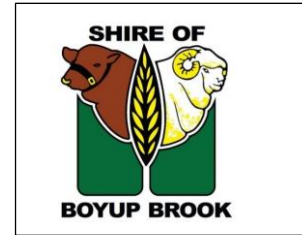


Date: 15 September 2023

To: Shire President  
Deputy Shire President  
Councillors  
Community



## NOTICE AND AGENDA – OPEN BRIEFING SESSION

An Open Briefing Session for the Ordinary Council Meeting of the Shire of Boyup Brook will be held in the Council Chambers on Thursday 21 September 2023 commencing at 6:00pm.

The Briefing Session provides Councillors the opportunity to ask questions and obtain clarification on the items to be presented to Council at its Ordinary Council Meeting.

However, this is not a decision-making forum, and no questions may be taken from the members of public.

A handwritten signature in black ink, appearing to read "Leonard Long". The signature is written in a cursive style with a large, sweeping flourish at the end.

Leonard Long  
Chief Executive Officer

**PUBLIC QUESTION TIME**

No questions may be taken from members of the public at an Open Briefing Session. Members of the public who may have any questions or would like to make a statement regarding items on the agenda are encouraged to attend the Ordinary Council Meeting to be held in the Council Chambers on 28 September 2023 commencing at 6:00pm.

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## AGENDA

### 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at .....pm.

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

The Council Chambers are not a parliament and Parliamentary Privilege does not apply.

Elected Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Council meetings are solely those of the person making them. Nothing expressed at a Council Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Council Meeting are the official record of that Council meeting. Verbatim Minutes are not required.

May I ask everyone here today, to make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes.

### 2. RECORD OF ATTENDANCE

#### 2.1 ATTENDANCE

##### **Councillors**

Shire President

Deputy Shire President

Councillors

Cr Richard Walker (Presiding)

Cr Helen O'Connell

Cr Sarah Alexander

Cr Steele Alexander

Cr Charles Caldwell

Cr Darren King

Cr Kevin Moir

Cr Adrian Price

Cr Philippe Kaltenrieder

##### **Council Officers**

Chief Executive Officer

Deputy Chief Executive Officer

Manager Finance

Manager Works and Services

Leonard Long

Carolyn Mallett

Ben Robinson

Jason Forsyth

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**Observers / Public Members****2.2 APOLOGIES**

Urban and Regional Planner  
Executive Officer

Adrian Nicoll  
Maggie Le Grange

**2.3 REQUEST FOR LEAVE OF ABSENCE**

Not applicable to the Open Briefing Session.

**3. DEPUTATIONS, PETITIONS AND PRESENTATIONS****3.1 DEPUTATIONS**

Not applicable to the Open Briefing Session.

**3.2 PETITIONS**

Not applicable to the Open Briefing Session.

**3.3 PRESENTATIONS**

Presentation by Focus Networks regarding the current Shire ICT status. The presentation will not be repeated at the Ordinary Council Meeting.

**4. PUBLIC QUESTIONS TIME**

Residents and Ratepayers are welcome to attend the Open Briefing Sessions which commences at 6:00pm in the Council Chambers. The briefings Sessions are related to information only and no Public Questions will be taken.

**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Not applicable to the Open Briefing Session.

**4.2 PUBLIC QUESTION TIME**

Not applicable to the Open Briefing Session.

**5. DECLARATIONS OF INTEREST****5.1 FINANCIAL AND / OR PROXIMITY INTEREST**

5.1.1 Cr Steele Alexander declared a Financial Interest on Item 9.2.3 Committee Recommendation No 1, Cr Steele Alexander's wife is employed by the Blackwood Basin Group.

5.1.2 Cr Sarah Alexander declared a Financial Interest on Item 9.2.3 Committee Recommendation No 1, Cr Sarah Alexander is employed by the Blackwood Basin Group.

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5.1.3 Cr O’Connell declared a Financial Interest on Item 9.2.3 Committee Recommendation No 1, Cr O’Connell is employed by the Blackwood Basin Group.

5.1.4 Cr King Declared a Financial Interest on Item 9.2.3 Committee Recommendation No 4, Cr Kings wife wrote the grant application and both children are members of the Mayanup Horse and Pony Club.

## **5.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT**

5.2.1 Cr Steele Alexander declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, Cr Steele’s wife is based at the Community Resource Centre.

5.2.2 Cr Sarah Alexander declared an Impartiality Interest in item 9.2.3 Committee Recommendation No 12, Cr Sarah Alexander is based at the Community Resource Centre.

5.2.3 Cr O’Connell declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, Cr O’Connell is a member of the Community Resource Centre Committee.

5.2.4 Cr Price declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, being a member of the Community Resource Centre Committee.

5.2.5 Cr Price declared an Impartiality Interest on Item 9.2.3 Committee Recommendation No 1, being the Shire representative on the Blackwood Basin Group.

5.2.6 Cr King declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 2, being a member of the Boyup Brook Pistol Club.

5.2.7 Cr King declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, being a member of the Tonebridge Country Club.

5.2.8 Cr King declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, being a committee member of the Community Resource Centre.

5.2.9 Cr Price declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 10, being the Shire representative on the Boyup Brook Tourism Association.

5.2.10 Cr Price declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 6, being the Church Representative on the CoMHAT committee.

**6. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATIONS**

**6.1 ORDINARY COUNCIL MEETING MINUTES – 31 AUGUST 2023**

**OFFICER RECOMMENDATION 23/09/...**

**That the minutes of the Ordinary Council Meeting held on 31 August 2023 be confirmed as being a true and accurate record.**

**Moved: .....**

**Seconded: .....**

**.....**

**7. PRESIDENTIAL COMMUNICATIONS**

**8. COUNCILLOR QUESTIONS ON NOTICE**

**9. REPORTS OF OFFICERS**

**9.1 WORKS AND SERVICES**

Nil



**9.2 CORPORATE AND COMMUNITY SERVICES**

<b>9.2.1 LIST OF ACCOUNTS PAID IN AUGUST 2023</b>	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Ben Robinson, Manager Finance
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.1A – List of Accounts Paid in August 2023

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>		
<b>That Council:</b>		
1. Receive the list of accounts paid in August 2023, totalling \$1,056,414.28 from Municipal account, \$31,522.90 from Police Licensing account and \$0,00 from Boyup Brook Early Learning Centre account, as represented by:		
<b>Municipal</b>	<b>Cheques 20613 – 20616</b>	<b>\$ 7,734.39</b>
	<b>EFT 14424 – 14572</b>	<b>\$649,326.43</b>
	<b>Direct Payments</b>	<b>\$399,353.46</b>
<b>Police Licensing</b>		<b>\$ 31,522.90</b>
<b>BBELC Payments</b>		<b>\$ 0</b>
<b>Grand Total</b>		<b>\$1,087,937.18</b>
<b>Moved:</b>	.....	
<b>Seconded:</b>	.....	
	.....	

**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in August 2023 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 August 2023.

**REPORT DETAIL**

Attachment 9.2.1A lists represents accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 August 2023.

