

Minutes

ORDINARY COUNCIL MEETING
held on
25 March 2021
commenced at 5.00pm

SHIRE OF BOYUP BROOK CHAMBERS
ABEL STREET BOYUP BROOK

TABLE OF CONTENTS

1.	ACKNOWLEDGMENT OF COUNTRY – PRESIDING MEMBER.....	3
2.	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
3.1	Mr Muncey	3
4.	PUBLIC QUESTION TIME.....	5
5.	PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS	5
6.	DISCLOSURE OF INTEREST	5
7.	CONFIRMATION OF MINUTES	5
7.1	Ordinary Council Minutes – 25 February 2021.....	5
8.	PRESIDENTIAL COMMUNICATIONS	6
9.	COUNCILLOR QUESTIONS ON NOTICE	6
10.1	MANAGER WORKS AND SERVICES.....	6
10.3	CHIEF EXECUTIVE OFFICER	7
10.3.2	Special Rural Properties – Gross Rental Value (GRV) method as a basis for a rate application	7
10.3.3	Precious Waste Facility	11
10.3.4	Ward Boundary Review	13
10.2	FINANCE	20
10.2.1	List of Accounts Paid in February 2021	20
10.2.2	28 February 2021 Statement of Financial Activity	23
10.3	CHIEF EXECUTIVE OFFICER	23
10.3.1	CSRFF Grant Application and Budget Allocation	23
10.3.5	LRCI Phase 2 Project Approval	26
10.3.6	Subdivision Application (WAPC Ref 160486) – Lots 12372 and 12416 Cootayerup Road Chowerup	30
10.3.7	Development Application (Chalet – Short Stay Holiday Accommodation) – Lot 105 Donnybrook - Boyup Brook Road	34
11	COMMITTEE MINUTES.....	47
11.1	Rylington Park Transitional Committee.....	47
12	MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	47
13	URGENT BUSINESS BY APPROVAL OF THE PRESIDENT OR A MAJORITY OF	47
COUNCILLORS PRESENT.....		47
13.1	Annual Compliance Audit Return 2020	47
14	CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS	49
15	CLOSURE OF MEETING	49

1. ACKNOWLEDGMENT OF COUNTRY – Presiding Member

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

2. 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
		Adrian Price
	Chief Executive Officer	Dale Putland
	Manager of Works & Services	Wayne Butler
	Executive Assistant	Maria Lane

LEAVE OF ABSENCE: Nil

APOLOGIES: Nil

MEMBERS OF PUBLIC: Terry Matthews
Carina Wilson
Mary-Anne Brlevich
Mark Brlevich
Sonya Watmore

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Mr Muncey

Question

What has the Shire provided to the Country Music Club in relation to donations and in-kind requests over the last 15 years?

Response

A letter was posted out to Mr E Muncey on 4 March 2021 which reads as follows:-

“Please find attached (please refer to attachment 3.1) a breakdown of financial assistance to the Boyup Brook Country Music Club from the 1st July 2011 to 30 June 2020.

We have been unable to provide the full 15 years however, we hope the information provided will satisfy your concerns. If not, we ask you to make an application under the Freedom of Information Act 1992 which can be made through the shire website www.boyupbrook.wa.gov.au or by emailing to shire@boyupbrook.wa.gov.au

Applications for documents which are non-personal in nature require a \$30 application fee to be paid when the application is lodged. Other charges may also be imposed to cover the administration costs associated with locating documents within the scope of your request."

You can ask the Shire for an estimate of charges when lodging an application. If the charges are likely to exceed the application fee we must give you an estimate of charges and ask whether you want to proceed with the application. You must notify the Shire (within 30 days) of your intention to proceed. In some instances, the Shire may request an advance deposit. The fees, charges, deposits, and possible reductions are set by the FOI Act and Regulations are listed in full in the FOI Statement.

For further information regarding Freedom of Information visit www.foi.wa.gov.au

4. PUBLIC QUESTION TIME

Terry Matthews

- 4.1 *Will the Shire amend officer recommendation - item 10.4.2 to provide a level of confidence for special rural property owners that the Shire will not reintroduce a change to the method of land valuation in the future?*

Furthermore, that any reference to financial difficulty as a result of the COVID pandemic is removed from the recommendation as this can be interpreted as being the sole reason for economic implications.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

6. DISCLOSURE OF INTEREST

Name	Item No	Interest	Nature
Cr A Price	10.3.3	Impartiality	Have attended some meetings and provided some guidance to Precious Waste. I am not a member of the group.
Cr P Kaltenrieder	10.3.2	Impartiality	Special rural owner.

7. CONFIRMATION OF MINUTES

7.1 Ordinary Council Minutes – 25 February 2021

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.1

MOVED: Cr Helen C O’Connell

SECONDED: Cr Philippe Kaltenrieder

That the minutes of the Ordinary Council Meeting held on Thursday 25 February 2021 be confirmed as an accurate record with the following amendment: On page 79 point 2, remove “Cr A Price” and replace with “Cr K Moir”.

CARRIED 8/0

Res 21/3/33

8. PRESIDENTIAL COMMUNICATIONS

Attended the Warren Blackwood Alliance of Councils on 2 March 2021 at Manjimup Shire with the CEO.

Attended the Bunbury Geograph Group of Councils at the Shire of Dardanup on 8 March 2021.

Attended the Rylington Park Storm in a teacup day with the CEO on 12 March 2021 selling tickets.

Attended the Boyup Brook Community Nurse Working Group workshop at the Lesser Hall with the CEO on 15 March 2021.

Attended the Local Emergency Management Advisory Committee meeting in the Shire Chambers on 18 March 2021.

Met with the CEO, Deputy and Sue White in relation to the Boyup Brook Heated Pool on 23 March 2021.

On behalf of Council I would like to commend Liz Parker and Kathryn Westphal for the outstanding work they have done in facilitating communications and bringing together health services for the community of Boyup Brook.

9. COUNCILLOR QUESTIONS ON NOTICE

Nil

10.1 MANAGER WORKS AND SERVICES

Nil

10.3 CHIEF EXECUTIVE OFFICER

Change to Order of Business

That the order of business in the agenda be changed to allow item 10.3.2, 10.3.3 and 10.3.4 be brought forward and dealt with at this time.

Impartiality Interest

Cr Philippe Kaltenrieder declared an impartiality interest in item 10.3.2 due to being a special rural owner.

10.3.2 Special Rural Properties – Gross Rental Value (GRV) method as a basis for a rate application
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Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>N/A</i>
File:	<i>FM/48/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>25 March 2021</i>
Author:	<i>A. Nicoll, Town Planner</i>
Authorizing Officer:	<i>Dale Putland, Chief Executive Officer</i>
Attachments:	<i>1. Schedule of Submissions 2. Submissions</i>

SUMMARY

Special Rural zone properties in the Shire of Boyup Brook are currently rated using the 'Unimproved Value' (UV) method.

The Shire consulted with landholders of Special Rural zone properties, on the notion of applying the 'Gross Rental Value' (GRV) method as a basis for a rate application.

The majority of submissions were opposed to changing from the UV to GRV rating method. Key concerns included:

1. Under the GRV rating method, rates would increase;
2. Under the GRV rating method, special rural properties would pay higher rates than those within the township yet receive less services & amenities; and
3. The timing of the proposed change may-be insensitive, particularly in light of the post COVID19 pandemic and related economic impacts.

It is recommended that Council resolve, not to change the rating method applied to special rural zone properties in light of the COVID19 pandemic and related economic implications.

BACKGROUND

In March 2020, Council resolved to consult with Special Rural zone properties, on the notion of applying the 'Gross Rental Value' (GRV) method as a basis for applying rates.

At the close of advertising, the Shire received:

1. Seven letters of objection;
2. An objection pro-forma letter, signed by landholders (40 participants); and
3. One letter of support.

COMMENT

The Local Government Act 1995 requires the application of:

1. The Unimproved Value (UV) rating method for land predominantly used for agriculture purposes; and
2. The Gross Rental Value (GRV) rating method for land predominantly used for non-agriculture purposes.

In accordance with the Local Government Act, the Shire consulted with Special Rural zone landholders on applying the GRV rating method. It was understood that special rural zone properties are predominantly used for non-agriculture purposes.

Special Rural zone properties range in size from 1-2ha and restrictions apply on the type of activities that can be conducted due to the potential for land-use-conflict.

Other municipalities in Western Australia (Shire of Manjimup, the Shire of Augusta/Margaret River and the Shire of Denmark), have resolved to apply the GRV rating method to Special Rural zone properties on the basis that they are generally used for non-agricultural purposes.

In consulting with Special Rural zone landholders, objectionable comments were received on the idea of applying the GRV rating method. Objectionable comments included:

1. Under the GRV rating method, rates may go up;
2. Rates should be proportionate to services and amenities;
3. Less services and amenities are available to special rural zone properties comparative to townsite properties; and
4. The timing of the proposed change may-be insensitive, particularly in light of the post COVID19 pandemic and related economic impacts.

The Shire notes that rates will likely increase under the GRV rating method and that the timing of the proposal may-be insensitive in light of the COVID pandemic.

The Shire notes the comments alleging that services are disproportionate between properties in special rural areas versus properties in the townsite.

The below list of services are generally available to all properties located within the Shire;

- Infrastructure and property services, including local roads, bridges, footpaths, drainage, waste collection and management;
- Provision of recreation facilities, such as parks, sports fields, swimming pool, sport centre, halls, camping ground and caravan park;
- Health services such as water and food inspection, toilet facilities, noise control and animal control;
- Community services, such as child-care, aged care and accommodation, community care and welfare services;
- Building services, including inspections, licensing, certification and enforcement;
- Planning and development approval;
- Administration of facilities, such as a cemetery and parking facilities;
- Cultural facilities and services, such as the library, art gallery and museum;
- Vehicle & Firearms Licensing Service;
- Motor Vehicle Licensing;
- Library;
- Fire and Rescue Service;
- Boyup Brook Community Resource Centre.

Due to financial difficulties, as experienced by some people as a result of the COVID pandemic, it is recommended that Council resolve not to introduce the GRV rating method for special rural zone properties for the interim.

As an alternative, the Council has the option to introduce the GRV rate method and to phase in a rate in the dollar over a period of four (4) years to therefore avoid possible significant increases/decreases in property rates.

STATUTORY OBLIGATIONS

Local Government Act 1995

6.28. Basis of rates

(1) The Minister is to —

- (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and*
- (b) publish a notice of the determination in the Government Gazette.*

(2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —

- (a) where the land is used predominantly for rural purposes, the unimproved value of the land; and*
- (b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

POLICY IMPLICATIONS

Council's Rating Strategy does not recognize that the valuation method of Special Rural UV properties would be different from Rural UV properties.

CONSULTATION

Special rural zone landholders were notified on the idea of applying the GRV rating method.

BUDGET/FINANCIAL IMPLICATIONS

This report may have significance for the 2021-22 rating period.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.2

MOVED: Cr Philippe Kaltenrieder

SECONDED: Cr Darren E King

That Council:

Resolve not to introduce the GRV rating method for special rural zone properties due to:

- a.) Widespread opposition to the change in rating expressed by the affected community and
- b.) Financial difficulty that may be afforded to some special rural landholders the result of the COVID pandemic.

AMENDMENT

MOVED: Cr Philippe Kaltenrieder

SECONDED: Cr Darren E King

To remove the following wording from point b.) *“the result of the COVID pandemic.”*

CARRIED 8/0

Res 21/3/34

MOTION

That Council:

Resolve not to introduce the GRV rating method for special rural zone properties due to:

- a.) Widespread opposition to the change in rating expressed by the affected community and
- b.) Financial difficulty that may be afforded to some special rural landholders.

CARRIED 8/0

Res 21/3/35

Impartiality Interest

Cr Adrian Price declared an impartiality interest in item 10.3.3 as he provided guidance and advice to the group.

10.3.3 Precious Waste Facility

Location:	<i>N/A</i>
Applicant:	<i>N/A</i>
File:	
Disclosure of Interest:	<i>Nil</i>
Date:	<i>March 2020</i>
Author:	<i>Dale Putland Chief Executive Officer</i>
Authorising Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Attachment 1 – Letter from Precious Waste</i> <i>Attachment 2 – Proposed Site Plan</i> <i>Attachment 3 – Boyup Brook Community Waste Action Group information sheet</i>

SUMMARY

Precious Waste Boyup Brook Inc have written to the Shire seeking permission to fence off and use an area at the Shire's waste transfer station to collect, store and recycle e-waste and other materials to divert these wastes from landfill.

This report recommends that Council approves the application and authorise the CEO to enter into a license agreement with Precious Waste Boyup Brook Inc to allow them to fence and use the land for this purpose subject to meeting the Shire's conditions.

BACKGROUND

Precious Waste Boyup Brook Inc. (the group) is a community based group who have recently formed to promote and participate in waste minimisation and reuse activities.

Precious Waste Boyup Brook are seeking permission from the Shire to use a disused area of the Shire's waste transfer station to collect, store and recycle e-waste and other recyclables to divert this waste from landfill.

The group proposes to install a perimeter fence on two sides of their area and locate a second hand sea container to store and sort materials. They propose to use and install a standalone power system using donated second hand solar panels to provide lighting and recharging of battery powered hand tools.

COMMENT

The proposal has potential to divert potentially toxic waste from the Shire's landfill while promoting waste recycling in Boyup Brook at little cost to the Shire.

This also provides an opportunity to reshape the entrance to the Shire's transfer station and allow the Lions Club Cash for Containers, Precious Waste and the transfer station operations to operate independently and with separate access points.

This will also provide for a public parking space to be created outside of the operational areas within the transfer station.

To facilitate this operation, it is proposed that the Shire enter into a license agreement with Precious Waste Boyup Brook Inc for use of the area subject to meeting the Shire's conditions.

CONSULTATION

Precious Waste Boyup Brook

Boyup Brook Lions Club.

Councillors via a site visit.

STATUTORY OBLIGATIONS

The Shire is obliged to ensure that all activities within the transfer station licensed area are conducted in accordance with its licence conditions with DWER. These conditions can be incorporated into its licence conditions with Precious Waste Boyup Brook Inc.

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Cost of constructing the fence and repositioning of the current transfer station gates and recycled shire depot gates is expected to be approximately \$7500.

STRATEGIC IMPLICATIONS

N/A

SUSTAINABILITY IMPLICATIONS

Meets the Shire's objectives to minimise the amount of waste directed to Landfill

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION – ITEM 10.3.3

MOVED: Cr Philippe Kaltenrieder

SECONDED: Cr Sarah E G Alexander

That Council approves the application and authorise the CEO to enter into a license agreement with Precious Waste Boyup Brook Inc to allow them to fence and use the land for this purpose subject to meeting the Shire's conditions.

