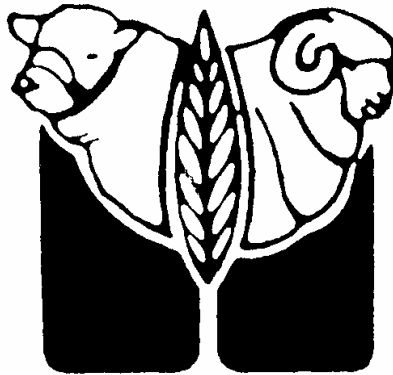


MINUTES



ORDINARY MEETING

HELD ON

THURSDAY, 20 OCTOBER 2005

AT

SHIRE OF BOYUP BROOK
ABEL STREET – BOYUP BROOK
COMMENCEMENT AT 3.32PM

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1 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

1.1 Attendance

Cr T Ginnane – Shire President
Cr R Downing
Cr J Florey
Cr M Martin
Cr K Moir
Cr T Oversby
Cr A Piper (entered 3.34pm)

Mr W Pearce – Chief Executive Officer
Mr K Jones – Manager of Finance and Administration

Mrs B Marsh (departed 3.57pm)
Mrs J Goerling (departed 3.57pm)
Mrs W Bergin (departed 3.57pm)
Mr A Moyes
Mr D Barron
Mr D Hindle
Mr B Anderson – Donnybrook/Bridgetown (departed 6.52pm)

1.2 Apologies

Cr S Broadhurst
Cr P Marshall

2 PUBLIC QUESTION TIME

Cr Piper entered the Chambers, the time being 3.34pm

2.1 Response to Previous Public Questions Taken on Notice

Nil

2.2 Public Question Time

Mr A Moyes asked the Council:-

- 2.2.1 Is the Shire aware that the letter of support given by the Shire in September 2002 to recommence the mill operations was passed on to the Western Power and partially fulfilled the requirements of the Western Power required to reinstall the five hundred KVA transformer to the mill site at a cost exceeding \$40,000?

Both the Shire President and the Chief Executive Officer responded in the negative.

2.2.2 Is the Wilga Mill the only mill in the Shire of Boyup Brook to currently hold a contract to purchase both saw logs and firewood logs?

Both the Shire President and the Chief Executive Officer responded that they were not aware.

2.2.3 Has the Shire's public liability insurance to cover the Wilga Hall site and the former Uniting Church Reserve?

The Chief Executive Officer advised that the hall is covered by the shire's insurance but not the former Uniting Church Reserve because it was still under state government control.

2.2.4 As the former mill dam is grossly inadequate for town use and friction already exists between some of the five users connected to this dam. Would the Shire be interested to looking at a more suitable catchment dam site in the gully to the south of town?

The Shire President responded that the Council resolved to take control of the existing town dam and that the shire will investigate the placement of a dam site south of the townsite.

2.2.5 Was Wilga included in the Warren Blackwood Sites Survey conducted by the WA Planning Commission?

The Chief Executive Officer responded that he was not aware of this study.

Mr Moyes responded that the study was called the 'Warren Blackwood Industrial Site Study'.

The Chief Executive Officer responded that Wilga and a general area west of Boyup Brook were identified as potential sites for a major industry.

After further investigation by the WA Planning Commission these sites were deleted from the study. Sites at Yornup and Greenbushes were preferred due to their location on the SW Highway and rail line.

2.2.6 What input did the Boyup Brook Shire have in this study?

The Chief Executive Officer responded that the Shire had very little input into the study as it was indicated very early on that the site would need to be located along major road and rail routes.

Mr Moyes asked if the Council was aware of a Pulp Mill proposal.

The Shire President responded in the negative.

3 APPLICATIONS FOR LEAVE OF ABSENCE

4 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

4.1 Wilga Mill Petition

Mr A Moyes presented a petition to the Chief Executive Officer for support of the Wilga Mill.

Cr Moir presented to the Shire President a petition that was not supporting the Wilga Mill.

4.2 Playgroup and Occasional Day Care Presentation

3.30pm Mrs B Marsh, President of the Boyup Brook Playgroup, Mrs W Bergin, Playgroup and Mrs J Goerling, Occasional Day Care– Family Stop Playground

Please refer to attached correspondence from Mrs Marsh and Mrs Goerling on this matter (see appendix 1.1)

CEO Comment

In reference to the playgroup letter, it appears that the presenters will be requesting a donation of \$3,279 (exc. GST) from the shire to purchase new play equipment. This figure is the gap between the cost of the equipment exc. GST and the combined finances of the 2 groups which excludes GST.

The shire's CEDO has only recently submitted a grant application to Lotterywest seeking funds for \$6,715 towards the new playground on behalf of the groups. If successful a total of \$15,647 will be available for this project. However, an announcement will not be made for at least 3 months on this application.

Should the Council wish to consider providing shire financial support prior to the Lotterywest outcome, it may wish to identify a funding source for example the Commercial reserve.

Presentation notes from the two groups are attached.

The Shire President thanked the representatives for their presentation.

Cr Piper departed the Chambers, the time being 3.53pm.

Cr Piper returned to the Chambers, the time being 3.54pm.

Mrs Marsh, Mrs Goerling and Mrs Bergin departed the Chambers, the time being 3.57pm.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Minutes of the Ordinary Meeting of the Council held on 15 September 2005.

MOVED: Cr Downing

SECONDED: Cr Moir

That the minutes of the previous Ordinary Meeting of the Council held on 15 September 2005 be confirmed as an accurate record, subject to the following changes-

2.2 Public Question Time

Replacing question 1. which states 'Does the Council support the re-opening of the mill and do non-conforming use rights still apply?'

with the words

'As we have since been in the business of the processing of timber, wouldn't the non-conforming use rights still apply?' and

Replacing question 2. which states 'In relation to the proposed sub-division of Wilga land (see agenda item 7.2.2), has the Shire made application to the Department of Planning and Infrastructure to develop access roads to proposed new lots?'

with the words

'In relation to the proposed sub-division has the Shire made any application to the Department of Planning and Infrastructure to develop the access roads of Richardson, Boyd and Hansen Streets which service the existing lots?'

CARRIED 7/0

6 PRESIDENTIAL COMMUNICATIONS

7 REPORTS OF OFFICERS AND COMMITTEES

7.1 WORKS AND SERVICES

MOVED: Cr Oversby

SECONDED: Cr Downing

That the Council move into a committee of the whole under clause 15.6 of the shire's Local Law No.1 - Standing Orders to allow members free discussion on the matter.

CARRIED 7/0

7.1.1 Plant Tender No. 05-004

<i>Proponent:</i>	<i>Shire of Boyup Brook</i>
<i>Location:</i>	<i>-</i>
<i>Reporting Officer:</i>	<i>John Eddy</i>
<i>Date Report Written:</i>	<i>6 October 2005</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>EQ/57/001</i>
<i>Appendices:</i>	<i>-</i>

BACKGROUND

Tender 05-004 is for the supply and delivery of one new fourteen tonne (14t) diesel tip truck.

The tender was advertised in the West Australian newspaper on the 10 September 2005 and closed on 3 October 2005. Seven (7) tenders were received.

DETAIL

There is no trade in vehicle applicable to this tender as the previous truck was written off in November 2004 and payed out by the Council's insurance company.

The budgeted purchase price is one hundred and thirty thousand four hundred and sixty dollars (\$130,460) including GST. Additional funds of six thousand five hundred and sixty three dollars and seventy cents (\$6,563.70) or \$5,967 exc GST required for the recommended purchase can be accessed from the Plant Reserve which has a budgeted balance of eighty five thousand and forty two dollars (\$85,042) at the 30 June 2006.

Tender No. 05-004 – 14t Diesel Tip Truck (All prices include G.S.T.)

Company	Make	Model	Power	G.V.M.	G.C.M.	Warranty	Body	Cab-Chassis	Total
A.V. Truck Services	M.A.N.	T.G.A.	265kw	26,000 kg	50,000 kg	24m 200,000km	\$22,500	\$138,067	\$160,567
Truck Services	UD Nissan	CW 385	285kw	26,000	50,000	36m 500,000km	\$22,500	\$138,415	\$160,915
Diesel Motors	Mercedes	AXOR 2633	240kw	26,000	45,000	24 mths	\$22,110	\$146,630	\$168,740
JEM Truck Sales	Isuzu	FUZ 1400	206kw	22,500	36,000	36m 200,000	\$21,770	\$114,253.70	\$137,023.70
Skipper Trucks	FUSO	FV51	257kw	25,400	50,000	36m 200,000	\$21,505	\$132,858	\$154,363
Skipper Trucks	FUSO	Fighter 14	199kw	23,500	28,500	36m 200,000	\$21,967	\$110,433.40	\$132,400.40
W.A. Hino	Hino	Ranger 14	191kw	26,000	33,000	36m 200,000	\$22,550	\$108,200.40	\$130,849

The highlighted tender is the recommended purchase.

The three lowest tenders were selected and assessed by the Works Supervisor and plant operator in accordance with the following Evaluation Assessment criteria:-

Factor	Weighting	Priority	Evaluation Criteria
Tender Pricing	3	High	
Mandatory Product Features	3	High	Product feature essential to undertake required function. Specifications conformance. Response and detail to specification
Warranty	2	Medium	Assessed on past performance. Warranty period offered.
Delivery	2	Medium	
Service Facilities	2	Medium	Ease of vehicle servicing. Availability of spare parts. Number of technical support staff available.
Operator Ergonomics	2	Medium	Ease of operation/controls. Operator comfort.

This assessment matrix allows the tenders to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous tender. This is to be used as a guide only during the assessment and is not necessarily binding.

