

Date: 21 February 2025

To: Shire President  
Deputy Shire President  
Councillors  
Community



### **Notice of Agenda – Ordinary Council Meeting**

An Ordinary Council Meeting of the Shire of Boyup Brook will be held in the Council Chambers on 27 February 2025 at 6:00pm to consider the matters set out in the attached agenda.

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

Leonard Long  
Chief Executive Officer

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## Agenda

### 1. Declaration of Opening

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

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

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

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

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

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

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 Philippe Kaltenrieder

Cr Darren King

Cr Michael Wright

Cr David Inglis

Cr Sarah Alexander

**Council Officers**

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Operational Services	Jason Forsyth
Executive Manager Corporate Services	Carolyn Mallett
Manager Financial Services	Malcolm Armstrong
Manager Community Services	Nicola Jones

**Observers / Public Members****2.2 Apologies****2.3 Request for Leave of Absence****3. Deputations, Petitions and Presentations****3.1 Deputations**

Nil

**3.2 Petitions**

Nil

**3.3 Presentations**

Nil

**4. Public Question Time**

- a. Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.
- b. During the Council meeting, after Public Question Time no member of the public may interrupt the meetings' proceedings or enter into conversation.
- c. Whenever possible questions should be submitted in writing at least 48 hours prior to the start of the meeting.
- d. All questions should be directed to the Presiding Member and only questions relating to matters affecting Council may be answered at an Ordinary Council Meeting and at a Special Council Meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting at the discretion of the Presiding Member.
- e. The Presiding Member will control Question Time and ensure each person wishing to ask a question states their name and address before asking the question. If the question relates to an item on the agenda the item number should also be stated. In general persons seeking to ask questions will be given two (2) minutes within which to address their question to Council.

The Presiding Member may shorten or lengthen this time at their discretion.

**4.1 Response to Previous Public Questions Taken on Notice**

Nil

**4.2 Public Question Time**

**5. Declarations of Interest**

**5.1 Financial and / or Proximity Interest**

**5.2 Disclosures of Impartiality Interest that may cause Conflict**

**6. Previous Council Meeting Minutes / Out of Session Confirmation**

**6.1 Ordinary Council Meeting Minutes – 30 January 2025**

Moved: ..... Seconded: .....

Officer Recommendation CM 25/02/...

That the minutes of the Ordinary Council Meeting held on 30 January 2025 be confirmed as being a true and accurate record.

.....  
For:  
Against:

**6.2 Out of Session Resolution 13 February 2025**

Moved: ..... Seconded: .....

Officer Recommendation CM 25/02/...

That the out of session resolution below taken by Council via email on 13 February 2025 be confirmed as being a true and accurate record to:

That Council:

1. If the \$100,000 (or less) grant application through the Community Water Supplies stream is successful authorise the Chief Executive Officer to allocate the required 30% co-contribution from the Councils Co-contribution Reserve.

- 2. If the \$5,000 (or less) grant application through CBH Community Grants – Event Funding is successful, authorise the Chief Executive Officer to allocate the required 30% co-contribution from the Councils Co-contribution Reserve.**
- 3. If the \$10,000 (or less) grant application through CBH Community Grants – Small infrastructure funding is successful, authorise the Chief Executive Officer to allocate the required 30% co-contribution from the Councils Co-contribution Reserve.**
- 4. If the \$20,000 (or less) grant application through the Stronger Communities Program is successful, authorise the Chief Executive Officer to allocate the required 50% co-contribution from the Councils Co-contribution Reserve.**

	Community Trail Planning \$25,000 Avail 50% co-contribution	Community Water Supplies Partnership \$100,000 avail 30% co-contribution	CBH Community Grants \$5,000 & \$10,000 avail 30% co-contribution	Stronger Communities Program \$20,000 avail 50% co-contribution
Cr Walker	4	1	3	2
Cr King	X	1	2	3
Cr Alexander	X	1	2	3
Cr Inglis	X	1	2	X
Cr O'Connell	X	1	2	3
Cr Caldwell	X	1	3	2
Cr Kaltenrieder	4	1	3	2
Cr Wright	4	1	3	2

..... Majority Required  
For:  
Against:

## **7. Presidential Communications**

To be provided at the Ordinary Council Meeting.

