

Date: 11 November 2024

To: Shire President
Deputy Shire President
Councillors
Community



MINUTES – ORDINARY COUNCIL MEETING

31 October 2024

A handwritten signature in black ink, appearing to read "Long", 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 6:00pm.

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 Charles Caldwell

Cr Philippe Kaltenrieder (via teams)

Cr Darren King

Cr Michael Wright

Council Officers

Chief Executive Officer

Executive Officer

Executive Manager Operational Services

Manager Financial Services

Manager Community Services

Leonard Long

Magdalena Le Grange

Jason Forsyth (left 7:00pm)

Malcolm Armstrong

Nicola Jones

Observers / Public Members

Mary Corker, Ruth Clark and Jenni Mackie left the Chambers at 6:10pm.

Todd Carroll and Lizzie Twigg left the Chambers at 6:52pm.

Pippa Lord left the Chambers at 7:06pm.

Keith Cobber Lethbridge left the Chambers at 7:12pm.

2.2 APOLOGIES

Councillor

Cr David Inglis (Approved Leave)
Cr Sarah Alexander

Executive Manager Corporate Services

Carolyn Mallett

2.3 REQUEST FOR LEAVE OF ABSENCE

Nil

3. DEPUTATIONS, PETITIONS AND PRESENTATIONS

3.1 DEPUTATIONS

Nil

3.2 PETITIONS

Nil

3.3 PRESENTATIONS

Mary Corker (President), Ruth Clark (Secretary) and Jenni Mackie (Treasurer) of the Craft Hut, made a PowerPoint presentation on the long history and current usage of the Craft Hut, a valuable community facility on the corner of Barron Street and Cailes Road.

4. PUBLIC QUESTIONS TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTION TIME

Regarding Item 9.1.2 Watering / Irrigation Strategy

1. Country Music Club of Boyup Brook WA Inc.

- a) We ask that this be re-addressed if the water situation changes and will be likely that we take up the offer to cart water as proposed closer to February 2025.

Shire Response:

The Shire will continually re-assess the water strategy throughout the summer months.

- b) We also ask that the Council re-address the proposal to provide a pipeline from the reservoir to the recreational reticulation dam to prevent this happening again. Federal Drought Resilience funding is now available, and I believe our local public support should be asked to put pressure on the landowners who are against this project.

Shire Response:

The Shire has been pursuing the pipeline project for the past 12 months and will continue to work on getting this project completed. The challenge is not the landowners as the proposed alignment of the pipeline has been amended to avoid private landowners who do not support the pipeline cross over their land.

The Shire is aware of the Drought Resilience funding and have already applied for a grant.

2. Boyup Brook Sporting and Recreation Association

- a) Is this motion going to be reviewed on a regular basis throughout the summer depending on environmental factor e.g. summer rain event?

Shire Response:

The Shire will continually re-assess the water strategy throughout the summer months.

- b) This will have a major effect on our playing surfaces. Is there a maintenance program in place to minimise damage to playing surfaces?

Shire Response:

The garden crew will carefully manage watering schedules, ensuring irrigation occurs at optimal times to maximize the efficiency of our water resources. In preparation for an anticipated dry summer, we engaged contractors to aerate the oval before the season commenced. This aeration improves water and nutrient penetration to the root zone, effectively reducing the water needed to maintain the surface in good condition.

We believe this, coupled with regular surface renovations and a targeted fertilization program, will help sustain the quality of the playing surface throughout the summer.

- c) Can Special permission / exception be made for the cricket club to continue using the mains water tap in the middle of the oval to ensure an appropriate pitch can be prepared for each home game. This is essential for us to continue to play as water needs to be applied at a specific time (subject to heat and rain) when preparing a pitch. Operating of the scheduled watering will not allow this to happen.

Shire Response:

Exemption will be for the Council to consider when considering the item.

3. Boyup Brook Tennis Club

- a) Between 6 and 12 courts to be maintained. Will the strategy be reviewed if summer rain comes?

Shire Response:

The Shire will continually re-assess the water strategy throughout the summer months.

Regarding Item 9.3.9 Boyup Brook Early Learning Centre Acquisition by Regional Early Education and Development Inc

1. Boyup Brook Family Playgroup

- a) The playgroup have a licence to use the Family Stop Centre until 3 February 2028. Will this licence be recognised and considered in any and all of the negotiations with REED?

Shire Response:

The Shire will request REED to honour all leases and licences that they have with the playgroup until expiry.

5. DECLARATIONS OF INTEREST

5.1 FINANCIAL AND / OR PROXIMITY INTEREST

- Cr Wright declared a Financial Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a paid director of the Boyup Brook Co-operative Company Ltd.

5.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT

- Cr King declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.
- Cr Caldwell declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a member of the Boyup Brook Co-operative Company Ltd.
- Cr Walker declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.
- Cr O'Connell declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.

- Magdalena Le Grange declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.
- Cr Wright declared an Impartiality Interest in item 12.1 Proposed Signage within the Beatty Street Road Reserve adjacent to the Football Club Reserve, being a member of the Committee.
- Cr Calwell declared an Impartiality Interest in item 12.1 Proposed Signage within the Beatty Street Road Reserve adjacent to the Football Club Reserve, being a member of the Committee.

6. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATIONS

6.1 ORDINARY COUNCIL MEETING MINUTES – 26 SEPTEMBER 2024

Moved: Cr. King

Seconded: Cr. O'Connell

COUNCIL DECISION 24/10/211

That the minutes of the Ordinary Council Meeting held on 26 September 2024 be confirmed as being a true and accurate record.

CARRIED 6/0

For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell,
Cr Wright
Against: Nil

7. PRESIDENTIAL COMMUNICATIONS

October

Tuesday 1st

- 3.30pm CEO meeting Shire office.
- 5pm Warren Blackwood Alliance meeting in Bridgetown Council Chambers.

Friday 4th

- 5.30pm attended Community Resource Centre for the photography competition awards. A very impressive display including many by Boyup Brook District High School students.

Wednesday 9th

- 11am met with Kate Forester ABC radio at Squeak and Bean Cafe Boyup Brook to discuss/promote projects and events happening in Boyup Brook.

8. COUNCILLOR QUESTIONS ON NOTICE

Nil

9. REPORTS OF OFFICERS

9.1 OPERATIONAL SERVICES

9.1.1 BUDGET AMENDMENT - FLAX MILL CARAVAN PARK ELECTRICAL UPGRADE	
File Ref:	CP/35/001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heidi Webb, Project Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King

Seconded: Cr. O'Connell

COUNCIL DECISION 24/10/212

That Council:

- 1. Authorise the following amendment to the 2024/2025 adopted budget to facilitate the completion of the power upgrade at the Flax Mill Caravan Park.**

Account	Description	Increase	Decrease
302314	Building Maintenance Reserve		-\$10,000
132406	Capital Expenditure	\$10,000	

CARRIED 6/0

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

SUMMARY

Council is requested to consider approving allocating \$10,000 from the Building Reserves Fund to complete the power upgrade at the Flax Mill Caravan Park.

BACKGROUND

Currently the powerlines running adjacent to Jackson Street, in the Caravan Park overflow paddock, do not meet WA Electrical Requirements as set by the Department of Mines, Industry Regulation and Safety (DMIRS), Building and Energy Division, and the *Electricity Act 1945*. Additionally, these powerlines fail to adhere to Western Power's Safe Work Practices.

The current condition of these lines poses multiple risks, including the potential for starting fires and creating hazards due to exposed wiring. This situation

represents a significant safety concern for both the community and workers, as no one is currently able to undertake repair or maintenance work safely.

Compliance with the Western Australia Electrical Requirements (WAER) is mandatory under *Regulation 49 of the Western Australia Electricity (Licensing) Regulations 1991*. The WAER should be read with the *Electricity Regulations 1947*, Part VIII, and the *Electricity (Licensing) Regulations 1991*. The regulations take precedence.

REPORT DETAIL


The Flax Mill Caravan Park power upgrade project was initially budgeted at \$35,000. This upgrade is critical for compliance with current safety regulations and is necessary to address aging infrastructure and ensure reliable power distribution throughout the park. The scope of work is extensive, involving significant upgrades to electrical systems that are not compliant.


Due to recent price increases in materials and labour, the allocated budget is no longer sufficient to complete the project. Three quotes were obtained from reputable contractors to assess the cost of the work. The lowest quote, from a local contractor, still exceeds the original budget:

- Original budget: \$35,000
- Lowest quote (local contractor): \$42,262
- Budget shortfall: \$7,262



SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Increase safety, improve infrastructure.

	Key Imperatives	Built Environment
	Outcome	Preserve the history and heritage of our built environment.
	Objective	Restore, enhance and activate the Flax Mill buildings and caravan park.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Department of Mines, Industry Regulation and Safety (DMIRS)

Building and Energy Division

Electricity Act 1945

SUSTAINABILITY AND RISK CONSIDERATION

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

Underground power lines require significantly less maintenance compared to overhead lines. Overhead lines are more prone to damage from weather, trees, and wildlife, leading to regular repair costs. In contrast, underground systems are protected from these external factors, resulting in fewer maintenance requirements and reduced operational costs over time.

Upgrading to underground power ensures the park's compliance with current electrical safety standards, avoiding fines or penalties for non-compliance. Overhead power lines pose a fire hazard; by transitioning to underground power, the risk of electrical fires is significantly reduced, protecting the Shire's assets.

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

The removal of overhead lines improves the visual appeal of the Flax Mill Caravan Park, making it more attractive to visitors. A more aesthetically pleasing environment can lead to increased bookings and higher occupancy rates, positively impacting revenue.

POLICY IMPLICATIONS

Policy G6-Risk Management

The Shire has a risk management policy to ensure that sound Risk Management practice and procedures are fully integrated into the Council's strategic and operational planning processes. In this policy, Council members are responsible for providing adequate budgetary provision for the maintenance of risk management plans and procedures.

It is a Risk management Objective to ensure community and employee health and safety within the Shire's jurisdiction is not compromised, to limit loss or damage to property and other assets and to limit interruption of business continuity.

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.

Risk Level	Comment
High	The power upgrade is essential not only for the safety and comfort of park users but also for ensuring compliance with legal and regulatory standards. Failure to complete the project could expose the park to safety risks, such as electrical faults, electric shocks or outages, and may result in non-compliance with regulations.

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

\$35,000 had been included in the 2024/2025 budget, additionally another \$10,000 will be transferred from the Building Maintenance Reserve.

Workforce

Nil

End

9.1.2 WATERING / IRRIGATION STRATEGY	
File Ref:	CP/35/001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Jason Forsyth, Executive Manager Operational Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King

Seconded: Cr. Wright

COUNCIL DECISION 24/10/213

That Council:

- 1. Approve the following watering strategy to be implemented immediately:**
 - a. Football/Cricket Oval – watering schedule to be reduced to half of the current schedule.**
 - b. Tennis Courts – watering schedule to be reduced to half of the current schedule.**
 - c. Hockey Oval 1 – watering to be reduced to half of the current schedule.**
 - d. Music Park – watering to be suspended.**
 - e. Hockey Oval 2 – watering to be suspended.**
- 2. Request the Chief Executive to write to the Football club, Cricket club, Tennis club, Hockey club and Country Music club advising of (1.) above.**
- 3. Request the Chief Executive Officer to advise the Football club, Cricket club, Tennis club, Hockey club and Country Music, that the Shire will make water available (subject to WaterCorp) free of charge from the Town Dam for the clubs to cart at their cost should they require their club grounds watering schedule to be maintained.**
- 4. Request the Chief Executive Officer to advise the clubs that should they take up the offer in (3.) above the following water quantities would need to be carted weekly into the recreation reticulation dam (self-watering will not be permitted) to maintain the current watering schedule:**

- a. Football Club – 235,000 lt / week.**
- b. Cricket Club – as required (use of scheme water will not be permitted).**
- c. Hockey Club – 76,500 lt / week.**
- d. Tennis Club – 73,750 lt / week.**
- e. Country Music Club -195,000 lt / week.**

CARRIED 6/0

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

SUMMARY

Council is requested to consider the recommended watering strategy allowing the reduction of watering the recreational club grounds.

