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- NOTE:**
- a) The Council Committee Minutes Item numbers may be out of sequence. Please refer to Section 10 of the Agenda – Information Report - Committee Decisions Under Delegated Authority for these items.
  - b) Declaration of Councillors and Officers Interest is made at the time the item is discussed.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN HELD IN THE COUNCIL CHAMBERS, 6 PATERSON STREET, MUNDIJONG ON MONDAY, 25<sup>th</sup> JUNE, 2001 - COMMENCING AT 7.00PM.

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**1. ATTENDANCES & APOLOGIES**

**PRESENT:** Crs. J C Star  
W J Kirkpatrick  
D L Needham  
J E Price  
A J Simpson  
T H J Hoyer  
K R Murphy  
(North Ward vacancy to be filled via Extra Ordinary Election 5 September 2001 as per Council Decision C153/03/01)

**APOLOGIES:** D Butfield  
I J Richards  
Mr D E Price ..... Chief Executive Officer  
Mr A Watson..... Director Sustainable Development

**IN ATTENDANCE:** Mr R Harris .....Acting Chief Executive Officer/Director Asset Services  
Mr G Dougall .....Acting Director Sustainable Development/  
..... Director Corporate Services  
Mrs S E Langmair..... Minute Secretary

**GALLERY:** 1

**2. PUBLIC QUESTION TIME**

Mr B Ehwald, Lot 1274 Thomas Road, Oakford

Mr Ehwald gave a background to correspondence, telephone calls and personal visits he has received in the past few months. He requested an explanation of what the difference was between a development extension and a planning approval.

Cr Star advised that she understands that he does require planning/development approval as that is a requirement under the town planning scheme.

Cr Star and the Acting Chief Executive Officer advised that a development approval and planning approval are the same and can apply to a lot of things – it is an application to use or develop the land.

Cr Star advised that the Planning Department are awaiting an application from Mr Ehwald.

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

Ian Blackburn, 5 Ray Place, Byford – question asked at the Ordinary Council Meeting held on 25<sup>th</sup> June, 2001.

**Question:** Further to a newsletter received advising of rate projections for the next few years, when is Council going to finish the 1998/99 works program? Is footpath on Walters Road (south side) still incomplete.

**Response:** Council's 1998/99 forward works program has been reviewed to reflect available funds and re-assessed priorities. Such reviews are carried out each year.

The 1999/2000 budget provided for and completed the upgrading of Walters Road west of Linton Street, including the construction of a footpath on the south side. This was considered the highest priority upgrading requirement for Walters Road.

There are no current plans to extend the upgrading of Walters Road and construct a footpath east of Linton Road. Alongside other competing demands for the limited funds available to the Council for its road and footpath programs, it is not expected that a footpath can be funded east of Linton Street for a number of years.

Mrs Bond, Stockmans Close

**Question** - Has or is Colleen Rankin been or being paid to write Council news for the Weekend Examiner? If so, how much and why?

**Response** - Mrs Colleen Rankin has been engaged by Council on a month by month basis to prepare the Council column in the Weekend Examiner.

The value of the arrangement is up to two hours work per month at \$25 per hour.

**Question** - Mrs Bond asked why this is not being done within Council and why Council was paying Mrs Rankin to do it when she was a Councillor?

**Response** - A significant amount of Councils works and services are carried out by external resources, particularly where specific skills are not available in house.

This arrangement was not in place with Mrs Rankin prior to the recent Local Government elections.

#### 4. STATEMENTS, PETITIONS, MEMORIALS & DEPUTATIONS

C012/07/01 PETITION RE DIFFERENTIAL RATING FOR CARAVAN PARKS. (A0128)			
Proponent	Serpentine Park Home Village residents		
Officer	G Dougall, Director Corporate Services	Date of Report	18.07.01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Council</b>		

#### Preamble

To receive the petition provided by the Serpentine Park Home Village residents.

#### Comment

On the 17<sup>th</sup> July, 2001 a petition containing thirty two (32) signatures was forwarded to Council stating the following:

*"We as residence (sic) of the Serpentine Park Home Village object strongly to the massive increase you propose in your advertisement ratings in the above Newspaper (Weekend Examiner). We have no objections to a 2.7% or 4% like other residence (sic) in your Shire but feel discriminated by your intention to increase our rates by 33%.*

*We sincerely hope that you reconsider this increase as we are all pensioners and this would definitely on top of GST and inflation would make it very difficult to make ends meet."*

***A copy of the petition can be found in the attachments and marked "C012/07/01".***

This matter is referring to item C013/07/01 where Council has sought public comment on its intention to differential rate as required under the Local Government Act 1995. As a result Council may wish to include this petition with the consideration of this item.

**Statutory Environment:** Councils Local Law relating to Standing Orders

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Community Consultation:** Not applicable

**Voting Requirements:** Normal

**CRC012/07/01 COUNCIL DECISION/Officer Recommended Resolution:**

Moved Cr Kirkpatrick seconded Cr Simpson

1. Council receive and note the petition from the residents of the Serpentine Park Home Village.
2. This petition be considered with Item C013/07/01 of this agenda.

CARRIED 7/0

## **5. ANNOUNCEMENTS BY PRESIDING MEMBER**

Cr Star made the following announcements:

Study Tour to New Zealand – full presentation to come in the near future.

Noted in recent press – congratulations to the Serpentine Jarrahdale Youth Activity Group for winning a young eventer competition. It was agreed to send a letter to the group congratulating them.

Attended Neighbourhood Watch AGM recently – very impressive some of the things that are being done in the community by the volunteers. A lot of good examples of the community working together.

Nominations for the North Ward Vacancy are now open. 5<sup>th</sup> September is the extra ordinary election day.

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 Ordinary Council Meeting – 25<sup>th</sup> June, 2001

#### **COUNCIL DECISION**

Moved Cr Price seconded Cr Needham  
The minutes of the Ordinary Council Meeting held on 25<sup>th</sup> June, 2001 be confirmed.  
CARRIED 7/0

## 7. REPORTS OF COMMITTEES & OFFICERS

### 7.1 Corporate Services Committee Meeting – 9<sup>th</sup> July, 2001

#### **COUNCIL DECISION**

Moved Cr Murphy seconded Cr Simpson  
The minutes of the Corporate Services Committee Meeting held on 9<sup>th</sup> July, 2001 be received.  
CARRIED 7/0

C001/07/01	COUNCIL REPRESENTATIVE – ARMADALE HEALTH SERVICE COMMUNITY ADVISORY COUNCIL (A0906)		
Proponent	Armadale Health Service		
Officer	D.E Price – Chief Executive Officer	Date of Report	19-06-01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee</b>		

#### **Preamble**

Council to reconfirm their representative to the Armadale Health Service Community Advisory Council.

#### **Background**

Council requested that the Chief Executive Officer seek advice from the Armadale Health Service in relation to the position of Council delegate on the Community Advisory Council.

Mrs Colleen Rankin had been Council's representative until she recently retired.

#### **Comments**

Council resolved to nominate Councillor Hoyer as their delegate should the Armadale Health Service Community Advisory Council wish to retain a Shire of Serpentine-Jarrahdale representative on it.

Advice has now been received back from the Armadale Health Services confirming that they have resolved the following;

*Mrs Colleen Rankin will remain a member of the Council as a community member and that we extend an invitation to your Shire to nominate an elected Councillor to represent your local government area.*

*Our regular monthly meetings remain at 4:30pm on the first Friday of each month.*



The Chief Executive Officer has advised the Armadale Health Services that Cr Hoyer will be the Shire representative as per the Council decision on 14 May 2001.

No deputy has been nominated for this position.

- Statutory Environment:** Not applicable
- Policy Implications:** No Policy Implication
- Financial Implications:** No known financial implications
- Strategic Implications:** Not applicable
- Community Consultation:** Not applicable
- Voting Requirements:** Normal

**Officer Recommended Resolution**

1. Council notes the information provided and Councillor Hoyer's appointment.
2. Council nominates a deputy to the Armadale Health Service Community Advisory Council.

**CRC001 COUNCIL DECISION/Committee Recommended Resolution**

Moved Cr Murphy seconded Cr Simpson:

1. Council notes the information provided and Councillor Hoyer's appointment.
2. Council nominates Cr John Kirkpatrick as a deputy to the Armadale Health Service Community Advisory Council.

CARRIED 7/0

C002/07/01 COUNCIL COMMITTEE MEMBERSHIP (A0039)			
Proponent	Chief Executive Officer		
Officer	D.E Price – Chief Executive Officer	Date of Report	20-06-01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Council</b>		

**Preamble**

Council to agree on swearing in date of new Councillor following extra-ordinary election in September 2001.

Council to consider increasing the membership of the following Committees from four (4) to five (5);

- Corporate Services Committee
- Asset Services Committee
- Community & Recreation Development Committee
- Planning, Development and Environment Committee

(Note: It is not intended that the Staff Management Committee numbers be increased from the current membership of 4 and 2 deputies).

Council to re-appoint membership to the following Committees;

- Corporate Services Committee
- Asset Services Committee
- Community & Recreation Development Committee
- Planning, Development and Environment Committee
- Strategic Management Committee
- Staff Management Committee

### **Background**

Council resolved the following in relation to the appointment of Councillors' to the various Committees at the Special Council meeting held on the 14 May 2001.

*In order to provide the opportunity for a newly elected Councillor (North Ward) to nominate for a position on Council Committees the individual nominations undertaken today will be for a period ending 24<sup>th</sup> September 2001.*

**This decision is made in accordance with section 5.11(2)(a) of the Local Government Act 1995, which states;**

*"Where a person is appointed as a member of a committee other than under section 5.10 (4) or (5), the person's membership of the committee continues until the term of the person's appointment as a committee member expires".*

### **Comments**

#### **Expansion of membership on certain Committees**

It may be an opportune time for Council to consider increasing the representation of Councillors' on each of the following Committees from four to five representatives.

- \*Corporate Services Committee
- \*Asset Services Committee
- \*Community & Recreation Development Committee
- \*Planning, Development and Environment Committee

(\* = Currently have delegated authority of Council)

In the original discussion paper prepared in 2000, it was suggested that for the Committees where Council intended that the full delegation of Council under section 5.17. "*Limits on delegation of powers and duties to certain committees*" be, it was proposed that the current representation of these committees would be increased from 4 members to 5 members. This would represent 50% of full Council.

This was not undertaken at that time due to the pending Council elections in May 2001. Due to the resignation of Cr Fimmano, and the consequent extra ordinary election in the North Ward scheduled for September 2001, it was again considered not appropriate to address the number of Councillors' on the above Committees at the time of appointing the committee membership after the May 2001 elections. Council resolved that *the individual nominations undertaken today (14/5/01) will be for a period ending 24<sup>th</sup> September 2001*. This decision provides the opportunity for the new Councillor elected as a result of the extra ordinary election in September to join a committee/s.

Given it is being suggested that four (4\*) of the six (6) existing Committees listed above, that enjoy full delegation of Council under section 5.17. "*Limits on delegation of powers and duties to certain committees*" are expanded to have five Councillors' on them, it may be more appropriate to retain the existing Committee membership and call for nominations from

Councillors' to fill the additional position created in each committee, including the Councillor elected in September 2001

### Appointment of Committee Members

The Chief Executive Officer has received information that not all Councillors' will be present at the Council meeting of the 24<sup>th</sup> September 2001, when the current committee members' individual nomination of term expires. Should Council agree to expand the membership of the nominated five (5) committees, there may be a need to provide a one month extension to the current membership to allow all Councillors' to be present for the new nominations. This extension would be until the 8th October 2001, whereby a Special Council Meeting before Corporate Services Committee is to be held, to renew membership for the following Committees:

- Corporate Services Committee
- Asset Services Committee
- Community & Recreation Development Committee
- Planning, Development and Environment Committee
- Strategic Management Committee
- Staff Management Committee

Council will need to appoint the new committee members by absolute majority.

**Statutory Environment:** Sections 5.10 and 5.11 of the Local Government Act 1995.

**Policy Implications:** No policy implications

**Financial Implications:** No financial implications if meeting fees are annualised.

**Strategic Implications:** No strategic implications.

**Community Consultation:** Community consultation not required.

**Voting Requirements:** **ABSOLUTE MAJORITY**

### **CRC002 COUNCIL DECISION/Committee/Officer Recommended Resolution**

Moved Cr Kirkpatrick seconded Cr Needham:

a) The newly elected Councillor following the September 2001 extra-ordinary election is to be sworn in before the commencement of the Ordinary Council meeting on the 24 September 2001.

b) **Corporate Services Committee** - 4 members and 3 deputies  
That the Corporate Services Committee consists of:  
Members: Crs Hoyer, Murphy, Kirkpatrick, Buttfield  
Deputies: Crs (1) Simpson, (2) Richards, (3) Needham  
For the period from 25<sup>th</sup> September 2001 to 8<sup>th</sup> October, 2001

c) **Asset Services Committee** – 4 members and 3 deputies  
That the Asset Services Committee consists of:  
Members: Crs Richards, Simpson, Buttfield, Kirkpatrick  
Deputies: Crs (1) Cr Star, (2) Cr Price, (3) Cr Murphy  
For the period from 25<sup>th</sup> September 2001 to 8<sup>th</sup> October, 2001

d) **Community & Recreation Development Committee** – 4 members and 3 deputies  
That the Community & Recreation Development Committee consists of:  
Members: Crs Needham, Richards, Price, Simpson

Deputies: Crs (1) Star, (2) Hoyer, (3) Murphy  
For the period from 25<sup>th</sup> September 2001 to 8<sup>th</sup> October, 2001

- e) **Strategic Management Committee** – 5 members and 4 deputies  
That the Strategic Management Committee consists of the chairpersons of each of the other 4 committees and the Shire President.  
Members Cr Star, Cr Buttfield, Cr Needham, Cr Price, Cr Kirkpatrick  
Deputies Cr Richards, Cr Hoyer, Cr Simpson, Cr Murphy  
For the period from 25<sup>th</sup> September 2001 to 8<sup>th</sup> October, 2001
- f) **Planning Development & Environment Committee** – 4 members and 3 deputies  
That the Planning Development & Environment Committee consists of:  
Members: Crs Needham, Hoyer, Murphy, Star  
Deputies: Crs (1) Price, (2) Buttfield, (3) Richards  
For the period from 25<sup>th</sup> September 2001 to 8<sup>th</sup> October, 2001
- g) **Staff Management Committee** – 4 members and 2 deputies  
That the Staff Management Committee consists of:  
Members: Crs Needham, Richards, Buttfield, Star  
Deputies: Crs (1) Hoyer, (2) Price,  
For the period from 25<sup>th</sup> September 2001 to 8<sup>th</sup> October, 2001
- h) A Special Council meeting is held on the 8<sup>th</sup> October 2001 at 8am, before the Corporate Services Committee meeting to fill the following Committees;
- i) **Corporate Services Committee** - 5 members and 3 deputies
  - ii) **Asset Services Committee** – 5 members and 3 deputies
  - iii) **Community & Recreation Development Committee** –5 members and 3 deputies
  - iv) **Strategic Management Committee** – 5 members and 4 deputies
  - v) **Planning Development & Environment Committee** – 5 members and 3 deputies
  - vi) **Staff Management Committee** – 4 members and 2 deputies

CARRIED 7/0 **ABSOLUTE MAJORITY**

C003/07/01 SINGLE ASSOCIATION PROPOSAL (A0163-03)			
Proponent	Shire of Northam/Shire of Kulin/Western Australia Municipal Association		
Officer	D.E Price – Chief Executive Officer	Date of Report	29.06.01
Signatures	Author:	Senior Officer:	
Previously	A111 (10.01.2000), C013/07/00		
Disclosure of Interest			
Delegation	<b>Committee – In accordance with Resolution SM049/05/01</b>		

### Preamble

Council to respond to Shire of Northam request from the Shire of Serpentine-Jarrahdale in relation to the formation of a single association and to note information provided by Shire of Kulin and the Western Australian Municipal Association (WAMA) Single Association Taskforce.

### Background

The Shire of Northam's Chief Executive Officer has written the following to Council in relation to the above.

*There has been considerable discussion on the way the promotion of a single association has been handled.*

*The following is for your Council's comments on the single association debate:*

*Effectively, four actions have been canvassed:*

- 1 *Defer the debate on the single association*
- 2 *Vote "no" to a single association*
- 3 *WAMA to operate with a Local Government Association and Country Shire Councils' Association*
- 4 *Have two associations with each having its own executive*

The Shire of Kulin has also written to Council in relation to this matter. ***A copy of the letter is included with the attachments and marked C003.1/07/01.***

### Comments

Notes provided by the Shire of Northam have been taken from input and comment from member local governments. ***A copy of the notes is included with the attachments and marked C003.2/07/01.***

The Shire of Northam has requested comments back from local authorities to determine if any emergency motion needs to be submitted to the annual conference.

Council considered the establishment of a single association in January 2001 and again in July 2001 and resolved the following;

Council resolved to advise the Western Australia Municipal Association the following at the Ordinary Council meeting on the 10 January 2000.

*Moved Cr. Rankin seconded Cr. Townsend that Council accepts the prospectus provided by Western Australia Municipal Association and agrees that the comments provided by the Chief Executive Officer forms the basis of Council's response to Western Australia Municipal*

*Association with the view to accelerating the formation of a single association of local government in Western Australia.*

**CARRIED 9/0**

Council resolved to advise the Western Australia Municipal Association the following at the Ordinary Council meeting in July 2000.

*Council supports the amalgamation of the Country Shire Councils' Association, Country Urban Councils' Association, Local Government Association and Western Australian Municipal Association to form a single association of Local Government in Western Australia, that being Western Australian Municipal Association.*

To assist Councillors' gain an understanding of the proposed new single association, the Western Australian Municipal association (WAMA) have prepared an info note "Information for new Councillors' on the Single Association Proposal". **A copy of the info note is included with the attachments and marked C003.3/07/01.**

**Statutory Environment:** Not applicable

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Community Consultation:** Not applicable

**Voting Requirements:** Normal

#### **Officer Recommended Resolution**

Council advises the Shire of Northam and the Shire of Kulin that it supports the amalgamation of the Country Shire Councils' Association, Country Urban Councils' Association, Local Government Association and Western Australian Municipal Association to form a single association of Local Government in Western Australia, that being Western Australian Municipal Association.

#### **Committee Recommended Resolution**

Council advises the Shire of Northam and the Shire of Kulin that it supports the amalgamation of the Country Shire Councils' Association, Country Urban Councils' Association, Local Government Association and Western Australian Municipal Association to form a single association of Local Government in Western Australia, that being the Western Australian Municipal Association as Council believes that Local Government functioning and effectiveness will be strengthened.

