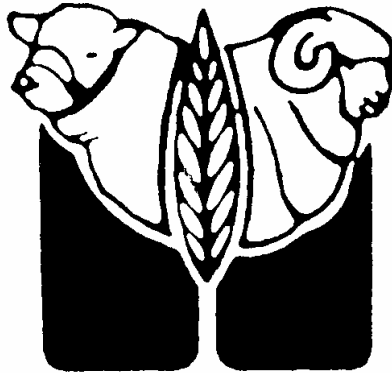


# MINUTES



**ORDINARY MEETING**

**HELD ON**

**WEDNESDAY, 9 AUGUST 2006**

**AT**

**SHIRE OF BOYUP BROOK  
ABEL STREET – BOYUP BROOK  
COMMENCEMENT AT 3.30PM**

*These unconfirmed council minutes are a typewritten transcription of hand written minutes of the Council meeting as taken by the Chief Executive Officer and Manager of Finance and Administration during that meeting. Whilst every attempt has been made to ensure that the unconfirmed minutes accurately reflect the content of the discussing of the Council meeting, the minutes **HAVE NOT YET BEEN CONFIRMED** and accordingly the Shire is not liable for and accepts no responsibility for any loss (including purely economic loss) or damage caused directly*

or indirectly to any person who relies upon the content of the unconfirmed minutes as being true and correct and acts or refrains from acting on reliance upon them.

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

1.1 Attendance

Cr T Ginnane – Shire President  
Cr S Broadhurst  
Cr R Downing  
Cr J Florey  
Cr M Martin  
Cr K Moir  
Cr T Oversby  
Cr A Piper

Mr W Pearce – Chief Executive Officer  
Mr K Jones – Manager of Finance and Administration  
Mr J Eddy – Manager of Works and Services

1.2 Apologies

Cr P Marshall

**2 PUBLIC QUESTION TIME**

2.1 Response to Previous Public Questions Taken on Notice

Nil

2.2 Public Question Time

Nil

**3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

**Cr Shirley Broadhurst - BRVMA**

Information is drawn and quoted from the Report by the President, being Mr Ian Baxter; JP; M Inst S.M.M.

“ Thanks must be expressed to the four Shire Councils within the Blackwood River Valley for their ongoing funding and letters of support. These being Boyup Brook, Bridgetown/Greenbushes, Donnybrook/Balingup and Nannup as our ‘Corporate Sponsors, if you like, since its inception some 20 years ago. Thanks also to the West Arthur Shire in regards to Darkan’s funding contribution.”

An update and follow up on action plans from the last year’s achievements and ‘ongoing’ items include:-

BRAND WA SIGNAGE: ‘Welcome to BRV’ signage installed on all major arterial roads leading in to the Valley. Currently funding is being sourced for an additional two signs for the Boyup Brook/Cranbrook Road and Mowen Road connecting Nannup and Margaret River.

BRVMA BRAND WA CORPORATE LOGO: All members of the BRVMA are to be encouraged to extend the use of the BRV Brand WA logo into their own promotional material to expand recognition of the Valley as a region of interest.

INLAND LOOP route: Directional signage is required for this route and the Murray Shire Council has been approached to contribute to this, for directing visitors to the Dandalup Dam complex. More signage will be pursued with other entities.

INLAND LOOP BROCHURE: follow up reprint of ‘Inland Loop Brochure’ with an anticipated contribution from the Peel Development Commission of \$5000.00 and a distribution package with the RAC Magazine. Recognition has been tendered from the Murray Shire Council on this publication’s significance in drawing much-needed Tourism dollars into their region.

TRAILS AUDIT: A publication for a Suite of Trails in the BRV was instigated by the BRVMA with a contribution of \$500 and progressed by a Nannup Shire Council sponsored committee. Still coming to fruition, this will hopefully be ready for publication during the next 12 months.

WEBSITE: Presently listed as No 1 on the Google search engine, an absolute credit and feat of achievement by Jeff Osborne for NO financial remuneration. The site is still under construction and will become available to all BRVMA membership holders as link option.

STRATEGIC MARKETING PLAN: Planning is to be continued to determine the POSITIONING and SUSTAINABILITY for our Association in the years to follow.