BACKGROUND

Last year, the Shire experienced an exceptionally hot summer, compounded by low rainfall during the previous winter, which resulted in drought conditions. Water reserves have significantly dwindled, and this year's lack of adequate winter rainfall has left the Shire's dams extremely low.

The depot has calculated the water use to maintain the current watering schedule and are of the opinion that if the current watering schedule is maintained, the two reticulation dams will dry out by late January or early February.

REPORT DETAIL

The water usage at each location has been calculated by using the estimated output of the sprinklers at each club location. It is estimated that the various clubs use the following amounts of water per week during the summer months:

- a. Football Club – 470,000 lt / week
- b. Hockey Club – 153,000 lt / week
- c. Tennis Club – 147,500 lt / week
- d. Country Music Club -195,000 lt / week.

To conserve water while still keeping the turf alive the Shire recommends the following watering schedule be halved.

- a. Football/Cricket Oval – watering schedule to be reduced to half of the current schedule.
- b. Tennis Courts – watering schedule to be reduced to half of the current schedule.
- c. Hockey Oval 1 – watering to be reduced to half of the current schedule.

Should the various clubs want the current watering schedule to be maintained assistance would be required in the form of carting water at their own cost from the town dam located on Reservoir Road to the recreation reticulation dam.



Unfortunately for the Shire to be attempt to maintain the watering schedule at 50% of the normal schedule the following club grounds would not be able to be watered at all:

- a. Music Park – watering to be suspended.
- b. Hockey Oval 2 – watering to be suspended.

Should these clubs want the area to be watered they will be required to cart water at their cost to the reticulation dam.

This approach will help maintain essential amenities for the greater community while managing our limited water resources effectively.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Support and promote community events and activities.
	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. Improve business and asset management systems and processes to meet our audit compliance and the needs of the community.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATION

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

Maintaining sporting grounds provides both immediate and long-term economic benefits, supporting the Shire's growth and community well-being.

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

Overall, maintaining sporting grounds plays a vital role in enhancing the social fabric of the Shire, promoting health, well-being, and community cohesion.

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.

Risk Level	Comment
High	If the Shire does not implement a watering strategy immediately there is a very good chance the irrigation dams will run dry, and the recreation fields will die.

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

The only alternative to using the reticulation dams is to use scheme water which would be subject to WaterCorp approval. Further, this will come at an expense to the Shire, one that has not been budgeted for and would require a significant budget amendment.

Workforce

Nil

End

9.1.3 TENDER RFT 24/003 – ROADS MAINTENANCE	
File Ref:	EQ/57/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Jason Forsyth, Executive Manager Operational Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.1.3A Confidential Recommendation Report

Moved: Cr. Caldwell

Seconded: Cr. King

COUNCIL DECISION 24/10/214

That Council:

- 1. Award RFT 24/003 - Road Maintenance Tender to Wilgee Civil to deliver road maintenance, upgrade and build services over the term of a three (3) year Contract.**

LOST 6/0

For: Nil

Against: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell, Cr Wright

Moved: Cr. O'Connell

Seconded: Cr. Caldwell

COUNCIL DECISION 24/10/215

That Council suspend Standing Orders as per clause 15.6 of the Standing Orders Local Law No. 1 to allow free and open discussion on the matter.

CARRIED 6/0

For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell, Cr Wright
Against: Nil

Moved: Cr. Caldwell

Seconded: Cr. Wright

COUNCIL DECISION 24/10/216

That Council resume Standing Orders as per clause 15.6 of the Standing Orders Local Law No. 1.

CARRIED 6/0

For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell, Cr Wright
Against: Nil

FORESHADOWED MOTION**Moved: Cr. Caldwell****Seconded: Cr. Wright****COUNCIL DECISION 24/10/217****That Council:**

- 1. Request that the motion be laid on the table, and request the Chief Executive Officer to provide additional clarity on how the weightings are determined.**

CARRIED 6/0

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

SUMMARY

Council is requested to consider the approval of awarding a three-year term contract to Wilgee Civil. This contract will support the depot in delivering road maintenance, upgrades, rebuilds, and the construction of new roads.

BACKGROUND

The current road contract has reached its expiration. Blackwood Plant Hire was granted a one-year contract extension last year; however, due to regulatory requirements, the contract for road maintenance, upgrades, rebuilds, and new road construction must be re-tendered.

Tenders were collected on 30 August 2024, and subsequently reviewed by a tender panel consisting of two internal staff members, Jason Forsyth and Harris Baker, along with two external consultants, John Filippone and Alison Maggs, both of whom are WALGA-approved Local Government Tender Consultants. This process adhered to the approved local government procurement procedures.

REPORT DETAIL

Five companies submitted tenders for the three-year roads contract. Each submission was assessed against the qualitative criteria established by local government guidelines.

Below are the five companies that submitted tenders along with their indicative scores. A summary of each company is also provided for your reference.

Selection Criteria	Weighting	Blackwood		Dronow		WCP		Klopper		Wilgee	
		Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)		(Out of 10)	
Capacity to deliver and resources	35%	6.00	21.00	8.00	28.00	7.00	24.50	6.00	21.00	8.00	28.00
Project experience	35.0%	6.00	21.00	7.00	24.50	8.00	28.00	4.00	14.00	7.00	24.50
Key Personnel	20.0%	6.00	12.00	6.00	12.00	6.00	12.00	4.00	8.00	6.00	12.00
Local Content	10.0%	8.00	8.00	6.00	6.00	4.00	4.00	6.00	6.00	7.00	7.00
Total Score Overall		26.00	62.00	27.00	70.50	25.00	68.50	20.00	49.00	28.00	71.50
Ranked Qualitative			4		2		3		5		1

Wilgee

Qualitative Ranking: 1/5

Capacity to Deliver and Resources - Wilgee demonstrated through the documentation provided it has capacity and resources to deliver the Shire of Boyup Brook roads program.

The Respondent shares common Directors and has a strategic alignment with Complete Civil and Mining Solutions (CCMS), which offers resourcing and personnel support to allow for flexibility in approach. In its clarification response, Wilgee explained that CCMS and Wilgee are owned by the same family, reducing the risk to the Shire.

The maintenance and servicing of plant and equipment is shared with CCMS. It identified a reasonable fleet of heavy plant and equipment and stated it could source additional equipment if required. However, there were limited details concerning its contingency planning – it was assumed this would be through its strategic alignment with CCMS. Also, it did not provide details about warranty provisions re plant and equipment.

The Respondent outlined a range of policies related to environmental management, mental health, indigenous employment, health and safety, and modern slavery.

Project Experience – Wilgee demonstrated a high level of road work experience, having undertaken large road works projects for local government (Harvey, Ravensthorpe), Water Corporation and the private sector. This included foundation preparation, earthworks, and roadworks and flood repairs. Wilgee identified challenges it faced during the projects, and how these were addressed. It also listed the timeframes and costs associated with the projects. Its project experience would also draw from CCMS experience.

Key Personnel - It had a large staff (109 employees including 28 management/admin staff) and the key nominated personnel. It has extensive experience and a suitable skillset – there was a minimum experience of 15 years and up to 30 years. The owner / Director has at least 20 years' experience. Although CVs were not provided, there was a good description of skillset outlined. It would also access CCMS skills and resources to ensure a quality pool of

resources to draw from. Resourcing is cross pollinated across Wilgee and CCMS (stated in the clarification statement).

Wilgee provided a comprehensive WHS Management Plan with reference to current WHS Act and Regulations.

Local Content – In its clarification statement, Wilgee stated that it was seeking to implement training programmes and develop local indigenous employees with the assistance of CCMS training and support. This would incorporate initiatives and assistance from the Construction Training Fund, the Civil Construction Federation, and Civil Train to align with relevant civil construction certifications. Wilgee's strategy will be to support and commit to "keeping local" within the Boyup Brook Shire region wherever possible for construction materials, accommodation, minor equipment and the sourcing of candidates for employment and training options.

Company is registered on Supply Nation and based in Bunbury. It also has a branch operating from North Boyanup so claims a regional focus. Its Project team is based in the Bunbury Office.

Dronow

Qualitative Ranking: 2/5

Capacity to deliver and resources - Dronow demonstrated that it can deliver results and has extensive experience working for Shires in the region. However, the Evaluation Panel expressed some concerns about the risks associated with potential schedule overruns given the size of its labour force.

It demonstrated that it was well equipped and had a good range of plant machinery. Servicing and maintenance are undertaken in line with OEM requirements, but at times to ensure minimal or no impact to customers. Warranty provision provided for up to 12 months on work carried out. Materials warranty only relevant if supplied by Respondent.

Contingency measures outlined including back up equipment and access to Brooks Hire and Coates Hire if in-house back up equipment is unavailable. They provided a solution to address broken machinery within 24 hours.

Project Experience – The Evaluation Panel understood that the experience outlined appeared to centre around gravel resheeting and not sealing works. Examples discussed grading works, installation of drainage and wet hire. However, it was acknowledged that the Respondent was part of panel contracts for Main Roads WA.

Key Personnel – There was significant experience in all requirements across the staff nominated to work on this contract. The Evaluation Panel expressed a very minor concern as to whether the Respondent has the number of staff required to undertake the additional work required through the Shire's contract. In house mechanic and maintenance servicing is provided by the business owner. Also, the respondent has an apprentice in the final year of a heavy-duty plant mechanic Certificate 3.

The Respondent provided its Safety Management Plan and sound range of WHS tools e.g., risk assessment etc. However, reference to WHS legislation is still reflecting 1984 Act and 1996 Regulations instead of the updated 2020 Act and 2022 Regulations.

Local Content - Dronow offered to employ additional staff local to Boyup Brook, however, the number and roles were undefined. While it emphasised its commitment to its local community groups in Manjimup, it was also unclear if this level of commitment would extend to Boyup Brook.

Dronow is based in Manjimup.

WCP Civil

Qualitative Ranking: 3/5

Capacity to Deliver and Resources - Upon reviewing the response to the tender, it was clear that WCP had the capacity to deliver the Shire's requirements. However, the response stated their home-base would be Perth, which was considered by the Evaluation Panel to have the potential to add risks and additional costs to the Shire, particularly regarding accommodation, mobilisation and demobilisation.

WCP have an extensive range of plant and equipment, with traffic management being delivered by an in-house team. The nominated staff had extensive experience and a good skillset.

The respondent provided a contingency statement about its ability to access a pool of resources if required.

WCP also provided information on its quality assurance accreditations.

Project Experience – WCP provided strong examples demonstrating its broad range of relevant project experience, which aligned to the Shire's requirements in both project size and scope.

Key Personnel – extensively experienced staff were nominated for the contract, some with more than 20 years' experience. CVs and relevant qualifications were provided.

Local Content - There were no details provided on how WCP would engage with local Boyup Brook suppliers, nor whether or how it would engage in local community groups. It mentioned a willingness to engage local people, but it was unclear how this would be undertaken or what it would include.

The team provided by WCP would be based in Gnangara, Perth.

Blackwood**Qualitative Ranking: 4/5**

Capacity to Deliver and Resources – While Blackwood has the capacity to deliver, the Evaluation Panel felt the Respondent did not address the evaluation criteria adequately, particularly the staff availability and commitment schedule.

Blackwood has a strong list of plant and equipment capable of meeting the requirements of this criterion, but it did not provide contingency measures for plant/equip or staff resources. Unfortunately, Blackwood did not indicate where plant and equipment for this Contract would be serviced.

