



MINUTES

SPECIAL MEETING OF COUNCIL

TUESDAY
7 NOVEMBER 2017



**MINUTES OF THE
SPECIAL MEETING OF THE SHIRE OF GINGIN
HELD IN THE COUNCIL CHAMBER
ON TUESDAY, 7 NOVEMBER 2017,
COMMENCING AT 3:15PM**

	PAGE
1. <u>DECLARATION OF OPENING</u>	3
2. <u>RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE</u>	3
2.1 ATTENDANCE	3
2.2 APOLOGIES	3
2.3 LEAVE OF ABSENCE	3
3. <u>DISCLOSURES OF INTEREST</u>	4
4. <u>PUBLIC QUESTION TIME</u>	4
4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE	4
4.2 PUBLIC QUESTIONS	4
5. <u>PETITIONS, DEPUTATIONS AND PRESENTATIONS</u>	4
5.1 PETITIONS	4
5.2 DEPUTATIONS	4
5.3 PRESENTATIONS	4
6. <u>APPLICATIONS FOR LEAVE OF ABSENCE</u>	4
7. <u>CONFIRMATION OF MINUTES</u>	4
8. <u>ANNOUNCEMENTS BY THE PRESIDING MEMBER</u>	4
9. <u>UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS</u>	5
10. <u>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</u>	5
11. <u>REPORTS</u>	5
11.1. <u>OFFICE OF THE CEO</u>	5
11.2. <u>CORPORATE AND COMMUNITY SERVICES</u>	5
11.3. <u>PLANNING AND DEVELOPMENT</u>	6
11.3.1 UNBUDGETED EXPENDITURE - EMERGENCY WORKS FOR GUILDERTON CARAVAN PARK SEPTIC TANKS AND EFFLUENT DISPOSAL SYSTEM	6
11.4. <u>OPERATIONS-CONSTRUCTION</u>	13
11.5. <u>ASSETS</u>	13
12. <u>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</u>	13
13. <u>COUNCILLORS' OFFICIAL REPORTS</u>	13
14. <u>NEW BUSINESS OF AN URGENT NATURE</u>	13
15. <u>MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC</u>	13
16. <u>CLOSURE</u>	14

SHIRE OF GINGIN

MINUTES OF THE SPECIAL MEETING OF THE SHIRE OF GINGIN HELD IN COUNCIL CHAMBERS, 7 BROCKMAN STREET, GINGIN ON 7 NOVEMBER 2017 COMMENCING AT 3:15PM

DISCLAIMER

Members of the Public are advised that decisions arising from this Council Meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

ORDER OF BUSINESS

1. DECLARATION OF OPENING

The Shire President declared the meeting open at 3.15pm and welcomed those in attendance.

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – I B Collard (Shire President), J W Elgin (Deputy Shire President), J Court, C W Fewster, F Johnson, J C Lobb, J E Morton, F J Peczka and J K Rule.

Staff – J Edwards (Chief Executive Officer), K Lowes (Executive Manager Corporate and Community Services), A Butcher (Executive Manager Operations-Construction), L Edwards (Executive Manager Planning and Development), R Rasool (Executive Manager Assets), K Bacon (Manager Statutory Planning) (from 3.26pm) and L Burt (Governance/Minute Officer).

Gallery – There were no members of the public present in the Gallery.

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5. PETITIONS, DEPUTATIONS AND PRESENTATIONS

5.1 PETITIONS

Nil

5.2 DEPUTATIONS

Nil

5.3 PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

9. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. REPORTS

11.1. OFFICE OF THE CEO

Nil

11.2. CORPORATE AND COMMUNITY SERVICES

Nil

11.3. PLANNING AND DEVELOPMENT

11.3.1 UNBUDGETED EXPENDITURE - EMERGENCY WORKS FOR GUILDERTON CARAVAN PARK SEPTIC TANKS AND EFFLUENT DISPOSAL SYSTEM

LOCATION: LOT 1 DEWAR STREET, GUILDERTON
FILE: BLD/795
REPORTING OFFICER: LISA EDWARDS – EXECUTIVE MANAGER PLANNING AND DEVELOPMENT
REPORT DATE: 7 NOVEMBER 2017
REFER: NIL

OFFICER INTEREST DECLARATION

Nil

PURPOSE

To consider undertaking emergency works at the Guilderton Caravan Park (the Park) to:

1. Repair and renovate the existing septic tanks and effluent disposal system; and
2. Install a concrete apron and pedestrian pathway near the Park entrance boom gate prior to the 2017/18 summer holiday period.