REGIONAL ACHIEVERS AWARD: The submission by Mike Tomlinson CDEO of Boyup Brook must be applauded for its content. The BRVMA only just missed out from being selected as one of the top ten winners. We were 12<sup>th</sup> from over 150 submissions.

BLACKWOOD RIVER VALLEY BOOKLET: This is our latest project having been in the pipeline for several months (another of Wally Hales’ dreams). We have commissioned Fleur Mead, a graphic designer from Boyup Brook to pull this together and once that is achieved the search for funding will begin.

MEMBERSHIP PACKAGE FOR THE BRVMA: this should be available for distribution shortly to provide information to members on the benefits available for a \$10.00 annual fee. Advantages will include reduced brochure racking fees in BRVMA Tourist Centres and free links from the BRVMA Website.

“I personally see that the sustainability of the BRVMA can best be ensured by reaching an agreement (MOU) regarding a 3 year funding package from the four Shires” Ian Baxter

#### Conclusion by Cr S Broadhurst

Having instigated this body 20 years ago the four Shires have recognized the essential Role that Regional Organisations have to play in the sustainability of our communities and BRVMA has vindicated its existence with real ‘runs on the board’ to the benefit of the whole Valley.

BRVMA is justifiably proud of the contribution that they have made to the sustainability of Local Government in our Region.

Mr W Pearce departed the Chambers the time being 3.36pm.

Mr W Pearce re-entered the Chambers the time being 3.37pm.

**Cr Oversby – Attendance at the 2006 Local Government Week**

Cr Oversby 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.

**5 CONFIRMATION OF PREVIOUS MINUTES**

5.1 Minutes of the Ordinary Meeting of the Council held on 20 July 2006.

**MOVED: Cr Downing**

**SECONDED: Cr Oversby**

**That the minutes of the previous Ordinary Meeting of the Council held on 20 July 2006, be confirmed as an accurate record.**

**CARRIED 8/0**

**6 PRESIDENTIAL COMMUNICATIONS**

**7 REPORTS OF OFFICERS AND COMMITTEES**

**7.1 WORKS AND SERVICES**

7.1.1 Bridge Funding - 2006/07 Budget Modifications

<i>Proponent:</i>	<i>Shire of Boyup Brook</i>
<i>Location:</i>	
<i>Reporting Officer:</i>	<i>John Eddy</i>
<i>Date Report Written:</i>	<i>01 August 2006</i>
<i>Enabling Legislation:</i>	<i>Local Government Act 1995</i>
<i>File:</i>	<i>FM/9/005</i>
<i>Appendices:</i>	<i>-</i>

**BACKGROUND:**

An allocation of income for bridge funding has been placed in the 2006/07 Budget in error.

It is necessary to re-consider the allocation of expenditure areas in the budget to compensate for this reduction of income.

**DETAIL:**

Schedule 12 of the Operating Statement Budget provides for \$50,000 in income, being line item I121030 – Bridge 270 Emergency Grant. This income will not be realised.

The Department of Housing and Works (formerly Homeswest) has recently confirmed that the Lions Aged Accommodation Project will be funded in 2007/08. The Council has budgeted \$41,085 in Schedule 8 in the current financial year as a contribution towards the project. \$17,000 is reserve funded leaving \$24,085 that does not need to be expended this year.

A further \$25,915 could be deducted from the Dinninup East Road project (\$49,323) under the Capital Works Program.

The Roads to Recovery funds can be used to 'top-up' the Dinninup East Road project by \$25,915 by reducing by the same amount the expenditure for the 'North Boyup Road 2<sup>ND</sup> coat reseal and Arthur River Road edging', budgeted at \$90,000 in the capital works programme.

In other words, reduce the funding for this line item by \$25,915 from \$90,000 to \$64,085 and the balance to fund the Dinninup East Road as a Roads to Recovery project.

There are of course other options to alleviate the shortfall. These would be a matter of cutting projects and/or services within the budget to the value of \$50,000.

**COMMENT:**

It is suggested that the Council accommodate the shortfall of funding as suggested above.

