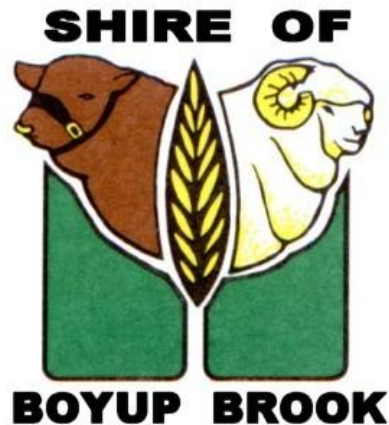


Minutes



ORDINARY MEETING

held

THURSDAY 19 March 2015

Commenced AT 5.11PM

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 M Giles – Shire President
Cr G Aird – Deputy Shire President
Cr N Blackburn
Cr J Imrie
Cr P Kaltenrieder
Cr K Moir
Cr T Oversby
Cr R Walker

STAFF: Mr Alan Lamb (Chief Executive Officer)
Mr Stephen Carstairs (Director Corporate Services)
Mr Rob Staniforth-Smith (Director Works & Services)
Mrs Maria Lane (Executive Assistant)

PUBLIC: Mr Glenn Waller

1.2 Apologies

1.3 Leave of Absence

Cr B O'Hare

2 PUBLIC QUESTION TIME

Mr G Waller informed Council that he was not consulted prior to the decision being made about changing the Street name from Ritson Street to Cailes Street.

2.1 Response to Previous Public Questions Taken on Notice

3 APPLICATIONS FOR LEAVE OF ABSENCE

That Cr Oversby be granted leave of absence for the April ordinary meeting of Council.

4 PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

Cr Oversby attended the Upper Blackwood Agricultural Society Annual General Meeting. The Blackwood River Valley Marketing Association recently held a car rally competition over the Blackwood Valley which was very successful and promoted the area.

5 CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council - Thursday 19 February 2015

COUNCIL DECISION & OFFICER RECOMMENDATION

MOVED: Cr Oversby

SECONDED: Cr Kaltenrieder

That the minutes of the Ordinary Meeting of Council held on Thursday 19 February 2015 be confirmed as an accurate record.

CARRIED 7/0

Res 18/15

6 PRESIDENTIAL COMMUNICATIONS

Attended the South West Zone meeting held on 27th February 2015.

7 COUNCILLORS QUESTIONS ON NOTICE

Nil

Change to Order of Business

That the order of business in the agenda be changed to allow item 8.3.3 to be brought forward and dealt with at this time.

8.3.3 Ritson Street –change to Cailes Street

Location:	<i>Ritson Street Boyup Brook</i>
Applicant:	<i>M Waller and G Waller</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>12 March 2015</i>
Author:	<i>Alan Lamb – Chief Executive Officer</i>
Authorizing Officer:	<i>Chief Executive Officer</i>
Attachments:	<i>Complaint forms, Landgate image</i>

SUMMARY

The purpose of this report is to bring before Council two complaints about the decision to seek to have Ritson Street renamed Cailes Street for Council to consider before resolution 17/15 (of February 2015) is actioned.

BACKGROUND

In response to a notice of motion to the February 2015 Council meeting Council resolved as follows:

That Council makes application to the Geographic Names Committee to change the name of Ritson Street to Cailes Street

The first complaint was received 27 February 2015 (8 days after the Council meeting) and the second 10 March 2015. Due to other pressures, Administration had not actioned resolution 17/15. No specific priority was given by Council and so, based on the complaint, the matter is brought back before Council for confirmation.

The following was reported to Council, as CEO comment, last month and is reprinted as further background:

The State Government (Geographic Names Committee) controls the names of roads, parks and the like and so Council can only make a recommendation regarding any change it supports, it cannot make the change. There is generally a high level of reluctance, by the State, to changing existing names because of the cost and, inconvenience, of changing maps, addresses, and the like, so any

recommendation for change needs to be supported by sound argument for the change.

Council may wish to seek public comment before it moves to recommend the road name change and the result of this could be used as evidence of community support.

It is recommended that Council resolve to seek public comment on the proposal to have the name of Ritson Street to Cailes Street with the results to come back to Council, by its April Ordinary Meeting, prior to making application to the Geographic Names Committee to effect the change.

If Council supported the move to seek to have the change made now the alternative resolution might be:

That Council makes application to the Geographic Names Committee to change the name of Ritson Street to Cailes Street.

COMMENT

As will be seen from the complaints, they centre on the lack of consultation prior to the decision being made and the cost/inconvenience of changing addresses. One also mentions that there are other examples of duplicated names in the Shire noting Gibbs Road and Gibbs Street as an example.

Eleven lots are serviced by the constructed portion of Ritson Street (not including Shire managed Reserves) and a further two lots abut the unmade section.

Rate records show nine assessments for the made up section of Ritson Street and that there are six separate owners (that is some land holders own more than one lot).

It is recommended that Council resolve to hold action on its previous decision and seek community comment before proceeding. That owners of property abutting the made up section of Ritson Street, and abutting the unmade section of Ritson Street, be sent a letter seeking comment on the proposed name change. Also that the wider community be consulted by an advert in the Boyup Brook Gazette and on the Shire website. That a period of one month be allowed for comments to be received.

Council may also wish to seek comment from family members of the early community members honoured by the current road name.

CONSULTATION

This report recommends a consultation process.

STATUTORY OBLIGATIONS

Council's Standing Orders Local Law provides as follows:

16.20 Revoking Decisions - When This Can Occur

16.20.1 A substantive motion may be revoked at any time provided that no action in relation to the resolution being rescinded has already occurred;

16.20.2 If a decision has been made at a Council or a committee meeting then any motion to revoke or change the decision must be supported-

(a) in the case where an attempt to revoke or change the decision has been made within the previous three months but had failed, by an absolute majority; or

(b) in any other case, by at least one third of the number of offices (whether vacant or not) of members of the Council or committee, inclusive of the mover.

16.20.3 If a decision has been made at a Council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made

(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

16.20.4 This clause does not apply to the change to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

It should be noted that the recommendation does not include revoking the previous decision at this time. Also that as no action has been taken Council has the power to revoke the previous decision at any time up until some action has been taken to effect the decision. The recommendation includes putting a hold on actioning the decision.

POLICY IMPLICATIONS

Council has a Naming New Roads Policy but has no policy on the renaming of roads. The Naming New Roads Policy is as follows:

<i>POLICY NO.</i>	<i>P.08</i>
<i>POLICY SUBJECT</i>	<i>Naming New Roads</i>
<i>ADOPTION DATE</i>	<i>17 June 2004</i>
<i>VARIATION DATE</i>	<i>21 December 2007, 15 August 2013, 12 December 2013,</i>

	21 August 2014
--	----------------

Objective

To determine the process for naming new roads.