Project Experience – Its experience was primarily focuses on gravel resheeting rather than sealing works. Blackwood provided insufficient detail around its nominated project. It did not demonstrate a proven track record of achieving outcomes, nor provide the requested details of issues that arose during the projects and how they were resolved.

Key Personnel - Key personnel nominated had significant experience of up to 35 years, with a minimum of 5 years and all with basic traffic management certification. However, they had a limited number of Key Personnel available, which was of concern to the Evaluation Panel. There was also no mention of a mechanic to support the plant and equipment.

The Evaluation Panel expressed some reservations that the response did not identify project related management people, which would create an additional workload for Shire staff.

Organisational structure was provided, and roles and responsibilities defined. It has a strong culture of WHS practices. Blackwood stated that they are compliant with WHS requirements, however, the safety management plan still references 1984 OSH legislation, and as this is out of date legislation.

Local Content - Blackwood is in the town site of Boyup Brook. In its response to this criterion, the respondent demonstrated strong community involvement, including the appointment of local employees.

Klopper**Qualitative Ranking: 5/5**

Capacity to Deliver and Resources - The Evaluation Panel had reservations that this respondent could deliver a major road building project, although it nominated an extensive fleet of heavy plant and equipment, supported by subcontracts to three mechanics.

It stated there was a range of suppliers across the Great Southern providing parts and supplies.

Project Experience - the examples of projects were extremely limited and related to local farms building dams, contour drains and shed pads. The outcome of nominated projects, costs and scope was unclear.

Key Personnel - there were a small number of key personnel nominated, with no CVs provided – only a brief description of each employee. It appears from the information provided, that the employees have the required experience. Klopper subcontracts its support and maintenance to three mechanics, however, the location of these is not known.

A copy of the Klopper OSH Management Plan was provided; however, it did not mention WHS Act or Regulations. However, the respondent's Capability Statement refers to WHS Act 2011 and OSH Regulations which are out of date.

Local Content - A tyre service was nominated in Boyup Brook as a supplier, with a commitment to use other local suppliers (although it was not made clear who this would be). It is heavily involved in the Kojonup local community. It also discussed its local employment strategy and is an Equal Opportunity Employer who encourages applications from women and indigenous people, however, it was unclear how this would apply to Boyup Brook.

Klopper is based in Kojonup.

Pricing and Risk Assessment

The pricing provided was a Schedule of Rates, and the responses were used to undertake a pricing comparison across Respondents.

In the pricing analysis, Wilgee demonstrated a more comprehensive response with pricing that was more responsive to the Shire's budgetary needs. It also offered more services, thus providing a more comprehensive service and a lower risk response to the Shire's requirements.

The Shire will be seeking quotations from Wilgee for each work package, and using the tendered pricing to ensure the contractor is consistent in its dealings with the Shire.

Wilgee was the only Respondent fully compliant with the relevant Workplace Health and Safety legislation.



Together, the pricing provided and the compliance with WHS led the Evaluation Panel to be very confident Wilgee provided the Shire of Boyup Brook with a lower risk contracting arrangement.

In summary, the Evaluation Panel results demonstrate that the tender from Wilgee represents the best value for money option for the Shire, including being the most cost-efficient outcome.

Wilgee also demonstrated that it has the resources and relevant experience to perform the requirements of the contract to a high standard. It currently performs very similar services for other local authorities and demonstrated availability within an acceptable timeframe.

Reference checks were undertaken and confirmed the Evaluation Panel's view.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Increase safety, improve infrastructure.
	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. Improve business and asset management systems and processes to meet our audit compliance and the needs of the community.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT*Local Government Act 1995***SUSTAINABILITY AND RISK CONSIDERATION****Economic – (Impact on the Economy of the Shire and Region)**

Well-maintained roads improve access to local businesses, attracting more customers and boosting sales. This can lead to job creation and increased economic activity.

Good road conditions enhance the overall travel experience, making a community more appealing to tourists, which can significantly contribute to local economies.

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

Well-maintained roads reduce the risk of accidents, making travel safer for pedestrians, cyclists, and drivers alike. This fosters a sense of security within the community. Further, reliable road infrastructure facilitates easier movement, allowing residents to access jobs, schools, healthcare, and recreational activities, which can enhance overall quality of life.

Good infrastructure contributes to a community's overall appearance and functionality, instilling a sense of pride among residents and attracting newcomers. By ensuring safe and efficient transportation, road maintenance plays a crucial role in enhancing social cohesion and community well-being.

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.

Risk Level	Comment
High	Effective road maintenance is a crucial component of the Shire's risk management strategy, contributing to the safety, stability, and well-being of the community.

CONSULTATION

- John Filippone – Procurement Plus
- Alison Maggs – Procurement Plus

RESOURCE IMPLICATIONS**Financial**

Contractors can provide services on an as-needed basis, allowing the shire to manage costs more effectively. This flexibility helps to avoid the fixed costs associated with permanent staff.

Workforce

Contractors often have specialised skills and knowledge that may not be available within the shire's permanent workforce. This can lead to higher-quality work without the need for extensive training or development costs.

End

9.2 CORPORATE SERVICES

9.2.1 LIST OF ACCOUNTS PAID IN SEPTEMBER 2024	
File Ref:	FM/1/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Joanna Hales-Pearce, Finance Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2.1A List of Accounts Paid in September 2024

Moved: Cr. O'Connell

Seconded: Cr. King

COUNCIL DECISION 24/10/218

That Council:

1. Receive the list of accounts paid in September 2024, totalling \$1,167,782.00 from Municipal account, and \$48,707.75 from Police Licensing account, as represented by:

Municipal	Cheques	20669-20670	\$	177.30
	EFT	EFT16197–EFT16373	\$	881,356.05
	Direct Payments		\$	<u>286,248.65</u>
Police Licensing			\$	48,707.75
Grand Total				\$1,216,489.75

CARRIED 6/0

**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, 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 September 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 30 September 2024.

REPORT DETAIL

Attachment 9.2.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 September 2024.

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 (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.

Risk Level	Comment
Moderate	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

End

9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 SEPTEMBER 2024	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2.2A – Monthly Financial Report 30 September 2024

Moved: Cr. Wright**Seconded: Cr. King****COUNCIL DECISION 24/10/219****That Council:**

1. Receive the Monthly Financial Report for 30 September 2024, as presented (Attachment 9.2.2A).

CARRIED 6/0

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

SUMMARY

The Monthly Financial Report for 30 September 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 30 September 2024 shows a closing surplus of \$5,306,114.

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

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.

Risk Level	Comment
Moderate	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

End

9.2.3 OVERVIEW OF DEFAULT RATEPAYERS	
File Ref:	FM/48/008
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heather Marland, Rates Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Kaltenrieder

Seconded: Cr. King

COUNCIL DECISION 24/10/220

That Council:

- 1. Notes the report on the statistics of default rate payers as of 14 October 2024, with a current outstanding Rate Debt of \$229,907.50.**

CARRIED 6/0

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

SUMMARY

The aim of this report is to present Council with a comprehensive overview of the outstanding rates, along with the measures being implemented for their recovery. This report does not include information about pensioners/seniors.

BACKGROUND

The Shire of Boyup Brook engages AMPAC Debt Recovery for its debt collection needs. As a fully licensed commercial collection agency, AMPAC offers a comprehensive suite of debt recovery services across the nation, leveraging state-of-the-art collection technologies. It is recognised as a preferred supplier for local government procurement and the Western Australian Local Government Association (WALGA), underscoring its reliability and effectiveness in the field.

The established criteria for referral to our debt collection agency include:

- Rates that have been outstanding for two or more rating years; and
- The absence of rate payments or arrangements since the rates were raised.

REPORT DETAIL

No list for 2024/2025 has been sent to AMPAC at this time. The Final Notices were issued on Wednesday 2 October 2024, with over 300 notices being printed. Those on payment arrangements or a significant amount received (less than \$20 outstanding) were not posted. Over \$130,000 in rate payments were received in the following week, with many of these electing to pay by instalments.


There are currently 42 assessments with a balance owing in excess of 1.5 years (all of 2024/2025 rates and at least ½ of the 23/24 rates) totalling \$229,907.50. A breakdown of the aged debtors is in the table below.

A list will be compiled of those that owe 2 years plus by 31/10/2024 to be sent to AMPAC for further recovery.

Outstanding Rates:

Status	Number of Assessments	Outstanding Amount	Notes
3 Years	8	\$56,175.57	Final Notice Issued
2 Years	21	\$132,447.15	Final Notice Issued
1.5 Years	13	\$41,284.73	Final Notice Issued
Significant Debt Payment Plan	1	\$16,642.26	\$6,000 paid since 01/07/24
Default	1	\$9,743.59	Final Notice issued

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

6.56(1) *If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, in a court of competent jurisdiction.*

6.64 *Actions to be taken*

(1) *If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —*

- (a) from time to time lease the land; or*
- (b) sell the land; or*
- (c) cause the land to be transferred to the Crown; or*
- (d) cause the land to be transferred to itself.*

- (2) *On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*
- (3) *Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

SUSTAINABILITY AND RISK CONSIDERATIONS

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

The failure to collect budgeted rates negatively impacts the budget, hindering the Shire's ability to meet its financial commitments.

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

The inability to collect the anticipated rate funds may impede the Shire's execution of budgeted items, adversely affecting the quality of services and facilities provided to the community.

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
High	If rates are not collected, the council faces significant financial risk, compromising its ability to deliver essential services and maintain infrastructure. This shortfall in revenue can lead to budget deficits, forcing the council to either cut services, delay projects, or increase rates and fees in the future to compensate for the loss. Such outcomes not only strain the council's financial health but also impact the community's quality of life and satisfaction with local governance.

CONSULTATION

- Chief Executive Officer.
- Executive Manager Corporate Services.
- Rates Officer.
- Manager Financial Services.

RESOURCE IMPLICATIONS

Financial

The Shire contracts AMPAC for its Rates Debt Collection efforts. When overdue assessments are forwarded to the Shire's debt recovery agency for legal action through the Magistrate's Court, the Shire is obliged to cover the initial legal expenses. These expenses are initially covered by the budgeted legal account.

However, in accordance with s6.56 of the *Local Government Act 1995*, these costs can be reclaimed from the involved ratepayers. The specific charges are appended to the ratepayers' assessments immediately after they are incurred.

Workforce

Rates Officer dedicates a fair portion of time to maintaining a list of outstanding rate debtors, communicating with default property owners, and coordinating with AMPAC.

End

9.3 CHIEF EXECUTIVE OFFICER

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

Moved: Cr. Caldwell

Seconded: Cr. Wright

COUNCIL DECISION 24/10/221

That Council:

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

CARRIED 6/0

**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, 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.

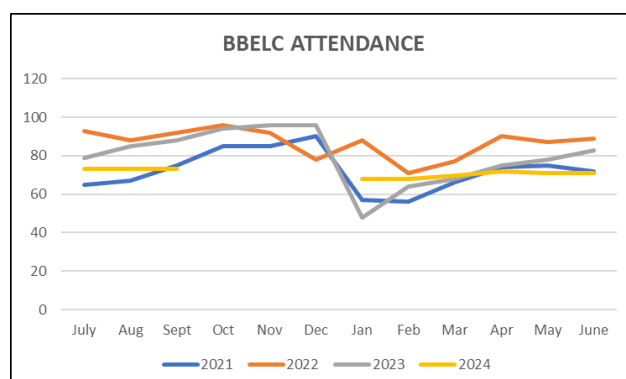
BACKGROUND

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.

