



Chief Executive Officer Attachments
ORDINARY MEETING OF COUNCIL
Wednesday 18 July 2018

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	Recording of Ordinary Council Meetings for Record Taking Purposes 1. Resolution 150618	1 – 14
9.4.2	Transfer of Land for New Ambulance Station: Lot 90 DP 404798 1. Location of Land Parcels showing existing and Proposed Sites 2. Detailed Aerial / Property Boundary Map of the New Site 3. Letter from the volunteer Chittering Gingin Sub-Centre dated 6 June 2018	15 -18
9.4.3	Investigation regarding the Acquisition of Lot 91 (RN 6138) Great Northern Highway, Bindoon 1. Confirmed Minutes from Special Council Meeting on 18 February 2009 2. Extract from Council Report dated 17 March 2010 regarding the cost of Conversion 3. Memo dated 31 August 2010 regarding the Cost of Conversion 4. May 2012 Contract Claim	19 – 30
9.4.4	Update on the Chittering Health Advisory Group (CHAG) 1. PHAIWA Community Needs Assessment Proposal 2. Terms of Reference	31 – 36

9.4.4 Recording of Ordinary Council Meetings for Record Taking Purposes*

Report date	20 June 2018
Applicant	Shire of Chittering
File ref	13/02/36
Prepared by	Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	<ol style="list-style-type: none"> 1. Information Session Presentation dated 17 February 2017 2. McLeods update paper titled <i>“Proposed recording and live streaming of local government council and committee meetings”</i>

Executive Summary

Council is requested to consider the matter of recording Ordinary Council Meetings and whether this is, on the basis of the research provided in this report, a direction which Council wishes to pursue.

Background

The matter of recording Ordinary Council Meetings has been raised by Councillors on various occasions in the recent past. The matter was last discussed at a Council Information Session on 17 February 2017. The discussion at that session was focussed on Agenda Forums however the discussion also addressed the recording of Council Meetings. An extract from the session presentation from 17 February 2017 is attached (**Attachment 1**).

While a number of metropolitan Councils do record Council Meetings, a snapshot of neighbouring Council’s (i.e. Gingin, Toodyay, Northam and Swan) indicated that none of those Council’s currently record Council Meetings.

At that workshop, the Chief Executive Officer recommended that Council not proceed with electronic recording of Council meetings for the following reasons:

- i. Proper sound recording equipment would be required
- ii. Additional administrative effort / cost would be incurred
- iii. Other Council’s in our region do not do it
- iv. The perceived benefit does not warrant the cost

As a result of these discussions, Council proceeded with making the Agenda Forum’s open to the public, but did not proceed with the recording of Council Meetings.

Legal Advice / Commentary

In a Local Government Update Paper prepared by McLeods Solicitors in November 2015, various legal aspects associated with the recording of Council Meetings is discussed. In summary, the paper suggests that *“any recording of Council and committee meetings should be used for the purpose of confirming the correctness of the Minutes of meetings, but should not be otherwise published. The Minutes should then remain available as the public record of the meetings”*. However, even recording for record taking purposes has other implications, as discussed further in the following section of this report.

The paper highlights some of the issues which Councillors need to be aware of regarding personal liability, including:

- *Members of the public, at Council meetings are able to speak in question time and on deputations or representations on issues arising at Council meetings. The Council has no control over their comments, but the recording of the proceedings could result in the local government being liable in defamation for the republication of defamatory remarks, or being otherwise responsible for insulting or malicious comments.*
- *To expect a local government to edit the recordings of meetings to guard against defamatory or otherwise hurtful comments, and to identify speakers, would place an unreasonable burden on the local government administration. There would be a further burden of work and expense in obtaining legal advice on possible defamation.*
- *A Council acts as a collegiate body. The views of individual Council members are for practical purposes irrelevant. The only view that counts is that expressed in a resolution of the Council. To record the comments of individual Council members during debate has the potential to deflect attention away from the most important statement on the topic, which is the resolution passed by the Council and any reasons it identifies for its decision.*
- *The threat of Court action for defamation can be a very disturbing prospect for a Council member whose personal and family assets may be at risk. A wealthy/powerful or vexatious complainant may press even a bad action through lengthy and expensive litigation processes, and the fact that the action may ultimately fail is little consolation to a Council member whose life for months or years may be dominated by the presence and risks of the action.*
- *Any member of the public interested in an issue to be considered at a Council meeting can and generally will attend the meeting. Many of those who press for recording and live streaming of the proceedings online may be more interested in targeting Council members whose views they wish to criticise, than to inform themselves on the issues.*
- *Those concerned about the standard of debate at Council meetings are presumably intelligent and sensitive persons. They are the very people who should offer themselves for election to that important public service. That should improve the standard of debate far more effectively than recording and live streaming of meeting proceedings, and will be of more benefit to the public.*

Advice received from WALGA

Advice from WALGA regarding this matter is as follows:

- The Local Government Act and Regulations do not provide any guidance in regard to the audio or visual recording of council meetings and therefore it is discretionary for each Local Government to determine.
- The McLeods Update detailing risks arising from recording meetings to be appropriate considerations for the Council
- If the Council does wish to adopt a protocol for the recording of council meetings, then it will require governance controls to be established:
 - A Council Policy, which outlines the principles for why recordings are captured, protocols for how records will be turned on / off, when dealing with confidential matters and public access to recordings. This ensures that Councillors and public are aware of how recording will be administered.
 - Recording are a Local Government record in accordance with the State Records Act. The Shire would therefore need to ensure appropriate record keeping standards are applied to the creation, retention and disposal of the meeting recordings. The State Records Office, [General Disposal Authority for Local Government Records](#) prescribes that recordings of meetings must be retained for one year after minutes have been confirmed and then destroyed (see item 25.1.2).
 - Once the recording is created, it is a Local Government record and is therefore subject to the Freedom of Information Act. This means that any person that has a right to access the record, must be provided with access. Council should therefore give consideration to the risks that

may arise from creating recordings of Council meetings, as well as if the recordings will be made publicly available or only provided on request.

- Copies of the recordings should be subject to a suitable fee adopted as part of the Schedule of Fees and Charges.
- It will be important for Elected Members to understand that the record of their participation in a meeting will include the recording. This record can be called as evidence in an investigation by a regulator (DLG or CCC). Therefore, it is important that Elected Members fully understand and fulfil their obligations when participating in meetings.
- Implications for recording of public question would also need to be considered.

Consultation/Communication Implications

The matter was previously discussed with Council at its workshop on 17 February 2017. As a result of those discussions, Council did not proceed with the recording of Council Minutes.

The purpose of this report is to provide further information to Council regarding this matter and for Council to decide, on the basis of the information provided, how it wishes to proceed.

Legislative Implications

State

The *Local Government Act 1995* and subsidiary Regulations do not provide any guidance in regard to the audio or visual recording of council meetings and therefore it is discretionary for each Local Government to determine.

Local

- *Local Government (Council Meetings) Local Law 2014*

The Shire's Meetings Local Law clause 6.15 prohibiting recording of meetings states:

- (1) *A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.*
- (2) *If the Presiding Member gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.*

Policy Implications

Local Governments with similar Local Law requirements, implement a further statement in the agenda and as an announcement by the Presiding Member at each meeting, that permission has been provided for the Shire's administration to undertake recording of the meeting however, no other member of the public or Council member may record proceedings. This fulfils the obligation to advise those attending that a recording is occurring.

