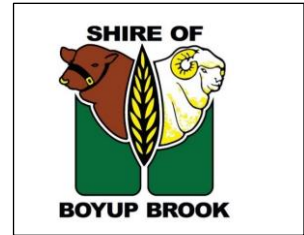


Date: 21 March 2025

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 March 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 is 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

Executive Officer

Executive Manager Corporate Services

Executive Manager Operational Services

Manager Financial Services

Manager Community Services

Leonard Long

Magdalena Le Grange

Carolyn Mallet

Jason Forsyth

Malcolm Armstrong

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

John Imrie, Boyup Brook District Pioneers' Museum Inc, will make a presentation as part of the funding acquittal process on visitor numbers, projects and opportunities achieved with the funding from 1 July 2024 up to presentation date.

Lynne Schreurs, St John Ambulance Boyup Brook Sub-Centre, will make a presentation as part of the funding acquittal process with de-identified statistics with the funding from 1 July 2024 up to presentation date.

Shirley Broadhurst, Boyup Brook Tourism Association Inc, will make a presentation as part of the funding acquittal process on visitor numbers, projects and opportunities with the funding from 1 July 2024 up to presentation date.

Colin Hales, Country Music Club of Boyup Brook WA Inc, will make a presentation as part of the funding acquittal process on the most recent festival and projected opportunities with the funding from 1 July 2024 up to presentation date.

Jodi Nield, Boyup Brook Community Resource Centre Inc, will make a presentation as part of the funding acquittal process on current library operations and opportunities with the funding from 1 July 2024 up to presentation date.

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

Annual Electors Meeting held on 27 February 2025

Sue White

1. The Shire once had a large, signed photo of Sir John Forrest (Lord Forrest). It was hung in the old Board Room but removed when the room was being renovated. Does anyone know what has happened to it?

Response:

The signed photo of Hon Sir John Forrest has been located. Council will decide where the photo is to be hung/displayed.

2. Built Environment: Why is the patch just past Harvey Dickson's (on the Boyup/Arthur Road) not yet repaired? It has been like that since before Show-day last November.

Response:

It is on the list to be repaired. There are many jobs listed with limited resources. Hoping to get it done this financial year. A temporary

repair has been done with a gravel patch, unfortunately the problem is bigger than just the road surface the culvert needs to be replaced as well.

3. Economic Development: I like to sincerely thank the Shire and Steve O'Connell on the Retting Tank door now displayed at the Flax Mill. I look forward to seeing the information plaque to be installed.

Response:

The draft was received from the signage company. The Shire should receive the signage in the next couple of weeks.

4. Governance: On page 22, please provide some explanation about the remuneration detailed in the payment to employees.

Response:

The Act requires the Shire to declare salaries of certain levels, which is the cash component paid to management and the doctors.

4.2 Public Question Time

5. Declarations of Interest

5.1 Financial and / or Proximity Interest

- CEO declared a Financial Interest in Item 13.1.1 Chief Executive Officer Performance Review for the Period Between April 2024 and March 2025 – as it forms part of his employment contract.

5.2 Disclosures of Impartiality Interest that may cause Conflict

- Executive Officer declared an impartiality interest in item 9.2.1 List of Accounts being the wife of business owner of Electro Grange Pty Ltd.

6. Previous Council Meeting Minutes / Out of Session Confirmation

6.1 Ordinary Council Meeting Minutes – 27 February 2025

Moved: Seconded:

Officer Recommendation CM 25/03/...

That the minutes of the Ordinary Council Meeting held on 27 February 2025 be confirmed as being a true and accurate record.

**.....
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

- Executive Officer declared an impartiality interest in item 9.2.1 List of Accounts being the wife of business owner of Electro Grange Pty Ltd.

9.2.1 List of Accounts Paid in February 2025	
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 February 2025

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- Receive the list of accounts paid in February 2025, totalling \$845,815.08 from Municipal account, and \$44,500.35 from Police Licensing account, as represented by:

Municipal EFT	EFT16905 – EFT17034	\$ 491,369.98
Cheques	20681 - 20685	\$ 37,843.30
Direct Payments		<u>\$ 316,601.80</u>
Municipal Total		\$ 845,815.08
Police Licensing		\$ 44,500.35
Grand Total		\$ 890,315.43

.....
For:
Against:

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in February 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 28 February 2025.

Report Detail

Attachment 9.2.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 28 February 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.

Risk Level	Comment
Moderate	The reporting of the monthly spending by a local government is required to be presented to Council in terms

	of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .
--	---

Consultation

Nil

Resource Implications**Financial**

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

Workforce

Nil

End

9.2.2 Monthly Statement of Financial Activity for the period ending 28 February 2025	
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 28 February 2025

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- 1. Receive the Monthly Financial Report for 28 February 2025, as presented (Attachment 9.2.2A).**

.....
For:
Against:

Summary

The Monthly Financial Report for 28 February 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 28 February 2025 shows a closing surplus of \$3,680,440.

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 February 2025	
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: Seconded:

Officer Recommendation CM 25/03/...

That Council:

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

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

Summary

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

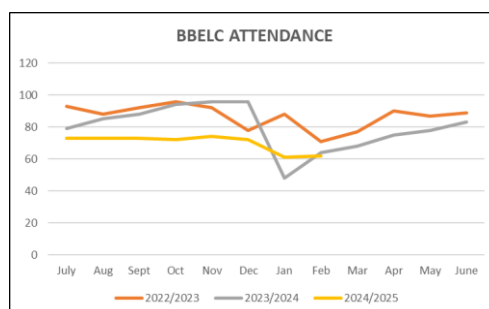
Background

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

	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.

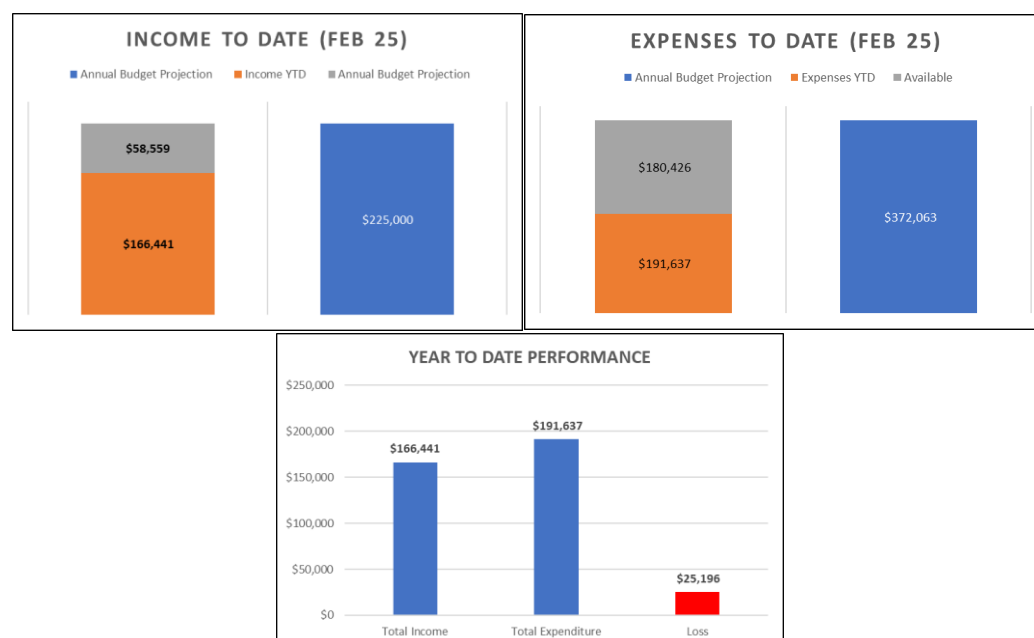
Risk Level	Comment
Moderate	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic implications.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.3.2 Boyup Brook Medical Services monthly activity report for February 2025	
File Ref:	A1270
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for February 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 (physio, osteo, podiatrist, dietician, psychologist OT and audiologist).

Report Detail

Nil

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

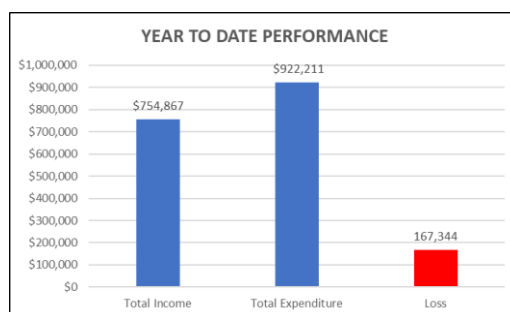
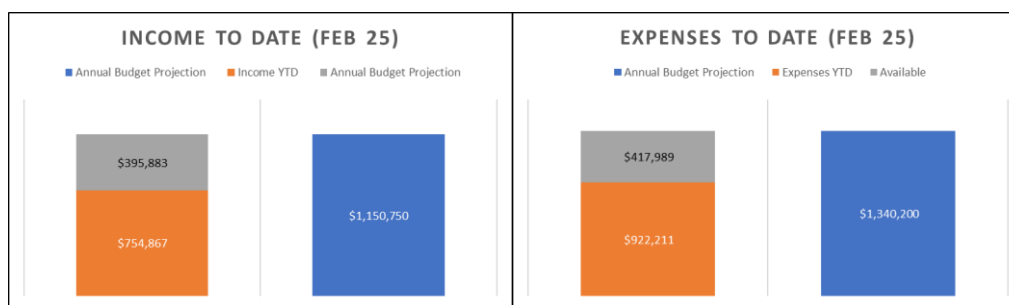
Risk Level	Comment
Moderate	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services, residents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

Consultation

Nil

Resource Implications

Financial



Workforce

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

The Practice Manager position is currently vacant.

