

Date: 24 April 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 1 May 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	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Corporate Services	Carolyn Mallet
Executive Manager Operational Services	Jason Forsyth
Manager Financial Services	Malcolm Armstrong
Manager Community Services	Nicola Jones
Rates Officer	Heather Marland

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

Nil

**3.2 Petitions**

Nil

**3.3 Presentations**

Nil

**4. Public Question Time**

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

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

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

Nil

**4.2 Public Question Time**

**5. Declarations of Interest**

**5.1 Financial and / or Proximity Interest**

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

- 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 March 2025**

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

Officer Recommendation CM 25/05/...

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

.....  
For:  
Against:

**6.2 Out of Session – Amend/Change Ordinary Council Meeting Date – 24 April 2025**

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

Officer Recommendation CM 25/05/...

That Council:

1. Approve the change of date of the April Ordinary Council Meeting from 24 April 2025 to 1 May 2025. The meeting will commence at 6:00pm in the Shire Chambers.

**2. Request the Chief Executive Officer advertise the changed date for the April Ordinary Council Meeting as per (1.) above in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.**

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

**Note:**

**The Closed Forum will also be changed from 24 April 2025 to 1 May 2025, beginning at 4:00pm.**

**7. Presidential Communications**

To be provided at the Ordinary Council Meeting.

**8. Councillor Questions on Notice**

**9. Reports of Officers**

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## **9.1 Operational Services**

Nil

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

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

Officer Recommendation CM 25/05/...

That Council:

- Receive the list of accounts paid in March 2025, totalling \$1,175,166.00 from Municipal account, and \$56,081.50 from Police Licensing account, as represented by:

Municipal EFT EFT17035–EFT17197	\$ 828,180.75
Cheques 20686-20689	\$ 1,519.30
Direct Payments	<u>\$ 289,384.45</u>
	<b>\$1,119,084.50</b>
 Police Licensing	 \$ 56,081.50
 Grand Total	 \$1,175,166.00

.....  
For:  
Against:

### Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in March 2025 are presented to Council.


## Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 March 2025.

## Report Detail

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

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

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

## Other Strategic Links

Nil

## Statutory Environment

*Local Government (Financial Management) Regulations 1996*, Regulations 12 and 13 apply and are as follows:

### 12. *Payments from municipal fund or trust fund*

- (1) *A payment may only be made from the municipal fund or the trust fund —*
  - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
  - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

### 13. *Lists of accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal*

*fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) the payee's name.*
- (b) the amount of the payment.*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

*(2) A list of accounts for approval to be paid is to be prepared each month showing —*

*(a) for each account which requires council authorisation in that month —*

- (i) the payee's name.*
- (ii) the amount of the payment; and*
- (iii) sufficient information to identify the transaction*

*and*  
*(b) the date of the meeting of the council to which the list is to be presented.*

*(3) A list prepared under sub regulation (1) or (2) is to be —*

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting*

## **Sustainability and Risk Consideration**

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

Nil

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

Nil

## **Policy Implications**

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

## **Risk Management Implications**

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

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

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

Nil

**Resource Implications****Financial**

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

**Workforce**

Nil

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End

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

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

**Officer Recommendation CM 25/05/...**

**That Council:**

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

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

## **Summary**

The Monthly Financial Report for 31 March 2025 is presented to Council.

## **Background**

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

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

## **Report Detail**

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

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.

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


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

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

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

The Statement of Financial Activity as of 31 March 2025 shows a closing surplus of \$3,206,947.

### 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.

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

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

Nil

**Resource Implications****Financial**

Nil

**Workforce**

Nil

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End

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<b>9.2.3 Overview of Default Ratepayers</b>	
<b>File Ref:</b>	FM/48/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Heather Marland, Rates Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Notes the report on the statistics of default rate payers as of 14 April 2025, with a current outstanding Rate Debt of \$183,822.93.**

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

## Summary

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

## Background

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

AMPAC offer 2 packages to local governments:

**Traditional Package:** Email or letter issued by AMPAC, at no cost, directing payments and contact to your Town/ Shire/ City.

AMPAC will then contact you after 7 days to seek your instructions for legal action against those ratepayers who have failed to pay or agreed to suitable terms of repayment.

**LGAD Package:** \$90.00 AMPAC LGAD fee applicable for each rateable property. Email and letter demand issued by AMPAC directing payments and contact to AMPAC. A phone campaign, utilising SMS and phone calls will then be initiated by AMPAC against those ratepayers who have failed to pay or respond within 7 days of our email and letter demands. Following our phone campaign AMPAC will then seek your instructions for legal action against those ratepayers who have failed to pay or agreed to suitable terms of repayment.

This year the Shire have opted for the Traditional Package, being conscious of the economic climate and not wanting to add extra fees to those already struggling to pay their rates.

### Report Detail

This year after discussion with the CEO and Executive Manager Corporate Services, Final Notices were issued twice. In October 2024, and again in January 2025 with further follow up emails and printed notice reminders to in March 2025. This resulted in an increase of rate payers now on payment plans.


A list of 18 outstanding assessments to the value of \$94,212.93 was sent to AMPAC in late March 2025. At the time of writing this report we have received \$9,456.34 directly with a further \$10,073.20 being paid to AMPAC.

#### Outstanding Rates:

Status	Number of Assessments	Outstanding Amount	Notes
3 Years	8	\$33,667.91	Final Notice Issued
2 Years	8	\$47,661.46	Final Notice Issued
Significant Debt Payment Plan	1	\$10,950.04	\$12,000 paid since 01/07/24
Default	1	\$24,074.96	

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

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

	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.
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### Other Strategic Links

Nil

### Statutory Environment

#### *Local Government Act 1995*

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

#### *6.64 Actions to be taken*

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

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

*(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*

*(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

### Sustainability and Risk Consideration

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

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

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

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

**Policy Implications**

Nil

**Risk Management Implications**

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

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

**Consultation**

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

**Resource Implications**

**Financial**

Nil

**Workforce**

Nil

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End

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### 9.3 Community Services

<b>9.3.1 Boyup Brook Clay Target Club Community Grant Extension</b>	
<b>File Ref:</b>	FM/25/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.1A – Community Grant Variation Form

<b>Moved:</b> ..... <b>Seconded:</b> .....
<b>Officer Recommendation CM 25/05/...</b>
<b>That Council:</b>
<b>1. Approves the extension of the Boyup Brook Clay Target Club Community Grant 2024/2025 until 31 July 2025.</b>
<div style="text-align: right;">           .....  <b>For:</b>  <b>Against:</b> </div>

#### Summary

The Boyup Brook Clay Target Club have requested an extension to their Community Grant from the 2024/2025 financial year due to unforeseen circumstances causing delays in the project.

#### Background

The Boyup Brook Clay Target Club were successful in their application for the 2024/2025 Community Grants for Clubroom Kitchen Upgrades. Due to circumstances beyond their control, the project has been delayed meaning it is unlikely they will be able to meet the required deadline of 30 June 2025.

#### Report Detail






The Boyup Brook Clay Target Club have commenced works on the kitchen upgrades at their clubrooms. Due to availability issues with volunteers, the project has been delayed.

The Boyup Brook Clay Target Club envision the project will now be completed by 30 June 2025, however given most works will be carried out

by volunteers, except for those requiring a licenced tradesperson, a more realistic timeframe would be 31 July 2025.

There are no expected additional costs involved with the project being delayed until 31 July 2025.

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

	<b>Key Imperatives</b>	<b>Built Environment</b>
	<b>Outcome</b>	Provide sustainable infrastructure that serves the current and future needs of the community.
	<b>Objective</b>	Construct / redevelop community and sporting facilities in a manner that maximises their life span, capacity and function.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Support a strong and inclusive economy
	<b>Objective</b>	Promote the town as a great place to visit, stay and live.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Improve financial sustainability.
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

#### Other Strategic Links

Nil

#### Statutory Environment

Nil

#### Sustainability and Risk Consideration

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

There is no known negative economic impact to the Shire or region.

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

The upgraded facilities will bring about a sense of community connectedness.

**Policy Implications**

Nil

**Risk Management Implications**

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

Risk Level	Comment
Low	There is no known risk in approving the extension.

**Consultation**

Nil

**Resource Implications**

**Financial**

There is no financial impact to the Shire in approving the extension.

**Workforce**

Nil

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End

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<b>9.3.2 Non-Financial Support for Foodbank</b>	
<b>File Ref:</b>	CR/31/007
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

<b>Moved: .....</b>	<b>Seconded: .....</b>
<b>Officer Recommendation CM 25/05/...</b>	
<b>That Council:</b>	
<b>1. Provide non-financial support in the set-up and delivery of a Mobile Foodbank in Boyup Brook in collaboration with the Boyup Brook Baptist Church.</b>	
<div style="text-align: right;"> <b>For:</b>  <b>Against:</b> </div>	

### Summary

The Shire of Boyup Brook assist the Boyup Brook Baptist Church to set up a Shire location for Foodbank to provide food at a reduced cost to community members who meet the Foodbank criteria.

### Background

Foodbank is an organisation who provides essential food and grocery items to Australians experiencing food insecurity. They collaborate with the Australian food and grocery sector who donate and redirect surplus products which are then provided at low cost or free to people who meet the Foodbank criteria.

Foodbank is supported by farmers, wholesalers, manufacturers and retailers. The Foodbank Hunger Report 2024 revealed that 3.4 million households in Australia have run out of food in the last year.

Mobile Foodbank currently visits the surrounding towns of Bridgetown, Collie, Donnybrook, Greenbushes and Nannup either on a fortnightly or monthly basis.



