

BRIEFING AGENDA

BEING HELD ON

Thursday 21 April 2022

Commencing at 6.00pm

Shire of Boyup Brook Council Chambers, Boyup Brook

Dale Putland
Chief Executive Officer

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

PRESENT:	Shire President	Richard Walker
	Deputy Shire President	Helen O’Connell
	Councillor	Sarah Alexander
		Steele Alexander
		Philippe Kaltenrieder
		Darren E King
		Kevin J Moir
		Adrian Price
		Charles Caldwell
	Chief Executive Officer	Dale Putland
	Manager Works & Services	Wayne Butler
	Executive Assistant	Maria Lane

LEAVE OF ABSENCE:

APOLOGIES:

MEMBERS OF PUBLIC:

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Su Lamb

Would like a sign at the top of Gale Road/Abel Rd to stipulate “Local Traffic Only” as there are too many trucks accessing this road.

Response

The Shire cannot restrict the use of this road to “Local Traffic Only” as this is a regularly used thoroughfare for all residents of the Boyup Brook Shire.

4. PUBLIC QUESTION TIME

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

6. DISCLOSURE OF INTEREST

7. CONFIRMATION OF MINUTES

7.1 Ordinary Council Minutes – 31 March 2022

OFFICER RECOMMENDATION – ITEM 7.1

That the minutes of the Ordinary Council Meeting held on Thursday 31 March 2022 be confirmed as an accurate record.

7.2 Special Council Minutes – 24 March 2022

OFFICER RECOMMENDATION – ITEM 7.1

That the minutes of the Ordinary Council Meeting held on Thursday 24 March 2022 be confirmed as an accurate record.

8. PRESIDENTIAL COMMUNICATIONS

9. COUNCILLOR QUESTIONS ON NOTICE

10. REPORTS OF OFFICERS

10.1 Manager Works and Services

Nil

10.2 FINANCE

10.2.1 List of Accounts Paid in March 2022

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/1/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>14/04/2022</i>
Author:	<i>Ben Robinson – Finance Manager</i>
Authorising Officer:	<i>Dale Putland – CEO</i>
Attachments:	<i>Yes – List of Accounts Paid in March</i>

SUMMARY

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in March 2022 are presented to Council.

BACKGROUND

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 March 2022.

COMMENT

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 31 March 2022.

CONSULTATION - Nil

STATUTORY OBLIGATIONS

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. *Payments from municipal fund or trust fund*
 - (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
 - (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*
13. *Lists of accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name;*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*

and

 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

POLICY IMPLICATIONS

Council's Authority to Make Payments Policy has application.

BUDGET/FINANCIAL IMPLICATIONS

Account payments accorded with a detailed 2021-22 Annual Budget

STRATEGIC IMPLICATIONS - Nil

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION – Item 10.2.1

That at its April 2022 ordinary meeting Council receive as presented the list of accounts paid in March 2022, totalling \$843,457.73 from Municipal account, \$48,971.75 from Police Licensing account and \$0.00 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20555 - 20556	\$ 124.00
Municipal Electronic Payments	EFT12127– EFT12260	\$ 491,104.27
Municipal Direct Payments		\$ 352,229.46
Police Licensing Payments		\$ 48,971.75
BBELC Payments		\$ 0.00

10.2.2 31 March 2022 Statement of Financial Activity

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/10/003</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>13 April 2022</i>
Authors:	<i>D Long – Finance Consultant</i>
Authorizing Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Yes</i>

SUMMARY

The Monthly Financial Report for 31 March 2022 is presented for Councils consideration.

BACKGROUND

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 require local governments to prepare monthly reports containing the information that is prescribed.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income, and materials variances can be commented on.

COMMENT

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity;
- (d) Summary of Net Current Asset Position;
- (e) Statement of Explanation of Material Variances;
- (f) Statement of Financial Position;
- (g) Statement of Cash Flows;
- (h) Detailed Operating and Non-Operating Schedules;
- (i) Statement of Cash Back Reserves; and
- (j) Loan Borrowings Statement.

