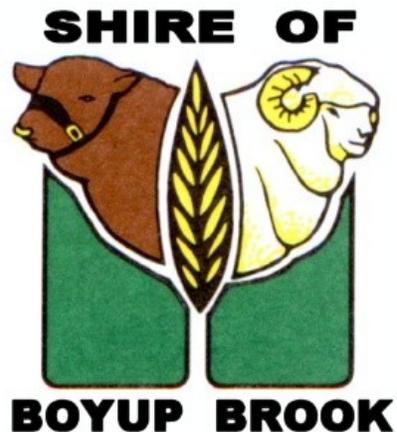


# MINUTES



**ORDINARY MEETING**

**HELD**

**THURSDAY 16 JUNE 2011**

**COMMENCED AT 3.39PM**

**AT**

**SHIRE OF BOYUP BROOK CHAMBERS  
ABEL STREET – BOYUP BROOK**

**TABLE OF CONTENTS**

<b>1</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED .....</b>	<b>3</b>
1.1	Attendance.....	3
1.2	Apologies.....	3
1.3	Leave of Absence.....	3
<b>2</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>3</b>
2.1	Response to Previous Public Questions Taken on Notice .....	3
2.2	Public Question Time .....	3
<b>3</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>4</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS .....</b>	<b>4</b>
<b>5</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
<b>6</b>	<b>PRESIDENTIAL COMMUNICATIONS .....</b>	<b>4</b>
<b>7</b>	<b>REPORTS OF OFFICERS.....</b>	<b>4</b>
7.1	MANAGER WORKS & SERVICES .....	4
7.2	MANAGER – FINANCE.....	4
7.2.1	Accounts for Payment .....	4
7.2.2	April 2011 Monthly Statements of Financial Activity .....	6
7.2.3	Annual Compliance Audit Return 2010 .....	8
7.3	CHIEF EXECUTIVE OFFICER .....	10
7.3.1	Railway Asset Relocation.....	10
7.3.2	Review of Delegations of Authority.....	14
7.3.3	SWDC Local Government Representative .....	16
7.3.4	Donation request - South West Group of Affiliated Agricultural Associations .....	18
7.3.5	Donation Request – Heated Multi Purpose Therapeutic Pool Committee .....	23
8.1	COMMITTEE REPORTS .....	25
8.1.1	Youth Advisory Committee Minutes .....	25
8.1.2	Minutes of the Boyup Brook Tourism Association .....	26
8.1.3	Minutes of the WA Local Government Association South West Zone .....	26
<b>9</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>27</b>
<b>10</b>	<b>URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT.....</b>	<b>27</b>
10.1.1	Election Boundaries .....	27
10.1.2	Subdivision Application (WAPC Ref 143773) Roland Road .....	28
10.1.3	Heated Multi Purpose Therapeutic Pool Committee.....	28
<b>11</b>	<b>CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS .....</b>	<b>28</b>
<b>12</b>	<b>CLOSURE OF MEETING .....</b>	<b>28</b>

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

**1.1 Attendance**

Cr T Ginnane – Shire President  
Cr M Giles – Deputy Shire President  
Cr E Biddle  
Cr T Doust  
Cr P Marshall  
Cr E Muncey  
Cr B O’Hare

STAFF: Mr Alan Lamb (Chief Executive Officer)  
Mr Keith Jones (Manager of Finance)  
Mr John Eddy (Manager of Works & Services)  
Mrs Maria Lane (Executive Assistant)

**1.2 Apologies**

**1.3 Leave of Absence**

Cr Oversby

**2 PUBLIC QUESTION TIME**

**2.1 Response to Previous Public Questions Taken on Notice**

Nil

**2.2 Public Question Time**

**3 APPLICATIONS FOR LEAVE OF ABSENCE**

**MOVED: Cr Muncey**

**SECONDED: Cr Marshall**

**That Cr O’Hare be granted leave of absence for the July 2011 ordinary meeting of Council.**

**That Cr Ginnane – Shire President and Cr Biddle be granted leave of absence for the August 2011 ordinary meeting of Council.**

**CARRIED 7/0**

**Res 104/11**

**4 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS**

Cr Biddle talked about Growing Boyup Brook and mentioned if Chamber of Commerce were formed, Growing Boyup Brook may disband.

