



*'The Council and Staff of the Shire of Boddington, in partnership with the community,
are committed to operating effectively and efficiently to provide quality lifestyle
opportunities
that encourage population growth and development'*

MINUTES

For The
Ordinary Meeting of Council
Held At

5PM, TUESDAY

15 AUGUST 2017

Council Chambers
39 Bannister Rd, Boddington

DISCLAIMER

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In particular and with derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Boddington during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Boddington. The Shire of Boddington warns that anyone who has an application lodged with the Shire of Boddington must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Boddington in respect of the application.

Minutes

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1. DECLARATION OF OPENING:

Acting Shire President, Martin Glynn declared meeting open at 5:00pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr M Glynn Acting Shire President
Cr N Crilly
Cr D Smart
Cr E Hoek

1 visitor

2.1.2 Apologies

Cr S Manez
Cr T Collins

2.1.3 Leave of Absence

Cr John Allert

Shire President

3. DISCLOSURE OF FINANCIAL INTEREST:

Nil.

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil.

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil.

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:

Nil.

6. CONFIRMATION OF MINUTES:

6.1.1	Special Meeting Budget held on Tuesday 8 August 2017
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That the minutes of the Special Meeting of Council held on Tuesday 8 August 2017 be confirmed as a true record of proceedings

6.1.2	Ordinary Meeting of Council held on Tuesday 18 July 2017
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That the minutes of the Ordinary Meeting of Council held on Tuesday 18 July 2017 be confirmed as a true record of proceedings

COUNCIL RESOLUTION

96/17

Moved: Cr Smart

That the minutes of the Special Meeting of Council held on Tuesday 8 August 2017 be confirmed as a true record of proceedings; and that the minutes of the Ordinary Meeting of Council held on Tuesday 18 July 2017 be confirmed as a true record of proceedings

Seconded:

Cr Hoek

Carried: 4 /0

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION:

Nil.

8. REPORTS OF OFFICERS AND COMMITTEES:

8.1 PLANNING CONSULTANT:

Nil.

8.2 MANAGER FINANCIAL SERVICES:

8.2.1	Monthly Financial Statements – July 2017
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Disclosure of Interest:	Nil
Date:	8 August 2017
Author:	J Rendell – Manager Financial Services
Attachments:	8.2.1A Financial Statements – July 2017

Summary

Council is to consider Monthly Financial Reports for July 2017

Background

In accordance with Local Government (Financial Management) Regulations 1996 Council is to adopt Monthly Financial Report including the Operating Statement, Statement of Financial Position at the end of each month. Council has also wishes to consider a summary of financial reconciliations on a monthly basis.

Councillors have the opportunity to query financials before the meeting to satisfy themselves before the item comes before Council.

Comment

The Operating Statement, Statement of Financial Position, Statement of Cash flow, Statement of Financial Activity and Summary of Reconciliations are submitted for the month of July 2017.

FINANCIAL SUMMARY YEAR TO DATE JULY 2017

The following is provided to assist in the understanding of Councils financial position, of note is that the reports provided are preliminary until the auditors have certified the annual financial accounts for the year ended 30 June 2017. Additionally we are unable to provide comparatives to budget simply because at the time of the submission of this report budgets have not been approved. Year to actuals have been provided in accordance with the Local Government Act.

CASH & INVESTMENTS

Cash and investments sits at \$4.4M, this represents a decrease of \$400k from the previous month, mainly due to revenue being lower, capital and operating expenses being higher. It is emphasised however that the majority of funds is classified "restricted" and therefore cannot form part of Council's unrestricted or free cash.

Statutory Environment - Local Government (Financial Management) Regulations 1996

OFFICER'S RECOMMENDATION – 8.2.1

COUNCIL RESOLUTION

97/17

Moved: Cr Crilly

That Council adopt the:

1. monthly financial statements for the period ending 31 July 2017; and
2. summary of reconciliations for the period ending 31 July 2017.

Seconded:

Cr Glynn

Carried: 4/0

Attachment 8.2.1A

Preliminary Financial Reports for the period ended

31-Jul-17

Report Type	Page No.
Summary of Financial Activity	1
Comprehensive Income Statement by Nature/type	2
Comprehensive Income Statement by Programme	3
Rate Setting Statement	4
Statement of Financial Position	5
Loan Repayments & Net Current Asset Position	6
Capital Expenditure by Asset type	7
Existing Buildings Capital Expenditure by Jobs	8

Attachment 8.2.1A

SHIRE OF BODDINGTON						
PRELIMINARY SUMMARY OF FINANCIAL ACTIVITY by Nature or Type						
For the period ended						
	2016/17 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Opening Funding Surplus (Deficit)	-	-	-	751,517	751,517	
Revenue						
Rates	-	-	-	-	-	#DIV/0!
Operating Grants, Subsidies and Contributions	-	-	-	33,000	33,000	#DIV/0!
Fees and Charges	-	-	-	30,277	30,277	#DIV/0!
Interest Earnings	-	-	-	1,840	1,840	#DIV/0!
Other Revenue	-	-	-	6,002	6,002	#DIV/0!
Profit from Asset Sales	-	-	-	-	-	
OPERATING INCOME	-	-	-	71,118	71,118	#DIV/0!
Expenses						
Employee Costs	-	-	-	181,393	181,393	#DIV/0!
Materials and Contracts	-	-	-	78,630	78,630	#DIV/0!
Utility Charges	-	-	-	16,662	16,662	#DIV/0!
Depreciation on Non-Current Assets	-	-	-	-	-	#DIV/0!
Interest Expenses	-	-	-	1,847	1,847	#DIV/0!
Insurance Expenses	-	-	-	120,614	120,614	#DIV/0!
Loss on Asset Sales	-	-	-	-	-	
Other Expenditure	-	-	-	150	150	#DIV/0!
OPERATING EXPENDITURE	-	-	-	399,297	399,297	#DIV/0!
Net Result (incl. c/f surplus position)	-	-	-	423,339	423,339	#DIV/0!
Adjustments for Non-Cash Items						
Depreciation	-	-	-	-	-	#DIV/0!
Loss on Asset Disposals	-	-	-	-	-	
(Profit) on Asset Disposals	-	-	-	-	-	
Provisions and Accruals	-	-	-	-	-	#DIV/0!
Net Result before funding and Capex items	-	-	-	423,339	423,339	#DIV/0!
Capital Income and Expenditure						
Non-operating Grants & contributions	-	-	-	-	-	#DIV/0!
Purchase Land & Buildings	-	-	-	18,978	18,978	#DIV/0!
Purchase Plant & Equipment	-	-	-	14,557	14,557	#DIV/0!
Purchase Roads, Streets & Bridges	-	-	-	-	-	#DIV/0!
Purchase Other Infrastructure	-	-	-	8,443	8,443	#DIV/0!
Proceeds from Asset Sales	-	-	-	-	-	#DIV/0!
Net Capital Items	-	-	-	41,978	41,978	#DIV/0!
Funding Items						
Proceeds from New loans	-	-	-	-	-	
Repayment of Loan Principal	-	-	-	4,916	4,916	#DIV/0!
Self Supporting Loan Principal Income	-	-	-	-	-	
Total Funding Items	-	-	-	4,916	4,916	#DIV/0!
Reserve Items						
Transfers to Reserves (interest)	-	-	-	-	-	#DIV/0!
Transfers Reserves movement nett.	-	-	-	-	-	#DIV/0!
Net Reserve movement	-	-	-	-	-	#DIV/0!
Closing Funding Surplus (Deficit)	-	-	-	376,445	376,445	#DIV/0!

Attachment 8.2.1A

SHIRE OF BODDINGTON
PRELIMINARY STATEMENT OF COMPREHENSIVE INCOME BY NATURE/TYPE
For the period ended

31-Jul-17

	2016/17 Budget Approved	Current	YTD	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Rates	-	-	-	-	-	#DIV/0!
Operating Grants, Subsidies and Contributions	-	-	-	33,000	33,000	#DIV/0!
Fees and Charges	-	-	-	30,277	30,277	#DIV/0!
Interest Earnings	-	-	-	1,840	1,840	#DIV/0!
Other Revenue	-	-	-	6,002	6,002	#DIV/0!
OPERATING INCOME	-	-	-	71,118	71,118	#DIV/0!
Expenses						
Employee Costs	-	-	-	181,393	181,393	#DIV/0!
Materials and Contracts	-	-	-	78,630	78,630	#DIV/0!
Utility Charges	-	-	-	16,662	16,662	#DIV/0!
Depreciation on Non-Current Assets	-	-	-	-	-	#DIV/0!
Interest Expenses	-	-	-	1,847	1,847	#DIV/0!
Insurance Expenses	-	-	-	120,614	120,614	#DIV/0!
Other Expenditure	-	-	-	150	150	#DIV/0!
OPERATING EXPENDITURE	-	-	-	399,297	399,297	#DIV/0!
Net Result before Capital Income	-	-	-	328,178	328,178	#DIV/0!
Non-Op. Grants, Subsidies and Contributions	-	-	-	-	-	#DIV/0!
Profit on Asset Disposals	-	-	-	-	-	
Loss on Asset Disposals	-	-	-	-	-	
OTHER	-	-	-	-	-	#DIV/0!
NET RESULT	-	-	-	328,178	328,178	#DIV/0!

Attachment 8.2.1A

SHIRE OF BODDINGTON PRELIMINARY STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM For the period ended

31-Jul-17

	2016/17 Budget Approved	Current	YTD	Actual YTD	Variance YTD	% Variance YTD
Revenue						
Governance	-	-	-	2,028	2,028	#DIV/0!
General Purpose Funding	-	-	-	7,229	7,229	#DIV/0!
Law, Order, Public Safety	-	-	-	326	326	#DIV/0!
Health	-	-	-	1,931	1,931	#DIV/0!
Education and Welfare	-	-	-	2,082	2,082	#DIV/0!
Housing	-	-	-	659	659	#DIV/0!
Community Amenities	-	-	-	7,602	7,602	#DIV/0!
Recreation and Culture	-	-	-	31,911	31,911	#DIV/0!
Transport	-	-	-	3,000	3,000	#DIV/0!
Economic Services	-	-	-	13,977	13,977	#DIV/0!
Other Property and Services	-	-	-	374	374	#DIV/0!
	-	-	-	71,118	71,118	#DIV/0!
Expenses excluding Finance Costs						
Governance	-	-	-	189,753	189,753	#DIV/0!
General Purpose Funding	-	-	-	-	-	#DIV/0!
Law, Order, Public Safety	-	-	-	41,373	41,373	#DIV/0!
Health	-	-	-	7,930	7,930	#DIV/0!
Education and Welfare	-	-	-	34,015	34,015	#DIV/0!
Housing	-	-	-	6,528	6,528	#DIV/0!
Community Amenities	-	-	-	20,261	20,261	#DIV/0!
Recreation and Culture	-	-	-	44,490	44,490	#DIV/0!
Transport	-	-	-	54,797	54,797	#DIV/0!
Economic Services	-	-	-	12,517	12,517	#DIV/0!
Other Property and Services	-	-	-	14,214	14,214	#DIV/0!
	-	-	-	397,449	397,449	#DIV/0!
Finance Costs						
Governance	-	-	-	-	-	
General Purpose Funding	-	-	-	-	-	
Law, Order, Public Safety	-	-	-	-	-	
Health	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	#DIV/0!
Housing	-	-	-	1,847	1,847	#DIV/0!
Community Amenities	-	-	-	-	-	
Recreation and Culture	-	-	-	-	-	#DIV/0!
Transport	-	-	-	-	-	#DIV/0!
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	-	-	-	1,847	1,847	#DIV/0!
Net Result before Capital Income	-	-	-	328,178	324,484	
Non Operating Grants, Subsidies and Contributions						
Law, Order, Public Safety	-	-	-	-	-	
Education and Welfare	-	-	-	-	-	
Recreation and Culture	-	-	-	-	-	
Transport	-	-	-	-	-	#DIV/0!
Economic Services	-	-	-	-	-	
Other Property and Services	-	-	-	-	-	
	-	-	-	-	-	#DIV/0!
Other Comprehensive Income						
Changes on Revaluation of Non-Current Assets	-	-	-	-	-	#DIV/0!
TOTAL COMPREHENSIVE INCOME	-	-	-	328,178	328,178	#DIV/0!