Financial Implications

There is a cost associated with the purchase and installation of microphones and sound recording equipment. A cost of around \$10,000 was obtained previously for a suitable system, although there may be more cost effective alternatives.

There would be administrative costs associated with the recording of Council Minutes. These have yet to be assessed and would, in part, be dependent upon the adoption of a suitable Council Policy regarding the recording of public meetings.

Strategic Implications• Strategic Community Plan 2017-2027

Focus area: Strong leadership

Objective: S5.3 Accountable governance

Strategy: S5.3.1 Good governance which supports efficient and effective service delivery

Site Inspection

Not Applicable

Triple Bottom Line AssessmentEconomic implications

Direct cost associated with installation of appropriate recording equipment and administration overheads associated with the process.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

Council is requested to consider the matter of recording Ordinary Council Meetings and whether this is, on the basis of the research provided in this report, a direction which Council wishes to pursue.

OFFICER RECOMMENDATION

Moved Cr King / Seconded Cr Gibson

That Council:

1. Notes the report and the commentary as highlighted above and in the attachments to this report.
2. Provides direction to the Chief Executive Officer with regard to the recording of Council Minutes.

9.4.4 ALTERNATIVE MOTION / COUNCIL RESOLUTION 150618**Moved Cr King / Seconded Cr Gibson****That Council:**

- 1. Affirms Council's commitment to being an accessible and transparent local government.**
- 2. Requests the Chief Executive Officer collaborate with Council to develop a draft "Council Meeting Recording" policy to be tabled at an Ordinary Council meeting before the end of 2018, with the objective ensuring a true and accurate record of the debate and decisions at meetings is available and accessible.**
- 3. Requests the Chief Executive Officer investigate the most economical options for audio and provide a report back to an Ordinary Council meeting before the end of 2018, for Council's consideration.**
- 4. Allocate \$15,000 for consideration on the draft 2018/19 budget deliberations for the purpose of installing appropriate equipment for the audio recording of Council Meetings.**

**THE ALTERNATIVE MOTION WAS PUT AND DECLARED CARRIED 7/0
CRS HOUSTON, OSBORN, KING, TILBURY, ROSS, ANGUS AND GIBSON VOTED IN FAVOUR**

9:06PM

4/06/2018

Gingin

- There are no Agenda Forums – all business is conducted at the OCM
 - Council meetings held on the 3rd Tuesday of each month starting at 3.00 pm
- Hold a “Concept Forum” on the first Tuesday of every month (similar to our Briefing Sessions):
 - Not open to the public
 - Non-decision making
 - Items of interest for discussion with Council
 - Can be a pre-cursor to Council report in the future
 - Used to seek initial feedback from Council
 - Effectiveness relies on mutual trust / maturity of Council
 - Examples - larger DA's, significant projects , budget process
- The OCM is not electronically recorded

Toodyay

- Conducts “Council Forums” (Agenda Forums). These are:
 - Open to the public and are conducted 2 weeks prior to the OCM
 - Program is available on-line 72 hrs prior to the meeting
 - The Council Forum is first item of business with the rules stating that Council may move behind closed doors following the Council Forum Program to consider confidential matters
 - Council Forum notes are prepared and are formally received (via Council resolution) at the following OCM
- Conducts “Information Briefing Sessions” (Concept Forums):
 - Not open to the General Public
 - Discuss topics like Bushfire Management, Budget, NBN, Developers etc.
 - An Agenda is prepared and a summary from the session is made available to elected members as an “informal record of proceedings”
- The OCM is not electronically recorded

4/06/2018

Northam

- Conducts “Council Forums” (Agenda Forums). These are:
 - Open to the public and are conducted on the Wed of the week prior to the OCM commencing at 5.30 pm
 - EA attends the Council Forum and takes written notes – a revised Agenda is issued on the Friday
 - The Forums notes also form part of the Agenda and are endorsed by Council
 - Public are able to ask questions at the Council Forums but the preference is that any questions be asked at the Council Meeting.
- Concept Forums:
 - From time to time, the Council holds Information Briefing Sessions (Concept Forums) which are not open to the public
 - Strategic Council Meetings (Concept Forums) are held once every quarter and are not open to the public
- Budget briefing sessions are held with small groups of Councillors (usually three at a time), rather than as a whole
- The OCM is not electronically recorded

City of Swan

- Advertised changes to Council Meetings for 2017:
 - Three weekly cycle to four weekly cycle
 - Agenda forums in the week prior to OCM
- Agenda Forums
 - Held in week prior to Council meeting
 - Open to the public
 - Also allow public deputations and questions relating to reports on the agenda
 - Allows for deputations in a “less formal environment”
- The OCM is not electronically recorded

4/06/2018

Wanneroo

- Holds “Briefing Sessions” (Agenda Forums) which are:
 - Open to the public
 - Allow for public question time at the conclusion of the briefing session
 - Briefing Agendas are distributed on the Friday prior to the briefing session
- Electronic recording of Council Meetings:
 - Primarily used for purposes of transcription
 - If a Councillor requests a copy of all or part, then all Councillors are provided the same
 - Costs are charged to supervise the listening of recorded proceedings (staff time – as per the adopted Schedule of Fees and Charges)

Joondalup

- Holds “Briefing Sessions” (Agenda Forums). These are:
 - Open to the public
 - Rules do not allow debate on matters raised
 - Allows for public question time at the conclusion of the briefing
 - Briefing Agendas are distributed on the Friday prior to the briefing session
 - Only keep a general record of the matters discussed
- Holds “Strategy Sessions” (Concept Forums). These are:
 - Closed to the public
 - All agendas and supporting material, including presentations is deemed confidential
 - Proponents and consultants are invited to attend as appropriate
 - Rules do not allow debate on matters raised
 - Only keep a general record of the matters discussed
 - Disclosure of conflicts of interest are recorded
- Electronic recording of Council Meetings:
 - Meetings are live streamed (podcast) except for confidential matters
 - Podcasting requires a comprehensive IT set-up to ensure reasonable quality
 - Access is available on the web following the meeting

4/06/2018

SOC Procedures

The following is currently on the secure area of the Council website:

- The Department of Local Government recommends that Councils adopt specific procedures for Agenda Forums to assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.
- Following the *Department of Local Government Operational Guidelines on Council Forums*, the procedures for Agenda Forums are set out as follows:
- Draft agenda items are collated and uploaded to Councillors Friday afternoon.
- Agenda Forums are held on the second Tuesday of the month at 4.30pm in the Council Chambers.
- Agenda Forums should be open to the public unless the forum is being briefed on a matter for which a formal Council meeting may be closed. **(The agenda forums will be closed to the public while they are being trialled for their success to begin with)**
- Items addressed will be limited to matters listed on the forthcoming agenda only.
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed.
- All questions and discussions will be directed through the chair.
- There will be no debate style discussions as this needs to take place in the Ordinary Meeting of Council when the issue is set for discussion.

Matters for Discussion

- Does Council want to continue with the Agenda Briefings?
 - If yes:
 - they should probably be open to the public (as the trial period has passed)
 - need to develop rules relating to conduct (refer next slide)
- It is considered essential for Council to continue with the Briefing Sessions (Concept Forums):
 - If agreed:
 - they need to be closed to the public (as per current / common practice)
 - suggest a fixed schedule (refer next slide)
 - need to also develop rules relating to conduct
- Electronic recording of Council Meetings?
 - Not recommended for the following reasons:
 - would require sound/recording equipment to be installed (\$15K)
 - would require additional administrative effort / cost
 - other similar size Council's in our region do not do it (also Swan does not)
 - the perceived benefit does not warrant the cost



Local Government Update

Proposed recording and live streaming of local government council and committee meetings

By Denis McLeod, Partner, McLeods

The issue: proposed recording of council meetings

In Western Australia there has been a long running debate on the question of whether Council meetings should be streamed live online, with the recordings being made available to electors by uploading to the local government's website as soon as practical, and maintained online as an archive.

