRGINIA LAND ESTATE – PROPOSED SUBDIVISION GUIDE PLAN

Location: Lots 3374 and 3588 Strathaven Rd, Pallinup
Proponent: Chief Executive Officer
File Ref:
Date of Report: 6 June 2012
Officer: C Pursey, Planning Officer
Disclosure of Interest:

Attachments

- Attachment A - Draft Virginia Estate Subdivision Guide Plan

Background**Zoning**

The subject site is zoned "Rural Residential Area No.1" under the Shire of Gnowangerup Local Planning Scheme No.2 ('the Scheme'). The zoning provisions require Council to adopt a Subdivision Guide Plan before subdivision or development is permitted in this zone.

The subject site also falls within 'Structure Plan Area 1' (SPA1) within the Scheme. Provisions are included that require a structure plan to be adopted by the Shire and WAPC prior to subdivision of the subject site.

Previous Council decisions

Council adopted the draft Structure Plan for the Virginia Rural Residential Estate for final approval February 2012.

Council supported an application to subdivide the Virginia Estate site at the same Council meeting.

Council considered adopting a Subdivision Guide Plan at its 23rd May 2012 meeting and resolved as follows:

"That item be deferred to the next meeting for clarification"

REASON FOR CHANGE TO OFFICER RECOMMENDATION

The alphabetic numbering of the blocks caused some confusion as to order of the development."

Comments

As stated in the Council item presented in May 2012 the Department of Planning have required that the previously adopted Structure Plan also be adopted as a Subdivision Guide Plan before subdivision approval may be granted. This is to satisfy the requirements of the Scheme.

In order to satisfy this requirement it is recommended that Council adopt the Structure Plan (as shown at Attachment A) as a Subdivision Guide Plan as well. There is no net effect on the whole proposal; it is clearly a matter of semantics only.

In the Council's resolution of 23rd May 2012 the Council also required more clarity in regard to lot lettering and potential staging of development into the future. The lot lettering has been amended on the draft Subdivision Guide Plan at Attachment A to reflect the potential order of release for the lots.

It should be borne in mind that the lettering of the lots has no formal relationship with the order of release of the lots to the marketplace at some time in the future. Once the subdivision is approved development costs will be sought and options for staging presented to Council with the assistance of professional project managers. As part of this process a separate staging plan will be presented to Council with how the site may be broken up to make the most cost effective development for Council as the developer.

Financial Implications

There will be administrative costs in officer time in ongoing negotiations with the WAPC and other service providers.

Statutory Environment

As described above, the Scheme requires a Subdivision Guide Plan to be adopted over the subject site prior to subdivision or development of the site.

Adoption of the plan at Attachment A as a Subdivision Guide Plan by Council and its signing by the Chief Executive Officer meets this Scheme requirement and allows the WAPC to proceed with the assessment of the proposed subdivision.

Strategic Implications

Strategically, Council initially purchased this land for the purpose of a subdivision and, as such, this would progress the intent of Council from that time of deliberation.

Section 5 – Plan for the Future – Economic Development:

5.6 – All options for the development of the Virginia Land Estate will be considered.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That Council,

1. **Endorse the Subdivision Guide Plan at Attachment A of this report to guide the subdivision and development of Lots 3374 and 3588 Strathaven Road, Pallinup.**
2. **Forward the Subdivision Guide Plan to the Western Australian Planning Commission to assist in the assessment of subdivision application 144985.**

11.4**PROPOSED ADVERTISING SIGN**

Location:	LOT 102 Gnowangerup-Jerramungup Road Mindarabin
Proponent:	Greg Rowe and Associates
File Ref:	
Date of Report:	20 June 2012
Officer:	Craig Pursey – Planning Officer
Disclosure of Interest:	

Attachment

- Attachment A – Copy of Planning Application

Summary

- Council is to consider an application for an advertising sign with an area of 18.26m² to be located at Lot 102 Gnowangerup-Jerramungup Road, Mindarabin.
- This proposal has been submitted on the basis that the Office of Road Safety wishes to increase their current level of road safety advertising. Ancillary advertisements are proposed during off peak / end of campaign periods.
- The Shire's Local Planning Scheme offers no guidance specifically to signage applications, particularly third party signage.
- The Council has the ability to approve or refuse the application under the Scheme, on balance approval is recommended.

Background**Zoning**

The property is zoned 'General Agriculture' under the Shire of Gnowangerup Local Planning Scheme No 2 ('the Scheme').

