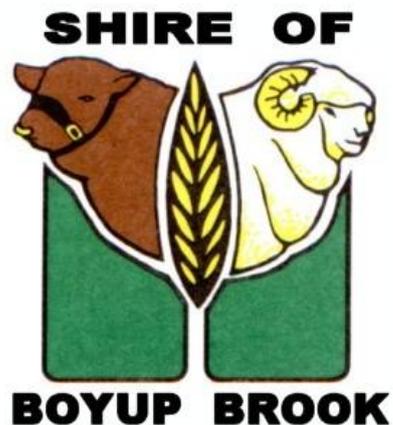


MINUTES



ORDINARY MEETING

held

THURSDAY 21 NOVEMBER 2013

Commenced AT 5.03PM

AT

**SHIRE OF BOYUP BROOK
CHAMBERS**

ABEL STREET - BOYUP BROOK

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

1.1 Attendance

Cr M Giles – Shire President
Cr G Aird – Deputy Shire President
Cr J Imrie
Cr P Kaltenrieder
Cr K Moir
Cr B O’Hare
Cr T Oversby
Cr R Walker

STAFF: Mr Alan Lamb (Chief Executive Officer)
Mr Rob Staniforth-Smith (Manager of Works & Services)
Mrs Maria Lane (Executive Assistant)

PUBLIC:

1.2 Apologies

1.3 Leave of Absence

Cr E Biddle

2 PUBLIC QUESTION TIME

2.1 Response to Previous Public Questions Taken on Notice

Nil

2.2 Public Question Time

3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

Cr Aird attended a parliamentary sitting and informed Council on the concerns raised about Shire amalgamations.

Cr Oversby attended the Upper Blackwood Agricultural Show and mentioned that the day was enjoyed by all and the numbers were up from last year.

Cr O’Hare informed Council that the Community Christmas Party will be held on the 6th December 2013 and the Shire requires help from Councillors with this event.

5 CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council - Thursday 17 October 2013

OFFICER RECOMMENDATION

That the minutes of the Ordinary Meeting of Council held on Thursday 17 October 2013 be confirmed as an accurate record.

COUNCIL DECISION

MOVED: Cr Kaltenrieder

SECONDED: Cr Oversby

That the minutes of the Ordinary Meeting of Council held on Thursday 17 October 2013 be confirmed as an accurate record subject to the following amendments:-

Item 10.2.1 – page 32 to include “Council felt that wider consultation with the community would be beneficial.”

Item 10.2.1 – page 32 to include Cr Moir and Cr Imrie for the motion.

Carried 8/0

Res 151/13

6 PRESIDENTIAL COMMUNICATIONS

Attended Remembrance Day on 11th November 2013 at the Boyup Brook War Memorial.

Had a meeting with Hon Terry Redman, mentioned that Terry Redman has been appointed the new leader of the WA Nationals.

Attended a meeting on 21st October 2013 with the CEO and Dr Mel to discuss the Health Department Strategy.

7 COUNCILLORS QUESTIONS ON NOTICE

Nil

8 REPORTS OF OFFICERS

8.1 MANAGER WORKS & SERVICES

Nil

8.2 FINANCE

8.2.1 List of Accounts Paid

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/1/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>15 November 2013</i>
Author:	<i>Kay Raisin – Finance Officer</i>
Authorizing Officer:	<i>Alan Lamb – Chief Executive Officer</i>
Attachments:	<i>Yes – List of Accounts Paid</i>

SUMMARY

In accordance with the Local Government (Financial Management) Regulations the list of accounts paid is presented to Council.

BACKGROUND

Invoices received for the supply of goods and services, salaries and wages and the like have been paid during the period

COMMENT

The attached listing represents accounts paid by cheque and by electronic means during the period 12 October 2013 to 14 November 2013.

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund—*
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. Lists of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund,*

a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (2) A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name;*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction;*
 - and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) A list prepared under sub regulation (1) or (2) is to be —*
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

Council's Authority to Make Payments Policy has application.

BUDGET/FINANCIAL IMPLICATIONS

Account payments are in accordance with the adopted budget for 2012/13 or authorised by separate resolution.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.2.1

MOVED: Cr Aird

SECONDED: Cr Walker

That the list of accounts paid in October and November 2013 as presented totalling \$485,079.67 and as represented by cheque voucher numbers 19379-19401 totalling \$22,567.42 and accounts paid by direct electronic payments through the Municipal Account totalling \$462,512.25 be received.

CARRIED 8/0

Res 152/13

8.2.2 Monthly Statements of Financial Activity

Location:	Not applicable
Applicant:	Not applicable
File:	FM/10/003
Disclosure of Officer Interest:	None
Date:	12 November 2013
Author:	Consultant–Darren Long
Authorizing Officer:	Alan Lamb – Chief Executive Officer
Attachments:	Yes – Financial Reports

SUMMARY

Report recommends Council receive the Statement of Financial Activities and the Net Current Assets for the month ended 31 October 2013.

BACKGROUND

Section 6.4 of the Local Government Act 1995 places financial reporting obligations on local government operations.

Regulation 34 (1)–(4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a 'Monthly Statement of Financial Activity'.

The regulations also prescribe the content of the reports. Details of items of Material Variances are also listed.

The various data are included as separate attachments.

COMMENT

It is a statutory requirement that the Financial Activities Report be presented for every month.

