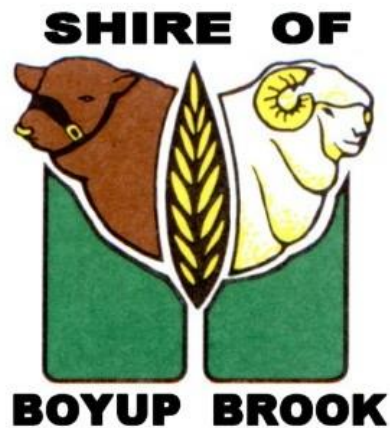


# MINUTES



held

**THURSDAY 17 December 2020**  
**Commenced AT 5.03PM**

**SHIRE OF BOYUP BROOK**  
**CHAMBERS**  
**ABEL STREET-BOYUP BROOK**

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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

*The Shire President declared the meeting open at 5.03pm.*

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

PRESENT:	Shire President	Richard F Walker
	Deputy Shire President	Helen C O'Connell
	Councillor	Sarah E G Alexander
		Steele Alexander
		Philippe Kaltenrieder
		Darren E King
		Kevin J Moir
		Thomas J Oversby
		Adrian Price
	Chief Executive Officer	Dale Putland
	Deputy Chief Executive Officer	Aaron Bowman
	Coordinator Works & Services	Vanessa Crispe
	Executive Assistant	Maria Lane

LEAVE OF ABSENCE: Nil

APOLOGIES: Nil

MEMBERS OF PUBLIC: Glenda Moroni  
Carina Wilson

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

#### 4. PUBLIC QUESTION TIME

4.1 Carina Wilson
-------------------

##### **Background Community Reference Group for Waste**

Last time I asked this question, the written response I received was 'point 4 was not answered as it is not a question'. This was a very disappointing and unnecessarily obfuscating response so I have rephrased this request and added a question mark at the end of the sentence in the hope that it will be answered in good faith and in the spirit of best practice for engaging with the local community by our very own local government.

##### **Question**

*As we now have a newly incorporated community group Precious Waste Boyup Brook, will the Council consider this request that a Community Reference Group be set up for Waste?*

##### **Response**

*The CEO advised Carina to put a proposal to Council in relation to what the group would like to achieve and which community members will be in the group. A report will then be placed on the agenda for Council to decide.*

##### **Question**

*When entering the transfer station a few weeks ago I was told by a shire employees that I would not be permitted to enter unless I was dumping rubbish. As I have collected a vast amount of valuable photographic data since early August which can be used by the Shire to determine the necessary community education to ensure our Transfer Station is used and managed with best practices into the future, can I be assured that this will not be an ongoing policy?*

##### **Response**

*The transfer station is a licenced site and a workplace, the community are only permitted to enter for the purpose of disposing waste and to comply with the direction of Shire staff. The Lions Club can use part of the site as they have an agreement with the Shire. If the plastics group wish to use part of this site, the Shire will make similar arrangements to accommodate them.*

##### **Background Shire communications with local community**

Firstly I would like to thank Maria Lane for responding within 3 minutes to my email on 8 December pointing out that the shire website had not been updated with the new transfer station opening hours when they had in fact started 3 days earlier on the 5 December however, I would like to point out that on Monday 7 December a public notice was published to the webpage and facebook that the briefing sessions and meeting start at 5pm. As you know I attended the council chambers at 5pm on December 10 only to find that the briefing had started at 3pm. I know I was the only person hoping to attend, this could have been avoided by sharing to local facebook groups.

While generally my correspondence has been responded to promptly, many residents wait for weeks for a reply without knowing even if their correspondence has been received. I shared the shire public notice re new tips hours on both local pages on November 28.. there was a comment by a local business.

*“Just giving you an update on our feedback email, not very impressed! We sent an email on the 28<sup>th</sup> November regarding these hours. After 9 days no reply! Sunday night I resent the email (with date, time, subject line) after some advice from a very helpful lady. Yesterday morning we finally got a reply to say, “your email has been registered and forwarded to an officer”. We are still waiting for a reply so we will let you know when we hear back.”*

**Question**

*Will the Council consider adopting a Customer Service Policy and include in that policy?*

- a. an automated response to emails.*
- b. each shire public notice and facebook post being shared to the local facebook pages by a staff member.*

**Response**

- a. The Shire acknowledges that we need to improve our customer service and will introduce a customer service policy in 2021.*
- b. The Shire does not have membership to other facebook pages; however we do encourage members of the public to like and share our facebook page.*

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS**

**Cr S E G Alexander**

Attended the Community Christmas Celebrations - Music Park on 4 December 2020.

Attended the Annual Awards Committee Meeting on 10 December 2020.

Attended the Strategic Plan Workshop with Margaret Hemsley on 10 December 2020.

Attended the Local Planning Strategy Site visit on 11 December 2020.

**Cr D E King**

Attended the Boyup Brook St John Ambulance Christmas party on 28 November 2020.

Attended the Boyup Brook Pistol Club committee meeting on 1 December 2020.

Attended the Boyup Brook Shire Councillor induction on 3 December 2020.

Attended the Boyup Brook town Christmas party on 4 December 2020.

Attended the Boyup Brook 'Value a VOLLIE' event on 5 December 2020.

Attended the Mayanup Progress association Christmas party on 8 December 2020.

Attended the Boyup Brook High School Graduation Ball on 9 December 2020.

Attended the Local planning strategy site visit on 11 December 2020.