#### **CRC003 COUNCIL DECISION**

Moved Cr Simpson seconded Cr Murphy:

Council advises the Shire of Northam and the Shire of Kulin that it supports the amalgamation of the Country Shire Councils' Association, Country Urban Councils' Association, Local Government Association and Western Australian Municipal Association to form a single association of Local Government in Western Australia, that being the proposed Western Australian Local Government Association as Council believes that Local Government functioning and effectiveness will be strengthened.

**CARRIED 7/0**

C004/07/01 BUDGET 2001/2002 (A0959)			
Proponent	Local Government Act 1995		
Officer	G R Dougall – Director Corporate Services	Date of Report	29/06/01
Signatures	Author:	Senior Officer:	
Previously	SM053/05/01, C191/06/01, C192/06/01, C193/06/01		
Disclosure of Interest			
<b>Delegation</b>	<b>Council</b>		

### Preamble

To recommend to Council to adopt the proposed 2001/2002 statutory budget.

### Background

Section 6.2 of the Local Government Act 1995 requires local governments to prepare an annual budget not later than 31<sup>st</sup> August in each financial year. Each local government is to prepare and adopt the budget in the form and manner prescribed and by absolute majority.

In the preparation of the budget the local government is to have regard to the contents of the plan of principal activities accepted under section 5.58 and is to prepare a detailed estimate for the current year of;

1. The expenditure by the local government,
2. The revenue and income, independent of general rates, and
3. The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue.

The budget is to incorporate;

1. Particulars of the estimated expenditure to be incurred by the local government;
2. Detailed information relating to the rate and service charges which will apply to land within the district, including the estimated amount to be yielded by the rate and the rate of interest to be charged by the local government on unpaid rates and service charges;
3. The fees and charges proposed to be imposed;
4. The particulars of borrowings and other financial accommodation proposed;
5. Details of the amounts to be set aside in, or used from, reserve accounts and the purpose for which they are to be used;
6. Particulars of proposed land transactions and trading undertakings; and
7. Such other matters as prescribed.

### Principal Activity Plan 2001-2005

Council adopted the Plan of Principal Activities Plan (The Plan) 2001-2005 in May 2001. This established a four year financial plan for Council based on current levels of operating expenditure and expected capital works. All items provided in this plan have been included in this budget.

### Comments

***A copy of the proposed budget for 2001/2001 as a cash document is included with the attachments and marked C004/07/01.*** It is provided in schedule format similar to the previous Local Government Accounting Directions 1986. These schedules will become notes to the budget when it is converted to Australian Accounting Standard Format required by the Act and supporting Regulations. These schedules provide all the detail of expenditure and income for the budget. The first page of the attached document is an Operating Statement showing totals of expenditure and income for each Program Title. Capital items of

expenditure and income are then added along with any carried forward items to give the “bottom line”. At this time the document is over expended by \$10,120.00.

Written explanations of the line item expenditure has been provided to assist Councillors’, staff and the general public understand what is actually being considered for expenditure or received as income. This information will also remain as a note to the budget document when converted to the accrual accounting format for adoption. The income for capital items will not be shown in the final document but are indicated in the “cash” document for reference.

### Carried Forward Items

The items proposed to be carried over from the 2000/2001 budget are;

- Page 69 – CEO 525 Organisational Development \$10,000
- Page 77 – ITS537 Website Page \$ 7,000
- Page 115 – ENV526 Regional Energy Project \$ 6,000
- Page 119 – PPP525 Planning Projects \$50,000
- Page 125 – CCH625 Cardup Community Hall \$ 3,000
- Page 125 – EYH625 Byford Hall \$ 6,600
- Page 127 – JHP730 Jarrahdale Heritage Park \$25,000
- Page 127 – OSR602 Equine Officer \$40,000
- Page 131 – PPG900 Byford Townscape \$84,765
- Page 133 – BOR900 Serpentine Reserve Toilet \$92,000
- Page 155 – UNC500 Salaries \$20,000

This provides a total carry forward figure of \$344,365. These figures will be reconfirmed at the completion of the current financial year.

### Rates

In adopting the Plan Council provided direction that the rate increase for 2001/2002 budget was to be not more than 4%.

Two workshops have been conducted with Councillors’ to review the proposed rate increases for the budget, this included adjustment of minimum rates. From these workshops officers recommended to Council that the differential rates be advertised for public comment with an increase of 4% for Gross Rental Value (GRV) properties and 2.75% for Unimproved Value (UV) properties.

The rate increase provided in the proposed document is a 2.25% general increase for unimproved valuation (UV) properties and a 3.5% general increase in gross rental valuation (GRV) properties. As per resolution C192/06/01 for the differential rate advertisement, all other adjustments to minimum rates and rate category amalgamations have also been implemented into the proposed budget.

### Principal Activities

All items listed in the adopted Plan of Principal Activities 2001-2005 are included in this budget. Total expenditure in this budget is \$9,486,507. The adopted Plan proposed total expenditure at \$9,214,142, when the carry forward expenditure is added to this figure the actual expenditure is within \$60,000 of the adopted Plan.

### *Fire Prevention*

The Plan provided expenditure for Fire Prevention at \$422,888. Pages 84 to 89, 94 and 95 provide the details for volunteer fire brigades, fire prevention and general emergency services. Total cash operating expenditure in these areas is \$285,494 – this is in line with the Bushfire Service Charge of \$60.00 to each property, which generates approximately



\$260,000 revenue after volunteer rebates are claimed. The budget also includes the replacement of two fast attack fire units as provided in the Plan.

### *Waste Management*

The sanitation expenditure is provided on pages 110 to 113 in the document. The Plan provided for total expenditure of \$622,250, this budget expenditure is \$597,702. This budget provides for a change from the previous year budget in that the Tip Levy of \$53.00 has been amalgamated into the general rubbish charge for the weekly domestic refuse service. Only properties that receive a rubbish bin will have this charge applied. As a result the current proposed rubbish charge of \$120.00 will be increased to \$173.00, which is inclusive of the \$53.00 Tip Levy charge. The result of this adjustment is that approximately 1000 rural properties will no longer receive the tip levy charge and will not receive any tip passes, they will have to purchase tip passes or pay at the gate. Another result of this change is that the sanitation budget will make a loss of \$9,632.

The intention behind the establishment of a single rubbish charge is to remove any doubt as to those properties that would be exempt from the tip levy fee, and simplify the administration of the fee to a single charge. This should remove past concerns raised by residents who are not comfortable with being charged separately, in their view, for tip passes they do not necessarily use. It will also remove the need for residents to have to apply for the fee to be written off where it is not applicable.

### *Protection of the Environment*

This principal activity is located on pages 114 and 115 of the budget. The Plan provides total expenditure of \$201,650 for this activity, the budget however shows expenditure of \$283,596. The main reason for this difference is the inclusion of the provision for the Regional Energy Project with grant funding of \$98,500.

### *Town Planning*

Planning expenditure is located on pages 118 to 121. Total expenditure in this area is \$434,655 compares to the expenditure in the Plan of \$325,000. \$50,000 of the budget expenditure is the carryover of funds for Planning Projects. The new Strategic Planning Officer is included in the Salaries allocation PPP500 on page 119. 50% of compliance officer has been allocated from Asset Services to Planning. Other increases in this area are as a result of redistribution in salaries.

### *Jarrahdale Heritage Park*

Provision for expenditure of this principal activity is included on page 127 under account JHP730 and page 133 under account JHP625. The total expenditure under these allocations is \$167,360. The loan repayments are provided under accounts OSR628 and OSR901 on page 127 with other loan repayments under recreation and culture and make up the balance of expenditure as provided under the plan. A carry forward amount of \$25,000 is also included in the budget for the Heritage Park.

### *Asset Acquisition and Replacement*

The upgrade of the computer system is provided for on page 77 of the budget under the account allocation ITS536 and under account MOC545 on page 67 of the budget. The total allocation is \$100,000 with \$85,000 for administration staff and \$15,000 for Councillors'.

The remaining allocation for plant replacement can be seen throughout different programs in the budget for motor vehicles and on page 145 for heavy plant and the depot fleet.

### *Building Asset Maintenance*

The provision for building maintenance is provided for throughout the budget under building and program maintenance allocations.

### *Recreation and Culture*

The activities within the Plan under this area have been included as provided for except for the Oakford Community Facility, which is funded by way of a loan for \$60,000. The allocations are provided as follows;

1.	Sports Hardcourt Resurfacing – page 127 account OSR600	\$ 35,000
2.	Serpentine Sports Ground Stage Two – page 127 account OSR902	\$180,000
3.	Trails Maintenance – page 129 account BRT730	\$ 15,000
4.	Trails Construction – page 129 account BRT731	\$ 25,000
5.	Byford Townscape – page 131 account PPG900	\$ 50,000
	Include carryover \$84,765	
6.	Mundijong Linear Park – page 131 account PPG902	\$ 27,200
7.	S-J Recreation Centre – page 127 account OSR603	\$ 96,000
8.	Oakford Community Facility – page 133 account BOR902	\$ 90,000
9.	Equine Officer – page 127 account OSR601	\$ 10,000

### *Road Asset Management*

All allocations are presented in the budget as proposed under the adopted Plan. The allocations for these activities are allocated on pages 138 to 141. The total expenditure provided in the budget is \$2,808,804 compared to the allocation of \$2,704,531 in the adopted Plan.

### Local Government Grant Funding

Advice has been received from the Commonwealth Grants Commission advising that Council has received an increase in funding from last year. The Plan provided for an increase of 3%, the actual increase is closer to 8%, which provides a further \$60,000 in income to Council.

### Reserve Funds

The main reserve funds to be provided for in this budget is the Fleet and Plant Replacement Reserve, the introduction of the Community Facilities Reserve – made up of the Alcoa contributions.

### Staffing

As per the Gerard Daniel's Report adopted by Council in November 1999 there are two new positions to be added to Council staff this year. The first is a Strategic Planner, this position has been budgeted to commence around September 2001. The second is for a Manager Financial Services. This position is also budgeted to commence in September and as per the report the accountant position will be reclassified to that of Senior Administration Officer with the creation of this position.

A third position will also be added with this budget, this being the provision of an administration trainee in accordance with resolution C154/03/01. This position will commence as soon as possible in the new financial year and is anticipated to be a local person.

Council also resolved (SM066/06/01) to consider the inclusion of 50% of the salary for the employment of an Executive Officer to leverage additional grant funding. \$30,000 has been included in the operating expenditure of the Chief Executive officers salaries account.

### Loans

The budget has provision for two loans. The first is a loan of \$180,000 for the Serpentine Sports Ground Stage Two expenditure as provided for under the Plan of Principal Activities, the second a loan of \$60,000 as part of Council's contribution to the Oakford Community facility as per resolution OCM/06/01. This totals loan funds of \$240,000 in the proposed budget.

### Service Charges

The only Service Charge applied by Council under section 6.38 of the Local Government Act 1995 is a Bushfire Service Charge to recover the provision of six volunteer bush fire brigades. This levy is set at \$60.00 per property and recovers a total of approximately \$270000. Volunteers owning property in the district may request to be refunded this levy once they volunteer more than 20 hours of service each year.

### Fees and Charges

Fees and Charges will generally remain the same as the previous year. Extractive industries and cemetery fees are to be reviewed before the final adoption of the budget but have been provided as per the previous year in this document. Casual hire charges for Council buildings have been increased in line with resolution C193/06/01. **A copy of the schedule of fees and charges is included with the attachments and marked C004/07/01** and is to be adopted by Council.

The recommendations provided below are based on the requirements of the Local Government Act 1995 when adopting the budget. The year to date figures provided in the budget are for the period ended 29<sup>th</sup> June 2001.

**Statutory Environment:** Local Government Act 1995 and supporting Regulations.

**Policy Implications:** No Policy Implications.

**Financial Implications:** The statutory budget directly affects all financial implications for the 2001/2002 financial year. Any additions to this budget after adoption will only be identified at quarterly budget reviews.

**Strategic Implications:** The adoption of this budget will assist Council in achieving its strategic goals.

**Community Consultation:** Council has advertised the Plan of Principal Activities and intention to differential rate in accordance with the Act.

**Voting Requirements:** **ABSOLUTE MAJORITY**

### **Officer Recommended Resolutions**

1. In accordance with section 6.36 of the Local Government Act 1995, and subject to the public consultation period being finalised and Ministerial approval being granted, the following differential rates be imposed in the 2001/2002 statutory budget:

2000/2001	PROPOSED 2001/2001		
DIFFERENTIAL RATE	GRV RATE IN \$	UV RATE IN \$	MIN RATE
Rural Living - Special Rural Rural Living AB Farmlet		0.006253	591
Rural		0.005258	550
Residential	0.080965		460
Residential Vacant	0.211755		460
Commercial	0.045832		527
Public Purposes		0.006134	546
Public/Commercial	0.234049		479
Historic	0.139585		418
Special Use - 1B	0.075749		1287
Special Residential	0.077844		535
Special Residential Vacant	0.176425		535
Showroom/Warehouse	0.085301		495
Light Industrial	0.141713		546
Forest Lease		0.005005	432
Units- Rowley Rd	0.095297		368
Caravan Parks	0.067308		5000
Special Use - 1A	0.159225		5000
Intensive Farming Rural		0.006215	579
Intensive Farming Farmland		0.006215	579
Farmland		0.003671	550
Conservation		0.002798	250
Mining Tenement		0.00769	689
Light Industry/Residential Comp		0.008417	586
Specified Area Rate - Chstnuts Estate		0.0011594	0

2. **Discount on Rates**

Council grants a 5% discount on rate payments fully paid before the 35<sup>th</sup> day from date of issue for the 2001/2002 financial year.

3. **Service Charge**

A Bushfire Levy Service Charge of \$60.00 per property be imposed in the 2001/2002 statutory budget in accordance with section 6.38 of the Local Government Act 1995.

4. **Fees and Charges**

The fees and charges provided within the 2001/2002 statutory budget be adopted.

5. **Due dates for rate instalment payments**

The due dates for rate instalment payments for the 2001/2002 statutory budget be:

1 <sup>st</sup> Instalment	7 <sup>th</sup> September 2001
2 <sup>nd</sup> instalment	9 <sup>th</sup> November 2001
3 <sup>rd</sup> Instalment	4 <sup>th</sup> January 2002
4 <sup>th</sup> Instalment	1 <sup>st</sup> March 2002

6. **Interest rates and administration charge for instalment payments**

An administration charge of \$5.00 be applied to instalment payments and an interest charge of 5.5% be applied in the 2001/2002 statutory budget.

7. **Accrual of interest on overdue rates**

Penalty interest of 11% per annum be applied to overdue rates in the 2001/2002 statutory budget.

8. **Accrual of interest on outstanding debtors**  
Interest of 11% per annum be applied to overdue debtors in the 2001/2002 statutory budget.
9. **Fees, expenses and allowances for Council members**  
The fees, expenses and annual allowances to be paid to members of Council in the 2001/2002 statutory budget be as follows:
- |                                     |          |
|-------------------------------------|----------|
| Presidents Annual Sitting Fee       | \$10,000 |
| Councillor Annual Sitting Fee       | \$ 4,000 |
| Reimbursement of Telecommunications | \$ 1,560 |
| Reimbursement of Travel Allowance   | \$ 9,500 |
10. **2001/2002 Budget**  
The 2001/2002 Municipal Budget, as presented, be adopted.
11. **Ministerial Approval for Differential Rate**  
The Chief Executive Officer seek Ministerial approval for the adopted differential rates subject to any public submissions received during the advertising period.

#### **SUPPLEMENTARY INFORMATION TO ITEM C004/07/01 – BUDGET 2001/2002**

##### **Comment**

As per the Committee discussion, several changes have been made to the budget as presented on 9<sup>th</sup> July, 2001. These changes are:

- (i) adjusting the Unimproved Value (UV) rate increase to 2%,
- (ii) adjusting the superannuation provision to reflect actual payments required rather than the general 9% on wages,
- (iii) addition of \$10,000 to the loan being raised for the Oakford Community Centre,
- (iv) increase in the actual cost of the Byford drainage design to \$104,000 as adopted in resolution SM001/07/01,
- (v) provision of \$5,500 to Webb Road Reserve for roofing and electrical repairs,
- (vi) provision of materials to the value of \$3,850 for the Mundijong Pavilion, and
- (vii) the provision of vehicle increases for the Oakford Fire Brigade has been reduced by \$3,500.

The budget is now presented in the required format under Australia Accounting Standards (AA527), the cash budget presented on 9<sup>th</sup> July is attached and marked “*Supplementary Attachment C004/07/01*” as a note to the adopted budget.

Council is now required to resolve the recommendation C004/07/01 by **ABSOLUTE MAJORITY**.

**CRC004 COUNCIL DECISION/Committee Recommended Resolutions**

Moved Cr Kirkpatrick seconded Cr Hoyer:

- 1a. In accordance with section 6.36 of the Local Government Act 1995, and subject to the public consultation period being finalised and Ministerial approval being granted, the following differential rates be imposed in the 2001/2002 statutory budget.
- 1b Unimproved Value Rate increase of 2%.
- 1c The Shire of Serpentine-Jarrahdale provides a concession of a 0.00105 cents in the dollar for properties that comply with the definition of High Conservation Value contained in the Conservation Area Policy from the 1994 Rural Strategy.

2000/2001	PROPOSED 2001/2001		
DIFFERENTIAL RATE	GRV RATE IN \$	UV RATE IN \$	MIN RATE
Rural Living - Special Rural		0.006237	591
Rural Living AB Farmlet			
Rural		0.005363	550
Residential	0.080965		460
Residential Vacant	0.211755		460
Commercial	0.045832		527
Public Purposes		0.006119	546
Public/Commercial	0.234049		479
Historic	0.139585		418
Special Use - 1B	0.075749		1287
Special Residential	0.077844		535
Special Residential Vacant	0.176425		535
Showroom/Warehouse	0.085301		495
Light Industrial	0.141713		546
Forest Lease		0.004993	432
Units- Rowley Rd	0.095297		368
Caravan Parks	0.067308		5000
Special Use - 1A	0.159225		5000
Intensive Farming Rural		0.0062	579
Intensive Farming Farmland		0.0062	579
Farmland		0.003662	550
Conservation		0.002798	250
Mining Tenement		0.00769	689
Light Industry/Residential Comp		0.008397	586
Specified Area Rate - Chstnuts Estate		0.0011594	0

**2. Discount on Rates**

Council grants a 5% discount on rate payments fully paid before the 35<sup>th</sup> day from date of issue for the 2001/2002 financial year.

**3. Service Charge**

A Bushfire Levy Service Charge of \$60.00 per property be imposed in the 2001/2002 statutory budget in accordance with section 6.38 of the Local Government Act 1995.

**6. Fees and Charges**

The fees and charges provided within the 2001/2002 statutory budget be adopted.