**5 CONFIRMATION OF MINUTES**

**5.1 Ordinary Meeting of Council - Thursday 19 May 2011**

**OFFICER RECOMMENDATION – ITEM 5.1**

That the minutes of the Ordinary Meeting of Council held on Thursday 19 May 2011 be confirmed as an accurate record.

**COUNCIL DECISION – ITEM 5.1**

**MOVED: Cr Marshall**

**SECONDED: Cr Biddle**

That the minutes of the Ordinary Meeting of Council held on Thursday 19 May 2011 be confirmed as an accurate record subject to the following amendment.

Page 3 – delete Cr Marshall from Apology and replace under Leave of absence – Cr Marshall.

**CARRIED 7/0**

**Res 105/11**

**6 PRESIDENTIAL COMMUNICATIONS**

- Attended Men In Sheds meeting.
- Attended Boyup Brook Lions meeting regarding Sandakan school exchange.

**7 REPORTS OF OFFICERS**

Nil

**7.1 MANAGER WORKS & SERVICES**

Nil

**7.2 MANAGER – FINANCE**

**7.2.1 Accounts for Payment**

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/1/002</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>10 June 2011</i>
<b>Author:</b>	<i>Keith Jones – Manager of Finance</i>
<b>Authorizing Officer:</b>	<i>Not applicable</i>
<b>Attachments:</b>	<i>Yes – List of Accounts Paid</i>

---

**SUMMARY**

Report recommends the acceptance and approval of the Schedule of Accounts for Payment.

**BACKGROUND**

Invoices have been received during the month of May 2011.

**COMMENT**

Accounts are presented for consideration (see appendix 7.2.1) or where paid by direct debit pursuant to the Council's "Authorisation to Make Payments" policy.

**CONSULTATION**

Nil

**STATUTORY OBLIGATIONS**

Local Government (Financial Management) Regulations Act 1009, Regulation 12; and Regulations 13(3) (a) (b); 13(1); and 13(4).

**POLICY IMPLICATIONS**

Accounts are presented for consideration or where paid by direct debit pursuant to the Council's "Authorization to Make Payments" policy.

**BUDGET/FINANCIAL IMPLICATIONS**

Account payments are in accordance with the adopted budget for 2010/11 or authorized by separate resolution.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.2.1**

**MOVED: Cr O'Hare**

**SECONDED: Cr Biddle**

**That the payment of accounts for May 2011 as presented totalling \$447,030.89 and as represented by cheque voucher numbers 18537 – 18572 totalling \$45,595.91, and accounts paid by direct electronic payments through the Municipal Account totalling \$401,434.98 be endorsed.**

**CARRIED 7/0**

**Res 106/11**

**7.2.2 April 2011 Monthly Statements of Financial Activity**

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/10/003</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>10 June 2011</i>
<b>Author:</b>	<i>Keith Jones – Manager of Finance</i>
<b>Authorizing Officer:</b>	<i>Not applicable</i>
<b>Attachments:</b>	<i>Yes – Financial Reports</i>

---

**SUMMARY**

Report recommends Council receive the Balance Sheet and Operating Statement for the month ended 31 May 2011 and Investment Schedule for the month ended 30 June 2011.

**BACKGROUND**

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

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

The regulations also prescribe the content of the report.

The reports are attached – see appendix 7.2.2

**COMMENT**

Nil

**CONSULTATION**

Nil

**STATUTORY OBLIGATIONS**

Local Government (Financial Management) Regulations 1996, s34 (1) (a)  
Local Government (Financial Management) Regulations 1996, s19 (1) (2) (a) (b)  
Local Government (Financial Management) Regulations 1996, s34 (2) (a) (b)

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.2.2**

**MOVED: Cr Doust**

**SECONDED: Cr Muncey**

**That the May 2011 Monthly Statements of Financial Activity as presented, be received.**

**CARRIED 7/0**

**Res 107/11**

### 7.2.3 Annual Compliance Audit Return 2010

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>Shire of Boyup Brook</i>
<b>File:</b>	<i>FM/9/004</i>
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>25 May 2011</i>
<b>Author:</b>	<i>Keith Jones – Manager of Finance</i>
<b>Authorizing Officer:</b>	<i>N/A</i>
<b>Attachments:</b>	<i>Yes – Boyup Brook Compliance Audit Return 2010</i>

---

#### **SUMMARY**

The purpose of this report is to present to Council the Annual Compliance Return for Council adoption.

