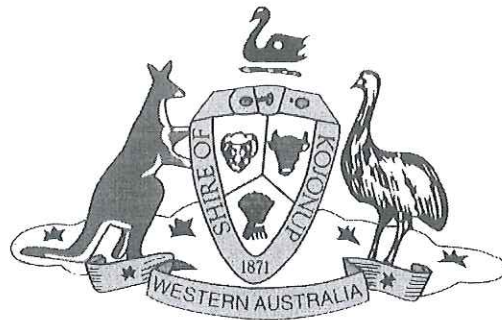


SHIRE OF KOJONUP



Council Agenda

16th April 2013

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in Council Chambers, Administration Building Albany Highway, Kojonup on Tuesday 16th April 2013 commencing at 3:00pm.

Your attendance is respectfully requested.


.....
ANTHONY MIDDLETON
ACTING CHIEF EXECUTIVE OFFICER

12 April 2013

SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 16th April 2013****TABLE OF CONTENTS**

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A G E N D A

1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

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

Disclaimer

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

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

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

2 **ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

Cr Jane Trethowan	Shire President
Cr John Benn	Deputy Shire President
Cr Frank Pritchard	
Cr Jill Mathwin	
Cr Ian Pedler	
Cr Greg Marsh	
Cr Michael Baulch	
Cr Rosemary Hewson	
Mr Anthony Middleton	Acting Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Craig McVee	Manager of Works & Engineering
Mr Alan Watkins	Building Surveyor
Mrs Heather Marland	Senior Finance Officer
Miss Sophie Knight	Policy, Planning and Governance Officer

APOLOGIES

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

Nil

4 **PUBLIC QUESTION TIME**

5 **APPLICATIONS FOR LEAVE OF ABSENCE**

6 **CONFIRMATION OF MINUTES**

ORDINARY MEETING 19th March 2013

COUNCIL DECISION

/13 Moved Cr _____, seconded Cr _____ that the Minutes of the Ordinary Meeting of Council held on 19th March 2013 be confirmed as a true record.

CARRIED/LOST /

7 **ANNOUNCEMENTS** by the Presiding Member without discussion

8 **PETITIONS, DEPUTATIONS & PRESENTATIONS**

9 **DECLARATIONS OF INTEREST**

10 CORPORATE SERVICES REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY
(Incorporating Budget Review)**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
 DATE: Thursday, 11 April 2013
 FILE NO: FM.FNR.2
 ATTACHMENT: 10.1 Monthly Statement of Financial Activity 1st July 2012 to 31st March 2013
 10.1 Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 31st March 2013
 10.1 Appendix B - Budget Review 1st July 2012 to 31st March 2013

DECLARATION OF INTEREST

Nil

SUMMARY

To accept the Monthly Statement's of Financial Activity for the periods of 1st July 2012 to 31st March 2013; and following a review of Budget Projections as at 31st March 2013 Council is being asked to consider the adoption of Budget Amendments contained within Appendix B (Budget Review) of the Statement of Financial Activity.

BACKGROUND

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

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

The Review of Budget is covered by Financial Management Regulation 33A which states:

1. *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
2. *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
3. *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*** Absolute majority required.**

4. *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

COMMENTS

The attached Statements of Financial Activity for the period of 1st July 2012 to 31st March 2013 show a solid position with 94.46% of rates collected and a total amount of cash holdings of \$4,412,957.77 of which \$2,104,256 is held in fully cash backed Reserves as at to 31st March 2013. Of these cash holdings \$505,473 of Municipal funds and \$1,516,461 of Reserve funds have been reinvested in short term deposits, due to mature 11th and 27th April 2013 respectively.

Following a review of Budget Projections by senior staff as at 31st March 2013 Council is being asked to consider the adoption of Budget Amendments contained within Appendix B of March's Monthly Statement of Financial Activity.