## Report Detail

Rural and regional areas often experience higher rates of food insecurity due to limited access to affordable groceries and support services. Low-income families, seniors, and those impacted by the current cost of living crisis would benefit from a Mobile Foodbank service by having access to more affordable food and reducing the need to travel to larger towns for support.


The Shire has been approached by a community member from the Boyup Brook Baptist Church to engage Foodbank to visit Boyup Brook as they have recognised a need in the community. To facilitate Foodbank, your organisation is required to be registered with the Australian Charities and Not-for-profits Commission (ACNC) which Local Governments do not form part of. Boyup Brook currently has six registered charities, and the Boyup Brook Baptist Church is one of these. Registered charities who facilitate a Mobile Foodbank truck do not receive payment for services rendered, it is run solely by volunteers.

Mobile Foodbank offers a range of products including everyday essential dry goods, vegetables/seasonal fresh produce and assorted frozen products. Fruit and vegetables are free while dry goods and frozen products are at a reduced price. Payment for goods is made by EFTPOS, cash is not accepted, and home delivery is not provided. It is therefore recommended the venue is in a central location.

It is recommended the Shire of Boyup Brook collaborate with the Boyup Brook Baptist Church to facilitate Foodbank visiting Boyup Brook on a monthly basis. It is proposed the Boyup Brook Baptist Church engage Foodbank under their ACNC status, provide referrals to community members as per Foodbank guidelines and provide assistance on the days they are in Boyup Brook.

The Shire of Boyup Brook can assist this process by providing a venue at no cost along with trestle tables and chairs, and minimal staff to help set-up and pack-down on the day. The venue will need to have sun/rain protection and space for a freezer trailer. It is proposed the Flax Mill or Town Hall would be suitable venues as they are both in walking distance of the town centre area and have parking available.

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

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

	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Promote quality education, health, childcare, aged care and youth services.
	<b>Objective</b>	Advocate and lobby for the maintenance and improvement of service provision to our Community.
	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Support a strong and inclusive economy.
	<b>Objective</b>	Promote the town as a great place to visit, stay and live.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Improve financial sustainability.
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Consideration

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

There is little to no economic impact as the savings from purchases of groceries from Foodbank is outweighed with people having more funds to spend locally.

The economic impact is negligible as the savings from purchasing groceries through Foodbank are offset by increased local spending from individuals having more disposable income.

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

Reducing the financial burden of food costs will have a positive effect on people's quality of life by easing stress. This, in turn, will encourage greater community engagement and participation among both families and individuals.

### Policy Implications

Nil

## **Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Low</b>	There is no known risk.

## **Consultation**

Foodbank Bunbury.  
Evon Hinton – Boyup Brook Baptist Church.

## **Resource Implications**

### **Financial**

There is minimal financial impact to the Shire by way of staff time to assist in the set-up and pack-down.

### **Workforce**

1-2 people for approximately two hours, once per month.

---

End

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<b>9.3.3 JTSI ANZAC Trust Grant – Sandakan Memorial Upgrades</b>	
<b>File Ref:</b>	CR/31/007
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.3A Sandakan Memorial Draft Plan

<b>Moved:</b> ..... <b>Seconded:</b> .....
<b>Officer Recommendation CM 25/05/...</b>
<b>That Council:</b>
<b>1. Support a grant application to the JTSI ANZAC Trust Grant for upgrades to the Sandakan Memorial at Sandakan Park.</b>
<div style="text-align: right;">           .....  <b>For:</b>  <b>Against:</b> </div>

### Summary

The Boyup Brook Sandakan Park Memorial Upgrade project entails the relocation and enhancement of the existing Sandakan Memorial. The proposed works will specifically focus on creating an inclusive and accessible environment, incorporating levelled areas with shade and shelter to provide comfort during services, and expanding the site's capacity to accommodate increased attendance.

### Background

The Sandakan War Memorial commemorates the Australian POWs who suffered and died in Borneo during WWII. Upgrading the site is a way to preserve their memory with dignity and ensure future generations understand their sacrifice.

### Report Detail

The current layout of the memorial site presents several limitations due to its location, resulting in reduced accessibility and safety—particularly for the older demographic that regularly attends the annual service.

The existing pathway features a non-compliant gradient, and the surrounding gravel slopes pose a significant risk of slips and falls. Many

attendees, while experiencing reduced mobility, are often reluctant to accept assistance out of pride and dignity.

Improving safe access and egress will not only mitigate these risks but also enable all visitors to participate with confidence and pride.

This project will:

- provide disability access making the site inclusive
- increase seating capacity to allow safe access and egress to viewing areas
- allow for the renovation of the memorial
- relocate the memorial to allow patrons to pay respect safely
- create pathways that are safe and free of trips hazards
- improve and enhance the overall visual amenity of the site as a place of respect.






The long-term vision for Sandakan Park is to establish a cohesive connection between the existing World War I Memorial and the Avenue of Honour that sits within Abel Street, the main road into town. This integrated approach will provide visitors with a deeper understanding of Australia's wartime heritage and serve as a lasting tribute to the service and sacrifice of those in our community who served as Australian defence personnel.

Boyup Brook Sandakan Memorial Service 2024 features in the Places of Pride cinematic film which sits in the heart of the New Main Entrance Foyer at the Australian War Memorial in Canberra.

Attached are draft plans for the upgrade which were drafted in 2021. These upgrades form part of the overall Sandakan Park Precinct Masterplan.

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

	<b>Key Imperatives</b>	<b>Built Environment</b>
	Outcome	Create a safe and inviting community for locals and visitors.
	Objective	Partner with key stakeholders to improve streetscapes and revitalise the town centre.
	<b>Key Imperatives</b>	<b>Built Environment</b>
	Outcome	Create a safe and inviting community for locals and visitors.
	Objective	Develop and activate nodes and precincts to support effective land

		management, town planning and asset management.
	<b>Key Imperatives</b>	<b>Built Environment</b>
	Outcome	Preserve the history and heritage of our built environment.
	Objective	Improve management and maintenance of community, heritage and historic sites and facilities in the Shire.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	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.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	Outcome	Encourage the preservation of our culture, heritage and history.
	Objective	Support and promote community events and activities,
	<b>Key Imperatives</b>	<b>Economic Development</b>
	Outcome	Support a strong and inclusive economy.
	Objective	Promote the town as a great place to visit, stay and live.

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Consideration

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

A well-maintained and thoughtfully presented memorial can become a destination for heritage tourism, tie into existing tourism strategies and trails in the Southern Forests and Valleys along with the Southwest and ANZAC-themed routes, and encourage visitors to spend more time in our community which in turn supports local businesses.

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

The upgraded memorial will reflect the respect and care the community has for its history and veterans while also strengthening intergenerational storytelling and local identity.

### **Policy Implications**

Nil

### **Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Low</b>	The risk is deemed low as it is not a commitment to proceed with works.

### **Consultation**

Boyup Brook RSL Sub-Branch.

### **Resource Implications**

#### **Financial**

Full guidelines were not available at the time of writing the report. The grant opens on 25 April 2025.

#### **Workforce**

Works will be outsourced however it is envisioned the project will be managed by the Shire Project Officer.

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End

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## 9.4 Chief Executive Officer

<b>9.4.1 Boyup Brook Early Learning Centre monthly activity report for March 2025</b>	
<b>File Ref:</b>	A190
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Jimina Shaw-Sloan, Director Early Learning Centre
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

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

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

### Summary

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

### Background

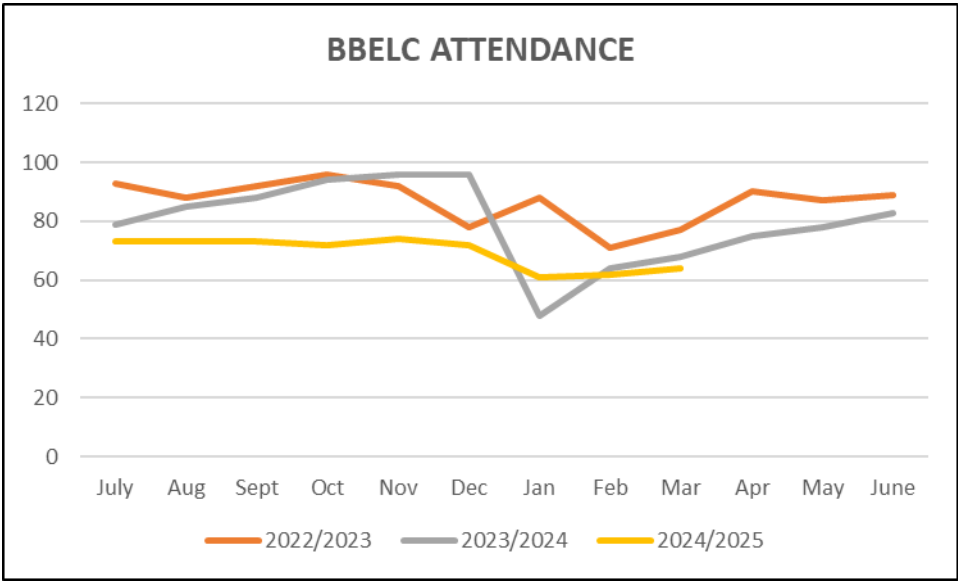
Boyup Brook Early Learning Centre is a multi-aged single space facility catering for children aged 0 – 7 years of age. Operating Tuesday to Friday from 8:15am to 5:15pm.

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




Report Detail

Average monthly attendance.



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

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

parents can work, the centre directly contributes to the economic activity and productivity of the town.