#### **BACKGROUND**

The Local Government (Audit) Regulations 1996, Section (14) requires Local Governments to carry out a Compliance Audit for the period 1<sup>st</sup> January to 31<sup>st</sup> December in each year. Section (13) of the regulations outlines the sections of the Act & Regulations that are subject to audit.

The Department of Local Government and Regional Development has provided the compliance form approved by the Minister for completion and presentation to Council for adoption.

Section (15) of the Regulations require that a certified copy of the return presented and adopted by Council be sent to the Director General of Department of Local Government by 31<sup>st</sup> March each year, together with a copy of the minutes referring to this matter. The report is to be certified by the Shire President and Chief Executive Officer.

#### **COMMENT**

The completed Compliance Return is attached and the “comment” section of the compliance report provides some information in relation to the areas of non compliance.

#### **CONSULTATION**

Chief Executive Officer – Alan Lamb  
Manager of Finance – Keith Jones  
Manager of Works and Services – John Eddy  
Environmental Health/Building Officer – Wayne Jolley  
Finance Officer – Kay Raisin  
Administration Staff

**STATUTORY OBLIGATIONS**

Local Government Act 1995 Section 7.13(1(i))  
Local Government (Audit) Regulations 1996 Sections (13) (14) & (15)

**POLICY IMPLICATIONS**

No specific policy in relation to compliance as it is covered by legislation

**BUDGET/FINANCIAL IMPLICATIONS**

The cost of completing the Compliance Audit is within the existing budget; however a high level of non compliance can lead to unnecessary additional expenditure.

**STRATEGIC IMPLICATIONS**

A high level of compliance will allow staff to spend more time on matters relating to the delivery of services and future planning.

**SUSTAINABILITY IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 7.2.3**

**That the Council adopts the Annual Compliance Report for 2010, and the Shire President and Chief Executive Officer certify the return for submission to the Department of Local Government and Regional Development.**

**COUNCIL DECISION – ITEM 7.2.3**

**MOVED: Cr O'Hare**

**SECONDED: Cr Muncey**

**Council adopts the Annual Compliance Report for 2010 subject to the following amendments and the Shire President and Chief Executive Officer certify the return for submission to the Department of Local Government.**

**Page 28 – Number 25 Elect Reg 8(2) – ‘no’ to be deleted and be replaced with ‘N/A’.**

**Page 28 – Number 26 Elect Reg 8(3) – ‘no’ to be deleted and be replaced with ‘N/A’.**

**Page 31 – Number 15 s5.99a Admin Reg 34A, AA, AB – ‘n/a’ to be deleted and replaced with ‘Yes’.**

**Page 31 – Number 16 – ‘N/A’ to be deleted and be replaced with ‘Yes’.**

**CARRIED 7/0**

**Res 108/11**

### **7.3 CHIEF EXECUTIVE OFFICER**

#### **7.3.1 Railway Asset Relocation**

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	
<b>Disclosure of Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>7 June 2011</i>
<b>Author:</b>	<i>Geoff Carberry Senior Admin Officer</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Appendices:</b>	<i>Nil</i>

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#### **SUMMARY**

Report to fund the relocation of Shire assets currently located within the Boyup Brook Railway precinct from the 2010/2011 unbudgeted surplus.

#### **BACKGROUND**

In October 2010 Council resolved as follows:

**That Council:**

- 1. not seek a new lease for the Boyup Brook Railway Station Reserve.**
- 2. direct Administration to prepare a report on alternative sites for Council owned structures on the Reserve, with relevant costs, and that the current month by month lease with the Public Transport Authority be continued in the interim.**

Assets located on the railway precinct are

1. Transportable Building (15m x 7.4m) currently being used by the Blackwood Basin Group (BBG)
2. Three VFA class rail wagons - One leased to the Blackwood Wine Association although it is not known to what extent the wagon is used.
  - One used by the Tourist Association (No lease)
  - One used as storage by BBG (being emptied)

Blackwood Basin Group have agreed to relocate to the "Roomerz" building on Bridge Street. This relocation is progressing with an end of June completion target.

The other users have been advised of the intended relocation of the wagons.

Further more at the Councils meeting of 19th May 2011 the following resolution was carried.

**COUNCIL DECISION – ITEM 7.3.1**

- 1 That the transportable building currently located within the Railway precinct be relocated to the Shire depot.
- 2 That the three VFA class wagons currently located within the railway precinct be placed in outside storage at the Flax Mill complex.
- 2 That a \$25,000 provision be made in 2011/12 budget estimates to relocate the transportable building.