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, s34 (1) (a)

Local Government (Financial Management) Regulations 1996, s34 (2) (a) (b)

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

As listed on the attached reports

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.2.2

MOVED: Cr Oversby

SECONDED: Cr O'Hare

- (a) That the October 2013 Monthly Statements of Financial Activity and Statement of Net Current Assets as presented, be received.**
- (b) That the amounts listed as material variances be authorised.**

CARRIED 8/0

Res 153/13

8.3 CHIEF EXECUTIVE OFFICER

8.3.1 Townsite Strategy

Location:	<i>Townsite</i>
Applicant:	<i>Council</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>12 November 2013</i>
Author:	<i>Geoffrey Lush (Council Consultant)</i>
Authorizing Officer:	<i>A Lamb</i>
Attachments:	<i>1 Strategy Summary</i> <i>2 Strategy Plan</i>

SUMMARY

This report is to consider the preparation of the Boyup Brook Townsite Strategy.

A summary of the draft Strategy is attached and the report will be circulated at the Meeting.

It is recommended that the item be deferred until the next Council Meeting.

BACKGROUND

Under the provisions of the Planning and Development Act 2005, Council is required to review the Town Planning Scheme every five years. Town Planning Scheme No 2 was gazetted on the 7th November 1997 and no formal review of its operation has occurred.

In undertaking the review Council must submit a report to the Minister and either:

- Resolve to prepare a new Town Planning Scheme; or
- Consolidate the current Scheme.

Inherent in this process is the preparation of a Local Planning Strategy. The Local Planning Strategy for Boyup Brook will comprise of the approved Rural Strategy and the Townsite Strategy.

Councilors conducted a townsite inspection in February last year which raised a number of issues that have been subsequently investigated. Progression of the Strategy has been delayed due to the need to complete the review of the Planning Scheme and preparation of Amendment No 15. In addition significant time has been spent on the structure plan provisions and the introduction of the statutory provisions through Amendment 14 in association with the structure plan for Hilder's property.

CONSULTATION

- Department of Planning;
- Landowners;
- Council officers and other consultants; and
- Various government departments

STATUTORY OBLIGATIONS

The statutory obligation of Council are contained in the Planning and Development Act 2005 and associated regulations.

The Regulations require that Council shall prepare a Scheme Report in the form of a Local Planning Strategy. A Local Planning Strategy shall:

- (a) set out the long-term planning directions for the local government;
- (b) apply State and regional planning policies; and
- (c) provide the rationale for the zones and other provisions of the Scheme.

The draft Strategy is to be forwarded to the Planning Commission which will examine in terms of the above and shall grant consent for it to be advertised for public comment. The advertising process is the same as for an amendment.

COMMENT

A summary of the Strategy Report is contained as Attachment 1 and the Strategy Plan as Attachment 2.

The contents of the Strategy Report is as follows:

- 1.0 Introduction;
- 2.0 Existing Conditions;
- 3.0 Policy Framework;
- 4.0 Issues and
- 5.0 Strategy Recommendations.
The Issues Section deals with the following:
 - 4.1 Trends in Urban Development
 - 4.2 Development Triggers
 - 4.3 Residential Development
 - 4.3.1 Existing Housing
 - 4.3.2 Land Availability
 - 4.3.3 Residential Demand
 - 4.3.4 Aging Population
 - 4.3.5 Ancillary Accommodation
 - 4.3.6 Development Guide Plan
 - 4.3.7 Diversity and Affordability
 - 4.4 Industrial Development
 - 4.5 Commercial Development
 - 4.6 Infrastructure

- 4.6.1 Sewerage
- 4.6.2 Water Supply
- 4.6.3 Power
- 4.7 Ecological Linkages
- 4.8 Roads; Pathways and Parking
- 4.9 Townsite Expansion Areas
 - 4.9.1 Description
 - 4.9.2 Development Potential
 - 4.9.3 Development Issues
- 4.10 Strategic Sites

The major component of the Strategy deals with residential development. This includes the potential townsite Expansion Areas to the south and north east of the town centre.

While the town population and growth is remaining static the population is aging. This is creating demand for alternative forms of housing and units. The current housing stock is almost exclusively single detached dwellings.

Boyup Brook is the only municipality in the South West which does not have a reticulated sewerage scheme. The lack of sewerage is a major obstacle and impediment to residential development. The imposition of larger lot sizes for onsite effluent disposal is restricting the development of smaller lots and unit development.

The absence of reticulated sewerage is the single largest obstacle to the sustainability of the townsite and will result in an urban form which is contrary to State Planning Policies.

The two townsite expansion areas have been subject to a preliminary examination. The Terry Road site could yield between 550 to 750 lots urban lots. The Arthur Road site could yield between 500 to 800 lots at 2,000sqm minimum lot size.

This means that each site is potentially capable of doubling the size of the current townsite, excluding the existing rural residential development.

There are a range of issues which would need to be considered in the design of each site and these may affect the lot yield. These include:

- Demand analysis;
- Protection of remnant vegetation;
- Bush fire management;
- A biophysical assessment of the river to determine foreshore management requirements;
- Defining flood prone land;
- A site and soil evaluation;
- A local water management strategy;
- Traffic analysis road access and connections to the town centre; and
- A community infrastructure plan.

The community infrastructure plans should recognise that it is Council's objective for the existing services within the townsite to be strengthened and or expanded rather than being duplicated in the townsite expansion areas. They must identify where there sufficient scope to accommodate this and examine how any gaps or shortfalls will be managed.

POLICY IMPLICATIONS

The Townsite Strategy will provide the guiding framework for the review of Council's policies.

BUDGET/FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS

The preparation of the Townsite Strategy is an important review of Council's policies and development issues within the townsite. It will provide the strategic framework and justification for further amendments to the Scheme and proposed developments.

SUSTAINABILITY IMPLICATIONS

The Townsite Strategy must address sustainability issues.

