

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON TUESDAY 25 MARCH 2008

1. COMMENCEMENT

The President declared the meeting open at 10:04am.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Attendance

Cr JD Alexander	President	North Ward
Cr DJ Ridgway	Deputy President	South Ward
Cr WS McDonald		South Ward
Cr P Gogol		North Ward
Cr KM Murray		North Ward
Cr NF Flood		West Ward
Cr BM Foster		West Ward
Cr LC Shaw		West Ward
Mr SP Gollan	Acting Chief Executive Officer	
Mrs SC Collins	Senior Administration Officer	

Apologies

Cr MG Roberts	South Ward
Mr KL Byers	Chief Executive Officer

Leave of Absence

Nil.

3. PUBLIC QUESTION TIME

- 3.1 Proposed Motocross Park – Lot 3588 Westdale Road (Item 8.1.1.3)**
Several residents expressed their views in support of their submissions attached to Item 8.1.1.3 in the agenda, in particular with regards to noise and lifestyle of the area.

At 10:30am Mr Frank Buise, Manager Health & Building Services, entered the Chambers.

3. PUBLIC QUESTION TIME (continued)

3.2 House Unfit – Lot 93 Vincent Street (Item 8.2.1.1)

The owner, Ms Romola Brennan, and her parents expressed their concern in regard to being asked to rectify substandard workmanship that had occurred prior to ownership and ask to be provided with a list of what is required and as to why this matter was not taken up with the previous owner.

The President and Manager Health & Building Services explained the procedure in regard to situations of this kind. Ms Brennan's father asked if Council could extend the time of 60 days for rectification works to be carried out.

The President advised that this would be considered when the item is discussed during the meeting.

At 10:50am Mr Frank Buise, Manager Health & Building Services, left the Chambers.

4. CONDOLENCES

ROGERS Robert (Harley) 6 March 2008

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. CONFIRMATION OF MINUTES & BUSINESS ARISING

6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON TUESDAY 26 FEBRUARY 2008

COUNCIL RESOLUTION

M1/0308 Moved Cr Gogol Seconded Cr Murray
That Council resolve that the Minutes of the Ordinary Meeting of Council held in Council Chambers on Tuesday 26 February 2008, be confirmed.

CARRIED 8-0

BUSINESS ARISING

Nil.

6. CONFIRMATION OF MINUTES, BUSINESS ARISING (continued)

6.2 MINUTES OF THE AGED CARE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS ON MONDAY 10 MARCH 2008

Appendix 1

COUNCIL RESOLUTION

M2/0308 Moved Cr Murray Seconded Cr Foster
That Council resolve that the Minutes of the Aged Care Committee Meeting held in the Council Chambers on Monday 10 March 2008, be received.

CARRIED 8-0

BUSINESS ARISING

Nil.

6.3 MINUTES OF THE FINANCE & AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY 19 MARCH 2008

Appendix 2

COUNCIL RESOLUTION

M3/0308 Moved Cr Flood Seconded Cr McDonald
That Council resolve that the Minutes of the Finance & Audit Committee Meeting held in Council Chambers on Wednesday 19 March 2008, be received.

CARRIED 8-0

BUSINESS ARISING

Nil.

7. REPORTS

7.1 PRESIDENT'S REPORT

WALGA - Systemic Sustainability Study (SSS) Draft Report

The Western Australian Local Government Association Systemic Sustainability Study Draft Report is available through www.systemicsustainabilitystudy.com.au and this report is open for feedback and comment from Local Governments and key stakeholders for six weeks from the 11th March. Following this period, the final report will go through the May Zone process before being considered by State Council in early June 2008.

7. REPORTS

7.1 PRESIDENT'S REPORT (continued)

Avondale Discovery Farm

We are meeting with a representative of the National Trust and with a representative from Asset Management of Government to discuss the Avondale Discovery Farm.

WALGA – Central Country Zone Meeting

I attended the Central Country Zone Meeting on 7th March 2008 along with Councillors Belinda Foster and Peter Gogol and the Deputy Chief Executive Officer, Stephen Gollan.

Frail Aged Lodge Visit

I visited the Frail Aged Lodge on 10th March 2008 along with Cr Dee Ridgway, the Deputy Shire President and Stephen Gollan, the Deputy Chief Executive Officer, as part of our Aged Care Committee.

Beverley Social Interactive Committee

At the February Council meeting it was decided that the Beverley Social Interactive Group becomes a Committee of Council. Members of this Committee are Fred Bremner, Harold Anderson, Bernie Howell, Richard Jas, Neil Flood and Bill McDonald.

Beverley Off Road Sports Association

Some Councillors met with members of the Beverley Off Road Sports Association with a view to seeing if Council could enter into a lease agreement with them.

Vacant Land

An inspection of some of the vacant land around town was carried out by some Councillors.

SEAVROC

I attended a SEAVROC meeting to mainly discuss the Draft Charter of Operation and the Information Technology Communications Review Project for the 5 Council's with a view to standardizing our computer systems. These topics are listed for discussion later in today's Agenda.

COUNCIL RESOLUTION

M4/0308 Moved Cr Foster **Seconded Cr Flood**
That Council resolve that the President's Report for the month of
March, be received.

CARRIED 8-0

7. REPORTS

7.2 COUNCILLORS' REPORTS

Cr Ridgway

Advised she attended and assisted with the 40th Beverley Easter Art Exhibition, which was an extremely successful exhibition with many paintings being sold.

Advised she attended a Tourism Committee meeting.

Cr Flood

Advised he attended the Cricket Grand Final and was asked to pass on thanks to Council for the condition of the oval and commented that Mr Harold Anderson ought to be thanked for his contribution towards this very successful event.

Cr Gogol

Advised he had attended an Avondale Discovery Farm meeting.

At 11:30am Mr Max Trenorden MLA entered the Chambers.

At 11:31am Mr Frank Buise, Manager, Health & Building Services, entered the Chambers.

8. REPORTS OF COMMITTEES AND OFFICERS

8.1 TOWN PLANNING

ITEM NUMBER:	8.1.1.1 – 8.1.1.2
REPORT DATE:	25 March 2008
SUBJECT:	PROPOSED DWELLING AND SHED APPLICATIONS
APPLICANTS:	Multiple
FILE REFERENCE:	Multiple
AUTHOR:	Manager, Health & Building Services – Frank Buise

Appendices 3 – 4 (inclusive)

BACKGROUND

The following items comply with the Shire's Town Planning Scheme and related policies. Copies of the plans are attached. It is proposed to approve the items, subject to the development being in accordance with the approved plans.