**COMMENT**

Since the last decision by Council there has been an increase in urgency to have the Shires assets removed. By using a portion of the unbudgeted surplus funds from the 2010 2011 year it will allow the immediate progression of the relocation of these assets.

It is been stated by The Men in Sheds association that they have secured a lease of the area and are wishing to take up this lease with great urgency. This can not occur whilst the Shire holds a lease on the area.

Immediate funding will allow other works at the Shire depot needed to be completed prior to the actual relocation date. The contractor is also requesting an earlier date so as to better fit in their future commitments.

**CONSULTATION**

Council staff  
Building Movers

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

No funding for the relocation has been allocated in the 2010/2011 budget. Funds would be required to be allocated from the unbudgeted surplus for the financial year ending June 2011.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 7.3.1**

- 1 That \$15000 be allocated from the unbudgeted surplus funds for the financial year ending June 2011, these funds to be used for the relocation of the Transportable building located on the railway precinct to the Shire Works Depot.
- 2 That \$10000 be allocated from the unbudgeted surplus funds for the financial year ending June 2011, these funds to be used for the relocation of the 3 Railway Wagons located on the railway precinct to the Flax Mill area.
3. That \$3000 be allocated from the unbudgeted surplus funds for the financial year ending June 2011, these funds to be used for reconnection of services to the transportable building when it is relocated to the Shire Works.

**MOVED INTO COMMITTEE**

**MOVED: Cr Giles**

**SECONDED: Cr Biddle**

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

**CARRIED 7/0**

**Res 109/11**

**MOVED OUT OF COMMITTEE**

**MOVED: Cr Giles**

**SECONDED: Cr Muncey**

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

**CARRIED 7/0**

**Res 110/11**

**COUNCIL DECISION**

**MOVED: Cr Giles**

**SECONDED: Cr Biddle**

- 1 That \$15000 be approved and be included in the 2011/12 budget, these funds to be used for the relocation of the Transportable building located on the railway precinct to the Shire Works Depot.
2. That \$3000 be approved and included in the 2011/12 these funds to be used for reconnection of services to the transportable building when it is relocated to the Shire Works.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Res 111/11**

**COUNCIL DECISION**

**MOVED: Cr Giles**

**SECONDED: Cr O'Hare**

- 1 The Chief Executive Officer negotiate the current arrangements with the existing railway carriage tenants to provide them with alternative storage.**
- 2. The Chief Executive Officer be authorised to dispose of the 3 carriages for the highest offer on the condition they are removed prior to 31<sup>st</sup> July 2011.**
- 3. The Chief Executive Officer to approach PTA to extend time to remove the carriages in the event they are not sold prior to 31<sup>st</sup> July 2011.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Res 112/11**

**NOTE:**

**Council saw no value in the cost of relocating the carriages before deciding their fait.**

### 7.3.2 Review of Delegations of Authority

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>Shire of Boyup Brook</i>
<b>File:</b>	<i>GO/15/004</i>
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>9 June 2011</i>
<b>Author:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Authorizing Officer:</b>	<i>Not applicable</i>
<b>Attachments:</b>	<i>Yes – 1.6 current Register of Delegations of Authority Manual</i>

---

#### **SUMMARY**

This item reviews the existing Delegations of Authority and recommends that the existing delegations continue without change.

#### **BACKGROUND**

Local Government Act 1995 section 5.42(1) states a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

Local Government Act 1995 section 5.46(2) states At least once every financial year, delegations made under this Division are to be reviewed by the delegator. Council last reviewed its delegations at the February 2010 Council meeting.

#### **COMMENT**

An extensive review of the Shire of Boyup Brook Delegations of Authority conducted in February 2009 and it is suggested that no further changes are needed at this time.

#### **CONSULTATION**

Manager of Works and Services  
Manager of Finance  
Health and Building Officer

#### **STATUTORY OBLIGATIONS**

Local Government Act 1995 (various sections)  
Local Government Act (Administration) Regulations 1996  
Local Government Act (Functions and General) Regulations 1996  
Occupational Safety and Health Act 1984 and Regulations 1986  
Local Government (Financial Management) Regulations 1996  
Local Government (Miscellaneous Provisions) Act 1960

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

The adoption and implementation of this Delegations Authority will not require any additional expenditure.

