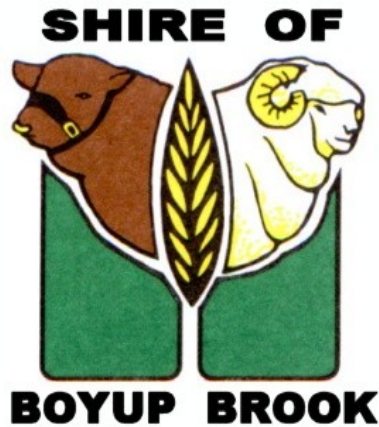


MINUTES



ORDINARY MEETING

HELD

THURSDAY 16 AUGUST 2012

COMMENCED AT 3.30PM

AT

SHIRE OF BOYUP BROOK CHAMBERS
ABEL STREET – BOYUP BROOK

TABLE OF CONTENTS

1	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	3
1.1	Attendance	3
1.2	Apologies.....	3
1.3	Leave of Absence	3
2	PUBLIC QUESTION TIME	3
2.1	Response to Previous Public Questions Taken on Notice.....	4
2.2	Public Question Time	4
3	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
4	PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS.....	4
5	CONFIRMATION OF MINUTES.....	4
6	PRESIDENTIAL COMMUNICATIONS.....	4
7	COUNCILLORS QUESTIONS ON NOTICE	4
8	REPORTS OF OFFICERS	5
8.1	MANAGER WORKS & SERVICES.....	5
	8.1.1 Regional Road Group – Funding Target	5
	8.1.2 Regional Road Group – Funding Increase	7
8.2	FINANCE	9
	8.2.1 List of Accounts Paid.....	9
	8.2.2 July 2012 Monthly Statements of Financial Activity.....	11
8.3	CHIEF EXECUTIVE OFFICER	12
	8.3.1 Annual Fire break Order.....	12
	8.3.2 Website Redesign	14
9.1	COMMITTEE REPORTS	17
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	18
	10.1 Logo	18
11	URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT	20
	11.1.1 Australia Day.....	20
	11.1.2 Representative – Council Music Club Committee	20
12	CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS.....	20
13	CLOSURE OF MEETING	20

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

1.1 Attendance

Cr K Moir – Deputy Shire President
Cr G Aird
Cr E Biddle
Cr J Imrie
Cr P Kaltenrieder
Cr B O'Hare
Cr T Oversby

STAFF: Mr Alan Lamb (Chief Executive Officer)
Mr Rob Staniforth-Smith (Manager of Works & Services)
Mrs Maria Lane (Executive Assistant)

PUBLIC: Doreen Bode arrived at 3.30pm and left at 3.45pm
Deborah Chambers arrived at 3.35pm and left at 4.05pm

1.2 Apologies

Cr M Giles – Shire President
Cr R Walker

1.3 Leave of Absence

Nil

2 PUBLIC QUESTION TIME

Doreen Bode presented a question, in writing that noted that she is aware of instances where ratepayers have been ordered to remove unauthorised structures, obstructions, etc from road or street verges. And asked why is the encroachment, by St Mary's school, into the Inglis Street road reserve not treated similarly?

The Chief Executive Officer responded with an apology for following up on her earlier representation on this matter and noting that a footpath had recently been installed on the Jays Road boundary of St Mary's School and that this now provided a paved link between her house and the shops etc.

Mrs Bode advised that she was aware of this but that that route was too far for her.

The Chief Executive Officer noted that there were a number of anomalies relating to boundaries and that the intention was to start the process of dealing with these in the near future.

Deborah Bendall-Chambers spoke on behalf of the Boyup Brook Country Music Club and informed Council of the latest developments relating to the Club's planed building and the Royalties for Regions grant funding being applied to business and other preparatory planning for this project.

2.1 Response to Previous Public Questions Taken on Notice

Nil

2.2 Public Question Time

3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

Cr Oversby and Cr Aird gave an overview on the speakers at this year's Local Government Week. Generally the presentations were informative and the quality of the speakers was good

Cr Imrie informed Council about what was discussed at the Ward meeting in Wiga.

- Plan for street signs
- FESA
- Roads
- Rubbish tip in town, free tip passes a year.