BACKGROUND

Effluent disposal system

Recently the Park's system for the treatment of sewage and disposal of effluent and liquid waste has failed, resulting in a potential public health risk. The four sewage holding tanks are full and the irrigation disposal system is blocked.

The present onsite system(s) for the treatment of sewage and disposal of effluent and liquid waste are problematic in that other systems have been added to the primary infrastructure since it was installed. The system was initially designed to cater for approximately 700 people per day from the caravan park only. At some point in time the septic tank servicing the foreshore the primary system now caters for the public foreshore toilets, the new changing places facility, the ablution block and laundry facility within the park and the caravan dump point.

The effective performance of septic tanks is dependent on the retention of solids within the tanks for a sufficient period of time to allow bacteriolytic action to break down the solids with the assistance of a macerater. Overloading at peak periods does not allow solids to remain within the tanks long enough for this process to occur, and it is believed that, as a result, untreated sewage is now being pumped through to the reticulated disposal lines, which are now blocked.

Administration has discussed rectification of the present system with ABCO Water Systems (being the company that originally installed the system some fifteen years ago), the Park Manager and a local plumber. As a result of these discussions, it is evident that rectification works are likely to include:

1. Removal of scum and sludge in the primary tanks and irrigation tanks (approx. 96 000L);
2. removal of all solenoid valves from the drip irrigation field and renovation of all dripper lines to ensure there is sufficient capacity to handle peak loads;
3. Installation of new pipes to divide effluent disposal field into six sections,
4. Replacement of pump if not suitably sized;
5. Monitoring of the system over the peak holiday period; and
6. Provision of training to maintenance personnel.

The disposal site is located to the north of the Park and is fully visible view from Gordon Street. A site plan is provided as **Appendix 1**.

Concrete works

Repairs have recently been undertaken to the boom gate at the Park entrance. However, the Manager has subsequently advised that concrete works are required in order to complete the repairs and automate the system. The scope of the works includes a 36m concrete pedestrian pathway and concrete apron at the boom gate.

COMMENT

Effluent disposal system

The Shire’s Principal Environmental Health Officer is concerned that the peak loadings expected over the forthcoming holiday season will create a public health risk throughout the Park and the immediate disposal areas if action is taken to address the current situation.

The level of risk has been determined utilising the Risk Assessment and Acceptance Criteria contained within Council’s Policy 1.24 Risk Management, as follows:

Risk Matrix			
Area	Consequence Rating	Likelihood Rating	Risk
Health	Major	Likely	High
Financial Impact	Major	Likely	High
Service Interruption	Major	Likely	Extreme
Compliance	Catastrophic	Likely	Extreme
Reputational	Major	Likely	High
Property	Major	Likely	High
Environment	Major	Possible	High

Based on the above risk framework, it is therefore determined that the effluent system in its current state represents a high risk to the Shire of Gingin. Administration therefore presents the following options for Council's consideration:

- a. Undertake emergency repairs to the existing infrastructure and pump out the tanks;
or
- b. Replace the entire effluent system with an alternative treatment plant.

Option a would reduce the risk rating to moderate as, regardless of repair works, there are many components in the existing system that may not perform in the short term given the current waste loads.

Option b would result in a low risk rating as a new disposal system would be designed to cater for the volume of effluent being produced. However this option is currently considered to be cost prohibitive.

The estimated cost to implement Option a is \$60,000. Option b is considered to be a major capital works project with an estimated cost of up to \$500,000.

Administration is therefore of the view that it would be prudent to proceed with Option a at this point, with a view to considering the replacement of the entire system in the future.

It is noted that there should be no further expansion of the Park capacity until such time as a replacement effluent system (ie Option b) is implemented.

Concrete works

The Chief Executive Officer and Executive Manager Planning and Development recently conducted an inspection of the Park in company with the Park Manager. In conjunction with the inspection, discussions took place with respect to the need for provision of pedestrian access and completion of the boom gate repairs.

