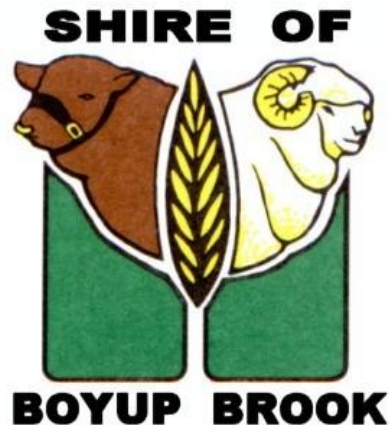


# Minutes



ORDINARY MEETING

held

THURSDAY 20 February 2020  
Commenced AT 5.30PM

AT

SHIRE OF BOYUP BROOK  
CHAMBERS  
ABEL STREET - BOYUP BROOK

TABLE OF CONTENTS

1.1	Attendance.....	3
1.2	Apologies.....	3
1.3	Leave of Absence.....	3
2	<b>PUBLIC QUESTION TIME.....</b>	<b>3</b>
2.1	Response to Previous Public Questions Taken on Notice.....	4
3	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>4</b>
4	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS.....</b>	<b>4</b>
5	<b>DISCLOSURE OF INTEREST .....</b>	<b>4</b>
6	<b>CONFIRMATION OF MINUTES.....</b>	<b>5</b>
6.1	Ordinary Council Minutes - 12 December 2019 .....	5
6.2	Special Council Minutes - 22 January 2020.....	5
7	<b>PRESIDENTIAL COMMUNICATIONS.....</b>	<b>6</b>
8	<b>COUNCILLORS QUESTIONS ON NOTICE.....</b>	<b>6</b>
9	<b>REPORTS OF OFFICERS .....</b>	<b>6</b>
9.1	<b>MANAGER WORKS &amp; SERVICES.....</b>	<b>7</b>
9.1.1	Intersection Design - Inglis, Cowley, Abel Streets.....	7
9.1.2	Jayes Road Numbering & Renaming .....	10
9.2	<b>FINANCE .....</b>	<b>14</b>
9.2.1	List of Accounts Paid in December 2019 .....	14
9.2.2	List of Accounts Paid in January 2020 .....	17
9.2.3	31 December 2019 and 31 January 2020 Statement of Financial Activity .....	20
9.2.4	30 June 2019 Annual Financial Statements - Significant Adverse Trends .....	22
9.2.5	Amendment to Fees and Charges – Water .....	25
9.3	<b>CHIEF EXECUTIVE OFFICER.....</b>	<b>27</b>
9.3.1	Single House, Lot 2530 Eulin Crossing Road, Boyup Brook. ....	27
9.3.2	Subdivision Application (WAPC Ref 158812) - Lot 12095 Condinup Road, Dinninup .....	31
9.3.3	Development (Farm Workers Accommodation) - Lot 2514, Boyup Arthur River Road .....	37
9.3.4	ADOPT Draft Sport and Recreation Masterplan – for advertising .....	41
10	<b>COMMITTEE MINUTES.....</b>	<b>50</b>
11	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>51</b>
11.1	Cr O'Connell .....	51
12	<b>URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT.....</b>	<b>52</b>
12.1	Policy Review - F.02 Guidelines for Community Grants Policy.....	52
12.2	Spendmapp Proposal.....	55
12.3	CRT Trial at Rylington Park .....	59
12.4	Revoking of Resolutions .....	61
13	<b>CONFIDENTIAL MATTERS - BEHIND CLOSED DOORS.....</b>	<b>63</b>
13.1	Write off of Interest Charges .....	63
14	<b>CLOSURE OF MEETING .....</b>	<b>63</b>

**RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**

**1.1 Attendance**

Cr G Aird – Shire President  
Cr R Walker - Deputy Shire President  
Cr S Alexander  
Cr P Kaltenrieder  
Cr K Moir  
Cr H O'Connell  
Cr T Oversby  
Cr A Price  
Cr E Rear

STAFF: Mr C Smith (CEO)  
Mr P Dittrich (Manager Governance)  
Mr S Alexander (Manager Works & Services)  
Ms V Crispe (Coordinator Works, Projects and Assets)  
Mrs M Lane (Executive Assistant)

Public: Mr D Rear arrived at 5.25pm  
Ms C Wilson arrived at 5.25pm  
Mr T Wheeler arrived at 5.25pm(Manjimup Bridgetown Times)  
Ms S White arrived at 6.47pm  
Ms S Broadhurst arrived at 6.50pm  
Mr D Winter arrived at 6.51pm  
Mr S Chambers arrived at 6.52pm  
Ms L Schreurs arrived at 6.53pm  
Ms L Baldwin arrived at 6.54pm  
Mr I Kugler arrived at 6.55pm

**1.2 Apologies**

**1.3 Leave of Absence**

**2 PUBLIC QUESTION TIME**

Carina Wilson expressed her concern in relation to the speed that the trucks travel along the Boyup Brook-Bridgetown Road near the BP Station.

**Response:**

Administration to contact Main Roads in relation to speed issues along this road and find out what the best solution would be.

Set up a traffic count / digital speed device along this road to get some statistics to provide to Police.

David Rear mentioned that further consideration must be given to the whole section of the Jayes Road Numbering and Renaming.

David Rear left the Chambers at 5.56pm.  
Carina Wilson left the Chambers at 6.09pm.

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

**3        APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**4        PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS**

Cr Rear attended the Co-Op Christmas function on 13 December 2019.  
Cr Rear attended the Councillor Christmas function on 14 December 2019  
Cr Rear attended the Special Council meeting on 29 January 2019.  
Cr Rear attended the Co-Op AGM on 29 January 2019.  
Cr Rear attended the Strategic Planning Workshop on 11 January 2020.  
Cr Rear attended the Art Awards on 12 January 2020.  
Cr Rear attended the Boyup Brook Country Music Street Parade on 15 January 2020.  
Cr Rear assisted with the BBQ for the Country Music Festival on 16 January 2020.  
Cr O'Connell attended the CRC Committee meeting on 17 December 2019.  
Cr O'Connell attended the Rylington Park Committee meeting on 18 December 2019.  
Cr O'Connell attended the Shire staff Christmas party on 19 December 2019  
Cr O'Connell attended the Bendigo Bank meeting - representing Boyup Brook Bendigo Agency on 20 January 2020.  
Cr O'Connell attended the CRC Committee meeting on 21 January 2020.  
Cr O'Connell attended the Australia Day Breakfast and Awards Ceremony on 26 January 2020.  
Cr O'Connell attended the Opening Night of Art Exhibition on 12 February 2020.  
Cr O'Connell attended the CRC Committee meeting on 18 February 2020.  
Cr Walker attended a Council board meeting at Leschenault.  
Cr Walker attended training (Understanding Financial Reports & Budgets) on 14 February 2020.  
Cr Alexander attended training (Understanding Financial Reports & Budgets) on 14 February 2020.  
Cr Alexander attended a women's workshop (Tomorrow Woman event).  
Cr Alexander attended Australia Day.  
Cr Alexander attended the Strategic Planning workshop held on 11 February 2020.  
Cr Moir attended training (Meeting Procedures) on 17 February 2020.  
Cr Price attended training (Understanding Financial Reports & Budgets) on 14 February 2020.  
Cr Price attended Australia Day.  
Cr Oversby attended training (Understanding Financial Reports & Budgets) on 14 February 2020.  
Cr Kaltenrieder attended training (Understanding Financial Reports & Budgets) on 14 February 2020.  
Cr Kaltenrieder attended the Special Council meeting on 22 January 2020.

**5        DISCLOSURE OF INTEREST**

Cr S Alexander declared a proximity interest in item 9.1.1.  
Cr S Alexander declared a financial interest in item 11.1.  
Cr G Aird declared an impartiality interest in item 9.3.4.  
Cr E Rear declared a proximity interest in item 9.1.2.  
Cr E Rear declared a proximity interest in item 9.3.3.

## **6 CONFIRMATION OF MINUTES**

### **6.1 Ordinary Council Minutes - 12 December 2019**

#### **COUNCIL DECISION**

**MOVED: Cr Rear**

**SECONDED: Cr O'Connell**

**That the Council adopts enbloc 6.1 and 6.2.**

**CARRIED BY ENBLOC 9/0**

**Res 04/20**

#### **COUNCIL DECISION & OFFICER RECOMMENDATION - Item 6.1**

**That the minutes of the Ordinary Council Meeting held on Thursday 12 December 2019 be confirmed as an accurate record.**

**CARRIED BY ENBLOC 9/0**

**Res 05/20**

### **6.2 Special Council Minutes - 22 January 2020**

#### **COUNCIL DECISION & OFFICER RECOMMENDATION - Item 6.2**

**That the minutes of the Special Council Meeting held on Wednesday 22 January 2020 be confirmed as an accurate record.**

**CARRIED BY ENBLOC 9/0**

**Res 06/20**

**7      PRESIDENTIAL COMMUNICATIONS**

Attended Australia Day.

Met with the Leader of the Opposition on 29 January 2020.

Attended a Sandakan project meeting on 4 February 2020.

Attended a meeting with a local landowner on 4 February 2020 in relation to gravel supply.

Attended a meeting with the X-Ray team in relation to the Bushfire Mitigation funding on 5th February 2020.

Inspecting the Railway Dam on 5 February 2020.

Attended the Boyup Brook Regional Sport Association on 5 February 2020.

Attended a Strategic workshop on 11 February 2020.

Attended a meeting at Rylington Park in relation to the Shearing School on 12 February 2020.

Attended a teleconference in relation to the Draught Communities Programme on 17 February 2020.

Met with Rick Wilson on 19 February 2020 in relation to the Draught, Tower Proposal and Sandakan.

Attended the Country Music Festival (VIP tent).

**8      COUNCILLORS QUESTIONS ON NOTICE**

Nil

**9      REPORTS OF OFFICERS**

**Proximity Interest**

Cr Alexander declared a proximity interest in item 9.1.1 and departed the Chambers the time being 6.31pm.

## 9.1 MANAGER WORKS & SERVICES

### 9.1.1 Intersection Design - Inglis, Cowley, Abel Streets

<b>Location:</b>	<i>Boyup Brook Town Site</i>
<b>Applicant:</b>	<i>N/A</i>
<b>Disclosure of Officer</b>	<i>None</i>
<b>Interest:</b>	
<b>Date:</b>	<i>12<sup>th</sup> February 2020</i>
<b>Author:</b>	<i>Steele Alexander - Manager Works and Services</i>
<b>Authorizing Officer:</b>	<i>Chris Smith - CEO</i>
<b>Attachments:</b>	<i>MRWA Amended Design</i>

---

#### **SUMMARY**

Council is requested to give approval for the attached intersection design to be implemented.