The scoring system is based on the following:-

Tender Price	Score
Within 10% of the lowest price	3
10 – 20% of the lowest price	2
Above 20% of the lowest price	1

Mandatory Product Features	Score
All requirements met	3
Most requirements met	2
Most requirements no met	1

Warranty	Score
Excellent	3
Good	2
Moderate	1

Delivery	Score
Within one month	3
One to two months	2
Not stated/>2 months	1

Service Facilities	Score
Excellent	3
Good	2
Moderate	1

Operator Ergonomics	Score
Excellent	3
Good	2
Moderate	1

Tender 05 – 004 – JEM Truck Sales – Isuzu – FVZ 1400

Criteria	Priority	Weight	Score	Total	Comments
Tender Price	High	3	3	9	4.72% above lowest
Mandatory product features	High	3	3	9	All met
Warranty	Medium	2	2	4	Good
Delivery	Medium	2	2	4	Within 2 months
Service facilities	Medium	2	3	6	Excellent (Bunbury)
Operator Ergonomics	Medium	2	3	6	Excellent
Total Score				38	

Tender 05 – 004 Skipper Trucks – FUSO – Fighter 14

Criteria	Priority	Weight	Score	Total	Comments
Tender Price	High	3	3	9	1.19% above lowest
Mandatory product features	High	3	3	9	All Met
Warranty	Medium	2	2	4	Good
Delivery	Medium	2	2	4	Within 2 months
Service facilities	Medium	2	3	6	Excellent (Bunbury)
Operator Ergonomics	Medium	2	2	4	Good
Total Score				36	

Tender 05 – 004 – W.A. Hino – Hino – Ranger 14

Criteria	Priority	Weight	Score	Total	Comments
Tender Price	High	3	3	9	Lowest price
Mandatory product features	High	3	3	9	
Warranty	Medium	2	2	4	Good
Delivery	Medium	2	2	4	Within 2 months
Service facilities	Medium	2	2	4	Good (Perth)
Operator Ergonomics	Medium	2	2	4	Good
Total Score				34	

COMMENT

- THE Hino Ranger 14 was the lowest priced truck but scored the lowest points on the Evaluation Assessment matrix.
- The Council has purchased Isuzu trucks since 1996 and have proven their reliability carting materials in rural conditions.
- Jem Truck Sales (Isuzu dealers) have provided fast and reliable parts and service back-up from their Bunbury based business.
- The assessment team, made up of the Works Supervisor and Plant operator, has recommended the Isuzu FVZ 1400 as the most suitable truck for the Shire of Boyup Brook construction works.

The Works Supervisor will be available to report to the Council if required.

It is therefore recommended that the Council approve by an Absolute Majority:-

- 1 purchase of one (1) new Isuzu FVZ 1400 diesel tip truck from Jem Truck Sales for the tendered price of one hundred and thirty seven thousand and twenty three dollars seventy cents (\$137,023.70) inc. GST;
- 2 over budget amount of five thousand nine hundred and sixty seven dollars (\$5,967) exc GST be funded from the Plant Reserve.

MOVED: Cr Oversby

SECONDED: Cr Downing

That the Council moves out of committee of the whole under clause 15.6 of the Standing Orders, Local Law No.1.

CARRIED 7/0

MOVED: Cr Downing

SECONDED: Cr Oversby

That item 7.1.1 be referred to the Audit and Finance Committee for further consideration of pricing and selection.

CARRIED 5/2

7.1.2 Proposed Road Name – 'Nield Road'

Proponent: K and B Nield
Location: Knudson Road
Reporting Officer: Will Pearce
Date Report Written: 13 October 2005
Enabling Legislation: Land Administration Act
File: RD/39/001
Appendices: 1.2 - plan

BACKGROUND:

Correspondence has been received by K and B Nield regarding name anomalies with Mclarty and Knudson Roads.

It is necessary for the Council to consider correcting these roads names.

DETAIL:

The letter received by the Shire from Mr and Mrs Nield, see appendix 1.2, is summarized-

1. 'Knudson Road' should be called 'Knudsen Road' (see plan, appendix 1.2);
2. request to change the name of a portion of McLarty Road that commences at 'Knudsen' Road to 'Nield Road' as McLarty Road is a separate road with no connection to this stretch of road' (see plan marked 'A', appendix 1.2)
3. request to name a portion of unnamed road between 'Knudsen' Road and Asplins Road as 'Knudsen Road' (see plan marked 'B', appendix 1.2)

The Council's policy on these matters states-

NAMING NEW ROADS	FILE REF CO0080
------------------	-----------------

Objective

To determine the process for naming new roads.

Statement

- Name duplication with local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.
- Names of living individuals shall not be used.
- Names characterised as follows are to be avoided:-
 - Incongruous; given/first names*; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminating names; company names; or, commercialised names.
- Preferred sources of names include:
 - Aboriginal names; pioneers of the State or area; war casualty list; thematic names e.g. fauna, ships etc.
- Road names shall not be approved unless the origin of the name is clearly stated.

**Use of given/first names may be acceptable in special circumstances, e.g. when to people with the same name are valid sources for a road name, or a surname is not appropriate for some reason.*

*But: Use of the surname will normally have priority.
Particular attention will be paid to explanation of origins.
Honouring the same person more than once will be avoided.*

Further research into local history and identities has resulted in the following suggestions as an initial schedule of suggestions:-

- | | |
|----------|---|
| Fuller | Harry Fuller took up 700 acres in the district in 1902. He was an excellent teamster and carted regularly by contract. His team of horses was commented on favourably for many years. He and his wife raised ten children. |
| Gregory | After AC Gregory – first white man to the District and Famous Explorer. |
| Hack | After Heora Hack 1921-24 Road Board Chairman
<i>(Note there is presently a Hacks Rd)</i> |
| Kaufmann | Arrived in the district in 1896. Mr Kaufmann opened the first butchers shop in the district. Mrs Kaufmann was well respected as a bush nurse and was frequently called upon to deliver babies in the district and was never known to refuse in giving assistance. |
| Lloyd | After JR Lloyd – Councillor 1961-67, 68-89, 91-93,
Shire President 1976-1982 |
| Moore | After CL Moore – Councillor 1974 – 1988
Shire President 1982-1987 |
| Moulton | Matt Moulton took a position of Land Guide in the Scott's Brook area of the Upper Blackwood District in 1892. He took up land there and developed it. He was an excellent horseman and expert bushman and is created with providing sound advice to new settlers. |
| Smith | Harry Smith and his family arrived in the district in 1909 and took up land at Scotts Brook. Before the land became productive he earned a living carting and dam sinking |

- with a bullock team. His daughter Amy married Charles Jennings and the family remain in the district today.
- Sinnott William Sinnott came to the Upper Blackwood district in 1896 and settled near Mayanup. He was a public minded person, involved in sport, business associations and a member of the Roads Board from 1918-1934.
- Wade After Thomas Wade – 1919-20 Road Board Chairman
- Wauchope Mr Wauchope was one of the best known teachers at the Boyup Brook School in the early days. He taught there from 1903-1912 and again 1917-1925. He assisted Mr Proctor put down the first tennis courts in town in 1904. Mrs Wauchope ran the first unofficial post office in Boyup Brook from the school house.

COMMENT:

The name 'Nield' has not been adopted by the Council as a preferred road name.

This however does not restrict the Council in nominating new names at any time and may wish to consider the proposal as presented should it be deemed appropriate.

The suggestion from the Nields' seems appropriate.

The Geographic Names Committee of the Department of Land Information is the approving authority on public names.

It is suggested that requests the Geographic Names Committee to:-

1. change 'Knudson Road' to 'Knudsen Road';
2. changing the name of that portion of McLarty Road that commences at 'Knudsen' Road to 'Nield Road';
3. name a portion of unnamed road between 'Knudsen' Road and Asplins Road as 'Knudsen Road'.

MOVED: Cr Moir

SECONDED: Cr Martin

That the Council requests the Geographic Names Committee to:-

1. change 'Knudson Road' to 'Knudsen Road';
2. changing the name of that portion of McLarty Road that commences at 'Knudsen' Road to 'Nield Road';
3. name a portion of unnamed road between 'Knudsen' Road and Asplins Road as 'Knudsen Road'.

CARRIED 7/0

7.2 DEVELOPMENT AND COMMUNITY SERVICES

The Chief Executive Officer declared a financial interest in the following item, the time being 4.17pm.

MOVED: Cr Florey

SECONDED: Cr Piper

That in accordance with Section 5.23 (2) (c) of the Local Government Act 1995 the next part of the meeting be closed to members of the public to allow the Council to consider a contract entered into, or which maybe entered into, by local government and which relates to a matter

to be discussed at the meeting and the Council go into committee to allow members free discussion on the matter, the time being 4.18pm.

CARRIED 7/0

Mr Jones, Mr Moyes, Mr Hindle, Mr Barron, Mr Anderson departed the Chambers, the time being 4.18pm.

7.2.1 Senior Employee Housing

<i>Proponent:</i>	<i>Shire of Boyup Brook</i>
<i>Location:</i>	<i>Lot 16 Rogers Avenue, Boyup Brook</i>
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>6 October 2005</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>AS206</i>
<i>Appendices:</i>	<i>1.3 - Plans</i>

BACKGROUND:

The Council has allocated funding in its 2005/06 Budget to provide a new residence for a senior employee.

At its September 2005 meeting, the Council resolved that the Development Services Committee:-

1. considers the plan as presented for the proposed construction of a new senior employee residence at Lot 16 Rogers Avenue, Boyup Brook;
2. makes a recommendation on the proposal at the Council's October 2005 meeting.

The Council is requested to provide direction on this project.

DETAIL:

The Shire of Boyup Brook has provided housing as an incentive to attract senior employees to the district over the years.

