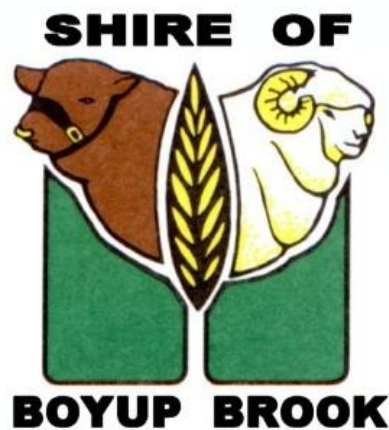


# Minutes



ORDINARY MEETING

held

THURSDAY 19 May 2016

Commenced AT 5.05PM

AT

SHIRE OF BOYUP BROOK  
CHAMBERS

ABEL STREET - BOYUP BROOK

## TABLE OF CONTENTS

<b>1</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED.....</b>	<b>3</b>
1.1	Attendance.....	3
1.2	Apologies.....	3
1.3	Leave of Absence .....	4
<b>2</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>4</b>
2.1	Response to Previous Public Questions Taken on Notice.....	4
<b>3</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>4</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS.....</b>	<b>4</b>
<b>5</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>4</b>
<b>6</b>	<b>PRESIDENTIAL COMMUNICATIONS.....</b>	<b>5</b>
<b>7</b>	<b>COUNCILLORS QUESTIONS ON NOTICE.....</b>	<b>5</b>
<b>8.1</b>	<b>MANAGER WORKS &amp; SERVICES.....</b>	<b>6</b>
8.1.1	Gravel Re-sheeting changes 2015-2016 budget.....	6
8.1.2	Disposal of Massey 35 tractor .....	8
8.1.3	Revision to Policy P08 – “Naming New Roads” – addition of “Dent” .....	13
<b>8.2</b>	<b>FINANCE .....</b>	<b>15</b>
8.2.1	List of Accounts Paid in April 2016 .....	15
8.2.2	30 April 2016 Statement of Financial Activity.....	18
<b>8.3</b>	<b>CHIEF EXECUTIVE OFFICER .....</b>	<b>20</b>
8.3.1	Subdivision Application (WAPC Ref 153488) – Lots 12 and 844 Bridgetown Boyup Brook Road.....	20
8.3.2	Local Government Convention and Exhibition.....	26
8.3.3	Corporate Business Plan - review.....	29
8.3.4	Annual Award - Process Policy - proposed amendment .....	36
<b>9</b>	<b>COMMITTEE MINUTES.....</b>	<b>40</b>
9.1.1	Minutes of the South West Zone .....	40
9.1.2	Minutes of the Bunbury Wellington Group of Councils .....	41
9.1.3	Minutes of the Local Emergency Management Committee .....	41
<b>10</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>42</b>
<b>11</b>	<b>URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT .....</b>	<b>42</b>
<b>12</b>	<b>CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS.....</b>	<b>42</b>
<b>13</b>	<b>CLOSURE OF MEETING .....</b>	<b>42</b>

**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 E Muncey  
Cr E Rear

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

PUBLIC: Sam Curran  
Renee Knapp  
Michiel Mel  
Jamie Mawer  
Nicky Bowers  
Keely Morgan  
John Roberts  
Doug Corker  
Jennifer Staniforth-Smith  
Rachel Staniforth-Smith  
James Staniforth-Smith  
Malo De Seze

**1.2 Apologies**

Cr Oversby

**1.3 Leave of Absence**

**2 PUBLIC QUESTION TIME**

- 2.1 Doug Corker informed Council that the bridge in Mayanup is not called "Gnowergerup Bridge", it is called "Scotts Brook".

**Response:**

The Geographic Names Committee advised the Shire that Gnowergerup Brook has been named this since at least 1850.

Gnowergerup Brook has not ever been known officially as Scott's Brook. Scott's Brook is a separate brook named in 1892 and flows into Gnowergerup Brook.

- 2.2 Nicky Bowers asked if the "Bridle Creeper" on Blechynden Street which is on Council land near the creek could be sprayed.

**Response:**

Budget funds do not allow for the spraying on non declared species.

- 2.3 Sam Curran put up a proposal to Council about funding for a Youth Development Officer in the Shire of Boyup Brook.

Sam mentioned a Youth Development Officer would be able to integrate with established and establishing groups like Schools, Police, Boyup Brook Mental Health Action Group, Health and wellbeing organisations and many other youth development organisations to empower our youth with knowledge, confidence, skills, experience and opportunities that they otherwise would not have. A Youth Development Officer could organize activities and workshops developing our youth's personal, social, cultural and recreational development. Organise training workshops to enhance their life skills, encouraging social interaction in a safe environment.

Sam mentioned she has a strong desire to be able to offer our youth as many opportunities and experiences through a youth program so that they can then make informed decisions on what interests them and motivates them to be successful, happy adults and ultimately for them to have the desire to then pass on their knowledge to the younger community.

**2.1 Response to Previous Public Questions Taken on Notice**

**3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 Ordinary Meeting of Council - Thursday 21 April 2016**

**COUNCIL DECISION & OFFICER RECOMMENDATION**

**MOVED: Cr Muncey**

**SECONDED: Cr Kaltenrieder**

**That the minutes of the Ordinary Meeting of Council held on Thursday 21 April 2016 be confirmed as an accurate record.**

**CARRIED 8/0**

**Res 46/16**

**6 PRESIDENTIAL COMMUNICATIONS**

Attended the Anzac Service on 25th May 2016

Attended the South West Zone meeting on 22nd April 2016 in Bunbury.

**7 COUNCILLORS QUESTIONS ON NOTICE**

Nil

**COUNCIL DECISION**

**MOVED: Cr Moir**

**SECONDED: Cr Blackburne**

**That the Council adopts enbloc 8.1.1, 8.1.2 and 8.1.3.**

**CARRIED 8/0**

**Res 47/16**

Dr Michiel Mel left the Chambers at 5.28pm

Mr Jamie Mawer left the Chambers at 5.33pm

Ms Nicky Bowers left the Chambers at 5.33pm

Mr John Roberts left the Chambers at 5.33pm

## 8 REPORTS OF OFFICERS

### 8.1 MANAGER WORKS & SERVICES

<b>8.1.1 Gravel Re-sheeting changes 2015-2016 budget</b>
--

<b>Location:</b>	N/A
<b>Applicant:</b>	N/A
<b>File:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	12th of May, 2016
<b>Author:</b>	R Staniforth-Smith, Manager of Works and Services
<b>Authorizing Officer:</b>	Alan Lamb – Chief Executive Officer
<b>Appendices:</b>	

---

#### **SUMMARY**

It is proposed to change the following gravel re-sheeting projects as listed in the 2015-2016 budget:

- Asplin Siding Road RTR \$58, 270  
To Asplin Siding Road \$20,000 plus Parsons Swamp Road \$38,270.