Attended the St John Ambulance committee meeting on 14 December 2020.

**Cr H C O'Connell**

Attended the Warren Blackwood Economic Alliance meeting on 1 December 2020.  
Attended the Rylington Park Management Inc meeting on 2 December 2020.  
Attended the Rylington Park Transitional Committee meeting on 2 December 2020.  
Attended the Farm tour of Rylington Park on 3 December 2020.  
Attended the Community Christmas Celebrations on 4 December 2020.  
Attended the 'Value a Vollie' Event at the Boyup Brook Swimming Pool on 5 December 2020.  
Attended the BBDHS Awards Ceremony at the Primary School on 8 December 2020  
Attended the Awards Committee meeting on 10 December 2020.  
Attended the Briefing Meeting on 10 December 2020.  
Attended the Strategic Planning workshop on 10 December 2020.  
Attended Jock Airds Celebration of Life at Town Hall on 11 December 2020  
Met with Mark Bombara & Steve Thompson re lots 51, 1007 & 1118 Boyup-Brook Arthur Rd & Local Planning Strategy on 11 December 2020.  
Attended the CRC meeting on 14 December 2020.  
Attended the Rylington Park Management Inc. meeting – updating constitution

**Cr S Alexander**

Attended the Community Christmas party on 4 December 2020.  
Attended the "Value a Vollie" event on 5 December 2020.

**Cr A Price**

Attended the Boyup Brook District High School Awards Ceremony on 8 December.  
Accepted an invitation to attend the Mayanup Christmas Celebration on 8 December.

**6. DISCLOSURE OF INTEREST**

Mr A Bowman declared an impartiality interest in item 14.1.  
Ms V Crispe declared a financial interest in item 14.1.

**7. CONFIRMATION OF MINUTES**

<b>7.1 Ordinary Council Minutes – 26 November 2020</b>
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**OFFICER RECOMMENDATION – ITEM 7.1**

**That the minutes of the Ordinary Council Meeting held on Thursday 26 November 2020 be confirmed as an accurate record.**

**COUNCIL DECISION – ITEM 7.1**

**MOVED: Cr P Kaltenrieder**

**SECONDED: Cr A Price**

**That the minutes of the Ordinary Council Meeting held on Thursday 26 November 2020 be confirmed as an accurate record.**

**CARRIED 9/0**

**Res 188/20**

**8. PRESIDENTIAL COMMUNICATIONS**

Attended the City of Busselton – South West Zone meeting on 27 November 2020.  
Attended the Warren Blackwood Alliance of Councils in Bridgetown Chambers on 1 December 2020.  
Attended a meeting with Terry Redman, CEO and Deputy President on 2 December 2020.  
Attended the Rylington Park Committee meeting in the Shire Chambers on 2 December 2020.  
Attended the Rylington Farm tour with the committee on 4 December 2020.  
Attended the Community Christmas celebrations at the Music Park on 4 December 2020.  
Attended the ‘Value a Vollie’ day at the pool on 5 December 2020.  
Attended the Regional Road Group meeting at the Shire of Dardanup on 7 December 2020.  
Attended the School Awards (Rylington) Ceremony at the Amphitheatre scholarship presentations on 8 December 2020.  
Met with the CEO, Deputy President and John Imrie regarding the Museum on 8 December 2020.  
Attended the Graduation Ball (Rylington Scholarships) on 9 December 2020.  
Attended the service for Jock Aird at the town hall on 11 December 2020.  
Met with Mark Bombara and Steve Thompson – site visit subdivision on 11 December 2020.  
Attended a meeting with CEO and the Western Australian Planning Commission regarding the Local Planning Strategy and Town Planning Scheme on 16 December 2020.

**9. COUNCILLOR QUESTIONS ON NOTICE**

Nil

**10.1 COORDINATOR PROJECTS WORKS AND ASSETS**

Nil

**10.2 FINANCE**

**10.2.1 List of Accounts Paid in November 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>12/12//20</i>
<b>Author:</b>	<i>Carolyn Mallett –Accountant</i>
<b>Authorising Officer:</b>	<i>Aaron Bowman – Acting Deputy CEO</i>
<b>Attachments:</b>	<i>Yes – List of Accounts Paid in November</i>

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**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in November 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 30 November 2020.

**COMMENT**

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 30 November 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 2020-21 Annual Budget

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – Item 10.2.1**

That at its December 2020 ordinary meeting Council receive as presented the list of accounts paid in November 2020, totalling \$599,868.83 from Municipal account, \$38,009.70 from Police Licensing account and \$8.91 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20462 - 20467	\$ 2946.90
Municipal Electronic Payments	EFT10051 – EFT10176	\$397,244.16
Municipal Direct Payments		\$199,677.77
Police Licensing Payments		\$ 38,009.70
BBELC Payments		\$ 8.91

**COUNCIL DECISION – Item 10.2.1**

**MOVED: Cr D E King**

**SECONDED: Cr P Kaltenrieder**

That at its December 2020 ordinary meeting Council receive as presented the list of accounts paid in November 2020, totalling \$599,868.83 from Municipal account, \$38,009.70 from Police Licensing account and \$8.91 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20462 - 20467	\$ 2946.90
Municipal Electronic Payments	EFT10051 – EFT10176	\$397,244.16
Municipal Direct Payments		\$199,677.77
Police Licensing Payments		\$ 38,009.70
BBELC Payments		\$ 8.91

**CARRIED 9/0**

**Res 189/20**

**10.2.2 30 November 2020 Statement of Financial Activity**

<b>Location:</b>	<i>Not applicable</i>
<b>Applicant:</b>	<i>Not applicable</i>
<b>File:</b>	<i>FM/10/003</i>
<b>Disclosure of Officer Interest:</b>	<i>None</i>
<b>Date:</b>	<i>10 December 2020</i>
<b>Authors:</b>	<i>D Long – Finance Consultant</i>
<b>Authorizing Officer:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Yes</i>

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**SUMMARY**

The Monthly Financial Report for 30 November 2020 is presented for Councils consideration.

