



Annual Report

2019-2020

For the Year Ending 30 June 2020



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Photo Credit: Cindy Armstrong (Front Page)

Statement of Compliance

For the year ended 30 June 2020

Residents and rate payers of the Shire of Boyup Brook,

In accordance with section 5.53 of the *Local Government Act 1995*, I hereby submit for your information, the Annual Report for the Shire of Boyup Brook for the financial year ended 30 June 2020.

The Annual Report has been prepared in accordance with the provisions of *the Local Government Act 1995 and Local Government (Administration) Regulations 1996*.



Dale Putland
Chief Executive Officer

15 July 2021

INTRODUCTION

The Shire of Boyup Brook is pleased to present the Annual Report for the 2019/2020 financial year.

The Annual Report is designed to encourage an understanding of Council's aims, objectives and activities to provide a better environment for residents to live and work in.

The Shire of Boyup Brook is located in the South West regional development area of the State and is 270 kms from the Perth CBD. The Shire adjoins the local government districts of Collie, West Arthur, Kojonup, Cranbrook, Manjimup, Bridgetown-Greenbushes, and Donnybrook-Balingup. The Shire's population is 1,780 (ABS) and the municipal district covers an area of 2,838 sq kms.

During 2020 the Shire employed a number CEO's, both substantive and acting, finally ending with the permanent appointment of Mr Dale Putland in October 2020.

Agriculture continues to be the major component of Boyup Brook's economy. The main components are livestock which includes sheep and cattle and cropping which includes canola, barley, oats and lupins.



Authority and Legislation

The Shire of Boyup Brook is a statutory organisation responsible to the Minister for Local Government; Culture and the Arts, The Hon David Templeman MLA. The Shire of Boyup Brook operates under the provision of the Local Government Act 1995 (as amended).

Shire President's Report



I am pleased to present this annual report to the community, reflecting what has been a challenging yet productive year for your Council.

In March 2020, the world was impacted by COVID-19 which saw the world catapulted into a situation that was unlike any other seen in the last 100 years.

Boyup Brook fared well throughout the COVID pandemic with the community coming together and Shire staff responding to the needs of the community through increased cleaning and hygiene measures in all public areas throughout the Shire.

The Shire of Boyup Brook implemented a Financial Hardship policy at an Ordinary Council meeting held on 21 May 2020 to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic.

Election

A Local Government Election was held on Saturday 19 October 2019 to fill a vacancy in the Benjinup Ward. The two nominations were Glenda Moroni and Kevin Moir. At the conclusion of the count, Mr Moir was declared elected for the Benjinup Ward.

Election of Shire President and Deputy Shire President

At a Special Council meeting held on 28 October 2019, Cr Graham Aird was elected as Shire President and I was elected as Deputy Shire President.

Election of Shire President and Deputy Shire President

At a Special Council meeting held on 21 April 2020, I was honoured to be elected as Shire President by Council, Cr Helen O'Connell was elected as Deputy Shire President.

I would like to thank Graham Aird for his six years on Council, including two years as Shire President, as well as Elizabeth Rear and Eric Muncey for their service. Their contributions and dedication to the community are appreciated.

Community Development

Council focus has been on planning, including a review of the Local Planning Strategy which is no longer current and requires substantial changes due to a State Government decision not to fund a sewerage scheme for Boyup Brook.

Project planning, securing funding and ensuring we have the resources to deliver on plans, form the foundation for future projects.

Rylington Park farm is currently with the Shire since the farm lease expired in March 2020. Rylington community funds included with the handover will go into a Reserve for major community projects.

I would like to thank all the community members who served on the Rylington Park Management Committee over the years to date and we look forward to working with the community to establish the updated management structure and charter for this important community asset.

Conclusion

I would especially like to thank my fellow Councillors and all the Administration and Depot staff for their dedication and work in 2019/20. Thanks also must go to our previous Chief Executive Officer, Mr Chris Smith and to Stephen Carstairs who Acted in the position as Chief Executive Officer.

RICHARD WALKER
SHIRE PRESIDENT

Chief Executive Officer's Report



The 2019/2020 year presented challenges which we have not previously seen, however Boyup Brook fared well compared to the rest of the state with many people in the area stating that the impacts of COVID-19 were minimal to their lifestyle. Community spirit was evident in the manner in which support was provided to all facets of the community throughout the pandemic.