## **8. Councillor Questions on Notice**

## **9. Reports of Officers**

### **9.1 Operational Services**

Nil

## 9.2 Corporate Services

9.2.1 List of Accounts Paid in January 2025	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Joanna Hales-Pearce, Finance Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.1A List of Accounts Paid in January 2025

Moved: ..... Seconded: .....

Officer Recommendation CM 25/02/...

That Council:

1. Receive the list of accounts paid in January 2025, totalling \$998,278.09 from Municipal account, and \$54,019.55 from Police Licensing account, as represented by:

Municipal EFT16788 – EFT16904	\$ 564,493.82
Cheques - 20680	\$ 62.00
Direct Payments	<u>\$ 433,722.27</u>
	\$ 998,278.09
 Police Licensing	 \$ 54,019.55
 Grand Total	 \$1,052,297.64

.....  
For:  
Against:

### Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in January 2025 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 January 2025.



## Report detail

**Attachment 9.2.1A** lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 January 2025.

## 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.

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

## **Consultation**

Nil

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## **Resource Implications**

### **Financial**

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

### **Workforce**

Nil

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End

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<b>9.2.2 Monthly Statement of Financial Activity for the period ending 31 January 2025</b>	
<b>File Ref:</b>	FM/10/003
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Darren Long, Finance Consultant
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.2A – Monthly Financial Report 31 January 2025

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Receive the Monthly Financial Report for 31 January 2025, as presented (Attachment 9.2.2A).**

.....  
**For:**  
**Against:**

## **Summary**

The Monthly Financial Report for 31 January 2025 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 January 2025 shows a closing surplus of \$4,028,724.

### 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.

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

**Consultation**

Nil

**Resource Implications****Financial**

Nil

**Workforce**

Nil

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End

<b>9.2.3 Department of Transport request to consider the Boyup Brook Post Office to be permitted to take over-the-counter Department of Transport payments</b>	
<b>File Ref:</b>	LS/4/001
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Carolyn Mallett, Executive Manager Corporate Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Notify the Department of Transport that as the Licensing Agent request the current arrangement remain in place.**

.....  
**For:**  
**Against:**

### **Summary**

Council is requested to consider a request from the Boyup Brook Post Office via the Department of Transport to be allowed to accept certain over-the-counter simple Department of Transport transactions.

### **Background**

The Shire serves as a licensed agent for the Department of Transport, providing the following range of services to the local community:

- Driver Licensing Services.
- Licence Renewals.
- Learner's Permits.
- Practical Driving Assessments.
- Hazard Perception Tests.
- Registration Renewals, Transfers, and De-registrations.
- Unlicensed Vehicle Registration.
- Boat Registrations and Transfers.
- Special Series District Number Plates.



## Report Detail


The provision of Department of Transport services by the Shire's Customer Service team delivers significant benefits to both the organisation and the broader community. By offering licensing and vehicle registration services locally, the Shire ensures residents and businesses have easy access to essential transactions.

This service is particularly valuable for elderly residents, those without reliable transport, and local businesses that rely on timely vehicle registrations to maintain operations. The Customer Service team provides personalised assistance, ensuring transactions are processed efficiently and queries are addressed promptly, enhancing customer satisfaction and community engagement.

Beyond convenience, the revenue generated through this service supports the employment of Customer Service staff, contributing to job stability within the Shire.

If the service is reduced or transferred elsewhere, the Shire could experience financial strain due to a decrease in commission revenue, potentially impacting its ability to maintain current Customer Service staffing levels and operating hours. This could lead to longer wait times for other essential Shire services, a reduction in the quality of customer support, and an overall decline in service accessibility for the community.

## 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*
- *Road Traffic (Administration) Act 2008*
- *Road Traffic (Vehicles) Act 2012*

## **Sustainability and Risk Consideration**

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

The provision of Department of Transport services in Boyup Brook plays a vital role in the local economy. Without this service, the region could experience economic losses, decreased business productivity, and a decline in essential services that are crucial for the community's long-term sustainability.

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

The Department of Transport service in Boyup Brook provides significant social benefits by ensuring residents have convenient access to essential licensing and registration services. This accessibility supports community connectivity, particularly for elderly residents and those without reliable transport, while also fostering local engagement.

### **Policy Implications**

Nil

### **Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	Reducing or transferring the Department of Transport service poses financial and operational risks to the Shire, including a loss of commission revenue that helps fund Customer Service staff wages. This may lead to reduced staffing hours, impacting service levels across the organisation.