Residences have been provided to the CEO since at least 1988, Deputy CEO from 1987 - 2002 and Manager of Works from 1997 – 2004 as a benefit in employment packages.

The Chief Executive Officer, Manager of Finance Administration and Manager of Works and Services are currently 'senior employees' with the Council.

The Chief Executive Officer is provided with a shire residence at 3 Rogers Avenue.

The Manager of Finance and Administration (MFA) recently moved in to shire owned 6 Nix Street. This property was a former Government Employee Housing Authority (GEHA) residence constructed as a joint venture with the shire in 1971. The residence can at best be described as 'average' accommodation and would not be an incentive to attract senior employees in the future.

The Manager of Works and Services currently resides in a private residence. He was however residing in shire owned 5 Rogers Avenue until early 2004 which is now used to accommodate the General Practitioner.

The Shire up to early 2002 provided dedicated housing for three Senior Employees at 3 and 5 Rogers Avenue and 5 Purse Terrace. This latter asset was sold in 2002 and funds placed in the Council's 'Commercial' reserve.

The Council did recently request that 1 Rogers Avenue, which is currently on the market for \$230,000, be investigated for potential purchase. The owner does advise however that there is a GEHA lease on the property expiring in April 2008.

Should the Council believe that this could be viable, it is requested to go behind closed doors to discuss a possible offer.

The Chief Executive Officer has taken liberty in preparing a draft plan for a new residence to be located at Lot 16 Rogers Avenue – see attached plan. There is the likelihood that in the current building climate the house will cost in excess of \$220,000.

A revised floor plan reducing the area by approximately 40 square metres and replacing the garage with a carport will realise significant savings.

The shire also owns lot 17 Knapp Street and lot 306 Proctor Street should it wish to consider other locations.

COMMENT:

The CEO seeks input from the Council a new residence.

The Council has also requested that 1 Rogers Avenue be considered by the committee as additional housing stock.

The Council has however only budgeted for one residence in the current financial year.

Repayments on, for example, a \$200,000 loan are approximately \$16,000 per annum which would need to be incorporated into future budgets. Should 1 Rogers Avenue be purchased prior to December 2005, the Council would need to pay six months (\$8,000) of loan repayments that has not been budgeted in 2005/06.

This could be funded by the Council by approving an unbudgeted expense or from the Commercial Reserve (anticipated balance at 30 June 2006 of \$165,695).

Instead of building/purchasing housing, the Council may wish to consider alternative options when offering accommodation incentives to attract senior employees. The employee would of course need to find his/her own accommodation. Incentives could include offering either a -

1. rental subsidy, for example a 50% contribution with a ceiling; or
2. higher salary.

These may turn out to be less expensive options for the Council. There will be a risk due to the potential lack of and/or quality of available private stock at the time of engaging a/an new employee/s in the future.

The Council alternatively may wish to only consider the provision of a second new house if and when the matter arises.

It is suggested that the Council approves the construction of a new residence at Lot 16 Rogers Avenue, Boyup Brook in accordance with the general plan as presented and amended by reducing the area by approximately 40 square metres and replacing the garage with a carport.

The Chief Executive Officer suggested Council approves the construction of a new residence at Lot 16 Rogers Avenue, Boyup Brook in accordance with the plan as presented and amended by reducing the area by approximately 40 square metres and replacing the garage with a carport.

The Development Services Committee at its meeting held on 10 October 2005 recommended that the issue be laid on the table and Councillors requested to view lot 16 Rogers Avenue and lot 17 Knapp Street at 12.45pm 20 October 2005.

MOVED: Cr Florey

SECONDED: Cr Oversby

In accordance with Section 5.23 (2) of the Local Government Act 1995 the next part of the meeting is open to the members of the public and the Council come out of committee, the time being 4.40pm.

CARRIED 7/0

Mr Jones, Mr Moyes, Mr Hindle, Mr Barron, Mr Anderson returned to the Chambers, the time being 4.40pm.

MOVED: Cr Oversby

SECONDED: Cr Downing

That the Council delegate authority to the Chief Executive Officer to offer on behalf of the Council to purchase 1 Rogers Avenue, Boyup Brook, subject to Council approval.

CARRIED 7/0

MOVED: Cr Moir

SECONDED: Cr Florey

That the meeting be adjourned for an afternoon tea break, the time being 4.41pm.

CARRIED 7/0

MOVED: Cr Piper

SECONDED: Cr Florey

That the meeting resume, the time being 4.55pm.

CARRIED 7/0

The meeting resumed with the following persons in attendance.

Cr T Ginnane – Shire President
Cr R Downing
Cr J Florey
Cr M Martin
Cr K Moir
Cr T Oversby
Cr A Piper

Mr W Pearce – Chief Executive Officer
Mr K Jones – Manager of Finance and Administration
Mr A Moyes
Mr D Barron
Mr D Hindle
Mr B Anderson – Donnybrook/Bridgetown Mail

MOVED: Cr Oversby

SECONDED: Cr Downing

That the Council move into a committee of the whole under clause 15.6 of the shire's Local Law No.1 - Standing Orders to allow members free discussion on the matter.

CARRIED 7/0

7.2.2 Wilga Mill – Request for Reconsideration of Support

Proponent: Department of Planning and Infrastructure
Location: Loc 6466 Wilga
Reporting Officer: Will Pearce
Date Report Written: 6 October 2005
Enabling Legislation: Local Government Act 1995/ Town Planning Scheme No2
File: AS12030
Appendices: 1.4 -Letters, plans attached

BACKGROUND:

The Adelaide Timber Company operated the Wilga Mill under a state government Sawmill permit on a Department of Conservation and Land Management lease on location UCL 6466 Walker Road, Wilga until early 2002.

The site is crown land – (see appendix 1.4).

The Department of Planning and Infrastructure (DPI), is currently the controlling authority of the land on behalf of the state government and requested the Council to comment on a proposed lease between the DPI and Mr D Hindle for the site.

At its May 2005 meeting the Council resolved:-

'That the Council:-

- 1) strongly requests the Department of Planning and Infrastructure (DPI) to refuse to grant an interim license or a lease to either Mr D Hindle or Mr A Moyes for the Wilga Timber Mill site on location 6466 Wilga as the land is zoned 'Urban' under the Shire of Boyup Brook Town Planning Scheme No. 2 which does not allow this type of industry and non-conforming use rights were extinguished after 6 months of discontinuous operation;*
- 2) requests the DPI to resolve this issue relating to timber mill activities being carried out on Location 6466 Wilga by the end of August 2005;*
- 3) requests the DPI, should it reject the Council's recommendation above, to ensure that the interim license and lease-*
 - i. addresses the following land issues-*
 - a. reduce the area of Area 2 by 40 metres from the northern boundary for water purposes to allow for ease of connection between the two existing townsite dams earmarked for shire reservation;*
 - b. exclude Areas 1 & 3 (and remove the existing shed from Area 3) from any future lease to restrict the mill activities to one site only being Area 2;*
 - c. support rail corridor land directly adjacent to Area 2, excluding rail land incorporating the former mill dam to be reserved with the Shire of Boyup Brook by the Public Transport Authority, being leased for mill purposes;*
 - ii. requires any future leaseholder of Area 2 (and Areas 1 and 3 if clause 3(i)(b) above is not acceptable to the DPI) as presented to-*

- a. *apply for planning approval under the Shire of Boyup Brook Town Planning Scheme No. 2 and compliance of any subsequent conditions, including full perimeter fencing of the site, prior to a lease being offered and commencement of operations;*
- b. *reject any proposal for road closures;*
- c. *pay local government rates;*
- d. *seek approvals from all other relevant authorities, especially the Department of Environment in relation to potential pollution of the former mill dam from timber mill activities as alluded to by the proponent, prior to commencement of operations.'*

Mr Hindle has requested the DPI reconsider its decision in not granting a lease for the site - see DPI correspondence dated 12 August 2005 attached see appendix 1.4.

The Council at its September 2005 meeting resolved:-

MOVED: Cr Moir

SECONDED: Cr Martin

That the Council revokes its item 7.2.2 May 2005 decision relating to the Wilga Mill.

CARRIED: 8/0

MOVED: Cr Moir

SECONDED: Cr Martin

That the Council:-

- 1) amend item 7.2.4 of the November 2002 meeting by deleting clause 2 (b) which states-

'That the Council, ... in relation to various lots in the Wilga townsite:-

2. requests the Department of Land Administration to ... :-

- b) create a new reserve vested in the Shire of Boyup Brook amalgamating reserves 20229 (lot 20), 40857 (lots 34 & 55) and 29692 (lot 35) and a portion of location 6466 (Unallocated Crown Land) for the purposes of 'Recreation and Hall';

CARRIED: 8/0

MOVED: Cr Moir

SECONDED: Cr Martin

That the Council requests the:-

- 1) Department of Planning and Infrastructure (DPI) to not grant a lease or interim license for the purpose of timber milling or any other industry on location 6466 Wilga. The land is zoned 'Urban' and under the Shire of Boyup Brook Town Planning Scheme No. 2 does not allow general industry;
- 2) DPI to resolve this issue relating to timber mill activities being carried out on Loc 6466 Wilga by the end of November 2005, including the total clean up of the site with no further extension of time;
- 3) DPI to investigate the further development of Loc 6466 and Reserve 40857, Wilga pursuant to the draft plan as presented;
- 4) DPI, should it reject the Council's recommendation above, to ensure that the interim license and lease-

- I. addresses the following land issues-
 - a. reduce the area of Area 2 by 40 metres from the northern boundary for water purposes to allow for ease of connection between the two existing townsite dams earmarked for shire reservation;
 - b. exclude Areas 1 & 3 (and remove the existing shed from Area 3) from any future lease to restrict the mill activities to one site only being Area 2;
 - c. support rail corridor land directly adjacent to Area 2, excluding rail land incorporating the former mill dam to be reserved with the Shire of Boyup Brook by the Public Transport Authority, being leased for mill purposes;
- II. requires any future leaseholder of Area 2 (and Areas 1 and 3 if clause 4(l)(b) above is not acceptable to the DPI) as presented to-
 - a. apply for planning approval under the Shire of Boyup Brook Town Planning Scheme No. 2 and compliance of any subsequent conditions, including full perimeter fencing of the site, prior to a lease being offered and commencement of operations;
 - b. reject any proposal for road closures;
 - c. pay local government rates;
 - d. seek approvals from all other relevant authorities, especially the Department of Environment in relation to potential pollution of the former mill dam from timber mill activities as alluded to by the proponent, prior to commencement of operations.