Attachment 8.2.1A

SHIRE OF BODDINGTON						
PRELIMINARY RATE SETTING STATEMENT						
For the period ended						
	2016/17 Budget			Actual	Variance	% Variance
	Approved	Current	YTD	YTD	YTD	YTD
Revenue						
Operating Grants, Subsidies and Contributions	-	-	-	33,000	33,000	#DIV/0!
Fees and Charges	-	-	-	30,277	30,277	#DIV/0!
Interest Earnings	-	-	-	1,840	1,840	#DIV/0!
Other Revenue	-	-	-	6,002	6,002	#DIV/0!
Profit from Asset Sales	-	-	-	-	-	-
Total Operating Revenue excluding Rates	-	-	-	71,119	71,118	#DIV/0!
Expenses						
Employee Costs	-	-	-	181,393	181,393	#DIV/0!
Materials and Contracts	-	-	-	78,630	78,630	#DIV/0!
Utility Charges	-	-	-	16,662	16,662	#DIV/0!
Depreciation on Non-Current Assets	-	-	-	-	-	#DIV/0!
Interest Expenses	-	-	-	1,847	1,847	#DIV/0!
Insurance Expenses	-	-	-	120,614	120,614	#DIV/0!
Loss on Asset Sales	-	-	-	-	-	-
Other Expenditure	-	-	-	150	150	#DIV/0!
Operating Expenditure	-	-	-	399,297	399,297	#DIV/0!
Operating Result Excluding Rates Income	-	-	-	328,177	328,178	#DIV/0!
Adjustments for Non-Cash Items						
Depreciation	-	-	-	-	-	#DIV/0!
(Profit)/Loss on Asset Disposals	-	-	-	-	-	-
Provisions & Accruals	-	-	-	-	-	#DIV/0!
Capital Income and Expenditure						
Purchase of Capital Expenditure	-	-	-	41,978	41,978	#DIV/0!
Non-operating Grants & contributions	-	-	-	-	-	#DIV/0!
Proceeds from Asset Sales	-	-	-	-	-	#DIV/0!
	-	-	-	41,978	41,978	#DIV/0!
Funding & Reserve Items						
Proceeds from New loans	-	-	-	-	-	-
Repayment of Loan Principal	-	-	-	4,916	4,916	#DIV/0!
Self Supporting Loan Principal Income	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
Transfers from Reserves	-	-	-	-	-	#DIV/0!
	-	-	-	4,916	4,916	#DIV/0!
Estimated Surplus/(Deficit) July 1 B/Fd.	-	-	-	751,517	751,517	-
Estimated Surplus/(Deficit) June 30 C/Fd.	-	-	-	376,446	376,446	#DIV/0!
Amount required from General Rate	-	-	-	0	0	#DIV/0!

Attachment 8.2.1A

SHIRE OF BODDINGTON PRELIMINARY STATEMENT OF FINANCIAL POSITION For the period ended

	30-Jun-17 Unaudited	31-Jul-17 YTD Actual
CURRENT ASSETS		
Cash and Cash Equivalents	5,053,829	4,404,962
Equity Reserve Investments	-	-
Trade & Other Receivables	338,977	259,090
Inventories	2,044	2,044
TOTAL CURRENT ASSETS	5,394,850	4,666,096
NON CURRENT ASSETS		
Property Plant & Equipment	27,432,220	27,465,753
Land Held for Resale	272,539	272,539
Infrastructure	46,816,094	45,803,281
TOTAL NON CURRENT ASSETS	74,520,853	73,541,574
TOTAL ASSETS	79,915,701	78,207,669
CURRENT LIABILITIES		
Trade & Other Payables	503,379	151,974
Employee Provisions	308,448	308,448
Borrowings	220,541	215,625
Trusts	79,097	76,820
TOTAL CURRENT LIABILITIES	1,111,465	752,867
NON CURRENT LIABILITIES		
Trade & Other Payables - Specific	300,000	300,000
Borrowings	2,284,898	2,284,898
Employee Provisions	47,369	47,369
TOTAL NON CURRENT LIABILITIES	2,632,267	2,632,267
TOTAL LIABILITIES	3,743,732	3,385,134
EQUITY		
Retained Earnings	30,902,870	29,553,436
Reserves Cash Backed	3,767,393	3,767,393
Revaluation Reserve	41,501,706	41,501,706
TOTAL EQUITY	76,171,969	74,822,535
TOTAL LIABILITIES & EQUITY	79,915,701	78,207,669

LOAN PRINCIPAL REPAYMENTS						
COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	Current Budget	YTD Budget YTD Actual
3042460	PRINCIPAL ON LOAN 105	71	Other Expenses	\$0	\$0	\$0 \$0
2113200	LOAN 106 - REC CENTRE	71	Other Expenses	\$0	\$0	\$0 \$0
3074200	PRINCIPAL LOAN 83	71	Other Expenses	\$0	\$0	\$0 \$4,917
3083000	PRINCIPAL ON LOAN 100	71	Other Expenses	\$0	\$0	\$0 \$0
3091402	PRINCIPAL ON LOAN 91	71	Other Expenses	\$0	\$0	\$0 \$0
3091460	PRINCIPAL ON LOAN 94	71	Other Expenses	\$0	\$0	\$0 \$0
3091470	PRINCIPAL ON LOAN 97	71	Other Expenses	\$0	\$0	\$0 \$0
3113046	PRINCIPAL - LOAN 103	71	Other Expenses	\$0	\$0	\$0 \$0
3113048	PRINCIPAL - LOAN 106 REC CENTRE	71	Other Expenses	\$0	\$0	\$0 \$0
3121100	PRINCIPAL LOAN 102	71	Other Expenses	\$0	\$0	\$0 \$0
TOTAL				\$0	\$0	\$0 \$4,917

PRELIMINARY NET CURRENT ASSET POSITION - RECONCILIATION

	2017/18 Budget		Actual
	Approved	Current	YTD
NCA Items from Statement of Financial Activity			
Current Assets	-	-	- 728,752
Less: Current Liabilities	-	-	- 353,683
Add: Restricted Assets/Principal Repayment	-	-	- -
Net Current Assets	-	-	- 375,070
REPRESENTED BY - (From Financial Position) Movement			
Net Current Assets	-	-	- 375,070
REPRESENTED BY - (From Rate Setting Statement) Movement			
Opening Surplus Position	-	-	- 751,517
Closing Surplus Position	-	-	- 376,446
Net Current Assets	-	-	- 375,070

SHIRE OF BODDINGTON

Printed : at 8:33 AM on 8/08/2017

SHIRE OF BODDINGTON
PRELIMINARY CAPITAL EXPENDITURE BY ASSET CLASS
For the period ended

COA	Description	Asset Type	Original Budget	Current Budget	YTD Budget	YTD Actual
						31-Jul-17
3042202	EXISTING BUILDINGS 16/17	Land & Buildings	-	-	-	201
3082090	AGED CARE COMPLEX	Land & Buildings	-	-	-	1,097
3113200	RECREATION CENTRE	Land & Buildings	-	-	-	6,720
3135202	LAND PURCHASE	Land & Buildings	-	-	-	-
3132008	VISITOR CENTRE	Land & Buildings	-	-	-	10,960
		Land & Buildings Total	-	-	-	18,978
3102201	NEW REFUSE SITE	Other Infrastructure	-	-	-	-
3105050	OVALS PARKS & CEMETERIES	Other Infrastructure	-	-	-	6,443
3112213	SWIMMING POOL - INFRASTRUCTURE	Other Infrastructure	-	-	-	-
3132030	WATER TO RANFORD CAPEX	Other Infrastructure	-	-	-	2,000
3053025	OLD POLICE STATION REFURBISHMENT	Other Infrastructure	-	-	-	-
		Other Infrastructure Total	-	-	-	8,443
3042209	COMPUTER EQUIPMENT	Plant & Equip	-	-	-	-
3042208	OFFICE EQUIPMENT	Plant & Equip	-	-	-	14,557
3042219	VEHICLE COST UPGRADE	Plant & Equip	-	-	-	-
3051220	Fire Tender Boddington	Plant & Equip	-	-	-	-
3123466	PNEUMATIC TYRED ROLLER	Plant & Equip	-	-	-	-
3127025	WATER TANKS - PLANT & EQUIPMENT	Plant & Equip	-	-	-	-
3121066	TORO RIDE ON MOWER	Plant & Equip	-	-	-	-
3139302	MINOR CAPITAL ITEMS	Plant & Equip	-	-	-	-
		Plant & Equip Total	-	-	-	14,557
3121086	Main Roads Bridge Program	Roads Infrastructure	-	-	-	-
3121090	ROADS TO RECOVERY	Roads Infrastructure	-	-	-	-
3121705	MAIN STREET UPGRADE	Roads Infrastructure	-	-	-	-
3121700	COMMODITY GRANT CAPITAL EXPENSE	Roads Infrastructure	-	-	-	-
3121800	ROAD CONST. - RRG	Roads Infrastructure	-	-	-	-
3121803	FOOTPATHS	Roads Infrastructure	-	-	-	-
		Roads Infrastructure Total	-	-	-	-
	Grand Total		-	-	-	41,978

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8/08/2017 Financials Format July 2017 Capital Expendit.

Attachment 8.2.1A

PRELIMINARY CAPITAL EXPENDITURE - EXISTING BUILDINGS - By JOBS					31-Jul-17
Job	Description	Original Budget	Current Budget	YTD Budget	YTD Actual
BAC1999	Bannister Road Shire Office - Capital	-	-	-	-
BCC1028	Pollard Street Child Care Centre - Capital	-	-	-	-
BCC1029	Johnstone Street Community Newspaper - Capital	-	-	-	-
BCC1999	Bannister Road - Caravan Park Caretaker Residence - Capital	-	-	-	-
BDC1015	Farmer Ave - Depot Lunch Room - Capital	-	-	-	-
BEC1029	Johnstone Street Emergency Services Shed - Capital	-	-	-	-
BFC1039	Wurraming Ave - Foreshore Toilet Block - Capital	-	-	-	-
BIC1024	Hotham Street Ic Unit 1 - Capital	-	-	-	-
BIC2024	Hotham Street Ic Unit 2 - Capital	-	-	-	-
BIC3024	Hotham Street Ic Unit 3 - Capital	-	-	-	-
BIC4024	Hotham Street Ic Unit 4 - Capital	-	-	-	-
BMC1024	Hotham Street Medical Centre - Capital	-	-	-	50
BOC1025	Forrest Street Old School - Main Classroom - Capital	-	-	-	-
BOC4025	Forrest Street Old School Toilets - Capital	-	-	-	-
BPC1999	Bannister Road Public Toilets - Capital	-	-	-	-
BRC1025	Forrest Street Retirement Unit 1 - Capital	-	-	-	-
BRC2025	Forrest Street Retirement Unit 2 - Capital	-	-	-	-
BRC3025	Forrest Street Retirement Unit 3 - Capital	-	-	-	-
BRC4025	Forrest Street Retirement Unit 4 - Capital	-	-	-	-
BSC1027	Hill Street 34 (Staff Housing) - Capital	-	-	-	-
BSC1028	Pollard Street Swimming Pool Ablutions - Capital	-	-	-	-
BSC1029	Johnstone Street 25 (Staff Housing) - Capital	-	-	-	-
BSC1045	Pecan Place 3 (Staff Housing) - Capital	-	-	-	-
BSC1050	Prussian Way 20 (Staff Housing) - Capital	-	-	-	-
BSC1054	Blue Gum Close 15 (Staff Housing) - Capital	-	-	-	-
BSC1063	Club Drive Sporting Complex - Capital	-	-	-	-
BSC2029	Johnstone Street 46 (Staff Housing) - Capital	-	-	-	-
BSC2054	Blue Gum Close 16 (Staff Housing) - Capital	-	-	-	-
BSC3028	Pollard Street Swimming Pool Kiosk/Pump Room - Capital	-	-	-	-
BTC1029	Johnstone Street Town Hall - Capital	-	-	-	151
BWC1013	Robins Road Waste Site Office - Capital	-	-	-	-
BYC1999	Bannister Road Youth Centre - Capital	-	-	-	-
TOTAL EXISTING BUILDINGS		\$0	\$0	\$0	\$201
REPRESENTED BY:					
COA					
3042202	EXISTING BUILDINGS 16/17	-	-	-	201

8.2.2 List of Payments - July 2017

Disclosure of Interest: Nil
Date: 8 August 2017
Author: J Rendell
Attachments: 8.2.1A List of Payments - CONFIDENTIAL

Summary

The Local Government (Financial Management) Regulations 1996 require the preparation of a List of Payments made from the Council's bank accounts.

Background

A list of the payments made in each month is to be prepared and presented to a meeting of Council in the following month.

This list of payments is to be reviewed by Council separately from the monthly financial statements. This will ensure that the requirement of the Financial Regulations for the list of payments made in one month to be presented to the Council meeting in the following month, will be met even if the financial statements are not presented to that meeting.

Councillors have the opportunity to query or inspect invoices before the meeting to satisfy themselves before the item comes before Council.

Comment

The List of Payments for the month of July 2017 is presented in Attachment 8.2.2A.

Statutory Environment

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (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; and
 - (b) the amount of the payment; and
 - (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; and
 - (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 subregulation (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 - Nil

OFFICER'S RECOMMENDATION – 8.2.2

COUNCIL RESOLUTION

98/17

Moved: Cr Hoek

That Council adopts the list of payments for the period ending 31 July 2017 ; at Attachment 8.2.2A.

Seconded:

Cr Smart

Carried: 4/0

8.2.3 Adoption of the Long Term Financial Plan 2017/18 to 2026/27

File Ref. No:	ADM0314
Disclosure of Interest:	Nil
Date:	9 August 2017
Author:	Manager Financial Services
Attachment	8.2.3A Draft Long Term Financial Plan (Separate Attachment)

Purpose

To consider and adopt the Draft Long Term Financial Plan 2017/18 – 2026/27 (LTFP) together with supporting schedules.