Various State Planning Policies contain the sustainability principles and considerations which apply to planning for urban growth and settlement in Western Australia. The overall aim of the policy is to facilitate sustainable patterns of urban growth and settlement by setting out the requirements of sustainable settlements and communities and the broad policy in accommodating growth and change.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.1

MOVED: Cr Imrie

SECONDED: Cr Oversby

That Council defer consideration of the draft Townsite Strategy until the next Meeting.

Carried 8/0

Res 154/13

8.3.2 Lot 19 Purse Terrace - Oversized Shed

Location: Lot 19 (No 5) Purse Terrace, Boyup Brook
Applicant: J&K Mader
File:
Disclosure of Officer Interest: None
Date: 12 November 2013
Author: Geoffrey Lush (Council Consultant)
Authorizing Officer: A Lamb
Attachments: 1 Site Plan

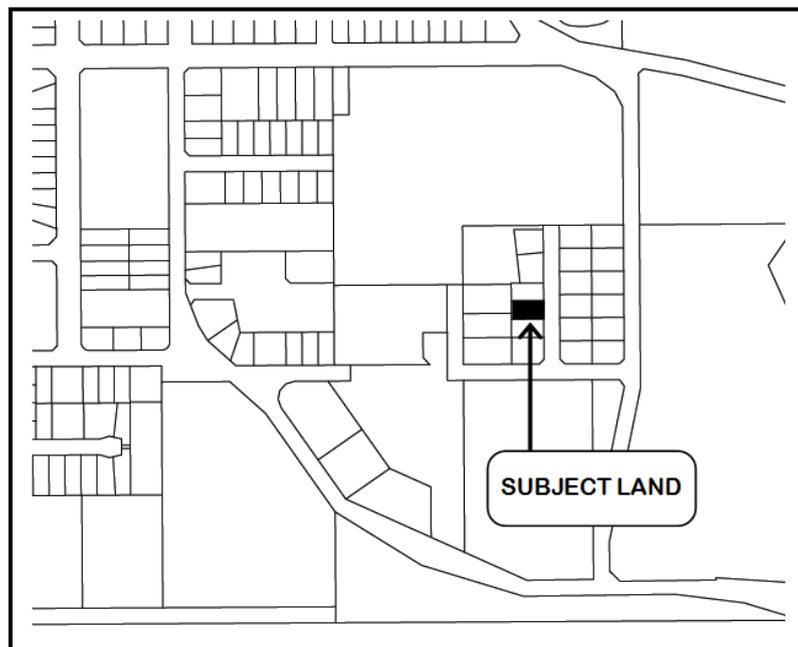
SUMMARY

This report is to consider a development application from J&K Mader for an outbuilding.

There is no objection to the application.

BACKGROUND

The subject land is Lot 19 (No5) Purse Terrace as shown below. It has an area of 924sqm.



It is proposed to erect a 40sqm shed being 5m X 8m with a wall height of 3.2m. A site plan is contained as Attachment 1.

The shed will have a gable height of 4.7 metres.

The applicants have stated that:

Our reason for a shed of this height is to allow for a mezzanine floor to maximise storage space. Our house is situated centrally on our block leaving a moderate sized backyard, to utilise this space we have allowed for a shed of 8m by 5m dimensions. This shed is our only stand-alone outbuilding which we will be using for all our gardening, hobbies and storage.

We believe because our block has been levelled and sits approximately 1.5m below the adjacent blocks, a shed of this height will have little impact on our neighbours. The sketches attached with this application show that our shed walls will sit 10cm above the fence line we share with 3 Purse Terrace and our roof ridge only 26cm above the existing shed at this property. In relation to the properties along our rear boundary, the shed walls sit approximately 70cm above the existing small fence and the roof ridge a further 1.5m. However, the boundary is heavily planted and we can't see their houses from our shed pad area.

We have also shown the attached sketches to the affected neighbours and both Mr and Mrs Della Vedova at 3 Glynn Street and Mr and Mrs Biddle at 5 Glynn Street have given us their blessing to go ahead, provided the shed does not impair their vision above the roof ridge of our house, which it will not.

CONSULTATION

None but the landowners to the rear of the property have provided letters stating that they do not object to the proposal.

STATUTORY OBLIGATIONS

The subject land is included in the Residential R15 zone and development is subject to the Residential Design Codes.

Approval for an outbuilding is not required under the revised R Codes where:

- The size of the outbuilding does not exceed 60sqm;
- The wall height is less than 2.4m;
- The ridge height is less than 4.2m; and
- Where the wall length is less than 9m in length the minimum boundary setback shall be 1m.

Where the proposal does not meet these criteria's, a planning approval is required.

COMMENT

As the subject land slopes towards Purse Terrace it will be necessary for the outbuilding pad to be excavated thus further reducing the “apparent” height. As there is already screen planting the outbuilding should not have any detrimental impact upon the neighbours.

POLICY IMPLICATIONS

Policy P.04 Outbuildings is applicable. This stipulates that on Residential lots of 1012m² or less in size that:

- The maximum individual area on an outbuilding shall be 80m²; and
- The maximum height (gable) shall be 3.0m.

Structures outside the domain of the standard set above shall be subject to a planning application for the Council to consider on its merits.

BUDGET/FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS

None

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.2

MOVED: Cr O’Hare

SECONDED: Cr Kaltenrieder

That Council approve the use and development of an outbuilding at Lot 19 (No 5) Purse Terrace shed subject to the following conditions;

- 1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.**
- 2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.**

3. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.
4. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.