CARRIED 8/0

Res 21/3/36

10.3.4 Ward Boundary Review

Location:	N/A
Applicant:	N/A
File:	GO/11/001
Disclosure of Interest:	Nil
Date:	March 2020
Author:	Dale Putland Chief Executive Officer
Authorising Officer:	Dale Putland – Chief Executive Officer
Attachments:	Discussion Paper Schedule of Submissions

SUMMARY

To finalize the current review of the Shire of Boyup Brook ward boundaries and Councillor representation conducted under Schedule 2.2 of the Local Government Act 1995.

Advise the Local Government Advisory Board that Council has considered submissions made during the consultation on its proposed ward review and has resolved to adopt Option 5 as detailed in Council's Review of Ward Boundaries and Representation Discussion Paper, retaining the current number of Wards, being the Benjinup Ward, Dinninup Ward, Scotts Brook Ward and Boyup Brook Ward and retaining the current representation with 9 Councillors based on the following considerations

- Each of the wards is based on a locality within the Shire, are centred around activity centres and nodes that share a common community of interest.
- Each of the wards are centred on localities that share common physical and topographical features.
- Each of the wards share common demographic factors and trends.
- Each of the wards contain communities that share common economic factors.
- The ratio of Councillors to Electors in the various wards will be within the thresholds set by the boards with the lowest deviation ratio of the options considered.

BACKGROUND

Local Governments with ward representation are required to carry out review of:

- Ward boundaries; and
- The officers of councillor for each ward

From time to time, but so that not more than eight years elapse between successive reviews.

The purpose of the review is to evaluate the current arrangements and consider other options to find the system of representation that best reflects the characteristics of the district and its people.

Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or ward;
- Changing the number of offices of councillors on a council; and
- Specificity or changing the number of offices of councillors for a ward.

The Local Government Advisory Board (the Board) encourages Councils to complete their reviews so that any changes can take place within the eight-year period. It is appropriate for Councils to undertake reviews on a more frequent basis when the district is outside the required +/-10% deviation factor.

Council had been requested almost yearly by the Local Government Advisory Board since 2011 to undertake a review of the wards due to the inequity between elector ratios between wards. Council did conduct a review in 2017, which although was “received” by the Local Government Advisory Board, was deficient in some areas and the Shire now requires another review given that all wards except the Benjinup ward are outside the required +/- 10% deviation.

In carrying out the review, the Council must develop options and assess those options against the following five factors:

- Community of interest
- Physical and topographical features
- Demographic
- Economic Factors
- The ratio of Councillors to electors in the various wards

The board considers that the ratio of Councillors to Electors is the most significant of the above factors. It is expected that Councils will have similar ratios of Electors to Councillors across the wards of its district. To that end, only under very exceptional circumstance will the Board consider deviations to this ratio greater than plus or minus 10%.

The Shire of Boyup Brook comprises of Nine Elected Members, and is divided into four wards; Boyup Brook, Benjinup, Dinninup, and Scotts Brook ward.

The Boyup Brook ward currently has three elected members and the other wards each have two elected members.

Wards	Number of Electors	Number of Elected Members	Elected Member / Elected Ratio	Ratio Deviation %
Boyup Brook	504	3	168	-25.48%
Benjinup	248	2	124	7.39%
Dinninup	236	2	118	11.87%
Scotts Brook	217	2	108	18.96%
Shire	1205	9	134	

Table 1: Shire of Boyup Brook elector to Elected Member ratios – situation as at 30 September 2020.

It can be easily seen in the above table that there is currently an in-balance in ward representation, with the Boyup Brook ward being underrepresented and the Dinninup and Scotts Brooks ward being overrepresented.

The review process (as explained in the Boards guide on How to conduct a review of Ward and Representation) involves a number of steps:

- Council must first resolve to undertake a review of its ward's representation (i.e. purpose of this report)
- Before conducting / determining the review, a council is to give local public notice that a review is to be carried out. The notice must also advise that submissions may be made to the Council by a date at least 42 days (six weeks) from the date of the first public notice.
- The purpose of the public notice is to inform the community that the Council intends to conduct a review – it is not to try to “sell” the Councils preferred option. A range of alternatives to the current ward structure will be developed so that all options can be considered. Whilst Council may have a preferred option, the public notice must not limit the possible responses and suggestions from the community.
- In addition to giving public notice, Council may undertake other initiatives to promote community discussion including public meetings, media articles, sending information to ratepayers or progress association
- A discussion or information paper will be prepared to outline the various options and explain the five factors against which the options will be assessed. The availability of the discussion paper will be included in the public notice. Maps clearly showing the current ward boundaries and possible options are essential.
- Council must consider all submissions it receives and record this in the minutes of its meeting.
- All options must be assessed against the following five factors –
 - Community of interest
 - Physical and topographical features
 - Demographic trends
 - Economic factors
 - The ratio of Councillors to Electors in the various wards.
- In reaching a Council decision, it needs to be clear from the consideration of submissions and the assessment of options against the factors why an option has been chosen as the best option for the district.

- Council cannot propose to maintain the status quo given the current elector deviation numbers. The changes that Council does make is required to be made by an absolute majority, and the resolutions of Council must propose that making of an order under S2.2(1), S2.3(3) and / or S2.18(3) and schedule 2.2 of the Local Government Act 1995.
- Once Council has completed its review, it must provide a written report about the review to the board. The report must outline the processes and outcome of the review and include any recommendations for change.
- The board will consider the review report submitted by Council and assesses it against the requirements of the Local Government Act. If the Board determines that some part of a review does not meet the requirements of the Act, then Council may be requested to undertake another review (or part of a review) that does meet the requirements.
- The Board makes recommendations to the Minister, who has the final decision and may accept or reject the Boards Recommendations.
- If the minister accepts the Board's recommendations, then several other processes follow. Changes to wards and representation are subject to an order to be signed by the Governor and then publish in the Government Gazette. The order will include the date of implementation of changes, which may be the date of gazettal or the next ordinary Election Day, and any resulting elections arising from the changes. Where there are changes to boundaries, the order will also include a new technical description of the ward boundaries (prepared by Landgate, at Council's expense).
- If a boundary change affects electors, then the WA Electoral Commission will prepare new rolls for those affected wards.

The proposed project plan / timetable, that was developed to assist in the management of the required process for the review was as follows:

November 26, 2020	Council Meeting – Council decision to undertake a Ward Review.
December 10, 2020	Public notice period commences inviting submission – 6-week minimum statutory advertising.
January 28, 2021	Public Notice period finishes – Officers finalise accessing public submissions and prepare report and recommendation
February 11, 2021	Council meeting – Council to resolve preferred Ward representation option for forwarding to the Local Government Advisory Board.

COMMENT

The Shire received a very low number of submissions (seven submissions) on the proposed ward review. Submissions were varied, with no clear direction from the community in respect to a preferred ward structure or number of Councillors.

A summary of submissions is included in the table below:

Submission No	Number of Wards	Number of Councillors	Preferred Option
1	None	5	1
2	4	Less than 7	2
3	4	5	2
4	None	7	1
5	None	9	1
6	4	9	5
7	None or 4	No comment	1 or 3B
8	4	9 or 10	5 or retain current boundaries and add one councillor

A full copy of the submissions is included in the attachments.

All of the options presented in the discussion paper would allow the Shire to maintain adequate Councillor representation and provide balanced representation across the Shire.

However, as noted in the discussion paper and several of the submissions, the Shire of Boyup Brook comprises of several localities who share a common community of interest that is not necessarily shared across the Shire. Several submissions noted that the communities of interest in the outer wards differs strongly from that within the town of Boyup Brook.

It is also noted in several submissions that the current number of Councillors has served the Shire well in the past and can be expected to do so in the future. There was no strong consensus in the submissions to reduce the number of Councillors below the current levels.

This report recommends that Council resolves to adopt Option 5 in the recommendation report, retaining the current ward system and number of Councillors, with an adjustment in the ward boundaries to transfer 20 electors from the locality of Boyup Brook to the Benjinup Ward and transfer an additional 32 electors from the locality of Boyup Brook Ward to the Scotts Brook Ward to allow equal representation across all wards in the Shire.

CONSULTATION

Elected Members via two Councillor workshops
Department of Local Government
Local Government Advisory Board
Western Australian Electoral Commission
Ward Review Discussion Paper was advertised widely across the Shire

STATUTORY OBLIGATIONS

Local Government act 1995

- Section 2.2 – district may be divided into wards
- Section 2.3 – name of districts and wards
- Section 2.18 – fixing and changing the numbers of councillors
- Schedule 2.2 – provisions about names, wards and representation.

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Adoption of Option 5 will require realignment of the current ward boundaries to ensure that electors are transferred into their new wards. This will require some staff and / or consultant time to undertake the work. While not costed, it is not anticipated that this will require a substantial amount of time.

Ratepayers who are to be transferred will need to be advised of the transfer prior to the change, which can be undertaken using current shire resources.

STRATEGIC IMPLICATIONS

Adopting the recommended change will not alter the current number of wards or Councillors; however, will result in transfer of some electors to different wards.

SUSTAINABILITY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION AND OFFICER RECOMMENDATION – ITEM 10.3.4

MOVED: Cr Phillipe Kaltenrieder

SECONDED: Cr Sarah E G Alexander

That Council advise the Local Government Advisory Board that Council has considered submissions made during the consultation on its proposed ward review and has resolved to adopt Option 5 as detailed in Council's Review of Ward Boundaries and Representation Discussion Paper, retaining the current number of Wards, being the Benjinup Ward, Dinninup Ward, Scotts Brook Ward and Boyup Brook Ward and retaining the current representation with 9 Councillors based on the following considerations

- **Each of the wards is based on a locality within the Shire, are centred around activity centres and nodes that share a common community of interest.**
- **Each of the wards are centred on localities that share common physical and topographical features.**
- **Each of the wards share common demographic factors and trends**
- **Each of the wards contain communities that share common economic factors.**
- **The ratio of Councillors to Electors in the various wards will be within the thresholds set by the boards with the lowest deviation ratio of the options considered.**

CARRIED BY ABSOLUTE MAJORITY 8/0

Res 21/3/37

10.2 FINANCE

10.2.1 List of Accounts Paid in February 2021

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
File:	<i>FM/1/002</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>15/03/2021</i>
Author:	<i>Carolyn Mallett –Senior Finance Officer</i>
Authorising Officer:	<i>Dale Putland – CEO</i>
Attachments:	<i>Yes – List of Accounts Paid in February</i>

SUMMARY

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in February 2021 are presented to Council.

BACKGROUND

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 28 February 2021.

COMMENT

The attached listing represents accounts/invoices the shire paid by cheque or electronic means during the period 01 to 28 February 2021.

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

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 10.2.1

MOVED: Cr Helen C O’Connell

SECONDED: Cr Philippe Kaltenrieder

That at its March 2021 ordinary meeting Council receive as presented the list of accounts paid in February 2021, totalling \$513,200.89 from Municipal account, \$51,976.15 from Police Licensing account and \$6.27 from Boyup Brook Early Learning Centre account, as represented by:

Municipal Cheques	20481 - 20489	\$ 35,770.04
Municipal Electronic Payments	EFT10403 – EFT10550	\$254,201.13
Municipal Direct Payments		\$223,229.72
Police Licensing Payments		\$ 51,976.15
BBELC Payments		\$ 6.27

CARRIED 8/0

Res 21/3/38

Deferred

Item 10.2.2 to be deferred and brought back to the Ordinary Council meeting on 22 April 2021.

10.2.2 28 February 2021 Statement of Financial Activity

10.3 CHIEF EXECUTIVE OFFICER

10.3.1 CSRFF Grant Application and Budget Allocation

Location:	N/A
Applicant:	N/A
File:	FM/25/070
Disclosure of Officer Interest:	Nil
Author:	Joanna Kaye (Research and Development Coordinator)
Authorizing Officer:	Dale Putland (Chief Executive Officer)
Attachments:	No

SUMMARY

The purpose of this report is for Council to:

1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) application for the \$120,464 + GST project for the Boyup Brook Recreational Oval Lighting Upgrade, to install two additional light towers to bring the whole oval up to semi-professional match practice 100 lux, standard; and,
2. Make allocation of \$40,155 in the 21/22 Budget as the one third project contribution.

BACKGROUND

The purpose of the CSRFF program is to provide financial assistance to community groups and local governments to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST). The Boyup Brook Football Club is meeting 16 March 2021 and will provide a letter confirming a one third contribution to this grant application.

COMMENT

Currently, the oval does not have any lighting. Council have invested \$127,665 into Stage 1 of the oval lights project to light half of the oval (\$107,665 LRCI Phase 1 and \$20,000 municipal funds) and this will be completed by June 2021. This project, Stage 2, will provide the remaining two lighting towers, lighting to the whole of the oval to a high standard and enhance the use of the oval during the evening for both sporting and nonsporting events.

The project will increase physical activity as good lighting is important to all levels of recreational sport. Increasing the standard of lighting will extend training opportunities and enable all clubs to train in the cool of the evenings and after work. This project will specially provide extra training opportunities for both the football and cricket clubs. The oval is also used for incidental recreation such as walking, and this project will provide a well-lit, safe recreational environment for passive use for the Boyup Brook community.

The grant application due 31 March 2021 requires written confirmation of financial commitments from all sources including copies of council minutes showing support for the project and confirmation of funds in the 21/22 budget.

CONSULTATION

Troy Jones Regional Manager – Peel/South West Department of Local Government, Sport and Cultural Industries

Boyup Brook Football Club

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

The allocation of \$40,155 (ex GST) in the 21/22 Budget for the Boyup Brook Recreational Oval Lighting Upgrade.

STRATEGIC IMPLICATIONS

This project supports the Boyup Brook Public Health Plan (currently in draft)

Relevant excerpt from the Adopted Boyup Brook Strategic Community Plan 2017 - 2027.

Social: Sense of Community

Our Vision:

Our place will be a safe, caring and secure community. Our place will be an active and vibrant community.

We will have access to services and facilities that meet our requirements.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Ensure a safe, secure community with access to services and facilities as needed.	<ul style="list-style-type: none">+ Continue to work on retaining a Police Station in Boyup Brook.+ Continue to encourage initiatives that provide employment opportunities.+ Continue to provide and advocate for quality medical and ancillary services in Boyup Brook+ Continue to advocate for the retention of schools from K to year 10 in Boyup Brook.+ Continue to support development which provides diversity and opportunity for accommodation.
	Promote community participation, interactions and connections	<ul style="list-style-type: none">+ Continue to support Community groups and clubs+ Partner with key stakeholders on community needs driven projects.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
Nil.
- **Economic**
Enhanced lighting on the oval will facilitate use of this space for both sporting and non-sporting events, potentially bringing additional visitors to Boyup Brook.
- **Social**
Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION - ITEM 10.3.1

MOVED: Cr Helen C O'Connell

SECONDED: Cr Darren E King

That Council resolve to:

- 1. Approve the submission of the Community Sport and Recreation Facilities Fund (CSRFF) application for the \$120,464 (ex GST) project for the Boyup Brook Recreational Oval Lighting Upgrade, to install two additional light towers to bring the whole oval up to semi-professional match practice standard 100 lux.**
- 2. Make allocation of \$40,155 in the 21/22 Budget as the one third project contribution.**

CARRIED 8/0

Res 21/3/39

10.3.5 LRCI Phase 2 Project Approval

Location:	N/A
Applicant:	N/A
File:	LRCI
Disclosure of Officer Interest:	N/A
Author:	Joanna Kaye (Research and Development Coordinator)
Authorizing Officer:	Dale Putland (Chief Executive Officer)
Attachments:	LRCI Phase 2 Potential Project Budget

SUMMARY

The purpose of this report is for Council to approve the recommended Local Roads and Community Infrastructure (LRCI) Grant projects and allocate the funds required in the next budget.