After more than 40 years as a lawyer acting for and against local governments, I have formed the firm view that any recording of Council and committee meetings should be used for the purpose of confirming the correctness of the Minutes of meetings, but should not be otherwise published. The Minutes should then remain available as the public record of the meetings.

The article that follows provides an explanation of that view. As a starting point, my view is premised on acceptance of the proposition that local government is a worthwhile institution that should be preserved and encouraged, and not presented with obstacles calculated to discourage the participation of well intentioned men and women of good sense. Perhaps not all Council members are in that category, but my proposition is that the significant majority who are, should not be discouraged from participating.

The Westminster System of Government

Discussion of the meeting recording and live streaming issue should start with recognition of the basic principles of the Westminster System of government, which apply to the WA State Government, and which focus principally on the three distinct branches of government, being:

- 1 **Parliament:** which makes laws to facilitate government. Under s.2(2) of the *Constitution Act 1889 (WA)* (**Constitution Act**), the Parliament in WA consists of the Monarchy, Legislative Assembly and Legislative Council.
- 2 **Executive:** which administers the government in accordance with the laws. (The Cabinet is the effective part of the Executive, which is subject to the strict conventions of Cabinet confidentiality and solidarity).
- 3 **The Courts and Tribunals:** which interpret the laws and apply them to resolve disputes. (S.54 of the Constitution Act ensures the independence of Supreme Court judges, which generalises to all the States' judicial persons and tribunals).

Not only are those three branches of government intended in principle to function separately, but they are in fact administered separately.

There has been a long running debate on the question of whether Council meetings should be streamed live online, with the recordings being made available to electors

Local Government within the Westminster System

Although Local Government operates within the Westminster System, there are critical features and differences, including the following, that go some way to explain why Council meetings should not be streamed live online, etc, as some critics propose:

- 1 The Council of a local government may perform in any given meeting the role of all three branches of government:
 - (a) Legislative function of Council:

Council makes and amends the local government's laws including:

 - local laws; and
 - planning schemes.
 - (b) Executive functions of Council:

Council performs the same function for its district as State Cabinet performs for the State.
 - (c) Judicial functions of Council:

Council makes quasi-judicial decisions, such as determining applications for planning approval. In doing that a Council is expected to act like a Court or tribunal by complying as far as possible with principles of judicial fairness. A difference here is that unlike Courts and tribunals, a Council's deliberations are required to be in public, and determined by majority vote, which requirements impose special rigors on Council members who are:

 - part-time in their Council role;
 - essentially untrained in legal and judicial process and principles; and
 - subject to popular election and re-election (unlike judges and tribunal members).
- 2 Council acting as the Executive branch of local government makes decisions on policies and strategies of government and on contract and financial issues like the Cabinet in the State Government, but in stark contrast its deliberations are required to be in public, and Councils do not have the protection of Cabinet confidentiality and solidarity.
- 3 So far as Councils' quasi-judicial functions are concerned, Council members are expected to explain, discuss and debate their opinions as they evolve, in public meetings, and their decisions are made by majority vote in open ballot. This is in stark contrast to the privacy and confidentiality of judicial and tribunal members' deliberations towards reaching a decision.
- 4 Unlike all members of the judiciary in Australia, Council members are popularly elected, and must be prepared to defend their public decisions to their electors at the four-yearly Council elections. A decision properly made consistent with planning and legal principle may nevertheless be very unpopular with the electors. Council members who act properly, but contrary to the wishes of the electors, have a burden of explanation to electors going beyond the requirement of judges and Tribunal members to give reasons for their decisions, and they don't have to be concerned about electoral consequences of their decisions.



- 5 Council members are subject to very strict laws on financial interest, and impartiality interest, which by comparison are only very loosely and weakly applied to members of Parliament. State political parties can receive very substantial and regular donations from lobby and pressure groups which would result in serious penalties in the case of local government Council members.
- 6 Council members do not enjoy the protection of absolute privilege from actions for defamation for what is said in their meetings, in stark contrast with the protection of absolute privilege enjoyed by members of Parliament for what is said in their sessions.

The above comments demonstrate that the fundamental features of the local government system necessarily expose it already to a high level of public scrutiny that makes it a very difficult process to participate in, and to function effectively.

Comparison of Council Executive functions with State Government Executive functions

The Council in its role as the Executive must discuss matters critical to good government, in open Council, where similar issues dealt with by the State Government Executive would be discussed and decided strictly behind closed doors, and the proceedings would be protected by the conventions of Cabinet confidentiality and solidarity. For a Council to have those essentially confidential discussions streamed online, etc as the critics propose, would make the process all the more onerous and complex for the Council. Consider what the reaction of the Premier and Cabinet Ministers would be if the public insisted Cabinet meetings be open to the public, much less streamed online.

The professional politicians in State Government are not required to cope with that. Yet the current debate would expose the part-time, non-professional, essentially unpaid Council members, to that rigour. That doesn't seem reasonable or fair.

Comparison of Council quasi-judicial functions with Courts and tribunals

The unreasonableness and unfairness is even clearer when it comes to Council's quasi-judicial functions, which apply whenever the Council is deciding on planning and building applications, and applications for a wide range of other licences, permits and approvals. Council members are expected then to perform their functions in a judicially correct way. Yet unlike all Courts and tribunals, Council members are required to discuss their thinking in public, which goes a long way beyond the normal requirement that judges give reasons for their decisions. Of course Councils must give reasons for their decisions, as judges must, but consider what the reaction of judges and tribunal members would be if the public insisted that judges and tribunals conduct in public their deliberations and the steps in their consideration of a case, much less produce a transcript of their confidential deliberations.

The highly trained lawyers and other professionals who serve as judges and tribunal members are not required to cope with that. Yet the current debate would expose the part-time, non-professional, essentially unpaid Council members to that rigour. That doesn't seem reasonable or fair.

Council's legislative function

There may presently be some argument for a Council's legislative function to be held in public, and perhaps, unlike Parliament, streamed online, etc. The fact that Council members are not protected from defamation action by absolute privilege is probably a strong enough argument against that, and it is certainly an adequate argument against streaming of debate online, etc.



Consider then the contrast with the position of members of Parliament. Many of them do not speak on any issue in Parliament from month to month. And when they do wish to speak on legislation, they generally have much time to prepare their speeches, and they generally have research assistants available, and can prepare speeches for weeks in advance. By comparison, Council members attend ordinary Council meetings once or twice each month, and also special meetings and committee meetings, and from time to time electors and public meetings. At any of those meetings many issues could arise calling for discussion and debate by the Council members. At an ordinary Council meeting, there may be dozens of matters before the Council which call for debate and a vote by Council members.

Is it reasonable to suggest then to the Council members that every word they utter in the process of deliberations will be recorded and streamed online, and recordings made available to any member of the public who might decide to put their every word under microscopic scrutiny. Not even well prepared professionals or legal experts could reasonably be expected to withstand that kind of scrutiny, without the potential for regular embarrassment, and criticism and perhaps recrimination and Court action.