The review also looks at changes to the current schedule of Plant disposals and replacement which considers the current position of plant replacement and any adjustments required. The review is also proposing changes to Reserve transfers; these can be seen in page 1 of Appendix B "Summary of Proposed Amendments".

The Original Budget projected a Surplus Closing Balance for the 2012/13 financial year of \$1,136 with a minor adjustment of \$5,374 made at time of audit resulting in a current budgeted Surplus Closing Balance of \$6,610.

Amendments are also being proposed for Non Cash items such as Profit & Loss and Depreciation which total \$71,339; these amendments do not impact on Council's proposed Surplus position.

The attached Budget Review is requesting net "Cash" amendments to budget of \$2,204, if adopted this will result in a **projected surplus Closing Balance of \$4,406**.

Appendix B "Budget Review" to the Statement of Financial Activity contains the following reports which detail the proposed amendments:

1. Summary of Proposed Budget Amendments
2. Detailed Review of Operations – Income Statement
3. Detailed Review of Capital Expenditure Program
4. Plant Replacement Report and Review

The review was conducted consistent with the "Material" Variance figure of either \$1000 or 8% as previously adopted by Council and also considered issues relating to timing of projects.

CONSULTATION

Consultation has occurred with Senior Staff.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council. Financial Management Regulation 33A sets out the requirements with respect to the Review of Budget.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the monthly Statements of Financial Activity when a full budget review is put before Council. Amendments are being sought in Appendix B – Budget Review.

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION 1

That the Monthly Statement's of Financial Activity for the periods of 1st July 2012 to 31st March 2013, as attached, be accepted.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

OFFICER RECOMMENDATION 2

That the Proposed Budget Amendments contained within Appendix B, Shire of Kojonup Budget Review, of the Statement of Financial Activity Totaling \$2,204 cash and \$71,339 for non cash items be approved.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Kim Dolzadelli – Manager Corporate Services
DATE: Thursday, 11 April 2013
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st March 2013 to 31st March 2013.

BACKGROUND

Not applicable.

COMMENT

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

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/3/2013 to 31/3/2013 comprising of Municipal Cheques 12639 to 12662, EFT's 10010 to 10101 and Internal Payment Vouchers 4304 to 4331 totalling \$605,407.49 and as attached to this agenda, be received.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

10.3 PROPOSED MEDICAL CLINIC - 34 KATANNING ROAD, KOJONUP

AUTHOR: Anthony Middleton – Acting Chief Executive Officer
DATE: Wednesday, 10 April 2013
FILE NO: CP.DAC.8
ATTACHMENT: 10.3.1 Concept Plan of Building Modifications
10.3.2 Plan of Existing Building

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this item is to consider building modifications to enable the lease of 34 Katanning Road, Kojonup for use as a medical clinic.

BACKGROUND

The Shire has been approached by St Luke's Family Practice in Katanning regarding the possibility of leasing an appropriate building for use as a Doctors Surgery to house two to three Doctors. Following this approach, on-site meetings resulted in 34 Katanning Road being identified as suitable for this purpose, subject to minor modifications to allow for use as a public building.

At its meeting held on 19 February 2013, the Council resolved as follows:

“That the Shire owned residence at 34 Katanning Road be leased to St Luke’s Family Practice, Katanning for the purpose of operating a medical practice.”

“That the lease referred to in motion 15/13 be under the following lease terms:

- a) A lease fee of \$254 per week, with provision for CPI (WA) on an annual basis;
- b) A term of three (3) years, with options for a further two, three (3) year extensions;
- c) Provision be made in the lease agreement that the lease be terminated should a new purpose Medical Centre be built and all minor maintenance to be completed by the lessee.”

“That a site visit to 34 Katanning Road, Kojonup be undertaken.”

COMMENT

It is recommended that minor modifications be made to the building, funded by the Shire, to enable (refer attached plan):

- o Three (3) consulting rooms;
- o One (1) treatment room;
- o Office/reception;
- o Disabled toilet facility; and
- o Staff Room

In addition, a new car park is recommended to be constructed on the land between the two Shire residences (to the immediate west).