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

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

### **Policy Implications**

Nil

### **Risk Management Implications**

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

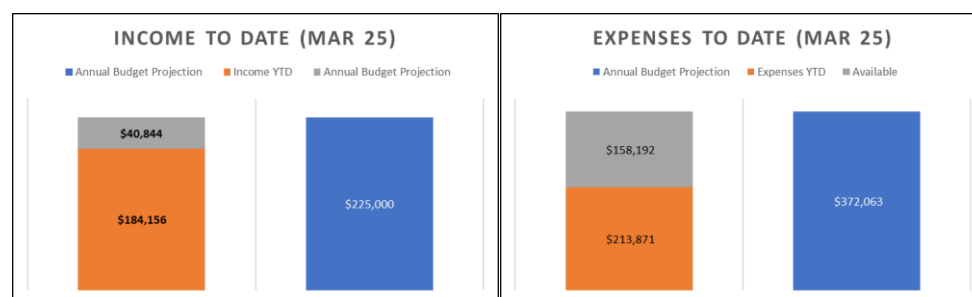
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader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

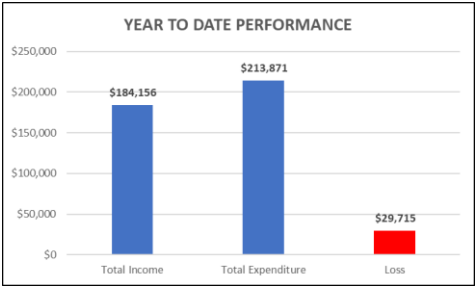
### **Consultation**

Nil

### **Resource Implications**

### **Financial**





**Workforce**  
Nil

End

<b>9.4.2 Boyup Brook Medical Services monthly activity report for March 2025</b>	
<b>File Ref:</b>	A1270
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for March 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 8:30am to 4:30pm.

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

## Report Detail

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

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

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Considerations

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

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

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

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

### Policy Implications

Nil

### Risk Management Implications

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

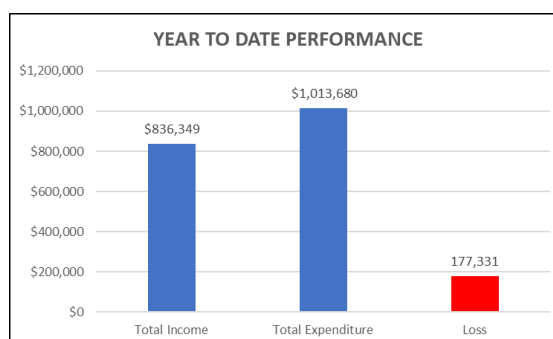
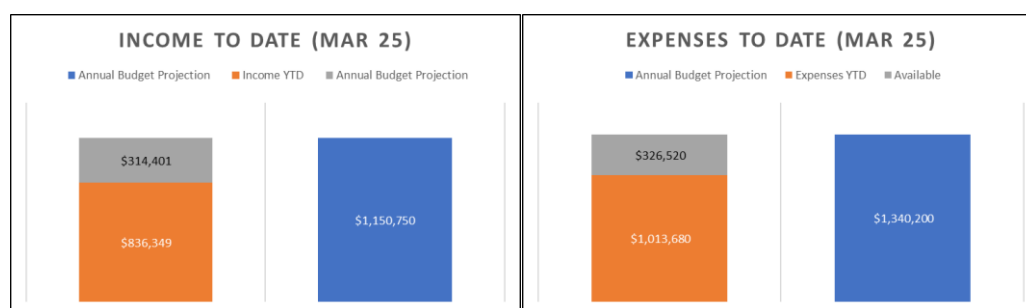
Risk Level	Comment
<b>Moderate</b>	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services,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

## Consultation

Nil

## Resource Implications

## Financial



## Workforce

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

End

<b>9.4.3 Rylington Park monthly activity report for March 2025</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Peter Grainger, Farm Working Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Receive the monthly activity report for the Rylington Park Farm for March 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.
- Cleaned all water troughs.

### Crop Management

Nil

### Livestock Sales

Nil

### Feed on Hand

- Barley 145 tons.
- Lupins 50 tons.
- Barley straw 264 Bales.
- Hay 420 bales.

### Feeding program

- Barley trail feeding ewes 220 grams per week.
- All lambs on lick feeders of barley/lupin mix 250 grams per week.
- One (1) hay bale per 100 sheep.

### Livestock Handling and Management

- Lick blocks to all sheep.
- Moved mobs as required to maximize paddock feed.
- 840 mated to XB Red and yellow tags.
- 1190 mated to Merinos Green Purple Blue.

### Livestock Inventory

- White Suffolk Rams: 13 (1 death).
  - Merino rams: 29.
  - Merino Ewes: 2034 (2 deaths).
  - XB lambs 27.
  - Merino ewe lambs 439.
-



- Merino Wether lambs 451 (4 deaths).
- **TOTAL:** 2993.

#### Wool Sales

- 66 bales sold.


#### Shearing Schools, events & trials

- Women's day.

#### OHS

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

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

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

#### Other Strategic Links

Nil

#### Statutory Environment

Nil

### Sustainability and Risk Considerations

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

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

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

Offering scholarships encourages local youth to pursue careers in agriculture, potentially leading to a more skilled labour pool. Shearing schools support the sheep industry, vital for the local economy. These

activities can lead to job creation, increased productivity, and the overall growth of Boyup Brook's agricultural sector.

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

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

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

### **Policy Implications**

Nil

### **Risk Management Implications**

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

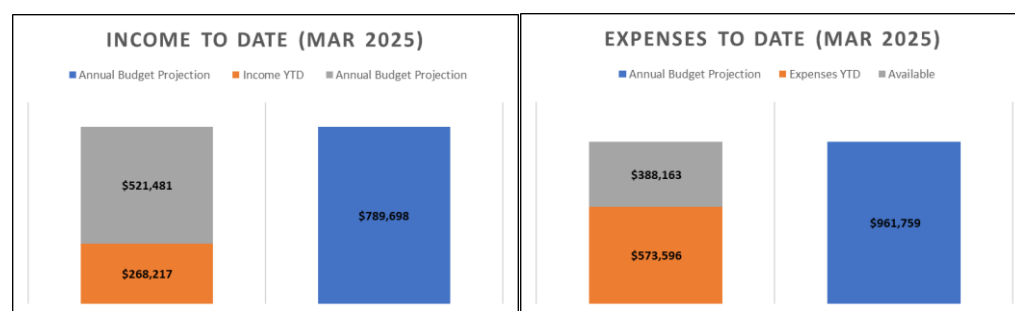
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather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

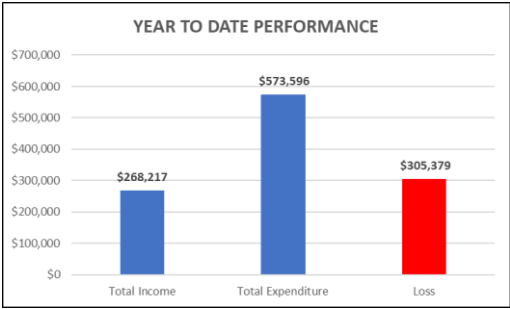
### **Consultation**

Nil

### **Resource Implications**

#### **Financial**





**Workforce**  
Nil

End

<b>9.4.4 Boyup Brook Caravan Park monthly report for March 2025</b>	
<b>File Ref:</b>	A2007
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Manager Financial Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

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

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

## **Summary**

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

## **Background**

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


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

## Report Detail

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

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

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

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

## Other Strategic Links

Nil

## Statutory Environment

Nil

## Sustainability and Risk Considerations

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

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

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

The partnership between the Shire and the CMCA has positively impacted the quality of life for the local community. With increased tourism, local businesses benefit from more customers, helping them to thrive and create job opportunities.

Policy Implications

Nil

Risk Management Implications

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

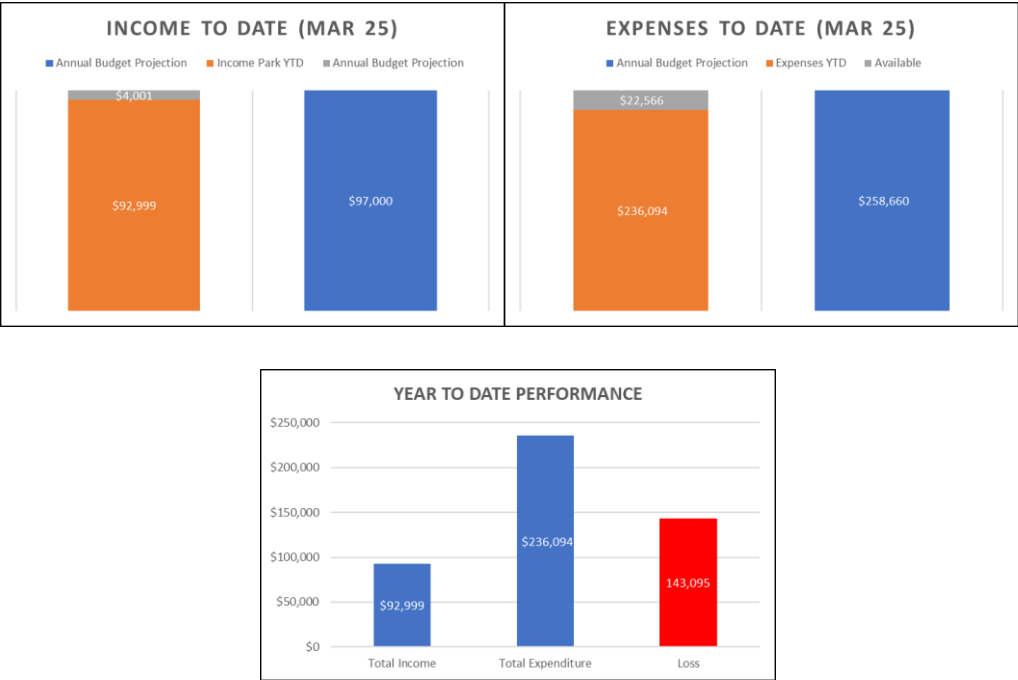
Risk Level	Comment
Moderate	The primary risk for the Shire is over-reliance on tourism, if visitor numbers decline, local businesses may experience reduced income, impacting the overall economy.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

<b>9.4.5 Boyup Brook Swimming Pool monthly report for March 2025</b>	
<b>File Ref:</b>	RE/45/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.4.5A - Survey

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

**Officer Recommendation CM 25/05/...**

**That Council:**

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

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## Report Detail

### General Opening Hours

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

Saturday and Sunday 12:00pm – 6:00pm

Private Seahorse Swimming Lesson, Infant Swimming Familiarisation Classes attracted 21 children aged six months to four years old. Children developed water skills with the final lesson held in March.