## **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Governance and Organisation
<b>Outcome</b>	Demonstrate effective leadership, advocacy, and governance
<b>Objective</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

*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*

**SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)  
 Nil

**Social** – (Quality of life to community and / or affected landowners)  
 Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook’s commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Medium	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Funds used for account payments are included in the adopted 2023-24 annual budget.

**Workforce**

Nil

End

<b>9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 AUGUST 2023</b>	
<b>File Ref:</b>	FM/10/003
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Ben Robinson, Manager Finance Darren Long, Finance Consultant
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.2A – Monthly Financial Report 31 August 2023

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>	
<b>That Council:</b>	
<b>1. Receive the Monthly Financial Report for 31 August 2023, as presented (Attachment 9.2.2A).</b>	
<b>Moved:</b>	.....
<b>Seconded:</b>	.....
	.....

**SUMMARY**

The Monthly Financial Report for 31 August 2023 is presented for Councils adoption.

**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.

**REPORT DETAIL**

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 Program.
- (b) Statement of Comprehensive Income by Nature/Type.
- (c) Statement of Financial Activity by Nature.
- (d) Statement of Financial Activity by Program.
- (e) Summary of Net Current Asset Position.
- (f) Material Variances Report.
- (g) Statement of Financial Position.

- (h) Statement of Cash Flows.
- (i) Report on Progress of Capital Expenditure Program.
- (j) Report on Major Business Units.
- (k) Statement of Cash Back Reserves.
- (l) Loan Borrowings Report; and
- (m) Detailed Operating and Non-Operating Schedules.

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 Material Variances Report. This statement categorises the variance commentary according to reporting Nature/Type and groups the variances by Operating Revenue, Operating Expenditure, Investing and Financing Activities.

The Statement of Financial Activity as of 31 August 2023 shows a closing surplus of \$6,628,872. This surplus figure is subject to changes to the closing surplus brought forward from 30 June 2023 from audit adjusting entries required.

### **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Governance and Organisation
<b>Outcome</b>	Demonstrate effective leadership, advocacy, and governance
<b>Objective</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

*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.

### **SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

Nil

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Medium	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

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Nil

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End

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<b>9.2.3 COMMUNITY GRANTS COMMITTEE RECOMMENDATIONS</b>	
<b>File Ref:</b>	GO/37/001
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.3A – Blackwood Basin Group 9.2.3B – Mayanup Horse & Pony Club 9.2.3C – Tonebridge Country Club Inc 9.2.3D – Hope Community Fellowship 9.2.3E – CoMHAT 9.2.3F – Pistol Club 9.2.3G – Country Music 9.2.3H – UBAS 9.2.3I – Boyup Brook Tourism Ass Inc 9.2.3J – Golf Club 9.2.3K – Cricket Club 9.2.3L – Tennis Club

- Cr Steele Alexander declared a Financial Interest on Item 9.2.3 Committee Recommendation No 1, Cr Steele Alexander’s wife is employed by the Blackwood Basin Group.
- Cr Sarah Alexander declared a Financial Interest on Item 9.2.3 Committee Recommendation No 1, Cr Sarah Alexander is employed by the Blackwood Basin Group.
- Cr O’Connell declared a Financial Interest on Item 9.2.3 Committee Recommendation No 1, Cr O’Connell is employed by the Blackwood Basin Group.
- Cr Price declared an Impartiality Interest on Item 9.2.3 Committee Recommendation No 1, being the Shire representative on the Blackwood Basin Group.

Cr Steele Alexander, Cr Sarah Alexander and Cr O’Connell left the chambers at ...pm

<b><u>COMMITTEE RECOMMENDATION No 1 - 23/09/...</u></b>	
<b>That Council:</b>	
<b>1. Approves a grant of \$3,000 to the Blackwood Basin Group.</b>	
<b>Moved:</b>	.....
<b>Seconded:</b>	.....
	.....

Cr Steele Alexander, Cr Sarah Alexander and Cr O’Connell returned to the chambers at ...pm





**COMMITTEE RECOMMENDATION No 5 - 23/09/...**

**That Council:**

**1. Approves a grant as follows to the Country Music Club of Boyup Brook Inc:**

- a) Financial grant of \$5,000**
- b) In-kind grant to the value of \$6,000**

**Moved:** .....

**Seconded:** .....

.....

- Cr Price declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 6, being the Church Representative on the CoMHAT committee.

**COMMITTEE RECOMMENDATION No 6 - 23/09/...**

**That Council:**

**1. Approve a grant of \$5,000 to CoMHAT.**

**Moved:** .....

**Seconded:** .....

.....

**COMMITTEE RECOMMENDATION No 7 - 23/09/...**

**That Council:**

**1. Approve a grant of \$5,000 to the Boyup Brook Tennis Club.**

**Moved:** .....

**Seconded:** .....

.....

**COMMITTEE RECOMMENDATION No 8 - 23/09/...**

**That Council:**

**1. Approve a grant of \$5,000 to the Boyup Brook Golf Club.**

**Moved:** .....

**Seconded:** .....

.....

**COMMITTEE RECOMMENDATION No 9 - 23/09/...**

**That Council:**

- 1. Approve a grant of \$500 to the Boyup Brook Cricket Club.**

**Moved:** .....

**Seconded:** .....

.....

- Cr Price declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 10, being the Shire representative on the Boyup Brook Tourism Association.

**COMMITTEE RECOMMENDATION No 10 - 23/09/...**

**That Council:**

- 1. Approve a grant of \$500 to the Boyup Brook Tourism Association Inc.**

**Moved:** .....

**Seconded:** .....

.....

**COMMITTEE RECOMMENDATION No 11 - 23/09/...**

**That Council:**

- 1. Approve a grant of \$5,000 to UBAS.**

**Moved:** .....

**Seconded:** .....

.....

- Cr Steele Alexander declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, Cr Steele’s wife is based at the Community Resource Centre.
- Cr Sarah Alexander declared an Impartiality Interest in item 9.2.3 Committee Recommendation No 12, Cr Sarah Alexander is based at the Community Resource Centre.
- Cr O’Connell declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, Cr O’Connell is a member of the Community Resource Centre Committee.
- Cr Price declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, being a member of the Community Resource Centre Committee.
- Cr King declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, being a member of the Tonebridge Country Club.
- Cr King declared an Impartiality Interest in Item 9.2.3 Committee Recommendation No 12, being a committee member of the Community Resource Centre.

**COMMITTEE RECOMMENDATION No 12 - 23/09/...**

**That Council:**

- 1. Request the Chief Executive Officer to advise the following community groups that they were not successful in obtaining a grant in the 2023 – 2024 grants submission.**
  - a) Community Resource Centre
  - b) Tonebridge Country Club
- 2. Request the Chief Executive Officer to prepare an amended F.02 Guidelines for Community Grants Policy by inter alia capping the amount of any one grant submission to \$5,000 per applicant.**

**Moved:** .....

**Seconded:** .....

.....

**SUMMARY**

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Boyup Brook community.

Grants are awarded to local not-for-profit community organisations to support projects that will benefit groups and the broader community to support the

strategic development and organisation capacity building of local community groups.

## **BACKGROUND**

This year the program has been oversubscribed, with the Shire supporting many large capital projects, \$40,000 was allocated for Community Grants in the budgeting process. Whilst this amount is less than the 2% as per Policy, it still sits within the policy guidelines as the amount determined is to be up to and not exceed 2%.

