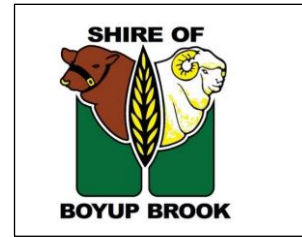


Date: 4 October 2024

To: Shire President  
Deputy Shire President  
Councillors  
Community



## MINUTES – ORDINARY COUNCIL MEETING

26 September 2024

A handwritten signature in black ink, appearing to read "Long", is written in a cursive style.

Leonard Long  
Chief Executive Officer

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## **AGENDA**

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

The Presiding Member declared the meeting open at 6:02pm.

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.

Please make sure your mobile phones 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 Sarah Alexander

Cr Charles Caldwell

Cr Darren King

Cr David Inglis

Cr Michael Wright

##### **Council Officers**

Chief Executive Officer

Executive Officer

Executive Manager Corporate Services

Executive Manager Operational Services

Manager Financial Services

Leonard Long

Magdalena Le Grange

Carolyn Mallett

Jason Forsyth

Malcolm Armstrong

**Observers / Public Members**

Trish McCourt left the Chambers at 6:35pm

Jason Dearle left the Chambers at 6:35pm

Keith Cobber Lethbridge left the Chambers at 7:17pm.

**2.2 APOLOGIES**

Councillor  
Manager Community Services

Cr Philippe Kaltenrieder  
Nicki Jones

**2.3 REQUEST FOR LEAVE OF ABSENCE**

Cr David Inglis, October 2024 Ordinary Council Meeting

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

Nil

**3.2 PETITIONS**

Nil

**3.3 PRESENTATIONS**

Trish McCourt and Jason Dearle (Operations Manager) of the Blackwood Biosecurity, presented on who they are, their structure, how they are funded, and their services to landowners.

**4. PUBLIC QUESTIONS TIME****4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.2 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

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

### 6.1 ORDINARY COUNCIL MEETING MINUTES – 29 AUGUST 2024

Moved: Cr. Inglis

Seconded: Cr. Alexander

**COUNCIL DECISION 24/09/191**

**That the minutes of the Ordinary Council Meeting held on 29 August 2024 be confirmed as being a true and accurate record.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

## 7. PRESIDENTIAL COMMUNICATIONS

### September

Wednesday 4th

- 10.45am attended the ECU opening of University Department of Rural Health, South West at ECU Bunbury Campus.

Monday 9th

- 12.15pm attended Boyup Brook District High School with CEO Leonard Long for the Ted McLaughlin Sandakan Scholarships with excellent presentations by the students.

Tuesday 10th

- 9.30am attended the Boyup Brook Sandakan Memorial Service with Deputy President Cr Helen O'Connell and CEO Leonard Long.
- 4.30pm Rylington Park field walk and season update.

Thursday 12th

- 8am Rylington Park Keep the Sheep Field Day with CEO Leonard Long where we each drove buses to minimise vehicle movements on the property.

Wednesday 18th

- 2pm attended with CEO Leonard Long the South West Timber Hub report on Local Government plantation planning - from an industry perspective at the Lighthouse in Bunbury.

## 8. COUNCILLOR QUESTIONS ON NOTICE

Nil

## 9. REPORTS OF OFFICERS

### 9.1 OPERATIONAL SERVICES

Nil

## 9.2 CORPORATE SERVICES

9.2.1 LIST OF ACCOUNTS PAID IN AUGUST 2024	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Joanna Hales-Pearce, Finance Officer
<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 2024

**Moved: Cr. O'Connell**

**Seconded: Cr. Wright**

### **COUNCIL DECISION 24/09/192**

**That Council:**

1. Receive the list of accounts paid in August 2024, totalling \$1,317,759.59 from Municipal account, and \$37,793.40 from Police Licensing account, as represented by:

<b>Municipal</b>	<b>Cheques</b>	<b>20664-20668</b>	<b>\$ 5,922.99</b>
	<b>EFT</b>	<b>EFT16081–EFT16196</b>	<b>\$ 909,117.88</b>
	<b>Direct Payments</b>		<b>\$ 402,718.72</b>
			<b>\$1,317,759.59</b>
<b>Police Licensing</b>			<b>\$ 37,793.40</b>
<b>Grand Total</b>			<b>\$1,355,552.99</b>

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

### **SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in August 2024 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 2024.

### **REPORT DETAIL**

**Attachment 9.2.1A** lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 August 2024.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</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**

Council's *Register of Delegations 2.8.18 Payments from the Municipal or Trust Funds* and *Register of Sub Delegations 2.5.12 Payments from the Municipal or Trust Funds* has application.

### **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>Moderate</b>	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**

Account payments accorded with the adopted 2024/2025 Annual Budget.

#### **Workforce**

Nil

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End

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<b>9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 AUGUST 2024</b>	
<b>File Ref:</b>	FM/10/003
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	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 2024

**Moved: Cr. Alexander****Seconded: Cr. King****COUNCIL DECISION 24/09/193****That Council:**

- 1. Receive the Monthly Financial Report for 31 August 2024, as presented (Attachment 9.2.2A).**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The Monthly Financial Report for 31 August 2024 is presented to Council.

**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:

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.
3. Statement of Financial Activity by Nature.
4. Statement of Financial Activity by Program.
5. Summary of Net Current Asset Position.

6. Material Variances Report.
7. Statement of Financial Position.
8. Statement of Cash Flows.
9. Report on Progress of Capital Expenditure Program.
10. Report on Major Business Units.
11. Statement of Cash Back Reserves.
12. Loan Borrowings Report; and
13. 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 2024 shows a closing surplus of \$6,000,288.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</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>
<b>Moderate</b>	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**

Nil

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End

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<b>9.2.3 IT DISASTER RECOVERY PLAN JUNE 2024</b>	
<b>File Ref:</b>	IT/44/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Carolyn Mallett, Executive Manager Corporate Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.3A – IT Disaster Recovery Plan June 2024

**Moved: Cr. Alexander****Seconded: Cr. Wright****COUNCIL DECISION 24/09/194****That Council:**

- 1. Adopt the IT Disaster Recovery Plan June 2024, as presented (Attachment 9.2.3A).**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The purpose of this report is for Council to adopt the IT Disaster Recovery Plan June 2024, to ensure IT disaster recovery planning is integrated within the Shire’s risk management and business continuity planning framework and to provide a detailed plan how IT capabilities will be restored following a disruptive event.

**BACKGROUND**

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to risk management, internal control and legislative compliance. A recently conducted Regulation 17 Review highlighted that our Shire’s ICT Data Backup and Recovery Guidelines December 2015 is out of date, requiring review and development into an IT Disaster Recovery Plan.

The IT Disaster Recovery Plan (IT DR Plan) is an integral part of the Business Continuity Plan (reviewed 2021). The IT DR Plan has been developed to replace the Shire’s ICT Data Backup and Recovery Guidelines December 2015 and provides support to the Records Disaster Recovery Plan (reviewed March 2021).

In May 2024, the Office of the Auditor General (OAG) carried out an independent performance audit on six non-metropolitan local governments of varying size, to assess their planning effectiveness and ability to recover their information technology systems following a disaster. The OAG submitted this report to

Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

In conclusion, none of the audited entities were sufficiently ready to recover their IT systems following a disaster as they had not effectively planned or tested their IT DR Plans and none of the entities had adequate service agreements in place with their third-party IT service providers to clearly define recovery expectations or obligations to prepare and test plans.

### **REPORT DETAIL**

The principal objective of the disaster recovery plan is to develop, test and document a well-structured and easily understood plan will help the Shire recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations.

Benefits of an effective IT DR Plan are:

- Stronger business continuity – every hour counts when business goes offline, impacting productivity, customer experience, and the provision of operations and services. Disaster recovery helps safeguard critical services and operations by ensuring they can recover with minimal impact.

Administration commenced the review of the IT DR Plan by engaging the Shire's contracted IT consultants (Focus Networks).

A business impact analysis was performed, with the aim to estimate the impact on the Shire in the event of a given delay or interruption to business. Additionally, the analysis assisted in identifying what actions are required to recover from an outage.


This plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT). The CMT is responsible for managing the rapid and orderly resumption of core systems in the Shire of Boyup Brook in the event of a disaster. Typically, an outage to the core IT systems of the Shire of Boyup Brook exceeding 24 hours is deemed to be a disaster.

Objectives of the IT DR Plan were determined to help guide an effective plan to:

- provide the information and procedures necessary to:
  - respond to an occurrence, notify personnel,
  - assemble recovery teams,
  - recover data, and,
  - resume processing at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure strong enough to guide all interrelated groups, yet flexible enough to allow the Shire of Boyup Brook staff and teams to respond to whatever type of disaster may occur,
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility,
- Establish a return to a “business as usual” environment.

The Shire's IT consultancy agreement with Focus Networks captures the need to review and test the IT DR Plan. Scheduled recovery of data is performed to test IT DR Plan processes and procedures. The most recent data recovery test was successfully performed 21 May 2024.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</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*

Under the *Local Government Act 1995* S5.41 (h), the CEO of a Local Government is responsible for ensuring that all records of the local government are kept in accordance with relevant legislation.

#### *5.41. Functions of CEO*

*The CEO's functions are to —*

*(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law*

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance.

#### *17. CEO to review certain systems and procedures*

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

Recovery is defined in the *Emergency Management Act 2005* as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing.'

#### *3. Terms used*

*In this Act, unless the contrary intention appears —*

**recovery** has the meaning given in paragraph (d) of the definition of emergency management;

**emergency management** means the management of the adverse effects of an emergency including —

- (a) prevention — the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency; and
- (b) preparedness — preparation for response to an emergency; and
- (c) response — the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- (d) recovery — the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

## **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>
<b>Moderate</b>	Timely recovery of IT systems after a disaster can reduce financial and reputational losses and minimise delays in delivering services to the community.

## **CONSULTATION**

The Shire's contracted IT consultants (Focus Networks) were engaged to complete a Business Impact Analysis, prepare an IT DR Plan and schedule data recovery testing.

Internal consultation has also occurred across the impacted business units to ensure risk and recovery considerations were captured in the analysis and recovery procedures.



**RESOURCE IMPLICATIONS****Financial**

Funding for development of the IT DR Plan was captured and expended in the 2023/2024 budget and financial year. Ongoing testing of the plan is scheduled and captured in the adopted 2024/2025 budget. Scheduled data recovery tests are performed by our IT consultant Focus Networks, to test the IT DR Plan, the recovery process takes approximately 4 hours.

**Workforce**

The scheduled data recovery tests require an officer to confirm the recovery testing date, test access to the restored data and then review the resultant report.

