

Date: 7 February 2025

To: Shire President
Deputy Shire President
Councillors
Community



Minutes – Ordinary Council Meeting

30 January 2025

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

Leonard Long
Chief Executive Officer

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 6:00pm.

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 and made available for public access on the Shire Website.

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 Darren King

Cr Michael Wright

Cr David Inglis

Cr Sarah Alexander

Council Officers

Chief Executive Officer
Manager Financial Services
Manager Community Services

Leonard Long
Malcolm Armstrong
Nicki Jones

Observers / Public Members

Mrs. Sue White

2.2 Apologies**Councillors**

Cr Philippe Kaltenrieder

Council Officers

Executive Manager Operational Services
Executive Manager Corporate Services
Executive Officer

Jason Forsyth
Carolyn Mallett
Magdalena Le Grange

2.3 Request for Leave of Absence

Nil

3. Deputations, Petitions and Presentations**3.1 Deputations**

Nil

3.2 Petitions

Nil

3.3 Presentations

Nil

4. Public Question Time**4.1 Response to Previous Public Questions Taken on Notice**

Nil

4.2 Public Question Time

1. What plan does Item 9.5.1 relates to? I could not find Attachment 9.5.1A on the agenda for tonight.

Response:

Item 9.5.1 relates to the Overall Recreation Centre Master Plan document not the alterations to the current Football Club. Unfortunately, it was an omission on the Shire's part not to include the

attachment with the agenda on the website. The Shire will ensure the attachment is available with the minutes of this meeting on the website.

2. Has Council (or the Recreation Committee) discussed / decided who will manage this revitalised building?

Response:

At this early stage of the project no discussions have taken place around the management of the building. This will take place once construction is completed.

3. Will there be a charge involved with the hire of the building?

Response:

The consideration of a hire fee will be determined by Council as part of the 2025/26 or 2026/27 budget preparation depending on which financial year the construction of the building is completed.

4. Who will be responsible for the cleaning, bookings, etc?

Response:

This will all form part of the management plan for the building which will be considered at a later stage.

5. Will the kitchen be a registered one?

Response:

Yes, the kitchen will comply with the *Food Act 2008* and relevant food safety standards.

6. Will Emergency Services be involved with the upkeep and / or management since it is classified as an Evacuation Centre?

Response:

Unfortunately, emergency services do not contribute to the upkeep or management of evacuation facilities.

7. In times of emergency who will supply the beds?

Response:

The supply of beds during an emergency event is the responsibility of the Department of Communities.

8. What provisions has been made for power outages?

Response:

The design of the building has made provision for the connection of an emergency generator. The Shire will be pursuing grants to purchase a generator which will be permanently installed as a power backup.

9. Back in November 2024 the Heated Pool Committee broke their Term Deposit and paid to the Shire \$8,656 for the replacement pump for the river which cost them an extra \$130.80. We have received a receipt, and had been told we would get a letter of thanks. I have looked through all the Minutes of meetings before and since and have not once seen a public acknowledgement of this donation. I raise the matter now, as I wonder if the Councillors know that this transaction actually did take place.

Response:

Item 6.2 of this agenda requests that the Shire provide the Lap Pool Committee with a thankyou letter for their generous donation towards the heating pump for the swimming pool.

10. Last year I requested some breakdown information on spending listed under the Swimming Pool.

Response:

In relation to your query as to what is covered by Materials & Contracts, Utility Charges and Overheads the following items are included:

- Materials & Contracts
 - Gym Cleaning Items
 - Gym Repairs & Maintenance
 - Gym Stationery supplies
 - Pool Heat Pump Maintenance & Servicing Costs
 - Pool Cleaning Supplies
 - Pool Chemicals
- Utility Charges
 - Pool Electricity Supply
 - Pool Oxygen bottle supply
 - Pool Telephone and Internet Expenses
- Overheads
 - Labour on costs for works completed on site.

11. In last month's figures I noticed a list of public toilets that the Shire looks after and was very surprised to see that while the toilet at

Tonebridge resting place is mentioned there is no mention of the toilet at Jayes Bridge.

Response:

The Jayes Bridge ablution was left off last month's figure in error. The gardening crew regularly monitors the Jayes Bridge ablution; however, as it is a low-maintenance compost ablution, it requires less attention compared to the other ablutions you mentioned.

5. Declarations of Interest

5.1 Financial and / or Proximity Interest

Nil

5.2 Disclosures of Impartiality Interest that may cause Conflict

- Councillor O'Connell declared an impartiality interest in item 9.1.1 Budget Amendment CRC Stumping being a member of the CRC Management Committee.
- Councillor King declared an impartiality interest in item 9.2.1 List of Accounts being the business owner of KATT.

6. Previous Council Meeting Minutes / Out of Session Confirmation

6.1 Ordinary Council Meeting Minutes – 19 December 2024

Moved: Cr. O'Connell

Seconded: Cr. King

Council Resolution CM 25/01/001

That the minutes of the Ordinary Council Meeting held on 19 December 2024 be confirmed as being a true and accurate record. (Attachment 6.1A)

CARRIED 7/0

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

Against: Nil

6.2 Lap Pool Committee Contribution

Moved: Cr. King Seconded: Cr. Alexander

Council Resolution CM 25/01/002

That Council

- 1. Request the Chief Executive Officer to write a letter of thanks to the Lap Pool Committee for the generous financial contribution towards the installation cost of the heating pump.**

CARRIED 7/0

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

6.3 Out of Session Resolution

Moved: Cr. Alexander Seconded: Cr. Caldwell

Council Resolution CM 25/01/003

That the out of session resolution below taken by Council via email on 22 January 2025 be confirmed as being a true and accurate record to:

Description	Increase	Decrease
Building Maintenance Reserve		-\$15,000
Caravan Buildings	\$15,000	

Note: Out of Session voting results:

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

CARRIED BY ABSOLUTE MAJORITY 7/0

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

7. Presidential Communications

January 2025

Wednesday 15th

- 6:30pm attended community fire meeting at the Wilga Hall. Proposed fire mitigation works were discussed - the need for a large water tank and/or town dam upgrade and access to a bushfire radio within the townsite were raised.

Tuesday 28th

- 4:00pm met with CEO and Deputy President Helen O'Connell in CEO's office.
- 5:00pm attended the Warren Blackwood Alliance of Councils meeting in Boyup Brook Council Chambers, with representatives from all 5 Local Governments and a guest presentation from the Southern Forests Food Council. The presentation by Chairman Dr Arthur Wilson and Chief Executive Laura which was very positive and well received on potential synergies between the organisations.

8. Councillor Questions on Notice

Nil

9. Reports of Officers

9.1 Operational Services

- Councillor O’Connell declared an impartiality interest in item 9.1.1 Budget Amendment CRC Stumping being a member of the CRC Management Committee.

9.1.1 Budget Amendment – Community Resource Centre Stumping	
File Ref:	A2018
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heidi Webb, Project Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	9.1.1A Quotation Stumping 1

Moved: Cr. King Seconded: Cr. Alexander

Council Resolution CM 25/01/004

That Council:

- Authorise the following amendment to the 2024/2025 adopted budget to facilitate the restumping of the Community Resource Centre building.**

Account	Description	Increase	Decrease
302314	Building Maintenance Reserve		-\$25,000
081400	Capital Expenditure	\$25,000	

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Summary

Council is requested to consider allocating \$25,000 from the Building Reserves Fund to complete the re-stumping project on the CRC building.

Background



The CRC building, constructed in the 1940s, is generally in good condition. However, it has been previously noted by tenants that the floor had begun to sink over time. Most recently, during a building inspection conducted by SPM Assets in March 2024, it was identified that the stumps supporting the structure are either failing or have already failed.

Report Detail

The stumps of the CRC building have been identified as either failing or already failed. As a result, we have allocated \$20,000 in this year's budget to address the necessary repairs. Locating a qualified contractor to provide an accurate quote proved challenging, as many were unwilling to travel. One quote we received was based solely on photographs and estimates, with costs reaching up to \$75,000. However, a contractor from Donnybrook has provided a detailed and competitive quote of \$35,200.

This proposal involves replacing all the stumps with adjustable steel stumps set on preformed concrete footings, ensuring a durable and long-lasting solution. This approach will comply with current Australian Standards and offer flexibility for future adjustments at minimal cost, should the need arise. Replacing the stumps is critical, as it was identified during the SPM Assets building review as essential maintenance required to ensure the structural integrity and operational viability of the building.

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	Social and Community
	Outcome	Encourage the preservation of our culture, heritage and history.
	Objective	Support and promote community events and activities.

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995.

Sustainability and Risk Considerations

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

Failing to maintain Shire-owned assets will result in higher costs over time and could jeopardise the continued tenancy of these buildings. Proactive maintenance is essential not only to preserve the structural integrity of the assets but also to safeguard their functionality and usability.

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

The CRC is a vital asset to Boyup Brook, playing an essential role in supporting the community. Maintaining the building is crucial to ensuring its ongoing operational viability and continued service to the public. Currently, the CRC provides a range of valuable services, including housing the town library, offering support for Centrelink, facilitating training programs, and hosting various social activities and community events. The upkeep of the building will ensure that these services remain accessible and continue to benefit the community for years to come.