#### **BACKGROUND**

At the November 2019 ordinary meeting, Council endorsed the attached amended design for the intersection of Inglis St, Abel St, and Cowley St and directed the Acting CEO to engage with the community in a three-week consultation period with submissions to be reported to council at the February 2020 ordinary meeting. Council also directed that the Boyup Brook RSL be contacted in writing regarding the matter. The submission period closed on Monday, 10th of February 2020.

#### **COMMENT**

No submissions were received by the closing date and no late submissions have been received at the time of writing this report.

With no public objections to the amended design received and with the expectation that Council's endorsement of the design will stand, the cost of implementation needs to be considered. The primary change in the amended design is the inclusion of a large island to prevent certain traffic movements. The island will be approximately 200 m<sup>2</sup> in size and will consist of a garden of shrubs and trees bordered by concrete curbing. Estimated cost is \$8,000 above the existing project budget with this amount not accounted for in the 2019/20

Annual budget. It is therefore recommended that the entire project be rescheduled to the 2020/21 year so that it can be fully funded in that year's budget.

**CONSULTATION**

Main Roads WA  
Public Consultation

**STATUTORY OBLIGATIONS**

Nil

**POLICY IMPLICATIONS**

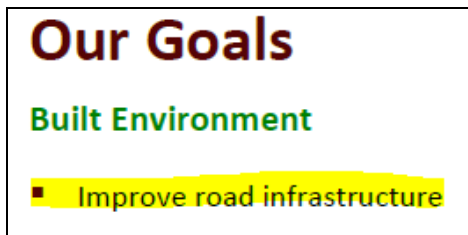
Nil

**BUDGET/FINANCIAL IMPLICATIONS**

- Funding to carry out the full works according to the amended design has not been included in the 2019/20 budget.
- Ongoing maintenance costs of the regulatory signs and road markings will be met by MRWA.

**STRATEGIC IMPLICATIONS**

With reference to the Strategic Community Plan 2017 - 2027



**SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
There are no known environmental issues.
- **Economic**  
There are no known environmental issues.
- **Social**  
With reference to the Strategic Community Plan 2017 - 2027



## **Our Goals**

### **Built Environment**

- Improve road infrastructure

### **Social**

- Improve community safety.
- Promote outdoor activities, community participation, interactions and connections.
- Strengthen an active and vibrant community.

### **VOTING REQUIREMENTS**

Simple majority

### **COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 9.1.1**

**MOVED: Cr Moir**

**SECONDED: Cr Kaltenrieder**

**That Council:**

**Reaffirm their endorsement for the amended design and approve the rescheduling of the project for consideration in the 2020/21 annual budget.**

### **AMENDMENT**

**MOVED: Cr O'Connell**

**SECONDED: Cr Rear**

**That Council:**

**Reaffirm their endorsement for the amended Inglis Street design, Main Roads be approached to fund the project and consider the rescheduling of the project in the 2020/21 annual budget.**

### **MOTION**

**That Council:**

**Reaffirm their endorsement for the amended Inglis Street design, Main Roads be approached to fund the project and consider the rescheduling of the project in the 2020/21 annual budget.**

**CARRIED 8/0**

**Res 07/20**

Cr Alexander returned to the Chambers at 6.44pm

**Proximity Interest**

Cr Rear declared a proximity interest in item 9.1.2 and departed the Chambers the time being 6.44pm.

**LAY ON THE TABLE - 9.1.2**

Public consultation is required before bringing the item back to the Ordinary Council meeting.

**9.1.2 Jayes Road Numbering & Renaming**

<b>Location:</b>	<i>Boyup Brook Town Site</i>
<b>Applicant:</b>	<i>N/A</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>14<sup>th</sup> February 2020</i>
<b>Author:</b>	<i>Steele Alexander - Manager Works &amp; Services</i>
<b>Authorizing Officer:</b>	<i>Chris Smith - CEO</i>
<b>Attachments:</b>	<i>Policy P.08</i>

---

**SUMMARY**

The renaming of Jayes Road in order to resolve a numbering issue was last brought to council at the 2019 November ordinary meeting. The matter is being presented to Council again for resolution.

**BACKGROUND**

At the 2019 November ordinary meeting, Council moved to committee to discuss the options presented with the outcome being that Landgate and Emergency Services should be consulted and the matter brought to the February 2020 ordinary meeting.

Proposed solutions to the problem were presented in the September and November reports and are summarised in the table below:

<b>Proposal</b>	<b>Pros</b>	<b>Cons</b>
<b>[1] Rename the section of road from Forbes St to Boyup Brook Rd North.</b>	<ul style="list-style-type: none"><li>• No existing address changes required.</li></ul>	<ul style="list-style-type: none"><li>• Requires renaming an existing section of road.</li><li>• Creates a confusing short section of Jayes Rd which may further complicate navigation.</li></ul>
<b>[2] Rename the section of road from Abel St to Boyup Brook Rd North.</b>	<ul style="list-style-type: none"><li>• Minimal existing address changes.</li><li>• Creates a logical road starting at a major intersection which will improve navigation.</li></ul>	<ul style="list-style-type: none"><li>• Requires renaming an existing section of road.</li><li>• 6 town addresses changed.</li></ul>
<b>[3] Start addresses from the</b>	<ul style="list-style-type: none"><li>• No changes to road names or lengths.</li></ul>	<ul style="list-style-type: none"><li>• 32 town addresses changed.</li></ul>

current beginning of Jayes Road.		
<b>[4] Start the Boyup Brook – Arthur Road at the Abel St intersection.</b>	<ul style="list-style-type: none"><li>• This is the current official start of the road.</li><li>• Will simply navigation since there will be just one road name from Boyup Brook to West Arthur.</li></ul>	<ul style="list-style-type: none"><li>• Requires renaming an existing section of road.</li><li>• 6 town addresses changed</li><li>• 58 rural addresses changed</li><li>• 30 addresses to change within the jurisdiction of another Shire.</li></ul>

Feedback from emergency services indicates that Jayes Rd in town is causing confusion since there is no clear start and finish point. Feedback also indicates that having the Jayes- Bridgetown Rd (rural) and Jayes Rd (in town) causes confusion when attending incidents.

Landgate has provided feedback along the same lines that clear navigation is paramount and they have indicated that names such as Jayes-Bridgetown Rd (for example) are no longer acceptable since people tend to drop the 'Bridgetown' from the road when communicating addresses. Start and finish points of roads should also be clear and logical.

#### **COMMENT**

##### **Option Assessment:**

As previously reported, the Shire of West Arthur will not allow a name change that impacts addressing within their Shire. This means option 4 cannot be practically considered. Consultation with emergency services reiterates that clear navigation is essential so that should eliminate option 1. Option 2 is a solution which minimise the number of existing addresses that would be affected but does not solve the duplicate Jayes Rd name in the Shire causing problems for emergency services.

Option 3 would result in a significant number of address changes in town however this option would provide an opportunity to eliminate the Jayes Rd name from within the town and remove the confusion with the Jayes-Bridgetown Rd. Additionally, the start and finish points of the road should be tweaked so that the town boundaries are not used and instead, the road starts at Knapp St and ends at the Boyup Brook Road North. This will make navigation easier and enable clear signage to be put in place. This is the preferred option

##### **Name Selection:**

Usual practice when naming a new road would be to select a name according to policy P.08. Should Council choose a solution that requires a new road name, it

is requested that three names be selected from policy P.08 in order of preference. Three names are required in case Landgate rejects a proposed name according to their policies and standards for geographical naming. It should be noted when selecting names that Landgate policy states naming must commemorate an individual with a demonstrated record of achievement. Policy P.08 currently contains a number of entries for families so these names would not be approved if put forward. Additionally, Letchford Rd and Sinnott Rd are already used within the Shire so should not be selected. It should also be noted that evidence of community consultation is a mandatory part of the road name application process.

Requests have been received to consider the names 'Bode', 'Cailes', and 'Hales' for the road.

#### **CONSULTATION**

Shire of West Arthur  
Landgate  
Ambulance Service

#### **STATUTORY OBLIGATIONS**

Nil

#### **POLICY IMPLICATIONS**

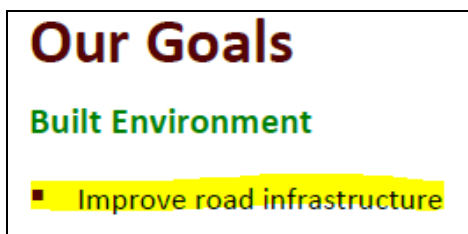
Nil

#### **BUDGET/FINANCIAL IMPLICATIONS**

- Cost of under \$1,000 for new street signs and installation.

#### **STRATEGIC IMPLICATIONS**

With reference to the Strategic Community Plan 2017 - 2027



#### **SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
There are no known environmental issues.

- **Economic**  
There are no known environmental issues.
- **Social**  
With reference to the Strategic Community Plan 2017 - 2027

## **Our Goals**

### **Built Environment**

- Improve road infrastructure

### **Social**

- Improve community safety.
- Promote outdoor activities, community participation, interactions and connections.
- Strengthen an active and vibrant community.

### **VOTING REQUIREMENTS**

Simple majority

### **OFFICER RECOMMENDATION - ITEM 9.1.2**

**That Council:**

1. **Select as its preferred solution, the renaming of Jayes Road in its entirety with its length realigned to begin at Knapp St and end at the Boyup Brook Road North. Addresses to begin at Knapp St.**
2. **Select 3 names from Policy P.08 in order of preference.**
3. **Direct the CEO to engage the community in a three-week consultation period with direct consultation undertaken with any ratepayers requiring an address change. Submissions to be reported to council at the March 2020 ordinary meeting.**

Cr Rear returned to the Chambers at 7.06pm

Tristan Mead left the Chambers at 7.08pm.

### **Adjournment**

That the meeting be adjourned to deal with the Annual Electors meeting.

### **Resumption**

That the meeting resume, the time being 8.20pm.

The meeting resumed with the following persons in attendance.