Cr Biddle informed Council that the Boyup Brook Tourism Association has completed the Business Plan and is now available.

5 CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council - Thursday 19 July 2012

COUNCIL DECISION & OFFICER RECOMMENDATION

MOVED: Cr Biddle

SECONDED: Cr Aird

That the minutes of the Ordinary Meeting of Council held on Thursday 19 July 2012 be confirmed as an accurate record.

CARRIED 7/0

Res 108/12

6 PRESIDENTIAL COMMUNICATIONS

Nil

7 COUNCILLORS QUESTIONS ON NOTICE

Nil

8 REPORTS OF OFFICERS

8.1 MANAGER WORKS & SERVICES

8.1.1 Regional Road Group – Funding Target

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Not Applicable</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>23rd of July 2012</i>
Author:	<i>Rob Staniforth-Smith</i>
Authorizing Officer:	<i>Not applicable</i>
Attachments:	<i>Yes</i>

SUMMARY

The purpose of this report is to re-allocate RRG funding for 2013-2014. Submission due to MRD 07/09/2012.

BACKGROUND

The current 6year plan has RRG funding for 2013-2014 being spent on Arthur River Rd between Dinninup & Trigwell Bridge, however the widening of this section of road will be completed in 2012-2013.

The 2014-2015 funding was to be spent on Jayes Rd from Mayanup through to the Bridgetown Rd to support the new rail head at Greenbushes, however as the railhead is no longer being considered the upgrading of Jayes Rd is now no longer a priority.

COMMENT

The RRG funding must be spent on roads of regional significance as per Roads 2025 plan. The section of the Boyup – Arthur Rd from Abels Rd through to SLK 17 is considered the most needy of an upgrade.

CONSULTATION

Chief Executive Officer

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Selected Road/Roads will receive 2013/2014 RRG funding at the rate of 2/3 RRG contribution to 1/3 Council funding

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

COUNCIL DECISION & OFFICER RECOMMENDATION

MOVED: Cr Oversby

SECONDED: Cr Biddle

That Regional Road Group funding for 2013-2014 be allocated to the Boyup-Arthur Rd from SLK 0 through to SLK 17 and that current funding for the next 5 years is focused on this road.

CARRIED 7/0

Res 109/12

8.1.2 Regional Road Group – Funding Increase

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Not Applicable</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>23rd of July 2012</i>
Author:	<i>Rob Staniforth-Smith</i>
Authorizing Officer:	<i>Not applicable</i>
Attachments:	<i>Yes</i>

SUMMARY

The purpose of this report is to increase Regional Road Group (RRG) funding for the 2013-2014, and subsequent financial years

BACKGROUND

With the removal of TIRES funding (will apply for, but doubtful to get), the Shire has lost a significant portion of its road funding, thus reducing the volume of construction work within the Shire. Major sources of funding are:

FAGS: A set federal grant to be spent on what the Shire sees fit.

Roads To Recovery: A set untied federal grant to be spent on roads of the Shires choice.

Council Funds: 100% shire contribution

Blackspot: Unlikely to get as require 3 significant accidents on the same piece of road within 3 years

TIRES: Unlikely to get as scoring matrix favours roads with heavy traffic and having significant private funds

RRG: 1/3 Council spending, 2/3 State Government. Increasing Shires contribution will increase State Governments contribution. Must be spent on one of the Shires roads of regional significance as listed in 2025 RRG Report

2012/2013: Council Spend is \$77,500. RRG Spend \$155,000

Total 2012/2013 spend is \$232,500

COMMENT

Propose to increase Council RRG spend in 2013/2014 to \$125,000, giving RRG Grant of \$250,000.

Total 2013/2014 spend is \$375,000 or a \$142,500 increase for a \$47,500 increase in Council contribution.

The intention is to use the additional funds on the Mayanup Tone Bridge Road from SLK 21.78 (just north of Corbalup Rd Intersection) through to SLK 46.08 (Tone River Bridge) to clear and clean the drainage, upgrade the shoulders and to edge the bitumen seal where necessary to increase pavement width to 6.0m.