At its budget meeting, Council adopted a material variance threshold of \$10,000 or 10%. For interpretation purposes, this means any variance at Function/Program level that is greater than 10% and exceeds \$10,000 in value is reported on and commentary is provided to

explain the YTD budget estimate to YTD actual variance. The material variance is shown on the Statement of Financial Activity, in accordance with the *Local Government (Financial Management) Regulations 1996*.

The material variance commentary is now provided in a separate statement, called the Statement of Explanation of Material Variances. This statement categorises the variance commentary according to reporting Functions/Programs and groups the variances by Operating Revenue, Operating Expenditure, Non-Operating/Capital Revenue, and Capital Expenditure.

The Statement of Financial Activity as at 31 March shows a closing surplus of \$2,748,263.

CONSULTATION – Nil

STATUTORY OBLIGATIONS

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

POLICY IMPLICATIONS – Nil

BUDGET/FINANCIAL IMPLICATIONS

As presented in the attached reports.

STRATEGIC IMPLICATIONS - Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – Item 10.2.2

That Council receive the Monthly Financial Report for 31 March 2022, as presented.

10.2.3 Statutory Budget Review as at 28 February 2022 – Correction to Table of Budget Amendments

Location:	Not applicable
Applicant:	Not applicable
Disclosure of Officer Interest:	None
Date:	13 April 2022
Authors:	D Long – Finance Consultant
Authorizing Officer:	Carolyn Mallett – D/CEO
Attachments:	Nil

SUMMARY

The purpose of this report is for Council to consider and adopt one minor amendment to the Budget Review Report, for the period 1 July 2021 to 28 February 2022.

BACKGROUND

At its Ordinary Council Meeting on 31 March 2022, Council considered the Budget Review Report, which projected that the Shire would end the year with an estimated closing surplus of \$56,303.

The Agenda report also included a table of budget amendments for approval by Council as authorised expenditure.

Unfortunately due to some late amendments to the report, one item was missed from the table of amendments.

COMMENT

The item omitted by error from the table of amendments was:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
147450	Rylington Park Plant & Equipment – Increase in materials expense to purchase second hand truck for Rylington park.	\$60,000	\$116,400		\$56,400

There is no financial impact to the estimated closing surplus, as the amount was factored into the closing surplus calculations and the Budget Review workpapers.

CONSULTATION

Internal – Senior Executives

External - Nil

STATUTORY OBLIGATIONS

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996, Regulation 33A.

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

No financial implications.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – Item 10.2.3

That Council approve the following 2021-2022 budget amendments as authorised expenditure:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
147450	Rylington Park Plant & Equipment – Increase in materials expense to purchase second hand truck for Rylington park.	\$60,000	\$116,400		\$56,400

10.3 PLANNING

10.3.1 Development (Advertisement x 1 Pylon sign) 25 Cailes Street Boyup Brook Museum

Location:	25 Cailes Street, Boyup Brook.
Applicant:	John Imrie (Boyup Museum).
Disclosure of Officer Interest:	None.
Date:	14 April 2022
Author:	A. Nicoll, Town Planner
Authorizing Officer:	Dale Putland, Chief Executive Officer.
Attachments:	Nil

SUMMARY

The purpose of this report is to put before Council the request to develop a Pylon Sign (advertisement) at 25 Cailes Street, Boyup Brook.

This report item recommends that the Council support the proposed advertisement (Pylon Sign), which complies with regulatory standards.

BACKGROUND

The property at 25 Cailes Street is owned by the Shire of Boyup Brook and is reserved in accordance with the Shire's scheme as 'Public Purpose'. The subject land is used as a museum, for the display of agricultural and social history in Boyup Brook.

The Shire of Boyup Brook received an application to develop a free standing sign (Pylon Sign), adjacent to the Cailes Street boundary.