## **REPORT DETAIL**

To ensure the consideration of grant submission are unbiased officers developed a matrix which takes the following criteria into consideration:

- Percentage of own contribution in relation to the requested amount. The higher the groups own contribution the higher the score. This method does not discriminate against smaller clubs that cannot afford large contributions.
- Successful grant submissions over the past three (3) years.  
 Successful grant in 22/23 = 0      Unsuccessful grant in 22/23 = 3  
 Successful grant in 21/22 = 1      Unsuccessful grant in 21/22 = 3  
 Successful grant in 20/21 = 2      Unsuccessful grant in 20/21 = 3

Using the matrix model the following scoring was determined:

<b><u>Rank</u></b>	<b><u>Name</u></b>	<b><u>Requested Amount</u></b>	<b><u>Recommended Amount</u></b>
1	Country Music Club of Boyup Brook Inc	\$21,000	\$11,000 (\$5,000 financial + \$6,000 in-kind)
1	CoMHAT	\$6,933	\$5,000
3	Boyup Brook Tennis Club	\$5,285	\$5,000
3	Blackwood Basin Group	\$3,000	\$3,000
5	Community Resource Centre	\$1,400	Maintenance
6	Boyup Brook Golf Club	\$10,000	\$5,000
7	Boyup Brook Pistol Club	\$5,000	\$5,000
7	Hope Community Fellowship	\$2,273	\$2,273
7	Mayanup Horse & Pony Club	\$4,000	\$3,000
10	Boyup Brook Cricket Club	\$1,000	
10	Boyup Brook Tourism Association Inc	\$1,000	
12	Tonebridge Country Club Inc	\$5,688	

12	UBAS		\$13,260	
				\$39,273
			Allocated Funds	\$40,000
			Available Funds	<b>\$727</b>

The following is the actual matrix scoring per submission:

The submission from the Community Resource Centre is considered to be maintenance, which is the responsibility of the Shire, as such the submission has been deemed null and void.

Tonebridge Country Club Inc		
Purpose	Demolish and replace existing BBQ with brick BBQ and accessories	
Total Project Cost	\$5,687.55	
Request \$ + in-kind	\$5,687.55	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$850.00	
Own Contribution %	15%	1
Received grant 22/23	Yes	0
Received grant 21/22	Yes	1
Received grant 20/21	Yes	2
		4

Boyup Brook Pistol Club		
Purpose	Upgrading 50 metre shooting range	
Total Project Cost	\$0.00	
Request \$ + in-kind	\$5,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$7,000.00	
Org In-kind Contribution \$	\$3,000.00	
Own Contribution %	200%	1
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		7

Blackwood Basin Group		
Purpose	Bees n weeds workshops	
Total Project Cost	\$4,500.00	
Request \$ + in-kind	\$3,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$1,500.00	
Own Contribution %	50%	5
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		12

Hope Community Fellowship		
Purpose	Front yard upgrade including handrails and reticulation	
Total Project Cost	\$4,545.44	
Request \$ + in-kind	\$2,272.72	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,818.18	
Org In-kind Contribution \$	\$454.54	
Own Contribution %	100%	10
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		7

UBAS		
Purpose	Retaining wall and ramp at ablutions and concrete floor with drainage in cattle yards	
Total Project Cost	\$14,731.00	
Request \$ + in-kind	\$13,260.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,371.00	
Org In-kind Contribution \$	\$750.00	
Own Contribution %	16%	1
Received grant 22/23	Yes	0
Received grant 21/22	Yes	1
Received grant 20/21	Yes	2
		4

Mayanup Horse & Pony Club		
Purpose	Transportable storage facility for equipment	
Total Project Cost	\$9,222.29	
Request \$ + in-kind	\$4,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$1,403.64	
Org In-kind Contribution \$	\$3,500.00	
Own Contribution %	123%	10
Received grant 22/23	No	3
Received grant 21/22	Yes	1
Received grant 20/21	No	3
		7
Community Group	Boyup Brook Cricket Club	
Purpose	Transportable storage facility for equipment	
Total Project Cost	\$1,000.00	
Request \$ + in-kind	\$1,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$0.00	
Own Contribution %	0%	0
Received grant 22/23	Yes	0
Received grant 21/22	No	3
Received grant 20/21	No	3
		6

Community Group	Boyup Brook Tourism Association Inc	
Purpose	Support for promoting the Walk on the Wild Side event in October 2023	
Total Project Cost	\$1,000.00	
Request \$ + in-kind	\$1,000.00	
Council in-kind Contribution \$	\$0.00	
Own Contribution	\$0.00	
Org In-kind Contribution \$	\$0.00	
Own Contribution %	0%	0
Received grant 22/23	Yes	0
Received grant 21/22	No	3
Received grant 20/21	No	3
		6



**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Built Environment
<b>Outcome</b>	Preserve the history and heritage of our built environment
<b>Objective</b>	Construct / redevelop community and sporting facilities in a manner that maximises their life span, capacity and function

<b>Key Imperatives</b>	Social and Community
<b>Outcome</b>	Support a healthy, active, vibrant community
<b>Objective</b>	Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community. Promote community participation, interactions and connections
<b>Outcome</b>	Encourage the preservation of our culture, heritage and history
<b>Objective</b>	Support and promote community events and activities

<b>Key Imperatives</b>	Economic Development
<b>Outcome</b>	Support a strong and inclusive economy
<b>Objective</b>	Promote the town as a great place to visit, stay and live

<b>Key Imperatives</b>	Natural Environment
<b>Outcome</b>	Manage natural resources sustainably
<b>Objective</b>	Manage and conserve the natural environment, lands and water

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION****Economic – (Impact on the Economy of the Shire and Region)**

There will be a positive economic impact to the Shire and region with funds being utilised in the Shire and region. This includes upgraded facilities and tourism, with recipients engaging with local businesses and trades where appropriate.

**Social – (Quality of life to community and / or affected landowners)**

Upgraded facilities and events will bring about a sense of community connectedness along with tourists visiting the Shire and region from across Western Australia and at times, Australia.

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## **POLICY IMPLICATIONS**

F.02 Guidelines for Community Grants Policy.

## **RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Low	There are no obvious risks associated with using the matrix system which determines a rank for each application in a fair and unbiased manner

## **CONSULTATION**

Community Grants Committee.

## **RESOURCE IMPLICATIONS**

### **Financial**

The cost of funding the recommended grants are contained in the adopted 2023-24 budget.

### **Workforce**

Nil

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End

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<b>9.2.4 BUDGET AMENDMENT TO FUND ADMINISTRATION BUILDING FIBRE UPGRADE</b>	
<b>File Ref:</b>	FM/9/005
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Ben Robinson, Manager Finance
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

**OFFICER RECOMMENDATION 23/09/...**

**That Council:**

**1. Authorise the following amendment to the 2023/24 adopted budget, to facilitate the installation of a fibre connection to the Shire Administration Building:**

Account	Description	Increase	Decrease
146500	Admin Pool Vehicle		-\$40,000
146110	Starlink Internet Upgrade		-\$7,500
041108	Council Chambers Audio System		-\$25,000
146110	Fibre Upgrade (Admin Building)	\$72,500	
			-\$72,500

**Moved:** .....

**Seconded:** .....

.....

