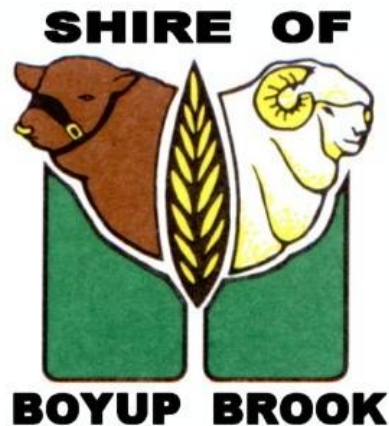


# Minutes



**ORDINARY MEETING**

held

**THURSDAY 18 JULY 2013**

**Commenced AT 6.00PM**

**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 K Moir – Deputy Shire President  
Cr G Aird  
Cr E Biddle  
Cr J Imrie  
Cr P Kaltenrieder  
Cr B O’Hare  
Cr R Walker

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

PUBLIC:

**1.2 Apologies**

**1.3 Leave of Absence**

Cr M Giles – Shire President  
Cr T 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 Biddle**

**SECONDED: Cr Walker**

**That Cr Imrie be granted leave of absence for the August 2013 ordinary meeting of Council.**

**CARRIED 7/0**

**Res 79/13**

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

**Nil**

## **5 CONFIRMATION OF MINUTES**

### **5.1 Ordinary Meeting of Council - Thursday 20 June 2013**

#### **COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Biddle**

**SECONDED: Cr Kaltenrieder**

**That the minutes of the Ordinary Meeting of Council held on Thursday 20 June 2013 be confirmed as an accurate record.**

**CARRIED 7/0**

**Res 80/13**

## **6 PRESIDENTIAL COMMUNICATIONS**

Nil

## **7 COUNCILLORS QUESTIONS ON NOTICE**

Nil

## **8 REPORTS OF OFFICERS**

### **8.1 MANAGER WORKS & SERVICES**

Nil

## 8.2 FINANCE

<b>8.2.1 List of Accounts Paid</b>
------------------------------------

<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 2013</i>
<b>Author:</b>	<i>Kay Raisin – Finance Officer</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – List of Accounts Paid</i>

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### **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

### **COMMENT**

The attached listing represents accounts paid by cheque and by electronic means during the period 11 June 2013 to 12 July 2013.

### **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 2012/13 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 Aird**

**That the list of accounts paid in June 2013 as presented totalling \$847,463.12 and as represented by cheque voucher numbers 19296-19321 totalling \$199,727.65 and accounts paid by direct electronic payments through the Municipal Account totalling \$647,385.47 be received.**

**CARRIED 7/0**

**Res 81/13**

**8.2.2 Monthly Statements of Financial Activity**

<b>Location:</b>	Not applicable
<b>Applicant:</b>	Not applicable
<b>File:</b>	FM/10/003
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	9 July 2013
<b>Author:</b>	Financial Consultant–Darren Long
<b>Authorizing Officer:</b>	Alan Lamb – Chief Executive Officer
<b>Attachments:</b>	Yes – Financial Reports

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**SUMMARY**

Report recommends Council receive the Statement of Financial Activities and the Net Current Assets for the month ended 31 May & 30 June 2013.

**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 reports. Details of items of Material Variances are also listed.

The various data are included as separate attachments.

**COMMENT**

It is a statutory requirement that the Financial Activities Report be presented for every month.