The application was submitted to the March Council meeting where Councillors questioned the need to change the proposed sign writing as follows:

APPLICANT PROPOSED SIGN WRITING	COUNCIL PROPOSED SIGN WRITING
Boyup Brook District Pioneers MUSEUM Contact Ph: 97651444 The Visitor Centre	Boyup Brook District Pioneers' MUSEUM Boyup Brook Visitor Centre Ph: 9765 1444

It was decided at the meeting that:

That Council defer this item to the April 2022 Ordinary Council meeting and administration to establish the cost of the reprint of the sign.

The Shire has established that the cost of the reprint of the sign is \$370.18.

COMMENT

Design

The Pylon Sign is designed as follows:

- 1.6m high structure, with two posts cemented in the ground;
- The sign face is 1.08m long and 600mm high.

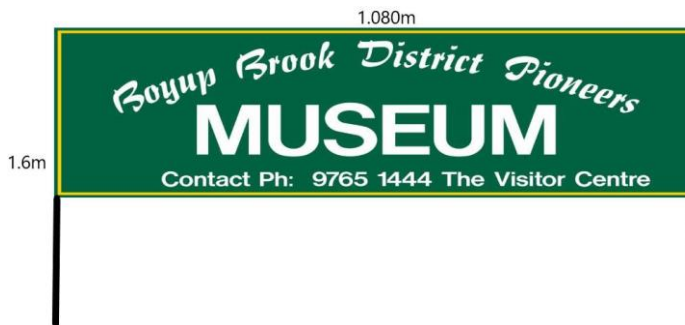
The sign is proposed to be located at the front boundary, within the boundaries of the subject Lot and near the entrance to the Museum.

The sign writing reads as follows:

New wording



Layout



Proposed Location of Sign



Council is requested to approve the development of the Pylon Sign, which is appealing in design, which is advertising an approved use at the subject property, and which complies with statutory and policy standards.

STATUTORY OBLIGATIONS

In accordance with the Deemed Provisions for Local Planning Schemes, advertisement means:

any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing, or directing, and includes —

- (a) any hoarding or similar structure used, or adapted for use, for the display of advertisements; and*
- (b) any airborne device anchored to any land or building used for the display of advertising; and*
- (c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;*

In accordance with the Deemed Provisions for Local Planning Schemes:

A person must not commence or carry out any works on, or use, land in the Scheme area unless —

- (a) the person has obtained the development approval of the local government under Part 8; or*
- (b) development approval is not required for the development under clause 61.*

Note:

1. Development includes the erection, placement and display of advertisements.

2. An advertisement is not exempt under clause 61 of the Deemed Provisions.

POLICY IMPLICATIONS

There are no policy implications relating to this item. The design of the proposed Pylon Sign complies with the *Local Government Model By-laws (Signs, Hoardings and Billposting), No. 13, Part II Signs*.

CONSULTATION

N/A

VOTING REQUIREMENTS

Simple majority.

SUMMARY

In accordance with *Local Planning Scheme No.2*, development approval is required prior to developing an advertisement.

The advertisement is not expected to impact on the character of the area.

Approval of the advertisement should be on the condition that the advertisement is maintained to a reasonable standard.

OFFICER RECOMMENDATION – 10.3.1

1. That Council

Grants development approval for an advertisement (Pylon Sign) at 25 Cailles Street, Boyup Brook, subject to the following notice:

Planning and Development Act 2005

Shire of Boyup Brook

NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL

Location: 25 Cailles Street, Boyup Brook
(Museum)

Description of proposed development:
Advertisement X 1 – Pylon Sign

The application for development is approved subject to the following conditions. Conditions:

1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.
2. The advertisement being maintained to the satisfaction of the Shire of Boyup Brook.

Advice

Where, in the opinion of the Council, an advertisement has been permitted to deteriorate to a point where it conflicts with the objectives of the Scheme or it ceases to be effective for the purpose for which it was erected or displayed, Council may, by notice in writing, require the advertiser to:-

- i) repair, repaint or otherwise restore the advertisement to a standard specified by Council in the notice, or*
- ii) remove the advertisement.*

Date of determination: 31 March 2022

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

2. That Council agree to the new wording of the sign as below and allocate funding from the Museum Operations (GL code B0645.134.3039).