**BACKGROUND**

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

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

**COMMENT**

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

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity;
- (d) Summary of Net Current Asset Position;
- (e) Statement of Explanation of Material Variances;
- (f) Statement of Financial Position;
- (g) Statement of Cash Flows;
- (h) Detailed Operating and Non-Operating Schedules;
- (i) Statement of Cash Back Reserves;
- (j) Loan Borrowings Statement; and
- (k) Trust Fund Statement.

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

The material variance commentary is now provided in a separate statement, called the Statement of Explanation of Material Variances. This statement categorises the variance commentary according to reporting Functions/Programs and groups the variances by Operating Revenue, Operating Expenditure, Non-Operating/Capital Revenue, and Capital Expenditure.

The Statement of Financial Activity as at 30 November shows a closing surplus of \$3,966,569.

**CONSULTATION** – Nil

**STATUTORY OBLIGATIONS**

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
  - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

**POLICY IMPLICATIONS** – Nil

**BUDGET/FINANCIAL IMPLICATIONS**

As presented in the attached reports.

**STRATEGIC IMPLICATIONS** – Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – Item 10.2.2**

**That Council receive the Monthly Financial Report for 30 November 2020, as presented.**

**COUNCIL DECISION – Item 10.2.2**

**MOVED: Cr H C O’Connell**

**SECONDED: Cr D E King**

**That Council receive the Monthly Financial Report for 30 November 2020, as presented.**

**CARRIED 9/0**

**Res 190/20**

### **10.2.3 Budget Review**

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	
<b>Disclosure of Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>9th December 2020</i>
<b>Author:</b>	<i>Aaron Bowman – A/Deputy Chief Executive Officer</i>
<b>Authorizing Officer:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Attachment 1</i>

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#### **SUMMARY**

To present a review of the Shire 2020/21 Budget. This review includes several proposed budget variations, which results in a nil net change.

#### **BACKGROUND**

Changes to the Annual Budget are required during the year, as circumstances change, from when the annual budget was adopted by Council at the beginning of the financial year. Amendments to the Annual Budget will ensure that tight fiscal control is maintained on the Shire's finances.

#### **COMMENT**

A review of the Shire 2020/21 grant funding commitments together with carried forward grant funding projects from 2019/20 has been undertaken. The review has highlighted discrepancies with the information provided to and from funding bodies and what was adopted in the Shire budget. In addition, expenditure for projects for the Local Roads and Community Infrastructure grant funding were neither previously presented or discussed with Council, and only 1/3 of the expenditure was accounted for in the adopted budget.

#### **CONSULTATION**

No community consultation was undertaken / required. Consultation has occurred between the Executive.

#### **STATUTORY COMPLIANCE**

Regulation 33A of the Local Government (Financial Management) Regulations 1996 as amended requires a Local Government to review their annual budget between 1 January and 31 March each year.

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

The paying out of the loan, outstanding plus the premium will decrease the Shire's long-term liability, which will result in the same reduction in the shire assets (aged care reserve).

There will be a Nil effect on the Shire budget.

**STRATEGIC IMPLICATIONS**

Prudent financial management of ratepayer's funds

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 10.2.3**

That Council approves the schedule of variations presented below in accordance with section 6.8 of the Local Government Act 1995.

Account Number	Type	Description	Debit	Credit
121404 RRG 148	↓ Expenditure	Boyup Brook-Cranbrook Road		19,407
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
121404 RRG 210	↑ Expenditure	Boyup Brook-Arthur River Road	5,698	
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
	↑			
121404 RRG 211	Expenditure	Winnejup Road	75,000	
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
121001	↓ Income	Capital Grant - State - Non-Operating	39,106	
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
		Capital Grant - State- Non-Operating Winnejup		
121001	↑ Income	Road		50,000
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
121403 RTR029	↑ Expenditure	Terry Road	22,427	
<b>Reason: to match the budget allocation with RTR funding submission</b>				
121403 RTR 115	↑ Expenditure	Beatty Street	24,840	
<b>Reason: to match the budget allocation with RTR funding submission</b>				
		Capital Grants - Federal - Non-Operating 2019-20		
121003	↑ Income	Unspent		123,973
<b>Reason: to match the budget allocation with RTR funding submission</b>				
		Capital Grants - Federal - Non-Operating 2020-21		
121003	↓ Income	Grant	76,705	
<b>Reason: to match the budget allocation with allocated 20/21 RTR funds to be received.</b>				
121400 MU 500	↓ Expenditure	Muni - Back Slopes and Shoulders		201,426
<b>Reason: to reallocate funds to LRCI projects</b>				
122105	↓ Expenditure	Repairs & Maint-Bridges - Services-Bridge Repairs		60,000
<b>Reason: to reallocate funds to LRCI projects</b>				
147451	↓ Expenditure	Rylington Park Dorm Rooms Air Conditioners		10,800
<b>Reason: to reallocate funds to LRCI projects</b>				
147411	↓ Expenditure	Rylington Park Chemical Shed		15,000
<b>Reason: to reallocate funds to LRCI projects</b>				
147410	↓ Expenditure	Rylington Park House Capital - Replace house roof and gutters		50,000
<b>Reason: to reallocate funds to LRCI projects</b>				
		Members-Conferences/Seminars Costs - Local Govt		
41105	↓ Expenditure	Week		15,850
<b>Reason: to reallocate funds to LRCI projects</b>				
143101	↓ Expenditure	Consultant Engineer		5,000
<b>Reason: to reallocate funds to LRCI projects</b>				
121400 MU501	↓ Expenditure	Muni-Gravel Pit Rehabilitation - Services		20,000
<b>Reason: to reallocate funds to LRCI projects</b>				
53405	↓ Expenditure	Plant & Equipment - Material-CCTV infrastructure		51,700
<b>Reason: grant funding not</b>				