Statement

- Name duplication with local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.
- Names of living individuals shall not be used.
- Names characterised as follows are to be avoided:-
Incongruous; given/first names; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminating names; company names; or, commercialised names.*
- Preferred sources of names include:
Aboriginal names; pioneers of the State or area; war casualty list; thematic names e.g. fauna, ships etc.
- Road names shall not be approved unless the origin of the name is clearly stated.

**Use of given/first names may be acceptable in special circumstances, e.g. when to people with the same name are valid sources for a road name, or a surname is not appropriate for some reason.*

*But: Use of the surname will normally have priority.
Particular attention will be paid to explanation of origins.
Honouring the same person more than once will be avoided.*

Further research into local history and identities has resulted in the following suggestions as an initial schedule of suggestions:-

That Council endeavours to add “suggested names” to its policy P.08 by advertising for submissions in the Boyup Brook Gazette and by survey of honour boards and memorials in the Shire of Boyup Brook. The updated list is then to be submitted to Landgate for approval.

Hales The ‘Hales’ name has been synonymous with the district for 100 years. Mr Wally Hales was a major contributor to promoting Boyup Brook as a tourist destination for many decades. (Name added in November 2005)

Fuller Harry Fuller took up 700 acres in the district in 1902. He was an excellent teamster and carted regularly by contract. His team of horses was commented on favourably for many years. He and his wife raised ten children.

Geographic names may not accept the use of Fuller Road due to the proximity of Fullerton Road, Catterick – previous request to approve denied by Geographic Names.

- Gregory* *After AC Gregory – first white man to the District and Famous Explorer.*
Geographic Names may not accept the use of Gregory Road due to the proximity of Gregory Street in Dinninup – previous request to approve denied by Geographic Names.
- Lloyd* *After JR Lloyd – Councillor 1961-67, 68-89, 91-93,*
Shire President 1976-1982
Geographic Names may not accept the use of Lloyd Road due to the proximity of Lloyd Road in Darkan – previous request to approve denied by Geographic Names
- Moore* *After CL Moore – Councillor 1974 – 1988*
Shire President 1982-1987
Geographic Names may not accept the use of Moore Road due to the proximity of Moore Street in Wilga – previous request to approve denied by Geographic Names
- Moulton* *Matt Moulton took a position of Land Guide in the Scott's Brook area of the Upper Blackwood District in 1892. He took up land there and developed it. He was an excellent horseman and expert bushman and is credited with providing sound advice to new settlers.*
Geographic Names may not accept the use of Moulton due to the proximity of Moulton Road in Bridgetown – previous request to approve denied by Geographic Names.
- Smith* *Harry Smith and his family arrived in the district in 1909 and took up land at Scotts Brook. Before the land became productive he earned a living carting and dam sinking with a bullock team. His daughter Amy married Charles Jennings and the family remain in the district today.*
Geographic Names may not accept the use of Smith due to the proximity of 12 other uses in adjoining Shires – previous request to approve denied by Geographic Names.
- Sinnott* *William Sinnott came to the Upper Blackwood district in 1896 and settled near Mayanup. He was a public minded person, involved in sport, business associations and a member of the Roads Board from 1918-1934.*
- Wauchope* *Mr Wauchope was one of the best known teachers at the Boyup Brook School in the early days. He taught there from 1903-1912 and again 1917-1925. He assisted Mr Proctor put down the first tennis courts in town in 1904. Mrs Wauchope ran the first unofficial post office in Boyup Brook from the school house.*
- Cailes* *Mr Albert Cailes, the grandfather of Clifford Cailes was an early settler to the Shire of Boyup Brook. The name Cailes was approved at the October 2008 Council Meeting.*
- Millington* *Ray & Ivy Millington and their three children moved to Boyup Brook in 1948. Ray commenced employment with the Upper Blackwood Road*

Board as grader driver, relief engineer and mechanic. Their first home was situated in Bridge Street Boyup Brook.

Letchford The Letchford family have been farming over 100 years in the Boyup Brook District.

Henry George Letchford was a public minded person who was President of the Soccer Association and instigated the establishment of the Boronia Gully School for local children. Mr Letchford developed a top Jersey dairy herd and won several Champion trophies at local shows.

BUDGET/FINANCIAL IMPLICATIONS

Nil. All relevant costs associated with a consolation process will be covered from the existing Administration budget.

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
The processes of changing addresses can be time consuming and has a cost. The process of changing a road name (that is amending all maps, titles and the like) is similarly time consuming and has a cost.
- **Social**
Whilst only one family has complained about the lack of consolation, others may be similarly perturbed by the lack of consultation once they are impacted by the road name change.

VOTING REQUIREMENTS

Simple majority

Cr Moir arrived at 5.26pm

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.3

MOVED: Cr Aird

SECONDED: Cr Kaltenrieder

- 1. That Council instructs the Chief Executive Officer to hold action on Resolution 17/15 (That Council makes application to the Geographic Names Committee to change the name of Ritson Street to Cailles Street) and that community comment before proceeding.**
- 2. That owners of property abutting the made up section of Ritson Street, and abutting the unmade section of Ritson Street, be sent a letter seeking comment on the proposed name change. Also that the wider community be consulted by an advertisement in the Boyup Brook Gazette and on the Shire website. That a period of no less than one month be allowed for comments to be received.**
- 3. That the CEO come back to Council with a review of the naming new road policy.**

CARRIED 8/0

Res 19/15

Glenn Waller left the Chamber at 5.41pm

COUNCIL DECISION

MOVED: Cr Walker

SECONDED: Cr Kaltenrieder

That the Council adopts enbloc items 8.1.1, 8.2.1, 8.2.2 and 8.2.3

CARRIED 8/0

Res 20/15

8 REPORTS OF OFFICERS

8.1 MANAGER WORKS & SERVICES

8.1.1 2015-2016 Trigwell Bridge 5 Year Maintenance Budget
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Location:	<i>N/A</i>
Applicant:	<i>N/A</i>
File:	
Disclosure of Interest:	<i>Nil</i>
Date:	<i>10th of March, 2015</i>
Author:	<i>R Staniforth-Smith, Manager of Works and Services</i>
Authorizing Officer:	<i>Alan Lamb – Chief Executive Officer</i>
Appendices:	<i>Nil</i>

SUMMARY

The intention of this item is to seek approval to perform 5 year maintenance work on Trigwell Bridge in the 2015-2016 financial year prior to the 2015-2016 budget being adopted.