It is worthy to note that the majority of the modifications required to the residence to enable it to be used as a public building are required by the Shire in its regulatory role and have not been requested by the applicant. Modifications such as wheel chair accessibility and car parking are required under building and town planning legislation. St Luke's were impressed with the residence 'as is', with an acknowledgement that minor modifications would be required over time to ensure they continue to meet their accreditation standards.

St Luke's Family Practice has indicated that their set up costs for furniture and equipment for this proposal will be in the vicinity of \$100,000 to \$150,000.

New Medical Centre:

The Council resolved in February 2013 to construct a purpose built medical centre to the east of the Kojonup Hospital in Spring Street. It is considered that the lease of 34 Katanning Road, once modified, will provide a short to medium term solution for the provision of medical services in Kojonup and will integrate with the purpose built medical centre for a long term solution.

This lease to St Luke's is seen as a low cost option to trial a multiple Doctor practice to Kojonup, prior to investing a considerable sum into the construction of a new, purpose built medical centre. This proposal from St Luke's provides a better understanding of the need, design and operations of a larger Doctor's Practice, relevant to Kojonup.

CONSULTATION

This item has been extensively consulted and this consultation has previously been well documented. The discussions surrounding this item continue on a weekly basis either at a Council briefing session, Medical/Health Centre Advisory Committee, Public Meeting, Council Meeting or staff level.

STATUTORY REQUIREMENTS

There is no statutory obligations for this report.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

An estimated budget for the modifications required to be undertaken to the residence to meet public building codes and community expectations is as follows:

Building modifications (as per attached plan)	\$45,000
Construction of Carpark	\$20,000
Landscaping	\$5,000
Fixtures & Contingency	\$8,000
TOTAL	\$78,000

The residence concerned has been vacant for some time and any lease income will be additional to the current (budgeted) position.

The 2012/2013 Budget Review is presented as a separate item in this agenda. The budget review papers that form part of that item include the building modifications as recommended in this report, as follows:

Capital Expenditure – Building Modifications 34 Katanning Road	\$78,000
Transfer from Building Construction Reserve	(\$53,000)

The Building Construction Reserve has a current balance of \$206,360. The difference between the expenditure and revenue above (\$25,000) is being funded from savings identified in the budget review.

STRATEGIC IMPLICATIONS

The provision of medical services in rural communities is essential. This proposal to lease is considered a very sound method of providing additional medical services to the Kojonup community and will greatly improve continuity of service for all residents. It is considered that this residence, once modified, will provide a short to medium term solution for the provision of medical services and will integrate with the Council's current 'Medical/Health Centre Advisory Committee' process for a long term solution.

VOTING REQUIREMENTS – Simple Majority**OFFICER RECOMMENDATION**

That, with regards to the lease of 34 Katanning Road, Kojonup to St Luke’s Family Practice:

- 1. Modifications be made to the building, funded by the Shire, as per the attached building plan and in accordance with the following budget:**

Building modifications (as per attached plan)	\$45,000
Construction of Carpark	\$20,000
Landscaping	\$5,000
Fixtures & Contingency	\$8,000
TOTAL	\$78,000;

- 2. A New car park be constructed on the land between the two Shire residences (to the immediate west).**
- 3. The expenditure in point 1 above be funded via a transfer from the Building Construction Reserve (\$53,000) and savings identified in the 2012/2013 budget review.**