Cr G Aird – Shire President

Cr R Walker - Deputy Shire President

Cr S Alexander

Cr P Kaltenrieder

Cr K Moir  
Cr H O'Connell  
Cr T Oversby  
Cr A Price  
Cr E Rear  
Mr Chris Smith (CEO)  
Mr Peter Dittrich (Manager Governance)  
Mr Steele Alexander (Manager Works & Services)  
Ms Vanessa Crispe (Coordinator Works, Projects and Assets)  
Mrs Maria Lane (Executive Assistant)

**COUNCIL DECISION**

**MOVED:** Cr Walker

**SECONDED:** Cr O'Connell

**That the Council adopts enbloc 9.2.1, 9.2.2 and 9.2.3.**

**CARRIED BY ENBLOC 9/0**

**Res 08/20**

**9.2 FINANCE**

**9.2.1 List of Accounts Paid in December 2019**

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/1/002</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>13/02/20</i>
<b>Author:</b>	<i>Carolyn Mallett - Accountant</i>
<b>Authorising Officer:</b>	<i>Peter Dittrich – Manager Governance</i>
<b>Attachments:</b>	<i>Yes – List of Accounts Paid in December</i>

---

**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in December 2019 are presented to Council.

**BACKGROUND**

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 December 2019.

**COMMENT**

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 31 December 2019.

## **CONSULTATION**

Nil

## **STATUTORY OBLIGATIONS**

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.*

## **POLICY IMPLICATIONS**

Council's Authority to Make Payments Policy has application.

**BUDGET/FINANCIAL IMPLICATIONS**

Account payments accorded with a detailed 2019-20 Annual Budget

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.2.1**

That at its February 2020 ordinary meeting Council receive as presented the list of accounts paid in December 2019, totalling \$564,468.08 from Municipal account, \$1,362.41 from Trust account, \$39,574.65 from Police Licensing account and \$10.23 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20349 - 20356	\$ 31,149.53
Municipal Electronic Payments	EFT8731 – EFT8858	\$ 327,082.91
Municipal Direct Payments		\$ 206,235.64
Trust Cheques	2212 - 2214	\$ 1,362.41
Police Licensing Payments		\$ 39,574.65
BBELC Payments		\$ 10.23

CARRIED BY ENBLOC 9/0

Res 9/0



### 9.2.2 List of Accounts Paid in January 2020

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/1/002</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>13/02/20</i>
<b>Author:</b>	<i>Carolyn Mallett - Accountant</i>
<b>Authorising Officer:</b>	<i>Peter Dittrich – Manager Governance</i>
<b>Attachments:</b>	<i>Yes – List of Accounts Paid in January</i>

#### **SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in January 2020 are presented to Council.

#### **BACKGROUND**

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 January 2020.

#### **COMMENT**

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 31 January 2020.

#### **CONSULTATION**

Nil

#### **STATUTORY OBLIGATIONS**

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.*

**POLICY IMPLICATIONS**

Council's *Authority to Make Payments Policy* has application.

**BUDGET/FINANCIAL IMPLICATIONS**

Account payments accorded with a detailed 2019-20 Annual Budget

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.2.2**

That at its February 2020 ordinary meeting Council receive as presented the list of accounts paid in January 2020, totalling \$481,700.61 from Municipal account, \$123.30 from Trust account, \$71,674.35 from Police Licensing account and \$9.90 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20357 - 20361	\$ 18,348.32
Municipal Electronic Payments	EFT8859 – EFT8955	\$ 260,999.15
Municipal Direct Payments		\$ 202,353.14
Trust Cheques	2215 - 2216	\$ 123.30
Police Licensing Payments		\$ 71,674.35
BBELC Payments		\$ 9.90

**CARRIED BY ENBLOC 8/0**

**Res 10/20**

**9.2.3 31 December 2019 and 31 January 2020 Statement of Financial Activity**

<b>Location:</b>	Not applicable
<b>Applicant:</b>	Not applicable
<b>File:</b>	FM/10/003
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	13 February 2020
<b>Authors:</b>	Peter Dittrich – Manager Governance
<b>Authorizing Officer:</b>	Chris Smith - CEO
<b>Attachments:</b>	31 December 2019 Financial Reports 31 January 2020 Financial Reports

---

**SUMMARY**

This report recommends that Council receive the Statement of Financial Activities and Net Current Assets for the months ended 31 December 2019 and 31 January 2020.

**BACKGROUND**

Section 6.4 of the Local Government Act 1995 places financial reporting obligations on local government operations.

Regulation 34.(1)–(4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a *Statement of Financial Activity*.

The regulations also prescribe the content of the reports, and that details of items of Material Variances shall also listed.

**COMMENT**

It is a statutory requirement that the statement of financial activity be prepared each month (Regulation 34.(1A)), and that it be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates (Regulation 34.(4)(a)).

**CONSULTATION** - Nil

**STATUTORY OBLIGATIONS**

Local Government (Financial Management) Regulations 1996, Regulation 34.(1A)

Local Government (Financial Management) Regulations 1996, Regulation 34.(4)(a)

**POLICY IMPLICATIONS** - Nil

**BUDGET/FINANCIAL IMPLICATIONS**

As presented in the attached reports.

**STRATEGIC IMPLICATIONS** - Nil

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 9.2.3**

That having had regard for any material variances, Council receive the 31 December 2019 and 31 January 2020 Statements of Financial Activity and Statements of Net Current Assets, as presented.

CARRIED BY ENBLOC 9/0

Res 11/20

**9.2.4 30 June 2019 Annual Financial Statements - Significant Adverse Trends**

<b>Location:</b>	Shire Boyup Brook
<b>Applicant:</b>	N/A
<b>File:</b>	FM/09/004
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	31 January 2020
<b>Author:</b>	Peter Ditttrich – Manager Governance
<b>Authorizing Officer:</b>	Christopher Smith – Chief Executive Officer
<b>Attachments:</b>	Excerpts from the Shire of Boyup Brook 30 June 2019 Audited Financial Statements.

---

**SUMMARY**

This report is for Council to consider significant adverse trends in the 30 June 2019 financial position of the Shire of Boyup Brook, as presented in the audit report of the Office of the Auditor General

**BACKGROUND**

In the section *Report on Other Legal and Regulatory Requirements* of his audit report Mr Cunningham reported as follows:

*(i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the Shire:*

- a. Asset Sustainability Ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years.*
- b. Operating Surplus Ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years.*
- b. Asset Renewal Funding Ratio as reported in Note 29 of the financial report is below the Department of Local Government, Sport and Cultural Industries standard for the past three years.*

Section 7.12A. (4) of the Local Government Act 1995 (the Act) requires local governments (LG) to report on matters identified as significant by the auditor and indicate what action the Local Government has taken or intends to take in respect of the matters.

**COMMENT**

The ratios are set out in the table below:

Ratio	Standard	2019 Actual	2018 Actual	2017 Actual
Asset Sustainability	0.90	0.56	0.66	0.66
Operating Surplus	0.01	(0.47)	(0.39)	(0.25)
Asset Renewal Funding	0.75	0.45	0.45	0.22

The Ratios are calculated as follows:

Asset Sustainability Ratio = 
$$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$$

Operating Surplus Ratio = 
$$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$$

Asset Renewal Funding Ratio = 
$$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$$

The CEO has initiated a project to review the Asset Management Plan which will review the future service levels and the associated projected capital expenditure requirements. As part of this work a detailed asset condition report of infrastructure assets will be compiled to ensure that the useful remaining life and current depreciation rates used are accurate. In addition, work is currently being undertaken to improve the efficiencies being achieved in the works area which will impact on the replacement cost of assets and thus the future expected expenditure.

The above work will impact on depreciation expenses which will have a flow on effect to the Operating Surplus. The CEO is continuing to review the operations of the Shire to increase operational efficiencies.

At the time of writing, the first in a series of strategic planning workshops was scheduled for the 11<sup>th</sup> February 2020. These workshops will help inform the Shire's plans into the future, including the Asset Management and Corporate Business Plans.

It is expected that an improvement in the ratios will be achieved in the current year, however it may take more than one year to enable sufficient change for the Shire to meet the Department's ratio standards.

**CONSULTATION** - Nil

### **STATUTORY OBLIGATIONS**

Section 7.12A(4) and (5) of the *Local Government Act 1995* have application to this report.

#### *7.12A. Duties of local government with respect to audits*

(4) *A local government must —*

(a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

(b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*

(5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

**POLICY IMPLICATIONS** - Nil

**BUDGET/FINANCIAL IMPLICATIONS** - Nil

### **STRATEGIC IMPLICATIONS**

It would seem timely for Council to appraise and set appropriate (financially achievable) service levels for its various infrastructure asset classes.

### **SUSTAINABILITY IMPLICATIONS**

- **Environmental** – Nil
- **Economic** – Nil
- **Social** – Nil

### **VOTING REQUIREMENTS**

Simple majority

### **COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 9.2.4**

**MOVED:** Cr Walker

**SECONDED:** Cr Rear

**That Council:**

1. **Receives the report in relation to Adverse Trends identified in the report of the Auditor General and recognises the actions and planned actions of the Chief Executive Officer.**

**CARRIED 8/0**

**Res 12/20**



### 9.2.5 Amendment to Fees and Charges – Water

**Location:** Shire Boyup Brook  
**Applicant:**  
**File:**  
**Disclosure of Officer Interest:** None  
**Date:** 13 February 2020  
**Author:** Peter Dittrich – Manager Governance  
**Authorizing Officer:** Christopher Smith – Chief Executive Officer  
**Attachments:** Nil

#### **SUMMARY**

This report is for Council is to consider changing the Fees and Charges relating to Accessing Water from Shire Standpipes.

#### **BACKGROUND**

The Shire of Boyup Brook has experienced a period of reduce rainfall in the 2019/2020 financial year. Farmers are becoming increasingly reliant on purchasing water from Shire Standpipes.

#### **COMMENT**

The current charges for accessing water from Shire standpipes is \$11.60 per kilo litre plus and administration fee of \$4.00 per usage. The cost of the water to the Shire is \$8.562 per kilo litre.

It is suggested that the Fees and Charges be amended to provide the water from the standpipes at cost, rounded up to the nearest cent, with no administration charge. In this instance the fee to be charge for accessing water from shire standpipes would be \$8.57 (\$8.562 rounded up to the nearest cent) per kilo litre.