**SUMMARY**

The purpose of this report is to recommend for Councillors to reallocate funding from several accounts to facilitate the construction of a new fibre link to the Admin Building. Fibre will significantly increase the Shire’s business capabilities and allow us to catch up with best practice standards already employed for many similar-sized Local Government organisations.

**BACKGROUND**

The Shire has been in an ongoing process with Focus Networks, since they were contracted for the Shire’s ICT services in December 2021, to provide a scope to upgrade the Shire’s internet services. The Shire currently faces several problems that are primarily due to the limitations of the current wireless NBN services it uses:

- Very slow connection speeds to the wireless tower, frequently resulting in “laggy” connections and semi-frequent connection dropouts.

- Extremely slow and frequently unworkable remote access, affecting both staff working from home and also the entire staff complement at the Depot.
- Inability to migrate the Exchange server (the email server) to Exchange Online. Using an on-premises email server is outdated from an ICT perspective and represents a significant security risk.
- Inability to migrate any further services to the cloud to free up bandwidth on the on-premises server for other tasks.
- Inability to upgrade the obsolete phone system as VoIP services are predicated on a high-speed, business grade internet connection.
- Inability to backup data offsite with the frequency recommended by best practice ICT standards, resulting in a data security risk.
- Inability to execute the proposed data recovery plan in the draft IT Disaster Plan, which guarantees restoration of service faster than the server backups can be uploaded and downloaded.
- Many other technical issues which will decrease in severity and frequency with the installation of a reliable, wired internet link.

The Shire has not yet acted on the costs involved to upgrade the fibre for two primary reasons: the costs involved, which were not able to be provided with 100% certainty from Telstra, and the difficulty in finding a solution where the benefits are shared equally amongst the Admin and Depot staff.

During this exercise, the following options have been considered:

1. Fibre installed to the Admin building, and another fibre connection installed between the Admin building and the Depot. This was determined to be far too costly.
2. Starlink services installed to the Admin building and the Depot. This was tested on 06/09/2023 using a Starlink Obstruction Test. The Admin building failed the test, but the Depot passed. This was determined to be a half-measure.
3. Fibre installed to the Admin building and the Depot staff relocated to the current Council Chambers, with another fibre connection installed from the Admin building to the Town Hall, which would facilitate the relocation of Council chambers. This was determined to be the best and most cost-effective option for the Shire's current circumstances.

### **REPORT DETAIL**

The CEO, Deputy CEO and Finance Manager have discussed the three options presented in the previous section of this report at length with David Staeck, Director of Focus Networks. David and Focus Networks work extensively with other Local Government organisations in Western Australia and has managed & executed the project requirements detailed in Option 3 with several of them.

Upgrading to fibre will cost approximately \$72,500 which includes incidental works required as well as a 10% contingency.

## **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Governance and Organisation.
<b>Outcome</b>	Demonstrate effective leadership, advocacy, and governance.
<b>Objective</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*“6.8 (1) A local government is not to incur expenditure from its municipal fund which is not included in its annual budget except where the expenditure —*

- a) is incurred in a financial year before the adoption of the annual budget by the local government.*
- b) is authorized in advance by resolution\*; or*  
*\* Absolute majority required.*
- c) is authorized in advance by the mayor or president in an emergency.”*

### **SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

Nil

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook’s commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Extreme	In the case of inaction, Council risks allowing the Shire to fall further behind in contemporary ICT practices and infrastructure, resulting in degradation of services and delivery timeframes, an unacceptable cyber risk profile, and ongoing negative impacts for internal and external stakeholders.

### **CONSULTATION**

- Focus Networks
- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager Finance

### **RESOURCE IMPLICATIONS**

#### **Financial**

The amendment will ensure the adopted budget remains a balanced budget.

#### **Workforce**

Nil

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End

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**9.3 DEVELOPMENT AND GOVERNANCE SERVICES**

<b>9.3.1 DEVELOPMENT APPLICATION – COMMUNITY PURPOSE (SHIPPING CONTAINER) – RESERVE 1454, BEATTY STREET</b>	
<b>File Ref:</b>	RESERVE 1454
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Community Mental Health Action Team
<b>Author and Title:</b>	Adrian Nicoll, Urban and Regional Planner
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**OFFICER RECOMMENDATION 23/09/...**

**That Council:**

- 1. Approve the Development Application for a ‘Shipping Container’ on Reserve 1454 (Beatty Street), Boyup Brook subject to the following conditions and advice notes:**

**Conditions:**

- a) Development shall occur in accordance with the approved plans, to the satisfaction of the Chief Executive Officer.**
- b) Within three (3) months of the placement of the ‘Shipping Container’ the ‘Shipping Container’ shall be clad in the same or similar material as the existing transportable to the satisfaction of the Chief Executive Officer.**
- c) The ‘Shipping Container’ shall be maintained in good repair to the satisfaction of the Chief Executive Officer.**
- d) Prior to the placement of the ‘Shipping Container’ the applicant shall obtain a building permit.**

**Advice Notes:**

- a) If the development is not substantially commenced within a period of 2 years, or another period approved by the Chief Executive Officer, the approval will lapse and be of no further effect.**

- 2. Authorises the Chief Executive Officer to sign any forms associated with the submission of a Certified Building Permit.**

**Moved:** .....

**Seconded:** .....

.....

**SUMMARY**

The Shire received an application, on behalf of the ‘Community Mental Health Action Team’, seeking approval to place a shipping container, on Reserve 1454 (adjacent to basketball courts – Beatty Street).

The shipping container is to be used for storage associated with an existing community youth administration building.

In accordance with the Shire’s Local Planning Scheme No.2, the subject land is ‘Reserved’ for the purpose of Recreation. The proposal to utilise the land as a mental health precinct complies with the purpose of the subject ‘Reserve’.

Council is requested to consider the placement of the shipping container at the subject site.

**BACKGROUND**

The ‘Community Mental Health Action Team’ is seeking to develop facilities at the Reserve 1454, for use in administering mental health support to members of the community.

To-date, a transportable unit has been developed at the Reserve site.



It’s proposed that additional facilities are developed, including a storage facility (shipping container) and landscaped gardens.



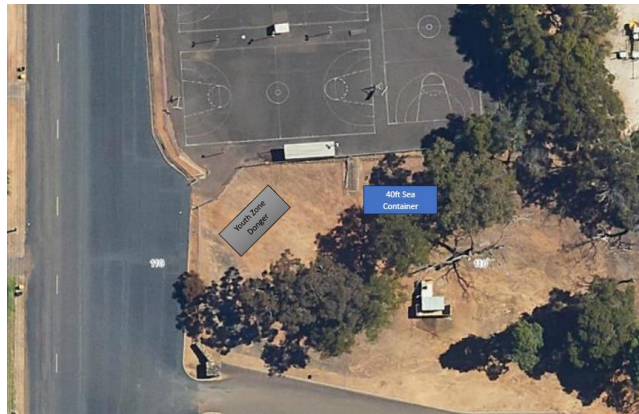
**REPORT DETAIL**

The subject property is reserved for the purpose of Recreation. The reserve is vested with the Shire of Boyup Brook, with the power to lease.