#### **BACKGROUND**

In the 2015-2016 Shire of Boyup Brook budget, a sum of \$58,270 was budgeted to re-sheet 1.5km of Asplin Siding Road.

On review of works required on Asplin Siding Road, it is now proposed to reduce the spend on Asplin Siding Road to \$20,000 as costs will be reduced.

On review of complaints regarding Parson Swamp Road, the Works Supervisor indicated that it needs re-sheeting as the material is mainly clay and that this section always fails. It is proposed to spend \$38,270 on gravel re-sheeting 1 kilometer of Parsons Swamp Road

The works will be carried out so that the net re-sheeting costs to the Shire will be as per the adopted 2015-2016 budget

#### **COMMENT**

The gravel re-sheeting programme is done up to 18 months prior to the work being carried out. During this 18 months, roads that have not been programmed to be re-sheeted will often fail worse than the roads that have been programmed, resulting in the requirement to shift the funds to the more needy roads. The overall expenditure on gravel re-sheeting of Shire Roads in 2015-2016 will not change from the budgeted amount.

**CONSULTATION**

Alan Lamb, CEO  
Geographical Names Committee

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil. Shifting of Roads to Recovery funds from one project to another.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.1.1**

**That Council approves the shifting of gravel road re-sheeting funds in the 2015-2016 budget from Asplin Siding Road to Parsons Swamp Road.**

<b>8.1.2 Disposal of Massey 35 tractor</b>
--

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>12<sup>th</sup> of May, 2016</i>
<b>Author:</b>	<i>Rob Staniforth-Smith</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb</i>
<b>Attachments:</b>	<i>Gumtree adverts 12/05/2016</i>

---

**SUMMARY**

This report recommends that Council agree to sell the Shires 1961 Massey 35 tractor to Justin Fallon.

**BACKGROUND**

In 1961, Council purchased a petrol powered Massey 35 tractor (plant number P126) for town and general use. In 2015, the 54 year old tractors engine seized whilst being used to verti-mow the football ovals. Councils mechanic pulled the sump of the tractor off and determined that the crank had seized to a big end bearing, primarily due to wear from age.

The estimated cost to repair was determined to be in excess of \$3000 if done by our mechanic and if parts could be sourced, as the engine would need removing, the crank shaft grinding and then replacement of the bearings. At the same time due to age and wear the cylinder liners and pistons would need replacing and the valves, head and oil pump would need re-conditioning.

Current value of the petrol Massey 35 tractor if in full operating condition would be between \$3,500 and \$3,700 using prices on Gumtree as a guide.

Justin Fallon, the retired Shire Mechanic for 15 years and a local entity has offered to purchase the Massey Tractor in its current condition for \$500. He intends to restore it and use in tractor events in and around Boyup Brook.

**COMMENT**

The Shires Massey 35 had reached the end of its practical life with the Shire many years prior to the engine failure. As Occupational Health and Safety laws changed and the whole focus on safety changed within the Shire, the number of tasks that



it was able to perform diminished until in the end it was kept as a second tractor for turf renovation.

Justin Fallon was the Shire Mechanic for 15 years until his retirement 3 years ago. During his time with the Shire, he did a fantastic job in keeping all of the Shires equipment in good operating order, especially the older “vintage” equipment. Mr Fallon has a passion for tractors and is a member of the local vintage car and tractor clubs.

The current offer from Mr Justin Fallon is somewhere in the vicinity of the tractors worth, and by selling it to Mr Fallon, it will remain in the town of Boyup Brook.

### **CONSULTATION**

*The author has spoken to the CEO Mr Lamb.*

### **STATUTORY OBLIGATIONS**

*The following section of the Local Government Act has relevance – Clause 30 (3)  
a) below*

#### ***3.58. Disposing of property***

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) Except as stated in this section, a local government can only dispose of property to —  
—  
(a) the highest bidder at public auction; or  
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —  
(a) it gives local public notice of the proposed disposition —  
    (i) describing the property concerned; and  
    (ii) giving details of the proposed disposition; and  
    (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;  
and  
(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —  
(a) the names of all other parties concerned; and  
(b) the consideration to be received by the local government for the disposition; and  
(c) the market value of the disposition —*

- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
  - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
  - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) *any other disposition that is excluded by regulations from the application of this section.*

*[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]*

The following Regulation from the Local Government (Functions and General) Regulations has application.

**30. Dispositions of property excluded from Act s. 3.58**

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —
    - (i) its market value is less than \$5 000; and
    - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
  - or
  - (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;
  - or
  - (c) the land is disposed of to —
    - (i) the Crown in right of the State or the Commonwealth; or
    - (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or
    - (iii) another local government or a regional local government;
  - or
  - (d) it is the leasing of land to an employee of the local government for use as the employee's residence; or

- (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or
  - (f) it is the leasing of land to a person registered under the *Health Practitioner Regulation National Law (Western Australia)* in the medical profession to be used for carrying on his or her medical practice; or
  - (g) it is the leasing of residential property to a person.
- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —
- (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or
  - (b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or
  - (c) the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —
    - (i) the names of all other parties concerned; and
    - (ii) the consideration to be received by the local government for the disposition; and
    - (iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.
- (2b) Details (*see section 3.58(4) of the Act*) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.
- (3) A disposition of property other than land is an exempt disposition if —
- (a) its market value is less than \$20 000; or
  - (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.