---

End

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### 9.3 CHIEF EXECUTIVE OFFICER

<b>9.3.1 BOYUP BROOK EARLY LEARNING CENTRE MONTHLY ACTIVITY REPORT FOR THE MONTH OF AUGUST 2024</b>	
<b>File Ref:</b>	A190
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Jimina Shaw-Sloan, Director Early Learning Centre
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King**

**Seconded: Cr. Caldwell**

#### **COUNCIL DECISION 24/09/195**

**That Council:**

- 1. Receive the monthly activity report for the Boyup Brook Early Learning Centre for the month of August 2024.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright**

**Against: Nil**

#### **SUMMARY**

The monthly report is to provide Council with an update on the operations at the Boyup Brook Early Learning Centre.

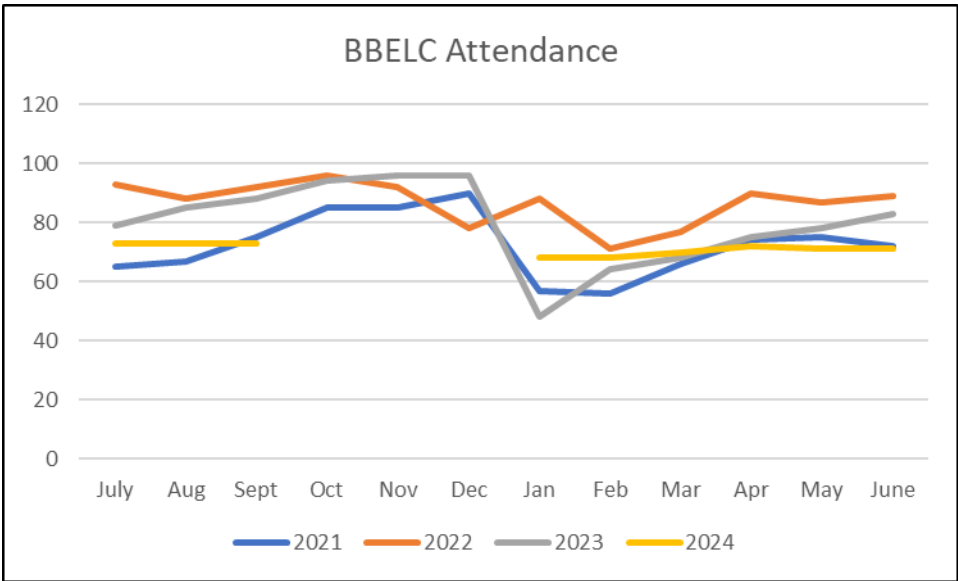
#### **BACKGROUND**

Boyup Brook Early Learning Centre is a multi-aged single space facility catering for children aged 0 – 7 years of age. Operating Tuesday to Friday from 8.15am to 5.15pm.


The centre offers a play-based program, with an emphasis on child led experiences within a natural environment and real-world resources.

REPORT DETAIL

Average monthly attendance.



SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	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.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

The Boyup Brook Early Learning Centre holds significant importance for the local economy, it provides a critical service for working parents, enabling them to continue their employment or education without the burden of childcare. This support is particularly crucial in rural areas, where access to childcare facilities might be limited. By ensuring that parents can work, the centre directly contributes to the economic activity and productivity of the town.

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

The Boyup Brook Early Learning Centre brings significant social benefits to the community. The centre offers a safe and nurturing environment for children, allowing parents, to pursue employment or education opportunities that were previously inaccessible due to childcare responsibilities.

**POLICY IMPLICATIONS**

Nil

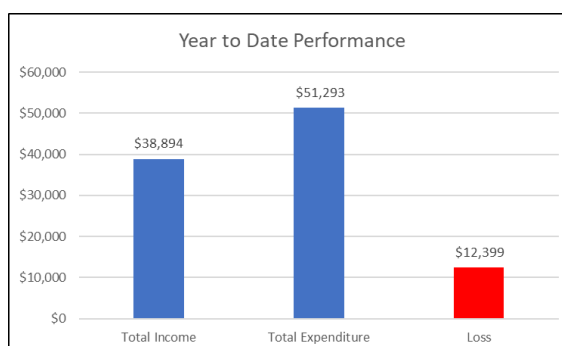
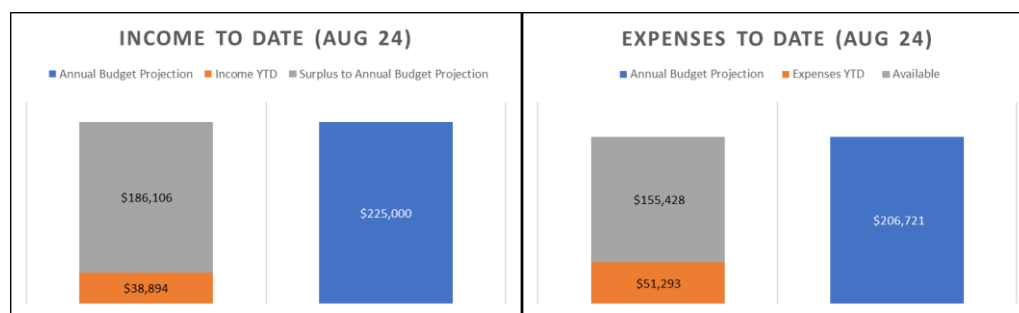
**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
<b>Moderate</b>	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic implications.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

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**Workforce**

Nil

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End

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<b>9.3.2 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF AUGUST 2024</b>	
<b>File Ref:</b>	A1270
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Janette Kuypers, Practice Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King****Seconded: Cr. Inglis****COUNCIL DECISION 24/09/196****That Council:**

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for the month of August 2024.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright**

**Against: Nil****SUMMARY**

The monthly report is to provide Council with an update on the operations at the Boyup Brook Medical Services.

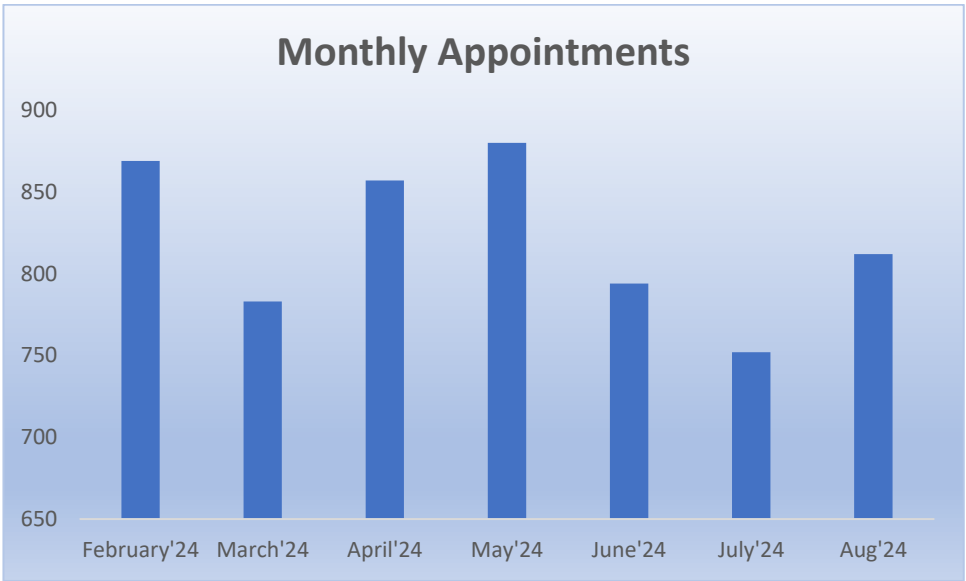
**BACKGROUND**

Boyup Brook Medical Services is an AGPAL (RACGP Standards) accredited practice. It provides general practice and nursing services to the community. Operating Monday to Friday from 8.00am to 4:30pm.

It is a mixed billing practice. Concession card holders and children under 16 are bulk billed. Appointment times are in 15-minute slots, however longer appointments can be requested. The practice also provides a room for visiting allied health practitioners (physio, osteo, podiatrist, dietician, phycologist OT and audiologist).

**REPORT DETAIL**

Monthly appointments.



*NOTE: This graph represents the total number of patients seen per month. Patients include hospital inpatients, ED patients, all patients seen at the practice plus scripts and referrals written without a consult.*

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

	<b>Key Imperatives</b>	<b>Social and Community</b>
	<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.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

The Medical Centre offers several economic benefits to the community. It provides local access to healthcare, which can improve overall community health and productivity. It creates jobs, from medical staff to administrative roles. Employees and patients may spend locally, supporting other businesses.

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

The social benefits of having a medical centre in the community includes enhanced access to health services which can lead to earlier detection and treatment of diseases, improving overall community health. Local access to medical care is more convenient, especially for elderly, disabled, or those without transportation. These social benefits contribute to the well-being and quality of life in Boyup Brook.

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

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

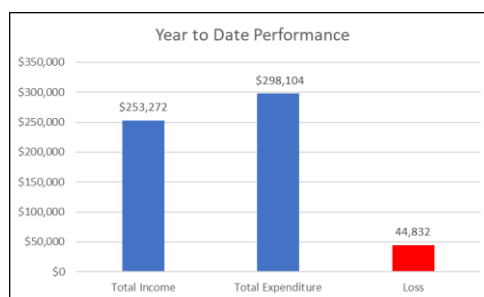
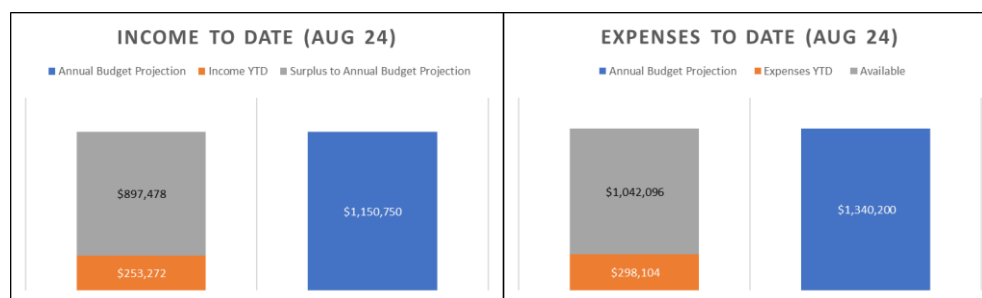
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services, residents might leave for areas with better access, impacting local businesses and overall economy.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

#### **Financial**





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### **Workforce**

The centre employs one (1) Doctor (4.5 days/week at the practice), 2 part-time receptionists, 1 part time nurse and a practice manager.

The Doctor and Practice Manager positions are currently being advertised.

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End

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<b>9.3.3 CO-CONTRIBUTION FUNDING FOR WATER SECURITY MEASURES</b>	
<b>File Ref:</b>	FM/25/075
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Angelika Fawcett, Grants Officer & Donna Forsyth, Emergency Services Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King****Seconded: Cr. Alexander****COUNCIL DECISION 24/09/197****That Council:**

- 1. Authorise the following co-contribution funding for the grant application for Water Security Measures:**
  - a) \$31,473 towards the purchase and installation of three Fire Emergency Water Sites at suggested sites.**
- 2. Should the grant application be successful request the Chief Executive Officer to present a budget variation to Council for fund transfer from the co-contribution Reserve for the endorsed project.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The Shire can apply for grant funding through the Department of Water & Environmental Regulation's Community Water Supplies Partnership (CWSP) program to bolster water security within the Shire which will better prepare the community for potential fire emergencies. Suggested locations are Tonebridge, Mayanup and McAlinden.