Background

Each year local governments are required to adopt a Long Term Financial Plan.

Comment

In reviewing the 2017/18 – 2026/27 Draft Long Term Financial Plan, Council should note that:

1. The Draft Long Term Financial Plan establishes the 2017/18 Budget as Year 1 (base year).
2. The prior year is the last year actuals, acknowledging that these are subject to change as the auditors and their certification may require.
3. The plan assumes certain growth/decline factors considered appropriate at the time of preparation and approval.
4. The Draft Long Term Financial Plan been compiled on the principles contained in the Strategic Community Plan and Corporate Business Plan;
5. The Draft Long Term Financial Plan has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Conclusion

It is anticipated that the Long Term Financial Plan will enable Council to further progress towards financial consolidation and sustainability and simultaneously provide facilities to the community and its wider users, and increase Council owned assets.

These continue as exciting times for the Boddington region and the demand for increased infrastructure remains very important to ensure that the region continues to prosper and develop at a rapid but controlled rate.

Statutory Environment

Councils Long Term Financial Plan is part of the Integrated Planning Reporting (IPR) guidelines as established by the Department of Local Government. The LTFP should be

updated annually and form the basis for the preparation of the following year's Annual Budget. The format suggested includes the statutory statements required to be included in Annual Budgets and Annual Reports to facilitate integration. This allows Council to indirectly monitor the LTFP as it does the 2017/18 budget throughout the financial year as required under the Local Government Act.

Strategic Implications

The Draft Shire of Boddington Long Term Financial Plan 2026/27 is included in this report for adoption by Council. The LTFP will be reviewed at the end of the 2017/18 financial year with consideration to all other council strategic planning documents.

Financial Implications

Specific financial implications are as outlined in the comment section of this report and as itemised in the 2017/18 to 2026/27 Draft Long Term Financial Plan attached for adoption.

Economic Implications

The 2017/18 to 2026/27 Draft Long Term Financial Plan has been developed, based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

Social Implications

The 2017/18 to 2026/27 Draft Long Term Financial Plan delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.

Environmental Considerations

The 2017/18 to 2026/27 Draft Long Term Financial Plan supports key environmental strategies and initiatives adopted by council.

Consultation

Senior staff
Councillors

Options

Council can:

1. adopt the Officer's Recommendation;
2. that the Draft 2017/18 to 2026/27 Draft Long Term Financial Plan be adopted;
3. that the Draft 2017/18 to 2026/27 Draft Long Term Financial Plan be deferred for further deliberations.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION – 8.2.3

COUNCIL RESOLUTION

99/17

Moved: Cr Crilly

That the Draft 2017/18 to 2026/27 Draft Long Term Financial Plan be adopted.

Seconded:

Cr Smart

Carried: 3/1

Following the meeting it was noted that there was a typographical error which incorrectly represents decision as requiring an absolute majority. The typographical error has been corrected by deleting the word 'Absolute' and replacing with 'Simple'. The correcting of the typographical error has the effect that the motion is carried.

Footnote¹

¹ Typographical error corrected by deleting the word 'Absolute' and replacing with 'Simple'.

**8.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/
BUILDING SURVEYOR:**

Nil.

8.4 MANAGER WORKS & SERVICES:

Nil.

8.5 DIRECTOR CORPORATE & COMMUNITY SERVICES:

Nil.

8.6 CHIEF EXECUTIVE OFFICER:

8.6.1 Action Sheet

Disclosure of Interest: Nil
Date: 9 August 2017
Author: Chris Littlemore

Purpose of Report

To bring forward Councillors information the Action Report with actions taken on previous Council resolutions.

Meeting Date	Resolution Number	Responsible Officer	Subject	Date Completed	Comments Current Status
18/7/17	88/17	PEHO	Stall holder application	20/7/17	Complete
18/7/17	89/17	PEHO	Keeping of Pigs	20/7/17	Complete
18/7/17	90/17	DCCS	Goomburrup Healing Gathering	20/7/17	Complete
18/7/17	93/17	CEO	Purchase of land	Pending	pending
18/7/17	92/17	CEO	Differential Rates	18/7/17	Complete

For information only.

8.6.2	Actions Performed Under Delegated Authority For The Month of July 2017
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File Ref. No:	ADM0686
Disclosure of Interest:	Nil
Date:	8 August 2017
Author:	Chief Executive Officer
Attachments:	Nil

Summary

To report back to Council actions performed under delegated authority for the month of July 2017.

Background

There is no specific requirement to report on actions performed under delegated authority. But to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for the month of July 2017.

Development Approvals issued

Building Permits issued;

Health Approvals issued;

One off delegations to the Chief Executive Officer;

Affixing of Common Seal

Comment

The following tables outline the action performed within the organization relative to delegated authority for the month of July 2017 and are submitted to Council for information.

Common Seal	
Date Affixed	Documentation
Nil	

Authorisation to call Tenders	
Date	Action
Nil	

Peter Haas - PEHO			
Building Applications – June and July 2017			
July 2017			
Application No.	Owner	Lot & Street	Type of Building Work
3171	C Saunders	Lot 310 No 55 Fraser Road, Boddington	Dwelling
3173	R Howe	Lot 10 No 9627 Albany Hwy, Crossman	Shed
3172	D Franklin	Lot 7 no 6 King St, Boddington	Swimming Pool Fibreglass below ground
3175	D Franklin	Lot 7 No 6 King St, Boddington	Swimming Pool Barrier
3176	P & T Dawson	Lot 50 No 1018 Crossman Rd, Boddington	Garage
June 2017			
3166	P Graham	Lot 67 No 960 Crossman Rd, Boddington	Patios x3
3168	C McEwan	Lot 7 No 19 Johnstone St, Boddington	Shed
3167	G & K Gillespie	Lot 300 No 56 Hakea Rd, Boddington	Dwelling (Granny flat)

Steve Thompson – Consultant Planner			
Development Approvals			
Application No.	Applicant	Lot & Street	Type of Approval
A637	Brooke Anderson	Lot 95 Hill Street	Home occupation (Relaxation Massage)
A973	Ann Paterson	Lot 16 Fairway Place	Proposed relocated building envelope and horse shelters
A877	Dean Powell	Lot 72 Twin Bridges Place	Outbuilding
Subdivision Applications (Boundary Adjustments)			
Application No.	Applicant	Lot & Street	Action
155528	Scanlan Surveys	Lot 302 Crossman Road	Recommended that the WAPC approve the application to facilitate road widening
155530	Scanlan Surveys	Lot 303 Crossman Road	Recommended that the WAPC approve the application to facilitate road widening

Strategic Implications – Nil

Statutory Environment

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record of each occasion on which they exercise the powers or discharge the duties delegated to them.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications – Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation - Nil

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.2

COUNCIL RESOLUTION

100/17

Moved: Cr Crilly

That Council accept the report outlining the actions performed under delegated authority for the month of July 2017.

Seconded:

Cr Glynn

Carried: 4/0

8.6.3 Acknowledgment of Country

File Ref. No:	ADM0745
Disclosure of Interest:	Nil
Date:	10 August 2017
Author:	Chris Littlemore

Summary

Council is to consider inclusion of Acknowledgement of Country as part of its official protocols.

Background

An '*Acknowledgement of Country*' is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. It can be given by both non-Indigenous people and Aboriginal and Torres Strait Islander people. The process '*Acknowledgement of Country*' recognises the unique position of Aboriginal people in Australian culture and history. Aboriginal people are the original custodians/traditional owners of the land. It is important this unique position is recognised and incorporated as part of official protocol and events to enable the wider community to share in Aboriginal culture and heritage, facilitating better relationships between Indigenous people and other Australians.

Comment

State, Federal and many Local Governments show their respect to the Indigenous peoples of Australia through an Acknowledgement of Country at the commencement of official proceedings.

THE 'ACKNOWLEDGEMENT OF COUNTRY'

(i) Definition of Acknowledgement of Country

An *'Acknowledgement of Country'* is an acknowledgement of traditional Aboriginal and Torres Strait Islander custodians/traditional owners of land in order to pay respect to them. It can be given by both non- Indigenous people and Aboriginal and Torres Strait Islander people.

(ii) Appropriate Place

An *'Acknowledgement of Country'* should be given by a speaker at the beginning of the event.

(iii) Events

Events where *'Acknowledgement of Country'* is appropriate include (but are not limited to) the following:

- * Significant events where members of the public, representatives of governments and/or the media are present;
- * Council Meetings;
- * Forums, Briefing Sessions and Major Workshops where the public are present; or
- * Conferences and seminars.

(iv) Phraseology

Particular wording used for an *'Acknowledgement of Country'* may differ, and includes (but is not limited to) the following general or specific wording:

General: "I would like to acknowledge the traditional custodians of the land, the Nyoongar People, and pay my respects to Elders, past and present."

Specific: "I would like to acknowledge the traditional custodians of this land, the Nyoongar People, on whose land we are meeting, and pay my respects to the Elders both past and present for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.

The specific wording would be likely to be used at Council meetings and quite formal occasions, whereas the general wording may be likely to be used at smaller, less formal gatherings where the person in charge of the gathering is not necessarily a Councillor or senior staff member.

Policy Implications – Nil

Statutory Environment - Local Government (Administration) Regulation 14A

Financial Implications - Nil

Economic Implications - Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

Greg Thorne and Hayley Thorne.

Options

Council can:

1. Accept the Officer's Recommendation;
2. Amend the Officer's Recommendation; or
3. Not accept the Officer's Recommendation giving reasons.

Voting Requirements – Simple Majority.

OFFICER'S RECOMMENDATION – ITEM 8.6.3

COUNCIL RESOLUTION

101/17

Moved: Cr Hoek

That Council include Acknowledgement of Country as part of its official protocols, using the specific phraseology:

"I would like to acknowledge the traditional custodians of this land, the Nyoongar People, on whose land we are meeting, and pay my respects to the Elders, past and present for they hold the memories, the traditions, the culture and hopes of Indigenous Australia"

or alternately

"I would like to acknowledge the traditional custodians of the land, the Nyoongar People, and pay my respects to Elders, past and present'.

depending on the circumstances.

Seconded:

Cr Glynn

Carried: 4/0

8.6.4 Ken Austic Square Shade Pavilion Project

Date: 9 August 2017
Author: Chris Littlemore
Attachment: 8.6.4 A Draft Shade Pavilion Plans

Summary

Council is to consider community consultation in relation to plans for Ken Austic Square development.

Background

The 2012 Boddington Supertown Growth Plan and the associated Boddington Economic Development Strategy suggested the following; beautification of the main street, in particular "identify main street upgrade initiatives to create meeting places, visitor attractions, public art, orientation and identity", "Utilise youth/senior volunteers for visitor tours, environmental clean ups, Main Street Upgrade", "Develop Hotham/Boddington brand, rural retreat, adventure trails, heritage, gourmet food/wine, performance art festival themes, identify 'signature projects' e.g. Gold Mine Experience", "Facilitate Boddington District visitor centre/gold mine tours."

The 7 key strategies for the main street vision are:

- Concentrate Streetscape infrastructure at key nodes of activity - bring existing pedestrian activity together rather than dispersing it - to maximise incidences and opportunities for social interaction, to reduce overall cost of new streetscape infrastructure & disruption to street during construction, locate where of most benefit to adjacent businesses and/or community facilities.
- Define the Boundaries and heart of the town centre precinct - physically define the threshold of the town centre precinct at its four key entry/exit points - within which retail, commercial and civic activities are concentrated, physically identify the heart of the town centre - to become a focal point for formal and informal community activities, design streetscape infrastructure at these points **to establish a point of difference, to prioritise pedestrians and to slow vehicle traffic.**
- Reduce apparent width of Main Street - reduce the width of road pavement at strategic points to bring the sides of the street closer together & to support the above strategies, road pavement width at points of constraint to be to suit 2 unescorted heavy vehicles passing, and/or a max width escorted vehicle across both lanes.
- Interconnect existing assets/destinations and new attractions - the main street retail/commercial/civic precinct to the river, community facilities including the Community, Visitor & Youth Centres and the Town Hall, the proposed nature playground and interpretive trails.
- Establish a catalyst development on a prominent vacant site in the town centre - to revitalise the precinct - creating new activity on the street with a mix of community and retail/commercial uses preferred, development to directly address and maximise interaction with the street.
- A consistent streetscape palette incorporating existing elements - develop a suite of street trees for different functions - in consideration of mature size & form, seasonal shade/shelter and colour, maintenance & water needs, use of stone filled gabions as a seating base expanded to include gabion terrace, retaining and feature

walls for mounting interpretive material, contrasting paving treatments to differentiate key nodes and wayfinding points.

- Use of Public Art/sculpture as Wayfinding Elements. - feature existing hidden sculptures and new commissioned public art elements at key points and intersections as wayfinding signposts, incorporate public art at town centre thresholds as entry statement elements.

Funding was sought through the Royalties for Regions Program and a grant for some \$71,000 in a total project of \$111,000 was approved.

The project was progressed significantly, including public consultation around the designs. However Main Roads has refused consent for the construction of nodes at either end of the Main Street. In addition, the owners of the IGA have become interested in their own development of the streetscape of their store.