End

9.3.3 Rylington Park monthly activity report for February 2025	
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: **Seconded:**

Officer Recommendation CM 25/03/...

That Council:

- 1. Receive the monthly activity report for the Rylington Park Farm for February 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 and pulling weeds melons.

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 near house.
- Cleaned all water troughs trough blocks.
- Cleaned up the shearing shed for GRDC day.
- Serviced rake to rake fire breaks.

Crop Management

- Stubble crunched canola stubble hire unit from BB Ag supplies.

Livestock Sales

- None.

Feed on Hand

- Barley 155 tonnes.
- Lupins 50 tonnes.
- Barley straw 264 Bales.
- Hay 250 bales.

Feeding program

- Barley trail feeding ewes 220 grams per week.
- All lambs on lick feeders of barley/lupin mix 250 grams per week.

Livestock Handling and Management

- Lick blocks to all sheep.
 - Moved mobs as required to maximize paddock feed.
 - Rams out 20.2.25.
 - 840 mated to XB Red and yellow tags.
 - 1190 mated to Merinos Green Purple Blue.
 - Booked Darren Chapman for Preg Scan. Will do an official count on the day.
-

Livestock Inventory

- White Suffolk Rams: 14 4 deaths 2 with feet and back injuries.
- Merino rams: 29 2 deaths
- Merino Ewes: 2030 Deaths 3.
- XB lambs 27.
- Merino ewe lambs 439 Deaths 3.
- Merino Wether lambs 459 Deaths 3.
- **TOTAL:** 2998.

Wool Sales

- None 66 bales in store.


Shearing Schools, events & trials

- GRDC day.

OHS

- Working through the check sheet for the farm.
- No incidents.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

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

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

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

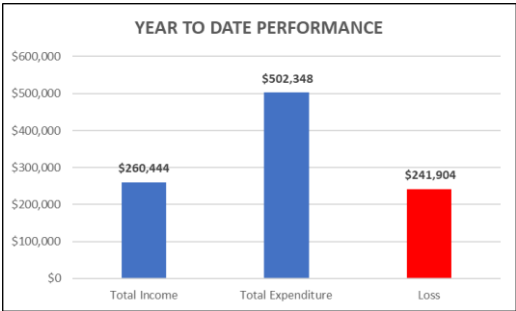
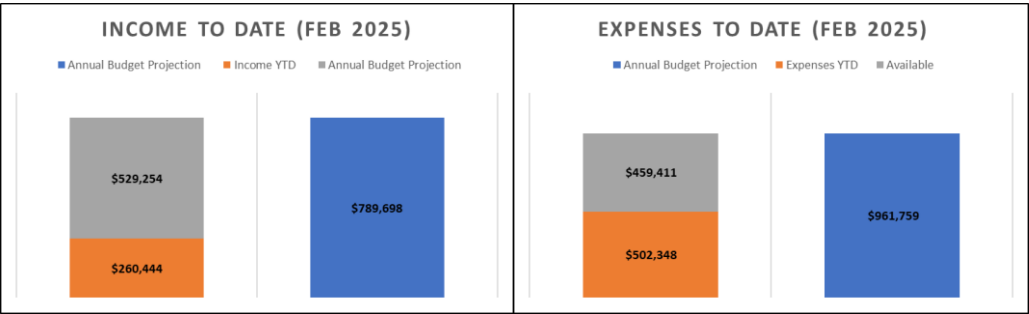
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact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

Consultation

Nil

Resource Implications

Financial



Workforce
Nil

End

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

Moved: Seconded:

Officer Recommendation 25/03/...

That Council:

- 1. Receive the monthly report for the Boyup Brook Caravan Park for February 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

	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.

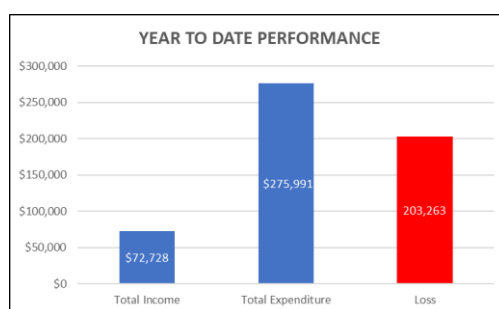
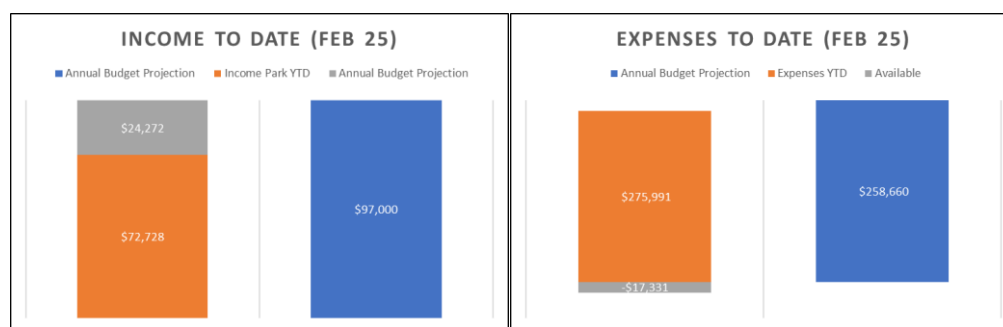
Risk Level	Comment
Moderate	The primary risk for the Shire is over-reliance on tourism, if visitor numbers decline, local businesses may experience reduced income, impacting the overall economy.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.3.5 Boyup Brook Swimming Pool monthly report for February 2025	
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: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- 1. Receive the monthly report for the Boyup Brook Swimming Pool for February 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

February commenced with Boyup Brook District High School hosting their annual Welcome BBQ at the swimming pool. This event had 180 attendees who enjoyed the inflatables and ice-creams. The afternoon was a hot 38-degrees.

The Country Music Muster was held Friday 14 February to Sunday 16 February 2025. Saturday 15 February saw 272 patrons in a six-hour period visit the swimming pool. The diving boards were the main attraction for both young and old. It was an incredibly busy afternoon.

Private Seahorse Swimming Lessons commenced in February with an eight-day series for homeschooling and afterschool. Both swim programs proved successful with sixteen homeschooling students and twenty-three after school students. Infant Swimming Familiarisation Classes have attracted twenty-one children aged six months to four years old.

Boyup Brook District High School is using the swimming pool for school sports and have seven PE class including Bronze Medallion for their Outdoor Education Program.

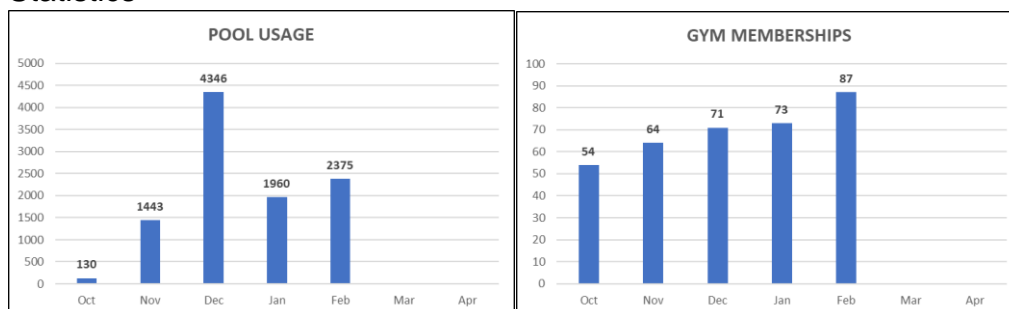
St Marys Catholic Primary School held their annual In-House Swimming Carnival.

The Pool Manager is continuing to work with Maintenance Officer to identify water saving solutions at the swimming pool.

Gym

The Boyup Brook Community Gym had fourteen memberships in February 2025. The gym is seeing regular usage throughout the day with peak times at 8:30am and 5:00pm.

Statistics



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.

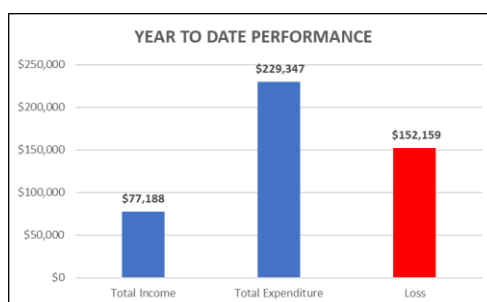
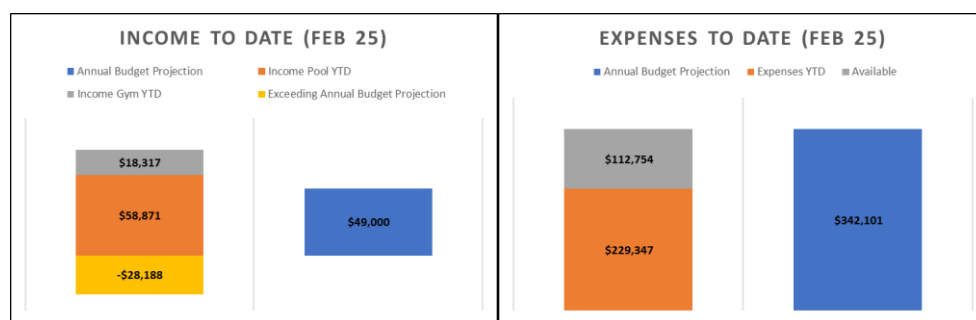
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.3.6 Attendance at the Annual Sandakan Memorial Service in Sabah, Malaysia in 2025	
File Ref:	CR/26/006
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Magdalena Le Grange, Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	9.3.6A Memorandum of Understanding

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- 1. Delegates the Shire President (and partner) to attend the Sandakan Day Memorial Service to be held on 12 August 2025 in Sandakan, Malaysia.**
- 2. Requests the Shire President to submit a detailed report to the Council.**
- 3. Requests the Chief Executive Officer to extend an invitation to the Sandakan Municipal Council to send a representative to attend the Sandakan Memorial held in Boyup Brook on 9 September 2025.**

.....
For:
Against:

Summary

Council is invited to nominate the Shire President to, together with their partner, attend the Sandakan Memorial Day Service in Sandakan, Malaysia, in 2025.

