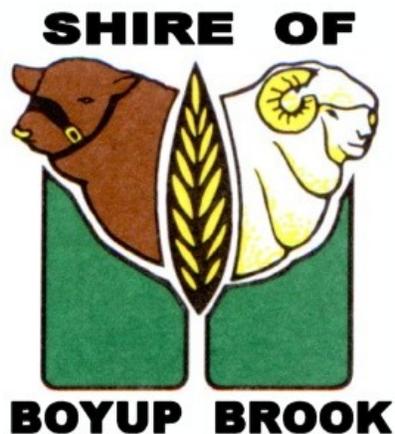


# MINUTES



ORDINARY MEETING

TO BE HELD

THURSDAY 17 MARCH 2011

COMMENCED AT 3.30PM

AT

SHIRE OF BOYUP BROOK CHAMBERS  
ABEL STREET – BOYUP BROOK

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

**1.1 Attendance**

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

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**

Cr P Marshall

**1.3 Leave of Absence**

Nil

**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**

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

Cr O’Hare informed Council about Registered Training Organizations (RTO).  
RTO promotion and marketing plan has been completed.  
Static display set up in training room with brochures and student handbooks available.

## **CONFIRMATION OF MINUTES**

### **5.1 Ordinary Meeting of Council - Thursday 17 February 2011**

#### **OFFICER RECOMMENDATION – ITEM 5.1**

That the minutes of the Ordinary Meeting of Council held on Thursday 17 February 2011 be confirmed as an accurate record.

#### **COUNCIL DECISION – ITEM 5.1**

**MOVED: Cr Biddle**

**SECONDED: Cr O'Hare**

That the minutes of the Ordinary Meeting of Council held on Thursday 17 February 2011 be confirmed as an accurate record subject to the following amendments.

Page 11 – amend to read: Cr Giles departed the Chambers at 4.03pm.

Page 12 – amend to read: Cr Giles returned to the Chambers at 4.24pm.

**CARRIED 7/0**

**Res 34/11**

### **5.2 Special Meeting of Council - Tuesday 1 March 2011.**

#### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 5.2**

**MOVED: Cr Oversby**

**SECONDED: Cr Biddle**

That the minutes of the Special Meeting of Council held on 1 March 2011 be confirmed as an accurate record.

**CARRIED 7/0**

**Res 35/11**

## **5 PRESIDENTIAL COMMUNICATIONS**

## **6 REPORTS OF OFFICERS**

### **7.1 MANAGER WORKS & SERVICES**

### **7.2 MANAGER – FINANCE**

<b>7.2.1 Accounts for Payment</b>
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<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>11 March 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 February 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 Doust**

**SECONDED: Cr Biddle**

**That the payment of accounts for February 2011 as presented totalling \$460,301.96 and as represented by cheque voucher numbers 18410 – 18443 totalling \$74,799.93, and accounts paid by direct electronic payments through the Municipal Account totalling \$385,502.03 be endorsed.**

**CARRIED 7/0**

**Res 36/11**

**7.2.2 February 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>11 March 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>

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**SUMMARY**

Report recommends Council receive the Balance Sheet and Operating Statement for the month ended February 2011 and Investment Schedule for the month ended 31 March 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 O’Hare**

**SECONDED: Cr Muncey**

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

**CARRIED 7/0**

**Res 37/11**

### **7.3 CHIEF EXECUTIVE OFFICER**

#### **7.3.1 Demolition of Building**

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>Rylington Park Institute of Agriculture</i>
<b>File:</b>	<i>LS/62/009, CR/31/012</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>8 March 2011</i>
<b>Author:</b>	<i>Geoff Carberry – Senior Administration Officer</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Rylington Park Complex</i>

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#### **SUMMARY**

Rylington Park Institute of Agriculture has asked that the Shire of Boyup Brook arrange and pay for the removal of the “old cottage as soon as possible.

#### **BACKGROUND**

The property known as Rylington Park was first leased to the Rylington Park Management Committee on the 10 November 1992. This lease has subsequently been renewed on a number of occasions, the last having a termination date of 14<sup>th</sup> March 2020.