BACKGROUND

Main Roads Western Australia requires Councils to perform significant preventative maintenance on all of its bridges every 5 years on top of annual general preventative maintenance. The significant preventative maintenance includes end grain sealing, fungicide treatment, scupper and drain waterproofing, pile banding and bolting and any other item required to keep the bridge in a good condition. General annual maintenance includes white ant treatment, scupper cleaning, approach maintenance, debris removal and vegetation (fire) control. Trigwell Bridge which is a 14 span bridge and is up to 14 metres above the Blackwood River is due to be '5 year maintained' in the 2015-2016 financial year. Due to its height above the river, access to the underside of the deck is programmed to be achieved through the hire of a truck mounted reverse knuckle boom. There currently is only one supplier of these units in Western Australia and as such they are quite hard to get hold of. A tentative booking has been made for July 2015, however this cannot be confirmed until the expenditure has been approved by Council.

Quotes have been sought with the following outcome:

- Bridge Maintenance: \$45,000

- Underbridge Maintenance Unit (truck mounted reverse knuckle boom that sits on bridge) \$23,000
- Traffic management \$11,000
- Contingency (10%) \$7,900
- TOTAL \$86,700**

Council usually allows a sum of \$60,000 per annum to fund the bridge maintenance programme, however funding for Trigwell Bridge is intended to come from the following sources:

- 2014-2015 Surplus State Funds (Grants Commission) - windfall \$62,000
- Carryover (surplus) Council bridge maintenance funds 2014-2015 Approximately \$20,000
- Annual Council bridge maintenance funds 2015-2016 \$4,700 (to be confirmed once carry over confirmed)

COMMENT

Main Roads Western Australia makes auditing of the Councils previous years bridge maintenance a condition of it supplying the following years State and Federal funds. If scheduled maintenance has not been performed they will not supply additional funds. In the last few years, State and Federal funds have outweighed Council funds by up to 5 times and covers performing the major structural repairs such as structural member replacement.

Several of the Shires bridges (Trigwell, Asplin, Jayes and Tone Bridge) are significantly more expensive to maintain as they have more spans and are higher off the river than their smaller counterparts. Main Roads has performed the 5 year maintenance on Asplin and Jayes Bridge in the 2014-2015 financial year.

With a significant surplus of \$62,000 coming from 2015-2016 State funds, that has to be spent on bridges, it makes good economic sense to spend the funds on maintaining Trigwell Bridge.

CONSULTATION

Alan Lamb, CEO

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil to Council in 2014-2015 budget.

Nil to Council in 2015-2016 budget as funds required will be covered by Councils annual bridge maintenance budgeted funds and by the surplus funds from the 2014-2015 State Bridge funds and Councils 2014-2015 budgeted funds.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.1.1

That Council commits to perform the ‘5 Year’ bridge maintenance programme on Trigwell Bridge and that the estimated \$86,700 cost is funded through surplus 2014-2015 State (Grants Commission) funding (\$62,000) and surplus 2014-2015 Council bridge maintenance funds plus 2015-2016 bridge maintenance funds.

8.2 FINANCE

8.2.1 List of Accounts Paid in February 2015

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/1/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>13 March 2015</i>
Author:	<i>Stephen Carstairs – Director Corporate Services</i>
Authorizing Officer:	<i>Alan Lamb – Chief Executive Officer</i>
Attachments:	<i>Yes – List of Accounts Paid</i>

SUMMARY

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in February 2015 are 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 01 to 28 February 2015.

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 2014-15 Annual Budget, or authorised by separate resolution.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.2.1

That at its March 2015 ordinary meeting Council receive as presented the list of accounts paid in February 2015, and totalling \$649,782.99 and as represented by: cheque voucher numbers 19728-19743 totalling \$54,379.57; and accounts paid by direct electronic payments through the Municipal Account totalling \$595,403.42.

8.2.2 31 January 2015 Statement of Financial Activity
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Location:	Not applicable
Applicant:	Not applicable
File:	FM/10/003
Disclosure of Officer Interest:	None
Date:	13 March 2015
Author:	Stephen Carstairs – Director Corporate Services
Authorizing Officer:	Alan Lamb – Chief Executive Officer
Attachments:	Yes – Financial Reports

SUMMARY

This report recommends that Council receive the Statement of Financial Activities and Net Current Assets for the month ended 31 January 2015.

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 *Statement of Financial Activity*.

The regulations also prescribe the content of the reports, and that details of items of Material Variances shall also listed.

COMMENT

It is a statutory requirement that the statement of financial activity be prepared each month (Regulation 34.(1A), and that it be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates (Regulation 34.(4)(a).

CONSULTATION

Alan Lamb – Chief Executive Officer

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulation 34.(1A)

Local Government (Financial Management) Regulations 1996, Regulation 34.(4)(a)

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

As presented in the attached reports.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.2.2

That the 31 January 2015 Statement of Financial Activity and Statement of Net Current Assets be received, as presented.

8.2.3 28 February 2015 Statement of Financial Activity

Location:	Not applicable
Applicant:	Not applicable
File:	FM/10/003
Disclosure of Officer Interest:	None
Date:	13 March 2015
Author:	Stephen Carstairs – Manager Corporate Services
Authorizing Officer:	Alan Lamb – Chief Executive Officer
Attachments:	No

SUMMARY

This report recommends that Council defer to the April 2015 ordinary meeting of Council the receiving of the Statement of Financial Activities and the Net Current Assets for the month ended 28 February 2015.

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 *Statement of Financial Activity*.

The regulations also prescribe the content of the reports. Details of items of Material Variances are also listed.

COMMENT

It is a statutory requirement that the statement of financial activity be prepared each month (Regulation 34.(1A)), and that it be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates (Regulation 34.(4)(a)).

At the time of writing Corporate Services officer time was committed to conducting a review of the shire's accounts and year to date budgets for the period ending 31 January 2015. In accord with Regulation 33A of the *Local Government (Financial) Regulations 1996*, the results of this review are to be submitted in the second week of March 2015 to the Audit and Finance Committee for their consideration. It is because the processes of reviewing the January 2015

accounts and budgets are in progress, that presentation of the 28 February 2015 Statement of Financial Activity has been deferred to the April 2015 ordinary meeting.

CONSULTATION

Alan Lamb – Chief Executive Officer

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulation 33(A)

Local Government (Financial Management) Regulations 1996, Regulation 34.(1A)

Local Government (Financial Management) Regulations 1996, Regulation 34.(4)(a)

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.2.3

That receipt by Council of the shire's 28 February 2015 Statement of Financial Activity and Statement of Net Current Assets be deferred to Council's April 2015 ordinary meeting.