#### **CONSULTATION** - Nil

#### **STATUTORY OBLIGATIONS**

##### *Subdivision 2 — Fees and charges*

##### *6.16. Imposition of fees and charges*

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

(2) *A fee or charge may be imposed for the following —*

(a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

- (b) *supplying a service or carrying out work at the request of a person;*
- (c) *subject to section 5.94, providing information from local government records;*
- (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) *supplying goods;*
- (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
  - (a) *imposed\* during a financial year; and*
  - (b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

**POLICY IMPLICATIONS** - Nil

**BUDGET/FINANCIAL IMPLICATIONS** - Nil

**STRATEGIC IMPLICATIONS** - Nil

**SUSTAINABILITY IMPLICATIONS**

- **Environmental** – Nil
- **Economic** – Nil
- **Social** – Provide basic service to community members at cost

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 9.2.5**

**MOVED:** Cr Rear

**SECONDED:** Cr O'Connell

**That Council:**

1. **Amend the Fees and Charges 2019-2020 – Accessing Water from Shire Standpipes from \$11.60/Kl plus administration charge to Water Cost rounded up to the nearest cent (currently \$8.57/Kl) as of 1 February 2020.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Res 13/20**

### 9.3 CHIEF EXECUTIVE OFFICER

#### 9.3.1 Single House, Lot 2530 Eulin Crossing Road, Boyup Brook.

<b>Location:</b>	<i>Lot 2530 Eulin Crossing Road, Boyup Brook</i>
<b>Applicant:</b>	<i>Milford Homes Pty Ltd</i>
<b>File:</b>	<i>A12309</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>20 February 2020</i>
<b>Author:</b>	<i>A. Nicoll, Town Planner</i>
<b>Authorizing Officer:</b>	<i>Chris Smith, Chief Executive Officer</i>
<b>Attachments:</b>	<i>Nil</i>

---

#### **SUMMARY**

The purpose of this report is to request that Council agree to support a reduced setback for an effluent disposal system, proposed to accompany the development of a Single House, at Lot 2530 Eulin Crossing Road, Boyup Brook.

The State Government Sewerage Policy 2019 states:

*An on-site sewage system is not to be located within...100 metres of a waterway or significant wetland and not within a waterway foreshore area or wetland buffer.*

The application is proposing a setback between the Blackwood River and an effluent disposal system of 60m. The application is therefore seeking a relaxation of 40m for an effluent disposal system.

The rationale for supporting a setback relaxation is based on the soil characteristics at the effluent disposal site. The sandy type soil, should allow for effective soakage and treatment of wastewater, meaning low risk contamination impact to the Public or Blackwood River.

With a difference in height between the river and the effluent disposal system of approximately 8m, it is expected that there is enough land area (depth) to effectively manage effluent.

Single House – Site Plan

The Shire received an application seeking approval to develop a single house on a 'Rural' zone property.

The Shire advised the owner that a planning application would need to be submitted in order to justify the location of the effluent disposal system.

The Government Sewerage Policy 2019 recommends a setback of 100m between an on-site effluent disposal system and a waterway.

The dwelling is proposed to be located in a cleared area and adjacent to an existing shed. To locate the dwelling and effluent system further away from the river, means clearing vegetation, which is not an ideal outcome.

The sandy type soil, should allow for effective soakage and treatment of wastewater, meaning low risk contamination impact to the Blackwood River. With a difference in height between the river and the effluent disposal system of

approximately 8m, it is expected that there is enough land area (depth) to effectively manage effluent.

It is therefore recommended that a setback relaxation is granted for the location of dwelling/effluent disposal system, subject to the developer/landholder, ensuring that the effluent disposal system functions effectively so as not to cause a public health risk.

#### **STATUTORY OBLIGATIONS**

The State Government Sewerage Policy 2019 states:

*An on-site sewage system is not to be located within...100 metres of a waterway or significant wetland and not within a waterway foreshore area or wetland buffer.*

The AS/NZS 1547 standard assists in the assessment of the appropriateness of the proposed sewage disposal system for the frequency of use, available power, slope, soils, wastewater load and other site constraints, having consideration of the soil texture and structure with depth using standard soil descriptions.

#### **POLICY IMPLICATIONS**

There are no policy implications that relate to the proposal.

The subject Lot is located within a bushfire prone area. A Bushfire Attack Level Assessment has been completed for the proposed Single House. The assessment determined that, in the instance of a bushfire, the dwelling is expected to experience a radiant heat of 12.5kW/m<sup>2</sup>. This means that the dwelling needs to be constructed in accordance with the Australian Standard 3959 – construction standards 3 and 5. It is proposed that the developer/landholder is advised of this requirement.

#### **CONSULTATION**

N/A

#### **BUDGET/FINANCIAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple majority

#### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council**

**MOVED : Cr Oversby**

**SECONDED: Cr Kaltenrieder**

Grants development approval for a 'Single House' at Lot 2530 Eulin Crossing Road, Boyup Brook, subject to the following notice:

***Planning and Development Act 2005***

**Shire of Boyup Brook**

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL**

Location: Lot 2530 Eulin Crossing Road, Boyup Brook.

Description of proposed development:

**Single House**

The application for development is approved subject to the following conditions:

Conditions:

1. Development is to be carried out in accordance with the approved plans dated February 2020.
2. All stormwater is to be managed and contained on-site, to the satisfaction of the Shire of Boyup Brook.
3. The landholder, ensuring that the effluent disposal system, which services the Single House, functions effectively so as not to cause a public health risk subject to the Environmental Health Officer to assess the suitability of the disposal system.

Date of determination: 20 February 2020

Note 1: A Bushfire Attack Level Assessment determined that, in the instance of a bushfire, the dwelling is expected to experience a radiant heat of 12.5kW/m<sup>2</sup>. This means that the dwelling needs to be constructed in accordance with the Australian Standard 3959 – construction standards 3 and 5.

Note 2: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 3: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 4: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Signed:

Dated:

\_\_\_\_\_

\_\_\_\_\_

for and on behalf of the Shire of Boyup Brook.

**CARRIED 9/0**

**Res 14/20**

**9.3.2 Subdivision Application (WAPC Ref 158812) - Lot 12095 Condinup Road, Dinninup**

**Location:** Lot 12095 Condinup Road, Dinninup  
**Applicant:** Harley Dykstra  
**File:** S158812  
**Disclosure of Officer Interest:** None  
**Date:** 20 February 2020  
**Author:** A. Nicoll, Town Planner  
**Authorizing Officer:** Chris Smith, Chief Executive Officer  
**Attachments:** Applicants Report

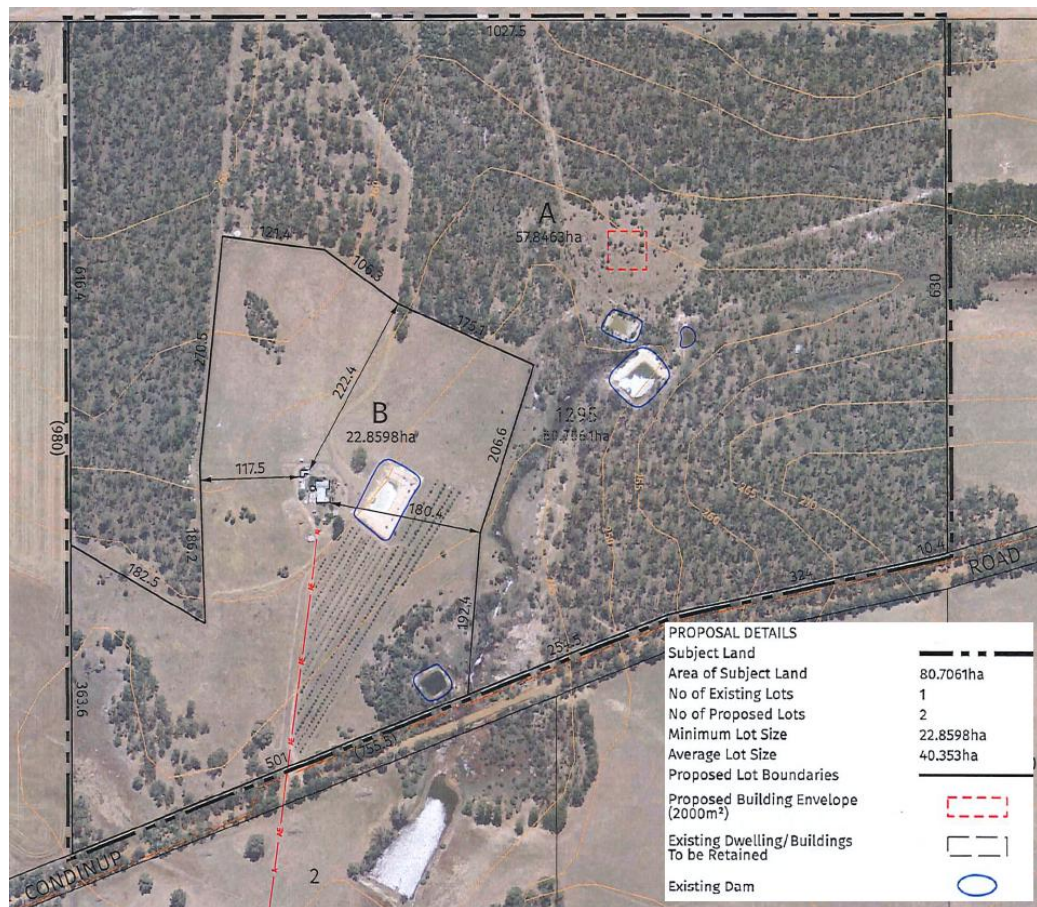
---

**SUMMARY**

The purpose of this report is to put before Council a proposal to subdivide Lot 12095 from one (1) lot into two (2) lots.

The Shire's *Local Planning Scheme No.2* has zoned the subject land - 'Rural'.

The following plan indicates the existing Lot 12095 and the proposed lots A and B.



Council is requested to agree to advise the Western Australian Planning Commission to support the proposed subdivision (one lot into two lots).

The rationale for recommending support is founded on the proposal to protect the remnant vegetation within proposed Lot A and compliance with the Western Australian Commission's Development Control Policy 3.4.

The Development Control Policy 3.4 recommends the support for the subdivision of 'Rural' zone land that seeks to protect environmental values.

### **BACKGROUND**

The Western Australian Planning Commission forwarded the subdivision application (158812) to the Shire of Boyup Brook requesting information, comment or recommended conditions on the proposed subdivision.

### **COMMENT**

The subject property is located approximately 8.5km north of the Boyup Brook town centre.

A large portion of the site has been cleared and is used for agricultural purposes. Part of this cleared area contains an existing olive grove. A much larger portion of the subject land (approx. 57ha) contains remnant vegetation with environmental values worthy of protection.



The subdivision, involves subdividing Lot 12095 (80,7ha) into two lots, Lot A (22.8ha) and Lot B (57.8ha).