CARRIED 8/0

Res 155/13

8.3.3 Lot 4 Bridge Street – Plant Sales

Location: Lot 4 (No 35) Bridge Street
Applicant: D Tyler
File:
Disclosure of Officer Interest: None
Date: 12 November 2013
Author: Geoffrey Lush (Council Consultant)
Authorizing Officer: A Lamb
Attachments:

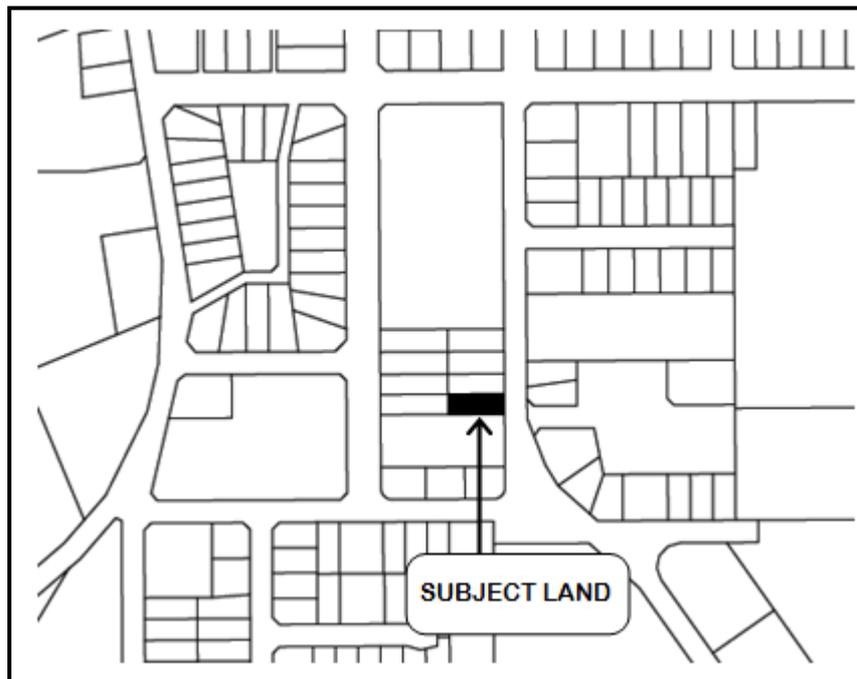
SUMMARY

This report is to consider a development application from D Tyler for a home occupation (plant sales).

There is no objection to the application.

BACKGROUND

The subject land is Lot 4 (No 35) Bridge Street as shown below. It has an area of 911sqm.



The application to grow and sell plants from the property.

It will be conducted from within an existing car port which has an area of less than 20sqm. Consequently it can be considered as a “home occupation.”

CONSULTATION

The application has been advertised to adjoining properties and no objections have been received.

STATUTORY OBLIGATIONS

The subject land is included in the Residential R15 zone. A "home occupation" is an (AA) discretionary use in the zone.

A "Home Occupation" means a business or activity carried on with the written permission of the Council within a dwelling house or the curtilage of a house by a person, resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant that:

- a) does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection due to the emission of light, noise, vibration, electrical interferences, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, liquid wastes or waste products, or the unsightly appearance of the dwelling house or domestic outbuilding on the land on which the business is conducted;
- b) does not entail the employment of any person not a member of the occupiers family;
- c) does not occupy an area greater than twenty square metres;
- d) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located;
- e) does not display a sign exceeding 0.2m² in area;
- f) in the opinion of the Council it is compatible with the principle uses to which land in the zone in which it is located may be put and will not, in the opinion of the Council, generate a volume of traffic that would prejudice the amenity of the area;
- g) does not entail the presence of more than one commercial vehicle and does not include provision for the fuelling or repairing of motor vehicles within the curtilage of the dwelling house or domestic out-building.

COMMENT

The concern with any form of retailing from a private dwelling is that if the business grows then there will be more demand for car parking and potential to disrupt neighbours.

Conversely the basis of a home occupation is to "test the waters" without needing to purchase or lease a commercial property. In this instance the number of plants would be limited to less than the normal area requirement and is unlikely to generate much custom or traffic.

POLICY IMPLICATIONS

None

BUDGET/FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS

None

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.3

MOVED: Cr Oversby

SECONDED: Cr O’Hare

That Council approve the use and development of Lot 4 (No 35) Bridge Street for the purpose of home occupation (plant sales) subject to the following conditions;

- 1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.**
- 2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.**
- 3. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.**
- 4. The use shall comply with the definition of home occupation as contained in Town Planning Scheme No 2.**
- 5. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.**

CARRIED 8/0

Res 156/13

Item 8.3.4 was withdrawn by the CEO.

Following discussions with Council it was noted that whilst the briefing sessions were akin to concept forums, and so might be appropriately held behind closed doors, there was generally few or no matters that required confidentiality. Also that there were other opportunities on Council meeting days to deal with confidential matters either at the Council meeting, if a decision was required, or at other times where a briefing was appropriate.

8.3.4 Councillor Briefing Sessions

Location:	<i>N/a</i>
Applicant:	<i>N/a</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>12 November 2013</i>
Author:	<i>Alan lamb</i>
Authorizing Officer:	<i>Not applicable</i>
Attachments:	<i>Department of Local Government Local Government Operational Guidelines – Number 5 Council Forums</i>

SUMMARY

The purpose of this report is to bring before Council the matter of Councillor Briefing Sessions with the recommendation that they be held as closed sessions.

BACKGROUND

Attention is drawn to the attached Guidelines.

The practice at Boyup Brook is for open briefing sessions to be held prior to each monthly Council meeting. The format is structured and run to an agenda.