The consequence of these developments is that the funding can be concentrated on the area immediately in front of the Shire office known as a Ken Austic Square.

Comment

A revised design was prepared for the architects for Councils consideration. Following a review by Councillors, is now recommended that the community be consulted for the views on the design which does differ from that which was put on display for public comment some 12 months ago.

Strategic Implications – The project is consistent with the Main Street Vision adopted by Council.

Statutory Environment - Nil

Policy Implications - Nil.

Financial Implications – Funding is available in the current budget for this project.

Economic Implications – Nil

Social Implications

The infrastructure will provide a place for social interaction for locals.

Environmental Considerations – Nil

Consultation – General public consultation recommended.

Options

Council can resolve to:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.4

COUNCIL RESOLUTION

102/17

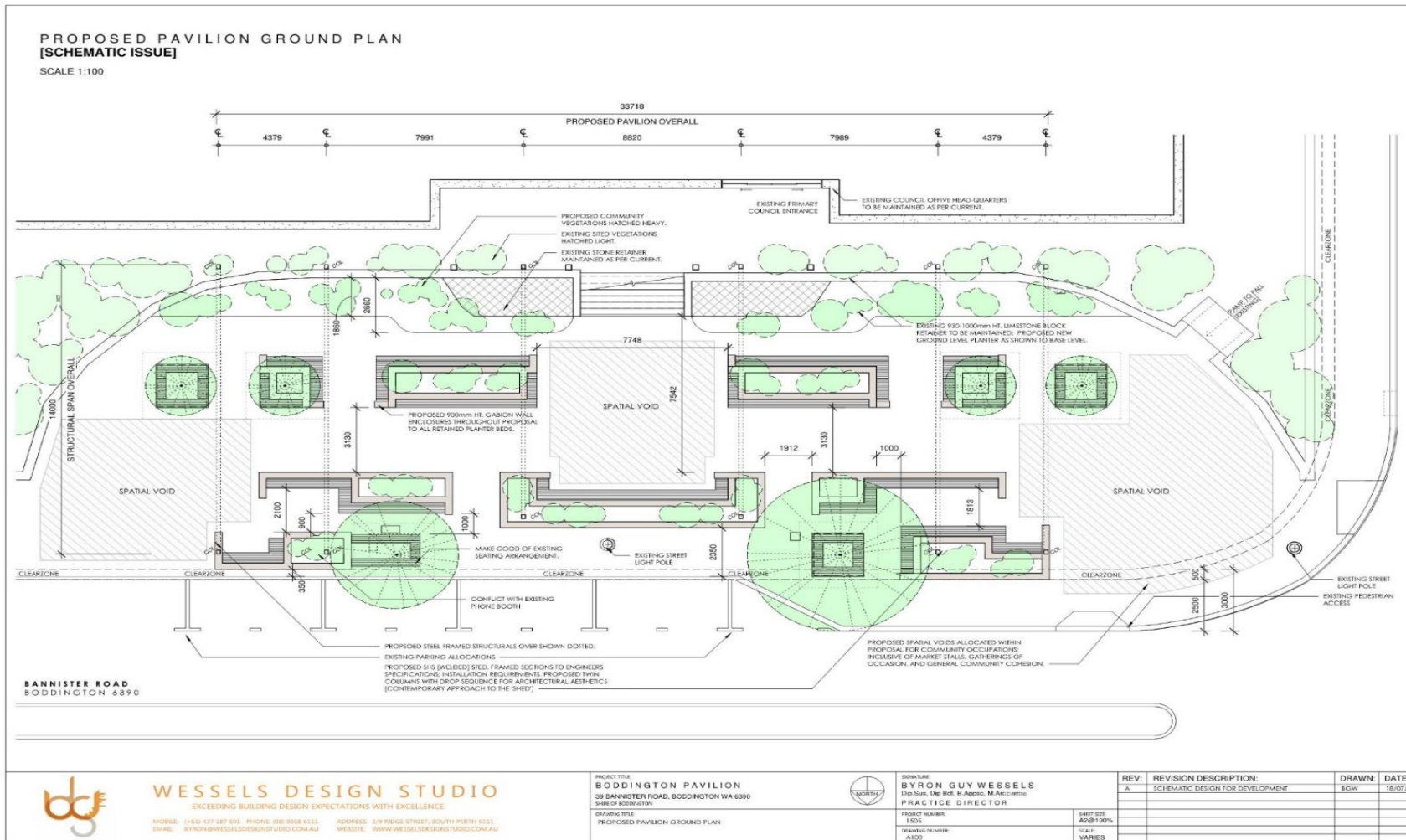
Moved: Hoek

That Council resolves to seek community feedback for the Ken Austic Square Shade Pavilion Project.

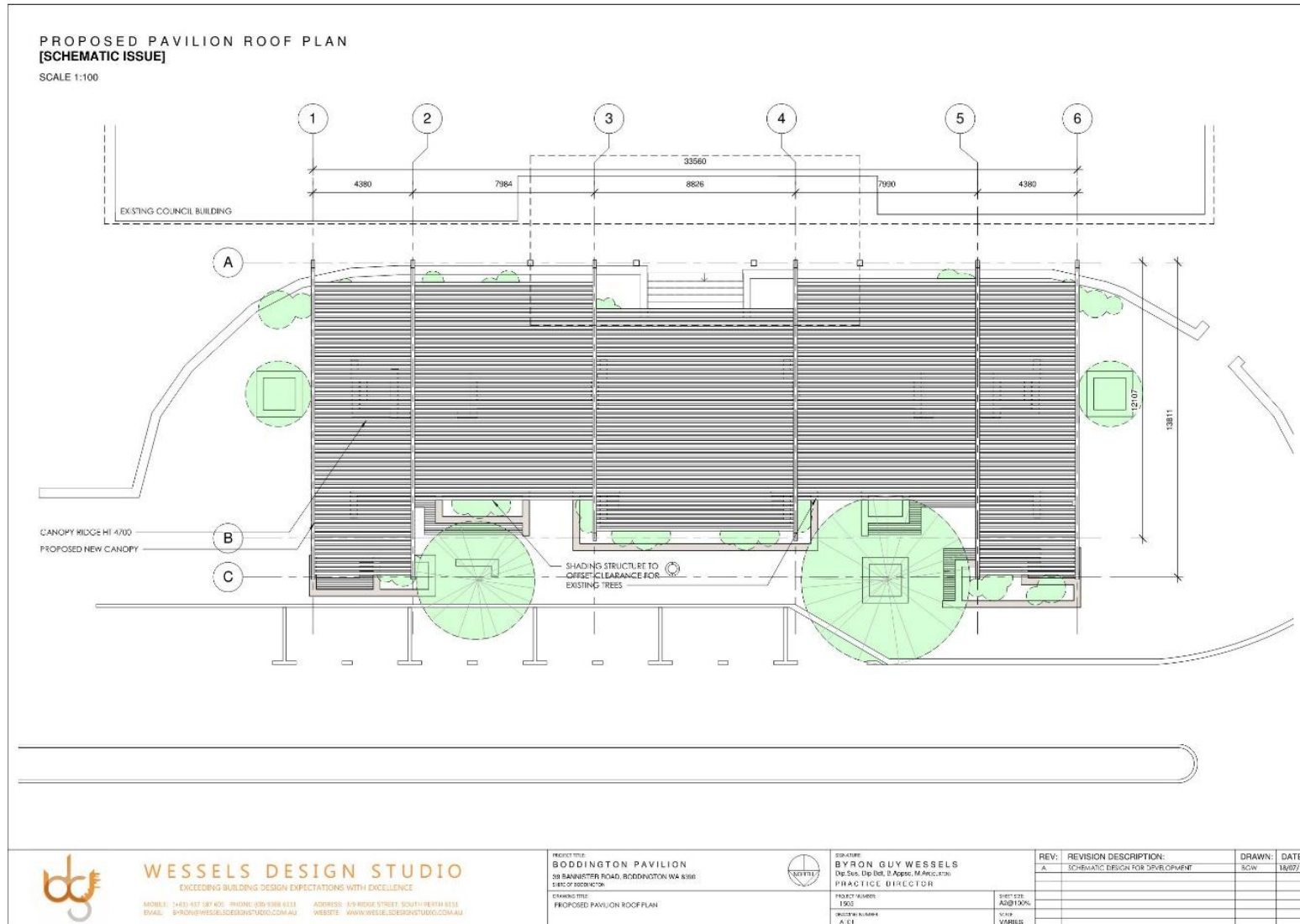
Seconded:

Cr Crilly

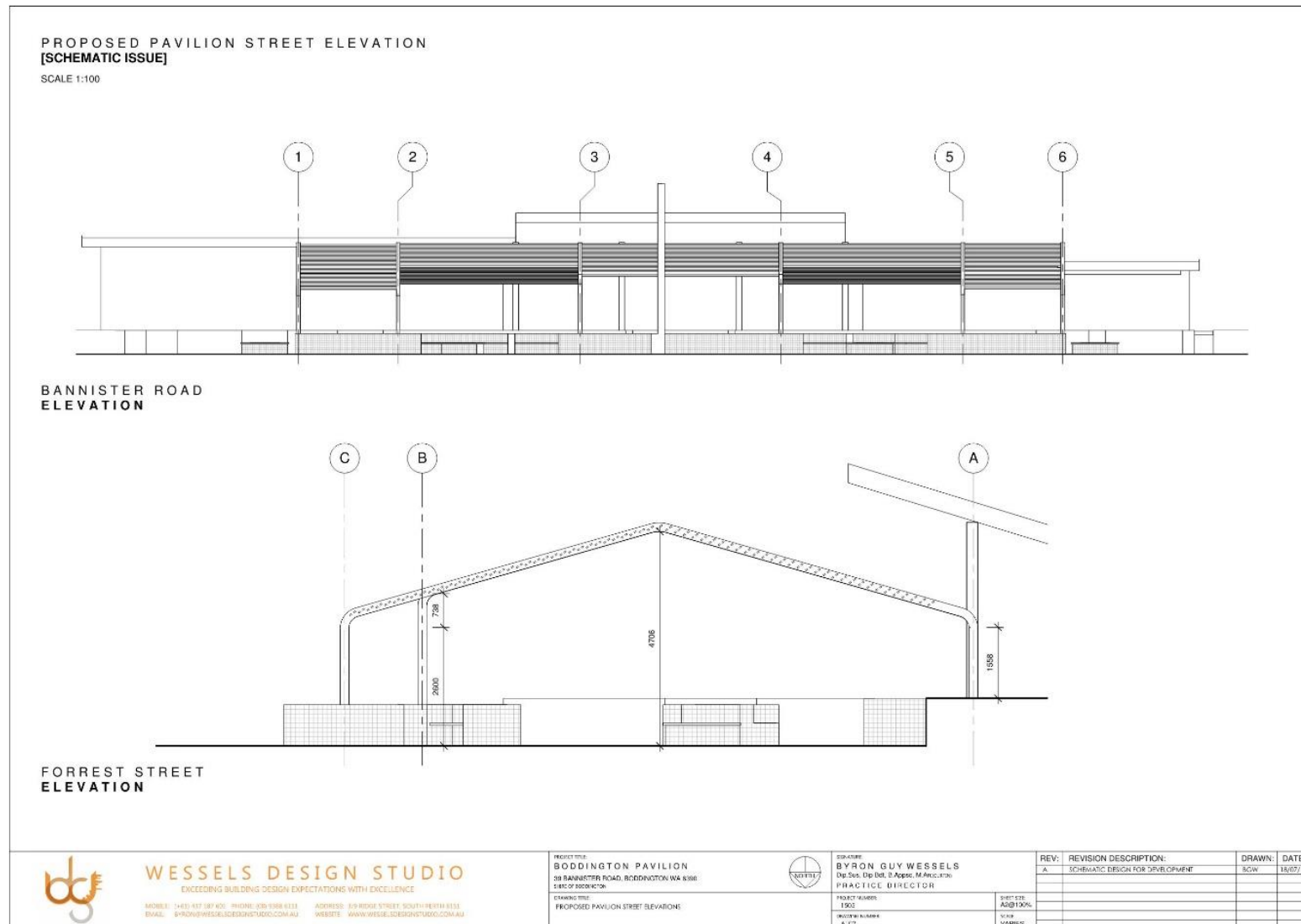
Carried: 4/0



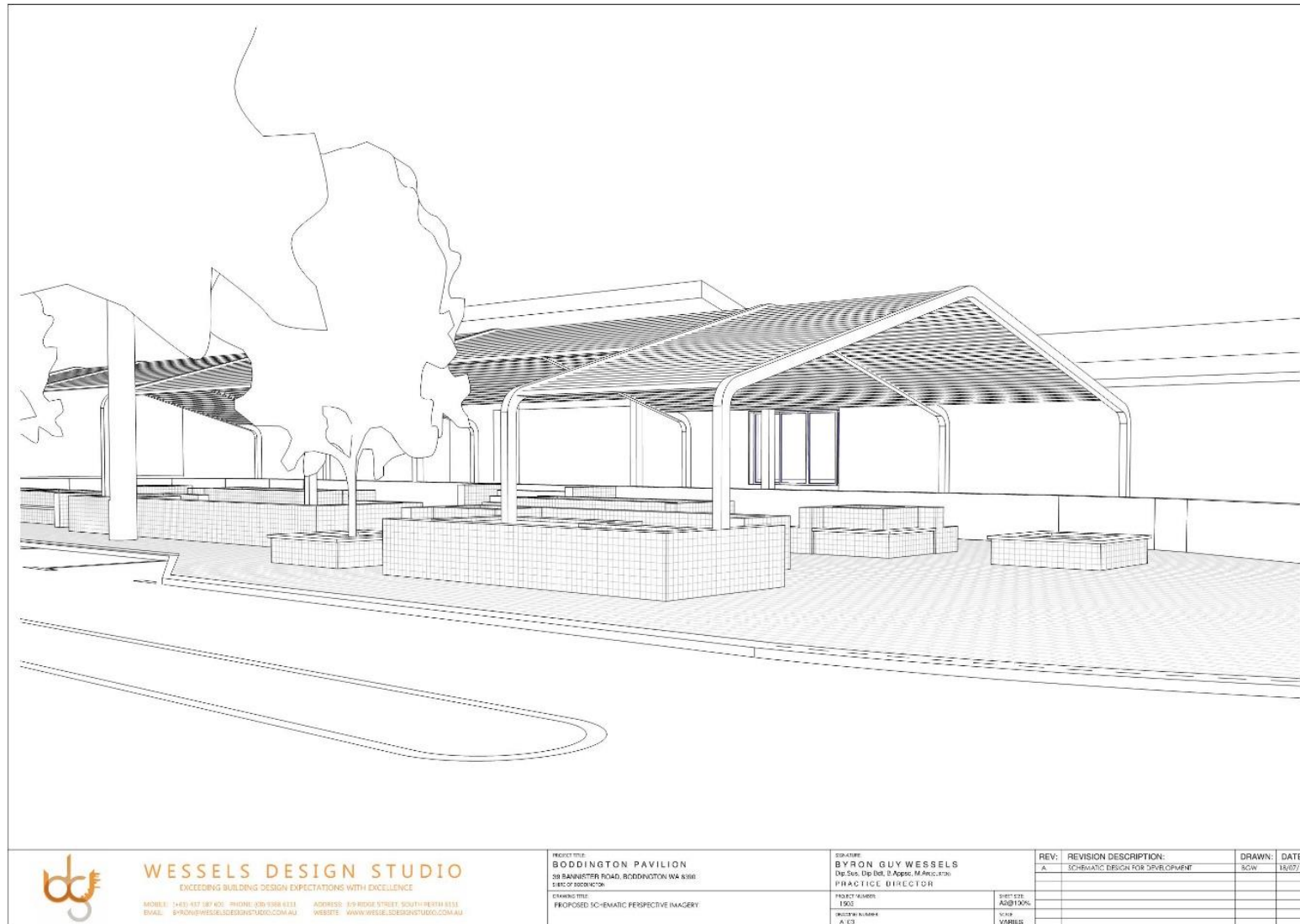
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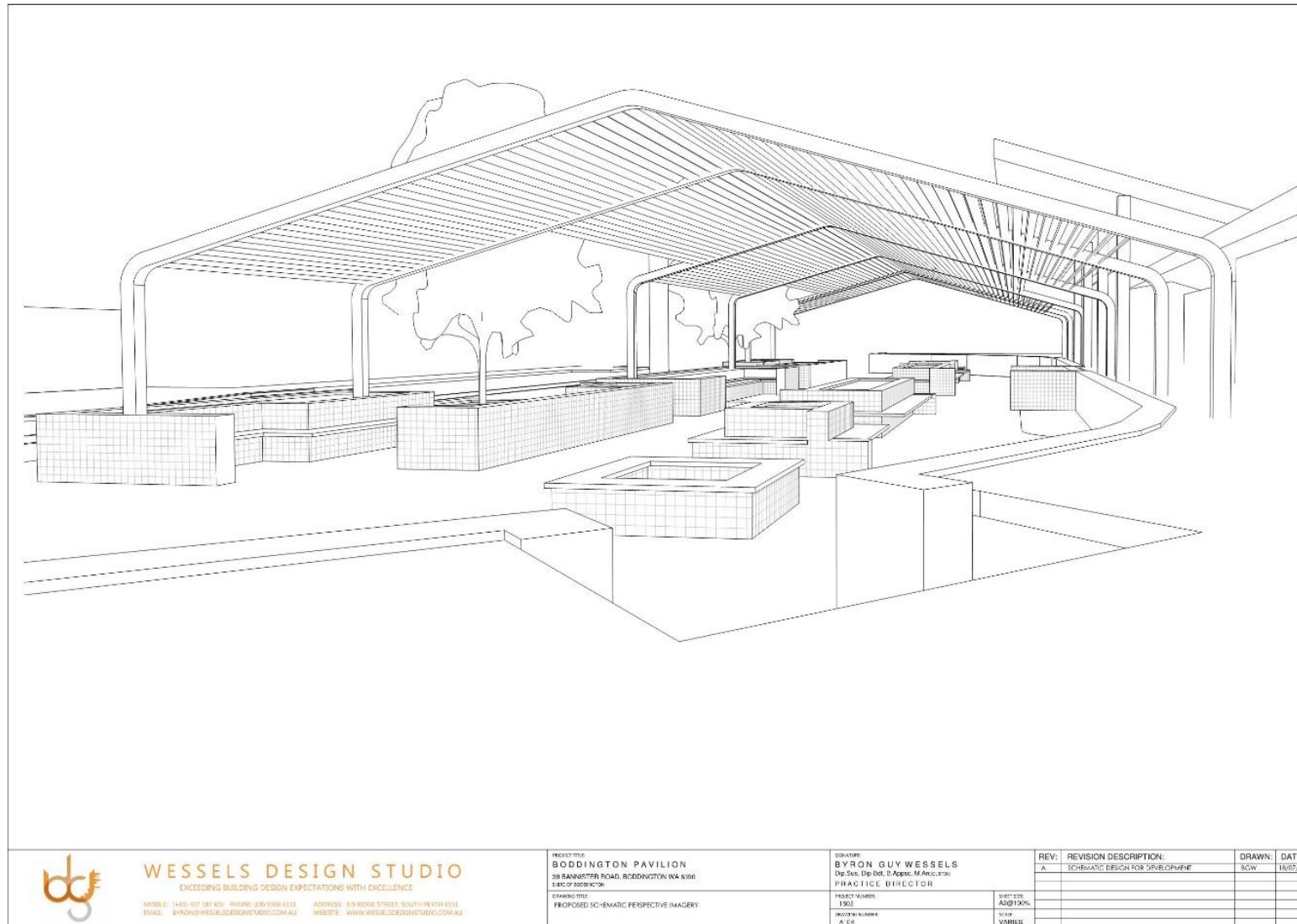
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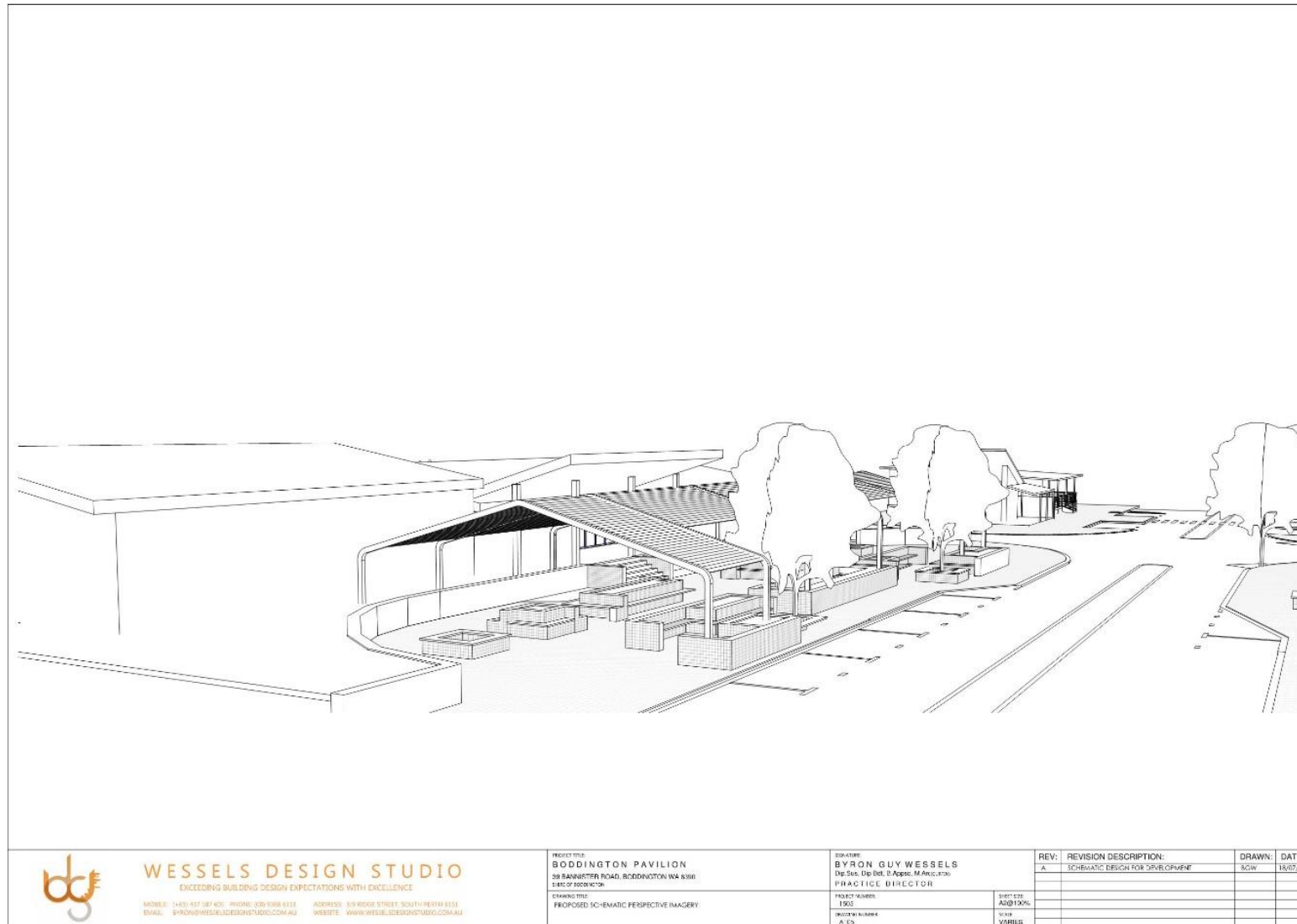
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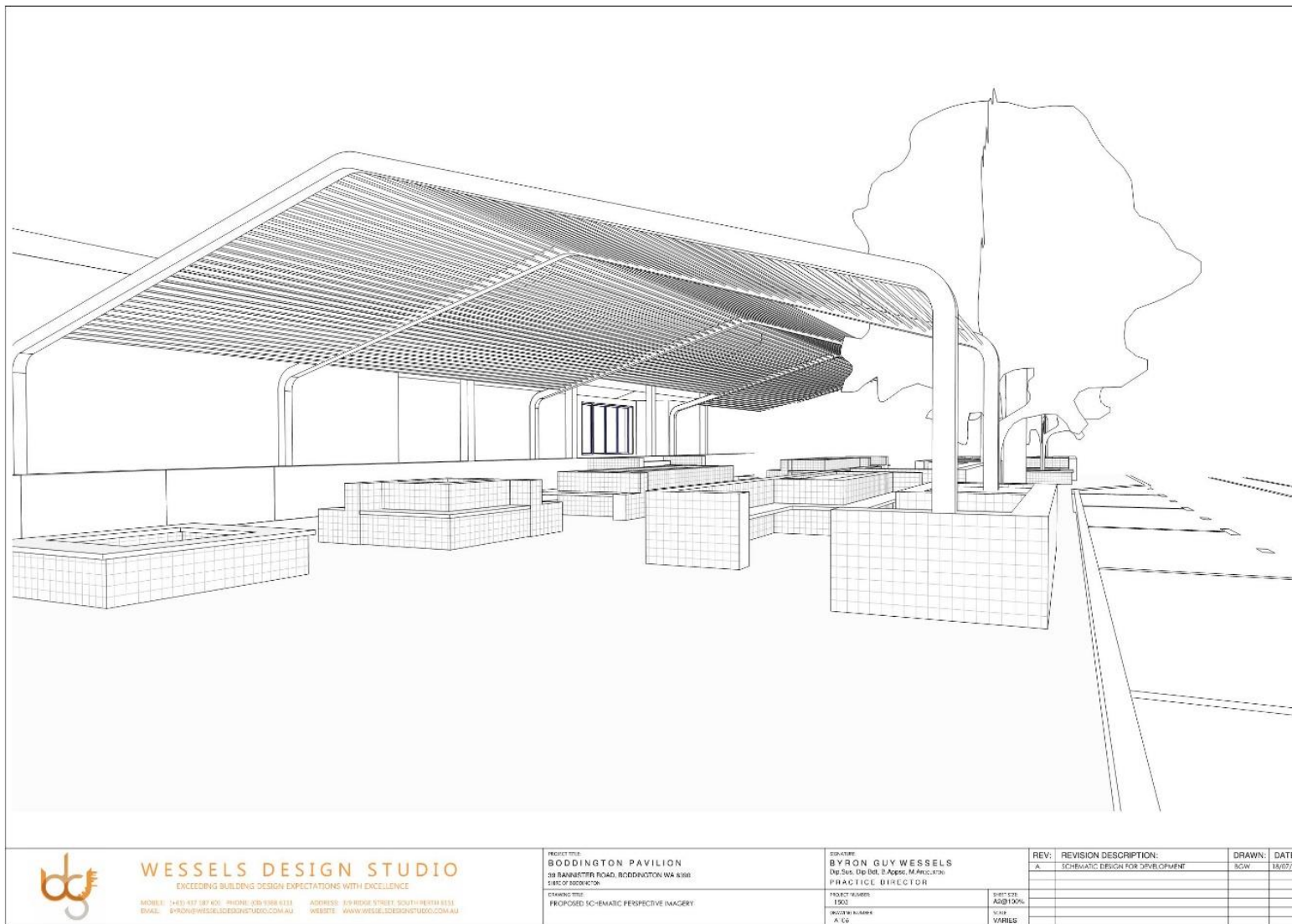
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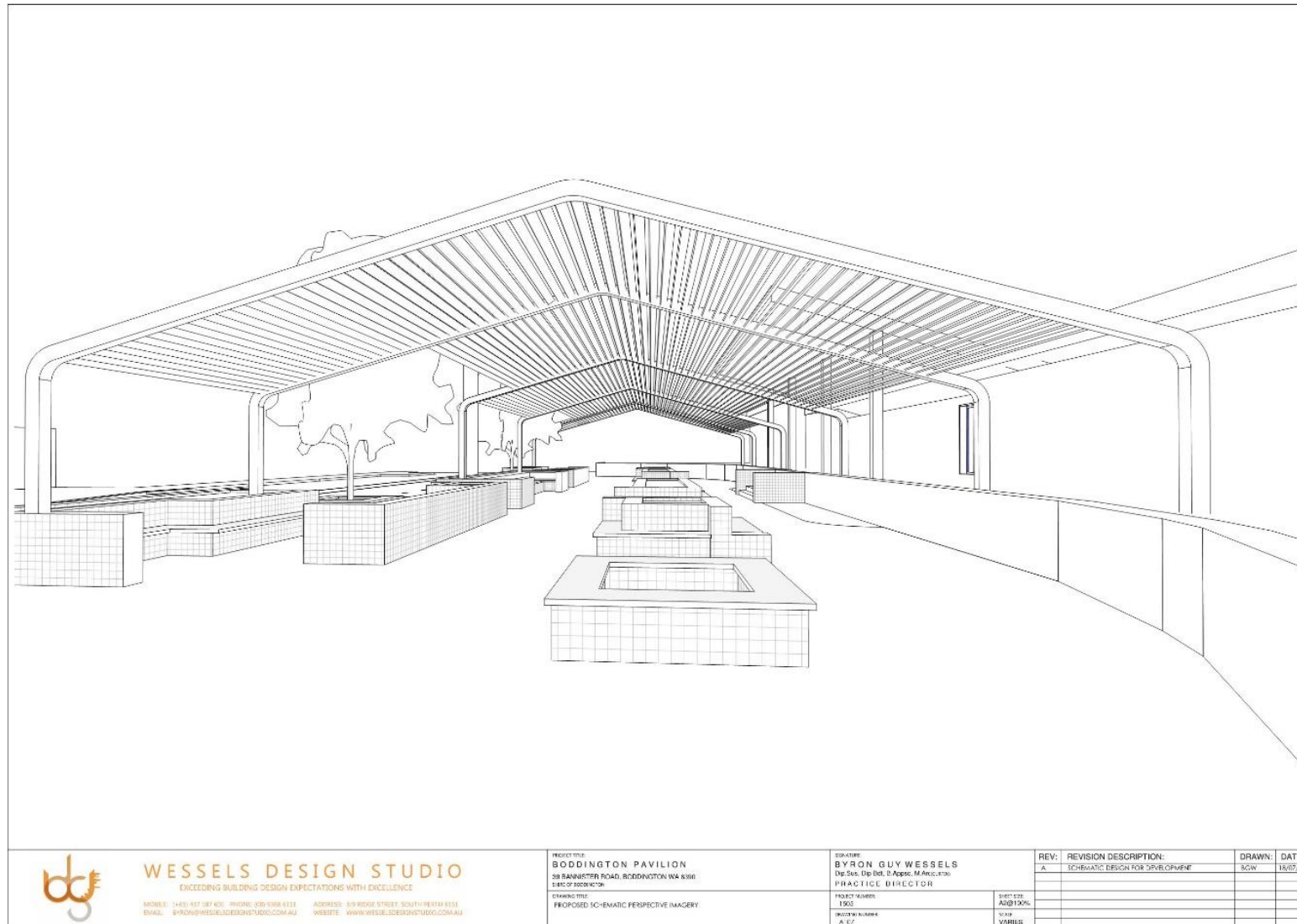
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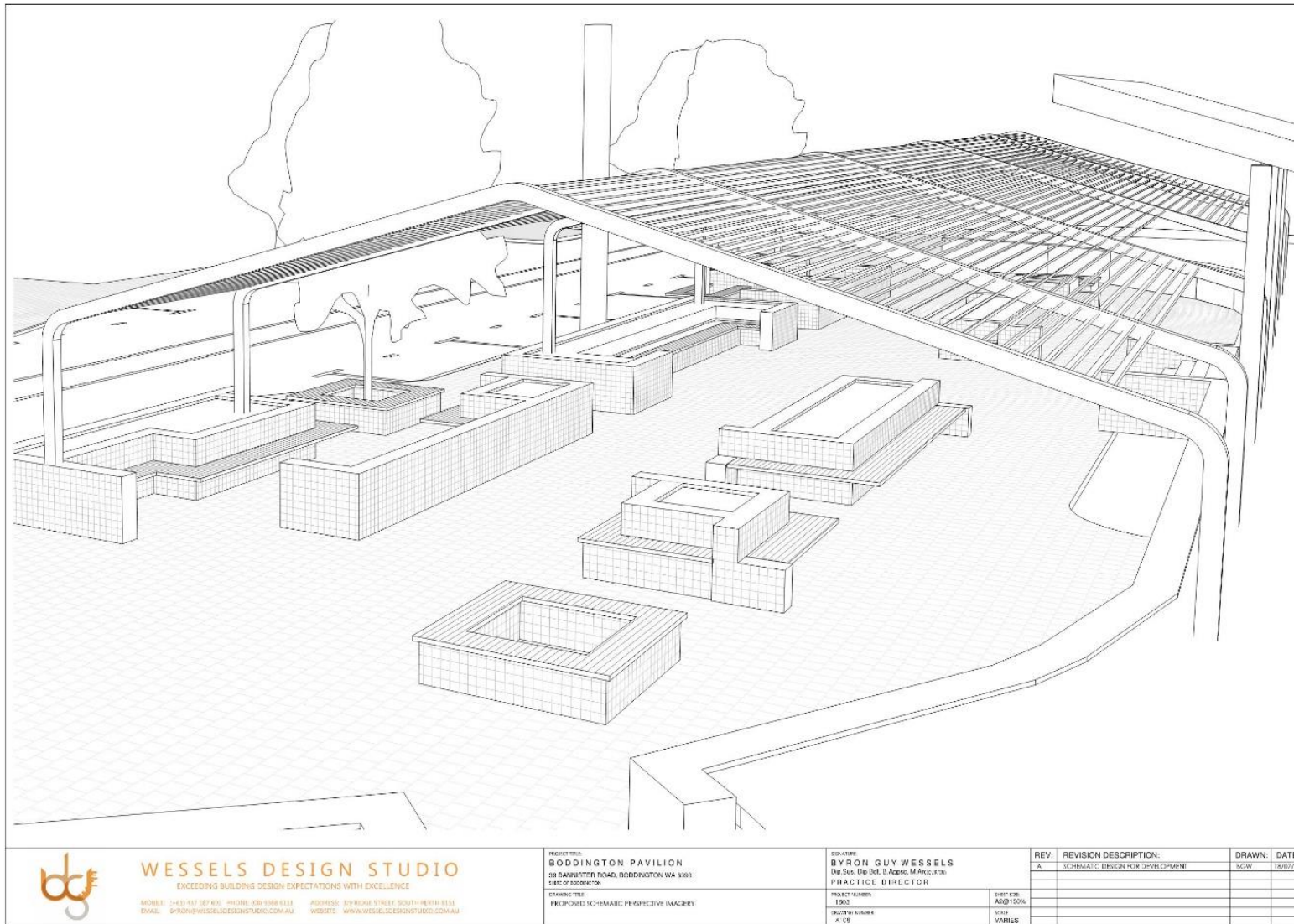
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Attachment 8.6.4A



