

Annual Report & Annual Financial Report for the year ending 30 June 2022



Our Vision
Growing our Community Together

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Financial Report for the year ended 30 June 2022

Independent Auditor's Report

STATEMENT OF COMPLIANCE

For the year ended 30 June 2022

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 2022.

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

A handwritten signature in black ink, appearing to read 'Peter Clarke', with a large, stylized initial 'P'.

Peter Clarke
Acting Chief Executive Officer

INTRODUCTION

The Shire of Boyup Brook is pleased to present the Annual Report for the 2021/2022 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 1,834 (ABS 2021) and the municipal district covers an area of 2,838 sq kms.

Agriculture continues to be the major component of Boyup Brook's economy with a mix of broad acre farming, sheep, cattle, olives, timber plantations and vineyards. 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 Housing; Lands; Homelessness ; Local Government.

The Shire of Boyup Brook operates under the provision of the Local Government Act 1995 (as amended).

Shire President's Report

We acknowledge and pay our respects to the traditional custodians of the land on which we meet and work.

Annual Report 2021/2022

It is with pleasure that I present the Annual Report to the ratepayers and residents of the district on the activities of the Shire of Boyup Brook for the 2021/2022 financial year in my capacity as Shire President.

Whilst restrictions around COVID-19 slowly eased across the reporting period, which allowed the Shires operations to return to some level of normality, the pandemic still had a significant impact on supply issues, increased costs and personnel availability, which made it for a challenging year for the organisation as a whole. Whilst Australia has now returned to some level of normality, living with COVID-19 in the community is the new normal. The learnings from managing COVID-19 have prepared Council and staff to proactively support and protect the community, should an event of this nature occur in the future.

In the year under review, I am pleased to report that the relocation of the Boyup Brook Library to the local Community Resource Centre (CRC) was achieved.

Council will work closely with the CRC Committee to ensure that a quality library service is maintained for the community via ongoing annual funding for this service.



Shire President's Report cont...

The Australian Government's Local Roads and Community Infrastructure (LRCI) Program funding was again a huge boost to Council to achieve some of those projects that had been earmarked for a number of years but had failed to secure funding under Council's own financial resources.

Election

A Local Government Election was held on Saturday 16th October 2021 to fill vacancies in the Boyup Brook Ward and Dinninup Ward. Cr Philippe Kaltenrieder and Cr Sarah Alexander was elected for the Boyup Brook Ward and Cr Charles Caldwell was elected for the Dinninup Ward.

Strategic Community Plan

Our Strategic Community Plan was adopted at a Special Council Meeting held 7th October 2021. This is the culmination of many months of community consultation and hard work by all Council members, and in particular the Shire staff led by the then CEO, Dale Putland.

I would like to thank everybody for their perseverance, patience and dedication in achieving this milestone. The Strategic Community Plan is the foundation document for future planning and successful grant applications to support progress in Boyup Brook.

Rylington Park

The Shire of Boyup Brook and Edith Cowan University held an event on 1 June 2022 at Rylington Park to officially launch a new partnership, following the signing of a Memorandum of Understanding on the 29th October 2021.

Rylington Park was gifted to the Shire of Boyup Brook by Mr Eric Farleigh in 1985 to be used for agricultural training and research to benefit the town and district as a whole. The Shire, through the Edith Cowan University, is engaged in agricultural trials and research, industry-based training, and events such as field days, expositions and the much-loved annual 'Storm in a Teacup' Women's Day.



Cr Richard Walker
Shire President

Elected Members

The President and Elected Members are elected by the local community to represent 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 2022, Council's structure is as follows:



**Shire President
Richard Walker**

Benjinup Ward
Term Expires: 2025



**Deputy Shire President
Cr Helen O'Connell**

Scotts Brook Ward
Term Expires: 2025

Elected Members cont...



Cr Sarah Alexander

Boyup Brook Ward

Term Expires: 2025



Cr Steele Alexander

Dinninup Ward

Term Expires: 2023



Cr Charles Caldwell

Dinninup Ward

Term Expires: 2025



Cr Philippe Kaltenrieder

Boyup Brook Ward

Term Expires: 2025

Elected Members cont...



Cr Darren King

Scotts Brook Ward
Term Expires: 2023



Cr Kevin Moir

Benjinup Ward
Term Expires: 2023



Cr Adrian Price

Boyup Brook Ward
Term Expires: 2023

Elected Members Cont....