Subject Site

Lot 102 Gnowangerup-Jerramungup Road, Mindarabin (Lot 102) is located to the west of Ongerup, approximately 2.5km from the Toompup Road South intersection.

Lot 102 is 157.8731ha in area and used predominantly for broad hectare farming. The Warperup Creek runs through the south eastern corner of the property. The property fronts either side of the Gnowangerup-Jerramungup Road, Mindarabin.

The proposed sign is located opposite a pull in bay in a small unused portion of Lot 102 across the eastern side of the creek. See over leaf for a plan of the subject site.



Proposed sign location marked in red (Landgate 2008)

Application

The application is to construct an advertising sign with an area of 18.26m² on the south eastern corner of Lot 102. It has a length of 8.3m and width of 2.2m. The sign comprises a double-sided advertising sign atop two (2) poles and has a clearance of 2 metres from the ground.

This proposal has been submitted on the basis that the Office of Road Safety have expressed the desire to expand their advertising presence throughout Regional Western Australia. The sign is proposed on the basis that the Office of Road Safety will be the anchor tenants, with ancillary advertising displayed on off peak / end of campaign periods. The advertising material will change as required based on the campaigns, and display of ancillary material.

A full copy of the planning application is provided at Attachment A.

Comment

The Shire of Gnowangerup Local Planning Scheme No 2 (the Scheme) states that all development requires the planning approval of the local government with a number of listed exemptions. The current proposal falls outside of the exemptions and requires planning approval from Council.

It could be argued that a sign is not a stand-alone land use as it is not listed in the Zoning Table or defined in the Scheme. This may imply that signs are to be ancillary to a land use on a site and therefore relevant to that land use. That is, they should only be used where they advertise the business on the property that they are located upon. If this line of argument was followed through then third party signage as proposed would not be permitted. If Council wishes to refuse the application on these grounds then it is recommended that the application be laid on the table and legal advice sought.

However, third party signage is reasonably common throughout the State along major and minor roads. It is therefore assumed that signs are capable of being assessed and approved under the Scheme. This report assesses the proposed sign against the relevant Scheme provisions.

Scheme Requirements

Lot 102 is zoned 'General Agriculture' under the Scheme. The Scheme provides no specific guidance on signage applications nor does it provide specific development standards for the 'General Agriculture' zone. Additionally, the Shire does not have any local planning policies to guide advertising applications.

However, Part 10 of the Scheme lists the 'matters to be considered' by Council when determining applications for planning approval. Only one listed matter is considered to be of relevance to the current application:

(n) *the preservation of the amenity of the locality;*

Third party signage, if used indiscriminately, can affect the amenity of an area. Groupings of billboards or hoarding signs on the entrances to a town can make for a poor entry statement and should be discouraged. If too many advertising billboards are located on a road it can take away from the enjoyment of the natural scenery and landscape.

There are examples of towns where numerous billboards are located on the edge of town, advertising a series of businesses in the town, leading to more and more signage and a drop in the amenity of the approach to the town.

However, the current application is located a reasonable distance from Ongerup and is proposed to be used predominantly for the Office of Road Safety. The only risk to the amenity of the area is if it is the first of many similar signs located randomly throughout the landscape in the Shire.

The sign dimensions, whilst reasonably large, are a standard size for a billboard.

The sign is located on a straight part of the road with good sight distances and it is unlikely to affect the safe use of the road.

Whilst the idea of third party signage is not encouraged, there is little in the Scheme to support refusing the current application. The sign is located in a safe location with reasonably standard dimensions and approval is recommended.

Consultation

Main Roads WA were consulted during the assessment of this proposed sign as the Gnowangerup-Jerramungup Road is a Main Roads WA controlled road. Main Roads have informed Council that whilst they have a policy on signage in their road reserves and it does extend to land immediately adjacent to the road reserve, they no longer make determinations on signage applications adjacent to the road reserve. This is subject to the local government's Scheme and policies only.

Strategic Implications

Nil

Statutory Requirements

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any decision made by the Council.

Financial Implications

Nil

Policy Implications

The Shire has no local planning policy on signage and therefore no guidance as to how to exercise any discretion when assessing sign applications. It is recommended that the Planning Officer prepare a sign policy for Council's consideration.