Policy Implications

Policy G6 – Risk Management

“2.1 Risk Management Objective, limit loss or damage to property and other assets”

Policy C11 – Assets Management

“4.1 Council-to approve the Asset Management Policy-to act as stewards for infrastructure assets- to ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management policies, strategies, and Asset Management Plans into the corporate governance framework.

4.2 Chief Executive Officer and Executive Managers-to ensure asset management improvement.

4.3 Staff-to develop and implement maintenance, refurbishment, and capital works programs in accordance with Asset Management Plans, Annual Plan and Budget”

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	Neglecting necessary repairs and upgrades now will lead to more costly issues in the future, potentially compromising the ability to retain tenants and provide essential services to the community.

Consultation

Nil

Resource Implications

Financial

Currently the Building Maintenance Reserve has a balance of \$357,263.33.

Workforce

Nil

End

9.2 Corporate Services

- Councillor King declared an impartiality interest in item 9.2.1 List of Account being the business owner of KATT.

9.2.1 List of Accounts Paid in December 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 December 2024

Moved: Cr. Inglis		Seconded: Cr. O'Connell	
Council Resolution CM 25/01/005			
That Council:			
1. Receive the list of accounts paid in December 2024, totalling \$653,588.04 from Municipal account, and \$39,022.60 from Police Licensing account, as represented by:			
Municipal	EFT1661 – EFT16787		\$353,110.64
	Cheques - 20677-20679		\$ 13,174.70
	Direct Payments		<u>\$287,302.70</u>
			\$653,588.04
Police Licensing			\$ 39,022.60
Grand Total			\$692,610.64
CARRIED 7/0			
For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,			
Cr Caldwell, Cr Wright			
Against: Nil			

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in December 2024 are presented to Council.


Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 December 2024.

Report Detail

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

Moved: Cr. Wright	Seconded: Cr. O'Connell
Council Resolution CM 25/01/006	
That Council:	
1. Receive the Monthly Financial Report for 31 December 2024, as presented (Attachment 9.2.2A).	
CARRIED 7/0	
For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright	
Against: Nil	

Summary

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

Background

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

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

Report Detail

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

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.
3. Statement of Financial Activity by Nature.
4. Statement of Financial Activity by Program.
5. Summary of Net Current Asset Position.
6. Material Variances Report.
7. Statement of Financial Position.
8. Statement of Cash Flows.
9. Report on Progress of Capital Expenditure Program.
10. Report on Major Business Units.
11. Statement of Cash Back Reserves.
12. Loan Borrowings Report; and
13. Detailed Operating and Non-Operating Schedules.


At its budget meeting, Council adopted a material variance threshold of \$10,000 or 10%.

For interpretation purposes, this means any variance at Function/Program level that is greater than 10% and exceeds \$10,000 in value is reported on and commentary is provided to explain the YTD budget estimate to YTD actual variance. The material variance is shown on the Statement of Financial Activity, in accordance with the *Local Government (Financial Management) Regulations 1996*.

The material variance commentary is now provided in a separate statement, called the Material Variances Report. This statement categorises the variance commentary according to reporting Nature/Type and groups the variances by Operating Revenue, Operating Expenditure, Investing and Financing Activities.

The Statement of Financial Activity as of 31 December 2024 shows a closing surplus of \$4,928,631.

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

9.3 Chief Executive Officer

9.3.1 Boyup Brook Early Learning Centre monthly activity report for December 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. Inglis

Seconded: Cr. Alexander

Council Resolution CM 25/01/007

That Council:

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

CARRIED 7/0

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

Summary

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

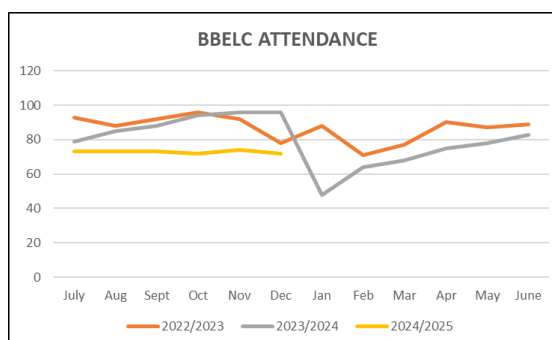
Background

Boyup Brook Early Learning Centre is a multi-aged single space facility catering for children aged 0 – 7 years of age. Operating Tuesday to Friday from 8:15am to 5:15pm.


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

Report Detail

Average monthly attendance.



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community. Promote community participation, interactions and connections.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

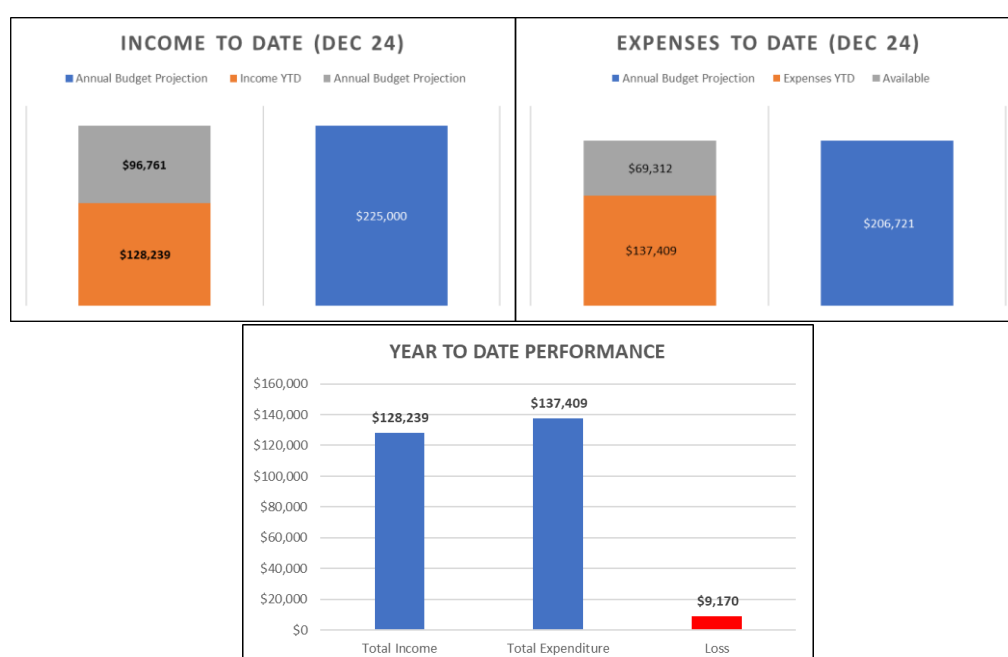
Risk Level	Comment
Moderate	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic implications.

Consultation

Nil

Resource Implications

Financial



Workforce

The Shire is currently working with Regional Early Education and Development Inc. (REED) to take over the operations of the Early Learning Centre. It is anticipated that the takeover will be completed by the end of the current financial year.

End

9.3.2 Boyup Brook Medical Services monthly activity report for December 2024	
File Ref:	A1270
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Amanda Sousa, Practice Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Inglis	Seconded: Cr. Alexander
Council Resolution CM 25/01/008	
That Council:	
1. Receive the monthly activity report for the Boyup Brook Medical Services for December 2024.	
<p style="text-align: right;">CARRIED 7/0</p> <p style="text-align: right;">For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</p> <p style="text-align: right;">Against: Nil</p>	

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. 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.

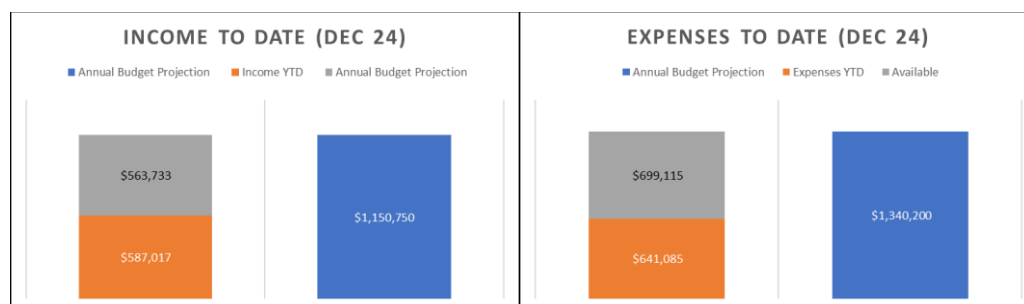
Risk Level	Comment
Moderate	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services, residents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

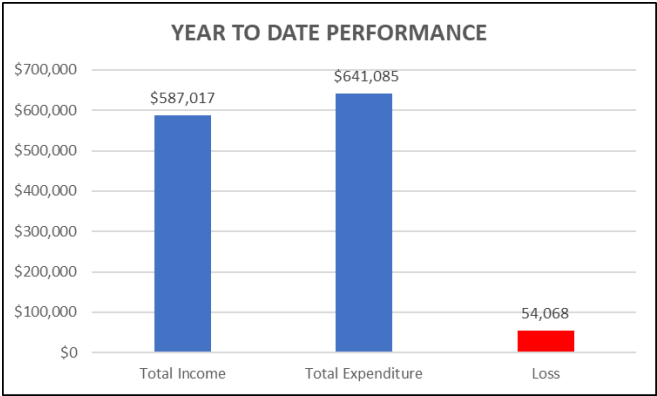
Consultation

Nil

Resource Implications

Financial





Workforce

The centre employs two (2) Doctors, 2 part-time receptionists, 1 part time nurse and a Practice Manager.