Attachment 8.6.4A



8.6.5 Better Practice Review Report

File Ref. No:
Disclosure of Interest: Nil
Date: 28 August 2017
Author: Chris Littlemore CEO
Attachment: 8.6.5A Better Practice Review Report

Summary

Council is to consider publishing the Better Practice Review Report.

Background

The Local Government Better Practice Review (BPR) Program was an initiative undertaken by the former Department of Local Government, Sport and Cultural Industries to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involves a review team assigned to work closely with local governments to review key areas of that local government's activities and operations.

The objectives of the program are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector.
- Promote good governance and ethical regulation.
- Identify and share innovation and best practice in the local government sector.
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

An abridged, one day BPR visit took place at the Shire of Boddington on 11 April 2017.

Comment

The review focused on the Shire's practices and procedures around three core/key areas; Governance, Integrated Planning and Reporting/Plan for the Future and Community Development/Community Consultation.

The review found that overall, the Shire functions well. It places a strong emphasis on working closely with its community to achieve common goals, with community engagement and community development a key strength of the Shire. Staff appear to work well together to achieve outcomes and take pride in their achievements. Areas for further development in this report are generally identified in regards to the Shire's need to further update/review documents, practices and processes to either meet legislative requirements, align with general practice across the sector and/or achieve better practice.

The review has found some areas where council can improve its practices and these will be worked on as resources permit.

Strategic Implications

The review acknowledges the excellent work Council has done in the area of community consultation over recent months.

Policy Implications - Nil

Financial Implications Nil.

Economic Implications – Nil.

Social Implications - Community consultation is a very important ingredient in building social capital.

Environmental Considerations – Nil

Consultation – N/A

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.5
--

COUNCIL RESOLUTION

103/17

Moved: Cr Smart

That Council receive the Better Practice Review Report from Department of Local Government, Sport and Cultural Industries and publish the same on Council's website for community information.

Seconded:

Cr Crilly

Carried: 4/0



Better Practice Review

Shire of Boddington

Department of Local Government, Sport and Cultural Industries

Gordon Stephenson House

140 William Street

PERTH WA 6000

Telephone: (08) 6551 8700 Facsimile: (08) 6552 1555

Website: www.dlgsc.wa.gov.au

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PART I – BETTER PRACTICE REVIEW

The Local Government Better Practice Review (BPR) Program was an initiative undertaken by the former Department of Local Government and Communities (as of 1 July 2017 it became the Department of Local Government, Sport and Cultural Industries) to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involves a review team assigned to work closely with local governments to review key areas of that local government's activities and operations.

Program Objectives

The BPR Program has been designed to acknowledge areas of better practice whilst encouraging improvement in the way local governments conduct their activities to ensure good governance and build the capacity of the local government sector.

The objectives of the program are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector.
- Promote good governance and ethical regulation.
- Identify and share innovation and best practice in the local government sector.
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

Reporting of a BPR

Through the local government completed self-assessment checklist and the collection and collation of additional relevant information prior to an onsite review, the review team will summarise key findings in the areas of:

- Governance
- Plan for the Future (strategic and corporate planning)
- Community and Consultation

The onsite visit can take anywhere between one to five days, depending on the size and location of the local government and the scope of the findings. The onsite review is a key component of a BPR as it presents the review team with an opportunity to further expand upon the knowledge gained from reviewing the local government's documents, which in turn assists in analysing and reporting on the above mentioned areas.

The report aims to highlight areas where a local government is demonstrating better practice, as well as providing constructive feedback on addressing any areas for further development. Where appropriate, the areas recognised as requiring further development will feature suggested recommendations that the local government can aim to address through a documented action plan.

Although the report will address some legislative requirements, it's important to note that this is not solely a compliance exercise, and feedback focuses on building the capacity of the organisation to achieve sector standard across a range of functions and operations.

Implementation

The local government has the opportunity to provide commentary and feedback on any findings of the review and/or a response to each area of the report, ensuring the report captures an accurate reflection of the local government. In particular it is requested that the local government review and complete the draft action plan in this report which identifies recommendations for the areas for further development.