Councillor Attendance at Meetings - 1 July 2021 to 30 June 2022

Councillor	Ordinary & Special Council Meetings During Term	No. Attended
Cr Richard Walker (Shire President)	17	17
Cr Helen O'Connell (Deputy Shire President)	17	17
Cr Sarah Alexander	17	17
Cr Steele Alexander	17	17
Cr Charles Caldwell (Commenced on 21 October 2021)	11	11
Cr Philippe Kaltenrieder	17	17
Cr Adrian Price	17	16
Cr Darren King	17	17
Cr Kevin Moir	17	15

Chief Executive Officer's Report

It is with pleasure that I present this report on the 2021/2022 financial year.

Strategic Community Plan

In July 2021, the Shire held six community workshops encouraging the community to participate in and contribute their ideas for the Strategic Community Plan and Phase 3 funding of the Local Roads and Community Infrastructure (LRCI) Program. These workshops were well attended, and we are continuing to gain valuable feedback from the community.

Rates

Council adopted a 4.5% increase in rates to continue to provide the ongoing annual services expected by the residents and ratepayers and to allow the Shire to increase its building maintenance and equipment reserves which are a valuable financial resource to maintain the Shire's infrastructure in the years going forward.

Funding

During the year under review, stimulus funding from the state government, allowed Council to improve community facilities, including new lighting at the sports oval, with funding also coming from community groups and the Shire.

Swimming Pool upgrades were funded by LRCI funding along with improvements and upgrades at the Flax Mill Caravan Park.

The Shire also secured additional grant funding for:

- Minor repairs to our Community Housing units through the Department of Communities.
- A new 1.8m high vermin proof fence at the airstrip funding through the Department of Industries, Science, Energy and Resources.
- Technology and Digital Inclusion grant through the State Library of Western Australia.
- Installation of water storage tanks at the Flax Mill precinct.

The budget also includes building and equipment upgrades at Rylington Park.

Some changes to fees and charges were made to better reflect community benefit and encourage utilisation of facilities such as the Town Hall and Lesser Hall with these being now free to use.

The number of rural tip passes has been increased from 20 to 40.

Chief Executive Officer's Report cont...

Development/Subdivision

In this financial year, the Shire of Boyup Brook approved 3 Subdivision Applications, 12 Development Applications and 59 Building Applications.

St John Ambulance Boyup Brook

Huge congratulations go to St John Ambulance for being awarded Sub Centre of the Year for 2021. Our local volunteers are a dedicated group of people who provide an invaluable service to our community.

