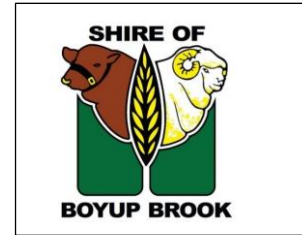


Date: 25 January 2024

To: Shire President  
Deputy Shire President  
Councillors



## MINUTES – SPECIAL COUNCIL MEETING

Special Council Meeting of the Shire of Boyup Brook held in the Council Chambers on 25 January 2024 at 4:00pm.

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

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## **AGENDA**

### **1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 4:00 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

Cr Helen O'Connell

Cr Charles Caldwell

Cr Philippe Kaltenrieder

Cr Darren King

Cr David Inglis

##### **Council Officers**

Chief Executive Officer

Leonard Long

##### **Observers / Public Members**

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**2.2 APOLOGIES**

Cr. Michael Wright  
Cr Sarah Alexander

**3. DEPUTATIONS, PETITIONS AND PRESENTATIONS**

Nil

**4. PUBLIC QUESTIONS TIME**

**4.1 PUBLIC QUESTION TIME**

Nil

**5. DECLARATIONS OF INTEREST**

**5.1 FINANCIAL AND / OR PROXIMITY INTEREST**

Nil

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

Nil

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## 6. REPORTS OF OFFICERS

### 6.1 CHIEF EXECUTIVE OFFICER

<b>6.1.1 UPGRADES TO BOYUP BROOK EMERGENCY EVACUATION CENTRE</b>	
<b>File Ref:</b>	FM/25/085
<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>	Absolute Majority
<b>Attachment Number:</b>	Nil

Moved: Cr. Inglis Seconded: Cr. O'Connell

#### COUNCIL DECISION 24/01/001

That Council:

- Approves the following 2023/24 budget amendment as authorised expenditure:

Account	Description	Original Budget	Revised Budget	Increase	Decrease
113022	Boyup Brook Football Club Rooms – Upgrades to club rooms to serve as an evacuation centre	\$0	\$1,707,000		\$1,707,000
113912	Disaster Ready Fund grant for Upgrades to club rooms to serve as an evacuation centre	\$0	(\$813,000)	(\$813,000)	
300102	Transfer from Reserve – Rylington Park Community Projects Reserve	\$0	(\$447,000)	(\$447,000)	
300102	Transfer from Reserve – Building Reserve	\$0	(\$447,000)	(\$447,000)	
			<b>Total</b>	<b>(\$1,707,000)</b>	<b>\$1,707,000</b>

**CARRIED BY ABSOLUTE MAJORITY 6/0**  
**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr Inglis, Cr King**  
**Cr Caldwell**  
**Against: Nil**

#### SUMMARY

To secure the \$813,000 allocated from the Disaster Ready Fund, the Council is required to provide a co-contribution of \$894,000. This commitment of funds is a necessary condition for accessing the grant.

## **BACKGROUND**

In February 2023, the Shire submitted a proposal to the National Emergency Management Agency, seeking financial support for upgrades to the Boyup Brook Emergency Evacuation Centre, located within the premises of the local Football Club building. This funding request was made under the auspices of the Disaster Ready Fund grant scheme, the funding is provided to assist communities to prevent disasters and improve resilience by investing in infrastructure and risk reduction activities. The Shire was notified of the application's approval in June 2023.

The initial budget estimate for the necessary upgrades, was estimated at the time of applying for the grant, to be \$1,675,032. This figure has increased to \$1,707,000 when incorporating potential contingencies. The financing strategy for this undertaking was delineated as follows:

- The Disaster Ready Fund (DRF) contribution - \$813,000.
- The Shire co-contribution of \$894,000, inclusive of a segment attributed to in-kind labour.

## **REPORT DETAIL**

The Shire is poised to seize a remarkable opportunity that allows for the dual-purpose enhancement of a key community asset, the Football Club building. This initiative aims not only to revitalise a well-utilised community facility but also to transform it into a reliable evacuation centre for residents and neighbouring communities during emergency situations.

In parallel with the Football Club building's renovation, the Council has initiated the preparation of a 'Recreation Centre Master Plan'. This strategic plan is set to craft a design that adeptly accommodates the needs of the community in times of crisis while simultaneously catering to the diverse requirements of various sporting groups.

The upgrade of the Football Club building to function effectively as an Emergency Evacuation Centre and to future proof additional sporting facility upgrades involves a series of critical enhancements, including but not limited to:

- Refurbishment of bathrooms and changing rooms to modern standards.
  - Installation of comprehensive air conditioning and heating systems for climate control.
  - Enhancement of accessibility features to ensure the facility is usable by all community members.
  - Implementation of robust safety measures to provide a secure environment.
  - Provision of secure storage spaces for essential supplies and equipment.
-

## **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*

### **SUSTAINABILITY AND RISK CONSIDERATION**

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

The development of a community evacuation centre, coupled with a bespoke recreation centre, offers substantial economic benefits. Firstly, it creates a multipurpose facility that serves both as a safe haven during emergencies and a hub for community activities, maximising the investment.

This dual functionality attracts diverse funding opportunities and can stimulate local employment during construction and operation phases. Additionally, by enhancing community safety and providing a venue for various recreational activities, it can boost local property values and contribute to the overall economic vitality of the area.

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

The establishment of a combined community evacuation centre and recreation facility significantly enriches the quality of life within the community. It serves as a safe and accessible refuge in times of emergency, ensuring peace of mind and security for residents.

Simultaneously, as a recreation centre, it becomes a vibrant hub for social interaction, physical activity, and cultural events, fostering community cohesion and well-being. This multifaceted space offers a venue for diverse activities, from sports to community gatherings, enhancing the social fabric and providing a communal space for all ages and interests.

The presence of such a facility not only meets practical needs but also strengthens community bonds, promotes health and wellness, and enhances the overall sense of belonging and community spirit.

**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>
<b>High</b>	In the face of the building industry's volatility, particularly concerning costs, Council is at risk of encountering several challenges. These include potential cost overruns due to fluctuating prices of materials and labour, project delays stemming from supply chain issues or labour shortages, and the possibility of quality compromises to maintain budget constraints.

**CONSULTATION**

Throughout the development of the Recreation Centre Master Plan and the redesign of the Evacuation Centre (Recreation Building), there will be an extensive and thorough consultation process involving the community and various sporting groups.

This inclusive approach ensures a wide range of perspectives and needs are considered, leading to a facility that truly reflects and serves the interests of all stakeholders.

**RESOURCE IMPLICATIONS****Financial**

The financing for the upgrade project comprises several sources, structured to maintain a balanced budget. It's important to acknowledge that while this funding strategy significantly impacts the Shire's reserves, this effect can be mitigated by allocating specific funds for this project in the 2024/25 budget. This approach aims to balance immediate project needs with long-term fiscal responsibility.

Description	Available	Transfer	Balance
Rylington Park Community Projects Reserve	\$474,147	\$447,000	\$27,147
Building Reserve	\$759,976	\$447,000	\$312,976

**Workforce**

This substantial project necessitates the engagement of our current workforce, primarily in project management roles. Most of these labour costs are accounted for within the approved budget.



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A modest portion of these expenses will be covered through 'in-kind' contributions, which are integrated into the total project cost, thereby ensuring a comprehensive and efficient allocation of resources.

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End

## 7. CLOSURE

There being no further business the meeting closed at 4:03 pm.

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

\_\_\_\_\_  
Date