Background

The Sandakan Death March was a tragic episode during World War II that involved the forced march of Australian and British prisoners of war in Borneo, Malaysia, by the Japanese Imperial Army during the early part of 1945.

Following the fall of Singapore in 1942, the Japanese captured around 2,700 Allied soldiers and transferred them to Sandakan Prisoners of War (POW) camp.

In January 1945, as the war approached its end, the Japanese decided to move the remaining prisoners on a series of gruelling marches to Ranau, approximately 260 kilometres away.

The marches were marked by extreme brutality, six Australians survived.

This brutal chapter in history serves as a poignant reminder of the sacrifices made by the Australia Diggers, highlighting their bravery and resilience in the face of overwhelming adversity.

The Diggers were well-regarded for their fighting spirit, resourcefulness, and camaraderie. Throughout the war Australian soldiers fought alongside their British and American allies, often facing challenging conditions in unfamiliar territories.

ANZAC Day serves as a touching reminder of the tremendous contributions made by the Diggers and honours all Australian servicemen and women who have served in conflicts around the world.

Through the remembrance of such events, Australians continue to recognize the profound impact of war on individuals, families, and society, fostering a commitment to peace and unity for future generations.


Report Detail

The 29th of January marked the 80th anniversary of the First Sandakan Death March to Ranau.

A Memorandum of Friendship, established between the Shire of Boyup Brook and Sandakan Municipal Council in October 2007, seeks to bolster council management, promote commerce, trade, and tourism, and facilitate cultural exchanges and information sharing on World War II history, arts, and relics, as well as encourage youth and sports interactions.

The Sandakan Day Memorial service is held annually in Sandakan Malaysia. Council has made a practice of sending a Council Representative to Sandakan annually and has a policy to support this. It also invites the Sandakan Municipal Council President, and other dignitaries, to the annual service held on 9 September in Boyup Brook.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other strategic links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Nil

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

Strengthening the Memorandum of Friendship between the Sandakan Municipal Council and the Shire of Boyup Brook enhances opportunities for mutual growth and cooperation, fostering cultural exchanges, economic collaboration, and shared governance initiatives that benefit both communities.

Policy Implications

Policy C12 – Sandakan Municipality Friendship.

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	Not delegating anyone from the Shire to attend the ceremony would not impact the council but could impact the relationship with Sandakan Municipal Council.

Consultation

Nil

Resource Implications

Financial

The cost of the attendance of the ceremony will be incorporated into the 2025/2026 Annual Budget.

Workforce

Nil

End

9.3.7 Policy Manual Review for 2025	
File Ref:	CM/43/001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	9.3.7A – Policy Manual

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- 1. Adopts the Shire of Boyup Brook Policy Manual (as amended) as per Attachment 9.3.7A.**

.....
For:
Against:

Summary

It is good practice to review policies on an annual basis. The proposed review is considered a major review of the existing policy manual.

Background

The index used for the policy manual has been amended to conform with the organisational departments / section of responsibility as well as ensuring compliance with the approved Record Keeping Plan.

The objectives of Council's policies are:

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

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

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

Report Detail

The table below shows the new policies being proposed, some of which are legislatively required.

New policies

Policy C22 – Discrimination, Harassment and Workplace Bullying	
Policy Intent	<p>The Shire of Boyup Brook (Shire) is committed to providing a safe, flexible, inclusive, and respectful working environment for workers free from all forms of discrimination, bullying, sexual harassment and victimisation.</p> <p>All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.</p> <p>By effectively implementing this policy the Local Government will attract and retain talented workers, create a positive environment for workers and ensure that the Local Government complies with its responsibilities under relevant legislation.</p>
Policy C23 – Employee grievance & dispute resolution policy & procedure	
Policy Intent	<p>The Shire of Boyup Brook (Local Government) is committed to a fair and effective process for the resolution of grievances and disputes. Our process aims to resolve grievance through discussion, consultation, cooperation and mediation.</p> <p>All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.</p> <p>By effectively implementing this policy the Local Government will attract and retain talented workers, create a positive environment for workers and ensure that the Local Government complies with its responsibilities under relevant legislation.</p>
Policy C24 – Employee disciplinary policy and procedure	

Policy Intent	<p>The Shire of Boyup Brook (Local Government) is committed to a fair and effective process for the procedure for disciplinary action. Disciplinary action, except in cases of serious misconduct, fraud and corruption, is an incremental process and can be terminated at any stage.</p> <p>All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.</p> <p>By effectively implementing this policy the Local Government will ensure that the Local Government complies with its responsibilities under relevant legislation.</p>
---------------	---

Updated and amended policies

The updates and amendments to existing policies have been done in various forms albeit format changes or complete updates to bring the policy in line with operational requirements. The table below outlines the material changes to the listed policies

Policy M2 Elected Members & CEO Public Statements	
2.4a & 2.4c	Corrected legal references.
2.1	Clarifies that the Shire President speaks on behalf of Council unless delegated under the Act.
2.3b	Strengthened requirement for Councillors to provide a disclaimer when speaking publicly.
2.3d	Added section clarifying social media communication rules for Councillors.
2.4d	Ensured that the CEO delegations to officers must be in writing.
2.6b	Set a 48-hour timeframe for media release approvals.
2.7a	Introduced a compliance clause specifying consequences for breaches.
Policy M3 Communications	
1	Added reference to the <i>Local Government Act 1995 (WA)</i> – Policy Intent.
2.1a	Clarified that requests must go through the CEO.
2.1b	Defined acceptable informal communication.
2.3a & 2.3b	Introduced confidentiality obligations.
2.4	Strengthened dispute resolution processes.
2.5	Added social media and electronic communication policy.
Policy M4 – Elected Members Continuing Professional Development	
2.2	Clarified travel expenses approval.
2.3	Improved accompanying persons policy.
2.4	Established reporting obligations.
Policy M5 – Elected Members Recognition of Continuous Service	

1	Added explicit legislative references from the <i>Local Government Act 1995</i> (WA) and <i>Local Government (Administration) Regulations 1996</i> (WA).
2.1	Changed milestones to 10, 20, and 25+ years, aligning with WALGA's Long Service Awards.
2.2	Ensures compliance with Local Government Regulations 1996.
2.2	Retained the existing approval structure, but clarified the process for transparency.
2.3	Explicitly defined "Implicit" and "Express" entitlements and referenced Section 5.57 of the <i>Local Government Act 1995</i> .
2.4	Added a requirement for a public gift register, ensuring compliance with Sections 5.87A & 5.87B of the <i>Local Government Act 1995</i> .
Policy M6 – Attendance at events and functions	
Various	References to Section 5.83 (which was deleted) were replaced with Sections 5.87A and 5.87B.
Policy M7 – Elected Members information communication and technology	
Various	Legislative references improved.
3.1	Added a provision for additional reimbursement if an Elected Member incurs costs exceeding the allowance due to extraordinary circumstances.
3.2(a)	Allowed departing Elected Members to apply to purchase their device at depreciated cost.
3.2(b)	Mandated security measures including remote wipe capability, multi-factor authentication (MFA), and breach reporting.
3.2(d)	Expanded to include Freedom of Information (FOI) requests, Crime and Corruption Commission (CCC) inquiries, and potential disciplinary actions.
Policy M8 – Elected Members fees, allowances and reimbursement of expenses	
1	Added explicit references to <i>Local Government Act 1995</i> , <i>Local Government (Administration) Regulations 1996</i> , and Salaries and Allowances Tribunal (SAT) for clarity.
2.1	Added provision for prorated payments if an Elected Member joins or leaves mid-term.
2.4	Stated that the allowance is in accordance with Regulation 31 of the <i>Local Government (Administration) Regulations 1996</i> .
2.4	Added a provision allowing reimbursement beyond the set allowance for eligible travel expenses.
2.5	New section added to specify that all payments must be approved by the CEO or delegate and processed electronically.
2.1	New payment dates - Elected Members shall be paid an annual attendance fee in two equal payments made in

	the financial year: April (covering October - March) and October (covering April – September).
Policy M9 – Electronic attendance at meetings by Elected Members / Committee Members	
2.1(f)	Updated legislative reference to Regulation 14C(2), (3) and 14CA(5) of LG Act.
2.1(a)	Added flexibility for emergency or unforeseen circumstances for electronic attendance.
4(a)	Allowed alternative platforms in case of technical issues.
4(c)	Made it mandatory for elected members to join five minutes prior to meeting.
4(d)	Defined ‘trusted personal device’.
6(d)	Clarified elected members seeking exemption due to disability may need to provide.
Policy G1 – Execution of documents	
1	Expanded to include both the use of the Common Seal and general document execution procedures.
2	Introduced definitions for key terms such as "Execution of a document," "Authentication," and different document categories.
3	Added explicit process for handling conflicts with external legislative requirements, including seeking legal or governance advice.
4	Expanded the list to include employment contracts, operational Memorandums of Understanding (MOUs), and minor licences.
Policy G3 – Honorary Freeman of the Shire of Boyup Brook	
2(i)	"Clarified 'distinguished service' and explicitly stated that a nominee must have served as an Elected Member for 20 years to be considered under that category."
2(ii)	Added 'Demonstrated impact', 'Recognised achievements', and measurable benefits to the community as criteria for nomination.
3	Introduced quorum requirement for Elected Member responses and specified that nominations must proceed only if a quorum of responses is received.
4	Specified that no record of the nominee's name will be included in public Council minutes and referenced the <i>Freedom of Information Act 1992 (WA)</i> .
5	Clarified that if a nominee declines the award, the matter will be closed with no further action.
6	Specified that the event format will be determined by the CEO, Shire President, and Deputy Shire President.
7	Added a requirement that the recipient must maintain respectful behaviour when representing the title.
8	Outlined specific reasons for revocation, including criminal offences and misconduct, and detailed the complaint process.