Boyup Brook District High School (BBDHS) is using the swimming pool for School Sports and have seven physical education (PE) classes including Bronze Medal for Outdoor Education Program.

St Marys hosted the Interschool Swimming Carnival on Thursday 20<sup>th</sup> March with St Bridget's Primary School, Bridgetown Primary School, Boyup Brook District Primary School and Nannup Primary School. 225 patrons and spectators enjoyed a great day of competition and sportsmanship.

BBDHS hosted Bridgetown District High School on 21<sup>st</sup> March for the year 7-10 Interschool Carnival. It was great to see the competitiveness between the children.

Early Morning Swimming was successful for the 2024/2025 season. Swimmers completed 13,080 laps and travelled 327km, Boyup Brook to Two Rocks.

## Gym

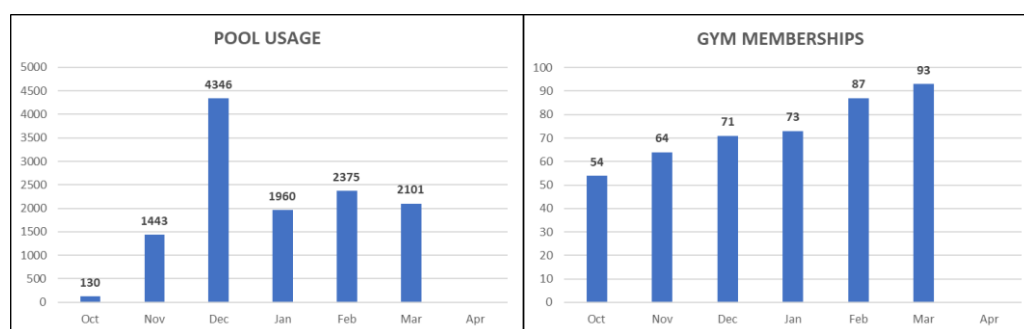
The gym is seeing regular usage throughout the day with peak times for March being 9:00am-11:00am.

A survey was conducted in March for current members and expired members of the Boyup Brook Community Gym to establish the needs of our members and improvement that we can make. The survey attracted 26 respondents; survey results are attached.


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## Statistics



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

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

## Other Strategic Links

Nil

## Statutory Environment

Nil

## Sustainability and Risk Consideration

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

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

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

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

## Policy Implications

Nil

## Risk Management Implications

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

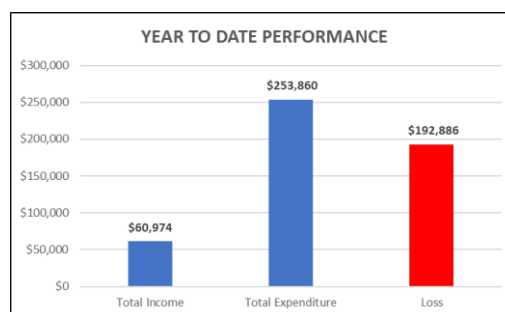
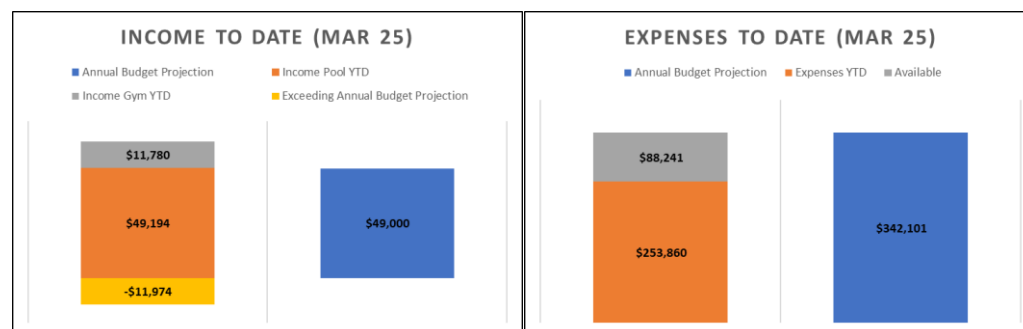
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

## Consultation

Nil

## Resource Implications

### Financial



## Workforce

Nil

End

<b>9.4.6 Consideration for the Payment of Superannuation Benefits to elected members under the <i>Local Government Amendment Act 2024</i></b>	
<b>File Ref:</b>	GO/15/010
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Resolves to pay elected members in line with the *Superannuation Guarantee (Administration) Act 1992 as permitted by Section 54, 62 and 63 of the Local Government Amendment Act 2024, effective from 1 July 2025.***

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

## Summary

The *Local Government Amendment Act 2024* authorises local governments to determine whether to provide superannuation contributions to elected members, effective from 1 February 2025.

This decision requires an absolute majority vote, with contributions set at an additional 12% of annual fees which if approved will be incorporated into the Shire's financial budget.

While compulsory for band 1 and 2 local governments from 19 October 2025, it remains optional for band 3 and 4 local governments. Individual elected members may choose to opt out but cannot independently request superannuation contributions unless the council formally resolves to provide them.

## Background

The *Local Government Amendment Act 2024* introduces Sections 5.99B to 5.99E to the *Local Government Act 1995*, providing local governments with the ability to streamline and standardise superannuation contributions for elected members.

Effective from 1 February 2025, these sections enable local governments, through absolute majority resolutions, to decide whether they will make superannuation contributions to their elected members.

These legislative changes were introduced to align local government practices with broader employment standards and to recognise the evolving roles and increased responsibilities of elected members.

### Report Detail

The amendments permit local governments to contribute superannuation payments to nominated funds for elected members, aligned with the *Superannuation Guarantee (Administration) Act 1992*.

#### Key Provisions:

- From 1 February 2025, all local governments have the option to introduce superannuation contributions through an absolute majority resolution.
- From 19 October 2025, superannuation contributions become mandatory for band 1 and 2 local governments but remain optional for band 3 and 4 local governments.
- Contributions are in addition to elected members' fees and allowances and are exempt from Salaries and Allowances Tribunal thresholds. These contributions are subject only to limits set by the Commonwealth *Superannuation Guarantee (Administration) Act 1992*.

Under the *Superannuation Guarantee (Administration) Act 1992*, elected members are treated similarly to employees for superannuation contribution purposes. Contributions must align with Superannuation Guarantee Ruling SGR 2009/2.


#### Superannuation Contributions

- The superannuation guarantee contribution rate will increase to 12% by 1 July 2025.
- Contributions must coincide with fee and allowance payment.
- Elected members must nominate a suitable superannuation fund within the required timeframe to receive contributions.

- Contributions must not be made for:
  - Elected members who have not nominated an eligible fund.
  - Elected members under suspension.
  - Periods where elected members are not entitled to fees and allowances.

Calculation methods for reimbursements are detailed within Regulations 32B and 34AE(2) of the *Local Government (Administration) Regulations 1996*.

### 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 Amendment Act 2024, Sections 5.99B – 5.99E.*
- *Superannuation Guarantee (Administration) Act 1992.*
- *Superannuation Guarantee Ruling SGR 2009/2.*
- *Local Government (Administration) Regulations 1996, Regulations 32B and 34AE(2).*

### Sustainability and Risk Consideration

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

The payment of superannuation contributions to elected members would result in an ongoing financial commitment for the Shire, requiring an increase in budget allocation.

#### 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 approval of paying superannuation would require additional budget amounts to be included in the annual budget.

## Consultation

Nil

## Resource Implications

### Financial

The cost of superannuation contributions must be met from each local government's existing budget.

### Workforce

Nil

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End

<b>9.4.7 Elected Member Sitting Fees Review 2025/2026</b>	
<b>File Ref:</b>	FM/9/005
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Approve the following meeting attendance fees and allowances per annum for Elected Members in the 2025/2026 financial year:**

- a) Shire Presidents annual allowance \$\_\_\_\_\_
- b) Shire Presidents annual meeting attendance fee \$\_\_\_\_\_
- c) Elected Members annual meeting attendance fee \$\_\_\_\_\_
- d) Elected Members annual ICT allowance \$\_\_\_\_\_
- e) Deputy Presidents annual allowance 25% of the Shire Presidents allowance approved in (a) above.
- f) Travel allowance as per Council Policy M8 – Council Members Fees, Allowances and Reimbursement of Expenses.

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

## **Summary**

Elected members are entitled to sitting fees and allowances as per the *Local Government Act 1995* and associated regulations.

The Salaries and Allowances Tribunal (SAT) determines the minimum and maximum fees payable to elected members. The recommendation is in line with the SAT recommended increase of 3.5% for elected members, with effect from 1 July 2025.

## Background

Elected members are entitled to fees for attending council and committee meetings, as outlined in the *Local Government Act 1995* and associated regulations.