MOVED: Cr Downing

SECONDED: Cr Oversby

That the above motion be laid on the table.

CARRIED: 5/3

MOVED: Cr Moir

SECONDED: Cr Broadhurst

That the Council requests the DPI to convert R40857 to freehold for the purposes of developing lots pursuant to the plan presented.

CARRIED: 8/0

(Please note that the plan mentioned in the resolution above is attached).

DETAIL:

Mr Hindle wrote to the Council on 4 July 2005 to provide further information on his proposal to recommence operations at the Wilga Mill – see letter attached.

The DPI wrote to the Council on 3 June 2005 advising of its decision to not issue a long term lease to Mr Hindle – see appendix 1.4 for the letter.

Mr Moyes has been the prime ‘mover’ since 2002 to lease the site and is a business partner of Mr Hindle.

The site has not been operating as timber mill since 2002. An interim license has only been recently been issued by the DPI to Mr Hindle to allow for the removal of materials and clean up of the site.

Under the shire’s Town Planning Scheme No.2 (the ‘Scheme’) clause 4.3.1 states-

‘When a non-conforming use of premises has been discontinued for a period of six months or more the premises shall not thereafter be used otherwise than in conformity with the Scheme.’

The mill operations lost its non-conforming use rights by the end of 2002 as a 'general' industry of this nature is not a permitted use under the Scheme as the loc. 6466 is zoned 'Urban'.

The Council's decision of May 2005 made it quite clear that from a planning perspective it would not support the timber mill reopening as per clause 3 II (a) above as any planning application for the mill would be rejected under the Scheme as it is 'not permitted' in an urban zone.

The proponent, if the Council rejected a future planning application under these conditions, would have appeal rights through the State Administrative Tribunal to seek an over-riding of the Council decision.

The land is however state government land. The DPI has the authority to over-ride Council Scheme's and decisions.

The DPI has made it very clear to the Council in the past that, as a courtesy, it will take into account the local shire's position when considering this issue.

The DPI also advises that prior to a long-term lease being offered, the proponent will need to seek planning and environmental approvals.

COMMENT:

Mr Moyes has, in addition to the above issues, written to Council seeking support for rebuilding the former mill office building that burnt down in April 2005 – see letter attached.

Mr Moyes wishes to rebuild on the original site an area that the Council in May 2005 did not support in being included in any proposed DPI lease.

The Council might wish to provide in-principle support for the rebuilding should the DPI decide to offer a lease that includes the former office area.

Correspondence has recently been received by J and N Shawcross, addressed to the DPI expressing their concerns with the mill, and Ms M Couranz expressing support for the re-opening of the mill. Both letters are attached for general information.

There is the suggestion of holding a public meeting in Wilga to have the mill discussed openly and facilitated by an independent person (the South West Development Commission may be able to provide such a person).

Mr D Hindle will be making a presentation on his future plans and objectives for the mill at the Council's October 2005 meeting. The intent of this report is to follow due process by having this matter raised for Council consideration following Mr Hindle's presentation.

In light of the possibility of further additional information being presented by Mr Hindle, the Council may wish to consider the Committee's September 2005 recommendation that was laid on the table.

The Development Services Committee considered this issue at its meeting held on 10 October 2005 and concurred with the Chief Executive Officer's recommendation.

Further correspondence has been received from the DPI in relation to a new license being offered to Mr Hindle and from Mr A Caldwell on the condition of the Wilga townsite – see appendix 1.4.

During the discussion of the meeting, Cr Moir presented a petition of local residents/ratepayers on the mill summarized as follows-

71.4% (35) – do not support the mill reopening
14.3% (7) - in favour of the mill reopening
6.1% (3) - did not comment
8.2% (4) - could not be contacted on the matter

Mr A Moyes was allowed to present two petitions.

The first one indicated supporting for the mill reopening had 6 signatures.

The second petition indicating supporting for both the mill reopening and the rebuilding of the old mill office on its original site had 59 signatures.

The CEO indicated that 37 signatures either had a Wilga or Boyup Brook address but it was not clear if the Wilga addresses were in the Shire of Boyup Brook or not.

MOVED: Cr Oversby

SECONDED: Cr Downing

That the Council moves out of committee of the whole under clause 15.6 of the Standing Orders, Local Law No.1.

CARRIED 7/0

MOVED: Cr Downing

SECONDED: Cr Oversby

That the Council support the Department of Planning and Infrastructure in them providing a lease of the 'Wilga Sawmill Site' for a twelve month period, provided that storage and milling of timber is confined to area 2 and that a perimeter fence be erected around the area, and approval be received from all other relevant authorities especially Department of Environment and Department of Industry and Resources prior to any milling timber being under taken.

CARRIED 4/3

Cr Moir requested that the vote of all Councillors be recorded.

For
Cr Ginnane
Cr Piper
Cr Downing
Cr Oversby

Against
Cr Florey
Cr Moir
Cr Martin

The support of at least 3 Councillors was required prior to considering revoking a previous decision of Council and subsequently given by Cr Downing, Cr Oversby and Cr Ginnane.

MOVED: Cr Downing

SECONDED: Cr Oversby

That the motion-

'That the Council support the Department of Planning and Infrastructure in them providing a lease of the 'Wilga Sawmill Site' for a twelve month period, provided that storage and milling of timber is confined to area 2 and that a perimeter fence be erected around the area, and approval be received from all other relevant authorities especially Department of Environment and Department of Industry and Resources prior to any milling timber being under taken'

made above be rescinded.

MOVED: Cr Downing

SECONDED: Cr Oversby

That the Council support the Department of Planning and Infrastructure in them providing a lease of the 'Wilga Sawmill Site' being Loc 6466 (Areas 1, 2, 3 and 4 as presented) for a twelve month period, provided that storage and milling of timber is confined to area 2 and that a perimeter fence be erected around the area, and approval be received from all other relevant authorities especially Department of Environment and Department of Industry and Resources prior to any milling timber being under taken.

MOVED: Cr Moir

SECONDED: Cr Martin

That reference to areas 1, 3 and 4 be deleted.

CARRIED 7/0

The original motion was then put and carried.

That the Council support the Department of Planning and Infrastructure in them providing a lease of the 'Wilga Sawmill Site' being Loc 6466 (Area 2 as presented) for a twelve month period, provided that storage and milling of timber is confined to area 2 and that a perimeter fence be erected around the area, and approval be received from all other relevant authorities especially Department of Environment and Department of Industry and Resources prior to any milling timber being under taken.

CARRIED 6/1

Cr Moir requested that the vote of all Councillors be recorded.

For
Cr Ginnane
Cr Piper
Cr Downing
Cr Oversby
Cr Martin
Cr Florey

Against
Cr Moir

MOVED: Cr Martin

SECONDED: Cr Ginnane

That in accordance with Section 5.23 (2) (b) of the Local Government Act 1995 the next part of the meeting be closed to members of the public to allow the Council to consider a matter dealing with the personal affairs of a person and the Council go into committee to allow members free discussion on the matter, the time being 6.00pm.

CARRIED 7/0

Mr Anderson departed chambers, the time being 6.00pm.

MOVED: Cr Oversby

SECONDED: Cr Downing

In accordance with Section 5.23 (2) of the Local Government Act 1995 the next part of the meeting is open to the members of the public and the Council come out of committee, the time being 6.10pm.

CARRIED 7/0

Mr Anderson entered the chambers, the time being 6.11pm.

Cr Moir and Cr Martin both declared having a financial interest in item 7.2.3 and departed the Chambers the time being 6.11pm

7.2.3 Lots 4 and 5 Abels Road and Loc. 2307 Knudson Road –
Subdivision/Amalgamation

Proponent: Wesdeer, R Nield and K Mackean
Location: Lots 4 and 5 Abels Road and Loc. 2307 Knudson Road
Reporting Officer: Will Pearce
Date Report Written: 6 October 2005
Enabling Legislation: Town Planning Scheme No 2
File: AS4230
Appendices: 1.5 - Plan

BACKGROUND:

The proponents wish to subdivide/amalgamate the existing rural properties at Lots 4 and 5 Abels Road and Loc. 2307 Knudson Road to create three new lots.

A plan of the proposal – appendix 1.5.

DETAIL:

The areas of the existing lots are –

- Lot 4 – 147.1ha
- Lot 5 – 13.8ha
- Loc. 2307 – 242.8ha

New lots will be created with areas of 297.4ha, 92.7ha and 13.6ha.

In summary the owner of lot 4, Wesdeer, will be selling approximately 54ha of land to Loc. 2307 owner, Mr Nield.

The landowner of lot 5 is providing 0.3ha of land to the owner of lot 4 to create a battleaxe leg for access off Abels Road.