PART II – EXECUTIVE SUMMARY

An abridged, one day BPR visit took place at the Shire of Boddington (Shire) on 11 April 2017. The review team wishes to thank the Chief Executive Officer (CEO) Mr Chris Littlemore and Director Corporate and Community Services Mr Grant Bartle for their participation and assistance during the visit, and for providing valuable information on the Shire's practices and procedures.

As the visit was conducted over just one day, the review has focused on the Shire's practices and procedures around three core/key areas; Governance, Integrated Planning and Reporting/Plan for the Future and Community Development/Community Consultation. Accordingly, this report identifies areas of better practice, strengths and further development across these three areas.

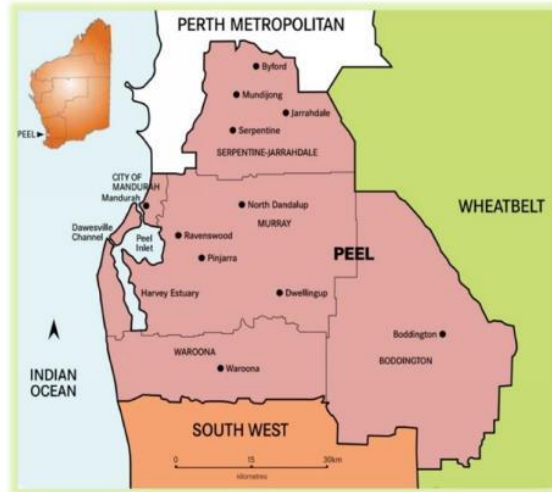
The review found that overall, the Shire functions well. It places a strong emphasis on working closely with its community to achieve common goals, with community engagement and community development a key strength of the Shire. Staff appear to work well together to achieve outcomes and take pride in their achievements. Areas for further development in this report are generally identified in regards to the Shire's need to further update/review documents, practices and processes to either meet legislative requirements, align with general practice across the sector and/or achieve better practice.

Where not already commenced or considered, the Shire should look to address the areas of further development identified within this report, and where already underway, continue progressing these as it seeks to continue achieving good practice, and good governance, into the future.

PART III – LOCATION AND DEMOGRAPHICS

The Shire of Boddington (Shire) covers 1,900 square kilometres (km) of land in the Peel region of Western Australia, 120km south east of the state capital Perth.

Currently, the Shire has seven elected members (including the Shire President). The Shire's 2016/17 annual budget projects a positive net result of \$736,397 for the financial year with a rates income of \$4.1 million.



The Shire's economy is driven by mining and agriculture with mining being the predominant industry. There are two mine sites located in the Shire, one for gold and the other bauxite. Mining tenements cover 16% of the Shire and the Shire's economic growth (or fall) is closely dependant on the mining industry. However, the Shire has also taken several initiatives to enhance tourism by forming strategic alliances with neighbouring local governments to promote the area.

The Australian Bureau of Statistics most recent Estimated Resident Population (ERP) figures (ABS catalogue 3218.0) put the Shires population at 2,537 persons as of 30 June 2015. The Shire has experienced a population increase over the last few years. According to ERP figures, between June 2010 and June 2015 the Shire's population increased by 18.7% (equivalent to 400 persons).

In 2011 the Shire was announced as a 'SuperTown' as part of the State Government Royalties for Regions SuperTowns initiative. As a result of this, the Shire received additional funding and assistance which allowed it to undertake a number of significant projects to grow the community and enhance tourism and infrastructure.

PART IV – REVIEW AND ASSESSMENT

1. Governance

Introduction

Corporate governance is important because it enhances organisational performance; manages and minimises risks; increases the confidence of the community and the local government sector; ensures that the organisation is meeting its legal and ethical obligations; and assists in the prevention and detection of dishonest or unethical behaviour.

Legislative and policy framework

- *Local Government Act 1995 (the Act)*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- *Local Government (Rules of Conduct) Regulations 2007*
- *State Records Act 2000*

Strengths found as a result of the assessment process

- During the onsite visit, the Shire noted it was working on the development of a range of contractor documentation and contractor management processes to ensure contractors are appropriately inducted and managed. This includes a contractor induction package, contractor management systems and developing a Code of Conduct for contractors. The Shire is encouraged to continue in its efforts to formalise contractor management processes, in addition to the development of Code of Conduct for contractors as these are good practices to have in place.
- Risk management is an essential part of good business practice and involves the systematic identification, control and monitoring of a wide range of risks. While risk cannot be entirely eliminated, local governments are encouraged to establish risk-aware cultures and establish structures, processes and controls that provide a consistent and effective approach to reducing and managing risk. During the onsite visit, risk management was discussed, with the Shire identifying it had done some work on its risk management practices including the development of a risk dashboard and was also working with LGIS to further develop a complete risk management framework. The Shire is encouraged to continue in its efforts of developing a risk management framework to identify, monitor and effectively manage risks across all areas.
- Business continuity planning forms part of risk management processes. It enables a local government's internal and external services to quickly recover from a range of disasters and additionally, allows a local government to document how it will prevent, prepare for, respond to, manage and recover from the impacts of unforeseen events. The Shire has developed a Business Continuity Plan; demonstrating a positive step by it to develop and support a risk aware organisation. The Shire is reminded that any future risk management processes and

documentation it develops (as noted above) should be appropriately linked to its Business Continuity Plan.

- The Shire has a comprehensive array of policies within its policy manual. Overall, the policies are well-written and clearly understood. The Shire reviews its suite of policies as a matter of course every two years in line with the election cycle, and more regularly when required. The policies are laid out in a consistent format and include all relevant information such as policy statement, objective, resolution number and resolution date. Having consistency in format and layout across policies is good practice.
- In addition to the Ordinary monthly meeting, the Shire of Boddington Council also comes together for a briefing session, two weeks prior to the ordinary meeting. The briefing session allows Council to discuss issues in detail to ensure they are appropriately briefed and prepared for their meeting. The holding of forums/briefing sessions is identified as good practice as it is an effective way of providing elected members with detailed background information on matters which will be before them; as well as updating them on matters of significance for the local government. This develops elected member knowledge, assisting Council meetings to be more efficiently run and ideally helping Council make more effective decisions. The CEO advised that as a result of the briefing sessions held at the Shire, its Council meetings are generally shorter and focus on strategic decision making; evidence of the positive effect of briefing sessions.
- The Shire's Customer Service and Complaints Policy effectively demonstrates how the Shire will deal with, and resolve, complaints. It includes all good practice recommendations for a complaints handling policy including that it adequately defines a complaint, as clearly distinguished from a customer service request and sets out how the Shire will respond to complaints. Specifically, it sets out guidelines and parameters for the handling of complaints noting that the Shire will make a record of complaints received, lists what the record of complaints shall include (e.g. type of complaint, response length and time, number and types of remedies) and notes that the outcome of complaint resolution will be reported back to Council on a monthly basis. It is good practice to clearly outline and articulate this information to the community. It also demonstrates a commitment by the Shire to provide a good level of customer service to stakeholders.
- As mentioned earlier in this report, the Shire was part of the State Government's SuperTown project. Through its participation in the SuperTowns project, the Shire built strong and productive relationships with surrounding local governments; relationships which have continued to evolve even as the SuperTowns project was finalised. For example, the Shire has developed strong strategic alliances with the shires of Williams and Wandaring to promote tourism and economic development in the respective shires, and across the region. Initiatives such as the Hotham Williams Economic Development Alliance and the 'Marradong Country' tourism project are two examples of important strategic alliances that are delivering positive outcomes for the respective shires. Participating in strategic alliances such as this achieves regional, and local outcomes and can benefit all local governments involved as a collective,

but also as individual entities. This type of collaboration is especially important and useful for small local governments that otherwise may not be able to harness such opportunities in isolation. The Shire is commended for its efforts in pursuing, and building productive relationships in its region.

Areas for Further Development

- As mentioned above, the Shire has a good complaints handling policy which outlines how it identifies, records and resolves complaints. The policy also demonstrates to the community that the Shire aims to provide a good level of customer service. To further support the Shire's efforts to communicate its customer service objectives to the community it may wish to consider the development of a customer service charter. A customer service charter is a useful tool to define a local governments customer service standards (i.e. over the phone, in person and via email communication), provide information to the community on what they should come to expect when dealing with the local government (i.e. timeliness of response such as the timeframe associated with acknowledging and actioning customer requests) and outline how the local government will deal with customers (such as 'we will be professional and courteous at all times' etc.). Essentially, it is a contract/commitment by the local government, to the customer. Accordingly, if the Shire chooses to develop a charter it should then be made readily available to the community including on the website and at various service centres of the Shire such as its administration centre, halls, sporting complexes etc. While a customer service charter is not a legislative requirement, it represents good practice in customer service.
- The Shire has developed two Codes of Conduct (Code); one for elected members and the other for staff, both last reviewed four years ago in 2013. Upon review of the codes, some observations/recommendations have been noted for consideration by the Shire. Firstly, the Shire should look to review/update the Code/s at its earliest convenience to ensure current legislative requirements are covered. For example, that the 2016 changes to gift and travel requirements such as online gift and travel registers and changes to gift thresholds. Secondly, it is noted that section 5.103(1) of the Act 1995 states that a local government is to prepare or adopt a code of conduct 'to be observed by council members, committee members and employees'. As identified above, the Shire has developed two separate codes for elected members and staff. To better reflect the intent of section 5.103 the Shire should consider developing a single code of conduct for staff, elected members and committee members. Lastly, it is recommended the Shire consider introducing formal written acknowledgment of its Code whereby staff, elected members and committee members sign a declaration stating that they understand, acknowledge and agree to abide by the Code — this is better practice.
- As required by section 5.23 of the Act, all council meetings are to be open to the public unless the Council resolves to close a meeting (or part of a meeting) for a reason that accords with section 5.23(2). Upon reviewing the Shire's council meeting minutes it is noted that when meetings, or part of, have been closed to the public there are some inconsistencies and errors in the way the Shire is recording closures. Examples of where the meeting was closed to the public that have been reviewed by the BPR team include the Special and Ordinary meetings

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of February 2017 and the Ordinary Meeting of August 2016. Identified issues/inconsistencies within these minutes include:

- In two of the cases (February 2017 Special Council and August 2016 Ordinary Council) the minutes do not appropriately state that the meeting was being closed to the public (or going behind closed doors, whatever the Shire's chosen terminology may be). Rather they simply state that the public gallery/staff left the room — this is incorrect. Instead, the Council must make a formal resolution to close the meeting, with this resolution recorded in the minutes. Through this resolution, the reason for closing the meeting should also be clearly identifiable as one of those reasons allowable under section 5.23 of the Act.
- While this is the case for the two examples mentioned, when the February 2017 Ordinary Meeting was closed to the public it was done correctly, through use of an appropriate resolution. Being, "That Council go behind closed doors in accordance with section 5.23 (2)(c) of the Act to discuss a contract to be entered into...". This example should be referred to in all future cases when meetings go behind closed doors.
- Lastly, it is noted in all identified cases when the meeting went behind closed doors, the Shire's minutes do not include a record of the business conducted behind closed doors; including not publishing the final resolution of the item being considered. The Shire is reminded that while recognising confidentiality provisions, regulations do require that the minutes include a record of all decisions taken when the public is excluded from the meeting — this includes motions put, lapsed/lost and those ultimately carried (i.e. the final decision/resolution of that item).

The Shire's response

Council has developed a Customer Service Charter (copy attached), however it is accepted that Council could do more to ensure that its commitments are readily available to the community through the avenues available to it such as the website and at various service centres including the library, administration centre, swimming pool and sport and rec centre.

BPR team note (Customer Service Charter): a copy of the Shire's Customer Service Charter was provided to the Department with its draft report feedback.

With respect to Council's Code of Conduct, the Code has been discussed between senior staff and Councillors on a couple of occasions, without agreement being reached on how to progress and update the code. With the upcoming election, there may be four or five new Councillors. This will be an ideal opportunity to review the code. Council agrees that just as staff currently sign a declaration stating that they understand acknowledge and agree to abide by the employee code of conduct, Councillors should do the same.

With regard to compliance with section 5.23 of the act, Council has taken advice from WALGA and a copy of the minutes from 4 July 2017 is attached to demonstrate compliance.

BPR team note (closed meetings/minutes): minutes from 4 July 2017 as provided by the Shire show that the meeting was closed to the public by quoting the section of the Act i.e. 'pursuant to s5.23 (2)(c) of the Act'. The motions moved and amendments made, as well as the final resolution and voting record has also been published — this is correct practice.

2. Plan for the Future

Introduction

The 'Plan for the Future' (Integrated Planning and Reporting (IPR)) requirements for local governments in Western Australia came into effect on 1 July 2013. As a result, all local governments are required to have in place a Strategic Community Plan and Corporate Business Plan, which together, form the 'Plan for the Future'.