<b>received</b>				
53002		Non-Operating Grant - Capital Grant-CCTV project	31,700	
<b>Reason: grant funding not received</b>				
	↑Expenditure	Football oval lights - stage 1	120,000	
<b>Reason: Identified LRCI project</b>				
	↑Expenditure	Flax Mill / Caravan Park upgrades	147,680	
<b>Reason: Identified LRCI project</b>				
	↑Expenditure	Tourism Centre Upgrades	50,000	
<b>Reason: Identified LRCI project</b>				
	↑Expenditure	Road Verge - Coop carparking	40,000	
<b>Reason: Identified LRCI project</b>				
	↑Income	Road Verge - Coop Carparking contribution		10,000
<b>Reason: Agreed contribution from the Coop</b>				
<b>Total</b>			<u>\$633156</u>	<u>\$633,156</u>

**COUNCIL DECISION – ITEM 10.2.3**

**MOVED: Cr H C O’Connell**

**SECONDED: Cr S Alexander**

**That Council approves the schedule of variations presented below in accordance with section 6.8 of the Local Government Act 1995.**

Account Number	Type	Description	Debit	Credit
121404 RRG 148	↓Expenditure	Boyup Brook-Cranbrook Road		19,407
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
121404 RRG 210	↑Expenditure	Boyup Brook-Arthur River Road	5,698	
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
	↑			
121404 RRG 211	Expenditure	Winnejup Road	75,000	
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
121001	↓Income	Capital Grant - State - Non-Operating	39,106	
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
		Capital Grant - State- Non-Operating Winnejup		
121001	↑Income	Road		50,000
<b>Reason: to match the budget allocation with RRG funding allocation</b>				
121403 RTR029	↑Expenditure	Terry Road	22,427	
<b>Reason: to match the budget allocation with RTR funding submission</b>				
121403 RTR 115	↑Expenditure	Beatty Street	24,840	
<b>Reason: to match the budget allocation with RTR funding submission</b>				
		Capital Grants - Federal - Non-Operating 2019-20		
121003	↑Income	Unspent		123,973
<b>Reason: to match the budget allocation with RTR funding submission</b>				
		Capital Grants - Federal - Non-Operating 2020-21		
121003	↓Income	Grant	76,705	

<b>Reason: to match the budget allocation with allocated 20/21 RTR funds to be received.</b>			
121400 MU 500	↓Expenditure	Muni - Back Slopes and Shoulders	201,426
<b>Reason: to reallocate funds to LRCI projects</b>			
122105	↓Expenditure	Repairs & Maint-Bridges - Services-Bridge Repairs	60,000
<b>Reason: to reallocate funds to LRCI projects</b>			
147451	↓Expenditure	Rylington Park Dorm Rooms Air Conditioners	10,800
<b>Reason: to reallocate funds to LRCI projects</b>			
147411	↓Expenditure	Rylington Park Chemical Shed	15,000
<b>Reason: to reallocate funds to LRCI projects</b>			
147410	↓Expenditure	Rylington Park House Capital - Replace house roof and gutters	50,000
<b>Reason: to reallocate funds to LRCI projects</b>			
41105	↓Expenditure	Members-Conferences/Seminars Costs - Local Govt Week	15,850
<b>Reason: to reallocate funds to LRCI projects</b>			
143101	↓Expenditure	Consultant Engineer	5,000
<b>Reason: to reallocate funds to LRCI projects</b>			
121400 MU501	↓Expenditure	Muni-Gravel Pit Rehabilitation - Services	20,000
<b>Reason: to reallocate funds to LRCI projects</b>			
53405	↓Expenditure	Plant & Equipment - Material-CCTV infrastructure	51,700
<b>Reason: grant funding not received</b>			
53002		Non-Operating Grant - Capital Grant-CCTV project	31,700
<b>Reason: grant funding not received</b>			
	↑Expenditure	Football oval lights - stage 1	120,000
<b>Reason: Identified LRCI project</b>			
	↑Expenditure	Flax Mill / Caravan Park upgrades	147,680
<b>Reason: Identified LRCI project</b>			
	↑Expenditure	Tourism Centre Upgrades	50,000
<b>Reason: Identified LRCI project</b>			
	↑Expenditure	Road Verge - Coop carparking	40,000
<b>Reason: Identified LRCI project</b>			
	↑Income	Road Verge - Coop Carparking contribution	10,000
<b>Reason: Agreed contribution from the Coop</b>			
<b>Total</b>			<u>\$633156</u> <u>\$633,156</u>

CARRIED 9/0

Res 191/20

**10.3 PLANNING**

Nil

## **10.4 CHIEF EXECUTIVE OFFICER**

### **10.4.1 Attendance at Events Policy**

<b>Location</b>	<i>NA</i>
<b>Applicant</b>	<i>NA</i>
<b>File</b>	<i>M.16</i>
<b>Disclosure of Interest</b>	<i>Nil</i>
<b>Date</b>	<i>3rd December 2020</i>
<b>Author</b>	<i>Aaron Bowman – A/Deputy Chief Executive Officer</i>
<b>Authorizing Officer</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Attachments</b>	<i>1) Draft Attendance at events policy 2)DLGSC – operational guideline – attendance at events policy</i>

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#### **SUMMARY**

For Council to adopt a new policy in respect to Councillor and CEO attendance at events as a representative of the Shire.