*[Regulation 30 amended in Gazette 25 Feb 2000 p. 974-5; 28 Apr 2000 p. 2041; 31 Mar 2005 p. 1055-6; 27 Sep 2011 p. 3846.]*

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
There are no known significant environmental issues
- **Economic**

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

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION - Item 8.1.2**

**This report recommends that Council approve the selling of Councils 1961 Massey 35 tractor, to Mr Justin Fallon for \$500 (inc GST).**

<b>8.1.3 Revision to Policy P08 – “Naming New Roads” – addition of “Dent”</b>
---

<b>Location:</b>	<i>Boyup Brook Shire</i>
<b>Applicant:</b>	<i>Alison Sampson (nee Dent)</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>12th of May, 2016</i>
<b>Author:</b>	<i>Rob Staniforth-Smith</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb</i>
<b>Attachments:</b>	<i>Policy P08-Naming New Roads Letter from Alison Sampson (nee Dent)</i>

---

### **SUMMARY**

The applicant, Alison Sampson, has requested that the surname ‘Dent’ be considered by the Council as a future road/street name within the Shire of Boyup Brook and be added to the schedule of suggested names in policy P08.

### **BACKGROUND**

The applicant has forwarded a brief summary of the Dent family history and involvement in the Boyup Brook community: - see *attachment 8.1.3*.

### **COMMENT**

The Dent name satisfies all of the criteria in the Shire of Boyup Brook’s Naming New Roads Policy and is considered suitable to be added to the schedule of suggested road names included in the policy.

(see agenda *attachment 8.1.3*- Policy P.08 Naming New Roads)

### **CONSULTATION**

CEO, Alan Lamb

### **STATUTORY OBLIGATIONS**

Nil

### **POLICY IMPLICATIONS**

Compliance with Shire of Boyup Brook Policy P.08

### **BUDGET/FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION - Item 8.1.3**

**That the Council approve the inclusion of the Surname 'Dent' to the schedule of suggested names in the Shire of Boyup Brook's Naming New Roads Policy – P08.**

**COUNCIL DECISION**

**MOVED:** Cr Moir

**SECONDED:** Cr Aird

**That the Council adopts enbloc 8.2.1 and 8.2.2.**

**CARRIED 8/0**

**Res 48/16**

**8.2**

**FINANCE**

<b>8.2.1 List of Accounts Paid in April 2016</b>
--

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/1/002</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>12 May 2016</i>
<b>Author:</b>	<i>Kerry Fisher – Manager of Finance</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – List of Accounts Paid in April</i>

---

**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in April 2016 are presented to Council.

**BACKGROUND**

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 30 April 2016.

**COMMENT**

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 30 April 2016.

**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 accorded with the 2015-16 Annual Budget.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.2.1**

That at its May 2016 ordinary meeting Council receive as presented the list of accounts paid in April 2016, and totalling \$545,149.27 and as represented by: cheque voucher numbers 19952-19962 totalling \$84,899.95; and accounts paid by direct electronic payments through the Municipal Account totalling \$460,249.32.

<b>8.2.2 30 April 2016 Statement of Financial Activity</b>
--

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/10/003</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>12 May 2016</i>
<b>Author:</b>	<i>Kerry Fisher – Manager of Finance</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – Financial Reports</i>

---

**SUMMARY**

This report recommends that Council receive the Statement of Financial Activities and Net Current Assets for the month ended 30 April 2016.

**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 having regard for any material variances, Council receive the 30 April 2016 Statement of Financial Activity and Statement of Net Current Assets, as presented.**

**Declare an Interest**

Cr Aird declared a financial interest in the following item and departed the Chambers, the time being 5.40pm.

**8.3 CHIEF EXECUTIVE OFFICER**

<b>8.3.1 Subdivision Application (WAPC Ref 153488) – Lots 12 and 844 Bridgetown Boyup Brook Road.</b>
---

<b>Location:</b>	<i>Lots 12 and 844 Bridgetown Boyup Brook Road</i>
<b>Applicant:</b>	<i>G &amp; G Aird</i>
<b>File:</b>	<i>A4400</i>
<b>Disclosure of Officer Interest:</b>	<i>A. Nicoll – Advisor to applicant</i>
<b>Date:</b>	<i>May 2016</i>
<b>Author:</b>	<i>A. Nicoll, Town Planner</i>
<b>Authorizing Officer:</b>	<i>Alan Lamb, Chief Executive Officer</i>
<b>Attachments:</b>	<i>Nil</i>

---

**SUMMARY**

Council is requested to agree to advise the WAPC to support the proposed 'Rural' Lot 12 and 844 subdivision. The subdivision simply proposes to realign the boundary between Lots 12 and 844, Bridgetown Boyup Brook Road.

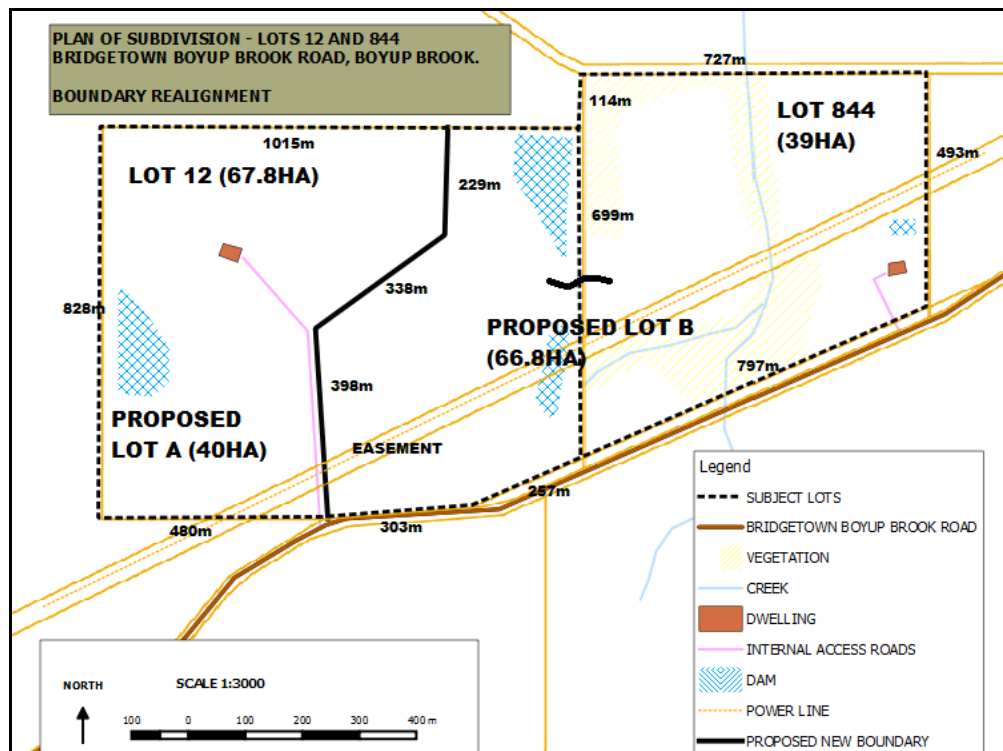
Lot 844 is limited in its size to enable livestock to graze sufficiently and to grow crops due to remnant vegetation, a tree plantation and a watercourse traversing through the centre of the property. The owner/occupier of Lot 844 wishes to improve farming potential by increasing the area of arable and grazing farmland.