8.3 **CHIEF EXECUTIVE OFFICER**

8.3.1 Local Government Elected Policy
--

Location:	N/A
Applicant:	N/A
File:	
Disclosure of Officer Interest:	Nil
Date:	26 February 2015
Author:	Alan Lamb
Authorizing Officer:	Alan Lamb, Chief Executive Officer.
Attachments:	Information Sheet

SUMMARY

To consider and endorse the Shire of Boyup Brook Councillors Record Keeping Policy (see attachment 8.3.1)

BACKGROUND

The original State Records Commission Policy relating to Councillor Records was:

"In relation to the Record Keeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of members functions arising from their participation in the decision making processes of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of Local Government

Activities or transactions which stem from the performance of other roles by Local Government elected members that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory Record Keeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Local Government."

The Policy allowed a Council to choose to retain only records created in meetings of Council and Committees. The Shire of Boyup Brook in its original Record Keeping Plan chose to provide minimum compliance, by capture of Minutes of Committees and Council.

That State Records Commission has reviewed the policy. The Commission chose to modify the wording of the policy to ensure that the burden of Record Keeping was placed on the Administration, rather than the individual Councillors.

The Shire of Boyup Brook Councillors Records Policy, if approved, will be provided to the State Records Office, as evidence that the Shire is following its Record Keeping Plan.

The revised State Records Commission Record Keeping Policy for Elected Members/Councillors is:

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately records the performance of members functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business. Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members’ records up to and including the decision making processes of Council.”

The Shire of Boyup Brook Councillor Record Keeping Policy (**Attachment 8.3.1**) has been drafted to bring the Shire of Boyup Brook’s policies and procedures into line with the State Records Commission Policy. The policy provides for Councillors to submit documents to be held by the Administration in the Records System in confidential files, accessible only by the Chief Executive Officer and the Records Officer. The documents are still subject to Freedom of Information Legislation.

The Shire of Boyup Brook Councillor Record Keeping Policy proves for the following methods of capture of records in the Records System:

1. All emails for Councillors will be registered and emailed to the Councillor by the Records Officer.
2. All incoming mail for Councillors received at Council will be opened by the Records Officer. Mail considered to be a State record will be registered into Council’s recordkeeping system before being forwarded to the Councillor.
3. Where a Councillor receives correspondence (a letter, email or fax) at their personal address, and the document is a State Record, the Councillor is requested to provide the original to the Shire of Boyup Brook at the next Council Meeting.

Notes created by Councillors, which relate to the Councillors decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes) are State Records. These records are required to be provided to the Shire of Boyup Brook Administration, it is suggested that for the purposes of consistency they be submitted at the next Council Meeting.

COMMENT

Nil

CONSULTATION

Nil

STATUTORY OBLIGATIONS

The Shire of Boyup Brook Councillor Record Keeping Policy has been developed based on the principles of good governance and brings the Shire of Boyup Brook into line with the State Records Commission Policy on Elected Members Records, and by extension, the State Records Act 2000.

POLICY IMPLICATIONS

The Shire of Boyup Brook Councillor Record Keeping Policy is a key step in the improvements outlined in the Shire of Boyup Brook Record Keeping Plan.

BUDGET/FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Shire of Boyup Brook Councillor Record Keeping Policy will ensure that documents of significance held by Councillors will be preserved for future generations. It also ensures that Freedom of Information Requests for Councillor records can be dealt with quickly, and with minimum disruption to Councillors.

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 Oversby

SECONDED: Cr Blackburn

- 1. That Council adopt the Shire of Boyup Brook Councillors Record Keeping Policy.**
- 2. That Council note that the Shire Administration will submit a copy of the Shire of Boyup Brook Councillor Record Keeping Policy to the State Records Commission, as evidence of following the Record Keeping Plan.**

CARRIED 8/0

Res 21/15

WITHDRAWN

Item 8.3.2 withdrawn by the CEO and to be brought back to the next Council meeting.

Note

The Chief Executive Officer to seek further clarification from the Planning Consultant.

8.3.2 New Outbuilding Policy – Final Endorsement

Location:	Shire Boyup Brook
Applicant:	N/A
File:	Nil
Disclosure of Officer Interest:	None
Date:	6/03/2015
Author:	A. Nicoll, Town Planner
Authorizing Officer:	Alan Lamb, Chief Executive Officer
Attachments:	Existing Outbuilding Policy Advertised Outbuilding Policy New Outbuilding Policy Submission

8.3.4 Memorandum of Understanding – Shire of Boyup Brook/Boyup Brook Sub Centre, St John Ambulance Association

Location:	<i>Boyup Brook</i>
Applicant:	<i>St John Sub Centre</i>
File:	
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>12 March 2015</i>
Author:	<i>Alan Lamb</i>
Authorizing Officer:	<i>Chief Executive Officer</i>
Attachments:	<i>Copy of MOU</i>

SUMMARY

The purpose of this report is to put before Council the attached MOU with a recommendation that the CEO be authorised to sign it.

BACKGROUND

For a number of years the Shire Council has made a practice of paying the Boyup Brook Sub Branch of St John Ambulance Association an annual lump sum to cover Shire residents for:

Emergency ambulance pickup and transport to the nearest public Hospital anywhere in Australia (where a reciprocal agreement is in place) including,

1. Initial assessment of patient at pickup service : and
2. Provision of first aid and other pre- hospital treatment at site and in transit; but not including transport between hospitals, either private or public.

The amount is determined annually, by agreement, and increased in line with CPI. The Shire contribution for 2014/15 was \$19,805

COMMENT

The matter of an extension to the current arrangement was discussed at the last Council briefing session and it is noted that we are already more than half way through the first year of the two year agreement being sought.

The option of providing comprehensive cover will be discussed with the Sub Centre leading up to the 2015/16 budget and the results put to Council for determination.

CONSULTATION

The matter has been before Council a number of times over the years, and has been similarly discussed with the Sub Centre.

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Nil at this time

STRATEGIC IMPLICATIONS

The current Strategic Community Plan includes the following Vision:

A place that nurtures its youth and aging population; and retains its health and medical services.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
This additional service provided by Council will be a financial benefit to many residents.
- **Social**
This additional service provided by Council will be a social benefit to many residents.

VOTING REQUIREMENTS

Absolute majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.4

MOVED: Cr Walker

SECONDED: Cr Imrie

That Council Authorise the Chief Executive Officer to sign the attached Memorandum of Understanding with the Boyup Brook Sub Centre of the St John Ambulance Association.