#### **BACKGROUND**

On the 20<sup>th</sup> October 2019, the new gifts framework contained within the Local Government Legislation Amendment Act 2019 came into operation. This new gift framework has been simplified, with the focus on transparency and accountability. The Act now requires “a local government to prepare and adopt a policy that deals with matter relating to the attendance of Council members and the CEO at events”

The Shire of Boyup is currently non-compliant in that it has not yet adopted an Attendance at Events policy.

#### **COMMENT**

In developing the policy, there are several matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of Council or the CEO attend the event.

The attendance at Events policy is to enable council members and the Chief Executive Officer to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, it can lead to criticism from the community in relation to spending ratepayer’s money if

the tangible benefits are not identified. Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matter affecting that organisation come before council.

The policy should consider the type of role that the person attending will have in the event. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Examples are provided in the legislation of what constitutes an event: concerts, conference, functions and sporting event. This is not an exhaustive list and Council should consider the full range of events that may be relevant to the Shire of Boyup Brook, such as agricultural shows, field days, school awards nights and cultural events.

The policy may provide authorisation for the CEO to be the decision maker, in that case, the policy must set out clear criteria by which the CEO may make such determinations.

In developing the attendance at events policy, Council needs to actively consider the purpose of and benefits to the community from council members or the CEO attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council.

### **CONSULTATION**

Nil

### **STATUTORY COMPLIANCE**

S5.90A policy for attendance at events

(1) In this section –

Event includes the following

- a. A concert;
- b. A conference;
- c. A function;
- d. A sporting event;
- e. An occasion of a kind prescribed for the purpose of this definition.

(2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including –

- a. The provision of tickets to events; and
- b. Payments in respect of attendance; and
- c. Approval of attendance by the local government and criteria for approval; and
- d. Any prescribed matter.

(3) A local government may amend\* the policy

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local governments official website.

\*absolute majority required

**POLICY IMPLICATIONS**

If adopted by Council, the Attendance at Events Policy will guide future Councillor and CEO attendance at events.

**BUDGET/FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute majority

**OFFICER RECOMMENDATION – ITEM 10.4.1**

That Council adopt the ‘Attendance at Events’ policy M.16 (attachment 10.4.1) with the following amendments:

Under the section Scope – include the word ‘not’ into the second paragraph.

Attendance at an event in accordance with this policy will “not” exclude the gift

Section 2. Approval Process

To replace the first sentence in the approval process sentence with the following:

“Where events are listed as prohibited no attendance is permitted”.

“Where events are permitted no approval is required for all other events the approval process is as follows:”

Section 3. Other matters dot point 3

To include the following in place of (or Shire President if the CEO)

“.....10 days to the Chief Executive Officer (or Shire President in the case of the CEO being the recipient) if the .....”

**COUNCIL DECISION – ITEM 10.4.1**

**MOVED: Cr H C O’Connell**

**SECONDED: Cr T J Oversby**

**That Council adopt the ‘Attendance at Events’ policy M.16 (attachment 10.4.1) with the following amendments:**

**Under the section Scope – include the word ‘not’ into the second paragraph.**

**Attendance at an event in accordance with this policy will “not” exclude the gift**

**Section 2. Approval Process**

**To replace the first sentence in the approval process sentence with the following:**

**“Where events are listed as prohibited no attendance is permitted”.**

**“Where events are permitted no approval is required for all other events the approval process is as follows:”**

**Section 3. Other matters dot point 3**

**To include the following in place of (or Shire President if the CEO)**

**“.....10 days to the Chief Executive Officer (or Shire President in the case of the CEO being the recipient) if the .....”**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Res 192/20**

#### 10.4.2 Early Repayment of Loan

<b>Location</b>	N/A
<b>Applicant</b>	N/A
<b>File</b>	Loan 118
<b>Disclosure of Interest</b>	Nil
<b>Date</b>	5 <sup>th</sup> December 2020
<b>Author</b>	Aaron Bowman – A/Deputy Chief Executive Officer
<b>Authorizing Officer</b>	Dale Putland – Chief Executive Officer
<b>Attachments</b>	Attachment 1 – Early repayment of loan agenda item 29 <sup>th</sup> October 2020 Attachment 2 – update treasury payout quote – to be provided to Council at the meeting.

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#### **SUMMARY**

To approve the transfer of funds from the aged care reserve to repay loan 118.

#### **BACKGROUND**

Council resolved at the 29<sup>th</sup> October 2020 Ordinary Council meeting:

“that Council undertake local public advertising for a minimum of 1 month, of its intention to use the aged care accommodation reserve to pay back loan 118.

#### **COMMENT**

The Shire placed the following advert in the Manjimup Bridgetown times on the 11<sup>th</sup> November 2020.