End

9.3.3 Rylington Park monthly activity report for December 2024	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Wright

Seconded: Cr. Alexander

Council Resolution CM 25/01/009

That Council:

- 1. Receive the monthly activity report for the Rylington Park Farm for December 2024.**

CARRIED 7/0

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

Against: Nil

Summary

The monthly report is to provide Council with an update on the operations at the 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 around sheds.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards chains on gates.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Repairs to poly pipe leaks replaced trough in paddock 2.
- Cleaned all water troughs.
- Cleaned out silos.
- Serviced auger.
- PTO guard on old field bin.
- Serviced hay buggy.

Crop Management

- Completed harvest.
- Reviewed Agronomy package with David Lane.

Livestock Sales

- 130 Cull for Age old ewes sold to VV Walsh \$86/head.
- 376 XB lambs to feedlot Boyanup \$115/head on farm.

Feed on Hand

- Barley Barley 180 tonnes.
- Lupins 3 tonnes.
- Barley straw 264 Bales.
- Hay 476 bales.

Feeding program

- Barley trail feeding ewes 150 grams per week.
- All lambs on lick feeders 200 grams per week.

Livestock Handling and Management

- Drenched all lambs with 3:1 plus trace elements moved on to stubble paddocks.
 - Moved mobs as required to maximise paddock feed.
-

Livestock Inventory

- White Suffolk Rams: 18.
- Merino rams: 31.
- Merino Ewes: 2033.
- XB lambs 256.
- Merino ewe lambs 446.
- Merino Wether lambs 466.
- TOTAL: 3250.

Wool Sales

- None - 45 bales in shearing shed.


Shearing Schools, events & trials

- 3-day improver school all went well.

OHS

- Working through the check sheet for the farm.

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.

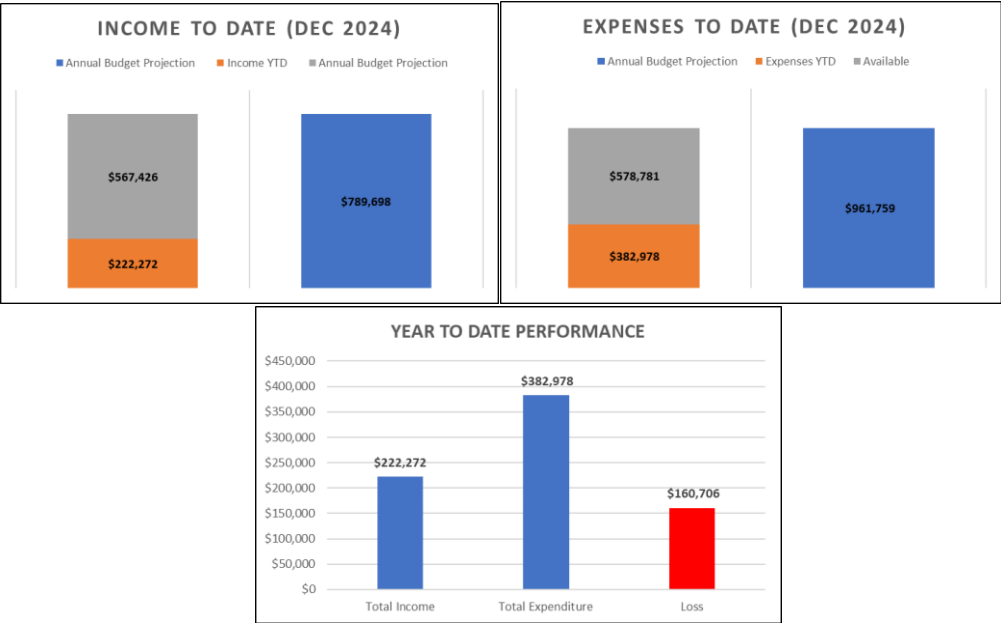
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs might not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could 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 December 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. Alexander

Council Resolution CM 25/01/010

That Council:

- 1. Receive the monthly report for the Boyup Brook Caravan Park for December 2024.**

CARRIED 7/0

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

Summary

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

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.

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 December 2024	
File Ref:	RE/45/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Wright**Seconded: Cr. Inglis****Council Resolution CM 25/01/011****That Council:**

- 1. Receive the monthly report for the Boyup Brook Swimming Pool for December 2024.**

CARRIED 7/0

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

Summary

The monthly report is to provide Council with an update on the operations at the Boyup Brook 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 remained open over the Christmas/New Year period, only closing on Christmas Day and Boxing Day. New Years Day opened with standard public holiday hours of 12:00pm – 6:00pm.

General Opening Hours

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

Saturday and Sunday 12:00pm – 6:00pm.

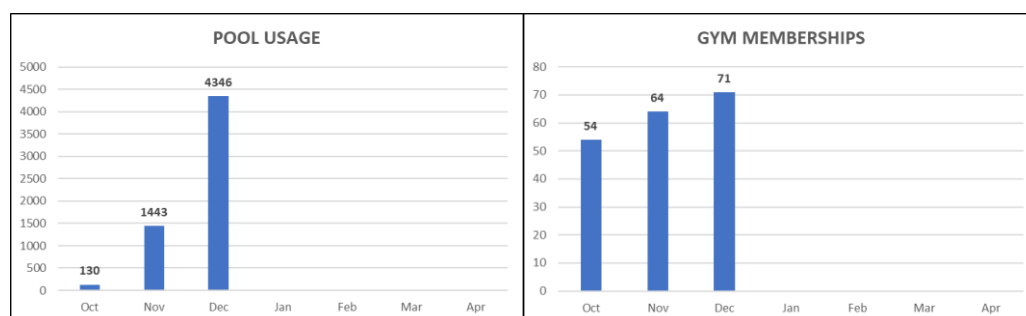
December was a hive of activity at the Swimming Pool with Boyup Brook District High School (BBDHS) Interim Swimming Lessons resulting in 140 students developing their swimming skills over an eight-day period.

The 6th of December was a massive day at the swimming pool with BBDHS and St Marys Catholic School celebrating the end of the school year with an enjoyable afternoon of pool inflatables and using the diving boards. The Shire Community Christmas Celebrations were also held, which was well attended. 176 patrons enjoyed a sausage sizzle, inflatables in the pool, visit from Santa, Senior Moments Brass Band and Mr Pratico's Ice-cream van. A total of 405 patrons visited the swimming pool on this day.


VacSwim lessons ran from the 16th – 22nd December with 152 children attending swimming lessons. Over the seven-day period over 2000 patrons visited the pool.

The Pool Manager has been monitoring the water usage at the swimming pool and at the end of December identified a leak that was under the concrete in the chemical shed, this is scheduled to be rectified in January / February.

The Boyup Brook Community Gym has been quiet on membership in December however this is to be expected considering the time of the season.



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.

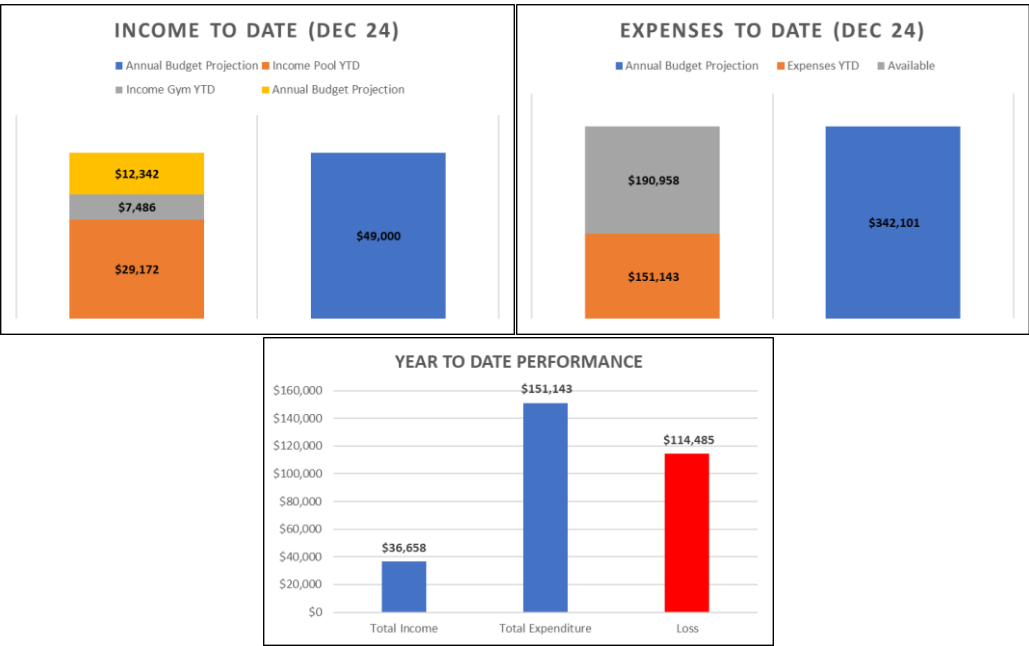
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.3.6 Annual Report and Annual Financial Report 2023/2024	
File Ref:	FM/9/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	9.3.6A Annual Report 2023/2024 9.3.6B Financial Report 9.3.6C Independent Auditor's Report

Moved: Cr. O'Connell**Seconded: Cr. Alexander****Council Resolution CM 25/01/012****That Council:**

- 1. Approves the Annual Report including the Annual Financial Report and Audit Report for the 2023/2024 financial year and gives local public notice of its availability, subject to the amendments / corrections identified by Cr O'Connell.**
- 2. Note that the Annual General Meeting of Electors will be held on Thursday, 27 February 2025 in the Council Chambers, commencing at 5pm.**
- 3. Note the Auditor's report includes findings identified during the final audit.**
- 4. Note Management comments in relation to the matter raised in the Auditor's Report.**

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Summary

The statutory Annual Report is prepared to advise the Community on the activities of the local government. It also contains the audited Annual Financial Report.