Per meeting Attendance Fees:

Council Meetings: When elected members attend official council meetings, they are entitled to set a fee, within a range determined by the Salaries and Allowances Tribunal.

Committee and Prescribed Meetings: For attending committee meetings or other prescribed meetings (like those of WALGA Zones or Regional Road Groups), elected members are also entitled to set fees, again within the Tribunal's specified range.

Annual Fee Option:

Instead of per-meeting fees, a Council can choose to pay elected members an annual fee that covers all council, committee, and prescribed meeting attendances. This decision requires an absolute majority vote and must adhere to the fee ranges set by the Salaries and Allowances Tribunal.

## Report Detail

The *Salaries and Allowances Act 1975* (the Act) classifies the Shire of Boyup Brook as a Band 4 local government. The Salaries and Allowances Tribunal issued its 2025 Determination for elected members. The Tribunal applied an increase of 3.5% to the fee band ranges and some allowances for elected members, with effect from 1 July 2025.

The current payment option adopted by Council is to pay elected members an annual fee that covers all council, committee, and prescribed meeting attendances. This method also places less of a burden on the administration as payments are done in two (2) equal payments in April and October rather than monthly.

Should Council want to continue with this option, the following table (table 9) sets out the prescribed range for a band 4 local government for annual attendance fees in lieu of council meetings, committee meetings and prescribed meeting attendance fees.



Table 9

	<b>Elected Members</b>		<b>Elected Members President</b>	
<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
4	\$4,020	\$10,650	\$4,202	\$21,880
Current	\$8,395		\$15,693	

The following table (Table 11) applies to the annual allowance for the Shire President. The Deputy Shire President receives 25% of the Shire Presidents allowance.

Table 11 – Annual allowance for the Shire President

	<b>Shire President</b>	
<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>
4	\$575	\$22,470
Current	\$10,280	

Council has not since the 2020/2021 financial year increased its sitting fees or allowances.

Although as stated by the Salary and Allowance Tribunal “*fees and allowances provided to elected members are not intended to be full time salaries for members*”, it should recognise the commitment of their time and ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties.

#### Alternative payment method - elected members

An alternative option to the annual payment fee, is to pay attendance fees to elected members per council meeting and per committee or prescribed meeting.


In addition to the attendance fees elected members are eligible for an ICT allowance. This allowance takes the following into consideration:

- rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- any expenses, including the purchase costs, of ICT hardware provided to elected council members.

In this regard the Shire provides elected members with a laptop / iPad. Elected members are required to have their own phones and internet provider.

For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500. Currently elected members receive an annual ICT allowance of \$1,440.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy, and governance.
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

#### Other strategic links

Nil

#### Statutory Environment

- *Local Government Act 1995* – Sections 5.98 and 5.99.
- *Local Government (Administration) Regulations 1996* – Regulations 30-34.
- *Salaries and Allowances Act 1975* – Determination by the Salaries and Allowances Tribunal.

#### 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 Policy M8 – Council Members Fees, Allowances and Reimbursement of Expenses.

#### Annual Attendance Fee

- 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).

- The amount shall be determined in the annual budget and shall not exceed the maximum set by the Salaries and Allowances Tribunal (SAT).
- If an Elected Member is elected or vacates their position partway through a payment period, the applicable fees will be prorated accordingly.

### **Shire President / Deputy Shire President Allowance**

- The Shire President and Deputy Shire President shall be paid an allowance in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).
- The amount shall be determined in the annual budget and shall not exceed the maximum set by the SAT.

### **Information and Communications Technology Allowance**

- Elected Members shall be paid an ICT Allowance in lieu of reimbursement of expenses, with the amount determined in the annual budget and subject to SAT determinations.
- The ICT Allowance shall be paid in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).

### **Travel Allowance**

- Elected Members shall be paid a Travel Allowance for official duties, in accordance with Regulation 31 of the Local Government (Administration) Regulations 1996.
- The amount shall be determined in the annual budget and based on the applicable SAT determination.
- If an Elected Member incurs travel expenses beyond the set allowance, they may claim reimbursement in accordance with Regulation 31.
- Elected Members travel expenses shall be paid in two equal payments made in the financial year: April (covering October - March) and October (covering April – September)

### **Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Failure to review elected member sitting fees regularly may result discouraging community members from running.

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**Consultation**

Nil

**Resource Implications****Financial**

All fees and allowances will be incorporated into the Shire's annual budget process.

**Workforce**

Nil

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End

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<b>9.4.8 ALGA Support for the 2025 Federal Election Campaign</b>	
<b>File Ref:</b>	GR/31/018
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Supports the national federal election funding priorities identified by the Australian Local Government Association (ALGA).**
- 2. Supports the ‘Put Our Communities First’ federal election campaign.**
- 3. Writes to the local federal member (s) of Parliament, all known election candidates in local federal electorates and the President of the Australian Local Government Association expressing support for ALGA’s federal election funding priorities.**

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

## **Summary**

Council is requested to consider supporting ALGA’s ‘Put Our Communities First’ campaign which aims to secure new federal funding distributed to all councils through a formula-based approach, ensuring equitable community benefits and empowering local decision-making.

## **Background**

The next Federal Election must be held by 17 May 2025.

Working in conjunction with its member state and territory associations, the Australian Local Government Association (ALGA) has developed a framework for a national advocacy campaign that will run in the lead up to this election.

Based around the tagline of ‘Put the Community First’, the goal is to secure additional federal funding that will support every council to play a bigger role delivering local solutions to national priorities.

### **Report Detail**

The ‘Put Our Communities First’ campaign will advocate for new federal funding to be distributed to all councils on a formula-basis, similar to the Commonwealth’s Roads to Recovery Program, or the previous Local Roads and Community Infrastructure Program.

This will ensure that every council and community benefits and support local decision making based on local needs.

The five national funding priorities have been determined by the ALGA Board comprised of representatives from each of Australia’s state and territory local government associations and align with key national priorities.

These five funding priorities are:

- \$1.1 billion per year for enabling infrastructure to unlock housing supply.
- \$500 million per year for community infrastructure.
- \$600 million per year for safer local roads.
- \$900 million per year for increased local government emergency management capability and capacity, and
- \$400 million per year for climate change adaption.

Further information on each of these priorities is listed below.

#### Housing enabling infrastructure

A lack of funding for enabling infrastructure including roads, and water and sewerage treatment connection and facilities is a significant barrier to increasing housing supply across the country.

A five year, \$1.1 billion per annum program would fund the infrastructure that is essential to new housing developments, and Australia reaching its housing targets.

#### Community Infrastructure

ALGA’s 2024 National State of the Assets report indicates that \$8.3 billion worth of local government buildings and \$2.9 billion worth of parks and recreation facilities are in poor condition and need attention.

Introduced in 2020, the Local Roads and Community Infrastructure Program supported all councils to build, maintain and upgrade local facilities, with \$3.25 billion allocated on a formula basis.

This program had a significant impact, driving almost \$1 billion improvement in the condition of local government buildings and facilities; and a \$500 million per year replacement fund would support all councils to build, upgrade and revitalise the community infrastructure all Australian rely on.

### Safer Roads

Councils manage more than 75% of Australia's roads by length, and tragically more than half of all fatal road crashes in Australia occur on these roads.

In 2023 the Australian Government announced that it would double Roads to Recovery funding over the forward estimates, providing councils with an additional \$500 million per year.

However, recent independent research highlighted a \$1 billion local government road maintenance funding shortfall, meaning there is still a significant funding gap.

Providing local government with \$600 million per year tied to road safety programs and infrastructure upgrades would support all councils to play a more effective role addressing Australia's unacceptable road toll.

### Climate adaption

Local governments are at the forefront of grappling with climate impacts as both asset managers and land use decision makers.

However, funding and support from other levels of government has failed to keep pace, placing an inequitable burden on councils and communities to fund this work locally.

A \$400 million per year local government climate adaption fund would enable all councils to implement place-based approaches to adaption, delivering local solutions to this national challenge.

### Emergency management


Fires, floods and cyclones currently cost Australia \$38 billion per year, and this is predicted to rise to \$73 billion by 2060.

Australian councils play a key role preparing for, responding to and recovering from natural disasters, but aren't effectively funded to carry out these duties.

The Government's \$200 million per year Disaster Ready Fund is significantly oversubscribed, especially considering the scale and cost of disaster mitigation projects.

A \$900 million per year fund would support all councils to better prepare their communities before natural disasters, and more effectively carry out the emergency management responsibilities that have been delegated to them.

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

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy, and governance.
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

#### **Other Strategic Links**

Nil

#### **Statutory Environment**

Nil

#### **Sustainability and Risk Consideration**

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

If the Put Our Communities First campaign succeeds, it would deliver substantial economic benefits to the Shire. Increased funding for enabling infrastructure would unlock new housing development potential.

Improved community facilities and safer roads would enhance liveability, attracting new residents, businesses, and investment, leading to sustainable population growth and greater economic diversity.

Strengthened emergency management and climate adaptation capabilities would significantly reduce disaster-related economic losses, protecting local businesses and community assets. Collectively, these



investments would support local employment, stimulate regional development, and promote long-term economic resilience and prosperity.

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

Improved infrastructure for housing would create more affordable and accessible homes, reducing pressures from housing shortages.

Enhanced community facilities and recreation spaces would promote health, wellbeing, and social cohesion.

Safer local roads would reduce accidents, protecting lives and making transport more efficient.

Strengthened emergency management capabilities would increase community safety and resilience, helping residents better prepare for and recover from natural disasters.

**Policy Implications**

Nil

**Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	If the council does not support the Put Our Communities First campaign, it may have an impact on the outcome of the campaign.