COMMENT

The proposed developments are located at:

	Owner	Address	Development	File Ref
1	Bradley Price	Loc 104 York-Williams Road	Dwelling	YOR2 51216
2	Helen & Kim Clifton	Lot 160 Jones Road	Shed	JON 1452

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M5/0308

Moved Cr Foster

Seconded Cr Shaw

That Council resolve to approve applications 1 and 2 as shown above for Development as listed in the body of the report subject to the following conditions:

- 1. The development shall be in complete accordance with the approved plans prepared by the applicant and endorsed by Council's Shire Planner.**
- 2. The applicant first obtaining a building licence prior to the erection of the building.**
- 3. The approval is valid for a period of two years only.**

CARRIED 8-0

8.1.1 TOWN PLANNING

ITEM NUMBER:	8.1.1.3
REPORT DATE:	11 March 2008
SUBJECT:	PROPOSED MOTOCROSS PARK – LOT 3588 WESTDALE ROAD, BEVERLEY
APPLICANTS:	P Lycholit and R Peart
FILE REFERENCE:	WES 51103
AUTHOR:	Gray & Lewis, Planning Consultants
COUNCIL OFFICER:	Manager, Health & Building Services – Frank Buise

DISCLOSURE OF INTEREST

Gray & Lewis Land Use Planners declare an interest in this matter, under Section 5.65 of the Local Government Act 1995, as they receive planning fees for advice to the Shire of Beverley.

Appendix 5

BACKGROUND

On the 12 October 2007, an application for a Motocross Park was lodged for Lot 3588 Westdale Road, Westdale.

The property contains a motocross track used recreationally by the owner and his friends. The owner has held an event on the property and now seeks approval to open up the track for commercial use.

The application has been referred to Council however has not been determined. The matter was placed with Gray & Lewis for further investigation and assessment.

Description of Application

A summary of the application is included below: -

- The park is proposed to be open at 8:30am to 6:00pm on Friday and Saturday only.
- No riding will occur during lunchtime between 11:00am and 1:00pm.
- The park will operate on a booking system and the applicant has advised that there will be a maximum of 20 riders on the track at any one time, and has suggested a maximum of 100 riders on site per day.

Item Number 8.1.1.3

**PROPOSED MOTOCROSS PARK – LOT 3588 WESTDALE ROAD, BEVERLEY
(continued)**

- The applicant has advised that he will purchase a 1600 litre water tank, which will be towed behind a tractor. The track will be wetted down in summer to control dust.
- The applicant has also advised that the majority of bikes will be modern motocross bikes manufactured to be under the 98 decibel mark, or smaller children's bikes.
- The park will cater for supercross and only be available to holders of a motorcycling Australia licence with supercross accreditation.
- The applicant proposes to provide parking on site in the form of an informal grassed area approximately 200 square metres.
- The park will cater for some special events and the applicant estimates these may occur approximately twice per year. The owner has already hosted one event for approximately 80 bikes and 100 spectators.

The applicant has submitted written information, a sketch plan, and a report/quote for insurance and a quote for a water tank as part of the application.

Following consultation the applicant advised as follows: -

- After liaising with some nearby neighbours he decided to further cut back the operating days from every weekend to every second weekend including Friday, Saturday and Sunday.
- The park will be closed in summer (December, January and February).
- A 7000 litre water truck will be purchased subject to approval. The water truck will have a fire pump and hose reel so will be on standby.
- A fire fighter unit will be hitched to appropriate vehicle and be on standby at all times.
- 15 metre firebreaks will be installed around the riding areas and property perimeter.
- Fire extinguishers will be placed at the toilet block and main shed.
- During winter the shire will be contacted to check harvest bans.

Note: The above information was received by Gray & Lewis on the 25 and 28 February 2008 by email and has not been forwarded to surrounding landowners as advertising has closed.

**Item Number 8.1.1.3
PROPOSED MOTOCROSS PARK – LOT 3588 WESTDALE ROAD, BEVERLEY
(continued)**

COMMENT

Zoning & Landuse Permissibility

The subject lot is zoned 'Farming' under the Shire of Beverley Town Planning Scheme No 2 ("the Scheme").

The land use of 'Motocross Park' is not listed under Table 1 of the Scheme and therefore is considered to be a 'use not listed'.

Council has 3 options as outlined in Clause 3.6.5 of the Scheme summarised below: -

- *Option 1:* Determine the use is consistent with the purpose and objectives of the farming zone and approve the application.
- *Option 2:* Determine the use may be consistent with the purpose and objectives of the farming zone and advertise the proposal.
- *Option 3:* Determine the use is not consistent with the purpose and objectives of the zone and refuse the application.

Compliance with the objectives of the Farming Zone

The Scheme does not include specific objectives for the Farming zone however under Clause 3.5 it states that: -

"Council will support land use and subdivision proposals which are consistent with the continued viability of agricultural production, the establishment of uses ancillary to agricultural activity, or which are required to service the travelling public or tourists, as well as the maintenance of rural character and amenity."

It is not considered that the proposed land use complies with Clause 3.5 of the Scheme for the following reasons: -

1. The land use is not consistent with the continued viability of agricultural production. There is potential for land use conflict between agricultural uses (eg spraying) and the motopark involving attendance of groups of people unrelated to any farming use.
2. The use is not ancillary to any agricultural activity. There is a need to preserve the areas current rural land uses and support for the development would introduce a non-rural activity.

Item Number 8.1.1.3

**PROPOSED MOTOCROSS PARK – LOT 3588 WESTDALE ROAD, BEVERLEY
(continued)**

3. The proposed use does not service the travelling public or tourists as such. The park will only cater for a select group of people who are already involved in this sport/recreation. The applicant has clearly advised that “*it will be closed to the general public*” and only be made available to ‘*holders of a motorcycling Australia licence with supercross accreditation only*’.

Tourist uses are more common in the form of Bed & Breakfast, Farmstay accommodation etc and only in locations where they are compatible with surrounding land uses.

4. The proposed use does not contribute to maintenance of rural character and amenity due to the following: -
 - There is potential for noise from the motocross activities, which is likely to carry some distance in a rural area. Whilst it is difficult to quantify the likely noise levels there is evidence from neighbours that they have already experienced noise from activities on the site.
 - The use will cater for up to 100 riders per day and occasional large public events. Due to the proposed scale there may be impacts through noise and traffic.
 - The rural character can only be maintained by supporting continuation of agricultural uses and there is concern over potential for land use conflict between the proposed non rural activity and continued farming activities on surrounding lots.

Policy Area

The land is included in Policy Area BE3a on map 13 of the District Rural Strategy. The Scheme states that “development proposals will not be supported for proposals which are inconsistent with the continued use of land for productive agriculture purposes”.

As explained above it is not considered that the proposed use is consistent with the continued use of the land for agriculture.

Preliminary advertising/ consultation

The application was referred to surrounding landowners for comment. Initial advertising occurred between the 10 - 31 January 2008 and 8 submissions/objections were received.