“LOAN 118

*Notice is hereby given under section 6.11 (2) (b) of the Local Government Act 1995 that the Shire of Boyup Brook intends to use the aged accommodation reserve to pay back loan 118. Comments on this notice may be submitted to the Chief Executive Officer in writing on or before Friday, 11<sup>th</sup> December 2020.*

*Dale Putland  
Chief Executive Officer  
PO Box 2, Boyup Brook WA 6244”*

In addition, a notice was placed on the shire’s noticeboard.

No comments / submissions have been received at the time of writing this report.

**CONSULTATION**

Department of Local Government

Western Australian Treasury Corporation

**STATUTORY COMPLIANCE**

Section 6.11(2)(b) of the Local Government Act 1995 – A local government must give one month’s local public notice of the proposed change of purpose or propose use of money in a reserve account.

The paying of the loan is classified as a change of use.

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

The paying out of the loan, outstanding plus the premium will decrease the Shire’s long-term liability, which will result in the same reduction in the shire assets (aged care reserve).

There will be a nil effect on the Shire budget.

**STRATEGIC IMPLICATIONS**

Prudent financial management of ratepayer’s funds

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 10.4.2**

That Council use the funds in the aged care reserve to pay out loan 118 in full.

**COUNCIL DECISION – ITEM 10.4.2**

**MOVED: Cr T J Oversby**

**SECONDED: Cr D E King**

**That Council use the funds in the aged care reserve to pay out loan 118 in full.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Res 193/20**



**10.4.3 Insurance of Shire owned bridges**

<b>Location:</b>	<i>N/A</i>
<b>Applicant:</b>	<i>N/A</i>
<b>File:</b>	<i>Insurance</i>
<b>Disclosure of Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>9th December 2020</i>
<b>Author:</b>	<i>Aaron Bowman – A/Deputy Chief Executive Officer</i>
<b>Authorizing Officer:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Nil</i>

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**SUMMARY**

To amend council resolution 171/20 which incorrectly lists the Shire bridges to be insured and replaced with an updated list of the correct bridges to be insured.

**BACKGROUND**

Council resolved at the 29<sup>th</sup> October 2020 Ordinary Council meeting to:

“reallocate \$30,000 from 074115 Medical centre sundry expenses to 122105 Bridges to enable the most critical 50% of the Shire bridges to be insured”.

This was the outcome of the administration being advised that no shire bridges were insured.

Resolution 171/20 listed 8 bridges as the most critical bridges that were to be insured.

**COMMENT**

The Shire report previously identified the total replacement value of all the Shire bridges was \$49.384 million. The correct value is \$62.41 million. With this updated information it is recommended that the most critical 40% - 45% of bridges (in value) are insured, not 50%.

In addition, the recommended bridges to be insured, provided by the administration to Council as part of the council report for the October 2020 ordinary council was incorrect. The result being that resolution 171/20 needs amending.

**CONSULTATION**

LGIS

**STATUTORY COMPLIANCE**

16.20 (1)(a) of the Shire of Boyup Brook Standing Orders 1997 Local Law -A substantive motion may be revoked at any time provided that no action in relation to the resolution being rescinded has already occurred.

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

Council has previously resolved as part of resolution 171/20 to reallocate \$30,000 for the cost to insure some of the shire bridges.

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 10.4.3**

That Council amend resolution 171/20 by replacing the list of bridges to be insured from

Asset No.	Primary Location	Secondary Location	Secondary Description	Reinstatement with new	Comments
0268A	Tweed River	Boyup Brook Cranbrook Rd	Timber framed bridge with bitumen road	3,000,000	Includes steel crash barrier
0207A	Tone River	Boyup Brook Cranbrook Rd	Steel concrete bridge with bitumen road	10,000,000	Includes steel crash barrier
0740	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,500,000	Includes steel crash barrier
0741	Boree Gully	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	1,600,000	Includes steel crash barrier
0742	Dinninup Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	3,300,000	Includes steel crash barrier
0743	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,000,000	Includes steel crash barrier
0744	Campbells Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	1,600,000	Includes steel crash barrier
3304A	Tweed River	Winnejup Road	Timber framed bridge with bitumen road	1,500,000	Includes steel crash barrier

To

Asset No.	Primary Location	Secondary Location	Secondary Description	Reinstatement with new	Comments
740	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,500,000	Includes steel crash barrier
0741	Boree Gully	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	1,600,000	Includes steel crash barrier
0742	Dinninup Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	3,300,000	Includes steel crash barrier
0743	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,000,000	Includes steel crash barrier
0744	Campbells Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	7,600,000	Includes steel crash barrier

**COUNCIL DECISION – ITEM 10.4.3**

**MOVED: Cr H C O’Connell**

**SECONDED: Cr S E G Alexander**

**That Council amend resolution 171/20 by replacing the list of bridges to be insured from**

Asset No.	Primary Location	Secondary Location	Secondary Description	Reinstatement with new	Comments
0268A	Tweed River	Boyup Brook Cranbrook Rd	Timber framed bridge with bitumen road	3,000,000	Includes steel crash barrier
0207A	Tone River	Boyup Brook Cranbrook Rd	Steel concrete bridge with bitumen road	10,000,000	Includes steel crash barrier
0740	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,500,000	Includes steel crash barrier
0741	Boree Gully	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	1,600,000	Includes steel crash barrier
0742	Dinninup Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	3,300,000	Includes steel crash barrier
0743	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,000,000	Includes steel crash barrier
0744	Campbells Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	1,600,000	Includes steel crash barrier
3304A	Tweed River	Winnejump Road	Timber framed bridge with bitumen road	1,500,000	Includes steel crash barrier