During 2019/2020 the following meetings of Council were held:

- 12 Ordinary Council meetings;
- 7 Special Council meetings;

In addition to these meetings Councillors and staff also attended a number of workshops and meetings, both locally and regionally throughout the year.

At a Special Council meeting held on 22 August 2019, Council adopted the Annual Budget. The Long Term Road Construction and Plant Replacement programs, Early Learning Centre's Service Delivery Plan and Medical Services 2019/20 Operating Budget, and Levying Rates in 2019/20 were presented to Council on two occasions.

Proposed 2019/20 Community Grants were considered by the Community Grants Committee, and also by Council at its 22 August 2019 Ordinary Council meeting.

Council have workshopped components of the 2019/20 Annual Budget as follows:

- CEO and Corporate Services staffing requirements, salaries and wages;
- Works and Services staffing requirements, salaries and wages;
- Capital Acquisitions and Plant Disposals;
- Transfers to and from Reserve Accounts;
- Levying rates in 2019-20 was workshopped on two occasions, and
- Most elements of the proposed 2019/20 Operating Budget.

In 2019/20 Council continued to provide significant levels of financial assistance to the community, being the sum of \$54,440 in community grants.

In 2019/20 the Shire of Boyup Brook issued a total of 12 development (planning) approvals/subdivisions and 41 building permits.

In conclusion I thank all staff for their efforts during 2019/20. As at 30 June 2020 the Shire employed 25 full-time, 17 part-time and six casual employees, adding up to a full-time equivalent (FTE) of 35 positions.

The whole of the Shire staff is responsible for a diverse range of duties and handle them most effectively and efficiently.

Finally, in conclusion, I would also like to express my appreciation for the efforts of all the Councillors in 2019/20 for their work on behalf of the community.

DALE PUTLAND
CHIEF EXECUTIVE OFFICER

Shire Statistics

- Area 2838 sq kms
- Position 269km south east of Perth
- Founded 1896
- Region South West
- Population 1780 (ABS)
- Length of Sealed Roads 210 km
- Length of Unsealed Roads 790 km
- Average Rainfall 600mm
- Average Temp (Max) 38°C
- Average Temp (Min) 5°C

The Shire includes the following townsites and localities:

Benjinup	Mayanup
Boyup Brook	McAlinden
Chowerup	Mickalarup
Dinninup	Nollajup
Dwalganup	Scotts Brook
Kenninup	Tonebridge
Kulikup	

Significant Local Events

Sandakan Memorial Service

Australia Day

Remembrance Day

Anzac Service held at the War Memorial

Community Christmas Celebrations

Tourist Attractions

The Dinninup Show is held on Melbourne Cup day, (First Tuesday of November), every year

Harvey Dickson's Country Music Centre

Boyup Brook Country Music Club

Boyup Brook Visitor Centre

Elected Members

The President and Elected Members are elected by the local community to represent the interests and needs of the community.

Elected Members provide community leadership and guidance and facilitate communication between the community and the Council.

Elected Members play a very important policy-making role, requiring the identification of community needs, setting objectives to meet those needs, establishing priorities between competing demands and allocated resources.

The role of the Shire President and the Elected Members is specified within the Local Government Act 1995.

The Shire of Boyup Brook comprises of four Wards as follows: Benjinup to the North West (two representatives); Boyup Brook Townsite (three representatives); Dinninup to the North East (two representatives); and Scotts Brook to the South (two representatives). At the commencement of a term of Council, Council elects the Shire President and Deputy President. As at 30 June 2020, Council's structure is as follows:



Deputy Shire President
Richard Walker

Benjinup Ward
Term Expiry 2021

(Richard Walker was appointed as Shire President on 21 April 2020)



Cr Helen O'Connell

Scotts Brook Ward
Term Expiry 2021

(Helen O'Connell was appointed Deputy Shire President on 21 April 2020)



Cr Phillipe Kaltenrieder

Boyup Brook Ward
Term Expiry 2021



Cr Sarah Alexander

Boyup Brook Ward
Term Expiry 2021



Cr Kevin Moir

Benjinup Ward
Term Expiry 2023



Cr Thomas Oversby

Dinninup Ward
Term Expiry 2021

(Thomas Oversby resigned from Council in February 2021)