**Consultation**

Nil

**Resource Implications**

**Financial**

Nil

**Workforce**

Nil

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End

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<b>9.4.9 Proposed sale of Lot 1 (60) Forrest Street, Boyup Brook</b>	
<b>File Ref:</b>	A2009 & A15327
<b>Previous Items:</b>	OCM 30/11/2023 OCM 29/08/2024
<b>Applicant:</b>	River Grove Private Estate Pty Ltd
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	9.4.9A Engineering Report 9.4.9B Concept Subdivision 9.4.9C Subdivision Development Letter

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Notify the Smook Trust that due to a lack of progress on the proposed development Council no longer intends to proceed with the sale of Lot 1 (60) Forest Street to the Smook Trust.**
- 2. Acknowledge the “Offer to Purchase” from River Grove Private Estate Pty Ltd, conditional on the applicant covering all cost associated with the following which is to be considered the purchase price:**
  - a) The preparation of a purchase agreement and the legal transfer of the property considered to be the purchase price.**
  - b) Subject to Councils final approval of the proposal the cost associated with complying with the requirements of s3.58 of the *Local Government Act 1995*.**
- 3. Request the Chief Executive Officer to obtain, a current valuation of Lot 1 (60) Forrest Street, Boyup Brook in accordance with section 3.58(4)(c)(i) of the *Local Government Act 1995*.**
- 4. Request the Chief Executive Officer to advertise, the proposed sale of Lot 1 (60) Forrest Street, Boyup Brook in accordance with section 3.58(3) of the *Local Government Act 1995*.**

**5. Authorise River Grove Private Estate Pty Ltd to lodge a subdivision application for Lot 1 (60) Forrest Street with the Western Australian Planning Commission, at its own cost, subject to:**

**a) The application being submitted within 30 days of this resolution.**

**6. Authorise the Chief Executive Officer to execute all documents required in relation to the subdivision application referenced in (5) above.**

**7. Following compliance with clauses (3), (4), and (5), formally consider the 'Offer to Purchase' for Lot 1 (60) Forrest Street, Boyup Brook.**

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

### **Summary**

Council is requested to consider the disposal of Lot 1 (60) Forrest Street, Boyup Brook, and to support a new offer from River Grove Private Estate Pty Ltd. Due to the lack of response and progress from the previous proponent, the Smook Trust, and a more viable and committed offer now received from River Grove, it is recommended that Council move forward with the new proposal.

### **Background**

At the Ordinary Council Meeting of 29 August 2024, Council resolved as follows:

*"Moved: Cr. Alexander*

*Seconded: Cr. O'Connell*

### **COUNCIL DECISION 24/08/181**

*That Council:*

- 1. Acknowledges the "Offer to Purchase" from Smook Trust for Lot 1 (60) Forrest Street, Boyup Brook for the price of \$95,000.*
- 2. Request the Chief Executive Officer to obtain a valuation of Lot 1 (60) Forrest Street, Boyup Brook, in accordance with s3.58(4)(c)(i) of the Local Government Act 1995.*

3. *Request the Chief Executive Officer to advertise the potential sale of Lot 1 (60) Forrest Street, Boyup Brook, in accordance with s3.58(3) of the Local Government Act 1995.*
4. *Request the potential purchaser to provide the Shire of Boyup Brook with a development plan prepared by a suitably qualified consultant indicating the type of development proposed.*
5. *Following compliance with (2), (3) and (4) above, will formally consider the 'Offer to Purchase' Lot 1 (60) Forrest Street, Boyup Brook.*

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

At the Ordinary Council Meeting of 29 August 2024 (Res 24/08/181) acknowledged the potential purchase of Lot 1 (60) Forest Street to Smook Trust, subject to inter alia the following:

- "4. Request the potential purchaser to provide the Shire of Boyup Brook with a development plan prepared by a suitably qualified consultant indicating the type of development proposed."*

Despite attempts, officers have been unable to contact the Smook Trust to obtain a development plan or any further update. As a result, officers recommend withdrawing from the proposed sale to the Smook Trust.

### **Report Detail**

Due diligence investigations revealed that the property presents considerable challenges, particularly in relation to effluent disposal. The engineering report from Structerre (Attachment 9.4.9A) confirmed that existing soil conditions are unsuitable for on-site effluent treatment, as required under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

As such, the following options were considered:

- 1) Progress the offer from River Grove Private Estate Pty Ltd, which includes full coverage of all statutory compliance costs (e.g., valuation, legal transfer, advertising) and authorisation for subdivision. Total estimated cost: \$5,000–\$10,000, all at the applicant's expense.


- 2) Undertake significant earthworks and soil replacement to render the site developable. This would require contractor engagement and may exceed the market value of the property.
- 3) Retain the property and cease sale efforts altogether.

River Grove Private Estate Pty Ltd has proposed subdividing the site into four lots (Attachment 9.4.9B) and developing each with a modern residential dwelling. Before any development can occur, the following remedial works are required:

- Demolish and dispose of the existing asbestos building.
- Remove two concrete hardstands and associated overhead structures.
- Undertake detailed soil remediation to allow compliant effluent disposal.

Should Council endorse the officer's recommendation, and all legislative requirements are met, the proposed sale will return to Council for final consideration. At that stage, officers will recommend timeline conditions to ensure timely commencement of development.

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

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

### Other Strategic Links

The proposed development is consistent with the Shire's Local Planning Strategy, which supports urban consolidation and infill development within the townsite boundary.

### Statutory Environment

#### *Local Government Act 1995*

The statutory requirements for the disposal of local government property are found in s3.58 of the *Local Government Act 1995*. Unless the sale is

exempt, the Shire can dispose of the land on one (1) of the following three (3) ways:

- Public Auction.
- Public Tender.
- By 'private treaty' (i.e., a sale to an individual privately).

**Public Auction** – If the sale is conducted by auction, the land must be sold to the highest bidder. The *Auction Sales Act 1973* deals with the legalities of a sale by auction.

**Public Tender** – If the sale is conducted by public tender, the Shire may determine what is the 'most acceptable tender, whether or not it is the highest tender'. In the sale of land, generally, the highest tender would be the most acceptable, although there may be cases where the tender is conditional, and the Shire may consider that the terms of the condition(s) mean the tender is not the most acceptable. Part four (4) of the *Local Government (Functions and General) Regulations* deals with the requirements for public tenders where the local government calls for tender for the supply of goods or services under s3.57 of the Act.

**Private Treaty** – It requires (in summary):

- Ascertaining the market value of the property through a valuation carried out not more than 6 months before the proposed disposition.
- Reaching a conditional agreement with a proposed purchaser (which may or may not reflect the market valuation).
- Giving two (2) week's local public notice of the proposed disposition, describing the property concerned and the details of the proposed disposition (which must include the other party's details, the market valuation and the amount at which the Shire proposes to sell).

## **Sustainability and Risk Considerations**

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

The development of four residential lots would result in increased rates revenue and contribute positively to the local economy. It may also trigger further development activity in the precinct.

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

The addition of new housing addresses ongoing residential shortages and may attract new residents or retain existing families, contributing positively to community wellbeing.

**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.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Proceeding with the new offer carries moderate statutory and financial risk, mitigated by the applicant covering all associated costs. Inaction risks reputational damage due to the site's prolonged vacancy and deterioration.

**Consultation**

Should Council support this proposal, advertising will be undertaken in accordance with the *Local Government Act 1995*.

**Resource Implications****Financial**

There is no net cost to the Shire. All expenses—including valuation, advertising, legal, and subdivision costs—are to be borne by the applicant.

**Workforce**

Nil

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End

<b>9.4.10 Potential acquisition of the Boyup Brook Accommodation Barracks on Railway Parade, Boyup Brook</b>	
<b>File Ref:</b>	15278
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Public Transport Authority
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	Nil

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. In principle, accepts the offer from the Public Transport Authority to assume the lease of the Boyup Brook Accommodation Barracks, subject to the following conditions:**
  - a) A long-term lease arrangement at a nominal (peppercorn) rental rate of \$1.00 per annum.**
  - b) The Shire being granted authority to sub-lease the facility for short-term accommodation purposes.**
  - c) The complete removal and replacement of all asbestos materials on-site, including (if applicable) asbestos fencing.**
  - d) The landscaping and secure fencing of the area directly adjacent to the accommodation complex.**
  - e) The installation of a kitchenette and ensuite within each of the twelve cabins.**

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

### **Summary**

Council is requested to consider a proposal from the Public Transport Authority (PTA) regarding the lease of the Boyup Brook Accommodation Barracks located on Railway Parade. The initiative presents an opportunity to revitalise a heritage asset while addressing the local shortage of short-term accommodation and supporting broader economic development.



## Background

Constructed in 1909, the Boyup Brook Accommodation Barracks were originally developed to house railway workers supporting the new rail line extension from Donnybrook. The site features multiple cabins and support structures that historically served as essential infrastructure for railway operations.

Despite subsequent structural alterations, the barracks retain local heritage significance. Their adaptive reuse as short-term accommodation aligns with the Shire's objectives to preserve heritage assets, support community infrastructure, and promote tourism.



## Report Detail

The PTA has approached the Shire to consider a new lease over the Barracks site following the expiration of the current lease. This presents a strategic opportunity for the Shire to address an identified shortage of short-term accommodation in the district.

Events such as the Country Music Festival and increased visitation from trades and seasonal workers have highlighted a persistent lack of affordable, flexible accommodation options. Refurbishing the Railway Accommodation Barracks would offer a cost-effective solution, create an additional income stream, and reduce pressure on existing lodging providers.