**BACKGROUND**

Due to the increasing impacts of climate change, Boyup Brook is experiencing a decline in water resources during summer months. This scarcity poses a significant risk to the community's well-being and economic stability, particularly during emergencies. By strategically placing rainwater tanks at key locations, such as town halls, this project aims to capture and store rainwater runoff.

This initiative will not only increase the Shire's water reserves but will also provide a valuable resource for protecting critical assets and nearby communities during times of drought or other water shortages. Costs have been estimated for one,

two, and three sites to assist in selecting the most viable option that aligns with community priorities, needs, and the Shire's budget.


### **REPORT DETAIL**

Scope Of Work	To enhance water security in Boyup Brook Shire and mitigate the risks posed by fire emergencies by capturing and storing rainwater runoff from existing buildings. This initiative will augment our water resources and also safeguard critical assets and neighbouring communities during times of crisis.
Project Key Deliverables	<ol style="list-style-type: none"> <li>1. Identification and selection of suitable locations for rainwater tanks.</li> <li>2. Acquisition and installation of the required number of rainwater tanks.</li> <li>3. Development and implementation of a maintenance and monitoring plan for the tanks.</li> <li>4. Training of Shire staff and VBFB on the proper operation and maintenance of the tanks.</li> </ol>

### **Budget and Funding Sources**

<b>90 000L Tank Installation</b>	<b>1 x site</b>	<b>2 x site</b>	<b>3 x site</b>
Site Inspection	0	0	0
Pad Construction*	12240.32	24480.64	36720.96
Tank Delivery & Installation*	12980	25960	38940
Water Delivery*	4000	8000	12000
Standpipe Cost & Installation*	1650	3300	4950
Pump Cost & Installation*	3600	7200	10800
Training	1500	1500	1500
<b>Total Cost:</b>	<b>\$35,970.32</b>	<b>\$70,440.64</b>	<b>\$104,910.96</b>
<b>Shire Contribution (30%)</b>	<b>\$10,791.10</b>	<b>\$21,132.19</b>	<b>\$31,473.29</b>
<b>DWER - CWSP Grant (70%)</b>	<b>\$25,179.22</b>	<b>\$49,308.45</b>	<b>\$73,437.67</b>

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

	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Objective</b>	Resources: Increase resilience through the development of sustainable, renewable resources. Water: Improve water security, increase rainwater tanks and water storage, investigate water harvesting opportunities.
	<b>Outcome</b>	Improve water security and drought proofing measures

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION****Environmental – (Impact on the Environment of the Shire and Region)**

The project will contribute to environmental sustainability by reducing water consumption and conserving natural resources that are typically used during an emergency.

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

Increased water security: Reducing reliance on municipal water supplies and mitigating the impacts of drought or water shortages.

Community resilience: Enhancing the community's ability to withstand natural disasters and climate change.

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

Economic benefits: Reducing the amount of water taken from residents and businesses during an emergency event.

**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>	Due to the prediction of low water levels if there is a fire event it could lead to significant property loss.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

30% Contribution by the Shire to project is a requirement for the grant funding. Pad construction and training completed by the Shire – in-kind contribution.

The current co-contribution reserve balance is \$128,161 which would be reduced by the approved amount if agreed upon by Council.

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### **Workforce**

If the grant is successful, the project will be managed by the Operations team.

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End

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<b>9.3.4 SHIRE OF BOYUP BROOK CLOSURE OVER CHRISTMAS PERIOD</b>	
<b>File Ref:</b>	A2008
<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

**Moved: Cr. King****Seconded: Cr. O'Connell****COUNCIL DECISION 24/09/198****That Council:**

- 1. Authorises the Chief Executive Officer to close the Administration, Early Centre and Depot as follows:**
  - a) Administration Office, Depot and Early Learning Centre closure at 12:00pm on 20 December 2024 reopening 6 January 2025, subject to relevant staff being available for emergencies.**
  - b) Medical Centre closure at 3:00pm on 24 December 2024 reopening 2 January 2025.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The purpose of this report is to recommend that Council consider extending the closure period of the Administration Office, Early Learning and Depot over the December 2024 to January 2025 period.

**BACKGROUND**


The Administration Office as well as the Depot have always closed over the December / January period. At the March 2024 Ordinary Council Meeting Council adopted Policy C2 – Annual Closure of the Shire of Boyup Brook Administration Office and Depot.

**REPORT DETAIL**

In 2024, Christmas Day falls on a Wednesday. It is proposed that the annual staff and Councillor Christmas function be held on Friday, 20 December 2024. As per the adopted policy, the Administration Office will close on Tuesday, 24 December, and reopen on Friday, 3 January 2025.

It is suggested that Administration staff be given the option to apply for leave on the 23rd and 24th of December, as well as the 3rd of January, to align with the closure of the Depot. Typically, the Depot staff take additional leave through to 14 January of the following year.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Effectively communicate and engage the community.
	<b>Outcome</b>	Provide the community with relevant, timely information and effective engagement.

### **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**

Policy C2 Annual Closure of the Shire of Boyup Brook Administration Office and Depot.

#### **“..2.1. Shire Administration Office**

The Shire Administration Office will close annually between Christmas Day and New Year's Day.

The Administration Office will close from close of business on the last working day before Christmas, and re-open on the first working day following New Year's Day public service holiday.

#### **2.2. Depot**

The Depot will be closed annually 2 days before Christmas and reopen the day following New Year's Day public service holiday, subject to

- a. A minimum crew of two staff working over the closure period, apart from public holidays)…”

### **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>Low</b>	There is minimal risk, as staff will be available to handle emergencies during the closure period.

### **CONSULTATION**

Should Council resolve to support the officer recommendation the closure dates will be advertised on the website and social media as from October and will also be placed in the November / December Gazette.

### **RESOURCE IMPLICATIONS**

#### **Financial**

Nil

#### **Workforce**

A minimum of two (2) Depot staff will be on duty during the proposed closure period (excluding public holidays) to ensure essential operations continue.

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End



### 9.3.5 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION CONVENTION AND ANNUAL GENERAL MEETING AGENDA 2024

<b>File Ref:</b>	GR/31/002
<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>	9.3.5A – WALGA AGM Agenda

**Moved: Cr. Inglis                      Seconded: Cr. Wright**

#### **COUNCIL DECISION 1 - 24/09/199**

**That Council:**

- 1. Appoint Cr O’Connell and Cr King as the voting delegates at the 2024 Western Australian Local Government Annual General Meeting to be held on 9 October 2024.**
- 2. Appoint Cr Caldwell as the proxy to attend the 2024 Western Australian Local Government Annual General Meeting should one of the delegates in (1.) above not be able to attend.**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**Moved: Cr. King                      Seconded: Cr. Alexander**

#### **COUNCIL DECISION 2 - 24/09/200**

**That Council:**

- 1. Authorise the voting delegates and the proxy to vote as follows on the agenda items contained in the Western Australian Local Government Annual General Meeting Agenda:**
  - a) Support item 4 – Adoption of AGM Association Standing Orders.**
  - b) Support item 5 – Confirmation of Previous Minutes.**
  - c) Support item 6 – Adoption of Annual Report.**
  - d) Support item 7.1 – Amendments to the *Cat Act 2011* – Allow Local Governments to make local laws to contain cats to the owner’s property.**
  - e) Support item 7.2 – Advocacy for legislative reforms to counter land-banking.**

f) **Support item 7.3 – Advocacy for expansion of differential rating to include long term unoccupied commercial building (property activation levy).**

g) **Support item 7.4 - Action on Asbestos for Western Australia.**

h) **Support item 7.5 - Addressing the impracticality of local governments funding Department of Communities and Government Regional Officer Housing.**

i) **Not support item 7.6 - Advocacy for Accessibility.**

2. **Appoint Cr Caldwell and the Chief Executive Officer as the proxy to attend the 2024 Western Australian Local Government Annual General Meeting should any of the delegates in (1.) above not be able to attend.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

### **SUMMARY**

Council is requested to review the Annual General Meeting Agenda (**Attachment 9.3.5A**) items and provide guidance to the voting delegates.

### **BACKGROUND**

The Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) will be held at the Perth Convention and Exhibition Centre on Wednesday, 9 October 2024.

In addition to attending the WALGA AGM, Cr O'Connell, Cr King, and the CEO will participate in the convention scheduled for 8 and 9 October at the same venue.

Attending the convention offers significant benefits, providing Councillors with opportunities to network and discuss current challenges within their local governments. This exchange of ideas is invaluable, offering a forum to share insights and experiences. Furthermore, the convention allows delegates to voice concerns directly with senior government officials and political representatives.

### **REPORT DETAIL**

The theme for the 2024 convention, 'Innovation Ecosystem,' will focus on WALGA's role in fostering dynamic change across WA through collaboration, promotion, and visionary thinking. It aims to inspire new ideas, increase passion for community service, and build connections that promote ongoing skill and knowledge sharing within the sector.

It is recommended that items 4, 5, and 6 be supported as they are operational matters that require completion.

- Item 7.1 Amendments to the *Cat Act 2011* – Allow local governments to make local laws to contain cats to the owner's property.

Proposed Motion:

That WALGA advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:

1. Cats are to be confined to the cat owner's residence premises;
2. Cats within public places are to be under effective control and not to create a nuisance;
3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

Officer Comment

While this issue may not affect Boyup Brook Shire, it could impact larger urban councils. The motion seeks WALGA's advocacy and is recommended for support.

- Item 7.2 Advocacy for legislative reforms to counter land-banking.

Proposed Motion

That WALGA:

1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:
  - a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved;
  - b. Development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application;
  - c. Provide Local Authorities with the ability to apply a "penalty fee" over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met;
  - d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.

2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.

Officer Comment:

Land-banking may be a concern for larger councils but not for Boyup Brook, where housing shortages are due to limited land availability. Although this is an advocacy issue, it's important to note that potential developers, such as those considering the Leafield Development, may be discouraged. However, since the motion does not mandate local governments to impose a penalty, it is recommended for support.

- Item 7.3 Advocacy for expansion of differential rating to include long term unoccupied commercial buildings (property Activation).

Proposed Motion

That WALGA:

1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following:
  - a) Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and
  - b) Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property;
    - i) is commercially habitable with annual investment in maintenance.
    - ii) remains connected to essential services.
    - iii) is undergoing periodic compliance checks and,
    - iv) has a plan in place to redevelop or make operational.
  - c) Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government.
2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.