Background

The *Local Government Act 1995* requires a local government to prepare an Annual Report each financial year.

Following receipt of the Independent Audit Report, Annual Report and Management Report from the Office of the Auditor General, the Annual Report including the Annual Financial Report has been prepared in accordance with Section 5.54 of the *Local Government Act 1995*.

Report Detail

The Annual Report is an account of the Shire's activities throughout the 2023/2024 financial year and highlights the progression and achievements towards the strategic objective detailed in the Council's Strategic Community Plan 2021 -2031.


Section 5.27 of the *Local Government Act* requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report.

The financial report of the Shire for the year ending 30 June 2024, including statements of financial position, comprehensive income, equity changes, cash flows, and financial activity, has been audited and a qualified audit has been provided. The qualified audit has been received for the following reason:

“The Shire did not provide adequate information regarding its biological assets (valued at \$158,702), including year-end stocktake details or movement records. As alternative verification methods were not possible, adjustments to these assets or the net result could not be determined.”

Notwithstanding the above the Auditor General was satisfied that the audit was conducted according to Australian Auditing Standards, with sufficient evidence obtained to support the opinion. Further, the audit was based on proper accounts and records and fairly presents the Shire's financial operations and position as of 30 June 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 Act 1995

Section 5.53 Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
 - (a) A report from the mayor or president, and
 - (b) A report from the CEO, and
 - (c) [Deleted]
 - (d) [Deleted]
 - (e) An overview of the plan for the future of the district made in accordance with section 5.56 including major initiatives that are proposed to commence or to continue in the next financial year, and
 - (f) The financial report for the financial year, and
 - (g) Such information as may be prescribed in relation to the payments made to employees, and
 - (h) The auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year, and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1994, and
 - (hb) details of entries made under section 5.21 during the financial year in the register of complaints, including –
 - (i) The number of complaints recorded in the register of complaints, and
 - (ii) How the recorded complaints were dealt with, and
 - (iii) Any other details that the regulations may require, andSuch other information as may be prescribed.

Sustainability and Risk Considerations

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

The Annual Report demonstrates to the community sound management of the Shire's resources during the financial year.

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
High	The preparation and acceptance of an Annual Report is a requirement of the Act, failure to provide an accepted Annual Report will be in direct breach of the Act.

Consultation

- AMD Chartered Accountants.
- Office of the Auditor General.

Resource Implications**Financial**

Nil

Workforce

Nil

End

9.3.7 Shire of Boyup Brook Bushfire Risk Management Plan 2024-2026	
File Ref:	EM/31/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.3.7A BRM Plan Approval Letter 9.3.7B SoBB BRM Plan 2024-2026 9.3.7C SoBB BRM Plan 2024-2026 Appendix A 9.3.7D SoBB BRM Plan 2024-2026 Appendix B 9.3.7E SoBB BRM Plan 2024-2026 Appendix C

Moved: Cr. Alexander**Seconded: Cr. O'Connell****Council Resolution CM 25/01/013****That Council:**

- 1. Endorse the Shire of Boyup Brook Bushfire Risk Management Plan 2024-2026.**

CARRIED 7/0

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

Summary

The Shire of Boyup Brook Bushfire Risk Management (BRM) Plan 2024-2026 outlines the strategies and actions to be undertaken by the Shire to mitigate bushfire risks, crucial for community safety and environmental protection. Formal endorsement by the Shire of Boyup Brook Council is essential to demonstrate its commitment to bushfire preparedness and ensure the allocation of necessary resources for effective implementation.

Background

The Shire of Boyup Brook is in a bushfire-prone region of Western Australia, experiencing regular periods of hot, dry weather conducive to fire ignition and spread. Recognising the significant threat bushfires pose


to life, property, infrastructure, and the environment, the Shire has developed this Bushfire Risk Management Plan 2024-2026.

Report Detail

This plan builds upon previous bushfire management efforts and incorporates current best practices in bushfire risk assessment and mitigation, aiming to proactively manage bushfire risks and enhance community resilience. It is developed in accordance with relevant state legislation and guidelines, recognising the shared responsibility between landowners, community members, and local government in mitigating bushfire impacts.

The plan has been reviewed and has been approved by the Office of Bushfire Risk Management on 17 December 2024.

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

The requirement for a Bushfire Risk Management Plan is derived from:

- Local government needs to fulfill obligations under the *Bush Fires Act 1954*.
- The expectation set by the State Hazard Plan - Fire for local governments to actively manage bushfire risk.
- The need to integrate bushfire considerations into land use planning under the *Planning and Development Act 2005*.
- The general duty of care for community safety under the *Local Government Act 1995*.
- Having an endorsed Bushfire Risk Management Plan is often a prerequisite for accessing state government funding for bushfire mitigation projects, such as through the Mitigation Activity Fund Grants Program (MAFGP).

Sustainability and Risk Consideration

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

The endorsement of the plan will meet our requirements to access the Mitigation Activity Fund Grants Program and will greatly assist in the costs for bushfire mitigation works.

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

Nil

Policy Implications

Development and endorsement of the plan aligns with the intentions and commitments stated in the Shire Policy EM2 – Emergency Management.

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 proposal is in line with the Shire's scheme and has met regulatory standards.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

9.3.8 Bushfire Mitigation Activities Report	
File Ref:	EM/31/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: Cr. Wright**Seconded: Cr. Alexander****Council Resolution CM 25/01/014****That Council:****1. Notes the Bushfire Mitigation Activities Report.****CARRIED 7/0**

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

Summary

This report provides an update on bushfire mitigation activities, resource management, and strategic planning within the Shire.

Background

The Shire of Boyup Brook is committed to proactive bushfire management to protect lives, property, and the environment. This report provides a comprehensive overview of recent and planned activities related to bushfire mitigation, preparedness, and response.


It addresses key areas such as infrastructure maintenance, resource allocation, strategic planning, and collaboration with relevant stakeholders, including the Bushfire Brigade (BFB), Office of Bushfire Risk Management (OBRM), and other funding bodies.

The report also acknowledges the challenges posed by an aging fire unit fleet, water supply constraints, and the need for ongoing investment in resources and training.

Report Detail

- **Bushfire Mitigation Works:** Planned mechanical works (firebreak upgrades, parkland clearing, fuel reduction) and chemical treatments will occur over the next six months. Prescribed burns are planned for autumn.
- **Expenditure:** Significant expenditure was incurred on fire unit repairs due to aging fleet issues. An additional high-season vehicle has been deployed. All Boyup Brook units are now operational. PPE has been issued, but some orders are on backorder.
- **BFAC Meeting (Planned):** A meeting is scheduled for 11 June 2025. OHS requirements for BFB volunteers, training, onboarding, and Bushfire Standard Operating Procedures are ready for review and adoption.
- **Maintenance:** Airstrip spraying has been completed at an additional cost. A new aerial inspection provider has been secured at a higher cost. Additional areas require ongoing mowing and spraying, which will need to be added to the Shire budget.
- **Grants & Funding:** Brigades were encouraged to apply for the WP Grant (results pending). Two brigades received FPC funding for equipment. PF Olsen has offered to contribute up to \$6,000 for radio equipment. A CSWP grant was successful, securing three 88KL water tanks.
- **Future Planning:** Focus on securing additional resources through LGGS funding and developing a Strategic Water Plan to address current and future water supply needs.

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

- *Bush Fires Act 1954.*
- *Emergency Management Act 2005.*
- *Local Government Act 1995.*

Sustainability and Risk Considerations

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

Maintaining the Bushfire Risk Management plan for the shire will result in reduced economic disruption from bushfires.

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

Maintaining the Bushfire Risk Management plan will result in increased community awareness of bushfire risks and preparedness measures.

Policy Implications

1. Legal and Regulatory Compliance:
 - State Legislation
 - Local Laws and Policies
2. Land Use Planning and Development:
 - Planning Schemes
 - Bushfire Prone Areas
3. Emergency Management and Response:
 - Emergency Management Plan
 - Operational Procedures
4. Resource Allocation and Budgeting:
 - Budgetary Provisions
 - Grant Funding
5. Community Engagement and Education:
 - Community Awareness
 - Community Participation
6. Organisational Capacity and Governance:
 - Staff Training and Development
 - Interagency Collaboration
 - Monitoring and Review

Risk Management Implications

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

Risk Level	Comment
Moderate	The proposal is in line with the Shire's business as usual and subject to conditions, is expected to meet regulatory and legislative standards.

Consultation

Bushfire Brigades, OBRM, DFES and community stakeholders and businesses.

Resource Implications

Financial

Increase in Bushfire Risk Management Budget due to increased prices for service providers and increasing sites for inclusion on annual spraying and mowing schedules.

Workforce

- Emergency Services Officer.
- Deport Crew.