On the 22 January 2008 Council resolved to further advertise the application allowing for wider consultation (including neighbours within a 5 kilometre radius). The second advertising period closed on the 29 February 2008 and 18 submissions were received – refer submission table.

8.1.2 INFORMATION REPORT – SHIRE PLANNER

Nil.

8.2.1 HEALTH & BUILDING SERVICES

ITEM NUMBER:	8.2.1.1
REPORT DATE:	25 March 2008
SUBJECT:	HOUSE UNFIT – LOT 93 VINCENT STREET, BEVERLEY
OWNER:	Romala Brennan
FILE REFERENCE:	VIN 530
AUTHOR:	Manager, Health & Building Services – Frank Buise

BACKGROUND

The Manager, Health & Building Services contacted the owner by mail requesting permission to inspect the property for 2 outstanding building applications. Upon inspection of the vacant dwelling with the estate agent from York, a list of defects was compiled.

The dwelling is the old 'Roads Board Building', an old brick and corrugated iron roofed building with an added rear verandah (subject of a building licence). The property has been left uncompleted with other alterations having been made some time ago.

The building works to the rear (verandah) will be dealt with in a later agenda item.

Section 135 states: -

- 135 (1) Any local government may, of its own motion, and shall, when required by order of the Executive Director, Public Health by notice in writing, declare that any house, be inhabited or any specified part thereof, is unfit for human habitation.
- (2) The notice may direct that such house or part thereof shall not, after a time to be specified in the notice, be inhabited or occupied by any person.
- (3) The notice shall be affixed to some conspicuous part of the house, and a copy of such notice shall be served upon the owner or occupier thereof.

Item Number 8.2.1.1
HOUSE UNFIT – LOT 93 VINCENT STREET, BEVERLEY (continued)

Section 136 states: -

- 136 Any person who, after the expiration of the specified time, inhabits or occupies, or suffers to be inhabited or occupied, such house or part thereof, commits an offence.

The following is a list of the remedial works required to bring the dwelling up to standard: -

- | | | |
|-------------------------|---|--|
| ENTRY | - | Replace broken glass in front door.
Replace missing skirting boards. |
| LOUNGE | - | Replace broken tiles around fireplace. |
| KITCHEN | - | Replace damaged architraves around door.
Provide ventilation over stove.
Repair hole in wall (near door). |
| REAR VERANDAH | - | Replace missing wall cladding.
Repair holes in walls.
Replace missing ceiling cornice.
Repair/replace damaged rear doors.
Replace missing skirting boards.
Replace missing architraves around door and windows. |
| REAR ROOM | - | Windows to operate freely.
Provide 5% of floor area as openable windows. |
| ENSUITE | - | Replace missing wall cladding to walls.
Connect Hand Wash basin to piped supply of hot and cold water. |
| ROOM OFF
LOUNGE ROOM | - | Provide certification from Practising Structural Engineer for mezzanine floor and stairs/steps.
Replace broken glass in door to lounge.
Seal gaps in floorboards. |
| LAUNDRY | - | Fit 45 litre wash trough to wall and provide a piped supply of hot and cold water.
Provide ventilation to laundry.
Seal gaps in floor.
Seal gaps in walls. |

Item Number 8.2.1.1

HOUSE UNFIT – LOT 93 VINCENT STREET, BEVERLEY (continued)

- | | | |
|-----------|---|--|
| BATHROOM | - | Provide floor waste to bathroom floor.
Resecure wall mounted light to wall.
Seal holes in wall (behind WC).
Provide mechanical ventilation and 150mm flume vented through the roof. |
| EXTERIOR | - | Replace broken glass to front window.
Seal around plumbing pipe work.
Seal holes in walls.
Weather proof timber wall cladding to concrete footing western side.
Provide 30mm of lap on each horizontal weatherboard for waterproofing.
Repair/replace loose wall cladding.
Seal around electrical meter box.
Resecure loose hardiflex sheet western side.
Fit gutter to return on western end.
Fit flashing over rear room western side.
Fit gutters to rear of dwelling.
Reputty glass to windows where necessary.
Fit architrave around rear double doors.
Fit downpipes to gutters where necessary and discharge away from footings. |
| GENERALLY | - | All electrical wiring to comply with Western Power requirements.
All gas installation to comply with the necessary Gas Regulations.
All plumbing to comply with Australian Standard 3500.5 and Water Corporation By-Laws.
Remove all flaking and peeling paint and repaint interior and exterior. |

COMMENT

The owner has vacated the dwelling and intends to rent the property. Given that there is no laundry trough connected in the dwelling, the dwelling is 'Unfit for Human Habitation'.

The owner has the right of appeal.

STATUTORY ENVIRONMENT

Health Act 1911 (as amended) section 135, & 136

Item Number 8.2.1.1

HOUSE UNFIT – LOT 93 VINCENT STREET, BEVERLEY (continued)

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M8/0308

Moved Cr Foster

Seconded Cr Flood

That Council resolve to issue an order under section 135 of the Health Act 1911 (as amended), on the owner of Lot 93 Vincent Street, Beverley, declaring the dwelling Unfit for Human Habitation, and further, shall not be inhabited after 25 March 2008.

CARRIED 7-1

At 11:46am Mr Frank Buise, Manager, Health & Building Services, left the Chambers.

Mr Trenorden addressed Council on various matters. Some of these matters being: -

- The Health paper he has written in regard to delivery of country health services.
- Headwork costs from Western Power and Water Corporation.
- Water Corporation in regards to its policy on the supply of scheme water to properties.
- Funding in regards to roads generally, but in particular to the lack of funds spent on the Northam Cranbrook Road (Great Southern Highway) in past years.

Cr Ridgway addressed the meeting regarding the Great Southern Olive Holdings Pty Ltd and their use of water, which it was felt that this is affecting the surrounding farming properties.

Cr Flood advised that the Freemasons Tavern is wishing to paint their property, but the powerlines are too close to the building for this work to be done. An exorbitant quote has been received to have these lines placed underground. Mr Trenorden advised that he is speaking with Western Power in relation to this matter.

Cr Alexander advised Mr Trenorden that Council has formed a committee to discuss Aged Care Accommodation in Beverley and a discussion on aged care provision followed.

At 12:35pm Council adjourned for lunch and Mr Max Trenorden MLA, left the meeting.

At 2:45pm Council resumed the meeting with Mr Frank Buise, Manager, Health & Building Services, in attendance.

8.2.1 HEALTH AND BUILDING

ITEM NUMBER:	8.2.1.2
REPORT DATE:	25 March 2008
SUBJECT:	401 (1a) & 401 (1b) ORDER – LOT 93 VINCENT STREET, BEVERLEY
OWNER:	Romala Brennan
FILE REFERENCE:	VIN 530
AUTHOR:	Manager, Health & Building Services – Frank Buise

BACKGROUND

This is the second part of a previous agenda item concerning this owner and property.