The owner/occupier of Lot 12 is willing to relinquish arable and grazing farmland, water resources (Dams) and infrastructure ('Hay Shed') for the benefit of Lot 844.

Lot 12 will reduce in size from 67.8ha to 40ha and Lot 844 will increase in size from 39ha to 66.8ha.

The new proposed boundary will align with existing fencing. The boundary realignment ensures that the existing access-ways to the existing dwellings is maintained.

Refer to the following proposed plan of subdivision/boundary realignment:



## **BACKGROUND**

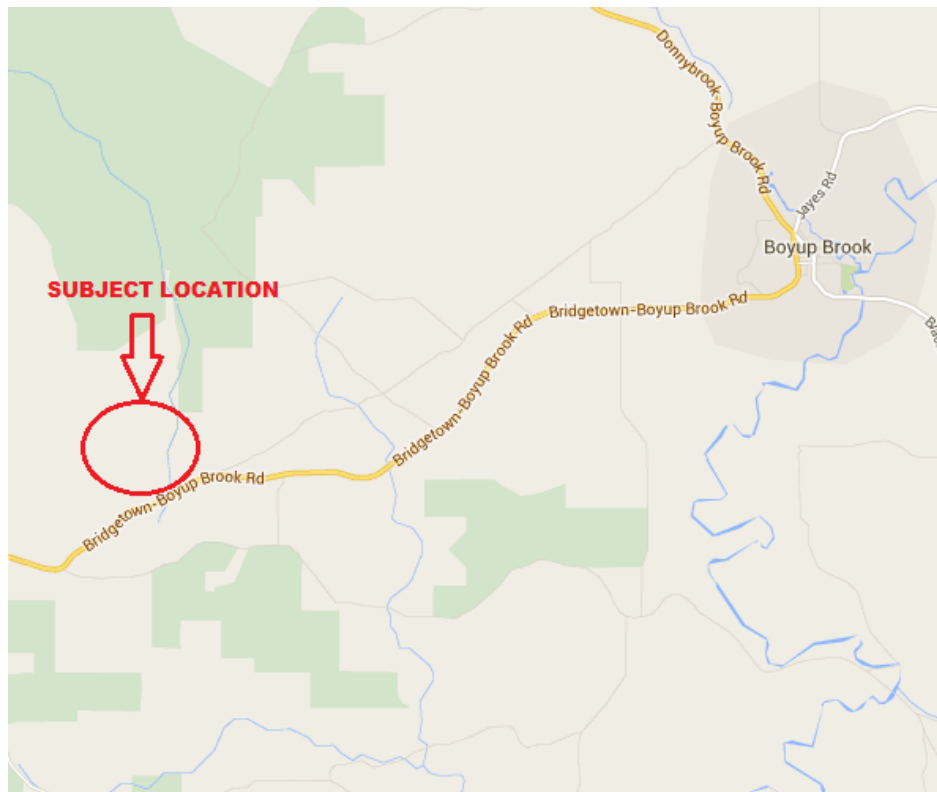
The Western Australian Planning Commission received an application requesting approval to realign the boundary between Lots 12 and 844 Bridgetown Boyup Brook Road.

The Commission forwarded the application to the Shire of Boyup Brook requesting information, comment or recommended conditions pertinent to the application by the 23rd May 2016.

## **COMMENT**

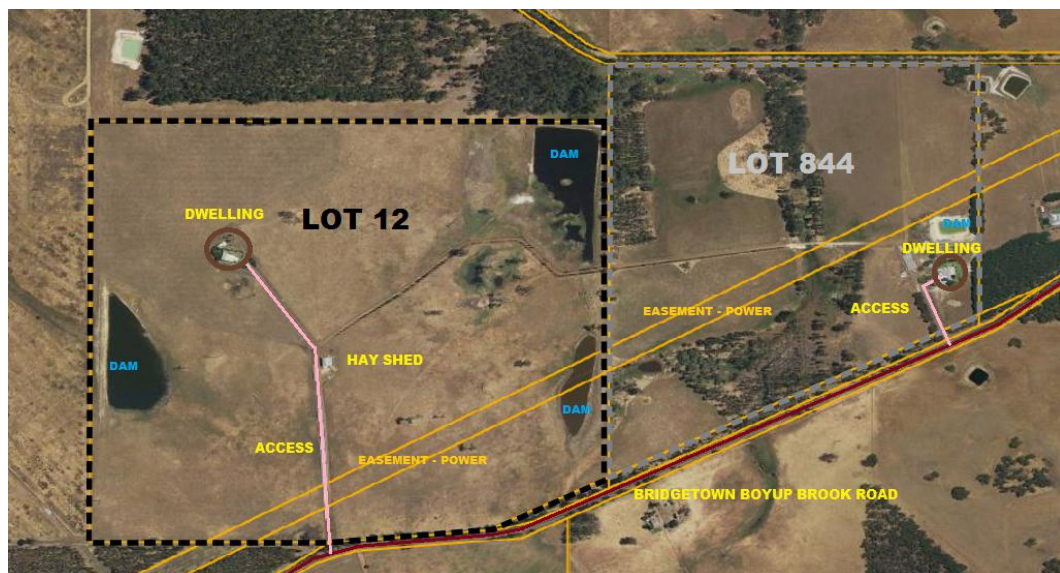
Lot 12 is 67.8ha in area and Lot 844 is 39ha in area.

The properties are located in the Shire of Boyup Brook, 15km west of the principle settlement, being Boyup Townsite and fronting the Bridgetown Boyup Brook Road. Refer to the following plan illustrating location of subject land.



Lot 12 contains one dwelling and outbuildings, an internal access road, three man made water features (dams) and an easement for power utility.