Policy G4 – Complaints	
1	Expanded to highlight fairness, transparency, and accountability.
2	Clarified definition and separated what is and is not a complaint.
3	Specific timeframes added for acknowledgment and resolution.
4.1	Risk-based approach to consider all anonymous complaints on merit.
4.2	Defined criteria for vexatious complaints and included review rights.
4.3	Updated references to Corruption and Crime Commission and relevant laws.
4.4	Allows complainants to escalate if a complaint is deemed repetitive.
5	Structured steps added: First contact, escalation, CEO review, external options.
5.3	Clarified process under <i>Local Government Act 1995</i> .
5.4	Introduced ADR as an option before external.
Policy G5 – Public Interest Disclosure	
1	Expanded to clarify the purpose of the policy and reinforce the Shire's commitment to integrity.
2	Clearly outlines the Shire's commitment to public interest disclosures, including confidentiality, protection, and fair investigations.
3	Added definitions for "Public Interest Disclosure," "Improper Conduct," "Detrimental Action," and "Victimisation."
4	Clearly defines who can make a disclosure, how disclosures can be made (e.g., in writing, in person, anonymously), and alternative reporting routes if the PID Officer is the subject of the complaint.
4.3	Confirmed this designation but added an alternative reporting mechanism if the PID Officer is implicated.
5	Outlined step-by-step assessment and investigation procedures, including informing the discloser of progress.
6	Clearly defines measures to prevent victimisation, protect confidentiality, and respond to reprisals.
Policy G6 – Risk Management	
1	Now explicitly references <i>Local Government Act 1995</i> (WA), <i>Work Health and Safety Act 2020</i> (WA), <i>Work Health and Safety Regulations 2022</i> (WA), and <i>Local Government (Financial Management) Regulations 1996</i> (WA).
2	Now includes legal responsibility references under <i>Work Health and Safety Act 2020</i> (WA).
2.1	Updated to align with AS ISO 31000:2018 Risk Management – Guidelines.

2.1	Now explicitly aligns with <i>Work Health and Safety Act 2020</i> (WA).
2.2	Responsibilities section updated to include legal obligations under WA legislation
2.3	Clarifies alignment with <i>Local Government (Financial Management) Regulations 1996</i> (WA).
Policy G7 – Legal representation – cost indemnification	
2	<i>Legal Practice Act 2003</i> : This Act has been repealed and replaced by the <i>Legal Profession Act 2008</i> .
Policy G8 – Temporary employment or appointment of acting Chief Executive Officer	
Various	Update position description of Executive Manager Corporate Services.
4.1.2b	Amended minimum time from 7 days to 5 days to align with rest of the policy.
4.1.6a	Amended (if the role is be undertaken for thirty working days or more) to reflect 5 days to align with the policy.
Policy C3 – Records management	
Various	Updated related legislation reference.
Policy C4 – Information services	
Various	Updated position description of Executive Manager Corporate Services.
Policy C6 – Work Health and Safety	
Various	Corrected reference to legislation.
Policy C7 – Equal employment opportunity	
Various	<i>Equal Opportunity for Women in the Workplace Act 1999</i> (Cth): This Act was replaced by the <i>Workplace Gender Equality Act 2012</i> (Cth).
	<i>Disability Discrimination Act 1975</i> (Cth): correct reference should be the <i>Disability Discrimination Act 1992</i> .
	<i>Human Rights and Equal Opportunity Commission Act 1986</i> : This Act was renamed the <i>Australian Human Rights Commission Act 1986</i> .
Policy C8 – Payments to employees in addition to a contract or award – staff farewell and presentation	
8	Explicitly mentioned that "the total gratuity payment made to an employee shall not exceed \$5,000" to avoid ambiguity.
4	An employee is not eligible to receive a gratuity payment under this policy if they have been dismissed due to misconduct, serious breach of contract, or disciplinary action.
5	Added a new explanation: A Statement of Service will include details of the employee's tenure, roles held, and key contributions to the Shire. It will be signed by the CEO or an authorised officer.

6	Converted eligibility into a table for easier readability.
7	An employee who receives a gratuity payment is responsible for any personal taxation obligations. The Shire will process payments in accordance with ATO guidelines, including PAYG deductions where applicable.
Policy C11 – Assets management	
1	AS/NZS/ISO 55000:2014: This standard was published in 2014. However, it has been withdrawn and replaced by ISO 55000:2024.
Policy C13 – Consumption of liquor on Council property by outside bodies	
1	To regulate the consumption and sale of liquor on Council-controlled properties by external groups and organisations, ensuring compliance with relevant legislation, responsible alcohol management, and public safety.
2	Separates key requirements into distinct sections: 2.1 Application for Consumption of Alcohol. 2.2 Sale or Supply of Alcohol. 2.3 Compliance and Enforcement.
2.1	Applications must include: Event date, time, and location. Estimated number of attendees. Purpose of the function.
2.1	Added a minimum timeframe for applications (e.g., 14 days before the event) to allow proper review.
Policy C16 – Drugs and Alcohol	
Various	Updated Australian Standard to AS/NZS 4308:2023.
16	Added Resources for Assistance with Drugs and Alcohol Issues.
8(e)	Added Consumption of Alcohol at Work Sponsored Functions. Requirement within the procedure that all events where alcohol is approved to be consumed, especially group bonding style events such as at the completion of a project, be approved via email and noted on a register.
Policy C20 – Fitness for work	
2	Conducting random and as required drug and alcohol testing to improve fitness for work.
3	Over the Counter Medication includes any drugs and / or medicines available through a pharmacy or other establishment without the need for a prescription, including complementary medicine products such as herbals,” or similar.
Policy F2 – Investment of funds	
2.4	Correctly reference <i>State Records Act 2000</i> .
Policy F4 – Corporate credit card	
2	Update CEO CC limit as per bank approval.

Policy PD9 – Container deposit scheme infrastructure	
Various	Revised: <i>Heritage Act 2018</i> (Reflects the current legislation that replaced the 1990 Act on 1 July 2019).
	Revised: Updated all references to the <i>Heritage Act 2018</i> , including in: Clause 6(a)(i) to (v), updating all provisions related to heritage-listed sites.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other strategic links

Nil

Statutory Environment

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

Sustainability and Risk Consideration

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

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

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

Nil

Policy Implications

All policies have been included in this review.

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

Consultation

- WALGA
- Internal staff.

Resource Implications

Financial

Nil

Workforce

Nil

End

9.3.8 Lack of biosecurity management by government agencies in Boyup Brook	
File Ref:	EN/31/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

- 1. Request the Chief Executive Officer to write to the relevant Ministers, seeking commitment / action from State Government to address the lack of biosecurity management on land owned / managed by government agencies.**

.....
For:
Against:

Summary

This report outlines concerns regarding the lack of biosecurity management and maintenance on land owned and/or managed by government agencies, with examples such as FPC tree farms in Boyup Brook, in relation to the control of invasive weed species.



(Wilga Location)

Background

In Boyup Brook, land managed by government agencies—including, as an example, pine plantations operated by the FPC—has been identified as being vulnerable to the spread of invasive species due to insufficient control measures. Cotton bush (*Gomphocarpus fruticosus*), a declared pest under the *Biosecurity and Agriculture Management Act 2007*, serves as one example. This highly invasive weed spreads rapidly in disturbed environments, such as monoculture plantations, and can encroach upon neighbouring farmlands if not actively managed.

Invasive species present several risks, including:

- Reduced agricultural productivity – Compete with pasture and crops, diminishing fodder availability for livestock.
- Increased land management costs – Local farmers are burdened with additional weed control expenses.
- Loss of native biodiversity – Outcompete native flora, leading to environmental degradation.

Government agencies responsible for managing public land, such as the Forest Products Commission (FPC), play a major role in Western Australia's commercial forestry and land use strategies. For example, the FPC has been allocated \$350 million of taxpayers' money to acquire farmland and convert it into pine plantations. While such initiatives aim to support long-term timber supply and industry sustainability, concerns have been raised regarding their environmental impact, particularly in relation to biodiversity loss and the spread of invasive species.



(Wilga Location)

Report Detail

Many parcels of land owned and/or managed by government agencies are located adjacent to or near state forests, increasing the risk of invasive species spreading into protected natural areas. Invasive weeds, such as cotton bush, if not properly controlled, pose a significant threat to these areas by outcompeting native vegetation, altering ecosystems, and increasing management costs for both the Department of Biodiversity, Conservation and Attractions (DBCA) and private landowners. If left unmanaged, invasive species can rapidly colonise cleared or disturbed areas within state forests, reducing biodiversity and increasing fire risks.

Furthermore, the spread of invasive species from these government-managed areas into state forests places an additional burden on local conservation efforts, as native flora and fauna struggle to compete with these aggressive plants. Effective weed management on government-managed land is crucial to prevent the spread of invasive species into environmentally sensitive areas and protect Western Australia's natural ecosystems.


The spread of invasive weeds, such as cotton bush, from government-managed lands in Boyup Brook has raised concerns among local farmers and landowners. Observations indicate that some of these areas are not adequately maintained to prevent the establishment and spread of invasive species.

The key issue identified include:

- Lack of regular weed control measures in and around plantations.



Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Natural Environment
	Objective	Manage natural resources sustainably.
	Outcome	Manage and conserve the natural environment, lands and water.