It is recommended that the Shire Council agree to advise the Western Australian Planning Commission to support the proposed subdivision as it complies with the Commissions Development Control Policy 3.4. The Development Control Policy 3.4 supports the subdivision of 'Rural' zone land subject to:

1. At least 85 per cent of the area of the conservation lot being covered by endemic vegetation.
2. The Department of Biodiversity, Conservation and Attractions endorsing the suitability of the new lot for the intended purpose of retaining environmental values including the adequacy of the lot size proposed (Lot A).
3. A conservation covenant in perpetuity with the Department of Biodiversity, Conservation and Attractions being placed on the title;
4. The proposed conservation lot having an appropriate shape considerate of the native vegetation, natural features, bush fire management, water resources, property management and existing or proposed structures.
5. Bushfire risk being managed in accordance with WAPC guidelines without resulting in loss of conservation values.
6. The balance lot being suitable for the continuation of the rural land use and retains where practical, native or regenerated vegetation as an integral part of sustainable primary production.

As per the above:

1. The majority (>85%) of the proposed conservation lot (Proposed Lot A) consists of remnant vegetation;
2. Remnant vegetation located on the subject land has been identified by the Department of Biodiversity, Conservation and Attractions as being of a suitable condition and size for protection via a conservation covenant. See attachment to this report item, which includes a letter from the Department of Biodiversity, Conservation and Attractions verifying environmental values.
3. It is recommended that Shire Council agree to advise the Western Australian Planning Commission that a covenant should include provisions to:
  - a) Prohibit further clearing (other than for necessary land and fire management requirements);
  - b) Delineate a building envelope (as per the subdivision guide plan); and
  - c) Prohibit stocking outside any existing cleared area.
4. A Bushfire Management Plan (BMP) has been prepared (see attachment) confirming that the proposed new conservation lot can accommodate future development in an area with a BAL rating of BAL-29 or below and also confirms compliance with the bushfire protection criteria of the Guidelines for Planning in Bushfire Prone Areas.
5. The balance lot (Lot B) is suitable for the continuation of the rural land use.

### **CONSULTATION**

N/A

## **STATUTORY OBLIGATIONS**

Pursuant to clause 5.2.1 of the Shire of Boyup Brook *Local Planning Scheme No. 2* the following is outlined in respect to subdivision:

*In considering applications for subdivision, rezoning and planning consent in the Rural zone, Council shall have regard to:*

- a) the need to protect the agricultural practices of the Rural zone in light of its importance to the District's economy;*
- b) the need to protect the area from uses which will reduce the amount of land available for agriculture;*
- c) the need to preserve the rural character and rural appearance of the area;*
- d) where rural land is being subdivided for closer development, the proposal should be supported with evidence outlining the land's suitability and capability for further development.*

The proposed subdivision does not inherently change or impact on existing land uses or the rural character of the area.

## **POLICY IMPLICATIONS**

### **Development Control Policy 3.4**

The Development Control Policy 3.4 - Rural Subdivision outlines the requirements for rural subdivision within Western Australia. Specifically, section 6 of DCP3.4 outlines the following for which rural subdivision may be considered:

*In considering applications under section 6, the WAPC will consider rural subdivision in the following exceptional circumstances:*

- a) To realign lot boundaries with no increase in the number of lots , where the resultant lots will not adversely affect the rural land uses;*
- b) To protect and actively conserve place of cultural and natural heritage;*
- c) To allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;*
- d) In the Homestead lot policy (Appendix 2)<sup>1</sup> allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation: and*
- e) For other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary to the public interest.*

Subdivision of the rural land, in the form proposed, is in accordance with the Western Australian Planning Commissions *Development Control Policy 3.4 Subdivision of Rural Land*, which supports the subdivision of land to conserve remnant vegetation.

**BUDGET/FINANCIAL IMPLICATIONS**

There are no financial implications expected as a result of subdivision approval.

**VOTING REQUIREMENTS**

Simple majority

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.3.2**

**MOVED: Cr Kaltenrieder**

**SECONDED: Cr Moir**

**That Council**

Agree to advise the Western Australian Planning Commission to support the proposal to subdivide Lot 12095 Condinup Road, Dinninup, for the following reasons and subject to the following condition:

Reason for support

- 1) The subdivision is in accordance with the State's *Development Control Policy 3.4 Subdivision of Rural Land*, which limits subdivision potential to the following criteria:

*To protect and actively conserve place of cultural and natural heritage;*

Conditions

A conservation covenant in perpetuity with the Department of Biodiversity, Conservation and Attractions, is placed on the title (proposed Lot A). The covenant is to include provisions to:

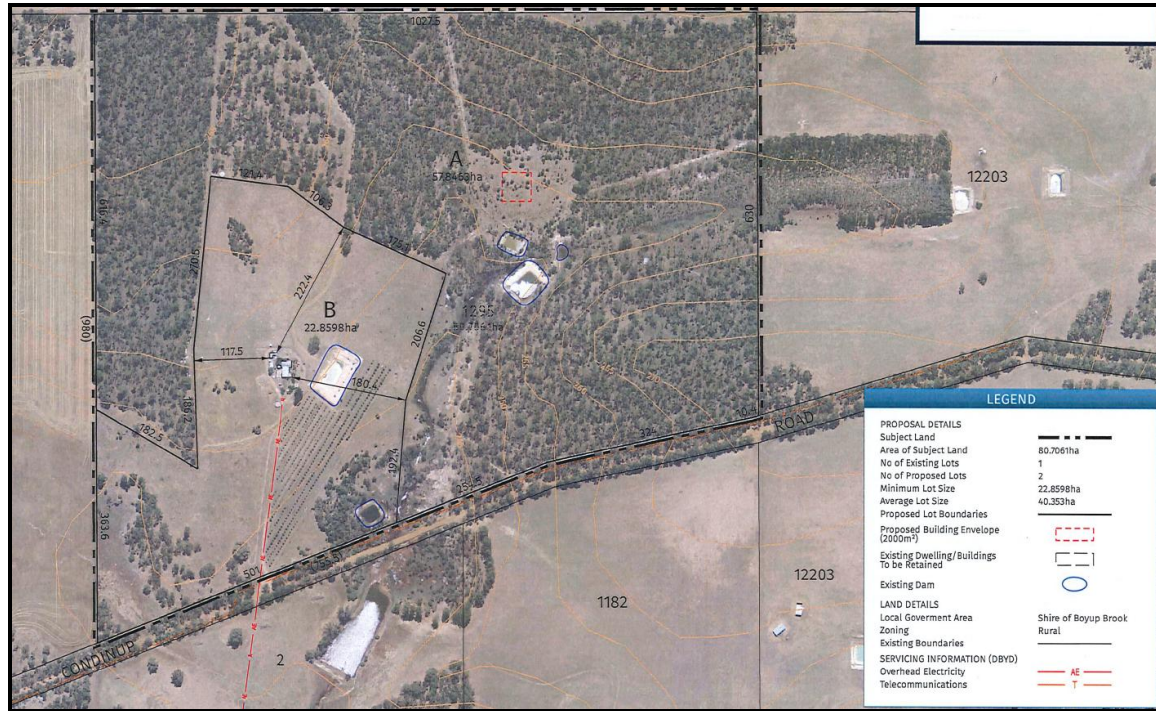
- a) Prohibit further clearing (other than for necessary land and fire management requirements);
- b) Delineate a building envelope (as per the subdivision guide plan); and
- c) Prohibit stocking outside any existing cleared area.

As per the provision (c) above, fencing may need to be developed to ensure stock are kept out of protected remnant vegetation.

**CARRIED 7/2**

**Res 15/20**

PROPOSED SUBDIVISION (WAPC 158812)



**Proximity Interest**

Cr Rear declared a proximity interest in item 9.3.3 and departed the Chambers the time being 6.44pm.

**9.3.3 Development (Farm Workers Accommodation) - Lot 2514, Boyup Arthur River Road**

<b>Location:</b>	<i>Lot 2514, Boyup Arthur River Road, Dinninup.</i>
<b>Applicant:</b>	<i>DFD Rhodes Pty Ltd</i>
<b>File:</b>	<i>A5180</i>
<b>Disclosure of Officer Interest:</b>	<i>None.</i>
<b>Date:</b>	<i>20 February 2020.</i>
<b>Author:</b>	<i>A. Nicoll, Town &amp; Regional Planner.</i>
<b>Authorizing Officer:</b>	<i>Chris Smith, Chief Executive Officer.</i>
<b>Attachments:</b>	<i>Nil</i>

**SUMMARY**

The purpose of this report is to request that Council agree to approve the development of 'Farm Workers Accommodation' at Lot 2514, Boyup Arthur River Road.



**BACKGROUND**

The Shire of Boyup Brook received a development application for 'Farm Workers Accommodation'.

'Farm Workers' Accommodation' means accommodation for persons involved in the operation of an agricultural enterprise.

### **COMMENT**

The proprietor of the subject land is seeking to develop accommodation to house farm workers.

The new proposed 'Farm Workers Accommodation' is designed as four (4) attached single bedroom/bathroom units.

The accommodation is developed using sandwich panelling for the walls and steel sheeting for the roof.

The accommodation is 14.4m in length X 4.2m in width. Each individual unit is 3.5m X 4.2m and consists of a sleeping area and ablution/wash area.

An existing farm track and crossover is proposed to be utilised for access between the Boyup Arthur River Road and the proposed accommodation.

The development site is not located within a bushfire prone area and therefore does not require a Bushfire Attack Level Assessment.



### **CONSULTATION**

Consultation in accordance with the Shire's Scheme No.2 is not required for an application to build a 'Farm Workers Accommodation'.

### **STATUTORY OBLIGATIONS**

The subject lot is zoned 'Rural' in accordance with the Shire's Local Planning Scheme No.2. 'Farm Workers Accommodation' is classified as an 'AA' use in accordance with the Shire scheme. 'AA' means a use which Council, in exercising the discretionary powers available to it, may approve under this Scheme.

### **POLICY IMPLICATIONS**

There are no policy implications relating to the proposed 'Farm Workers Accommodation'

### **BUDGET/FINANCIAL IMPLICATIONS**

There are no known budget implications relating to this application.

### **STRATEGIC IMPLICATIONS**

Planning practice employed by some local governments includes the requirement for a notification on title advising the owners and subsequent owners of the land that the 'Farm Workers Accommodation' is to be occupied by person or persons involved in the management/running of the agricultural property. Such notification is generally placed on the title prior to the issue of a Building Permit.

Rather than a notification on title, it is proposed that the Council include a planning condition informing the proponent that the farm workers accommodation is only to be used for persons involved in the operation of the agricultural enterprise.