**CONSULTATION**

Nil

**STATUTORY OBLIGATIONS**

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

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

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

As listed on the attached reports

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.2.2**

**MOVED: Cr Aird**

**SECONDED: Cr Kaltenrieder**

**(a) That the May and June 2013 Monthly Statements of Financial Activity and Statement of Net Current Assets as presented, be received.**

**(b) That the amounts listed as material variances be authorised.**

**CARRIED 7/0**

**Res 82/13**



### **8.3 CHIEF EXECUTIVE OFFICER**

<b>8.3.1 Planning Application – Lot 149 Jayes Road</b>
--

<b>Location:</b>	<i>Lot 149 Jayes Road, Boyup Brook</i>
<b>Applicant:</b>	<i>GJ &amp; CE Diggins</i>
<b>File:</b>	<i>AS681</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>10 July 2013</i>
<b>Author:</b>	<i>Geoffrey Lush (Council Consultant)</i>
<b>Authorizing Officer:</b>	<i>A Lamb</i>
<b>Attachments:</b>	<i>Letter</i>

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#### **SUMMARY**

This report is to consider a planning application for a second dwelling.

The subject land comprises is Lot 149 Jayes Road which is owned by GJ & CE Diggins.

The subject land has not been inspected in the preparation of this report.

The application is supported subject to conditions.

#### **BACKGROUND**

The subject land is Lot 149 P225864 Jayes Road Boyup Brook. The site is located approximately 1.5 kms north of the Donnybrook Road intersection. It has an area of 3.4547 hectares.

There is an existing dwelling on the property.

The application is to construct a new residence while the owners continue to reside in the existing dwelling. Upon completion of the new dwelling, the existing building will be removed.

#### **CONSULTATION**

None

#### **STATUTORY OBLIGATIONS**

The subject land is included in Special Rural Zone No 1. A single house is a Permitted use and must be setback 15m from the front boundary.

**COMMENT**

The development of a permanent second dwelling within Special Rural Zone No 1 is a prohibited use. In this instance there is no objection to the proposal on the basis that the existing dwelling will be removed from the property.

The temporary occupation of the existing dwelling is seen as being preferable to an owner builder living in a caravan or a shed.

**POLICY IMPLICATIONS**

None

**BUDGET/FINANCIAL IMPLICATIONS**

None

**STRATEGIC IMPLICATIONS**

None

**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 – Item 8.3.1**

**MOVED: Cr Biddle**

**SECONDED: Cr Imrie**

**That Council approve the development of a dwelling on Lot 149 P225864 Jayes Road Boyup Brook subject to the following conditions.**

- 1 Prior to construction commencing, plans of the proposed dwelling shall be submitted to and approved by the Shire.**
- 2 The proposed dwelling shall be setback a minimum distance of 15m from the front boundary.**
- 3 Within six months of the dwelling being completed to the satisfaction of Council, the existing dwelling shall be removed from the site.**
- 4 This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.**

**CARRIED 7/0**

**Res 83/13**

**8.3 2 Planning Application – 20 Gregory St Dinninup**

<b>Location:</b>	<i>No 20 Gregory St Dinninup</i>
<b>Applicant:</b>	<i>D Mills</i>
<b>File:</b>	<i>AS12297</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>10 July 2013</i>
<b>Author:</b>	<i>Geoffrey Lush (Council Consultant)</i>
<b>Authorizing Officer:</b>	<i>A Lamb</i>
<b>Attachments:</b>	<i>1 Location Plan</i>

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**SUMMARY**

This report is to consider a planning application for an oversized shed. The subject land is No 20 Gregory Street Dinninup which is owned by D Mills

The subject land has not been inspected in the preparation of this report.

The application is supported subject to conditions.

**BACKGROUND**

The subject land is No 20 Gregory Street Dinninup as shown on the location plan contained as Attachment 1. This is Lot 42 P222385 which has an area of 960 sqm.

There is an existing dwelling on the property.

The proposed garage is for the storage of vehicles and it will have an area of 65 sqm. It will be setback 1m from the boundary and the apex of the gable will be 4.83m high.

**CONSULTATION**

The applicant has provided letters of support from the adjoining property owners.

**STATUTORY OBLIGATIONS**

The subject land is included in the Urban zone in Town Planning Scheme No 2. A residential coding of R15 applies in this zone.

**COMMENT**

The issue with the proposed shed is the height. The walls will be 4.2m high while the top of the gable will be 4.83m high. The applicant has indicated that this is required to provide for storage areas above the vehicles.