The Guidelines differentiate between Concept and Agenda Forums (forums being the name given in the Guidelines to briefing sessions, workshops and corporate discussions), the former being matters that are not listed on the Council meeting agenda but still need to be discussed, and that latter being matters that are on the Council meeting agenda. It is noted that briefing sessions here generally do not deal with matters on the Council meeting agenda. It is therefore suggested that this Shire's briefing sessions are Concept Forum, as defined by the Guidelines. It will be noted that the Guidelines gives the following examples of what Concept Forums may cover:

- *current matters of a local or regional significance;*
- *matters relating to the future development of the local*

government;

- *significant revenue-raising requirements or expenditure needs;*

- *the development of internal strategic, planning, management and financial documents; and*

- *development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).*

The Guidelines also note that:

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

The Guidelines further note:

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

COMMENT

The Shire of Augusta Margaret River recently looked at its briefing sessions and in the process gathered the following information about what other Councils are doing:

Local Government	Open Briefings	Comments
Capel	No - Very few briefings are held behind closed doors when held	Conduct a “round the table” discussion for 30 minutes before a Council meeting for Q&A and to share information on upcoming events and Cr feedback from external committees
Manjimup	Yes – Briefing agenda distributed a week prior to the Briefing session	Held same day as Council meeting but no presentations about agenda items. Standing Orders provide guidelines on how briefings are to be run. Over the last 7 years no adverse effect from this open & transparent approach.
Claremont	No – All briefings closed	Concerns of media intrusiveness affecting good governance
Bassendean	No – Same day as meetings	Briefings commence 2 hours before Council meetings as a Q and A for Councillors about agenda items. Rotation of the chairperson
Busselton	Yes – Agenda Briefings No – Concept Forums	Agenda briefings held one week before meeting and chaired by the Mayor. Concept briefings, closed to the public, held every Wednesday to discuss a whole range of strategic and agenda based items.
Donnybrook	No – None held	Don't currently hold briefings but are interested in our outcomes
Local Government	Open Briefings	Comments
Collie	No	Collie run briefings on an ad-hoc basis normally when they feel there is a specific issue which Councillors may wish to spend a lot of time on. These aren't that regular but are normally closed to the public to allow Councillors to ask questions and explore options in an informal setting.
East Pilbara	No – Closed sessions	Discussion on a variety of issues

Melville	Yes	Full agenda briefings held 2 weeks prior to the Council meeting (See attachment 3)
Mundaring	No – Only Concept Forums undertaken	The purpose is to enable Elected Members to identify matters for future consideration by Council; for employees to obtain guidance in respect to the early development of matters for future consideration by Council; and to provide an opportunity for the Chief Executive Officer to inform Elected Members of significant and strategic matters / projects being attended to by the local government. It is not a decision making forum, nor is it open for debate on matters that will require a Council decision. Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed at the forum.
Port Hedland	Yes – Agenda Briefings No – Concept Forums	Currently the Town of Port Hedland has scheduled one Ordinary Meeting to take place on the fourth Wednesday of the month. This Council meeting is supported by Confidential Concept Forums (eight per month are scheduled) during which the Town’s officers present to Elected Members projects and strategies that may be requested to be considered at a future Council meeting. One Agenda Briefing also takes place just before each Council meeting, where members of the public can attend as observers and Elected Members can ask Officers questions related to items included in the agenda for that meeting.

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION – ITEM 8.3.4

That as from 1st January 2014 all Briefing Sessions held before the monthly Council meeting be held as closed door sessions.

8.3.5 Boyup Brook Sewerage Scheme

Location:	<i>Boyup Brook</i>
Applicant:	<i>N/a</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>12 November 2013</i>
Author:	<i>Alan lamb</i>
Authorizing Officer:	<i>Not applicable</i>
Attachments:	<i>Nil</i>

SUMMARY

The purpose of this report is to put before Council a proposal to jointly fund design work for a sewerage system for Boyup Brook with the recommendation that Council approve funding of \$15,000.

BACKGROUND

The matter of a sewerage scheme for Boyup Brook has been before Council numerous times so there is little point in reiterating this.

Council had committed to doing stage one of the scheme this financial year based on receiving CLGF funding. But the State Government, as part of its belt tightening, cancelled its CLGF funding for 2013/14 and so the project was shelved. Stage one included the design work which is necessary, among other things, to establish more accurate costings and so planning.

Water Corporation has done some work on a sewerage scheme for the town but it is unclear just how much detail design work it has completed. Based on advice from an experience firm who builds sewerage schemes, the detailed design work would cost in the region of \$80,000 to \$100,000. At this level, and with no guarantees that the project would go ahead, it is assessed as too expensive for a Council of this size to absorb.

A meeting with Landcorp and South West Development Commission (SWDC) has yielded a joint funding opportunity to get the design work done with a Council funding level that is more affordable.

COMMENT

As reported previously, a meeting hosted by the Department for Housing, attended by the CEO and held in Collie last month, was attended by various entities looking at meeting the regions affordable housing needs. An offshoot of this was the interest shown by the Bunbury Manager of

Landcorp, in the obvious key to development of the town, Boyup Brook's proposed sewerage scheme.

The Manager arranged a joint meeting of Landcorp and SWDC representatives, and the CEO, in Boyup Brook to work out a way of moving forward. It was noted that it was expected there would be minimal or no State, and possibly Federal, Government funding for capital projects until 2015. But that there was a need to be in a position by then to move on projects and take advantage of any funding that may become available. Essentially then the next year or so may be viewed as a planning phase to get projects ready for funding and implementation.

Further information will be provided at the meeting but essentially the plan was that a commitment of \$15,000 each from the three entities (\$45,000 in total) and working with Water Corporation to gather all of the design work it has done (plus gathering geotechnical information that will be available from utilities who have excavated in town to lay services) should be enough to come up with design work, to a sufficiently high level, to develop a business plan and business case for funding for implementation.

Each of the entities is going through a process to get the \$15,000 funding approved and it is crucial for the project for the CEO to be able to confidently commit to the funding. Council approval is required for this.