CARRIED BY ABSOLUTE MAJORITY 8/0

Res 22/15

8.3.5 Shire of Boyup Brook Swimming Pool – Heating – Expressions of Interest

Location:	Boyup Brook Swimming Pool
Applicant:	N/A
File:	
Disclosure of Officer Interest:	None
Date:	12 March, 2015
Author:	
Authorizing Officer:	Chief Executive Officer
Attachments:	Nil

SUMMARY

The purpose of this report is to put before Council information supplied by Subthermal Solutions, in order that Council may decide what the next step of the process might be.

BACKGROUND

The matter of a heated pool facility has been before Council on and off for many years. In more recent times Council resolved that it would not put any funding toward another pool facility. Later, Council agreed to accept funding assistance from a community group, and work with that group, on heating for the current pool. Council lodged an application for funding assistance with the Department of Sport and Recreation last year, and the heating project is included in the current budget.

Expressions of interest were called last year, with advertisements, and the time for lodging these closed 5 February 2015. Five entities lodged an interest in this project.

Council dealt with the matter of the expression of interest at its February meeting and resolved as follows:

That Council pause the process of going to tender, for the heating of the Shire swimming pool facility, and engage with Subthermal Solutions on finding out more about the system and asking them to establish the anticipated whole of life costs, before deciding what the next step in the purchase process will be and that the item be brought back to the March meeting.

COMMENT

Due to other pressures, contact with Subthermal Solutions did not occur until last week. The company is working on providing the relevant information and should have it in time to distribute to Members (electronically) Monday 16th March.

It is recommended that Council discuss the information provided and make a determination as to the next step.

CONSULTATION

The matter of heating the pool has been before Council and within the community for a number of years.

STATUTORY OBLIGATIONS

The following section of the Local Government Act applies:

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.*

The following part of the Local Government (Functions and General) Regulations apply:

Division 2 — Tenders for providing goods or services (s. 3.57)

[Heading inserted in Gazette 2 Feb 2007 p. 245.]

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.*
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA; or*
 - (ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —*

(i) *the supplier is either —*

(I) *an individual whose last employer was the local government; or*

(II) *a group, partnership or company comprising at least 75% of persons whose last employer was that local government;*

and

(ii) *the contract —*

(I) *is the first contract of that nature with that individual or group; and*

(II) *is not to operate for more than 3 years;*

and

(iii) *the goods or services are —*

(I) *goods or services of a type; or*

(II) *(in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type,*

that were provided by the individual (or persons) whilst employed by the local government;

or

(c) *within the last 6 months —*

(i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or*

(ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

(d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*

(e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*

(ea) *the goods or services are to be supplied —*

- (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
- (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or

- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines.*

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6.]

12. *Anti-avoidance provision for r. 11(1)*

If a local government enters into 2 or more contracts in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract, tenders are to be publicly invited according to the requirements of this Division before entering into any of the contracts regardless of the consideration.

[Regulation 12 amended in Gazette 2 Feb 2007 p. 245-6.]

13. *Requirements when local government invites tenders though not required to do so*

If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.

[Regulation 13 amended in Gazette 2 Feb 2007 p. 245-6.]

14. *Publicly inviting tenders, requirements for*

- (1) *When regulation 11(1), 12 or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.*
- (2) *If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.*
- (2a) *If a local government —*
 - (a) *is required to invite a tender; or*

- (b) *not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*
- (3) *The notice, whether under subregulation (1) or (2), is required to include —*
- (a) *a brief description of the goods or services required; and*
 - (b) *particulars identifying a person from whom more detailed information as to tendering may be obtained; and*
 - (c) *information as to where and how tenders may be submitted; and*
 - (d) *the date and time after which tenders cannot be submitted.*
- (4) *In subregulation (3)(b) a reference to detailed information includes a reference to —*
- (a) *such information as the local government decides should be disclosed to those interested in submitting a tender; and*
 - (b) *detailed specifications of the goods or services required; and*
 - (c) *the criteria for deciding which tender should be accepted; and*
 - (d) *whether or not the local government has decided to submit a tender; and*
 - (e) *whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.*
- (5) *After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.*

[Regulation 14 amended in Gazette 29 Jun 2001 p. 3130.]

15. *Minimum time to be allowed for submitting tenders*

- (1) *If the notice is published in the newspaper as part of giving Statewide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving Statewide public notice.*
- (2) *If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.*

16. *Receiving and opening tenders, procedure for*

- (1) *The CEO is responsible for keeping any tender submitted including a tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.*

- (2) *Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.*
- (3) *When tenders are opened —*
 - (a) *at least one and, if practicable, more than one employee of the local government or one person authorised by the CEO to open tenders and, if practicable, one or more other persons, is required to be present; and*
 - (b) *members of the public are entitled to be present; and*
 - (c) *details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.*

[Regulation 16 amended in Gazette 29 Jun 2001 p. 3131; 31 Mar 2005 p. 1055.]

17. *Tenders register*

- (1) *The CEO is responsible for keeping the tenders register and making it available for public inspection.*
- (2) *The tenders register is to include, for each invitation to tender —*
 - (a) *a brief description of the goods or services required; and*
 - (b) *particulars of the making of —*
 - (i) *the decision to invite tenders; and*
 - (ii) *if applicable, the decision to seek expressions of interest under regulation 21(1);*
 - and*
 - (c) *particulars of —*
 - (i) *any notice by which expressions of interests from prospective tenderers was sought; and*
 - (ii) *any person who submitted an expression of interest; and*
 - (iii) *any list of acceptable tenderers that was prepared under regulation 23(4);*
 - and*
 - (d) *a copy of the notice of the invitation to tender; and*
 - (e) *the name of each tenderer whose tender has been opened; and*
 - (f) *the name of any successful tenderer.*
- (3) *The tenders register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.*

[Regulation 17 amended in Gazette 29 Jun 2001 p. 3131.]

18. *Rejecting and accepting tenders*

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept.*
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) The local government may decline to accept any tender.*
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

[Regulation 18 amended in Gazette 29 Jun 2001 p. 3131-2.]

19. *Tenderers to be notified of outcome*

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

[Regulation 19 amended in Gazette 29 Jun 2001 p. 3132.]

20. *Variation of requirements before entry into contract*

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders,*

enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

(2) *If —*

- (a) *the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or*
- (b) *the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,*

that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) *In subregulation (1) —*

minor variation *means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.*

21. *Limiting who can tender, procedure for*

(1) *If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

(2) *There is good reason to make a preliminary selection if, because of —*

- (a) *the nature of the goods or services required; or*
- (b) *the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,*

it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.