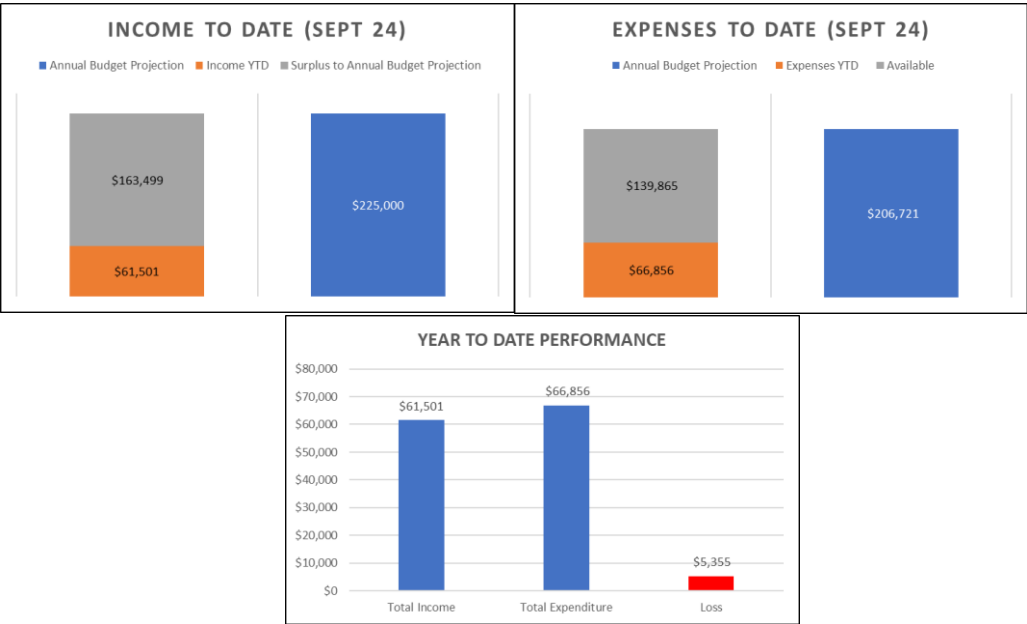
Risk Level	Comment
Moderate	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic implications.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial



The ‘loss’ to date has reduced from \$12,399 the previous month.

Workforce

Nil

End

9.3.2 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2024

File Ref:	A1270
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Janette Kuypers, Practice Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Kaltenrieder
Seconded: Cr. Wright
COUNCIL DECISION 24/10/222
That Council:

1. Receive the monthly activity report for the Boyup Brook Medical Services for the month of September 2024.

CARRIED 6/0

**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, 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.

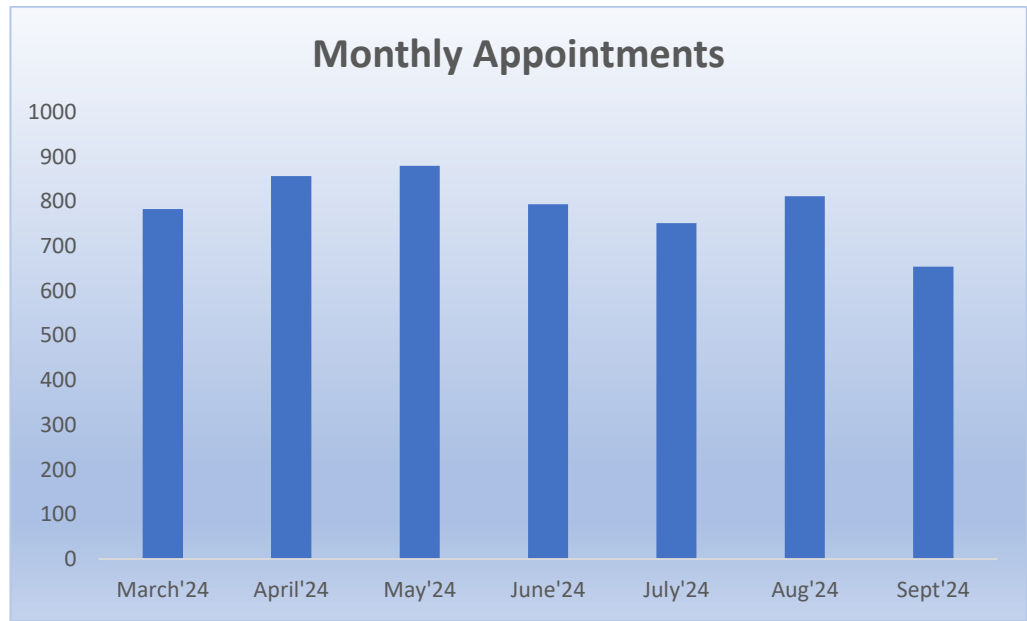
BACKGROUND

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

	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 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

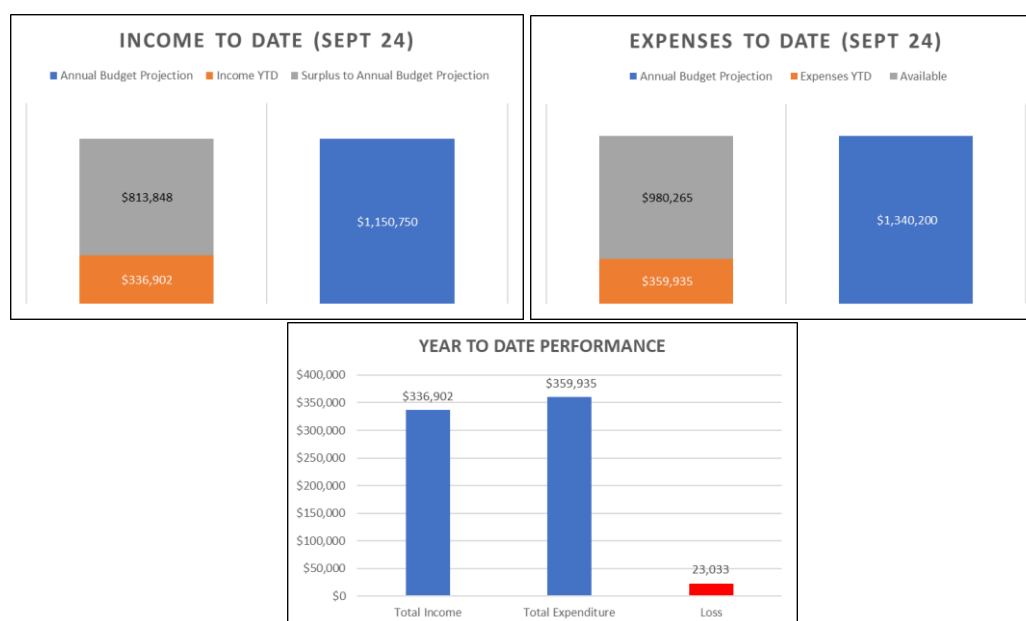
RISK MANAGEMENT IMPLICATIONS

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

Risk Level	Comment
Moderate	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**

The 'loss' to date has reduced from \$44,832 the previous month.

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.

End

9.3.3 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2024

File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Working Farm Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Wright

Seconded: Cr. O'Connell

COUNCIL DECISION 24/10/223

That Council:

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

CARRIED 6/0

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

SUMMARY

The monthly report is to provide Council with an update on the operations at the Rylington Park Farm.

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

- Sprayed fire breaks.

Infrastructure and Equipment Maintenance

- Repaired sheep yards and rehung gates. New gate next to crutching race to help crutched sheep return to yards.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Cleaned out the workshop.
- Greased 6125m tractor.
- Cleaned out heritage shed next to machinery shed.

Crop Management

- Spreading up to date.
- Spraying up to date.
- Barley crop – looking good small amount of rye grass showing in paddock 38.
- Canola crop – looking good small amount of rye grass showing in paddock 51.
- Hay / silage looks good.

Livestock Sales

- 202 blue tag hoggets to be sold early September.

Feed on Hand

- Barley 38 tonnes.
- Lupins 3 tonnes.
- Hay 20 bales.
- Barley straw 4 bales.

Feeding program

- Barley straw was needed.

Livestock Handling and Management

- Crutched the rest of the merinos.
- Moved mobs as required to maximize paddock feed.
- Repaired pipe to main dam water tank.
- 6 deaths in ewes.

Livestock Inventory as of 11/10/2024

- White Suffolk Rams: 19
-

- Merino ewe Hogget's: 406
- Merino rams: 31
- Merino mixed sex Hogget's to sell 202
- Merino Ewes: 1,763
- XB lambs 960
- Merino lambs 920
- TOTAL: 4100 (excluding 202 hoggets sold in October)


Wool Sales

- None.

Shearing Schools, events & trials

- NBN Landcare Camera taken away.
- Shearing School was a success with 14 students attending.
- Field day was a success.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

	Key Imperatives	Natural Environment
	Objective	Manage natural resources sustainably.
	Outcome	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.

The farm also brings community members together during events and field days, and through its training encourages young people to consider futures in agriculture, aiding in community retention.

POLICY IMPLICATIONS

Nil

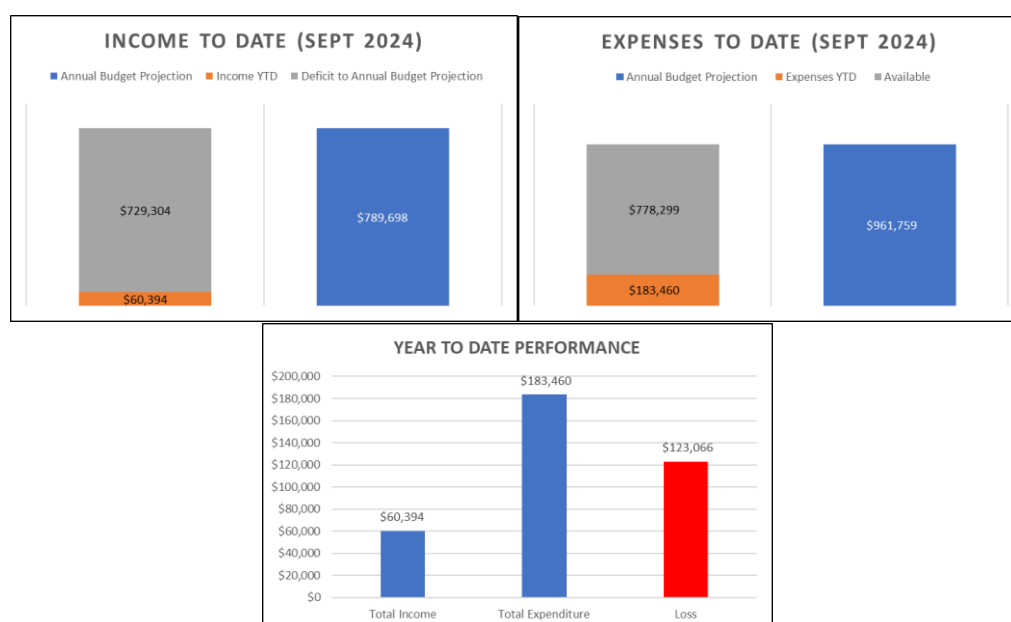
RISK MANAGEMENT IMPLICATIONS

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
Moderate	<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**Financial**

Workforce

Nil

End

9.3.4 BOYUP BROOK CARAVAN PARK MONTHLY REPORT FOR THE MONTH OF SEPTEMBER 2024

File Ref:	A2007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Malcolm Armstrong, Manager Financial Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King

Seconded: Cr. Kaltenrieder

COUNCIL DECISION 24/10/224

That Council:

- 1. Receive the monthly report for the Boyup Brook Caravan Park for the month of September 2024.**

CARRIED 6/0

**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, 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 Caravan Park.

BACKGROUND

The Boyup Brook Caravan Park is owned by the Shire of Boyup Brook and situated in the heart of Boyup Brook, Western Australia. Known for its tranquil setting and proximity to local attractions, it serves as a well-known stop for tourists. As a small, rural town, Boyup Brook's caravan park plays a significant role in attracting visitors to the area, contributing to the local economy and providing a welcoming spot for travellers to experience the charm of the region.