### Officer Comment

Although Boyup Brook currently faces no issues with unoccupied commercial buildings, this motion could provide future benefits. It is recommended for support.

#### Item 7.4 Action on asbestos for Western Australia

### Proposed Motion

That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs and support for regional areas.

### Officer Comment

Asbestos remains a concern for the Shire, with several buildings still containing it. The costs for removal and replacement are prohibitive for smaller regional councils. This item is recommended for support.

#### Item 7.5 Addressing the impracticality of local governments funding Department of Communities and Government Regional Officer Housing.

### Proposed Motion

That WALGA advocates to the State Government for the State Government to fully fund Department of Communities (Social) and Government Regional Officer Housing.

### Officer Comment

This issue affects the Shire, which provides housing to local police, limiting its capacity to accommodate much-needed employees. The motion is recommended for support.

#### Item 7.6 Advocacy for Accessibility

### Proposed Motion


That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.

### Officer Comment

While the National Construction Code already mandates accessibility for class 2-9 buildings, supporting this motion could increase development

costs, especially in regional areas, impacting population growth and the local economy. It is recommended that this item not be supported at this time due to current financial constraints.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</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**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

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

Nil

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

Nil

### **POLICY IMPLICATIONS**

Policy M6 – Attendance at events and functions.

### **RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	It is important for local governments to have their opportunity to attend the WALGA AGM to be aware of what is currently the issues in local government.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

**Financial**

Nil

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**Workforce**

Nil

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End

<b>9.3.6 LIONS CANCER INSTITUTE (INC.) SPECIAL CHILDREN'S CHRISTMAS BIG DAY OUT</b>	
<b>File Ref:</b>	FM/25/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

**Moved: Cr. Alexander**

**Seconded: Cr. King**

**COUNCIL DECISION 24/09/201**

**That Council:**

- 1. Request the Chief Executive Officer to advise the Lions Cancer Institute (Inc.) due to financial constraints the Shire will not be able to sponsor any children from Boyup Brook this year.**
- 2. Request the Chief Executive Officer to advise the Lions Cancer Institute (Inc.) they will need to include any potential sponsor request a year in advance so it can be considered during the budget preparation.**

**LOST 7/0**

**For: Nil**

**Against: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright**

**Moved: Cr. King**

**Seconded: Cr. Alexander**

**ALTERNATIVE COUNCIL DECISION 24/09/202**

**That Council:**

- 1. Request the Chief Executive Officer to advise the Lions Cancer Institute (Inc) that unfortunately due to financial constraints the Shire will not be able to sponsor any children from Boyup Brook this year.**
- 2. Request the Chief Executive Officer to advise the Lions Cancer Institute (Inc) they will need to include any potential sponsor request a year in advance so it can be considered during the budget preparation.**
- 3. Notwithstanding (1.) above Councillors and the Executive Team agree to individually contribute \$91 each in their private capacity to fund ten (10) children with special needs from Boyup Brook community to attend the Lions Cancer Institute (Inc) Special Children's Christmas Big Day Out.**



- 4. Request the Chief Executive Officer to arrange payment by the Shire of the \$1,000 to the Lions Cancer Institute (Inc) and invoice the individual Councillors and Executive staff to recoup the \$1,000.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**Reason:**

**Council and Executive staff believe this is a very worthy cause to support.**

### **SUMMARY**

Council has been requested to consider sponsoring up to 10 children with special needs from the Boyup Brook community at a cost of \$100 per child to attend the Lions Cancer Institute (Inc.) 'Special Children's Christmas Big Day Out'.

### **BACKGROUND**

The Lions Cancer Institute host an annual Special Children's Christmas Big Day Out event for local sick, special needs and terminally ill children. The event is held in December with sponsorship covering two important community-based programs.

The first being the event itself and the second the free Mobile Cancer Screening Unit which is a free service run by Lions Club Members and volunteers. The unit travels around Western Australia diagnosing people for potential Cancer and was last in Boyup Brook in July 2023.

### **REPORT DETAIL**

The Special Children's Big Day Out event is run annually in December and is specifically for children who are terminally ill, have special needs and are less fortunate than others. The Lions Cancer Institute (Inc.) are asking the Shire of Boyup Brook if they could sponsor up to ten (10) children from the Boyup Brook community who have been identified as Special Needs Children at a total cost of \$1,000.

The Lions Cancer Institute (Inc.) is a registered charity and carries DGR Status making the contribution 100% tax deductible. There is currently no government funding to assist in this worthwhile event.

The Special Children's Big Day Out will be held in Bunbury and is classed as a 'Red-Carpet Event' at the local cinema and includes things like refreshments, show bags and a visit from Santa who will give out presents to each child.

By supporting this event, the Shire will also be supporting the Mobile Cancer Screening Unit which is a free cancer screening service run by Lions Club

Members and volunteers. The Mobile Cancer Screening Unit travels around Western Australia and diagnoses people for potential cancer. The unit has visited Boyup Brook several times, with the last visit in July 2023. This service is offered for free to all residents meaning those who are not financially able to afford an appointment with a clinician do not miss out on a potential life-saving skin cancer check.

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

	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Promote quality education, health, childcare, aged care and youth services.
	<b>Objective</b>	Develop and maintain partnerships with schools and improve support for youth and youth activities.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATION**

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

There is minimal economic impact on the Shire and the Region. The Shire will not have \$1,000 spent locally, however these funds will be spent in the region.

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

Quality of life will be enhanced to both the children attending the Special Children's Big Day Out event and the residents that have skin cancer checks. The children attending the event will be positively impacted by enjoying a fun day out which they may not otherwise be able to attend. They will be able to form connections with other children who could have the same needs making their situation feel less overwhelming, thus promoting good mental health outcomes. Residents who have skin cancer checks will either have peace of mind that they do not have skin cancer or could have a potential skin cancer diagnosed resulting in life-saving early intervention treatment.

### **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>Low</b>	There is a low perceived risk associated with the sponsorship of this event. The risk being the Special Children's Big Day Out event may be cancelled due to unforeseen circumstances.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Minimal financial impact of a one-off sponsorship of up to \$1,000 in total.

**Workforce**

Nil

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End

<b>9.3.7 BUDGET AMENDMENT TO COMPLETE THE INTERNAL OFFICE ALTERATIONS</b>	
<b>File Ref:</b>	FM/1/002
<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. O'Connell                      Seconded: Cr. Wright**

**COUNCIL DECISION 24/09/203**

**That Council:**

- 1. Commit a maximum of \$50,000 from the Building Reserve to facilitate the completion of the internal office renovations at the Administration Building.**
- 2. Request the Chief Executive Officer to include final amount in the January budget review.**

**CARRIED 5/2**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr King, Cr Wright  
Against: Cr Inglis, Cr Caldwell**

**SUMMARY**

Council is asked to consider a request to amend the budget to facilitate the completion of internal alterations at the Administration Building.

**BACKGROUND**

The Administration Building in its current form has outgrown the needs with staff having to share offices. Several areas of non-compliance have also been noted by the Auditors being the Server Room which is also a stationery room and general use room. The Administration also does not have a compliant records room with records stored all over the building.


**REPORT DETAIL**

Council previously allocated \$45,000 for the alteration costs, to date, the server room has been brought into compliance. Having a new dedicated stationery room has also alleviated floor space of stationery stores, better meeting WHS standards in providing staff a safe work environment.

The pressing issue now arises from the relocation of the Chambers, which has left no suitable meeting space for staff to engage with the public. This situation has necessitated that the planned alterations to the old chambers be brought

forward. It is expected that these alterations can be completed within the current financial year, pending Council's approval of the proposed budget amendment.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Increase stability and capacity in Shire Staff.
	<b>Outcome</b>	Reduce staff turnover and provide training to increase staff efficiency and capability.

### **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)

The completion of these alterations will result in a more functional and compliant office space, enabling staff to better serve 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>
<b>Moderate</b>	Inadequate office space for staff affects operational performance and the current layout does not comply with Work Health and Safety regulations.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

#### **Financial**

Currently the Building Maintenance reserve has a balance of \$408,653.

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**Workforce**

Nil

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End

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<b>9.3.8 REQUEST TO WAIVE LEGAL FEES ASSOCIATED WITH PROPERTY A5900</b>	
<b>File Ref:</b>	A5900
<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. Wright                      Seconded: Cr. Alexander**

**COUNCIL DECISION 24/09/204**

**That Council:**

- 1. Authorise the Chief Executive Officer to waive the legal fees associated with the recoup of outstanding rates for property A5900.**
- 2. Advise the Chief Executive Officer that future legal fees associated with the property will not be waived.**

**CARRIED 6/1**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis,  
Cr Caldwell, Cr Wright  
Against: Cr King**

**SUMMARY**

Council is requested to ratify a decision the Chief Executive Officer was required to make on the day of the auction to waive the legal fees linked with the recovery of outstanding rates on property A5900.

**BACKGROUND**

Rates on property A5900 were not paid for a number of years. The Shire engaged AMPAC to recover the outstanding rates. As permitted by the Act, the Shire instructed Baycorp via the Bailiff's Office to issue the property owner with a "property (Seizure and Sale) Order.

**REPORT DETAIL**

The "notice of imminent auction of real property" was issued to the property owner by the Bailiff and the auction listed to be held on Thursday, the 16<sup>th</sup> of November 2023 at 10:00am.


On the day of the auction which had to be relocated to the Boyup Brook Police Station, the property owner advised he would pay the outstanding rates but did not agree to pay the legal fees incurred by the Shire.

To de-escalate the situation at the Boyup Brook Police Station a decision had to be made immediately, and it was agreed with the Bailiff the legal fee of \$4,659.41 would be waived if the property owner paid the outstanding rates immediately.

The property owner attended the Administration Office and paid the outstanding rates of \$5,503.07 but claimed this to be under duress.

Should the property owner default from paying future rates no dispensation will be made if all cost is not paid in full including legal fees.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Improve financial sustainability.
	<b>Outcome</b>	Improve short- and long-term financial management planning.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

- *Local Government Act 1994*
- *Civil Judgements Enforcement Act 2004*

### **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>
<b>Moderate</b>	Should the fees not be waived the only risk to Council would be that it is likely the matter would end up in court incurring more costs.

### **CONSULTATION**

Nil



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**RESOURCE IMPLICATIONS****Financial**

The waiving of the legal fees will have a small impact on debtors (revenue) but not the adopted budget.