Voting Requirements

Simple Majority

Officer Recommendation

That Council,

1. Approve the application for an advertising sign at Lot 102 Gnowangerup-Jerramungup Road, Mindarabin subject to the following conditions:
 - a) The sign shall be maintained as not to prejudicially affect the amenity of the locality by reason of appearance.
 - b) The sign shall not display content that contains confusing, misleading, political, religious, offensive or objectionable information.
 - c) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.
2. Apply a foot note to the approval stating:

Clause 11.2 of the Shire of Gnowangerup Local Planning Scheme No 2 empowers the local government to require the advertiser to remove, relocate, repair, adapt or otherwise modify an advertisement if they believe the advertisement has fallen into a state where it conflict with the amenity of a locality.
3. That the Planning Officer be directed to prepare a Local Planning Policy to control and guide the assessment of signage in the Shire of Gnowangerup for Council's consideration by the September 2012 meeting of Council.

11.5 GNOWANGERUP HERITAGE GROUP – REQUEST TO RESTORE OLD POLICE HOUSE AND JAIL

Location: Aylmore Street Gnowangerup
Proponent: Gnowangerup Heritage Group
File Ref: 36.3.9
Date of Report: 21 June 2012
Officer: VN Webster – Acting Chief Executive Officer
Disclosure of Interest:

Attachments

Nil

Summary

The Gnowangerup Heritage Group (Inc) are requesting to restore the old police house and jail located in Aylmore Street, Gnowangerup.

Background

Council has received a letter from the Gnowangerup Heritage Group (Inc) requesting Council to consider allowing the group to restore the old police house and jail and to utilise the building as a museum.

Currently the old police house is being used by the Gnowangerup Arts and Craft Group. Council has allowed the group to use the building for a very long period of time free of charge, but the group do pay electricity and water charges. Council staff have endeavoured to find a lease agreement or some record of tenancy for the use of the building by the Art and Craft Group, but unfortunately have been unable to do so.

The Gnowangerup Heritage Group have advised that they would like to utilise all of the building as a museum but would be willing to collocate with the Art and Craft Group.

Comments

Members of the Health and Building Committee conducted an inspection of Council owned buildings in May 2012. The building does need maintenance work done, mainly repairs to the wooden verandah, painting internally and externally and there was evidence that the roof was leaking in one of the rooms.

The number of members of the Art and Craft Group have steadily been declining over the years and they have struggled to keep the group growing and have not been very active, but in saying that there has been a few new members and the group has been using the building on a regular basis since the beginning of the year.

Discussions were held between members of both groups with the staff in attendance, with no clear outcome on either side, either with the option of collocation of the two groups or the possibility of the Art and Craft Group relocating to another building within the town.

For Council discussion and decision

Consultation

Executive Manager Community Development
Jill Lesk – Gnowangerup Heritage Group
Melanie Peucker – Gnowangerup Arts and Craft Group

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Council will need to make provision in future budgets for major repairs to the building.

Strategic Implications

Shire of Gnowangerup Plan for the Future / Strategic Plan 2011-2016 – Functional Area 2

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That Council representatives meet with members of The Gnowangerup Heritage Group and Gnowangerup Arts and Craft Group to discuss the future use of the Old Police House and Jail located on Aylmore Street, Gnowangerup.

12 FINANCE

12.1 RECEIVAL OF MINUTES FROM COMMITTEE MEETING HELD 18 JUNE 2012

Location: Shire of Gnowangerup
Proponent: Finance Committee
File Ref:
Date of Report: 18 June 2012
Officer: JA Anning – Executive Manager Finance
Disclosure of Interest:

Attachments

- Minutes from Finance Committee Meeting held 18 June 2012

12.2 ESTIMATED SURPLUS REVIEW

Location: Shire of Gnowangerup
Proponent: Finance Committee
File Ref:
Date of Report: 13 June 2012
Officer: JA Anning – Executive Manager Finance
Disclosure of Interest:

Attachments

Nil

Summary

Presented to the Committee is the estimated surplus position as at 30 June 2012. It is requested that the Committee form a recommendation to Council for treatment of the estimated surplus.

Comments

Officers have reviewed Council's budget and year end surplus position and have estimated at this time that Council will finish the year with an uncommitted cash surplus of \$253,000.