An underutilised vacant area exists adjacent to the basketball courts off Beatty Street. The area is a reasonably levelled and includes existing toilets and a transportable administration building.

An application has been received proposing the placement of a shipping container for storage purposes. The below figures illustrate the proposed location and design of the shipping container. Note the shipping container looks used and needs a fresh coat of paint.



It's proposed that the shipping container is anchored to the ground with cement footings and is painted a colour to blend with the surrounds (red to match gravel ground surface). However, a Certified Building Permit will be required to be submitted to the Shire prior to the placement of the shipping container.

Access to the proposed Youth Centre is via an existing crossover off Beatty Street.

There are cleared vacant areas adjacent to the precinct, available for car parking.

The proposed development is not expected to impact on the environmental attributes of the area and complies with the purpose of the subject 'Reserve'.

### **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Social and Community
<b>Outcome</b>	Promote quality education, health, childcare, aged care and youth services
<b>Objective</b>	Improve support for youth and youth activities

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, the objective of a 'Recreational' reserve is for:

*Public Purposes which specifically provide for a range of public recreational facilities.*

### **SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

Any support community mental health albeit through the approval of a 'shipping container' will have a positive impact on the community.

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

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<b>Risk Level</b>	<b>Comment</b>
Low	The proposal is in line with the Reserve purpose and is not expected to have any impact on the amenity of the area.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

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End

**9.4 CHIEF EXECUTIVE OFFICER**

<b>9.4.1 ANNUAL CHRISTMAS FUNCTION</b>	
<b>File Ref:</b>	RE/22/001
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicola Jones
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**OFFICER RECOMMENDATION 23/09/...**

**That Council:**

- 1. Authorises the Chief Executive Officer to arrange a Community Christmas Celebration as follows:**
  - a) To be held on the first Friday of December 2023 commencing at 3:00pm at the Boyup Brook Swimming Pool followed by a sausage sizzle and Carols by Candlelight at the Music Park from 5:00pm.**
  - b) Entry fee to the Boyup Brook Swimming Pool be waived for the entire day of the Christmas celebration.**
- 2. Authorises the Chief Executive Officer to arrange a joint Councillor and all staff Christmas Celebration barbeque to be held on Friday 8 December 2023 starting at 1:00pm.**
  - a) Notice is given on the Shire Website, social media pages and in the Boyup Brook Gazette October and November edition that the administration office, BBELC, depot, swimming pool and medical centre will be closed as from 12:30pm on Friday 8 December 2023.**

**Moved:** .....

**Seconded:** .....

.....

**SUMMARY**

1. Council to consider the location of the Community Christmas Celebrations and what they would like to commit by way of catering, entertainment and giveaways.
2. Council to also consider amalgamating all Shire department Christmas celebrations including Council to one function to be held on the last Friday of November from midday onwards.

## **BACKGROUND**

1. Each year the Shire holds the Community Christmas Celebrations which are traditionally held on the first Friday of December. Over the years this has been held in various locations including Abel Park (behind the Visitors Centre), Sandakan Park and the Music Park. The celebrations have also commenced at various times from 3:30pm to cater for children after school to later in the afternoon for Carols by Candlelight. All of these have had positive and negative elements and feedback from the community. The Community Christmas Celebrations have also had various giveaways over the years from lolly bags to individual gifts for each child either paid for by their parent or an external organisation and a free raffle with family pool and gym passes as prizes. Each year the Shire fund a free sausage sizzle which is cooked by Councillors and pay for an ice-cream for children. Most years there have been market stalls.
2. Traditionally each department within the Shire has held their own end of year Christmas celebrations including Council holding an event and inviting various community members to attend. Staff do not attend each department's function; they are entirely separate.

## **REPORT DETAIL**

1. There are three locations that can be used within the Shire townsite to host the Community Christmas Celebrations. These are Abel Park, Sandakan Park and the Music Park. Considerations for these locations are:
  - a. Abel Park – is centrally located in the townsite, close to shops and amenities however for the safety of children and the elderly, the Shire would need to have a road closure plan for both Abel Street from the Medical Centre to the Police Station and Forrest Street from the Co-op to the Police Station.

If this can be achieved internally, the cost would be in the vicinity of \$2,500 - \$3,000 which covers Shire staff time for preparation and implementation, including overtime as the event would run past 4:00pm. If a Road Closure Plan was required, this would be an additional \$1,600 - \$2,000. If the plan showed that a section of Abel and Bridge Street would also need to be closed, this would have to be referred to Main Roads and could cost upwards of an additional \$5,000.

There are no playground facilities in the park and limited parking, however there is room for market stalls to the side of the Visitors Centre. The swimming pool is located a few minutes away.

- b. Sandakan Park – is located in the townsite however is not near the shopping precinct. There is a large area including playground (proposed for upgrade) and skate park. Amenities are located at the Town Hall which is a short walk. Parking is located near the playground and at the Town Hall. There is room for market stalls, lighting will need

to be assessed. The swimming pool is located a few minutes away. There is no requirement for a road closure.

- c. Music Park – is located in the townsite however is not near the shopping precinct. There is a large open area with stage and ablutions located to the rear of the stage with disability access. There is plenty of parking within the park and on Jackson Street. There is room for market stalls and adequate lighting towers. The swimming pool is located next door. There is no requirement for a road closure.

This year it is recommend Council support a Community Christmas Celebration that embraces all age groups. This can be achieved by holding a Pool Party at the end of the school day, followed by the traditional sausage sizzle cooked by Councillors and Carols by Candlelight. For seamless transition from one venue to the next, it is recommended that the Music Park be utilised for the family orientated part of the event. The cost involved would be relatively low, consisting of free entry into the pool (most attendees have pool passes), sausage sizzle, drink and ice-cream plus any giveaways.

There has been varied feedback regarding children receiving a Christmas present from Santa, with various approaches to this over the years including parents supplying the gift, parents paying \$10.00 to a local store to coordinate, purchase and wrap gifts, and the Lions Club of Boyup Brook donating over \$2,000 to the local store to coordinate, purchase and wrap gifts. Last year the Shire did not include Christmas presents for children but opted to give each child, regardless of age, a bag of sweets and a bubble wand. This was quite inexpensive costing less than \$2.00 per child in total. Battery operated 'candles' were also purchased by the Shire and given to all families to enhance the Carols by Candlelight atmosphere.

It is recommended that parents do not purchase their own gifts or pay a dollar amount for their child to receive a gift. Feedback from previous years has been that some families have not attended as they could not afford to purchase or pay for a gift for their child, especially those who had more than one or two children. This resulted in these families missing out on a free community event because they could not afford to attend.

In the past the Shire has hired a bouncy castle for children to play on and have also put together a make-shift water slide (not in the same year). While the water slide was highly popular there was an incident where there was a piece of glass underneath that pierced through the plastic and cut several children.