(3) *If a local government decides to seek expressions of interest before inviting tenders, Statewide public notice that expressions of interest are sought is to be given.*

(4) *The notice is required to include —*

- (a) *a brief description of the goods or services required; and*
- (b) *particulars identifying a person from whom more detailed information may be obtained; and*
- (c) *information as to where and how expressions of interest may be submitted; and*
- (d) *the date and time after which expressions of interest cannot be submitted.*

22. *Minimum time to be allowed for submitting expressions of interest*

The time specified in the notice as the time after which expressions of interest cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving Statewide public notice.

23. *Rejecting and accepting expressions of interest to be acceptable tenderer*

- (1) An expression of interest is required to be rejected unless it is submitted at a place, and within the time, specified in the notice.*
- (2) An expression of interest that is submitted at a place, and within the time, specified in the notice but that fails to comply with any other requirement specified in the notice may be rejected without considering its merits.*
- (3) Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.*
- (4) The CEO is to list each of those persons as an acceptable tenderer.*

[Regulation 23 amended in Gazette 29 Jun 2001 p. 3132.]

24. *People who submitted expression of interest to be notified of outcome*

The CEO is to give each person who submitted an expression of interest notice in writing —

- (a) containing particulars of the persons the CEO has listed under regulation 23(4) as acceptable tenderers; or*
- (b) advising that the local government has decided not to invite tenders because no expression of interest that it considered was from a person who it thinks would be capable of satisfactorily supplying the goods or services; or*
- (c) informing the person of any other outcome if neither paragraph (a) nor (b) is appropriate.*

POLICY IMPLICATIONS

Council's Purchasing Policy applies. This policy is lengthy and so has not been repeated here but is available on the Shire website

BUDGET/FINANCIAL IMPLICATIONS

There is no impact at this time. The current budget includes expenditure of \$300,000 for heating and other to the pool facility. This relies on \$100,000 each from a community group and the Department of Sport and Recreation. Council's \$100,000 is \$35,930 from the Reserve Fund and \$64,070 from current year revenue.

STRATEGIC IMPLICATIONS

The heated pool facility, especially if it is innovative, should aid in attracting visitors and permanent residents to Boyup Brook. It also offers the opportunity to work collaboratively with a community group, and with its financial assistance, on meeting a strongly expressed community need (albeit with a compromise, but also with an opportunity of future and relevant improvements that might be achievable with the innovative heating option.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Build community participation, interactions and connections.	<ul style="list-style-type: none"> ★ Engagement with community in promotion of Boyup Brook. ★ Increase volunteer support.
Community needs for services and facilities are met	Ensure access to services and facilities as needs change within the community.	<ul style="list-style-type: none"> ★ Develop and implement service plans that detail aim of service, level and frequency of service, and partnerships required to deliver services.
Increased Visitors and Residents	Attract permanent residents	<ul style="list-style-type: none"> ★ Promote the family friendly lifestyle of Boyup Brook.
Council and Community Leadership	Provide leadership on behalf of the community.	<ul style="list-style-type: none"> ★ Lobby and advocate for improved services, infrastructure, and access to. ★ Develop partnerships with stakeholders to enhance community services and infrastructure.
	Foster community participation and collaboration.	<ul style="list-style-type: none"> ★ Develop a community engagement strategy and provide opportunities for community participation. ★ Support volunteers and encourage community involvement.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
As with most assets or asset improvements, the capital cost is generally not the deciding factor. The cost to keep and operate it can be prohibitive. In this case, the recurring cost could be more affordable with an innovative option on offer. On the income side, pool patronage should increase but the pool income is not significant now and so any impact is expected to be small. The improved facility should however add well to the town's attraction and may encourage more people to live here. A heated pool will be an advantage to any aged person development and should increase the interest in such a facility in this town.
- **Social**
A heated swimming pool usage should provide a community benefit and, if the innovative option is taken, an even greater attraction for visitors.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION – ITEM 8.3.5

That Council

NOTE Recommendation to be provided once the information is received from Subthermal Solutions.

MOVED INTO COMMITTEE

MOVED: Cr Moir

SECONDED: Cr Walker

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

CARRIED 8/0

Res 23/15

MOVED OUT OF COMMITTEE

MOVED: Cr Walker

SECONDED: Cr Kaltenrieder

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

CARRIED 8/0

Res 24/15

COUNCIL DECISION

MOVED: Cr Moir

SECONDED: Cr Kaltenrieder

That the Geothermal Solutions for Swimming Pool heating be investigated further and reported back to the May Council Meeting.

CARRIED BY ABSOLUTE MAJORITY 8/0

Res 25/15

COUNCIL DECISION

MOVED: Cr Aird

SECONDED: Cr Walker

That the Council adopts enbloc items 9.1.1, 9.1.2, and 9.1.3

CARRIED 8/0

Res 26/15

9 COMMITTEE REPORTS

9.1.1 Minutes of the Blackwood River Valley Marketing Association

Location: N/A

Applicant: N/A

File:

Disclosure of Officer Interest: Nil

Date: 9 March 2015

Author: Alan Lamb - CEO

Attachments: Yes – Minutes

BACKGROUND

The Blackwood River Valley Marketing Association meeting was held on 11th February 2015.

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

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.1.1

That the minutes of the Bunbury Wellington Group meeting be received.

9.1.2 Minutes of the South West Zone Meeting

Location: N/A

Applicant: N/A

File:

Disclosure of Officer Interest: Nil

Date: 9 March 2015

Author: Alan Lamb - CEO

Attachments: Yes – Minutes

BACKGROUND

The South West Zone meeting was held on 27th February 2015.

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

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.1.2

That the minutes of the South West Zone meeting be received.

9.1.3 Minutes of the Annual Electors Meeting

Location:	<i>N/A</i>
Applicant:	<i>N/A</i>
File:	
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>9 March 2015</i>
Author:	<i>Alan Lamb - CEO</i>
Attachments:	<i>Yes – Minutes</i>

BACKGROUND

The Minutes of the Annual Electors Meeting was held on 19th February 2015.