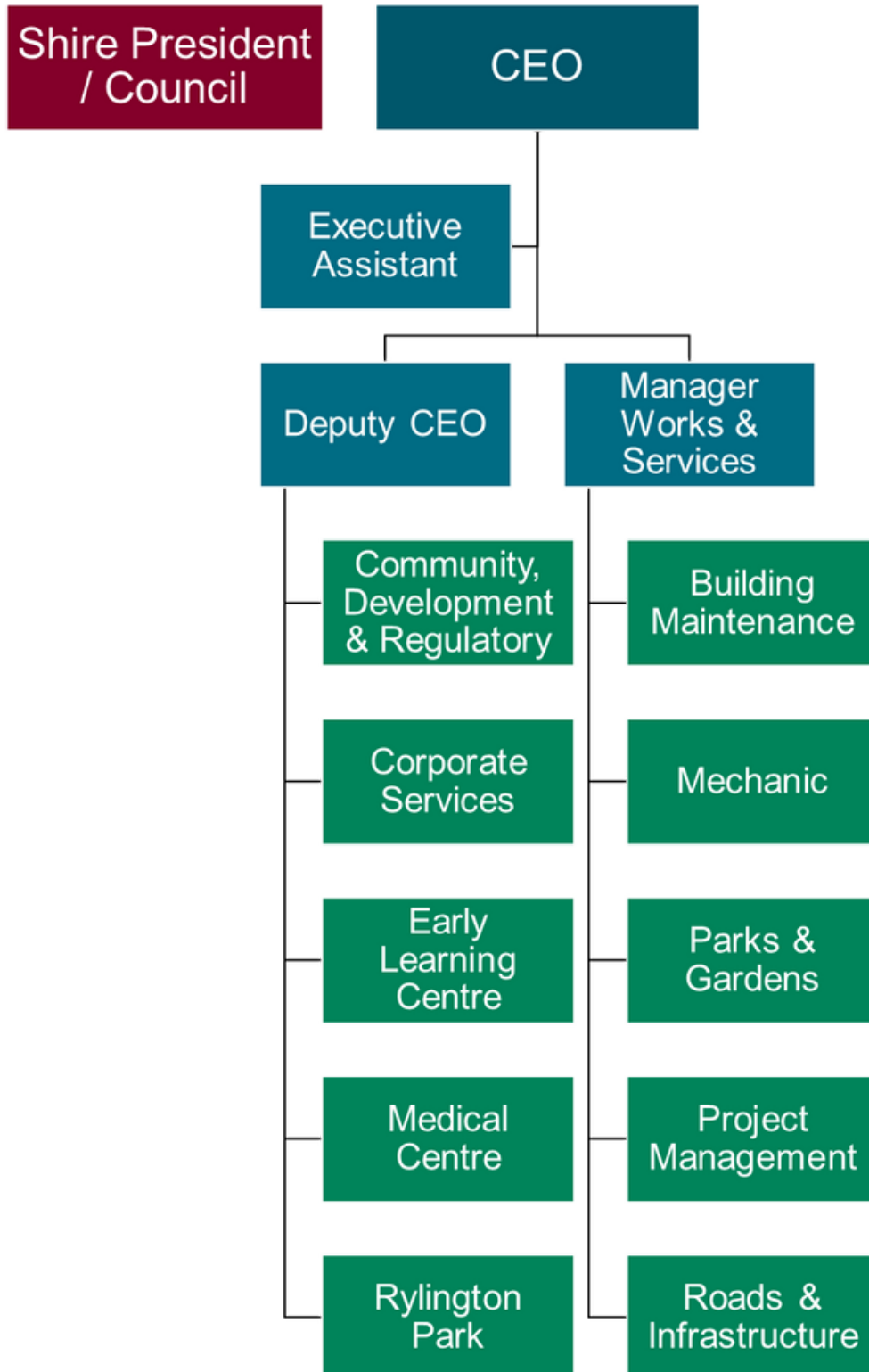
I would like to thank the Shire President, Deputy Shire President and Councillors for their hard work and dedication to serving the community of Boyup Brook.

Lastly but not least, all employees of the Shire should be thanked for the dedication to their respective roles throughout the course of the year. Many go beyond their roles to achieve the goals and directions set by Council and the Management Team and this does not go unnoticed.



Peter Clarke
Acting Chief Executive Officer

Organisational Structure



Statutory Compliance

Record Keep 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. A draft review of the Shire's RKP is due in December 2022 with the final review and amendments to be submitted to the SRO by March 2023.

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 2021/2022 the Shire received nil applications.

Register of Complaints and Minor Breach

In accordance with section 5.53(2) and 5.121 of the Local Government Act 1995, the Annual Report is required to disclose the number of complaints of Minor Breach received each year.

For the year 2021-2022 the Shire of Boyup Brook received no complaints of Minor Breach.

Disability Access and Inclusion Plan

The Shire of Boyup Brook is committed to ensuring that the community is accessible and inclusive for people with disabilities, their families, and carers. Capital upgrades were undertaken at the Boyup Brook Swimming Pool Precinct which includes a disability access chair lift, improved safety with a chlorine safety system and improved toddler pool access, increased visual amenity with new floor coverings and reticulation, additional shade and new publicly accessible gym.

Statutory Compliance cont...

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:

\$120,000 – \$130,000 – 1 person

\$260,000 – \$270,000 - 1 person

\$500,000 – \$510,000 – 1 person

The two latter salary ranges apply to the Medical General Practitioners.

National Competition Policy

In accordance with statutory requirements set down in the National Competition Policy legislation, outlined below is a compliance report for the Shire of Boyup Brook.

Competitive Neutrality

It is the Shire of Boyup Brook's responsibility to determine whether it is engaged in "significant business activities" within the context of its operations and therefore whether it is required to apply the competitive neutrality principles. Local government is only required to implement the above principles to the extent that the benefits to be realised from an annual income of \$500,000. Within these criteria, the Shire has not identified any business activities for the 2021/22 financial year.