The recommendation is that Council approve of \$15,000 from the provision for Forward Plans (Feasibility Studies/Business Planning), account 041300, being applied to Boyup Brook Townsite Sewerage Scheme Design.

CONSULTATION

The matter of a sewerage scheme has been discussed at length over a number of years. The current initiative to get things moving involved discussions with Landcorp and SWDC.

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Council's 2013/14 budget includes a \$105,000 provision for Forward Plans (Feasibility Studies/Business Planning). \$30,000 of this was set aside for Sporting Precinct Plan, \$15,000 for Caravan Park/Flax Mill Plan, \$20,000 for Reserves Planning and \$20,000 for Lot 1 Forrest Street Planning. The remaining \$20,000 was not allocated to a project and it is proposed that \$15,000 of this be applied to the sewerage scheme design work project.

STRATEGIC IMPLICATIONS

The Strategic Community Plan includes the following which rely on a sewerage scheme to facilitate more choices for lot sizes:

OUTCOMES	OBJECTIVES	PRIORITIES
Planned development	Create land use capacity for industry	<ul style="list-style-type: none"> ✦ Review land-use planning to ensure commercial and industrial opportunities are maximised. ✦ Advocate for provision of sewerage solutions to permit more intensive land use in town.
Housing needs are met	Facilitate affordable and diverse housing options	<ul style="list-style-type: none"> ✦ Review land-use planning to provide housing and land size choices. ✦ Advocate for the State to develop residential land for release. ✦ Develop a range of aged accommodation opportunities.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
A sewerage scheme will improve reduce the incidence of environmental issues associated with inadequate on-site treatment units.
- **Economic**
The SWDC commissioned AEC report shows that a sewerage scheme will increase the number of houses in town.
- **Social**
An increase in population will have good and bad impacts on the community. More people will make clubs and community organisations more viable and similarly assist local businesses. The down side is that more people generally results in more crime, differing priorities (i.e. city folk tend to be less into self-help/volunteering, and more demanding on the provision of services) and the like.

VOTING REQUIREMENTS

Absolute majority

MOVED INTO COMMITTEE

MOVED: Cr Walker

SECONDED: Cr Moir

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

CARRIED 8/0

Res 157/13

MOVED OUT OF COMMITTEE

MOVED: Cr Walker

SECONDED: Cr Oversby

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

CARRIED 8/0

Res 158/13

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.5

MOVED: Cr O’Hare

SECONDED: Cr Kaltenrieder

That Council approve of \$15,000 from the provision for Forward Plans (Feasibility Studies/Business Planning), account 041300, being applied to Boyup Brook Townsite Sewerage Scheme Design.

Carried by Absolute Majority 8/0

Res 159/13

8.3.6 Boyup Brook Medical Services – Review of Fees

Location: Medical Centre Abel Street, Boyup Brook
Applicant: Shire of Boyup Brook
File: CM/42/003
Disclosure of Interest: Nil
Date: 14 November 2013
Author: Alan Lamb, Chief Executive Officer
Authorizing Officer: N/A
Attachments: Nil

SUMMARY

This report outlines the existing fees for services provided by the Boyup Brook Medical Centre and proposes an increase in the fees.

BACKGROUND

The following fee structure was included in the 2013/14 budget:-

Service	GST Included	Amount
Consultations – Short	No	\$32.00
Consultations – Standard	No	\$60.00
Consultations – Long	No	\$95.00
Consultations – Extra Long	No	\$130.00
PATS – referral	Yes	nil
Cortisone Injection	Yes	\$38.50
Late Payment Administration fee – over 30 days	Yes	\$5.25
Late Payment Administration fee – over 60 days	Yes	\$10.50
Late Payment Administration fee – over 90 days	Yes	\$15.75
Administration fee for missed appointments (after 2 notices to patient)	Yes	\$57.22
Reports for Third Parties	Yes	\$247.50 per

		hour
Employment Medical	Yes	\$121.00
Hire of Consulting Rooms – Half Day	Yes	\$48.40
Hire of Consulting Rooms – Half Day with receptionist	Yes	\$60.50
Hire of Consulting Rooms – Full Day	Yes	\$96.80
Hire of Consulting Rooms – Full Day – with receptionist	Yes	\$121.00
Hire of Consulting Rooms to Visiting health Professionals from Voluntary organizations that do not levy or receive a fee for their services – Half day hire	Yes	\$27.50
Repeat Prescription fee – private patients	Yes	\$11.00
Repeat Prescription Fee – bulk billed patients	Yes	\$5.50
Repeat Prescription fee – without seeing the Doctor	Yes	\$11.00

Each year the Medical Centre's fees are reviewed at around, this time rather than at budget time because Medicare conducts its determination of rebates each October/November. Note that the fees were adopted in the annual budget for 2013/14 were based on the Medicare rebate level set in November 2012.

The following schedule shows the fees, rebates and gaps (i.e. the net amount paid by patients) for each year since November 2006 and current Medicare rebate compared with the proposed revised fees:

November 2006 till 31 October 2007

Short consult	\$24.00	Medicare rebate	\$14.70	Gap	\$9.30
Standard	\$45.00	Medicare rebate	\$32.10	Gap	\$12.90
Long	\$72.00	Medicare rebate	\$60.95	Gap	\$11.05
Extended	\$97.00	Medicare rebate	\$89.75	Gap	\$7.25

1 November 2007 till 31 October 2008

Short consult	\$25.00	Medicare rebate	\$15.00	Gap	\$10.00
Standard	\$46.50	Medicare rebate	\$32.80	Gap	\$13.70
Long	\$75.00	Medicare rebate	\$62.30	Gap	\$12.70
Extended	\$101.00	Medicare rebate	\$91.70	Gap	\$9.30