The Council's 'Subdivisions and Amalgamations' policy states in part that:-

"1 In order to achieve the objectives contained in Clause 5.2 of the Scheme, the Council will not generally support the subdivision of land within the Rural Zone into lots having a minimum size of less than 40 hectares except for: -

- a) Amalgamation;*
- b) Boundary realignments provided no additional lots are created;*
- c) Any subdivision required for public works;*
- d) Where the proposal is accompanied with supporting evidence outlining a land suitability and capability study for further development.*

2 In considering a plan of subdivision submitted to it for support, the Council shall have regard to the following matters:

- a) The size, dimensions and shape of each lot;*

- b) *The situation and planning of each lot in relation to services, both present and prospective.”*

COMMENT:

Both roads are in a satisfactory condition and comply with the Council's 'Road Contribution' policy.

Clause 1(b) of the 'Subdivision/Amalgamation' policy allows for discretion in relaxing the minimum 40ha requirement for boundary realignment where no additional new lots are created.

It is suggested that the proposal be supported.

The Development Services Committee considered this issue at its meeting held on 10 October 2005 and concurred with the Chief Executive Officer's recommendation.

MOVED: Cr Florey

SECONDED: Cr Piper

That the Council supports the proposed subdivision/amalgamation of Lots 4 and 5 Abels Road and Loc. 2307 Knudson Road to create three new lots being 297.4 ha, 92.7 and 13.6ha in area.

CARRIED 5/0

Cr Moir and Cr Martin returned to the Chambers the time being 6.17pm.

Cr Moir and the Chief Executive Officer declared an impartiality interest in item 7.2.4.

Cr Piper departed the Chambers, the time being 6.17pm.

7.2.4 Recreation & Leisure Advisory Committee Minutes

<i>Proponent:</i>	<i>Shire of Boyup Brook</i>
<i>Location:</i>	<i>-</i>
<i>Reporting Officer:</i>	<i>Keith Jones</i>
<i>Date Report Written:</i>	<i>12 October 2005</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>RE/37/001</i>
<i>Appendices:</i>	<i>1.6 Minutes</i>

BACKGROUND:

A meeting of the Recreation & Leisure Advisory Committee was held on the 11 October 2005.

Minutes of the meeting are laid on the table and circulated (refer to appendix 1.6).

COMMENT:

In relation to clause 3 of the Recommendation, it may be prudent to add the words 'subject to 2006/07 budget consideration' should the Council wish to support the proposal.

The Council is reminded in relation to clause 4 of the Recommendation that the Australia Day and Christmas Carols events are held in Sandakan Park for good reason having dedicated flag poles, public toilets in close proximity, lawned areas and children's playground.

The Council will be required to hire in portable toilets to the park for these 2 events which have not been budgeted.

In relation to relocating Australia Day, the flag raising ceremony will need to take place at Sandakan Park with members of the public then needing to move to the music park for the traditional free BBQ Breakfast. This will make the event quite unwieldy.

The positives in moving the events to the park of course will be the magnificent surrounds of the bush and the river.

MOVED: Cr Downing

SECONDED: Cr Oversby

That:-

1. **the minutes of the Recreation & Leisure Advisory Committee held on 11 October 2005, be received;**
2. **Mr Glen Russell be appointed as a Community Delegate of the Recreation and Leisure Advisory Committee;**

CARRIED 6/0

Cr Piper returned to the Chambers, the time being 6.18pm.

MOVED: Cr Martin

SECONDED: Cr Oversby

That the Council supports -

- a) **the Boyup Brook Hockey Council CSRFF application for a shelter and storage facility;**
- b) **the site of the facility to be determined on successful application;**

Amendment

MOVED: Cr Downing

SECONDED: Cr Florey

That the words 'subject to 2006/2007 budgetary consideration' be added at the end of clause a.

CARRIED 5/2

The original motion was then put and carried.

That the Council supports -

- a) **the Boyup Brook Hockey Council CSRFF application for a shelter and storage facility subject to 2006/2007 budgetary consideration;**
- b) **the site of the facility to be determined on successful application;**

CARRIED 7/0

Cr Oversby departed the Chambers, the time being 6.32pm.

Cr Oversby returned to the Chambers, the time being 6.34pm.

MOVED: Cr Martin

SECONDED: Cr Moir

That the Council supports the Country Music Club by holding the Youth Event/Movie Night at the Music Park for this current financial year to assist in the Regional Partnerships Grant acquittal.

CARRIED 7/0

Cr Ginnane departed the Chambers, the time being 6.38pm. Cr Downing took the Chair.

7.2.5 Public Toilets - Jayes Bridge and Asplin Siding Reserves

Proponent: Boyup Brook Tourism Assoc & Mayanup Progress
Location: Reserves 5132 Jayes Road and 26598 Arthur River Road
Reporting Officer: Will Pearce
Date Report Written: 10 October 2005
Enabling Legislation: Local Government Act 1995
File: AS30008 and AS30091
Appendices: 1.7 – letters

BACKGROUND:

The Boyup Brook Tourist Association (BBTA) received grants to purchase composting toilets for the public at shire Reserves 5132 Jayes Road and 26598 Arthur River Road.

They were installed in 2002.

Issues involving the ramps and cleaning of the toilets are raised for consideration.

DETAIL:

The toilet floor is approximately 2 metres above ground level due to their inherent design (they have large treatment chamber located below floor level of the actual toilet).

The Building Code and disability services legislation requires that public toilets are accessible to disabled persons. Ramps 28 metres in length are required to be installed in this case. They have not been provided to this date for various reasons such as a low number of volunteers within the BBTA.

The Council provided \$5,000 to the BBTA in 2002 to help with financing the ramps and also provided engineered plans for the ramps to be a steel-framed/timber construction.

A quote for the ramps of \$10,000 for each ramp has recently been provided by a local builder. The BBTA advise that they have the funds to pay for the ramps.

The BBTA requested the Manager of Works and Services to provide an estimate for constructing earth ramps with 1.5m concrete pathways plus rails where required. This also will cost approximately \$10,000 per ramp.

This type of ramp also will be 28m long however it will batter down to the sides for approximately 6m each side (drawings have not been provided as the ramp will not require engineering).

The BBTA now requests (see appendix 1.7) the Council to approve this style of ramp and provide equipment under the Council's 'Private Works' policy which states in part –

'Where Council equipment is used to carry out an undertaking which benefits a community group, the Council will recoup the cost of fuel used, provided the plant is operated in the personal time of a Council staff member trained in the use of that equipment.
If arrangements cannot be reached with Council staff under such an arrangement, normal rates will apply.'

(A resolution is not required for this request).

The issue essentially is what design does the Council prefer?

Should the Council support the earth ramp design, there is still no certainty that this will be carried out should the Council staff not be able to volunteer their private time outside working hours. It is up to the BBTA to seek volunteers.

Letters have also been received from the BBTA and the Mayanup Progress Association (MPA) in relation to cleaning and rubbish removal requests – see appendix 1.7

(Other matters raised by the MPA in their correspondence will be dealt with by staff)

The Council has not budgeted for any cleaning services to be provided for these toilets because the BBTA took them on as their project.

Due to a low volunteer base, the BBTA is now requesting the Council to take on these responsibilities. If the Council agrees, it is suggested that Mr G Bogar, local cleaning contractor, be engaged to clean the toilets on a monthly basis at an estimated cost of \$1,200 per annum.

COMMENT:

Although it was never meant to be a shire project, the BBTA are requesting support to bring this matter to conclusion.

It is suggested that the Council approves:-

1. the construction of ramps for the public toilets on Reserves 5132 Jayes Road and 26598 Arthur River Road is the Boyup Brook Tourist Association's sole responsibility and may be constructed of earth under the Manager of Works and Services' supervision;
2. funding the cleaning of the toilets on a monthly basis following the construction of the ramps.

MOVED: Cr Moir

SECONDED: Cr Martin

That the:-

1. **construction of ramps for the public toilets on Reserves 5132 Jayes Road and 26598 Arthur River Road is the Boyup Brook Tourist Association's sole responsibility and may be constructed of earth under the Manager of Works and Services' supervision;**
2. **Council approves the unbudgeted funding of the cleaning of the toilets on a monthly basis following the construction of the ramps.**

CARRIED 7/0

Cr Ginnane returned to the Chambers and resumed the chair, the time being 6.40pm.

7.2.6 Vacant Railway Carriages – Railway Reserve

<i>Proponent:</i>	<i>Country Music Club of Boyup Brook</i>
<i>Location:</i>	<i>Railway Reserve</i>
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>10 October 2005</i>
<i>Enabling Legislation:</i>	<i>-</i>
<i>File:</i>	<i>AS9000</i>
<i>Appendices:</i>	<i>1.8 - Letter</i>

BACKGROUND:

The Country Music Club has written to the Council advising that they no longer require use of the shire's railway carriages.

It is now suggested that the future of the railway carriages be considered.

DETAIL:

The club's correspondence is attached – see appendix 1.8.

A report went to the 21 November 2002 Council meeting as follows:

“RECOMMENDATION:

That the Council approves the future of three of the railway carriages located at the former railway station as follows:-

- 1. The Chief Executive Officer being delegated authority to prepare and sign on behalf of the Shire of Boyup Brook an agreement to use the carriage located second carriage from the station building with the Country Music Club of Boyup Brook WA Inc. incorporating the following general terms and conditions-*
 - Rent - nil*
 - Pay all outgoings*
 - Provide public liability insurance of not less than ten million dollars (\$10,000,000)*
 - Responsible for all repairs*
 - Provide own building and contents insurance*
 - Maintain in a clean and tidy condition at all times*
 - The Council will allow use of the carriage for the period that it will not be required for shire use. Should the Council require the carriage in the future it will provide the club with a minimum three (3) month's notice to vacate the carriage removing all belongings;*
- 2. Selling an unused railway carriage to G and M Bogar for \$1,800 (plus GST) to be removed from the site at their expense;*
- 3. The YAC being given approval to relocate an unused carriage (that has not been upgraded) to the skateboard facility as presented subject to the carriage being upgraded to a usable, accessible and lockable condition in an aesthetic manner.*

BACKGROUND:

Several requests have been received for the use of the shire-owned railway carriages located at the former railway station. There are four (4) carriages, only one of which is currently being used.