Likely consequences of recording or live streaming of Council meetings

A possible effect of introducing that kind of scrutiny would be that the detailed thinking and reasoning of Council members would go underground. Rather than giving the benefit of their deliberations to the members of the public who care to attend a meeting, they may make their decisions for their own private reasons, and not attempt to explain or discuss those reasons in the public forum. That would be dramatically bad for the system of open local government. Another consequence would be to force Councils to do all their effective work, and to carry on their real debate, in non-formal Council briefing sessions or the like, which are not required to be open to the public. That could also be quite adverse for the system of open local government. More significantly, exposure to that level of scrutiny and risk is likely to function as a significant disincentive to persons interested in election to the office of councillor, which would undermine community participation in local government.

Other considerations

There are other considerations worthy of brief mention including:

- Members of the public, at Council meetings are able to speak in question time and on deputations or representations on issues arising at Council meetings. The Council has no control over their comments, but the recording and live streaming of the proceedings could result in the local government being liable in defamation for the republication of defamatory remarks, or being otherwise responsible for insulting or malicious comments.
- On listening to a recording of a Council meeting, it is often difficult to identify the person responsible for a particular comment. That is likely to lead to confusion and complications, with the local government being required to identify speakers in order to deal with complaints.
- To expect a local government to edit the recordings of meetings to guard against defamatory or otherwise hurtful comments, and to identify speakers, would place an unreasonable burden on the local government administration. There would be a further burden of work and expense in obtaining legal advice on possible defamation.
- A Council acts as a collegiate body. The views of individual Council members are for practical purposes irrelevant. The only view that counts is that expressed in a resolution of the Council. To record and stream live



the comments of individual Council members during debate has the potential to deflect attention away from the most important statement on the topic, which is the resolution passed by the Council and any reasons it identifies for its decision.

- Even newspapers would not contemplate allowing its reporters to present their views on a topic in a direct recording of their thinking processes, without the opportunity for careful independent editing and the possibility of scrutiny by the newspaper's lawyers. That applies no matter how well the reporter may have researched the topic.
- The threat of Court action for defamation can be a very disturbing prospect for a Council member whose personal and family assets may be at risk. A wealthy/powerful or vexatious complainant may press even a bad action through lengthy and expensive litigation processes, and the fact that the action may ultimately fail is little consolation to a Council member whose life for months or years may be dominated by the presence and risks of the action.
- Any member of the public interested in an issue to be considered at a Council meeting can and generally will attend the meeting. Many of those who press for recording and live streaming of the proceedings online may be more interested in targeting Council members whose views they wish to criticise, than to inform themselves on the issues.
- Those concerned about the standard of debate at Council meetings are presumably intelligent and sensitive persons. They are the very people who should offer themselves for election to that important public service. That should improve the standard of debate far more effectively than recording and live streaming of meeting proceedings, and will be of more benefit to the public.

Conclusion

Those are some of the reasons for my view that Council meetings should not be streamed live online, with recordings made available to electors by uploading to the local government's website as soon as practical and maintained online as an archive. For the reasons I have discussed above, in my opinion the minutes of Council meetings should remain as the basic public record of meetings, without the additional processes of exposure and scrutiny which are being proposed by the local government critics.

I know that some local governments do record their meetings and then make the recordings available to the public on their website. That is a decision any Council can legitimately make, but it is another matter for Councils to have that regime imposed on them.

For further information in regard to the above, contact Denis McLeod on 9424 6201 or dmcleod@mcleods.com.au. The information contained in this update should not be relied upon without obtaining further detailed legal advice in the circumstances of each case.







Lot 91

Lot 90

10m

Chittering-Gingin St John Ambulance Sub-Centre
PO Box 200
Gingin WA 6503

Mr Alan Sheridan
Chief Executive Officer
Shire of Chittering
PO Box 70
Bindoon WA 6502

6 June 2018

Dear Alan

Request for consideration of further support

Since our last correspondence, 21 months ago, the Chittering-Gingin St John Ambulance Building Sub-committee have continued to progress the new Bindoon Sub-centre project, with some success.

The considerable delay has been, for the main part, due to changes in the standards and building practices that are approved by St John Ambulance WA (St John WA) and concerns that the volunteer funded sub-centres should be a 'viable business proposition'. As you are aware the sub-centres receive no funding from either St John WA or government and are reliant on 'fee for service' call outs and fund raising, thereby making it difficult for us to rationalize as a viable business against the needs of the community.

To this end, the past two years have been the subject of a high intensity recruitment drive with marketing and directly approaching local people to join the Sub-centre. This has been fairly successful with a number of new volunteers now valuable officers within our crews. All our volunteers have their own busy lives and by sourcing more we hope to 'share the load' and reduce the number of times we are unable to find a crew, thereby improving our viability. We have also requested the crew fatigue management rooms be retained within the plans to enable relief crews to be sourced when required to meet the community's needs.

We have verbally been advised that the current planned layout with the crew fatigue management rooms would be submitted by the Wheatbelt Manager for approval, on the condition that the brick veneer be replaced with the fibro, corrugation iron façade, in the St John WA branding colours. St John WA now state that all new buildings must be the same theme and brick will not be approved.

With this verbal encouragement we now begin the process again of sourcing amendments to the building plans and a new Quantity Surveyor report. Both our wonderful Architect and Quantity Surveyor are now retired and with Trevor having suffered a recent bereavement, we are not sure how long this process will take and should Simon and Trevor not be available, what additional costs will be involved.

The delay has caused us additional financial implications. During the planning process we had two valuations on the current property, but a recent conversation has indicated that, with the current market and the further deterioration of the training building it is very unlikely that the budgeted net

(after sale costs, fees etc) of \$300,000 ex GST would be achieved. A new valuation has indicated \$309,000 to \$336,363 ex GST less sale costs,

The second implication being that St John WA now expects all ambulances, regardless of kilometres, to be replaced after 10 years. So we have two that now need to be replaced, at a cost of \$160,000 ex GST each. We have also been advised that second hand ambulances usually sell for \$3,000 to \$9,000 less the approximately \$2,000 to remove all the St John branding.

Whilst we await the new Quantity Surveyors report, we have been verbally advised that the new exterior will reduce the cost of the new facility. Current estimations indicate we have sufficient funds to complete the new building but this will deplete all reserves and leave the Sub-centre unable to replace the ambulances. Funding avenues have been investigated and as Lotterywest will only fund a percentage of some rooms they estimate the maximum possible support at only \$46,799. Royalties for Regions is not available and other funding avenues with jobs and economic benefits being a priority appear to not be available for this type of project.

We appreciate the Shire of Chittering have been supportive with the price of the proposed new location at \$159,000 ex GST and the offer to delay payment until after sale of the current facility, but have now been put in the position of requesting further support to enable this service to be provided to Bindoon and Chittering. The Chittering-Gingin St John Ambulance Sub-centre volunteer organisation request the Shire of Chittering give consideration to gifting the new location, being 3 Koomal Street, Bindoon to the Sub-centre for the purpose of construction of the new Bindoon Ambulance Sub-centre.

We request you favourably consider our proposal as a 'three way win' opportunity. The community receives a modern professional facility to complement the new medical facility. The Shire will benefit economically as it is well known that quality services are attractive to new residents as well as encouraging current residents to stay (We also understand that the area behind the new location is earmarked for retirement housing) and of course the local Sub-centre is able to provide a reliable service and give our hard working volunteers a professional facility to be proud of.