**MOVED: Cr Downing**

**SECONDED: Cr Martin**

**That the Council by ABSOLUTE MAJORITY amends the 2006/07 Budget as follows:-**

- i. line item 'E083010 – Site Works Aged Units \$41,084.65' in Schedule 8 of the Operating Expenditure Budget be reduced to \$0;**
- ii. line item 'I121030 – Bridge 270 Emergency Grant \$50,000' in Schedule 12 of the Operating Expenditure Budget be reduced to \$0;**
- iii. line item 'RTR – North Boyup Brook Road 2<sup>nd</sup> coat Seal \$90,000' of the Capital Works Programme be reduced by \$25,915 to \$64,085;**
- iv. new line item 'RTR - Dinninup East Road \$25,915' added to the Capital Works Programme;**
- v. line item 'Dinninup Road East \$49,323' of the Capital Works Programme be reduced by \$25,915 to \$23,408;**
- vi. line item 'Aged Accommodation Reserve' in Schedule 15 budgeting for a transfer of \$17,000 from the reserve to general revenue to be reduced to \$0 leaving a closing balance of \$17,680 at 30 June 2007.**

**CARRIED 8/0**

**7.2 DEVELOPMENT AND COMMUNITY SERVICES**

**7.2.1 Lot 14 Lee Steere Drive, Boyup Brook - Planning Application for an Additional Shed**

*Proponent:* E Jasen  
*Location:* Lot 14 Lee Steere Drive, Boyup Brook  
*Reporting Officer:* Will Pearce  
*Date Report Written:* 01 August 2006  
*Enabling Legislation:* Town Planning Scheme No 2  
*File:* AS 977  
*Appendices:* 1.1 Plans

**BACKGROUND:**

The proponent is seeking approval for an additional shed to be located at Lot 14 Lee Steere Drive, Boyup Brook.

The proponent has forwarded all the relevant details to support the application as required by the Shire’s Town Planning Scheme No 2.

Plans are laid on the table and circulated (refer to appendix 1.1).

**DETAIL:**

The property is zoned ‘special rural’ and has an area of 3.6ha.

There is an existing shed 108 m<sup>2</sup> in area on site.

The proposed shed will be 72 m<sup>2</sup> in area and used for storage general household items, a boat and tractor. No commercial activities will take place in the shed.

The Council’s “Outbuilding” policy states in part:-

**‘Objective**

To determine requirements relating to the construction of outbuildings.

**Statement**

**MAXIMUM DIMENSIONS**

Maximum permissible outbuilding area dimensions will be as follows: -

Zone	Maximum individual outbuilding area (m <sup>2</sup> )	Maximum total outbuilding area (m <sup>2</sup> )	Maximum height (m)
Residential/Urban Blocks 1012m <sup>2</sup> or less	56.4	75	3.0
Residential/Urban	56.4	90	4.5

blocks greater than 1012m <sup>2</sup>			
Special Rural	108	108	4.5
Rural	No maximum area	No maximum area	No maximum height

Structures outside the domain of the standard set above shall be subject to a planning application for the Council to consider on its merits.'

**COMMENT:**

However, the Scheme does allow the Council some discretion to relax its standards eg. as prescribed in the above policy, under clause 3.6 should it be satisfied that:-

- “(i) approval of the proposed development would be consistent with the orderly and proper planning of the district and the preservation of the amenity of the district;
- (ii) the non-compliance will not have any adverse effect upon the occupiers or users of the development of the general population of the district, and;
- (iii) the spirit and purpose of the standard or requirement will not be unreasonably departed from.”

The new shed would seem to have little impact on the surrounding area if approved

It is suggested that the Council approves the planning application for an oversized outbuilding 72m<sup>2</sup> in area proposed for Lot 14 Lee Steere Drive, Boyup Brook.

**MOVED: Cr Martin**

**SECONDED: Cr Piper**

**That the Council approves the planning application for an additional outbuilding 108m<sup>2</sup> in area proposed for Lot 14 Lee Steere Drive, Boyup Brook.**

**CARRIED 8/0**

**7.2.2 Lot 451 and Pt. Loc 7398 Jayes Road, Boyup Brook – Subdivision/Amalgamation**

*Proponent: W Treloar*  
*Location: Lot 451 and Pt Loc 7398 Jayes Road, Boyup Brook*  
*Reporting Officer: Will Pearce*  
*Date Report Written: 1 August 2006*  
*Enabling Legislation: Town Planning Scheme No 2*  
*File: AS10190*  
*Appendices: 1.2 Attached Plan*

**BACKGROUND:**

The proponent wishes to realign the boundaries of Lot 451 and Pt Loc 7398 Jayes Road.