Lot 844 contains one dwelling and outbuildings, an internal access road, one man made water feature (dam), a watercourse, remnant and planted vegetation and an easement for power utility. The following illustrates the existing lots and features.



Water and electricity services are not impacted by the proposed boundary realignment.

Bushfire protection compliance is not affected by the proposed boundary realignment.

Adjacent uses, reserves and roads are not impacted by the proposed boundary realignment.

There are no contamination, heritage or environmental issues expected from the proposed boundary realignment.

### **CONSULTATION**

N/A

### **STATUTORY OBLIGATIONS**

#### **Shire Local Planning Scheme 2**

The subject properties are zoned 'Rural' in accordance with the Shire of Boyup Brook *Local Planning Scheme 2*.

The proposal to realign the property boundary has regard to:

- The need to protect the agricultural practices of the Rural zone in light of its importance to the District's economy (5.2.1i);
- The need to protect the area from uses which will reduce the amount of land available for agriculture (5.2.1ii); and
- The need to preserve the rural character and rural appearance of the area (5.2.1iii).

The Commissions Development Control Policy 3.4 provides the following rationale when considering subdividing land. The proposal complies with DC Policy 3.4 as follows:

- Subdivision to realign lot boundaries with no increase in the number of lots and where the resultant lots will not adversely affect rural land uses (DC Policy 3.4 – Provision 6a);
- Property rationalisation to improve land management with:
  - No increase in the number of lots (DC Policy 3.4 – Provision 6.3a);
  - No new roads or access points the state roads being created (DC Policy 3.4 – Provision 6.3c & 6.3d); and
  - One rural living sized lot (1-40ha) created with appropriate buffers from adjoining farming uses to an existing dwelling (DC Policy 3.4 – Provision 6.3e).

### **POLICY IMPLICATIONS**

There are no policy implications relating to this item.

**BUDGET/FINANCIAL IMPLICATIONS**

There are no Budget or Financial implications relating to this item.

**STRATEGIC IMPLICATIONS**

There are no strategic implications relating to this item.

**CONCLUSION**

The proposal to realign the boundary between Lots 12 and 844 Bridgetown Boyup Brook Road, complies with the Shires *Local Planning Scheme 2* and the Commissions Development Control Policy 3.4, provision – 6a) on the following grounds:

- Subdivision to realign lot boundaries with no increase in the number of lots and where the resultant lots will not adversely affect rural land uses.

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 8.3.1**

**MOVED: Cr Rear**

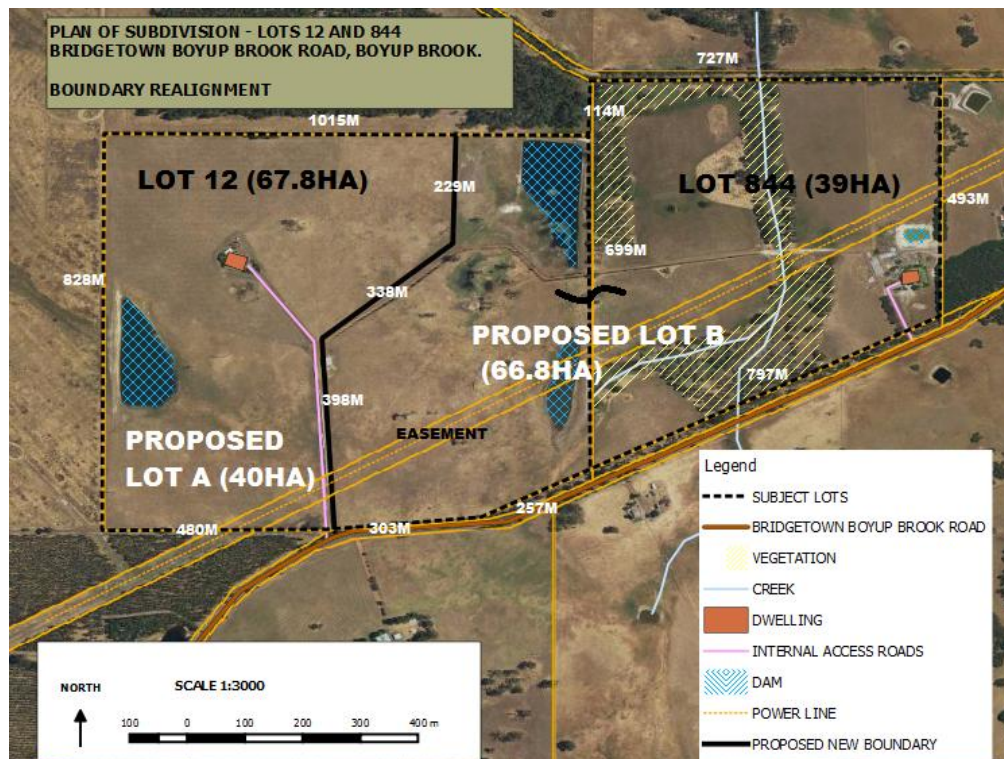
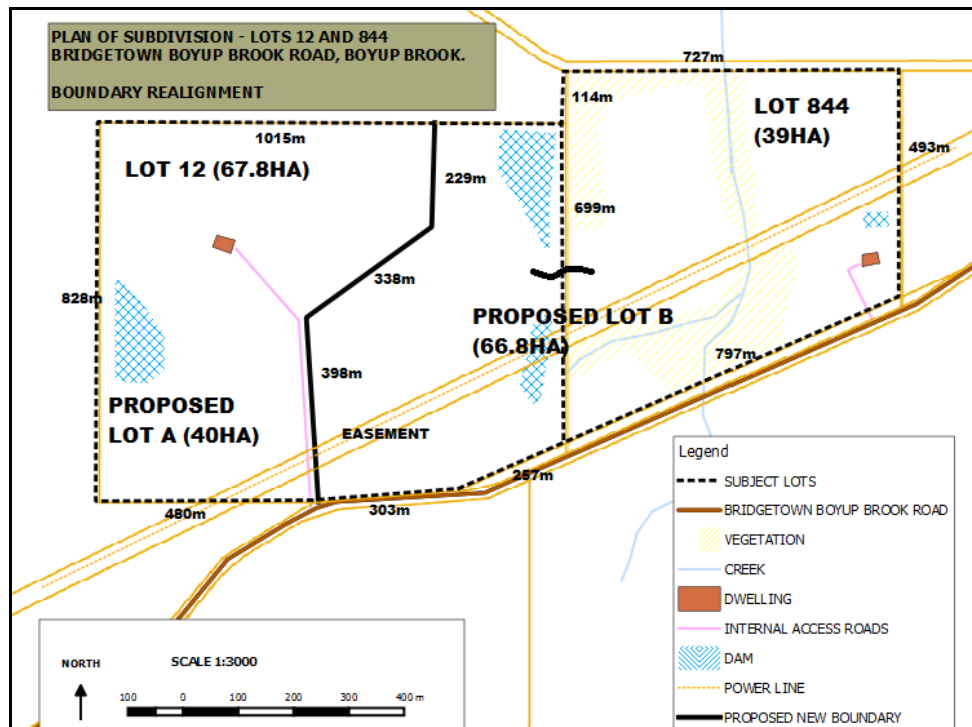
**SECONDED: Cr Imrie**