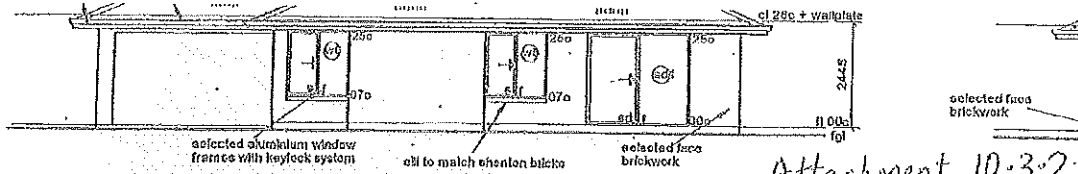
COUNCIL DECISION

/13 Moved Cr

, seconded Cr

CARRIED/LOST

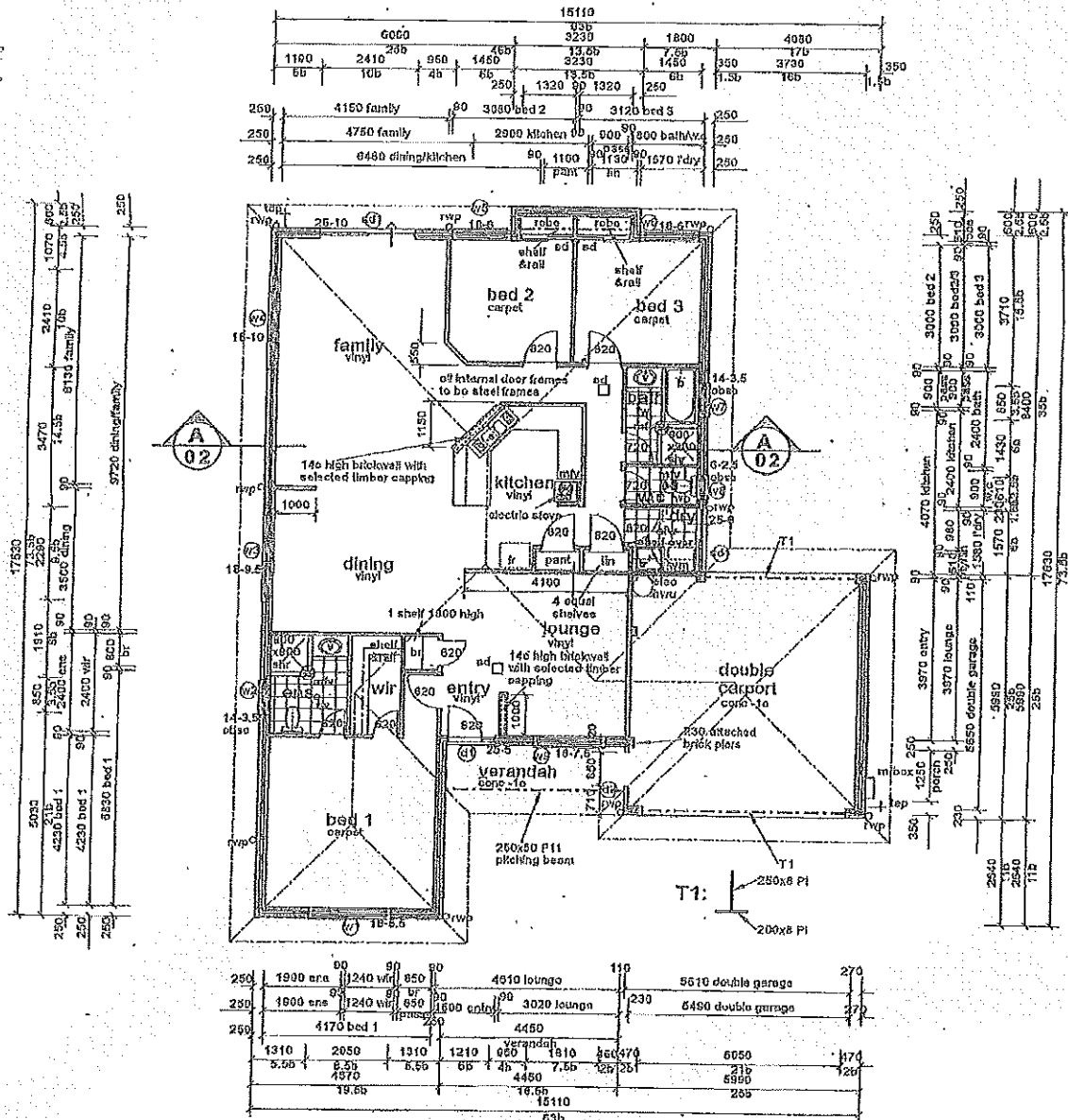
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Attachment 10.3.2