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

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.1.3

That the minutes of the Annual Electors meeting be received.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

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

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

11.1.1 31 January 2015 Budget Review

OFFICER RECOMMENDATION

That Council:

Authorise the following budget amendments:

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
OPERATING					
031004	Rates UV Minimum	156,200	157,205	1,005	
031005	Rates – Instalment Interest	14,250	5,890		8,360
031007	Rates – Late Payment Penalty	17,350	28,500	11,150	
031010	Rates – Collection Costs Late Pay	6,890	2,585		4,305
031012	Interim Rates	1,300	-3,155		4,455
031013	Rates – Administration Fees	8,000	6,805		1,195
031101	Rates – Collection Costs	5,585	2,585	3,000	
032001	General Purpose Funds - FAGS	470,015	472,200	2,185	
032002	General Purpose Funds - Roads	638,105	642,550	4,445	
041101	Members Training	6,000	4,500	1,500	
041108	Chambers Expenses	500	1,015		515
041111	Insurance	3,250	10,775		7,525
041112	Subscriptions	6,830	7,950	1,120	
041190	Depreciation	3,085	725	2,360	

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
050600	DFES ESL Non-Operating Grant	217,200	323,350	111,150	
051004	DFES ESL Operating Grant	34,660	97,080	62,420	
051102	Hazard Reduction Expense	1,500	9,150		7,650
051106	ESL - Vehicle Maintenance	9,000	11,000		2,000
051107	ESL - Utilities	2,900	600	2,300	
051108	ESL - Other Services	500	2,400		1,900
051109	ESL - Insurance	18,660	22,525		3,865
051115	ESL - PPE	1,025	5,330		4,305
051118	DFES Defence Grant Expenses	0	45,000		45,000
051190	Depreciation	9,515	720	8,790	
052001	Animal Fines	1,150	250		900
052003	Dog Registrations	3,250	5,360	2,110	
052103	Other Control Expenses	250	1,105		855
052190	Depreciation	0	230		230
053152	Other Law & Order Costs	1,250	500	750	
053190	Depreciation – Emergency Service	0	285		285
	Left Blank				
071100	Family Stop Ctr – Operating Costs	11,345	7,550	3,795	
071190	Depreciation Ctr Buildings etc	2,410	9,880		7,470

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
072004	EHO Inspections Fees	210	6,270	6,060	
072100	EHO Services Expenses	47,415	25,650	21,765	
072101	Other Expenses	605	6,610		6,005
072103	Superannuation	0	1,030		1,030
074001	Surgery Turnover	729,490	799,335	69,845	
074100	Practitioner House	11,865	7,490	4,375	
074001	General Operations	14,000	0	14,000	
074103	Medical Services Employee Costs	583,375	655,425		72,050
074104	Practitioners Vehicle	4,190	9,850		5,660
074105	Materials & Contracts	5,210	2,350	2,860	
074107	Subscriptions	3,130	7,790		4,660
074110	ICT (Computer) Expenses	20,385	14,500	5,885	
074113	Superannuation	65,095	71,015		5,920
074190	Depreciation – Practitioner House	2,700	9,865		7,165
074191	Depreciation – Medical Ctr	8,850	27,495		18,645
074192	Depreciation - Machines	7,900	6,060	1,840	
081100	Community Resource Ctr Expense	4,915	2,835	2,080	
081190	CRC Building etc Depreciation	1,165	18,525		17,360
081191	Rylington Pk Depreciation	6,750	35,480		28,730

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
083001	Youth Grants	2,500	0		2,500
083002	Contributions & Reimbursements	750	0		750
083100	Youth Council Expenses	5,000	500	4,500	
083101	Youth Officer	5,195	0	5,195	
083105	Superannuation	525	0	525	
083104	Depreciation	0	510		510
091102	Staff Housing - Less Allocated	26,160	20,840		5,320
091190	Depreciation	5,320	27,585		22,265
092005	Rent – 1 Rogers	6,800	4,680		2,120
092190	Depreciation - Lodge	7,000	80,785		73,785
092191	Depreciation – Other Housing	4,200	15,860		11,660
092192	Depreciation – 1 Rogers	4,065	0	4,065	
101002	Waste Disposal Charges	10,650	13,400	2,750	
101003	Recycling Income	8,175	11,025	2,850	
101004	Scrap Metal Income	2,100	1,100		1,000
101101	Town Site Recycling Collection	7,000	2,085	4,915	
101102	BB Transfer Station Costs	21,655	34,530		12,875

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
101103	Landfill Disposal Site Costs	37,280	20,675	16,605	
101105	Waste Management Satellites	5,315	4,000	1,315	
101106	Transfer Station Employee Costs	41,850	32,680	9,170	
101107	Drum Muster Expense	250	2,545		2,295
101108	Tfr Station Staff Superannuation	0	3,140		3,140
101190	Depreciation - Waste	8,465	7,855	610	
106001	Cemetery Burial Fees	4,375	2,500		1,875
106002	Licence Fees	220	985	765	
106101	Cemetery Operating Costs	17,175	15,965	1,210	
106102	Public Toilets	17,240	14,200	3,040	
106190	Depreciation – Street Furniture	510	0	510	
106191	Depreciation – Public Toilets	1,785	3,095		1,310
106192	Depreciation – Other Services	4,000	0	4,000	
111001	Hall Hire Fees	3,685	2,950		735
111002	Hall Hire Bonds	550	0		550
111190	Depreciation – Town Halls	8,180	114,640		106,460
112190	Depreciation – Swimming Pool	17,640	20,010		2,370
113021	Kidsport Grant	0	3,100	3,100	

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
113100	Recreation Complex	119,760	112,705	7,055	
113110	Town Site Gardens	70,825	66,220	4,605	
113112	Reserves & Parks Operations	45,530	47,145		1,615
113121	Kidsport Programs	4,615	7,715		3,100
113190	Depreciation – Other Recreation	23,295	57,615		34,320
113191	Depreciation – Parks & Gardens	5,070	3,705	1,365	
114005	Telecommunications Tower	790	1,515		725
115190	Depreciation - Library	2,040	0	2,040	
116001	Reimbursements – Other Culture	0	660	660	
116005	Non-operating Grants & Contribns	257,770	32,270		225,500
116100	Museum Operating	1,835	6,005		4,170
116102	Sandakan Operations	800	3,915		3,115
116190	Depreciation – Other Culture	1,050	25,210		24,160
121004	Non-Operating Contributions	24,380	100,505		76,125
122100	Depot Building Operations	21,095	15,685	5,410	
122101	Depot General Operations	20,400	16,415	3,985	
122103	Road Maintenance	153,020	144,325	8,695	
122105	Bridges Maintenance	64,360	61,905	2,455	
122106	Radio Network Maintenance	2,000	1,250	750	

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
122107	Maintenance Grading	530,340	235,970	294,370	
122108	Drainage Maintenance	37,305	14,955	22,350	
122109	Verge Pruning (Rural)	83,585	82,109	1,395	
122110	Verge Spraying (Rural)	25,945	22,945	3,000	
122113	Town - Footpaths	3,330	4,530		1,200
122115	Town - Pruning	8,740	13,415		4,675
122117	Traffic Signs	22,915	22,255	660	
122120	ROMAN II Pick Up & Fair Value	68,750	70,655		1,905
122121	Town – Verge Spraying	15,845	14,920	925	
122122	Road Sweeping	12,025	5,000	7,025	
122124	Storm Damage	6,000	15,835		9,835
122131	Rural St Numbering	14,525	10,590	3,935	
122190	Depreciation - Buildings	4,655	17,305		12,650
122191	Depreciation – Other Infrastructure	440,000	19,600	420,400	
122192	Depreciation - Roads	841,930	1,895,000		1,053,070
125005	Heavy Haulage Fees	0	1,500	1,500	
125100	Bank Fees	1,575	1,000	575	
126100	Airstrip Operations	6,305	5,500	805	
126190	Depreciation - Hanger	0	1,235		1,235
132003	Shed Storage Charges	4,605	2,350		2,255