**To**

Asset No.	Primary Location	Secondary Location	Secondary Description	Reinstatement with new	Comments
740	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,500,000	Includes steel crash barrier
0741	Boree Gully	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	1,600,000	Includes steel crash barrier
0742	Dinninup Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	3,300,000	Includes steel crash barrier
0743	Blackwood River	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	8,000,000	Includes steel crash barrier
0744	Campbells Brook	Boyup Brook Arthur Rd	Timber framed bridge with bitumen road	7,600,000	Includes steel crash barrier

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Res 194/20**

## **11 COMMITTEE MINUTES**

<b>11.1 Rylington Park Transitional Committee</b>
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**OFFICER RECOMMENDATION - Item 11.1**

That the unconfirmed minutes of the Rylington Park Transitional Committee Meeting held on Wednesday 2 December 2020 be received by Council.

**COUNCIL DECISION - Item 11.1**

**MOVED: Cr H C O'Connell**

**SECONDED: Cr T J Oversby**

**That the unconfirmed minutes of the Rylington Park Transitional Committee Meeting held on Wednesday 2 December 2020 be received by Council.**

**CARRIED 9/0**

**Res 195/20**

## **12 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

### **Order of Business**

Item 10.4.4 was renumbered to 14.2 due to being a confidential matter.

**OFFICER RECOMMENDATION**

That Council accept the late items as urgent business being 13.1, 14.1 and 14.2.

**COUNCIL DECISION**

**MOVED: Cr S E G Alexander**

**SECONDED: Cr H C O'Connell**

**That Council accept the late items as urgent business being 13.1, 14.1 and 14.2.**

**CARRIED 9/0**

**Res 196/20**

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

**13.1 Local Planning Strategy**

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>NA</i>
<b>File:</b>	<i>LPS</i>
<b>Disclosure of Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>17 December 2020</i>
<b>Author:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Authorizing Officer:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Nil</i>

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**SUMMARY**

To resolve to discontinue the current process to develop the Shire’s Local Planning Strategy and commence development of a new, contemporary Local Planning Strategy that addresses the current needs and aspirations of the Boyup Brook community.

**BACKGROUND**

In 2014, Council initiated preparation of a Local Planning Strategy for the Shire of Boyup Brook.

A draft Local Planning Strategy was certified for advertising by the Western Australian Planning Commission on 22 November 2019.

Following advertising, a revised draft Local Planning Strategy was presented to Council for adoption on the 18 June 2020. At this meeting, Council resolved that Council lay the item on the table and have the draft strategy reviewed by a third party and reported back to the ordinary Council meeting.

Despite repeated requests, the firm engaged to review the strategy had not supplied a report on the draft strategy. The CEO has undertaken a review and found major flaws in the draft strategy.

**COMMENT**

Review of the strategy identified several major flaws, including:

- Reliance of establishment of an infill sewer system in Boyup Brook to allow infill development to cater for new housing. The program for the State Government to deliver this sewer system has been discontinued, with little to no likelihood that this will ever occur.
- Identification of several areas of native vegetation for new housing that are adjacent to areas where declared rare flora have been identified and where there is a high likelihood that approval to clear the vegetation will not be granted.

- Identification of farming land for future residential where the owner has stated that he has no intention to develop the land during the life of the strategy.
- Land near the town was excluded from the strategy despite the owner making formal submission that he was ready and willing to develop the land in the short to medium term.
- Limited consideration of new lands for industry to develop in Boyup Brook.
- The strategy indicating that the future for Boyup Brook was one where the population continued to decline. This “future” is not supported by evidence, nor is it consistent with the views received from the Boyup Brook community during the Shire’s consultations on its Strategic Community Plan.

The flaws are too significant to be corrected in a simple review of the policy and during a meeting with the Chairman of the Western Australian Planning Commission (WAPC) and senior staff from the Department of Planning, Lands and Heritage the Shire President and CEO were advised that it would be preferable to commence development of a new Local Planning Strategy based on the current WAPC template. The CEO and Shire President were also advised that the Shire’s Local Planning Scheme also requires urgent review and that the WAPC’s preference would be that the review was conducted concurrently with preparation of the new Local Planning Strategy.

The CEO recommends that Council advises the Western Australian Planning Commission that it intends to discontinue the current process to develop the Shire’s Local Planning Strategy and commence development of a new, contemporary Local Planning Strategy that addresses the current needs and aspirations of the Boyup Brook community. Further, that the Shire intends to commence review of its Local Planning Scheme concurrently with the Local Planning Strategy review to address the critical shortage of industrial and residential land facing the Shire as early as possible.

### **CONSULTATION**

Chairman of the Western Australian Planning Commission

Assistant Director General, Department of Planning, Lands and Heritage

Director South West Region, Department of Planning, Lands and Heritage

Affected landowners

Boyup Brook business owners

### **STATUTORY COMPLIANCE**

Nil

### **POLICY IMPLICATIONS**

Nil

### **BUDGET/FINANCIAL IMPLICATIONS**

Council has previously allocated funding to permit review of its Local Planning Strategy to commence in the current financial year.