The Shire entered into an arrangement with the Campervan and Motorhome Club of Australia (CMCA), a national organisation that supports the needs of caravan and motorhome enthusiasts across the country. The CMCA arrangement aims to boost visitor numbers, improve park services, and ensure ongoing economic benefits for Boyup Brook.


REPORT DETAIL

The partnership with the CMCA has already begun to yield positive results. Visitor numbers have increased since the arrangement was first introduced, with a noticeable spike during the winter months, which are traditionally quieter for the park. This has provided a much-needed boost to local businesses, which benefit from the steady flow of tourists spending on food, services, and fuel.

In addition to attracting more tourists, the arrangement with CMCA has raised the profile of Boyup Brook on a national level. Being listed in CMCA's directory and marketed directly to their membership base has positioned Boyup Brook Caravan Park as a must-visit destination for travellers.

The park management has also received positive feedback from guests regarding the friendly and helpful staff, which is an essential part of maintaining high customer satisfaction levels.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

	Key Imperatives	Natural Environment
	Objective	Manage natural resources sustainably.
	Outcome	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)

The partnership between the Shire and the CMCA has had a positive impact on the local economy of the Shire and surrounding region. Increased visitor numbers, particularly from CMCA members, have led to greater spending in local businesses. The park's growing profile encourages repeat visits, contributing to the long-term economic sustainability of Boyup Brook and the wider region.

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

The partnership between the Shire and the CMCA has positively impacted the quality of life for the local community. With increased tourism, local businesses benefit from more customers, helping them to thrive and create job opportunities. Additionally, the improvements to the caravan park's facilities have enhanced the town's appeal, fostering a sense of pride and contributing to a stronger, more connected community.

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.

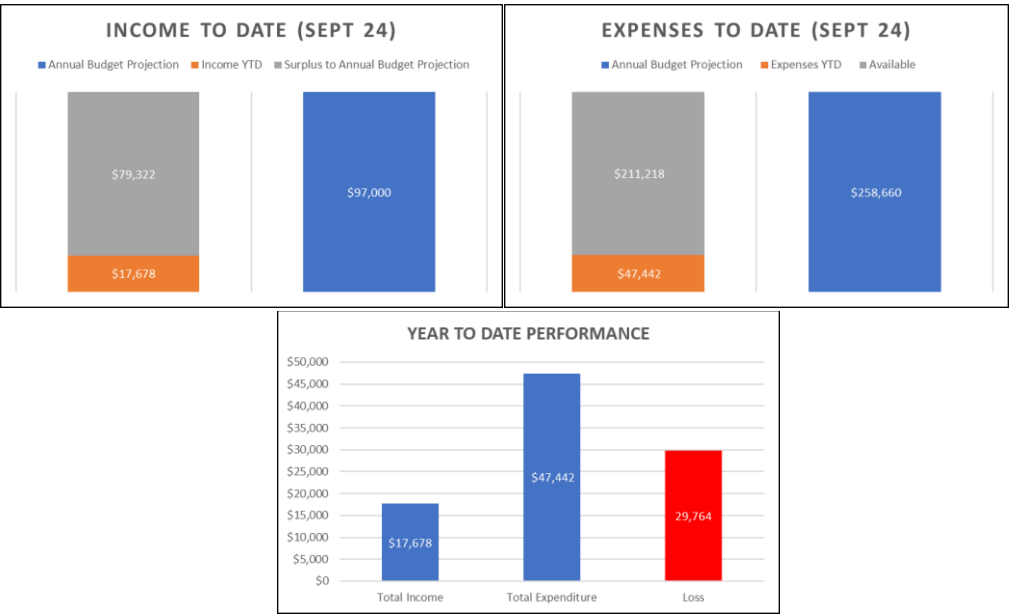
Risk Level	Comment
Moderate	The primary risk for the Shire is over-reliance on tourism, if visitor numbers decline, local businesses may experience reduced income, impacting the overall economy.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial



Workforce

Nil

End

9.3.5 BOYUP BROOK SWIMMING POOL MONTHLY REPORT FOR THE MONTH OF SEPTEMBER 2024

File Ref:	RE/45/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicola Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

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

COUNCIL DECISION 24/10/225

That Council:

- 1. Receive the monthly report for the Boyup Brook Swimming Pool for the month of September 2024.**

CARRIED 6/0

**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, 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 Swimming Pool.

BACKGROUND

The Boyup Brook Swimming Pool was originally built in 1971. It has long been a key recreational facility for the local community, offering a space for residents to cool off, exercise, and gather for social events.

In 2004, the pool underwent significant renovations. These upgrades were aimed at modernising the facilities, improving safety, and ensuring compliance with contemporary standards. The renovation included upgrades to the pool's filtration system, better accessibility features, and enhancements to the overall user experience. The revamp also helped extend the life of the pool, ensuring it could continue to serve the community for years to come.

The Boyup Brook Swimming Pool remains a popular spot for locals, hosting swimming lessons, school events, and community gatherings. It plays an important role in promoting physical activity and providing a recreational outlet in our community.

REPORT DETAIL

The swimming pool will be opening to the public on Monday 28th October 2024.

General Opening Hours


Monday, Tuesday, Wednesday and Friday 10:00am – 6:00pm

Saturday and Sunday 12:00pm - 6.00pm

Preparations for the 2024/2025 Season have commenced with the following completed:

- The river pump has been replaced and installed.
- The heating system has been activated. The water is currently 19 degrees and will increase daily until it reaches 26 degrees by Monday 28th October in time for opening.
- Commercial Aquatics have serviced the chlorine system ready for the season along with discussions regarding assessing the swimming pool and pump room for future replacement/improvements. A quote for this service will be sought in the coming weeks.
- The Wave Dual Pool Cleaner has arrived and is being used on a daily basis. This is a valuable piece of equipment for the swimming pool, saving time and ensuring water quality is maintained.
- The Pool Manager attended the Southwest LIWA Aquatics 1 day conference which was very insightful and a great networking experience.
- The swimming pool currently has two qualified Lifeguards with a third booked into training.
- Water Aerobics and Early Morning Swimming will return in the 2024/2025 Season, dates to be confirmed.
- Opening day for the 2024/2025 Season has been advertised on social media, the Shire website and Boyup Brook Gazette.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATION

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

A public swimming pool facility offers significant economic benefits. It attracts both locals and visitors. It encourages community events like swimming lessons or competitions, which can generate additional income. By improving the town's appeal and enhancing the quality of life, the pool can contribute to population retention and even attract new residents, fostering long-term economic growth.

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

A public pool facility enhances the community's quality of life by providing a safe and accessible space for recreation, exercise, and social interaction. It promotes health and well-being, offering people of all ages a place to stay active, learn water safety, and cool off during the hot months. The pool also fosters a sense of community, bringing people together for activities, events, and relaxation, helping to reduce isolation and improve mental health in our 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.

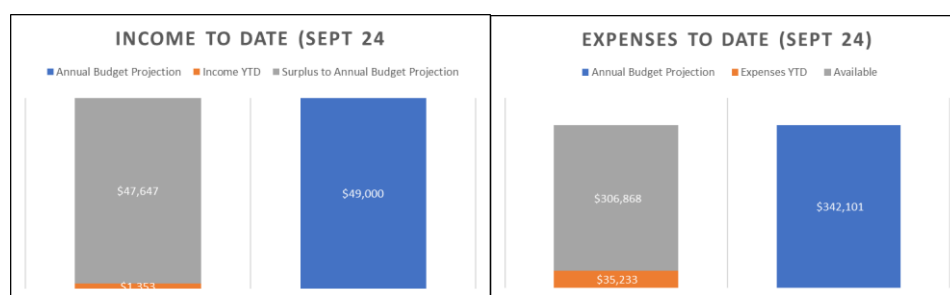
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

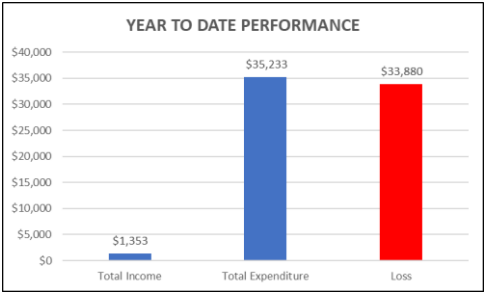
CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial





Workforce
Nil

End

9.3.6 BUSINESS MODEL FOR RYLINGTON PARK	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.3.6A – Boyup Brook Sport and Recreation Association Inc

Moved: Cr. King

Seconded: Cr. O'Connell

COUNCIL DECISION 24/10/226

That Council:

- 1. Request the Chief Executive Officer to advise the Boyup Brook Sport and Recreation Association Inc the Shire will retain the current business model used at Rylington Park and not pursue the offer for community cropping.**

CARRIED 5/1

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

SUMMARY

The purpose of this report is for Council to consider if the current Rylington Park business model should be continued or if an alternative model such as community cropping.

BACKGROUND

In 2020 the Shire resumed control of the operations at Rylington Park from the Rylington Park Management Committee made up of local farmers and a representative of Council.


In 2023 the Shire was approached by the Boyup Brook Sport and Recreation Association Inc requesting the Shire consider letting portion of the farm out for community cropping.

REPORT DETAIL

The current Rylington Park business model is to employ a full time Working Farm Manager and to oversee the sheep program as well as the cropping program. Whilst the past couple of years have been lean the model has worked in the past and allowed the Shire to invest back into the farm and build up a significant financial reserve.

The current Working Farm Manager Position is occupied on a short-term contract and has recently been advertised.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Effectively communicate and engage the community.
	Outcome	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

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.

Risk Level	Comment
Moderate	No matter what business model is used for Rylington Park, there is always a risk the model will not work and need to be reviewed.

CONSULTATION

Rylington Park Committee

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

 End

9.3.7 SHIRE OF BOYUP BROOK POLICY MANUAL REVIEW	
File Ref:	CM/43/001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	9.3.7A – Revised Policy Manual – October 2024 9.3.7B – Policy P.03 Subdivisions and Amalgamations 9.3.7C – Policy P.10 Fire

Moved: Cr. King**Seconded: Cr. Wright****COUNCIL DECISION 24/10/227****That Council:**

- 1. Adopts the revised Shire of Boyup Brook Policy Manual as per Attachment 9.3.7A.**
- 2. Rescinds the following Policies:**
 - a) Policy P.03 Subdivisions and Amalgamations (Attachment 9.3.7B)**
 - b) Policy P.10 Fire (Attachment 9.3.7C).**

CARRIED 6/0

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

SUMMARY

To ensure policies remain applicable and operational it is good practice to review policies on a regular basis.

BACKGROUND

When reviewing a policy manual the following three essential components should be evaluated:

1. Whether the policy is a requirement of legislation (in which case the legislation is identified).
2. Whether the policy has an associated management procedure which will then form part of internal procedures (requiring approval of the Chief Executive Officer).
3. Whether the policy has an associated delegation which will then form part of the delegation register.

The objectives of Council's policies are:

1. To provide Council with a formal written record of policy decisions;
2. To provide employees with clear direction to respond to issues and act in accordance with the Council's direction;
3. To enable Councillors to adequately handle general enquiries relating to the role of Council;
4. To enable Council to maintain a process to continually review policy decisions and to ensure they are in keeping with the community expectations, current legislative trends and circumstances; and
5. To enable residents to obtain immediate advice on matters of Council policy.