It is recommended that the Committee keep in mind there are still a number of unknown's with regards to Councils finishing position, typically for this time of year there are a number of major projects that are still underway and some that will require partial roll over into the 2012/2013 financial year. These projects include, but are not limited to –

- Gnowangerup Sporting Complex
- Borden Pavilion Precinct Project
- Gnowangerup Travel Stop
- Town Centre Enhancement Program

Council were presented with a budget review in February 2011 that outlined Council's estimated surplus position as approximately \$103,960 (mainly due to a rollover surplus of approximately \$80,000 more than expected). An additional \$150,000 of savings is expected for 2011/2012. This is due to the following:

- Salaries and Wages – Council have made substantial savings on salaries and wages in 2011/2012. The reduction in works crew by one staff member and the vacancies during the year of a number of other crew members have had a substantial financial impact for Council. Also vacancies with the administration team, most notably the CEO, have also meant that Council's salaries budget for the year was well under budget.
Estimated savings: \$75,000
- Plant Operation Costs – Council staff have had a strong year in regards to managing the plant budget with operational costs running well under expectation and no major breakdowns and therefore repair costs. As Council continues to renew the plant fleet this trend should continue. Under budget fuel costs (amended amount), tyre expenditure, blades and points expenditure and insurance costs are the main contributors to the savings.
Estimated savings: \$25,000
- Private works Income – Council have performed higher than expected private works this year, including the sale of materials (gravel etc).
Estimated additional income \$15,000
- Swimming Pool Expenditure – The operational costs associated with the swimming pool for 2011/2012 is also well under budget. With no pump repairs required and the chemicals expenditure being well under budget Council has made significant savings.
Estimated savings \$15,000

- Practice Costs – It is also pleasing to see that Councils costs associated with the Medical Practice continue to decline. Various accounts within this section of the budget have not been expended – mainly as a result of the Practice being run by the Doctor, and therefore savings have been realised for Council.

Estimated savings \$10,000

- Insurance Rebates – Council received two unexpected payments from LGIS (Local Government Insurance Services) in 2011/2012. One payment was for refund as a result of Council's actual wages declaration and the second a payment for good driver rebate.

Estimated savings \$10,000

Whilst it is pleasing to finish the year in surplus, it is important to note that a number of savings realised throughout the year may not exist in any other given year. For example the swimming pool budget is based on advice from Officer's relevant to that department and by reviewing historical costs. The savings for 2011/2012 were not expected and whilst 2012/2013 budget allocations may be reduced slightly from a historical "average" point of view – it is still considered necessary to budget for those events that can occur ie: pump repairs.

Given that there are a number of projects still requiring completion, and a month of expenditures still to be recognised, it is recommended that Council maintain a portion of the surplus for allocation as part of the 2012/2013 budget deliberations.

Reserve Review

Council have, in the past three financial years, allocated a portion of the estimated surplus at this time of year to nominated reserves.

The balance of Council's Reserves as at 30 June 2012, for consideration, are as follows –

Long Service Leave Reserve	\$52,300
Plant Reserve	\$412,831
Ongerup Effluent Line Reserve	\$81,380
Area Promotion Reserve	\$23,980
Borden Community Devt Reserve	\$9400
Swimming Pool Reserve	\$44,700
Land Development Reserve	\$500,000
Computer Replacement Reserve	\$10,500
Waste Disposal Reserve	\$201,300
Royalties for Regions Reserve	\$338,350
Futures Fund Reserve	\$36,700

Long Service Leave Reserve – This reserve was impacted heavily by the resignation and subsequent payment of long service leave to the Chief Executive Officer. Council have a current liability of approximately \$70,000 and an overall liability of approximately \$140,000. It would be appropriate for Council to consider transferring funds to this reserve so that at least Council's current liability is fully covered (ie: \$20,000).

Plant Replacement Reserve – Council's Plant Replacement Reserve is considered to be adequately funded (\$412,000). Dependent upon Council's review of the 2012/2013 plant replacement program no further transfers to this reserve may be considered necessary for 2011/2012.

Land Development Reserve – Council have a large number of projects that are set to impact on the Land Development Reserve over the next 12 to 24 months. Decisions relating to the construction of an executive residence, the proposed renovation to the old Ongerup Police Station, the Virginia Land estate development, Water Corporation land swap and the development of John Street in Borden will certainly be in some part reliant on the health of the Land Development Reserve. Having additional funds in this reserve will also mean Council will need to rely less on loan funding.