**STRATEGIC IMPLICATIONS**

The Delegations of Authority will assist with the delivery of “Best Practice” within the industry.

**SUSTAINABILITY IMPLICATIONS**

- **Environmental:**  
There are no known environmental issues at this stage.
- **Economic:**  
There are no known economic issues at this stage.
- **Social:**  
There are no known social issues at this stage.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 7.3.2**

That Council adopt the Delegations of Authority as presented and the same be implemented as from 12 February 2011 until further notice.

4.26pm – Cr Muncey left the Chambers.

**COUNCIL DECISION – ITEM 7.3.2**

**MOVED: Cr Doust**

**SECONDED: Cr Biddle**

That Council adopt the Delegations of Authority as presented and the same be implemented as from 12 February 2011 until further notice subject to;

1. Delegation W\* being amended by deleting “CALM” and replacing it with “DEC” in point 1.
2. The Chief Executive Officer checking and reporting back to Council the validity of the delegation to the “Manager or Finance or Manager of Works” in delegation F2, point 2.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**Res 113/11**

4.28pm – Cr Muncey returned to the Chambers.

### 7.3.3 SWDC Local Government Representative

<b>Location:</b>	N/A
<b>Applicant:</b>	N/A
<b>File:</b>	GR/31/003
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	8 June 2011
<b>Author:</b>	Alan Lamb-Chief Executive Officer
<b>Authorizing Officer:</b>	Not applicable
<b>Attachments:</b>	SWDC letter and application details

---

#### **SUMMARY**

The purpose of this report is to advise Council of the announced vacancy on the South West Development Commission (SWDC) Board and recommend that Council endorse a nomination from Cr Ginnane and that Administration assist with the nomination process.

#### **BACKGROUND**

SWDC has announced that the current term of Cr Wade De Campo's position as a Local Government Represent on the SWDC Board expires 30 June 2011 and that nominations have been called for.

Cr De Campo is eligible to reapply for a further term.

SWDC has a 10 member board; the Board meets monthly and makes decisions about a broad range of economic development projects and initiatives involving the Commission.

The term of appointment and Board members are required to represent the interests of the region not just their locality. Nominees should be interested in and have knowledge relevant to regional communities, and may have (or have had) involvement with business, industry, education, training, tourism, recreation etc.

The information supplied includes a nomination form and the nominees need to attach a CV. Nominations close 8 July.

#### **COMMENT**

It is noted that membership of the SWDC Board offers an opportunity for a Councillor to become more involved with the wider issues of the region and, it is suggested, Council would benefit from the broader perspective the President's involvement with the Board would bring.

The process is for a Council member to nominate for the position and it is recommended that Council endorse the nomination of Councillor Ginnane. Also that administration assists with the nomination process.

#### **CONSULTATION**

Nil

**STATUTORY OBLIGATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

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

There is no doubt that having a Councillor on the SWDC Board would provide benefits which may or may not impact on the triple bottom line.

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.3.3**

**MOVED: Cr Doust**

**SECONDED: Cr Muncey**

**That Council endorse the nomination of the Shire President, Councillor Ginnane, as Local Government representative on the South West Development Commission Board and that Administration assist with the nomination process.**

**CARRIED 7/0**

**Res 114/11**

**7.3.4 Donation request - South West Group of Affiliated Agricultural Associations**

<b>Location:</b>	N/A
<b>Applicant:</b>	South West Group of Affiliated Agricultural Associations
<b>File:</b>	FM/25/008
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 June 2011
<b>Author:</b>	Alan Lamb – Chief Executive Officer
<b>Authorizing Officer:</b>	Not applicable
<b>Attachments:</b>	Letter from association

**SUMMARY**

The purpose of this report is to put the request to Council, with a recommendation that it be agreed to and that Administration review of the Donations Policy for and prepare a draft revised policy for Council's consideration.

**BACKGROUND**

This group puts together the annual district display at the Perth Royal Show. The local agricultural society is a member of this group is an active participant in the annual display.

**COMMENT**

Most Local Governments the author is aware of provide financial assistance for the relevant district displays at the royal show. Last year a donation was made under Council's donation policy without the matter going to Council, which is in accordance with the policy. Whilst the matter could be addressed in this manner again it is suggested that the policy be reviewed to make provision for annual donations to groups such as this.