1 November 2008 till 31 October 2009

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 21 NOVEMBER 2013

Short consult	\$26.00	Medicare rebate	\$15.35	Gap	\$10.65
Standard	\$48.50	Medicare rebate	\$33.55	Gap	\$14.95
Long	\$78.50	Medicare rebate	\$63.75	Gap	\$14.75
Extended	\$105.50	Medicare rebate	\$93.80	Gap	\$11.70

1 November 2009 till 31 October 2010

Short consult	\$27.00	Medicare rebate	\$15.70	Gap	\$11.30
Standard	\$50.00	Medicare rebate	\$34.30	Gap	\$15.70
Long	\$80.50	Medicare rebate	\$65.20	Gap	\$15.30
Extended	\$108.50	Medicare rebate	\$95.95	Gap	\$12.55

1 December 2010 till 30 November 2011

Short consult	\$28.00	Medicare rebate	\$16.00	Gap	\$12.00
Standard	\$52.50	Medicare rebate	\$34.90	Gap	\$17.60
Long	\$85.25	Medicare rebate	\$67.65	Gap	\$17.60
Extended	\$117.15	Medicare rebate	\$99.55	Gap	\$17.60

1 December 2010 till 30 November 2011

Short consult	\$29.00	Medicare rebate	\$16.30	Gap	\$12.70
Standard	\$54.50	Medicare rebate	\$35.60	Gap	\$18.90
Long	\$88.50	Medicare rebate	\$69.00	Gap	\$19.50
Extended	\$121.50	Medicare rebate	\$101.55	Gap	\$19.95

1 December 2011 till 1 December 2012

Short consult	\$32.00	Medicare rebate	\$16.60	Gap	\$15.40
Standard	\$60.00	Medicare rebate	\$36.30	Gap	\$23.70
Long	\$95.00	Medicare rebate	\$70.30	Gap	\$24.70
Extended	\$130.00	Medicare rebate	\$103.50	Gap	\$26.50

COMMENT

The Chief Executive Officer has discussed this matter with the Doctor and staff at Boyup Brook Medical Practice and it is recommended that the fees be reviewed to reflect the increased costs of operating the medical centre. The Medicare rebates were not revised this year.

The Medical Centre, along with all other medical practices, have to compete for locums, registrars and full time Doctors and as remuneration is generally based on a percentage of fees collected, it is important for the centre to keep pace if we want to attract good Doctors to rural areas such as this.

The Medicare rebates are:-

	<u>Rebate</u>
Consultation – Short	\$16.60
Standard	\$36.30
Long	\$70.30
Extra Long	\$103.50

The GAP after taking into consideration the revised fee schedule and Medicare rebate will be as follows:-

	<u>GAP Increase over previous year</u>
Consultation – Short	\$18.40 (an increase of \$3.00)
Standard	\$28.70 (an increase of \$5.00)
Long	\$29.70 (an increase of \$5.00)
Extra Long	\$36.50 (an increase of \$10.00)

Based on recent figures, 53% of patients visiting the Medical Centre are bulk billed and so will not be affected by the proposed increase.

The new fee structure proposed is as follows:

Service	Amount
Consultations – Short MBS Item 3	\$35.00
Consultations – Standard MBS Item 23	\$65.00
Consultations – Long MBS Item36	\$100.00
Consultations – Extra Long MBS Item 44	\$140.00
Cortisone Injection	\$35.00
Employment medical	\$125.00
Administration fee for missed appointments (after 2 notices to patient)	\$65.00
Reports for Third Parties	\$240.00 per hour
Hire of Consulting Rooms – Half Day	\$44.00
Hire of Consulting Rooms – Half Day – with receptionist	\$55.00
Hire of Consulting Rooms – Full Day	\$88.00
Hire of Consulting Rooms – Full Day – with receptionist	\$110.00
Hire of Consulting Rooms to Visiting health Professionals from Voluntary organizations that do not levy or receive a fee for their services – Half day hire	\$25.00
Repeat Prescription Fee private patients	\$10.00
Repeat Prescription Fee bulk bill patients	\$5.00
Repeat referral without seeing the doctor	\$10.00

CONSULTATION

Dr Mel and Boyup Brook Medical Centre staff.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 6.16, 6.17 and 6.19

Section 6.19- Requires a Local Government to advertise its intention to implement a fee structure that was not included in the Annual budget before it introduces the new fee and also to advise as to the date it will apply from.

POLICY IMPLICATIONS

No specific policy that relates to this matter.

FINANCIAL IMPLICATIONS

The revised fee structure will assist in achieving the estimate income projected in 2013/14 Budget to be received by the Boyup Brook Medical Centre, however the level depends entirely on the number of patients attending.

STRATEGIC IMPLICATIONS

It is important to continue to provide a viable Medical Service for the community and to provide adequate resources to update the services and facilities provided.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.6

MOVED: Cr O’Hare

SECONDED: Cr Walker

That the fees and charges contained in the 2013/14 Budget for the Boyup Brook Medical Centre be revised as follows, advertised and implemented from 1 December 2013:-

BOYUP BROOK MEDICAL CENTRE

Service	Amount
Consultations – Short MBS Item 3	\$35.00
Consultations – Standard MBS Item 23	\$65.00
Consultations – Long MBS Item36	\$100.00
Consultations – Extra Long MBS Item 44	\$140.00
Cortisone Injection	\$35.00
Employment medical	\$125.00
Administration fee for missed appointments (after 2 notices to patient)	\$65.00
Reports for Third Parties	\$240.00 per hour
Hire of Consulting Rooms – Half Day	\$44.00
Hire of Consulting Rooms – Half Day – with receptionist	\$55.00
Hire of Consulting Rooms – Full Day	\$88.00
Hire of Consulting Rooms – Full Day – with receptionist	\$110.00
Hire of Consulting Rooms to Visiting health Professionals from Voluntary organizations that do not levy or receive a fee for their services – Half day hire	\$25.00
Repeat Prescription Fee private patients	\$10.00
Repeat Prescription Fee bulk bill patients	\$5.00
Repeat referral without seeing the doctor	\$10.00