Section 5.2 of the current lease states

“At its own expense the lessee shall maintain the Demised Premises in good clean substantial tenable repair and condition to the reasonable satisfaction of the lessor. (damage by fire storm tempest earthquake explosion excepted saver where the insurance effected in accordance with the provisions of this lease are rendered irrecoverable by some act omission or default on the part of the lessee its servants agents or lawful visitors) and shall further make good any defect or carry out repairs requested by the lessor within a reasonable time of the request being made.”

#### **COMMENT**

Whilst this request seems to be in contravention of section 5.2 of the lease the building would appear to have been in a poor state of repair for a lengthy period of time.

The question is whether the costs of removing a capital item should be born by the lessee or by the owner. The building concerned contains a considerable amount of asbestos in both external and internal cladding, along with sections of the roof.

During a joint inspection by the Health and Buildings officer W. Jolley and the Senior Administrations Officer it was obvious that demolition and disposal of the building in its current state serious occupational safety and health issues could be raised against the Shire and the management committee.

**CONSULTATION**

Rylington Park Manager

**STATUTORY ENVIRONMENT**

Lease Document as listed in file LS/62/009  
Occupational Safety and Health act 2005

**FINANCIAL IMPLICATIONS**

If recommended funds will be required to be approved in the 2011/2012 budget.

**STRATEGIC IMPLICATIONS**

None at this point in time.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 7.3.1**

**That due to the levels of compliance and that this building has been in this state for a considerable amount of time that Council make funds available to the extent of \$26,000 in the 2011/2012 budget for the removal of the “old cottage” within the Rylington Park complex as indicated on *attachment 1*.**

**COUNCIL DECISION – ITEM 7.3.1**

**MOVED: Cr Doust**

**SECONDED: Cr Oversby**

**That due to the levels of compliance and that this building has been in this state for a considerable amount of time that consideration be given to providing the funding required in the 2011/2012 budget for the removal of the “old cottage” within the Rylington Park complex as indicated on *attachment 1*.**

**CARRIED 7/0**

**Res 38/11**

### 7.3.2 Adoption of Amended Occupational & Health Policy

<b>Location:</b>	<i>Not Applicable</i>
<b>Applicant:</b>	<i>Not Applicable</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>8 March 2011</i>
<b>Author:</b>	<i>Geoff Carberry – Senior Administration Officer</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – Occupational Safety &amp; Health Policy (amended)</i>

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#### **SUMMARY**

A review of the current Occupational Safety and Health Policy has revealed the need to indicate Councils willingness to provide funds in the budget to ensure the requirements of the Act and associated legislation are met.

#### **BACKGROUND**

The current policy was adopted on 15<sup>th</sup> October 2009 and was designed to meet the then current requirements.

#### **COMMENT**

As part of the review of occupational safety and health documentation it was found that the following words need to be added to the current policy.

**“and agrees to provide an appropriate level of funding to meet these requirements in its annual budget.”**

to ensure it fully meets the requirements of the Act and associated legislation.

#### **CONSULTATION**

Local Government Insurance Service Risk Officer N. Logan  
Chief Executive Officer Alan Lamb  
Occupational Safety & Health Committee

#### **STATUTORY OBLIGATIONS**

Occupational Safety & Health Act 1984  
Occupational Safety & Health Regulations 1996  
Work Safe Guidelines and Codes of Practice  
Australian Standards

#### **BUDGET/FINANCIAL IMPLICATIONS**

Failure to comply with the requirements may result in a fine or Compliance order being issued. Funding will allow for appropriate purchase of personal protective equipment and training needs.

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.3.2**

**MOVED: Cr Doust**

**SECONDED: Cr Biddle**

**That Council adopts the amended Occupational Safety and Health Policy as provided, with this policy then being included in the Councils Published Documents.**

**CARRIED 7/0**

**Res 39/11**

### 7.3.3 Integrated Planning and Reporting

<b>Location:</b>	N/A
<b>Applicant:</b>	N/A
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 March 2011
<b>Author:</b>	Alan Lamb – Chief Executive Officer
<b>Authorizing Officer:</b>	Not applicable
<b>Attachments:</b>	Letter from Minister for Local Government, Framework and Guidelines publication.

#### **SUMMARY**

The purpose of this report is to put before Council the Minister's offer of funding assistance with a recommendation that it be taken up.