Other strategic links

Nil

Statutory Environment

- *Biosecurity and Agriculture Management Act 2007 (BAM Act).*
- *Environmental Protection Act 1996.*
- *Conservation and Land Management Act 1984.*

Sustainability and Risk Consideration

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

The lack of weed control, particularly the spread of cotton bush, has several economic impacts on the Shire of Boyup Brook and the wider region:

1. Reduced Agricultural Productivity, Cotton bush invades pastureland, reducing the amount of available grazing for livestock. Lower fodder availability means farmers may need to purchase supplementary feed, increasing costs. Infected croplands suffer from reduced yields, affecting farm revenue and profitability.
2. Increased Farm Management Costs. Farmers are forced to invest in additional weed control efforts, including herbicides, mechanical removal, and labour-intensive management. If cotton bush spreads unchecked, ongoing management costs escalate, placing financial strain on agricultural businesses.

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

The spread of invasive weeds like cotton bush can have significant social impacts on rural communities. The loss of productive farmland due to weed infestations can lead to financial stress for farmers, impacting their livelihoods and reducing generational farming continuity.

As farm operations become less viable, population decline may occur as families move away in search of better opportunities, leading to reduced school enrolments and fewer community services. Social cohesion may

weaken as the local economy struggles, affecting small businesses and volunteer organisations that rely on a stable population.

Additionally, weeds encroaching on public and recreational lands can reduce amenity value, making rural areas less attractive for residents and visitors.

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 risk to the Shire from invasive weed infestations is significant. In addition to threatening agricultural productivity, uncontrolled spread into state forests and conservation areas could impose regulatory and financial burdens on the local government.

Consultation

Nil

Resource Implications

Financial

The potential financial implications to the Shire from uncontrolled weed infestations include increased weed management costs, as the Shire may need to allocate additional resources for roadside spraying and control measures, impacting rates revenue and funding for community services.

The diversion of funding from essential local infrastructure and services, would affect the broader community.

Workforce

Nil

End

9.4 Planning

9.4.1 Scheme Amendment No 24 - Lots 51, 1007 & 1118 Boyup Brook-Arthur Road	
File Ref:	A15214
Previous Items:	Item 10.4.3 OCM 16 February 2023 (23/02/018) Item 9.4.1 OCM 25 July 2024 (24/07/148)
Applicant:	Edge Planning and Property
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.4.1A Advertised Amendment Document 9.4.1B Schedule of Submissions and Recommended Modifications 9.4.1C Submissions

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council Resolves to:

1. That pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Regulation 50(2) and 50(3)(b), Council support the proposed amendment, with the following modification to address issues raised in the submissions from the Main Roads WA:

- a) At clause 5 (ix), include the following reference after the word “estate”:

“including requirements for the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur and Bridgetown – Boyup Brook Road.”

Note: The MRWA commented that the proposal is likely to generate significant increased traffic demands through the town and particularly at the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur Road and Bridgetown – Boyup Brook Road. As such MRWA recommended that the intersection be specifically identified for upgrading.

2. That pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Regulation 51 Council agree not to advertise the proposed modification to the amendment.
3. That pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Regulation 53(1) Council agree to

provide the advertised proposed standard amendment to the Commission together with the schedule of submissions made on the proposed amendment, which includes response of the local government in respect of the submissions and particulars of any modifications.

.....
For:
Against:

Summary

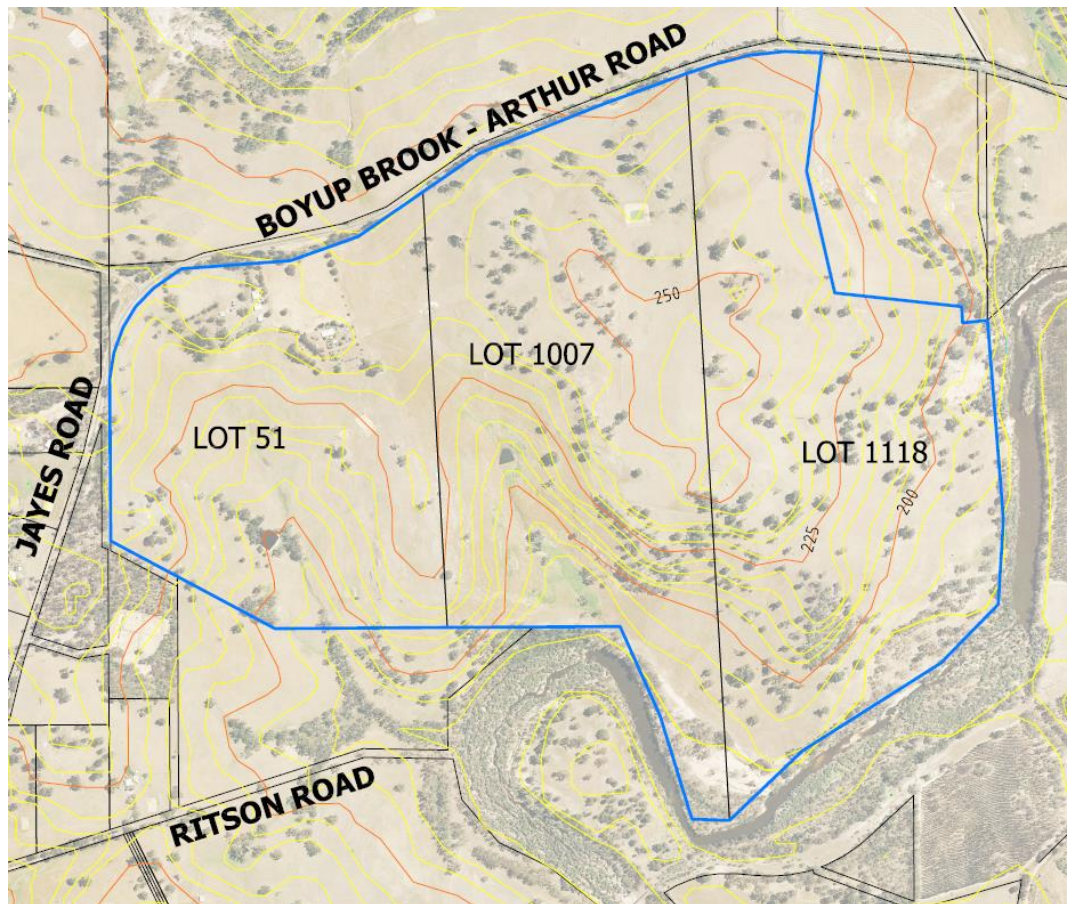
The purpose of this report is to put before Council the request to consider submissions received on a proposed amendment to the Shire's *Local Planning Scheme No.2* and to support the proposed scheme amendment with a proposed modification.

The amendment is proposing to rezone Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, from the 'Rural' zone to the 'Special Use (SU2)' zone.

The 'Special Use' zone seeks to allow for 'Residential' (2000m² lots) and 'Rural Residential' (1ha lots) land uses.

Council discretion is required in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, which requires a local planning scheme amendment, to be adopted by a resolution of Council.

The following map illustrates the Lots, subject to the scheme amendment proposal.



Background

The scheme amendment is proposing that the scheme's zone classification is changed from the 'Rural' zone, to the 'Special Use' zone, to allow for residential and rural residential land uses to occur.

The 'Special Use' zone classification allows for subdivision and development, subject to a structure plan being developed and approved and development being connecting to services (reticulated water).

The proposed scheme amendment was advertised to government agencies and the public. There were no objections to the proposed scheme amendment.

Report Detail

The scheme amendment is proposing that the future use of the land is for residential (Min 2000m²) and rural residential (Min 1ha) and is controlled by existing and additional scheme provisions plus provisions of a future endorsed Local Structure Plan.

The Main Roads WA commented that the proposal is likely to generate significant increased traffic demands through the town and particularly at the main intersection of Donnybrook - Kojonup Road, Boyup Brook –

Arthur Road and Bridgetown – Boyup Brook Road. MRWA anticipates the need for upgrading of the main intersection to accommodate increased traffic demands generated by proposed subdivision. In view of the likely significant increased traffic demands MRWA recommended that the need for intersection treatments be specifically identified for consideration in the scheme, as follows:

It is recommended that proposed clause 5 (ix) be modified to include the following reference after the word “estate”:


“including requirements for the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur Road and Bridgetown – Boyup Brook Road.”

Public and agency submissions received, indicated support for the future use of the land for residential and/or rural living. The following were some of the public reasons for support:

- The subject site is conveniently located adjacent to the townsite and recreational amenities (Blackwood River)
- The rezoning & development of the site will assist Boyup Brook to grow and support existing and new services, facilities and businesses
- The rezoning will promote a range of residential and rural living lots and housing in an ideal location adjacent to the townsite
- The Environmental Protection Authority concluded the proposed that the use of the site for housing development is environmentally acceptable
- The rezoning complies with the Shire’s strategy
- Reporting on the scheme amendment has proven that the site is capable of housing development
- Future development will assist the viability and sustainability of local services, facilities and businesses
- Future development will provide community benefits including ceding land adjoining the Blackwood River.

In considering the agency and public support for the rezoning of the site for future housing development, it is recommended that the Council agree to support the proposed amendment and agree to include the proposed MRWA modification.

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

Scheme amendments undergo a statutory process in accordance with the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

Section 75 of the *Planning and Development Act 2005* permits a local government to amend its local planning scheme, with the approval of the Minister for Planning.

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	The proposal to support land for rural residential and residential requires assessment by the Western Australian Planning Commission for compliance with State Policy.

Consultation

The proposed scheme amendment was advertised for a min 42-day period as per the *Planning and Development (Local Planning Schemes) Regulations 2015*. Advertising involved a public notice in the newspaper, a letter to neighbouring landholders, a letter/email to agencies, and a notice on the Shire's website.