At its May meeting Council resolved:

**That the matter be referred to the Chief Executive Officer to investigate and report a three year funding agreement with the Boyup Brook Tourism Association and the Boyup Brook District High School.**

Whilst this resolution is yet to be actioned it is apparent that an amendment to the Donations Policy would be one option that should be considered at least for the District High School. The Tourism Association has the additional option of having a funding/support agreement included in the lease that is being worked on.

**CONSULTATION**

The author has spoken with the President of the local Agricultural Society and she fully supports a donation being made as they are heavily involved in the annual display.

**STATUTORY OBLIGATIONS**

Nil

**POLICY IMPLICATIONS**

Council's Donations Policy applies and is as follows:

<b>POLICY NO.</b>	F.02
<b>POLICY SUBJECT</b>	Donations
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007

**Objective**

To promote and support community-based initiatives, which meet Shire's strategic direction.

**Statement**

Definitions

The following definitions apply to this policy:

- Organisation is an incorporated body under the Associations Incorporation's Act 1987 or a recognised corporate body created by government with an Australian Companies Number (ACN).
- Individual is a resident of the Shire.
- Grant – is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose.
- Sponsorship- is the provision of cash, in-kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for the Shire.
- Subsidy is the provision of in-kind in the form of a cash book entry which enables the Shire to determine the real cost of support provisions and donations to community groups.

**Eligibility**

Only organisations are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of the shire. Only one application per year may be funded for any one organisation.

In general, applications for funding shall fulfil the following criteria:-

- Not for direct profit or financial gain to the organisation or an individual;
- The proposal supports the mission statement, values and strategic direction of the Shire;
- The applicant organisation can demonstrate the capacity to manage and be accountable for the funds and the project.

The Council will: -

- only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
- require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
- require each successful applicant to agree that they do not represent the Shire in any capacity.

#### Program Promotion

All funding programs will be advertised annually in March with all applicants advised of the outcome of their application within one month of the adoption of the annual Budget.

These requests will be presented to the Council with a brief precise.

#### Lodging of Applications

Applications for assistance should be made on the application form available from the Shire Office.

The information required for applications of less than \$500 shall include:-

- The name of the organisation and applicant, accompanied by contact details;
- The purpose and value of the funding required;
- The value of funding which will be provided by the organisation;
- The timeframe for completion of the project or activity;
- Such other details as required from time to time.

The information required for applications of more than \$500 shall include: -

- The name of the organisation and applicant, accompanied by contact details
- The purpose and value of the funding required;
- The value of funding which will be provided by the organisation;
- The timeframe for completion of the project or activity;
- confirmation by the President or Secretary that the application has been supported by resolution of the Organisation;
- the names of current Office Bearers and Committee members and a copy of the Certificate of Incorporation;
- A copy of the most recent audited financial statements;
- Such other details as required from time to time.

#### Accountability

Organisations successful in their application are generally required to:-

- Acquit the funds by 30 June in the year following their successful grant application. The acquittal is to include the appropriate financial statements as determined by the Shire, and to demonstrate that the funds have been spent on the purpose for which they were allocated;
- Provide a written report to the Shire on the outcome of their project including relevant statistics and whether objectives of the project have been met. The contents of the report requirements will be determined by the Shire;

Where an organisation has applied for funds, an individual on behalf of the group may be required to make a presentation to the Council, participate in an interview or address a group of people regarding the activity.

It is expected that all projects, events and activities will:-

- acknowledge Shire's support in its advertising, promotion and any media publicity to the satisfaction of the Shire;
- utilise Shire's logo where appropriate;
- provide a detailed report at the conclusion of the project, which outlines the project's achievements measured against the objectives.

#### Availability of Information

A central register of grants will be maintained and will be submitted to Council for noting annually. The register will contain the following information: -

- Name of recipient organisation and individual concerned (where applicable);
- Amount of funds provided;
- Purpose of funds provision;
- Date project/activity is expected to be complete;
- Date funds were approved;
- Date/notification of satisfactory acquittal of funds has been received by the Shire;
- Any other information considered by the Chief Executive Officer to be of value to the Council in its decision-making and funds management.

#### Decision Final

Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

#### Procedures for grants or contributions of \$10,000 or more:

On receipt of approval of a grant application the recipient agrees:-

- that the funds be applied only for the purpose approved;
- to supply an audited statement of income and expenditure supported by copies of invoices on the completion of the project;
- that 50% of the grant will be provided at the commencement of project (and following receipt of the duly signed approval terms).