### **SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
There are no known significant environmental issues.
- **Economic**  
There are no known significant economic issues.
- **Social**  
There are no known significant social issues.

### **VOTING REQUIREMENTS**

Simple majority

### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.3.3**

**MOVED: Cr Oversby**

**SECONDED: Cr Moir**

**That Council**

Grants development approval for Lot 2514 Boyup Arthur River Road, Dinninup, for the purpose of 'Farm Workers Accommodation' subject to the following notice:

***Planning and Development Act 2005***

**Shire of Boyup Brook**

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL**

Location: Lot 2514 Boyup Arthur River Road, Dinninup

Description of proposed development:

**Farm Workers Accommodation**

The application for development is approved subject to the following conditions.

Conditions:

1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.
2. An on-site wastewater system being developed to the satisfaction of the Shire of Boyup Brook.
3. A roof water storage tank of approximately 92,000 litres is developed to the satisfaction of the Shire of Boyup Brook.
4. The Farm Workers Accommodation is for persons involved in the operation of the agricultural enterprise.

Date of determination: 20 February 2020

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Signed:

Dated:

\_\_\_\_\_

for and on behalf of the Shire of Boyup Brook.

**CARRIED 8/0**

**Res 16/20**



Cr Rear returned to the Chambers at 6.51pm.

**Impartiality Interest**

The Shire President declared an impartiality interest in the following item due to being a member representative for the Boyup Brook Regional Sporting Association.

**9.3.4 ADOPT Draft Sport and Recreation Masterplan – for advertising**

<b>Location:</b>	<i>Beatty Street Sport and Recreation Precinct.</i>
<b>Applicant:</b>	<i>Shire Boyup Brook</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>20 February 2020</i>
<b>Author:</b>	<i>A. Nicoll, Town Planner</i>
<b>Authorizing Officer:</b>	<i>Chris Smith, Chief Executive Officer</i>
<b>Attachments:</b>	<i>1. Masterplan Main Report; 2. Masterplan Consultation and Context Report; and 3. Masterplan Design Process Report</i>

**SUMMARY**

Request Council agreement to endorse a draft Sport and Recreation Masterplan for the Beatty Street precinct.

The Sport and Recreation Masterplan indicates preference for the type and location of sport and recreation facilities and a year-by-year breakdown of matters to be considered for implementing development.

Ultimately, it is proposed that the plan is used to guide staff and Council on future financial planning (budget review and funding applications) and development of sport and recreation infrastructure within the Shire of Boyup Brook.

The Sport and Recreation Masterplan is recommending a staged construction, with bulk earthworks across the full site initially, followed by:

1. The development of a sports hall and change-rooms;
2. Relocation of bowls green when existing playing surface requires replacement, approx 5 years;
3. Function room constructed at same time as bowls green relocation;
4. Developing a youth sub-precinct - skatepark & outdoor netball/basketball court;

5. Construction of pedestrian infrastructure and other siteworks to service facilities as they are developed; and
6. Potential long term expansion of netball/basketball outdoor court to suit 4 tennis hardcourts.

Implementing development is planned as follows:

1. Develop a Funding Model (e.g. loan and/or via rate revenue);
2. Determine Governance & Management Frameworks (e.g. determine responsibilities);
3. Undertake Site Investigations (e.g. feature survey and geotechnical);
4. Identify costs (e.g. earthworks, design);
5. Design Development of Components; and
6. Staged Rollout (secure funds and technical documentation and undertake construction).

## **BACKGROUND**

### Regional trend – sport and recreation

Nationwide, regional towns and sporting clubs struggle to raise finance needed to maintain regional sport and recreation facilities, let alone develop new facilities. This is partly due to a lack of strategic planning and partly due to financing.

Local Governments and communities are increasingly recognising the social and health benefits associated with sport and recreation and are therefore actively seeking to:

- Establish long term plans (master-planning);
- Improve governance (Establishing responsibilities, budgeting into the future and acquiring outside funding sources); and
- Achieve sustainable design outcomes (e.g. co-location/use of facilities).

### Government Policy

In policy terms the State Government has clear priorities to:

- Promote physically active lifestyles;
- Build capacity to sustain community participation; and
- Support the quality of life in regions by encouraging sport and recreation.

The Department of Local Government, Sport and Cultural Industries, Lottery-west and the Department of Infrastructure, Transport, Cities and Regional Development (Building Better Regions Fund) offer funding for the development of sport and recreation infrastructure.

Funding maybe acquired, subject to the delivery of a masterplan that articulates the community's expectations and needs for sport and recreation in the region.

Ultimately, the development of sport and recreation should aim to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

Department of Local Government, Sport and Cultural Industries has \$12 million available for allocation in the 2019/20 funding round

(<https://www.dlgsc.wa.gov.au/funding>).

The following are recently agreed funded projects:

<b>Successful Small Grants July 2019/2020</b>		
<b>Organisation</b>	<b>Project</b>	<b>Total</b>
Busselton Hockey Stadium Club Inc	Upgrade of lighting at the Busselton Hockey Stadium	\$59,000
City of Armadale	Construction of beach volleyball courts at Novelli Reserve in the City of Armadale	\$20,767
City of Cockburn	Upgrade of the lighting at the Cockburn BMX track	\$100,000
City of Kwinana	Upgrade of the changerooms at Medina Oval in the City of Kwinana	\$72,160
City of Mandurah	Upgrade of changerooms and toilets at Falcon Reserve	\$50,000
Collie Racing Drivers Association Inc	Installation of new track lighting	\$21,291
Dudley Park Bowling and Recreation Club Inc	Upgrade of lighting at the Dudley Park Bowling and Recreation Club	\$11,500
East Pilbara BMX Club	Upgrade of the track at the East Pilbara BMX Club	\$25,400
Exmouth Squash Club	Upgrade of two squash courts at Exmouth Squash Club	\$20,000
Harvey Brunswick Leschenault Football Club	Construction of female changerooms at Harvey Brunswick Leschenault Football Club	\$75,000
Pearl Coast Gymnastics Club Broome Inc	Installation of a new storage shed at the Broome Senior High School	\$24,000

Ravensthorpe Equestrian Club Inc	Construction of new horse yards at the Ravensthorpe Equestrian Club	\$6566
Shire of Mukinbudin	Upgrade of one indoor court at Mukinbudin sports complex	\$32,293
Shire of Northampton	Upgrade to netball, basketball and tennis courts at Northampton Community Centre	\$60,437
Shire of Pingelly	Construction of two new cricket practice nets at Pingelly Recreation and Cultural Centre on Pingelly Oval	\$15,863

#### Case examples – Brookton and Gnowangerup

As mentioned previously in this report, unless the Local Government adopts a plan, it is difficult to understand current needs and to initiate funding for development.

#### Brookton

The Shire of Brookton recognised that the current community sporting facilities were in poor condition and generally consisted of single-use facilities, most of which served seasonal activities and sat idle in the offseason.

The abundance of individual facilities posed sustainability issues and restricted clubs from refurbishing and bringing them up to contemporary standards. Therefore the Shire proposed and received funds for the amalgamation of counter seasonal sporting activities around recreational nodes.

#### Gnowangerup

Likewise, the Shire of Gnowangerup recognised the need to upgrade and to better share sporting facilities. In 2010, the Sporting Complex was rebuilt and now contains a large function room, kitchen, bar, indoor courts, meeting room and a courtyard with BBQ facilities.

A new multi-purpose synthetic turf was also built to allow for both tennis and hockey to be played on the one surface adjacent to the complex building.

#### Sport and Recreation – Shire of Boyup Brook

The majority of sport and recreation facilities in Boyup Brook are located adjacent to Beatty Street and the Blackwood River, on the eastern end of the Boyup townsite. Sport and recreation facilities throughout the Shire, include:

- School sporting and recreation facilities;

- Sandakan Park (passive recreation);
- Visitors Centre (community and passive recreation);
- Vegetated reserves and rivers (walk trails);
- Railway Parade (Bowling Club);
- Beatty Street (swimming pool, hard Courts, grassed tennis courts, football/cricket oval, hockey pitches and squash courts).
- Golf Club (Six Mile Rd);
- Equestrian facilities (Mayanup);
- Passive Recreation – Dinninup, Mayanup, Wilga, Kulikup and Tonebridge.

In 2019, the 'Boyup Brook Sport and Recreation Association' ('association') was formed to unite sport and recreation decision making with the notion of creating a sustainable future. The association is a united organisation, representing sporting groups to raise funding and to market sporting and recreation opportunities.

The Shire of Boyup Brook, in partnership with the Boyup Brook Sport and Recreation Association and the Department of Local Government, Sport and Cultural Industries formed a financial partnership and engaged a consultant to develop a draft Masterplan for sport and recreation relevant to the Boyup townsite.

The masterplan is presented to the Council as an attachment to this report item. The masterplan provides direction for the community and agencies/associations, to prioritise future sport & recreation related investment. The masterplan has evolved as a result of extensive consultation and backing from the 'Boyup Brook Sport and Recreation Association'.

## **COMMENT**

### **Existing Situation**

The Beatty Street sport and recreation precinct currently exists to provide:

- Sporting ovals and pitches;
- Football club rooms and football change rooms;
- Entertainment facilities;
- Swimming pool;
- Hard courts;
- Grassed tennis courts;
- Car parking areas; and
- Vegetated foreshore area (Blackwood River) with walk trail.

The Beatty Street sport and recreation precinct occurs on two relatively distinct levels, with the ovals and pitches located on a lower flood prone level, and buildings, parking, access, courts and a pool on a higher terrace level.

### Constraints

Infrastructure within the Beatty Street precinct is somewhat dated and is therefore expected to require upgrading or redevelopment in the near future. The ovals, pitches and courts on which the various clubs use, require on-going Shire funded maintenance and redevelopment. Ovals are in need of works to improve drainage management.

Clubs operate with low membership and in isolation to each other, meaning poor capacity to raise funds needed for maintenance.

Some sporting and recreation facilities are located elsewhere in the Shire and maybe better utilised in the Beatty Street sport and recreation precinct.

The Beatty Street precinct is lacking in facilities, including:

- Skate park;
- Lighting;
- Vehicle and pedestrian access;
- Suitable walking and mountain biking trails;
- Signage;
- A Multipurpose indoor sporting facility; and
- Bowling facility.

Vehicle and pedestrian infrastructure on site is undefined, intermingled and on a mix of sealed and unformed surfaces. Compliance with contemporary accessibility standards is negligible.