Advertising of the scheme amendment closed on 11 February 2025. Eight submissions were received from government agencies and eight submissions were received from members of the public.

Resource Implications

Financial

Nil

Workforce

Nil

End

10. Minutes of Committees

10.1 Local Emergency Management Advisory Committee Minutes – 5 February 2025

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

1. Receive the unconfirmed minutes of the Local Emergency Management Advisory Committee Meeting held on 5 February 2025.

.....
For:
Against:

10.2 Rylington Park Committee Minutes – 11 March 2025

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

1. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 11 March 2025.

.....
For:
Against:

10.3 South West District Emergency Management Committee Minutes – 15 October 2024

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

1. Note the unconfirmed minutes of the South West District Emergency Management Committee Meeting held on 15 October 2024.

.....
For:
Against:

11. **Motions of which previous notice has been given**
 Nil

12. **Late Items / Urgent Business Matters**

12.1 Statutory Budget Review as of December 2024	
File Ref:	FM/1/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett – Executive Manager Corporate Services Darren Long – Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	12.1A Budget Review Workpapers

Moved: Seconded:

Officer Recommendation CM 25/03/...

That Council:

1. Adopt the 2024/2025 Annual Budget Review, as presented in Attachment 12.1A, and note that the estimated closing funds are based on current revenue and expenditure trends; and
2. Approve the following budget amendments as authorised expenditure:

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
092020	Proceeds Sale of Land Asset – Increase in proceeds on sale of land for lot 13129. Not anticipated in original budget, full amount transferred to Reserve.	(\$0)	(\$300,000)	(\$300,000)	
123001	Proceeds on Sale of Plant Assets – Decrease in sale proceeds on Grader.	(\$282,000)	(\$165,455)		\$116,545
092600	Written Down Value – Disposal of Assets	\$282,000	\$465,455		\$183,455
032001	General Purpose Grants – Decrease in grant allocation due to overpayment in 23/24	(\$176,701)	(\$101,928)		\$74,773
032002	Local Road Grants – Increase in grant from Commonwealth Government	(\$46,455)	(\$79,940)	(\$33,485)	
032003	Interest on Municipal Investments – Increase in interest earned on surplus Municipal Funds from higher interest rates	(\$100,000)	(\$270,000)	(\$170,000)	
032004	Interest on Reserve Accounts - Increase in interest earned on Reserve Accounts from higher interest rates	(\$75,000)	(\$130,000)	(\$55,000)	
041108	Member Council Chamber Expenses – Decrease in audio recording expense – now capitalised. See GL: 041401	\$45,440	\$13,995	(\$31,445)	
051112	Fire Prevention and Support – Increase in wages allocations.	\$29,558	\$60,770		\$31,212

	051106	ESL – Fire Vehicle Maintenance – Increase in contractor expense for vehicle maintenance	\$18,600	\$30,593		\$11,993
	051117	BRFC – Bushfire Risk Planning – Increase in wages allocation	\$22,890	\$59,520		\$36,630
	050600	ESL & DFES Non-Operating Grants – Increase in grant funding for fire emergency water tanks. Offset by capital expenditure in GL 051900	\$0	(\$45,910)	(\$45,910)	
	051004	ESL – Operating Grant Income – Decrease in ESL grant due to underspend in 22/23	(\$233,077)	(\$220,261)		\$12,816
	053103	Emergency Management Coordination Expenses – Decrease in salaries allocation.	\$83,381	\$4,150	(\$79,231)	
	074103	Medical Services Employee Costs – Increase in salaries expenses	\$891,943	\$1,075,386		\$183,443
	074107	Medical Subscriptions – Increase in MIPS subscription	\$9,031	\$21,121		\$12,090
	074112	Medical Locum Doctor – No locum required with new Medical Registrar.	\$48,600	\$2,000	(\$46,600)	
	074001	Doctor Surgery Fee Turnover – Decrease in medical fees	(\$1,150,000)	(\$1,100,000)		\$50,000
	081103	Early Learning Centre – Employee Costs – Decrease in wages, superannuation and insurance expenses	\$289,911	\$238,067	(\$51,844)	
	081006	Early Learning Centre Operating Grants – New grant funding	\$0	(\$25,000)	(\$25,000)	

	092109	Community Housing Maintenance – Increase in materials and contractor expenses for maintenance.	\$143,340	\$161,306		\$17,966
	092115	Other Housing – Operating and Maintenance Expense – New account to cater for operating and maintenance costs on leased houses	\$0	\$30,000		\$30,000
	101106	Transfer Station Employee Costs – Decrease in overheads allocations	\$46,675	\$26,645	(\$20,030)	
	106101/ BO240	Cemetery Operation – Increase in contractor expense for grave digging	\$30,998	\$42,299		\$11,301
	106005	Other Community Amenities – Non-Operating Grant – Reallocation of LRCI grant to correct program	\$0	(\$287,292)	(\$287,292)	
	111100	Boyup Brook Hall Operation – Increase in wages, overheads and plant cost allocations. Increase in materials expense and insurance expense.	\$43,272	\$55,206		\$11,934
	113100	Recreation Complex – Decrease in wages, overheads and plant cost allocations	\$102,052	\$91,318	(\$10,734)	
	113110/ G206	Townsite Gardens – Decrease in wages, overheads and plant allocations.	\$101,235	\$77,900	(\$23,335)	
	113112	Reserves and Parks Operations – Decrease in wages, overheads and plant allocations.	\$65,042	\$39,650	(\$25,392)	
	113125	Support for Others Expenses – Decrease in overheads allocations	\$131,369	\$70,531	(\$60,838)	

113190	Depreciation – Other Recreation – Increase in buildings and other infrastructure depreciation – noncash in nature	\$220,420	\$268,758		\$48,338
116190	Depreciation – Other Culture – Increase in buildings depreciation – noncash in nature	\$11,895	\$24,564		\$12,669
121002	MRWA Direct Grant – Increase in maintenance grant allocation	(\$206,110)	(\$251,051)	(\$44,941)	
121004	Capital Grants & Other Contributions – Increase in LRCI Phase 2 funding received	(\$448,746)	(\$483,882)	(\$35,136)	
122109	Verge Pruning – Decrease in wages, overheads and plant allocations. Decrease in contractor expenses	\$187,600	\$144,760	(\$42,840)	
122114	Town Services Road Repairs – Increase in wages and plant cost allocations, increase in contractor and line marking expenses	\$21,350	\$34,200		\$12,850
122127	Consulting Engineer Expense – Decrease in consultant expenses	\$50,000	\$25,000	(\$25,000)	
122150	Roads – Administration Allocations - Increase in administration allocations – non cash in nature	\$465,763	\$536,809		\$71,046
122192	Depreciation Roads – Increase in depreciation expense – non cash in nature	\$1,647,515	\$2,434,335		\$786,820
122193	Depreciation Bridges - Increase in depreciation expense – non cash in nature	\$645,550	\$926,652		\$281,102
122195	Depreciation Drainage - Decrease in depreciation expense – non cash in nature	\$271,780	\$162,255	(\$109,525)	

126100/ B0652	Airstrip Runway & Surrounds – Decrease in wages, overheads and plant cost allocations	\$44,180	\$12,515	(\$31,665)	
126190	Depreciation Airport - Increase in depreciation expense – non cash in nature	\$22,730	\$39,246		\$16,516
126003	Non-Operating Grants – Increase in grant from Department of Transport for works at airstrip	\$0	(\$26,000)	(\$26,000)	
132106	Promotion Activities – Decrease in WBAC Tourism project contribution – already costed to GL 041120	\$17,750	\$4,750	(\$13,000)	
132190	Depreciation – Tourism/Area Promotion – Increase in building depreciation – noncash in nature	\$4,290	\$15,429		\$11,139
132010	Non-Operating Grants – Increase in grant for 3 water tanks at Flaxmill. Offset by capital expenditure at GL 132901	\$0	(\$66,543)	(\$66,543)	
134190	Depreciation – Saleyards & Markets – Decrease in building depreciation – noncash in nature	\$113,345	\$22,179	(\$91,166)	
135100	Standpipe Expense – Decrease in water expense	\$42,196	\$27,196	(\$15,000)	
135001	Standpipe Water Income – Decrease in sale of water income	(\$40,000)	(\$25,000)		\$15,000
135006	Non-Operating Grants – Increase in grant for Standpipe upgrade	\$0	(\$19,430)	(\$19,430)	
143100	Supervision – Increase in salaries allocations.	\$334,682	\$359,372		\$24,690
143105	Outside Works Superannuation – Decrease in superannuation expenses	\$185,652	\$170,000	(\$15,652)	

143106	PWOH Leave – Decrease in leave paid	\$288,309	\$215,000	(\$73,309)	
143110	Occupational Health & Safety – Decrease in materials and contractor expenses	\$66,440	\$52,680	(\$13,760)	
143180	Less Public Works Overheads allocated – Decrease in overhead allocations to other programs and projects.	(\$1,028,706)	(\$952,934)		\$75,772
143001	Workers Compensation Reimbursements – Increase in reimbursements for workers compensation insurance claims	(\$0)	(\$77,919)	(\$77,919)	
144100	Repair Wages – Decrease in overheads allocations	\$105,265	\$94,380	(\$10,885)	
144101	Fuel & Oil Expenses – Decrease in fuel expenses	\$265,000	\$255,000	(\$10,000)	
144103	Parts & Repairs – Decrease in contract repairs	\$112,285	\$97,285	(\$15,000)	
144180	Less POC Allocated to Projects – Decrease in plant costs allocated	(\$826,786)	(\$781,360)		\$45,426
145100	Gross Salaries and Wages – Increase in total salaries and wages paid for year.	\$4,299,189	\$4,339,348		\$40,159
145130	Less Salaries and Wages allocation to Programs – Increase in salaries and wages allocated to other programs.	(\$4,299,189)	(\$4,339,348)	(\$40,159)	
145101	Workers Compensation Expenses – Increase in workers compensation paid	\$0	\$84,415		\$84,415
146101	Audit Fees – Increase in audit fees paid	\$50,000	\$60,000		\$10,000