**Workforce**

Nil

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End

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### 9.3.9 BUDGET AMENDMENT TO FACILITATE THE PURCHASE OF A TRAILER AND FIREPLACE AT RYLINGTON PARK

<b>File Ref:</b>	RP/01/002
<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. O'Connell                      Seconded: Cr. Wright**

#### **COUNCIL DECISION 24/09/205**

**That Council:**

- 1. Authorise the following amendment to the 2024/2025 adopted budget, to facilitate the purchase of a trailer and fireplace for Rylington Park:**

<b>Account</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
<b>149502</b>	<b>Capital Expenditure – Fuel tank trailer 2000L</b>		<b>\$12,000</b>
<b>149502</b>	<b>Capital Expenditure – Trailer purchase</b>	<b>\$6,000</b>	
<b>149502</b>	<b>Capital Expenditure – Fireplace purchase and installation</b>	<b>\$6,000</b>	

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

#### **SUMMARY**

The subject report was submitted to the Rylington Park Committee held on 16 September 2024 for consideration. As per the minutes the report is to be provided to Council for consideration.

#### **BACKGROUND**

The farm currently has one (1) double cab Ute, to assist with the transportation of large / bulky goods which requires a trailer.

The current fireplace in the residence is not adequate and the other results in smoke entering the residence.


#### **REPORT DETAIL**

During the preparation of the 2024/2025 Rylington Park budget an amount of \$12,000 was allocated to the purchase of a fuel trailer.

Due to the urgent need for a trailer to assist with the day-to-day operations on the farm it is recommended the current fuel tank be retained and the funds be reallocated for the purchase of a trailer with the balance used to fund the purchase of a fireplace for the residence.

During recent works undertaken at the residence it was identified that the two fireplaces either do not heat the house sufficiently or allow smoke to enter the residence which on its own is a health and safety hazard.

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

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Support a strong and inclusive economy.
	<b>Objective</b>	Partner with key stakeholders to maximise economic development opportunities through regional and sub regional initiatives.

### **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>
<b>Moderate</b>	Not purchasing the trailer could impact operations on the farm negatively. Similarly, not addressing the heating system would impact the health and safety of the resident.

### **CONSULTATION**

Nil

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## **RESOURCE IMPLICATIONS**

### **Financial**

Nil

### **Workforce**

Nil

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End

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<b>9.3.10 PURCHASING OF RAMS FOR RYLINGTON PARK</b>	
<b>File Ref:</b>	RP/01/002
<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

**Moved: Cr. King**

**Seconded: Cr. Caldwell**

**COUNCIL DECISION 24/09/206**

**That Council:**

- 1. Authorise the Working Farm Manager to purchase the required rams for the upcoming breeding season subject to:**
  - (a) All purchases of rams to be within the allocated budget limit.**
- 2. Authorise the purchase in (1.) above without the requirement to comply with Policy G9 – Purchasing, due to the fluid nature of purchasing livestock.**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The subject report was submitted to the Rylington Park Committee held on 16 September 2024 for consideration. As per the minutes the report is to be provided to Council for consideration.

**BACKGROUND**

The current Working Farm Manager has the experience to be able to make the critical selection of rams to benefit the Rylington Park sheep program.

The selection and purchase of quality rams are essential for improving flock genetics, productivity, and economic sustainability. Rams are vital for achieving genetic improvements in areas such as wool quality, meat production, and disease resistance.

**REPORT DETAIL**

The purchase of rams for the breeding season involves selecting rams that best meet the genetic needs of the flock.

**Genetic Potential:** Rams with superior traits such as enhanced wool quality, growth rates, and disease resistance must be prioritised.


**Health Status:** Rams should be free from diseases and internal parasites.

**Breed and Purpose:** The rams chosen must align with the specific goals of the flock, whether for wool, meat, or dual-purpose production.

**Cost Consideration:** Investing in high-quality rams can be costly upfront but will yield significant long-term benefits through improved productivity.

These purchases are vital for ensuring the sustainability and profitability of the sheep program on Rylington Park.

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

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	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**

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**

Policy G9 - Purchasing

***“Over \$10,000 and up to \$100,000 - Seek at least two written quotations from suppliers following specified written requirements, from:***

- 1. the open market, supporting buy local, where possible and practicable.*
- 2. an existing panel of pre-qualified suppliers administered by the Shire; or*
- 3. pre-qualified suppliers on the WALGA Preferred Supply Program or State Government CUA.”*

Due to the nature of purchasing livestock in a competitive market the requirement to obtain two (2) quotes is not possible due to purchase prices changing rapidly.

**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>Moderate</b>	A poor breeding season due to suboptimal ram selection would negatively impact financial sustainability of the farm.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The budget to purchase rams is included in the 2024/2025 annual budget.

**Workforce**

Nil

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End

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<b>9.3.11 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF AUGUST 2024</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Peter Grainger, Working Farm Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King..... Seconded: Cr. Alexander**

**COUNCIL DECISION 24/09/207**

**That Council:**

- 1. Receive the monthly activity report for the Rylington Park Farm for the month of August 2024.**

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The subject report was submitted to the Rylington Park Committee held on 16 September 2024 for consideration. As per the minutes the report is to be provided to Council for consideration.

**BACKGROUND**

The Rylington Park Institute for Agricultural Training and Research, known as Rylington Park, is a key agricultural asset located 27km from Boyup Brook, in Mayanup.

This 650-hectare property was donated to the Shire of Boyup Brook in 1985 by Mr. Eric Farleigh for agricultural research and training, aimed at the betterment of the Boyup Brook community. Managed by the Shire, the property runs various agricultural programs, including shearing schools and fertiliser and seed trials.

It also offers scholarships to youth in agriculture and has a strategic relationship with Edith Cowan University for research and education, with the intent to share findings with the local farming community. Rylington Park is committed to supporting the agricultural industry and the regional community through its various initiatives.



## **REPORT DETAIL**

### **Weed Control**

- Completed comprehensive broad post emergence spraying for all barley paddocks; sprayed additional paddocks for Capeweed and Silver Grass paddocks 1, 2 and 10.
- Late fungicide and 40 litres Flexi-N spray in paddocks 21, 15, 44, 38.
- Late fungicide on Canola paddocks.

### **Infrastructure and Equipment Maintenance**

- Changed configuration of sheep yard fencing to facilitate better throughput of sheep.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Cleaned out machinery shed.
- Major repairs after spraying have been completed.
- Continued cleaning up workshop and farm surrounds in preparation for field day.
- Serviced Front End Loader tractor.

### **Crop Management**

- Spreading up to date.
- Spraying up to date.
- Barley crop – All looking good apart from small amount of powdery mildew – treated with fungicide.
- Canola crop – Looking good apart from paddock 21 has small amount of radish and could need crop topping.
- Hay/silage looks good - half paddock 15 to silage to control for Silver Grass and Winter Grass.

### **Livestock Sales**

- Sold 297 Blue Tag Hoggets Approx \$100 per head received from Hillside Meats.

### **Feed on Hand**

- Barley 38 tonnes.
- Lupins 3 tonnes.
- Barley straw 12 bales.
- Hay 20 bales.

### **Feeding program**

- Barley straw where needed.
- Double calcium lick blocks.
- Proposed: All barley straw post- harvest – sell half and retain the other half for farm use.

Livestock Handling and Management

- Crutched Merinos mated to Crossbred 780.
- Moved mobs as required to maximize paddock feed.
- Merino sheep count and merino lamb marking carried out mid-August.
- Marked Merino lambs 1,070.
- 16 Deaths due to Pregnancy toxemia.

Livestock Inventory as of 11/07/2024

- White Suffolk Rams: 19
- XB Lambs: 0 (31 sold)
- Merino ewe Hoggets: 596
- Merino rams: 26
  - Good merino rams – 21
  - Destroyed – too old - 2
  - Broken mouth - 3
- Merino mixed sex Hoggets to sell: 191
- Merino Ewes: 1,759
- TOTAL: 2,591
- Matt Chambers and Peter Forrest to attend in September to undertake final count for auditing purposes.


Wool Sales

- Nil

Shearing Schools, events & trials

- NBN Landcare Camera still in place.
- Shearing Schools are due to start again on the 19<sup>th</sup> of September.
- Preparation underway for the Field Day 12 September 2024. Clearing and tidying of yard, organizing with Australian Wool Industry for shearing demonstration using Shearing lead up race.

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

	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Objective</b>	Manage natural resources sustainably.
	<b>Outcome</b>	Work with key stakeholders to manage land, fire disease, pest animals and weeds.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

## **SUSTAINABILITY AND RISK CONSIDERATIONS**

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

Rylington Park Farm contributes economically to both the Shire and Region by providing education and skill development in agriculture which can enhance the workforce, leading to more efficient and innovative farming practices.

Conducting agricultural research can lead to better farming techniques and increased productivity, positively impacting the local economy. The farm also hosting field days, and the event draws visitors locally and regionally which can stimulate local spending.

Offering scholarships encourages local youth to pursue careers in agriculture, potentially leading to a more skilled labour pool. Shearing schools support the sheep industry, vital for the local economy. These activities can lead to job creation, increased productivity, and the overall growth of Boyup Brook's agricultural sector.

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

Rylington Park Farm can impact the quality of life in the Boyup Brook community by enhancing access to agricultural training and education, boosting local economy through job creation and agricultural advancements.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

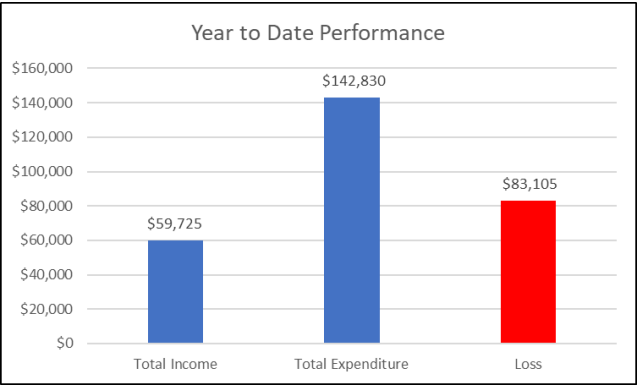
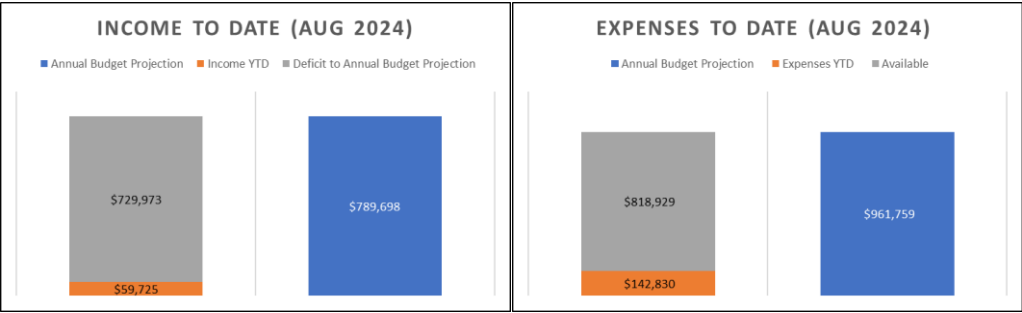
Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact farm operations and ensuring all farming practices meet regulatory standards.</p>