**7. Due dates for rate instalment payments**

The due dates for rate instalment payments for the 2001/2002 statutory budget be:

1 <sup>st</sup> Instalment	7 <sup>th</sup> September 2001
2 <sup>nd</sup> instalment	9 <sup>th</sup> November 2001
3 <sup>rd</sup> Instalment	4 <sup>th</sup> January 2002
4 <sup>th</sup> Instalment	1 <sup>st</sup> March 2002

6. **Interest rates and administration charge for instalment payments**  
An administration charge of \$5.00 be applied to instalment payments and an interest charge of 5.5% be applied in the 2001/2002 statutory budget.
7. **Accrual of interest on overdue rates**  
Penalty interest of 11% per annum be applied to overdue rates in the 2001/2002 statutory budget.
8. **Accrual of interest on outstanding debtors**  
Interest of 11% per annum be applied to overdue debtors in the 2001/2002 statutory budget.
9. **Fees, expenses and allowances for Council members**  
The fees, expenses and annual allowances to be paid to members of Council in the 2001/2002 statutory budget be as follows:
- |                                     |          |
|-------------------------------------|----------|
| Presidents Annual Sitting Fee       | \$10,000 |
| Councillor Annual Sitting Fee       | \$ 4,000 |
| Reimbursement of Telecommunications | \$ 1,560 |
| Reimbursement of Travel Allowance   | \$ 9,500 |
10. **2001/2002 Budget**  
The 2001/2002 Municipal Budget, as presented, be adopted.
11. **Ministerial Approval for Differential Rate**  
The Chief Executive Officer seek Ministerial approval for the adopted differential rates subject to any public submissions received during the advertising period.
- CARRIED 7/0 ABSOLUTE MAJORITY**

C005/07/01 WRITE OFF INVOICES (A0877)			
Proponent	L.Keys - Principal Librarian		
Officer	L.Keys - Principal Librarian	Date of Report	29.06.01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Council</b>		

### Preamble

Council is requested to authorise writing off outstanding invoices.

### Background

The following invoices for non-returned library books dating back to 1997 have not been paid. Reminders have been sent, and debtors contacted by telephone where possible, without result and pursuit of the debts through legal action is not considered appropriate.

### Comments

The details of the write offs are as follows:

Invoice Number	Date	Amount	Action Taken
6705	28/06/96	\$10.00	3 Overdue notices, Invoiced, Telephone Call
7004	18/06/97	\$ 7.00	3 Overdue notices, Invoiced, Telephone Call
7199	05/12/97	\$34.00	3 Overdue notices, Invoiced, Telephone Call
7247	22/12/97	\$25.00	3 Overdue notices, Invoiced, Telephone Call
7316	18/02/98	\$ 4.00	3 Overdue notices, Invoiced, Telephone Call
7511	23/08/98	\$ 8.00	3 Overdue notices, Invoiced, Telephone Call
7512	23/08/98	\$37.00	3 Overdue notices, Invoiced, Telephone Call
8044	24/02/00	\$ 4.00	3 Overdue notices, Invoiced, Telephone Call. Written mail returned to sender.
8046	24/02/00	\$13.00	Item returned to library
8070	21/03/00	\$24.00	Item returned to library
8071	21/03/00	\$ 6.00	3 Overdue notices, Invoiced, Telephone Call*
8072	21/03/00	\$11.00	Item returned to library
8073	21/03/00	\$ 7.00	3 Overdue notices, Invoiced, Telephone Call, phone since disconnected.*
8074	21/03/00	\$20.00	3 Overdue notices, Invoiced, Telephone Call *
8075	21/03/00	\$137.00	3 Overdue notices, Invoiced, Telephone Call. Not on property listing.*
8076	21/03/00	\$ 5.00	Item returned to library*
8077	21/03/00	\$47.00	3 Overdue notices, Invoiced, Telephone Call, not on property listing, forwarding address incorrect.*
8078	21/03/00	\$84.00	3 Overdue notices, Invoiced, Telephone Call, On property listing, no phone number, not in phone book.*
8079	21/03/00	\$ 5.00	Item returned to library.*
8080	21/03/00	\$26.00	3 Overdue notices, Invoiced, Telephone Call *
8082	21/03/00	\$10.00	3 Overdue notices, Invoiced, Telephone Call
8086	21/03/00	\$10.00	Item returned to library
8090	21/03/00	\$ 5.00	3 Overdue notices, Invoiced, Telephone Call
8092	21/03/00	\$ 5.00	Item returned to library
8095	21/03/00	\$10.00	3 Overdue notices, Invoiced, Telephone Call

\* Indicates personal letters were also written by S Hughes prior to an invoice being raised.

Plans to reduce the amount of items lost through the library will include utilising the AMLIB library package to streamline the overdue and invoicing procedure; more telephone contact with customers before invoicing through the shire debtor system; and training staff in the overdue process on AMLIB.

**Statutory Environment:** No Statutory Environment

**Policy Implications:** No Policy Implications

**Financial Implications:** Write off \$554.00

**Strategic Implications:** No Strategic Implications

**Community Consultation:** Community Consultation not required

**Voting Requirements:** **ABSOLUTE MAJORITY**



**CRC005 COUNCIL DECISION/Committee/Officer Recommended Resolution**

Moved Cr Murphy seconded Cr Price:

That Council agrees to write off invoices 6705, 7004,7199, 7247, 7316, 7511, 7512, 8044, 8046, 8070, 8071, 8072, 8073, 8074, 8075, 8076, 8077, 8078, 8079, 8080, 8082, 8086, 8090, 8092, and 8095 for the amount of \$554.00 being outstanding invoices since 1997.

**CARRIED 7/0 ABSOLUTE MAJORITY**

Cr Simpson declared an interest in Item C006/07/01 as proprietor of the Byford Bakery and left the room at 7.21pm

C006/07/01 BYFORD BAKERY PROPOSAL (A0029)			
Proponent	Byford Bakery		
Officer	G R Dougall – Director Corporate Services	Date of Report	03/07/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest	Cr A S Simpson		
Delegation	<b>Council</b>		

**Preamble**

To review the proposal forwarded by Byford Bakery to provide refreshments to Council and staff.

**Background**

The Byford Bakery has forwarded a proposal to supply Council staff with a lunch service whereby they would accept telephone orders and then deliver the order to Council on a three month trial basis. The service would also be available to Council to use, if there is a need.

**Comments**

The service is mainly for staff lunch needs and will not impact greatly on Council functions. The only cost to Council will be that an order is either telephoned or faxed through using the Council phone or facsimile machine.

**Statutory Environment:** No statutory environment

**Policy Implications:** No policy implications

**Financial Implications:** Small cost associated with using Council Fax

**Strategic Implications:** No strategic implications

**Community Consultation:** No community consultation required

**Voting Requirements:** Normal

**Officer Recommended Resolution**

Council supports the three (3) month trial of the lunch service for Council staff proposed by the Byford Bakery, and would support a continued service if the trial is considered successful.

**CRC006 COUNCIL DECISION/Committee Recommended Resolution**

Moved Cr Price seconded Cr Hoyer:  
This matter be deferred to the August Corporate Services Committee meeting.  
CARRIED 6/0

Note: Cr Star forwarded a facsimile to the committee regarding delegation to committee in relation to this item.

Cr Simpson returned to the meeting at 7.22pm.

7.2 Asset Services – 9<sup>th</sup> July, 2001

**Council Decision**

Moved Cr Kirkpatrick seconded Cr Needham  
The minutes of the Asset Services Committee Meeting held on 9<sup>th</sup> July, 2001 be received.  
CARRIED 7/0

AS012/07/01 FIRE BREAKS (A0203)			
Proponent	Bush Fire Advisory Committee		
Officer	D. Gossage Fire & Emergency Services Officer	Date of Report	29.05.01
Signatures	Author	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	Council		

**Preamble**

Council to adopt three metre fire breaks with a four metre clearing over the fire break area.

**Background**

At the recent Bush Fire Advisory Committee meeting held on the 10 May, 2001 it was resolved to put to Council that they formally adopt the three metre fire breaks with a four metre clearing over the same and that they contract out the fire break inspection process.

In consideration of this matter we must take into account the added benefits from a safety point of view when fire fighters are suppressing fires. By having 3 metre fire breaks and a clearing of 4 metres would increase the accessibility problems so often heard from the rank and file fire fighters. This is one issue that has been raised at previous coronial inquiries where fire fighters have lost their lives, and Council has a duty of care to its volunteers.

**Comments**

This issue was discussed over a period of four months to ensure the consultation process was carried out and everyone had a chance to have their say. There was a special Fire Control Officers meeting called to discuss the issues (copy incorporated in BFAC minutes). At this meeting there were a number of strategies discussed on how to improve communication with the community and to educate them. Some of the reasoning behind the recommended change is that the Bush Fire Act makes reference to three metre firebreaks (ie sect 48) and that all most all Councils have gone to the three metres. For the last four to five years as a part of fire management plans within this shire there has been a requirement for three metre firebreaks as this is the recognized state standard for all fire breaks. When

vehicles access current firebreaks they are not suitable and it does damage to the fire vehicles.

It is important to note that **variations will still remain** in force and be done annually so that specific circumstances can be accommodated.

**Statutory Environment:** Bush Fires Act.

**Policy Implications:** Nil.

**Financial Implications:** Normally budgeted each year operationally.

**Strategic Implications:** Nil.

**Community Consultation:** All brigades consulted as in previous years.

**Voting Requirements:** Normal.

**Committee/Officer Recommended Resolution**

1. Council formally adopt the three metre fire breaks with a four metre clearing over the fire break area.
2. The variations approval system be retained to enable people in difficult terrain or with special needs to be able take alternative measures to comply with the requirements.

**CRAS012 COUNCIL DECISION**

Moved Cr Kirkpatrick seconded Cr Murphy  
That this item (AS012) be referred back to the Asset Services Committee for further information.  
CARRIED 7/0

**Reason:** Councillors require more information regarding options for variations to the approval system and the factual basis for the recommendation.

AS013/07/01 SERPENTINE-JARRAHDAL STATE EMERGENCY SERVICE 5 YEAR STRATEGY PLAN (A0186)			
Proponent	Manager Serpentine-Jarrahdale State Emergency Services Unit		
Officer	Dave Gossage Fire & Emergency Services Officer	Date of Report	30.06.01
Signatures	Author: _____ Senior Officer: _____		
Previously	C116/01/01 & C101/12/00		
Disclosure of Interest			
Delegation	<b>Council</b>		

**Preamble**

To reconsider the proposed Serpentine-Jarrahdale Volunteer State Emergency Services Strategic Plan and the future of the unit.

**Background**

The item was previously raised at the Corporate Services meeting of the 8 January and the Ordinary meeting held on 11 December 2000. At that meeting it was resolved to defer the item to the Asset Services Committee meeting in January so that the issue may be discussed more fully prior to going to Council for consideration. After review it was

considered that the item need not go to Asset Services at this time. At the 8 January 2001 meeting Council resolved:

- “1. *Consideration of the Serpentine-Jarrahdale local State Emergency Services Fire Year Strategy Plan be deferred for six (6) months to provide time for the local unit to review its membership structure and/or consideration of amalgamation with Armadale State Emergency Services.*
2. *An item be provided to the July 2001 Corporate Services meeting on whether this plan will require further consideration along with the status of the local State Emergency Services.*

**CARRIED 4/0**

*Note: It was felt that there should be consideration in relation to amalgamation with Armadale State Emergency Services.”*

### **Comments**

Since the item has been put to Council in December 2000 there have been a number of significant changes to the structure and operations of the unit. A new unit structure plan has been adopted as a guide to the unit's operations. This has proved successful as communications between all parties has increased and the flow on effect is that membership has increased to 25 in the last six months.

***A copy of the new unit structure plan is with attachments marked AS013.1/07/01.***

Meetings have been held with the unit and the State body of the State Emergency Service to look at the option of amalgamation with the Armadale unit. The state body is quite happy to continue to support the Serpentine-Jarrahdale unit continuation under the new structure. Historically the Serpentine-Jarrahdale unit is one of the oldest and longest serving units in the state. To ensure the long term viability of the unit it is important that goals are established so there is something to work towards. A revised five-year plan for the volunteer unit has been developed. Within the plan is how the goals are going to be achieved and what support is needed from various areas.

***A copy of the revised 5 year plan is with attachments marked AS013.2/07/01.***

From an amalgamation perspective, no one could guarantee that the service delivery to this Council would not be affected. There could be no guarantee given that in a multi agency and incident situation that our residences would be given the same high priority as a local unit from another Local Government. Loyalties of a volunteer unit to the Local Government and community that support the unit are far greater than one that does not reside within that area. It is vitally important to note that there is a very strong commitment from all of the Serpentine-Jarrahdale Volunteers to keep the unit fully operational as it has been in the past.

It is recommended that Council continues to support the local Volunteer State Emergency Service based in Mundijong. Council contributions to the unit to date have been relatively small and their future requirements can be tied into the principal activity plan of Council. All Volunteer Emergency Service units require support from their respective Local Governments to be able to operate effectively and efficiently.

Fire and Emergency Services Authority are aware of the proposed strategy and are encouraging and supporting the changes to the operation of the local Serpentine-Jarrahdale Volunteer State Emergency Services, provided Council is prepared to continue its support.

As quite some time has passed and a number of changes have transpired since the future of the local volunteer unit was raised, I believe that we are now in a position to consider the matter.

**Statutory Environment:**

No

**Policy Implications:** No Policy issues at the present time

**Financial Implications:** There may be financial implications with the plan, however these can be addressed as a part of the principle activities plan review in 2002. Traditionally each year Council budgets under its operational budget for the day to day operations of the unit, buildings and vehicles.

**Strategic Implications:** No implications at this time.

**Community Consultation:** Community Consultation not required at this time.

**Voting Requirements:** Normal

**CRAS013 COUNCIL DECISION/Committee/Officer Recommended Resolution**

Moved Cr Hoyer seconded Cr Kirkpatrick:-

1. Council formally recognizes and supports the local Serpentine-Jarrahdale Volunteer State Emergency Service Unit.
2. All budget requests are to be processed through the Fire & Emergency Services Officer in the same manner as the Fire Services. No guarantee or commitment is given for any capital expenditure in the 2001/2002 budget year.
3. With the exception of the budget commitments and time tables, the five year plan as attached hereto be accepted as the plan for the Serpentine-Jarrahdale Volunteer State Emergency Service unit.
4. The Fire & Emergency Service be advised that Council seeks its continued support for the Serpentine-Jarrahdale Volunteer unit and formal acceptance of the five year plan.

CARRIED 7/0

AS015/07/01 FIRE & EMERGENCY SERVICES AUTHORITY COMMUNICATIONS' REQUIREMENTS - JARRAHDAL MAST(A0840-04)			
Proponent	Fire & Emergency Services		
Officer	D. Gossage Fire & Emergency Services Officer	Date of Report	04.07.01
Signatures	Author:	Senior Officer:	
Previously	AS054/02/01		
Disclosure of Interest			
Delegation	Council		

**Preamble**

Council to delegate authority to the Chief Executive Officer and Chairman of Asset Services, Cr. J Kirkpatrick to approve amendments to resolution AS054/02/01 to enable emergency services communications to be installed on the Jarrahdale Communications Mast.

**Background**

Council at its February 2001 meeting resolved;

*“Moved Cr. Hicks seconded Cr. Townsend:-*

1. *The Fire & Emergency Services Authority be advised that Council requires them to meet their commitment of \$5000.00 toward the mast prior to any lease agreement being entered into.*
2. *Upon receipt of the \$5000 Council agrees to permit Fire & Emergency Services Authority access to the mast at not cost for a period of five years, subject to the following:-*

*Fire & Emergency Services Authority is permitted to install two antennae and a yagi antenna be permitted between those antennas or at another suitable height in accordance with a draft usage plan to be developed by our consultants.*

*Fire & Emergency Services Authority is to provide all infrastructure requirements for the installation and maintenance thereof at their own expense at all times.*

*Fire & Emergency Services Authority must comply with the a "users check list" and complete the "communications mast applications form",*

*Fire & Emergency Services Authority is required to pay a share of the common power costs.*

*The agreement may be reviewed and renewed after time, subject to a satisfactory lease agreement being negotiated.*

3. *The Fire & Emergency Services be advised that any future infrastructure need that they may have cannot be considered at this time, and Council will consider the benefits to its community at the time of any future requests.*

**CARRIED 4/0"**

Since this time there has been quite a number of meetings and correspondence between Council officers and Fire & Emergency Services Officers to try and come up with an outcome which satisfies both Council and Fire & Emergency Services Authority requirements within the terms of the Council's resolution of February 2001.

### **Comments**

Whilst the Fire & Emergency Services Authority are prepared to relocate their equipment onto the new site, due to budget cut backs by the new Government, the priority of the move and the costs associated with the compliance of our user guideline have become an issue. There is flexibility within the guidelines to enable practical application, where deemed necessary and where there is no need to apply certain conditions, they can be waived. This will address the concerns raised by the Fire & Emergency Services Authority. By Council delegating the authority to the Chief Executive Officer and Cr J Kirkpatrick, it will enable Council officers to process and resolve the issue in a timely manner which meets Council's objectives.

**Statutory Environment:** Compliance with CASA legislation and the Australian Communications Authority requirements.

**Policy Implications:** Nil - in line with Councils original intent to solve the communications problems for the emergency service volunteers.

**Financial Implications:** Nil - Fire & Emergency Services Authority pays all associated costs with their installation.

**Strategic Implications:** In accordance with strategic direction to improve communications to the community.

**Community Consultation:** Already consulted as a part of approval process.

**Voting Requirements:** Normal

### **Officer Recommended Resolution**

Council to delegate authority to the Chief Executive Officer and Chairman of Asset services, Cr. J Kirkpatrick to approve modification of the requirements of amendments to resolution AS054/02/01 to enable emergency services communications to be installed on the Jarrahdale Communications Mast.

### **CRAS015 COUNCIL DECISION/Committee Recommended Resolution**

Moved Cr Kirkpatrick seconded Cr Price  
Council delegate authority to the Chief Executive Officer in consultation with the Presiding member of Asset Services, and Chairman of Asset Services, Cr. J Kirkpatrick to approve modification of the requirements of amendments to resolution AS054/02/01 to enable emergency services communications to be installed on the Jarrahdale Communications Mast.  
CARRIED 7/0

### 7.3 Community & Recreation Development Meeting – 9<sup>th</sup> July, 2001

#### **COUNCIL DECISION**

Moved Cr Price seconded Cr Simpson  
The minutes of the Community & Recreation Development Committee Meeting held on 9<sup>th</sup> July, 2001 be received.  
CARRIED 7/0

CRD01/07/01 PROPOSED SHIRE SPORT, LEISURE & RECREATION CENTRE (A0195/P0042)			
Proponent	Chief Executive Officer		
Officer	DE Price - Chief Executive Officer	Date of Report	26.06.01
Signatures	Author: _____ Senior Officer: _____		
Previously	CRD35/04/01, SM007/11/00, R02/09/99, P276/06/99, P252/04/99, P228/04/99		
Disclosure of Interest			
Delegation	<b>Council</b>		

#### **Preamble**

Establish reference group to enable officers and consultants to seek advice and direction in future works associated with the progressing of the above facility.