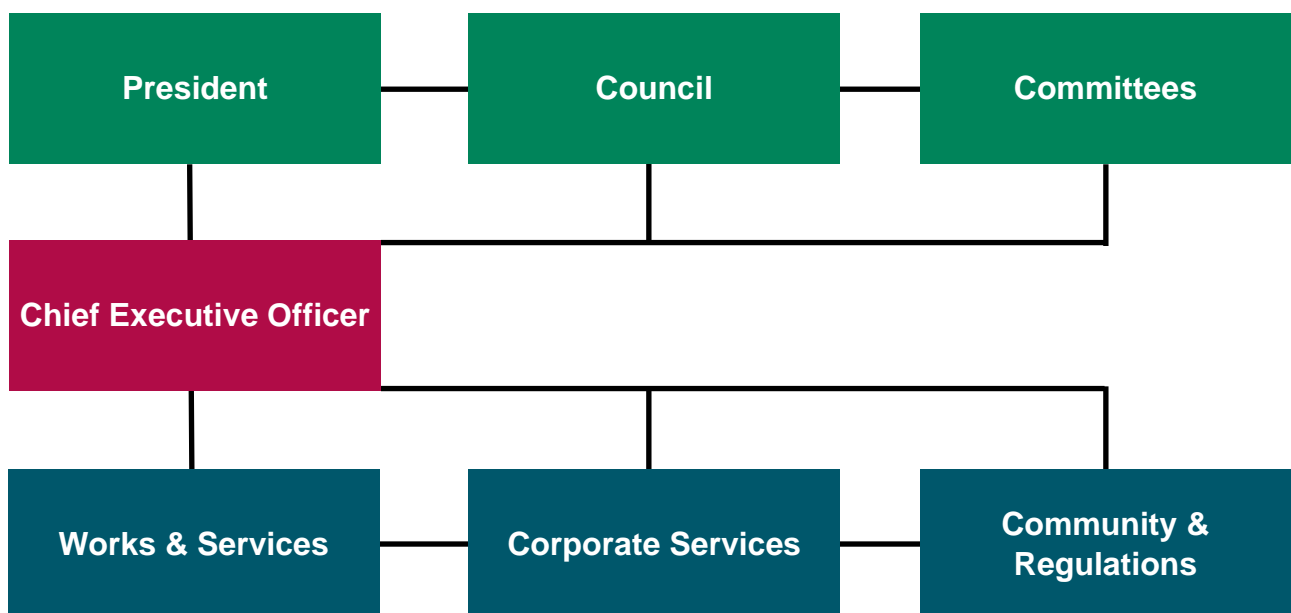


Cr Adrian Price

Boyup Brook Ward
Term Expiry 2023

Operational Structure

Organizational structure as at 30 June 2020.



The Shire of Boyup Brook Administration Office is located at
55 Abel Street Boyup Brook
(PO Box 2, Boyup Brook 6244)
Phone: (08) 9765 1200
Email: shire@boyupbrook.wa.gov.au
Website: www.boyupbrook.wa.gov.au

Strategic Community Plan

Our Strategic Community Plan (SCP) is a Council visionary document for the next 10 years, based on community input and our research (Community Plan) to ensure our future is sustainable. Whilst it is recognized that not all outcomes can be delivered immediately, the plan will guide our decisions over the next 10 years.

The Corporate Business Plan identifies what we will achieve in the shorter term and the steps we will take to reach our long-term vision and will enable us and the community to review and monitor our progress towards achieving our aspirations.

Implementing this plan will demand that the Shire not only continues to deliver community outcomes and represent the community but recognizes that we can't deliver alone. We will work in partnership with other Shires, State and Federal Governments and the private sector to advocate the delivery of outcomes in our plan.

The Shire of Boyup Brook's Strategic Community Plan 2017-27 set out the vision, aspirations, and objectives of this community in our district so as to guide the work of the Council, and to define Council's role in 'Growing Our Community Together'.

The Boyup Brook community's vision is for our Shire to be a place:

- For people, with a sense of community, one that is active, vibrant, engaged and connected;
- that is safe and secure;
- that nurtures its youth and aging population, and retains its health and medical services; and
- that grows and has employment opportunities, through commercial diversity based on our comparative advantage.

This will be achieved through Council exercising its leadership and influence, and through Council collaboration, partnerships and empowerment, facilitation, coordination, and regulation.