### **Consultation**

Nil

### **Resource Implications**

#### **Financial**

As the authorised agent for the Department of Transport, the Shire receives an annual commission ranging between \$30,000 and \$32,000. If Council resolves to allow the Boyup Brook Post to undertake part of this service, it will result in a reduction of the commission received.

---

## **Workforce**

The commission contributes to the annual salary allocation for Customer Service staff. Any loss of commission may place a financial burden on the Shire, potentially impacting the ability to maintain current staffing hours, negatively impacting the customer service to the community.

---

End

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### 9.3 Chief Executive Officer

<b>9.3.1 Boyup Brook Early Learning Centre monthly activity report for January 2025</b>	
<b>File Ref:</b>	A190
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Jimina Shaw-Sloan, Director Early Learning Centre
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Receive the monthly activity report for the Boyup Brook Early Learning Centre for January 2025.**

.....  
**For:**  
**Against:**

### Summary

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

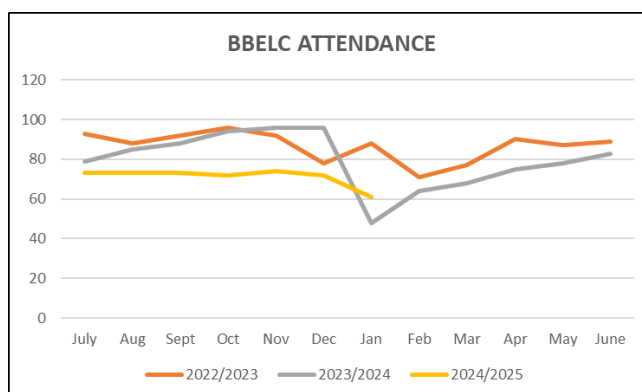
### Background

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

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

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Considerations

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

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

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

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

## Policy Implications

Nil

## Risk Management Implications

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

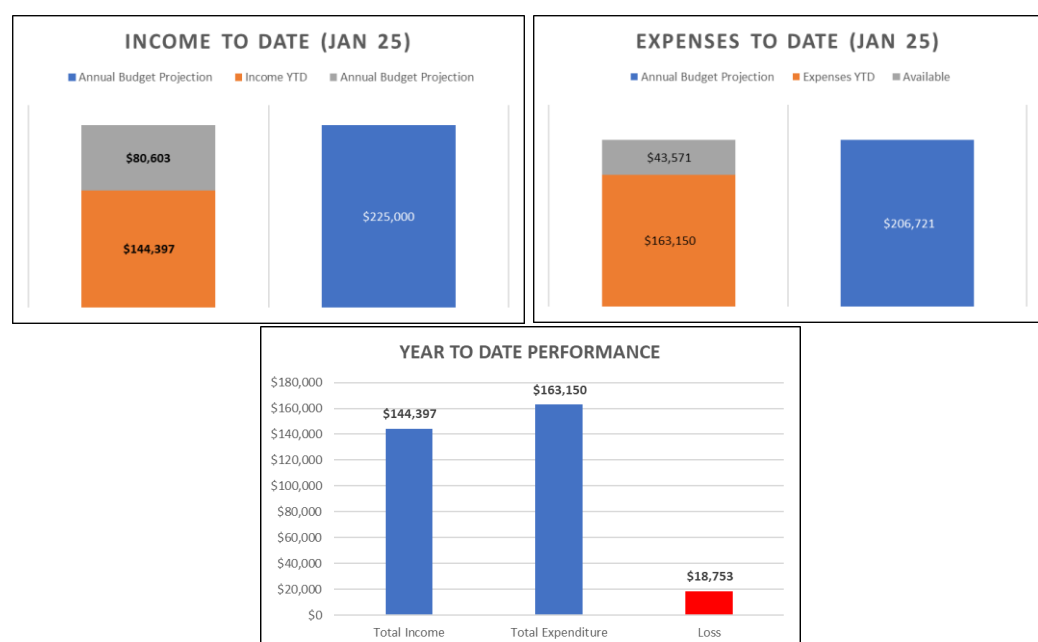
Risk Level	Comment
<b>Moderate</b>	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic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

## Consultation

Nil

## Resource Implications

## Financial



Last month's profit turned into a loss due to three pay runs. However, year-to-date figures show the centre is performing well ahead of forecasted losses, which is a positive result.