A building licence was issued on 6 September 2006 for renovations to the existing dwelling. The owner, Ms Romala Brennan was the building licence applicant.

A further building licence was issued on 17 October 2006 for a rear verandah. Again the owner was the building licence applicant.

The licence issued on 10 October 2006 (31 06/07) is at issue here. The work was for a new verandah at the rear of the dwelling. It was to be both timber and steel structure lined with timber reeded decking.

The building licence will expire on 17 October 2008.

The building works were subcontracted out to a local person, whom the Manager, Health & Building Services told, some time ago, that his work was substandard. The works remain unfinished, and the original subcontractor has refused to complete the works.

According to the Building Code of Australia the exposed rear verandah, although not completed, does not comply with the Building Code of Australia in many ways. Such examples are: Timber sizing, timber spanning, cross bracing, anchoring, insufficient support for the bearers and reeded decking not supported correctly. What has been constructed is also a departure from the approved plans.

The Manager, Health & Building Services' opinion is that the structure in its present form is "Dangerous", it is even more so, as there has been no hand railing fitted. There is a requirement to fit a handrail where the verandah is above 1,000mm from natural ground level.

Item Number 8.2.1.2

401 (1a) & 401 (1b) ORDER – LOT 93 VINCENT STREET, BEVERLEY (continued)

Section 401 states: -

Notice of required alteration

- (1) A local government may, during or after the erection of a building in its district, give the builder or owner of the building, written notice of anything, in the construction of the building -
 - (a) Which tends to render the building unsafe or prejudicial to the public interest;
 - (b) Which is not in compliance with, or is a departure from, the plans and specifications for the building, of which plans and specifications the approval of the local government has been obtained as required by this Act, or which is a contravention of this Act; or
 - (c) Which, where permission of the local government is required for carrying it out, has been carried out without that permission;

And requiring him to pull down or so alter the building as to remove the cause of the objection and on being served with the notice the builder or owner shall comply with the requisition, unless he has a right of appeal against the requisition, he exercises the right with due diligence, and the referees mentioned in Division 19 or the Minister, as the case may be, quash the requisition on appeal.

- (2) Where a person is given notice under this section to pull down or alter a building, in order to remove the ground of objection, mentioned in subsection (1) (a), he may within 35 days of the service of the notice upon him, if dissatisfied with the requisition in the notice appeal under Division 19, in the manner prescribed by the regulations, against the requisition.
- (3) Where a person is given notice under this section to pull down or alter a building in order to remove a ground of objection mentioned in sub regulation (1) (b) or (c), he may within 35 days of the service of the notice upon him, if dissatisfied with the requisition in the notice, appeal to the Minister in the manner prescribed by the regulations, and the Minister may decide the appeal and his decision is not subject to appeal.

Item Number 8.2.1.2

401 (1a) & 401 (1b) ORDER – LOT 93 VINCENT STREET, BEVERLEY (continued)

- (4) Where a building has been constructed, amended, altered, extended, enlarged or added to, whether pursuant to a notice from the local government or not, the builder or owner of the building, shall on completion of the construction, amendment, extension, enlargement, addition, or alteration serve written notice of completion upon the building surveyor of the local government.
- (5) If, after inspection and survey, the building surveyor is satisfied that the building has been constructed, amended, extended, enlarged, added to or altered, in conformity with the notice, the surveyor shall, on payment of the fee prescribed by the local laws of the local government give in the form so prescribed a certificate in writing by him to that effect to the builder or owner from whom he has received the notice mentioned in subsection (4).

Section 401 1a&b are the relevant sections, which must be used in this matter.

The owner has the right of appeal.

COMMENT

The works are well below standard and are even dangerous if left as they are. The subcontractor has been told that his work is substandard, but has failed to remedy the situation. As the owner is the building licence holder, the responsibility rests with her.

STATUTORY ENVIRONMENT

Local Government (Miscellaneous Provisions) Act 1960,
Section 401 (1a) & 401 (1b)

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M9/0308

Moved Cr Foster

Seconded Cr Flood

That Council resolve to issue orders under section 401 (1a & b) of the Local Government (Miscellaneous Provisions) Act 1960, on the owner of Lot 93 Vincent Street requiring her to pull down and remove the rear verandah within 60 days.

CARRIED 8-0

8.2.1 HEALTH AND BUILDING

ITEM NUMBER:	8.2.1.3
REPORT DATE:	18 March 2008
SUBJECT:	PERMISSION TO PARK VEHICLE ON THOROUGHFARE – LOT 20 HARPER STREET, BEVERLEY
OWNER:	Alan Styles
FILE REFERENCE:	HAR 378
AUTHOR:	Manager, Health & Building Services – Frank Buise

BACKGROUND

The owner of the property has made written application to park a long vehicle at the front of the property in Harper Street.

The truck is owned by Price Agri Export (SP Hay) and is a Western Star prime mover with two trailers.

The OIC Beverley Police Station has requested the property owner obtain a permit from the Shire of Beverley to park the truck in the street.

There have been in the past, written complaints about the truck being parked on the wrong side of the road, and a complaint of truck engine idling in the early hours of the mornings.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law Section 7.1 (1) & (2) sets out the procedure for the applicant to follow to make the application to the Chief Executive Officer.

Section 7.1 Application for permit

- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) Local government may require an applicant to give local public notice of the application for a permit.

7.2 Decision on application for permit

- (1) The local government may –
 - (a) Approve an application for a permit unconditionally or subject to any conditions; or
 - (b) Refuse to approve an application for a permit.

Item Number 8.2.1.3

PERMISSION TO PARK VEHICLE ON THOROUGHFARE – LOT 20 HARPER STREET (continued)

- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions, which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on the grounds under subclause (1)(b).

7.3 Conditions which may be imposed on a permit

The local government may approve an application for a permit subject to conditions relating to –

- (a) The payment of a fee;
- (b) The duration and commencement of the permit;
- (c) The commencement of the permit being contingent on the happening of an event;
- (d) The rectification, remedying or restoration of a situation or circumstances reasonably related to the application;
- (e) The approval of an other application for a permit which may be required by the local government under any written law;
- (f) The area of the district to which the permit applies;
- (g) Where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
- (h) The obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) The provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or damage to any property which may occur in connection with the use of the public place by the permit holder.

Item Number 8.2.1.3

PERMISSION TO PARK VEHICLE ON THOROUGHFARE – LOT 20 HARPER STREET (continued)

The owner has the right of appeal.

COMMENT

The application is for permission to park a long vehicle in the residential area of Harper Street. There have been previous complaints concerning this vehicle. The Police have intervened previously.