BACKGROUND

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

Through the 2020–21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support.

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Funding Allocations for both Phase 1 and 2 were determined by formula and consider road length and population.

The Phase 2 allocation of \$351,364 Funding Agreement was signed at the end of last year and Council is now required to submit a Project Nomination form with LRCI Funding Required.

COMMENT

These projects need to be completed by 30 December 2021. The recommended project nominations for the Funding Body are:

Name [Council, State]		Shire of Boyup Brook WA			
#	Project Name	Project Description / Problem Being Addressed	Infrastructure Type	Total Project Cost	LRCI Phase 2 Funding Required *
	[Project location or street address: Work category]	[Please align project description to project work categories on Page 3 where possible]	[Please select one item]	[\$]	[\$]
				Funding required should not exceed allocation	
1	Flax Mill Community Facilities Improvements 112 Jackson Street, Boyup Brook 6244	Maintenance and improvements to the Flax Mill Community Facility that will deliver improved accessibility, visual amenity and safety including building improvements, public viewing area lighting and the camp kitchen upgrade.	Community	108,900	108,900
2	Boyup Brook Swimming Pool Upgrade Beatty Street, Boyup Brook 6244	Works to upgrade Boyup Brook Swimming Pool Precinct that will deliver inclusive access, improved safety with a chlorine safety system, increased visual amenity, energy efficiency upgrade, additional shade and a publicly accessible gym.	Community	227,464	227,464
3	Lesser Hall Improvements	Improvement to the Lesser Hall community facility, upgrade flooring for safety and visual amenity.	Community	15,000	15,000
	Total	-	-	351,364	351,364

Please see attachment Potential LRCI Phase 2 Project Budget for full project component breakdown.

CONSULTATION

Project Managers

STATUTORY OBLIGATIONS - Nil.

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

That the recommended amounts are allocated to the LRCI Phase 2 projects once the funding has been received.

STRATEGIC IMPLICATIONS

Relevant excerpt from the Adopted Boyup Brook Strategic Community Plan 2017 - 2027.

Social: Sense of Community

Our Vision:

Our place will be a safe, caring and secure community. Our place will be an active and vibrant community.

We will have access to services and facilities that meet our requirements.

Our objectives and priorities are built from our outcomes.

OUTCOMES	OBJECTIVES	PRIORITIES
Sustainable community	Ensure a safe, secure community with access to services and facilities as needed.	<ul style="list-style-type: none"> Continue to work on retaining a Police Station in Boyup Brook. Continue to encourage initiatives that provide employment opportunities. Continue to provide and advocate for quality medical and ancillary services in Boyup Brook Continue to advocate for the retention of schools from K to year 10 in Boyup Brook. Continue to support development which provides diversity and opportunity for accommodation.
	Promote community participation, interactions and connections	<ul style="list-style-type: none"> Continue to support Community groups and clubs Partner with key stakeholders on community needs driven projects.

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"> Encourage new businesses through information, incentives and land-use provision. Support existing businesses through advocating for a sewerage scheme, tailored parking controls and other initiatives
Increased Visitors and Residents	Develop tourism industry	<ul style="list-style-type: none"> Support initiatives for events, fairs, arts, and the like designed to attract visitors to the Shire . Collaborate with others on developing short stay accommodation initiatives.

SUSTAINABILITY IMPLICATIONS

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

VOTING REQUIREMENTS

Absolute majority

COUNCIL DECISION AND OFFICER RECOMMENDATION - ITEM 10.3.5

MOVED: Cr Steele Alexander

SECONDED: Cr Helen C O'Connell

Council authorises the CEO to propose allocation of \$351,364 Local Roads and Community Infrastructure Funds Phase 2 funds to the following projects:

- 1. Flax Mill Community Facilities Improvements - \$108,900**
- 2. Boyup Brook Swimming Pool Upgrade - \$227,464**
- 3. Lesser Hall Improvements - \$15,000**

CARRIED BY ABSOLUTE MAJORITY 8/0

Res 21/3/40

10.3.6 Subdivision Application (WAPC Ref 160486) – Lots 12372 and 12416 Cootayerup Road Chowerup

Location:	<i>Lots 12372 and 12416 Cootayerup Road Chowerup</i>
Applicant:	<i>Department of Biodiversity, Conservation and Attractions</i>
File:	<i>WAPC 160486</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>25 March 2021</i>
Author:	<i>Town Planner – Adrian Nicoll</i>
Authorizing Officer:	<i>Chief Executive Officer (Dale Putland)</i>
Attachments:	<i>Deposited Plan of Subdivision</i>

SUMMARY

Council is requested to agree to advise the Western Australian Planning Commission (WAPC) to support the proposed 'Rural' Lots 12372 and 12416 Cootayerup Road Chowerup, subdivision (2 lots into 3 lots), subject to conditions.

BACKGROUND

The WAPC received an application to modify lot boundaries and lot sizes and to create an additional Lot pertaining to existing Lots 12372 and 12416 Cootayerup Road Chowerup.

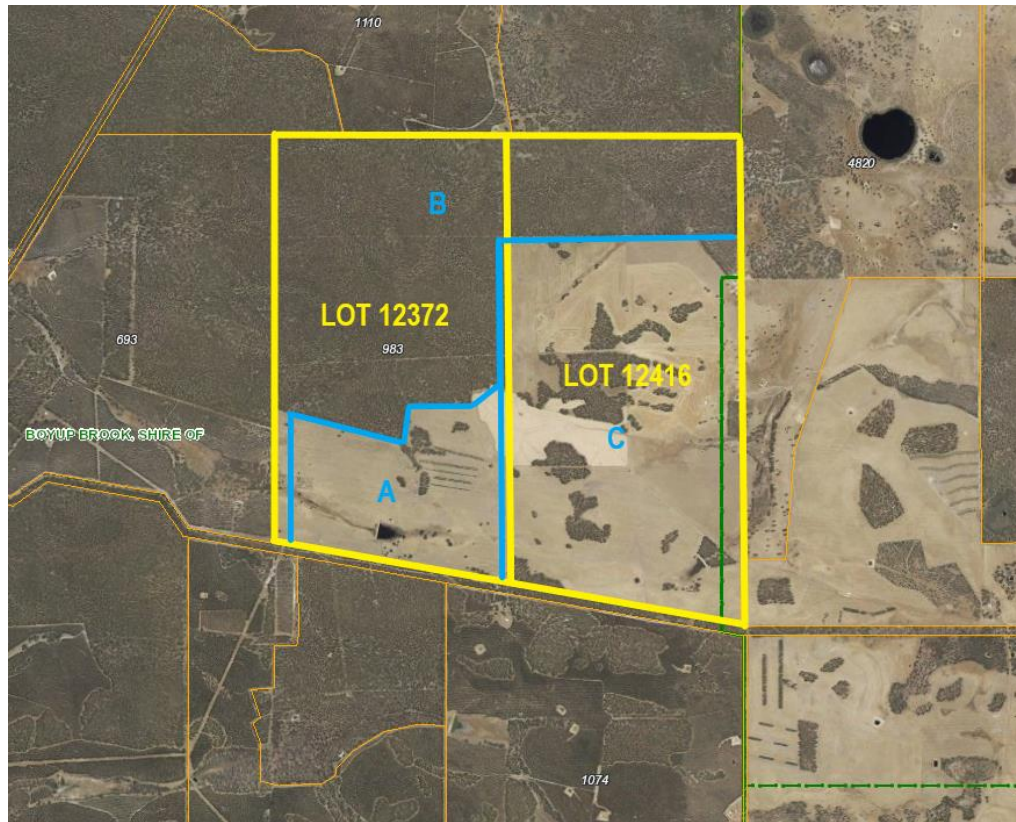
The WAPC forwarded the application to the Shire of Boyup Brook requesting information, comment or recommended conditions.

COMMENT

The subject Lots are located approximately 50km south east of the Boyup Brook Townsite and are currently used for extensive farming practices (livestock grazing and cropping).

Subdivision is proposed to allow for the protection of about 411ha of bushland which exists on the northern portions of the existing Lots 12372 and 12416 Cootayerup Road Chowerup.

The subdivision proposes to reconfigure the existing two lots into three lots as shown in the below figure. The proposed Lot B (bushland block) would be connected to the Cootayerup Road via a 16m wide access leg.



The Department of Biodiversity, Conservation and Attractions intend to buy and manage the proposed Lot B to protect the environmental assets (bushland).

Lot 12372 is 461ha in area and Lot 12416 is 506ha in area. The new lot sizes equate to:

- Lot A – 159ha;
- Lot B – 411ha; and
- Lot C – 397ha.

It is recommended that the Shire Council agree to advise the Western Australian Planning Commission to support the proposed subdivision as it will achieve a positive environmental outcome and is not expected to impact on farming practices.

It is recommended that the Shire Council agree to advise the Western Australian Planning Commission to impose the following conditions of subdivision approval:

Condition 1. A boundary fence being constructed to restrict stock access from proposed Lots 60 and 61 to proposed Lot 62.

Condition 2. Suitable arrangements being made with the local government for the provision of vehicular crossover to service the proposed Lot 62 shown on the approved plan of subdivision.

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

The Development Control Policy 3.4 - Rural Subdivision, outlines the requirements for rural subdivision within Western Australia.

The policy guides the subdivision of rural land to achieve the key objectives of State Planning Policy 2.5: Rural Planning, which includes, to protect and sustainably manage environmental, landscape and water resource assets.

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 seeks to protect environmental assets.

BUDGET/FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 10.3.6

MOVED: Cr Kevin Moir

SECONDED: Cr Steele Alexander

That Council

Agree to advise the Western Australian Planning Commission to support the proposal to subdivide Lots 12372 and 12416 Cootayerup Road Chowerup, for the following reason and with the following conditions.

Reason for support

- 1. The subdivision is in accordance with the State's *Development Control Policy 3.4 Subdivision of Rural Land*, which seeks to protect environmental assets.**

Conditions

- 1. A boundary fence being constructed to restrict stock access from proposed Lots 60 and 61 to proposed Lot 62.**
- 2. Suitable arrangements being made with the local government for the provision of vehicular crossover to service the proposed Lot 62 shown on the approved plan of subdivision.**

CARRIED 8/0

Res 21/3/41

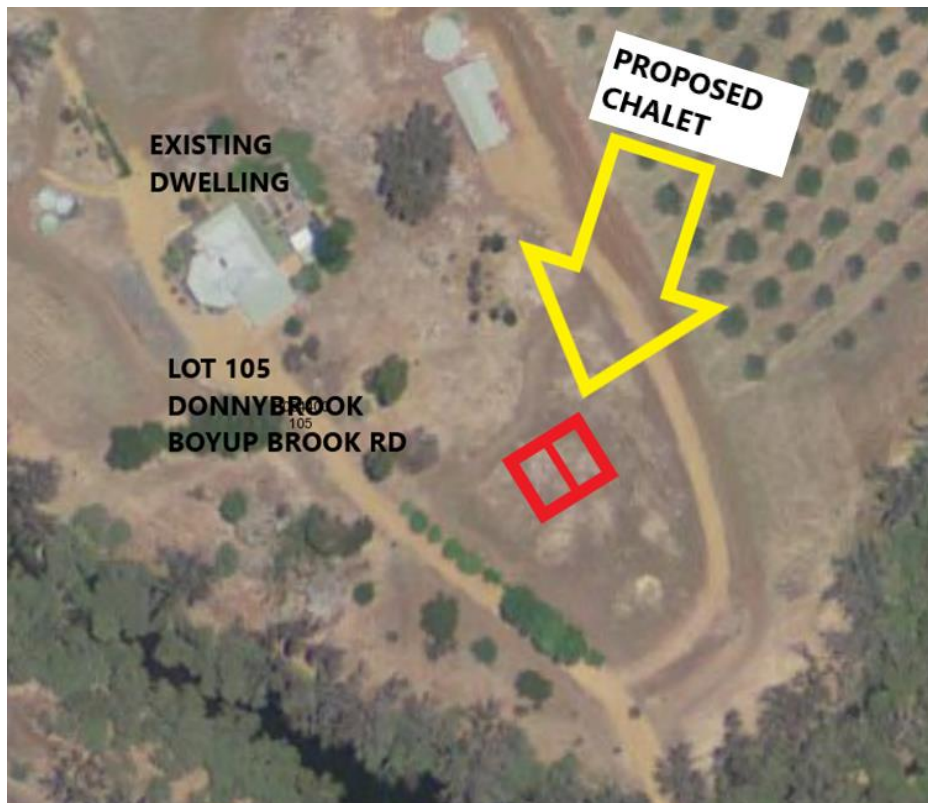
10.3.7 Development Application (Chalet – Short Stay Holiday Accommodation) – Lot 105 Donnybrook - Boyup Brook Road

Location:	<i>Lot 105 Donnybrook - Boyup Brook Road.</i>
Applicant:	<i>T Porstmann and C Rodriguez</i>
File:	<i>A4515</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>25 March 2021</i>
Author:	<i>Town Planner (Adrian Nicoll)</i>
Authorizing Officer:	<i>Chief Executive Officer (Dale Putland)</i>
Attachments:	<i>Nil</i>

SUMMARY

The Shire received an application seeking approval to develop one 'Chalet' for the purpose of accommodating persons for short periods of time.

The location of the proposed 'Chalet' is Lot 105 Donnybrook - Boyup Brook Road.



The application includes the development of a car-parking area, effluent disposal unit and tanks for domestic drinking water and firefighting purposes.

Council is requested to agree to approve the development of the 'Chalet', which is proposed to be located on a 'Rural' zone property and which complies with statutory and policy standards.

BACKGROUND

The Shire received an application to develop a Chalet at Lot 105 Donnybrook Boyup Brook Road.

On receipt of the application, it was confirmed that:

1. In accordance with the Shire's *Local Planning Scheme No.2*, a 'Chalet' may be considered for approval at a property zoned 'Rural';
2. In accordance with the Shire's 'Farm Chalets' Policy (P.06), one chalet may be considered for every 2 hectares;
3. 'Conventional' onsite effluent disposal systems should be located at least 100m from a watercourse. The distance between the 'Boyup Brook' and a proposed effluent disposal system is 45m. Shire officers advised the applicant that an 'alternative treatment system' (removes nutrients) may be necessary due to the proposed location less than 100m from the 'Boyup Brook'.
4. The proposed building envelope is located within a bushfire prone area. Due to risks associated with bushfire, Shire officers requested that the applicant submit an emergency evacuation procedure plan identifying procedures for evacuation in the event of a bushfire. Subsequently, an evacuation plan was submitted to identify:
 - Important emergency contacts;
 - Necessary emergency equipment; and
 - Evacuation procedure.
5. The applicant was also advised that a Bushfire Attack Level Assessment would need to be submitted as part of a Building Permit application (following planning approval). This will determine the appropriate construction standard of the chalet – for protection against bushfire.