	146103/ BO690	Administration Building Operation- Increase in wages and overheads allocations. Increase in materials expense for roof safety hooks	\$73,584	\$87,265		\$13,681
	146105	Administration Staff Employee costs – Increase in workers compensation insurance and superannuation expense	\$972,644	\$988,168		\$15,524
	146110	IT System and Operation – Increase in contractor expenses for software licensing & support	\$234,544	\$332,804		\$98,260
	146128	Administration OHS Expenses – Increase in wages and superannuation expense	\$14,550	\$26,887		\$12,337
	146150	Less Administration Allocations – Increase in administration expenses allocated to other programs – noncash in nature.	(\$1,890,252)	(\$2,042,553)	(\$152,301)	
	149001	Rylington Park Operational Expenses – Decrease in wages allocations, superannuation expense and electricity	\$232,006	\$192,327	(\$39,679)	
	149005	Rylington Stock Program Expenses – Increase in stock selling expenses and freight.	\$198,808	\$211,857		\$13,049
	149101	Rylington park Other Income – Increase in accommodation income and other general income	\$0	(\$11,513)	(\$11,513)	
	300101	Transfer to Reserves – Increase in transfer to Building Reserve from net proceeds from sale of Lot 13129 and additional interest earned.	\$421,000	\$776,000		\$355,000

	300102	Transfer from Reserves – Increase in transfer from IT/Office Equipment Reserve to fund software purchase.	(\$1,034,000)	(\$1,054,000)	(\$20,000)	
	000000	Surplus/Deficit – Carried Forward – Increase in closing surplus due to end of year audit adjustments.	(\$3,600,000)	(\$3,679,906)	(\$79,906)	
	000000	Depreciation Written Back – Write back of depreciation – noncash in nature	(\$3,622,898)	(\$4,585,054)	(\$962,156)	
	000000	Book value of Assets Sold Written Back – Increase in non-cash write-back value of assets disposed.	(\$282,000)	(\$465,455)	(\$183,455)	
	000000	Movement in Accrued Expenses – Increase in noncash adjustment for accrued expenses	\$0	\$46,257		\$46,257
	000000	Movement in Accrued Wages – Increase in noncash adjustment for accrued wages	\$0	\$132,058		\$132,058
	041401	Members Furniture & Equipment – Increase for new audio recording system – reallocation from GL 041108	\$0	\$32,199		\$32,199
	132404/ BC5000	Flaxmill Scrutching Shed – Metal sheeting and mural not being undertaken	\$16,200	\$0	(\$16,200)	
	132409	Caravan Park Buildings – Increase in cost to upgrade mains power	\$35,000	\$45,000		\$10,000
	146605	Administration Building Capital Expense – Increase in wages, overheads and plant cost allocations. Increase in contractor expense for fit-out	\$57,733	\$144,880		\$87,147

121702/ LFCNEW	LRCI Various Footpaths – Increase in contractor expense for footpath upgrades, funded by LRCI 4B grant	\$0	\$47,294		\$47,294
126400	Airstrip Infrastructure – Increase in contractor expense for gravel sheeting – partially offset by grant from Dept of Transport	\$70,000	\$96,000		\$26,000
051900	Other Infrastructure – Emergency Water Tanks – Increase in contractor expense for emergency water tanks – partially offset by grant from DWER	\$0	\$95,194		\$95,194
132901	Flaxmill Water Supply Upgrade – Increase in contractor expense for 3 water tanks at Flaxmill – partially offset by grant from DWER	\$0	\$123,171		\$123,171
	Other minor variations below the \$10,000 threshold			(\$252,681)	\$332,869
TOTAL				(\$3,760,957)	\$3,760,140
Net Adjustment to 2024/25 Budget				(817)	

.....
For:
Against:

Summary

The purpose of this report is for Council to consider and adopt the Budget Review Report, and authorise amendments to the Adopted Budget, based on projection outcomes to 30 June 2025.

Background

The *Local Government Act 1995* provides for local governments, including regional local governments, to prepare an annual budget.

Section 6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

***Absolute majority required.**

The *Local Government (Financial Management) Regulations 1996* require local governments to undertake a review of the Annual Budget.

Section 33A. Review of Budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) Include the following-
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

***Absolute majority required.**

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2025, for the period ending 31 December 2024, is presented for consideration. A Statement of Financial

Activity, at program level and nature/type level, has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as of 30 June 2025.

Report Detail

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% or \$10,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

- In summary, based on current trends, it is anticipated that a balanced budget can be achieved as of 30 June 2025.
- The following table details the proposed budget amendments:

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
092020	Proceeds Sale of Land Asset – Increase in proceeds on sale of land for lot 13129. Not anticipated in original budget, full amount transferred to Reserve.	(\$0)	(\$300,000)	(\$300,000)	
123001	Proceeds on Sale of Plant Assets – Decrease in sale proceeds on Grader.	(\$282,000)	(\$165,455)		\$116,545
092600	Written Down Value – Disposal of Assets	\$282,000	\$465,455		\$183,455
032001	General Purpose Grants – Decrease in grant allocation due to overpayment in 23/24	(\$176,701)	(\$101,928)		\$74,773
032002	Local Road Grants – Increase in grant from Commonwealth Government	(\$46,455)	(\$79,940)	(\$33,485)	

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
032003	Interest on Municipal Investments – Increase in interest earned on surplus Municipal Funds from higher interest rates	(\$100,000)	(\$270,000)	(\$170,000)	
032004	Interest on Reserve Accounts - Increase in interest earned on Reserve Accounts from higher interest rates	(\$75,000)	(\$130,000)	(\$55,000)	
041108	Member Council Chamber Expenses – Decrease in audio recording expense – now capitalised. See GL: 041401	\$45,440	\$13,995	(\$31,445)	
051112	Fire Prevention and Support – Increase in wages allocations.	\$29,558	\$60,770		\$31,212
051106	ESL – Fire Vehicle Maintenance – Increase in contractor expense for vehicle maintenance	\$18,600	\$30,593		\$11,993
051117	BRFC – Bushfire Risk Planning – Increase in wages allocation	\$22,890	\$59,520		\$36,630
050600	ESL & DFES Non-Operating Grants – Increase in grant funding for fire emergency water tanks. Offset by capital expenditure in GL 051900	\$0	(\$45,910)	(\$45,910)	
051004	ESL – Operating Grant Income – Decrease in ESL grant due to underspend in 22/23	(\$233,077)	(\$220,261)		\$12,816
053103	Emergency Management Coordination Expenses – Decrease in salaries allocation.	\$83,381	\$4,150	(\$79,231)	

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
074103	Medical Services Employee Costs – Increase in salaries expenses	\$891,943	\$1,075,386		\$183,443
074107	Medical Subscriptions – Increase in MIPS subscription	\$9,031	\$21,121		\$12,090
074112	Medical Locum Doctor – No locum required with new Medical Registrar.	\$48,600	\$2,000	(\$46,600)	
074001	Doctor Surgery Fee Turnover – Decrease in medical fees	(\$1,150,000)	(\$1,100,000)		\$50,000
081103	Early Learning Centre – Employee Costs – Decrease in wages, superannuation and insurance expenses	\$289,911	\$238,067	(\$51,844)	
081006	Early Learning Centre Operating Grants – New grant funding	\$0	(\$25,000)	(\$25,000)	
092109	Community Housing Maintenance – Increase in materials and contractor expenses for maintenance.	\$143,340	\$161,306		\$17,966
092115	Other Housing – Operating and Maintenance Expense – New account to cater for operating and maintenance costs on leased houses	\$0	\$30,000		\$30,000
101106	Transfer Station Employee Costs – Decrease in overheads allocations	\$46,675	\$26,645	(\$20,030)	
106101/ BO240	Cemetery Operation – Increase in contractor expense for grave digging	\$30,998	\$42,299		\$11,301

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
106005	Other Community Amenities – Non-Operating Grant – Reallocation of LRCI grant to correct program	\$0	(\$287,292)	(\$287,292)	
111100	Boyup Brook Hall Operation – Increase in wages, overheads and plant cost allocations. Increase in materials expense and insurance expense.	\$43,272	\$55,206		\$11,934
113100	Recreation Complex – Decrease in wages, overheads and plant cost allocations	\$102,052	\$91,318	(\$10,734)	
113110/ G206	Townsite Gardens – Decrease in wages, overheads and plant allocations.	\$101,235	\$77,900	(\$23,335)	
113112	Reserves and Parks Operations – Decrease in wages, overheads and plant allocations.	\$65,042	\$39,650	(\$25,392)	
113125	Support for Others Expenses – Decrease in overheads allocations	\$131,369	\$70,531	(\$60,838)	
113190	Depreciation – Other Recreation – Increase in buildings and other infrastructure depreciation – noncash in nature	\$220,420	\$268,758		\$48,338
116190	Depreciation – Other Culture – Increase in buildings depreciation – noncash in nature	\$11,895	\$24,564		\$12,669
121002	MRWA Direct Grant – Increase in maintenance grant allocation	(\$206,110)	(\$251,051)	(\$44,941)	