The height of the roof is also lower than the gable on the adjoining house which is 5.8m high.

There is an existing car port which has an area of 25sqm. The total floor area of the outbuildings is 90 sqm which complies with Council's policy.

As there is no objection from the neighboring owners the application is supported.

### **POLICY IMPLICATIONS**

Council Policy P04 Outbuildings is applicable to the proposal. This states that the maximum area of an outbuilding. This states that on lots of less than 1,012 sqm the maximum permissible outbuilding area dimensions will be as follows:

- Individual area of 80 sqm;
- Maximum combined area of 100 sqm;
- Maximum height of 3.0m;
- Minimum front setback of 6m; and
- Minimum side setback of 1m.

Structures which do not comply with the above standard shall be subject to a planning application for the Council to consider on its merits.

### **BUDGET/FINANCIAL IMPLICATIONS**

None

### **STRATEGIC IMPLICATIONS**

None

### **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 – Item 8.3.2**

**MOVED: Cr Imrie**

**SECONDED: Cr Walker**

**That Council approve the development of a garage/outbuilding Lot 42 P222385 Gregory Street Dinninup subject to the following conditions.**

- 1 The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.**
- 2 Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.**
- 3 The outbuildings hereby permitted shall only be used for purposes incidental to the residential or rural use of the property and shall not be used for any commercial or industrial purpose.**
- 4 The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.**
- 5 This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing**

**CARRIED 7/0**

**Res 84/13**

**8.3.3 WALGA 2013 AGM**

<b>Location:</b>	<i>N/a</i>
<b>Applicant:</b>	<i>N/a</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>17 July</i>
<b>Author:</b>	<i>Alan Lamb</i>
<b>Authorizing Officer:</b>	<i>Not applicable</i>
<b>Attachments:</b>	<i>Conference motions</i>

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**SUMMARY**

The purpose of this report is to put before Council motions to the WALGA AGM in case it wants to influence or direct its voting delegates on how to vote.

**BACKGROUND**

Last month, Council resolved that Cr Oversby and Cr Kaltenrieder be appointed as voting delegates for the Western Australian Local Government Association Annual General Meeting.

**COMMENT**

It is recommended that Council not give any firm direction to its delegates, unless there is a strong reason for doing so, because more information will no doubt come to light at the meeting. Often the debate or late information puts an entirely different light on a matter and it is suggested that delegates should be able to take this into account. Having said this though, it is Council's right to direct the vote.

Council may wish to go through the agenda items and give delegates an indication of its collective preference with regard to the voting.

**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.

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.3.3**

**MOVED: Cr Biddle**

**SECONDED: Cr Kaltenrieder**

**That Council receives the report.**

**CARRIED 7/0**

**Res 85/13**

**8.3.4 Regional Development Australia Fund Round 5**

<b>Location:</b>	<i>N/a</i>
<b>Applicant:</b>	<i>N/a</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>11 July 2013</i>
<b>Author:</b>	<i>Alan Lamb</i>
<b>Authorizing Officer:</b>	<i>Not applicable</i>
<b>Attachments:</b>	<i>Grant details and copy of relevant part of long term financial plan</i>

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**SUMMARY**

The purpose of this report is to advise Council of this grant opportunity and seek approval to lodge an application.

**BACKGROUND**

As will be seen from the attached, Council is eligible for a grant of \$54,917. Applications close 22 July 2013, there is a requirement for part funding by applicant and the funded project must be completed by 31 December 2016.

**COMMENT**

Council's attention is drawn to the attached excerpt from the LTFP and in particular the capital projects for 2013/14. It should be noted that whilst there may be a number of projects that could benefit from this funding some things have other funding opportunities. The town hall is one example, whilst it is in need of a fair amount of work we have Lotteries Commission funding opportunities going forward and the strategy may be to work within the bounds of these. Also it should be noted that Council has not done its 13/14 budget as yet and so the plan is no more than a guide.