#### **Background**

Council has commenced the planning and financing stages of the above facility. It is anticipated that during this period and future planning periods, Councillor input and direction will be highly valued and required.

#### **Comments**

To ensure that Council's views are adequately represented throughout the progressing of the future Shire Sport, Leisure and Recreation Centre, it is proposed that a reference group is established.

The role of this group will be to provide guidance to consultants and staff and to report back to Council on the progressing of this facility.

It is suggested that the membership of the reference group comprise the members of the Community and Recreation Development Committee and the Chief Executive Officer, or his nominated representative.

**Statutory Environment:** Not applicable

**Policy Implications:** Not applicable

**Financial Implications:** No financial implications are anticipated through the establishment of the reference group. However, it is envisaged that the reference group will be able to make decisions where matters relating to this project have been included in the Council budget.

**Strategic Implications:** Strategy 1.1 – 2001–2005 Strategic Plan “Establish a strategy for community facilities and needs as population milestones are met”.

**Community Consultation:** Not applicable

**Voting Requirements:** Normal

**CRCRD01 COUNCIL DECISION/Committee/Officer Recommended Resolution**

Moved Cr Price seconded Cr Simpson

- 1 Council agrees to the establishment of a reference group comprising the members of the Community and Recreation Development Committee and the Chief Executive Officer, or his nominated representative, to provide guidance to consultants and staff and to report back to Council on the progressing of this facility.
- 2 The reference group will be able to make decisions associated with the project only if the matter being considered has been included in the Council budget or Council has previously delegated authority to the Chief Executive Officer to deal with it, otherwise the matter/s should be referred to Council.

CARRIED 7/0

7.4 Strategic Management Committee Meeting – 16<sup>th</sup> July, 2001

**COUNCIL DECISION**

Moved Cr Needham seconded Cr Price

The minutes of the Strategic Management Committee Meeting held on 16<sup>th</sup> July, 2001 be received.

CARRIED 7/0



SM001/07/01 PROVISION OF DETAILED URBAN STORMWATER MANAGEMENT STRATEGY FOR THE BYFORD URBAN DEVELOPMENT AREA (A0827)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Andrew Watson – Director Sustainable Development	Date of Report	4/7/01
Signatures	Author:	Senior Officer:	
Previously	P051/10/00, SM048/05/01, SM064/06/01		
Disclosure of Interest			

### **Preamble**

The purpose of this report is to award contract no. RFT No. 2 for the provision of the Urban Storm Water Management Strategy for the Byford Urban Development Area (the service).

### **Background**

At its meeting of 25<sup>th</sup> June 2001 Council considered a preliminary assessment of tenders for the provision of the service. Council resolved:

#### **“CRSM064 COUNCIL DECISION/Committee Recommended Resolution**

*Moved Cr Price seconded Cr Needham that Council shortlists tenders submitted by URS, PPK and HGM & J Davies and invites them to make a presentation on their submission to Council prior to further consideration of appointment of a consultant to Contract No. RFT2 – Urban Stormwater Management Strategy for the Byford Urban Development Area.  
CARRIED 7/1”*

On 4<sup>th</sup> July 2001 Council received presentations from URS, PPK and HGM & J Davies. As requested by the evaluation panel, the presentations focussed on the Qualitative Criteria set out in the tender documents and highlighted the strengths and weaknesses of the three tenderers. Feedback sought from Councillors and staff from the consultants sought to expand on the consultants understanding of the project brief and capacity to meet all the deliverables of the brief. This was undertaken using the selection criteria. The evaluation panel who undertake the initial tender assessments were in attendance along with Director Sustainable Development, Director Asset Services and Environmental Officer.

### **Comments**

As a consequence of the three short listed tenderer presentations it became evident to the evaluation panel that it was appropriate to revisit the initial assessment of the tenders. In broad terms, the HGM presentation highlighted deficiencies with their tender submission. The PPK presentation highlighted benefits of their proposal which were included in their tender, but were not immediately evident by the way PPK had presented it. A number of additional benefits of the PPK proposal highlighted in their presentation considered re-evaluation able to be within their tender and have also been further confirmed in writing.

Whilst URS demonstrated improvements in capabilities in the presentation, thus enhancing their submission, their revised officer selection panel assessment resulted in a final ranking of third (initial officer and overall ranking was two).

The following selection criteria formed part of the tender documentation as the basis of evaluations of the tenders:

Description of Qualitative Criteria	Weighting
a) Composition and qualifications of the Study Team proposed, identifying the Principal Consultant and the sub-consultants and including a breakdown of the responsibilities of each team member (ie. the area in which their particular expertise will be required and estimated time each team member will spend on the project). Curriculum vitae's of each member including relevant referees must be included;	15%
b) Previous experience of the Consultant, including description of projects that demonstrate work of a similar nature to the proposed study with information on the project types, scale and total value. Relevant experience should be highlighted, as well as those projects where all members included in the proposed study team have previously worked together, noting the type and success of those particular projects;	25%
c) A statement of the methodology to be employed by the Consultant for the study, indicating how the project will be undertaken so as to ensure that the objectives of the study will be achieved and an effective urban stormwater management plan produced. The methodology will follow the required information and consultation needs outlined in the Consultant's brief;	20%
d) A proposed time frame for the project with commencement and completion dates for the whole project and all its stages, as well as a statement on the availability of all members of the study team to meet the proposed time – frame;	15%
e) A statement on ability of Consultant to meet all deliverables required as outlined in the Consultant's Brief (ie. progress, draft and final reports and presentations);	10%
f) Total costing of the study will need to be included.	15%

Following the short listed tender presentations to Councillors and Officers on 4 July 2001 the Officer evaluation panel, together with the Director of Sustainable Development and Director of Asset Services, reviewed the short listed tender submissions to affirm that the information provided by the tenderers in their presentations was consistent with the tender submissions.

The presentations were all assessed as being consistent with the tender submissions. The clarification of detail and elaboration on team member input and methodologies highlighted a number of strengths and weaknesses in individual submissions not clearly apparent in the written proposals.

The most significant issues arising from the presentations, clarifying the written proposals are:-

- Confirmation by HGM that a landscape architect was not part of their team (deliverable 4.1/4) (Qualitative Criteria a)
- Advice from PPK that two consultative workshops with Councillors and Officers (including modelling by Dr Wong) was part of the tender (confirmed in writing 7 July 2001) (Qualitative Criteria c)
- Consultation workshops with Councillors, as opposed to contract meetings with the steering committee, are not part of the HGM proposal (Qualitative Criteria c)
- The HGM proposal methodology significantly deviates from the nutrient management philosophy on which the Byford Structure Plan (and earlier studies) is based (Qualitative Criteria c and e)
- Role and extent of involvement of nominated team members of each proponent clarified (Qualitative Criteria a)

- HGM delays in other current similar projects (Qualitative Criteria d)  
The significance of these matters required the proposals to be re-evaluated by the selection panel officers having regard to the further information elicited through the presentations. The revised evaluations have resulted in the following outcome:-

Consultant	Price	Overall Initial Ranking	Revised Ranking
PPK	\$104,527	3	1
URS	\$87,275	2	3
HGM & J Davies	\$94,967	1	2

The selection panels re-evaluation has also been reviewed by the Director Sustainable Development and Director Asset Services and has been found to result in a fair and accurate presentation of the relative merits of the short listed proponents. Whilst the proposal from PPK consultants is the highest cost, the cost represents only 15% of the evaluation criteria as is reasonable for consulting services of this nature where other criteria are more significant and weighed accordingly.

Excluding the cost criteria, the evaluation still reflects the PPK Consultants proposal to represent the best value tender proposal for the project.

**Statutory Environment:** Local Government (Functions in General) Regulations 1996

**Policy Implications:** Development of an Urban Storm Water Management Strategy is a key initial step in the implementation of Byford Structure Plan.

**Financial Implications:** Provision has been made within the draft 2001/2002 budget for this project. Note: No additional funds for variation to the tendered sum have been provided for in the budget.

**Strategic Implications:** Nil

**Community Consultation:** The Urban Storm Water Management Strategy will be advertised once the draft has been received and endorsed by Council.

**Voting Requirements:** Normal

#### **CRSM001 COUNCIL DECISION/Committee/Officer Recommended Resolution**

Moved Cr Price seconded Cr Needham that

1. Council awards contract No. RFT No. 2 to PPK to carry out the Urban Storm Water Management Strategy for the Byford Urban Development Area for the tendered sum of \$104 527.
2. Council thanks the Water and Rivers Commission for its \$10 000 contribution towards the Urban Stormwater Management Strategy.
3. Council approaches the WA Planning Commission for a \$10 000 contribution towards the Urban Stormwater Water Management Strategy for the Byford Urban Development Area.

CARRIED 7/0

SM002/07/01 2001 ANNUAL GENERAL MEETING OF LOCAL GOVERNMENT ASSOCIATION AND COUNTRY SHIRE COUNCILS ASSOCIATION (A0163-03)			
Proponent	Western Australian Municipal Association		
Officer	David Price – Chief Executive Officer	Date of Report	5/6/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			

### **Preamble**

Council is to review and endorse the recommendations contained in the agenda for the 2001 Annual General Meeting of the Local Government Association (LGA) and Country Shire Councils Association (CSCA) to be held on the 5 – 7 August 2001.

### **Background**

Council delegates for the LGA and CSA will be attending the above Annual General Meeting (AGM) and will be required to vote on the recommendations contained within the agenda.

***A copy of this agenda is with the attachments marked SM002.1/07/01. A copy of the clarification correspondence from WAMA dated 9 July 2001 in relation to the Motions for the Annual Conference is with the attachments marked SM002.2/07/01.***

Council confirmed the following delegates will be able to vote on behalf of the Shire of Serpentine-Jarrahdale at the June Ordinary Meeting of Council (SM065.5/06/01).

- ◆ CSCA – Cr Hoyer and Needham
- ◆ LGA – Cr Star and Hoyer

### **Comments**

The Strategic Management Committee is requested to review the attached agenda for the 2001 AGM and to recommend to Council how they would like Council delegates to vote on each item at the AGM.

**Statutory Environment:** Provide Council direction to voting delegates attending LGA and CSCA, AGM.

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Community Consultation:** Not applicable

**Voting Requirements:** Normal

### **Officer Recommended Resolution**

A) Council agrees to vote the following way in relation to the listed agenda item recommendations at both the LGA 2001 Annual General Meetings:-

- 1.1 Support (Council has previously resolved to support a single association – refer - A111/01/00, C013/07/00)

1.2 Support or not support

Executive and Member motions

2.1	support	or	not support
3.1	support	or	not support
8.1	support	or	not support

Late Items

- ◆ For time restrictions to be removed from CSCA or WAMA conferences

Support or not support

- ◆ Proposal for postal voting to be allowed at Annual and Special Conferences of the associations.

Support or not support

- B) Council agrees to vote the following way in relation to the listed agenda item recommendations at both the CSCA 2001 Annual General Meetings:-

1.1 Support (Council has previously resolved to support a single association – refer - A111/01/00, C013/07/00)

1.2 Support or not support

Executive and Member motions

1.1	support	or	not support
3.1	support	or	not support
3.2	support	or	not support
3.3	support	or	not support
3.4	support	or	not support
3.5	support	or	not support
3.6	support	or	not support
7.1	support	or	not support
8.1	support	or	not support
8.2	support	or	not support
8.3	support	or	not support
9.1	support	or	not support
9.2	support	or	not support
9.3	support	or	not support
10.1	support	or	not support
10.2	support	or	not support
10.3	support	or	not support
14.1	support	or	not support
14.2	support	or	not support

Late Items

- ◆ For time restrictions to be removed from CSCA or WAMA conferences

Support or not support

- ◆ Proposal for postal voting to be allowed at Annual and Special Conferences of the associations.

Support or not support

### Committee Recommended Resolution

A) Council agrees to vote the following way in relation to the listed agenda item recommendations at both the LGA 2001 Annual General Meetings:-

1.1 Support (Council has previously resolved to support a single association – refer - A111/01/00, C013/07/00)

1.2 ~~Support~~ or not support

Executive and Member motions

2.1 ~~support~~ or not support

3.1 ~~support~~ or ~~not support~~

8.1 ~~support~~ or ~~not support~~

Late Items

◆ For time restrictions to be removed from CSCA or WAMA conferences

~~Support~~ or not support

◆ Proposal for postal voting to be allowed at Annual and Special Conferences of the associations.

~~Support~~ or not support

B) Council agrees to vote the following way in relation to the listed agenda item recommendations at both the CSCA 2001 Annual General Meetings:-

1.1 Support (Council has previously resolved to support a single association – refer - A111/01/00, C013/07/00)

1.2 ~~Support~~ or not support

Executive and Member motions

1.1 ~~support~~ or not support

3.1 ~~support~~ or ~~not support~~

3.2 ~~support~~ or not support

3.3 ~~support~~ or ~~not support~~

3.4 ~~support~~ or ~~not support~~

3.5 ~~support~~ or not support

3.6 ~~support~~ or not support

7.1 ~~support~~ or ~~not support~~

8.1 ~~support~~ or ~~not support~~

8.2 ~~support~~ or not support

8.3 ~~support~~ or ~~not support~~

9.1 ~~support~~ or ~~not support~~

9.2 ~~support~~ or ~~not support~~

9.3 ~~support~~ or ~~not support~~

10.1 ~~support~~ or ~~not support~~

10.2 ~~support~~ or ~~not support~~

10.3 ~~support~~ or ~~not support~~

14.1 ~~support~~ or ~~not support~~

14.2 ~~support~~ or not support

Late Items

- ◆ For time restrictions to be removed from CSCA or WAMA conferences

~~Support~~ or not support

- ◆ Proposal for postal voting to be allowed at Annual and Special Conferences of the associations.

~~Support~~ or not support

### **CRSM002 COUNCIL DECISION**

Moved Cr Kirkpatrick seconded Cr Hoyer that

A) Council agrees to vote the following way, subject to delegates discretion according to debate, in relation to the listed agenda item recommendations at both the LGA 2001 Annual General Meetings:-

1.1 Support (Council has previously resolved to support a single association – refer - A111/01/00, C013/07/00)

1.2 ~~Support~~ or not support

Executive and Member motions

2.1 ~~support~~ or not support

3.1 ~~support~~ or ~~not support~~

8.1 ~~support~~ or ~~not support~~

Late Items

- ◆ For time restrictions to be removed from CSCA or WAMA conferences

~~Support~~ or not support

- ◆ Proposal for postal voting to be allowed at Annual and Special Conferences of the associations.

~~Support~~ or not support

B) Council agrees to vote the following way, subject to delegates discretion according to debate, in relation to the listed agenda item recommendations at both the CSCA 2001 Annual General Meetings:-

1.1 Support (Council has previously resolved to support a single association – refer - A111/01/00, C013/07/00)

1.2 ~~Support~~ or not support

Executive and Member motions

1.1 ~~support~~ or not support

3.1 ~~support~~ or ~~not support~~

3.2 ~~support~~ or not support

3.3 ~~support~~ or ~~not support~~

3.4 ~~support~~ or ~~not support~~

3.5 ~~support~~ or not support

3.6 ~~support~~ or not support

7.1 ~~support~~ or ~~not support~~

8.1 ~~support~~ or ~~not support~~

8.2 ~~support~~ or not support

8.3 support ~~or~~ not support  
 9.1 support ~~or~~ not support  
 9.2 support ~~or~~ not support  
 9.3 support ~~or~~ not support  
 10.1 support ~~or~~ not support  
 10.2 support ~~or~~ not support  
 10.3 support ~~or~~ not support  
 14.1 support ~~or~~ not support  
 14.2 support ~~or~~ not support

Late Items

- ◆ For time restrictions to be removed from CSCA or WAMA conferences

~~Support or not support~~

- ◆ Proposal for postal voting to be allowed at Annual and Special Conferences of the associations.

~~Support or not support~~

CARRIED 7/0

SM003/07/01 REGIONAL FUNDING REQUESTS (A0168)			
Proponent	Perth Hills Tourist Group		
Officer	David Henderson – Community Development Officer	Date of Report	10/7/01
Signatures	Author:	Senior Officer:	
Previously	CRD49/06/01		
Disclosure of Interest			

**Preamble**

***Council has received a report which is with the attachments marked SM003.1/07/01 prepared by Bruce Stewart, Marketing Consultant for the Perth Hills Tourism Group Executive Committee which proposes that the Perth Hills Tourism Group would be wound up and replaced with the Perth Hills Marketing Alliance over a three year period.***

**Background**

This report follows a presentation to the Community and Recreation Development Committee on the 9 April 2001, by Mr Stewart.

The report proposed that the Perth Hills Tourism Group in its current form is to be phased out by existence over the next three to six months and in its place a completely new executive, marketing and operational structure is to be formed by a unique confederation of local and regional stakeholders.

Under the title “The Hills Marketing Alliance” this body, will it is hoped, constitute a significantly more representative and pro-active body than its predecessor. The proposed Alliance model will be very much an ‘owner operated’ organisation with increased representation across a wider base of all tourist focussed operations and organisations.

Funding of the new Alliance is proposed to be provided under a three part, proportionate funding formulae which is based on rates/revenue/population formula in relation to the five other Hills Councils.



## **Comments**

The proposed re-organisation of this Group aims to provide an active and effective promotional vehicle for the Hills area from Gingin to Serpentine-Jarrahdale.

This new organisation could have practical benefits for the Shire, in particular the Jarrahdale area. Council has already recognised that it would be beneficial to continue to participate in the working group, and has nominated Councillor Price as its representative.

Mr Stewart has indicated that there is some uncertainty regarding the Alliance becoming a reality in the short term (next 12 months) as several of the more prominent local authorities in the Hills area are yet to fully embrace this proposal as they currently have an alliance in place with the Eastern Metropolitan Regional Council and not the Perth Hills Grouping.

Gosnells and Armadale which are also included in the 'Hills' Category and have just formed the South Metropolitan Regional Council with South Perth.

There is a concern that these Regional groupings may pull these larger Councils away from the Perth Hills Group into Regions of their own choosing. This will be in a different direction to the draft report which suggests that a hills alliance be formed.

Note: The Perth Hills Region is seen predominantly as Kalamunda and Mundaring, and to date there have been no studies made to determine this perception or otherwise.

Council is currently contributing funding to both the Peel Tourist Association (\$3 000 per year) and the Hill Group (\$3 000 per year).