**That Council**

**Agree to advise the Western Australian Planning Commission to support the proposed 'Rural' subdivision/boundary realignment, with no conditions.**

**Proposed Subdivision**





CARRIED 8/0

Res 49/16

Cr Aird returned to the Chambers at 5.45pm.

### **8.3.2 Local Government Convention and Exhibition**

<b>Location:</b>	<i>Perth Convention Exhibition Centre</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>GR/31/002</i>
<b>Disclosure of Officer Interest:</b>	<i>The recommendation includes the author being authorized to attend.</i>
<b>Date:</b>	<i>13 April 2016</i>
<b>Author:</b>	<i>Alan Lamb – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes – Convention program and PD opportunities.</i>

---

#### **SUMMARY**

The 2016 Local Government Convention and Exhibition will be held 3rd August to 5th August 2016 inclusive. This report notes that a Councilor delegated to attend advised he wishes to withdraw and another Councilor advised he wishes to be considered.

#### **BACKGROUND**

The Local Government Convention is the premier event for Elected Members and Officers within Local Government.

The Association's Annual General Meeting is part of the convention program.

In accordance with Western Australian Local Government's constitution, member Councils are entitled to have two voting delegates. Registration of the voting delegates is generally required by early July.

This matter was put before Council at its April 2016 meeting where the following resolution was made:

**That Councillors Kaltenrieder, Cr Muncey, Cr Aird and the CEO attend the 2016 Local Government convention and exhibition and expenses incurred be paid by the Shire, as per Council Policy M.01.**

#### **COMMENT**

Convention Registration generally closes early in July each year.

In previous years Boyup Brook has been well represented with at least three Councillors and the Chief Executive Officer attending.

Whilst it is often hard to quantify the benefit of attending conferences, this annual association get together does provide the opportunity to view a range of vendors wares (ranging from equipment such as graders, backhoes and the like to computer programs, lighting, park and street furniture) and to speak at length with representatives. It also provides the opportunity to speak with other like minded people who give of their own time to serve the community.

This interaction is important in so many ways as it provides a forum for sharing ideas and experiences and as such is more akin to training. The conference is generally attended by influential people in the state such as the Premier and the leader of the opposition. The President also has the opportunity to meet and greet other community, state and national leaders at a function hosted by the state Governor or Lord Mayor (these alternate each year).

Added to this is the teambuilding opportunity offered by the practice of all staying in the same hotel, incidentally where many other Council delegates also stay and so adding to the out of conference opportunity for interaction with other delegates.

In line with past years, WALGA is offering a number of professional development opportunities before and after the convention. The following is a list of unit titles, see the attachment for more information:

- Participate on Local Government Emergency Management
- Manage Recovery Activities for Local Government
- Better Planning Decisions
- Professionally Speaking
- CEO Performance Appraisals
- Understanding Financial Reports and Budgets
- Local Recovery Coordinator

The position is that one delegate has indicated he will withdraw, and another has indicated a want to be delegated. Two Councillors were absent from the last Council meeting and so did not have the opportunity to put their names forward.

#### **CONSULTATION**

Not applicable

#### **STATUTORY OBLIGATIONS**

Nil

#### **POLICY IMPLICATIONS**

Council's policy on conferences – attendances and expenses by Councillors is as follows:-

## Objective

To determine the procedures for attendance at conferences and seminars by Councillors.

## Statement

It is Council's policy to have the Shire of Boyup Brook represented at any conference or seminar where it is evident that some benefit will accrue to the Council and/or the district. Attendance at conferences and seminar, etc is to be determined by the Shire President in consultation with the Chief Executive Officer. All Councillors are to be given the opportunity to attend conferences and seminars etc when they are available.

It is Council policy that all reasonable and direct expenses incurred by delegates and partners attending conferences, seminars, etc are to be met by the Shire.

Funds are to be listed annually for Budget consideration to enable the Shire President together with up to 50% of Councillors to attend Local Government Week.

Where possible, attendance at Conferences is to be on a rotation basis.

## **BUDGET/FINANCIAL IMPLICATIONS**

Expenditure will be incurred in 2016/17 and would be budgeted accordingly.

## **STRATEGIC IMPLICATIONS**

The Convention program will enable delegates to gain information that will benefit local government in Boyup Brook, as will interaction with elected members from throughout Western Australia.

## **SUSTAINABILITY ISSUES**

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

## **VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 8.3.2**

**MOVED:** Cr Kaltenrieder

**SECONDED:** Cr Blackburn

That Councillor Oversby be delegated to attend the 2016 Local Government Convention and Exhibition with Cr Kaltenrieder, Cr Aird, and the CEO, and that expenses incurred be paid by the Shire, as per Council Policy M.01.

**CARRIED 8/0**

**Res 50/16**

<b>8.3.3 Corporate Business Plan - review</b>
---

<b><i>Location:</i></b>	<i>N/a</i>
<b><i>Applicant:</i></b>	<i>N/a</i>
<b><i>File:</i></b>	
<b><i>Disclosure of Officer Interest:</i></b>	<i>None</i>
<b><i>Date:</i></b>	<i>12 May, 2016</i>
<b><i>Author:</i></b>	<i>Alan Lamb</i>
<b><i>Authorizing Officer:</i></b>	<i>Chief Executive Officer</i>
<b><i>Attachments:</i></b>	<i>Draft Corporate Business Plan for 5 years , 2016/17 to 2020/21.</i>

---

**SUMMARY**

The purpose of this report is to put before Council the results of a review of the Corporate Business Plan (CBP), following workshops with members of Council, for consideration and adoption.