A plan of the proposal is attached (Appendix 1.2).

**DETAIL:**

Lot 451 has an area of 161.1 ha and Pt Loc 7398 97.1ha.



The new lots will be 84.5 and 76.6ha in area if approved. The realignment will provide logical boundaries adjacent to the road reserve.

The Council's 'Subdivisions and Amalgamations' policy states in part that:-

- "1 *In order to achieve the objectives contained in Clause 5.2 of the Scheme, the Council will not generally support the subdivision of land within the Rural Zone into lots having a minimum size of less than 40 hectares except for: -*
- a) *Amalgamation;*
  - b) *Boundary realignments provided no additional lots are created;*
  - c) *Any subdivision required for public works;*
  - d) *Where the proposal is accompanied with supporting evidence outlining a land suitability and capability study for further development.*
- 2 *in considering a plan of subdivision submitted to it for support, the Council shall have regard to the following matters:*
- a) *The size, dimensions and shape of each lot;*
  - b) *The situation and planning of each lot in relation to services, both present and prospective."*

#### **COMMENT**

The Jayes Road has been inspected by the Manager of Works and Services. It is in a satisfactory condition in compliance with the Council's 'Road Contribution' policy.

The area of each new lot complies with the Council's policy.

It is suggested that the proposal be supported.

**MOVED: Cr Oversby**

**SECONDED: Cr Martin**

**That the Council supports the proposed subdivision of Lot 451 and Pt Loc 7398 Jayes Road, Boyup Brook to create two new lots being 84.5ha and 76.6ha in area.**

**CARRIED 8/0**

#### **7.2.3 Lot 333 Short Street, Boyup Brook – Planning Application for a Storage Shed/Workshop**

<i>Proponent:</i>	<i>D &amp; R Peck</i>
<i>Location:</i>	<i>Lot 333 Short Street, Boyup Brook</i>
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>2 August 2006</i>
<i>Enabling Legislation:</i>	<i>Town Planning Scheme No 2</i>
<i>File:</i>	<i>AS1</i>
<i>Appendices:</i>	<i>1.3 Attached Plan</i>

#### **BACKGROUND:**

The proponent is seeking to establish a Storage Shed/Workshop on Lot 333 Short Street, Boyup Brook.

The proponent has forwarded all the relevant details to support the application as required by the Shire's Town Planning Scheme No. 2.

A plan is attached (see appendix 1.3).

#### **DETAIL:**

Lot 333 Short Street, Boyup Brook is a property with a gross area of 4957m<sup>2</sup> and is zoned 'Light Industrial'.

The steel-framed colorbond shed will be 147 m<sup>2</sup> in area and used for plumbing business storage/workshop purposes, a permitted use for this property pursuant to the Scheme.

General requirements under the Council's Town Planning Scheme No. 2 include:-

- Setbacks – the proposed setbacks are as follows:-  
front setback – 14 metres  
rear setback – 3 metres

Although the Scheme does not provide for minimum setbacks in the 'Industrial' zone, the proposed setbacks are satisfactory in terms of Building Code and general planning requirements.

- Carparking – The applicant indicates a car parking area although no specific details are provided. The Scheme provides for a minimum number of car parking spaces for this type of land use being 1 space per 100m<sup>2</sup> of gross floor space. Therefore, 2 parking bays are required. The Scheme also provides for construction standards of parking areas.
- Landscaping – The scheme states that .....*"landscaping shall be undertaken and maintained to the Council's satisfaction for all development unless, in the opinion of the Council such landscaping is considered unnecessary"*. The applicant has not provided a landscaping plan or details with the application. Council policy requires 5% of the area to be landscaped

It is suggested that as the block is a 'bush block' there is no need for further plantings or landscaping.

- Vehicle Crossover – compliance with the Council's 'Crossover' policy will be required.
- Stormwater Disposal – compliance with the Council's 'Building Stormwater Drainage' policy will be required.
- Proposed building materials are in compliance with Council policy.

#### **COMMENT:**

Overall, it is considered that the proposed development is acceptable and appropriate for approval.

There will be no shop front or visitations from customers.