Yours sincerely

Dennis Badcock
Chairman



Shire of Chittering

Special Council Meeting Minutes

Wednesday

14 January 2009

The Chief Executive Officer recommends that Council confirm these minutes as a true and correct record of proceedings at its next Ordinary meeting.

..... John Merrick

These minutes were confirmed by Council as a true and correct record of the Special Council meeting held on 14 January 2009

[Signature]
.....
Presiding Officer

18.2.09
.....
Date

Disclaimer

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

SPECIAL COUNCIL MEETING

Minutes of the Special meeting of Council held at the Stringybark Restaurant, Chittering on Wednesday, 14 January 2009 commencing at 12.35pm.

1. OPEN MEETING**1.1 Members**

Cr D Gibson, Shire President
Cr J Tomlinson, Deputy Shire President
Cr A Douglas
Cr R Hawes
Cr M Johnston
Cr D Mackie

1.2 Attendance

Mr J Merrick, Chief Executive Officer (CEO)
Mr G Pollock, Executive Manager Engineering Services

1.3 Apologies

Nil

1.4 Leave of Absences

Nil

1.5 Number of People in Gallery Present at Commencement of Meeting

Nil

1.6 Disclosure of Financial, Impartiality or Proximity Interests

Nil

2. PUBLIC QUESTION TIME

Nil

3. **PURPOSE OF MEETING**
3.1 **Purchase of 6138 Great Northern Highway, Bindoon**

Comment:

The Shire President called the urgent meeting to discuss the purchase of 6138 Great Northern Highway, Bindoon.

The Chief Executive Officer reported that he had reached an agreement with the owners of the property to purchase for an amount of \$350,000 plus a block of land in the future development of Lot 979 Bindoon.

Moved Cr Tomlinson

"That Council obtain an official valuation prior to proceeding with the purchase of 6138 Great Northern Highway, Bindoon."

The motion lapsed for want of a seconder.

010109

Moved Cr Douglas, Seconded Cr Johnston

"That Council purchase 6138 Great Northern Highway, Bindoon for an amount of \$350,000 plus a block of land in the future development of Lot 979, Bindoon, and further that the block of land be 350 – 450m2 and if the development is not finalised within 3 years, an amount of \$100,000 applies."

CARRIED [6 - 0]

4. **CLOSURE**

There being no further business the Presiding Officer closed the meeting at 12.45pm.

<p>Extract from the minutes of the Council meeting held on</p> <p>17 March 2010</p> <p>_____ Date of meeting</p> <p>CONFIRMED BY:</p> <p>_____ Signature of Senior Officer</p>

10.1.3 Proposed Respite Centre*

Applicant	Shire of Chittering
File ref	A9503
Prepared by	Trevor Walker, Environmental Health Officer
Supervised by	Azhar Awang, Executive Manager Development Services
Voting requirements	Normal - more than half the elected members present required to vote in favour
Documents tabled	Nil

COUNCIL DECISION

Moved Cr Tomlinson/Seconded Cr Gibson

That Council consider the sum of \$65,000 in the 2010/2011 Annual Budget to allow for the conversion of the Council owned property located at 6138 Great Northern Highway, Bindoon into a daytime respite centre.

CARRIED 6/0

OFFICER RECOMMENDATION

Moved Cr Gibson/Seconded Cr Mackie

That Council allocate the sum of \$65,000 in the 2010/2011 Annual Budget to allow for the conversion of the Council owned property located at 6138 Great Northern Highway, Bindoon into a daytime respite centre.

AMENDMENT

Moved Cr Tomlinson/Seconded Cr Gibson

That the recommendation be amended by deleting the word "allocate" and replace with consider".

Cr Tomlinson provided the following reason

To ensure that council has in writing an agreement with the potential lessee.

AMENDMENT CARRIED 6/0

Background

The shire's Environmental Health Officer has been directed by the Shire President to prepare an estimate to convert the recently purchased property at 6138 Great Northern Highway, Bindoon for the purpose of a daytime respite centre, and report findings to the April council meeting

Consultation

- Silver Chain - proposed managers of the Centre
- Cr Alex Douglas, Shire President (Shire of Chittering)
- A local builder

Memo

Shire of Chittering
PO Box 70 (Great Northern Hwy)
BINDOON WA 6502

Ph: (08) 95764600 Fax: (08) 95761250

Email: chatter@chittering.wa.gov.au

Website: www.chittering.wa.gov.au

To: John Merrick, Chief Executive Officer

From: Gavin Pollock, Executive Manager Technical Services

Date: 31st August 2010

File:

Re: **FUNDING REQUIRED FOR FIT OUT OF DAY CENTRE 6138 GNH BINDOON**

Hi John

I have reviewed the current proposal to convert the existing house at 6138 GNH Bindoon in to a Day Centre. To archive the required outcome I have put the below list together outlining the required works with an attached sit plan showing existing layout and new layout after works are completed.

1. INTERNAL GENERAL

- Provide Disabled access to the building and all rooms in compliance with AS 1428.
- Supply and Installation of Fire Extinguishers in accordance with AS 2444-2001.
- Supply and Installation of hard wired Smoke Alarms / Detectors to all rooms.
- Supply and Installation of a suitable sized reverse cycle inverter unit. Unit is to be installed out side on the northern end of the building. Ducting and Vents are to be installed in Bedrooms 1 & 2, Lounge, Dining and Computer room. Ducting is to be housed in suspended duct fixed to the highest apex point of the existing ceiling.
- Supply and Installation of a suitable sized stand alone reverse cycle inverter unit to the new office.
- Supply and Installation Gyprock ceiling and install R 2.5 Insulation bats in Bedrooms 1 & 2, Lounge, Dining, Kitchen, Computer room, Office and Passage way.
- Remove existing flooring, Supply and Lay new vinyl flooring in the Lounge, Dining, Kitchen and Passage way.
- Upgrade all existing ceiling light with double fluorescent light fittings and covers.
- Remove existing front door and replace with clear 870mm solid door and frame.
- Remove existing sliding door entering carport and replace with clear 870mm solid door and frame.
- Remove 2 x existing sliding door entering back veranda and replace with clear 870mm sliding door and frame.
- All entry doors to property to be Key to like and solid doors to also have deadlocks fitted Key to like. Key system is to complement and match the Shire of Chittering New Key System.
- All existing hols and damaged wall are to be patched and left flush ready for painting.
- All rooms and wet areas within the house are to be painted.
- Supply and Installation all windows existing or new are to be laminated shatter proof glass.
- Installation of RCD electrical protection to all areas of the building.

2. EXISTING BEDROOM 3 CHANGED TO AN OFFICE

- Remove existing door and frame replacing it with clear 870mm core door and frame. Door is to be fitted with a lockable handle NOT to be Key to like with any other locks in the building.
- Supply and Installation of 2 x double power points to be installed.
- Supply and Installation new carpet to be supplied and laid.
- Supply and Installation new window vertical blind to be installed.

3. EXISTING DINING ROOM CHANGED TO A COMPUTER ROOM

- Ease and undertake minor works to existing Bi-fold doors.
- Supply and Installation of 2 x double power points to be installed.
- Clean existing carpet.
- Supply and Installation new window vertical blind to be installed.

4. LOUNGE ROOM

- Remove existing tile fire place and raised flooring it is place on also patch roof to ensure it is water proof after removal of the flue.
- Remove existing substandard reverse cycle split inverter, all associated pipes, cables and patch wall as required.
- Supply and Installation of 1 x double power point to be installed.
- Supply and Installation of 1 x TV areal point to be installed.
- Ensure the phone line is connected and working.
- Supply and Installation new window vertical blind to be installed.