South Elevation
Scale 1:100

W
Sca



Floor Plan
Scale 1 : 100

Area	
living	152.344
double gar	35.670
porch	2.880
total	190.894 Sqm

NOTE :
ALL DIMENSION
PRIOR TO COMM
DRAWINGS TO B
ENGINEERS DR

10.4 REVIEW - FORWARD CAPITAL WORKS PLAN 2010/2011 TO 2014/2015

AUTHOR: Anthony Middleton – Acting Chief Executive Officer
 DATE: Thursday, November 11, 2013
 FILE NO: FM.BUD.1
 Attachments: Nil.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to review the Shire of Kojonup's Forward Capital Works Plan (FCWP) 2010/2011 to 2014/2015, the key tool used in the allocation of Country Local Government Fund (CLGF) grants.

BACKGROUND

The primary objective of the Country Local Government Fund (CLGF) is to address infrastructure backlogs across the country local government sector by providing additional money for the purposes of infrastructure provision and renewal.

The CLGF guidelines support the requirement for preparation of a FCWP for individual Local Governments and provision of an adequate FCWP is a prerequisite to access the allocations from the CLGF.

The Shire of Kojonup's Forward Capital Works Plan 2010/2011 to 2014/2015 was adopted on 18 November 2010.

Whilst significant effort is currently being undertaken in the Integrated Planning Framework for the strategic direction of the Shire, there is no indication that the requirement for a Forward Capital Works Plan will cease.

COMMENT

The major projects funded by the CLGF, and the year which they are planned, contained within the Shire's adopted FCWP are as follows:

Project Description	2011/2012	2012/2013
Medical Centre	✓	
RSL Hall Renewal		✓

Each of the above projects contained within the FCWP is listed with a CLGF contribution of \$312,725. This figure has since been updated and should read \$346,598.

Following discussions at Council briefing session, community workshops and survey results through the Community Strategic Plan process and a re-assessment of needs, it is considered timely to review these allocations. As such, the following is recommended:

Medical Centre

A realistic timeline of designing, planning, finding a tenant and then commencing the build of a purpose built medical centre is a minimum of eighteen (18) months away. As such, it is recommended that this CLGF grant be deferred one year to 2012/2013 to prevent any holding of future CLGF grant funds.

RSL Hall

It is felt that this project needs further scoping of the works to be completed, and a greater analysis of the community benefit vs cost. In addition, once the need and scope of this project is established, Centenary of ANZAC funding may be able to be sourced to assist with this

expenditure. As such, it is recommended that this project be withdrawn from CLGF prioritisation and investigated through the Council's own budget process.

Kojonup Occasional Child Care

This important community service/group is currently operating from a Council facility that requires considerable structural maintenance or possibly, has reached the end of its useful life. In addition, this represents an opportunity to possibly co-locate similar community services into the one venue. This issue requires urgent attention and it is therefore recommended that it be placed onto the 2011/2012 CLGF program.

The suggested amendments above will require approval from the Department of Regional Development and Lands and possible business cases to prove viability of the projects and funding. The purpose of this agenda item is to amend the FCWP to reflect these changing needs and to seek in-principle support from the Department of Regional Development and Lands.

CONSULTATION

2010

The Shire of Kojonup Council held two separate planning days to consider the inputs into the FCWP and systems for prioritising projects. This included a review of previous strategic planning processes and outcomes, financial performance, current asset condition, and renewal priorities based on condition.