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
121004	Capital Grants & Other Contributions – Increase in LRCI Phase 2 funding received	(\$448,746)	(\$483,882)	(\$35,136)	
122109	Verge Pruning – Decrease in wages, overheads and plant allocations. Decrease in contractor expenses	\$187,600	\$144,760	(\$42,840)	
122114	Town Services Road Repairs – Increase in wages and plant cost allocations, increase in contractor and line marking expenses	\$21,350	\$34,200		\$12,850
122127	Consulting Engineer Expense – Decrease in consultant expenses	\$50,000	\$25,000	(\$25,000)	
122150	Roads – Administration Allocations - Increase in administration allocations – non cash in nature	\$465,763	\$536,809		\$71,046
122192	Depreciation Roads – Increase in depreciation expense – non cash in nature	\$1,647,515	\$2,434,335		\$786,820
122193	Depreciation Bridges - Increase in depreciation expense – non cash in nature	\$645,550	\$926,652		\$281,102
122195	Depreciation Drainage - Decrease in depreciation expense – non cash in nature	\$271,780	\$162,255	(\$109,525)	
126100/ BO652	Airstrip Runway & Surrounds – Decrease in wages, overheads and plant cost allocations	\$44,180	\$12,515	(\$31,665)	
126190	Depreciation Airport - Increase in depreciation expense – non cash in nature	\$22,730	\$39,246		\$16,516

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
126003	Non-Operating Grants – Increase in grant from Department of Transport for works at airstrip	\$0	(\$26,000)	(\$26,000)	
132106	Promotion Activities – Decrease in WBAC Tourism project contribution – already costed to GL 041120	\$17,750	\$4,750	(\$13,000)	
132190	Depreciation – Tourism/Area Promotion – Increase in building depreciation – noncash in nature	\$4,290	\$15,429		\$11,139
132010	Non-Operating Grants – Increase in grant for 3 water tanks at Flaxmill. Offset by capital expenditure at GL 132901	\$0	(\$66,543)	(\$66,543)	
134190	Depreciation – Saleyards & Markets – Decrease in building depreciation – noncash in nature	\$113,345	\$22,179	(\$91,166)	
135100	Standpipe Expense – Decrease in water expense	\$42,196	\$27,196	(\$15,000)	
135001	Standpipe Water Income – Decrease in sale of water income	(\$40,000)	(\$25,000)		\$15,000
135006	Non-Operating Grants – Increase in grant for Standpipe upgrade	\$0	(\$19,430)	(\$19,430)	
143100	Supervision – Increase in salaries allocations.	\$334,682	\$359,372		\$24,690
143105	Outside Works Superannuation – Decrease in superannuation expenses	\$185,652	\$170,000	(\$15,652)	
143106	PWOH Leave – Decrease in leave paid	\$288,309	\$215,000	(\$73,309)	

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
143110	Occupational Health & Safety – Decrease in materials and contractor expenses	\$66,440	\$52,680	(\$13,760)	
143180	Less Public Works Overheads allocated – Decrease in overhead allocations to other programs and projects.	(\$1,028,706)	(\$952,934)		\$75,772
143001	Workers Compensation Reimbursements – Increase in reimbursements for workers compensation insurance claims	(\$0)	(\$77,919)	(\$77,919)	
144100	Repair Wages – Decrease in overheads allocations	\$105,265	\$94,380	(\$10,885)	
144101	Fuel & Oil Expenses – Decrease in fuel expenses	\$265,000	\$255,000	(\$10,000)	
144103	Parts & Repairs – Decrease in contract repairs	\$112,285	\$97,285	(\$15,000)	
144180	Less POC Allocated to Projects – Decrease in plant costs allocated	(\$826,786)	(\$781,360)		\$45,426
145100	Gross Salaries and Wages – Increase in total salaries and wages paid for year.	\$4,299,189	\$4,339,348		\$40,159
145130	Less Salaries and Wages allocation to Programs – Increase in salaries and wages allocated to other programs.	(\$4,299,189)	(\$4,339,348)	(\$40,159)	
145101	Workers Compensation Expenses – Increase in workers compensation paid	\$0	\$84,415		\$84,415
146101	Audit Fees – Increase in audit fees paid	\$50,000	\$60,000		\$10,000

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
146103/BO690	Administration Building Operation- Increase in wages and overheads allocations. Increase in materials expense for roof safety hooks	\$73,584	\$87,265		\$13,681
146105	Administration Staff Employee costs – Increase in workers compensation insurance and superannuation expense	\$972,644	\$988,168		\$15,524
146110	IT System and Operation – Increase in contractor expenses for software licensing & support	\$234,544	\$332,804		\$98,260
146128	Administration OHS Expenses – Increase in wages and superannuation expense	\$14,550	\$26,887		\$12,337
146150	Less Administration Allocations – Increase in administration expenses allocated to other programs – noncash in nature.	(\$1,890,252)	(\$2,042,553)	(\$152,301)	
149001	Rylington Park Operational Expenses – Decrease in wages allocations, superannuation expense and electricity	\$232,006	\$192,327	(\$39,679)	
149005	Rylington Stock Program Expenses – Increase in stock selling expenses and freight.	\$198,808	\$211,857		\$13,049
149101	Rylington park Other Income – Increase in accommodation income and other general income	\$0	(\$11,513)	(\$11,513)	


ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
300101	Transfer to Reserves – Increase in transfer to Building Reserve from net proceeds from sale of Lot 13129 and additional interest earned.	\$421,000	\$776,000		\$355,000
300102	Transfer from Reserves – Increase in transfer from IT/Office Equipment Reserve to fund software purchase.	(\$1,034,000)	(\$1,054,000)	(\$20,000)	
000000	Surplus/Deficit – Carried Forward – Increase in closing surplus due to end of year audit adjustments.	(\$3,600,000)	(\$3,679,906)	(\$79,906)	
000000	Depreciation Written Back – Write back of depreciation – noncash in nature	(\$3,622,898)	(\$4,585,054)	(\$962,156)	
000000	Book value of Assets Sold Written Back – Increase in non-cash write-back value of assets disposed.	(\$282,000)	(\$465,455)	(\$183,455)	
000000	Movement in Accrued Expenses – Increase in noncash adjustment for accrued expenses	\$0	\$46,257		\$46,257
000000	Movement in Accrued Wages – Increase in noncash adjustment for accrued wages	\$0	\$132,058		\$132,058
041401	Members Furniture & Equipment – Increase for new audio recording system – reallocation from GL 041108	\$0	\$32,199		\$32,199
132404/ BC5000	Flaxmill Scrutching Shed – Metal sheeting and mural not being undertaken	\$16,200	\$0	(\$16,200)	

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
132409	Caravan Park Buildings – Increase in cost to upgrade mains power	\$35,000	\$45,000		\$10,000
146605	Administration Building Capital Expense – Increase in wages, overheads and plant cost allocations. Increase in contractor expense for fit-out	\$57,733	\$144,880		\$87,147
121702/ LFCNEW	LRCI Various Footpaths – Increase in contractor expense for footpath upgrades, funded by LRCI 4B grant	\$0	\$47,294		\$47,294
126400	Airstrip Infrastructure – Increase in contractor expense for gravel sheeting – partially offset by grant from Dept of Transport	\$70,000	\$96,000		\$26,000
051900	Other Infrastructure – Emergency Water Tanks – Increase in contractor expense for emergency water tanks – partially offset by grant from DWER	\$0	\$95,194		\$95,194
132901	Flaxmill Water Supply Upgrade – Increase in contractor expense for 3 water tanks at Flaxmill – partially offset by grant from DWER	\$0	\$123,171		\$123,171
	Other minor variations below the \$10,000 threshold			(\$252,681)	\$332,869
TOTAL				(\$3,760,957)	\$3,760,140
Net Adjustment to 2024/25 Budget				(817)	

Estimated closing funds in 2023-24 Adopted Budget	\$0
Plus, net savings as detailed in table above	(\$817)
Net Estimated Closing Funds	(\$817)

Based on current revenue and expenditure trends, and projections as of 31 December 2024, it is estimated that a small surplus of \$817 can be achieved as of 30 June 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 Act 1995 Section 6.2*
- *Local Government (Financial Management) Regulations 1996, Regulation 33A.*

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
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Moderate	As per the <i>Local Government Act 1995</i> , the local government is required to undertake a budget review as of December 2024. Not complying will place the Shire in breach of the Act.
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Consultation

Nil

Resource Implications**Financial**

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

1. an overall increase in operating revenue of \$296,461;
2. an overall increase in operating expenditure of \$1,103,808;
3. an overall increase in capital expenditure on assets of \$388,120;
4. an overall increase in non-operating grants & subsidies of \$489,080;
5. an overall increase in Proceeds on Sale of Assets of \$183,455;
6. an overall increase in Lease Principal repayments of \$5,000;
7. an overall increase in Transfers to Reserve of \$355,000;
8. an overall decrease in Transfers from Reserve of \$20,000; and
9. an increase in the Opening Surplus of \$79,906.

Workforce

Nil

End

13. Confidential Items of Business

13.1. Closure of Meeting to the Public

Moved: Seconded:

Officer Recommendation CM/25/03/

1. Proceed behind closed doors as per Section 5.23(2) of the *Local Government Act 1995*, to consider item 13.1.1, the time beingpm.

.....
For:
Against:

CEO has declared a Financial Interest in Item 13.1.1 Chief Executive Officer Performance Review for the Period Between April 2024 and March 2025 – as it forms part of his employment contract.

13.1.1 Confidential: Chief Executive Officer Performance Review for the period between April 2024 and March 2025	
File Ref:	P/File Long LEONARD
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Cr. Walker, Shire President
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	13.1.1A – Discussion Document

Note: Council Resolution for item 13.1.1 (Council Resolution CM 25/03/...) remains confidential in accordance with Regulation 14(2) of the *Local Government (Administration) Regulations 1996*.

13.2 Proceed with the Meeting in Public

Moved: Seconded:

Officer Recommendation CM/25/03/

That Council:

1. Proceed with the meeting in public, the time beingpm.

.....
For:
Against:

14. Closure

There being no further business the meeting closed at ...pm.

Presiding Member

Date