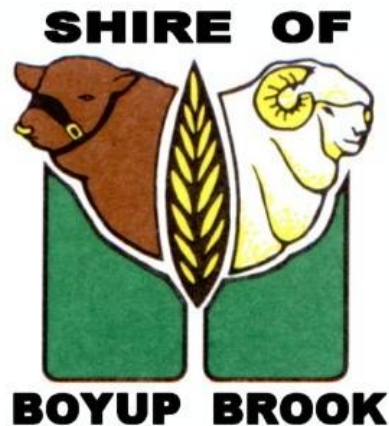


Minutes



SPECIAL MEETING

held

TUESDAY 10 July 2018
Commenced AT 7.00PM

AT

SHIRE OF BOYUP BROOK
CHAMBERS
ABEL STREET - BOYUP BROOK

TABLE OF CONTENTS

1 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED 3

1.1 Attendance..... 3

1.2 Apologies..... 3

1.3 Leave of Absence..... 3

2 PUBLIC QUESTION TIME..... 3

2.1 Response to Previous Public Questions Taken on Notice 3

3 APPLICATIONS FOR LEAVE OF ABSENCE 3

4 MATTERS REQUIRING A DECISION 4

4.1 Budget Amendment: 2018 - 19 Federal Assistance Grant – Advance Payment and 2018-19 ESL Operating Grant - Advance Payment 4

4.2 Community Donation Acquittals 2017/18 7

4.3 Minutes of the Swimming Pool Committee..... 13

5 CLOSURE OF MEETING 14

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

1.1 Attendance

Cr G Aird – Shire President
Cr R Walker - Deputy Shire President
Cr Moir
Cr S Alexander
Cr P Kaltenrieder
Cr H O'Connell
Cr T Oversby
Cr E Rear

STAFF: Mr Stephen Carstairs (Acting Chief Executive Officer)
Mrs Maria Lane (Executive Assistant)

APOLOGIES: Cr E Muncey

1.2 Apologies

1.3 Leave of Absence

2 PUBLIC QUESTION TIME

2.1 Response to Previous Public Questions Taken on Notice

3 APPLICATIONS FOR LEAVE OF ABSENCE

4 MATTERS REQUIRING A DECISION

4.1 Budget Amendment: 2018 - 19 Federal Assistance Grant – Advance Payment and 2018-19 ESL Operating Grant - Advance Payment

Location:	Not applicable
Applicant:	Not applicable
File:	FM/9/005
Disclosure of Officer Interest:	None
Date:	4 July 2018
Author:	Kay Raisin - A/Finance and HR Manager and Joanna Kaye - Research & (Community) Development Coordinator
Authorizing Officer:	Stephen Carstairs – A/Chief Executive Officer
Attachments:	Yes – Correspondence from the WA Local Government Grants Commission (WALGGC) and Department of Fire and Emergency Services (DFES)

SUMMARY

In the course of a financial year events occur which impact on a budget. This matter is brought before Council to receive in 2017-18 both:

- a *circa* 50% advance payment (\$641,600 ex. GST) of its WALGGC 2018-19 General Purpose and Local Roads Financial Assistance Grants;
- a 25% advance payment (\$14,762 inc. GST) , of its DFES 2018-19 Bush Fire Brigades (BFB) Operating Grant.

BACKGROUND

As per the *Local Government (Financial Assistance) Act 1995* (the Act), the Commonwealth provides financial assistance to the states for the purpose of improving, among other things, the financial capacity of local governments (LG's), to provide their residents with equitable levels of service.

The Commonwealth Government has communicated with the WA Local Government Grants Commission (the Commission) that in 2017-18 the Commission will be advancing to LG's some 50% of the 2018-19 Federal Assistance Grants (FAGs) pool (and see attachment). This advance payment is in keeping with advance payments made by the Commonwealth in 2011-12, 2012-13, 2014-15 and 2016-17. As control of the funds passes to the shire on receipt of the untied funds, received at bank on 22 June 2018, the advance is to

be recognised as revenue for 2017-18, and as such might have been expended in 2017-18 as well.