The PTA has completed an asbestos inspection and identified the need for remediation. This includes the removal of asbestos-containing materials (walls, ceilings, roofing, electrical fittings, and fencing) and

partial demolition of non-heritage structures added in the 1960s, which are structurally compromised.


Initial discussions have explored the possibility of installing kitchenettes and ensuites in each of the twelve cabins to improve functionality and market appeal. These enhancements would enable use for a range of purposes, including:

- Tourist accommodation,
- Seasonal and transient worker housing,
- Emergency accommodation,
- Short-term professional placements (e.g., medical staff, contractors).

Inaction risks ongoing site degradation, heritage loss, and missed economic opportunity. By contrast, timely activation would position the Shire as a leader in heritage preservation and asset optimisation.

Subject to Council support, a feasibility assessment and operational model—such as community group partnership or third-party lease—will be developed to ensure sustainable delivery.

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

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

#### Other Strategic Links

Nil

#### Statutory Environment

- *Local Government Act 1995*

#### Sustainability and Risk Considerations

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

The project supports local economic resilience by increasing accommodation capacity. Increased visitor and worker presence also supports local businesses, including cafés, fuel stations, and retailers.

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

Revitalisation of the barracks enhances local amenity and preserves community heritage. It also increases capacity to accommodate emergency responders or health professionals, particularly during peak periods or crises.

**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.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Accepting the lease entails moderate financial and statutory risks, offset by the PTA's commitment to full asbestos remediation. Prolonged vacancy risks further structural decline, reputational impact, and reduced redevelopment options.

**Consultation**

- Public Transport Authority.

**Resource Implications****Financial**

Refurbishment costs, particularly for kitchenettes and ensuites, may require Shire contribution or external funding. Grant opportunities will be investigated.

**Workforce**

Nil

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End

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<b>9.4.11 Electoral Commission conduct of the 2025 Local Government Ordinary Elections</b>	
<b>File Ref:</b>	GO/19/009
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	9.4.11A Electoral Commission Cost Estimate

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, that the Western Australian Electoral Commission (WAEC) will be responsible to conduct the 2025 Ordinary Election, including any other elections or polls that may be required.**
- 2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be by postal vote.**
- 3. Endorse the allocation of \$16,434 (ex GST) in the 2025/2026 annual budget for the WAEC to conduct the Shire of Boyup Brook's ordinary postal election.**
- 4. Authorise the Chief Executive Officer to finalise and execute any agreements necessary for the WAEC to conduct the 2025 elections.**

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

### **Summary**

Council is requested to consider appointing the WAEC to conduct the 2025 Ordinary Local Government Election via the postal voting method, in light of recent legislative reforms and operational considerations.

## Background

The Minister for Local Government has implemented reforms to the *Local Government Act 1995*, including the introduction of optional preferential voting (OPV) to replace the previous first-past-the-post system. The new voting method significantly increases the complexity of the vote counting process.

Legislation is now in place for the 2025 elections, and these changes reinforce the benefit of having the WAEC manage the election to ensure impartiality, integrity, and a higher level of participation.

## Report Detail

In accordance with section 4.7 of the *Local Government Act 1995*, the next ordinary local government election is scheduled for Saturday, 18 October 2025.

The appointment process for the WAEC includes:

- Securing agreement from the WAEC to conduct the election (completed); and
- Council formally resolving to appoint the WAEC.

Appointing the WAEC provides an independent and professionally managed election process. Past experience shows that postal voting increases voter turnout and enhances community confidence in the process.

If the Shire were to conduct the election internally, it would place a significant burden on both staffing and financial resources. Additionally, having the Chief Executive Officer serve as the Returning Officer may present perceived or actual conflicts of interest, particularly under the more complex optional preferential voting system.

Under section 4.61(1) of the *Local Government Act 1995*, two election methods are permitted:

- **Postal Election:** Votes are cast by post or hand-delivered to the electoral officer before election day.
- **Voting In-Person Election:** Votes are primarily cast in person on election day, with allowances for early or postal voting.

Given the operational complexities introduced by optional preferential voting, the WAEC is best placed to manage the election efficiently and transparently.

### Cost Estimate


The WAEC has provided a cost estimate of \$16,434 (ex GST) to conduct the 2025 election based on the following assumptions:

- Postal voting method
- Three Councillor vacancies
- 1,400 electors
- 50% voter response rate
- Appointment of a local Returning Officer
- Vote count held locally using CountWA.

This estimate excludes:

- Non-local Returning Officer appointments
- Use of Australia Post Priority Services
- Casual staffing for replacement packages
- Cost escalations from third-party suppliers.

### 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 Part 4*
- *Local Government (Elections) Regulations 1997.*
  - o *s.4.61: Choice of election method (postal or in-person)*
  - o *s.4.20: Appointing the Electoral Commission.*

### 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.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	The increased complexity of the electoral process under optional preferential voting may raise concerns if not managed independently. Engaging the WAEC mitigates risks of reputational damage, administrative burden, and electoral disputes.

**Consultation**

Nil

**Resource Implications****Financial**

The cost of \$16,434 (ex GST) will need to be included in the 2025/2026 budget. This figure will not include the cost to the organisation in terms of the officer time and resources to assist in the election.

**Workforce**

Nil

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End

## 9.5 Planning

<b>9.5.1 Development Application - (Tree Farm – Pine Trees) Lots 11804, 3942, 11327, 8213, 7477 and 7447 (352) Evans Siding Road, Benjinup</b>	
<b>File Ref:</b>	A4030
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Mitsui Bussan Woodchip Oceania Pty Ltd
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.5.1A Visual Landscape Assessment 9.5.1B Economic Impact Assessment 9.5.1C Additional Economic Information

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

**Officer Recommendation CM 25/05/...**

**That Council:**

- 1. Refuse the development application for a 'Tree Farm' on Lots 11804, 3942, 11327, 8213, 7477 and 7447, (352) Evans Siding Road Boyup Brook, for the following reason:**

- a) Clause 25 – 'Rural Zone' notes that when considering application for inter alia planning consent, Council shall have regard to:**

**Sub-clause 1(a). The need to protect the agricultural practices of the Rural zone in light of its importance to the District's economy.**

**While the Shire recognises the broader strategic value of plantation forestry, it must also ensure that such development aligns with the principles of local economic sustainability. Based on the applicant's Economic Impact Assessment and further analysis, the proposed 'Tree Farm' is expected to generate fewer local economic benefits and employment opportunities than existing or alternative agricultural uses. This includes reduced annual contribution to Gross Regional Product and fewer local jobs, which cumulatively threaten the sustainability of existing rural businesses and services in the Boyup Brook community.**

**.....**

**For:  
Against:**



## Summary

Council is requested to consider a development application for a proposed Tree Farm over multiple lots at 352 Evans Siding Road, Benjinup.

## Background

The property, previously used for commercial sheep grazing, spans 382 hectares, with 306 hectares proposed for *Pinus Radiata* plantation. The existing dwelling is to be retained and possibly leased as key worker accommodation.



Locality Plan

## Report Detail

### Permissibility

Under the Scheme, a 'Tree Farm' is an 'A' use in the Rural zone, requiring Council discretion and advertising.

### Request for further information

As part of the initial assessment of the application and to comply with the following clauses of the Scheme, the applicant was requested to provide a 'Landscape Impact Assessment.'

- clause 9(b) - 'protect the potential of agricultural land for primary production and to preserve the landscape and character of the rural areas.'
- clause 16 – 'to protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.'

- clause 25 (3) - Council, in considering the granting of approval to plantations in the Rural Zone will take into account the landscape and amenity of the area, and may refuse to grant approval for the planting of tree species which it does not consider to be appropriate for the area and is not supported by adequate bushfire suppression measures.

#### Landscape Impact Assessment (Attachment 9.5.1A)

The 'Landscape Impact Assessment' identifies the following as potential visual impacts associated with plantation developments:

- Plantations that do not align with the natural topography, creating harsh, unnatural lines in the landscape.
- Scarring of the landscape due to future timber harvesting.
- Damage to roads and roadside vegetation caused by logging activities.

The assessment also provides the following potential mitigation measures to address potential visual impacts:

- Design the plantation to follow the natural topography, incorporating small, curvilinear coupes that blend harmoniously with the landscape.
- Maintain and enhance biodiversity corridors by preserving existing native vegetation and shelterbelt trees.
- Avoid geometrically shaped harvest areas that contrast sharply with the surrounding natural forms.
- Active management of harvesting operations to protect natural roadside vegetation and road infrastructure.

Taking into consideration the potential visual impacts as well as the recommended mitigation, the report details the following findings which are supported from a planning perspective:

- One neighbouring property, situated on a minor road, will experience some visual impact.
- The plantation and associated harvesting activities will not affect either the main thoroughfare, Donnybrook-Boyup Brook Road, or the prominent views in the area.
- The property's lower elevation relative to the surrounding forest prevents any impact on the skyline. The plantation does not include any ridgelines visible to surrounding areas.
- Existing plantations within a 2-kilometer radius further minimise the perceived visual change to the area.

Further to a request for a 'Landscape Impact Assessment' the applicant was requested to provide, as per the following clause an 'Economic Impact

Assessment' clarifying what the impact of the proposed use would be, taking into consideration the current livestock use.

- Clause 25 – 'Rural Zone' notes that when considering application for inter alia planning consent, Council shall have regard to:

- 1(a). The need to protect the agricultural practices of the Rural zone in light of its importance to the District's economy.