The slide was installed by Shire staff and operated with the assistance of the local Boyup Brook Fire and Rescue Service and St John Ambulance Boyup Brook. The cost involved was minimal, six bottles of two-in-one kids shampoo conditioner and the plastic for the slide. The hire of bouncy castles has increased over the years with a starting price at \$400, this does not include delivery to Boyup Brook (Southwest Bouncy Castles as below).





**Party Bouncer**

6m x 6m  
Great standard bouncer for any occasion, suitable for 14yo and under.

Price:  
3 Hours \$350  
Full Day: \$400

2. End of year staff Christmas celebrations have been somewhat disconnected between staff and Council over the previous years. Each department has had their own end of year celebrations which other staff members do not attend.

The Shire did trial a joint BBQ approximately three years ago with all departments invited and Councillors. This was well attended by the Shire administration team along with minimal depot staff, Early Learning Centre staff member and Councillors. Other departments continued to host their own event except for the administration team. This was held on a Friday after standard work hours.

The advantages of having a joint event would be that it brings everyone together promoting the Shire as a team, regardless of which department you work in. It would be an opportunity for staff and Councillors to connect in a social setting and not in a formal work environment. The cost of having one event would be greatly reduced from having several individual gatherings of varying types, making the cost per person equal.

To encourage all staff from all departments to attend, it is recommended that the celebrations are held on Friday 8<sup>th</sup> December 2023 commencing at midday. It is important to note that school swimming lessons are held every weekday from 20<sup>th</sup> November to 1<sup>st</sup> December inclusive and finish at 3:00pm. The Shire would be required to close all departments early to allow all staff to attend. There are currently no known other community events scheduled for this time.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Social and Community
<b>Outcome</b>	Support a healthy, active, vibrant community
<b>Objective</b>	Promote community participation, interactions and connections

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION****Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

1. The Community Christmas Celebrations is a free event for all community members to attend and enjoy. They promote a sense of belonging, connecting people together in a friendly and relaxed atmosphere.
2. Combining the staff celebrations will bring people together and mitigate the disconnect that staff currently experience, lifting morale resulting in a happier working environment.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Low	<ol style="list-style-type: none"> <li>1. The risk is deemed low due to previous years having little negative impact on the Shire or the community.</li> <li>2. Although there will be an impact to the delivery of Shire services, the risk is deemed low as staff will still be available in the case of an emergency.</li> </ol>

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Last years the community Christmas Celebration, Councillor Christmas Function as well as the Staff Function was funded out of GL 041109 Members Refreshments and Receptions account. The cost of the three (3) functions was \$6,690. Due to the increase of cost across the board it is anticipated, should Council approve two (2) function the cost would be similar.

**Workforce**

Nil

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 End
 

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<b>9.4.2 GRANT FUNDING APPLICATIONS</b>	
<b>File Ref:</b>	FM/9/005
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Angelika Fawcett, Community Tourism & Economic Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>
<p><b>That Council:</b></p> <p><b>1. Note the report.</b></p> <p><b>Moved:</b>           .....</p> <p><b>Seconded:</b>       .....</p> <p style="text-align: right;">.....</p>

**SUMMARY**

Council is requested to note the following grant funding opportunities and confirm their priorities allowing staff to concentrate on certain grants.

**BACKGROUND**

The Shire has previously not had a dedicated Grants budget and it has therefore been challenging to find the funds from the operating budget to pay the co-contributions to grant funding offered by state and federal government departments and private funding bodies.

With a Grants budget now included in the Shire’s operational budget, there is greater opportunity to apply for grant funding for various projects and activities that are aligned to the Shire’s Strategic Community Plan.

Whilst there are very high levels of grant funding available across various grant programs both statewide and nationally, it will be incumbent upon Council to prioritise which grant funding opportunities should be pursued.

**REPORT DETAIL**

Grant opportunities that require a \$ contribution and can be allocated from an operational budget or those only requiring in-kind support are applied for immediately.

Grants requiring a large co-contribution that can not be allocated out of an operational GL will be subject to Council approval.

Current grant funding opportunities which require Shire's co-contribution in either a \$ contribution or in-kind are listed below include:

<b>Funding body</b>	<b>Grant sought for</b>	<b>Grant amount</b>	<b>Co-contribution (\$ or in-kind)</b>
DFES – AWARE grant program	Review and update of LEMA – grant application due 19/9/23	\$12,000	Plus, In-kind (25% co-cont) being planning, stakeholder engagement and set up of 3 consultation workshops.
Dept of the Arts (Federal)	PA system/full audio suite for Town Hall – grant application due October, date TBC	\$25,000	Plus \$1,500 being freight costs (20% co-cont) and in-kind costs for installation of equipment.
Lotterywest	Community Open Space, playground, landscaping upgrades, picnic tables, shade sails, BBQs at Sandakan Park – grant application together with Masterplan should be submitted by November/December to be included in Lotterywest following year's budget.	No limit	Some \$ co-contribution is required, and can be allocated from an approved operational GL
DFES / NEMA - Disaster Ready Fund Round 2	Concrete water tank & fast-fill water station at McAlinden and Firefighting shed at Wilga – grant application for EOI due 15/11/23.	From \$500k-\$2.5m available	50% co-cont is required.
DLGSC (Sport & Rec) – CSRFF grant program	Upgrade of sporting precinct clubrooms, retic system, courts.	From \$500k-\$2.5m available	33% co-cont required plus 33% contribution from the benefitting sporting clubs is also required.

Below are grant applications already submitted and requiring small co-contributions which can be funded out of operational GL accounts.

Shire is currently awaiting outcome on these applications:

<b>Funding Body</b>	<b>Grant Applied for</b>	<b>Grant Amount</b>	<b>Co-contribution (\$ or in-kind)</b>
Heritage Council	Interpretive signage at Flax Mill	\$4,769	Plus, In-kind - installation of signage.

CBH	Community Christmas tree and lights	\$5,000	Plus, In-kind – installation of Christmas tree and lights.
CBH	3 x Community Marquees	\$10,000	Plus \$1,900 co-cont for side walls of existing larger marquee.
Dept of Transport	Planning and design of small boat jetty and foreshore design	\$20,831	Plus \$1,389 co-cont towards consultant fees and in-kind being stakeholder engagement, marketing and set up of community consultation as part of planning project.

### **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Social and Community
<b>Outcome</b>	Support a healthy, active, vibrant community
<b>Objective</b>	Promote community participation, interaction and connection.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

Grants are an important part of being able to fund events and developments most of which have a direct positive impact on the social aspect of the community.

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

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<b>Risk Level</b>	<b>Comment</b>
Medium	Many grants are conditional on co-contributions, without co-contributions being approved the grants are unlikely to be successful.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The co-contributions will be funded out the newly created Grants Co-contributions reserve and will not impact the adopted budget.

**Workforce**

Nil

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End

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<b>9.4.3 AUSTRALIAN CONSULATE, KOTA KINABALU GIFT (PULL UP BANNER)</b>	
<b>File Ref:</b>	FM/25/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Authorise the Chief Executive Officer to arrange a pull up banner showcasing the Boyup Brook Sandakan Memorial as a gift to the Australian Consulate, Kota Kinabalu, Sabah, Malaysia.</b></li> <li><b>2. Authorise the Chief Executive to fund the above gift in (1.) above estimated at \$500 from GL 041114 Members – Donations.</b></li> </ol>	
<b>Moved:</b>	.....
<b>Seconded:</b>	.....
	.....

