

# SHIRE OF KOJONUP



## **Council Minutes**

***16<sup>th</sup> October 2012***

**SHIRE OF KOJONUP****MINUTES FOR THE COUNCIL MEETING HELD ON 16<sup>th</sup> October 2012****TABLE OF CONTENTS**

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## MINUTES

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

The Shire President declared the meeting opened at 3:19pm and alerted 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 Rosemary Hewson |                        |
| Cr Ian Pedler      |                        |
| Cr Greg Marsh      |                        |

|                       |                                |
|-----------------------|--------------------------------|
| Mr Anthony Middleton  | Acting Chief Executive Officer |
| Mr Kim Dolzadelli     | Manager of Corporate Services  |
| Miss Brodie Hueppauff | Finance Officer                |

#### **APOLOGIES**

Cr Michael Baulch                      Granted Leave of Absence at Meeting 18 September 2012

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

Nil

### 4 **PUBLIC QUESTION TIME**

Nil

### 5 **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6 CONFIRMATION OF MINUTES**

ORDINARY MEETING 18<sup>th</sup> September 2012

Corrections:

**COUNCIL DECISION**

**104/12 MOVED Cr Benn seconded Cr Mathwin that the Minutes of the Ordinary Meeting of Council held on 18<sup>th</sup> September 2012 be confirmed as a true record.**

**CARRIED 7/0**

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

- The President highlighted that she did not call for Bypass for Kojonup and was misquoted in the Great Southern Weekender published 11<sup>th</sup> October 2012.
- The Shire President attended National Broadband Network Presentation in Katanning last week.
- The Shire President congratulated organisers of the Hollow Log Golf Tournament, held on 5<sup>th</sup> October 2012, wonderful event.
- The Shire President congratulated the Kojonup Tourist Railway for their successful opening of Zoo Train on 6<sup>th</sup> October 2012.

**8 PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

**9 DECLARATIONS OF INTEREST**

Nil

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

AUTHOR: Kim Dolzadelli – Manager Corporate Services  
DATE: Tuesday, 9 October 2012  
FILE NO: FM.FNR.2  
ATTACHMENT: 10.1 Monthly Statement of Financial Activity 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To accept the Monthly Statement's of Financial Activity for the period of 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012.

**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 1<sup>st</sup> July 2005.

**COMMENTS**

The Statements of Financial Activity for the period 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012 show a solid position with 74.87% of rates collected to 30<sup>th</sup> September 2012 and a total amount of cash holdings of \$4,117,818 of which \$1,852,134 is held in fully cash backed Reserves; of these cash funds \$3,500,000 is invested in short term Term Deposits.

The Officer highlights the variance of \$1,006,946 between the Year to Date Budgeted Estimated Surplus and Year to Date Actual Surplus position is predominantly made up of the accumulated expenditure with respect to the Storm Damage Cleanup for which funding has yet to be received.

Works on the Storm Damage Cleanup from the Storms that hit Kojonup in June 2012 are scheduled to substantively cease by Friday 12<sup>th</sup> October 2012, due to the impending fire season and also to allow the inwards flow of cash funds from the WANDRRA funding arrangements.

The Storms were proclaimed an *eligible disaster* under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA). The State Government will provide immediate financial assistance to those people who have been affected through joint State and Commonwealth disaster relief and recovery arrangements. The allowable time limit for eligible claims expires on 30 June 2014.

As previously advised, discussions with respect to the funding arrangements and scope of works have been conducted with Main Roads WA (MRWA). Funding for restoration and replacement (to pre-disaster standard) is available through the WANDRRA arrangements; this funding is capped to a level of 75% of total costs. The other source of funding that is available is through the Regional Road Group Supplementary fund; however this funding is only accessible once Council has reached its expenditure cap of \$130,000. Council adopted Budget amendments at its September 2012 meeting to allow for the associated expenditure and funding sources for the cleanup.

The Storm Damage Cleanup project will be reassessed prior to recommencement of the project.

Council is also advised that all work has been completed on the preparation of the Annual Financial Statements for the year ended 30<sup>th</sup> June 2012 and these were delivered to Councils Auditors on Friday 28<sup>th</sup> September 2012.

**CONSULTATION**

Nil.

**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 not** being sought in this Agenda.

**STRATEGIC IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That the Monthly Statement's of Financial Activity for the periods of 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012, as attached, be accepted.

**COUNCIL DECISION**

**105/12 MOVED** Cr Pritchard seconded Cr Marsh that the Monthly Statement's of Financial Activity for the periods of 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012, as attached, be accepted.