#### **BACKGROUND**

As Councillors will be aware, Council focussed on long term planning in 2008/9 in providing funding to commence the asset management planning process. It had already produced at least two strategic plans and is looking to a review of the current plan this calendar year.

In the latter part of 2010 the Department of Local Government (DLG) produced a publication called "Integrated Planning and Reporting – Framework and Guidelines" and copies of this report were provided to Councillors. As noted on page 1 of the report, the guidelines will be used to "inform proposed legislative changes to be introduced in 2011".

In February, the Minister wrote to Council offering funding assistance "to support Strategic Planning, Asset Management Planning and Long Term Financial Planning".

The Chief Executive has been set targets of:

- Completion of 4 year Financial Plan – 30 April 2011
- Commence a review of the Shire's Strategic Plan - August 2011

#### **COMMENT**

It should be noted that whilst the DLG has announced its proposed integrated reporting requirements they will not come into force until the legislation is amended and so the current requirements remain in the interim. There is however a need to take into account the proposed direction when working on Council's long term planning.

It is understood that the new requirements will set a general format for plans but not prescribe details such as asset depreciation rates.

Based on this then there is nothing to hold back proceeding with the timeframes set by Council for its plans other than the offer of funding assistance and this will be expanded upon further.

With regard to the Plan for the Future, Council adopted its Strategic Plan 2008-2013 as its Plan for the Future in August 2008. It will be noted that the Regulations require that the Plan for the Future be reviewed every two years. As the Plan was adopted in August 2008 a review should have been conducted prior to August 2010. A check of the Council minutes failed to reveal evidence of a review having been conducted. The Forward Planning Committee agenda for October 2010 included an item on the Strategic Plan (which is also the Plan for the Future) but the matter was not dealt with at that time. It is noted that the target of commencing a review of the Plan by August this year would mean that the review was a full 12 months late but it is suggested that doing a review before Council has its asset and financial plans in place would be a waste of time because it would need to be reviewed again once these plans had been completed.

An option is to merely accept the plan current plan and set a review date of say 31 August 2011 (this would then be in line with the target set). If there is no change to the Plan, there is no need to advertise the Plan and this may be less confusing to the community than to have a an amended plan now and new plan later this year. Another option is to accept that Regulation 19C(4) has not been complied with (as this is the case even if a review was to be done now) and wait until later in the year to conduct a meaningful review. It is noted that if there was no requirement to review the Plan it would have been logical to defer the review till DLG had firmed up proposed legislative changes that are proposed to set new requirements. On balance, and after speaking with DLG, it is recommended that missing the required review be accepted and that the review be conducted as part of the overall planning process that Council has commenced. If this is accepted by Council it is intended that a letter be sent to DLG alerting it to the error and setting out the plan for the review. A quick skim through the current Strategic Plan reveals that many of the actions have been completed or addressed in some way and so Council may wish to see a new plan (in the format and with the content that DLG is working on for inclusion in the changes to requirements) to replace the current plan when the review is brought to it.

Much of the asset management planning work has been done, however, there are some asset types we have not done plans for (these include IT equipment, street trees, street furniture and the like). Some of the asset types may be included in other plans but it would be of advantage if they were shown separately. Taking street trees as an example, there is a reasonable investment in trees on town road reserves. Trees have a life span and so long term replacement planning is worthwhile from operational, financial and community perspectives. Taking the last point, a long term plan that includes staged removal/replacement is more likely to gain acceptance than a reactionary approach where trees have become dangerous, are in poor condition etc.

The financial planning is pending the completion of asset management planning and we are working to the 30 April target set by Council.

It is suggested that the Minister's offer of funding (which we have been informed could be made available reasonably quickly and in the current financial year) would provide for the planning process to be outsourced (i.e. the drafting of plans for Council). This may however have impact on Council's target of 30 April 2011 for the financial plan (having said this though, given that much of the asset management planning is done it should be possible to meet this target depending on consultant availability). Equally, it should be possible to bring forward the commencement of the strategic plan review and have this flow directly on from the asset management/long term financial plan (it is suggested that

these two plans are interdependent and interrelated and so are not stand alone documents).