- Progressive claims (to a maximum of 50%) will be payable upon production of an income and expenditure statement accompanied by relevant invoices, or as otherwise agreed to in writing by the Shire.

### General

The Chief Executive Officer may in consultation with the Shire President approve extraordinary donation requests up to \$100.00 in cash, or \$500.00 in-kind (excluding administrative support eg. photocopying), to local community groups throughout the year when requested.

The Annual Budget to include \$500.00 per year in cash for this purpose.

Extraordinary in-kind support may be carried out during normal working hours where there is no impact on work programs.

The CEO shall reject all other requests throughout the year outside the donation funding program.

### **BUDGET/FINANCIAL IMPLICATIONS**

No specific provision was made in the current budget for the requested donation of \$200 however provision was made, in accordance with the Donations Policy, of \$500 for unspecified donations and the ledgers show no allocation against this provision.

### **STRATEGIC IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

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

### **VOTING REQUIREMENTS**

Absolute majority

### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.3.4**

**MOVED: Cr O'Hare**

**SECONDED: Cr Biddle**

1. That Council donate \$200 to the South West Group of Affiliated Agricultural Associations to assist with the District Display at the Perth Royal Show.
2. That Administration reviews the Donations Policy for and prepares a draft revised policy for Council's consideration by its August 2011 meeting.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Res 115/11**

**7.3.5 Donation Request – Heated Multi Purpose Therapeutic Pool Committee**

**Location:** N/A  
**Applicant:** Heated Multi Purpose Therapeutic Pool Committee  
**File:**  
**Disclosure of Officer Interest:** None  
**Date:** 8 June 2011  
**Author:** Alan Lamb – Chief Executive Officer  
**Authorizing Officer:** Not applicable  
**Attachments:** letter of request

**SUMMARY**

The purpose of this report is to put the request before Council with the recommendation that it be agreed to and that Administration review the Town Hall hire fees and recommend a revised set of fees as part of the 2011/12 budget process

**BACKGROUND**

The Heated Multi Purpose Therapeutic Pool Committee, which is a sub committee of the swimming club, seeks free use of the Town Hall to conduct a fundraising event. The group is booking the hall and kitchen for Sunday 17<sup>th</sup> July. It will be paying for the kitchen.

Council has not set its fees and charges for 2011/12 as yet but the relevant fees set for 2010/11 are:

**Boyup Brook Hall Hire (Inclusive of GST)**

**Type of Function**

**Community Group/Clubs Fundraising**

Bond	Council	GST Free	\$	220.00
Deposit	Council	GST Charged	\$	82.50
Hire Charge	Council	GST Charged	\$	165.00

**Kitchen Only**

Bond	Council	GST Free	\$	70.00
Hire Charge 1/2 day (prior to or after midday)	Council	GST Charged	\$	20.00
Hire Charge full day	Council	GST Charged	\$	30.00

**COMMENT**

Council has agreed to a similar request from this group some months ago and resolved to donate the hire fee (that is a donation of \$165.00 was made and the hire fee charged). At that time, and when other similar request have been put to Council Councillors have pointed out that the fee structure should be reviewed as part of the budget process and it is recommended that Council resolved that this be done.

Like a number of Shire facilities, the Town Hall is a community service that is its operation is subsidised from general revenue. The 2010/11 Budget provided for hall hire income of \$1,500 against costs of \$27,719 and it would not be practical to set the fees at a cost recovery level due to the anticipated impact on the incidence of usage. Council has looked at how it might improve the amenity of the facility in an effort to improve the rate of usage and in the current budget grant funding has been directed to air-conditioning (community members had requested this some time ago and the current grant funding opportunities have now facilitated this). Lotterywest heritage grant funding is also being used to conserve and restore the Hall, and Administration will be looking at other improvements that Council might consider. A restructured fee schedule may attract more usage and ultimately result in a higher level of income.

### **CONSULTATION**

The author has spoken with the applicant and Council staff.

### **STATUTORY OBLIGATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **BUDGET/FINANCIAL IMPLICATIONS**

There is provision in the 2011/12 budget for unspecified donations of \$500.