Items that jump out as being potential candidates for this funding are:

- In the area of roads infrastructure there is the Inglis Street footpath which is set at \$50,000 in the plan but could be expanded. The study on this has not been completed as yet and so Council may wish to wait till it sees more detail and so may shelve this project at budget time. Also this detail would be necessary for the application.
- The sewerage project is a contender and could benefit from additional grant funding. This project is reliant on the 13/14 CLGF grants being made available and there is some question



over this. However, there may be replacement funding opportunities if the CLGF is not available and sewerage was mentioned as an area where the state government will look to spend funds. On balance it is suggested that this project should be considered for the RDA grant.

- Swimming pool upgrades – pumps and heating for the existing facility. Administration will be working on a Department for Sport and Recreation application for this and so an element of Commonwealth funding might be a good mix. Given the moves for a separate, heated and covered facility at the pool Council may well shelve at least the heating aspect of these works, and as the pump costs are in the order of \$30,000 and so this may not be an option.
- There is a new ablution facility for the caravan park but the Council funded study for that and the flax mill has not been done as yet and so Council has no firm plan or proposal before it for this new facility. It is suggested that the lack of detail to hand would make the application process difficult and so, on balance, this project may not be seen as a good candidate.
- Whilst not shown in the LTFP, Council has committed to works at the Music Park. The value of the commitment is \$109,000 and so this may be a possibility. Between the time of writing and the meeting though, we will see what if any impact the RDA round 3 funding already approved may have on this as an option.
- Council could look to bring forward a project planned for a future year or look to do something it might otherwise not have done. One project that Council might consider bringing forward, or committing to spend this grant in 14/15, is further works on the Water Harvesting Project. Two of the three dams have been substantially improved, as has town drainage, thanks to CLGF grants. The third, the old railway dam, still leaks and the catchment needs work to improve drainage. This dam could be set up to service Sandakan Park and so improve this central feature in town. The LTFP shows this project as being funded from CLGF but there is no guarantee there will be any CLGF grants going forward. If there is, a Commonwealth funding component would enhance Council's application.

On balance then it is suggested that two projects stand out as being options for this unexpected funding. One being the sewerage project and the other being the water harvesting. As we already have letters of support and a great deal of information pulled together for the sewerage project it is recommended that Council approve a funding application be lodged for this project

### **CONSULTATION**

The author has spoken with the funding provider and staff.

### **STATUTORY OBLIGATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Nil as the budget has not been adopted as yet and any decision made in relation to this would be included in the draft budget put to Council.

**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 is not committing to funds

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.3.4**

**MOVED: Cr Biddle**

**SECONDED: Cr Kaltenrieder**

**That Council approve of an application being made under the Regional Development Australia Round 5 funding program for grant funding for its proposed Boyup Brook town sewerage project.**

**CARRIED 7/0**

**Res 86/13**

**8.3.5 Festival Ablution Facility**

<b>Location:</b>	<i>Festival/Sporting precinct</i>
<b>Applicant:</b>	<i>N/a</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>11 July 2013</i>
<b>Author:</b>	<i>Alan Lamb</i>
<b>Authorizing Officer:</b>	<i>Not applicable</i>
<b>Attachments:</b>	<i>Nil</i>

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**SUMMARY**

The purpose of this report is to put before Council the matter of a forecast over run in costs for this project with the recommendation that Council approve the additional expenditure in order to have all works completed.

**BACKGROUND**

The facility in question was funded as part of the 2011/12 CLGF, regional portion, program. \$136,434 of the funding was apportioned to this project and Council added \$5,000 from its own funds (planned to come from reserves).

Plans were drawn up with the budget constraint in mind but when tenders were called it was apparent that the design could not be achieved within budget. All tendered prices were substantially higher than expected.