On first reading the Minister's letter it appeared as if there was some tie between his structural reform aims and the offer of funding. However speaking with the DLG it appears that whilst the funding is part of the reform push it is not aimed at amalgamations or the like but is aimed at assisting Council's to get their long term planning in order leading up to the proposed legislative changes announced in the Integrated Planning and Reporting publication (copy attached). It is noted that the letter also speaks of Regional Collaborative Groups as being an option that would attract funding support and DLG indicated this as being an option which is a significant change to the previous position.

In summary then, there is an opportunity to gain funding support for planing process already in train and it is recommended that this opportunity be taken up. The required review of the Plan for the Future was not conducted within the two years and so it makes sense to leave this now and do the review after asset and financial planning is completed. Also to use the funding assistance on offer to facilitate this.

### **CONSULTATION**

The author has spoken with the President and Deputy President and DLG staff about aspects of the matters.

### **STATUTORY OBLIGATIONS**

The following sections of the Local Government Act have relevance

#### **5.53. Annual reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - (a) a report from the mayor or president;
  - (b) a report from the CEO;
  - [(c), (d) *deleted.*]
  - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
  - (f) the financial report for the financial year;
  - (g) such information as may be prescribed in relation to the payments made to employees;
  - (h) the auditor's report for the financial year;
  - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*;
  - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
    - (i) the number of complaints recorded in the register of complaints;
    - (ii) how the recorded complaints were dealt with; and
    - (iii) any other details that the regulations may require;and

- (i) such other information as may be prescribed.

### **5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

The following Local Government (Administration) Regulations apply:

### **19C. Planning for the future — s. 5.56**

- (1) In this regulation and regulation 19D —  
*plan for the future* means a plan made under section 5.56.
  - (2) A local government is to make a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).
  - (3) A plan for the future of a district is to set out the broad objectives of the local government for the period specified in the plan.
  - (4) A local government is to review its current plan for the future of its district every 2 years and may modify the plan, including extending the period the plan is made in respect of.
  - (5) A council is to consider a plan, or modifications, submitted to it and is to determine\* whether or not to adopt the plan, or the modifications, as is relevant.
- \*Absolute majority required.
- (6) If a plan, or modified plan, is adopted by the council then the plan or modified plan is to apply to the district for the period of time specified in the plan.
  - (7) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future of the district, and when preparing any modifications of a plan.
  - (8) A plan for the future of a district is to contain a description of the involvement by the electors and ratepayers in the development of the plan, and any modifications of the plan.
  - (9) A local government is to ensure that a plan for the future made in accordance with this regulation applies in respect of each financial year after the financial year ending 30 June 2006.

*[Regulation 19C inserted in Gazette 31 Mar 2005 p. 1033.]*

### **19D. Notice of plan to be given**

- (1) After a plan for the future, or modifications to a plan, are adopted under regulation 19C the local government is to give local public notice in accordance with subsection (2).
- (2) The local public notice is to contain —
  - (a) notification that —
    - (i) a plan for the future of the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
    - (ii) details of where and when the plan may be inspected;

or

- (b) where a plan for the future of the district has been modified —
- (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for a the period specified in the plan; and
  - (ii) details of where and when the modified plan may be inspected.

### **POLICY IMPLICATIONS**

Nil

### **BUDGET/FINANCIAL IMPLICATIONS**

Nil. It is proposed that the grant funding sought would meet the cost of any outside assistance sought. There is still however a need for an Absolute Majority because the budget would be amended by showing additional income and additional expenditure.

### **STRATEGIC IMPLICATIONS**

Nil

### **SUSTAINABILITY IMPLICATIONS**

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

### **VOTING REQUIREMENTS**

Absolute majority

### **OFFICER RECOMMENDATION – ITEM 7.3.3**

**That Council authorise the Chief Executive Officer to seek funding assistance from the Department of Local Government to engage external assistance to complete Asset Management Planning, Long Term Financial Planning and Strategic Planning tasks already set by Council and that the Budget be amended to reflect the additional income and corresponding expenditure.**

### **MOVED INTO COMMITTEE**

**MOVED: Cr Biddle**

**SECONDED: Cr Giles**

**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 40/11**

3.51pm – John Eddy left the Chambers.  
3.52pm - John Eddy returned to the Chambers.