Swimming Pool Reserve – It is anticipated that the Swimming Pool Replacement/Refurbishment project will gain momentum in the coming financial year/s. Although the budget for this project is yet to be determined it is

expected that Council will be required to have a large financial commitment to the project. As the balance of this reserve is only approximately \$44,000 it may be appropriate to transfer a suitable amount to this reserve to enable Officers to use as "seed" money to secure other funding.

Integrated Planning Reserve – Council do not currently have any funds identified for the Integrated Planning process that is about to commence in the Shire. Section 5.56 (1) and (2) of the Local Government Act 1996 requires local governments to have a Plan for the Future, it has recently been amended to also formal require local governments to develop and adopt a Strategic Community Plan and Corporate Business Plan.

In order to develop these documents successfully Council will need to undertake community consultation, develop an asset management plan, consider the need for a workforce plan and extend and review the current long term financial plan.

The adoption and implementation of these documents is required by 30 June 2013. This therefore means that for the 2012/2013 year a strong administrative and Council focus will be on the development of these plans. It is considered imperative that adequate resources (both internally and externally) be made available to ensure these documents are meaningful.

Officers believe that the Integrated Planning Framework is going to create significant changes in the way Council operate. It will impact our approach to community consultation, budgeting, forward planning and asset maintenance and construction. It is therefore recommended that a large portion of Council's surplus be transferred to reserve for use in the 2012/2013 financial year on the development of an integrated plan for the Shire.

Statutory Environment

Section 6.8 of the Local Government Act (1996) - Out of budget expenditure
Section 6.11 of the Local Government Act (1996) – Reserve Accounts

Policy Implications

Nil

Financial Implications

Dependent upon the committee's recommendation Council are expected to finish the financial year in a surplus position.

Strategic Implications

Nil

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION

1. That the committee recommend to Council the establishment of a "Integrated Plan Reserve" for the purpose of funding the development and implementation of the Shire of Gnowangerup's Integrated Plan.
2. That at the completion of the 2011/2012 financial year Officers are authorised to make the following reserve transfer allocations, dependent upon Council's final surplus estimated position (ie: if funds permit, and in the below priority order)-
 1. \$100,000 Integrated Planning Reserve
 2. \$20,000 Long Service Leave Reserve
 3. \$50,000 Land Development and Building Reserve
 4. \$50,000 Swimming Pool Reserve

These transfers are to be recognised as out of budget.

COMMITTEE MOTION

F0612.09 MOVED Cr Pech SECONDED Cr Gaze

That the committee recommend to Council the establishment of a “Integrated Plan Reserve” for the purpose of funding the development and implementation of the Shire of Gnowangerup’s Integrated Plan.

CARRIED 4/0
ABSOLUTE MAJORITY

COMMITTEE MOTION

F0612.10 MOVED Cr Pech SECONDED Cr Gaze

That at the completion of the 2011/2012 financial year Officers are authorised to make the following reserve transfer allocations, dependent upon Council’s final surplus estimated position (ie: if funds permit)

\$50,000 Land Development and Building Reserve

These transfers are to be recognised as out of budget

CARRIED 4/0
ABSOLUTE MAJORITY

COMMITTEE MOTION

F0612.11 MOVED Cr Pech SECONDED Cr Gaze

That at the completion of the 2011/2012 financial year Officers are authorised to make the following reserve transfer allocations, dependent upon Council’s final surplus estimated position (ie: if funds permit)

\$50,000 Swimming Pool Reserve

These transfers are to be recognised as out of budget

CARRIED 4/0
ABSOLUTE MAJORITY

COMMITTEE MOTION

F0612.12 MOVED Cr Pech SECONDED Cr Gaze

That at the completion of the 2011/2012 financial year Officers are authorised to make the following reserve transfer allocations, dependent upon Council’s final surplus estimated position (ie: if funds permit)

\$100,000 Integrated Planning Reserve

These transfers are to be recognised as out of budget

CARRIED 4/0
ABSOLUTE MAJORITY

COMMITTEE MOTION

F0612.13 MOVED Cr Gaze

SECONDED Cr Smith

That at the completion of the 2011/2012 financial year Officers are authorised to make the following reserve transfer allocations, dependent upon Council's final surplus estimated position (ie: if funds permit)

\$20,000 Long Service Leave Reserve

These transfers are to be recognised as out of budget

CARRIED 3/1

ABSOLUTE MAJORITY

Cr Pech requested to be recorded as voting against the motion

REASON FOR CHANGE TO OFFICER RECOMMENDATION:

To allow voting on each funds transfer

12.3 WRITE OFF DOUBTFUL DEBTS

Location: Shire of Gnowangerup
Proponent: Finance Committee
File Ref:
Date of Report: 15 June 2012
Officer: CA Shaddick – Senior Finance Officer
Disclosure of Interest:

Attachments

Nil

Background

A review of Council's debtor ledger has been conducted and some debts which are considered doubtful are recommended for write off. A number of attempts have been made to recover these debts but to no avail.