Consideration of the submissions is now necessary to advise the proponent's of the Council's position.

The train carriages located at the former railway station were purchased by the shire in 1994 providing accommodation for the development of the Blackwood Regional Centre (BRC). The Council paid \$650 for each carriage plus \$625 to transport each carriage from Midland, a total of \$1,275.

The BRC was set up for the purposes of an environmental/agricultural centre currently occupied by the Blackwood Basin Group (BBG) and Dept. of Agriculture. Only one of the carriages is occupied by Mr A Price who is casually employed by the BBG and previously employed as the Land Care District Co-ordinator prior to the group falling in to recess in 2000.

Only two (2) of the carriages have ever been upgraded to office standard with access.

The Country Music Club of Boyup Brook have written to the Council as follows:-

"It has come to the attention of the Club that the Shire has two vacant railway carriages situated adjacent to the old railway station. We are of the understanding that in the past they were used as offices and have electricity connected with power and lighting.

The Club is in the need for more room to expand our office facility and was inquiring if the Shire had earmarked the railway carriages for any specific purpose. our office currently occupies a small area in the Tourist information centre for which we are extremely grateful, however, we are limited by available space. Currently demand to access our equipment often results in time delays. We often have two or three people needing to use the office at the one time. As the festival draws closer demands will increase at a time we can least afford delays and given we work as volunteers our times are restricted. Security issues are also a problem at the Tourist Centre with access to our office restricted to only specific committee members. This restricts the efficient operation of the club and brings the load back on to just a few.

Use of the carriage would give the Club a place it could call "HOME" something the Club has been striving for, for many years. It would give us a place to hang our honour board, display our trophies and awards.

The railway carriages are currently in a state of deterioration and in need of a little TLC. The Club is willing to negotiate terms on the upgrade and maintain the carriages in return for a peppercorn lease.

The Club would ask Council to consider this preliminary proposal."

Mr & Mrs Bogar have written to the Council:-

"We are enquiring if the Shire is considering selling the railway carriages at the old railway station. If this is so then we would like to confirm an expression of interest in purchasing one of the carriages.

Please let us know if we can submit a price to the Shire for the purchase of one railway carriage."

COMMENT:

In summary-

- The Country Music Club wish to lease the carriage second from the railway building that has been upgraded to an office standard having power, access, door and windows.

- *Mr and Mrs Bogar wish to purchase a carriage that has not been upgraded. The Council would need to consider a selling price, possibly in the vicinity of \$1500-\$2000 (plus GST), that would take into account inflation over the past 8 years.*
- *The YAC wish to relocate a carriage, the same carriage that the music club has requested to lease, to the skateboard facility for use as a drop-in centre.*

Two of the railway carriages have remained unused since 1996/7. Should these two carriages be removed, will the Council be satisfied that the railway 'ambiance' created by the current set-up will be retained? Should this be a factor at all in the consideration of the removal of the carriages?

It would appear unnecessary to relocate the unused but upgraded/office standard carriage to the skateboard facility for the YAC and then, if the Council agrees, lease a carriage that would need upgrading to the music club in the same area. The YAC should consider upgrading an unused carriage by seeking funds through grants or other fundraising avenues.

If permission is granted for the music club to use a carriage it is suggested that a letter of agreement, instead of a lease, is more appropriate due to the minor nature of the facility. The agreement should be signed between the two parties subject to the following general terms and conditions applying to the music club-

- *Nil rent*
- *Pay all outgoings*
- *Provide public liability insurance of not less than ten million dollars (\$10,000,000)*
- *Responsible for all repairs*
- *Provide own building and contents insurance*
- *Maintain in a clean and tidy condition at all times*
- *The Council will allow use of the carriage for the period that it will not be required for shire use. Should the Council require the carriage in the future it will provide the club with a minimum three (3) month's notice to vacate the carriage removing all belongings."*

There are now 3 carriages located at the former railway station (the Youth Advisory Council relocated a carriage to the rear of the shire office in 2004 for a 'drop-in centre').

COMMENT:

The carriages are valuable shire assets that have over the years, except when used by the music club or previously Land Care, been under-utilised.

Serious thought is required to make better use of these assets for the benefit of the shire and the community.

It is suggested that the Economic Development Committee consider the future of the railway carriages.

MOVED: Cr Martin

SECONDED: Cr Downing

That the Economic Development Committee considers the future of the railway carriages.

CARRIED 7/0

7.3 CORPORATE SERVICES

7.3.1 Warren Blackwood Economic Alliance Minutes

<i>Proponent:</i>	<i>Warren Blackwood Economic Alliance</i>
<i>Location:</i>	-
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>29 September 2005</i>
<i>Enabling Legislation:</i>	-
<i>File:</i>	<i>GR/31/006</i>
<i>Appendices:</i>	<i>1.9 - Minutes</i>

BACKGROUND:

A Special Meeting, the Annual General Meeting and an Ordinary Meeting of the Warren Blackwood Economic Alliance was held on 27 September 2005.

Minutes of the meetings are laid on the table and circulated (refer to appendix 1.9).

MOVED: Cr Ginnane

SECONDED: Cr Florey

That the minutes of the Special Meeting, Annual General Meeting and Ordinary Meeting of the Warren Blackwood Economic Alliance held on 27 September 2005 be received.

CARRIED 7/0

7.3.2 Donation Request – Warren Blackwood Business Assistance Centre

<i>Proponent:</i>	<i>Warren Blackwood Business Assistance Centre</i>
<i>Location:</i>	-
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>22 September 2005</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>FM/25/008</i>
<i>Appendices:</i>	-

BACKGROUND:

The Warren Blackwood Business Assistance Centre has recently written to the Council requesting financial support.

DETAIL:

The Warren Blackwood Business Assistance Centre has as written as follows:-

'I am writing to seek support from the Boyup Brook Shire Council for the Operations of the Warren Blackwood Business Assistance Centre for the coming financial year 2005-06. I understand that Council received requests for financial assistance from many organizations and that this years budget has already been finalized, but as you the Centre was closed during the formulation of the budget we would like to request your Council provide for the Centre to continue servicing of the region. The Centre was able to re-open due to interim funding provided by the Small Business Development Corporation and is operating on a very tight budget until the new round of funding commences from

implementation of the Business Enterprise Centre Review, which commences on 1st January 2006. Funding provided would ensure full time delivery of our Service.

We believe that the work of the Centre and the services that we provide are essential to the development and success of the small business sector, who are vital in the provision of employment opportunities and services to local communities.

We would be happy to address Council in regards to the activities and to outline the services of the Centre, if you require.

Business Enterprise Centres are formed as partnerships between State Government and Communities with strong linkages with the Local Governments in the areas serviced.

The BEC review has been completed and this Centre was retained, which is a reflection of the potential for growth in our Region and the confidence in our Region from the Government.

We look forward to continuing to support the businesses in the Shire of Boyup Brook and working closely with you in helping our local businesses to develop and grow.

Shire Funding for other Business Enterprise Centres in the Region.

Leschenault Business Enterprise Centre

<i>City of Bunbury</i>	<i>\$10,000</i>
<i>Donnybrook/Balingup Shire</i>	<i>\$ 2,000</i>
<i>Harvey Shire</i>	<i>\$ 3,000</i>
<i>Dardanup Shire</i>	<i>\$ 2,000</i>
<i>Capel Shire</i>	<i>\$ 2,500</i>

Mandurah Business Enterprise Centre

<i>City of Mandurah</i>	<i>\$10,000</i>
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Collie Business Enterprise Centre

<i>Collie Shire</i>	<i>\$7,500'</i>
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COMMENT:

The Council's 'Donations' policy normally requires groups to apply for funds in March and April annually for consideration during the budget process.

No funds are presently allocated for extraordinary donation requests. The Council may wish to nominate a budget area for example 'Economic Development' or the 'Commercial' reserve from which to access funds if it wishes to support the centre.

Due to funds not having been budgeted, it is suggested that the Council declines the request from the centre for financial support.

MOVED: Cr Downing

SECONDED: Cr Florey

That the Council declines the request from the Warren Blackwood Business Assistance Centre for financial support.

CARRIED 7/0

7.3.3 1 Short Street, Boyup Brook - Proposal to Dispose of Land

Proponent: T Fried & Australian Transit Group (ATG)
Location: 1 Short Street, Boyup Brook
Reporting Officer: Will Pearce
Date Report Written: 13 October 2005
Enabling Legislation: Local Government Act 1995
File: AS1
Appendices: 1.10 - letters

BACKGROUND:

Expressions of interest to purchase shire owned lot 1 Short Street, Boyup Brook have been received by two separate parties.

It is requested that the Council consider the offers.

DETAIL:

1 Short Street is currently is being rented for housing through Western Districts Realty for \$200 per week to Ms T Fried.

It has an area of 5,000m² and is zoned 'Light Industrial' (see plan attached – appendix 1.10).

Correspondence received by Ms Fried does not nominate a purchase price (see letter attached – see appendix 1.10)

Mr M Baulch of Australian Transit Group wishes to purchase the property for \$100,000 interest free and paid over 10 years (see letter attached – appendix 1.10)

Section 3.58 of the Local Government Act states:-

“3.58. Disposing of property

- (1) In this section -
“**dispose**” includes to sell, lease, or otherwise dispose of, whether absolutely of not;
“**property**” includes the whole or any part of the interest in local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned;
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.”
- (4) The details of the proposed disposition that are required by subsection (3)(a)(ii) include -
- (a) the name of all other parties concerned;
 - (b) consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.