End

9.3.9 Budget Amendment – Removal of trees at the Boyup Brook District High School (BBDHS)

File Ref:	A15045
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. King Seconded: Cr. Alexander

Council Resolution CM 25/01/015

That Council:

- 1. Authorise the following amendment to the 2023/24 adopted budget to facilitate the removal of trees at the Boyup Brook District High School:**

Account	Description	Increase	Decrease
091400	CEO Residence – Building Capital Expenditure		-\$4,000
081102	Donations – other Education	\$4,000	

- 2. Authorises the Chief Executive Officer to donate \$4,000 to the Boyup Brook District High School to facilitate the removal of trees on the Boyup Brook District High School grounds, subject to:**

- a) All necessary approvals (if any) are obtained by the Boyup Brook District High School prior to the removal of the trees.**

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Summary

Council is requested to consider the recommendation which will assist the Boyup Brook District High School to offer a Certificate in Agriculture, by enabling the school to have a clear paddock.

Background


The BBDHS currently does not have any year 10 students due to most students wanting to get a qualification in 'Agriculture'. The school has over the past month established a small agricultural area where they will be planting 200 olive trees and undertaking other agricultural pursuits.

Report Detail

The only area on the school grounds available for the planting of the donated 200 olive trees and available to undertake other agricultural pursuits currently has several large trees that need to be felled and removed.

If the trees can be felled and placed in a suitable location a local company, Stridem, owned by Mike Lloyd has offered to remove the trees from site.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	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

Local Government Act 1995.

Sustainability and Risk Considerations

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

Offering a Certificate in Agriculture can provide significant economic benefits by equipping students with practical skills for local employment, retaining talent in the community, and boosting local industries.

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

Offering a Certificate in Agriculture fosters social benefits by strengthening community ties and providing young people with practical skills to stay and contribute locally.

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	Should Council not resolve to approve the amendment there would be no risk to the Shire. However, there is the risk that the Certificate in Agriculture would not be able to be offered at the Boyup Brook District High School.

Consultation

- Council (Closed Forum).

Resource Implications**Financial**

The amendment to the budget will not add additional cost to the budget as this will only be a movement between accounts.

Workforce

Nil

End

9.3.10 Delegation of Authority Register Review 2025	
File Ref:	GO/37/001
Previous Items:	Res 23/11/226
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	9.3.10A Current Delegations Register

Moved: Cr. King**Seconded: Cr. Alexander****Council Resolution CM 25/01/016****That Council:**

- 1. As Delegator, approves the annual statutory review of the Delegations Authority Register (Attachment 9.3.10A) for 2025 in accordance with section 5.18 and 5.46 of the *Local Government Act 1995*, section 47(2) of the *Cat Act 2011* and section 10AB of the *Dog Act 1976*.**

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Summary

Each year Council must review the Delegation of Authority Register. Given last year was a major review the current register does not require any amendments.

Background

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer at least once in every twelve months, and for the Chief Executive Officer to review their delegation of authority within the same review period.


The last review of the Delegation of Authority Register was endorsed at the Ordinary Council Meeting held in November 2023 (Res 22/11/226). The aim and purpose of delegated authority is to assist with the efficiency of the local government activities by way of quicker decisions.

Under the *Local Government Act 1995* and other legislation, Council may delegate its functions, duties, and powers to the Chief Executive Officer to assist with efficient and timely decision making. The Chief Executive Officer may then sub delegate functions, duties and powers to other staff and sub-delegated functions are also reviewed annually as a separate process. Delegations are a proven effective organisational tool that enhances productivity and supports effective customer service and timely decision making.

Report Detail

Given that the last review of the delegations in November 2023 was a major review which included multiple amendments, there is no amendments required at this stage.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	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

Local Government Act 1995

s.5.16 – Delegation of some powers and duties to certain committees

- 1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* –
 - a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

- b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- 4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

s.5.17 – Limits on delegation of powers and duties to certain committees

- 1) A local government can delegate —
 - a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - i. any power or duty that requires a decision of an absolute majority of the council; and
 - ii. any other power or duty that is prescribed; and
 - b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - i. the local government's property; or
 - ii. an event in which the local government is involved.
- 2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

s.5.18 – Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

s.5.42 – Delegation of some powers and duties to CEO

- 1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - a) this Act other than those referred to in section 5.43; or
 - b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* Absolute majority required.

- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

s.5.43 – Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- a) any power or duty that requires a decision of an absolute majority of the council.
- b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- c) appointing an auditor.

- d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
- e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100.
- f) borrowing money on behalf of the local government.
- g) hearing or determining an objection of a kind referred to in section 9.5.
- h) any power or duty that requires the approval of the Minister or the Governor.
- i) such other powers or duties as may be prescribed.

s.5.44 – CEO may delegate powers and duties to other employees

- 1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- 4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- 5) In subsections (3) and (4) — conditions include qualifications, limitations or exceptions.

s.5.45 – Other matters relevant to delegations under this Division

- 1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- 2) Nothing in this Division is to be read as preventing —
 - a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - b) a CEO from performing any of his or her functions by acting through another person.

s.5.46 – Register of, and records relevant to, delegations to CEO and employees

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

*Local Government (Administration) Regulations 1996*r.18G – Delegations to CEOs, limits on (Act s.5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- a) section 7.12A(2), (3)(a) or (4); and
- b) regulations 18C and 18D.

r.19 – Delegates to keep certain records (Act s.5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- a) how the person exercised the power or discharged the duty; and
- b) when the person exercised the power or discharged the duty; and
- c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

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

Delegating decision-making power from Council to the CEO can streamline processes, enhance efficiency, and enable quicker responses to economic opportunities, potentially boosting local investment and growth.

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

With streamlined processes, the shire can better respond to community needs and emerging challenges, fostering a more vibrant, well-supported, and liveable 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	If the Shire fails to maintain a delegation register, it risks breaching legislative requirements, which could result in legal challenges, penalties, or loss of public trust.

Consultation

- Executive Manager Corporate Services.
- Executive Manager Operational Services.
- Manager Financial Services.
- Manager Community Services.

Resource Implications**Financial**

Nil

Workforce

Nil

End

9.3.11 Regulation 17 Review	
File Ref:	GO/37/001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.3.11A Draft Regulation 17 Review Report

Moved: Cr. Alexander	Seconded: Cr. Wright
Council Resolution CM 25/01/017	
That Council:	
1. Receive the Regulation 17 Review Report as presented (Attachment 9.3.11A).	
CARRIED 7/0	
For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright	
Against: Nil	

Summary

This report presents the findings of the Regulation 17 review as required under Regulation 17 of the *Local Government (Audit) Regulations 1996*. The review evaluates the effectiveness of risk management, internal controls, and legislative compliance within the Shire.

Background

In accordance with Regulation 17, the Chief Executive Officer (CEO) is required to conduct a review of the Shire's systems and procedures relating to:

- Risk management.
- Internal control.
- Legislative compliance.

This review assists in ensuring that the Shire operates effectively and in compliance with relevant laws and standards. The review was carried out by DL Consulting and focused on key areas outlined in the regulation.

Report Detail

The review assessed the Shire's practices against the framework provided by the Department of Local Government, Sport and Cultural Industries. Key recommendations are summarised below.


Recommendation	Action
(1) That the CEO consider the implementation of a compliance checklist detailing the statutory obligations to be met for complex compliance items identified on the Annual Compliance Calendar	Outstanding
(2) That the CEO implement a process where Government Gazette's are monitored for legislative changes	Outstanding
(3) That the CEO prepare draft Terms of Reference for all Committees of Council for Council to consider	Draft TOR are currently being developed for the various Committees of Council which will be presented to Council for consideration over the coming months.
(4) That the CEO place a priority on the preparation of a Workforce Plan	WF Plan major review commenced 2 years ago. With staff turnover and concurrent review of the LTFP, the WF Plan has not been finalised. IR consultation has taken place. Business Unit Managers are currently re-reviewing each position in line with Workforce Plan and LTFP. WP then to be further developed for finalisation.
(5) That the CEO place a priority on the review of the Long-Term Financial Plan	A draft LTFP has been completed, staff are currently working through the document prior to presenting to Council.
(6) That the CEO place a priority on the review of Asset Management Plan(s).	Finance Asset Mgmt. - IT Replacement Plan has been discussed with Focus. To be progressed Feb/Mar and developed from recommendations.
(7) That the CEO consider implementing an Internal Control Policy	Policy G16 Internal Control was adopted by Council in October 2024, Res24/10/227

(9) That the CEO consider implementing a Fraud, Corruption and Misconduct Policy	Policy G12 – Fraud and Corruption Control was adopted by Council in March 2024: Res24/03/041
(10) That the CEO consider implementing a Complaints Handling Policy	Outstanding
(11) That the CEO consider implementing complaints work procedure, which also addresses internal complaints, grievances, confidential and anonymous employee complaints	Outstanding
(12) That the CEO consider implementing a Grievance Policy/Procedure.	Outstanding
(13) That the CEO consider implementing a procedure that relates to Public Interest Disclosures	Outstanding
(14) That the CEO consider implementing a procedure that details the process of handling complaints about elected members under the Official Conduct Rules	Outstanding
(15) That the CEO consider implementing an Elected Members Induction Manual	Completed in 2023
(16) That the CEO consider implementing a Governance Manual that provides guidance on the corporate governance framework that applies to the local government for Elected Members and Staff	In progress
(17) That the CEO consider implementing an internal control requiring the certification of the Monthly Reconciliations Checklist by a relevant line manager	Checklist has been re-drafted, will be reviewed and implemented Feb 2025
(18) That the CEO consider implementing an IT Security Policy and/or an IT Security Procedure.	Focus was engaged to prepare draft IT Security Policy and Procedure. Draft document received 15/01/25. To be reviewed and presented to Council.