COMMENT

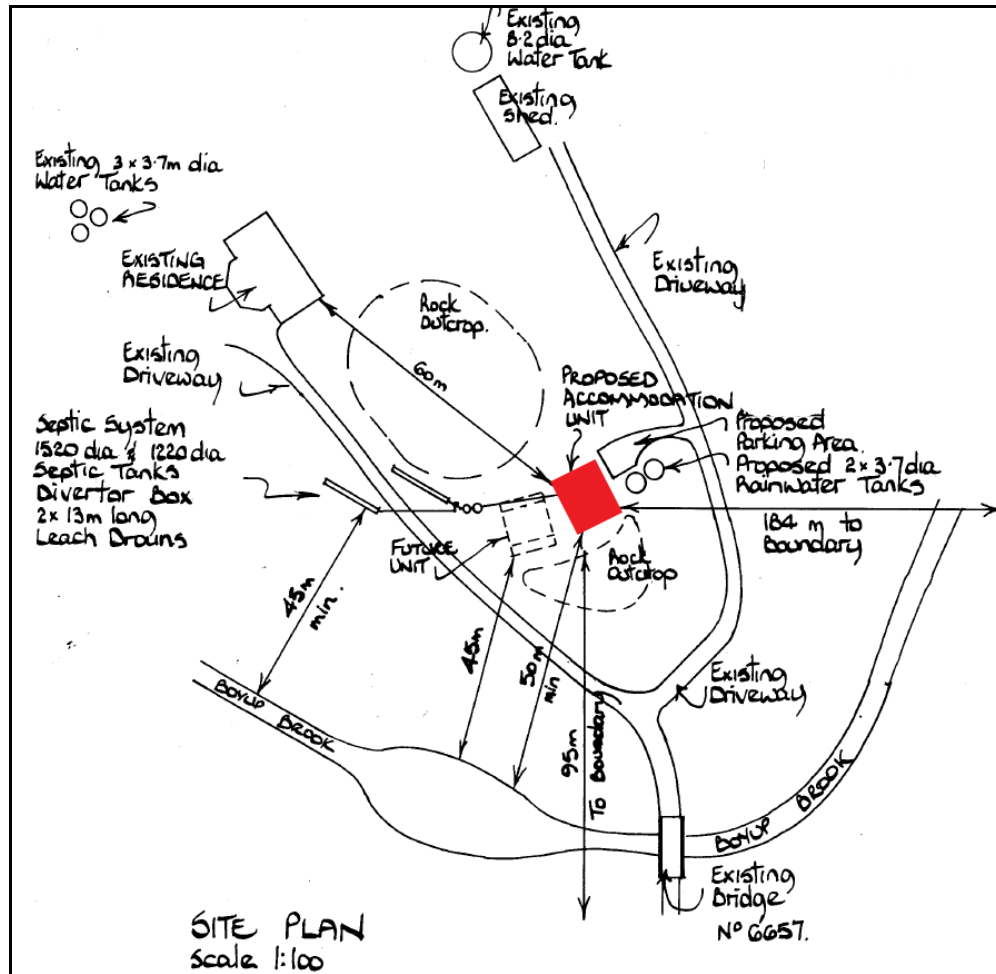
The subject property is located 5.5km north of the Boyup townsite and adjacent to the Boyup 'Brook' (river). The subject property is approximately 13ha in land area, is located in a Bushfire Prone area and is zoned 'Rural'.

The property is currently developed with a single house, sheds and orchard.

The application for consideration involves development of:

- A Chalet;
- An effluent disposal system;
- A car parking area; and
- 2 X Tanks for the supply of water.

The following plan indicates the location of the proposed developments.



The Chalet consists of a single bedroom, a living area, a kitchen, amenities and verandas.

One of the water tanks can be utilised for firefighting purposes.

The car-parking area is suitably sized and positioned close to the chalet.

The effluent disposal requires a permit approved by the Shire's Environmental Health officer in accordance with Department of Health standards. At the application stage for the permit, the Local Government and Department of Health may need to be consulted to determine if the systems' nutrient removal capacity will meet their requirements.

An Emergency Evacuation Procedure plan has been submitted as a guide in the event of an emergency evacuation, primarily in that of a bushfire. In the event of an emergency evacuation situation, it is proposed that the owners of the property will contact the tenants of the unit either via phone or in person, alerting them of the emergency situation. Tenants of the unit are to evacuate the chalet and gather at the Muster Point located on the shed driveway. Evacuation will occur in vehicles, via two escape options, depending on location of hazard, either:

- Down the driveway, over the bridge and out to Donnybrook Road, or
- By following the Owners North, carefully driving through paddocks until reaching Glenview Road and continuing either Left towards Donnybrook Road or Right towards Boyup Brook North Rd.

The following equipment will be provided in the chalet to deal with emergency occurrences:

- Evacuation Layout and Important Contact Information clearly and prominently displayed behind the front door;
- First Aid Kit and Snake Kit;
- Fire extinguisher at entrance of Unit;
- Fire extinguishing unit located at the shed full with 800 litre capacity;
- 10,000l of water available in water tank behind the Unit.

Should Council decide to approve the Chalet, it is recommended that the following conditions are included in an approval notice:

- The owner/manager of the Chalet is to provide guests (on arrival) with an Emergency Evacuation Procedure plan, which indicates (as a minimum):
 - Emergency contacts (e.g. DFES, Police);
 - Location of safety equipment;
 - Location of muster point; and
 - Directions for safe (leave early) access/egress.
- The 'Chalet' shall be used for short stay accommodation only and shall not be occupied by the same person or persons for more than 3 months in any 12 month period.
- A sufficient amount of water for drinking, domestic and firefighting purposes, is to be made available at all times to the satisfaction of the Shire.
- The car parking area is to be developed and maintained to a gravel standard, to the satisfaction of the Shire.

CONSULTATION

N/A

STATUTORY OBLIGATIONS

A 'Chalet' is identified in the Shire's *Local Planning Scheme No.2* as a use which Council, in exercising the discretionary powers available to it, may approve at a property zoned 'Rural'.

The Shire's *Local Planning Scheme No.2* defines 'Chalet' to mean:

"chalet" means an individual self-contained unit usually comprising cooking facilities, ensuite, living area and one or more bedrooms designed to accommodate short-stay guests, forming part of a tourism facility and where occupation by any person is limited to a maximum of three months in any 12-month period.

POLICY IMPLICATIONS

The proposed building area is located within a bushfire prone area and is therefore subject to the Commissions State Planning Policy 3.7, which seeks to reduce the impact of bushfire on people and infrastructure.

At the Building Permit stage in the development process, a Bushfire Attack Level assessment is to be undertaken to determine the construction standard of the dwelling. The construction standard helps to protect property and life against embers and heat in the instance of a bushfire.

Additionally, an evacuation plan is to be implemented to facilitate the early evacuation of residents.

The application complies with the Shire's 'Farm Chalets' Policy, which requires the following:

- A minimum of two (2) ha per chalet;
- Two car parking spaces being provided for each chalet and constructed to a gravel pavement finish and properly drained;
- A minimum of eighty thousand (80 000) litres of potable water per chalet;
- Bushfire safety precautions.

BUDGET/FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION AND OFFICER RECOMMENDATION – ITEM 10.3.7

That Council

Grants Development Approval for a 'Chalet' at Lot 105 Donnybrook Boyup Brook Road, subject to the following notice, which outlines development conditions and advice notes.

Planning and Development Act 2005

Shire of Boyup Brook

NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL

Location: Lot 105 Donnybrook Boyup Brook Road, Boyup Brook

Description of proposed development:

Chalet (short term 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. The owner/manager of the Chalet is to provide guests (on arrival) with an Emergency Evacuation Plan, which indicates (as a minimum):
 - a) Emergency contacts (e.g. DFES, Police);
 - b) Location of safety equipment;
 - c) Location of muster point; and
 - d) Directions for safe (leave early) access/egress.
3. The 'Chalet' shall be used for short stay accommodation only and shall not be occupied by the same person or persons for more than 3 months in any 12 month period.
4. A sufficient amount of water for drinking, domestic and firefighting purposes, is to be made available at all times to the satisfaction of the Shire.
5. The car parking area is to be developed and maintained to a gravel standard, to the satisfaction of the Shire.

6. The operator or manager of the Chalet shall maintain a register and receipt book containing details of all people who stay on the premises throughout the year, to the satisfaction of the Shire of Boyup Brook.
7. Stormwater being managed to the satisfaction of the Shire of Boyup Brook.
8. A minimum 20 metre low fuel zone is to be maintained around the development site to the satisfaction of the Shire of Boyup Brook.

Date of determination: 25 March 2021

- Note 1: The proposed effluent disposal system requires a permit prior to development. The Local Government may determine that the systems' nutrient removal capacity needs upgrading depending on filtration capability.
- Note 2: Sign(s) shall not be erected on the lot without the prior approval of the Shire of Boyup Brook.
- Note 3: 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 4: 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 5: 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:

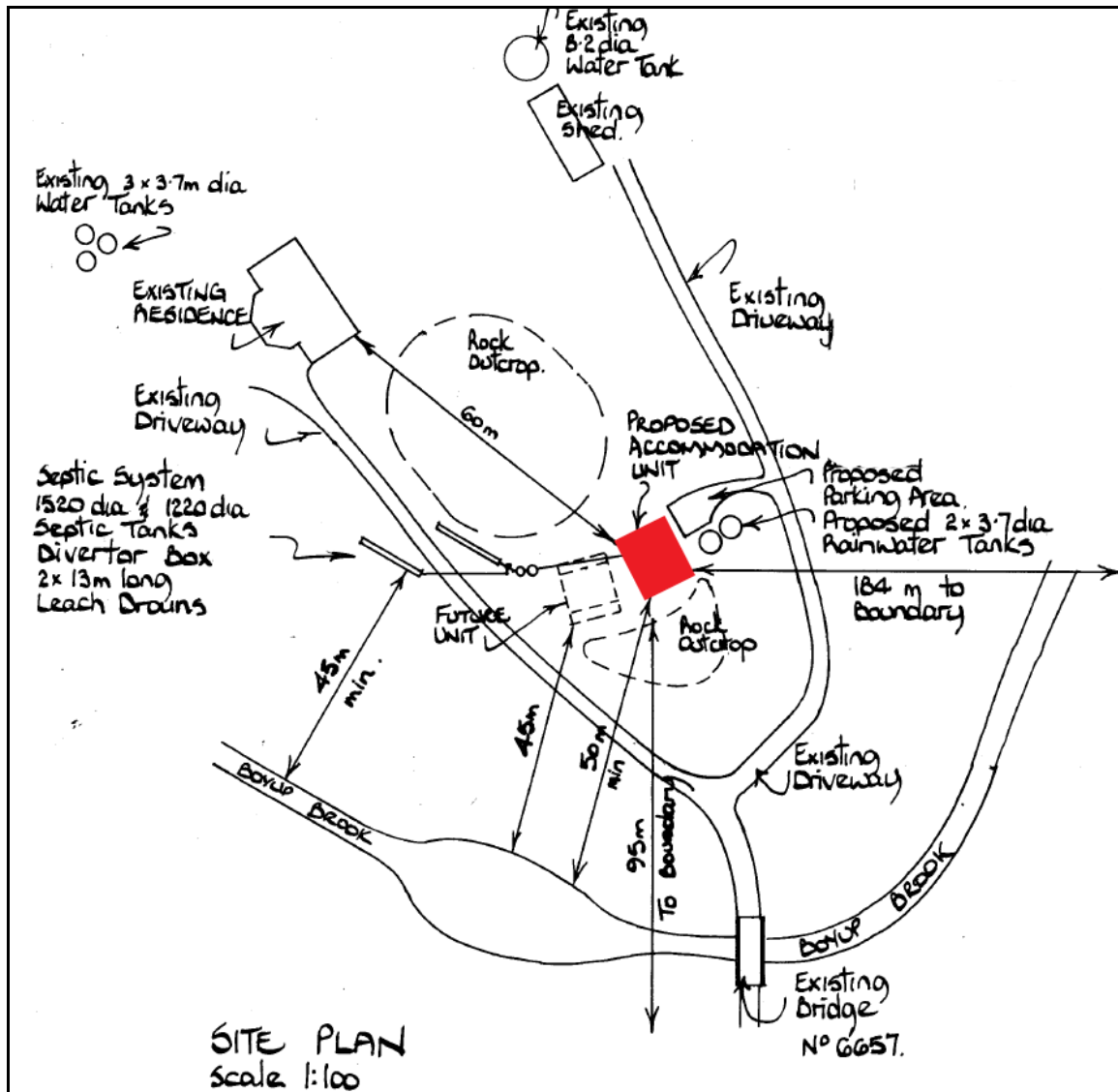
for and on behalf of the Shire of Boyup Brook.

CARRIED 8/0

Res 21/3/42

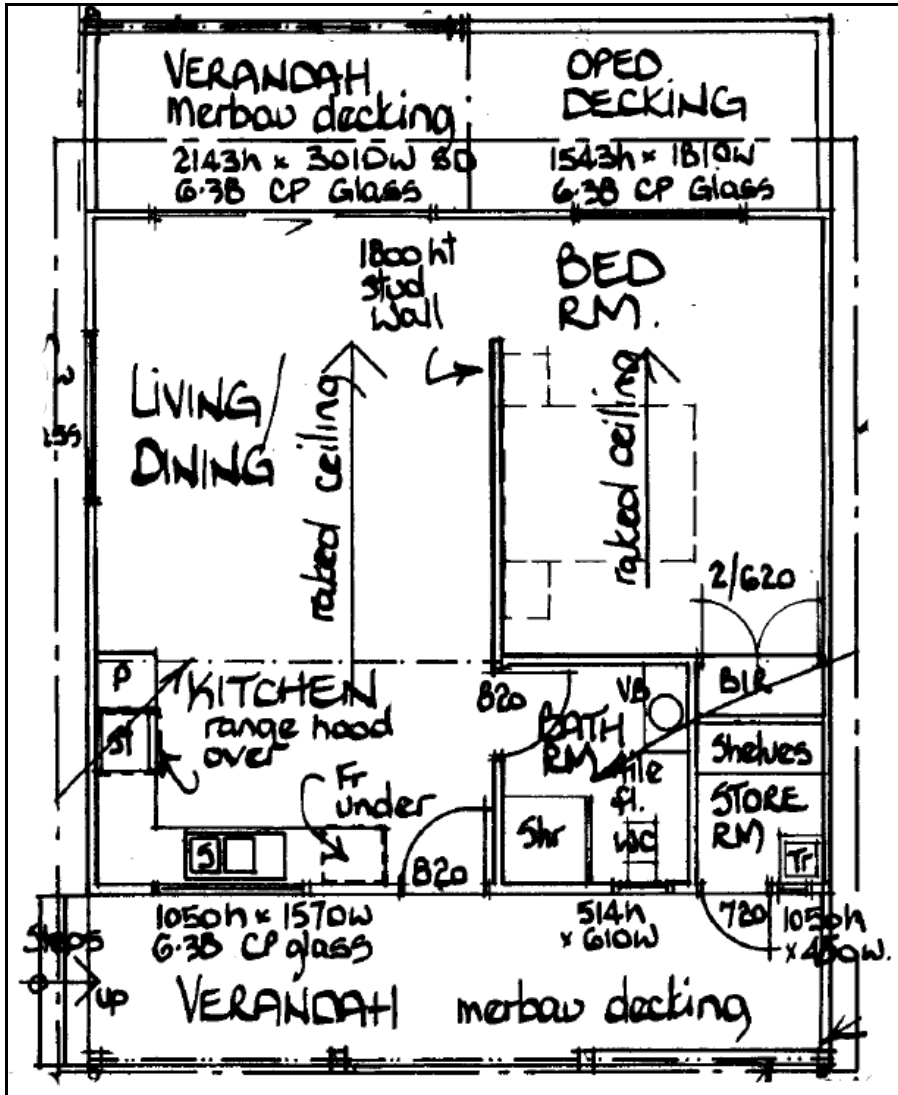
APPROVED PLANS

Site Plan





Floor Plan



EMERGENCY EVACUATION PROCEDURES

These procedures provide guidance in the event of an emergency evacuation primarily in that of a bushfire, however inclusive of other emergencies such as local fire, explosion, medical emergency, rescues, and natural disasters.