The RRG grant applications need to be submitted by the 7th of September

CONSULTATION

Chief Executive Officer

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Council will receive, by increasing it's own spending on Roads of Regional Significance by \$47,500, an increase of RRG grant funds of \$95,000

STRATEGIC IMPLICATIONS

Whilst Roads of Regional Significance will receive an increase in spending of \$142,500 for a \$47,500 Council spend, local roads will receive a reduction in spending of \$47,500

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

COUNCIL DECISION & OFFICER RECOMMENDATION

MOVED: Cr Aird

SECONDED: Cr Overby

That the Councils contribution to Regional Road Group funding for 2013-2014 be increased from \$77,500 to \$125,000 and that the additional funds be spent on Mayanup-Tonebridge Road from SLK 21.78 through to SLK 46.08.

CARRIED 7/0

Res 110/12

8.2 FINANCE

8.2.1 List of Accounts Paid

<i>Location:</i>	<i>Not applicable</i>
<i>Applicant:</i>	<i>Not applicable</i>
<i>File:</i>	<i>FM/1/002</i>
<i>Disclosure of Officer Interest:</i>	<i>None</i>
<i>Date:</i>	<i>8 August 2012</i>
<i>Author:</i>	<i>Kay Raisin – Finance Officer</i>
<i>Authorizing Officer:</i>	<i>Alan Lamb – Chief Executive Officer</i>
<i>Attachments:</i>	<i>Yes – List of Accounts Paid</i>

SUMMARY

In accordance with the Local Government (Financial Management) Regulations the list of accounts paid is presented to Council.

BACKGROUND

Invoices received for the supply of goods and services, salaries and wages and the like have been paid during the period 11 July and 7 August 2012.

COMMENT

The attached listing represents accounts paid by cheque and by electronic means during the period 11 July and 7 August 2012

CONSULTATION

Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. Payments from municipal fund or trust fund

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. Lists of accounts

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name;*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*

and
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

Council's Authority to Make Payments Policy has application.

BUDGET/FINANCIAL IMPLICATIONS

Account payments are in accordance with the adopted budget for 2011/12 or authorised by separate resolution.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.2.1

MOVED: Cr O’Hare

SECONDED: Cr Oversby

That the list of accounts paid in July and August 2012 as presented totalling \$751,015.77 and as represented by cheque voucher numbers 36-76 totalling \$33,283.55 and accounts paid by direct electronic payments through the Municipal Account totalling \$717,732.22 be received.

CARRIED 7/0

Res 111/12

WITHDRAWN

ITEM 8.2.2 was withdrawn by the CEO, due to an inaccuracy in one of the statements, and will be brought up at the September meeting.

8.2.2 July 2012 Monthly Statements of Financial Activity

<i>Location:</i>	Not applicable
<i>Applicant:</i>	Not applicable
<i>File:</i>	FM/10/003
<i>Disclosure of Officer Interest:</i>	None
<i>Date:</i>	10 August 2012
<i>Author:</i>	John Crothers – Consultant
<i>Authorizing Officer:</i>	Alan Lamb – Chief Executive Officer
<i>Attachments:</i>	Yes – Financial Reports

8.3 CHIEF EXECUTIVE OFFICER

8.3.1 Annual Fire break Order

Location:	N/A
Applicant:	N/A
File:	
Disclosure of Officer Interest:	None
Date:	9 August 2012
Author:	Geoff Carberry
Authorizing Officer:	Alan Lamb
Attachments:	Annual Firebreak Notice 2012-2013

SUMMARY

Purpose of this item is to present the annual Firebreak Notice for adoption by Council.

BACKGROUND

Each year the Annual Fire Break Notice lays down the minimum standard for all fire break requirements within the Shire of Boyup Brook in accordance to the relevant acts and regulations.

COMMENT

The document has been prepared in accordance to the previous motions from the Bush Fire Advisory committee as endorsed by Council and in accordance to the relative Acts and Regulations

CONSULTATION

Bush Fire Advisory Committee
Bush Fire act 1954
Bushfire Regulations

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.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION

MOVED: Cr Oversby

SECONDED: Cr Imrie

That Council adopt 2012-2013 Annual Bush Fire Notice as presented with an amendment to the attachment on page 39 to read 31st May 2012.