Given the previous facts, comments should be sought from the neighbours, and any motorist using that section of the road. Further comment should be sought from the OIC Beverley Police Station.

STATUTORY ENVIRONMENT

Shire of Beverley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M10/0308

Moved Cr Foster

Seconded Cr Gogol

That this matter be held over to the April 2008 meeting to enable further investigation.

CARRIED 8-0

8.2.2 INFORMATION BULLETIN REPORT – MANAGER, HEALTH & BUILDING SERVICES

8.2.2.1 GENERAL

General Correspondence, duties and communications for Environmental Health Officer/Building issues; General duties with complaints, building activities follow-ups, food recalls, Building returns, water sampling, Builders Registration Board returns.

8.2.2.2 BUILDING LICENSES ISSUED

Building licenses issued up to 17 March 2008: -

Lic No	36 07/08	Lic No	67 07/08
Lot No	501 York-Williams	Lot No	131 Forrest St
Building	Dwelling	Building	Garage
Value	\$74,000	Value	\$13,000
Lic No	73 07/08	Lic No	75 07/08
Lot No	28160 Dalebin North	Lot No	2877 Mawson Qdg Rd
Building	Shed	Building	Shed
Value	\$8,000	Value	\$9,000
Lic No	76 07/ 08		
Lot No	1326 Westdale Rd		
Building	Shed		
Value	\$16,370		

8.2.2.3 REPAIRS/MAINTENANCE REPORT

The Shire Maintenance Officer provided a report of repairs/maintenance carried out from 19 February 2008 to 17 March 2008, which is included in the Information Bulletin – refer page 1.

8.2.2.4 BEVERLEY CARAVAN PARK

The Manager, Health & Building Services reported that costings had been received in regard to upgrading the Ablution Block at the Beverley Caravan Park.

COUNCIL RESOLUTION

M11/0308 Moved Cr Gogol **Seconded Cr Shaw**
That Council apply for a grant for the Caravan Park Ablution Block
now that costings have been received.

CARRIED 8-0

8.2.2 INFORMATION BULLETIN REPORT – MANAGER, HEALTH & BUILDING SERVICES

3.2.2.4 BEVERLEY CARAVAN PARK (continued)

The Manager, Health & Building Services suggested that Council may like to consider a permanent resident of the caravan park being approached in regard to becoming a caretaker.

Council agreed that Mr Frank Buise, Manager, Health & Building Services, follow up on this suggestion.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M11/0308 Moved Cr Flood **Seconded Cr Foster**
Council resolve that the Information Report from the Manager, Health & Building Services, be received.

CARRIED 8-0

At 2:00pm Mr Steve Vincent, Works Supervisor, entered the Chambers.

At 2:10pm Mr Frank Buise, Manager, Health & Building Services, left the Chambers.

8.3.1 PLANT, WORKS, RECREATION AND TOURISM

Nil.

8.3.2 INFORMATION BULLETIN REPORT – WORKS SUPERVISOR

8.3.2.1 GENERAL – PLANT AND WORKS

8.3.2.1.1 Main Roads Issues

The Works Supervisor met with Joanne Jurica from Main Roads WA on 29th February 2008 to discuss if Main Roads WA would be interested in hot mixing their section of the highway at the intersection of DeLise Street. This work could be carried out in conjunction with our works scheduled.

We also inspected the raised traffic islands at the intersection of Hunt Road and John Street and discussed the inconsistent signage regarding the Great Southern Highway/Northam Cranbrook Road. Joanne will be in touch with me regarding these matters.

8.3.2.1.2 Bridge Repairs

Emergency bridge repairs that were started before winter, on bridge 3200 (York-Williams Rd) have been completed. While the contractor was in the area repairs were also carried out repairs on bridges 3223 (Hobbs Rd) and 3197(York-Williams Rd). These repairs included, pile banding, stringer bolting, sheeting repairs and corbel packing.

Termite treatment is also being carried out on Bremner Road and Kokeby East Road bridges.

8.3.2.1.3 Clulows Road Culvert

The timber culvert at slk 12.90 has been replaced with reinforced concrete link slabs.

8.3.2.1.4 Roads Graded

Bellrock, Butchers, Buckingham, Collins, Dale Kokeby, Dobaderry, Edison Mill, Hobbs, Jones, Kokendin, Lupton, Maitland, McKellar, Rogers, Vallentine, Warradale, Yenyenning Lakes, York-Williams.

8.3.2.1.5 Roads for Road Inspection (7/4/08)

The following roads are proposed for the 2008/2009 budget. Some or all of these jobs may be looked at on the road inspection scheduled for 7th April 2008.

8.3.2 INFORMATION BULLETIN REPORT – WORKS SUPERVISOR

GENERAL – PLANT AND WORKS

8.3.2.1.5 Roads for Road Inspection (7/4/08) (continued)

WESTDALE ROAD

Reseal 2.75 km (slk 16-17 & 21-22.75) Hot mix York-Williams intersection, reconstruct, widen and seal out to 7m (slk 17-19) including Edison Mill Rd intersection, clear shoulders in preparation for 2009-2010.

WATERHATCH ROAD

Reconstruct shoulders (slk 10.15 to 14.35), bridge approaches on bridge 3195 (Dale River), reconstruct and cement stabilise the failed 1 km section (slk 11.8).

MAWSON ROAD BRIDGE

In conjunction with the contractor replace bridge 731. Widen road approaches to suit new culvert.

TALBOT WEST ROAD

Construct and seal the remaining gravel section.

YORK-WILLIAMS ROAD

Gravel sheet 2kms.

GREENHILLS SOUTH ROAD

Gravel sheet last section.

DALE KOKEBY

Gravel sheet last section to the Brookton boundary.

KOKEBY EAST ROAD

Reconstruct shoulders east of K1 Road.

LUKIN STREET

Kerb the section near the river and seal primer (from 2006-2007).

RAILWAY STREET

Construct and seal from the south side of Willeys to Horley Street. Kerb the east side from Shed Street to Horley Street.

LANGSFORD STREET

Construct and seal from Chipper Street to Courtney Street.

COURTNEY STREET

Construct and seal from Langsford Street to Richardson Street.

8.3.2 INFORMATION BULLETIN REPORT – WORKS SUPERVISOR

GENERAL – PLANT AND WORKS

8.3.2.1.5 Roads for Road Inspection (7/4/08) (continued)

CHIPPER STREET

Construct and seal from Richardson Street to Langsford Street.

BARTRAM STREET

Construct and seal north of Vincent Street, kerb both sides for 120mts from Vincent Street.

HAMERSLEY STREET

Construct and seal full length (1 km).