**CARRIED 7/0**

**10.2 MONTHLY PAYMENTS LISTING**

AUTHOR: Kim Dolzadelli – Manager Corporate Services  
DATE: Wednesday, 10 October 2012  
FILE NO: FM.AUT.1  
ATTACHMENT: 10.2 Monthly Payment Listing

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To receive the list of payments that were made from 1<sup>st</sup> September 2012 to 30<sup>th</sup> September 2012.

**BACKGROUND**

Not applicable.

**COMMENT**

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

**CONSULTATION**

No consultation was required.

**STATUTORY ENVIRONMENT**

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

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

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/09/2012 to 30/09/2012 comprising of Municipal Cheques 12418 to 12452, EFT's 9252 to 9367 and Internal Payment Vouchers 4120 to 4149 totalling \$1,019,604.54 and as attached to this agenda, be received.

**COUNCIL DECISION**

**106/12 MOVED** Cr Marsh seconded Cr Hewson that in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/09/2012 to 30/09/2012 comprising of Municipal Cheques 12418 to 12452, EFT's 9252 to 9367 and Internal Payment Vouchers 4120 to 4149 totalling \$1,019,604.54 and as attached to this agenda, be received.

CARRIED

7/0

3:55pm Miss Brodie Hueppauff left the Chamber.

## **11 ENGINEERING & WORKS REPORTS**

### **11.1 ANGLE ROAD – REQUEST FOR ROAD NAME CHANGE**

AUTHOR: Anthony Middleton – Acting Chief Executive Officer  
DATE: 10 October 2012  
FILE NO: RO.ROA.101  
ATTACHMENT: 11.1 Letter from Terry Taylor

#### **DECLARATION OF INTEREST**

Nil

#### **SUMMARY**

To consider a request to change the name of Angle Road to Ford Lane.

#### **BACKGROUND**

Mr Terry Taylor has written to the Council requesting a change in the name of Angle Road to Ford Lane. A copy of the request is attached.

#### **COMMENT**

Mr Taylor's request is very thorough and has been well researched, including consulting with over twenty (20) neighbouring property owners.

This request appears to replace a road name of little significance with one of historic value and is in keeping with previous Shire practice of naming roads after historical people. It is recommended that this request be supported and that the State Government's Geographic Names Committee be requested to approve the change in road name. It is also recommended however, that the Council undertake additional community consultation to enable the entire community input on this issue.

#### **CONSULTATION**

Mr Terry Taylor has addressed a Council briefing session on 2 October 2012.

#### **STATUTORY REQUIREMENTS**

The Land Administration Act 1997 applies to this item.

#### **POLICY IMPLICATIONS**

There are no known policy implications.

#### **FINANCIAL IMPLICATIONS**

There are only minor financial implications for this report. Approximately \$1,500 would be incurred for new signage. Maps etc would not be specifically reprinted for this item, rather replaced under normal timeframes and therefore would not incur costs.

#### **STRATEGIC IMPLICATIONS**

There are no strategic implications for this report.

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

#### **OFFICER RECOMMENDATION**

That:

1. The request from Mr Terry Taylor to change the name of Angle Road to Ford Lane be supported;
2. The proposed road name change of Angle Road to Ford Lane be advertised in the Kojonup News seeking community comment; and
3. Subject to no adverse comments being received in point 2 above, the Geographic Names Committee be requested to change the name of Angle Road to Ford Lane in the Shire of Kojonup.



**COUNCIL DECISION**

**107/12 MOVED Cr Mathwin seconded Cr Pritchard that:**

- 1. The request from Mr Terry Taylor to change the name of Angle Road to Ford Lane be supported;**
- 2. The proposed road name change of Angle Road to Ford Lane be advertised in the Kojonup News seeking community comment; and**
- 3. Subject to no adverse comments being received in point 2 above, the Geographic Names Committee be requested to change the name of Angle Road to Ford Lane in the Shire of Kojonup.**

**CARRIED**

**7/0**

**12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS****12.1 EXPRESSION OF INTEREST – DISPOSAL OF OLD RECYCLING STATION BUILDINGS**

AUTHOR: Mort Wignall - Manager Regulatory & Community Services  
DATE: Wednesday 10<sup>th</sup> October 2012  
FILE NO: CP.MTC.32 & CP.ACD.7  
ATTACHMENT: 12.1.1 Expression of Interest – Kojonup Men's Shed  
12.1.2 Expression of Interest – Kojonup District High School

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To consider Expressions of Interest received for the disposal of two buildings located at the old Recycling and Transfer Station off Robinson Road, Kojonup.