Council decisions on single issues are not considered policy. Changes to policy will only be made as a result of:

1. An annual operational review; or
2. A Council decision arising from an agenda item.

REPORT DETAIL

It is recommended that the following policies be rescinded since they are dealt with by either State Planning Policy 3.7, which deals with development in bushfire prone areas, as well as State Development Control Policy 3.4 and State Development Control Policy 2.2 which deals with subdivision on Rural land and residential land respectively.

The Policy Manual has largely remained unchanged with only the following amendments being made:

1. Amendment of Policy G10 Disposal of Property

This policy has been amended to provide clarity on the disposal of IT equipment. The following has been added:

2.3 Disposal of IT Equipment including phones and tablets

- a) Prior to disposing of any IT equipment:
 - i. Ensure all hard drives have been removed and destroyed by a specialist, and a certificate of destruction is issued.
 - ii. Ensure all memory cards have been removed and either repurposed or destroyed.
- b) At the CEO's discretion any redundant or broken IT equipment (subject to (a) above) may be donated to a community group for recycling.

2. Inclusion of Policy G16 Internal Control.

During the Regulation 17 review it was identified that an Internal Control policy should be prepared. The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and

to secure (as far as possible) the accuracy and reliability of Shire financial records.

3. Inclusion of Part 6 Planning and Development.

The following policies reviewed by Council in June 2020 have now been incorporated into the Policy Manual. These policies have not been amended.

a) Policy PD1 Landscaping Provisions – Commercial and Industrial.

To ensure the appearance of commercial and industrial zones is improved or maintained to a minimum standard.

b) Policy PD2 Subdivision – Drain and Fill Conditions.

To provide guidelines for subdivisions which require drain and fill.

c) Policy PD3 Outbuildings.

1.1. This policy seeks to guide the development of outbuildings proposed to be used for:

a) Domestic storage incidental to a dwelling; and

b) Where appropriate in accordance with Scheme 2, intensive uses such as cottage industry, commercial, rural industry, light industry, transport depot and stables.

1.2. This policy also seeks to minimise adverse impacts outbuildings may have on a locality.

d) Policy PD4 Bed and Breakfast Accommodation.

To facilitate alternative tourist accommodation types for a range of locations whilst maintaining the amenity of those locations for permanent residents.

e) Policy PD5 Farm Chalet.

To determine the requirements and standards relating to the development of Farm Chalets in the 'Rural' zones.

f) Policy PD6 Feedlots Animal Husbandry – Intensive.

This policy applies to an application for a feedlot in the Rural Zone.

This policy builds on the Shire's Scheme objective in clause 1.5 to protect the potential of agricultural land for primary production and to preserve the landscape and character of rural areas.

As rural land within the Shire is a limited resource, the natural environment and the amenity of people's lifestyle need to be maintained.

This policy aims to ensure that feedlots do not adversely impact on the rural activities carried out on the land and neighbouring farms.

g) Policy PD7 Naming New Roads.

To determine the process for naming new roads.

h) Policy PD8 Extractive Industry.


The objectives of the Extractive Industry policy are:

- a) To minimise the operational impacts of extractive industry including erosion, dust, noise, spread of dieback, vibration, drainage (stormwater, flooding, dewatering and pollution) and land clearing on neighbouring land uses and infrastructure (roads) by the application of development standards and operational requirements;
- b) To protect and maintain, wherever reasonable, the existing landscape character, groundwater and surface water resources, natural resources, general amenity of the Shire of Boyup Brook and productive agricultural land use by the appropriate location and operation of extractive industries;
- c) To allow extractive industries in areas where the road infrastructure is compatible with the expected road usage, or the road network can be upgraded by the proponent to meet appropriate standards.

i) Policy PD9 Container Deposit Scheme Infrastructure.

Local governments were encouraged by the State Government (Position Statement – May 2019) to adopt a local planning policy to ensure that specified infrastructure associated with depositing containers (for recycling purposes) are exempt from the requirement to obtain development approval.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Policies which are required as a result of statutory legislation are to contain a statement providing a reference to the relevant legislation.

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

Policies may have an impact on financial and economic processes and decisions, particularly those in the 'Finance' category.

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

Nil

POLICY IMPLICATIONS

All policies have been included in this review. See the 'Report Detail' for information on policies which are proposed to be deleted, inserted or amended.

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
Moderate	Not having certain policies could be a breach of various Acts, further, policies also provide guidance to the community on a number of matters, without which could result in community angst in certain areas.

CONSULTATION

Shire Staff

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

End

9.3.8 RECREATION MASTER PLAN	
File Ref:	RE/22/001
Previous Items:	OCM 27/06/2024 Resolution 24/06/123 & Special Council Meeting 12/08/2024 Resolution 24/08/164
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.3.8A Draft Recreation Master Plan

Moved: Cr. King

Seconded: Cr. Kaltenrieder

COUNCIL DECISION 24/10/228

That Council:

- 1. Endorse the Recreation Master Plan for community consultation as per attachment 9.3.8A.**
- 2. Request the Chief Executive Officer to undertake the following methods of community consultation for a period of no less than 30 days:**
 - a) Provide a copy of the draft Recreation Master Plan to the Boyup Brook Sport and Recreation Association Inc.**
 - b) Place a copy of the draft Recreation Plan on the Shire Website as well as social media platforms calling for any community comment.**
 - c) Place a copy of the draft Recreation Master Plan in the November edition of the Gazette calling for community comments.**
- 3. Request the Chief Executive Officer to provide Council with a report to the first Ordinary Council Meeting following the closure of the community consultation period.**

CARRIED 5/1

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

SUMMARY

Council is requested to consider the endorsement of the Recreation Master Plan for community consultation.

BACKGROUND

The proposed Recreation Master Plan represents a significant step forward for our community. The recreation centre will serve as a multi-purpose facility designed to accommodate a broad range of sporting and community activities.

In conjunction with the redevelopment of the current club rooms Council resolved to engage a consultant to prepare a Recreation Master Plan that reflects what is realistically achievable.

REPORT DETAIL

The Master Plan Area has been broken down into the following four (4) zones:

- Zone 1- Music Park
- Zone 2 – Hockey / Events
- Zone 3 – Aquatic Centre
- Zone 4 – Oval Precinct and
- Zone 5 – Tennis.

There are not any major changes to the current locations of the various sporting codes. The connectivity has been improved between the various sporting fields through the improvement of or creation of footpaths which could become covered walkways in future. The traffic flow has remained as is with vehicles still able to park around the football oval.

The major changes to the grounds would be the renovation of the current football club room into the main recreation centre to accommodate all the sporting codes and also to serve as the evacuation centre during emergency events.

The plan also takes into consideration future expansion of the recreation centre which would incorporate one (1) or two (2) indoor multipurpose playing courts which could be linked to the recreation centre building.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.
	Key Imperatives	Social and Community
	Outcome	Promote quality education, health, childcare, aged care and youth services.
	Objective	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)

In the long term, the recreation centre will enhance the overall liveability of Boyup Brook, making it an attractive destination for new residents and businesses. This will contribute to the town's population growth and, in turn, increase the local rate base, allowing for further investment in community infrastructure.

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

The social benefits of the recreation centre are significant. Improved access to high-quality recreational facilities will encourage more residents to participate in physical activity, which has been shown to enhance mental and physical health.

The facility will also provide a venue for community events and gatherings, helping to strengthen social ties and foster a sense of belonging among residents. By catering to a wide range of sports and activities, the recreation centre will support the development of local sporting clubs and provide a platform for local athletes to thrive.

Overall, the recreation centre will enhance the quality of life for all Boyup Brook residents by promoting health, wellness, and community cohesion.

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.

Risk Level	Comment
Moderate	The main risk involved in not having a master plan for any development area is the very high potential that the Shire will not be able to apply for grants. This would result in the Shire having to fund outright any development identified in the master plan.

CONSULTATION

Should Council resolve to endorse the master plan, community consultation will be undertaken as per the recommendation.

RESOURCE IMPLICATIONS

Financial

Having a master plan is important and normally a pre-requisite for any grant funding applications.

Workforce

Nil

End

9.3.9 BOYUP BROOK EARLY LEARNING CENTRE ACQUISITION BY REGIONAL EARLY EDUCATION AND DEVELOPMENT INC	
File Ref:	LS/62/041
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	Nil

Moved: Cr. Kaltenrieder

Seconded: Cr. O'Connell

COUNCIL DECISION 24/10/229

That Council:

- 1. Support the acquisition of the Boyup Brook Early Learning Centre with the Regional Early Education and Development Inc.**
- 2. Authorise the Chief Executive Officer to negotiate the terms of the acquisition of the Boyup Brook Early Learning Centre with the Regional Early Education and Development Inc.**
- 3. Authorise the Chief Executive Officer to sign any documentation related to the acquisition of the Boyup Brook Early Learning Centre with the Regional Early Education and Development Inc.**
- 4. Request the Chief Executive Officer to negotiate that the current licence agreement with the Playgroup be retained for the duration of the agreement.**

CARRIED 6/0

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

SUMMARY

Council is requested to consider the acquisition of the Boyup Brook Early Learning Centre with Regional Early Education and Development Inc (REED).

BACKGROUND

Several years ago, the YMCA ran the Boyup Brook Early Learning Centre. When the YMCA decided to close the centre, Council stepped in to ensure this important community service was not lost.

REPORT DETAIL

Childcare is not a local government core business, however, childcare facilities in regional areas is vital as it supports local families, enabling parents to work,

study, or contribute to the community. It also boosts local economies by encouraging workforce participation, particularly for women, and helps attract and retain young families, fostering population growth and community sustainability.

REED taking over the operations of a childcare facility can offer several key benefits such as a high level of experience and knowledge in early childhood education, ensuring the facility operates with best practices and meets the required quality standards, benefiting both children and families. By managing the facility, REED can provide stability and long-term sustainability, which is often a challenge for the Shire.


REED's involvement may lead to better access for families in the community, including more affordable childcare options and inclusive services that cater to all children, regardless of their background or needs.

REED can offer ongoing training and professional development for staff, ensuring that they are equipped with the latest skills and knowledge in early childhood education, which directly benefits the quality of care.

By ensuring reliable and high-quality childcare, REED helps local families balance work and family life, promoting economic participation and contributing to the growth and vitality of the community.

Should the recommendation be supported it will take up to eight to twelve months for the merger to be completed. During the merger period REED will evaluate the staffing needs of the centre and the possible retention of the existing staff.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATION

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

The economic impact of having a childcare facility in the Shire can be significant. It supports local workforce participation, especially for parents who might otherwise struggle to balance work and childcare responsibilities.

Moreover, having a childcare facility attracts young families to the area, supporting population growth and increasing demand for local services, shops, and businesses.

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.

Risk Level	Comment
Moderate	If a local government does not provide a childcare facility, it risks losing young families. This can lead to a declining population, reduced workforce participation, and a shrinking local economy. In the long term, it threatens the sustainability and vibrancy of the community.

CONSULTATION

Director Early Learning Centre

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil

End

Impartiality Interest

- Cr King declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the of the Boyup Brook Co-operative Company Ltd.
- Cr Caldwell declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a member of the Boyup Brook Co-operative Company Ltd.
- Cr Walker declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.
- Cr O'Connell declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.
- Magdalena Le Grange declared an Impartiality Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a shareholder of the Boyup Brook Co-operative Company Ltd.

Financial Interest

- Cr Wright declared a Financial Interest in item 9.3.10 Temporary Gate over right of way between Bridge and Dickson Street, Boyup Brook being a paid director of the Boyup Brook Co-operative Company Ltd.

Cr Wright left the Chambers at 7:05pm.

Cr Wright returned to the Chambers at 7:07pm.