## **CONSULTATION**

Nil

RESOURCE IMPLICATIONS



Workforce  
Nil

End

## 9.4 PLANNING

<b>9.4.1 DEVELOPMENT APPLICATION – (TOILET) – 23 WITHAM STREET, BOYUP BROOK (RESERVE 11653)</b>	
<b>File Ref:</b>	RESERVE 11653
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Shire of Boyup Brook
<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

**Moved: Cr. Alexander..... Seconded: Cr. King**

### **COUNCIL DECISION 24/09/208**

**That Council Resolves to:**

- A. Approve the Development Application for the proposed Toilet, at 23 Witham Street, Boyup Brook (Reserve 11653 - Cemetery), subject to the following conditions and advice notes:**

#### **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. Stormwater being managed to the satisfaction of the Shire of Boyup Brook.**
- 3. The toilet facility being managed to the satisfaction of the Shire of Boyup Brook.**

#### **Advice Notes:**

- 1. The toilet system should be serviced annually by a suitably experienced contractor.**
- 2. 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. 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.**
- 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.**

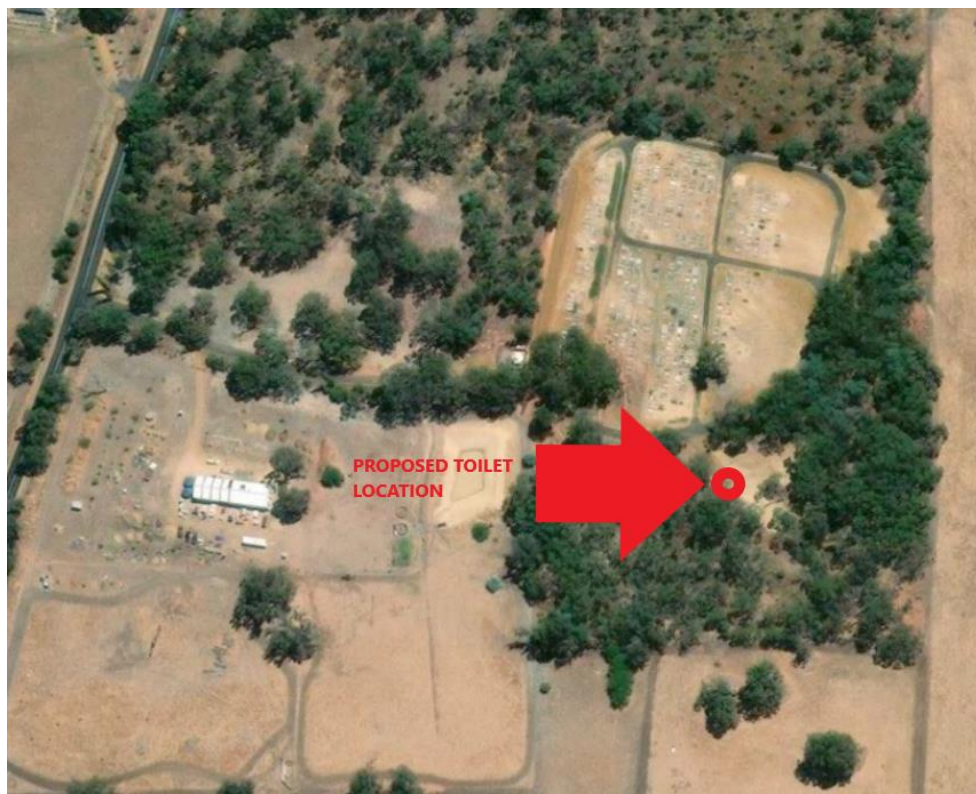
**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

## **SUMMARY**

Council is requested to approve the development of a Toilet at the Reserve 11653 (Boyup Cemetery), which is Crown land, vested with the Shire of Boyup Brook for the purpose of 'Public Cemetery'.

The following figures illustrate the proposed location and design of the toilet.



## **BACKGROUND**

The community has requested that the Shire provide a public toilet facility at the Shire Cemetery.

Due to the proposed location of the toilet adjacent to a watercourse, the Shire is proposing to develop an environmentally friendly waterless composting toilet. Waterless composting toilets (also known as humus closets) are systems that rely on the principles of composting by microorganisms to decompose human waste, paper and other materials into humus (organic material that forms in soil when plant and animal matter decay).

A septic application for the toilet has been approved by the Shire's Environmental Health Officer.

### **REPORT DETAIL**

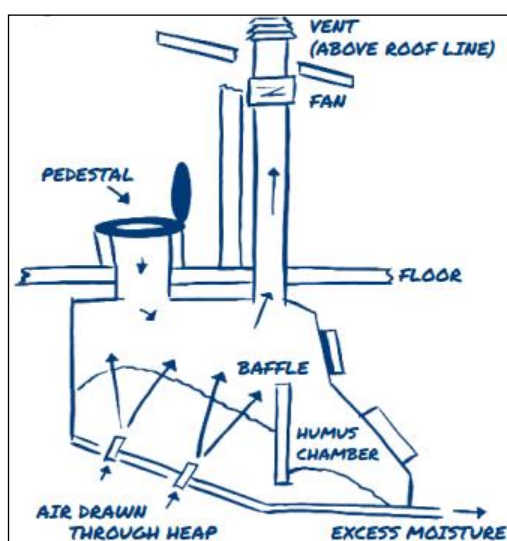
It's proposed that the toilet is located adjacent to the Cemetery, alongside a gravel car parking area.

The toilet is designed with a height of 3m and includes a patio area.

The toilet is designed to allow composting matter to break down in a chamber over a period of at least 12 months.

It is recommended that system is serviced annually by a suitably experienced contractor.

The following figure illustrates the operational components of the toilet.



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

	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Develop a vibrant inviting town with a strong community spirit, welcome new people to town, promote Boyup Brook as a safe and inclusive place to live.
	<b>Objective</b>	Encourage the preservation of our culture, heritage and history.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

In accordance with the Shire's scheme, the subject land is classified as a 'Public Purposes' reserve.

In accordance with clause 34 of the Shire's scheme, all driveways and parking areas shall be constructed to Council's satisfaction with appropriate measures for drainage and disposal of surface water.

**SUSTAINABILITY AND RISK CONSIDERATIONS**

**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 risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	The toilet facility needs to be maintained annually. This requirement may need to be written into the Shire's operational and budgetary procedures.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Nil