This was reported to Council in October 2012, and Council resolved as follows;

**Council approve the Chief Executive Officer to negotiate with a local supplier to cost a new ablution facility in line with Council's adopted design and report back to Council.**

The matter came back to Council in November 2012 with the following brief report;

*The Chief Executive Officer (CEO) contacted a local supplier of building services and the proposal is to purchase two transportable ablution facilities and have them on site and operational by the 2013 Country Music Festival. To then at a later date and before 30 June 2013, erect a gable roof structure over the two units and build unisex disabled persons ablution facility between the two units, then clad the walls of all structures with custom orb (or the like). The intension is that the project be managed by*

*the local builder and it appears possible to have the project completed within or near to the budget provision of \$140,000.*

*There are some options regarding the configuration of the ablution facilities and so Council may wish to delegate two Members to work with the CEO and the local builder to decide on the configuration. It is noted that changes may result in the cost being more than the budget and the intention is to come back to Council for approval of additional funding in 2013 if there is a need to do so.*

Council resolved as follows;

**That Council**

- 1. appoint Garry Chambers to project manage the Ablution Facility – Recreation Grounds/Music Park project with the aim of delivering an appropriate and complying ablution facility within budget provisions.**
- 2. appoint Cr Aird & Cr O’Hare to work with the Chief Executive Officer and the builder on the optimum configuration for the transportable ablution units.**

**COMMENT**

As Councillors will be aware, two transportable buildings were sourced and despite efforts to have them here and sited prior to the Country Music Festival they did not arrive in time.

The supplier, Ausco, has now provided a price to supply a disabled facility, site all buildings, and provide and install a central deck and a gabled roof. Based on this plus estimates for plumbing, electrical and a ramp/sets access the costs will exceed budget by \$33,000. If the expenditure was expected to run over by less than 10% of the budget provision administration would have proceeded but as the anticipated over run is more than this margin (10% is \$14,234 and the anticipated cost is \$19,000 more than this) the matter has been brought back to Council for approval to spend the additional funds.

This expenditure will see the project completed but there is the option of deleting the roof and this is expected to save in the order of \$20,000 (a breakdown of costs has been requested from the supplier and should be available for the meeting day. Deleting the roof will bring the project costs back closer to budget but will result in the project not being completed.

The roof will protect the decking area, the doorways and other aspects of the transportable units. It will also reduce the heat build-up in summer in the transportable units.

It may be an option for a community group or club to do the decking and or the roof but it is suggested that there will be warranty and, perhaps, safety implications with this option.

### **CONSULTATION**

The author has spoken with the two Councillors appointed for this project, the project manager and others throughout this project and, at the time of writing, needed to speak to one Councillor about this aspect.

### **STATUTORY OBLIGATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **BUDGET/FINANCIAL IMPLICATIONS**

Council budgeted \$141,343 in 2012/13 for this project. At 30 June 2013 \$85,549 of this had been spent leaving \$55,794 to carry forward to 2013/14 to complete the project.

Based on quotations and estimates from service providers, the cost of the disabled facility, transportation, siting of the three units, supply and installation of decking and the gabled roof will be \$61,564, The supply and installation of hot water systems plus connections for the three units will be \$15,000 and the electrical connections will be \$3,000. The access ramp and steps will be in the order of \$10,000.

The breakdown of the \$61,564 is expected to be, transport and siting \$6,000, decking \$15,000 and roof \$20,000. The disabled facility is \$20,242.

### **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 8.3.5**

**MOVED: Cr Aird**

**SECONDED: Cr O’Hare**

**That Council approve the expenditure on an additional \$33,000 on the Festival Ablution Facilities project.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Res 87/13**

**9 COMMITTEE REPORTS**

**9.1.1 Minutes of the Annual Awards Committee**

**Location:** Shire of Boyup Brook  
**Applicant:** N/A  
**File:**  
**Disclosure of Officer Interest:** Nil  
**Date:** 10 July 2013  
**Author:** Alan Lamb - CEO  
**Attachments:** Yes – Minutes

**BACKGROUND**

An Annual Awards Committee meeting was held on 23 May 2013.