**Workforce**

Nil

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End

<b>9.3.2 Boyup Brook Medical Services monthly activity report for January 2025</b>	
<b>File Ref:</b>	A1270
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Amanda Sousa, Practice Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for January 2025.**

.....  
**For:**  
**Against:**

### **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 (Physiotherapy, Osteopath, Podiatrist, Phycologist, Occupational Therapist and Emmett Technique).



Report Detail

Monthly appointments.



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

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

## **Sustainability and Risk Considerations**

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

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

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

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

### **Policy Implications**

Nil

### **Risk Management Implications**

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

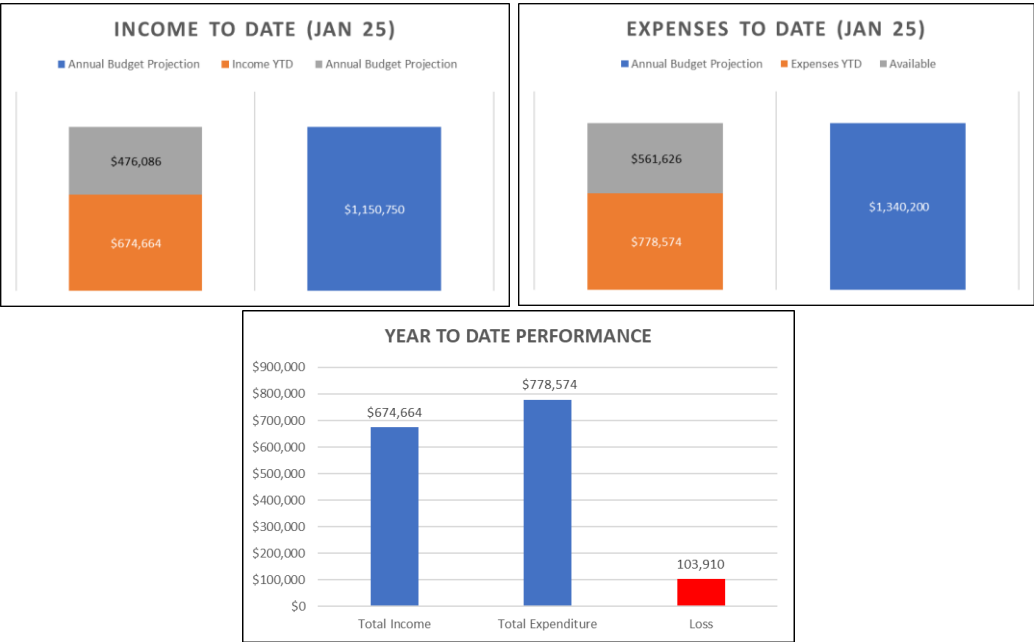
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare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

### **Consultation**

Nil

### **Resource Implications**

Financial



While both year-to-date income and expenses are above budget, there is still an overall shortfall exceeding the forecast.

Workforce

The centre employs two (2) Doctors, two (2) part-time receptionists, one (1) part time nurse and a practice manager.

End

<b>9.3.3 Rylington Park monthly activity report for January 2025</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Peter Grainger, Farm Working Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved:** ..... **Seconded:** .....

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Receive the monthly activity report for the Rylington Park Farm for January 2025.**

.....  
**For:**  
**Against:**

### **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

- Hand spraying weeds, melons, thistles, etc.

### 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 trough blocks.
- Repaired hydraulic hose on FEL.

### Crop Management

- Completed harvest.
- Canola 137 tons over 62 hectares 2.2 t/ha.
- Barley 407 tons 110 hectares 3.7 tons /ha (Neo barley 6.1 average).
- Barley 43.7 to Bunge rest CBH Cranbrook Canola all to CBH Cranbrook.

### Livestock Sales

- 229 XB lambs \$78/head in Katanning sale yards.

### Feed on Hand

- Barley 38 tonnes.
- Lupins 3 tonnes.
- Hay 25 bales.
- Barley straw 25 bales.

### Feeding program

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

### Livestock Handling and Management

- Drenched all Ewes on to Stubbles Mineralized Cydectin.
  - Moved mobs as required to maximize paddock feed.
  - Rams on 4.1.2025.
-

- 840 mated to XB.
- 1190 mated to Merinos.

#### Livestock Inventory

- White Suffolk Rams: 18.
- Merino rams: 31.
- Merino Ewes: 2030 Deaths 3.
- XB lambs 27.
- Merino ewe lambs 442 Deaths 4.
- Merino Wether lambs 462 Deaths 4.
- TOTAL: 3010 (11 Deaths).