The community was consulted on the subsequent draft capital works program and priorities, with notice of the consultation on the plan was mailed to all ratepayers, published in the 'Kojonup News', and posters placed on relevant notice boards around the district. The notice included a full program for the planning day with nominated session times to allow people to attend individual sessions if they wished.

2013

The proposed amendments in this report were discussed at a Council briefing session held 5 April 2013. In addition, the Medical / Health Centre Advisory Committee have been notified of the intent to delay funding by one year and this has been supported by the Committee.

STATUTORY ENVIRONMENT

A FCWP is not a statutory requirement, however, is a prerequisite to access the allocations from the CLGF.

POLICY IMPLICATIONS

There are no known Policy Implications.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION**That:**

1. The Shire of Kojonup's Forward Capital Works Plan 2010/2011 to 2014/15 be amended to include the following timing of projects for Country Local Government Funding:

Project Description	2011/2012	2012/2013
Medical Centre	x	✓
RSL Hall Renewal		x
Occasional Child Care Centre	✓	

2. The Chief Executive Officer update the Forward Capital Works Plan 2010/2011 to 2014/15 to incorporate the project timing as indicated in point 1 above, showing updated total project costs and funding sources for future Council endorsement; and
3. The Acting Chief Executive Officer seek approval from the Department of Regional Development and Lands to amend the Shire's Country Local Government Fund grants in accordance with this motion.

COUNCIL DECISION

/13 Moved Cr

, seconded Cr

CARRIED/LOST

/

11 WORKS & ENGINEERING REPORTS**11.1 LOADER REQUEST 2013/1**

AUTHOR: Heather Marland – Senior Finance Officer
 DATE: Thursday 11 April 2013
 FILE NO: PS.ACQ.2
 ATTACHMENT: 11.1 CONFIDENTIAL Attachment - Original Criteria Assessment

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being requested to consider options for the sale of the Shires Volvo L70 Loader and purchase of one new replacement Loader.

BACKGROUND

Council provided funds in the 2012/2013 Budget for the purchase of a new Loader and trade or outright sale of the Volvo L70 Loader. The item had previously been identified in Council's long term plant replacement program.

COMMENT

Quotations were sought using the WALGA Preferred Suppliers eQuotes Tool. Quotes were requested for the supply of a Rubber Tyred Tool Carrier (Loader) with a minimum weight of 12500kg. A request was sent on 28 February 2013 to 3 vendors for quotes with or without trade of shire Volvo L70 Loader. The 3 companies that were approached for quotations were:

1. CJD Equipment
2. Hitachi Construction Machinery
3. WesTrac Pty Ltd

The following quotes were received at the close of the quotation period being 21 March 2013

Tenderer	Comment	Outright Purchase Ex GST	With Trade-In Ex GST
CJD Equipment	Supply new Volvo Loader	\$261965	\$249965
Hitachi Construction Machinery	Supply new John Deere Loader	\$238883	\$221883
WesTrac Pty Ltd	Supply new Caterpillar Loader	\$278535	\$260535

Inspection of the Caterpillar 924K, and Volvo L60F were attended by the following staff:

Craig McVee - Manager of Works & Engineering
 Dale Simmons – Mechanic
 Lee Lucev – Apprentice Mechanic
 Richard McKenzie – OHS representative

The inspections allowed staff to view and operate the machines, it also allowed for assessment of OHS, performance and suitability.

A detailed analysis of the tenders was then undertaken by the Manager of Works & Engineering, and the inspection team.

The results of this analysis are attached to the Agenda as a confidential attachment.

This attachment is confidential due to the commercially sensitive nature of the proposals.

Requests for tenders for the sale of the outright purchase of the Volvo L70 Loader were advertised in the Great Southern Herald Newspaper on 27th March and 3rd April 2013, 29th March in the Kojonup News and the West Australian on the 3rd April 2013 with a closing date of Tuesday 9th April 2013.