Minutes of the meeting are laid on the table and circulated.

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.1.1**

**MOVED: Cr Biddle**

**SECONDED: Cr Kaltenrieder**

That the minutes of the Annual Awards Committee meeting held on 23 May 2013 be received.

CARRIED 7/0

Res 88/13

**COMMITTEE RECOMMENDATION**

That Council adopt the following draft Annual Award – Process Policy

<b>POLICY NO.</b>	<b>O.11</b>
<b>POLICY SUBJECT</b>	<b>Annual Award - Process</b>
<b>ADOPTION DATE</b>	<b>17 June 2004</b>
<b>VARIATION DATE</b>	<b>21 December 2007, 20 June 2013</b>
<b>REVIEW BY DATE</b>	<b>21 June 2015</b>

**Objective**

**To determine guidelines for acknowledging distinguished performance/ outstanding achievement/ positive contributions to the community by residents.**

### **Committee**

Following the general elections every two years, Council will establish an Annual Awards Committee and the Committee shall comprise four (4) Councillors.

### **Advertisement and Promotion**

The Shire should actively promote Australia Day and the Awards, and the Committee is to determine the mode of advertising within budgetary constraints.

The Committee will review Nomination Forms and may make changes as it determines.

### **Nominations**

The Shire will annually invite nominations for the following Awards:-

- Citizen of the Year
- Young Achiever of the Year
- Sports Person of the Year

The Committee may also:

- Invite nominations for an additional category which it feels is significant to the community.
- Recommend to the Shire President that a President's Award should be made to a person who was a resident in the Shire for a substantial amount of time, and while here made a significant contribution or achievement, or who subsequently made a significant achievement in any field or location.

**Notes:**

- (1) The committee may make an award to more than one person in a category if they are from the same family, or in a group.
- (2) There is no restriction on the number of nominations in a category which must be received before an award can be made.
- (3) An Awardee may receive another award in the same category at a later date.
- (4) An Awardee may receive an award in a different category at a later date.
- (5) It's assumed that recommendations regarding a President's Award will be rare.

Nominations must be in a sealed envelope marked "confidential", and received by the Chief Executive Officer no later than 4.00pm on the 21<sup>st</sup> day of November of each year.

### **Selection of Awardees**

Following the close of award nominations, the Committee will meet in camera at least once each year to review nominations and select Awardees.

The Committee may seek additional information about nominees, if it thinks necessary.

Names of Awardees are to remain confidential until awards are made, except that the Committee Presiding Member, or a delegated Committee member, shall make every effort to encourage Awardees to attend the award ceremony on Australia Day. To this end, the minutes of Awards Committee meetings are to be reported to Council at its February meeting each year, following the presentation of awards.

### **Selection Criteria**

The following selection criteria shall be used by the Committee to determine the most suitable nominee.

#### **Citizen of the Year**

- a resident who has achieved the most distinguished performance/most outstanding achievement/ most positive contribution to the community, during the preceding year, or consistently over a number of years

#### **Young Achiever of the Year**

- a resident no older than 25 years of age on January 26 of the presentation year, who has achieved the most distinguished performance /most outstanding achievement/ most positive contribution to the community, during the preceding year, or over a number of years

#### **Sports Person of the Year**

- a resident who has made the most distinguished performance or outstanding achievement during the preceding year, or number of years Active participation, coaching, promotion, leadership, sportsmanship, consistent achievement at a high level and service to sport are all factors which can be considered

### **Nature of Awards**

The successful nominee(s), if any, shall be announced at the Australia Day Breakfast function hosted annually by the Shire. At that function, or one subsequently organised by the Shire, each awardee will be presented with an appropriate certificate (laser engraved jarrah plaques are considered to be the most appropriate, subject to availability) a letter from the Shire President evidencing the award, and a small gift of local produce.

- The annual budget process will determine the funds available for awards.



- Each February, nominees not selected to receive an award will receive a letter from the Awards Committee congratulating them on their nomination.