It is suggested that the Council approves the planning application for the storage shed/workshop to be located at Lot 333 Short Street, Boyup Brook, subject to:-

1. the proponent complying with the Town Planning Scheme No.2;
2. a minimum of 2 car parking spaces are provided and shall be constructed, properly drained and sealed to the satisfaction of the Council as per the Scheme;
3. crossovers are constructed to the Council's design specifications and levels;
4. all stormwater run off from impervious surfaces being disposed of to the satisfaction of the Manager of Works and Services;

5. the buildings comply with the Building Code of Australia;
6. setbacks being:-  
front – 14 metres  
rear – 3 metres

**MOVED: Cr Piper**

**SECONDED: Cr Moir**

**That the Council approves the planning application for a storage shed/workshop to be located at Lot 333 Short Street, Boyup Brook, subject to:-**

1. the proponent complying with the Town Planning Scheme No.2;
2. a minimum of 2 car parking spaces being provided and shall be constructed, properly drained and sealed to the satisfaction of the Council as per the Scheme;
3. crossovers being constructed to the Council's design specifications and levels;
4. all stormwater run off from impervious surfaces being disposed of to the satisfaction of the Manager of Works and Services;
5. the buildings complying with the Building Code of Australia;
6. compliance with the Environmental Protection (Noise) Regulations 1997;
7. setbacks being:-  
front – 14 metres  
rear – 3 metres

**CARRIED 8/0**

7.2.4 Youth Advisory Committee Minutes

*Proponent:* Shire of Boyup Brook  
*Location:* -  
*Reporting Officer:* Keith Jones  
*Date Report Written:* 3 August 2006  
*Enabling Legislation:* Local Government Act 1995  
*File:* IM/37/004  
*Appendices:* 1.4 - Minutes

**BACKGROUND:**

A meeting of the Youth Advisory Committee was held on 25 July 2006.

Minutes of the meeting are laid on the table and circulated (refer to appendix 1.4).

**MOVED: Cr Oversby**

**SECONDED: Cr Broadhurst**

**That the minutes of the Youth Advisory Committee meeting on 25 July 2006 be received.**

**CARRIED 8/0**

7.2.5 Recreation & Leisure Advisory Committee Minutes

*Proponent:* Shire of Boyup Brook  
*Location:* -  
*Reporting Officer:* Keith Jones  
*Date Report Written:* 4 August 2006  
*Enabling Legislation:* Local Government Act 1995  
*File:* RE/37/001  
*Appendices:* 1.5 Minutes

**BACKGROUND:**

A meeting of the Recreation & Leisure Advisory Committee was held on the 3 August 2006.

Minutes of the meeting are laid on the table and circulated (refer to appendix 1.5).

**MOVED: Cr Martin**

**SECONDED: Cr Piper**

**That:-**

1. the minutes of the Recreation & Leisure Advisory Committee held on 3 August 2006, be received;
2. the proposed hockey shelter/storage shed be approved subject to:-
  - a) the design being based on the 'Settler' shed dimensions as presented;
  - b) the site location being central to Hockey Oval No. 1;
  - c) being located so as to not block out views of the river for any residence in Beatty Street;
3. individual horse riders may exercise their horses on the 2<sup>nd</sup> paddock at the Flax Mill, subject to the rider being with the horse at all times;
4. an application for Community Sport and Recreation Facilities Funding be submitted seeking a 1/3 contribution (\$20,000) for new Hockey Ground toilets/changerooms as presented, and subsequently endorsed by the Council, in May 2006.

**CARRIED 8/0**

<b>7.3 CORPORATE SERVICES</b>
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7.3.1 Accounts for Payment

*Proponent:* Shire of Boyup Brook  
*Location:* -  
*Reporting Officer:* Keith Jones  
*Date Report Written:* 3 August 2006  
*Enabling Legislation:* Local Government Act 1995  
*File:* FM/10/003  
*Appendices:* 1.6 – Payments

**BACKGROUND:**

Invoices have been received during the month of July 2006.

**DETAIL:**

Accounts are presented for consideration (see appendix 1.6) or where paid by direct debit pursuant to the Council's "Authorisation to Incur Debts and Make Payments" policy.

**COMMENT:**

It is suggested that the recommendation be considered.