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
132004	SWDC Promotions Grant	7,500	0		7,500
132106	Promotions Costs	16,000	8,500	7,500	
132116	Vehicle Operating Costs	0	1,705		1,705
132190	Depreciation - Tourism	2,160	15,845		13,685
132191	Depreciation – Caravan Park	5,545	55,705		50,160
133103	Building Control - BMO	19,520	3,065	16,455	
133145	BMO – Less Allocated	-19,520	0		19,520
134190	Depreciation – Sale Yards	290	20	270	
135190	Depreciation – Other Facilities	875	315	560	
143100	Supervision - Works	231,615	234,645		3,030
143101	Works Consultants	9,500	74,310		64,810
143102	Vehicle Operations	395	3,575		3,180
143104	Works Insurance	51,520	30,870	20,650	
143108	Uniforms	4,000	5,000		1,000
143111	Other Expenses	1,650	0	1,650	
143180	Works - Overheads Allocated	634,300	684,175	49,875	
143190	Depreciation	0	155		155
144001	Fuel Rebate	23,855	27,000	3,145	

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
144100	Wages – Plant Repairs	66,195	39,765	26,430	
144101	Fuel & Oil	175,350	165,350	10,000	
144102	Tyres	17,500	22,500		5,000
144103	Parts & Repairs	74,270	57,375	16,895	
144104	Licences	8,755	7,550	1,205	
144105	Vehicle Insurance	35,350	44,255		8,905
144112	Leave, Public Holidays, Training	0	6,950		6,950
144113	Supervision	0	7,500		7,500
144150	Admin Allocated	4,860	9,860		5,000
144180	Plant Allocated to Projects	593,375	436,410		156,965
144190	Depreciation - Plant	187,000	51,210	135,790	
143001	Workers Comp Reimbursed	7,250	26,270	19,020	
145100	Gross Salaries	2,328,525	2,387,125		58,600
145101	Workers Comp Expense	7,250	26,270		19,020
145130	Salaries Allocated	2,328,525	2,387,125	58,600	
146108	Insurance - Admin	22,700	22,200	500	
146109	Legal	15,000	9,000	6,000	
146110	ICT Operations	41,000	53,500		12,500
146111	Office Equipment Maintenance	14,000	7,500	6,500	
146114	Vehicle Expense	9,500	4,650	4,850	
146117	Insurance - Indemnity	16,240	27,865		11,625
146119	Staff Housing Allocated	21,855	20,840	1,015	

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
146,124	Superannuation - Admin	54,610	58,300		3,690
146150	Admin Expense Allocated	962,530	965,680	3,150	
146190	Depreciation	26,385	49,500		23,115
CAPITAL					
051600	Chowerup Fire Appliance	190,000	318,350	0	128,350
051605	Fire Shed - Chowerup	27,200	0	27,200	
New	Dam renewal	0	5,000		5,000
074402	Practitioners House	20,000	13,500	6,500	
074600	Surgery Equipment	3,500	6,605		3,105
091400	CEO Residence - Replace	325,000	5,000	320,000	
108801	Drainage – CLGF Funded	0	4,195		4,195
111400	Town Hall - Power Upgrade	2,405	0	2,405	
BU500	Town Hall – Septics Upgrade	0	1,840		1,840
112500	Swimming Pool - Plant	2,550	7,550		5,000
112502	Swim Pool – Water Treatment	0	11,235		11,235
112600	Swim Pool – Furniture & Equip	0	1,280		1,280

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
113900	Other Recreation – Music Park	330,100	109,600	220,500	
O5052	Rec Grounds – Water Upgrade	8,000	6,110	1,890	
O5053	Rec Grounds – Steps Refurb	0	11,890		11,890
O5055	Rec Grounds – Refurb Toilets	10,000	0	10,000	
BR5051	Museum Lighting	3,400	1,400	2,000	
BR5055	Museum Pavillions	26,830	28,530		1,700
121400-New	Banks Road Upgrade	0	76,130		76,130
121400-New	Winter Grading - Renewal	0	256,550		256,550
MU5012	Gravel Sheeting - Gibbs Rd	37,000	32,575	4,425	
MU5020	Gravel Sheeting – Walshaw Rd	54,395	46,260	8,135	
MU5032	Gravel Sheeting – Flax Rd	37,000	31,285	5,715	
MU5046	Gravel Sheeting – Rainoldi Rd	37,000	31,285	5,715	
R25003	Scotts Brook Rd	103,665	99,535	4,130	
R25009	Six Mile Rd	24,350	28,480		4,130
DC034	Drainage – Greenfields Rd	0	3,635		3,635
DC042	Drainage – Yates Rd	0	3,490		3,490
DC5023	Drainage – Balgarup Rd	0	13,565		13,565
DC5085	Drainage – Elders Rd	0	1,010		1,010
DC5168	Drainage – Gail Rd	0	745		745
121450	Bridge Construction	534,00	170,000	364,000	

ACCOUNT/JOB	DESCRIPTION	CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	FAVOURABLE OUTCOME	ADVERSE OUTCOME
123602	Fleet Vehicle Replacement	66,000	100,500		34,500
NEW	Grader	0	335,000		335,000
133400	BMO – Small Plant	9,000	0	9,000	
DISPOSALS					
	1 Rogers Street	325,000	0		325,000
	Supervisor Works	0	20,000	20,000	
	Supervisor Parks	0	20,000	20,000	
	Grader	0	70,000	70,000	
LOAN PROCEEDS	Aged Accommodation	1,600,000	1,567,120		32,880

VOTING REQUIREMENTS

Absolute majority

COUNCIL DECISION

MOVED: Cr Kaltenrieder

SECONDED: Cr Aird

Authorise the following budget amendments, and adopt the Reviewed Budget for the period 31 July 2014 to 31 January 2015, and incorporating changes to the Statement of Financial Activity and pages 6 (detailed capital works) and 11 (law, order and public safety).

CARRIED BY ABSOLUTE MAJORITY 8/0

Res 27/15

12 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS
Nil

13 CLOSURE OF MEETING 6.47pm

There being no further business the Shire President thanked all for attending and declared the meeting closed at 6.47pm