(19) That the CEO consider reviewing the security of and access to keys for buildings and plant and equipment	Matter has been corrected by the installation of secure key lockboxes
(20) That the CEO consider undertaking a review of the monthly fuel reconciliation process to ensure the stores system in SynergySoft has been implemented correctly so that fuel issues and receipts are costed to the correct balance sheet accounts, which will ensure fuel stock is reported appropriately	To be implemented in new software on migration to MagiQ which has a dedicated module to record stock. To be implemented May/Jun2025.
(21) That the CEO consider developing a Risk Management System that includes policies, operational procedures and key risk profiles	Outstanding
(22) That the CEO consider developing risk profiles for strategic and operational risks	Outstanding
(23) That the CEO consider the implementation of a Risk Management Framework/Manual that articulates the local governments' risk policies, procedures, profiles appetite and tolerance in a single document	Outstanding
(24) That the CEO consider reviewing the Business Continuity Plan	Review commenced by a consultant previously, however, require LTFP to finalise.
(25) That the CEO consider developing a schedule for the Business Continuity Plan testing methods to be undertaken, including IT disaster recovery, and the frequency they are to be performed	BCP testing methods will be undertaken on completion of document. ITDR testing has been operational during 2024 and is scheduled with Focus (IT Consultants) (scheduling is reviewed during Qtly IT Meeting) and is carried out per schedule.
(26) That the CEO evaluate whether there is a need for the Audit Committee to meet more frequently than twice per year	The Terms of Reference now require an AR&IC to meet at a minimum quarterly.
(27) That the CEO consider developing a risk profile for	Risk profile to be developed next financial year.

Procurement, Asset Disposal, and Tender Practices	
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Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	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

- *Local Government Act 1995.*
- *Local Government (Audit) Regulations 1996.*

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 risk that may impact on the achievement of its business objectives.

Risk Level	Comment
Moderate	The Regulation 17 review report exposes the Shire to significant risks in compliance, governance, financial stability, and community trust.

Consultation

- Audit, Risk and Improvement Committee.

Resource Implications

Financial

Nil

Workforce

Nil

End

9.3.12 Terms of Reference – Audit, Risk and Improvement Committee	
File Ref:	FM/9/004
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 – Draft Terms of Reference

Moved: Cr. Alexander	Seconded: Cr. O'Connell
Council Resolution CM 25/01/018	
That Council:	
<ol style="list-style-type: none"> Adopts the Terms of Reference for the Audit, Risk and Improvement Committee as presented (Attachment 9.3.12A). Authorises the Chief Executive Officer to implement the Terms of Reference and initiate the process for appointing an independent chairperson. 	
<p style="text-align: right;">CARRIED 7/0</p> <p style="text-align: right;">For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</p> <p style="text-align: right;">Against: Nil</p>	

Summary

To present the proposed Terms of Reference for the Audit, Risk, and Improvement Committee (ARIC) for Council's consideration and adoption, ensuring compliance with the *Local Government Amendment Act 2024*.

Background

The *Local Government Amendment Act 2024* introduced reforms to the *Local Government Act 1995* requiring all local governments to transition their Audit Committees into Audit, Risk, and Improvement Committees. Key amendments include:

- Expanding the scope of the Committee to include risk management and continuous improvement.
- Mandating an independent chairperson for the Committee.
- Requiring alignment with enhanced governance and accountability measures.

These changes necessitate the establishment of updated Terms of Reference (TOR) to guide the Committee's operations.


Report Detail

The proposed TOR outlines the Committee's objectives, authority, membership structure, roles, responsibilities, and reporting mechanisms. Key elements include:

- Objectives: Oversight of financial reporting, audits, risk management, and continuous improvement initiatives.
- Membership: A minimum of three members, including an independent chairperson in compliance with legislation.
- Responsibilities: Covering financial reporting, risk management, compliance, and governance improvements.
- Meetings: To be held quarterly or as required, with clear requirements for agendas, minutes, and attendance.

The TOR has been drafted to ensure alignment with the legislative changes and to promote best practices in local government governance.

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 (as amended by the Local Government Amendment Act 2024)*
- *Local Government (Audit) Regulations 1996*

Sustainability and Risk Consideration

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

Nil

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

Policy Implications
Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	Failure to adopt updated TOR risks non-compliance with the legislative requirements.

Consultation
Nil

Resource Implications

Financial

The appointment of an independent chairperson may incur additional costs, which will be accounted for in the annual budget preparations.

Workforce
Nil

End

9.4 Planning

9.4.1 Development Application – Home Business (Hairdressing) 836 Asplin Siding Road Boyup Brook	
File Ref:	A9320
Previous Items:	Nil
Applicant:	B. Newton
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.4.1A Development Application

Moved: Cr. Inglis Seconded: Cr. Alexander

Council Resolution CM 25/01/019

That Council:

A. Approve the Development Application for a ‘Home Business’ (Hairdressing), at 836 Asplin Siding Road, Boyup Brook, subject to the following conditions and advice notes:

Conditions:

- 1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.**
- 2. The structure used for the home business is to be secured by either:**
 - a) Tying to four concrete blocks having minimum dimensions of 350x350x350mm and located at each corner of the structure, or**
 - b) Maintaining a minimum of 350kg of ballast inside the structure at all times.**
- 3. The Home Business is not to occupy an area greater than 50m².**
- 4. The Home Business is not to employ more than 2 people not members of the occupier’s household.**
- 5. The retail sale or display of any goods is not to involve customers coming to the subject property.**

Advice Notes:

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

CARRIED 7/0**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,
Cr Caldwell, Cr Wright****Against: Nil****Summary**

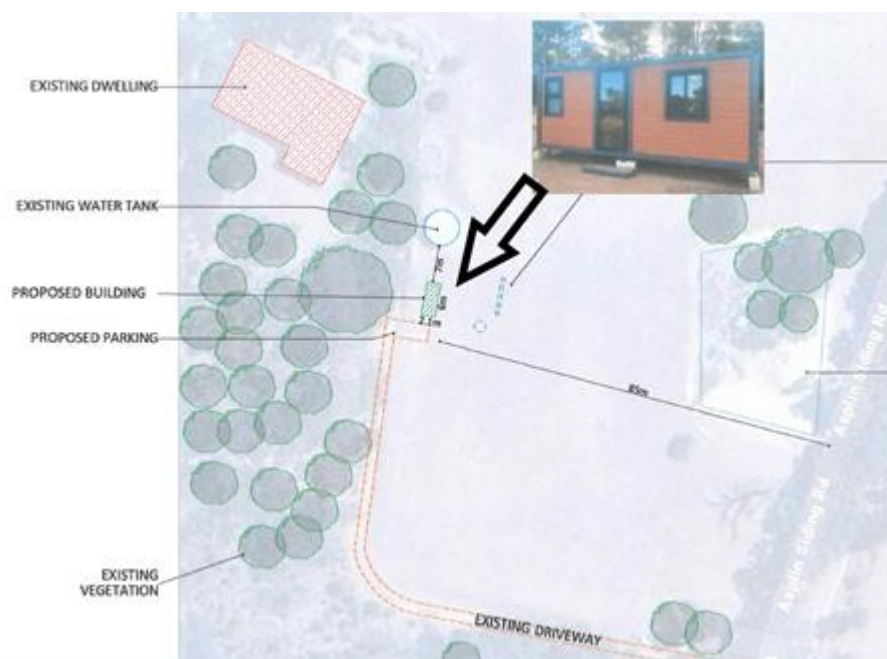
Council is requested to approve a 'Home Business' at 836 Asplin Road, Boyup Brook. The 'Home Business' is for hairdressing and proposes to accommodate 1-2 customers, two days per week.

Background

The Shire received an application to undertake a Home Business activity (Hairdressing) at 836 Asplin Siding Road, Boyup Brook. The subject property is zoned 'Rural' in accordance with the Shire's scheme (farming property).

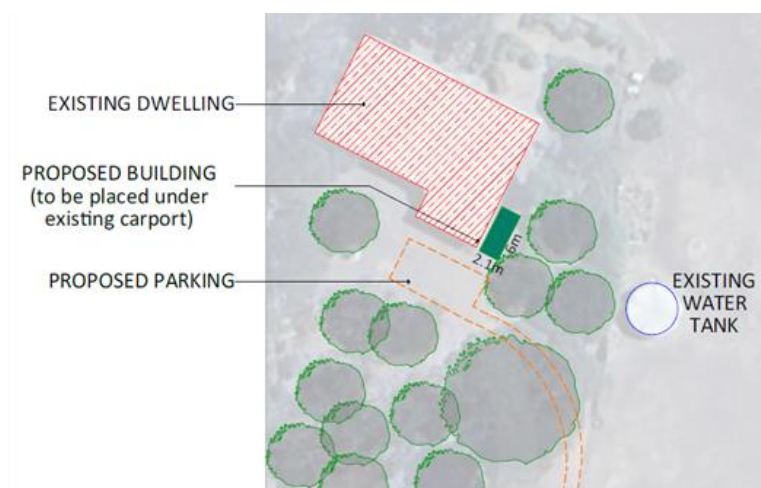


The application was proposing the development of a structure in a disconnected location to the home (see figure below). As such, Shire staff advised the applicant that access and toilet facilities would need to be provided to a standard that could accommodate persons with disabilities.