5. KITCHEN AREA

- Remove substandard stove.
- Remove substandard kitchen cabinets.
- Remove substandard kitchen cupboards leaving existing adjoining single wall.
- Supply and Installation of 1 x electric single phase stove with cook top and electrical as required.
- Supply and Installation of new kitchen cabinets with sink and plumbing as required.
- Supply and Installation of 1 x electric single door fridge and freezer.
- Supply and Installation of exhaust fan over new stove area and electrical as require.
- Supply and Installation of 1 x small electric microwave with electrical and shelving as required.
- Supply and Installation new window vertical blind to be installed.

6. PASSAGE WAY

- Remove existing door frame entering passage way from lounge room area to obtain an 870mm opening.
- Upgrade existing linen to be larger in size by using space obtained by removing existing bathroom.

7. EXISTING OFFICE CHANGED TO BEDROOM 2

- Remove existing door and frame replacing it with clear 870mm core door and frame.
- Upgrade and enlarge existing walk in Robe with shelf hanging rail and doors. Extra space will be obtained by reducing to size of the existing walk in Robe in bedroom 1 when it's upgraded.
- Remove existing substandard air con unit, all associated pipes, cables and patch wall as required.
- Clean existing carpet.
- Supply and Installation new window vertical blind to be installed.

8. BEDROOM 1

- Remove existing door and frame replacing it with clear 870mm core door and frame.
- Upgrade and reduce existing walk in Robe with shelf hanging rail and doors. Giving extra space required to enlarge the size of the existing walk in Robe in bedroom 2 when it's upgraded.
- Remove existing substandard air con unit, all associated pipes, cables and patch wall as required.
- Clean existing carpet.
- Supply and Installation new window vertical blind to be installed.

9. LUNDARY

- Remove existing door and frame replacing it with clear 870mm core door and frame.
- Supply and Installation of 1 x 2.5kg washing machine electric single phase with plumbing and electrical as required.
- Supply and Installation of 1 x 3.0kg clothes dryer electric single phase and electrical as required.
- Existing taps to be upgraded or relaced as required and ensuring sink plumbing works fine.

10. TOILET CHANGED TO STAFF TOILET

- Door lock to be changed to privacy set.
- Existing shelving to be replaced.

11. EXISTING BATHROOM TO BE REMOVED

- Remove roman bath, vanity, door, frame, plumbing and electrical.
- Supply and installation of cupboard with bench space along staff toilet wall.

12. BEDROOM 2 CHANGED TO DISABLED BATHROOM

- Remove existing door and frame replacing it with clear 870mm core sliding door and frame.
- Supply and Installation of 1 x vanity with wash basin to comply with AS1428.
- Supply and Installation of 1 x mirror.
- Supply and Installation of 1 x disable shower unit to comply with AS1428.
- Supply and Installation of stainless steel grab rails to comply with AS1428.
- Supply and Installation of 1 x dual flush toilet system.
- Supply and Installation of 1 x new single phase electric hot water system.
- Supply and Installation new window vertical blind to be installed.

13. EXTERNAL GENERAL

- Repair existing holes and flashing to the outside of the building.
- Supply and paint all external walls, gutters, and flashings etc.
- Remove existing pressure relief valve on front veranda.
- Remove existing concrete under front and back veranda's and relay with concrete.
- Remove and relay existing sunken sections of concrete along the building under the carport.
- Remove pool fencing erected under carport.
- Prune and remove bushes/shrubs as required.
- Supply and Installation much too all garden beds.
- Supply and Installation bollards around leach and septic drains.
- Relocate the existing southern end concrete panel fencing towards the north aligning it with the end of the building and closing up the existing gap within the fence.
- Supply and Installation of 1 x new gate between new location of fence and building.
- Enclose the northern end of the back veranda to provide a secure area.
- Supply and Installation of to screening existing fencing to increase the fencing height.
- Supply and Installation of a new cloths line.
- Supply and Installation a sealed crossover from GNH in to the property.
- Supply and Installation of bitumen profiling to create a bus turn around and staff car parking.

Total cost for the outlined works above is \$93,365.00 + GST = \$102,701.50

If you require any further information on this matter please contact myself on Ext 4625 or by Mobile 0427 760 134.

Regards


Gavin Pollock
EXECUTIVE MANAGER TECHNICAL SERVICES

November 19, 2011

TENDER SC12-001
SCOPE OF WORKS

SCHEDULE OF PRICES – SCOPE OF WORKS

Item	Description	Cost	
Internal general	Provide disabled access to the building and all rooms in compliance with AS 1428	\$16,500	✓
	Supply and installation of fire extinguishers in accordance with AS 2444-2001	\$2,200	✓
	Supply and installation of hard wired smoke alarms / detectors in all rooms	\$3,850	✓
	Supply and installation of a suitable sized reverse cycle air-conditioning unit to vent into all rooms. False ceiling to passage way to hide ducting. The appliance Energy efficiency rating must be as a minimum 4.5 star – AS/NZS 3823.2 (Dankin FDYQ125).	\$17,600	✓
	Remove existing flooring, supply and lay new vinyl flooring (colour - Oak Wood Grain) to all areas other than wet areas.	\$7,700	✓
	Upgrade all existing ceiling lights with double fluorescent light fittings and covers.	\$4,400	✓
	Remove existing front door and replace with 870mm solid door and frame.	\$1,650	✓
	Remove existing sliding door entering carport and replace with clear 870mm double door and frame.	\$2,750	✓
	Remove 2 x existing sliding door entering back veranda and replace with clear 870mm (+ or larger) door and frame.	\$3,300	✓
	All entry doors to property to be keyed to like and solid doors to also have deadlocks fitted key to like. Key system is to complement and match the Shire of Chittering's new key system.	\$2,750	✓
	All existing holes and damaged walls are to be patched and left flush ready for painting.	\$1,650	✓
	All rooms and wet areas within the house are to be painted using Dulux Wash & Wear, Colour - Hog Bristle.	\$4,950	✓
	Supply and installation of all windows existing or new are to be laminated shatter proof glass in accordance with the relevant Australia Standard for senior/disabled accommodation/facilities – please confirm specification with Silver Chain (property management).	\$3,300	✓
	Installation of RCD electrical protection to all areas of the building.	\$2,750	
Reading room	Supply and installation new vinyl floor cover (colour - Oak Wood Grain).	\$0	
	Supply and installation new window vertical blind (style and colour TBA) to be installed.	\$275	
	Demolish reading room walls to 1200mm (refer to attached drawing)	\$2,200	2,250
Computer room / activity room	Paint existing bi-fold doors also ensure they are in good working order (colour TBA).	\$275	500