**MOVED OUT OF COMMITTEE**

**MOVED: Cr Giles**

**SECONDED: Cr Oversby**

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

**CARRIED 7/0**

**Res 41/11**

**OFFICER RECOMMENDATION – ITEM 7.3.3**

**That Council authorise the Chief Executive Officer to seek funding assistance from the Department of Local Government to engage external assistance to complete Asset Management Planning, Long Term Financial Planning and Strategic Planning tasks already set by Council and that the Budget be amended to reflect the additional income and correspondence expenditure.**

**COUNCIL DECISION – ITEM 7.3.3**

**MOVED: Cr Doust**

**SECONDED: Cr O'Hare**

- 1. That Council authorise the Chief Executive Officer to seek funding assistance from the Department of Local Government to engage external assistance to complete tasks already set by Council and that the Budget be amended to reflect the additional income and corresponding expenditure.**
- 2. That the appointment of a suitable Consultant be referred to Council for approval.**
- 3. The requirements in the CEO's performance tasks be revised to reflect this.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Res 42/11**

The Chief Executive Officer withdrew item 7.3.4 as it had been established that the annual lease cost would be substantially less than first thought and within the current budget provision.

**7.3.4 Landcare/Sustainability Officer – purchase of vehicle**

**Location:** N/A  
**Applicant:** N/A  
**File:**  
**Disclosure of Officer Interest:** None  
**Date:** 10 March 2011  
**Author:** Alan Lamb – Chief Executive Officer  
**Authorizing Officer:** Not applicable  
**Attachments:** Nil

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**SUMMARY**

The purpose of this report is to recommend to Council that it approve the purchase of a light vehicle, note this entails an amendment to the current budget.

**BACKGROUND**

The current budget provides for the employment of a Landcare/Sustainability officer for 4 days per week with half of the costs being recouped from the Bridgetown/Greenbushes Shire Council. The agreement between the two Councils is for the position to be trialled for twelve months.

**COMMENT**

The recruitment process has been completed and the position has now been filled. The position requires the use of a dual cab 4X4 utility and the budget was based on leasing a vehicle.

Looking more closely at the options of purchase as opposed to lease, it is apparent that the former is substantially cheaper. The Manager of Works has indicated that if the position does not continue past the initial twelve months and, if Council agrees to retain the vehicle, he would have use for it.

The operating cost including a quoted lease fee is in the order of \$22,000 as opposed to the operating cost (including depreciation and opportunity cost) of \$10,000 if the vehicle were to be purchased. Dealer indications of the sale value after 12 months indicate that the depreciation allowance would cover the difference between the purchase and sale price.

It is recommended that Council approve the purchase of the vehicle.

**CONSULTATION**

The author has spoken with relevant staff and vehicle suppliers.

**STATUTORY OBLIGATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

It should be noted that no provision was made in the current budget for the purchase of the vehicle in question. Provision was however made for a leased vehicle. Based on quotations received the cost to purchase a suitable vehicle less GST would be in the region of \$32,500. The Manager of Works has identified savings of \$20,600 in the area of plant purchases and the Manager of Finance has identified an expected increase on the end of year surplus (this will be detailed in the Audit Finance Committee agenda item on the budget review) to cover the remaining cost.

**STRATEGIC IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION – ITEM 7.3.4**

**That Council amend the budget to make a \$32,500 provision for the purchase of a four wheel drive dual cab utility noting that the cost would be met from savings in budget provisions for the net cost of Plant and Equipment and an increase in the end of year surplus.**

**8.1 COMMITTEE REPORTS**

**MOVED: Cr O'Hare**

**SECONDED: Cr Giles**

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

**CARRIED 7/0**

**Res 43/11**

<b>8.1.1 Youth Advisory Committee Minutes</b>
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<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>10 March 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 22<sup>nd</sup> February and 1<sup>st</sup> March 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 22<sup>nd</sup> February and 1<sup>st</sup> March 2011 be received.**

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

### 8.1.2 Minutes of the Blackwood River Valley Marketing Association

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

#### **BACKGROUND:**

A Blackwood River Marketing Association Meeting was held on 8<sup>th</sup> February 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 Blackwood River Valley Marketing Association Meeting held on 8<sup>th</sup> February 2011 be received.