RESEALS

(SEAL over primers Hobbs, Brooking, Lukin, Delisle, Dobaderry, York-Williams, and Talbot West) (RESEAL Harper, Dempster, Chipper).

FOOTPATHS (concrete)

Replace slabs Forrest Street between Vincent and Taylor Streets (610m). New path Edwards Street between Forrest and Lennard Streets (210m).

Other roads to consider putting into the 2008/2009 budget are: -

DEEP POOL ROAD

Upgrade culverts/floodway and gravel sheet.

EDISON MILL ROAD

Construct and seal 500 metres west of Dobaderry Road to the floodway.

MORBINING ROAD

Reconstruct and seal from Brooking Street for 2kms.

HOBBS ROAD

Widen floodway. Carryover, not enough funds 2007/2008. There is a large concrete wall on the upstream side that would have to remove if the widening was to go ahead. Or over lay the existing floodway and increase the signage, as this is a low traffic volume road.

GLENCOE ROAD

Gravel sheeting.

8.3.2.1.6 Plant Report

The Works Supervisor provided a Plant Report, which is included in the Information Bulletin – refer page 2.

8.3.2 INFORMATION BULLETIN REPORT – WORKS SUPERVISOR

GENERAL – PLANT AND WORKS (continued)

8.3.2.1.7 Cherry Picker

The Works Supervisor brought to Council's attention that the Cherry Picker is 10 years old and ought to be replaced.

Council agreed that the Works Supervisor obtain costings for replacement of Council's Cherry Picker.

8.3.2.2 CONSTRUCTION

8.3.2.2.1 Dobaderry Road

1.5 kilometres north of Edison Mill Road has been sealed, including the intersection of Edison Mill Road.

8.3.2.2.2 York-Williams Road

Works have been completed at the Boyadine Bridge, the seal was extended to include the bridge on Corberding Road.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M12/0308 Moved Cr Gogol Council resolve that the Information Report from the Works Supervisor, be received.

Seconded Cr McDonald

CARRIED 8-0

At 2:20pm Mr Steve Vincent, Works Supervisor, left the Chambers.

8.4.1 FINANCE

ITEM NUMBER:	8.4.1.1
REPORT DATE:	17 March 2008
SUBJECT:	SCHEDULE OF ACCOUNTS
AUTHOR:	Acting Chief Executive Officer – Stephen Gollan

Appendix 6

COMMENT

The Schedule of Accounts for the month of February 2008 is attached.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M13/0308	Moved Cr Foster	Seconded Cr Flood
	Council resolve that the Schedule of Accounts for the month of February 2008, be received.	
		CARRIED 8-0

8.4.1 FINANCE

ITEM NUMBER:	8.4.1.2
REPORT DATE:	17 March 2008
SUBJECT:	FINANCIAL REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2008
AUTHOR:	Acting Chief Executive Officer – Stephen Gollan

COMMENT

The Financial Statement for the period ended 29 February 2008 is enclosed under separate cover.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M14/0308	Moved Cr Shaw	Seconded Cr Murray
	Council resolve that the Financial Statement, as presented, for the period ended 29 February 2008, be received.	
		CARRIED 8-0

8.4.1 FINANCE

ITEM NUMBER: 8.4.1.3
REPORT DATE: 17 March 2008
SUBJECT: INVESTMENT OF SURPLUS FUNDS
FILE REFERENCE: FM 008
AUTHOR: Deputy Chief Executive Officer – Stephen Gollan

BACKGROUND

Council has at present surplus funds that have been invested in line with Council's policy.

COMMENT

Listed below are surplus funds that have been invested during the month of February with Esanda Investments.

▪ Office Equipment Reserve	\$ 20,706.00
▪ Annual Leave Reserve	\$ 104,385.00
▪ Building Reserve	\$ 242,317.00
▪ Plant Reserve	\$ 88,997.00
▪ Recreation Ground Reserve	\$ 245,062.00
▪ Bush Fire Fighters Reserve	\$ 67,102.00
▪ Avon River Development Reserve	\$ 16,056.00
▪ Community Bus Reserve	\$ 19,913.00
▪ Cropping Committee Reserve	\$ 66,380.00
▪ Road Construction Reserve	\$ 423,207.00
▪ Municipal Fund	\$ 500,000.00

The Investment terms are as follows

Certificate#	Term	Interest Rate	Amount	Expires
	60 Days	7.80%	\$ 487,379.00	11/05/2008
	30 Days	7.67%	\$ 383,539.00	11/04/2008
	30 Days	7.67%	\$ 423,207.00	11/04/2008
1233957003	30 Days`	6.85%	\$ 500,000.00	22/03/2008

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M15/0308 Moved Cr Flood Council resolve that the Investment Report for the month of February 2008, be received.

Seconded Cr Ridgway Report for the month of February 2008, be received.

CARRIED 8-0

8.5.1 ADMINISTRATION

ITEM NUMBER:	8.5.1.1
REPORT DATE:	11 March 2008
SUBJECT:	STATUTORY COMPLIANCE RETURN
FILE REFERENCE:	CA 002
AUTHOR:	Acting Chief Executive Officer – Stephen Gollan

Appendix 7

BACKGROUND

In accordance with section 7.13(1) of the Local Government Act 1995 and regulation 13 of the Local Government Audit Regulations, Council must complete, adopt and forward to the Minister for Local Government and Regional Development a copy of the compliance Audit Report no later than the 31st March each year.

COMMENT

Enclosed is a copy of the Report for Councillors consideration and adoption. Where items of non-compliance have been identified, an explanation is given within the return.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M16/0308 **Moved Cr Foster** **Seconded Cr Shaw**
Council resolve to adopt the 2007 Statutory Compliance Audit Return and forwarded to the Minister for Local Government and Regional Development.

CARRIED 8-0

8.5.1 ADMINISTRATION

ITEM NUMBER:	8.5.1.2
REPORT DATE:	11 March 2008
SUBJECT:	STANDPIPES
FILE REFERENCE:	WS 005
AUTHOR:	Acting Chief Executive Officer – Stephen Gollan

Appendix 8

BACKGROUND

Council at their November 2007 meeting resolved to lock the standpipes from 1 January 2008.

Council once again reiterated this at their December 2007 meeting.

COMMENT

During the January 2008 Council meeting it was agreed that Council investigate an alternative Standpipe Management System, and that this report be delivered to the March Council meeting.

Council has received a costing from a company called Avdata Australia who has developed an Electronic Standpipe Management System.

An estimate of the cost to install one unit is in the vicinity of \$6,500.00 to \$7,500.00 per unit.

The main cost of this being the controller, power and a special solenoid which are also required.

This company will also supply a billing system similar to that of the National Truck Wash System whereby Avdata can use the data collected with the Standpipe Management System to bill people for the water they use.

OFFICER'S RECOMMENDATION

For Council's consideration.