#### Economic Impact Assessment (Attachment 9.5.1B)

The economic modelling provided by the applicant fails to present a compelling case for long-term local economic benefit. Notably:

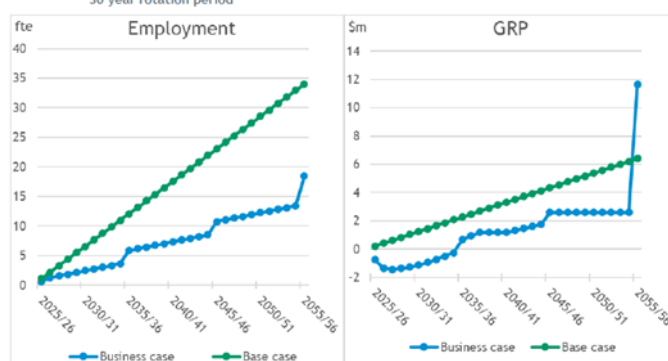
The base case (livestock farming) contributes approximately \$200,000 per annum to the local economy and supports 1.1 FTE positions.

The proposed Tree Farm averages \$400,000 per annum over a 30-year cycle, but this figure masks long initial periods of minimal economic input.

The Tree Farm supports an average of only 0.6 FTE jobs per year over the same period.

This suggests a net decline in year-on-year economic activity and employment. Additionally, the modelling does not account for indirect benefits of livestock farming, such as local shearing, transport, feed, veterinary services, fencing contractors, and wool processing, nor does it consider potential cropping uses which may be more economically productive.

Figure ES-1 Cumulative\* economic contribution of the base case and business case to the Shire economy, 30 year rotation period



#### Additional Economic Information

The applicant's broader economic claims include past contributions to the district; however, this refers to historical investment across multiple

projects and is not directly relevant to the economic return of the specific proposal before Council.

	\$1,000			
	CY24	CY23	CY22	Total
Direct to Shire	40	36	23	99
Direct via suppliers/contractors/landowner	5,541	7,132	7,384	20,057
Indirect via suppliers/contractors/landowners	1,520	5	5,628	7,153
Total	7,101	7,173	13,035	27,309


- Direct to Shire (\$99,000)  
The figure quoted relates to rates which would be payable under the current use.
- Direct Suppliers / Contractors / Landowners (\$20,057,000)
  - o No land purchase included
  - o Establishment
  - o Harvesting, including payments to landowners
  - o Maintenance
  - o Fencing
  - o Pest Control
- Indirect Suppliers / Contractors / Landowners (\$7,153,000)
  - o Harvesting of tree farms where the landowner residing in the Boyup Brook Shire receives payment for timber.

### Strategic Context

The Strategic Community Plan 2021–2031 identifies sustainable economic development as a priority. Approval of a proposal which reduces ongoing employment and economic contribution to the community is inconsistent with this strategic objective.

In light of the Shire's planning objectives, statutory responsibilities, and strategic priorities, the proposal is not considered to deliver sustainable local economic or social outcomes. The Officer recommends refusal on the basis that the proposed development does not align with the economic protection requirements of the Rural zone as stipulated in Clauses 9(b), 16 and 25 of the Town Planning Scheme, nor does it align with the Shire's strategic planning framework.

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

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

### Other Strategic Links

- Guidelines for Plantation Fire Protection 2011.
- Tree Protection Standards (AS4970-2007).
- Code of Practice for Timber Plantations in Western Australia.

### Statutory Environment

- *Planning and Development Act 2020.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Environmental Protection Act 1986.*
- Boyup Brook Town Planning Scheme No. 2.

### Sustainability and Risk Considerations

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

The development risks reducing the economic diversity and resilience of the local economy, concentrating investment in a less labour-intensive, long-horizon return industry.

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

Reduced economic activity and employment could lead to population decline, affecting schools, health services, and community infrastructure.

#### 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.

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	Approval may set an undesirable precedent, encouraging conversion of viable farmland to lower-yield tree plantations, reducing the local economy's capacity to sustain essential services and businesses.

## Consultation

The property is surrounded by state agency owned land except for one property being privately owned. No objections were received.

The following comments were received from state departments:

- Department of Fire and Emergency Services.

It is recommended that the FMP be modified to demonstrate compliance with the Plantation Guidelines, namely the requirements relating to the following matters:

- Fire Management Plan; and
- Plantation Fire Protection Specifications.

- Department of Biodiversity, Conservation and Attractions, Parks and Wildlife.

- DBCA-managed lands

The Plantation Management Plan (PMP) indicates that the sole access for the proposal is via Evans Siding Road. Evans Siding Road lies wholly within the DBCA-managed Timber Reserve and therefore is not a gazetted road. The Department has not provided permission for the use of Evans Siding Road for commercial purposes. The proponent is advised to contact DBCA SW Region for permission to use Evans Siding Road as an access for the proposed development prior to the commencement of works.

There should be no direct or indirect impacts from the tree farm, including surface water run-off, drainage, erosion, weed spread and/or Phytophthora dieback spread from the proposed plantation.

The subject land is adjacent to (and proposed access road passes through) a declared Disease Risk Area (DRA). The PMP does not make any reference to dieback. Therefore, reasonable measures to mitigate the risk of Phytophthora dieback spread should be included within the PMP.

- Native Vegetation

PMP Section 3 indicates that all existing areas of native vegetation within the plantation will be retained with plantation setbacks of 15m to surrounding State Forest/Timber Reserve and buffers/firebreaks of 6 – 10m to retain native vegetation within the subject land. DBCA

recommends that buffers to retain native vegetation are located outside of tree crown drip zone, consisting of suitable demarcation materials to protect the retained native vegetation and tree roots from accidental vehicle damage and soil compaction.

DBCA notes that the Code of Practice for Timber Plantations in Western Australia refers to six metre non-planted buffers being maintained from the edge of a watercourse, however there is no reference to the buffers to retained native vegetation. The Tree Protection Standards (AS4970-2007) refer to a formula for determining appropriate buffers between retained trees and development.

Generally, a 10-metre buffer is recommended by DBCA being an average of the standards for trees in a forested environment. For example, the Tree Protection Standard Table 2.0 indicates that a tree with Diameter at Breast Height (DBH) greater than 830mm has a Tree Protection Zone of 10m or greater. However, for this plantation proposal, DBCA supports a 6-metre demarcated buffer given the proponent has committed to retaining vegetation within the proposed planting area as indicated in the PMP.

- Fire Management

Section 5 of the PMP outlines a Fire Management Plan for the proposal. The vegetation on the nearby DBCA-managed land would be considered to be an extreme bushfire hazard. Properties adjacent to land considered to be an extreme bushfire hazard should recognise the potential fire hazard in the adjoining bushland.

The fire management plan emergency contacts list should include the DBCA Blackwood District Duty officer, in addition to other bushfire contacts, via the DBCA Blackwood District Office.

The fire management plan identifies a range of plantation setbacks to minimise the risk of any adverse bushfire impacts to surrounding land uses and to protect the plantation itself. DBCA is supportive in principle of the setbacks proposed, including the 15m setback to the property boundary. However, DBCA recommends that this setback be varied to align with the edge of existing native vegetation that is contiguous with native vegetation on adjoining lots.

- Department of Water and Environmental Regulation

The Department has identified that the proposal has the potential for impact on the environment and water resource values management.

Key issues and recommendation are provided below, and these matters should be addressed:

○ Issue 1

Native Vegetation: An advice note be included that the clearing of native vegetation is subject to the *Environmental Protection Act 1986*, and in the event of any clearing of native vegetation is proposed, to contact the Department's Native Vegetation Regulation Section.

○ Issue 2

Waterway protection: The proponent is advised to include additional detail in their Plantation Management Plan, consistent with the Code of Practice for Timber Plantations in Western Australia to the satisfaction of the Shire with the following commitments:

- Machinery should not enter the waterways or their foreshore areas.
- To maintain a minimum 6-meter non-planted buffer to the edge of the waterway, as measured separately for each bank of the waterway.
  - Outwards from either the outer edge of wetland vegetation,
  - The two – to – three-year average recurrence interval floodway, or
  - The high-water mark/bankfull level (if there is no riparian vegetation).
- Remnant vegetation areas, particularly riparian areas are to be fenced from stock prior to grazing being established within the plantation area.
- Risk mitigation measures to protect the waterway be detailed for the design and construction of the creek crossing as per Section 4.5.1.7 of the Code of Practice.
- Pine wildlings are controlled within remnant vegetation areas over the life of the plantation.
- Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage.
- The southern watercourse at Lot 7447, proposed roads and all creek crossings are to be shown on the Proposed Plantation Map.

## Resource Implications

## Financial



Should Council resolve to refuse the application, the applicant could appeal the decision with the State Administrative Tribunal. Should this be the case, it may be necessary to engage an Attorney to represent the Shire.

### **Workforce**

The State Administrative Tribunal is located in Perth, should the applicant appeal the decision a staff member will be required to attend the appeal process.

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End

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## 10. Minutes of Committees

### 10.1 Warren Blackwood Alliances of Councils Minutes – 1 April 2025

<p><b>Moved:</b> ..... <b>Seconded:</b> .....</p> <p><b>Officer Recommendation CM 25/05/...</b></p> <p><b>That Council:</b></p> <p>1. Receive the <u>unconfirmed</u> minutes of the Warren Blackwood Alliances of Councils Meeting held on 1 April 2025.</p> <p style="text-align: right;">..... <b>For:</b> <b>Against:</b></p>
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## 11. Motions of which previous notice has been given

Nil

## 12. Late Items / Urgent Business Matters

The following Item will be submitted as a late item for Council consideration.

Differential Rating Proposal 2025/	
<b>File Ref:</b>	
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Carolyn Mallett, Executive Manager Corporate Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	

## 13. Confidential Items of Business

Nil

## 14. Closure

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

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

\_\_\_\_\_  
Date