The Council is reminded that it has a 'Business Incentive' policy that states-

Objective

To provide incentives to:

- Local businesses looking to expand;
- Businesses relocating into the district;
- New enterprises trying to establish in the district.

Statement

Increasing the Shire's population is very important and beneficial to everyone. According to the 2001 Census figures, the Shire of Boyup Brook has lost 46 people since the 1996 Census. We need to do all we can to gain people, not lose them.

Attracting young persons/families to the country requires jobs being available. Availability of jobs in rural and regional WA is always a difficult situation to address.

Therefore attracting business to the district and/or assisting local businesses to expand should be a priority of Council.

The types of incentives offered are in the following areas:

1. Investment Facilitation: Shire officers can undertake to facilitate all applications with the firm, minimising any potential delays associated with such applications.
2. Contributions required by Council, for such items as road maintenance and supporting infrastructure development associated with new industrial or commercial buildings may be deferred or reimbursed.
3. Contributions required for utilities infrastructure: ie. headworks (electricity, water, sewerage), maintenance and development associated with new industrial or commercial buildings may be deferred or reimbursed.
4. Application Fees: Business application fees (eg. building, etc) incurred by an investor in relation to a project may be discounted.
5. Council Rates: Contributions for council rates, associated with the proposed site for the investment, may be deferred or progressive payments implemented.
6. Site works: Depending on the type of facility, the Council may provide assistance in carrying out earthworks on industrial land. There is also a provision to assist with earthworks for new housing development.
7. Environmental and Health: Depending on the type of facility, the Council may provide assistance in this area to facilitate the establishment of a new project.
8. Possible financial assistance: May be available to actually build industrial/ commercial premises. ie. low interest loans or self supporting loans or interest free terms on the cost of land over a period of up to 3 years.

Other types of incentives offered are in the following areas:

1. Access to inexpensive industrial and commercial land.

2. Access to inexpensive residential land.

Criteria

All initial discussions will be treated as commercial-in-confidence. Projects will be considered on their individual merits; they will be assessed using the following criteria and the incentive program will not be made retrospective.

1. Employment Created: The number and type of employment created and the likely sustainability of this employment
2. Revenue Generation for the District: The amount of revenue the investment brings to the district in dollar terms. This includes cost of construction and input / output figures.
3. Multiplier Effect to Other Existing Sectors: The downstream positives an investment creates for existing sectors in the district and the economic and employment multiplier factor levels.
4. Value Adding to Other Sectors: The ability for the investment to value-add to products created in the district, thus strengthening the economic fabric of the local economy, leading to sustainability.
5. Environmental issues: Compatibility with the local environment and any positive or negative impacts of an investment.
6. Social Issues: The impact on the local social environment and any positive or negative results of a proposal. Investments, which enhance the social character of the township, will be considered desirable.
7. Likely Revenue Flow to Council/ Infrastructure Enhancement: Additional revenues (via rates, etc) an investment brings to the district. This will assist Councils cash flow and results in better facilities and services for the shire's residents and businesses.

All business sectors are eligible under this policy and the level of incentive will be directly related to the relationship with assessment criteria.

Assessment

The Community and Economic Development Officer, in consultation with the Shire President and the Chief Executive Officer, will make assessments on a case-by-case basis.

Recommendations for assistance will be presented to Council for consideration.

Application

Applications under the investment program will only be accepted after a site visit or an appointment with either the Community and Economic Development Officer or the Chief Executive Officer.

Firms applying under this program should outline their proposal and case for assistance, specifying the areas / incentives of most significance to the project. A covering letter on company letterhead should be attached to the application. Supporting documentation such as a business plan, cash flow projections, estimates of project costs, finance sources and demonstration of past business success should be provided on request by the Shire.

Performance Monitoring

Information provided by businesses applying under the program will be used to determine conditions associated with offering an incentive. This will include commencement dates, employment targets and extent of works.

Incentives offered, will need the applicant's formal acceptance of the set conditions and any non-conformance could result in removal/ withdrawal of the assistance.

Upon acceptance of an offer from Council, the firm agrees to allow the CEO or a delegate of the CEO to undertake ongoing monitoring of the impact such incentives provide."

This policy could be applied to the offer from Mr Baulch on the proviso that two jobs are created as stated in his correspondence.

Caution is warranted with this type of agreement due to its longevity, that is payment being stretched over 10 years. What happens if the business collapses within the 10 year period?

COMMENT:

Should the Council wish to sell the lot, it will be required to do so by delegating authority to the CEO to either auction, tender or advertise the sale of the land following the processes outlined in the Sec 3.58 (2) and/or (3) of the Local Government Act 1995.

Council may wish to sell the land with or without conditions outright to Mr Baulch. To do so will require delegating authority to the CEO to seek a valuation of the property pursuant to Sec. 3.58 (4) and advertising under Sec. 3.58(3)(a) of the act.

Other options for Council include-

- a. referring the matter to the Economic Development Committee for consideration of the offers and determining the best use of this 'light industrial' block, especially in light of current shortages of this type of land in the district; or
- b. seeking a valuation only to determine the market value of this important shire asset before considering the block's future.

It is suggested that the Council:-

1. receives the expressions of interest from T Fried and Australian Transit Group to purchase 1 Short Street, Boyup Brook;
2. delegates the CEO to seek an independent valuation of 1 Short Street for consideration at the November 2005 meeting.

MOVED: Cr Moir

SECONDED: Cr Martin

That the Council:-

1. receives the expressions of interest from T Fried and Australian Transit Group to purchase 1 Short Street, Boyup Brook;
2. delegates the CEO to seek an independent valuation of 1 Short Street for consideration at the November 2005 meeting.

CARRIED 7/0

7.3.4 Local Government Accountability – Public Accounts Committee

Proponent:
Location:

Public Accounts Committee
-

<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>14 October 2005</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>-</i>
<i>Appendices:</i>	<i>1.11 - Letter</i>

BACKGROUND:

The Legislative Assembly's Public Accounts Committee is holding an inquiry into 'Local Government Accountability'.

It invites comments from Councils on the matter.

DETAIL:

Correspondence and the terms of reference are attached – see appendix 1.11.

COMMENT:

The Local Government Act 1995 which has a wide range of accountability mechanisms has only this year been reviewed and amended by the Minister for Local Government to improve various financial and human resource systems within local government.

It is suggested that the Council either-

- a) delegates the Audit and Finance Committee to direct comments to the Public Accounts Committee on the 'Terms of Reference on Local Government Accountability' prior to the closing date of 11 November 2005;

Or

- b) does not wish to make comment on the inquiry (resolution not required).

MOVED: Cr Moir

SECONDED: Cr Florey

That the Council delegates the Audit and Finance Committee authority to direct comments to the Public Accounts Committee on the 'Terms of Reference on Local Government Accountability' prior to the closing date of 11 November 2005.

CARRIED 7/0

7.3.5 Yarragadee Aquifer – Draft Shire of Boyup Brook Position Statement

<i>Proponent:</i>	<i>Water Corporation</i>
<i>Location:</i>	<i>Yarragadee</i>
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>14 October 2005</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>-</i>
<i>Appendices:</i>	<i>-</i>

BACKGROUND:

It is well known that the Water Corporation wish to access 45GL of groundwater from the Yarragadee located in the south west for the purpose of securing water supplies to the Perth metropolitan area and communities in between.

The Council established a Yarragadee Working Group consisting of Crs Florey, Martin, Oversby and Piper and the CEO at its September 2005 meeting to research the matter and submit a position paper for consideration.

It is now requested that the draft statement be considered.

DETAIL:

The group met on 20 September and 12 October 2005 and was audience to a Water Corporation Community Forum in the Council chambers on 4 October 2005 on the proposal.

The following statement is presented for Council consideration-

“SHIRE OF BOYUP BROOK

POSITION STATEMENT

PROPOSAL BY WATER CORPORATION TO EXTRACT 45GL OF WATER FROM THE SOUTHERN YARRAGADEE AQUIFER

The Shire of Boyup Brook's view on the above proposal believes that there are many major concerns should it go ahead for the following reasons:-

1. Current lack of infill sewerage

A significant increase in the extraction rate of water from the Yarragadee may realise the entering of sewage into the aquifer from towns such as Boyup Brook via the Blackwood River.

Boyup Brook does not have an infill sewerage system. This has been promised by the state government to have been installed by the year 2000 but the current sewerage programme indicates that Boyup Brook will be serviced in 2017/18.

Boyup Brook has a large number of older homes with aging leach drains that have failed or continue to fail therefore allow sewage to leach from residential properties into the stormwater system and finally into the Blackwood River.

The Water Corporation advise that Yarragadee water currently enters the Blackwood River through underground pressure. Should the pressure be reversed due to extraction of too much Yarragadee water, the Blackwood River will enter the aquifer thus contaminating the Yarragadee with sewage.

The Water Corporation cannot guarantee that sewage will not enter the Yarragadee and end up in Perth.

The Department of Environment has recently advised that salt levels in the Blackwood River are extreme. Subsequently, there is the potential that salt water will enter the Yarragadee.

There is also the potential that in years of poor rainfall, there may be a reversal of water from the Yarragadee entering the Blackwood River. Again sewage would enter the aquifer.

To protect the Yarragadee water supply, the Shire of Boyup Brook urgently requests that the Boyup Brook townsite be serviced with infill sewerage by the year 2008.

2. Water Recycling

The State Governments commitment in water recycling is to achieve 20% reuse of current waste water by 2012 across the state.

Currently 6% of Perth's waste water is recycled.

The achievement of the 20% reuse rate is made up of 10% from the Perth metropolitan area and 10% from rural WA (currently 41% of rural waste water is recycled).