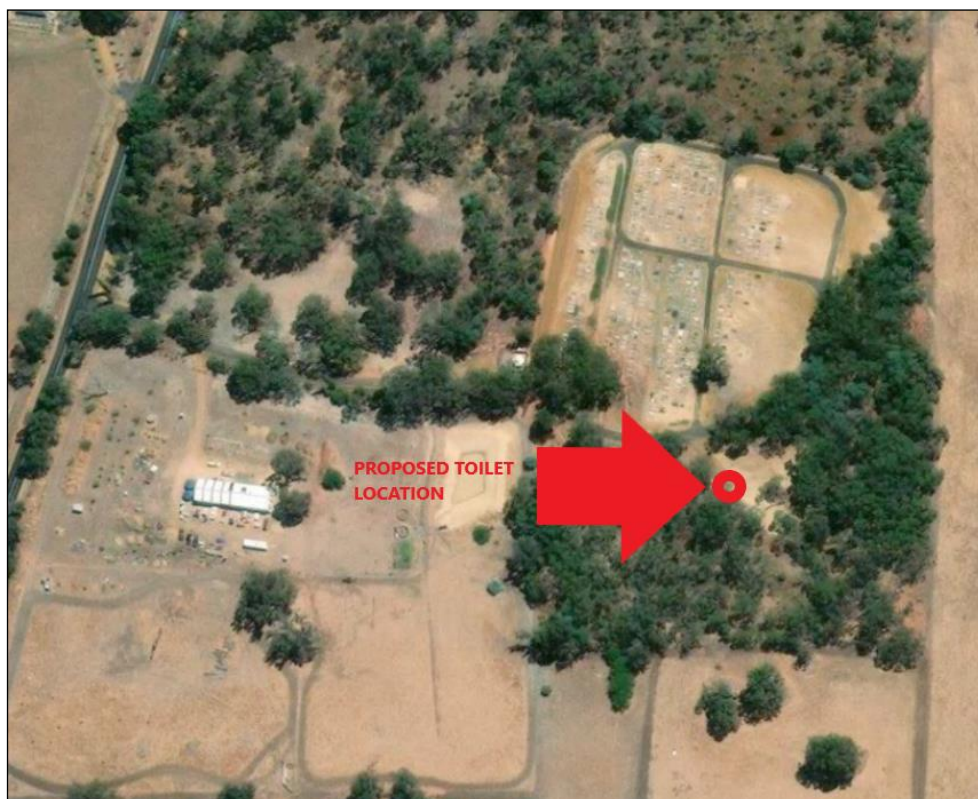
**Workforce**

Nil

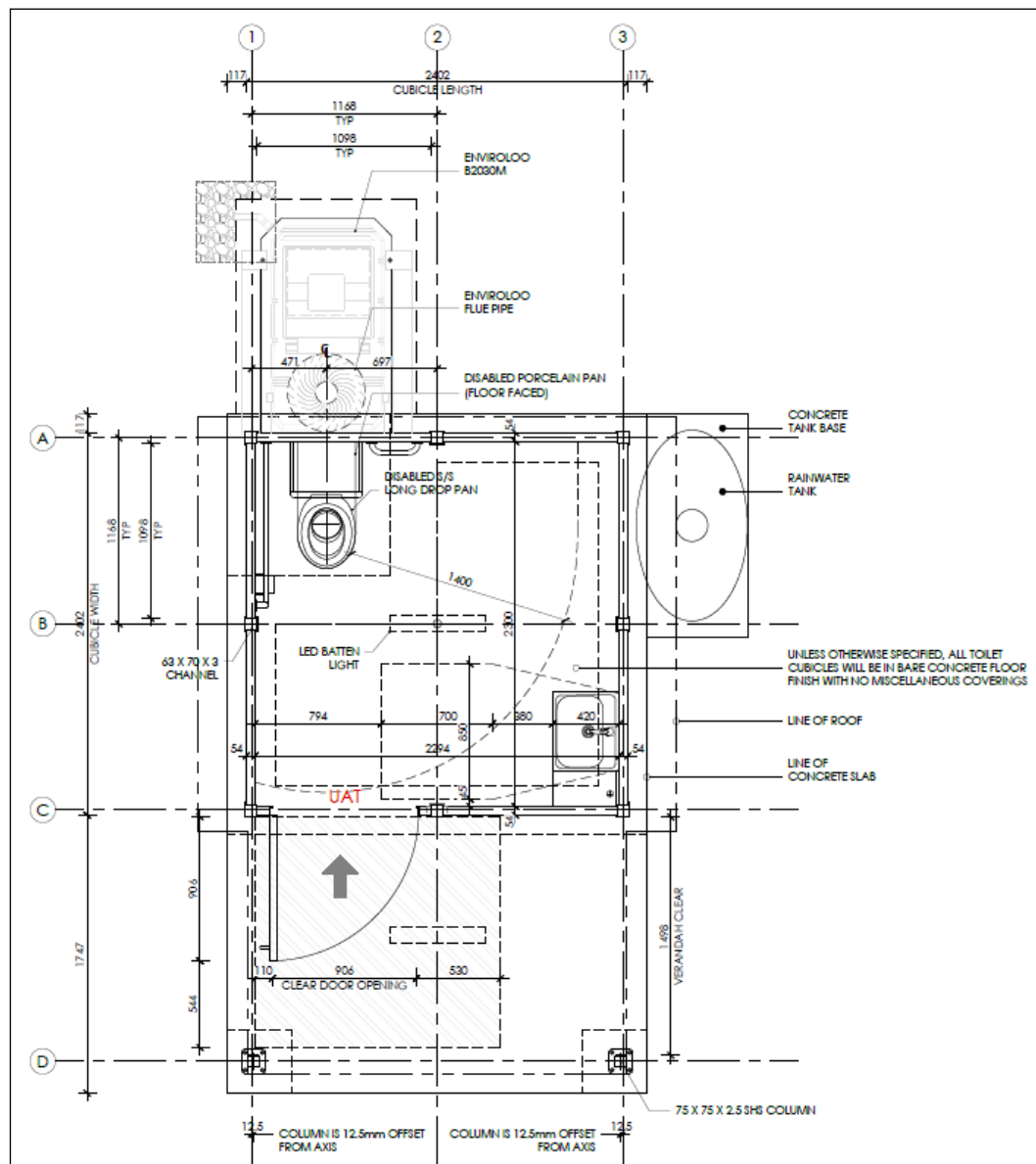


## Approved Plans

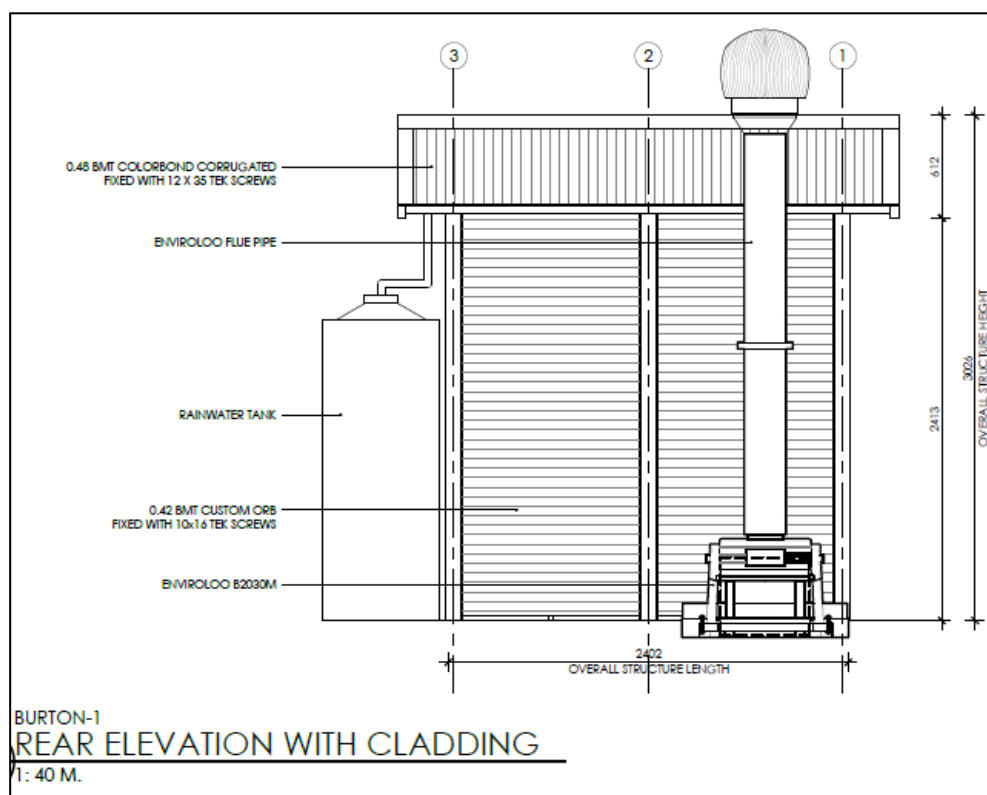
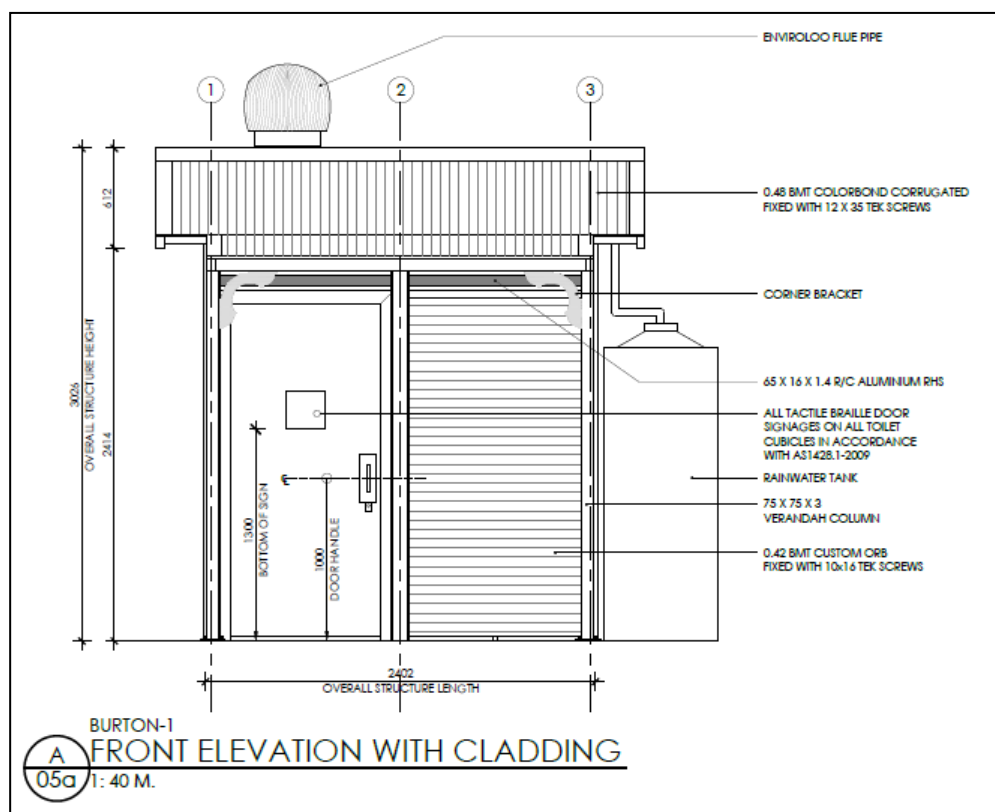
### Site Plan – Toilet Location

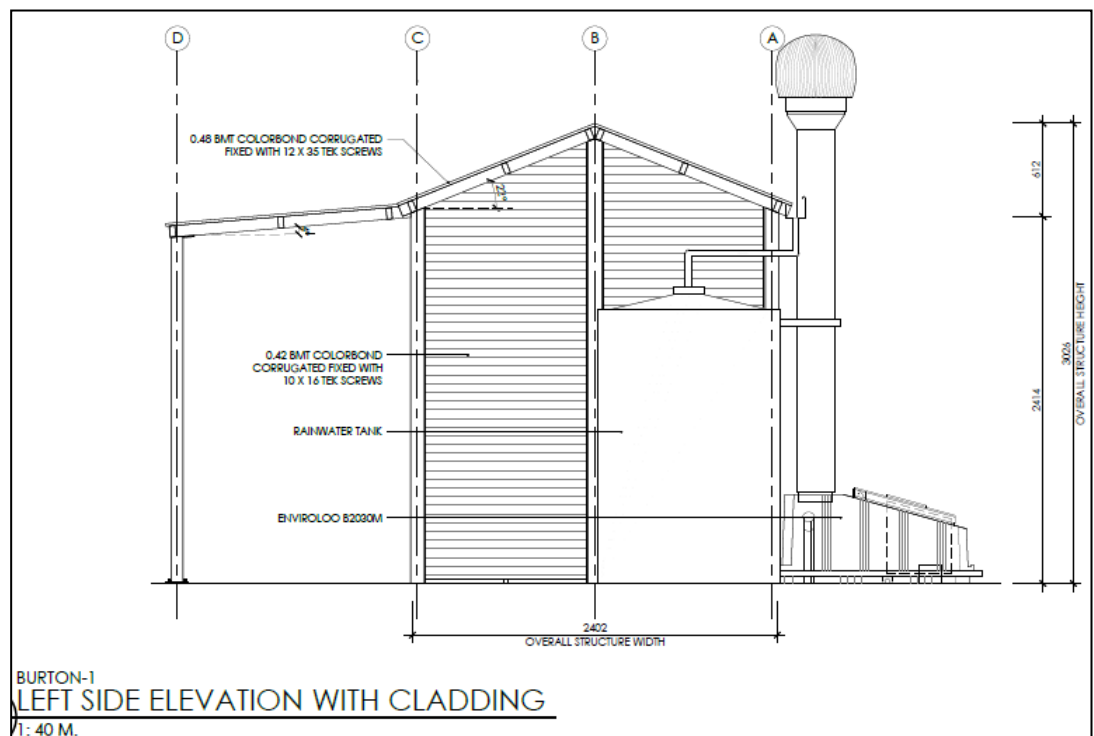
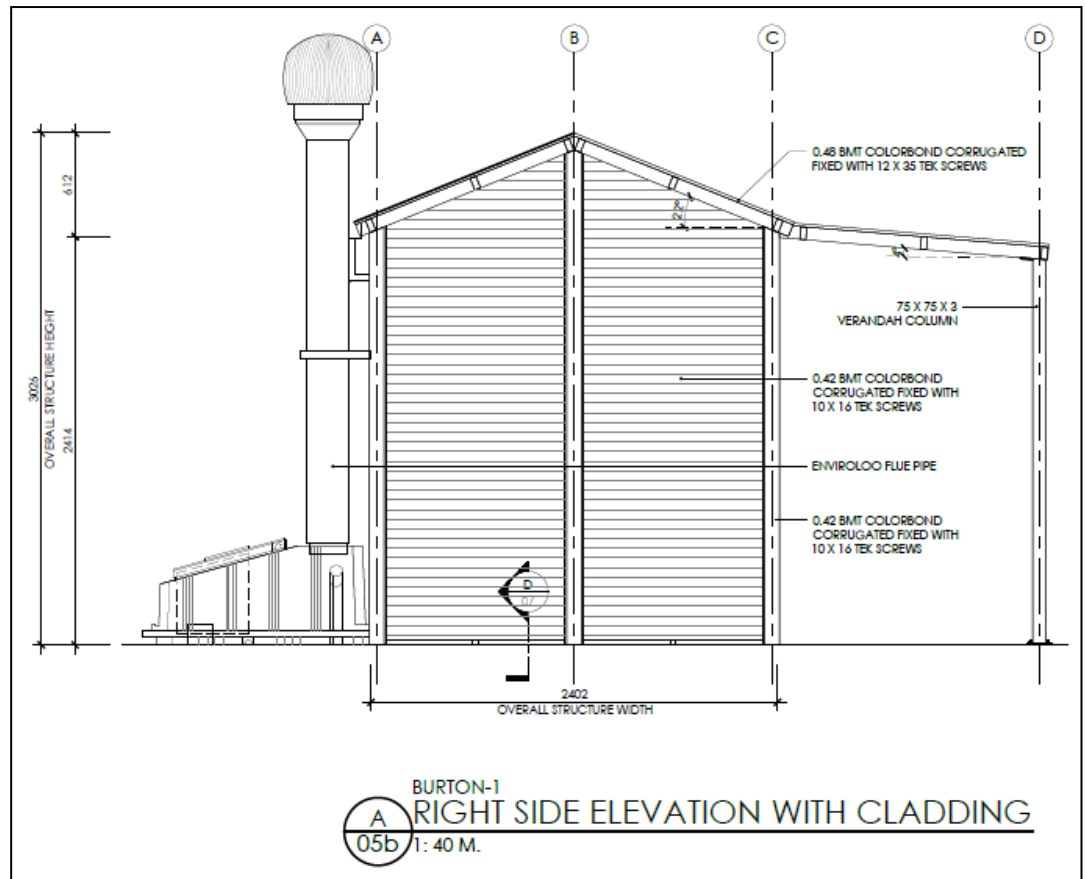