Policy and legislative framework

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Integrated Planning and Reporting Advisory Standard (IPR Advisory Standard)
- Integrated Planning and Reporting Framework and Guidelines (IPR Guidelines)

Review of the Shire's Plan for the Future framework

- The Shire's Strategic Community Plan 2013-2023 and Corporate Business Plan 2013/14 to 2016/2017 were adopted by Council in 2013. Both documents contain relevant information for the Shire to effectively plan for its future and meet all legislative requirements as outlined in the Act and the *Local Government (Administration) Regulations 1996*.
- As required by this legislation, a strategic community plan is to be reviewed, in full, every four years and by default, due to the "integrated" nature of IPR, a full corporate business plan review should also occur every four years. In line with these requirements, the Shire is working towards the full review of its plans during 2017. While the Shire is meeting its legislative requirements by reviewing its IPR documents every four years, onsite discussions identified that its plans have not otherwise been formally reviewed since their original adoption in 2013.
- Although not directly legislated for in the Act or regulations, the IPR Guidelines and Advisory Standard state that in addition to the four-yearly review, strategic community plans should also undergo two-yearly desktop reviews (i.e. 'minor' strategic reviews to update and reset priorities). Accordingly, to meet the requirements of the Advisory Standard — and achieve better practice — once developed, the Shire should undertake both a two-year and four-year review of its new Strategic Community Plan and an annual review of its Corporate Business Plan (which is a rolling document, beginning with the new financial year, every year). The Corporate Business Plan as mentioned above will also undergo a full review every four years in conjunction with the full review of the Strategic Community Plan.
- During onsite discussions, the Shire stated that for the upcoming full review of the Strategic Community Plan it was undertaking a new approach for engaging with the community by seeking to establish a Community Advisory Group. Since the visit, the advisory group has had its membership endorsed by Council; it is made up of 13 representatives from diverse groups across the community including representatives made of youth, seniors, local businesses, sporting clubs, the mining industry and so on. It is the intention that the advisory group representatives will engage with their respective groups, seeking information on the issues

faced by them, feeding this information back to the Shire to then be used to inform the development of the new Strategic Community Plan. Engaging diverse aspects of the community, together, to achieve common outcomes is a good initiative and an innovative approach to building the Shire's future. Further detail on this process is also included in the following section of this report, Community and Consultation.

- The Shire's Strategic Community Plan 2013-2023 is a good document that meets all the requirements of the IPR Guidelines. It includes a five year resourcing profile which outlines information on the Shire's resources but doesn't provide information on the Shire's future anticipated resources (i.e. at the time of the plan's development). Regulation 19C Part 5 (a) requires a local government's strategic community plan to include detail on 'the capacity of its current resources and anticipated capacity of its future resources'. In addition, the new IPR Guidelines state that a strategic community plan must also include a 10 year long term financial profile. The first four years will be fairly robust, enhancing confidence in the longer term financial sustainability of the plan. It is recommended that the Shire include current and future resourcing implications in its revised strategic community plan. This includes a 10 year long term financial profile as well as detail on its asset and workforce requirements for the life of the plan, also outlining the implications of these resourcing requirements for achieving the plans goals and outcomes.
- The Shire's Corporate Business Plan 2013-2017 is a detailed plan which integrates with the outcomes of the Strategic Community Plan, provides actions to achieve these outcomes, and outlines the costs and timeframes associated with the delivery of these outcomes (through actions) While this is good practice it is noted that during discussions with the Shire, it was identified that the Corporate Business Plan is not always referred to/used by it on a regular basis; and as mentioned earlier, there has been no review of the plan since its adoption in 2013. Accordingly, once the new/revised version of the Corporate Business Plan is developed the Shire is encouraged to review, and update it, on an annual basis to ensure it remains an effective, meaningful and usable strategic planning document.
- As this report provides only a broad overview on the Shire's current and future 'Plan for the Future' framework, it is encouraged to refer to the Department's recently updated IPR Guidelines and Advisory Standard (available from the Department website) to assist it in its efforts to achieve best practice in IPR.

The Shire's response

Most of the documents referred to under this "Plan for the Future" section were developed in 2013 by consultants. As a consequence, apart from the Boddington Growth Plan, staff and Councillors have had little ownership of the documents. Since the new administration was put in place in November 2014, a systematic review of the critical documents such as the Long-Term Financial Plan, Asset Management Plan and Strategic Community Plan has been undertaken in house. Council acknowledges the importance of all of the documents mentioned.

Council recognised in 2014 that there would be challenges around meeting the compliance with IPR in terms of in-house resources. Although identified in the Workforce Plan, Council was not in a position

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financially to appoint an Officer to the position. Council has now resourced the position and part-time integrated planning and reporting officer was appointed on 9 January 2017.

Council could have engaged consultants to review the documentation but this would not assist with development of internal capacity and would also have run the risk of a lack of ownership by staff and Councillors.

The newly appointed officer has been referring to the departments updated IPR Guidelines and Advisory Standard.

3. Community and Consultation

Introduction

Delivering appropriate services to the community is one of the fundamental roles of local government. Effective community engagement and consultation allows local governments to interact with the local community to better understand community needs and expectations, assisting in the delivery of services. Consultation and engagement better positions local governments to develop appropriate policies and procedures that will best serve the local community now and into the future.

Legislative and policy framework

- *Disability Services Act 1993*
- International Association for Public Participation (IAP2) spectrum
- Western Australian Charter of Multiculturalism

Areas of Better Practice

The Shire's community and consultation activities were considered during the review and the following identified as an example of better practice:

Area of Better Practice	Why the initiative is considered Better Practice
Community Advisory Group	<p>As mentioned in the Plan for the Future section of this report, the Shire has established a Community Advisory Group to engage with its diverse community for the purposes of the review of the Strategic Community Plan. The Shire's intent through this process indicates a concerted effort to bring together separate groups from the community, to work together and develop a common and collective vision for the wider community — this is good practice. Further demonstrating good practice the Shire has included the names of the 'advocates' (i.e. the people who represent each community group) on its website, under a page dedicated to the review of the Strategic Community Plan. Through this web page the Shire encourages the community to get in touch with their respective 'advocate' and/or any other relevant member of the reference group, to raise issues, thoughts and ideas that they consider important to them, which will then be fed back to the group and the Shire to assist in the development of the new Strategic Community Plan.</p> <p>Through this process, the Shire demonstrates a commitment to actively involving its community in the decision making process and a commitment to working with a diverse community, to achieve a common vision. These are both important factors for building strong, vibrant and engaged communities, and for mutually beneficial decision making. The Shire is commended for its efforts in this space, and is encouraged to fulfil its plan in developing the revised Strategic Community Plan.</p>

As a result of the assessment process a number of additional strengths were found:

- During the onsite visit, the Council was in the process of endorsing a Community Engagement Policy. It is noted that post BPR visit a Community Engagement Policy has been adopted, articulating the Shire's commitment to effective community engagement and community involvement in the Shire's decision making processes. It is good practice to have an overarching policy regarding community engagement as it ensures that community engagement is carried out in a considered manner as well as providing a documented commitment by the Shire, to the community, that it will seek to engage with it wherever possible.
- The Shire has developed an Interpretation Plan which aims to showcase its heritage and Aboriginal culture. The plan was developed after extensive community consultation notably with the Aboriginal community through workshops and interviews. This is a good initiative by the Shire to engage specific community groups and involve them in the development of the Shire, while promoting tourism and economic development.
- Further, as an outcome of the Interpretation Plan, the Shire is developing a Community Hub which includes a visitor centre. At the time of producing this report (June 2017) the draft interior design of the visitors centre was published on the Shire's website with the community asked to provide initial feedback on the design with the holding of a community workshop to discuss the design to follow. The Shire has also recently invited feedback from the community regarding potential ideas for the design of a new skate park. These initiatives are good examples of the Shire's desire and commitment to engage with the community on important projects. The Shire also regularly engages, communicates and informs its community through social media (e.g. Shire of Boddington Facebook page) and through its website. Overall, the Shire's initiatives in community engagement; including the recent development of a Community Engagement Policy demonstrate its willingness to engage with the community, acknowledge community feedback and keep them involved and informed on important issues — this is good practice.
- The Shire coordinates youth activities in its Youth Centre and actively supports the development of youth through various programs such as excursions and holiday programs. The Shire is encouraged to continue in its efforts to support its youth and ensure its youth programs continue to be a strength for its community development program.
- The Shire supports volunteers and volunteer groups within the Shire. The Shire also organises a Thank a Volunteer Day event for its volunteers to acknowledge their efforts. This is a positive initiative to ensure volunteers remain positive and motivated, and to know they are supported and acknowledged by the Shire.

The Shire's response

The Shire scored fairly poorly in the consultation and communication aspects of the community satisfaction survey which was conducted in March and April 2017.

The recognition by the Department that the Council is achieving what it describes as Better Practice relates to initiatives that were either taking place in April and May and as a consequence the survey did not reflect the improvements Council was making.

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PART V – ACTION PLAN

The below action plan presents an opportunity for positive improvement and change by identifying areas of further development for the Shire.

Area for Further Development	Recommendation/Action	Timeframe	Responsibility	Progress Report
Governance				
Customer Service Charter	1. Consider the development of a Customer Service Charter to enhance and support the Shire's commitment to providing a high level of customer service.	In place		Copy provided following review
Closed meetings	2. Ensure that when Council meetings go behind closed doors, the minutes state the reasons for closing the meeting through a resolution and include a record of all business conducted while the meeting was closed, including motions put and the final resolution.	In place	CEO	Copy of recent minutes provided following review. Shire has confirmed correct by WALGA Governance.
Code of Conduct	3. Consider an update of the Code of Conduct to ensure it is reflective of current legislative requirements.	31 March 2018	CEO/DCCS	In concert with new Council following October 2017 elections.
	4. Consider development of a single Code of Conduct for elected members, employees and committee members.	31 March 2018	CEO/DCCS	In concert with new Council following October 2017 elections.

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	5. Consider introducing formal written acknowledgment of the Code of Conduct for elected members, employees and committee members (where applicable).	21 November 2017	DCCS	Currently occurs for employees at induction. To be initiated for elected members at time of their induction. Past procedure was for CEO to document when elected members received their induction which included this document
Plan for the Future				
Strategic Community Plan review	6. Continue working towards the full review of the plan in line with legislative requirements and best practice recommendations as outlined in the Act, associated regulations, IPR Guidelines and IPR Advisory Standard.	16 August 2017	CEO	Pending final Council adoption 15/8/17
Corporate Business Plan review	7. Continue working towards the full review of the plan in line with legislative requirements and best practice recommendations as outlined in the Act, associated regulations, IPR Guidelines and IPR Advisory Standard	30 June 2018	Manager Financial Services	To be commenced following annual budget adoption for 2017/18

8.6.6. Boddington Football Oval Lighting Upgrade

File Ref. No: ADM 0006
Disclosure of Interest: Nil
Date: 28 August 2017
Author: Chris Littlemore CEO

Summary

Council is to consider financial support for upgrading of the lighting at the main Boddington football oval.

Background

The Boddington Football Club previously coordinated a grant application (to be submitted in the name of the Shire) for the Department of Sport and Recreation Community Sporting and Recreation Facilities Fund (CSRFF) grant.

The purpose of the grant is to upgrade the lighting at the football oval to a standard where night games can be played. The Boddington Football Club has been negotiating with South Fremantle for a WAFL game to be played in Boddington.

Installation of improved lighting will enable the Boddington Football Club to hold night football matches and to introduce 9 a side touch football to be played in the evenings.

Council was not successful with the grant application and indications from the Department of Sport and Recreation was that the application had too much in-kind support in relation to the overall dollar value of the project.

Comment

The lighting upgrade project has an anticipated total budget of \$147,121

Subsequent to the application, the Western Australian Football Commission approved \$10,000 funding for the project.

The Boddington Football Club's contribution is \$10,000 cash and \$5,000 in-kind.

Newmont Boddington Gold has been approached by the Club and is considering a cash contribution of \$20,000 and in-kind of \$15,000

Boddington Lions has re-pledged a \$10,000 cash contribution.

Boddington pharmacy has pledged \$1,000 to the project.

Council previously considered a cash support component of \$20,000. \$30,000 has been allocated in this year's budget for the project.

Council will be seeking CSRFF grant funding of \$46,121.

Strategic Implications Nil

Policy Implications - Nil

Financial Implications

Funds have been allocated in this year's budget.

Economic Implications

This is a comparatively small investment for a quite a large return in terms of new infrastructure to complement that which has recently been completed.

Social Implications

The Boddington Football Club is a significant social organisation in the town district and their members will see significant advantage from this proposed upgrade.

Environmental Considerations - Nil

Consultation

Newmont Boddington Gold, Department of Local Government, Sport and Cultural Industries, lighting engineers, Boddington Football Club

Options

Council can:

1. adopt the recommendation/s;
2. adopt the recommendation/s with further amendments; or
3. not accept the recommendation/s, giving reasons..

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION – ITEM 8.6.6.
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COUNCIL RESOLUTION: 104 /17 Moved: Cr Crilly

That Council submit a CSRFF funding application to the Department of Local Government, Sport and Cultural Industries for the upgrade of the Boddington football oval lighting with a cash contribution of \$30,000 from the Shire.

Seconded: Cr Smart Carried: 4/0

9. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil.

10. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil.

11. CONFIDENTIAL ITEM:

Nil.

12. CLOSURE OF MEETING:

Acting Shire President, M Glynn declared the meeting closed at 5:30pm,

These minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting on 19 September 2017.

.....
Martin Glynn
(Acting Shire President)