**BACKGROUND**

With the aid of Department for Local Government (DLG) grant funding, Council engaged a consultant (selected from a DLG prescribed list), in 2012/13, to develop the newly required integrated planning. This included a CBP. All plans, including the CBP were adopted by Council for operation as from 1 July 2013. Legislation requires that the CBP be for at least 4 years and Council opted for a 5 year plan commencing 2013/14.

2016/17 Budget Request forms were distributed to Councillors.

**COMMENT**

Councillors attended two evening workshops to review the current plan and add subsequent years to it. The attached is results of those workshops.

it is noted that the CBP put forward may be largely amended again in 2016/17 when the major review of the Community Strategic Plan is completed.

Also attached for Council's consideration are 5 Councillor 2016/17 Budget Requests that were lodged. Council could deal with these as part of the CBP review it may prefer to leave them to the 2016/17 budget development.

The requests are summarised as follows:

Councillor request		CEO
Matter/Item requested	Cost \$	Comment
Future Shed for industrial Area at Sale Yards	80,000	Given the need to look to changes in the manner the land is currently held it may not be possible to build the shed or lease a portion of the Reserve in 2016/17. It may be better to show this in the plan 2016/17 - Resolve Sale Yard land use constraints - \$5,000 (part internal costs). 2017/18 - commence development of Sale Yard site for industrial use - \$60,000 (earthworks, service connections including headwork charges, service reticulation, internal roads, lighting, and other relevant development costs). Construction of a shed - \$80,000.
Firebreak around Boyup Brook below CBH, Jayes Road and the old seed cleaning shed	\$10,000	The first step in the process would be to determine the optimum location of the break, establish land tenure, seek relevant approvals and then construct the break. It may be possible to accomplish all of the preliminaries and complete the physical works in 16/17. It should be noted however that R2R funding in 2016/17 is over \$1m and we have the Tonne River Bridge project in that year. This will tie up senior staff in Works and Corporate Services, our works teams will have very full programs so it may be tricky to shoe horn this item into 16/17. On the other hand it is a safety measure and so, if Council accepts the project, all efforts will be made to complete the Tasks.
Cross Country Bike Track	8,000 10,000	It should be noted that parts of the walking trail around the town of Boyup Brook are on land that Council has no control over. Any maintenance of this track or the making of others should be preceded by a survey to pick up the location of the trail/track, land boundaries and important features. The next step should be establish ownership/management control of each parcel of land and then make decisions as to changes in ownership/management, approvals to access the land to construct and maintain tracks/trails, and options to relocate tracks/trails. An existing informal bike track through the old railway dam Reserve has been mapped and is being upgraded in the current year (2015/16). Whilst there are some hurdles to clear, as part of the preliminaries, there is no reason why this project could not be progressed in 2016/17, as requested. If so

		would be prudent to allow an additional \$7,000 for surveying (external cost, around \$5,000), research, reports and the like (internal cost, \$2,000).
Youth Forum	\$2,500	This came up at the workshops and it was put forward that youths and school aged children be engaged as part of the Strategic Community Plan development process beginning in 2015/16. An entity has been selected to engage the school aged children and enquiries are being made as to a suitable entity to engage the youth. Quotations have been sought for the boarder community consultation. It is expected that the requested forum will have been held in the current year, if not then the relevant provision would be transferred to 2016/17 to complete the task.
Purchase Artwork	\$2,000 per annum, for 3 years	This initiative is supported. It is not clear when and how it is suggested this should be done but it is recommended that Council consider an annual art acquisition prize for the annual Boyup Brook Art Awards event held at the Country Music Festival. This will enhance an existing community initiative, encourage the many local artists, and may provide Council with, for example, public artworks (to augment the many existing statues, and the like, on median strips and in other public places). If Council is agreeable it may wish to include the recommended provision in the Plan for 2016/17, 2017/18 and 2018/19.

### **CONSULTATION**

The attached draft Plan is the result of Councillor workshops

### **STATUTORY OBLIGATIONS**

The Local Government Act provides as follows:

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

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

*[Section 5.56 inserted by No. 49 of 2004 s. 42(6).]*

*[5.57, 5.58. Deleted by No. 49 of 2004 s. 42(6).]*

The Local Government (Administration) Regulations provide as follows:

Division 3 — Planning for the future

*[Heading inserted in Gazette 26 Aug 2011 p. 3483.]*

*19C. Strategic community plans, requirements for (Act s. 5.56)*

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
  - (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
  - (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
  - (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
  - (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
    - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
    - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
    - (c) demographic trends.*
  - (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
  - (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
  - (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
  - (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

*[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]*

*19DA. Corporate business plans, requirements for (Act s. 5.56)*

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*



- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
  - (3) *A corporate business plan for a district is to —*
    - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
    - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
    - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
  - (4) *A local government is to review the current corporate business plan for its district every year.*
  - (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
  - (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

*[Regulation 19DA inserted in Gazette 26 Aug 2011 p. 3484-5.]*

*19DB. Transitional provisions for plans for the future until 30 June 2013*

- (1) *In this regulation —*

***former regulation 19C*** *means regulation 19C as in force immediately before 26 August 2011 and continued under subregulation (2);*

***former regulation 19D*** *means regulation 19D as in force immediately before 26 August 2011;*

***plan for the future*** *means a plan for the future of its district made by a local government in accordance with former regulation 19C.*
- (2) *Except as stated in this regulation, former regulation 19C continues to have effect on and after 26 August 2011 until this regulation expires under subregulation (7).*
- (3) *A local government is to ensure that a plan for the future applies in respect of each financial year before the financial year ending 30 June 2014.*

- (4) *A local government is not required to review a plan for the future under former regulation 19C(4) on or after 26 August 2011.*
- (5) *If, for the purposes of complying with subregulation (3), a local government makes a new plan for the future, local public notice of the adoption of the plan is to be given in accordance with former regulation 19D.*
- (6) *If a local government modifies a plan for the future under former regulation 19C(4), whether for the purposes of complying with subregulation (3) or otherwise —*
  - (a) *the local government is not required to comply with former regulation 19C(7) or (8) in relation to the modifications of the plan; and*
  - (b) *local public notice of the adoption of the modifications of the plan is to be given in accordance with former regulation 19D.*
- (7) *This regulation expires at the end of 30 June 2013.*

*[Regulation 19DB inserted in Gazette 26 Aug 2011 p. 3485-6.]*

*19D. Adoption of plan, public notice of to be given*

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

*[Regulation 19D inserted in Gazette 31 Mar 2005 p. 1033-4; amended in Gazette 26 Aug 2011 p. 3486.]*

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Nil. the Plan has no impact on the current Budget and should drive the 2016/17 budget.