COUNCIL RESOLUTION

M17/0308 Moved Cr Ridgway Council unlock the Standpipes on the 1st April 2008 with the honour system being reintroduced and that Council review the standpipe operations in 3 months time.

Seconded Cr Gogol

CARRIED 7-1

8.5.1 ADMINISTRATION

ITEM NUMBER:	8.5.1.3
REPORT DATE:	12 March 2008
SUBJECT:	SEAVROC – DRAFT CHARTER OF OPERATION
FILE REFERENCE:	GR 018
AUTHOR:	Acting Chief Executive Officer – Stephen Gollan

Appendix 9

BACKGROUND

Mr Ray Hooper and Cr Graham Cooper attended the February meeting of Council and gave a presentation in regard to the proposed Draft Charter for a Regional Subsidiary. A copy of the Draft Charter was provided to Councillors for their comments. Council resolved to discuss the Draft Charter at today's meeting of Council.

A final Draft Charter of operation for the proposed South East Avon Local Government Association (SEAVLGA) has been prepared for consideration and endorsement.

The proposed Charter of Operation has been based on the Southern & Hills Local Government Association (South Australian model) for the establishment of a Regional Subsidiary.

The Charter of Operation will provide the necessary framework for the establishment of the proposed South East Avon Local Government Association.

COMMENT

A final Draft Charter of Operations for the proposed SEALGA has been prepared for consideration and endorsement by the member Council's. Once all member Council's have endorsed the proposed draft it will be presented to the Minister for Local Government for her consideration.

Currently, the WA Local Government Act does not allow for a Regional Subsidiary structure. Therefore, it is hoped that the Minister will be agreeable to a 12 month trial of the proposed structure. During this time it will be necessary to review current legislation, to identify amendments that would be needed to permanently implement the model, should it prove to be as successful as anticipated.

Item Number 8.5.1.3 SEAVROC DRAFT CHARTER OF OPERATION (continued)

It is important to note that the proposed Charter of operation if approved for use would only provide the broad mode of operations, there would be a requirement for the development of:

- Business Plan (Item 18, page 10)
- Budget (Item 19, page 11)
- Operations manual for the Executive Officer (Item 24.3 page 13)

All future financial costs in relation to SEALGA would be identified through the development of a formal "Charter of Operation" – eg Business Plan, Budget.

The objectives of this initiative are to ensure that the region remains viable, vibrant, progressive and able to respond to the needs of its individual and collective communities. SEAVROC was mainly formed to drive long term change in the region rather than reacting to short term issues.

STATUTORY ENVIRONMENT

Currently under the South Australian Local Government Act 1999 Schedule 2, Section 19 - Preparation of Charter states: -

- (1) A **charter** must be prepared for a regional subsidiary by the *constituent councils*. (In our case the "**member council's**".)
- (2) The charter must address -
 - (a) The purpose for which the subsidiary is established;
 - (b) The constitution of a board of management as the subsidiary's governing body and, in respect of the board of management—
 - (i) The method by which board members will be appointed, and their terms of office determined;
 - (ii) The conditions of appointment, or the method by which those conditions will be determined;
 - (iii) The appointment of a board member to chair meetings;
 - (iv) The appointment of deputies to board members;
 - (c) Whether board members will be required to submit returns;
 - (d) The powers, functions and duties of the subsidiary;
 - (e) The nature and scope of any activities that will be undertaken outside the area of the constituent councils;
 - (f) Staffing issues, including whether the subsidiary may employ staff and, if so, the process by which conditions of employment will be determined;

Item Number 8.5.1.3
SEAVROC DRAFT CHARTER OF OPERATION (continued)

- (g) Whether the subsidiary is intended to be partially or fully self-funding, or to have the ability to raise revenue, and other relevant arrangements relating to costs and funding, including the financial contributions to be made by the constituent councils;
 - (h) Any special accounting, internal auditing or financial systems or practices to be established or observed by the subsidiary;
 - (i) The acquisition or disposal of assets;
 - (j) The manner in which surplus revenue is to be dealt with by the subsidiary;
 - (k) The nature and scope of any investment which may be undertaken by the subsidiary;
 - (l) The subsidiary's obligations to report on its operations, financial position and other relevant issues, and processes for other forms of reporting to the constituent councils;
 - (m) The process or mechanism by which the subsidiary will be subject to direction by the constituent councils;
 - (n) The manner in which disputes between the constituent councils relating to the subsidiary will be resolved;
 - (o) Issues surrounding a council becoming a constituent council, or ceasing to be a constituent council;
 - (p) The manner in which the property of the subsidiary is to be distributed in the event of a winding up;
 - (q) The proportions in which the constituent councils are to be responsible for the liabilities of the subsidiary in the event of its insolvency;
 - (r) Other matters contemplated by this Part or prescribed by the regulations.
- (3) The constituent councils may include in the charter other matters that the councils consider to be appropriate.
- (4) The charter may be reviewed by the constituent councils at any time but must in any event be reviewed at least once in every 4 years.
- (5) The constituent councils must, if they amend a charter -
- (a) Furnish a copy of the charter, as amended, to the Minister; and
 - (b) Ensure that a copy of the charter, as amended, is published in the Gazette.

Item Number 8.5.1.3
SEAVROC DRAFT CHARTER OF OPERATION (continued)

Schedule 2 - Section 24 (6) of the South Australian LG Act, a **business plan** must set out or include -

- (a) The performance targets that the subsidiary is to pursue; and
- (b) A statement of the financial and other resources, and internal processes, that will be required to achieve the subsidiary's performance targets; and
- (c) The performance measures that are to be used to monitor and assess performance against targets.

Section 25 of the SA LG Act states:

- (1) A regional subsidiary must have a **budget** for each financial year.
- (2) Each budget of a subsidiary -
 - (a) Must deal with each principal activity of the subsidiary on a separate basis;
 - (b) Must be consistent with its business plan;
 - (c) Must comply with standards and principles prescribed by the regulations;
 - (d) Must be adopted after 31 May for the ensuing financial year, and before a date fixed by the constituent councils; and
 - (e) Must be provided to the constituent councils in accordance with the regulations.

VOTING REQUIREMENT

Simple majority.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

M18/0308 **Moved Cr Foster** **Seconded Cr Gogol**
Council resolve to: -
(a) Endorse the Charter of Operations for the proposed South East Avon Local Government Association.
(b) Forward a copy to the Minister's Office for her consideration.
CARRIED 8-0

Mr Stephen Gollan, Acting Chief Executive Officer, advised Council that the Shire of Beverley will host the next SEAVROC meeting, which will be held in the Council Chambers on Thursday 3 April 2008, at 10:00am.