Public Interest Disclosures

In accordance with the Public Interest Disclosure Act 2003, as required by Section 23, part 1, Council has appointed a PID Officer in the agency, being the Chief Executive Officer, and Council has published internal procedures relating to the agency's obligations.

Strategic Community Plan

Our Strategic Community Plan was adopted at a Special Council Meeting held 7th October 2021. The Plan is the Shire's key Strategic Planning document.

The Local Government Act, 1995 requires that Council provide an overview of the Plan for the Future, detailing activities that are prepared to commence or continue in the next financial year be included in the Shire's Annual Report.

Statutory Compliance cont...

Financial Management Review

As per the Local Government (Financial Management) Regulations 1996, the Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government the results of those reviews.

The next review will be undertaken in 2022-2023.

Audit Regulation 17 Review

Guidelines released from the Department of Local Government, Sport and Cultural Industries has revised the timeframes surrounding this audit. An amendment to Regulation 17(2) of the Local Government (Audit) Regulations 1996 requires the CEO to undertake a review of audit systems and procedures no less than once in every 3 financial years. This change will introduce consistency in CEO responsibilities to review financial management and audit systems and procedures in a timely manner.

The next review will be undertaken in 2022-2023.

Council and Committee Meetings

Public Agenda Briefing forum for 2021/2022

The public agenda briefing forum is open to the public and the briefing agenda can be accessed on the Shire website.

Ordinary Council Meeting

At an Ordinary Council meeting held on 29 October 2020, Council adopted the 2021 meeting to be held the last Thursday of the month and the open Agenda briefing be held 1 week before Council meetings.

The Briefing forum and Council meetings are open to the public and there is public question time at the beginning of both 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*.

Ordinary Council Meeting

29 July 2021
26 August 2021
31 August 2021
30 September 2021
7 October 2021
25 November 2021
16 December 2021
10 February 2022
31 March 2022
28 April 2022
26 May 2022
30 June 2022

Special Council Meeting

21 October 2021
27 October 2021
24 March 2022



Committee Meetings

Committees

A local government may establish Committees pursuant to Section 5.8 of the Local Government Act 195 to directly assist the Council in a function, project or issue(s). In 2020/2021 six (6) Advisory Committees functioned, these being:

Audit and Finance Committee	Annual Awards Committee
Bush Fire Advisory Committee	Community Grants Committee
Local Emergency Management Committee	Rylington Park Committee

Audit and Finance Committee

To provide guidance and assistance to the local government in carrying out-

- Its functions under Part 6 of the Local Government Act 1995 (Financial Management); and
- Its functions relating to other audits and other matters related to financial management; and
- The local government's functions in relation to audits carried out under Part 7 of the Local Government Act 1995 (Audit).

To review a report given to it by the CEO under regulation 17(3) of the Local Government (Audit) Regulations 1996 (CEO to review certain systems and procedures), and to-

- report to Council the results of that review; and
- give a copy of the CEO's report to Council.

To monitor and advise the CEO when the CEO is carrying out functions in relation to a review-

- of systems and procedures in relation to risk management, internal control and legislative compliance in accordance with regulation 17(1) of the Local Government (Audit) Regulations 1996; and
- of the local governments financial management systems in accordance with the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).

To support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government.

To oversee the implementation of any action that the local government -

- is required to take by section 7.12A(3) of the Act (Audit report); and
- has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the Act; and
- has accepted it should be taken following receipt of a report of a review conducted under regulation 17(1) of the Local Government (Audit) Regulations; and
- has accepted it should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c)

Committee Meetings Cont....

Annual Award Committee

Each year the Shire coordinates the Australia Day Community Citizen of the Year Awards to recognise the significant and positive contributions of individuals and groups within the Boyup Brook community.

Under Section 44(2)(a) of the Act, Council delegates its authority to determine the recipients of the Australia Day Awards under the following categories

Citizen of the Year	Kevin Henderson Memorial Award
Young Achiever of the Year	Sports Person of the Year

Bush Fire Advisory Committee

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

Community Grants Committee

Each year Council calls for community grants. The Community Grants Committee was formed to assess applications and make recommendations. The final decision will be made by Council at budget adoption time.

Local Emergency Management Committee

The Shire of Boyup Brook Local Emergency Management Committee (LEMC) is established under the WA Emergency Management Act 2005, to prepare and manage local community emergencies.