Therefore the Water Corporation only has to achieve a further 4% increase in waste water recycling over the next 7 years! Currently 100GL is treated and returned to the ocean each year.

The Water Corporation's target for reuse of waste water in the Perth metropolitan area is extremely low and therefore environmentally questionable. If it aims for 45% recycling it will achieve its aim of securing 45GL of water for the Perth instead of accessing water from the Yarragadee.

The Water Corporation's attitude on recycling waste water in the 21st century is reprehensible. The Western Australian community has a huge desire to reuse as much of its resources as possible, for example solid waste is currently recycled at well above 50% by local governments.

The corporation appears to have the aim of 'mining' water because it is cheaper. The community already pays more for the recycling of solid waste because it is good for the environment that is, the resource does not end up in the ground.

The community will be willing to pay to ensure that waste water does not just end up in the ocean which is the current situation.

Significantly more work and research should be done on recycling waste water for industrial purposes which will require a less intensive treatment than potable water.

4. Water Restrictions

The lifting of water restrictions via sprinkler rosters in the Warren Blackwood District recently is seen as a precursor to lifting the restrictions in the Perth metropolitan area.

The community is used to and supportive of such restrictions. The Water Corporation indicates that water restrictions currently save an average of 45GL per year.

Is it the Water Corporation's plan to extract 45GL of water from the Yarragadee to enable the lifting of water restrictions and therefore counter balance the 45GL it will need for the increased consumption of water for Perth gardens and lawns?

6. Adaptive Management

Long term jobs and sustainable local communities will not be created in the South West if the growth potential is limited by a decision to utilise water in the metropolitan area rather than preserve it for local use.

The high probability of changed demographics fails to cater for the current and future population growth denied the ability to provide jobs and to have people living and working in the communities of the south west.

The Water Corporation should have the ability to turn the 'tap' off should population increases in the south west require the 45GL proposed to be piped to Perth each year.

This should also take place when industrial opportunities which require large volumes of water arise in the south west.

7. Waterwise Programs

The Water Corporation indicates that current consumption of water is currently 180KL pa per person.

The corporation aims to achieve 155KL pa with a variety of actions under its Waterwise programme by 2012.

However, the latest Water Corporation figures show that the current average consumption is 152KL pa.

As the current target has already been achieved, this represents a saving of approximately 27GL that the Water Corporation had not been expecting.

Reducing the target figure to say 140KL (the shire believes this to be a more than realistic aim as the Waterwise programs are only in their infancy and as more households adopt the water reduction strategies in the future, further water savings will be made) the community will realise a further 18GL saving to bring the total savings to 45GL. This makes it unnecessary for the Water Corporation to extract any water from the Yarragadee.

In addition to the above, the Water Corporation campaign has failed to fully explain the extent of the impact of the proposal, the extent of uncertainty in the data, and the priority proposed for water allocation has deliberately avoided providing any alternative views on this issue.

In summary, the Shire of Boyup Brook Shire Council requests that the Water Corporation:-

1. as a matter of urgency for both health and environmental reasons for the protection of the people of the South West communities, the Blackwood River and the Yarragadee Aquifer install infill sewerage to the Boyup Brook townsite by 2008;
2. incorporates an 'adaptive management' position to ensure that should water be piped to the Perth metropolitan area can be reversed to service the communities of the South West as expansion and industrial opportunities arise
3. to continue with sprinkler rosters to save water."

COMMENT:

There are many issues and arguments entwined in an issue of this magnitude ranging from-

- Total objection - bring the population to the resource instead of taking the resource to the people - keep the resource in the SW
- Environmental Benefits the fact that Perth only recycles 6% of its wastewater (regional WA recycles 41% of its wastewater). If Perth recycled at the same rate as the country, it wouldn't need to access water from the Yarragadee.

The state government demands that local government recycle their solid wastes, which is currently well above 50% but it puts no pressure on its own water utility to recycle its waste

The position is paper is presented for consideration.

MOVED: Cr Martin

SECONDED: Cr Moir

That the Council approves the-

"SHIRE OF BOYUP BROOK - POSITION STATEMENT -

PROPOSAL BY WATER CORPORATION TO EXTRACT 45GL OF WATER FROM THE SOUTHERN YARRAGADEE AQUIFER”

as presented.

CARRIED 7/0

Mr Anderson departed the Chambers, the time being 6.52pm.

7.3.6 Occupational Health & Safety Policy - Review

Proponent: Shire of Boyup Brook
Location: -
Reporting Officer: Will Pearce
Date Report Written: 10 October 2005
Enabling Legislation: Local Government Act 1995
File: CM/43/001
Appendices: -

BACKGROUND:

It is necessary to review the 'Occupational Health & Safety' policy be reviewed annually.

DETAIL:

The policy states –

Objective

To formalise the Council's commitment to ensuring and improving the safety and health of the Shire employees.

Statement

“This policy recognises that the safety and health of all employees within the Shire of Boyup Brook is the responsibility of Council and management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as practicable, a working environment in which employees are not exposed to hazards.

The Chief Executive Officer is responsible for the management of occupational safety and health. The Shire of Boyup Brook identifies the requirements and responsibilities under the Occupational Health and Safety Act 1984, the Occupational Health and Safety Regulations 1996, approved codes of practice, guidance notes and Australian Standards.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

To ensure that the Shire of Boyup Brook is a safe place in which to work, the following areas of responsibility will be accepted.

Management

Is responsible for the effective implementation of the Council's Occupational Safety and Health policy.

Will ensure that the agreed procedures for regular consultation between management and those with designated and elected safety and health responsibilities are followed.

Will ensure that all specific policies operating within the Council eg. fire and evacuation, purchasing, training, first aid and systems of work are periodically revised and to ensure consistency with the Council's safety and health objectives.

Will provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council.

Is to be informed of incidents and accidents occurring on Council premises and involving plant and employees so that safety and health performance can be accurately monitored.

Employees

All staff, contractors and volunteer workers must take reasonable care to ensure their own safety and health at work and that of other persons in the workplace.

All staff, contractors and volunteer workers must observe safe work practices and use personal protective equipment. All staff and volunteer workers are to be provided with personal protective equipment as required. Contractors are to provide at their own expense, personal protective equipment that meets the conditions of the Shire of Boyup Brook.

Must not willfully interfere with or misuse items or facilities provided in the interest of safety and health of Council employees.

It is the duty of all staff, contractors and volunteer workers to report potential and actual hazards, accidents/incidents and near misses to their elected safety and health representative.

The Shire of Boyup Brook seeks the cooperation of all people associated with working for the Council in upholding a high standard of personal safety and accident prevention.

This policy will be reviewed annually to ensure relevance, comprehensiveness and purpose.

TJ Ginnane JP
Shire President

W Pearce
Chief Executive Officer"

COMMENT:

The policy has been reviewed by the CEO.

It would be prudent to include realistic objectives in achieving a reduction in occupational injuries and illnesses. For example a target of reducing Lost Time Injuries (LTI's) by 10% over the next 12 months should be included in the policy.

It is suggested that the:-

1. 'Occupational Health & Safety' Policy review be received;
2. policy include the statement 'a 10% reduction in Lost Time Injuries will be achieved over the next 12 months'.

MOVED: Cr Florey

SECONDED: Cr Martin

That the:-

1. 'Occupational Health & Safety' Policy review be received;
2. policy include the statement 'a 10% reduction in Lost Time Injuries will be achieved over the next 12 months'.

CARRIED 7/0

7.3.7 Accounts for Payment and Financial Status

Proponent: Shire of Boyup Brook
Location: -
Reporting Officer: Keith Jones
Date Report Written: 14 October 2005
Enabling Legislation: Local Government Act 1995
File: FM/10/003
Appendices: 1.12 – Payments
1.13 - Statements

BACKGROUND:

A monthly financial report is presented for consideration.

DETAIL:

The accounts for payment up to 14 October 2005 are attached (see Appendix 1.12).

The Account Balances for the various accounts as at 30 September 2005 are:-

• Municipal Account	\$928,186.76
• Shire Clerk Advance	\$3,238.96
• Shire Medical Account	\$32,454.86
• Trust Account	\$30,177.59

Investments secured with the Commonwealth Bank maturing 31 October 2005 are:-

• Reserves Account Term Deposit	\$ 796,691.38 @ 5.35%
• Investment Term Deposit	\$ 500,000.00 @ 5.35%

As at 14 October \$454,226.15 in rates was outstanding.

As at 14 October 2005, Sundry Debtors was \$59,059.75 and Sundry Creditors was nil.

Attached is monthly statement of financial activity for the period 1 July - 31 August 2005 (see Appendix 1.13).

That the accounts as presented totaling \$233,082.25 as:-

MOVED: Cr Florey

SECONDED: Cr Downing

- 1 cheque voucher numbers 14264-14343 (14262 & 14263 unused) be approved for payment;

2 paid by-

- a) direct electronic payments through the Municipal Account;
- b) cheque voucher numbers 2014-2019 paid through the Chief Executive Officer's Advance Account;
- c) cheque voucher number 14261 paid through the Municipal Account;

be endorsed.

CARRIED 7/0

8 PETITIONS AND MEMORIALS

Nil

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10 URGENT BUSINESS – BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT

10.1 Playground Funding

MOVED: Cr Oversby

SECONDED:

That the Council donate \$2,800 for playground equipment on a proviso that no further donation applications be submitted by the Play group and Child Care Inc for 3 years.

MOTION WITHDRAWN

11 CLOSURE OF MEETING

There being no further business the Chairman declared the meeting closed at 7.02pm.

These Minutes and Schedule of Accounts were confirmed by the Council at the Council Meeting held on the 17 November 2005.

Cr Terry Ginnane, Shire President