9.3.10 TEMPORARY GATE OVER RIGHT OF WAY BETWEEN BRIDGE STREET AND DICKSON STREET, BOYUP BROOK	
File Ref:	A251
Previous Items:	Nil
Applicant:	Boyup Brook Co-operative Ltd
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.3.10A – Temporary closure plan

Moved: Cr. Caldwell

Seconded: Cr. King

COUNCIL DECISION 24/10/230

That Council:

- 1. Approves the temporary closure of the Right of Way between Bridge Street and Dickson Street, Boyup Brook subject to the following:**

- (a) The approval is for a twelve-month period only, expiring in November 2025.
- (b) The applicant Boyup Brook Co-operative Company Ltd shall be liable for any cost associated with the placement of the temporary gate over the above Right of Way including signage on Dickson Street.
- (c) The applicant Boyup Brook Co-operative Company Ltd shall provide a turnaround area for vehicles to the satisfaction of the Chief Executive Officer.
- (d) If the applicant Boyup Brook Co-operative Company Ltd is not able to obtain a further extension to the temporary closure the applicant Boyup Brook Co-operative Company Ltd at its own cost shall remove the gate and make good the area to the satisfaction of the Chief Executive Officer.
- (e) The applicant Boyup Brook Co-operative Company Ltd shall not build or excavate any portion of the ROW except for the installation of the gate posts. (The applicant shall do a Dial-before-you-dig).
- (f) The applicant shall not restrict access to the closed portion of the ROW to any infrastructure or utility organisation / company undertaking maintenance or repairs.
- (g) Should the applicant Boyup Brook Co-operative Company Ltd want to extend the approval for a further twelve-months such application must be received within three (3) months of the expiry date (November 2025).

CARRIED 5/0

**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell
Against: Nil**

SUMMARY

Council is requested to consider the temporary closure of the Right of Way between Bridge Street and Dickson Street, Boyup Brook.

BACKGROUND


In July 2024 the Boyup Brook Co-operative Company Ltd applied to have portion of the Right of Way (ROW) temporarily closed between their two blocks as per **Attachment 9.3.10A**.

REPORT DETAIL

The primary objective of closing the ROW is to improve circulation of vehicles entering the Boyup Brook Co-operative Company Ltd site. This will also improve the traffic flow along Bridge Street due to the large delivery vehicles now being able to manoeuvre on the site rather than in the street.

Not all resident's adjoining the ROW obtain access from the ROW and have solid fencing adjoining the ROW. The temporary closure will not impede on any of the resident's abilities to access their properties from the ROW.

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

Land Administration Act 1997

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.

Risk Level	Comment
Low	The temporary closure of the ROW will not have any risk to the Shire other than resident's that may complain. As such the recommendation is for a twelve-month period only and can be reassessed.

CONSULTATION

Letters were sent to all property owners adjoining the ROW. The owners were provided 28 days to provide any comment on the proposal, no comments were received.

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

End

9.3.11 APPOINTMENT OF FIRE CONTROL OFFICERS	
File Ref:	RS/23/007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicola Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

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

COUNCIL DECISION 24/10/231

That Council:

- 1. Authorises the Fire Control Officers, Deputy Fire Control Officers, WA Contract Ranger Services and Shire of Boyup Brook Emergency Services Officer (as per Table 1) in accordance with the *Bush Fires Act 1954*, *Bush Fires Regulations 1954* and Shire of Boyup Brook Bush Fire Brigades Local Law for the 2024-2025 season.**

CARRIED 6/0

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

SUMMARY

This report is for Council to authorise the Fire Control Officers and Deputy Fire Control Officers for the 2024-2025 fire season and approve the appointment of the Shire Ranger and Shire Emergency Services Officer as Fire Control Officers (FCO's) for the Shire of Boyup Brook.

BACKGROUND

Fire Control Officers are appointed by Council under Section 38 of the *Bushfires Act 1954* to carry out actions as set out in the *Bushfires Act 1954* as required by Local Government.

Bush Fire Control Officer - Extracts taken from the *Bush Fires Act 1954*

"38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- 4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
 - (a) carrying out normal brigade activities;
 - [(b), (c) deleted]*
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.

Pursuant to the following Acts and Regulations, a local government shall, in writing appoint persons to exercise on behalf of the local government the powers conferred on a Chief Fire Control Officer / Deputy Chief Fire Control Officer/Fire Control Officer by the Act, Regulations and Local Law:

Bush Fires Act 1954

Bush Fires Regulations 1954

Shire of Boyup Brook - Bush Fire Brigades Local Law

Table 1

Brigade	Job Title	Name
X-Ray Team	Chief Bush Fire Control Officer	Ben Thompson
X-Ray Team	1 st Deputy	Tristian Mead
X-Ray Team	2 nd Deputy	Brad Skraha
X-Ray Team	Communications Officer	David Fortune

X-Ray Team	Fire Weather Officer	Wayde Robertson
X-Ray Team	Deputy Fire Weather Officer	David Nield
Benjinup	Fire Control Officer	Rob Imrie
Benjinup	Deputy Fire Control Officer	Clint Westphal
Chowerup	Fire Control Officer	Glen Mead
Chowerup	Deputy Fire Control Officer	Luke Harding
Dinninup	Fire Control Officer	Tristian Mead
Dinninup	Deputy Fire Control Officer	Wayne White
East Boyup Brook	Fire Control Officer	John Ritson
East Boyup Brook	Deputy Fire Control Officer	Ken Holland
Gibbs Road	Fire Control Officer	Ron Bingham
Gibbs Road	Deputy Fire Control Officer	Paul Goerling
Kenninup	Fire Control Officer	Geoffrey Dalton
Kenninup	Deputy Fire Control Officer	Nick Bagshaw
Kulikup	Fire Control Officer	Brad Fairbrass
Kulikup	Deputy Fire Control Officer	Anthony Marsh
Mayanup	Fire Control Officer	Ben Creek
Mayanup	Deputy Fire Control Officer	Matthew Francke
McAlinden	Fire Control Officer	Kieran Power
McAlinden	Deputy Fire Control Officer	Glenn Kirk
Mickalarup/Dwalganup	Fire Control Officer	Clint Graham
Mickalarup/Dwalganup	Deputy Fire Control Officer	Jamie Forbes
Nollajup	Fire Control Officer	Marcus Gifford
Nollajup	Deputy Fire Control Officer	Rob Introvigne
Scotts Brook	Fire Control Officer	Charles Caldwell
Scotts Brook	Deputy Fire Control Officer	Dylan Roney
Tonebridge	Fire Control Officer	Matt Della-Gola
Tonebridge	Deputy Fire Control Officer	David Turner
Tweed	Fire Control Officer	David Muir
Tweed	Deputy Fire Control Officer	Scott Nix
West Boyup Brook	Fire Control Officer	Brian Cailles
West Boyup Brook	Deputy Fire Control Officer	Peter Jennings
Volunteer Fire & Rescue	Fire Control Officer	Clint (Arky) Wawillow
Volunteer Fire & Rescue	Deputy Fire Control Officer	Ross Parker
Shire of Boyup Brook	Shire Ranger	WA Contract Ranger Services
Shire of Boyup Brook	Emergency Services Officer	Donna Forsyth

REPORT DETAIL

The Shire Ranger and Shire Emergency Services Officer require appointment as Fire Control Officers to exercise an authority or carry out various duties in relation to bush fire mitigation and fire control activities within the Shire.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Natural Environment
	Outcome	Manage natural resources sustainably.
	Objective	Work with key stakeholders to manage land, fire, disease, pest animals and weeds.
	Key Imperatives	Governance and Organisation
	Outcome	Demonstrate effective leadership, advocacy and governance.
	Objective	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

Shire of Boyup Brook Bushfire Mitigation Plan

STATUTORY ENVIRONMENT

Authorisation for Fire Control Officers is required under the *Bush Fires Act 1954*

SUSTAINABILITY AND RISK CONSIDERATION

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

There are no known risks.

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

There are no known risks.

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.

Risk Level	Comment
Low	There is no known risk.

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

Minimal financial impact consisting of administration costs for Burning Permits – Certificates of Authorisation.

Workforce

Nil

End

9.3.12 BUDGET AMENDMENT TO FACILITATE THE PURCHASE OF A SOFTWARE PACKAGE

File Ref:	A251
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.3.12A - Confidential – Company A 9.3.12B - Confidential – Company B

Moved: Cr. King Seconded: Cr. Kaltenrieder

COUNCIL DECISION 24/10/232

That Council:

- 1. Authorise the following amendment to the 2024/2025 adopted budget to facilitate the purchase of a software package and its implementation required to ensure the continued operations of the Shire.**

Account	Description	Increase	Decrease
042402	IT / Office equipment Reserve		-\$100,000
302302	Furniture & Equipment	\$100,000	

- 2. Commits a minimum of \$100,000 to be set aside in the 2025/2026 budget for the software package and its implementation.**

CARRIED 6/0

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

NOTE:

The confidential attachments are to remain confidential due to being commercial in confidence.

SUMMARY

Council is requested to consider the amendment of the 2024/2025 budget to facilitate the purchase of a software package and its implementation.

BACKGROUND

The Shire currently uses a combination of SynergySoft and Altus software provided by Readytech. Readytech have advised the Shire they will no longer be supporting any further upgrade of the SynergySoft programs and there will be limited backup provided. The reason for this is to facilitate the move from the current software that relies on an on-premises server to a cloud based software package.

REPORT DETAIL

The Shire has been in talks with several software package providers and have narrowed it down to two Company A and Company B (names to remain confidential due to commercial in confidence).


As part of the decision making the two companies were assessed on history, experience, and cost.

History – Both providers have been in the software market servicing local governments for over 20 years.

Experience - Both providers business models are based on providing local governments with software packages required to operate. However, Company A has been in the market with its cloud-based software for several years where Company B is still in its development phase.

Cost – Although both companies provide a similar service there is a significant difference in cost, refer to Confidential Attachments 9.3.12A and 9.3.12B. Given the current economic climate it is essential to ensure ratepayers money is used in a sustainable manner. Company B is not sustainable and while there is always the risk of Company A increasing costs the initial savings is significant.

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

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.

Risk Level	Comment
High	The Shire must have the relevant software packages to operate within the confines of the <i>Local Government Act 1995</i> . Delaying the purchase of the software increases the risk of the cost escalating.

CONSULTATION

Senior Shire staff.

RESOURCE IMPLICATIONS

Financial

During the preparation of the 2024/2025 budget Council set aside \$100,000 for the implementation of new software. To finalise the purchase of the software and its implementation Council will need to set aside an additional \$100,000 in the 2025/2026 budget.

Workforce

Nil

End

9.4 PLANNING

9.4.1 DEVELOPMENT APPLICATION – (ALTERATIONS AND ADDITIONS) – BOYUP BROOK FOOTBALL CLUB - RESERVE 1454 BEATTY STREET, BOYUP BROOK

File Ref:	RESERVE 1454
Previous Items:	Nil
Applicant:	Shire of Boyup Brook
Author and Title:	Adrian Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.4.1A Development Plans

Moved: Cr. Kaltenrieder

Seconded: Cr. Wright

COUNCIL DECISION 24/10/233

That Council Resolves to:

- A. Approve the Development Application for the proposed alterations and additions to the Boyup Brook Football Club.**

Conditions:

- 1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Chief Executive Officer, the development shall occur in accordance with the approved plans.**
- 2. Stormwater being managed to the satisfaction of the Chief Executive Officer.**
- 3. Car parking being developed to the satisfaction of the Chief Executive Officer.**

Advice Notes:

- 1. Prior to development Building and Environmental Health Permits are required.**
- 2. Access and car parking must be maintained for person with a disability.**
- 3. 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.**
- 4. 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 6/0

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

Against: Nil**SUMMARY**

On behalf of the Shire, Council is requested to approve the development application for alterations and additions to the Boyup Brook Football Club.