Boyup Brook District Pioneers'
MUSEUM
Boyup Brook Visitor Centre Ph: 9765 1444

10.3.2 Interpretive Signage at the Flax Mill Caravan Park

Location:	<i>Flax Mill Caravan park</i>
Applicant:	<i>N/A</i>
Disclosure of Officer Interest:	<i>None.</i>
Date:	<i>4 April 2022</i>
Author:	<i>Maria Lane – Executive Assistant</i>
Authorizing Officer:	<i>Dale Putland, Chief Executive Officer.</i>
Attachments:	<i>Yes - quotes</i>

SUMMARY

The purpose of this report is to put before Council the request to develop an interpretive sign at the Flax Mill Caravan Park, to depict the history of the Flax Industry in Boyup Brook.

‘Interpretive signage’ is often used in places to tell the stories of significant people, buildings and history. ‘Interpretive Signage’ helps to engage viewers, to encourage an emotive connection, to create a point of interest and to enhance the experience of a place. ‘Interpretive Signage’ also contributes to the cultural landscape and fosters a sense of identity and pride to the community.

It is recommended that the Council support the development of an Interpretive sign, which is expected to create a point of interest to tourists and a historical understanding of the Flax Mill.

BACKGROUND

The Caravan Park is situated on Lot 336 Jackson Street, Boyup Brook. Lot 336 is a 16Ha site which includes the former Boyup Brook Flax Mill complex which is heritage listed and included on the Shire’s Municipal Inventory 1995.

COMMENT

Design

It is proposed that the ‘Interpretive Sign’ be positioned on the wall of a shed, please refer to photo on the next page or could be mounted on a sign close to the entrance of the Caravan Park.

The design of the sign is as follows:

- Full colour digital print to ACM panel
- Size: 4500 x 1800mm

The Interpretive sign to include the following text:

1. *Farming*
Flax was grown around Boyup Brook district by most local farmers. Sown at the beginning of winter, harvested spring/early summer
2. *Flax Carting*
Flax was carted in from the farms to the Flax Mill from all over the state.
3. *Deseeding*
Flax was stacked into sheds or in outside stacks and deseeded.
4. *Retting Process (rotting the straw)*
It was then sent to the retting tanks and soaked in hot water (75 ° F / 25°C) for the retting process. This process rots or dissolved the casein so that the fibres are easily separated from the woody core.
5. *Stooking*
The wet flax was unloaded from the tanks onto trailers and brought out to the drying fields beside the mill. It was unloaded into rows. The strings were cut and each sheaves stooked upright to dry.
6. *Tying Up*
After the flax had been drying in the field for 4-6 weeks, it was tied up and stored in the large sheds until the winter time process of scutching.
7. *Scutching*
This process removes the shell from the fibre. It was then graded, weighed and compressed into large wool bale bags for transporting.
8. *Loading the Mill Truck.*
The bales of flax fibre were then loaded onto the truck and taken to the railway station for transporting to the Spinning Mills in the Eastern States.

Potential location of sign



STATUTORY OBLIGATIONS

In accordance with the Deemed Provisions for Local Planning Schemes, advertisement means:

any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and include –

- a) any hoarding or similar structure used, or adapted for use, for the display of advertising; and
- b) any airborne device anchored to any land or building used for the display of advertising; and
- c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;

In accordance with the Deemed Provisions for Local Planning Schemes:

A person must not commence or carry out any works on, or use, land in the Scheme area unless –

- a) the person has obtained the development approval of the local government under Part 8; or
- b) development approval is not required for the development under clause 61.

Note:

1. Development includes the erection, placement and display of advertisements.
2. An advertisement is not exempt under clause 61 of the Deemed Provisions.

POLICY IMPLICATIONS

There are no policy implications relating to this item.

BUDGET/FINANCIAL IMPLICATIONS

The estimated cost for signage (excluding stand) is \$7120.00 exc GST.