Given that the Boyup Brook community is a growing and changing one, the Shire Council has determined to align the way it works so as to respond to the changing needs of our community. The Strategic Community Plan has a strong focus on building closer collaboration and stronger partnerships with community services (e.g. not-for-profit clubs and associations) organisations, our neighbouring local governments and industry agencies, and the State Government.

Our strategic community plan identifies five outcome areas to focus (focal areas) the energy and expertise of Councillors and Shire employees to achieve the following:

<i>Social</i>	That our people will have a 'sense of community'.
<i>Natural Environment</i>	That our natural environment will be 'preserved and sustained'.
<i>Economic Development</i>	That 'business and employment opportunities will be maximised'.
<i>Governance</i>	That 'local leadership will be strengthened.'
<i>Built Environment</i>	The Shire will focus on enhancing the town through improved streetscaping and infrastructure.

Blackwood River

The Blackwood River is a significant landscape feature which traverses the width of the Shire. The Blackwood is the longest river in Australia's South West, flowing almost 400 km from its source in the wheatbelt, through the Blackwood Valley, to the coast at Augusta's Hardy Inlet. It is the perfect waterway for kayaking, canoeing, swimming and fishing.



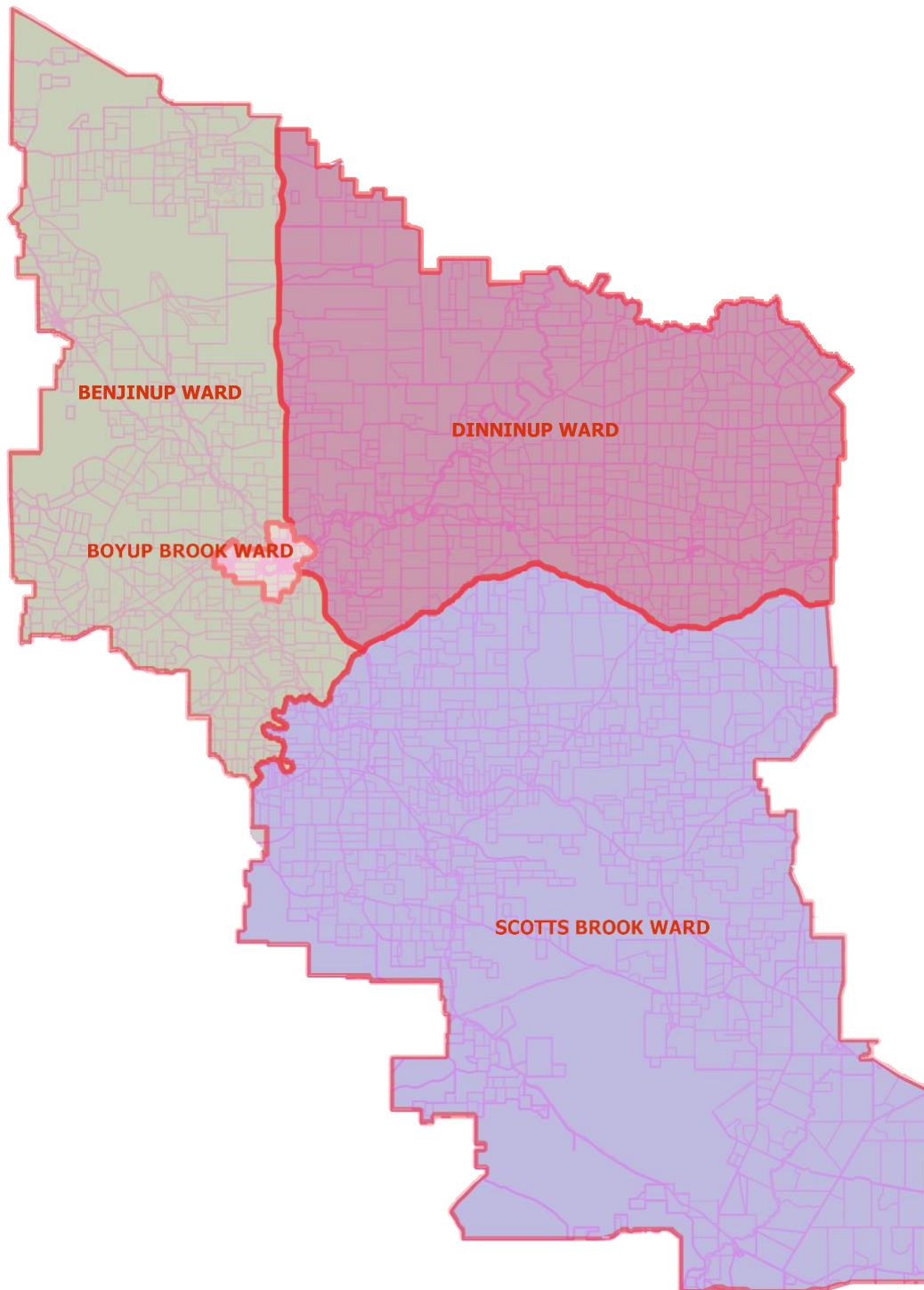
The Blackwood Marathon is held in October each year and is a unique event where competitors enter in teams comprising five members, or a single ironman and ironwoman. Starting in Boyup Brook and finishing in Bridgetown, competitors run, canoe, swim, horse ride and a cycle across 60km of picturesque Blackwood River Valley countryside. It's a mix of fun and sweat, with many top athletes coming miles to compete alongside, with others joining in for the fun of it.