**BACKGROUND**

Since closure of the old recycling and transfer station approximately three years ago, rehabilitation of the site has commenced with a general clean-up of the site as well as earthworks and tree planting.

Part of the rehabilitation program requires the removal of the old buildings and in July 2012 Council resolved to call for Expressions of Interest for their disposal.

The buildings in question are described below:

**Main Shed(Recycling with attached kitchen/staff room)**

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

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

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

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

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

**Pesticide Shed**

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

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

**COMMENT**

An advertisement was placed in two editions of the Kojonup News on the 14<sup>th</sup> and 28<sup>th</sup> September calling for Expressions of Interest for the buildings and two have been received:

- Geoffrey Reinke, representative of the Kojonup Men's Shed. The price offered is \$500.00 to remove one of the two sheds with the adjoining kitchen..
- Kojonup District High School (Expression of Interest by email to CEO). The offer is to dismantle and remove the buildings at no cost to Council.

The high school has expressed interest in the buildings for a number of uses including undertaking waste minimisation programmes as well as making fruit fly traps for use by local residents. The previous CEO and I have attended meetings with the Principal and teachers of the school to discuss the projects and the school is also supported both financially and in kind by private enterprise for their waste minimisation and recycling initiatives.

Both these activities are worthy of continued support by Council for the benefit of our local school students as well as the broader community.

The Men's Shed also have a use for the larger of the two sheds that will provide increased opportunities for undertaking various activities by members of the group.

**CONSULTATION**

The Manager Regulatory and Community Services was Council's contact for enquiries regarding this matter and consulted with parties interested in submitting an Expression of Interest for the buildings.

Council's intention to dispose of the buildings was also advertised twice in the local newspaper for public information.

**STATUTORY ENVIRONMENT**

Section 3.58 of the Local Government Act and Regulation 30 and 31 Local Government (Functions and General) Regulations. The Officer notes in accordance with regulation 30 (3)(a) this is an exempt disposition as the market value is less than \$20,000.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

There are only minor costs associated with advertising with respect to the calling for Expressions of Interest and these have been accommodated in the adopted 2012/13 budget. There has been no budget provision for any proposed proceeds of sale.

**STRATEGIC IMPLICATIONS**

Council has a legal and community obligation to rehabilitate the old Recycling and Transfer Station as part of their strategic approach to the establishment of improved infrastructure for the long term management of waste within the Shire.

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

That both sheds located at the Old Recycling & Transfer Station off Robinson Road, Kojonup be offered to the Kojonup District High School, subject to the School undertaking the removal of both buildings at no cost to Council and that the removal of the buildings is completed by 21<sup>st</sup> December 2012.

**COUNCIL DECISION**

**108/12 MOVED Cr Marsh seconded Cr Hewson that both sheds located at the Old Recycling & Transfer Station off Robinson Road, Kojonup be offered to the Kojonup District High School, subject to the School undertaking the removal of both buildings at no cost to Council and that the removal of the buildings is completed by 21<sup>st</sup> December 2012.**

**CARRIED**

**7/0**

**13 CORPORATE & COMMUNITY SERVICES REPORTS**

Nil

**14 COMMITTEES OF COUNCIL****14.1 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

That the attached confirmed minutes of the Medical / Health Centre Advisory Committee held Thursday 23<sup>rd</sup> August 2012 be received by Council.

**COUNCIL DECISION**

**109/12 MOVED Cr Benn seconded Cr Hewson that the attached confirmed minutes of the Medical / Health Centre Advisory Committee held Thursday 23<sup>rd</sup> August 2012 be received by Council.**

**CARRIED****7/0****14.2 MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE****OFFICER RECOMMENDATION**

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

## Advisory Committee Decision 3/12

That the Medical / Health Centre Advisory Committee endorses the following Terms of Reference:

- Develop a communications plan to guide the consultation process, feedback mechanisms, surveys, public meetings, record keeping, and media releases from the Council and committee.
- To assess the needs for medical / health centre accommodation:
- Review the current medical centre and hospital accommodation for Doctors and other primary health providers.
- Consider options under the Primary Health Care Demonstration Site model of the Southern Inland Health Initiative and advise Council on whether to participate in any call for expressions of interest.
- Review previous medical centre plans, options, and feedback / submissions from the community to guide the committee.
- Provide a short list of options for consideration of Council to allocate resources for detailed work up of plans.
- Develop a scope of works for appropriate architectural / design consultant / or building support for the options above based on the outcomes of the needs analysis and liaison with key stakeholders/ users.
- Review the detailed options and provide advice to Council on the outcome of detailed work up based on:
  - Meeting the identified community needs;
  - Meeting the identified functional needs of users;
  - Value for money
- Provide advice on funding, timing and delivery of the project.
- Provide advice to Council on any other issue that the committee view relevant to the Medical / Health Centre consideration.