CONSULTATION

Quotes obtained from Axiom and Wiseman Signs.

VOTING REQUIREMENTS

Simple majority

SUMMARY

In accordance with Local Planning Scheme No.2 development approval is required prior to developing an advertisement

The advertisement is not expected to impact on the character of the area.

Approval of the advertisement should be on the condition that the advertisement is maintained to a reasonable standard.

OFFICER RECOMMENDATION – ITEM 10.3.2

That Council supports an Interpretive Sign to be constructed at Lot 336 Jackson Street, Boyup Brook and allocate funding from the Caravan Park Flax Mill Complex – Building Operation – Tourism (GL code 132108).

10.4 Chief Executive Officer

10.4.1 Boyup Brook Flax Mill Caravan Park - CMCA Proposed Arrangements

Location	<i>Boyup Brook Flax Mill Caravan Park</i>
Applicant	<i>N/A</i>
File	<i>Flax Mill</i>
Disclosure of Interest	<i>Nil</i>
Date	<i>March 2022</i>
Author	<i>Dale Putland Chief Executive Officer</i>
Authorising Officer	<i>Dale Putland – Chief Executive Officer</i>
Attachments	<i>Yes – Confidential</i>

SUMMARY

The Shire of Boyup Brook has been in discussions with the Caravan and Motorhome Club of Australia Limited (CMCA) regarding a shared management arrangement for the Boyup Brook Caravan Park since early to November 2021.

These negotiations have resulted in a draft management agreement and price schedule that is presented for Council's consideration.

BACKGROUND

The Flax Mill Caravan Park provides short stay visitor accommodation through 40 Powered Sites, 30 Unpowered Sites and 6 Ensuite Sites. Until 2022, the site was managed by a part time offsite caretakers who took payment for bookings, cleaned the toilet blocks and ensuites and organised maintenance works.

CMCA Negotiations

In November 2021, following a presentation to Council by a CMCA board member, the Shire commenced negotiations to enter a management arrangement with the Flax Mill Caravan park.

Under the proposed management agreement, the CMCA would be responsible for managing bookings for the park, promotion through its membership and supplying a live in caretaker who could undertake some general maintenance and ground duties. The Shire would be responsible for maintenance and cleaning of the ablutions and buildings, gardening works and of the park.

Current Shire Arrangements

In 2021, the Shire commenced renovations of the ablutions blocks, installed new reticulation systems and replaced the cladding on the scutching shed. Extensions and renovations to the caravan park camp kitchen have also recently been completed.

In 2021, following resignation of the caretakers resigned, the Shire adopted a system whereby payment for caravan park stays has been via the Shire office. Cleaning has been undertaken by an external contractor and maintenance has been via the Shire garden and building maintenance team.

This system, while largely successful, has necessitated caravan park customers having to visit the Shire offices to pay their site fees during Shire office hours, resulting in the loss of some income from the park. To improve customer service and ensure that park customers residents book in with the Shire, in March 2022 the Shire engaged a live in caretaker who occupies an ensuite site.

The CMCA proposes further improving this system using an online booking system, making bookings easier and resulting in a higher ratio of fees being collected.

A full statement of the proposed duties and fee structure is included in the draft MOU (Attachment 10.4.1).

COMMENT

The CMCA is the largest Recreational Vehicle (RV) club in Australia, with more than 70,000 members. The CMCA currently operate RV “no frills” parks in all Australian states other than WA and promotes these parks through its online website and monthly magazine (distributed to CMCA members only).

The CMCA proposes to take responsibility for all bookings through an online booking system and install a live in caretaker for the Flax Mill Caravan Park. The Shire would receive 70% of the bookings, with 30% being retained by the CMCA. The booking fee breakdown is included in Attachment 10.4.1.

In return, CMCA members would receive discounted fees as identified in the price structure.

The benefits to the Shire include free nation wide advertising, introduction of an online booking system and an onsite caretaker for the caravan park

Shire Responsibilities

The MOU (Attachment 10.4.1) lists the various responsibilities of both parties.