STATUTORY ENVIRONMENT

Health Act 1911

Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

POLICY IMPLICATIONS

Council Policy 3.10 - Purchasing Policy
Council Policy 1.24 – Risk Management

BUDGET IMPLICATIONS

Effluent Disposal System

Council's adopted 2017/18 Budget does not contain any allocation for repair or replacement of the Park's effluent disposal system.

In the event that Council is supportive of Administration's recommendation, then the transfer of \$60,000 from the Guilderton Caravan Park Reserve Account to the Municipal Fund to fund the expenditure from the Guilderton Caravan Park Maintenance Account (13203204) is requested.

Concrete Works

There is currently no allocation in the adopted 2017/18 Budget for the proposed concrete works, which will cost approximately \$5,500. Again, provided that Council is supportive of the proposal, then a transfer from the Guilderton Caravan Park Reserve Account to the Municipal Fund to fund the expenditure from the Guilderton Caravan Park Maintenance Account is requested.

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
	Transfer from Caravan Park-Reserve Account	\$113,996	\$48,496	-\$65,500
13203204	Guilderton Caravan Park Maintenance Account	\$19,800	\$85,300	\$65,500
			Net Effect	NIL

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Natural Environment</i>
Objective	<i>2.To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management</i>
Outcome	<i>2.1 The Shire's ecological services and natural assets are respected and enhanced</i>
Key Service Area	<i>Environmental management</i>
Priorities	<i>Improving the Shire's Natural Areas Management</i>

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

RECOMMENDATION

It is recommended that Council agree to:

1. Undertake emergency repairs to the existing septic and effluent disposal system at the Guilderton Caravan Park, including pumping out of the septic tanks, at an estimated cost of \$60,000.00;
2. Carry out works consisting of a 36 metre pedestrian accessway and construction of a concrete apron to the Park entrance boom gate at an estimated cost of \$5,500.00; and

3. Amend its adopted 2017/18 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
	Transfer from Caravan Park-Reserve Account	\$113,996	\$48,496	-\$65,500
13203204	Guilderton Caravan Park Maintenance Account	\$19,800	\$85,300	\$65,500
			Net Effect	NIL

SUBSTANTIVE MOTION WITH AMENDMENT

Add Part 4.

Moved Councillor Peczka, seconded Councillor Court that Council agree to:

1. Undertake emergency repairs to the existing septic and effluent disposal system at the Guilderton Caravan Park, including pumping out of the septic tanks, at an estimated cost of \$60,000.00;
2. Carry out works consisting of a 36 metre pedestrian accessway and construction of a concrete apron to the Park entrance boom gate at an estimated cost of \$5,500.00; and
3. Amend its adopted 2017/18 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus/ Deficit
	Transfer from Caravan Park-Reserve Account	\$113,996	\$48,496	-\$65,500
13203204	Guilderton Caravan Park Maintenance Account	\$19,800	\$85,300	\$65,500
			Net Effect	NIL

4. Obtain quotes for the preparation of a feasibility study into the provision of deep sewerage, with quotes to be presented to Council for further consideration.

The Manager Statutory Planning entered Council Chambers at 3.26pm.

CARRIED BY ABSOLUTE MAJORITY
9-0

REASON FOR AMENDMENT

Council was of the view that, whilst the approved works would address the issues currently being experienced at the Guilderton Caravan Park in the short term, it would also be prudent to investigate options for resolving the matter in the long term.

APPENDIX 1



1.4. OPERATIONS-CONSTRUCTION

Nil

11.5. ASSETS

Nil

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. COUNCILLORS' OFFICIAL REPORTS

13.1 SHIRE OF GINGIN SENIORS' DAY – 4 NOVEMBER 2017

LOCATION: WANGAREE COMMUNITY CENTRE, LANCELIN
FILE: GOV/20-1
COUNCILLOR: JAN COURT
REPORT DATE: 7 NOVEMBER 2017

Councillor Court advised that she attended the Shire of Gingin Seniors Day at Wangaree Centre on Saturday together with Councillors Elgin and Johnson. The day went extremely well with approximately 60 members of the public participating, and Councillor Court extended thanks to the Shire of Gingin for hosting the event.

14. NEW BUSINESS OF AN URGENT NATURE

Nil

15. MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

Nil

16. CLOSURE

There being no further business, the Shire President declared the meeting closed at 3.45pm.

The next Ordinary meeting of Council will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on Tuesday, 21 November 2017 commencing at 3.00pm.

Councillor I B Collard
Shire President
21 November 2017