Emergency Procedure

In the event of an emergency, the Owners of the property will alert and/or obtain updates from relevant organisations. Tenants will also have a list of important numbers and websites in order to contact these and obtain information in a timely manner.

Important Contacts

Natural Disasters: [emergency.wa.gov.au](https://www.emergency.wa.gov.au)

For police, fire, and ambulance emergencies: 000

Boyup Brook Police Station: 9762 1666

Poisons: 13 11 26

Boyup Brook Soldiers Memorial Hospital: 9765 0222

Trees on Roads: 0448 833 102

Thomas Porstmann: 0438 294 019

Cristina Rodriguez: 0413 370 907

Emergency Equipment

Equipment required in/near the Unit for Emergency purposes as follows:

- Evacuation Layout and Important Contact Information clearly and prominently displayed behind the front door
- First Aid Kit and Snake Kit
- Fire extinguisher at entrance of Unit
- Fire extinguishing unit located at the shed full with 800 litre capacity
- 10,000l of water available in water tank behind the Unit

Evacuation Procedure

In the event of an emergency evacuation situation, the Owners of the property will contact the Tenants of the unit either via phone or in person, alerting them of the emergency situation.

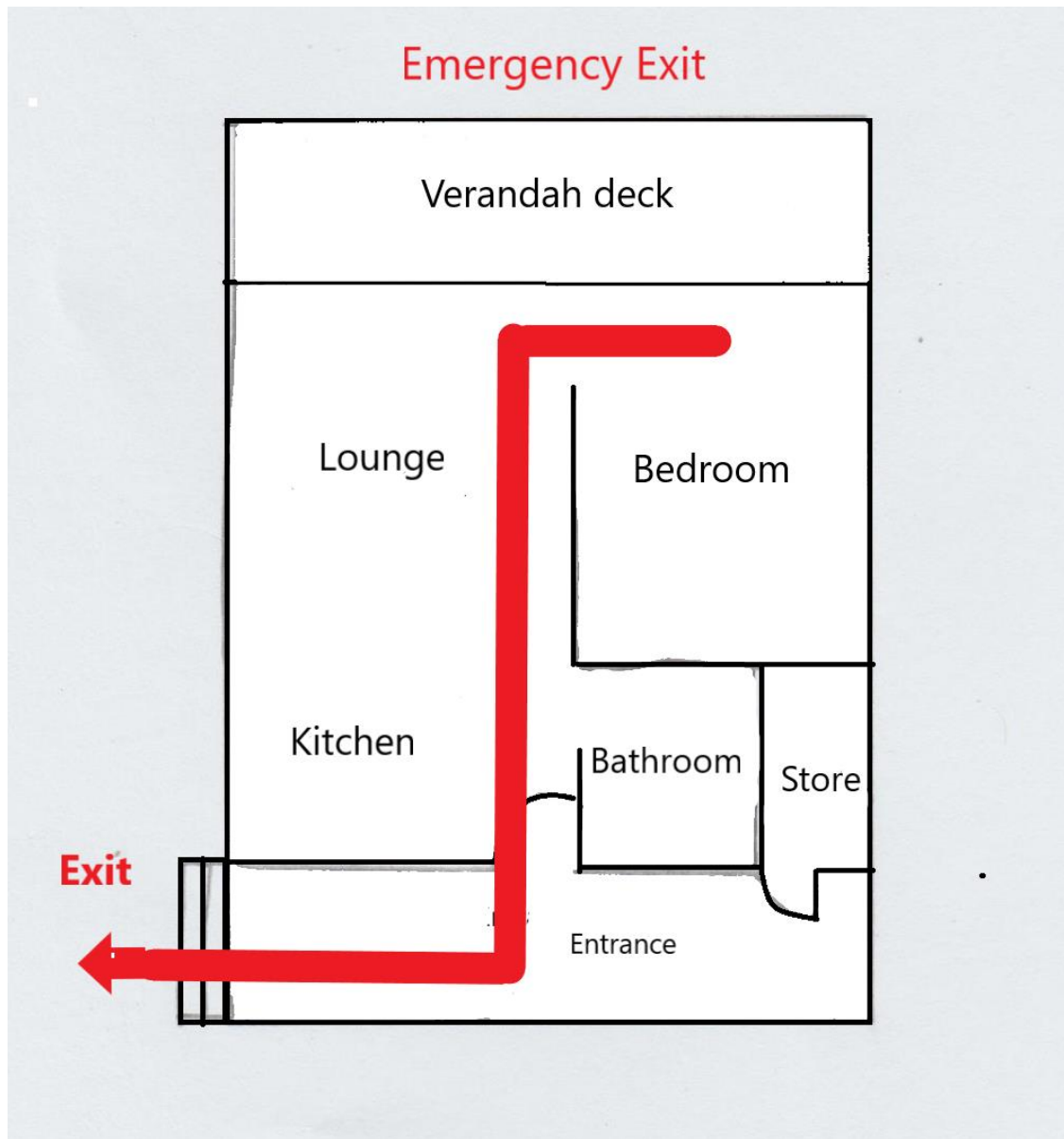
Tenants of the unit are to evacuate the Unit and gather at the Muster Point located on the shed driveway; which is behind the Unit and the highest point of the property.

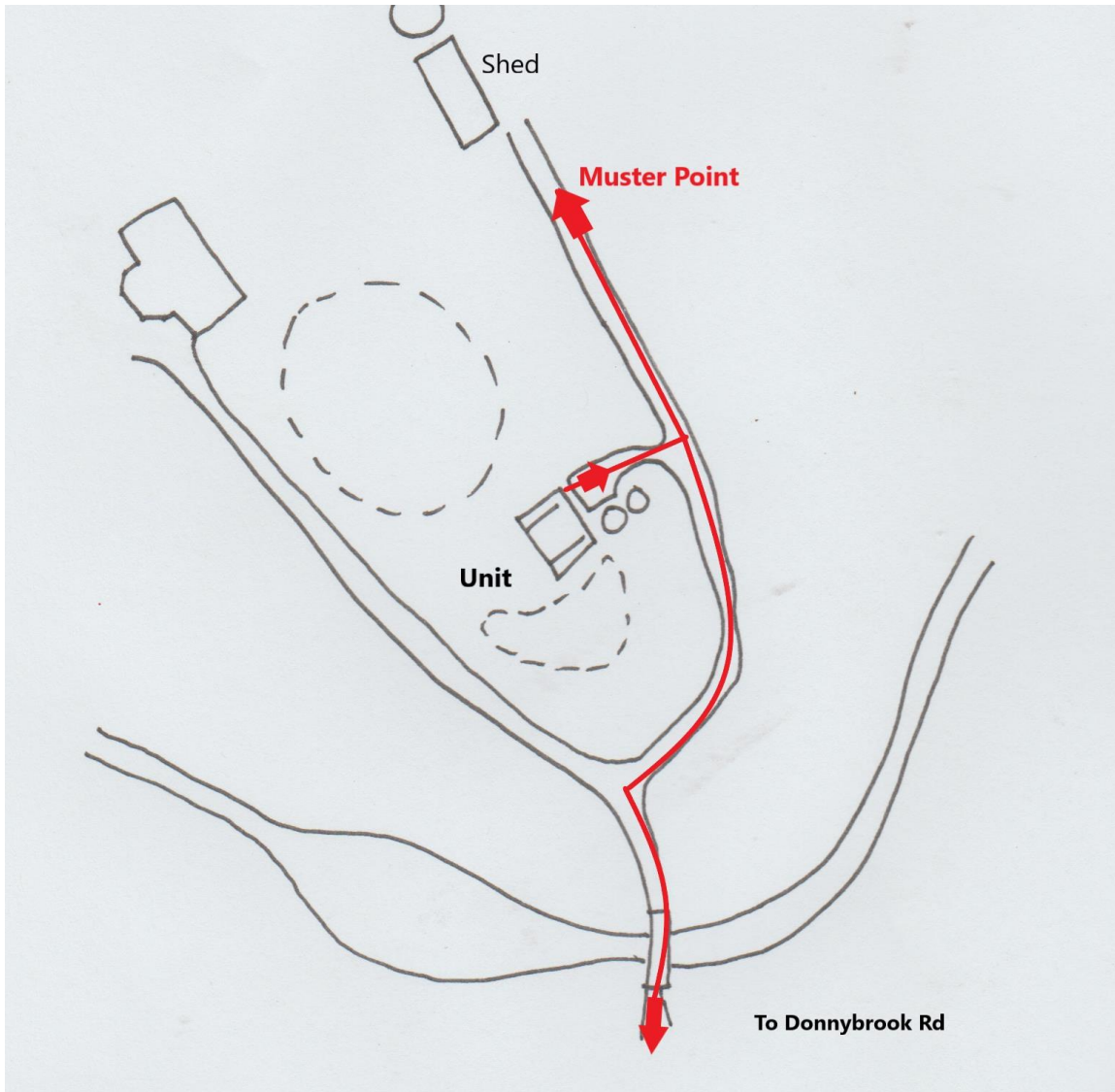
Evacuation will occur in vehicles, via two escape options, depending on location of hazard, either:

- a) down the driveway, over the bridge and out to Donnybrook Road, or
- b) by following the Owners North, carefully driving through paddocks until reaching Glenview Road and continuing either Left towards Donnybrook Road or Right towards Boyup Brook North Rd.

Review of Emergency Plan

Due March 2022 or earlier in the event of updates and additions to current infrastructure at 6657 Donnybrook Rd Boyup Brook.





11 COMMITTEE MINUTES

11.1 Rylington Park Transitional Committee

COUNCIL DECISION AND OFFICER RECOMMENDATION - Item 11.1

MOVED: Cr

SECONDED:

That the unconfirmed minutes of the Rylington Park Transitional Committee Meeting held on Wednesday 24 February 2021 be received by Council.

CARRIED 8/0

Res 21/3/43

12 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13.1 Annual Compliance Audit Return 2020

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Shire of Boyup Brook</i>
File:	<i>FM/9/004</i>
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>15 March 2021</i>
Author:	<i>Dale Putland – Chief Executive Officer</i>
Authorizing Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Yes: Shire of Boyup Brook Compliance Audit Return 2020 Report</i>

SUMMARY

The purpose of this report is for the Audit and Finance Committee to review the 2020 compliance audit return (CAR), as attached and in the form approved by the Minister, and to report to Council the findings of that review.

BACKGROUND

Section 14 of the *Local Government (Audit) Regulations 1996* (the Regulations), requires local governments to carry out a compliance audit for the period 1st January to 31st December in each year (refer attached). Section 13 of the Regulations outlines the sections of the Act & Regulations that are subject to audit. Further, Section 14 requires

local government audit committees to review the CAR prepared by the local government and report the findings to Council.

The Department of Local Government Sport Cultural Industries provided the electronic compliance form, approved by the Minister, for completion and presentation to Council for adoption. An important objective of the CAR process is to assist the shire with developing and enhancing its internal control processes.

COMMENT

The Chief Executive Officer in conjunction with the Senior Finance Officer and the Executive Assistance have undertaken the review of the Compliance Audit Return and the findings are attached.

CONSULTATION

The Shire President, Administration, Corporate Services and Works and Services staff.

STATUTORY OBLIGATIONS

Local Government (Audit) Regulations 1996 - Sections 13, 14 and 15 as attached.

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

There are no Strategic implications relating to the Compliance Return.

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 13.1

MOVED: Cr D E King

SECONDED: Cr S E G Alexander

- 1. Council note that the Audit and Finance Committee has reviewed the 2020 Compliance Audit Return and has noted non-compliance or partial non-compliance matters identified by the Chief Executive Officer.**
- 2. Council adopts the 2020 Annual Compliance Return, and that the Shire President and CEO certify the return for submission to the Executive Director (Department of Local Government Sport and Cultural Industries) by 31 March 2021.**

CARRIED 8/0

Res 21/3/44

14 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS

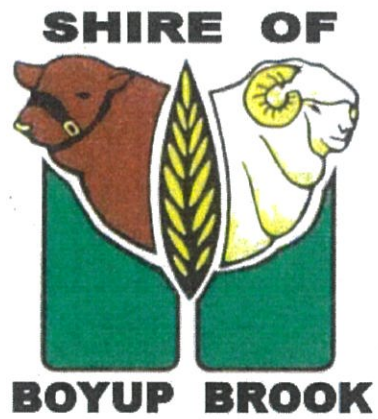
Nil

Sonya Watmore congratulated the Depot staff for the roads works and recycling they have carried out around the Shire.

Terry Matthews, Carina Wilson, Mary-Anne Brlevich, Mark Brlevich and Sonya Watmore departed the Chambers at 5.24pm.

15 CLOSURE OF MEETING

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 5.25pm.



COUNCIL ATTACHMENTS

25 March 2021

INDEX

<i>Attachment</i>	<i>Heading</i>
3.1	Cr Muncey
7.1	Ordinary Council Minutes – 25 February 2021
10.2.1	List of Accounts Paid in February 2021
10.2.2	28 February 2021 Statement of Financial Activity
10.4.2	Special Rural Properties – GRV method as a basis for a rate application
10.4.3	Precious Waste Facility
10.4.4	Ward Boundary Review
10.4.5	LRCI Phase 2 Project Approval
10.4.6	Subdivision Application (WAPC Ref 160486) Lot 123720 & 12416 Cootayerup Road Chowerup
11.1	Rylington Park Minutes
13.1	Compliance Audit Return 2020



Shire of Boyup Brook

File: CR/31/003

Mr E Muncey
48 Lee Steere Drive
Boyup Brook WA 6244

Dear Eric,

Re: Financial Assistance to the Boyup Brook Country Music Club

Thank you for attending the Ordinary Council meeting held on Thursday, 25th February 2021.