**MOVED: Cr Broadhurst**

**SECONDED: Cr Oversby**

**That the accounts as presented totaling \$196,011.46 as-**

- 1. cheque voucher numbers 15192-15260 be approved for payment;**
- 2. paid by-**
  - a. direct electronic payments through the Municipal Account;**
  - b. cheque voucher number 2065 paid through the Chief Executive Officer's Advance Account;**

**be endorsed.**

**CARRIED 8/0**

**7.3.2 Monthly Statement of Financial Activity**

*Proponent: Shire of Boyup Brook*  
*Location: -*  
*Reporting Officer: Keith Jones*  
*Date Report Written: 3 August 2006*  
*Enabling Legislation: Local Government Act 1995*  
*File: FM/10/003*  
*Appendices: 1.7 Statement*

**BACKGROUND:**

A monthly financial report is presented for consideration.

**DETAIL:**

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 report is attached – see appendix 1.7

**COMMENT:**

It is suggested that the recommendation be considered.

**MOVED: Cr Downing**

**SECONDED: Cr Broadhurst**

**That the Monthly Statement of Financial Activity as presented, be received subject to being further considered at the Council's September 2006 meeting.**

**CARRIED 8/0**

7.3.3 Warren Blackwood Economic Alliance Minutes

*Proponent:* Warren Blackwood Economic Alliance  
*Location:* -  
*Reporting Officer:* Will Pearce  
*Date Report Written:* 21 July 2006  
*Enabling Legislation:* -  
*File:* GR/31/006  
*Appendices:* 1.8 - Minutes

**BACKGROUND:**

A meeting of the Warren Blackwood Economic Alliance was held on 30 May 2006.

Minutes of the meeting are laid on the table and circulated (refer to appendix 1.8).

**MOVED: Cr Martin**

**SECONDED: Cr Broadhurst**

**That the minutes of the Warren Blackwood Economic Alliance held on 30 May 2006 be received.**

**CARRIED 8/0**

7.3.4 Central Great Southern Salt Land Recovery Committee – Donation Request

*Proponent:* Central Great Southern Salt Land Recovery Committee  
*Location:*  
*Reporting Officer:* Will Pearce  
*Date Report Written:* 27 July 2006  
*Enabling Legislation:* Local Government Act 1995  
*File:* FM/25/008  
*Appendices:* -

**BACKGROUND:**

The Central Great Southern Salt Land Recovery Committee has written requesting a donation of \$250.00 to go towards their campaign

**DETAIL:**

The committee's aim is to reduce the salinity problems in the wheatbelt via the drainage of salt water down the Blackwood River.

Representatives from this group presented their aims to the Boyup Brook Shire Council at its August 2005 meeting.

The group writes-

*'If your Shire could see their way clear to donate \$250.00 to our campaign, we would be very grateful. The original funding of \$250,000.00 for the Feasibility Study has risen to \$400,000.00 with an injection of funds by CSIRO. CSIRO will be carrying out the field work. Our Federal and State Parliamentarians have been most helpful and completely supportive of our aims.'*

The Council's 'Donations' policy state in part-

'General

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

The Council will budget \$500.00 per year in cash for this purpose.

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

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

**COMMENT:**

The Council has the right to consider such applications on their merits outside the donations programme.

Should it decide to make a donation, it is recommended that the funds are derived from line item 'Donations' in Schedule 4 of the 2006/07 budget.

It is suggested that the request be declined.

**MOVED: Cr Martin**

**SECONDED: Cr Downing**

**That the Council declines the request from the Central Great Southern Salt Land Recovery Committee seeking financial support.**

**CARRIED 5/3**

**7.3.5 Review of Policy - Councillors – Travel Reimbursement and Loss of Earnings**

<i>Proponent:</i>	<i>Shire of Boyup Brook</i>
<i>Location:</i>	<i>Boyup Brook</i>
<i>Reporting Officer:</i>	<i>Will Pearce</i>
<i>Date Report Written:</i>	<i>21 July .2006</i>
<i>Enabling Legislation:</i>	<i>Local government Act 1995</i>
<i>File:</i>	<i>CM/43/001</i>
<i>Appendices:</i>	<i>-</i>

**BACKGROUND:**

The Council at its July 2006 meeting requested that the 'Councillors – Travel Reimbursement and Loss of Earnings' policy be reviewed.

Clarification was requested relating to travel claims for Councillors attending non-Council meetings as appointed delegates and for those Councillors living in the Boyup brook townsite.