Ward Boundaries

The Shire of Boyup Brook comprised of Nine Elected Members, and is divided into four Wards:

- Boyup Brook
- Benjinup
- Dinninup
- Scotts Brook

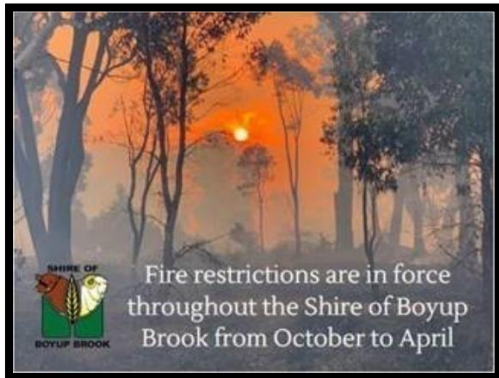


Wards	Number of Electors	Number of Elected Members	Elected Member/Elected Ratio	Ratio Deviation %
Boyup Brook	504	3	168	-25.48%
Benjinup	248	2	124	7.39%
Dinninup	236	2	118	11.87%
Scotts Brook	217	2	108	18.96%
Shire	1205	9	134	

Emergency Management Team

In response to the COVID-19 pandemic the Shire established a special Emergency Management Team. This team comprised of representatives from the Shire and other local agencies such as St John Ambulance Boyup Brook, Boyup Brook Hospital, and Boyup Brook Police. This team initially met weekly and received regular updates, advice and direction from the Department of Health and other state government authorities.

The Shire also created a database of persons that may have been vulnerable and isolated initially due to these unprecedented times. The Shire contacted each person on the list personally to ensure they were coping in the current circumstances, facilitated assistance and followed up to ensure they stayed safe and healthy.



The Local Emergency Management Committee continued to review plans and update the Local Emergency Management Arrangements. A key issue addressed during the reporting period was the investigation of the ability of our communications infrastructure to support the functions of the plans. This remains ongoing.

A State of Emergency was declared on 16 March 2020 in respect to the COVID -19 pandemic, and the Shire responded by instigating the Shire's Incident Management Team. The team comprising of representative from local agencies such as St John Ambulance, Boyup Brook Hospital, Boyup Brook Police, and the Shire, met weekly to discuss the response plans and how to keep our community safe and well informed.

This proactive approach saw the Shire take the lead in driving and supporting the implementation of emergency directives within the community. One of the key outcomes was the creation of a local database of persons that may have been vulnerable and isolated.

The cooperation and resilience of the local community was truly demonstrated during the months that followed with little need for an enforcement approach.

Disability Access and Inclusion Plan

Our Disability Access and Inclusion Plan (DAIP) outlines a series of actions and strategies to ensure people with a disability are provided with the same level of support and opportunities to access events, facilities and services within the Shire.

In the 2019-2020 year all parking bays were assessed, and corrective action taken to ensure compliance. This included re-painting the “identifier” in accordance with the Australian Standard and installing parking signs to make the bay more visual.

Work was also completed on an upgrade of the administration buildings ablutions, which now provide an ambulant and disability access toilet for use by both staff and the public.

As required by the *Disability Services Act 1993 (WA)*, an annual report was submitted to the Department of Communities on progress across the planned strategies.