It is reasonable to argue that the amount of money contributed is not really effective and possible that we should focus on one market, however, Council currently has no Tourism Strategy in place and therefore it is not clear which market should be our main focus.

Over the coming months Council has agreed to work with the Serpentine-Jarrahdale Tourism Association and develop a Shire Tourism Strategy. It is suggested that Council continue to remain involved and "in principle" supportive of the proposed Hills Marketing Alliance proposal, but not make any commitment regarding funding or a commitment to join until after the Shires Tourism Strategy has been completed.

This should fit in with the timeline that Mr Stewart has suggested regarding the Alliance becoming active (12 months) and Councils 2002-2003 budget timetable.

**Statutory Environment:** Not applicable.

**Policy Implications:** Unconfirmed until after the Perth Hills Alliance Workshop.

**Financial Implications:** Unconfirmed until after the workshop. Council currently budgets \$6 000 for tourism (Perth and Peel).

**Strategic Implications:** Nil

**Community Consultation:** Not applicable.

**Voting Requirements:** Normal

**CRSM003 COUNCIL DECISION/Committee/Officer Recommended Resolution**

Moved Cr Price seconded Cr Needham that Council continue to remain involved and “in principle” supportive of the proposed Hills Marketing Alliance proposal, but not make any commitment regarding funding and joining the Alliance until after the Shires Tourism Strategy has been completed and considered by Council.  
CARRIED 7/0

SM004/07/01 POLICY REVIEW (A0118)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Glen Dougall – Director Corporate Services	Date of Report	10/07/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			

**Preamble**

To review Council Policies.

**Background**

Each year Council undertakes to review its Policies to ensure they are maintained in a current format and current regulatory and working procedures.

In April 1999 Council resolved to reclassify the policy manual into Council Policies and Work Procedures. Policies provide a working guide for Council whilst working procedures are an operating function of Council and reviewed by management. A requirement of that decision was that Policies be reviewed each year by Council.

**Comments**

Senior officers have undertaken a review of the policies and provide suggested modifications for this review.

***A copy of the list of all Council Policies is with the attachments marked SM004.1/07/01.***

Where it is suggested that the policy be modified a line is struck as ~~such~~ for a deletion to the policy, and written in italics as *such* where wording has been added.

The policies that are suggested for change are provided below for ease of reference:

<b><u>POLICY</u></b>	<b><u>REASON FOR CHANGE</u></b>
<b><u>Corporate Services</u></b>	
CSP8 – Financial Assistance	The reference to Councillors names has been deleted as these are modified by Council from time to time.
CSP19 – Authorisation for payment of creditors	Modify authorisation of credit cards to provide for Council business use only
CSP20 – Leave policy	Modify clause 2.7 so that all new employees may not transfer any due long service leave prior to joining Council. Alterations have also been made to the Sick Leave Provision.
CSP21 – Role of Strategic Management Committee	Delete this policy as now formally adopted by Council.
CSP14 – Smoking in vehicles and buildings	Byford office included in policy.

<b>Planning Policies</b>	
PP5 – Poultry Farms	Delete as now superceded by the poultry policy.
<b>Asset Services Policies</b>	
AP9 – Lighting	Change to reflect Council February 2001 resolution to only accept non-standard Western power street lighting complying with Council's selected Western Power architectural fixtures, and to provide for consideration of solar lighting where appropriate.

*A copy of current Council work procedures is also with the attachments marked SM004.2/07/01.*

- Statutory Environment:** No statutory environment
- Policy Implications:** A review of Council policies
- Financial Implications:** No financial implications as a result of these changes.
- Strategic Implications:** No strategic implications as a result of these changes
- Community Consultation:** No community consultation required
- Voting Requirements:** Normal

**Officer Recommended Resolution**

The following amendments to Council policies as provided below be adopted.

**CSP8 FINANCIAL ASSISTANCE – REQUESTS FOR**

Original Date Adopted – A10623.11.98 – Ordinary Council Meeting  
Last Modified – CRD19/01/0122.01.01 – Ordinary Council Meeting  
Last Reviewed – CRD19/01/0122.01.01 – Ordinary Council Meeting

1. That a newsletter be sent to all groups in January each year advertising the Community Funding Program and inviting requests for application guidelines through liaison with the Community Development Officer, to be submitted by March 31<sup>st</sup> or where the 31<sup>st</sup> is a week-end or public holiday, the next working day.
2. That the Community Funding Program Working Group assess all applications and make recommendations to Council as to how the total Community Funding Program budget allocation be divided between the selected groups.
3. That an amount of up to \$20,000 be allocated for the Community Funding Program in each financial year.
4. That three Council representatives from separate wards be nominated each year to sit with the Community Development Officer on the Community Funding Program Working Group.
5. The Community Funding Program Working Group will process applications according to the following guidelines:
  - (i) Applicants can be from both established community groups and those community groups currently endeavouring to establish themselves. Groups do not have to be incorporated to be eligible to apply.
  - (ii) These community groups must be based in or be relevant to the Shire of Serpentine-Jarrahdale.
  - (iii) It is anticipated that grants sought will mainly range from \$200 to \$1,000 (including GST). Groups are encouraged to submit applications for under \$1,000 so they can be considered under the Community Funding Program which has an annual budget allocation.

Groups whose applications are for over \$1,000 should complete the same forms but these applications may have to be processed separately outside the Community Funding Program where there is no guaranteed funding allocation.

- (iv) Applications should be for projects/activities that will be actioned during the forthcoming financial year (ie July – June)
- (v) Organisations whose applications are successful will receive their funds at the commencement of each financial year (around July/August).
- (vi) Funds must be spent during financial year to which they have been allocated, unless special arrangements are made at the time of application.
- (vii) A report will be required at the end of each financial year regarding how the funds were spent and providing evidence of expenditure where relevant.
- (viii) Funds must be spent on what they are requested for, unless prior consent to spend the funds otherwise is granted by Council.
- (ix) Applicants are informed that although all eligible applications will be considered, funding is not guaranteed.
- (x) a) All questions must be answered, and requested information forwarded with application (check list will be attached)  
b) Quotes and financial statements must be attached to application.
- (xi) Eligible applications will be assessed using the following criteria as guidelines:

<b>Higher Priority*</b>	<b>Lower Priority</b>
Shire facilities	Not Shire facilities
High community benefit	Low community benefit
Value for money	Low value for money
Matching funds (cash or in-kind)	No matching funds
Urgent need	Non urgent need
Material in nature	Non material in nature
Sustainable – environmentally, economically, socially	Not sustainable – environmentally, economically, socially
Under \$1,000	Over \$1,000
Information required is complete	Information requested not complete
Not previously funded	Previously funded
No access to other funds	Access to other funds
First priority (if more than one application)	Second application from any group/program

\*Priority will go to projects with all or some of the above criteria

- (xii) Deadline for receipt of applications is 4.30pm on March 31<sup>st</sup> of each year.

- 6. In liaison with the Chief Executive Officer the Community Funding Program Working Group may refer applications for over \$1,000 on to the relevant Council committee.
- 7. That funding requests which are received outside this application period are refused and directed to alternative funding programs including the following year's round of the Shire's Community Funding Program.
- 8. ~~That the three Council representatives to sit on this year's Community Funding Program Working Group be Councillors Kirkpatrick, Richards and Butfield.~~

## **CSP14 SMOKING IN VEHICLES AND COUNCIL BUILDINGS**

Original Date Adopted 09.06.97 – Ordinary Council Meeting  
Last Modified 09.06.97 – Ordinary Council Meeting  
Last Reviewed – C006/07/0031.07.00 – Ordinary Council Meeting

1. That the policy for smoking in vehicles and Council buildings be as set out in the following document.
2. That this policy be effective from Monday, 29th July 1996.

As an employer, the Shire of Serpentine-Jarrahdale has a duty under the WA Occupational Safety and Health Act (1984) to provide a safe working environment and to protect the safety and health of all employees from hazards at the workplace.

To protect the health of all employees from the ill affects of cigarette smoke at work, and in light of present concerns regarding health hazards associated with passive smoking caused by “sidestream smoke”, Council has adopted the following policy relating to smoking in vehicles and Council buildings, to be implemented under Council’s Occupational Safety and Health Programme.

The policy is effective from Monday, 29<sup>th</sup> July 1996, and as from that date, the areas listed below will be declared non-smoking and Permitted Smoking Areas, respectively.

non-smoking areas shall be sign posted accordingly and any employee or other person who smokes in these areas will be in breach of Council’s policy and Safety and Health requirements.

### **Non-Smoking Areas:**

#### **A. Buildings**

Administration\Chambers – all areas contained within the Administration building and the adjoining Council Chambers.

*Byford Customer Service Centre – all areas contained within the Byford office.*

Council Depot\WAWA Depot – all buildings located on Council depot and the WAWA depot sites.

Library (Mundijong) – all areas contained within the library building.

#### **B. Vehicles\Plant\Machinery**

Smoking is not permitted in any Council owned vehicles, item of plant and machinery with enclosed operator compartments.

In respect to vehicles, this applies to all vehicles allocated to office staff as well as pool vehicles. This restriction applies to executive staff and the restriction also applies to after work hours, i.e. total exclusion of smoking in any vehicle.

### **Permitted Smoking Areas:**

Any open verandah, pergola or open space area that does not have a smoking restriction applied for safety reasons, i.e. near fuel bowsers or fuel storage areas at the depot site.

## **CSP19 AUTHORISATION AND PAYMENT OF CREDITORS**

Original Date Adopted – C029/08/0028 August 2000 – Ordinary Council Meeting

Last Modified – C029/08/0028 August 2000 – Ordinary Council Meeting

Last Reviewed – C029/08/0028 August 2000 – Ordinary Council Meeting

That payments from the Municipal and Trust funds of Council be paid in accordance with Regulation 12 of the Local Government (Financial Management) Regulations 1996;

- i) all payments, except payroll wages, are to be authorised prior to payment by two of either the Chief Executive Officer or Directors.
- ii) payroll wages are to be authorised prior to payment by the Director Corporate Services or Accountant;
- iii) a list of all payments authorised be presented to the next ordinary meeting of Council in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.
- iv) Corporate credit cards be allowed a limit of up to \$3,000 *for Council Business only* for the Chief Executive Officer and up to \$1,500 *for Council business only* for Directors.

## **CSP20 LEAVE POLICY**

Original Date Adopted – C035/08/0028 August 2000 – Ordinary Council Meeting

Last Modified – C045/08/0025 September 2000 – Ordinary Council Meeting

Last Reviewed – C045/08/0025 September 2000 – Ordinary Council Meeting

### LEAVE

#### 1. Annual Leave

- 1.1 Annual Leave shall be taken in full within the 12 month period immediately following the anniversary date upon which the leave becomes due.
- 1.2 Annual Leave shall be taken in accordance with award provisions and staff are encouraged to take leave in not more than two periods.
- 1.3 The Chief Executive Officer may upon written application allow Annual Leave to be deferred for a period not exceeding one year.
- 1.4 Annual Leave shall be taken at a time convenient to both Council and the employee and shall be subject to prior written approval by their Director.
- 1.5 The Chief Executive Officer shall take Annual Leave at a time convenient to the Chief Executive Officer and the Shire President, and shall be subject to prior written approval of the Shire President.
- 1.6 Directors shall take Annual Leave at a time convenient to Council and the Director and shall be subject to prior written approval of the Chief Executive Officer.
- 1.7 Annual Leave may be taken in advance without leave loading being applied at the discretion of the Director. Approval for leave will be given for reasons of extenuating circumstances. Leave Loading will be paid to the employee on the annual leave anniversary date.

#### 2. Long Service Leave

- 2.1 Long Service Leave shall be taken in full within the 12 month period immediately following the anniversary date upon which the leave becomes due.

- 2.2 Long Service Leave shall be taken in not more than three periods.
- 2.3 The Chief Executive Officer may upon application allow Long Service Leave to be deferred for an agreed period for the great convenience of Council and the employee.
- 2.4 Long Service Leave shall be taken at a time convenient to both Council and the employee and shall be subject to prior written approval by their Director.
- 2.5 Directors shall take Long Service Leave at a time convenient to Council and the Executive and shall be subject to prior written approval of the Chief Executive Officer.
- 2.6 The Chief Executive Officer shall take Long Service Leave at a time convenient to the Chief Executive Officer and the Shire President, and shall be subject to prior written approval of the Shire President.
- 2.7 ~~Senior~~ *New employees employed on a contract basis (as defined by the Local Government Act) may only transfer a maximum of one weeks leave for each year of their contract for any leave due prior to their commencement with Serpentine-Jarrahdale. All other new employees are not to transfer any due leave prior to their commencement with the Shire of Serpentine-Jarrahdale.*
- 2.8 Where Long Service Leave has been deferred to meet the convenience of Council, the rate of pay shall be the rate applicable at the time the leave is taken or at termination of employment.

### 3. Sick Leave

- 3.1 Sick leave is available to employees who are unable to attend or remain at work during normal work hours by reason of personal ill health or injury. Entitlements to payment during such absences shall be in accordance with award provisions.
- 3.2 Time taken off to attend routine medical appointments where there is not otherwise an ability to attend work is not sick leave.
- 3.3 Employees must give notice of any sick leave as soon as reasonably practicable. The notice must include the nature of the illness or injury, and how long the employee expects to be away from work.
- 3.4 Employees must complete a sick leave form declaring that they were unable to work because of personal ill health or injury. Any employee who is absent on sick leave for three or more consecutive days must also provide a certificate from a medical practitioner.
- 3.5 Employees receiving workers' compensation payments are not entitled to sick leave for that period.
- 3.6 The granting of sick leave during periods of annual leave shall be in accordance with award provisions.

### 4. Entitlement Anniversary Dates

- 4.1 Where an employee takes any leave that is unpaid for a period of more than one (1) week, the employees anniversary date for long service leave and any award leave entitlements will be adjusted by that time period.

5. Reserve Forces Leave

- 5.1 Upon application to the Chief Executive Officer, Council staff who are members of the Reserve Forces will be granted leave, in addition to normal annual leave entitlements, for the purpose of meeting Defence Force requirements: subject to;
- (a) leave not exceeding ten (10) working days in any one year, without special Council approval;
  - (b) leave being accepted as unbroken service when calculating annual, long service and sick leave entitlements, and
  - (c) the employee notifying the Chief Executive Officer in advance of any leave request, that they are an Officer in the Reserve Forces and the possible timing of any expected leave.
- 5.2 Where leave has been granted, and the employee's normal base salary (inclusive of normal allowances) is in excess of that provided by the Defence Force requiring leave, Council will pay the difference in the two amounts to the employee.

6. Emergency Services

- 6.1 The Shire of Serpentine-Jarrahdale encourages employees to be community spirited and to actively participate in emergency services located within the Shire which assist the community during times of natural and man made disasters.
- 6.2 Staff who are members of such organisations may make application (either personally or through their organisation) to the Director for approval to attend to emergency call out situations.
- 6.3 Approval will not be granted where the nature of likely call outs on a regular basis will interfere unduly with the operations of the Shire and its workforce.
- 6.4 Where a major disaster occurs the Chief Executive Officer is delegated authority to direct any appropriate employees of the Shire (with their agreement) to assist emergency service organisations to render assistance.
- 6.5 The Chief Executive Officer reserves the right to review and change any authorised approval for an employee to attend emergency service call-outs during working hours.

7. Superannuation

7.1 Workers Compensation (Full Membership)

Where an employee commences on workers compensation for a period in excess of a full pay period, the employee will be requested to either maintain or suspend full membership contributions to the fund. If the employee chooses to suspend membership contributions, the Shire of Serpentine-Jarrahdale will suspend Council contributions to the fund for the period of suspension.

7.2 Workers Compensation (Superannuation Guarantee Charge – SCG)

Where an employee commences on workers compensation and remains an employee of the Shire of Serpentine-Jarrahdale, the Shire will continue to pay the Superannuation Guarantee Charge contribution as required.



Should the services of the employee terminate, the Shire of Serpentine-Jarrahdale will cease making Superannuation Guarantee Charge contributions effective from the date of termination, even though the person may still be in receipt of workers compensation payments.

### 7.3 Lump Sum Payments on Termination

The Superannuation Guarantee Charge will not be payable on:

- a) A payment in lieu of unused Annual Leave.
- b) A payment in lieu of unused Long Service Leave.
- c) Any payments in lieu of notice.

### 7.4 Superannuation Guarantee Charge Liability on Leave Payments

Superannuation Guarantee Charge contributions will be maintained by the Shire of Serpentine-Jarrahdale for employees taking any form of paid leave.

## **CSP21 ROLE AND REPRESENTATION OF COUNCIL STRATEGIC MANAGEMENT COMMITTEE**

Deleted.

### **PP5 POULTRY FARMS**

Deleted.

### **AP9 LIGHTING**

W164 12.02.90

Review

Last Review - AS001/10/00

AS051/02/01

26.02.90 Ordinary Council meeting  
09.06.97 - Special Council meeting  
31.07.00 - Ordinary Council meeting  
26.02.01 *Ordinary Council Meeting*

1. Areas
  - Urban areas be supplied with street lights.
  - Rural areas be given special consideration on request.
  - New urban and special rural subdivisions include provision of street lighting by developer.
2. Frequency
  - Lights be erected at junctions and end of cul-de-sac.
  - Lights be erected on each alternative pole in overhead powerline localities.
  - Lights be erected on specific poles as per design.
  - Lights to be installed to relevant Australian Standards where practical including new urban subdivisions with underground power supply.
3. Type of Light

Urban local road:

  - 125W MV next to highway
  - 80W MV junction
  - 80W MV intermediate
  - 80W MV cul-de-sac

Arterial Road\Highway:

  - 250W HPS
4. Installation
  - State Government, sub-divider or Council in that order pay for new installations.

- ~~– Installations not complying with Western Power requirements be maintained by Council. If installed by developers sufficient spare parts be provided by developer for repairs and accidental damage assessed at 10% of installed fixtures.~~
- *Western Power architectural street lighting fixtures “Meadow Springs” and “Bourke Hill Modulator” in heritage green colour, or Western Power standard street lighting fixtures only are to be used for sub-divisional street lighting. The architectural street lighting fixtures are at the sub-divider’s discretion and cost (CRAS051/02/01).*
- *The provision of solar lighting fixtures for parks, reserves, walkways and roads and streets shall be considered where capital or operating costs or energy efficiency, environmental benefits or aesthetics provide overall advantages.*
- Installations to comply with Western Power requirements unless specifically approved otherwise by Council.

5. Maintenance

- Western Power maintain their installations by agreement where complying with their requirements.

**CRSM004 COUNCIL DECISION/Committee Recommended Resolution**

Moved Cr Price seconded Cr Needham that

- A. The following amendments to Council policies as provided below be adopted.