#### Wool Sales

- None, 66 bales in store.


#### Shearing Schools, events & trials

- 5 day learner school all went well.

#### Work Health and Safety

- Working through the check sheet for the farm.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

#### Other Strategic Links

Nil

#### Statutory Environment

Nil

#### Sustainability and Risk Considerations

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

Rylington Park Farm contributes economically to both the Shire and Region by providing education and skill development in agriculture which

can enhance the workforce, leading to more efficient and innovative farming practices.

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

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

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

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

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.

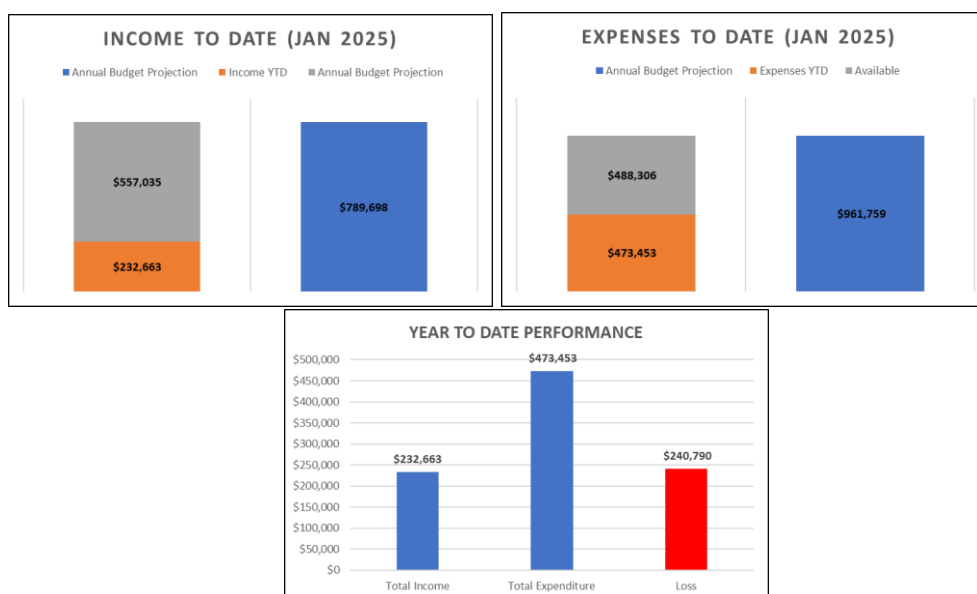
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather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

### **Consultation**

Nil

## **RESOURCE IMPLICATIONS**

### **Financial**



No grain income was received in January, but expenses remain well below forecast. Overall, we are tracking under budget, which is a positive result, especially with expenses \$78K lower than expected.

At this rate, the farm could turn a profit, depending on harvest returns and sheep sales.

### **Workforce**

Nil

End



<b>9.3.4 Boyup Brook Caravan Park monthly report for January 2025</b>	
<b>File Ref:</b>	A2007
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Manager Financial Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Receive the monthly report for the Boyup Brook Caravan Park for January 2025.**

.....  
**For:**  
**Against:**

## **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

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

## Other Strategic Links

Nil

## Statutory Environment

Nil

## Sustainability and Risk Considerations

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

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
<b>Moderate</b>	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



Caravan Park expenses for January are down, as depreciation for the month has not yet been recorded. However, performance is tracking better than expected.

Year-to-date expenses include a \$13,800 part payment for electrical upgrades scheduled for March/April. Overall, we are still \$43K under

budget, which is a good result, especially with February typically being a busy month.

**Workforce**

Nil

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End

<b>9.3.5 Boyup Brook Swimming Pool monthly report for January 2025</b>	
<b>File Ref:</b>	RE/45/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved:** ..... **Seconded:** .....