**NOTE**

Whilst the forgoing was the text that the Committee decided to put forward there was some support for alternative wording as follows:

1. The first sentence of the second paragraph under the heading Selection of Awardees to read;  
*Names of Awardees are to remain confidential until awards are made, except that the Shire President should write to all nominees to invite them to the Annual Awards ceremony.*
2. If Council opted for this alternative then the second dot point under the heading Nature of Awards becomes redundant and so should be deleted.

**COUNCIL DECISION**

Moved: Cr Kaltenrieder

Seconded: Cr O'Hare

That Council adopt the following draft Annual Award – Process Policy

<b>POLICY NO.</b>	<b>O.11</b>
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**The Committee may also:**

- **Invite nominations for an additional category which it feels is significant to the community.**
- **Recommend to the Shire President that a President's Award should be made to a person who was a resident in the Shire for a substantial amount of time, and while here made a significant contribution or achievement, or who subsequently made a significant achievement in any field or location.**

**Notes:**

- (1) **The committee may make an award to more than one person in a category if they are from the same family, or in a group.**
- (2) **There is no restriction on the number of nominations in a category which must be received before an award can be made.**
- (3) **An Awardee may receive another award in the same category at a later date.**
- (4) **An Awardee may receive an award in a different category at a later date.**
- (5) **It's assumed that recommendations regarding a President's Award will be rare.**

**Nominations must be in a sealed envelope marked "confidential", and received by the Chief Executive Officer no later than 4.00pm on the 21<sup>st</sup> day of November of each year.**

### **Selection of Awardees**

**Following the close of award nominations, the Committee will meet in camera at least once each year to review nominations and select Awardees.**

**The Committee may seek additional information about nominees, if it thinks necessary.**

**Names of Awardees are to remain confidential until awards are made, except that the Committee Presiding Member, or a delegated Committee member, shall make every effort to encourage Awardees to attend the award ceremony on Australia Day. To this**

end, the minutes of Awards Committee meetings are to be reported to Council at its February meeting each year, following the presentation of awards.

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- The annual budget process will determine the funds available for awards.
- Each February, nominees not selected to receive an award will receive a letter from the Awards Committee congratulating them on their nomination.

**Amendment**

**MOVED: Cr Walker**

**SECONDED: Cr Kaltenrieder**

1. That the first sentence of the second paragraph under “Selection of Awardees” be amended to read as follows:  
Names of Awardees are to remain confidential until awards are made, except that the Shire President should write to all nominees to invite them to the Annual Awards Ceremony.
2. Second dot point under the heading Nature of Awards to be deleted.

**CARRIED 5/2**

**Res 89/13**

**MOTION**

**COMMITTEE RECOMMENDATION**

**Moved: Cr Kaltenrieder**

**Seconded: Cr O’Hare**

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- The annual budget process will determine the funds available for awards.

**CARRIED 6/1**

**Res 90/13**

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

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

**11.1.1 NBN Fixed Wireless Broadband Facility**

The Deputy Shire President allowed the following late item to be dealt with.

**OFFICER RECOMMENDATION**

The Chief Executive Officer reported that Daly International on behalf of NBN Co Ltd, had revised its offer to lease a portion of Lot 1 on Diagram 18968 (volume: 1837 Folio: 536) (lot behind the Shire Depot) for \$8,000 per year (up from \$7,000). The organization seeks agreement in principal prior to it having the lease agreement drawn up.

**COUNCIL DECISION**

**MOVED: Cr Walker**

**SECONDED: Cr Imrie**

**That, ahead of a lease agreement being drawn up by the lessee, Council gives its agreement in principal to leasing a portion of Lot 1 on Diagram 18968 (volume: 1837 Folio: 536) to NBN Co Limited for a term of 20 years, for an annual rental of \$8,000, with rental reviews being a fixed 2.5% uplift per annum compounding.**

**CARRIED 7/0**

**Res 91/13**

**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 7.01pm.