**SUMMARY**

Councillors are requested to consider the request to gift a pull up banner showcasing the Boyup Brook Sandakan Memorial to the Australian Consulate in Kota Kinabalu, Sabah.

**BACKGROUND**

In October 2007 the Shire and the Municipal Council of Sandakan, Sabah, Malaysia initiated a Memorandum of Understanding of Friendship. This agreement continues to this day and aims to build a relationship based upon friendship and co-operation.

The Shire President recently travelled to Sabah, Malaysia to attend the Sandakan Service. During the Shire Presidents visit he was presented with an indoor Sabah and Malaysia Flag.

**REPORT DETAIL**

In recognition of the very successful trip to Sabah and to continue strengthening the Shire’s relationship with the Consulate of Australia in Kota Kinabalu, Sabah. It is considered an appropriate gesture to gift the Honorary Consulate, Andrew Sim Men Kin with a pull up banner showcasing the Shire of Boyup Brook and the Sandakan Memorial Service.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Social and Community
<b>Outcome</b>	Encourage the preservation of our culture, heritage, and history.
<b>Objective</b>	Partner with stakeholders to promote Boyup Brook, preserving our history for future generations and sharing the rich heritage of the Shire.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION****Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Low	Supporting the request will not have any risk to the Council.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The cost of the pull up banner including postage is estimated to be \$500 and will need to be funded out of GL 041114 Members – Donations. It must be noted that a budget amendment may be required during the budget review to ensure sufficient funds are available in the mentioned GL account.

**Workforce**

Nil

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 End
 

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<b>9.4.4 PROPOSED DISPOSAL OF PROPERTY LOT 355 (57) CAILES STREET, BOYUP BROOK.</b>	
<b>File Ref:</b>	A40320
<b>Previous Item:</b>	25/08/23 - Resolution 22/8/112
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Acknowledges the “Offer to Purchase” from Matthew Beanland for Lot 355 (57) Cailles Street, Boyup Brook for \$57,000.</b></li> <li><b>2. Request the Chief Executive Officer to obtain a valuation of Lot 355 (57) Cailles Street, Boyup Brook, in accordance with s3.58(4)(c)(i).</b></li> <li><b>3. Requests the Chief Executive Officer to advertise the potential sale of Lot 355 (57) Cailles Street, Boyup Brook in accordance with s3.58(3) of the <i>Local Government Act 1995</i>.</b></li> <li><b>4. Following compliance with (2.) above formally consider the “Offer to Purchase” Lot 355 (57) Cailles Street, Boyup Brook.</b></li> </ol>	
<b>Moved:</b>	.....
<b>Seconded:</b>	.....
	.....

**SUMMARY**

Council is requested to consider the potential disposal of Lot 355 (57) Cailles Street, Boyup Brook.

**BACKGROUND**

Council at its Ordinary Council Meeting held on 25 August 2022 resolved as follows:

- 1. That the CEO engage a local real estate agent to sell 55 Cailles Street, Boyup Brook (Lot 354 on Deposited Plan 184158) on the hire’s behalf and that the net proceeds received from the sale of 55 Cailles Street, Boyup Brook be placed in a “Rylington Park Community Reserve”.*
- 2. That the CEO engage a local real estate agent to sell 57 Cailles Street, Boyup Brook (Lot 355 on Deposited Plan 284158) on the Shire’s behalf and that the net proceeds received from the sale of 57 Cailles Street, Boyup Brook be placed in a “Rylington Park Community Reserve”.*

CARRIED BY ABSOLUTE MAJORITY 9/0

Res 22/8/112

## **REPORT DETAIL**

The subject property has been determined by Council to be surplus to the Shires needs and as such should be disposed of.

The property was valued on 9<sup>th</sup> June 2022 at \$50,000.00 by Acumentis who are based in Bunbury and registered Valuers. However, to comply with the requirements of s3.58 of the *Local Government Act 1995* the valuation may not be older than six (6) months. As such the property will need to be revalued prior to the advertising of the “Offer to Purchase”.

The purpose of advertising the “Offer to Purchase” is to obtain comments from the community regarding the sale and not to request additional offers. Once the advertising period of a minimum two (2) weeks is concluded the “Offer to Purchase” along with any comments received through the advertising period will be submitted to Council to determine whether the “Offer to Purchase” will be accepted.

## **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Economic Development
<b>Outcome</b>	Make land available for economic growth, development and improvement.
<b>Objective</b>	Increase land availability for industry, housing, visitor accommodation and tourism infrastructure.

## **OTHER STRATEGIC LINKS**

Nil

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

The statutory requirements for the disposal of local government property are found in s3.58 of the *Local Government Act 1995*. Unless the sale is exempt, the Shire can dispose of the land on one (1) of the following three (3) ways:

- Public Auction.
- Public Tender.
- By ‘private treaty’ (i.e., a sale to an individual privately).

**Public Auction** – If the sale is conducted by auction, the land must be sold to the highest bidder. The *Auction Sales Act 1973* deals with the legalities of a sale by auction.

**Public Tender** – If the sale is conducted by public tender, the Shire may determine what is the ‘most acceptable tender, whether or not it is the highest tender’. In the sale of land, generally, the highest tender would be the most acceptable, although there may be cases where the tender is conditional, and



the Shire may consider that the terms of the condition(s) mean the tender is not the most acceptable.

Part four (4) of the *Local Government (Functions and General) Regulations* deals with the requirements for public tenders where the local government calls for tender for the supply of goods or services under s3.57 of the Act.

**Private Treaty** – It requires (in summary):

- Ascertaining the market value of the property through a valuation carried out not more than 6 months before the proposed disposition.
- Reaching a conditional agreement with a proposed purchaser (which may or may not reflect the market valuation).
- Giving two (2) week's local public notice of the proposed disposition, describing the property concerned and the details of the proposed disposition (which must include the other party's details, the market valuation and the amount at which the Shire proposes to sell).

### **SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)

Proceeding with the sale of land surplus to the Shire's needs will reduce the 'holding' cost of such land. The sale of the land will also contribute to funding other projects within the Shire.

**Social** – (Quality of life to community and / or affected landowners)

Grants are an important part of being able to fund events and developments most of which have a direct positive impact on the social aspect of the community.

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Medium	Not proceeding with the potential sale would result in continued unnecessary holding cost for land surplus to the shires needs.

### **CONSULTATION**

As required by s3.58 of the *Local Government Act 1995* 'consultation is required in the form of an advertisement to be placed in a local newspaper (West Australian) allowing comments / submission for a two (2) week period.

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## **RESOURCE IMPLICATIONS**

### **Financial**

The potential sale of the property will incur some legal costs for the valuation as well as the advertising. The cost of which will be absorbed in the adopted 2023 – 24 budget.