November 19, 2011

TENDER SC12-001
SCOPE OF WORKS

Item	Description	Cost
	Supply and installation new vinyl floor cover (colour - Oak Wood Grain).	\$0
	Supply and installation new window vertical blind (style and colour TBA) to be installed.	\$275
Lounge room	Remove existing tile fire place and raised flooring it is placed on.	\$550
	Patch roof to ensure it is water proof after removal of the flue.	\$550
	Remove existing reverse cycle split system air-conditioning and reinstall in computer/activity room. Patch walls where required. Air-conditioner to be delivered to be the Shire's depot (Contact: Mr Gavin Pollock on 9576 4600 prior to delivery).	\$495
	Supply and installation of 1 x double power point on wall next to front door.	\$330
	Check existing TV aerial and point supply sufficient signal.	\$495
	Ensure the phone line is connected and working.	\$275
	Supply and installation of new window vertical blind (style and colour TBA).	\$275
Kitchen area	Remove substandard stove.	\$55
	Remove substandard kitchen cabinets.	\$275
	Remove substandard kitchen cupboards and adjoining single wall.	\$275
	Supply and installation of 1 x electric single phase stove. Supply and install 4 burner electric cook top as per drawing. The appliance Energy efficiency rating must be as a minimum 4.5 star – AS/NZS 4474.2 (Whirlpool AKPM759/IX and Whirlpool 6AKM33/IX)	\$2,420
	Supply and installation of new kitchen cabinets with sink and plumbing as per drawing.	\$13,200
	Supply and installation of 1 x electric fridge and freezer. The appliance Energy efficiency rating must be as a minimum 4 star – AS/NZS 4474.2 (Westinghouse fridge WRM1300 WC / Freezer WFM0900WC).	\$2,420
	Supply and installation of exhaust fan over new stove area and electrical as required.	\$550
	Supply and installation of 1 x electric microwave with electrical and shelving as required (Samsung ME73B).	\$825
	Supply and install kitchen bench and cupboard in place of single wall.	\$3,300
	Supply and installation of new window vertical blind (style and colour TBA).	\$275
Passageway	Remove existing door and frame replacing it with 870mm opening.	\$1,045
	Upgrade existing linen with new door and shelving.	\$1,320
	False ceiling to passage way to hide air-conditioning duct.	\$1,650

November 19, 2011

TENDER SC12-001
SCOPE OF WORKS

Item	Description	Cost
Office	Remove existing door and frame replacing it with 870mm core door and frame. Door is to be fitted with a lockable handle NOT to be keyed to like with any other locks in the building.	\$1,045
	Supply and installation of 3 x double power points to be installed.	\$990
	Remove existing walk in robe and replace with shelving. Remove existing substandard air con unit, all associated pipes, cable and patch wall as required.	\$825
	Remove existing carpet and install new vinyl cover (colour - Oak Wood Grain).	\$0
	Supply and install telecommunication point (pug) for phone, fax and computer access to the internet. All cabling to be hidden in wall cavity.	\$330
	Supply and installation of new window vertical blind (style and colour TBA).	\$275
Bedroom 1	Remove existing door and frame replacing it with solid core 870mm door and frame.	\$1,045
	Remove existing cupboard shelving and replace.	\$825
	Remove existing substandard air-conditioning unit, all associated pipes, cables and patch wall as required.	\$275
	Remove existing carpet and replace with vinyl (colour - Oak Wood Grain).	\$0
Laundry	Supply and installation of new window vertical blind (style and colour TBA).	\$275
	Remove existing door and frame replacing it with solid core 870mm door and frame.	\$1045
	Supply and installation of 1 x 7.5kg front loading washing machine, electric single phase, with plumbing and electrical as required The appliance energy efficiency rating must be as a minimum 4 stars – AS/NZS 2040.2 (Whirlpool WFS1073DD).	\$1,320
	Supply and installation of 1 x 3.0kg clothes dryer, electric single phase and electrical as required. The appliance energy efficiency rating must be as a minimum 4 stars – AS/NZS 2442.2 (Whirlpool AWD 60A).	\$880
	Existing taps to be upgraded or replaced as required and ensuring sink plumbing works well.	\$330
	Remove cupboard	\$55
	Upgrade power supply to 2 x double power points.	\$0
Toilet changed to staff toilet	Door lock to be changed to privacy set.	\$165
	Existing shelving to be removed.	\$55
Bathroom	Supply and install new shower head	\$165
	Repaint room	\$0
	Ensure exhaust fan works if not replace with like.	\$220

November 19, 2011

**TENDER SC12-001
SCOPE OF WORKS**

Item	Description	Cost	
Disabled bathroom	Remove existing door and frame replacing it with 870mm sliding door and frame. (Access to be provided so that it can be opened from the outside in the case of an emergency).	\$1,650	
	Install wall title (colour – white; style –TBA), floor title (style and colour TBA) to comply with relevant Australian Standard.	\$5,500	
	Supply and installation of 1 x vanity with wash basin to comply with AS1428.	\$825	
	Supply and install of 1xmirror.	\$825	
	Supply and installation of 1 x disabled shower unit to comply with AS1428.	\$1,650	
	Supply and installation of stainless steel grab rails to comply with AS1428.	\$1,320	
	Supply and installation of 1 x dual flush toilet system.	\$2,200	
	Supply and installation of 1 x new single phase solar hot water system (sufficient to meet the requirements of the proposed facility – Seniors Day Centre).	\$4,950	
	Supply and installation of new window vertical blind (style and colour TBA).	\$275	
	Remove existing window and replace with smaller window with frosted glass.	\$1,320	
	Current light switch to be relocated to office wall side. (Note: Currently the light switch would sit behind the proposed sliding door, if not moved.)	\$330	
	Exhaust fan to be installed.	\$0	
	External general	Repair existing holes and flashing to the outside of the building.	\$275
		Supply and paint all external walls, gutters and flashings, etc.	\$7,150
Remove existing pressure relief valve on front verandah.		\$550	
Remove existing broken concrete under back verandah and relay the concrete to appropriate Australian or Industry Standard for such work – please provide a typical cross section detailing proposed specification with of your tender submission for approval. – Please see attached		\$2,750	
Remove and relay existing sunken sections of concrete along the building under the carport. One square only – right of the sliding door		\$0	
Remove pool fencing erected under the carport.		\$275	
Remove and dispose of existing fence. Replace with standard pool fencing on existing fence line.		\$2,200	
Supply and installation of 1 x new gate between new location of fence and building. Refer to eth attached drawing.		\$2,200	
Enclose the northern end of the back veranda to provide a secure area with pool fencing	\$1,650		
Supply and installation of a new clothes line (style TBA).	\$660		
TOTAL SUM (includes GST)		\$157,630	

Chittering Local Health Advisory Group Terms of Reference

1.0: Purpose:

The purpose of the Chittering Health Advisory Group is to provide a forum for ongoing communication and interaction with the Western Wheatbelt Health Service sites, the District Health Advisory Council, Private Health Providers, other relevant Government Departments, consumers and community members. Providing a structure for community views to be communicated to the relevant Health Providers and an avenue to advocate for the development of workable solutions to local health service related issues.

Objectives:

- Collective voice for advocating community attitudes and perspectives on Health related matters between service providers, all levels of government and the community.
- Identify opportunities for community development and to improve health service provision to residents within the Shire of Chittering
- Promotion of service provision options available to the community providing a focal point for the exchange of information between service providers and the general community
- Encourage wide spread consultation with the community on health related issues and solutions found.

2.0: Membership:

2.1: The Chittering Health Advisory Group membership should reflect and have the capacity to represent community and consumer diversity.

2.2: Membership should be drawn from, but not limited to, consumers, local government and health related professionals and agencies. The site Health Service Manager will be a member of the Group as proxy for the Western District Operations Manager.

2.3: The recommended number for membership is 11 with the following representation:

- Independent Chair
- Shire of Chittering CDO (Administrative Support)
- WACHS
- 3 Service Representatives
- 5 Community Representatives

3.0: Method and Terms of Appointment:

3.1: Expression of Interest for membership will be advertised on local papers, newsletters and on local notice boards. The Committee has the power to co-opt people with expertise or where there is a gap in representation.