CARRIED 7/0

Res 112/12

8.3.2 Website Redesign

Location:	N/A
Applicant:	
File:	
Disclosure of Officer Interest:	None
Date:	9 August 2012
Author:	Geoff Carberry
Authorizing Officer:	Alan Lamb - CEO
Attachments:	Market Creations Quote F Mead quote and layout

SUMMARY

The purpose of this report is to present quotes for the website upgrade and maintenance in accordance to Councils resolution 081/12

BACKGROUND

Following concerns being raised that the current website required upgrading the Website Renovations Advisory Committee was formed to investigate the current websites suitability for the need of the Council.

The minutes of said committee were accepted by Council in the April 2012 meeting with the following resolution being passed.

MOVED: Cr Oversby

SECONDED: Cr O'Hare

That the minutes of the Website Renovations Advisory Committee meeting that was held on 17 April 2012 be received and Council endorse the recommendation and that costs and proposals be sought and brought back to Council.

CARRIED 7/0

Res 055/12

NOTE

The Committee recommendation was as follows:

That the Shire Council provides the resources to restructure the website and make provision for an ongoing maintenance and update programme.

Quotes have been requested from numerous sources including local and independent website designer and suppliers.

Suppliers were asked to quote on redesigning and maintaining the current Mysouthwest site and to quote for providing and maintaining a new site

The results have been placed in a table as a summary further detail is offered in the attached quotes.

Supplier	Redesign Current	Maintain Current	Design New site	Maintain New Site	Host Current	Host New
Market Creations	No	No	\$2574 ⁽¹⁾	\$143/hr ⁽²⁾	No	\$528
BB CRC	\$1820	\$35/hr - 1hr/week ⁽³⁾	\$1820 ⁽⁴⁾	\$35/hr - 1hr/week ⁽³⁾	Mysouthwest	Not quoted
F. Mead	\$5850	\$65/hr	\$7800 ⁽⁵⁾	\$65/hr	Mysouthwest	Refer quote

Notes (1) Base rate further costs subject to content being selected

(2) Can provide manual/training and 3 months support \$1144

(3) Only 1 hour per week allocated

(4) Design work will be sub contracted no indication to whom

(5) No indication given of content of new site

Market Creation appears to be the best option for a new site as the quote is fully optioned allowing for greater flexibility in choice, although the ongoing cost \$143 per hour.

BB CRC are the cheapest option but have very little detail in their quote and will have to out source the design and building phase in comparison their quote appears to be low what would be expected.

F Mead has not given content details in her quote so it is hard to compare against Market Creations.

At the June 2012 meeting of Council the following was resolved

That Council approach both Market Creations and F Mead for a prototype layout and design for Council's website showing possible content so that costs can be fully compared on an even basis.

COMMENT

Both Market Creations and F Mead were asked to provide an overview of their intended layouts.

Market Creations were reluctant to provide such without full consultation which would mean a charge of approx \$2000 for their time and efforts. They explained that they had provided similar to other customer which was then used as a basis by another provider resulting in loss of income so there policy was not to provide such with out a financial agreement in place. There original quote is very detailed and does allow a comparison to be made.

F Mead provided a possible Site map and overlay of content but did not provide a graphical example of the possible layout with the original overall quoted figures remaining the same.

Both options for a complete new website would appear to be outside of Councils current financial reach.

F Mead does have a financial advantage as far as Council Purchasing policy allows local suppliers a 10% price allowance.

The author believes an upgrade of the "Home Page" using modern programming such as "Dream weaver", along with the rationalisation of content and the removal non relevant links to external sites which are not controlled by the shire would be a better option than proceeding with a complete redesign and new provider.

CONSULTATION

Market Creations

F Mead

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Currently one thousand dollars \$1000 is allocated for website costs in the 2011-2012 budget, dependent on choice of provider and hours/time spent this will need to be substantially increased in future budgets.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That funds be made available in the 2012/13 budget to allow F Mead to be provide a new "Home Page" along with rationalisation of the current website to ensure all information is correct and external links are valid.

MOTION

MOVED: Cr Kaltenrieder

SECONDED: Cr Oversby

That funds be made available in the 2012/13 budget to allow F Mead to be provide a new "Home Page" along with rationalisation of the current website to ensure all information is correct and external links are valid.