Debtor 91666 has been notified in writing that Agendas and Minutes of Council's Ordinary Meetings will no longer be sent if not paid. This outstanding debt was not sent to debt collection as the fees that Council would have incurred would have exceeded the amount owing.

Debtor 92171, 92170 and 92898 debts have been outstanding since 2010 and are for Animal Control Fines and Penalties. Notices have been sent but unfortunately enforcement fines can only be submitted for fines over \$400.00 under this Act.

Debtor 92898 debt has been outstanding since October 2011 with no attempt at making payment or contact. This outstanding debt was not sent to debt collection as the fees that Council would have incurred would have exceeded the amount owing.

Debtor 93223 debt has been outstanding with no attempt at making payment or contact and no longer resides in Gnowangerup. This outstanding debt was not sent to debt collection as the fees that Council would have incurred would have exceeded the amount owing.

Debtor 92804 and 22689 debt has been outstanding with no attempt at making payment or contact. These outstanding debts were not sent to debt collection as the fees that Council would have incurred would have exceeded the amount owing.

Debtor 92834 debt has been outstanding with no attempt at making payment or contact. Staff have contacted the Debtor on several occasions and as the private works were not to Debtors satisfaction there would be no payment made. This outstanding debt was not sent to debt collection as the fees that Council would have incurred would have exceeded the amount owing.

Debtor 21239 debt has been outstanding for over five years, during this period the debtor was sent to debt collection and the following process occurred; A General Procedures claim is lodged with the court a number of times and the Bailiff is instructed to serve the Debtor with the appropriate paperwork. As this debtor was unable to have the notice served to them in person, collection could not proceed as the Debtor has not accepted liability for the debt. Staff have attempted further recovery without success since last presented to Council. Given the age of the debt this could become an issue with the Auditors.

The Community Resource Centre will now be handling invoicing for unreturned or damaged library items. Clients who are not permanent residents will be paying a \$50.00 bond.

Please note that all Debtors that are still within the Shire have been black listed from all Council services including Private works so that no further debt can accrue.

Financial Implications

Write off will have a minor adverse impact on Council's working capital position but that position will be more accurately recorded. The negative effect on our capital position will be \$4820.27.

Statutory Environment

Local Government Act (1995) Section 6.12.1 (c) gives Council the authority to write off any amount of money.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COMMITTEE MOTION

F0612.14 MOVED Cr Gaze

SECONDED Cr Pech

That Council writes off the following debts totalling \$4820.27

Debtor Number	Debt Incurred	Amount	Comment
<u>P J Harvey</u>			
91666	22/07/2011	\$57.00	Other Governance
<u>Z Hird</u>			
92171	15/11/2010	\$370.00	Animal Control
<u>Nicole Marsh</u>			
92170	22/07/2011	\$250.00	Animal Control
<u>T Swalwell</u>			
92898	05/10/2011	\$229.00	Animal Control & Library Costs
<u>Bryana Claude</u>			
93223	25/01/2012	\$66.65	Library Costs
<u>R Hodgson</u>			
92804	15/09/2010	\$79.85	Library Costs
<u>Stanley Minitier</u>			
22689	10/05/2011	\$59.35	Library Costs
<u>Pingrup Roadhouse</u>			
92834	01/11/2010	\$455.00	Private Works
<u>Ester Rehu-Mcatamney</u>			
21239	16/03/2007	\$3253.42	Private Works

CARRIED 4/0

ABSOLUTE MAJORITY

12.4 MAY 2012 MONTHLY FINANCIAL REPORT

Location: Finance
Proponent: Shire of Gnowangerup
Date of Report: 19 May 2012
Officer: JA Anning – Executive Manager Finance
Disclosure of Interest: Nil

Attachments

- Monthly Financial Statements for period 31 May 2012 including;
 - Statement of Financial Activity to 30 April 2012.
 - Report on Material Differences
 - Capital Budget Report
 - Building Maintenance financial and progress report
 - Bank Reconciliation Report
 - Reserves Cash Balances
 - Investment Register

Summary

Adoption of the May 2012 Monthly Financial Report

Comments

Presented to Council is the financial statement to 31 May 2012. The financial report includes all budget amendments made to date, including those adopted as part of the Budget Review. Included within the May 2012 Ordinary Council meeting agenda is a review undertaken by staff with regards to Council's estimated 30 June 2012 financial position. This review details that Council are expected to conclude the financial year with a surplus.