Adopted 27 June 2018
Next Review: 8 January 2019

3.2: Interested parties will be required to complete an application form and send to the Chair of CHAG who will consult with existing membership to consider the application.

3.3: A Chairperson will be appointed by the members at the first meeting and serve a term of 12 months with an option for re-election.

3.4: CHAG's members are not required to have a fixed term of appointment but CHAG's are encouraged to promote diversity in membership and give opportunities to other members of the community who wish to join.

4.0: Resignation of Membership:

4.1: Chittering Health Advisory Members can resign their membership at any time providing written notice to the Chair of the Chittering Health Advisory Group.

4.2: Replacement of membership will be sought by the terms expressed under Method and Terms of Appointment.

5.0: Frequency and Time of Meetings:

5.1: Meetings are usually held bi-monthly or more frequently if required and at the discretion of the Chair at a time and day agreed by all members to ensure regular attendance.

5.2: A tentative meeting schedule should be developed for the year. Changes to this schedule should be made at least seven days in advance.

5.3: The Chittering CHAG is a public forum with meeting actions documented for public viewing via the Shire of Chittering Website.

6.0: Confidentiality:

6.1: Chittering Health Advisory Group members must be aware of the need for confidentiality in relation to matters addressed by the Group that may be of a sensitive nature and may refer to individual experiences.

7.0: Conflict of Interest:

7.1: Members must disclose any conflict of interest when it arises and it be recorded by the Chair.

8.0: Code of Ethics and Code of Conduct

Personal integrity

Adopted 27 June 2018
Next Review: 8 January 2019

We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

Accountability

We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

9.0: Roles and Responsibilities:

9.1: The Chair of CHAG through the appointed District Health Advisory Council member for the area will inform, provide advice and feedback to the District Health Advisory Council (DHAC) on health related matters pertaining to their local communities

9.2: The Chattering Health Advisory Group (CHAG) will advise and support local health service providers in an environment of cooperation, shared understanding and consensus.

9.3: The CHAG is responsible for providing advice, support and feedback to relevant Health service on matters relating to health service, quality access, co-ordination and planning in the locality.

9.4: CHAG can identify and bring to the attention of the relevant Health Service related issues and or initiatives proposed that could assist to advance the health well-being of the local community.

9.5: CHAG will provide a conduit to organise and co-ordinate the release of health service related information to the wider community as authorised by the Relevant Health Service

9.6: Health Service providers are responsible for bringing matters raised by the CHAG to the attention of the Respective managers of the relevant Health Service

9.7: The Health Service where possible, and as authorised by relevant management within the respective organisations, will support the CHAG in developing and implementing health initiatives for the local community.

9.8: The Health Service will provide CHAG with a report for each meeting that will include

- Safety and Quality performance including patient satisfaction surveys
- Complaint outcomes and recommendations which will improve service delivery and the patient experience
- Health service planning issues and updates including capital development updates
- General updates and notifications for the members to disperse to their communities
- The range of services delivered in the community to be reviewed or discussed.

9.9 Chattering Health Services Network

Adopted 27 June 2018
Next Review: 8 January 2019

The Chittering Health Services Network will exist alongside the Chittering Health Advisory Group with all service providers servicing residents of the Shire of Chittering extended an invitation to participate on this network.

The network will meet quarterly to provide an avenue for information sharing and networking. Opportunities for collaboration on projects will be identified and explored. A local services expo will also be considered.

10. Administrative support and record requirements:

10.1: CHAG and Service providers will, as required, jointly develop action plans that outline key issues discussed and actions and resolutions made.

10.2: It is not a requirement of CHAG to take formal minutes, however an agenda for each meeting will be prepared and a brief account of the issue, action required and outcome recorded and made available via the Shire of Chittering Website.

10.3: Actions of the previous meeting should be agreed and endorsed by the CHAG before distribution to the community.

10.4: Agenda items should be submitted to the Chair of the CHAG within 10 working days prior to the meeting.

10.5: Administrative support for the meeting will be provided at the discretion of the Shire of Chittering

11. Review of Terms of Reference:

These Terms of Reference will be reviewed in 6 months from date of acceptance.



Shire of Chittering Proposal

Understanding of the Task

PHAIWA understands that the Shire of Chittering is interested in assessing the local demographics to ensure current and future services meet the needs of the community.

PHAIWA is proposing to support the Shire to conduct this analysis by:

- Developing a community profile, and
- Conducting a community needs assessment.

These data will be useful not only for the Shire to use as criteria for future service planning but also when developing their Public Health Plan.

The key personnel for this project will be Dr Melissa Stoneham and Melinda Edmunds.

About the Team

Dr Melissa Stoneham has worked in the public health field for over 25 years. She holds an undergraduate qualification in environmental health and postgraduate qualifications in Occupational Health and Safety, Health Economics, Community Health. She also holds a PhD in public health policy. She has worked within the local and state government sectors, with NGOs, for professional associations, within the tertiary sector and with International Aid Agencies. Melissa has worked with many local governments across WA to support health and wellbeing policies and public health plans,

Melissa has extensive experience in working with the local government sector, particularly in the area of public health. She has affiliations with both Edith Cowan University (Assoc Prof) and Curtin University (Snr Research Fellow) and has expertise in qualitative research methods. Melissa sits on a number of Boards including Palmerston and Injury Matters and holds advisory and executive positions with a number of professional associations.

Melinda Edmunds has a Bachelor of Science (Health Promotion) and has worked in the non-government and tertiary sector for nine years. Melinda has experience in stakeholder consultation, delivering training including consensus driven workshops and developing up SMART objectives. Melinda sits on the Australian Health Promotion Association national board.

Brief Overview of Methods

A **demographic profile** will be developed to support the selection of appropriate health and wellbeing services relevant to the Chittering community. This will integrate the predicted growth of the Shire according to age groups, gender, country of origin, Aboriginality and income brackets.

Any local or regional health priorities will be sought from the local Public Health Unit and the Population Health Division of WA Health. Links with local NGOs, NFPs and organisations will be made to identify any existing public health and wellbeing trends.

The identification of **community needs**, issues and priorities relevant to public and community health will occur via:

- Discussion groups;
- Invitations to submit concerns/ideas through press releases, and
- Online or hard copy survey.

PHAIWA will develop a range of public health and wellbeing related questions to guide the community consultation. The survey tool will be approved by the SoC team prior to being disseminated.

The responses to the survey will be monitored to ensure we have accessed a wide range of the demographic groups. If there appears to be a gap, PHAIWA will discuss this with the SoC team and advise the initiation of discussion groups through service providers who may access those least represented.

The Shire will need to assist in this process by providing access to email or other lists of community members.

A series of discussion groups can be held with young people (who will not be targeted online), most likely through the education system but may integrate Scout or sporting club engagement if considered important.

A **report** outlining the key trends from the consultation will be developed to guide future decision making for the Shire.

The development of an advocacy plan for the Shire can also be developed. This would be an additional cost and can be discussed at a later time.

Timing and Cost

PHAIWA could commence this process with the Shire in late July. It is difficult to predict the amount of time the community consultation will take, however the entire project should be completed by early November 2018.

The estimated cost for this project which include a number of visits to the Shire to access community members, is \$8500 + GST.

For more information please contact Dr Melissa Stoneham on m.stoneham@curtin.edu.au or on 0421113580.