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

RA & MA Wright \$9545 ex GST
Syd Matthews & Co \$19500 ex GST
WR & PC Zadow \$10000 ex GST

After inspection, the Caterpillar 924K is the preferred machine. WesTrac have indicated that they are unable to supply the Loader until July/August 2013. It is felt that the superiority of the machine is worth the delay in delivery. The difference in pricing from the highest tender Syd Matthews & Co (\$19500) and Westrac's Trade (\$18000) is \$1500. If the Volvo L70 Loader was to be sold now the cost of hire of a loader if required over the coming winter months while waiting to take possession of the new Loader could be greater than the difference in trade (\$1500).

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Council Policy sets the criteria for assessment of tenders.

FINANCIAL IMPLICATIONS

The 2012/2013 Budget Provides for a net changeover of \$250,000. The officer recommendation if adopted will result in an additional cost of \$10,535 to budget

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That Council accept the quote provided by Westrac Pty Ltd for the supply of one (1) new 924K Caterpillar Loader and Trade of Councils Volvo L70 Loader. The total net change over price being set at \$260,535.00 excluding GST.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

12 COMMUNITY & REGULATORY SERVICES REPORTS

Nil

13 EXECUTIVE & GOVERNANCE REPORTS**13.1 PUBLIC QUESTION TIME POLICY REVIEW**

AUTHOR: Sophie Knight – Policy, Planning and Governance Officer
 DATE: Thursday 11th April 2013
 FILE NO: CM.POL.2
 ATTACHMENT: 13.1 Public Question Time Policy

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the Shire of Kojonup's Public Question Time Policy.

BACKGROUND

The Public Question Time Policy has been presented to Council for consideration.

STATUTORY ENVIRONMENT

Policies have no legal status but are guidelines for staff and the community to act on various matters without the need for continual referral to the Council. Council may adopt, amend, waive policies under s2.7(2)(b) of the Local Government Act 1995.

POLICY IMPLICATIONS

This report suggests a new Council Policy.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – ABSOLUTE MAJORITY**OFFICER RECOMMENDATION**

That the Public Question Time Policy as attached be adopted.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

3.12 PUBLIC QUESTION TIME

Adopted or Reviewed by Council:	Draft	Council Minute Reference:
Reviewer:	Chief Executive Officer	
Local Law:	Nil	
Procedure:	Nil	
Delegation:	Nil	

OBJECTIVE

The Shire of Kojonup provides the public with the opportunity to raise questions (as per Section 5.24 of the Local Government Act 1995), or to make a brief statement on issues of concern at all Ordinary Meetings and Standing Committee Meetings of Council. The purpose of this Policy is to ensure that the Public Question Time during a these meetings is conducted with respect, discretion and morality.

POLICY

The Local Government Act 1995 requires that a minimum of 15 minutes is to be provided at the beginning of the meeting for question time (where members of the public wish to ask questions).

Question time is the first item on the agenda and the following procedures apply:

1. Council encourages input from its residents but will not debate any issue with those in attendance at meetings.
2. Questions should be directed to the Shire President (or Chairman at Committee Meetings). Where appropriate, the President may ask another Councillor or Officer to respond if necessary. If the answer is not known and requires further investigation, a written response will be provided at a later date.
3. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
 - i) A personal attack or adverse reflection on the integrity of Councillors or Staff;
 - ii) Inappropriate behaviour and use of public question time.
4. Such behaviour will not be permitted or tolerated.
5. Prevention of Disturbance
 - a) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so.
 - b) No person observing a meeting, is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
6. Taped recording of meetings is not permitted.
7. Copies of "Public Question Time – Rules and Procedure" to be distributed at Council/Committee Meetings where members of the public are in attendance.