In response to your question: "What has the Shire provided to the Country Music Club in relation to donations and in-kind requests over the last 15 years".

Please find attached a breakdown of financial assistance to the Boyup Brook Country Music Club from the 1st July 2011 to 30 June 2020.

We have been unable to provide the full 15 years however, we hope the information provided will satisfy your concerns. If not, we ask you to make an application under the *Freedom of Information Act 1992* which can be made through the shire website www.boyupbrook.wa.gov.au or by emailing to shire@boyupbrook.wa.gov.au.

*country
choice*

Applications for documents which are non-personal in nature require a \$30 application fee to be paid when the application is lodged. Other charges may also be imposed to cover the administration costs associated with locating documents within the scope of your request.

You can ask the Shire for an estimate of charges when lodging an application. If the charges are likely to exceed the application fee we must give you an estimate of charges and ask whether you want to proceed with the application. You must notify the Shire (within 30 days) of your intention to proceed. In some instances, the Shire may request an advance deposit. The fees, charges, deposits, and possible reductions are set by the FOI Act and Regulations are listed in full in the FOI Statement.

For further information regarding Freedom of Information visit www.foi.wa.gov.au.

Yours sincerely

Dale Putland
Chief Executive Officer

4 March 2021

Abel Street
PO Box 2
BOYUP BROOK
WA 6244

Phone:
08 9765 1200

Facsimile:
08 9765 1485

E-mail:
shire@boyupbrook.wa.gov.au

www.boyupbrook.wa.com.au

ABN: 95 583 688 034

Summary of Financial Assistance to the Boyup Brook Country Music Club Inc -- 1st July 2011 to 30th June 2020

YEAR	TOTAL YEAR COST Excluding GST	TOTAL YEAR Contribution from BBCMC excluding GST	TOTAL YEAR NET COST
2011/12	\$26,311	\$20,000	\$6,311
2012/13	\$27,000	\$20,000	\$7,000
2013/14	\$10,000	-	\$10,000
2014/15	\$10,000	-	\$10,000
2015/16	\$10,000	-	\$10,000
2016/17	\$10,000	-	\$10,000
2017/18	\$10,000	-	\$10,000
2018/19	\$10,000	-	\$10,000
2019/20	\$12,500	-	\$12,500



Attachment 10.2.1

Chq/EFT	Date	Name	Description	Amount
20481	02/02/2021	Pivotel	Trak Spot Tracking Charges Jan2020	-62.00
20482	02/02/2021	Telstra Corporation Limited	Telephone Across Shire Facilities to 19/01/2021	-969.57
20483	12/02/2021	Building and Construction Training Fund BCITF	BCITF Collected 01/01/2021-31/01/2021	-814.78
20484	12/02/2021	City Of Bunbury	Contribution to Bunbury Geopraphe Tourism Partnership 2020/21	-2,200.00
20485	12/02/2021	Department of Mines, Industry Regulation and Safety BSL	BSL Collected 01/01/2021-31/01/2021	-922.07
20486	12/02/2021	Shire of Boyup Brook	BSL and BCITF Commission 01/01/2021-31/01/2021	-41.50
20487	12/02/2021	Telstra Corporation Limited	Telephone Across Shire Facilities to 24/01/2021	-2,839.31
20488	12/02/2021	Water Corporation	Water Across Shire Facilities to 02/02/2021	-986.34
20489	26/02/2021	Water Corporation	Water Across Shire Facilities to 02/02/2021	-26,934.47
TOTAL MUNI CHEQUES to 28 Feb 2021				-35,770.04

Chq/EFT	Date	Name	Description	Amount
EFT10403	02/02/2021	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2021	-1,965.87
EFT10404	02/02/2021	Andrew Luc	Refund BBELC Account Credit	-71.30
EFT10405	02/02/2021	Australian Communications and Media Authority ACMA	Annual Licence Renewal Radio Licence Bushfire Brigade to 29/01/2022	-114.00
EFT10406	02/02/2021	Australian Services Union	Payroll Deductions	-51.80
EFT10407	02/02/2021	B&B Street Sweeping Pty Ltd	Town Site Street Sweeping	-1,716.00
EFT10408	02/02/2021	BKS Refrigeration & Airconditioning Pty Ltd	Transfer Station Office - Install Air Conditioning Unit	-454.00
EFT10409	02/02/2021	Barrett & Sons Pty Ltd (The Trustee for Barrett Building Trust)	Lesser Hall - Floor Repairs	-385.00
EFT10410	02/02/2021	BizLinQ Technology Pty Ltd	Depot Firewall Protection to 17/01/2022	-724.90
EFT10411	02/02/2021	Blackwood Plant Hire	Transfer Station Office - Trenching for Power Supply	-132.00
EFT10411	02/02/2021	Blackwood Plant Hire	P133 Low Loader Trailer - Parts	-88.00
EFT10411	02/02/2021	Blackwood Plant Hire	Bulldozer Hire for Tonebridge Fire 31/12/2020	-3,036.00
EFT10412	02/02/2021	Bonnie Steel	Refund BBELC Account Credit	-18.99
EFT10413	02/02/2021	Boyup Brook Accommodation (formerly Boyup Brook Bed and Breakfast)	Medical Centre Auditors - Accommodation	-180.00
EFT10414	02/02/2021	Boyup Brook Community Resource Centre	Gazette Advertising Including Australia Day Jan2021	-430.00
EFT10415	02/02/2021	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park - Purchases Dec2020	-121.00
EFT10416	02/02/2021	Boyup Brook IGA	Rylington Park - Purchases Dec2020	-1,420.89
EFT10417	02/02/2021	Boyup Brook Tyre Service	P155 Bomag Multi Tyre Roller - Repairs	-905.00
EFT10418	02/02/2021	Bridgetown Glass Services	Caravan Park - Ensuite 3 Window Repair	-190.30
EFT10419	02/02/2021	Bridgetown Muffler & Towbar Centre	P198 Toyota Prado DSL WGN - Parts	-157.00
EFT10420	02/02/2021	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Dec2020	-150.38
EFT10421	02/02/2021	Craneform Plumbing	Tourist Centre Toilets - Quarterly ATU Service Jan2021	-137.50
EFT10422	02/02/2021	Dinninup Grove (Suzanne M Emmerson & Roy V Emmerson t/as)	Citizenship Ceremony - Gift Hamper	-50.00
EFT10423	02/02/2021	G&M Detergents	Various Shire Buildings - Cleaning Supplies	-77.00
EFT10424	02/02/2021	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training 18-22Jan2021	-4,052.40
EFT10425	02/02/2021	Hales Electrical	Medical Centre Exit Lights	-682.00
EFT10425	02/02/2021	Hales Electrical	Town Hall Toilets - Light Repairs	-269.50
EFT10425	02/02/2021	Hales Electrical	Swimming Pool - Pump Repairs	-385.00
EFT10425	02/02/2021	Hales Electrical	Admin Vacuum Cleaner Repairs	-220.00
EFT10426	02/02/2021	Hastie Waste	Rylington Park - Bulk Waste Collection Dec2020	-95.00
EFT10427	02/02/2021	IXOM Operations Pty Ltd	Chlorine Gas Cylinder Service Fee Dec2020	-190.96
EFT10428	02/02/2021	Internode Pty Ltd	Depot, Admin and ELC Internet Feb2021	-329.97
EFT10429	02/02/2021	John Davison	Reimburse P226 Ammann AP240 Roller Parts	-117.00
EFT10430	02/02/2021	Kalpumps Pty Ltd	P146 Water Pump - Parts	-3,430.90
EFT10431	02/02/2021	Kathryn Westphal	Refund BBELC Account Credit	-77.00
EFT10432	02/02/2021	Komatsu Australia Pty Ltd	P199 Komatsu Back Hoe - Parts	-181.09
EFT10432	02/02/2021	Komatsu Australia Pty Ltd	P196 Komatsu 555 Grader - Parts	-3,109.28
EFT10432	02/02/2021	Komatsu Australia Pty Ltd	P212 Komatsu 555 Grader - Parts	-3,109.28
EFT10433	02/02/2021	Mark Stanton	Rylington Park - Shearer Training 18-22Jan2021	-3,795.00
EFT10434	02/02/2021	Paul Hick	Rylington Park - Shearer Training 18-22Jan2021	-4,126.65
EFT10435	02/02/2021	QUBE Logistics (WA) Pty Ltd	Swimming Pool Freight Jan2021	-452.39
EFT10436	02/02/2021	RICOH Business Centre (Dodima Pty Ltd)	Admin Ricoh Printer Service	-260.63
EFT10437	02/02/2021	Rear's Electrical & Mechanical Services Pty Ltd	Transfer Station Office - Wire in Air Conditioning Unit	-415.67
EFT10438	02/02/2021	Regional Development Australia South West Inc	SW Economic and Community Profiling (REMPLAN) Contribution 2020-21	-275.00
EFT10439	02/02/2021	Royal Life Saving Society WA Inc	Swimming Pool - Swim School Certificates	-30.60
EFT10440	02/02/2021	SUEZ Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Dec2020	-546.06
EFT10441	02/02/2021	Scott Martin	Reimburse National Police Clearance	-55.80
EFT10442	02/02/2021	Sprint Express	Freight Dec2020	-329.28
EFT10443	02/02/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Waste Collection Dec2020	-8,624.13
EFT10444	02/02/2021	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Jan2021	-349.96
EFT10445	02/02/2021	Toll Transport Pty Ltd	Freight Dec2020	-62.70
EFT10446	02/02/2021	Trisley's Hydraulic Services Pty Ltd	Swimming Pool - Replace Soda Ash Injector	-605.00
EFT10447	02/02/2021	WALGA	2021 Desk Pad Calendars	-32.70
EFT10448	02/02/2021	Winc Australia Pty Limited	Admin Stationery	-205.75
EFT10449	12/02/2021	A & L Printers	MWS Business Cards	-131.00
EFT10450	12/02/2021	AFGR Equipment Australia Pty Ltd	P225 Isuzu Giga Prime Mover - Parts	-776.02
EFT10451	12/02/2021	AMA Services (WA) Pty Ltd	Medical Supplies	-164.54
EFT10452	12/02/2021	Air Response (GC & K Symonds Family Trust t/as)	Swimming Pool Heating System Inspection	-730.00
EFT10453	12/02/2021	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2021	-6,144.04
EFT10454	12/02/2021	Australia Post	Postage Jan2021	-770.63
EFT10455	12/02/2021	Australia Wide Investigations Pty Ltd	Confidential Investigations per CEO	-2,309.00
EFT10456	12/02/2021	Australian Services Union	Payroll Deductions	-51.80
EFT10457	12/02/2021	B&B Street Sweeping Pty Ltd	Town Site Street Sweeping	-3,432.00
EFT10458	12/02/2021	BGC (Australia) Pty Ltd	RTR007 Kulikup Road South Project - Cement	-3,300.00
EFT10459	12/02/2021	BKS Refrigeration & Airconditioning Pty Ltd	16A and 16B Forrest St - Air Conditioner Service	-369.00
EFT10460	12/02/2021	BOC Limited	Gas Cylinder Rental 29/12/2020-28/01/2021	-61.32
EFT10461	12/02/2021	Biji Tree Consultancy	Median Strip Arboricultural Reports	-660.00
EFT10462	12/02/2021	BizLinQ Technology Pty Ltd	MS Office 365 ProPlus Monthly Subscription Jan2021	-559.94
EFT10462	12/02/2021	BizLinQ Technology Pty Ltd	VMWare Annual Subscription to 03/02/2022	-132.00
EFT10463	12/02/2021	Black Box Control Pty Ltd	Monthly Grader Tracking Service Feb2021	-115.50
EFT10464	12/02/2021	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Purchases Dec2020	-831.84
EFT10465	12/02/2021	Boyup Brook IGA	Purchases Dec2020-Jan2021	-2,851.32
EFT10466	12/02/2021	Boyup Brook Tourism Association Inc.	Annual Contribution for Operating Assistance 2020-21	-25,000.00
EFT10467	12/02/2021	Boyup Brook Tyre Service	P193 Mitsubishi MN Triton Utility - Repairs	-40.00
EFT10468	12/02/2021	Bridgetown Boarding Kennels & Cattery	Animal Impound Costs Oct2020	-285.00
EFT10469	12/02/2021	Bridgetown Muffler & Towbar Centre	P211 Isuzu Dmax Tray Back Utility - Parts	-74.00
EFT10470	12/02/2021	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Nov2020	-181.02
EFT10471	12/02/2021	Collie Bus Service	Australia Day COVID Safe Grant - Bus Hire	-770.00
EFT10472	12/02/2021	Commander	Commander System Monthly Rental Feb2021	-225.96
EFT10473	12/02/2021	Conplant Pty Ltd	P226 Ammann AP240 Multi Tyre Roller - Parts	-519.83
EFT10474	12/02/2021	D & L Bleachmore Haulage	Rylington Park - Freight Jan2021	-154.00
EFT10475	12/02/2021	Daly Winter	Reimburse Australia Day Decorations	-63.00
EFT10476	12/02/2021	Darren Long Consulting	Financial Reporting Nov2020	-687.50
EFT10477	12/02/2021	Dsak Pty Ltd (Manjimup and Bridgetown Retravisison)	RTR115 Beatty St Project - Planter Bags	-72.00