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Receive the monthly report for the Boyup Brook Swimming Pool for January 2025.**

.....  
**For:**  
**Against:**

## 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

### General Opening Hours

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

Saturday and Sunday 12:00pm - 6.00pm

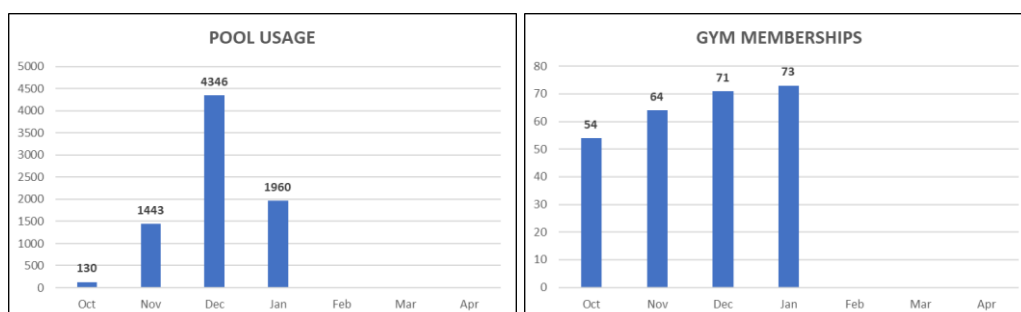
January School Holidays saw a smaller Vacswim series running from 6<sup>th</sup> - 17th January with 48 children attending swimming lessons each day.

148 Patrons visited the pool on Australia Day enjoying the Inflatables and BBQ area. With a major water pipe leak and having to shut down the water to all the Recreational area our Lifeguards were incredible in keeping the day enjoyable providing bottled water, ice creams and a safe venue for entertainment. Patrons were appreciative of their free picnic blankets.


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 has been rectified now. Continuing to work with the Water Corporation to reduce the water usage.

### Gym

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



## Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

### 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.

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	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



We are tracking well ahead of forecasted losses. While actual income aligns with expectations, the Lap Pool funds have pushed income above forecast.

## Workforce

Nil

End



<b>9.3.6 Compliance Audit Return 2024</b>	
<b>File Ref:</b>	FM/9/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Magdalena Le Grange, Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.6A Compliance Audit Return 2024 (CAR)

**Moved: ..... Seconded: .....**

**Audit, Risk and Improvement Committee Recommendation CM 25/02/...**

**That Council:**

- 1. Adopt the Compliance Audit Return 2024 for the Shire of Boyup Brook.**
- 2. Authorises the Shire President and Chief Executive Officer to certify the Compliance Audit Return 2024.**
- 3. Requests the Chief Executive Officer to forward the certified Compliance Audit Return 2024 along with any documents required in accordance with Regulation 14(3) and Regulation 15 of the *Local Government (Audit) Regulations 1996* to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.**

.....  
**For:**  
**Against:**

### **Summary**

Council is required to consider for adoption the annual Compliance Audit Return 2024 (CAR) and to forward a completed, certified copy to the Department of Local Government, Sport and Cultural Industries.

### **Background**

Council is required to review the annual CAR for approval and for the Shire President and the Chief Executive Officer to certify the document and forward it to the Director General of the relevant department.

## Report Detail

The CAR (Attachment 9.3.6A) consists of the following categories:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting (IPR)
- Employees
- Conduct
- Other
- Tenders
- Documents

Under each of these categories are a number of questions which test the Shires compliance with the various Acts and Regulations. The following non-compliance items have been noted:

- Integrated Planning and Reporting

Has the local government adopted by absolute majority a Corporate Business Plan? – ‘No’


The Shire has a draft Corporate Business Plan which will be completed once the Long-Term Financial Plan (LTFP) has been adopted by Council. The LTFP is crucial for the Shire to understand the current financial constraints and to inform the Corporate Business Plan.

- Other

Did the CEO review the appropriateness and effectiveness of the local government’s systems and procedures in relation to risk management, internal control and legislative compliance in accordance with *Local Government (Audit) Regulations 1996* Regulation 17 within the three financial years prior to 31 December 2024? - No.

The required Regulation 17 report was undertaken prior to 31 December 2024 and was endorsed by Council in January 2025.

## Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

### Other Strategic Links

Nil

### Statutory Environment

#### *Local Government (Audit) Regulations 1996*

#### r14. Compliance audits by local governments –

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

#### r15. Certified copy of compliance audit return and other documents to be given to Departmental CEO –

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,
 is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

- (2) In this regulation — certified in relation to a compliance audit return means signed by —
- (a) the mayor or president; and
  - (b) the CEO.

### **Sustainability and Risk Consideration**

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

Nil

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

Nil

#### **Policy Implications**

Nil

#### **Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	Council is required by the <i>Local Government Act 1995</i> , to provide a certified CAR. Not providing this would be a breach of the Act.