Received at bank on 28 June 2018 was DFES' first quarter 2018-19 BFB installment, and refer *Payments of Approved Grants* section in the attached DFES correspondence for an explanation of the early payment.

COMMENT

The advanced FAGs and BFB payments will have the effect of increasing in 2017-18 the flow of revenue (\$655,020) to the shire, and this will be reflected in the shire's 2017-18 surplus carried forward into 2018-19.

CONSULTATION

Stephen Carstairs – A/Chief Executive Officer

STATUTORY OBLIGATIONS

Section 3 of the Local Government (Financial Assistance) Act 1995 – Objects of the Act, and s.16 of the Local Government Grants Act 1978 – Distribution of Commonwealth funds.

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

While the shire took control of the advance FAG and BFB payments, given there was no real opportunity to utilize it, the advance payments of \$655,020 will be reflected in the shire's 2017-18 surplus carried forward into 2018-19.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION - Item 4.1

That Council receives:

- the Commonwealth Government's advance Financial Assistance Grant payment, comprising: \$349,353 Local Road Assistance; and \$282,247 General Purpose Assistance; and
- the Department of Fire and Emergency Services advance Bush Fire Brigades Operating Grant payment of \$14,762 (inc GST), and

direct the CEO to amend the Shire of Boyup Brook 2017-18 Annual Budget by increasing operating revenue by \$655,020.

AMENDMENT

MOVED: Cr Walker

SECONDED: Cr Moir

1. That Council receives:
 - the Commonwealth Government's advance Financial Assistance Grant payment, comprising: \$349,353 Local Road Assistance; and \$282,247 General Purpose Assistance; and
 - the Department of Fire and Emergency Services advance Bush Fire Brigades Operating Grant payment of \$14,762 (inc GST), anddirect the CEO to amend the Shire of Boyup Brook 2017-18 Annual Budget by increasing operating revenue by \$655,020.
2. That Council establish an unspent Grants Reserve, for the purpose of quarantining unspent grant monies, and direct the CEO to have the \$655,020 of Federal Assistance Grant and DFES operating grant monies transferred to the Reserve.

CARRIED 8/0

Res 122/18

MOTION

1. That Council receives:
 - the Commonwealth Government's advance Financial Assistance Grant payment, comprising: \$349,353 Local Road Assistance; and \$282,247 General Purpose Assistance; and
 - the Department of Fire and Emergency Services advance Bush Fire Brigades Operating Grant payment of \$14,762 (inc GST), anddirect the CEO to amend the Shire of Boyup Brook 2017-18 Annual Budget by increasing operating revenue by \$655,020.
2. That Council establish an unspent Grants Reserve, for the purpose of quarantining unspent grant monies, and direct the CEO to have the \$655,020 of Federal Assistance Grant and DFES operating grant monies transferred to the Reserve.

CARRIED BY ABSOLUTE MAJORITY 8/0

Res 123/18

Impartiality Interest - Item 4.2

Cr Rear declared an impartiality interest in the following item due to being on the Museum Committee.

Cr Kaltenrieder declared an impartiality interest in the following item due to being on the Blackwood Basin Group Committee.

Cr Oversby declared an impartiality interest in the following item due to being on the Boyup Brook Tourism Committee.

Declare an Interest - Item 4.2

Cr O'Connell declared a financial interest in the following item due to being an employee of the Blackwood Basin Group.

4.2 Community Donation Acquittals 2017/18
--

Location: N/A
Applicant: Various
File: FM/25/008
Disclosure of Officer Interest:
Date: 6 July 2018
Author: Joanna Kaye Research and Development
Coordinator and Kay Raisin - A/Finance & HR
Manager
Authorizing Officer: Stephen Carstairs - A/Chief Executive Officer
Attachments: F.02 Policy Donations
Acquittal Summary from 2017/18 Community Grants
(acquittals available at meeting)

SUMMARY

The purpose of this report is for Council to receive the 2017/2018 Community Donation acquittals. It is recommended that Council accept the Tourism Association acquittal year to date (does not include June). It is also recommended that Council approve the request from the Blackwood Basin Group to extend the grant deadline.