### **Workforce**

Nil

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End

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<b>9.4.5 POLICY M.10 ELECTED MEMBERS TELECOMMUNICATIONS AND INFORMATION TECHNOLOGY ALLOWANCE POLICY</b>	
<b>File Ref:</b>	CM/43/001
<b>Previous Items:</b>	21/06/2018 - Res 99/18
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.4.5A - amended Policy M10 Councillors Telecommunications and Information Technology Allowance Policy

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>	
That Council:	
1. Adopts the amended Policy M10 - Elected Members Information, Communications and Technology Allowance Policy as per attachment 9.4.5A.	
Moved:	.....
Seconded:	.....
	.....

**SUMMARY**

Council is requested to consider the proposed amendment to Policy M.10 Elected Members Information, Communications and Technology Allowance Policy.

**BACKGROUND**

The current policy was adopted by Council on 17 June 2004 with various variations to the policy approved between August 2006 and July 2017.

**REPORT DETAIL**

The subject policy is old and no longer appropriate and needs to be reconsidered. The current policy is set out below with any proposed amendment shown by 'strike-through' and in red.

**Objective**

To provide an annual allowance to Elected Members to adequately cover fixed and usage related telecommunications and information technology fees and the cost of consumables for printers. In addition, to set a position on the provision of computer equipment.

## Principles

To meet Elected Member's telecommunication costs relevant to their Membership on Council.

## Issues

The *Local Government Act 1995* provides for telecommunication, communications and information technology allowances as an alternative to reimbursement of costs.

The annual allowance is less costly to administer than the cost reimbursement option and does not rely on claims being lodged. It should more adequately meet Elected Members' costs relating to communication with the community, each other, and administration.

~~The provision of a mobile telephone or smart phone and internet connection will facilitate the electronic distribution of minutes, information and other otherwise printed matter. It will also provide a research and general information-gathering tool~~

Reason for deletion: The purpose of the Elected Members ICT Allowance provided annually in terms of the *Local Government Act 1995* is to cover the provision of a mobile telephone or smart phone and internet connection.

In order for the full value of Councillors being accessible via email, having the ability to provide information electronically etc it is important that Councillors have suitable computer equipment and standard programs.

~~Also that they are able to print out material as need be. The plan is that the equipment be replaced every four years and it is noted that there would be advantages to the organisation if it did not have to deal with the used equipment should the Councillor leave, not be re-elected or otherwise no longer hold office. The policy therefore provides for Councillors with the option to acquire the equipment under these circumstances. The acquisition arrangements take into account the limited value of used IT equipment.~~

Reason for deletion: An appropriate laptop will be provided to Elected Members and replaced in alignment with their four (4) year terms. However, the replaced laptop should be returned to the Shire for the following reasons:

- Ensuring the laptop is reformatted to remove all Councillor information which in many cases is considered confidential.
- Repurpose the laptop within the organisation i.e., the laptop can be allocated to depot staff who would be able to do the various OHS requirements electronically.

## Policy

### 4.1 Information, Communications and Technology Allowance Policy

~~4.1.1 Elected Members will be paid an annual telecommunications and technology allowance in accordance with the salaries and tribunal allowances. of between \$500 and \$3,500. This allowance is to be reviewed annually as part of the budget process. However, this excludes the issuing of a Shire laptop. to ensure that it keeps pace with costs.~~

~~4.1.2 Councillors may opt to have Telstra phone accounts in the Shire's name with the Councillor being required to reimburse the Shire for 100% of all charges (the fixed and variable charges)."~~

Reason for deletion: The purpose of the Elected Members ICT Allowance provided annually in terms of the Local Government Act 1995 is to cover the provision of a mobile telephone or smart phone and internet connection.

### 4.2 Equipment – Communication Purposes

~~4.2.1 Shire will provide Elected Members with a Microsoft Surface Laptop a suitable portable computer, smart phone and printer (the equipment) for Elected Members' use only.~~

~~2.2 Replacement laptops will be issued every four (4) years to coincide with an Elected Members Term. If an Elected Member retires or is not re-elected within the four (4) year period, then the laptop will be handed back to the Chief Executive Officer to be reissued to the incoming Elected Member.~~

~~2.3 All maintenance on the laptop shall be the responsibility of the Shire. Council members are to report maintenance and technical issues to the Chief Executive Officer.~~

~~2.4. All software and applications installed on the laptop are to be approved before installation, by the Shire's IT Support provider.~~

~~2.5 The laptop is to be used for Shire purposes only.~~

~~2.6 It is a requirement that laptops be password protected to prevent unauthorised access. Elected Members are not to make their device available to anyone else to use and shall not divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.~~

~~2.7 Elected Members acknowledge that all information and documents contained at any time on the laptop remains the property of the Shire, and at any time may be the subject of a Freedom of Information,~~

police, Crime and Corruption Commission or other competent authority inquiry, as such may need to be made available to any of these investigating bodies.

2.8. Only Shire issued laptops shall be permitted to remotely access the Shire’s Elected Members Portal for security purposes.

2.9 Shire Laptops shall be administrator locked to prevent any compromise to the Shire system should the laptop be lost or stolen.

~~4.2.2 Ownership of the equipment may be transferred to a member upon resignation or retirement or when it is four years old.”~~

Reason for deletion: An appropriate laptop will be provided to Elected Members and replaced in alignment with their four (4) year terms. However, the replaced laptop should be returned to the Shire for the following reasons:

- Ensuring the laptop is reformatted to remove all Councillor information which in many cases is considered confidential.
- Repurpose the laptop within the organisation i.e., the laptop can be allocated to depot staff who would be able to do the various OHS requirements electronically.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

<b>Key Imperatives</b>	Governance and Organisation
<b>Outcome</b>	Demonstrate effective leadership, advocacy and governance
<b>Objective</b>	Improve our business and asset management systems and processes to meet our audit compliance and the needs of the community

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

- *Local Government Act 1995*
- *Salaries and Allowances Act 1975*
- *Local Government (Administration) Regulations 1996*

**SUSTAINABILITY AND RISK CONSIDERATION**

**Economic** – (Impact on the Economy of the Shire and Region)

Nil

**Social** – (Quality of life to community and / or affected landowners)

Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Shire of Boyup Brook's commitment to the identification and management of risk that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Medium	It is important to have a clear policy on the ICT allowance for Elected Members to ensure all members know and understand the ICT requirements.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The purchase of any new Elected Member laptops will be included in the budget.

**Workforce**

Nil

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End

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**10. MINUTES OF COMMITTEES**

Nil

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. LATE ITEMS / URGENT BUSINESS MATTERS**

Nil

**13. CONFIDENTIAL ITEMS OF BUSINESS**

**13.1 CLOSURE OF MEETING TO THE PUBLIC**

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>	
That Council:	
1. Proceed behind closed doors as per Section 5.23(2) of the <i>Local Government Act 1995</i> , to consider item 13.1, the time being .....pm.	
Moved:	.....
Seconded:	.....
	.....

<b>13.2 CONSIDERATION OF CHIEF EXECUTIVE OFFICER APPOINTMENT</b>	
<b>File Ref:</b>	P/File
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**13.3 PROCEED WITH THE MEETING IN PUBLIC**

<b><u>OFFICER RECOMMENDATION 23/09/...</u></b>	
That Council:	
1. Proceed with the meeting in public, the time being .....pm.	
Moved:	.....
Seconded:	.....
	.....



## 14. CLOSURE

There being no further business the meeting closed at ... pm

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date