The LEMC consists of representatives from essential services including the Shire of Boyup Brook, Boyup Brook Police, Bush Fire Control Officer including the X-Ray team, Department of Fire and Emergency Service (DFES), WA Country Health, St John Ambulance, Department of Communities, Water Corporation and other government agencies.

The Committee meets on a regular basis to plan strategies to prevent emergencies occurring and to be prepared when they do occur. Part of the preparation is the holding of emergency exercises to test the efficiency of the operational procedures of agencies responding to an emergency and to make improvements where necessary.

The LEMC has a proactive approach to emergency management that is abbreviated to PPRR – Prevention, Preparedness, Response and Recovery.

Committee Meetings Cont...

Rylington Park Committee

The Rylington Park Committee was formed to ensure that Rylington Park operates effectively and derives sufficient income to meet its commitments and obligations.

The Rylington Park Institute for Agricultural Training and Research (Rylington Park) is located 27km from Boyup Brook town site on the Boyup Brook – Cranbrook Road in Mayanup.

The 650 hectare property was gifted to the Shire of Boyup Brook in 1985 by the late Mr Eric Farleigh for Research and Training in Agriculture and the betterment of Boyup Brook.

The property is managed by the Shire of Boyup, who employ staff to operate the farm, host shearing schools and coordinate fertiliser and seed trials on the property.

Rylington Park host field days each year, which include the 'Storm in a Teacup' Women's Day in March and the Annual Field Day in September.

Supporting youth in the district who are considering a future in agriculture, Rylington Park provides financial support by granting scholarships to students attending Agriculture Schools in Year 11 and 12.

With the financial support of Australian Wool Innovation (AWI), Rylington Park hosts 8 shearing, and wool classing schools each year. These training schools attract youth to take up the shearing or sheep handling profession, which is important for the sustainability of the Sheep industry.

Rylington Park has a *Memorandum of Understanding (MOU)* with Edith Cowan University (ECU). Signed on 29th October 2021, the MOU established an agreement for ECU to utilise Rylington Park for agriculture and regional development related research and allied education programs. The MOU endorses a high level, strategic relationship with ECU, which has potential to expand research and training opportunities for Rylington Park. It is intended that results of any research will be shared with farmers in Boyup Brook to the betterment of farmers and related businesses in the area. The MOU is a 20 year agreement.

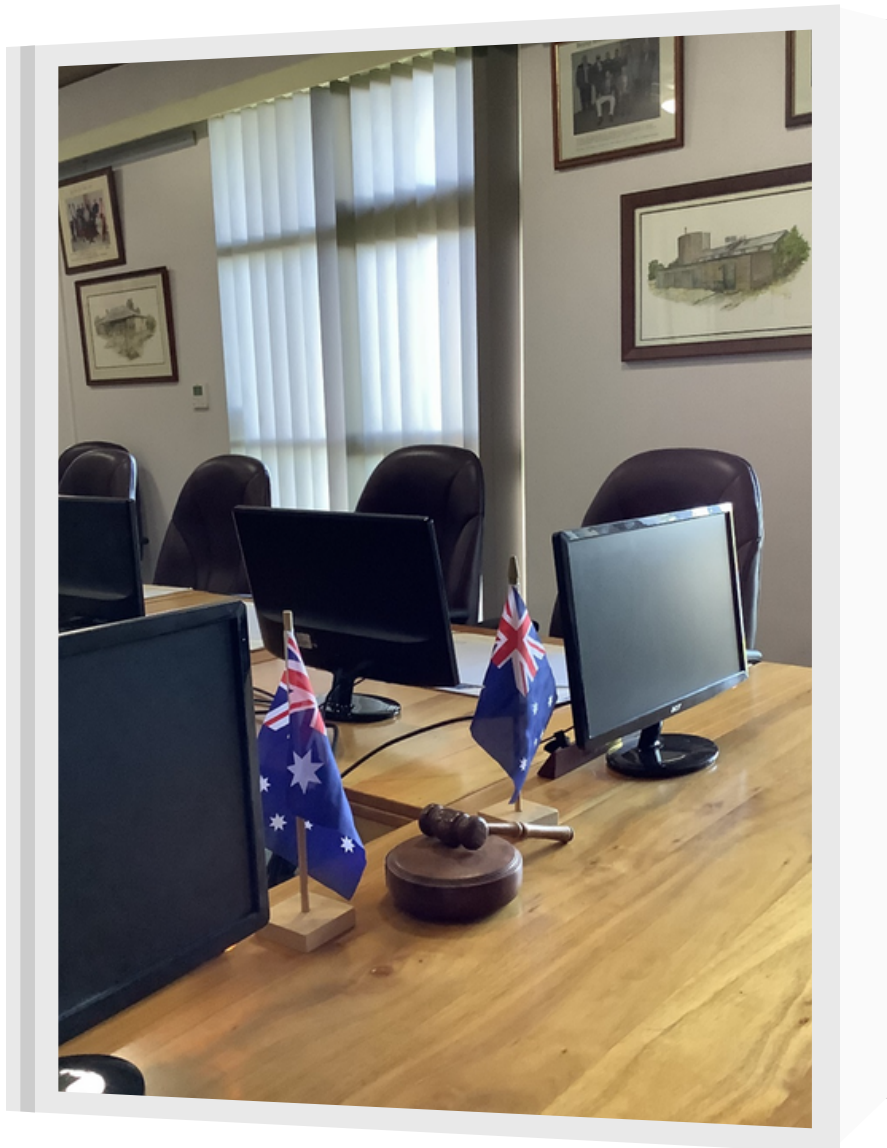
The *Charter of The Rylington Park Institute for Agricultural Training and Research* was adopted by Council in November 2021 to confirm that the Rylington Park farming property, home of The Rylington Park Institute for Agricultural Training and Research, will be held in trust by the Boyup Brook Shire to benefit the Boyup Brook community and for the use of agricultural training and research.