**STRATEGIC IMPLICATIONS**

Will result in up to date and contemporary Local Planning Strategy and guide review of the Shire's Local Planning Scheme.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 13.1**

**That Council:**

- 1. Advises the Western Australian Planning Commission that it intends to discontinue the current process to develop the Shire's Local Planning Strategy and commence development of a new, contemporary Local Planning Strategy that addresses the current needs and aspirations of the Boyup Brook community.**
- 2. That the Shire intends to commence review of its Local Planning Scheme concurrently with the Local Planning Strategy review to address the critical shortage of industrial and residential land facing the Shire as early as possible.**

**COUNCIL DECISION– ITEM 13.1**

**MOVED: Cr P Kaltenrieder**

**SECONDED: Cr K Moir**

**That Council:**

- 1. Advises the Western Australian Planning Commission that it intends to discontinue the current process to develop the Shire's Local Planning Strategy and commence development of a new, contemporary Local Planning Strategy that addresses the current needs and aspirations of the Boyup Brook community.**
- 2. That the Shire intends to commence review of its Local Planning Scheme concurrently with the Local Planning Strategy review to address the critical shortage of industrial and residential land facing the Shire as early as possible.**

**CARRIED 9/0**

**Res 197/20**

**BEHIND CLOSED DOORS**

**MOVED: Cr S Alexander**

**SECONDED: Cr P Kaltenrieder**

**That the meeting move behind closed doors to discuss a confidential employee matter pursuant to s.5.23 (2)(a) and (b) of the Local Government Act.**

**CARRIED 9/0**

**Res 198/20**

Ms G Moroni left the Chambers at 6.05pm

Mr C Wilson left the Chambers at 6.05pm

Mr A Bowman – declared an impartiality interest in item 14.1 and left the Chambers at 6.05pm.

Ms V Crispe – declared a financial interest in item 14.1 and left the Chambers at 6.05pm.

Mrs M Lane left the Chambers at 6.07pm.



**14 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS**

**14.1 Appointment of Designated Senior Employee Positions**

OFFICER RECOMMENDATION – ITEM 14.1

That Council accepts the CEO’s recommendation to appoint Ms Vanessa Crispe to the position of Manager Works and Services and Mr Robert Mianich to the position of Manager Corporate and Community Services.

COUNCIL DECISION– ITEM 14.1

**MOVED: Cr P Kaltenrieder**

**SECONDED: Cr T J Oversby**

**That Council accepts the CEO’s recommendation to appoint Ms Vanessa Crispe to the position of Manager Works and Services and Mr Robert Mianich to the position of Manager Corporate and Community Services.**

**CARRIED 9/0**

**Res 199/20**

**14.2 Key Performance Indications for the Chief Executive Officer**

<b>Location:</b>	<i>Shire of Boyup Brook</i>
<b>Applicant:</b>	<i>NA</i>
<b>File:</b>	<i>#154</i>
<b>Disclosure of Interest:</b>	<i>Nil</i>
<b>Date:</b>	<i>3rd December 2020</i>
<b>Author:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Authorizing Officer:</b>	<i>Dale Putland – Chief Executive Officer</i>
<b>Attachments:</b>	<i>Chief Executive Officer Key Performance Indicators (Confidential Attachment)</i>

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**SUMMARY**

To establish Key Performance Indicators for the Chief Executive Officer (CEO) for the remainder of the 2020/2021 financial year.

**BACKGROUND**

Section 5.38 of the *Local Government Act 1995* requires that Council review the performance of the Chief Executive Officer at least once a year. Conducting this review is an important function of Council because the CEO is Council's only employee and it is through this review process that Council can also review the performance of the organisation. This also provides an appropriate basis of Council to conduct an annual review of the CEO's remuneration package.

Key Performance Indicators should refer to the Chief Executive Officer's Contract of Employment, the Corporate Business Plan and/or the Strategic Community Plan. They should contain a balance of both tactical and strategic indicators, define realistic milestones and reporting requirements, mirror expectations of Council and the community, and acknowledge leadership.

The Chief Executive Officer will provide a self-assessment to the Committee of his/her performance against the relevant KPIs prior to the CEO's performance review.

**COMMENT**

The recommended CEO Key Performance Indicators are included in Attachment 1 under Confidential cover and form the basis of assessment for the performance of the CEO for the remainder of the 2020/2021 financial year. The Key Performance Indicators are based around the areas of governance, strategy and organisational performance.

**CONSULTATION**

Councillors and senior Shire staff

**STATUTORY COMPLIANCE**

Section 5.38 of the *Local Government Act 1995*

**POLICY IMPLICATIONS**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

KPIs will be delivered within current financial year budget

**STRATEGIC IMPLICATIONS**

CEO KPIs establish priorities for the organisation

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 14.2**

1. That Council adopts the following Key Performance Indicators included in Attachment 1 for the Chief Executive Officer for the remainder of the 2020/2021 financial year.

**COUNCIL DECISION– ITEM 14.2**

**MOVED: Cr S E G Alexander**

**SECONDED: Cr D E King**

1. That Council adopts the following Key Performance Indicators included in Attachment 1 for the Chief Executive Officer for the remainder of the 2020/2021 financial year.

**CARRIED 9/0**

**Res 200/20**

**MOVED: Cr H C O’Connell**

**SECONDED: Cr P Kaltenrieder**

**That the meeting move out from behind closed doors.**

**CARRIED 9/0**

**Res 201/20**

**15 CLOSURE OF MEETING**

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 6.55pm.

The minutes were confirmed at a meeting on.....

SIGNED this.....day of.....2020 as a true record of proceedings.

\_\_\_\_\_  
PRESIDING MEMBER