Carried by Absolute Majority 8/0

Res 160/13

8.3.7 Community Hall

Location:	Not applicable
Applicant:	Not applicable
File:	
Disclosure of Officer Interest:	None
Date:	12 November 2013
Author:	Geoff Carberry Manager of Administration & Assets
Authorizing Officer:	Alan Lamb – Chief Executive Officer

SUMMARY

The purpose of this report is to seek Council approval of funds to carry out urgent repairs to the Community Hall.

BACKGROUND

The Community Hall was officially opened 3 June 1967. The method of construction would be termed as minimal by today's standard, being an iron roof supported by H iron Girder supports with brick walls bearing little or no load.

The ceiling is formed by wedging concaved masonite sheets which are or should be self supporting.

COMMENT

In recent times several of these ceiling sheets have through fatigue have failed and have dropped to the floor.

On inspection several others have started to drop causing the ceiling to look uneven.

Attempts to re brace the sheets have met with varying success with some re collapsing with considerable force.

It is proposed that the existing ceiling panels be removed and a Gyprock ceiling be installed under the existing H Girders. By extending the Gyprock to the top of the brick work the whole area will be better sealed which will allow air conditioning to be installed at a latter date. The new ceiling would also improve the whole appearance of the premise.

Quotes have been requested from several suppliers but as yet only one has been received. As the hall can not be safely used until these works

have been completed and several requests for the hire of the facility are outstanding, the proposal has been put to Council to expedite the repairs.

CONSULTATION

John Beadle - Keybrook

John Swalkowski - Builder

Donnybrook Building Co

STATUTORY ENVIRONMENT

Not Applicable

FINANCIAL IMPLICATIONS

As these works are outside of the scope of normal maintenance budget the additional funds required to complete the works will need to be approved by Council.

The quoted price is \$16,800 excluding GST (at the meeting the CEO advised that new information put the expected cost in the region of \$25,000 for all of the required works to be completed).

The Town Hall building reserve currently has a balance of \$39,000

STRATEGIC IMPLICATIONS

Nil at this point in time

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – ITEM 8.3.7

That "Council resolve to approve funds of \$25,000 to be allocated from the Town Hall reserve for the purpose of a new ceiling in the Community Hall."

COUNCIL DECISION

Moved: Cr Aird

SECONDED: Cr Kaltenrieder

That "Council resolve to approve funds of \$25,000 to be allocated from the Town Hall reserve for the purpose of a new ceiling and improved lighting in the Community Hall."

Carried by Absolute Majority 8/0

Res 161/13

MOVED:Cr Oversby

SECONDED: Cr Imrie

That the Council adopts enbloc items. 9.1.1 and 9.1.2.

Carried 8/0

Res 162/13

9 COMMITTEE REPORTS

9.1.1 Minutes of the Audit & Finance Committee
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Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>N/A</i>
File:	
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>9 November 2013</i>
Author:	<i>Alan Lamb - CEO</i>
Attachments:	<i>Yes – Minutes</i>

BACKGROUND

The Audit and Finance Committee meeting was held on 26 August 2013.

Minutes of the meeting are laid on the table and circulated.

OFFICER RECOMMENDATION – ITEM 9.1.1

That the minutes of the Audit & Finance Committee meeting held on 26 August 2013 be received.

9.1.2 Minutes of the Annual Awards Committee

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>N/A</i>
File:	
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>9 November 2013</i>
Author:	<i>Alan Lamb - CEO</i>
Attachments:	<i>Yes – Minutes</i>

BACKGROUND

An Annual Awards Committee meeting was held on 18 September 2013 and 20 August 2013.

Minutes of the meeting are laid on the table and circulated.

OFFICER RECOMMENDATION – ITEM 9.1.2

That the minutes of the Annual Awards Committee meeting held on 18 September 2013 and 20 August 2013 be received.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

11 URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT
Nil

12 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS

12.1.1 Boyup Brook Airfield – lease of a portion of the land

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 12.1.1

MOVED:Cr Walker

SECONDED: Cr Kaltenrieder

That Council:

- 1. Advertise, in accordance with section 3.58 of the Local Government Act, its intention to lease a portion of the Boyup Brook Airfield to Mr Drayton.**
- 2. Approve the provision for the airstrip re-sheeting work to be applied to airfield improvements.**

Carried by Absolute Majority 8/0

Res 163/13

12.1.2	Lot 35 Banks Road – purchase
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COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 12.1.2

MOVED: Cr Kaltenrieder

SECONDED: Cr Moir

That Council authorise the Chief Executive Officer write to the owner of lot 35 Banks Road Boyup Brook seeking first right of refusal should he choose to sell.

Carried by Absolute Majority 8/0

Res 164/13

12.1.3	Occupational Safety & Health Policy
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COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 12.1.3

MOVED: Cr O’Hare

SECONDED: Cr Oversby

That Council amended the Occupational Safety & Health Policy by adding the following to the second last paragraph:

“Council endorses the provision of annual flu injections, and annual Boyup Brook Swimming Pool and Gym season tickets, to employees as health improvement incentives.”

Carried 8/0

Res 165/13

13 CLOSURE OF MEETING

There being no further business the Shire President, Cr Giles thanked all for attending and declared the meeting closed at 6.40pm