8.5.1 ADMINISTRATION

ITEM NUMBER:	8.5.1.4
REPORT DATE:	12 March 2008
SUBJECT:	SEAVROC – INFORMATION TECHNOLOGY COMMUNICATIONS REVIEW PROJECT
FILE REFERENCE:	GR 018
AUTHOR:	Acting Chief Executive Officer – Stephen Gollan

The proposed consultant's brief is included in the Information Bulletin – refer page 3.

BACKGROUND

SEAVROC met on the 7th February 2008 and requested that the CEO's from Cunderdin, Brookton, York and DCEO from Beverley prepare a consultants brief to undertake a comprehensive review of all current operating IT systems used by all five local governments, review available operating software & hardware on the market suitable to SEAVROC requirements and provide a fully costed set of recommendations to achieve the desired goal of SEAVROC.

The focus in the first instance would be on interconnectivity amongst the member councils to allow for the exchange of corporate service functions such as finance and IT. They could extend later to HR, planning, building, environmental health and other services which are considered to be core, but are hard to deliver effectively and efficiently because of the shortage of professionally qualified staff.

COMMENT

Scope of Feasibility Study

The feasibility study will be used as the primary driver to secure further funding from the DLGRD to establish a Regional Subsidiary to implement the proposed shared service model within the SEAVROC. Consequently, the feasibility study will include, but is not limited to, the following areas:

- Summary of the proposed shared service model;
- Assessment of the ICT hardware that is currently being used by the member councils and the required upgrades/changes required in order to implement the shared service model;
- Assessment of the ICT software (both operating and application) requirements (requirement of a common platform for local government financial software throughout SEAVROC);
- Review all current operating and capital costs associated with running IT Systems for all members;

Item Number 8.5.1.4

SEAVROC – INFORMATION TECHNOLOGY COMMUNICATIONS REVIEW PROJECT (continued)

- Recommend operating software and applications for implementation (for both current & other future potential uses eg building, health, planning, etc). To include ongoing licensing costs and review individual member reporting requirements;
- Review and recommend most suitable service supplier plan (eg Telstra, Westnet etc);
- Service arrangements;
 - Who will support the system
 - How many hours of support will be required
 - Support provider & location of server
 - Back-up procedures
 - Recovery of lost information (Disaster recovery management)
 - Connection & Communication (Critrix, VPN etc)
 - Security
 - Staff training
 - Implementation Plan
 - Timeframe for implementation;
- Assessment of the financial implications for individual participating local governments and the newly created Regional Subsidiary;
- Meeting with the Chief Executive Officer from each participating local government (in-person) to ensure adequate representation from throughout the SEAVROC; and
- Recommendations based on the above.

It is intended that this report will be used by SEAVROC to apply for implementation funding through the DLGRD's Connecting Local Government Fund to establish a Regional Local Government pursuant to the Local Government Act 1995 (as amended) to assist in the implementation of the shared service model.

The project will be undertaken in a two stage process.

Stage 1 Complete review of all members' current soft & Hardware (inclusive of current operating & capital costs). Recommendation for the most suitable IT system for all members to consider – either accepts or reject recommendation(s).

Stage 2 If all members are happy with the recommendations that a company/business/Local Government be appointed to implement the recommendations.

Item Number 8.5.1.4

SEAVROC – INFORMATION TECHNOLOGY COMMUNICATIONS REVIEW PROJECT (continued)

It has been suggested that SEAVROC approach (via the Minister's Office) a large metropolitan local government (eg City of Perth, Joondalup etc) to undertake the review to keep it simplistic in approach and achievable, using (recommending) the technology these types of organisations are already using to communicate/connect with their external operations (Recreation Centers, Libraries etc).

The Minister has been very supportive of SEAVROC and its activities to date. It is anticipated that the Minister's Office will fund this project in total.

In the event the Minister does not fund the project, it will be necessary to review the scope of work and associated costs with the project.

A secondary benefit may result in the reduced cost of IT services for some members Local Governments. However, this is not the driving factor for this project; it is more about how we do business – more to do with possible savings in down time & possible staff sharing arrangements (all using same system). Eg a finance position remains vacant for an extended period (eg Rates Officer). Under this proposal it should be possible in theory to send a staff member to undertake the function or to do it remotely from their own office - ability to share system knowledge – build up a strong support network for each other.

Strategic Implications - SEAVROC Strategic Plan – August 2007 - Goals One and Three

Goal One:

To share opportunities, resources, and intellectual property to avoid duplication and increase outcomes.

- To identify opportunities as they arise by communicating with all members through individual contact or the membership committee meetings.
- By adopting common policy and procedure manuals, especially in Occupational Safety and Health.

Goal Three:

To share back office functions for cost effectiveness.

- To identify opportunities for sharing.
- To resource back office functions with shared staff members as opportunities arise.
- To develop fee for service or cost sharing models.

11. OTHER BUSINESS

ITEM NUMBER: 11.1
SUBJECT: TOURISM COMMITTEE – COUNCIL DELEGATE
FILE REFERENCE: GOV 008

Cr Peter Gogol nominated to be Council's Delegate on the Tourism Committee. Cr Bill McDonald agreed to be his proxy.

COUNCIL MOTION

M22/0308 Moved Cr Ridgway **Seconded Cr Flood**
That Councillor Peter Gogol be Council's Delegate on the Tourism
Committee and Councillor Bill McDonald be his proxy.
CARRIED 8-0

ITEM NUMBER: 11.2
SUBJECT: BEVERLEY SWIMMING POOL – MANAGEMENT

Cr Murray enquired in regard to whether there had been any confirmation in regard to engaging contractors to run the Beverley Swimming Pool.

Mr Stephen Gollan, Acting Chief Executive Officer, advised negotiations are in progress and Council is waiting for a response from the contractors.

ITEM NUMBER: 11.3
SUBJECT: SWIMMING POOL MANAGER'S HOUSE

Cr Flood enquired in regard to the commencement of the Swimming Pool Manager's House.

The Acting Chief Executive Officer advised Council is waiting on information from WA Country Builders and the matter would be reported on at the April Council meeting.

11. OTHER BUSINESS (continued)

ITEM NUMBER: 11.4
SUBJECT: MOTOR SPORTS (B.O.R.M.S.A.)
USE OF PORTION OF RESERVE 5265
FILE REFERENCE: GRE2 5265

Council discussed this matter.

COUNCIL RESOLUTION

M23/0308 Moved Cr Flood **Seconded Cr Ridgway**
Council write to Beverley Off Road Motor Sports Association
(B.O.R.M.S.A.) asking them to supply written plans on their
proposal and including the area of land required.
CARRIED 8-0

12. CLOSURE

There being no further business the meeting closed at 3:58pm.

I hereby certify these Minutes as being confirmed in accordance with Section 5.26 of the Local Government Act 2695.

Presiding Member

Date