The landholder is not willing to upgrade the structure to accommodate persons with a disability and therefore amended the plan by locating the business area within the confines of the existing home (see figure below).

The area occupied by the home-based business does not exceed 10% of the floor area of the existing house, meaning the building does not have to be reclassified under the Building Code of Australia and therefore should not have to provide access arrangements for people with disabilities or the provision of accessible unisex toilet facilities. If necessary, customers can use the ablution facility located within the house.



Report Detail

The subject property is zoned 'Rural' in accordance with the Shire's scheme.

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

- Business, service or profession carried out in a dwelling or on land or in buildings around a dwelling by an occupier of the dwelling which, does not employ more than 2 people, will not adversely affect the amenity of the neighbourhood, does not occupy an area greater than 50m² and does not involve the retail sale, display or hire of goods.

A home-based business is a small business operated from a private home, subject to the appropriate approvals and permits being obtained from the Shire.


Home-based businesses cannot display, hire or offer for retail sale items of any nature directly from the premises. However, the sale or hire of items via the Internet may be permitted.

The proposal includes the development of a 2x6 meter structure within the confines of the home (under an existing carport).

The proposal is not expected to impact the amenity of the area and including neighbours. The activity is low key, with good separation to neighbouring households. The application is expected to comply with the scheme standards for a 'Home Business'.

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

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other Strategic Links

Nil

Statutory Environment

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

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

- a) does not employ more than 2 people not members of the occupier's household.
- b) will not cause injury to or adversely affect the amenity of the neighbourhood.
- c) does not occupy an area greater than 50m².
- d) does not involve the retail sale, display or hire of goods of any nature.
- e) in relation to vehicles and parking, will not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- f) does not involve the use of an essential service of greater capacity than normally required in the zone.

In accordance with the scheme provisions for the 'Rural' zone, a 'Home Business' is a use that is not permitted unless the local government has exercised its discretion ('D' classification) by granting development approval.

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 the achievement of its business objectives.

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

Consultation

Nil

Resource Implications**Financial**

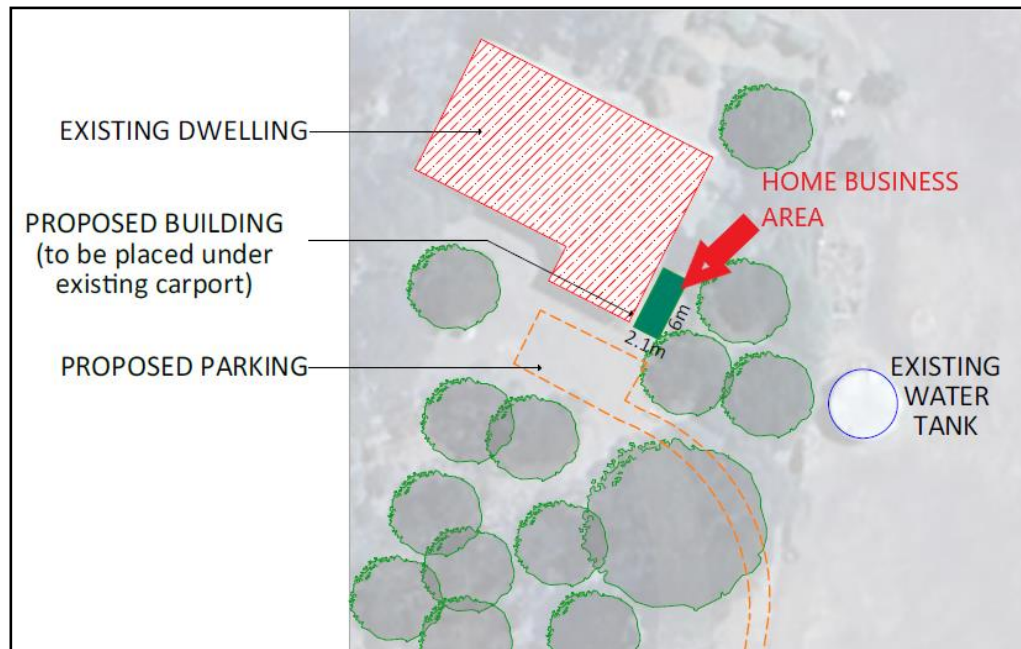
Nil

Workforce

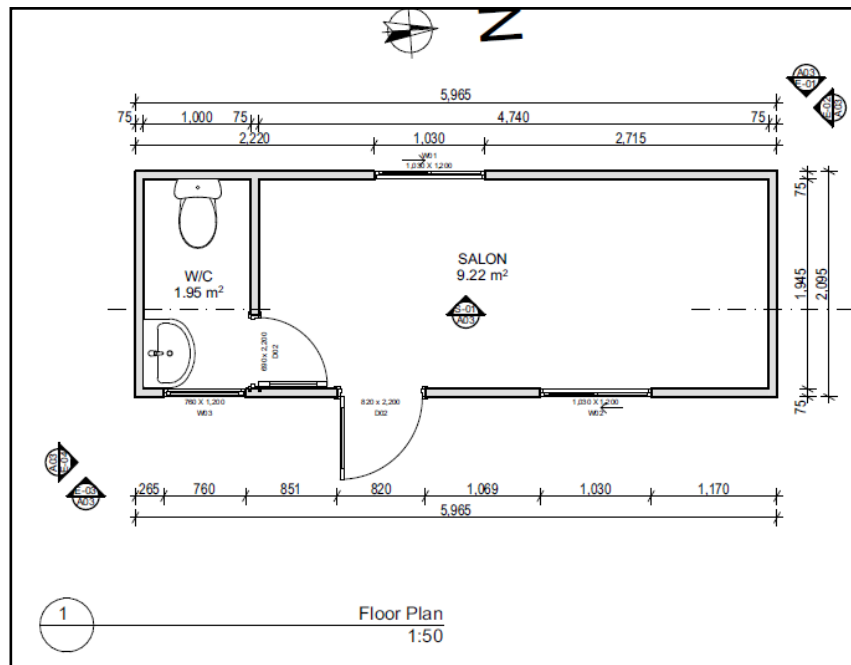
Nil

Approved Plans

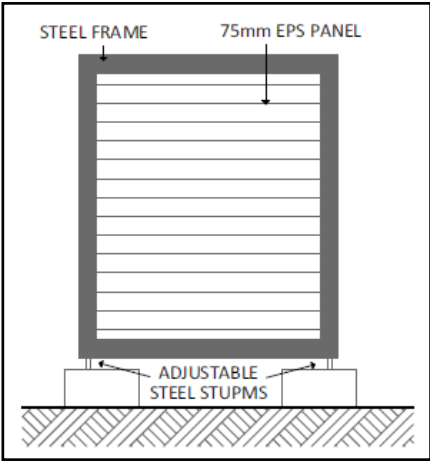
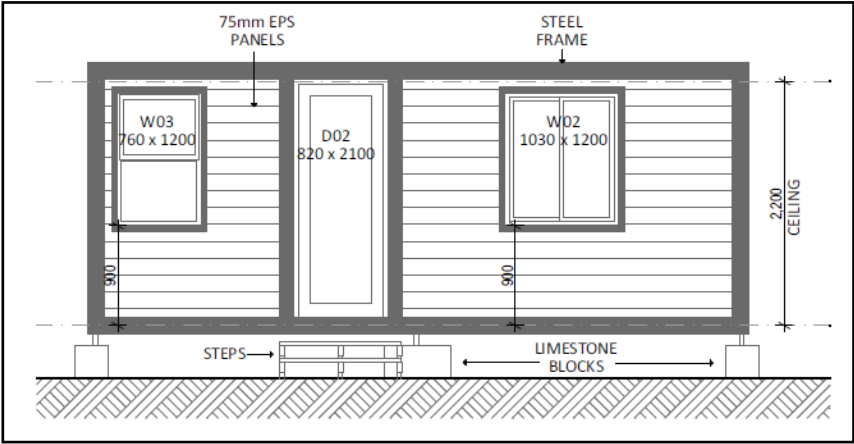
1. Site Plan



2. Floor Plan



3. Elevations



End

9.5 Community Services

9.5.1 Recreation Centre Master Plan	
File Ref:	RE/22/001
Previous Items:	Res 24/10/228
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.5.1A – Draft Recreation Centre Master Plan

Moved: Cr. Alexander

Seconded: Cr. Inglis

Council Resolution CM 25/01/020

That Council:

- 1. Adopts the Recreation Centre Master Plan as presented (Attachment 9.5.1A), subject to the following amendments:**
 - a) The inclusion of a disability access ramp from the upper level to the footpath accessing the viewing platform and the sporting ground level.**
 - b) The inclusion of a footpath connection, connecting the footpath between the hockey field and swimming pool.**
 - c) Retaining the ablutions currently located adjacent to the hockey field.**
 - d) Retaining the existing location of the cricket nets and the existing playground.**
 - e) Retaining the existing location of the cricket shed.**
- 2. Notes this Recreation Centre Master Plan supersedes all previously approved master plans.**

CARRIED 6/1

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

Against: Cr Caldwell

Summary

This report is to provide Council with feedback received from the community on the draft Recreation Master Plan and for Council to consider the adoption of the draft Recreation Master Plan.