**CSP8 FINANCIAL ASSISTANCE – REQUESTS FOR**

Original Date Adopted – A10623.11.98 – Ordinary Council Meeting

Last Modified – CRD19/01/0122.01.01 – Ordinary Council Meeting

Last Reviewed – CRD19/01/0122.01.01 – Ordinary Council Meeting

1. That a newsletter be sent to all groups in January each year advertising the Community Funding Program and inviting requests for application guidelines through liaison with the Community Development Officer, to be submitted by March 31<sup>st</sup> or where the 31<sup>st</sup> is a week-end or public holiday, the next working day.
2. That the Community Funding Program Working Group assess all applications and make recommendations to Council as to how the total Community Funding Program budget allocation be divided between the selected groups.
3. That an amount of up to \$20,000 be allocated for the Community Funding Program in each financial year.
4. That three Council representatives from separate wards be nominated each year to sit with the Community Development Officer on the Community Funding Program Working Group.
5. The Community Funding Program Working Group will process applications according to the following guidelines:
  - (xi) Applicants can be from both established community groups and those community groups currently endeavouring to establish themselves. Groups do not have to be incorporated to be eligible to apply.
  - (xii) These community groups must be based in or be relevant to the Shire of Serpentine-Jarrahdale.
  - (xiii) It is anticipated that grants sought will mainly range from \$200 to \$1,000 (including GST). Groups are encouraged to submit applications for under \$1,000 so they can be considered under the Community Funding Program which has an annual budget allocation. Groups whose applications are for over \$1,000 should complete the same forms but these applications may have to be processed separately outside the Community

- Funding Program where there is no guaranteed funding allocation.
- (xiv) Applications should be for projects/activities that will be actioned during the forthcoming financial year (ie July – June)
  - (xv) Organisations whose applications are successful will receive their funds at the commencement of each financial year (around July/August).
  - (xvi) Funds must be spent during financial year to which they have been allocated, unless special arrangements are made at the time of application.
  - (xvii) A report will be required at the end of each financial year regarding how the funds were spent and providing evidence of expenditure where relevant.
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  - (xix) Applicants are informed that although all eligible applications will be considered, funding is not guaranteed.
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 b) Quotes and financial statements must be attached to application.
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High community benefit	Low community benefit
Value for money	Low value for money
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Urgent need	Non urgent need
Material in nature	Non material in nature
Sustainable – environmentally, economically, socially	Not sustainable – environmentally, economically, socially
Under \$1,000	Over \$1,000
Information required is complete	Information requested not complete
Not previously funded	Previously funded
No access to other funds	Access to other funds
First priority (if more than one application)	Second application from any group/program

\*Priority will go to projects with all or some of the above criteria

- (xiv) Deadline for receipt of applications is 4.30pm on March 31<sup>st</sup> of each year.
6. In liaison with the Chief Executive Officer the Community Funding Program Working Group may refer applications for over \$1,000 on to the relevant Council committee.
  7. That funding requests which are received outside this application period are refused and directed to alternative funding programs including the following year's round of the Shire's Community Funding Program.
  8. ~~That the three Council representatives to sit on this year's Community Funding Program Working Group be Councillors Kirkpatrick, Richards and Butfield.~~

## **CSP14 SMOKING IN VEHICLES AND COUNCIL BUILDINGS**

Original Date Adopted 09.06.97 – Ordinary Council Meeting

Last Modified 09.06.97 – Ordinary Council Meeting

Last Reviewed – C006/07/0031.07.00 – Ordinary Council Meeting

1. That the policy for smoking in vehicles and Council buildings be as set out in the following document.
2. That this policy be effective from Monday, 29th July 1996.

As an employer, the Shire of Serpentine-Jarrahdale has a duty under the WA Occupational Safety and Health Act (1984) to provide a safe working environment and to protect the safety and health of all employees from hazards at the workplace.

To protect the health of all employees from the ill affects of cigarette smoke at work, and in light of present concerns regarding health hazards associated with passive smoking caused by “sidestream smoke”, Council has adopted the following policy relating to smoking in vehicles and Council buildings, to be implemented under Council’s Occupational Safety and Health Programme.

The policy is effective from Monday, 29<sup>th</sup> July 1996, and as from that date, the areas listed below will be declared non-smoking and Permitted Smoking Areas, respectively.

non-smoking areas shall be signposted accordingly and any employee or other person who smokes in these areas will be in breach of Council’s policy and Safety and Health requirements.

### **Non-Smoking Areas:**

#### **A. Buildings**

Administration\Chambers – all areas contained within the Administration building and the adjoining Council Chambers.

*Byford Customer Service Centre – all areas contained within the Byford office.*

Council Depot\WAWA Depot – all buildings located on Council depot and the WAWA depot sites.

Library (Mundijong) – all areas contained within the library building.

#### **B. Vehicles\Plant\Machinery**

Smoking is not permitted in any Council owned vehicles, item of plant and machinery with enclosed operator compartments.

In respect to vehicles, this applies to all vehicles allocated to office staff as well as pool vehicles. This restriction applies to executive staff and the restriction also applies to after work hours, i.e. total exclusion of smoking in any vehicle.

### **Permitted Smoking Areas:**

Any open verandah, pergola or open space area that does not have a smoking restriction applied for safety reasons, i.e. near fuel bowsers or fuel storage areas at the depot site.

## **CSP19 AUTHORISATION AND PAYMENT OF CREDITORS**

Original Date Adopted – C029/08/0028 August 2000 – Ordinary Council Meeting  
Last Modified – C029/08/0028 August 2000 – Ordinary Council Meeting  
Last Reviewed – C029/08/0028 August 2000 – Ordinary Council Meeting

That payments from the Municipal and Trust funds of Council be paid in accordance with Regulation 12 of the Local Government (Financial Management) Regulations 1996;

- i) all payments, except payroll wages, are to be authorised prior to payment by two of either the Chief Executive Officer or Directors.
- ii) payroll wages are to be authorised prior to payment by the Director Corporate Services or Accountant;
- iii) a list of all payments authorised be presented to the next ordinary meeting of Council in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.
- iv) Corporate credit cards be allowed a limit of up to \$3,000 *for Council Business only* for the Chief Executive Officer and up to \$1,500 *for Council business only* for Directors.

## **CSP20 LEAVE POLICY**

Original Date Adopted – C035/08/0028 August 2000 – Ordinary Council Meeting  
Last Modified – C045/08/0025 September 2000 – Ordinary Council Meeting  
Last Reviewed – C045/08/0025 September 2000 – Ordinary Council Meeting

### LEAVE

#### 1. Annual Leave

- 1.1 Annual Leave shall be taken in full within the 12 month period immediately following the anniversary date upon which the leave becomes due.
- 1.2 Annual Leave shall be taken in accordance with award provisions and staff are encouraged to take leave in not more than two periods.
- 1.3 The Chief Executive Officer may upon written application allow Annual Leave to be deferred for a period not exceeding one year.
- 1.4 Annual Leave shall be taken at a time convenient to both Council and the employee and shall be subject to prior written approval by their Director.
- 1.5 The Chief Executive Officer shall take Annual Leave at a time convenient to the Chief Executive Officer and the Shire President, and shall be subject to prior written approval of the Shire President.
- 1.6 Directors shall take Annual Leave at a time convenient to Council and the Director and shall be subject to prior written approval of the Chief Executive Officer.
- 1.7 Annual Leave may be taken in advance without leave loading being applied at the discretion of the Director. Approval for leave will be given for reasons of extenuating circumstances. Leave Loading will be paid to the employee on the annual leave anniversary date.

## 2. Long Service Leave

- 2.1 Long Service Leave shall be taken in full within the 12 month period immediately following the anniversary date upon which the leave becomes due.
- 2.2 Long Service Leave shall be taken in not more than three periods.
- 2.3 The Chief Executive Officer may upon application allow Long Service Leave to be deferred for an agreed period for the great convenience of Council and the employee.
- 2.4 Long Service Leave shall be taken at a time convenient to both Council and the employee and shall be subject to prior written approval by their Director.
- 2.5 Directors shall take Long Service Leave at a time convenient to Council and the Executive and shall be subject to prior written approval of the Chief Executive Officer.
- 2.6 The Chief Executive Officer shall take Long Service Leave at a time convenient to the Chief Executive Officer and the Shire President, and shall be subject to prior written approval of the Shire President.
- 2.7 ~~Senior~~ *New employees employed on a contract basis (as defined by the Local Government Act) may only transfer a maximum of one weeks leave for each year of their contract for any leave due prior to their commencement with Serpentine-Jarrahdale. All other new employees are not to transfer any due leave prior to their commencement with the Shire of Serpentine-Jarrahdale.*
- 2.8 Where Long Service Leave has been deferred to meet the convenience of Council, the rate of pay shall be the rate applicable at the time the leave is taken or at termination of employment.

## 4. Sick Leave

- 4.1 *Sick leave is available to employees who are unable to attend or remain at work during normal work hours by reason of personal ill health or injury. Entitlements to payment during such absences shall be in accordance with award provisions.*
- 4.2 *Time taken off to attend routine medical appointments where there is not otherwise an ability to attend work is not sick leave.*
- 4.3 *Employees must give notice of any sick leave as soon as reasonably practicable. The notice must include the nature of the illness or injury, and how long the employee expects to be away from work.*
- 4.4 *Employees must complete a sick leave form declaring that they were unable to work because of personal ill health or injury. Any employee who is absent on sick leave for three or more consecutive days must also provide a certificate from a medical practitioner.*
- 4.5 *Employees receiving workers' compensation payments are not entitled to sick leave for that period.*
- 4.6 *The granting of sick leave during periods of annual leave shall be in accordance with award provisions.*

#### 4. Entitlement Anniversary Dates

4.1 Where an employee takes any leave that is unpaid for a period of more than one (1) week, the employees anniversary date for long service leave and any award leave entitlements will be adjusted by that time period.

#### 5. Reserve Forces Leave

5.1 Upon application to the Chief Executive Officer, Council staff who are members of the Reserve Forces will be granted leave, in addition to normal annual leave entitlements, for the purpose of meeting Defence Force requirements: subject to;

- (a) leave not exceeding ten (10) working days in any one year, without special Council approval;
- (b) leave being accepted as unbroken service when calculating annual, long service and sick leave entitlements, and
- (c) the employee notifying the Chief Executive Officer in advance of any leave request, that they are an Officer in the Reserve Forces and the possible timing of any expected leave.

5.2 Where leave has been granted, and the employee's normal base salary (inclusive of normal allowances) is in excess of that provided by the Defence Force requiring leave, Council will pay the difference in the two amounts to the employee.

#### 6. Emergency Services

6.1 The Shire of Serpentine-Jarrahdale encourages employees to be community spirited and to actively participate in emergency services located within the Shire which assist the community during times of natural and man made disasters.

6.2 Staff who are members of such organisations may make application (either personally or through their organisation) to the Director for approval to attend to emergency call out situations.

6.3 Approval will not be granted where the nature of likely call outs on a regular basis will interfere unduly with the operations of the Shire and its workforce.

6.4 Where a major disaster occurs the Chief Executive Officer is delegated authority to direct any appropriate employees of the Shire (with their agreement) to assist emergency service organisations to render assistance.

6.5 The Chief Executive Officer reserves the right to review and change any authorised approval for an employee to attend emergency service call-outs during working hours.

#### 7. Superannuation

##### 7.1 Workers Compensation (Full Membership)

Where an employee commences on workers compensation for a period in excess of a full pay period, the employee will be requested to either

maintain or suspend full membership contributions to the fund. If the employee chooses to suspend membership contributions, the Shire of Serpentine-Jarrahdale will suspend Council contributions to the fund for the period of suspension.

#### 7.2 Workers Compensation (Superannuation Guarantee Charge – SCG)

Where an employee commences on workers compensation and remains an employee of the Shire of Serpentine-Jarrahdale, the Shire will continue to pay the Superannuation Guarantee Charge contribution as required.

Should the services of the employee terminate, the Shire of Serpentine-Jarrahdale will cease making Superannuation Guarantee Charge contributions effective from the date of termination, even though the person may still be in receipt of workers compensation payments.

#### 7.3 Lump Sum Payments on Termination

The Superannuation Guarantee Charge will not be payable on:

- a) A payment in lieu of unused Annual Leave.
- b) A payment in lieu of unused Long Service Leave.
- c) Any payments in lieu of notice.

#### 7.4 Superannuation Guarantee Charge Liability on Leave Payments

Superannuation Guarantee Charge contributions will be maintained by the Shire of Serpentine-Jarrahdale for employees taking any form of paid leave.

### **CSP21 ROLE AND REPRESENTATION OF COUNCIL STRATEGIC MANAGEMENT COMMITTEE**

Deleted.

### **PP5 POULTRY FARMS**

Deleted.

### **AP9 LIGHTING**

W164 12.02.90

Review

Last Review - AS001/10/00

AS051/02/01

26.02.90 Ordinary Council meeting

09.06.97 - Special Council meeting

31.07.00 - Ordinary Council meeting

26.02.01 *Ordinary Council Meeting*

#### 1. Areas

- Urban areas be supplied with street lights.
- Rural areas be given special consideration on request.
- New urban and special rural subdivisions include provision of street lighting by developer.

#### 2. Frequency

- Lights be erected at junctions and end of cul-de-sac.
- Lights be erected on each alternative pole in overhead powerline localities.
- Lights be erected on specific poles as per design.
- Lights to be installed to relevant Australian Standards where practical including new urban subdivisions with underground power supply.



3. Type of Light  
Urban local road:  
- 125W MV next to highway  
- 80W MV junction  
- 80W MV intermediate  
- 80W MV cul-de-sac
- Arterial Road\Highway:  
- 250W HPS
4. Installation  
- State Government, sub-divider or Council in that order pay for new installations.  
~~— Installations not complying with Western Power requirements be maintained by Council. If installed by developers sufficient spare parts be provided by developer for repairs and accidental damage assessed at 10% of installed fixtures.~~  
- *Western Power architectural street lighting fixtures “Meadow Springs” and “Bourke Hill Modulator” in heritage green colour, or Western Power standard street lighting fixtures only are to be used for sub-divisional street lighting. The architectural street lighting fixtures are at the sub-divider’s discretion and cost (CRAS051/02/01).*  
- *The provision of solar lighting fixtures for parks, reserves, walkways and roads and streets shall be considered where capital or operating costs or energy efficiency, environmental benefits or aesthetics provide overall advantages.*  
- Installations to comply with Western Power requirements unless specifically approved otherwise by Council.
5. Maintenance  
- Western Power maintain their installations by agreement where complying with their requirements.
- B. Councils records be searched to ensure that all written policies adopted by Council are incorporated within the Policy Manual.
- C. Council receives and notes the Work Procedures.
- CARRIED 7/0

SM005/07/01 INFORMATION REPORT			
Proponent	Chief Executive Officer		
Officer	David Price – Chief Executive Officer	Date of Report	2/7/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			

SM005.1/07/01 LOCAL ECONOMIC DEVELOPMENT UNIT (A0436-03)

***A copy of the minutes of the Local Economic Development Unit (LEDU) meeting held on Friday 15<sup>th</sup> June 2001 are with the attachments marked SM005.1/07/01.***

SM005.2/07/01 COUNTRY SHIRE COUNCILS’ ASSOCIATION – PEEL WARD (A00027)

***A copy of the minutes of the Peel Ward Meeting of the CSCA held at the Shire of Murray on 5<sup>th</sup> June 2001 is with the attachments marked SM005.2/07/01.***

SM005.3/07/01 MACHINERY OF GOVERNMENT REFORMS (A0087-02)

The Hon Michelle Roberts, MLA advises that as a result of a Cabinet reshuffle in line with the reorganisation and amalgamation of some State Government agencies, the Hon Tom Stephens MLC will now be responsible for the local government portfolio.

*A copy of the correspondence outlining these changes is with the attachments marked SM005.3/07/01.*

SM005.4/07/01 JARRAHDAL E HERITAGE PARK – AUSTRALIAN TAXATION OFFICE – CONSERVATION APPEAL (P00509-03)

The National Trust of Australia have been advised by the Australian Taxation Office that income tax deductions for gifts to a public appeal to assist in the conservation of architectural elements of the town of Jarrahdale project has been granted.

***A copy of the correspondence is with the attachments marked SM005.4/07/01.***

SM005.5/07/01 PEEL ECONOMIC DEVELOPMENT UNIT (A0839-03)

***A copy of the minutes of the Peel Economic Development Unit – Executive Group meeting held on 21<sup>st</sup> June 2001 is with the attachments marked SM005.5/07/01.***

NOTE: APPOINTMENT OF DELEGATE TO PEEL ECONOMIC DEVELOPMENT UNIT EXECUTIVE

Council omitted to endorse a representative on the Peel Economic Development Unit Executive Group when re-appointing delegates to organisations in May, 2001. Cr Star has been this delegate in the past and it is recommended that Cr Star be re-appointed as Councils delegate on the Peel Economic Development Unit Executive Group until delegates are again re-appointed.

SM005.6/07/01 PORTFOLIO AND DEPARTMENTAL CHANGES (A0108)

Tom Stephens, MLC, advises of his new appointment as Minister for Local Government and Regional Development. ***A copy of the Circular No 05-2001 which gives further details of his portfolio is with the attachments marked SM005.6/07/01.***

**Officer Recommended Resolution**

The Information Report to 6 July 2001 be received.

**CRSM005 COUNCIL DECISION/Committee Recommended Resolution**

Moved Cr Price seconded Cr Needham that

1. Councillor Star be re-appointed as Councils representative on the Peel Economic Executive Group.
2. The Information Report to 6 July 2001 be received.

CARRIED 7/0

SM006/07/01 LEAVE OF ABSENCE – COUNCILLOR BUTTFIELD (A0024)			
Proponent	Cr Buttfield		
Officer	Cr Buttfield	Date of Report	16/7/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			

Council is in receipt of a facsimile from Cr Buttfield dated 15 July 2001 requesting leave of absence.

**CRSM006 COUNCIL DECISION/Committee Recommended Resolution**

Moved Cr Price seconded Cr Needham that leave of absence be granted to Cr Buttfield for the July and August Ordinary Council Meetings.  
CARRIED 7/0

7.5 Planning Development & Environment Meeting – 16<sup>th</sup> July, 2001

**COUNCIL DECISION**

Moved Cr Simpson seconded Cr Price  
The minutes of the Planning Development & Environment Committee Meeting held on 16<sup>th</sup> July, 2001 be received.  
CARRIED 7/0

P006/07/01 BYFORD TOWNSCAPE COMMITTEE (A0395-02)			
Proponent	Byford Townscape Committee		
Officer	Andrew Watson – Director Sustainable Development	Date of Report	13/7/01
Signatures	Author:	Senior Officer:	
Previously	P217/04/99; P056/09/99; P092/10/99; P249/07/00, P038/09/00, P079/12/00		
Disclosure of Interest			
<b><u>Delegation</u></b>	<b><u>Council</u></b>		

**Preamble**

The purpose of this report is to outline the priorities for Byford Townscape Program for 2001/2002 as envisaged by the Byford Townscape Committee.