**STRATEGIC IMPLICATIONS**

This plan sets the strategy.

**SUSTAINABILITY IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Absolute majority

**MOVED INTO COMMITTEE**

**MOVED: Cr Aird**

**SECONDED: Cr Kaltenrieder**

**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 51/16**

**MOVED OUT OF COMMITTEE**

**MOVED: Cr Muncey**

**SECONDED: Cr Imrie**

**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 52/16**

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

**MOVED: Cr Muncey**

**SECONDED: Cr Kaltenrieder**

**That Council adopt the attached draft Corporate Business Plan for the 5 years commencing 2016/17, noting that details in the LTFP Linkage column may change once that supporting document is developed.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Res 53/16**

<b>8.3.4 Annual Award - Process Policy - proposed amendment</b>
---

<b>Location:</b>	<i>N/a</i>
<b>Applicant:</b>	<i>Annual Awards Committee</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>12 May 2016</i>
<b>Author:</b>	<i>Alan Lamb</i>
<b>Authorizing Officer:</b>	<i>Chief Executive Officer</i>
<b>Attachments:</b>	<i>Nil</i>

---

#### **SUMMARY**

The purpose of this report is to put before Council the committee recommendation to amend the current policy with the recommendation that Council make the amendment.

#### **BACKGROUND**

The Annual Awards Committee met 9 December 2015 and the minutes of this meeting went to the February 2016 Council meeting. These minutes contained recommended policy amendment as follows:

*That Award nomination forms to be available from the Shire office and from public places 3 months prior to the closing date.*

#### **COMMENT**

This recommendation was not brought to Council's attention at its February meeting due to an officer oversight.

Whilst the recommendation does not specify where the change/new wording is to be put it is clear that the intent was for Council to set the time when nomination forms should be available and so it is suggested that this may be best added under the heading "Advertisement and Promotion" as follows:

Advertisement and Promotion

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

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

***Award nomination forms to be available from the Shire office and from public places 3 months prior to the closing date.***

**CONSULTATION**

This is a committee recommendation

**STATUTORY OBLIGATIONS**

Nil

**POLICY IMPLICATIONS**

The recommendation is to amend the following policy by adding wording to give direction on when nomination forms should be made available:

<b><i>POLICY NO.</i></b>	<b><i>O.11</i></b>
<b><i>POLICY SUBJECT</i></b>	<b><i>Annual Award - Process</i></b>
<b><i>ADOPTION DATE</i></b>	<b><i>17 June 2004</i></b>
<b><i>VARIATION DATE</i></b>	<b><i>21 December 2007, 18 July 2013</i></b>
<b><i>REVIEW BY DATE</i></b>	<b><i>21 June 2015</i></b>

Objective

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

Committee

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

Advertisement and Promotion

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

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

#### Nominations

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

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

*The Committee may also:*

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

*Notes:*

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

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

#### *Selection of Awardees*

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

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

*Names of Awardees are to remain confidential until awards are made, except that the Shire President should write to all nominees to invite them to the Annual Awards Ceremony. To this end, the minutes of Awards Committee meetings are to be reported to Council at its February meeting each year, following the presentation of awards.*

#### *Selection Criteria*

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

*Citizen of the Year*

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

*Young Achiever of the Year*

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

*Sports Person of the Year*

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

*Nature of Awards*

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

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

**BUDGET/FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**SUSTAINABILITY IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Absolute majority

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

**MOVED: Cr Blackburn**

**SECONDED: Cr Rear**

**That Council amend its Annual Awards - Process Policy by adding the following as paragraph 3 under the heading "Advertising and Promotion":**

**Award nomination forms to be available from the Shire office, Shire website, and from public places 3 months prior to the closing date.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Res 54/16**

**COUNCIL DECISION**

**MOVED: Cr Moir**

**SECONDED: Cr Imrie**

**That the Council adopts enbloc 9.1.1, 9.1.2 and 9.1.3.**

**CARRIED 8/0**

**Res 55/16**

**9 COMMITTEE MINUTES**

<b>9.1.1 Minutes of the South West Zone</b>
---

***Location:*** *N/A*

***Applicant:*** *N/A*

***File:***

***Disclosure of Officer Interest:*** *Nil*

***Date:*** *12 April 2016*

***Author:*** *Alan Lamb - CEO*

***Attachments:*** *Yes – Minutes*

---

**BACKGROUND**

The South West Zone meeting was held on 22nd April 2016.  
Minutes of the meeting are laid on the table and circulated.

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

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



<b>9.1.2 Minutes of the Bunbury Wellington Group of Councils</b>
--

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>12 May 2016</i>
<b>Author:</b>	<i>Alan Lamb - CEO</i>
<b>Attachments:</b>	<i>Yes – Minutes</i>

---

**BACKGROUND**

The Bunbury Wellington Group of Councils meeting was held on 18th April 2016. Minutes of the meeting are laid on the table and circulated.

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.1.2**

**That the minutes of the Bunbury Wellington Group of Councils be received.**

<b>9.1.3 Minutes of the Local Emergency Management Committee</b>
--

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>13 May 2016</i>
<b>Author:</b>	<i>Alan Lamb - CEO</i>
<b>Attachments:</b>	<i>Yes – Minutes</i>

---

**BACKGROUND**

The Local Emergency Management Committee was held on 5th November 2015 and 4th May 2016,

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

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.1.3**

**That the minutes of the Local Emergency Management Committee meeting be received.**

Jennifer Staniforth-Smith, Rachel Staniforth-Smith, James Staniforth-Smith and Malo De Seze arrived in the Chambers at 6.25pm.

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

Nil

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

Nil

**12 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS**

Nil

**13 CLOSURE OF MEETING**

There being no further business the Shire President thanked all for attending and declared the meeting closed at 6.27pm.