Public and Environmental Health

The Shire of Boyup Brook considers its regulatory obligation to promote, improve and protect the health of the community paramount, and is working towards the development of a Public Health Plan that will identify strategies to assist and reduce the incidence of preventable illness. The Public Health project plan was submitted to Council and outlines the pathway that will be taken to achieve practical deliverables that suit the needs of our community.

Annual Public Health reporting against key regulatory regimes was submitted to the Department of Health in August 2020. This covered off on key areas such as food safety inspections, water safety in public swimming pools, public building compliance and waste management reporting.

As the lead Hazard Management Agency for a pandemic is health, the Shires Environmental Health Officer became a main player in implementing key operational plans during the emergency management response. This included the timely flow of information to both the workforce and the community, using platforms such as the website, facebook and a resident newsletter. Regular inspections were conducted of premises to ensure closure directions were being met.

Occupational Safety and Health /Events Management

The Shire was supported by our insurers Regional Risk Coordinator throughout the year. Several safety audits were conducted of the extended business units to ensure compliance. The Doctors Surgery, Early Learning Centre and Rylington Park were assessed against the legislation to identify risks and provide recommendations for safety improvements.

The provision of specific personal protective clothing and equipment during the pandemic was also a key focus from March 2020, with the installation of hand sanitizing stations in all workplaces and public buildings, sneeze guards and signage.

Works Program

Parks and Gardens Capital Renewal:

There were no capital renewal projects completed in Parks & Gardens.

Road Projects and Car Parks:

The following road projects were undertaken and completed:

1. Regional Road Group Funding:
Boyup Brook - Arthur Road: Widen and seal to 7m
Boyup Brook - Cranbrook Road: Widening, sealing and corner reconstruction
2. Roads to Recovery Funding:
Wilga Road East: Road re-construction and drainage reinstatement
Winneup Road: Address safety concerns due to blind crests
Kulikup Road South: Gravel re-sheeting
Lodge Road: Address safety concerns due to blind bends
3. The following Roads to Recovery funded projects were deferred to the 20/21 financial year:
Beatty St due to insufficient funding allocations to complete the works
Terry Road due to the tree clearing permit not being received in time

Bridge Maintenance:

Level 1 bridge inspections were completed for 21 bridges.

As a result, preventative maintenance works were completed by Main Roads and contractors on the following bridges:

1. Bridge 0743, Boyup Brook - Arthur Road.
2. Bridge 3306, Jayes Road. (included emergency repairs resulting in the bridge being closed for several months)
3. Bridge 3307, McAlinden Road.
4. Bridge 3311, Dwalganup Road.
5. Bridge 4872, McAlinden Road.

Footpaths:

1. Grant funded bike path were installed on Beatty Street between Barron and Jackson Streets.

Waste:

1. The Boyup Brook Lion's Club Tip Shop was closed.
2. A new pit was dug at the landfill site.
3. August 2019: a sample audit for the Shire's yellow topped recycling bins was found to have 34.60% contamination.

New Plant Purchases:

1. P220 Hardi NK 600 litre herbicide spray tank with 10m boom.
2. P221 Action 2010 Side Tipper Semi Trailer.
3. P222 Mitsubishi Fuso 18000L Water Cart.
4. P223 Action 2010 Side Tipper (2nd Trailer).
5. P224 John Deere 622G Grader.
6. P225 Isuzu Giga Prime Mover 2012 BU25334.
7. P226 2008 Ammann AP240 Multi Wheel Roller BU25354.



Community Grants

In 2019/20 the Shire of Boyup Brook supported a significant level of financial assistance to the community, being the sum of \$54,440 in community grants.

The Shire received \$133,864 for the Bush Fire Brigade Local Government Grant Scheme and for the Mitigation and Activity Fund for fire mitigation plant, equipment and insurance.

The Shire also supported the Upper Blackwood Agricultural Society (UBAS), in their successful application for \$206,566 for the Regional Agricultural Show Development Grant.

The Shire applied for a \$40,000 grant for CCTV in the Safer Communities grant but was unsuccessful. The Shire also applied for funds for the Boyup Brook Sandakan Park Memorial Upgrade through the Saluting Their Service grant. Although this application was unsuccessful the Shire has received \$10,000 in 20/21 to update the memorial and has partnered with the RSL to further develop the Sandakan Memorial Project.