### **STRATEGIC IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

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

### **VOTING REQUIREMENTS**

Absolute majority

### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.3.5**

**MOVED: Cr Marshall**

**SECONDED: Cr Ginnane**

**That Council donate \$165 to the Heated Multi Purpose Therapeutic Pool Committee to cover hall hire fees for it's hiring on 17 July 2011.**

**CARRIED BY ABSOLUTE MAJORITY 6/1**

**Res 116/11**

**MOVED: Cr Doust**

**SECONDED: Cr Muncey**

**That the Council adopts en bloc Items 8.1.1, 8.1.2 and 8.1.3.**

**CARRIED 7/0**

**Res 117/11**

## **8.1 COMMITTEE REPORTS**

### **8.1.1 Youth Advisory Committee Minutes**

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	<i>IM/37/004</i>
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>06 June 2011</i>
<b>Author:</b>	<i>Annie Jones – Youth Officer</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – Minutes</i>

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#### **BACKGROUND:**

A meeting of the Youth Advisory Committee was held 17<sup>th</sup>, 19<sup>th</sup> & 24<sup>th</sup> May 2011.

Minutes of the meeting are laid on the table and circulated (*refer to appendix 8.1.1*)

#### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.1.1**

**That the minutes of the Youth Advisory Committee Minutes held on 17<sup>th</sup>, 19<sup>th</sup> and 24<sup>th</sup> May 2011.**

**CARRIED BY EN BLOC RESOLUTION 7/0**

**Res 118/11**

### 8.1.2 Minutes of the Boyup Brook Tourism Association

<b>Location:</b>	<i>Boyup Brook Shire Chambers</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>7 June 2011</i>
<b>Author:</b>	<i>N/A</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – Minutes</i>

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#### **BACKGROUND:**

A Boyup Brook Tourism Meeting was held on 20<sup>th</sup> May 2011.  
Minutes of the meeting are laid on the table and circulated (*refer to appendix 8.1.2*)

#### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.1.2**

**That the minutes of the Boyup Brook Tourism Association Meeting held on 20<sup>th</sup> May 2011 be received.**

**CARRIED BY EN BLOC RESOLUTION 7/0**

**Res 119/11**

### 8.1.3 Minutes of the WA Local Government Association South West Zone

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	<i>IM/37/003</i>
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>7 June 2011</i>
<b>Author:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Authorizing Officer:</b>	<i>Not Applicable</i>
<b>Attachments:</b>	<i>Yes – Minutes</i>

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#### **BACKGROUND:**

A meeting of the WA Local Government Association South West Zone was held on 27<sup>th</sup> May 2011.

Minutes of the meeting are laid on the table and circulated (*refer to appendix 8.1.1*)

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.1.3**

That the minutes of WA Local Government Association South West Zone held on 11<sup>th</sup> May 2011 be received.

**CARRIED BY EN BLOC RESOLUTION 7/0**

**Res 120/11**

**9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT**

**10.1 LATE ITEMS**

**MOVED: Cr Giles**

**SECONDED: Cr Biddle**

That Council deal with the following late items:-

**CARRIED 7/0**

**Res 121/11**

**MOVED INTO COMMITTEE**

**MOVED: Cr Muncey**

**SECONDED: Cr O'Hare**

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

**CARRIED 6/1**

**Res 122/11**

**MOVED OUT OF COMMITTEE**

**MOVED: Cr Giles**

**SECONDED: Cr Biddle**

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

**CARRIED 7/0**

**Res 123/11**

**10.1.1 Election Boundaries**

**MOVED: Cr Doust**

**SECONDED: Cr Giles**

That the Chief Executive Officer makes a submission to the Electoral Distribution Commissioners advising that the Council believes that the Shire of Boyup Brook should be in the Warren Blackwood electorate because the Shire is within the South West region.

**CARRIED 7/0**

**Res 124/11**

**10.1.2 Subdivision Application (WAPC Ref 143773) Roland Road**

This item was to have been dealt with at the briefing session but was moved to the Council meeting due to time constraints.

**MOVED: Cr Doust**

**SECONDED: Cr Muncey**

**That Council proceed to the next item of business.**

**CARRIED 6/1**

**Res 125/11**

**10.1.3 Heated Multi Purpose Therapeutic Pool Committee**

**MOVED: Cr Giles**

**SECONDED: Cr Doust**

**The Chief Executive Officer be directed to do no further work on the Heated Multi Purpose Therapeutic Pool Committee proposal until the integrated and strategic plan has been completed.**

**CARRIED 7/0**

**Res 126/11**

**11 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS**

**12 CLOSURE OF MEETING**

There being no further business the Shire President, Cr Terry Ginnane declared the meeting closed at 5.09pm.