AMENDMENT

MOVED: Cr O'Hare

SECONDED: Cr Kaltenrieder

That Council accept a quote from F Mead to create a web site.

1/6 LOST

Res 113/12

SUBSTANTIVE MOTION

The substantive motion as follows was put:

That funds be made available in the 2012/13 budget to allow F Mead to provide a new "Home Page" along with rationalisation of the current website to ensure all information is correct and external links are valid.

CARRIED 4/3 – Absolute Majority not obtained.

Note: This item dealt with unbudgeted expenditure of funds and so required an absolute majority vote which for a Council of 9 Members is 5.

Note: It was apparent that there was insufficient information on this matter to enable Council to make an informed decision and so the matter will be brought back to the next meeting of Council with additional information.

9.1 COMMITTEE REPORTS

Nil

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Logo

Cr Oversby – 04/12

Motion

That Council amend the promotional logo from “Boyup Brook – Country Choice” to “Boyup Brook – Country Music Capital of Western Australia”

Background

Council adopted the Country Choice slogan 17 February 2012 and at that time there was some support for “Country Music Capital of Western Australia”. It is believed that the latter is more representative and more appropriate.

RECOMMENDATION:

That the term “Boyup Brook – Country Choice” and the logo comprising of four distinct panels be used as a basis for promotional literature emanating from the Council.

BACKGROUND:

The Townscape Concept Plan which was adopted by the Council in late 1999, identified that a graphic image and slogan for the town should be developed with such image being suitable for reproduction in the manner of different forms.

The term “Boyup Brook – Country Choice” and development of a four panel logo is a direct result of the recommendation. It is considered appropriate for the Council to formally adopt the same.

DETAILS:

The Townscape Concept Plan identified that the town lacks a clear identity and indicated if it was to project a positive image, agreement must be reached on how to present itself. The Consultant indicated that this would go beyond such items as entry statements and that the identity should be reinforced at every opportunity both within and beyond the town boundaries.

The Consultant also indicated that the adoption of a colour scheme was also an important component to accompany the slogan. This colour scheme could be incorporated in signage, street furniture and form a basis of promotional literature issued by the Council.

The Council’s Townscape Advisory Committee subsequently identified the three base colours being of shades beige, green and orange.

COMMENT:

A number of ideas and suggestions have been put forward in relation to a town theme. The concept of “Country Choice” will provide for a multitude of marketing opportunities. The theme will not replace Boyup Brook’s reputation as the “Country Music Capital of WA” but rather compliment such.

It is recommended that the Council formally endorse the term “Boyup Brook – Country Choice” and the logo comprising of four distinct panels be used as a basis for all promotional literature emanating from the Council.

7.12 Adoption of Promotional Logo

That the term “Boyup Brook – Country Choice” and the logo comprising of four distinct panels be used as a basis for promotional literature emanating from the Council.

In practice the wording Boyup Brook – Country Choice and the logo comprising of four distinct panels have been incorporated into Council’s letter head paper and the following appears as a watermark on letterheads:



It is noted that the original Shire logo (the bull, wheat and sheep) is at the top of the letterhead stationery and repeated in the panels. If Council chooses to change its promotional logo then it would be time to review the letterhead also. There is currently in the order of six months’ supply in stock and so it would be proposed that the letter head changes apply to new stock only.

MOTION

Cr Oversby advised that he would not move his motion at this time and that he intended to move the motion at the September meeting of Council.

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

In accordance with Standing Orders the Deputy President allowed the following urgent items of business to be conducted:

11.1.1 Australia Day

MOVED: Cr Biddle

SECONDED: Cr Aird

That the matter of the review of the local Australia Day celebration be raised from the table at the September Council meeting, and that Councillors be provided with the review findings and recommendations before the meeting.

CARRIED 7/0

Res 114/12

11.1.2 Representative – Council Music Club Committee

MOVED: Cr Oversby

SECONDED: Cr Imrie

Council appoint Cr Biddle to be a representative for the Country Music Club Committee.

CARRIED 6/1

Res 115/12

12 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS

Nil

13 CLOSURE OF MEETING

There being no further business the Deputy Shire President, Cr Moir thanked all for attending and declared the meeting closed at 5.45pm.