The Shire provided \$59,326 to support the Community Donations and Grants Program in 19/20. A variety of Community Groups shared in the \$51,640 cash funds to upgrade equipment, assist with operating costs or support events. An additional \$7,686 in-kind support was provided to a variety of community groups to waive venue hire fees, in-kind wet hire of equipment as well as in-kind event support.

Below are the details of the successful grant applications in 19/20:

Grant	Project	Grant Amount	Notes
Bushfire Brigades Local Government Grant Scheme	LGGS plant, equipment and insurance	\$65,280	
Mitigation Activity Fund	Fire mitigation	\$68,548	
Department of Local Government, Sport and Cultural Industries Service Agreement	Development of the Boyup Brook Sport and Recreation Precinct Master Plan	\$7,000	The Shire and the Boyup Brook Sport and Recreation Association contributed to the \$19,736.37 project.
Stronger Communities Programme Round 5 – Department of Industry, Innovation and Science	Safety fence and new equipment for Sandakan Playground	\$8,000	Total project cost \$17,130
WA Bicycle Network Grant from the Department of Transport	Beatty Street Shared Path Project	\$30,000	Total project cost \$57,837.76

Public Agenda Briefing Forum for 2019/2020

The public agenda briefing forum was held the same day as the Council meeting.

Ordinary Council Meeting

Council meetings were held on the third Thursday of each month and held in the Shire Council Chambers commencing at 5.00pm.

The Council and Committee meetings are open to the public and there is public question time at the beginning of both Council and Committee meetings at which time the general public may ask questions on any Local Government matter.

Meeting dates and times are subject to change and if this does occur, notice of such changes are advertised as per the requirements of the *Local Government Act 1995*.

Council Meeting Cycle for 2019/2020

Council Meeting	Special Council Meeting
18 July 2019	22 August 2019
5 August 2019	7 October 2019
22 August 2019	28 October 2019 x 2
19 September 2019	22 January 2020
17 October 2019	2 April 2020
21 November 2019	21 April 2020
12 December 2019	
20 February 2020	
19 March 2020	
16 April 2020	
21 May 2020	
18 June 2020	



Record Keeping Plan (State Records Act 2000)

The State Records Act 2000 (the Records Act) provides for the keeping of State records and related items, and Section 19 of the *Records Act* requires each government agency/authority to have a Record Keeping Plan (RKP) that has been approved by the State Records Commission.

The RKP dictates which records are created by an organisation, how they are stored and maintained, and whether they are ultimately destroyed. The RKP is the primary means of providing evidence of compliance with the *Records Act* and that best practices have been implemented throughout the organisation. In accordance with Section 17 of the *Records Act*, the Shire of Boyup Brook and all its employees are legally required to comply with the contents of the plan.

The State Records Office (SRO) requires organisations to update their plans every five (5) years, and the Shire of Boyup Brook's RKP was reviewed during 2014-15 and 2016-2017 and subsequently approved and validated by the SRO in September 2016. The next review of the Shire's RKP is due by August 2021.

Freedom of Information Statement

In accordance with Section 96 (1) of the *Freedom of Information Act 1992*, residents have the right to access records (which are not otherwise exempt) held by State and Local Government Agencies. Applications may be made to the Shire to access such information upon payment of a standard fee. In the financial year ending 2019/2020 the Shire received no applications.

Complaints Register – Elected Members

Section 5.121 of the *Local Government Act 1995* requires Annual Reports to contain details of entries made in the Complaints Register regarding complaints made about elected members.

There was 1 complaint lodged under section 5.121(9) against an Elected Member in 2019. The Shire of Boyup Brook was advised that no further action be taken.

Employee Remuneration

Employee Remuneration Section 5.53(2)(g) of the *Local Government Act 1995* requires the Annual Report to contain details of the number of employees of the Shire entitled to an annual salary of \$100,000 or more and within each \$10,000 band over \$100,000. The following salaries include wages, superannuation, personal benefit value of vehicle, and other allowances:

\$100,000-\$110,000	1
\$120,000-\$130,000	2
\$170,000-\$180,000	1
370,000-\$380,000	1

Annual Financial Report for the Year Ended 30 June 2020

2019 – 2020 Financial Statements

The Shire of Boyup Brook's Annual Financial Statements and the (independent) auditor's report of Office of the Auditor General are included at Appendix 1.