BACKGROUND

Each year Council calls for donations. Administration assesses and summarises the applications. Council discusses the applications at a separate workshop and then the final decision is made by Council at budget adoption time. See attachment 1 *F.02 Donations Policy* for full details.

COMMENT

Successful recipients of Donations in 2017/18 were required to sign a funding agreement once the grant was awarded. They were then also required to submit an Acquittal Report within 60 days of project completion or by 30 June 2018 to confirm that the funding had been used for the purpose intended as outlined in the original application.

Attachment 2 outlines the acquittal details for the Community Grants for 2017/18.

It is important to note the Tourism Association submitted a Year to Date acquittal that does not include June 2018 as it was impossible for them to include those figures with the imposed deadline of the acquittal. It is recommended that Council accept this acquittal.

Blackwood Basin Group (BBG) also submitted a Year to Date acquittal but have requested in writing (as per the Policy and Funding Agreement) an extension to spend the grant funding.

See letter below:

Re: Community Partnership Funding 2017/2018 Request for Extension
and Details of Expenditure

PLANNING	
EA	
RANGER	

I am writing to request a 6-month extension (until 31 December 2018) for the Community Partnership Funding agreement between the Shire of Boyup Brook and the Blackwood Basin Group (BBG). The BBG has \$2,273.90 (excl. GST) of unspent funds that it proposes to spend on monthly volunteer events at Perup: Nature's Guesthouse between July and December 2018.

The original application to the Shire for funding included hosting a series of events at Perup: Nature's Guesthouse that would encourage participation by local community members and increase visitation to the Shire. The proposed events included a wildflower weekend in October 2017, bird watching weekend in April 2018 and native mammal weekend in May 2018 that were not held due to the delayed notice of approved funding (approved in Dec 2017) and difficulties in locating expert facilitators at short notice. Instead, the funds were spent on equivalent events at Perup, including an Open Day, volunteer days and the Tone River Bridge opening. All events held were hugely successful; in particular the volunteer days were very popular and attracted participants from within the Shire and from as far as Bunbury and Albany. The volunteer days have also assisted the BBG to upgrade, maintain and promote Perup: Nature's Guesthouse, which is a fantastic asset in the Shire of Brook. Volunteers that have attended these events were very enthusiastic and have requested the days become a permanent monthly fixture on the calendar.

With the generous support of the Shire, and an extension of the due date to spend the funds until 31 December 2018, the BBG will be able to continue the volunteer events on a monthly basis until December 2018.

Complete details of the \$5,226.10 (excl. GST) that has been expended are provided in the attached acquittal report. If the extension is approved, we can provide a further acquittal report for the remaining unspent funds in January 2019.

If you have any queries about this request, please do not hesitate to contact Helen O'Connell (helen@blackwoodbasingroup.com.au 9765-1555) for additional information.

Yours sincerely,

Dr. Per Christensen
CHAIRMAN

Blackwood Basin Group was awarded \$7,500 + GST for the purpose of developing ecotourism at Perup. The BBG have \$2,273.90 (excl. GST) of unspent funds and are requesting an extension of the due date to spend the funds until 31 December 2018. If the extension is approved, the BBG can provide a further acquittal report for the remaining unspent funds in January 2019.

CONSULTATION

Stephen Carstairs - A/Chief Executive Officer

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Council's *F.02 Donations Policy* applies. See Attachment 1.

BUDGET/FINANCIAL IMPLICATIONS

Nil at this stage as these funds have already been spent as part of the 2017/18 Budget.

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

OFFICER RECOMMENDATION – Item 4.2

1. That Council receives the 2017/18 Community Donation acquittals.
2. That Council receives the Year to Date acquittal from the Tourism Association.
3. That Council approves the Blackwood Basin Group an extension to spend the 2017/18 Community Donation funds until the 31 December 2018, and directs the CEO to request an Acquittal Report for the remaining unspent funds (\$2,273.90 ex GST) in January 2019.