In accordance with the Shire's Local Planning Scheme No.2, the subject land is reserved for 'Public Open Space'. The proposal conforms with the purpose of the subject 'Reserve 1454' (Recreation) and is needed to accommodate the functions of the Boyup Brook Recreation Centre and as an Emergency Evacuation Centre.

BACKGROUND

The Shire of Boyup Brook has for several years considered and promoted co-location of sporting and emergency management facilities within the one precinct, for the purposes of:

- sharing facilities to rationalise costs,
- increasing social awareness, and
- ultimately increasing participation in sport and recreation within the community.

At a special council meeting on 25 January 2024, the Council approved the contribution of \$894,000 from the Shire budget to be used alongside an \$813,000 disaster-ready fund grant that was provided by the National Emergency Management Agency, to upgrade the Boyup Brook Football Club building.

H+H Architects were engaged to design the upgrades to make the building effective as an emergency evacuation centre, which includes refurbishing the bathrooms and change rooms to modern standards, installing air-conditioning and heating systems, improving accessibility and safety measures and storage space for supplies and equipment.

REPORT DETAIL

Design drawings have now been completed for consideration for Council approval.

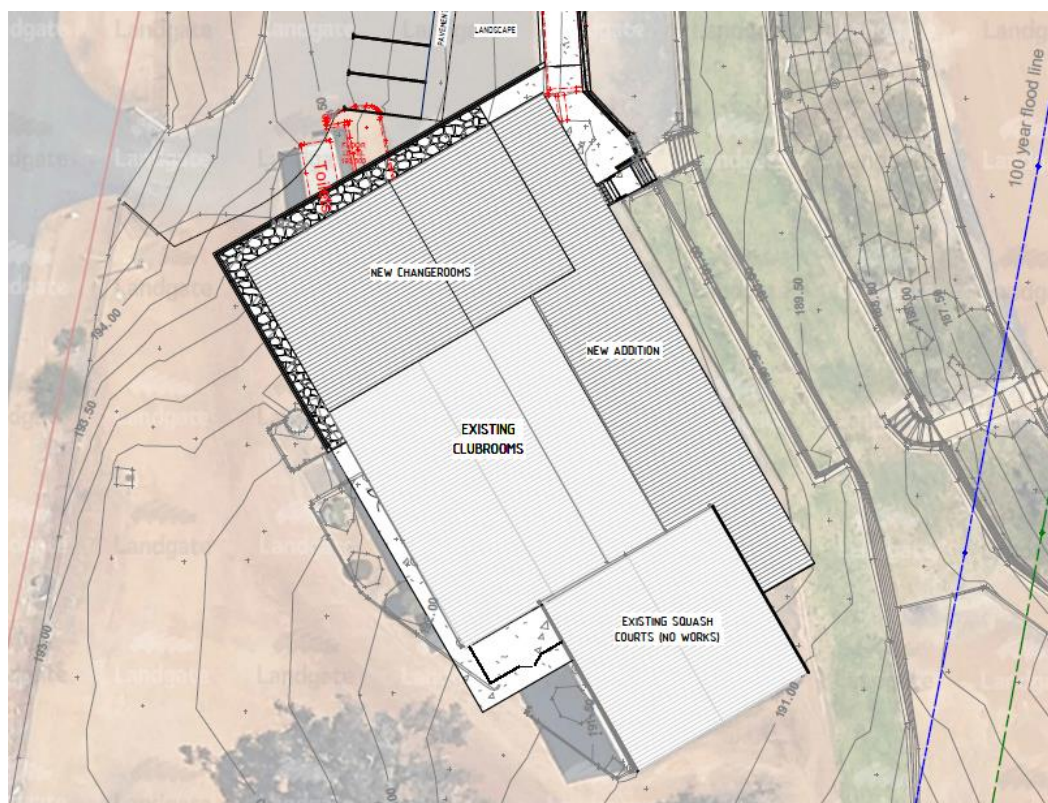
The proposed works as reflected in the drawings comprise of internal and external alterations to the existing building and the addition of new changing rooms at the northern end of the building.

The building form is in keeping with the existing building form with a new verandah added on the eastern side facing the oval.

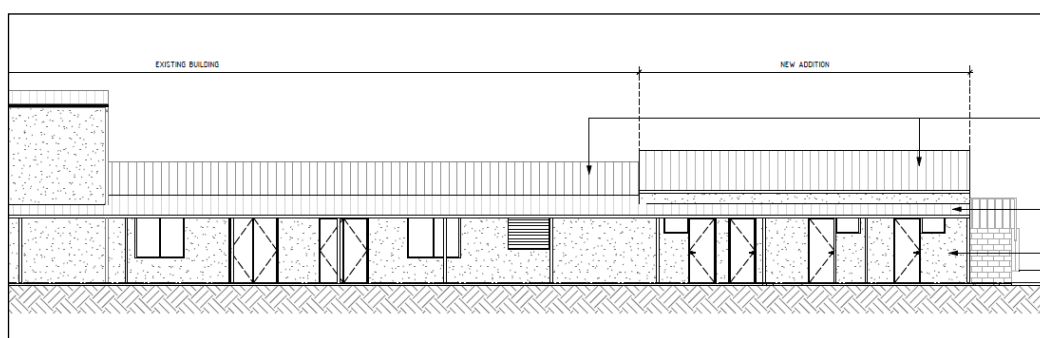
The existing and new external brick walls will receive a light-coloured render finish, and the new metal roof sheeting will also be light in colour.

The existing car parking area on the northern side of the building will be formalised and a disabled parking bay will be added with compliant access provided to the clubrooms.

The below floor plan illustrates the existing developed areas and the proposed new additions (change rooms and veranda).




This below plan illustrates elevation details (existing and proposed), looking from the east (football oval side).



It is recommended that the Council approve the development application involving alterations and additions to the Boyup Brook Recreation Centre, which will allow for the colocation of sporting and emergency management.

Should the Council grant development approval, Building and Environmental Health approvals can then be considered, and a builder engaged to undertake development.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community, sport and recreation facilities.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

The proposal complies with the statutory framework for the land:

- The subject land falls within the Crown Reserve 1454. The purpose of this reserve is for 'Recreation'.
- The subject land falls within the Local Planning Scheme No.2 reserve classification of 'Public Open Space'.

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

The development of a community evacuation centre, coupled with a bespoke recreation centre, offers substantial economic benefits.

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

The establishment of a combined community evacuation centre and recreation facility significantly enriches the quality of life within the community.

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
Moderate	Subject to sourcing a builder within budget.

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

End

10. MINUTES OF COMMITTEES

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. LATE ITEMS / URGENT BUSINESS MATTERS

As per section 5.2 of the Local Law No.1 – Standing Orders, late correspondence may, with the consent of the President, or at the request of a majority of Councillors present, be read and dealt with.

Moved: Cr. O'Connell**Seconded: Cr. Caldwell****COUNCIL DECISION 24/10/234****That Council:****1. Allow the consideration of the following late item:**

- a) **Item 12.1 Proposed signage within the Beatty Street Road Reserve adjacent to the Football Club – Reserve 1454.**

CARRIED 6/0

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

Impartiality Interest

- Cr Wright declared an Impartiality Interest in item 12.1 Proposed Signage within the Beatty Street Road Reserve adjacent to the Football Club Reserve, being a member of the Committee.
- Cr Caldwell declared an Impartiality Interest in item 12.1 Proposed Signage within the Beatty Street Road Reserve adjacent to the Football Club Reserve, being a member of the Committee.

12.1 LATE ITEM - PROPOSED SIGNAGE WITHIN THE BEATTY STREET ROAD RESERVE ADJACENT TO THE FOOTBALL CLUB – RESERVE

File Ref:	RESERVE 1454
Previous Items:	Nil
Applicant:	Boyup Brook Sports and Recreation Association Inc
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Appendix Number	12.1A Application

Moved: Cr. Caldwell**Seconded: Cr. Wright****COUNCIL DECISION 24/10/235****That Council:**

- 1. Approve the placement of the proposed sign subject to the following conditions:**

Conditions:

- a. Prior to the placement of the sign the applicant shall obtain approval from the Executive Manager Operational Services for the exact location.**
- b. The applicant shall maintain the sign at all times to the satisfaction of the Chief Executive Officer.**
- c. Prior to the placement of the sign the applicant is to undertake a 'Dial before you dig'.**

CARRIED 6/0**For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell,
Cr Wright
Against: Nil****SUMMARY**

Council is required to consider the placement of an advertisement sign at the entrance to the Boyup Brook Recreation Oval.

BACKGROUND

The Boyup Brook Sports and Recreation Association Inc has taken an innovative approach to support community projects by starting a community cropping initiative. This project involves local farmers who volunteer time, equipment, and resources to plant and harvest crops, with proceeds going toward upgrading and maintaining community sports facilities.


REPORT DETAIL

The sign measures two (2) metres wide and 1.5 metres high, positioned 1.3 metres above ground level for an overall height of 2.7 metres.

The sign includes holders to allow for easy addition of new sponsor logos as they join. Please refer to the examples below for similar completed signs. This new sign is an exact replica of the designs shown.

The exact location of the sign is to be confirmed on-site by the Executive Manager Operational Services to ensure the sign does not impact on the site lines when entering or exiting the grounds.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community, sport and recreation facilities.

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

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
Low	Subject to the safe placement of the sign there is a minimal risk to the Shire.

CONSULTATION

The applicant has consulted the adjoining property owner (5 Beatty Street), who has no objection to the placement of the sign.

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

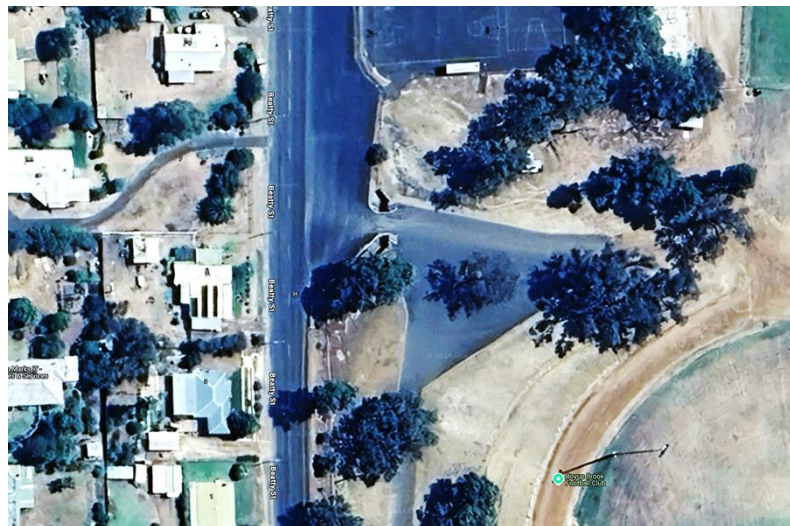
Appendix 12.1A

Permission to install Boyup Brook Community Crop sign

The Boyup Brook Sports and Recreation Association Inc are seeking permission to install a sign promoting the Boyup Brook Community Crop and its sponsors.

Sign Location

Beatty street. Main entrance to the football field. Right hand side of the entrance, approximately 6m away from the Blackwood marathon log. See images below showing more detail.



Sign location and direction

Residences affected by this sign is 5 Beatty St. Please find attached to this application written approval from 5 Beatty St for the installation of the sign.

House 3 will not be able to see the sign and house 7 is recessed too far back in the block to see the sign either.

Sign details

The sign is 2m wide and 1.5m high. It would be 1.3m off the ground. Overall height is 2.7m. We can shorten the sign if needed but height does look good with other currently installed signs. The sign has holders on it so as new sponsors join their logos can be added to the sign. Please see below already completed signs. This sign is an exact replica of the following.



End

13. CONFIDENTIAL ITEMS OF BUSINESS

Nil

14. CLOSURE

There being no further business the meeting closed at 7:12pm.

Presiding Member

Date