The purpose of the MOU outlines the key responsibilities of each party:

- *The Shire of Boyup Brook will enter a formal arrangement with CMCA to manage and operate The Park to the benefit of both parties as outlined in this agreement.*
- *The initial agreement period will be for 5 years with the option to extend for a further 2 x 5 years.*
- *CMCA will provide Shire of Boyup Brook with a copy of its \$20million public liability cover*
- *Council will maintain insurance cover for damage and replacement of infrastructure within The Park and inclusive of any future improvements or developments within The Park*
- *CMCA will manage the park to continue offering a similar or better product to what is offered by council at present. This will include the provision for powered camping sites, ensuite camping sites and self-contained camping sites. Long term tenants will remain the responsibility of Council.*
- *CMCA acknowledges that there will be an agreed development plan for The Park which council will be responsible for implementing and funding. CMCA will assist in this development through provision of support for any grant funding applications and data from The Park to support any business cases.*

It is important to note that the Shire would retain responsibility for cleaning, maintenance and gardening/grounds works for the site.

Additional Shire Infrastructure Requirements

The proposed MOU contains a site plan identifying several additional improvements to the Flax Mill Caravan Park. These include:

- Installation of an additional 20 unpowered caravan bays adjacent to the Scutching Shed.
- Installation of a keypad locking system for ablution blocks
- Installation of several new toilet blocks (necessary to meet the requirements of the Western Australian Caravan Parks and Camping Ground Regulations 1997, but not a requirement of the CMCA)

During its budget review in March 2022, Council has allocated funds to develop detailed plans for the additional bays and infrastructure. It is proposed that these bays can be developed in the 2022/23 financial year.

Additional ablutions will alleviate the current requirement to hire in temporary ablutions for the Country Music Festival, resulting in annual savings of approximately \$7,000 (based on quoted prices for the Country Music 2022 festival) and will provide for additional major events to be held.

CONSULTATION

CMCA representatives have briefed Council

Discussions have been held with South West Development Commission representatives

STATUTORY OBLIGATIONS

The Shire will be obliged to install additional ablutions and camp kitchen facilities if it proceeds with the proposed additions to the Flax Mill Caravan Park to meet its statutory requirements under the Caravan Parks and Camping Ground Regulations 1997.

POLICY IMPLICATIONS

There are currently no known policy implications

BUDGET/FINANCIAL IMPLICATIONS

Based on the proposed fee structure that is included with the draft MOU, the new arrangements will be cost neutral to the Shire and may result in the Shire receiving a small financial benefit.

Installation of the additional caravan park bays and ablutions has not been costed as detailed plans have not yet been prepared. However, it is noted that the need for these bays had already been identified outside of the proposed MOU agreement.

The cost of installing keypad locks on the ablutions is less than \$500.

STRATEGIC IMPLICATIONS

Adoption of this MOU has potential to substantially increase visitation to Boyup Brook.

SUSTAINABILITY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.4.1

That Council authorise the Shire President and CEO to enter into an MOU with the Caravan and Motorhome Club of Australia Limited and sign the attached MOU document on behalf of the Shire of Boyup Brook.

11 COMMITTEE MINUTES

11.1 Rylington Park Committee Minutes

OFFICER RECOMMENDATION – ITEM 11.2

That the unconfirmed minutes of the Rylington Park Committee held on Wednesday, 7 April 2022 be received.

12 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Rylington Park Committee

The Rylington Park Committee met on 7th April 2022. *(please refer to attachment 11.1)*

OFFICER RECOMMENDATION – ITEM 10.4.2

The Rylington Park Committee recommend that Council considers expanding membership of the Rylington Park Committee to include three additional full voting members from the Rylington Park Management Inc and nominate Tristan Mead, Joshua Stretch and James Johnston.

13.2 Development (Tree Plantation – Pinus Radiata) –McAlinden Road, McAlinden

(Report to follow)

14 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS

15 CLOSURE OF MEETING

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at