**COUNCIL DECISION**

**110/12 MOVED** Cr Mathwin seconded Cr Benn that Council endorse the following recommendation of the Medical / Health Centre Advisory Committee:

**Advisory Committee Decision 3/12**

That the Medical / Health Centre Advisory Committee endorses the following Terms of Reference:

- Develop a communications plan to guide the consultation process, feedback mechanisms, surveys, public meetings, record keeping, and media releases from the Council and committee.
- To assess the needs for medical / health centre accommodation:
- Review the current medical centre and hospital accommodation for Doctors and other primary health providers.
- Consider options under the Primary Health Care Demonstration Site model of the Southern Inland Health Initiative and advise Council on whether to participate in any call for expressions of interest.
- Review previous medical centre plans, options, and feedback / submissions from the community to guide the committee.
- Provide a short list of options for consideration of Council to allocate resources for detailed work up of plans.
- Develop a scope of works for appropriate architectural / design consultant / or building support for the options above based on the outcomes of the needs analysis and liaison with key stakeholders/ users.
- Review the detailed options and provide advice to Council on the outcome of detailed work up based on:
  - Meeting the identified community needs;
  - Meeting the identified functional needs of users;
  - Value for money
- Provide advice on funding, timing and delivery of the project.
- Provide advice to Council on any other issue that the committee view relevant to the Medical / Health Centre consideration.

**CARRIED 7/0**

14.3 **MEDICAL / HEALTH CENTRE ADVISORY COMMITTEE**

**OFFICER RECOMMENDATION**

That the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Thursday 20<sup>th</sup> September 2012 be received by Council.

**COUNCIL DECISION**

**111/12 MOVED** Cr Marsh seconded Cr Mathwin that the attached unconfirmed minutes of the Medical / Health Centre Advisory Committee held Thursday 20<sup>th</sup> September 2012 be received by Council.

**CARRIED 7/0**

## 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 5/12

Moved Cr Mathwin seconded Mrs P Crook that the Committee Request:

- The Acting Chief Executive Officer to investigate the possibility of the development of a Community Health Plan for Kojonup, drafted together with the Kojonup's Integrated Plan by 361 Degrees Stakeholder Management Service.
- The Acting Chief Executive Officer obtain quotes for the additional work required to complete a Community Health Plan.

CARRIED 8/0

**COUNCIL DECISION**

112/12 **MOVED** Cr Hewson seconded Cr Pritchard that Council endorse the following recommendation of the Medical / Health Centre Advisory Committee:

Advisory Committee Decision 5/12

Moved Cr Mathwin seconded Mrs P Crook that the Committee Request:

- The Acting Chief Executive Officer to investigate the possibility of the development of a Community Health Plan for Kojonup, drafted together with the Kojonup's Integrated Plan by 361 Degrees Stakeholder Management Service.
- The Acting Chief Executive Officer obtain quotes for the additional work required to complete a Community Health Plan.

CARRIED 7/0

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

Nil

16 **NEW BUSINESS**

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

Nil

4:44pm Cr Marsh left the Chamber.

17 **CONFIDENTIAL REPORTS**

Nil

18 **NEXT MEETING**

Tuesday, 20<sup>th</sup> November 2012 commencing at 3:00pm.

19 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4:47pm.

20 **APPENDICES AND TABLED DOCUMENTS**

*Cr Benn announced that The Visitor Centre Association of Western Australia presented the 2012 Pioneer Award to Glenys Russell.*

*The Shire President expressed her congratulations with respect to Ms Russell's award.*

**21 ATTACHMENTS**

- Item 10.1 Monthly Statement of Financial Activity 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012
- Item 10.2 Monthly Payment Listing
- Item 11.1 Letter from Terry Taylor
- Item 12.1.1 Expression of Interest – Kojonup Men's Shed
- Item 12.1.2 Expression of Interest – Kojonup District High School
- Item 14.1.1 Confirmed Medical / Health Centre Advisory Committee Minutes – Thursday 23<sup>rd</sup> August 2012
- Item 14.1.2 Unconfirmed Medical / Health Centre Advisory Committee Minutes – Thursday 20<sup>th</sup> September 2012

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

\_\_\_\_\_  
Date