AMENDMENT - Item 4.2

MOVED: Cr Moir

SECONDED: Cr Walker

1. That Council receives the 2017/18 Community Donation acquittals, with the exception of the Boyup Brook Country Music Club acquittal.
2. That Council receives the Year to Date acquittal from the Tourism Association.
3. That Council approves the Blackwood Basin Group an extension to spend the 2017/18 Community Donation funds until the 31 December 2018, and directs the CEO to request an Acquittal Report for the remaining unspent funds (\$2,273.90 ex GST) in January 2019.

LOST 1/7

Res 124/18

Request for Vote to be recorded

Cr Moir requested that the vote of all Councillors be recorded.

FOR	AGAINST
Cr Moir	Cr Walker
	Cr Kaltenrieder
	Cr Rear
	Cr O'Connell
	Cr Alexander
	Cr Rear
	Cr Oversby

Break for Afternoon Tea

Adjournment

That the meeting be adjourned for an afternoon tea break, the time being 8.10pm.

Resumption

That the meeting resume, the time being 8.19pm

The meeting resumed with the following person in attendance.

Cr G Aird – Shire President

Cr R Walker - Deputy Shire President

Cr Moir

Cr S Alexander

Cr P Kaltenrieder

Cr H O'Connell

Cr T Oversby

Cr E Rear

Mr S Carstairs - Acting/Chief Executive Officer

Mrs M Lane - Executive Assistant

AMENDMENT TO THE ORIGINAL MOTION

MOVED: Cr O'Connell

SECONDED: Cr Rear

The original motion be considered as 3 individual motions.

CARRIED 9/0

Res 125/18

MOTION

MOVED: Cr Oversby

SECONDED: Cr O'Connell

That Council receives the 2017/18 Community Donation acquittals.

CARRIED 4/4

Res 126/18

Request for Vote to be recorded

Cr Aird requested that the vote of all Councillors be recorded.

FOR

AGAINST

Cr Aird

Cr Rear

Cr Oversby

Cr Walker

Cr Kaltenrieder

Cr Moir

Cr O'Connell

Cr Alexander

MOTION

MOVED: Cr Rear

SECONDED: Cr Alexander

That Council receives the Year to Date acquittal from the Tourism Association.

CARRIED 8/0

Res 127/18

MOTION

MOVED: Cr Rear

SECONDED: Cr Oversby

That Council approves the Blackwood Basin Group an extension to spend the 2017/18 Community Donation funds until the 31 December 2018, and directs the CEO to request an Acquittal Report for the remaining unspent funds (\$2,273.90 ex GST) in January 2019.

CARRIED 8/0

Res 128/18

4.3 Minutes of the Swimming Pool Committee

Location:	<i>N/A</i>
Applicant:	<i>N/A</i>
File:	<i>n/a</i>
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>6 July 2018</i>
Author:	<i>Stephen Carstairs/Acting Chief Executive Officer</i>
Attachments:	<i>Yes – Minutes</i>

BACKGROUND

The Swimming Pool Committee meeting was held on 10th July 2018. Minutes of the meeting are attached.

COUNCIL DECISION & COMMITTEE RECOMMENDATION – Item 4.3

MOVED: Cr Rear **SECONDED: Cr Alexander**

That the minutes of the Swimming Pool Committee meeting be received.

CARRIED 8/0

Res 129/18

COUNCIL DECISION & COMMITTEE RECOMMENDATION – ITEM 4.3.1

MOVED: Cr Rear

SECONDED: Cr Oversby

- 1. That Council receives the project proposal/concept plans and quotes from both Wetdeck Pools and Infiniti Designer Pools for the new children's pool.**
- 2. That Council as part of Lotterywest's request for considering the extension of grant finalisation date, the CEO is directed to seek support/letters of endorsement from the relevant community stakeholders the Playgroup, Swim Club, Schools, Boyup Brook Early Learning Centre for the new project proposal.**
- 3. The Council chooses the project proposal/concept plan from Infiniti Designer Pools as the recommended service provider for the new children's pool and direct the CEO to forward the concept with Community Groups endorsements to Department of Sport and Recreation and Lotterywest.**

CARRIED 8/0

Res 130/18

5 CLOSURE OF MEETING

There be no further business the Shire President, Cr Aird thanked all for attending and declared the meeting closed at 8.45pm.