EFT10478	12/02/2021	EcoPrint Supplies	Medical Centre - Printer Toner	-400.40
EFT10479	12/02/2021	Fuel Brothers WA.Com Pty Ltd	Bushfire Volunteer Catering Dec2020	-455.00
EFT10479	12/02/2021	Fuel Brothers WA.Com Pty Ltd	Fuel Jan2021	-233.54
EFT10479	12/02/2021	Fuel Brothers WA.Com Pty Ltd	Australia Day COVID Safe Grant - Breakfast Catering	-250.00
EFT10480	12/02/2021	G&M Detergents	Swimming Pool - Cleaning Supplies	-218.20
EFT10481	12/02/2021	Hales Contracting Group P/L	Australia Day COVID Safe Grant - COVID Safety Marshall	-198.00
EFT10482	12/02/2021	Hales Electrical	Depot Dam - Pump Repairs	-220.00
EFT10483	12/02/2021	Hastie Waste	Rylington Pk - Bulk Waste Collection Jan2021	-95.00
EFT10484	12/02/2021	IXOM Operations Pty Ltd	Swimming Pool - Chlorine Gas Cylinder Supply Jan2021	-1,511.53
EFT10485	12/02/2021	Internode Pty Ltd	Depot, Admin and BBELC Internet Mar2021	-329.97
EFT10486	12/02/2021	JE & KM Corker	Old Mail and Elliott Roads - Supply Gravel	-8,897.00
EFT10487	12/02/2021	Joanna Hales-Pearce	Reimburse Finance Officer Work Clothing	-105.50
EFT10488	12/02/2021	John Davison	Reimburse P226 2008 Ammann AP240 Multi Wheel Roller Parts	-239.00
EFT10489	12/02/2021	Lamat Cleaning Services	Cleaning of the Caravan Park and Flax Mill Grounds Jan2021	-920.00
EFT10489	12/02/2021	Lamat Cleaning Services	Cleaning of Various Shire Buildings Feb2021	-3,635.00
EFT10489	12/02/2021	Lamat Cleaning Services	Australia Day COVID Safe Grant - Cleaning of Town Hall Toilets	-100.00
EFT10490	12/02/2021	Landgate	Rural Valuations Nov2020	-69.20
EFT10491	12/02/2021	Lasercraft Australia Ltd	Australia Day Awards Plaques	-536.50
EFT10492	12/02/2021	Lotta Pty Ltd	Australia Day COVID Safe Grant - Breakfast Catering	-252.00
EFT10493	12/02/2021	Marketforce Pty Ltd	MCCS Position Vacant Ad on Seek 17/11/2020	-247.50
EFT10494	12/02/2021	Neverfail Springwater Limited	Medical Centre - Water	-58.05
EFT10494	12/02/2021	Neverfail Springwater Limited	Council Chambers - Water	-58.05
EFT10495	12/02/2021	Newground Water Services Pty Ltd	Depot Dam - Replacement Pump	-2,068.00
EFT10496	12/02/2021	Nexus Risk Services	Rylington Park - Crop Insurance	-2,104.10
EFT10497	12/02/2021	Phillip De Ronchi	Reimburse Principal Practitioner's Mobile Phone Jan2021	-135.52
EFT10497	12/02/2021	Phillip De Ronchi	Reimburse Laser Equipment Monthly Instalments Jan2021	-1,927.08
EFT10498	12/02/2021	Pipeco WA	RTR007 Kulikup Road South Project - Stormwater Pipes	-4,677.75
EFT10499	12/02/2021	QUBE Logistics (WA) Pty Ltd	Swimming Pool - Freight Dec2020	-613.36
EFT10500	12/02/2021	Rear's Electrical & Mechanical Services Pty Ltd	Sandakan Park - Power Box Relocation and Gazebo Lighting	-2,648.26
EFT10501	12/02/2021	Rural Press Pty Ltd (ACM)	Rylington Park - Farm Weekly Subscription 2 Years	-358.92
EFT10502	12/02/2021	SOS Office Equipment	Docucentre VII C5573 Photocopier Billing Job Jan2021	-585.82
EFT10503	12/02/2021	Sigma Chemicals (Sigma Companies Group Pty Ltd)	Swimming Pool - Chemicals	-663.08
EFT10504	12/02/2021	Southern's Water Technology	Rec Grounds - Retic Pump Repairs	-1,243.00
EFT10505	12/02/2021	Sprint Express	Freight Jan2021	-39.60
EFT10506	12/02/2021	Statewide Bearings	Oil Automation System Supplies	-1,557.52
EFT10507	12/02/2021	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/01/2021	-7,156.94
EFT10508	12/02/2021	The Right Stuff for Landholders	Reticulation Supplies	-53.52
EFT10509	12/02/2021	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Jan2021	-641.30
EFT10510	12/02/2021	The West Australian Regional Newspapers	Medical Centre - Advertising in The West Australian Jan2021	-600.00
EFT10511	12/02/2021	Toll Transport Pty Ltd	Freight Dec2020-Jan2021	-472.18
EFT10512	12/02/2021	Traffic Force	RRG148 Boyup Brook Cranbrook Road - Traffic Management Plan	-567.60
EFT10513	12/02/2021	Treehouse Coffee Lounge (Webb & Troeger)	Catering Jan2021	-90.00
EFT10513	12/02/2021	Treehouse Coffee Lounge (Webb & Troeger)	Australia Day COVID Safe Grant - Coffee Van	-1,100.00
EFT10514	12/02/2021	WALGA	Transport and Roads Forum 11/02/2021	-70.00
EFT10515	12/02/2021	Warner & Webster Pty Ltd	Medical Supplies	-625.33
EFT10516	12/02/2021	West Australian Newspapers Limited	Medical Centre Advertising Jan2021	-300.00
EFT10517	12/02/2021	Winc Australia Pty Limited	Admin, BBELC and Medical Centre Stationery	-1,379.90
EFT10518	12/02/2021	activ8me (Australian Private Networks Pty Ltd)	GP House and Rylington Park Internet and Phone Jan-Feb2021	-216.06
EFT10519	26/02/2021	A & L Printers	Printing - Purchase Order Books	-490.00
EFT10520	26/02/2021	AFGRI Equipment Australia Pty Ltd	Rylington Park - Tractor Parts	-362.23
EFT10520	26/02/2021	AFGRI Equipment Australia Pty Ltd	P226 Ammann AP240 Multi Tyre Roller - Parts	-72.56
EFT10520	26/02/2021	AFGRI Equipment Australia Pty Ltd	Grader Blades and Points	-429.70
EFT10521	26/02/2021	Agrarian Management	Rylington Park - Strategic Review	-5,000.00
EFT10522	26/02/2021	Australian Services Union	Payroll Deductions	-51.80
EFT10523	26/02/2021	Australian Taxation Office	PAYG Jan2021	-60,194.00
EFT10524	26/02/2021	BP Medical	Medical Supplies	-598.74
EFT10525	26/02/2021	Beesley Holdings Pty Ltd t/as Capital Plumbing and Gas	Various Shire Buildings - Plumbing Repairs	-1,164.51
EFT10526	26/02/2021	Blackwood Plant Hire	Grave Preparation	-1,485.00
EFT10527	26/02/2021	Boyup Brook Co - Operative	Purchases Jan2021	-2,170.75
EFT10528	26/02/2021	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Feb2021	-108.00
EFT10529	26/02/2021	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park Purchases Jan2021	-456.77
EFT10530	26/02/2021	Boyup Brook IGA	Rylington Park - Shearing School Catering	-1,282.56
EFT10531	26/02/2021	Boyup Brook Medical Services	BBELC - Pre-employment Medical	-170.00
EFT10532	26/02/2021	Bunbury Coffee Machines (Bonissimo Pty Ltd)	Admin Refreshments - Coffee Filters	-118.00
EFT10533	26/02/2021	Cleanaway Daniels Services Pty Ltd	Medical Centre Sharps Disposal Jan2021	-92.21
EFT10534	26/02/2021	Erlanda Deas	Reimburse Rylington Park Reversing Camera and Silicon Tape	-243.95
EFT10535	26/02/2021	Fuel Brothers WA.Com Pty Ltd	Fuel Jan2021	-67.86
EFT10536	26/02/2021	Hales Electrical	LRCI - Football Oval Lights - Design Specifications and Report	-2,420.00
EFT10536	26/02/2021	Hales Electrical	Caravan Park - Repair Ensuite 6 HWS	-110.00
EFT10536	26/02/2021	Hales Electrical	Swimming Pool - Replace Main Pump VSD Unit	-3,355.00
EFT10537	26/02/2021	Haycom Technology	Medical Centre IT Consulting Fees Jan2021	-1,901.90
EFT10538	26/02/2021	Holcim (Australia) Pty Ltd	RTR007 Kulikup Road Sth Project - Culvert Pipes and Headwalls	-1,499.05
EFT10538	26/02/2021	Holcim (Australia) Pty Ltd	DC045 Reservoir Rd - Culvert Pipes and Headwalls	-3,131.95
EFT10539	26/02/2021	IXOM Operations Pty Ltd	Chlorine Gas Cylinder Service Fee Jan2021	-173.23
EFT10540	26/02/2021	Lions Club Boyup Brook	International Day of Disability Grant - Bus for Community Christmas	-200.00
EFT10541	26/02/2021	Macco Feeds Australia (The Bessell Trust t/as)	Rylington Park - Sheep Mineral Lick	-511.50
EFT10542	26/02/2021	Miotli Transport	Freight Jan2021	-1,063.70
EFT10543	26/02/2021	Modern Teaching Aids Pty Ltd	BBELC - High Chairs	-280.18
EFT10544	26/02/2021	ProFem (Sayco Pty Ltd T/A)	Medical Supplies	-380.95
EFT10545	26/02/2021	SUEZ Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection x2 Jan2021	-1,146.73
EFT10546	26/02/2021	Seton Australia	Disposable Face Masks	-86.15
EFT10547	26/02/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jan2021	-7,382.13
EFT10548	26/02/2021	Syd Matthews & Co Pty Ltd	RTR007 Kulikup Road South Project - Aggregate	-1,992.76
EFT10549	26/02/2021	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 15/02/2021	-3,619.37
EFT10550	26/02/2021	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Feb2021	-1,007.72
			TOTAL EFT PAYMENTS to 28 Feb 2021	-254,201.13

Chq/EFT	Date	Name	Description	Amount
DD6244.2	01/02/2021	Wealth Personal Superannuation and Pension Fund (MyNorth Super)	Payroll Deductions	-102.82
DD6246.1	01/02/2021	Salary & Wages	Payroll 01Feb2021	-19,547.40
DD6250.1	03/02/2021	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-366.97
DD6250.2	03/02/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6250.3	03/02/2021	MLC Super Fund	Superannuation Contributions	-218.76
DD6250.4	03/02/2021	AMP Flexible Super - Super Account	Payroll Deductions	-267.53
DD6250.5	03/02/2021	Aware Super	Payroll Deductions	-6,907.89
DD6250.6	03/02/2021	Rest Superannuation	Superannuation Contributions	-1,894.77
DD6250.7	03/02/2021	Australian Super	Superannuation Contributions	-1,142.35
DD6250.8	03/02/2021	AMP RSA Superannuation	Superannuation Contributions	-249.08
DD6250.9	03/02/2021	Commonwealth Essential Super	Superannuation Contributions	-369.91
DD6252.1	04/02/2021	Salary & Wages	Payroll 03Feb2021	-76,546.39
DD6274.1	11/02/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-400.91
DD6274.2	11/02/2021	Aware Super	Superannuation Contributions	-57.72
DD6276.1	11/02/2021	Salary & Wages	Payroll 11Feb2021	-2,557.64
DD6284.1	17/02/2021	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-549.80
DD6284.2	17/02/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD6284.3	17/02/2021	MLC Super Fund	Superannuation Contributions	-218.76
DD6284.4	17/02/2021	AMP Flexible Super - Super Account	Payroll Deductions	-379.01
DD6284.5	17/02/2021	Aware Super	Payroll Deductions	-6,945.88
DD6284.6	17/02/2021	Rest Superannuation	Superannuation Contributions	-1,894.77
DD6284.7	17/02/2021	Australian Super	Superannuation Contributions	-1,161.59
DD6284.8	17/02/2021	AMP RSA Superannuation	Superannuation Contributions	-119.93
DD6284.9	17/02/2021	Commonwealth Essential Super	Superannuation Contributions	-464.04
DD6286.1	18/02/2021	Salary & Wages	Payroll 17Feb2021	-76,719.67
DD6289.1	24/02/2021	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-1,387.56
DD6289.2	24/02/2021	Aware Super	Superannuation Contributions	-286.89
DD6291.1	24/02/2021	Salary & Wages	Payroll 24Feb2021	-9,405.85
DD6295.1	01/02/2021	Westnet	Admin, Swimming Pool and Medical Centre Internet Feb2021	-289.85
DD6295.2	09/02/2021	De Lage Landen Pty Ltd	Rental Agreement for the DocuCentre-VII C5573 Feb2021	-184.80
DD6295.3	09/02/2021	AGDATA Holdings Pty Ltd	Rylington Pk - Phoenix Accounting Software Feb2021	-59.00
DD6295.4	10/02/2021	Western Australian Treasury Corporation	Loan 114 Repayment - Pool Bowl Upgrade Feb2021	-8,575.72
DD6296.1	16/02/2021	Shire of Boyup Brook	WA Safety Products - PPE	-196.52
DD6296.1	16/02/2021	Shire of Boyup Brook	City of Perth - CWPA Conference Parking	-4.04
DD6296.1	16/02/2021	Shire of Boyup Brook	City of Perth - CWPA Conference Parking	-5.05
DD6296.1	16/02/2021	Shire of Boyup Brook	Telstra - CWPA Mobile Phone Recharge	-50.00
DD6296.1	16/02/2021	Shire of Boyup Brook	Vibe Petroleum Donnybrook - Diesel	-90.02
DD6362.1	02/02/2021	Commonwealth Bank	Merchant Fee - Muni 02/02/2021	-430.71
DD6362.2	15/02/2021	Commonwealth Bank	BPay Transactions Fees - Muni 15/02/2021	-196.19
DD6250.10	03/02/2021	AMP SuperLeader	Superannuation Contributions	-169.69
DD6250.11	03/02/2021	Prime Super	Superannuation Contributions	-72.54
DD6250.12	03/02/2021	Colonial First State Superannuation	Superannuation Contributions	-409.69
DD6284.10	17/02/2021	AMP SuperLeader	Superannuation Contributions	-169.69
DD6284.11	17/02/2021	Prime Super	Superannuation Contributions	-75.66
DD6284.12	17/02/2021	Colonial First State Superannuation	Superannuation Contributions	-351.50
TOTAL DD MUNI ACCOUNT TO 28 Feb 2021				-223,229.72
DD6381.1	28/02/2021	Police Licensing	Police Licensing Claimed Feb2021	-51,976.15
TOTAL DD POLICE LICENSING ACCOUNT TO 28 Feb 2021				-51,976.15
DD6295.5	10/02/2021	QK Technologies Pty Ltd	QikKids Gateway Usage Dec2020	-6.27
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 28 Feb 2021				-6.27
SUMMARY				
CHQ (Muni Account)				-35,770.04
DD				-223,229.72
EFT				-254,201.13
TOTAL				<u>-513,200.89</u>
ALL MUNI TRANS TO 28 Feb 2021				-513,200.89
DD (Police Licensing Account) TO 28 Feb 2021				-51,976.15
DD (Boyup Brook Early Learning Centre) 28 Feb 2021				-6.27