**DETAIL:**

The policy states-

*'Objective*

To determine the extent to which expenses incurred by an Elected Member while performing their duties will be reimbursed.

*Statement*

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Council will meet costs associated with: -

- 1 childcare incurred by the elected member where that member attends at a Council meeting or a Committee meeting, where he or she is a member, to a maximum of \$10 per hour. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
- 2 travel costs where an Elected Member attends a Council meeting or a meeting as a member of Council appointed to a management or advisory Committee;
- 3 where an Elected Member attends other meetings as a nominated delegate of the Council;
- 4 rental charges associated with one telephone and facsimile machine at a member's place of residence;
- 5 In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particular area of travel and nature of business, distance travelled and vehicle engine displacement;
- 6 A claim form need not be submitted for travel reimbursement where that member attends a Council meeting. Travel reimbursement will be paid automatically on a quarterly basis;
- 7 Details of other expenses should also be submitted on this form, supported by actual invoices or receipts;
- 8 The amount payable in respect of travelling expenses shall be that assessed at the applicable rate per kilometre as detailed in the Local Government Officer's Award;
- 9 Wherever possible, the use of a Council owned vehicle should be made by prior arrangement with the Chief Executive Officer to attend meetings.

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation, within two months of those expenses being incurred.

Expenses not claimed within two months of being incurred or falling due shall be deemed forfeited.'

Clause 3 states that claim travels claims by Councillors for attending non-Council committee meetings for example tourism, roads, as a delegate of the Council are appropriate.

Council delegates for these committees were determined at the July 2006 meeting – please refer to item 7.3.3.

The policy does not disallow any Councillor who resides in the townsite from claiming travel costs when attending meetings held in Boyup Brook.



**COMMENT:**

The policy is deemed to be appropriate and fair for all Councillors.

Suggested improvements or amendments from Councillors are certainly encouraged being put forward for consideration.

**MOVED: Cr Martin**

**SECONDED: Cr Oversby**

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

**CARRIED 8/0**

**MOVED: Cr Martin**

**SECONDED: Cr Piper**

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

**CARRIED 8/0**

**MOVED: Cr Martin**

**SECONDED: Cr Piper**

That the Council amends the 'Councillors – Travel Reimbursement and Loss of Earnings' policy as highlighted:-

***'Objective***

To determine the extent to which expenses incurred by an Elected Member while performing their duties will be reimbursed.

***Statement***

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Council will meet costs associated with: -

- 1 childcare incurred by the elected member where that member attends at a Council meeting or a Committee meeting, where he or she is a member, **to a maximum of \$10 per hour (delete)**. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
- 2 travel costs where an Elected Member attends a Council meeting or a meeting as a member of Council appointed to a management or advisory Committee;
- 3 where an Elected Member attends other meetings as a nominated delegate of the Council;
- 4 rental charges associated with one telephone and facsimile machine at a member's place of residence;
- 5 In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particular area of travel and nature of business, distance travelled and vehicle engine displacement;
- 6 **A claim form need not be submitted for travel reimbursement where that member attends a Council meeting (delete, replace with 'The travel log register to be**

**completed by Councillors). Travel reimbursement will be paid automatically on a quarterly (delete, replace with '6 monthly') basis;**

7 Details of other expenses should also be submitted on **this (delete, replace with 'the appropriate claim')** form, supported by actual invoices or receipts;

8 The amount payable in respect of travelling expenses shall be that assessed at the applicable rate per kilometre as detailed in the Local Government Officer's Award;

9 Wherever possible, the use of a Council owned vehicle should be made by prior arrangement with the Chief Executive Officer to attend meetings;

**10 (Add clause 10) Where a Council vehicle is available and not used by Councillors, travel will not be claimable.**

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation, **within two months of those expenses being incurred (delete).**

**Expenses not claimed within two months of being incurred or falling due shall be deemed forfeited (delete).'**

CARRIED 8/0

**8. PETITIONS AND MEMORIALS**

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

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

**11. CLOSURE OF MEETING**

There being no further business the Chairman declared the meeting closed at 5.39pm.

These Minutes and Schedule of Accounts were confirmed by the Council at the Council Meeting held on the 21 September 2006.

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Cr Terry Ginnane, Shire President