### Opportunity

The Beatty Street sporting and recreation precinct is located within close proximity to the Boyup townsite, with vacant areas available for new development and with natural landscape features (remnant vegetation and Blackwood River) creating opportunity for recreation.

Sporting clubs have indicated willingness to undertake governance under the one umbrella. As already mentioned in this report, the Boyup Brook Sport and Recreation Association was formed to facilitate decision making and a combined fund raising scheme.

The general community and including sporting clubs, are supportive of developing a single function/amenity/multisport building, for clubs to share. The development of a new indoor multi-sports facility and other supporting sport and recreation attributes is expected to:

1. Bring people together, build a sense of place and increase the sense of belonging and community.
2. Be an incentive for youth and aged persons to remain in town and for young adults to return.

3. Encourage more participation within the community in sport and recreation activities – active and passive, organised and informal.

A sport and recreation masterplan endorsed for the Shire is expected to provide the mechanism for the what, where, when and how of sport and recreation and for use in seeking funding.

#### Community

Research and consultation during the development of the masterplan included:

- Review of demographics;
- Benchmarking with other similar size Shires;
- Liaison with project sponsors;
- Individual Sport & Recreation Clubs completed an online survey. Three follow up focus group discussions were held to draw out additional detail on survey responses;
- Boyup Brook District High School students met to discuss their past, current and likely future involvement in sport and recreation activities.
- Equestrian Clubs & other Clubs outside of the BBSRA were contacted for comment and input to the Masterplan;
- An online survey was used to seek input from the broader community;
- Shire of Boyup Brook Staff were consulted - Occupational Health Officer and Works Supervising Groundskeeper.

Key findings from the consultation included:

- Boyup's population growth is overwhelmingly in the 55 and over age bracket, emphasising the need for lower impact, less active sports and passive recreation.
- Children under 14 are well represented to support senior teams and emphasising the need for a skate park and an all year-round sporting facility (indoor).
- Results from the online survey included:
  - 56% of respondents play sport & 64% of their children play sport.
  - 70% of respondents are engaged in walking, 24% in cycling and 56% in swimming (includes swimming club).
  - 29% of respondents travel out of the Shire in-order to undertake sport.
  - The majority of respondents consider that existing facilities require some improvements.
- Indoor courts and a central shared clubhouse were the most frequently identified new facilities required.

#### Shire of Boyup Brook Sport and Recreation Masterplan

As indicated thus far in this report item, the formation of the masterplan, has been the result of an understanding of opportunities and constraints and extensive consultation with the community and sporting groups.

The Masterplan is a 'big picture' diagram which establishes the location and arrangement of the buildings, courts/fields, and other S&R infrastructure within the Beatty Street precinct. Detailed design of individual elements is not within the scope of the Masterplan, and would be undertaken as required within future implementation stages.

The underlying goals of the Masterplan are to:

- Optimise shared use benefits for clubs and users;
- Indicate future development options, considerate of physical constraints of the site;
- Interconnect proposed and existing S&R infrastructure;
- Provide for safe vehicle access and user parking;

Future development options indicated by the masterplan, include:

1. The development of a sports hall and change-rooms;
2. Relocation of bowls green when existing playing surface requires replacement, approx 5 years;
3. Function room constructed at same time as bowls green relocation;
4. Developing a youth sub-precinct - skatepark & outdoor netball/basketball court;
5. Construction of pedestrian infrastructure and other siteworks to service facilities as they are developed; and
6. Potential long term expansion of netball/basketball outdoor court to suit 4 tennis hardcourts.

Implementation options indicated by the masterplan, include:

1. Develop a Funding Model (e.g. loan and/or via rate revenue);
2. Determine Governance & Management Frameworks (e.g. determine responsibilities);
3. Undertake Site Investigations (e.g. feature survey and geotechnical);
4. Identify costs (e.g. earthworks, design);
5. Design Development of Components; and
6. Staged Rollout (secure funds and technical documentation and undertake construction).

It is recommended that the Council agree to endorse the draft Sport and Recreation Masterplan for advertising purposes.

The Council may agree to advertise the masterplan subject to changes or agree not to advertise the plan with reason(s).

Should the Council agree to advertise the plan, submissions on the plan are reviewed and then brought back to Council with a recommendation for final approval (with or without modifications).



### **STATUTORY OBLIGATIONS**

There are no statutory obligations relating to the adoption of a draft Sport and Recreation Masterplan.

### **POLICY IMPLICATIONS**

There are no policy implications relating to this item.

### **CONSULTATION**

Consultation of the Sport and Recreation Masterplan has so far included:

1. Benchmarking against similar sized Shires on facility provision;
2. Discussion and feedback collected from:
  - a. 13 sporting groups and school representatives;
  - b. Key stakeholders (Councillors, Shire staff, Department of Local Government, Sport and Cultural Industries and Boyup Brook Sport and Recreation Association) ;
  - c. Forums and scenario workshop.
3. Surveys including:
  - a. Online survey of sporting groups;
  - b. Online survey of community -110 responses;

The Masterplan is closely aligned with feedback from the various consultation undertaken.

### **BUDGET/FINANCIAL IMPLICATIONS**

There are no financial implications relating to this item.

Budgetary allowance has already been negotiated for a consultant to undertake development of a draft masterplan for sport and recreation at the Beatty Street precinct.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications relating to this item.

The Shire's draft Local Planning Strategy has recommended that the Council plan for the redevelopment of the Beatty Street Sporting and Recreation precinct.

It is important to note that funding providers generally require the submittal of a masterplan that indicates:

- Sustainable development initiatives (e.g. Co-location and multi-use facilities/surfaces);
- Funding for community needs;
- Funding for permanent infrastructure;
- Alternative sports that do not require formal timetables such as 3 on 3 basketball encouraged;

- Oval redevelopment; and
- Community connectedness, family friendly and multi-age recreation spaces.

#### **SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
Development at the Beatty Street sport and recreation precinct is expected to improve environmental outcomes with additional landscaping (tree planting).
- **Economic**  
There are no known significant economic issues. Implementation of a Sport and Recreation Masterplan predominantly relies on the community raising significant funds.  
  
Historically, the community in Boyup have displayed a strong culture of volunteering.
- **Social**  
Co-location and redevelopment of sport and recreation at the Beatty Street precinct is expected to improve social wellbeing of the general community.

#### **VOTING REQUIREMENTS**

Simple majority

#### **COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 9.3.4**

**MOVED: Cr Rear**

**SECONDED: Cr Alexander**

**That Council resolves to:**

**AGREE to ADOPT the draft Sport and Recreation Masterplan Report and Appendices for advertising purposes.**

**CARRIED 7/2**

**Res 17/20**

#### **10 COMMITTEE MINUTES**

Nil

**Financial Interest**

Cr Alexander declared a financial interest in item 11.1 and departed the Chambers the time being 9.07pm.

**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**11.1 Cr O'Connell**

**Notice of Motion**

**That Council consider creating a 'Loyal Employee Policy' that acknowledges the loyalty of employees employed by the Shire of Boyup Brook.**

**Comment**

**As a part of the review of the workforce plan a staff attraction and retention policy will be developed and presented to Council.**

**MOTION**

**MOVED: Cr O'Connell**

**SECONDED: Cr Price**

**The CEO to consider the acknowledgement of 'Employee Loyalty' as part of the review of the workforce plan.**

**CARRIED 8/0**

**Res 18/20**

Cr Alexander returned to the Chambers at 9.09pm.

**12 URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF COUNCILLORS PRESENT**

**12.1 Policy Review - F.02 Guidelines for Community Grants Policy**

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not Applicable</i>
<b>File:</b>	<i>Policy</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>6 February 2020</i>
<b>Author:</b>	<i>Joanna Kaye (Research and Development Coordinator)</i>
<b>Authorizing Officer:</b>	<i>Chris Smith ( Chief Executive Officer)</i>
<b>Attachments:</b>	<i>Yes - Revised f.02 Guidelines for Community Grants Policy.</i>

---

**SUMMARY**

This report recommends that Council adopts a revised F.02 Guidelines for Community Grants Policy.

**BACKGROUND**

This Policy has been revised a number of times, most recently February 2019. It is important that this policy is reviewed before the opening of the next round of 2020/2021 Community Grant funding that is scheduled to open in March 2020 to ensure the policy is remains relevant.

**COMMENT**

Attached is the revised policy for adoption. The proposed change are:

1. To simplify the process and separate the requirements for donations (\$1,000 and under) and grants (\$1,001 and over).
2. Donations (\$1,000 and under) are applied through a letter outlining the project, community benefit and applicant's contribution.
3. Grants (\$1,001 and over) are required to complete an application form and supply additional supporting information such as: Certificate of Incorporation; Insurance Certificate of Currency; recent financial statement (audited if appropriate); confirmation that the application is

supported by resolution of the organisation; letters of support from other community groups (if appropriate).

4. All recipients of shire donations and grants are to abide by the Shire of Boyup Brook Employee Code of Conduct.
5. Preference will be given to applications that leverage funds and demonstrate a larger percentage of contribution.
6. Donation and Grant recipients will be required to enter into a funding agreement and provide an acquittal as per previous years.
7. Three year Memorandum of Understandings will not be offered.

#### **CONSULTATION**

Nil

#### **STATUTORY OBLIGATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **BUDGET/FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Relevant except from the Shire's *Community Strategic Plan 2017 – 2027*:

**Governance:      Strengthen Local Leadership**

Sustainable Governance	Manage resources effectively.	<ul style="list-style-type: none"><li>+ Continue to maintain strategic financial and asset management plans to inform decisions.</li><li>+ Strive to deliver services to the level needed/wanted by the community funding dependant.</li><li>+ Ensure governance and legislative requirements are met.</li><li>+ Maintain an adequate workforce to meet service levels and legislative</li></ul>
------------------------	-------------------------------	--

#### **SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
Nil
- **Economic**  
Nil

- **Social**  
Nil

**VOTING REQUIREMENTS**

Simple majority.

**COUNCIL DECISION & OFFICER RECOMMENDATION - 12.1**

**MOVED: Cr Oversby**

**SECONDED: Cr Kaltenrieder**

That Council adopt the revised F.02 Guidelines for Community Grants Policy, as presented.