Consultation

Works Supervisor
Executive Manager of Corporate Services
Executive Manager of Community Development

Statutory Environment

Local Government Financial Regulations (1996) (as amended) 22, 32 and 34 apply.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2011/2012 Annual Budget, or resulting from a Council motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That the April 2012 Monthly Financial Report be received.

12.5 ACCOUNTS FOR PAYMENT AND AUTHORISATION – MAY 2012

Location: Finance
Proponent: Shire of Gnowangerup
Date of Report: 15 May 2012
Officer: CA Shaddick - Senior Finance Officer
Disclosure of Interest:

Attachments

- May 2012 Cheque Listing

Comments

The May 2012 cheque list is attached as follows

FUND	AMOUNT
Municipal Fund	\$ 596,317.52
Trust Fund	\$ 200.00
Credit Card	\$ 7,872.86
TOTAL	\$ 604,390.38

OFFICER RECOMMENDATION

That the Schedule of Accounts: Municipal Fund Cheques 25135–25179, EFT 6209 – EFT 6299 totalling \$596,317.52; Trust Fund cheques 513-516 totalling \$200.00 and credit card totalling \$7,872.8608.27 be approved.

13 ADMINISTRATION

13.1 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS – SHIRE OF BROOMEHILL-TAMBELLUP

Location:

Proponent: Shire of Broomehill-Tambellup

File Ref: 9.1.1

Date of Report: 6 June 2012

Officer: VN Webster – Acting Chief Executive Officer

Disclosure of Interest:

Attachments

Nil

Summary

The Shire of Broomehill-Tambellup seeks the appointment of Dual Fire Control Officers.

Background

The Shire of Broomehill-Tambellup seeks the appointment of the following Dual Fire Control Officers to respond to incidents within the Shire of Gnowangerup for the coming 2012-2013 fire season:

- Craig Bignell - Broomehill East Brigade – Call sign – BT1
- Kim Oliver - Tambellup East Brigade – Call sign – Tambellup East 1
- Al Clark - Tambellup East Brigade – Call Sign – Tambellup East 4

Comments

Consultation

Nil

Statutory Environment

Bush Fires Act 1954 section 40

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Gnowangerup Plan for the Future/Strategic Plan 2011-2016 Functional Area 1

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That Council approves the registration of Craig Bignell, Kim Oliver and Al Clark as Dual Fire Control Officers for the Shire of Broomehill-Tambellup for the coming 2012-2013 fire season.

13.2 VOTING DELEGATES FOR WALGA ANNUAL GENERAL MEETING

Location:
Proponent:
File Ref: 14.4.1
Date of Report: 6 June 2012
Officer: VN Webster – Acting Chief Executive Officer
Disclosure of Interest:

Attachments
 Nil

Summary
 Registration of delegates for the Western Australian Local Government Association’s (WALGA) Annual General Meeting is required.

Background
 The 2012 AGM of WALGA will be held prior to the commencement of the Local Government Convention on Wednesday 1 August 2012.

All member Councils are entitled to be represented by two voting delegates at the AGM. Voting delegates may be either elected members or serving officers. Councils seeking to exercise their voting entitlements must ensure that their voting delegates are appropriately registered. Registrations must be returned to WALGA by Monday 9 July 2012.

Comments
 Council will need to nominate its delegates to the Annual General Meeting.

Consultation
 Nil

Statutory Environment
 Nil

Policy Implications
 Nil

Financial Implications
 Nil

Strategic Implications
 Shire of Gnowangerup Plan for the Future/Strategic Plan 2011-2016 Functional Area 1.1

Voting Requirements
 Simple Majority

OFFICER RECOMMENDATION
That Councils registered delegates to the 2012 Annual General Meeting of the Western Australian Local Government Association be

- 14 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

- 15 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING OR PRESIDING OFFICER**

- 16 CLOSURE**