## Floor Plan



## Elevations





End

<b>9.4.2 DEVELOPMENT APPLICATION – (HOME BUSINESS – COOKING CLASSES) – 1829 JAYES ROAD, BOYUP BROOK</b>	
<b>File Ref:</b>	A15009
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	S Kavalam
<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>	9.4.2A Business Declaration

**Moved: Cr. O’Connell**

**Seconded: Cr. Alexander**

**COUNCIL DECISION 24/09/2019**

**That Council:**

- A. Approve the Development Application for A ‘Home Business’ (Cooking Classes), at 1829 Jayes Road, Boyup Brook, subject to the following conditions and advice notes:**

**Conditions:**

- 1. The Home Business is not to occupy an area greater than 50m<sup>2</sup>.**
- 2. The Home Business is not to employ more than 2 people not members of the occupier’s household.**
- 3. The retail sale or display of any goods is not to involve customers coming to the subject property.**
- 4. Waste products being managed to the satisfaction of the Shire of Boyup Brook.**

**Advice Notes:**

- 1. Any advertising requires an application for development approval, unless exempted in accordance with the Shire’s Scheme.**
- 2. 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. 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.**
- 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.**

**CARRIED 7/0**

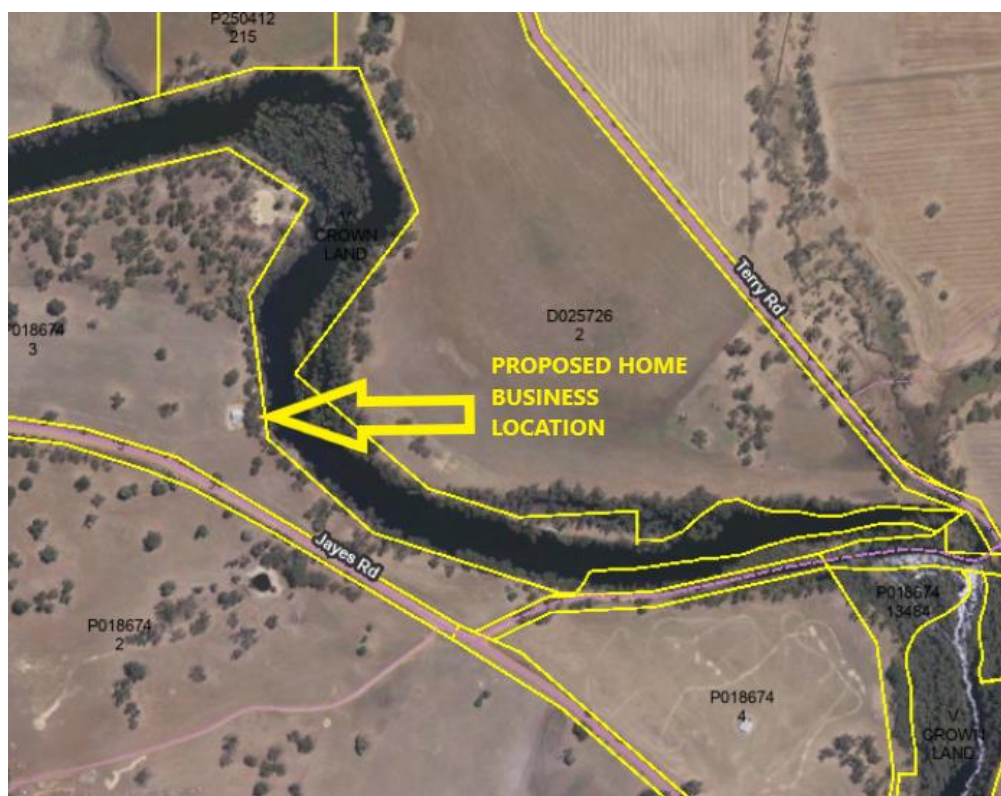
**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

## **SUMMARY**

Council is requested to approve a 'Home Business' at 1829 Jayes Road, Boyup Brook. The 'Home Business' is for cooking classes and involves approximately five attendees at each cooking class, between the hours of 10am and 3pm, two days/week.

## **BACKGROUND**

The Shire received an application to undertake cooking classes within a dwelling located on a farm property in the district of Mayanup.



## **REPORT DETAIL**

The subject property is zoned 'Rural' in accordance with the Shire's scheme. A 'Home Business' is a use that can be considered in the 'Rural' zone, subject to the following parameters:

- Business, service or profession carried out in a dwelling or on land or in buildings around a dwelling by an occupier of the dwelling which, does not employ more than 2 people, will not adversely affect the amenity of the neighbourhood, does not occupy an area greater than 50m<sup>2</sup> and does not involve the retail sale, display or hire of goods.

The proposed application complies with the above standards as detailed by the applicant in a declaration, which is included as an attachment to this report item Attachment 9.4.2A – 'Business Declaration'.




The dwelling in which the cooking classes are proposed is fitted with commercial kitchen benches and appliances, which has been approved by the Shire as a 'Certificate of Registration of a Food Business – Medium Risk'.

An independent toilet and a gravel car-parking area has been established for the cooking class attendees.

The proposal is not expected to impact the amenity of the area and including neighbours. The application is expected to comply with the scheme standards for a 'Home Business'.

It is recommended that the Council approve the proposed, 'Home Business – Cooking Classes', as the proposed activity complies with standards prescribed for a 'Home Business' and for the subject 'Rural' zone.

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

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Be a business-friendly Shire and create conditions for economic growth.
	<b>Objective</b>	Support development of industry/business incubation, innovation and entrepreneurship using a planned approach.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

In accordance with the Shire's *Local Planning Scheme No.2*:

*"home business" means a business, service or profession carried out in a dwelling or on land or in buildings around a dwelling by an occupier of the dwelling which –*

- a) does not employ more than 2 people not members of the occupier's household;*
- b) will not cause injury to or adversely affect the amenity of the neighbourhood;*
- c) does not occupy an area greater than 50m<sup>2</sup>;*
- d) does not involve the retail sale, display or hire of goods of any nature;*
- e) in relation to vehicles and parking, will not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and*
- f) does not involve the use of an essential service of greater capacity than normally required in the zone.*

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

**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 risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	<p>In accordance with the <i>Planning and Development Act 2005</i>, if a development has been undertaken in contravention of planning requirements, the responsible authority may give a written direction to the owner or any other person who undertook the development —</p> <p>(a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</p> <p>Unless otherwise provided, a person who commits an offence under the <i>Planning and Development Act 2005</i> is liable to a fine of \$200,000 and, in the case of a continuing offence, a further fine of \$25,000 for each day during which the offence continues.</p>

**CONSULTATION**

Considering the application complies with the objectives of the 'Rural' zone and is suitably setback to neighbours, consultation was deemed unnecessary.

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil



## Approved Plans

### Site Plan



End

**10. MINUTES OF COMMITTEES****11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. LATE ITEMS / URGENT BUSINESS MATTERS****12.1 CONSIDERATION OF LATE ITEM**

<b>12.1.1 BUDGET AMENDMENT - REPLACEMENT SERVER UPS</b>	
<b>File Ref:</b>	FM/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Manager Financial Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. Alexander****Seconded: Cr. Inglis****COUNCIL DECISION 24/09/210****That Council:**

1. Approves the following amendment to the 2024/2025 adopted budget, to facilitate replacement of the Server Uninterrupted Power Supply (UPS) to ensure continual effective power supply to Shire Server System:

Account	Description	Original Budget	Revised Budget	Increase	Decrease
146601	ICT Upgrades & Renewals (Furniture & Equipment)	\$0	\$9,271		\$9,271
300102	Transfer from Reserve - IT/Office Equipment Reserve	\$0	(\$9,271)	(\$9,271)	
			<b>Total</b>	<b>(\$9,271)</b>	<b>\$9,271</b>

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

The purpose of this report is for Councillors to consider reallocating funds for the purchase of a UPS that in the event of a power outage, will have sufficient

capacity to shut down our server systems safely without the risk of losing information on the server.

### **BACKGROUND**


The Shire has been reviewing our server condition and IT effectiveness with Focus Networks and developing an IT Disaster Plan. Whilst reviewing our systems it has been identified the current UPS is giving a battery warning notifications whilst still functioning, its ability to run on batteries is questionable. The UPS is out of warranty with a purchase date in 2017. Should the system fail, the following processes would be affected:

- 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.

### **REPORT DETAIL**

The CEO, Executive Manager Corporate Services and Manager Financial Services have discussed the condition of the equipment with David Staeck, Director of Focus Networks. David has recommended that UPS be replaced as a matter of urgency to ensure there is no impact or degradation to our server system and functionality. A quote to the value of \$9,271 has been provided for this proposed expenditure.

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

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	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 —*

- 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>
<b>Extreme</b>	Inaction would put the Shire at risk of a system crash with data not being safely backed up in a timely manner, Council risks ICT practices and infrastructure falling behind, 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
- Executive Manager Corporate Services
- Manager Financial Services

### **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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**13. CONFIDENTIAL ITEMS OF BUSINESS**

**14. CLOSURE**

There being no further business the meeting closed at 7:17pm.

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

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Date