**CARRIED 9/0**

**Res 19/20**

## 12.2 Spendmapp Proposal

<b>Location:</b>	N/A
<b>Applicant:</b>	N/A
<b>File:</b>	N/A
<b>Disclosure of Officer Interest:</b>	None
<b>Date:</b>	18 February 2020
<b>Authors:</b>	Joanna Kaye - Research and Development Coordinator
<b>Authorizing Officer:</b>	Chris Smith CEO
<b>Attachments:</b>	Yes. 1. Example of Monthly report from the District Council of Franklin Harbour

---

### **SUMMARY**

The purpose of this report is to present the proposal to purchase Spendmapp at a cost of \$5,000 excluding GST per annum for a 12 month trial period to Council.

### **BACKGROUND**

Spendmapp is an online application that allows users to view expenditure activity, with information based on EFTPOS credit and debit card transaction data. The data transformation process captures virtually all economic activity within a region and has the potential to assist Council to manage, grow and diversify the local economy. In order to account for all other transactions made by non-card methods, cash, cheque, B-PAY and direct debits, Spendmapp weights transaction values using the Reserve Bank of Australia's triennial Consumer Payments Survey.

### **COMMENT**

The Spendmapp Dashboard analyses and reports on consumer activity through by five expenditure types:

- Total Local Spend – the total amount of expenditure in the local area.
- Resident Local Spend – the amount spent by cardholders and businesses in the local area representing the amount of local demand met by local supply.
- Visitor Local Spend – the amount spent by cardholders and businesses located outside the local area at merchants within the area representing the amount of external demand met by local supply.
- Resident Escape Spend – the amount spent by cardholders and businesses based in the local area, spent at merchants outside the region representing the amount of local demand not adequately served by local supply.

- Resident Online Spend – the amount spent by cardholders and businesses on online goods and services.

It also breaks down the consumer activity into expenditure categories which allows significant insights into resident and visitor expenditure. These categories include:

- Bulky Goods
- Department Stores
- Dining and Entertainment
- Discount Department Stores Clothing and Textiles
- Furniture and other Household Goods
- Grocery stores and Supermarkets
- Light Industry
- Other
- Personal Services
- Professional Services
- Specialised and Luxury
- Specialised Food Retailing
- Trades and Contractors
- Transport and Travel

The Performance Indicator feature tracks spending in each of the 15 expenditure categories and provides an input output model to estimate the numbers of full time equivalent jobs (FTE) generated by increased spending in any given category area. (Data of this nature is very important when applying for regional economic development grants). This tool assists in managing the economic performance of the Shire as the impact and return of investment of Council's programs and events on business growth can be directly measured.

The tool will enable Council to:

- measure the economic impact of local events including the return on investment in music or sporting festivals, or the impact of climate change (such as drought) induced natural disasters.
- reduce escape expenditure and identify local investment opportunities to divert escape expenditure.
- benchmark against Shires including escape expenditure, total expenditure, expenditure by industry, expenditure by resident and local populations, and expenditure by time of day.
- make informed decisions and use the residential, business and visitor expenditure within the shire to contribute to economic and tourism development strategies.
- support new and existing business owners and investors to encourage economic growth in the shire.

The District Council of Franklin Harbour communicates the Spendmapp data in a newsletter to encourage a buy local campaign (extract):



**Spendmapp**

May data shows total local spend is continuing to increase from the same time last year.

Escape spend is also on the rise compared to the same time last year, this months data shows escape spend as \$1.8M, being 8.1% higher than this time last year.

The top 5 categories for Escape Spend for the month of May were:

1. Groceries stores and supermarkets (237K)
2. Dining and entertainment (\$222K)
3. Transport (\$121k)
4. Specialised and luxury goods (\$205k)
5. Discount department stores & clothing (155K)

Attached is a more detailed report from the District Council of Franklin Harbour.

Due to the Boyup Brook population being under 2000 the data scientists at Spendmapp investigated Boyup Brook for privacy concerns. They have completed their investigation and have advised, that when looking at cardholders, the market share of Westpac cardholders is in line with the average for the rest of the state, so there are no privacy issues there. When analysing merchants, overall there are sufficient merchants; however, once you start breaking figures down by category there might be a risk that some numbers will have their values adjusted slightly to prevent identification of specific merchants. The consultants determined that it is feasible to provide the data to the Shire of Boyup Brook.

By Investing in Spendmapp, it will be possible to track resident and visitor spend and provide an evidence base for planning, investment attraction and promotion.

**CONSULTATION**

Lead Data Scientist and Project and Product Manager from Spendmapp Geografia.

District Council of Franklin Harbour provided their Spendmapp data.

**STATUTORY OBLIGATIONS** - Nil

**POLICY IMPLICATIONS** - Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Spendmapp prices are population based.  
12 month subscription for Boyup Brook \$5,000 excluding GST.

**STRATEGIC IMPLICATIONS** - Nil

**Economic Development: Maximise Business and Employment Opportunities**

**Our Vision:**

Our economy will thrive through diversified business and employment opportunities, taking advantage of our local comparative advantages.

We will endeavour to attract industrial and commercial opportunities for our growing community.

We will actively support our local businesses.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Economic Growth	Support new and existing businesses.	<ul style="list-style-type: none"><li>✦ Encourage new businesses through information, incentives and land-use provision.</li><li>✦ Support existing businesses through advocating for a sewerage scheme, tailored parking controls and other initiatives</li></ul>
Increased Visitors and Residents	Develop tourism industry	<ul style="list-style-type: none"><li>✦ Support initiatives for events, fairs, arts, and the like designed to attract visitors to the Shire .</li><li>✦ Collaborate with others on developing short stay accommodation initiatives.</li></ul>
	Attract permanent residents	<ul style="list-style-type: none"><li>✦ Continue to promote the family friendly lifestyle of Boyup Brook.</li><li>✦ Provide incentives for cottage industries to develop in Special Rural/Commercial Zones.</li></ul>

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL DECISION & OFFICER RECOMMENDATION - Item 12.2**

**MOVED: Cr Walker**

**SECONDED: Cr Rear**

That Council:

1. approve the purchase of a 12 subscription to Spendmapp for \$5,000 ex GST.
2. Direct the CEO to provide an evaluation of the Spendmapp software after the 12 month trial to determine if the product will be used on an ongoing basis.

**CARRIED 9/0**

**Res 20/20**

**WITHDRAWN**

A decision on Rylington Park is pending.

**12.3 CRT Trial at Rylington Park**

<b><i>Location:</i></b>	<i>N/a</i>
<b><i>Applicant:</i></b>	<i>CRT Boyup Brook</i>
<b><i>File:</i></b>	<i>N/A</i>
<b><i>Disclosure of Officer Interest:</i></b>	<i>None</i>
<b><i>Date:</i></b>	<i>20 February 2020</i>
<b><i>Author:</i></b>	<i>Maria Lane</i>
<b><i>Authorizing Officer:</i></b>	<i>Christopher Smith - CEO</i>
<b><i>Attachments:</i></b>	<i>Letter from CRT Boyup Brook.</i>

---

**SUMMARY**

The purpose of this report is for Council to consider supporting CRT Boyup Brook pasture trials at Rylington Park.

**BACKGROUND**

A letter was received from CRT Boyup Brook dated 18th February 2020 requesting that CRT Boyup Brook be granted access to 6 areas of 90mx45m to undertake pasture trials.

**COMMENT**

CRT has advised that there would be no cost to Council in the undertaking of the trials.

As the trials have previously been undertaken on the land it would seem that the support of the trials would not interfere with the usual operation of Rylington Park.

Council will need to consider this application in light of the current state of the review of the future operation of Rylington Park.

**CONSULTATION**

Nil

**STATUTORY OBLIGATIONS**

**POLICY IMPLICATIONS**

Nil.

**BUDGET/FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

Good Governance

**SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
Nil
- **Economic**  
Nil.
- **Social**  
Nil

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION – ITEM 12.3**

That Council support the access to 6 areas of 90mx45m to undertake pasture trials by CRT Boyup Brook subject to the requirements of Section 3.38 and Local Government (Functions & General) Regulations 1996 regulation 30.

**WITHDRAWN**

Further clarification needs to be provided to Council and will be reported back to the Ordinary Council meeting.

**12.4 Revoking of Resolutions**

<b>Location:</b>	<i>N/a</i>
<b>Applicant:</b>	<i>N/a</i>
<b>File:</b>	
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>20 February 2020</i>
<b>Author:</b>	<i>Maria Lane</i>
<b>Authorizing Officer:</b>	<i>Christopher Smith - CEO</i>
<b>Attachments:</b>	<i>Nil.</i>

---

**SUMMARY**

The purpose of this report is for Council to consider revoking resolutions that are outstanding and are no longer required.

**BACKGROUND**

There are a number of resolutions of Council dating back to 2015 that have not been actioned. It is requested that Council review those resolutions and revoke those resolutions that are no longer required.

**COMMENT**

Council will need to review each of the outstanding resolutions and revoke each resolution that is no longer required.

At least one third of Council Members are needed to support the motion to revoke a resolution and before the motion to revoke the resolution is put.

**CONSULTATION**

*Nil.*

**STATUTORY OBLIGATIONS**

Shire of Boyup Brook Local Law No.1 Standing Orders Section 16.20 requires:

***16.20 Revoking Decisions - When This Can Occur***

*16.20.1 A substantive motion may be revoked at any time provided that no action in relation to the resolution being rescinded has already*

*occurred;*

*16.20.2 If a decision has been made at a Council or a committee meeting then any motion to revoke or change the decision must be supported-*

- (a) in the case where an attempt to revoke or change the decision has been made within the previous three months but had failed, by an absolute majority; or*
- (b) in any other case, by at least one third of the number of offices (whether vacant or not) of members of the Council or committee,*

*inclusive of the mover.*

*16.20.3 If a decision has been made at a Council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made*

- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or*
- (b) in any other case, by an absolute majority.*

*16.20.4 This clause does not apply to the change to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

**POLICY IMPLICATIONS**

Nil.

**BUDGET/FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

Good Governance

**SUSTAINABILITY IMPLICATIONS**

- **Environmental**  
Nil
- **Economic**  
Nil.
- **Social**  
Nil

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION – ITEM 12.4**

1. That Council revoke the following resolutions: (TBA)

**13 CONFIDENTIAL MATTERS - BEHIND CLOSED DOORS**

**13.1 Write off of Interest Charges**

**COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 12.1**

**MOVED:** Cr Kaltenrieder

**SECONDED:** Cr Alexander

**That Council:**

1. Authorise the write-off of \$985.99 of interest on assessment A613.

**CARRIED 8/1**

**Res 21/19**

**14 CLOSURE OF MEETING**

There being no further business the Shire President, Cr Aird thanked all for attending and declared the meeting closed at 9.25pm.