Background

At its Ordinary Council Meeting held on 31 October Council resolved:

“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”*

The Shire of Boyup Brook has been successful in obtaining grant funding through the Disaster Ready Fund to upgrade the current sporting clubrooms to be used as a compliant evacuation centre. To ensure the upgraded facility meets the needs of the community as both an evacuation centre and sport and recreation facility, a master plan has been developed by H&H Architects. The master plan is intended to be implemented in stages subject to funding.

Report Detail

The master plan is an overall concept diagram which shows the location of buildings, playing courts and fields, and other sport and recreation infrastructure within the precinct. Detailed design and costing of each area will occur at each implementation stage and is subject to funding.

The Shire, as part of the community consultation process, advertised the draft master plan for comment and feedback from 14 November 2024 to 13 January 2025. The Shire received a total of 107 responses broken down as follows:

- 90 responses from various BBSRA members including the committee.
- 3 responses from various community groups.
- 14 responses from individuals within the community.

Overall, the feedback for the master plan was positive with an overwhelming suggestion to consult with the BBSRA. The following comments were received.

Comments on master plan	
Comments	Shire Response
94 respondents found the indoor playing court facility identified on the plan to be a necessity as it will cater for numerous sport and recreational activities for a diverse range of users throughout the year.	No response required
93 respondents would like to see the sporting clubrooms/evacuation centre and the indoor playing courts combined into one building enabling the efficient use of resources such as the canteen and meeting spaces, reducing overall maintenance requirements.	Due to the significant difference in ground levels (approx. 1.5 – 2m), it will be challenging to achieve this. However, this will be considered in the design of phase two (2). The Architects who are designing the Recreation / Evacuation Centre have been requested to take the potential incorporation of the two building into consideration as part of the initial design of phase one (1).
89 respondents like the inclusion of gender neutral changerooms.	No response required
1 respondent would like consideration to move the bowling green to the sporting precinct	Note: not received from the Boyup Brook Bowling Club committee.
Consideration for the location of: <ul style="list-style-type: none"> • The playground is placed at the end of the hockey oval which is dangerous and distracting – 2 respondents. • The cricket nets are placed next to the playground and river which is dangerous and distracting – 2 respondents. 	noted and consideration will be given to leaving both the playground and cricket nets in their current location.










2 respondents suggest moving the existing clubrooms with indoor courts next to the old basketball/netball court location.	During the feasibility phase this location was taken into consideration. However, an independent Quantity Surveyor indicated the cost of building next to the old basketball / netball courts would be at least \$3 – 3.5 million more than where proposed.
1 respondent suggests moving CoMHAT within the new recreation centre.	It is planned to create a youth centre within phase two (2) which would house CoMHAT. CoMHAT will be consulted with during the design of phase two (2). This will also assist in utilising phase 2 optimally.
2 respondents noted there does not appear to be any ramps for disabled people, elderly or prams.	As part of the phase one (1) design disability access is provided in accordance with legislation with the use of ramps. A disability access ramp from the upper level to the footpath accessing the viewing platform and the sporting ground level will be included.
1 respondent noted there does not appear to be any ramps/access to disabled toilets.	Although not part of the master plan requirements disability access has been included as per legislative requirements in the phase one (1) design and will also be considered in the phase two (2) design.
1 respondent noted there does not appear to be a disabled toilet identified in the plan.	Although not part of the master plan requirements disability access has been included as per legislative requirements in the phase one (1) design and will also be considered in the phase two (2) design
1 respondent noted tactiles indicators for visually impaired have been omitted.	Although not part of the master plan requirements disability access has been included as per legislative requirements in the phase one (1) design and will also be considered in the phase two (2) design
1 respondent is not supportive of converting the second hockey oval into a sealed carpark.	noted

1 respondent suggests converting the existing basketball/netball courts into a sealed carpark.	noted
2 respondents noted the cricket shed has been removed from the plan.	This has been noted and will be re-instated on the plan.
3 respondents noted CoMHAT has been removed from the plan.	It is planned to create a youth centre within phase two (2) which would house CoMHAT. ComHAT will be consulted with during the design of phase two (2). This will also assist in utilising phase optimally.
1 respondent noted the toilet block adjacent to the basketball/netball courts has been removed from the plan.	Consideration to be given to re-instating these ablutions to assist disabled, elderly and parents.
1 respondent suggest including a skatepark or pump track	The current plan being developed for the Sandakan Parl includes both a pump track and skatepark. The Shire created a working group which included community members and students from the High School. The students undertook a survey which supported the pump track and skate park to remain where it currently is.
1 respondent suggests having a connecting path from Jackson Street to the Music Park for caravan park patrons.	noted
1 respondent asks if the footpath along the river would also be a bike path?	It is anticipated the footpath along the river will be a dual use footpath.
1 respondent suggests placing ablutions in the Music Park.	noted
1 respondent asks if the proposed carpark on the second hockey oval will accommodate trucks?	Should the area be sealed / hardstand the parking of trucks will be taken into consideration.
1 respondent suggests connecting the footpath in between the hockey oval and swimming pool to Jackson Street.	A footpath could be planned for as part of the overall accessibility.
1 respondent suggests considering options for power generation and storage, water capture and use, and heat management (note: this would form part of the design process).	This would form part of the design processes of phase one (1) and (2).

1 respondent suggests having grass overlayed on plastic substrate instead of asphalt	This would form part of the design process of phase one (1) and (2).
Consideration for funding opportunities	
1 respondent suggests lease or farm-share Rylington Park with BBRSA to generate funding (comment by community member).	noted
1 respondent suggests considering approaching plantation companies offering naming rights to the clubrooms for a fee.	noted
Consideration for maintenance works	
91 respondents would like to see the current basketball/netball courts resurfaced.	noted
2 respondents state the need for night lights at the hockey oval and cricket nets.	noted
1 respondent suggests revitalising the river area to enable canoeing, sup boarding and swimming.	noted
2 respondents state the hockey oval requires resurfacing.	noted
1 respondent asks who is responsible for the upkeep of the Bicentennial Trail and Music Park?	The Shire is responsible for the maintenance. The community is requested that should there be any maintenance required that they contact the Administration Office and lodge a customer service request.
1 respondent suggests converting some grass courts to hardcourts with lighting.	noted
1 respondent suggests upgrading the ramp from the second hockey oval to the Music Park.	noted
1 respondent suggests retaining the path/ramp between Beatty Street and the access road behind the swimming pool.	noted

By adopting the draft Recreation Master Plan, staff and Council will be guided on community requirements and future financial planning including the annual budget, long term budget and future grant funding applications. This will assist in developing sport and recreation infrastructure within the Shire of Boyup Brook.

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	Construct/redevelop community and sporting facilities in a manner that maximises their life span, capacity and function.
	Key Imperatives	Built Environment
	Outcome	Create a safe and inviting community for locals and visitors.
	Objective	Develop and activate nodes and precincts to support effective land management, town planning and asset management.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community sport and recreation facilities.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Facilitate access to sport and recreation services and programs.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.
	Key Imperatives	Economic Development
	Outcome	Support a strong and inclusive economy.
	Objective	Promote the town as a great place to visit, stay and live.
	Key Imperatives	Natural Environment
	Outcome	Manage responsible growth with respect for Boyup Brook's natural environmental heritage.
	Objective	Create attractive streetscapes, green spaces and riverside trails.
	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.
	Objective	Provide the community relevant, timely information and effective engagement.
	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.
	Objective	Work with groups from across the community to address concerns regarding facilities and services.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Sporting facilities in a regional town offer significant economic benefits. It attracts both locals and visitors. It encourages community events and competitions, which can generate additional income. By improving the town's appeal and enhancing the quality of life, upgraded sporting facilities 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)

Recreation facilities in a regional area 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 interact and stay active. Recreation facilities foster a sense of community, bringing people together for activities, events, and relaxation, helping to reduce isolation and improve mental health in regional areas.

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	Without an adopted Recreation Centre Master Plan, it is unlikely the Shire would be able to obtain grant funding from government agencies. A master plan is generally a prerequisite when applying for grants.

Consultation

- Community consultation process: advertised for comment and feedback from 14 November 2024 to 13 January 2025 with a total of 107 responses received. (summary under 'Report Detail')
- Boyup Brook Sport and Recreation Association
- Shire website
- Shire social media

- Display of concept plans at Shire Administration reception
- Display of concept plans at Boyup Brook Swimming Pool.

Resource Implications

Financial

There is no financial implication of endorsing the draft Recreational Master Plan, the financial implication will come into effect once the design and construction phase commences.

Several of the comments received although sport related were not applicable to the master plan. However, they do provide a good indication on what the community would like to see and allows staff to start budgeting for them.

Workforce

Nil

End

10. Minutes of Committees

10.1 Regional Operations Advisory Committee Minutes – 5 December 2024

Moved: Cr. Alexander

Seconded: Cr. O'Connell

Council Resolution CM 25/01/021

That Council:

1. Receive the unconfirmed minutes of the Regional Operations Advisory Committee Meeting held on 5 December 2024 (attachment 10.1A).

CARRIED 7/0

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

11. Motions of which previous notice has been given

Nil

12. Late Items / Urgent Business Matters

Nil

13. Confidential Items of Business

Nil

14. Closure

There being no further business the meeting closed at 6:29pm.

Presiding Member

Date