13.2 CORPORATE SERVICES POLICIES REVIEW

AUTHOR: Sophie Knight – Policy, Planning and Governance Officer
DATE: Thursday 11th April 2013
FILE NO: CM.POL.2
ATTACHMENT: 13.2 Corporate Services Policies

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to review and adopt the Shire of Kojonup's Corporate Services Policies.

BACKGROUND

The Council reviews policies when appropriate. The Corporate Services Policies have been presented to Council for adoption.

STATUTORY ENVIRONMENT

Policies have no legal status but are guidelines for staff to act on various matters without the need for continual referral to the Council. Council may adopt, amend, waive policies under s2.7(2)(b) of the Local Government Act 1995.

POLICY IMPLICATIONS

This report reviews existing Council Policies.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – ABSOLUTE MAJORITY**OFFICER RECOMMENDATION**

That the policies as attached to the agenda be adopted.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST

/

14 COMMITTEES OF COUNCIL**14.1 SPRINGHAVEN ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Springhaven Advisory Committee held Thursday 14th February 2013 be received by Council.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

14.2 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE**OFFICER RECOMMENDATION**

That the attached Public Meeting notes of the Medical / Health Centre Advisory Committee held Monday 11th March 2013 be received by Council.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

14.3 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE**OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Friday 15th March 2013 be received by Council.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

14.4 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE

OFFICER RECOMMENDATION

That Council endorse the following recommendation of the Medical / Health Centre Advisory Committee:

Advisory Committee Decision 7/13

That the Committee meet with Council to co-operatively progress the Medical Centre and solution together at a Council Briefing Session.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

14.5 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE

OFFICER RECOMMENDATION

That the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Tuesday 9th April 2013 be received by Council.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

14.6 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE

OFFICER RECOMMENDATION

That Council endorse the following recommendation of the Medical / Health Centre Advisory Committee:

Advisory Committee Decision 8/13

- 1. That the Shire allow Royalties for Regions 2012/2013 grant to be retained for the Medical Centre on Walkers Block.**
- 2. That the Shire through the CEO and with the assistance of the Medical/Health Centre Advisory Committee actively pursue funding for the Medical Centre.**
- 3. That 34 Katanning Road be referred to as “doctors surgery”, rather than a “Medical Centre”.**

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

14.7 ANNUAL MEETING OF ELECTORS

OFFICER RECOMMENDATION

That the attached unconfirmed minutes of the Annual Meeting of Electors held Tuesday 19th February 2013 be received by Council.

COUNCIL DECISION

/13 Moved Cr , seconded Cr

CARRIED/LOST /

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**16 NEW BUSINESS**

(of an urgent nature, introduced by a decision of the meeting).

17 CONFIDENTIAL REPORTS**18 NEXT MEETING**

Tuesday, 21st May 2013 commencing at 3:00pm.

19 CLOSURE

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

20 ATTACHMENTS (SEPARATE)

- Item 10.1 Monthly Statement of Financial Activity 1st July 2012 to 31st March 2013
- Item 10.1 Appendix A – Springhaven Aged Care Facility Monthly Statement of Financial Activity 1st July 2012 to 31st March 2013
- Item 10.1 Appendix B - Budget Review 1st July 2012 to 31st March 2013
- Item 10.2 Monthly Payment Listing
- Item 11.1 CONFIDENTIAL Attachment - Original Criteria Assessment
- Item 13.2 Corporate Services Policies
- Item 14.1 Unconfirmed Springhaven Advisory Committee Minutes – Thursday 14th February 2013
- Item 14.2 Medical/Health Centre Advisory Committee Public Meeting Notes – Monday 11th March 2013
- Item 14.3 Unconfirmed Medical/Health Centre Advisory Committee Minutes – Friday 15th March 2013
- Item 14.5 Unconfirmed Medical/Health Centre Advisory Committee Minutes – Tuesday 9th April 2013
- Item 14.7 Unconfirmed Annual Meeting of Electors Minutes – Tuesday 19th February 2013