#### **Consultation**

Nil

#### **Resource Implications**

#### **Financial**

Nil

#### **Workforce**

Nil

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End

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<b>9.3.7 Amendment to Delegation of Authority Register 2025</b>	
<b>File Ref:</b>	GO/37/001
<b>Previous Items:</b>	Res 23/11/226, CM 25/01/016
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	9.3.7A Current Delegations Register 2025

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/02/...**

**That Council:**

- 1. Approves the addition to the Delegation of Authority Register 2025 to include the following Council Committee Delegations as previously approved by Council:**
  - a. Medical Centre Committee.**
  - b. Rylington Park Committee and Sub-Committee.**

**Absolute Majority Required .....**

**For:**

**Against:**

### **Summary**

Council is requested to approve the additions to the approved Delegation of Authority Register.

### **Background**

The *Local Government Act 1995* (WA) delineates the parameters within which Council may delegate their powers and duties to various committees. This provision ensures that while delegation facilitates efficient governance, it also maintains appropriate checks and balances by restricting the extent of such delegations based on the committee's composition.

#### **Delegation to Committees Comprising Council Members Only**

Under section 5.17(1)(a), a local government is permitted to delegate any of its powers or duties to a committee exclusively composed of council members. However, this delegation excludes powers or duties that:

- Require an absolute majority decision of the council.
- Are prescribed as non-delegable.

This limitation ensures that critical decisions necessitating a higher consensus remain within the full council's purview.

#### Delegation to Committees Including Non-Council Members

Section 5.17(1)(c) addresses committees that include council members and other persons (who may not be employees). Local governments can delegate powers or duties to these committees if they are necessary or convenient for the proper management of:

- The local government's property.
- An event in which the local government is involved.

This enables the inclusion of external expertise in managing specific properties or events, thereby enhancing the council's capacity to deliver specialised services or projects.

#### Report Detail

##### Medical Services Committee:

At the Medical Services Committee Meeting held on 2 February 2024, the Committee resolved (Committee Decision MS24/02/003) to *“Requests the Chief Executive Officer to forward the Terms of Reference endorsed in (1.) above to Council for approval.”*

The Terms of Reference provided the committee with the following delegated authority:

*“The committee be delegated the authority from Council to consider all matters pertaining to the strategic direction of the Medical Practice. This does not include the day-to day operations of the Medical Practice.”*

The Terms of Reference were subsequently approved by Council at its Ordinary Council Meeting of 29 February 2024 (Council Decision 24/02/022).

### Rylington Park Committee:


At the Rylington Park Committee Meeting held on 21 March 2024, the Committee resolved to (Committee Decision 24/03/028) recommend Council “*Approves the Terms of Reference for the Rylington Park Committee and the Rylington Park Sub-Committee.*”

The Terms of Reference provided the committee with the following scope of authority:

- Preparation of the annual budget.
- Preparation and approval of the annual cropping plan.
- Purchasing / selling of any livestock.
- Purchasing / selling of any crop.
- Approval of any trials / use on the Rylington Park Farm.
- Livestock feed programs.
- Approval of Livestock Management Plan.
- Shearing School Sheep Guidelines.

The Terms of Reference were subsequently approved by Council at its Ordinary Council Meeting of 30 May 2024 (Council Decision 24/05/087).

### Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Promote quality education, health, childcare, aged care and youth services.
	<b>Objective</b>	Develop and maintain partnerships with schools and improve support for youth and youth activities.

### Other Strategic Links

Nil

### Statutory Environment

*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.

### **Sustainability and Risk Considerations**

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

Delegating decision-making power from Council to a committee 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.

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	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**

Nil

**Resource Implications****Financial**

Nil

**Workforce**

Nil

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End

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#### **9.4 Planning**

Nil

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## 10. Minutes of Committees

### 10.1 Rylington Park Committee Minutes – 12 December 2024

Moved: ..... Seconded: .....

Officer Recommendation CM 25/02/...

That Council:

1. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 12 December 2024.

.....  
For:  
Against:

### 10.2 Audit, Risk and Improvement Committee Minutes – 30 January 2025

Moved: ..... Seconded: .....

Officer Recommendation CM 25/02/...

That Council:

1. Receive the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 30 January 2025.

.....  
For:  
Against:

### 10.3 Rylington Park Committee Minutes – 4 February 2025

Moved: ..... Seconded: .....

Officer Recommendation CM 25/02/...

That Council:

1. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 4 February 2025.

.....  
For:  
Against:

**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 ...pm.

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

\_\_\_\_\_  
Date