**Background**

At its meeting of 12<sup>th</sup> July 2001 the Byford Townscape Committee viewed plans for the Byford Town Square and the South West Highway median and verge.

Mr David Kaesehagen of Ecoscape will attend Committee to present the material presented to the Townscape Committee.

**Comments**

Townscape works to date have involved construction of a new toilet block, demolition of the old toilet block, removal and replacement of play equipment, paving of the median ends and paving outside the bowling club.

In the 2001/2002 year, it is proposed that works focus on the Byford Town Square. Subject to budget, planting of the median ends will also be carried out.

The Byford Townscape Committee at its meeting of 12<sup>th</sup> July:

- Accepted in principle the landscape design for the South West Highway;
- Accepted in principle the landscape design for the Byford Town Square;
- Accepted in principle the design for the war memorial, subject to external funding being sourced;

**The above designs will be made available for the Planning Development and Environment Committee to view at the meeting and prior to accepting this recommendation.**

- Set 11 November 2001 (10.30am start) as the date for the Byford Centenary of Federation Celebrations at which the relocated war memorial would be rededicated and the Town Square opened

Ecoscope have undertaken to report back to the Townscape Committee with final detailed drawings and specifications on 7<sup>th</sup> August 2001 sufficient to enable construction. Ecoscope will liaise with members of the Committee and Council Officers in the intervening period. It is anticipated that construction using the Operations Team wherever it is cost effective will commence immediately thereafter. Other works will be undertaken using external resources on a quotation basis.

**Statutory Environment:** Local Government Act 1995

**Policy Implications:** Detailed documentation of the Byford Townscape Plan

**Financial Implications:** Proposed 2001/2002-budget allocation of \$50,000 plus unexpended 2000/2001-budget carry forward.

**Strategic Implications:** Improvement of the Byford commercial precinct and establishment of the Town Square as a focal point for the town. Will set the standard for future development of Byford.

**Community Consultation:** The Byford Townscape Plan has been advertised in accordance with Council's Community Consultation framework.

**Voting Requirements:** Normal

#### Discussion at Committee Meeting

Mr Kaesehagen advised that his firm has been commissioned by Council to look at numerous issues associated with the Byford Townscape Project.

This includes the Byford Hall landscaping concept and the movement of the war memorial and placement in another part of the town square as a central focus for the town.

The project gives the opportunity of reorientating the gardens to facilitate playground equipment, bbq facilities and commemorative space.

This will also include a redesign of the existing carpark space.

The Byford Townscape Committee were after a concept plan illustrating the three Byford townsite symbols of leaves, timber and brickworks.

The committee looked at a concept plan of the proposal and a bronze leaf model that Greg James had designed. This proposed sculpture would stand four metres tall at a cost of \$50 000. This proposal has been ruled out for erection in the near future due to the expense as the Byford Townscape Committee has only budgeted \$5 000. It was suggested that external funding could be sought as the model is very symbolic to the area.

It is proposed to develop some distinction of the roads and town in the concept plan. This would be via planting median strips and underpruning with the use of different colours and texture.

Slowing of the traffic towards the town is considered essential and may be done through the use of material banners and entry statements with leaf forms, bricks and timber. Consent from Main Roads WA will be required for works within the highway reservation.

Funding is a critical factor with the immediate focus to be on the Byford Hall and staging of the project so that other elements may be added at a later stage. It is proposed that this concept design will be brought back to the Byford Townscape Committee and finalised in a month.

### **Committee/Officer Recommended Resolution**

That:

1. Council accepts in principle the landscape design for the South West Highway, subject to relevant approvals being granted by Main Roads WA;
2. Council accepts in principle the landscape design for the Byford Town Square;
3. Council accepts in principle the design for the war memorial, subject to external funding being sourced;
4. Council confirms 11 November 2001 (10.30am start) as the date for the Byford Centenary of Federation Celebrations at which the relocated war memorial would be rededicated and the Town Square opened.

### **CRP006 COUNCIL DECISION**

Moved Cr Simpson seconded Cr Price that

1. Council accepts in principle the landscape design for the South West Highway, subject to relevant approvals being granted by Main Roads WA and Council approving the final plan.
2. Council accepts in principle the landscape design for the Byford Town Square.
3. Council accepts in principle the design for the war memorial, subject to external funding being sourced.
4. Council confirms 11 November 2001 (10.30am start) as the date for the Byford Centenary of Federation Celebrations at which the relocated war memorial would be rededicated and the Town Square opened.

CARRIED 7/0

Note: Council wishes to sight the final plans prior to providing final approval.

P007/07/01 TEMPORARY ADVERTISING SIGNAGE (A0476)			
Proponent	Cr Price		
Officer	Cr Price	Date of Report	16/7/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**CRP007 COUNCIL DECISION/Committee Recommendation**

Moved Cr Simpson seconded Cr Price that Council Policy No PP6 be amended to allow Council to identify and approve locations within the Shire where a community organisation may from time to time erect temporary signage advertising local community events within 14 days of the event.

A case in point is the location at the north end of Soliders Road, Byford on the cyclone wire fence adjacent to the railway crossing and facing traffic turning right or left into Abernethy Road.

CARRIED 7/0

P008/07/01 STORAGE OF MINE MACHINERY – LOT 422 KING ROAD (A0870-02)			
Proponent	Cr Murhpy		
Officer	Cr Murphy	Date of Report	16/7/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**CRP008 COUNCIL DECISION/Committee Recommendation**

Moved Cr Simpson seconded Cr Price that the current status of the application of appeal for the storage of mine machinery at Lot 422 King Road be investigated and an Information Report be presented to the August Planning Development and Environment Committee.

CARRIED 7/0

**8. MOTION OF WHICH NOTICE HAS BEEN GIVEN**

## 9. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING:

### 9.1 INCLUDING CHIEF EXECUTIVE OFFICER/OFFICER REPORTS

Moved Cr Simpson seconded Cr Needham that Item C013/07/01 be dealt with as an item of new business of an urgent nature.  
CARRIED 7/0

C013/07/01 DIFFERENTIAL RATING ADVERTISEMENT 2001/2002 (A0128)			
Proponent	Local Government Act 1995		
Officer	G R Dougall, Director Corporate Services	Date of Report	18.07.01
Signatures	Author:	Senior Officer:	
Previously	C192/06/01		
Disclosure of Interest			
Delegation:	Council		

#### Preamble

To consider submissions received from Council advertisement of its intention to differential rate.

#### Background

Section 6.36(1) of the Local Government Act 1995 requires local governments imposing differential general rates to give local public notice of its intention to do so.

At the Ordinary meeting in June Council resolved to advertise its intention (C192/06/01) and the required twenty one (21) days advertising period is now closed.

#### Comments

Two submissions have been received and a summary of their comments provided below.

Council is now required to consider these submissions prior to adopting the differential rate table that is provided with the budget.

NAME	COMMENT	OFFICER COMMENT
1. M Spagnolo	Believes the rate increase on the Caravan Park rate is massive. The park services the elderly, which is a service not provided by government agencies such as Council. No objection to marginal increases, however feels 33% is too high and would make the industry a non-viable one to operate. <b>(A copy of the letter is provided in the attachment and marked "C013.1/07/01")</b>	<p>The actual rate increase proposed is \$3000 to \$5250 which is a 75% increase. This increase was determined on the basis that thirty five (35) park homes exist at the site and a reasonable rate of \$150 per year per site. The site is not strata titled and other similar sites in other local government districts are strata titled and individually rated.</p> <p>Information provided in a petition handed in by residents of the site suggest the majority are pensioners. If the sites were strata titled they would receive a pension rebate. Under the current arrangements they do not.</p> <p>There is no GST on Council rates, however the weekly rent charged by the owners of the site would include GST. If this additional rate charge was passed on to residents GST would be charged.</p> <p>The Director Corporate Services believes Council is being reasonable in increasing this charge as the site has been paying too little in the past when considering the number of sites.</p>

2. CA Orlando	Same problem of differential rating inequity for showroom/warehouse rate category as previous years.  777 South West Highway has not been rezoned as the Byford Structure Plan was to have been finalised.  This inequity has existed for a decade.  We request Council redress this inequity. <b><i>(A copy of the letter is provided in the attachment and marked "C013.2/07/01")</i></b>	There are four (4) properties rated under this category. Two (2) are on a minimum rate of \$495 whilst the other two (2) properties average rates of \$2169.00 per property.  Council has received many letters on this issue over a number of years including an Ombudsman investigation, which was found in Councils favour.
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**Statutory Environment:** Section 6.36 of the Local Government Act 1995.

**Policy Implications:** Nil

**Financial Implications:** Rating revenue for 2001/2002 budget.

**Strategic Implications:** Nil

**Community Consultation** Advertising of differential rates.

**Voting Requirements:** Normal

### **Officer Recommended Resolution**

Council receives and notes the submissions and forwards a letter thanking them for their submission.

Council endorses the Officer comments.

### **CRC013 COUNCIL DECISION**

Moved Cr Kirkpatrick seconded Cr Hoyer

1. Council receives and notes the submissions and forwards a letter thanking them for their submission.
2. Council endorses the Officer comments and seeks a report on the operation of the caravan park.
3. A reply be forwarded to the signatories of the petition setting out the appropriate facts and express the willingness to meet a delegation.

CARRIED 7/0

## **9.2 COUNCILLORS QUESTIONS**

Cr Star asked a question of Cr Hoyer re sand mining and seeking a voluntary ratepayers contribution with rate notices.

Cr Hoyer advised that a factual current status update to ratepayers would be appropriate.

Cr Needham question to Acting Director Sustainable Development – regarding an enquiry from Mr T Tilley – Karnup/Hopland Road:

- a) he would like to know if the piggery next door has been closed.
- b) what is the state of play with the rural strategy review.
- c) wants a copy of the Byford Structure Plan.

The Acting Chief Executive Officer advised that these matters will be followed up.

Cr Star advised that a Draft Report on Whitby has been circulated to the working group for comment.



## 10. INFORMATION REPORT – COMMITTEE DELEGATED AUTHORITY

### 10.1 Corporate Services – 9<sup>th</sup> July, 2001

C007/07/01	CONFIRMATION OF PAYMENT OF CREDITORS (A0917)		
Proponent	Director Corporate Services		
Officer	G.R. Dougall - Director Corporate Services	Date of Report	
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Committee – In accordance with Resolution SM049/05/01</b>		

#### **CRC007 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Murphy seconded Cr Hoyer:

Council notes the payments authorised and made by the Chief Executive Officer, exercising his delegated authority and detailed in the list of invoices for the month of June, presented to the Corporate Services Committee and to Council, per the summaries set out above include Creditors yet to be paid and in accordance with the Local Government (Financial Management) Regulations 1996.

CARRIED 4/0

C008/07/01	DEBTOR ACCOUNTS WITH A BALANCE IN EXCESS OF \$1,000 (A0917)		
Proponent	Director Corporate Services		
Officer	G.R. Dougall – Director Corporate Services	Date of Report	
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Committee – In accordance with Resolution SM049/05/01</b>		

#### **CRC008 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Kirkpatrick seconded Cr Hoyer:

Council receive and note the report on Debtors accounts with a balance in excess of \$1,000 outstanding for 90 days or greater as at 30 June 2001.

CARRIED 4/0

C009/07/01	SUNDRY DEBTOR OUTSTANDING ACCOUNTS (A0917)		
Proponent	Director Corporate Services		
Officer	G.R. Dougall – Director Corporate Services	Date of Report	
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Committee – In accordance with Resolution SM049/05/01</b>		

#### **CRC009 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Hoyer seconded Cr Murphy:

Council receive and note the report on Sundry Debtor Outstanding Accounts as at 30 June 2001.

CARRIED 4/0

C010/07/01      RATE DEBTORS REPORT      (A0917)			
Proponent	Director Corporate Services		
Officer	G.R. Dougall – Director Corporate Services	Date of Report	
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Committee – In accordance with Resolution SM049/05/01</b>		

**CRC010 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Hoyer seconded Cr Murphy:  
Council receive and note the report of Rate Debtor accounts as at 30 June 2001.  
CARRIED 4/0

C011/07/01      INFORMATION REPORT			
Proponent	Director Corporate Services		
Officer	G.R. Dougall – Director Corporate Services	Date of Report	Various
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Committee – In accordance with Resolution SM049/05/01</b>		

**CRC011 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Murphy seconded Cr Kirkpatrick:  
The information report to 3 July 2001 be received.  
CARRIED 4/0

10.2 Asset Services – 9<sup>th</sup> July, 2001

AS001/07/01 TENDER CO09/2000-01 BITUMEN PRIMER-SEALS AND SEALING WORK (A0984)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	19.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
Delegation	Committee in accordance with resolution SM049/05/01		

**CRAS001COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Buttfield seconded Cr Simpson that tender number CO09/2000-01 for the Supply of Primer-seal and Sealing Works inclusive of GST, for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to Boral Asphalt as follows:-

Boral Asphalt				
Pay Item	Pay Item Description	Quantity	Unit	
<b>1.0</b>	<b>10mm Reseal</b>			
1.1	Supply and Apply 10mm reseal	<1500	m2	4.19
1.2	Supply and Apply 10mm reseal	1500 to 4000	m2	3.08
1.3	Supply and Apply 10mm reseal	4000 to 6000	m2	2.80
1.4	Supply and Apply 10mm reseal	6000 to 10000	m2	2.39
1.5	Supply and Apply 10mm reseal	>10000	m2	2.19
<b>2.0</b>	<b>14mm Reseal</b>			
2.1	Supply and Apply 14mm reseal	<1500	m2	4.63
2.2	Supply and Apply 14mm reseal	1500 to 4000	m2	3.52
2.3	Supply and Apply 14mm reseal	4000 to 6000	m2	3.24
2.4	Supply and Apply 14mm reseal	6000 to 10000	m2	2.83
2.5	Supply and Apply 14mm reseal	>10000	m2	2.63
<b>3.0</b>	<b>14mm Primer-Seal</b>			
3.1	Supply and Apply 14mm Primer-seal	<1500	m2	4.58
3.2	Supply and Apply 14mm Primer-seal	1500 to 4000	m2	3.46
3.3	Supply and Apply 14mm Primer-seal	4000 to 6000	m2	3.19
3.4	Supply and Apply 14mm Primer-seal	6000 to 10000	m2	2.77
3.5	Supply and Apply 14mm Primer-seal	>10000	m2	2.57
<b>4.0</b>	<b>Variations</b>			
4.1	Variation to Binder Application Rate		litres	0.66
4.2	Variation of 10mm Aggregate Spread Rate		m3	35.86
4.3	Variation of 14mm Aggregate Spread Rate		m3	33.50

CARRIED 4/0

AS002/07/01 TENDER CO06/2000-01 SUPPLY OF TREE PRUNING SERVICES (A0528)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	19.07.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS002 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Buttfield seconded Cr Simpson that tender CO006/2000-01 for the Supply of Tree Pruning Services inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to R & G Tree Services as follows:-

	<b>R &amp; G Tree Services</b>		
	Ex GST	GST	+GST
Two man team \$/hr	\$110	\$11	\$121.00
Three man team \$/hr	\$165	\$16.50	\$181.50
Elevated platform	Included In above		
Stump grinder \$/cm	\$0.91	\$0.09	\$1.00

CARRIED 4/0

AS003/07/01 TENDER CO10/2000-01 SUPPLY OF EXTRUDED CONCRETE KERBING (A0527)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	18.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS003 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Simpson that tender CO010/2000-01 for the Supply of Extruded Concrete Kerbing inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to Glenview Machine Kerbing as follows:-

	<b>Glenview Machine Kerbing</b>
<b>Mountable</b>	
0 – 90m	13.20
100 – 499m	8.58
500 – 999m	8.58
Over 1000m	8.25
<b>Semi-mountable</b>	
0 – 90m	13.20
100 – 499m	8.58
500 – 999m	8.58
Over 1000m	8.25
<b>Barrier</b>	
0 – 90m	13.20
100 – 499m	8.58
500 – 999m	8.58
Over 1000m	8.25
<b>Handwork</b>	5.50
<b>Pram ramp</b>	165.00
<b>Island nose</b>	22.00

CARRIED 4/0

<b>AS004/07/01 TENDER CO07/2000-01 DRY HIRE OF SELF-PROPELLED COMPACTIVE EQUIPMENT (A0535-02)</b>			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	19.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS04 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Buttfield that the CO007/2000-01 for the Hire of Dry Hire of Self-Propelled Compactive Equipment inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to P.H.S. Pty Ltd as follows.

<b>Dry Hire of Self Propelled Compactive Equipment - P.H.S. Pty Ltd</b>							
Vibrating Steel	Static Steel	Static Multi-tyred	Static Multi-tyred	Double Drum Vib.	Mob. /Demob	Discount	Price
Roller 9-2 tonnes	Roller 8-12 tonnes	Roller 11-15 tonnes	Roller 30 tonnes	Roller 2-4 tonnes			Variation
\$253.00 per day	\$187.00 per day	\$220-\$253 per day	\$275.00 per day	\$192.50 per day	\$170.50	No	Yes

CARRIED 4/0

<b>AS005/07/01 TENDER CO11/2000-01 SUPPLY OF CRUSHED FERRICRETE (A0354)</b>			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	20.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS005 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Buttfield seconded Cr Simpson that the CO11/2000-01 for the Supply of Crushed Ferricrete inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to Quarry Park Pty Ltd with no Calm Royalties as follows:-

Tenderer	Pit Location	Transport Cost To Serpentine	Cost/tonne Ex pit	Cost to Site	Discount Available
Quarry Park Alternative 1 No CALM Royalty	Nettleton Rd	\$2.91	\$9.08	<b>\$11.99</b>	14 days 3% 50,000t 8.5%

CARRIED 4/0

<b>AS006/07/01 TENDER CO014/2000-01 SUPPLY OF CASUAL LABOUR HIRE (A0982)</b>			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	20.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS006 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Buttfield that tender number CO014/2000-01 for the provision of Casual Labour Hire inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to Weststaff as follows:-

	<b>Weststaff</b>
<b>Skills</b>	
<b>Machine Operators</b>	
Motor Grader	21.29
Front End Loader	21.29
Roller Driver	21.29
Truck Driver	21.29
Ride-on Mower	20.35
<b>General</b>	
General Hand	18.50
Work Site Traffic Controller	18.50
Concrete Finisher	20.35
Horticulturist	23.22

CARRIED 4/0

<b>AS007/07/01 TENDER CO04/2000-01 SUPPLY OF HIRE BACKHOE/IT CARRIER AND OPERATOR (A0531)</b>			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	20.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS007 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Buttfield

1. That tender number CO04/2000-01 for the Supply of Hire Backhoe/IT Carrier and Operator for the period to 30 June 2004 not be awarded to any tenderer as no tender received is considered satisfactory.
2. That alternate avenues of meeting Council's excavation and lifting requirements by external casual plant hire be utilized.