**CARRIED BY EN BLOC RESOLUTION**

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

Notice of motion Cr Biddle – 01/11

### 9.1.1 Council's Annual Award

#### **Motion:**

That Administration review Council's Annual Award – Process Policy, that the review include a process to obtain residents opinions and recommendations on the number and nature of the awards, and that the results with recommendations be put to the July meeting of Council.

#### **Comment:**

The existing policy has apparently not been reviewed for a considerable period, and the Selection Panel, and some residents, have suggested changes which they consider would be improvements.

**COUNCIL DECISION – ITEM 9.1.1**

**MOVED: Cr Biddle**

**SECONDED: Cr Doust**

**That Administration review Council's Annual Award – Process Policy, that the review include a process to obtain residents opinions and recommendations on the number and nature of the awards, and that the results with recommendations be put to the July meeting of Council.**

**CARRIED 7/0**

**Res 44/11**

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

**MOVED: Cr Muncey**

**SECONDED: Cr O'Hare**

**That Council consider the following late items:-**

**CARRIED 7/0**

**Res 45/11**

**10.1.1 Minutes of Audit & Finance Committee**

**OFFICE RECOMMENDATION – 10.1.1**

**That the minutes of the Audit & Finance Committee held on 17 March 2011 be received.**

**COUNCIL DECISION – 10.1.1**

**MOVED: Cr Biddle**

**SECONDED: Cr Doust**

**That the minutes of the Audit & Finance Committee held on 17 March 2011 be received as an accurate record subject to the following amendment.**

**Item 5.3 – page 14 – delete Carried by Absolute Majority and replace with Carried.**

**CARRIED 7/0**

**Res 46/11**

**COUNCIL DECISION – 5.1**

**MOVED: Cr Oversby**

**SECONDED: Cr Biddle**

**That**

- 1. the Committee recommends Council adopts the financial review to 31 December 2010 as presented and amended at the Committee meeting.**
- 2. the Committee meet on 2<sup>nd</sup> May 2011 to consider the financial implications of the Forward Capital Works Plan over the next 5 years, including the Shire's commitment to the Boyup Brook Country Music Club building project.**
- 3. any decision on the allocation of the projected surplus funds at 30<sup>th</sup> June 2011 be held in abeyance until the Finance Committee meeting on 2<sup>nd</sup> May 2011.**

**CARRIED 7/0**

**Res 47/11**

**COUNCIL DECISION – 5.2**

**MOVED: Cr O’Hare**

**SECONDED: Cr Biddle**

**That the Committee recommends Council receives and accepts the management responses relating to the Auditor’s comments in the Annual and Management Reports for the financial year ended 30 June 2010.**

**CARRIED 7/0**

**Res 48/11**

**COUNCIL DECISION – 5.3**

**MOVED: Cr Doust**

**SECONDED: Cr Oversby**

**That the Committee recommend to Council that Tim Partridge and Maria Cavallo from AMD Chartered Accountants be appointed to provide audit services for period 01/07/2010 to 30/06/2013 inclusive.**

**CARRIED 7/0**

**Res 49/11**

**10.1.2 South West Development Commission – funding opportunity**

**MOVED: Cr Doust**

**SECONDED: Cr Biddle**

**That Council approve of the CEO making application to the SWDC for grant funding for a television promotional campaign for Boyup Brook (\$5,000) and for promotion of the Albany/Bunbury via Boyup Brook tourist route (\$10,000).**

**That Council provide matching funds of \$15,000, \$3,000 of which from budgeted expenditure and \$12,000 from unbudgeted expenditure in 2010/11.**

**CARRIED 7/0**

**Res 50/11**

**10.1.3 Country Local Government Funding**

**MOVED: Cr O’Hare**

**SECONDED:**

**That Council put an item to South West Zone of Western Australian Local Government Association on the matter of funding delays associated with the CLGF grants for 2010/11 and seeking Western Australian Local Government Association support for a clearer and less bureaucratic process for Councils, with a copy of the item being sent to the President of WALGA – Mayor Troy Pickard for information.**

**CARRIED 7/0**

**Res 51/11**

**11 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS**

Nil

**12 CLOSURE OF MEETING**

There being no further business the Shire President, Cr Terry Ginnane declared the meeting closed at 4.40pm