Committee Meetings Cont...

Elector Meetings

In accordance with Section 5.27 of the Local Government Act 1995, an Annual General Meeting of Electors is to be held once every financial year. The Act and associated legislation prescribe the matters that are to be discussed.

Special Electors Meetings can also be held upon petition from electors in accordance with the Local Government Act. An Electors' Special Meeting can be requested for any purpose, provided the issues to be considered are within the local government's power to deal with.



Community Grants



In 2021/22 the Shire of Boyup Brook supported a significant level of financial assistance to the community, being the sum of \$41,340.00 and \$8,750.00 in-kind.

Community Group	Donation	Approved in-kind
Blackwood River Art Trail	\$1000.00	
Boyup Brook Club Inc		\$2750.00
Boyup Brook Cricket Club	\$1000.00	
Boyup Brook Tourism Association	\$1000.00	
CoMHAT	\$5,500.00	
Country Music Club of WA	\$15000.00	\$6000.00
Dinninup Volunteer Bushfire Brigade	\$7670.00	
Tonebridge Country Club	\$1000.00	
Upper Blackwood Agricultural Society	\$5,770.00	
On-going funding arrangements		
Boyup Brook District High School	\$200.00	
Boyup Brook Playgroup	\$1000.00	
Rylington Park	Determined annully through the budget	
Extraordinary Grants Requests	\$1000.00	

Works Program

Road Projects and Car Parks

The following road projects were undertaken and completed:

Regional Road Group Funding:

- Boyup Brook Arthur River Road - Sealing
- Winnejup Road - Sealing
- Boyup Brook Cranbrook Road - Sealing and widening
- Boyup Brook Arthur River Road - Sealing

Roads to Recovery Funding:

- Scotts Brook Road - Gravel re-sheet
- Kulikup Road South - Gravel re-sheet
- Westbourne Road - Gravel re-sheet and widening

Bridge Maintenance

Inspections were completed for 15 bridges.

Total funds expended on the following bridges totalled over \$10,000 per bridge in the financial year:

- Bridge 3306 - Jayes Bridgetown Road
- Bridge 3311A - Dwalganup Road
- Bridge 0743 - Boyup Brook Arthur River Road
- Bridge 3310 - Westcliffe Road
- Bridge 0740 - Boyup Brook Arthur River Road

New Plant Purchases

- Howard Porter drop deck semi trailer
- Bomag Multi-Tyre Roller



Shire Contact Information



55 Abel Street, Boyup Brook WA 6244
PO Box 2, Boyup Brook WA 6244



Ph: 9765 1200



Email: shire@boyupbrook.wa.gov.au



Opening hours: Monday - Friday
8.30am - 4.30pm



www.boyupbrook.wa.gov.au



Annual Financial Report for the Year Ended 30 June 2022

2021 – 2022 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 in the attached documents.



Photo taken at Rylington Park