CARRIED 4/0

AS008/07/01 TENDER CO12/2000-01 TRUCK HIRE FOR BULK AND GENERAL CARTAGE (A0362)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	26.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS008 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Simpson:-

1. That the tenders for Truck Hire for Bulk Cartage submitted by Cornerstone Cartage Contractors, Serpentine Sand Supplies and Bysand/Bison Sand Supplies for be accepted and awarded for the period to the 30<sup>th</sup> June 2002 as set out below;

	Company		
	Cornerstone Cartage Contractors	Serpentine Sand And Gravel	Bysand/ Bison Sand Supplies
<b>Distance</b>	<b>Cents / Tonne / Kilometre</b>		
0 - 4	\$71.50 p/h	0.55	0.55
5 - 9	0.230	0.35	0.35
10 - 14	0.154	0.24	0.24
15 - 19	0.143	0.19	0.19
20 - 24	0.143	0.17	0.17
25 - 29	-	0.16	0.16
30 - 34	0.132	0.15	0.15
35 - 39	0.132	0.14	0.14
40 - 44	0.132	0.14	0.14
45 - 49	0.132	0.13	0.13
50 +	0.132	0.13	0.13

2. That the tenders for Truck Hire for General Cartage submitted by Cornerstone Cartage Contractors, Serpentine Sand and Gravel and Bysand/Bison Sand and Water Supply inclusive of GST be accepted and awarded for the period to the 30<sup>th</sup> June 2002 as set out below.

Company	Type of Truck	Capacity (G.V.M.-Tare)	Year of Manufacture	Hire Rate	Mobilisation Charges	CB Radio
Cornerstone Cartage Contractors	Scania Prime Mover	9660, Semi, 24t	1993	\$71.50	1 Hour/ Truck/ Day	Yes
	Scania Prime Mover	9760, Semi, 24t	1990	\$71.50	1 Hour/ Truck/ Day	Yes
	Scania Prime Mover	8500, Semi, 24t	1986	\$71.50	1 Hour/ Truck/ Day	Yes
	Mack Prime Mover	8880, Semi, 24t	1995	\$71.50	1 Hour/ Truck/ Day	Yes
Bysand/ Byson Sand & Water Supply	International T-Line 6 Wheel Tipper	12.5t		\$52.80		Yes
	International T-Line 6 Wheel Tipper	24t		\$73.70		Yes
	International S-Line Semi	24t		\$73.70		Yes
Serpentine Sand & Gravel	White Road Boss 6 Wheeler		1981	\$52.80		Yes
	White Boss with Trailer	24t	1981	\$73.70		Yes
	International T-Line 6 Wheeler		1986	\$52.80		Yes
	International T-Line 6 Wheeler/ Trailer	25t	1986	\$73.70		Yes
	Volvo F724	13t	1983	\$52.80		Yes

CARRIED 4/0



<b>AS009/07/01 TENDER CO05/2000-01 SUPPLY AND LAY HOT ASPHALT (A0526)</b>			
<b>Proponent</b>	Shire of Serpentine-Jarrahdale		
<b>Officer</b>	Keith Rimmer, Operations Manager	<b>Date of Report</b>	26.6.01
<b>Signatures</b>	Author: Senior Officer		
<b>Previously</b>			
<b>Disclosure of Interest</b>			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS009 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Buttfield tender number CO05/2000-01 for the Supply and Laying of Hot Asphalt inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to BGC Asphalt as follows:-

<b>Job Size (\$/ Tonne) 0-25</b>			<b>Job Size (\$/ Tonne) 26-50</b>		
<b>Mix Type</b>	<b>Marshall Blow</b>	<b>Price</b>	<b>Mix Type</b>	<b>Marshall Blow</b>	<b>Price</b>
20mm	50	160.00	20mm	50	128.00
20mm	75	160.00	20mm	75	128.00
14mm	35	162.00	14mm	35	130.00
14mm	50	160.00	14mm	50	128.00
14mm HD GAP	75 3-5 voids	162.00	14mm HD GAP	75 3-5 voids	130.00
14mm HD GAP	75 4-7 voids	162.00	14mm HD GAP	75 4-7 voids	130.00
10mm HD GAP	75 3-5 voids	164.00	10mm HD GAP	75 3-5 voids	132.00
10mm HD GAP	75 4-7 voids	164.00	10mm HD GAP	75 4-7 voids	132.00
10mm HD GAP	35	161.00	10mm HD GAP	35	129.00
10mm HD GAP	50	160.00	10mm HD GAP	50	128.00
10mm HD GAP	75	160.00	10mm HD GAP	75	128.00
7mm	35	162.00	7mm	35	130.00
7mm	50	162.00	7mm	50	130.00
<b>Job Size (\$/ Tonne) 51-100</b>			<b>Job Size (\$/ Tonne) 101-200</b>		
<b>Mix Type</b>	<b>Marshall Blow</b>		<b>Mix Type</b>	<b>Marshall Blow</b>	
20mm	50	110.00	20mm	50	100.00
20mm	75	110.00	20mm	75	100.00
14mm	35	112.00	14mm	35	102.00
14mm	50	110.00	14mm	50	100.00
14mm HD GAP	75 3-5 voids	112.00	14mm HD GAP	75 3-5 voids	102.00
14mm HD GAP	75 4-7 voids	112.00	14mm HD GAP	75 4-7 voids	102.00
10mm HD GAP	75 3-5 voids	114.00	10mm HD GAP	75 3-5 voids	104.00
10mm HD GAP	75 4-7 voids	114.00	10mm HD GAP	75 4-7 voids	104.00
10mm HD GAP	35	111.00	10mm HD GAP	35	101.00
10mm HD GAP	50	110.00	10mm HD GAP	50	100.00
10mm HD GAP	75	110.00	10mm HD GAP	75	100.00
7mm	35	112.00	7mm	35	102.00
7mm	50	112.00	7mm	50	102.00

<b>Job Size (\$/ Tonne) 201-300</b>			<b>Job Size (\$/ Tonne) 301-400</b>		
<b>Mix Type</b>	<b>Marshall Blow</b>		<b>Mix Type</b>	<b>Marshall Blow</b>	
20mm	50	96.00	20mm	50	94.00
20mm	75	96.00	20mm	75	94.00

14mm	35	98.00	14mm	35	96.00
14mm	50	96.00	14mm	50	94.00
14mm HD GAP	75 3-5 voids	98.00	14mm HD GAP	75 3-5 voids	96.00
14mm HD GAP	75 4-7 voids	98.00	14mm HD GAP	75 4-7 voids	96.00
10mm HD GAP	75 3-5 voids	100.00	10mm HD GAP	75 3-5 voids	98.00
10mm HD GAP	75 4-7 voids	100.00	10mm HD GAP	75 4-7 voids	98.00
10mm HD GAP	35	97.00	10mm HD GAP	35	95.00
10mm HD GAP	50	96.00	10mm HD GAP	50	94.00
10mm HD GAP	75	96.00	10mm HD GAP	75	94.00
7mm	35	98.00	7mm	35	96.00
7mm	50	98.00	7mm	50	96.00
<b>Job Size (\$/ Tonne)400+</b>					
<b>Mix Type</b>		<b>Marshall Blow</b>			
20mm	50	94.00			
20mm	75	94.00			
14mm	35	96.00			
14mm	50	94.00			
14mm HD GAP	75 3-5 voids	96.00			
14mm HD GAP	75 4-7 voids	96.00			
10mm HD GAP	75 3-5 voids	98.00			
10mm HD GAP	75 4-7 voids	98.00			
10mm HD GAP	35	95.00			
10mm HD GAP	50	94.00			
10mm HD GAP	75	94.00			
7mm	35	96.00			
7mm	50	96.00			

CARRIED 4/0

AS010/07/01 TENDER CO08/2000-01 SUPPLY AND DELIVERY OF CRUSHED LIMESTONE (A0522-02)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	25.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
Delegation	Committee in accordance with resolution SM049/05/01		

**CRAS010 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Simpson tender number CO008/2000-01 for the Supply and Delivery of Crushed Limestone inclusive of GST for the period to the 30<sup>th</sup> June 2002 be accepted and awarded to WA Limestone as follows:-

Item Description	
75mm Crushed Limestone \$/tonne ex-pit	3.52
19mm Crushed Limestone \$/tonne ex-pit	5.28
<b>Cents / Tonne / Kilometre</b>	
0 - 4	0.33
5-9	0.22
10-14	0.17
15 - 19	0.14
20 - 24	0.13
25 - 29	0.13
30 - 34	0.13
35 - 39	0.12
40 - 44	0.12
45 - 49	0.11
50 +	0.11

CARRIED 4/0

AS011/07/01 TENDER CO13/2000-01 SUPPLY OF 13 TONNE CARRYING CAPACITY TIP TRUCK (A0981)			
Proponent	Shire of Serpentine-Jarrahdale		
Officer	Keith Rimmer, Operations Manager	Date of Report	26.06.01
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
Delegation	Committee in accordance with resolution SM049/05/01		

**CRAS011 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Simpson tender number CO13/2000-01 Supply of 13 Tonne Carrying Capacity Tip Truck be accepted and awarded to Skipper Trucks for a Mitsubishi FV517 for the nett price of \$114,135.00.

CARRIED 4/0

<b>AS014/07/01 INFORMATION REPORT</b>			
Proponent	Director Asset Services		
Officer	Various	Date of Report	Various
Signatures	Author: Senior Officer		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee in accordance with resolution SM049/05/01</b>		

**CRAS014 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Buttfield seconded Cr Simpson that the information report to the 30 June, 2001 be received with the following corrections:-

AS014.6/07/01 change header to read “Legal Advice to Council” and omit the word “Council’s” in the 1<sup>st</sup> para.

CARRIED 4/0

10.3 Community & Recreation Development – 9<sup>th</sup> July, 2001

<b>CRD02/07/01 SHIRE TOURISM STRATEGY – STRATEGIC PLAN (A0143)</b>			
Proponent			
Officer	D Henderson - Relief Community Development Officer	Date of Report	27.06.01
Signatures	Author: Senior Officer:		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee – in accordance with resolution SM049/05/01</b>		

**Committee Decision/Officer Recommended Resolution**

Moved Cr Needham seconded Cr Richards

- 1 That Cr Price be nominated to be part of the working party.
- 2 That Cr Price and the Community Development Officer meet with the four representatives of the Serpentine-Jarrahdale Tourist Information Centre to formulate a Tourism Strategy for the Shire of Serpentine-Jarrahdale.

CARRIED 4/0

<b>CRD03/07/01 SOUTH WEST GAMES INC (A0141)</b>			
Proponent	South West Games Inc		
Officer	David Henderson – Acting Community Development Officer	Date of Report	27.06.01
Signatures	Author: Senior Officer:		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee – in accordance with resolution SM049/05/01</b>		

**Committee Decision/Officer Recommended Resolution**

Moved Cr Simpson seconded Cr Needham that a delegation from the South West Games Inc be invited to the next meeting of the Community & Recreation Development Committee.

CARRIED 4/0

CRD04/07/01 “BANNERS IN THE TERRACE” (A0033)			
Proponent			
Officer	D Henderson – Relief Community Development Officer	Date of Report	02.07.01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
Delegation	<b>Committee – in accordance with resolution SM049/05/01</b>		

**Committee Decision/Officer Recommended Resolution**

Moved Cr Simpson seconded Cr Richards

- 1 That the banners produced locally each year remain the property of Council.
- 2 That the primary school producing the banner be allowed to “care take” it on a permanent basis in order to display it at the school, unless it is required by the Shire for promotional purposes.

CARRIED 4/0

CRD05/07/01 INFORMATION REPORT			
Proponent	N/A		
Officer	D Henderson – Relief Community Development Officer	Date of Report	27.06.01
Signatures	Author:	Senior Officer:	
Previously	N/A		
Disclosure of Interest			
Delegation	<b>Committee – in accordance with resolution SM049/05/01</b>		

**Committee Decision/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Simpson that Council accepts the June 2001 information report.

CARRIED 4/0

10.4 Building Services – 16<sup>th</sup> July, 2001

B01/07/01 INFORMATION REPORT			
Proponent	N/A		
Officer	S Searle – Assessments Support Officer	Date of Report	06.07.01
Signatures	Author:	Senior Officer:	
Previously	N/A		
Disclosure of Interest			
Delegation	<b>Committee – in accordance with resolution SM049/05/01</b>		

**Committee Decision/Officer Recommended Resolution**

Moved Cr Richards seconded Cr Price that Council accepts the June 2001 Information Report.

CARRIED 4/0

10.5 Planning Development & Environment – 16<sup>th</sup> July, 2001

E001/07/01 INFORMATION REPORT			
Proponent	Environmental Officer		
Officer	Andrew Del Marco - Environmental Officer	Date of Report	02/07/01
Signatures	Author: Senior Officer:		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**E001 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Price, seconded Cr Richards that the Information Report to 6 July 2001 be received.  
Carried 4/0

P001/07/01 COMPLIANCE WITH EXTRACTIVE INDUSTRY LICENCES (A0859, A0833-03, A0831-3, A0830-02, P00015, A0870-02, A0832-02)			
Proponent	Various		
Officer	Jocelyn Cockbain - Planning Officer	Date of Report	21/6/01
Signatures	Author: Senior Officer:		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**P001 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards, seconded Cr Murphy that the report on Compliance With Extractive Industry Licences be noted.  
Carried 4/0

P002/07/01 PROPOSED SUBDIVISION – LOT 123 TONKIN STREET, SERPENTINE (S116693)			
Proponent	Greg Rowe and Associates		
Officer	David Lodwick – Senior Planner	Date of Report	3/7/01
Signatures	Author: Senior Officer:		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**P002 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Price, seconded Cr Richards that  
A. Council recommends to the WA Planning Commission that the proposed subdivision of Lot 123 Tonkin Street, Serpentine be refused for the following reasons:

1. The land is deemed to be unsuitable for onsite effluent disposal according to Government Sewerage Policy;
2. The land is seasonally inundated and the application design does not demonstrate satisfactory resolution of environmental limiting site specific constraints (eg wetland, drainage)

Without prejudice, in the event the subdivision is approved, the following conditions should apply:

1. On site effluent disposal must be through alternative treatment systems capable of removing phosphorus;
2. All building and effluent disposal systems having necessary clearances to new boundaries to the satisfaction of the Local Authority
3. Road upgrading of Leslie and Tonkin Streets to the satisfaction of the Local Authority. (Advice Note: Road upgrading to be in accordance with Main Roads Urban Road design criteria providing a two lane 7.0m kerbed pavement);
4. Land to be filled and drained to the satisfaction of the Local Authority;
5. Street lighting to be provided to the satisfaction of the Local Authority;
6. Provision of a footpath along the frontage of Tonkin Street;
7. Provision of fire hydrants to service the estate to the satisfaction of the local authority.

B. Council would be prepared to consider a revised plan which shows a significant increase in lot sizes and a reduction in the number of lots, designed so as to satisfactorily and adequately address the site environmental management requirements with no adverse impact on adjoining Lambkin Reserve.

Carried 4/0

P003/07/01 PROPOSED SUBDIVISION – LOTS 267, 268, 269, 270 & 271 KARGOTICH ROAD, MUNDIJONG (S116793)			
Proponent	Brook and Marsh Pty Ltd		
Officer	David Lodwick – Senior Planner	Date of Report	27/6/01
Signatures	Author:	Senior Officer:	
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

### **P003 COMMITTEE DECISION**

Moved Cr Richards, seconded Cr Murphy that Council recommends to the WA Planning Commission that the proposed subdivision of Lots 267, 268 and 269, 270 and 271 Kargotich Road, Mundijong be refused for the following reasons:

1. Subdivision proposal does not comply with the Shire's Rural Strategy as it would create lots less than 40 hectares;
2. Approval of the subdivision would unreasonably predetermine Council's settlement Strategy as it relates to the area;
3. Subdivision within the Rural zone will reduce options for allowable rural and agricultural uses as many rural uses are less economically viable the smaller the lot;
4. Would set an undesirable precedent for surrounding landowners to seek approval for similar subdivisions which do not meet the strategic intentions of the Rural Strategy;

Without prejudice, in the event the subdivision is approved, the following conditions should apply:

1. Revegetation and fencing of the feeder drains between Kargotich Road and the Oaklands drains with 3 rows of local trees and shrubs (2m between rows and 3 metres between plants) on each side of drains, leaving a 6 metre accessway on one side of each drain.
2. Revegetation of the private lots adjacent to the Oaklands main drain with 3 rows of local native trees and shrubs (2m between rows and 3m between plants) on each side of the drainage reserve;
3. All buildings to have necessary clearances to new lot boundaries;

4. Proposed road along western boundary to be constructed to the satisfaction of the local authority
5. The subdivider to prepare and implement a fire management plan to the satisfaction of Council prior to subdivisional clearance of lots
6. A Ten metre wide public purposes reserve be added to the western side of the drainage reserve for Council purposes (multi use trail).

CARRIED 4/0

P004/07/01 FINAL ADOPTION - AMENDMENT 120 - PROPOSED REZONING PORTION LOT 3 KARGOTICH ROAD, OAKFORD FROM "RURAL" TO "SPECIAL RURAL" (A0951)			
Proponent	Hawker Moss Surveyors		
Officer	David Lodwick – Senior Planner	Date of Report	28/6/01
Signatures	Author: _____ Senior Officer: _____		
Previously	P088/01/01		
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**P004 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Price, seconded Cr Murphy that Council in pursuance to Clause 17 of the Town Planning Regulations 1967 resolves to adopt for final approval without modification Amendment No. 120 to rezone portion of Lot 3 Kargotich Road, Oakford from 'Rural' to 'Special Rural.'

CARRIED 4/0

P005/07/01 INFORMATION REPORT			
Proponent	Director Sustainable Development		
Officer	Andrew Watson – Director Sustainable Development	Date of Report	2/7/01
Signatures	Author: _____ Senior Officer: _____		
Previously			
Disclosure of Interest			
<b>Delegation</b>	<b>Committee In Accordance With Resolution SM049/05/01</b>		

**P005 COMMITTEE DECISION/Officer Recommended Resolution**

Moved Cr Richards, seconded Cr Price that the Information Report to 10 July 2001 be received.

CARRIED 4/0

11. **CLOSE** – The meeting closed at 8.49pm.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on 27<sup>th</sup> August, 2001

.....  
Presiding Member

.....  
Date