Schedule of Submissions		
Proposal to apply the 'Gross Rental Value' (GRV) method as a basis for a rate application of Special Rural zone properties.		
No.	Address	Shire Comment
Public Objection		
1.	Lloyd Cusack	<p>Note concern that rates may increase under the GRV rating method.</p> <p>The Local Government Act 1995 requires the application of:</p> <ul style="list-style-type: none"> • The Unimproved Value (UV) rating method for land predominantly used for agriculture purposes; and • The Gross Rental Value (GRV) rating method for land predominantly used for non-agriculture purposes. <p>It is believed that special rural zone properties are predominantly used for non-agriculture purposes.</p> <p>Other municipalities in Western Australia (Shire of Manjimup, the Shire of Augusta/Margaret River and the Shire of Denmark), have resolved to apply the GRV rating method to Special Rural zone properties on the basis that they are generally used for non-agricultural purposes.</p> <p>Dismiss concern alleging that, under the GRV rating method, special rural properties would pay higher rates than those within the township yet receive less services & amenities.</p> <p>The GRV represents the gross annual rental that a property might reasonably be expected to earn annually if it were rented. Special rural properties may not necessarily pay a higher rate than a property in the township.</p> <p>Local Government benefits received by landholders, as a result of rate revenue, is generally the same for properties in town, versus properties in special rural areas.</p> <p>Special rural zone properties receive the following Shire benefits, which are similar to those received for properties in town:</p> <ul style="list-style-type: none"> • Infrastructure and property services, including local roads, bridges, footpaths, drainage, waste collection and management; • Provision of recreation facilities, such as parks, sports fields, swimming pool, sport centre, halls, camping ground and caravan park;
	<p>Summary of Submission only.</p> <p>Please note that a full copy of each submission has been made available.</p> <p>Given that special rural properties with comparable dwelling sizes to a townhouse would attract a higher rental potential, we can conclude that a rating under GRV would result in special rural properties paying higher rates than those within the township yet receiving less services & amenities - such as below.</p> <ul style="list-style-type: none"> • Scheme sewerage • Bitchumen roads • Scheme water • Postal services • Rubbish collection • NBN & cellular coverage <p>Whilst I'm not against paying rates & reasonable annual increases, such a large jump under GRV is unreasonable.</p>	
2.	Neil and Carol Nicholson	<p>I believe that this proposed change is something that should have been considered and implemented when Ridge View Estate was first established, rather than deciding to make this change after the fact, with the potential to have significant impact on rate payers.</p> <p>It would appear special rural properties with comparable dwelling sizes to a town house would attract a higher rental potential, so it seems under GRV, special rural properties would be paying higher rates than those within the township, but without the same level of benefits that town based people.</p>
3.	Terry & Eula Matthews 154 Ridge View Avenue	<p>We are currently both unemployed, we do not receive any Commonwealth Government financial support and are on a fixed and limited income, however we both volunteer with the Boyup Brook, St Johns Ambulance as we believe strongly in contributing to and participating within the Community.</p> <p>While we all plan and budget for increases to the cost of goods and services each year, we feel that changing the way the rates are calculated for our property will result in a significant increase. Unfortunately, any significant increase to our rates will have to be offset by reduced spending within the township of Boyup Brook and looking at 'value for money' options within other areas.</p> <p>While supporting local is of importance to us we will not be able to continue to the extent that we have done in the past.</p> <p>If the Shire proceeds with the change to the rating for Special Rural Properties then it would be considered to be discriminatory that Special Rural Properties do not receive the same level of services and facilities as rate payers within the town boundaries.</p> <p>In summary we formally reject the Boyup Brook Shires proposal to apply the Gross Rental Value as the basis of applying the rates supported by:</p> <ol style="list-style-type: none"> 1. The absence of services and facilities currently provided to Special Rural Properties with no indication that these services and facilities will be increased or improved.

		<p>2. The proposal is inequitable for Special Rural Property owners when compared to residents in town.</p> <p>3. The Shire's assumption that the Special Rural Properties are "lifestyle blocks" without a formal assessment process being undertaken.</p>	<ul style="list-style-type: none"> Health services such as water and food inspection, toilet facilities, noise control and animal control; Community services, such as child-care, aged care and accommodation, community care and welfare services; Building services, including inspections, licensing, certification and enforcement; Planning and development approval; Administration of facilities, such as a cemetery and parking facilities; Cultural facilities and services, such as the library, art gallery and museum; Vehicle & Firearms Licensing Service; Motor Vehicle Licensing; Library; Fire and Rescue Service; Booyup Brook Community Resource Centre.
4.	<p>Gloria Eddy John Eddy Maria Bogar Gyula Bogar Mina Black Ian Kuglo Laurie Maggi Tara Spencer Sharon Lampard Travis Reed Talia Tweedle Scott Tweedle Kym Flanner Warwick Wiseman Peter Jennings Lloyd and Rebekah Peter Dearden Dave Reeves Cathy Reeves Susan Wilkins Neville Lenis Julie Pollitt Don Railton Darren Newby Denise Nichels Tony Rawling Elaine O'Reilly Stephen Lee Steere Dorothy Mrcitty Sam Gentle Vivienne Lee Steere Wilfred Lee Steere Mark Scenini Leon Scenini Tony Matthews Kim and Carole Lloyd Elizabeth Denniss Susan Saunders Anthony Cooper Liz Cunningham</p>	<p>We, the undersigned owners and occupiers of Special Rural Zone properties, object to the Shire of Booyup Brook proposal to change the method of land valuation from Special Rural to Gross Rental Value for the following reasons:</p> <ol style="list-style-type: none"> The Shire developed the properties as "Special Rural" and the properties were purchased as such in good faith. Special Rural areas do not benefit from facilities and services afforded GRV rated properties within the townsite. At a Special Council Meeting on 10th August 2017, the result of a Landgate comparison of Unimproved Value and GRV rating advised the Special Rural sector would be disadvantaged if it were rated by the GRV method by approximately 20%. Should Council need to increase rate revenue, any increase should apply uniformly across all rateable properties within the Shire. 	
5.	Kym Flanner	<p>When you consider the current demographics of landholders along Ridge View Ave in particular, majority are young families (like us) or soon to be retirees opting for the appeal that comes from residing on a lifestyle block. By changing to a GRV, all that I can see in the immediate future would be an increase in rates with no benefit or gain, only a financial strain.</p> <p>I can't see the revenue from increased rates will benefit my family or anyone else on the Avenue. I can't see a park being installed or any improvements made along our Avenue. I am interested to know what you will be doing to benefit the ratepayer.</p>	

		<p>If rates increase, it will become less desirable for any knew families to move into the area. Why would they outlay for a block, build a home and have phenomenal shire rates without any conveniences in return. Alternatively, you will deter current landholders from further development in building their large/family home. People who are currently in a shed dwelling may not go ahead with building a home, knowing rates will increase dramatically. They may be inclined to build that home, but it won't be on the special rural zoned property in Boyup Brook.</p>	
6.	Peter Jennings 187 Ridge View Avenue Boyup Brook	<p>Under GRV, the rates will go up considerably, but to what extent, no-body can tell me!</p> <p>When I asked the CEO what additional benefit we would receive as affected ratepayers-the answer was exactly the same as now,-which is nothing. In the 9 months that I have lived in Ridge View Avenue, I have seen shire workers do approximately 1 hours work mowing roadside verges! That's all!</p>	
7.	Elizabeth Dennis	<p>I believe the timing of the proposed change is insensitive, particularly in light of the post COVID19 pandemic and related economic impacts; many of which are unknown as we move forward in 2021. Affected landowners who may be experiencing ongoing financial difficulty directly or indirectly due to the pandemic may now be faced with a 'double whammy' being: significant increase in rates as a result of the implementation of any changes to rating method, as well as any annual increase as determined by Council for the 2021-2022 financial year. This 'double whammy' is proposed to be implemented immediately after the freeze on rates Council applied in alignment with State Government recommendations for the 2019-2020 financial year due to the pandemic.</p>	Note concern that the timing of the proposed change may-be insensitive, particularly in light of the post COVID19 pandemic and related economic impacts.
8.	Eula Matthews 154 Ridgeview Avenue	<p>It can be said that at this point I have not been formally notified of the consultation process regarding the changing method of land valuation or have been given the opportunity by the shire to participate in the consultation process. As a joint property owner, I find this inappropriate, inequitable and discriminatory.</p>	Note concern relating to consultation.
Public Support			
5.	Ed Fletcher	<p>In principal both Di and I agree with the content of the Shires proposal, which does fall in line with other shires and we also somewhat agree that activities undertaken on Special Rural Properties should be limited and somewhat controlled, however as an Engineer and someone who plans to enjoy our Rural Property and NOT someone who hopes to earn a living from the property, I think you may need to expand on and explain the definitions in your Not Permitted Rural Type Activity list.</p>	Note in-principle support.

Date .

Executive Assistant

From: Lloyd Cusack <simbasnack@gmail.com>
Sent: Thursday, 24 December 2020 1:44 PM
To: Shire
Subject: Special rural - GRV rate method change

To the council of Boyup Brook,

I am writing in response to the proposed change of rating special rural land from UV to GRV. Please see feedback per each category as mentioned in the consultation document.

If my property changes from UV to GRV, will my rates increase?

Very little information about the true impact is given even though it's likely that the council would have at-least conducted preliminary modelling prior to consultation. March 19 2020 council minutes alludes to this point - *"Should the Council agree that the GRV rating method should apply to properties zoned Special Rural, then the Shire might realise an increase in the rates pool."*

No GRV rate in the dollar was provided (for current year) which makes it difficult for the rate payer to determine with some degree of accuracy the increase in rates under GRV. Given that we could assume a GRV rate in the dollar from similar shires & some assumptions about a reasonable GRV rating (based on rental potential), the increase in rates is very likely to be in the order of hundreds of dollars a year for special rural properties with dwellings. Modelling on the increase in rates should have been provided through the consultation process.

Given that special rural properties with comparable dwelling sizes to a townhouse would attract a higher rental potential, we can conclude that a rating under GRV would result in special rural properties paying higher rates than those within the township yet receiving less services & amenities - such as below.

- Scheme sewerage
- Bitumen roads*
- Scheme water
- Postal services
- Rubbish collection*
- NBN & cellular coverage*

**Some special rural properties receive these services.*

Should all Special Rural zone properties be rated using the Gross Rental Value?

It would make more sense if the council re-zoned these properties to rural rather than applying special exemptions.

What does the Local Government Act 1995 have to say on the matter?

Unfortunately the act does not provide a definition for 'rural purposes' so this is open to interpretation. We can however agree that these properties are a rural setting and activities rural in nature not permitted within town boundaries can & do occur on special rural properties. Such activities & land use that would not be permitted or achievable within town boundaries include.

- Enthusiast agricultural activities such as small orchards.
- Operation of vehicles such as dirt bikes & quad bikes.
- Operation of heavy machinery.
- Pest control.

- Establishment of dams.
- Keeping of animals such as horses, goats, cows, sheep etc.
- Small acre cropping.

In the March 19 2020 council minutes the following statement is made:

"Shire staff have determined that Special Rural zone properties in the Shire of Boyup Brook are used predominantly for non-rural purposes and therefore, in accordance with the Local Government Act 1995, the method of valuation of land should be based on the Gross Rental Value and not the Unimproved Value."

This statement alludes that the shire has a complete & accurate inventory of activities that it's rate payers undertake on their properties. This is not accurate & out of touch with what actually occurs on these properties & the intent of owning & occupying a property outside the township.

Summing up

A change to GRV will result in a significant increase of rates to special rural landholders based on a questionable interpretation of the local government act. Whilst I'm not against paying rates & reasonable annual increases, such a large jump under GRV is unreasonable. The effect on some ratepayers will likely be greater given individual financial capacity & that some people have been adversely affected by COVID. The shire should primarily consider the financial impact to ratepayers that may be financially stressed by this proposal.

On a positive note I would like to thank the shire for consulting with us first rather than using a sham process. Perhaps Alannah MacTiernan could take note...

Regards,

Lloyd Cusack

Date .

45083 Fm 1481002
ICR 10030

Executive Assistant

From: Lloyd Cusack <simbasnack@gmail.com>
Sent: Thursday, 24 December 2020 1:44 PM
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- Enthusiast agricultural activities such as small orchards.
- Operation of vehicles such as dirt bikes & quad bikes.
- Operation of heavy machinery.
- Pest control.

Executive Assistant

From: Eula Matthews <eula1957@outlook.com>
Sent: Sunday, 3 January 2021 7:11 PM
To: Shire
Subject: Consultation with Landholders - Changing method of Land Valuation - Special Rural Zone Properties

Dear Chief Executive Officer, Dale Putland,

On December 23, 2020 my husband TE Matthews received a letter dated December 21, 2020 from yourself Re: Consulting with landholders - changing method of land valuation - special rural zone properties.

As the joint property owner of our residence, I was not included in the correspondence and find this disrespectful.

As the joint property owner, I believe that I should either have been included in the correspondence or have been sent a separate letter if the shire wishes to address this correspondence to single persons.

I find that addressing the letter to only the male property owner of a joint property is not in keeping with current standards and expectations. It is an outdated view where the female joint property owner is not considered or offered the same opportunities as the male property owner and may be considered as sexual discrimination.

I also find that this matter is not in keeping with the Boyup Brook Shire's own Policies.

I don't believe that this is an oversight on behalf of the shire as our annual shire rates are addressed to both of us as has all previous correspondence from the shire.

It can be said that at this point I have not been formally notified of the consultation process regarding the changing method of land valuation or have been given the opportunity by the shire to participate in the consultation process. As a joint property owner, I find this inappropriate, inequitable and discriminatory.

Unfortunately, as the shire has been closed from 1500 hours December 24, 2020 until January 4, 2021, I have been unable to bring this issue to your attention before now. I would like to ensure that there will be no opportunity for the shire to disregard any comment(s) or queries I may have due to not been formally afforded the opportunity to participate.

Due to the lack of consultation time (comments due by January 12) as a direct result of the shire sending out this correspondence just prior to the Christmas/New Year Shire closure I would expect to hear back from you as a matter of urgency and feel that I should receive a written response no later than close of business on Wednesday January 6.

Kind Regards

Eula Matthews
154 Ridgeview Avenue
PO Box 195, Boyup Brook, 6164

Sent from Outlook

The Chief Executive Officer
Shire of Boyup Brook
Abel Street
Boyup Brook WA 6244

Dear Sir,

Petition to the Shire President and Councillors of the Shire of Boyup Brook.

RE: Changing method of land valuation – Special Rural Zone Properties
as per Shire of Boyup Brook correspondence of 21st December, 2020.

We, the undersigned owners and occupiers of Special Rural Zone properties, object to the Shire of Boyup Brook proposal to change the method of land valuation from Special Rural to Gross Rental Value for the following reasons:

1. The Shire developed the properties as “Special Rural” and the properties were purchased as such in good faith.
2. Special Rural areas do not benefit from facilities and services afforded GRV rated properties within the townsite.
3. At a Special Council Meeting on 10th August 2017, the result of a Landgate comparison of Unimproved Value and GRV rating advised the Special Rural sector would be disadvantaged if it were rated by the GRV method by approximately 20%.
4. Should Council need to increase rate revenue, any increase should apply uniformly across all rateable properties within the Shire.

As the initiator of the petition, my name and contact details are below:

John Eddy

78 Zig Zag Road, Boyup Brook WA 6244

Ph: 0429651050

for further information in relation to this matter.

As the initiator of this petition, I am the primary point of contact and am responsible for advising petitioners of the outcome of this petition.

Signatories follow on additional page/pages.

John Eddy
11/1/2021

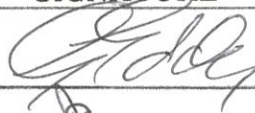

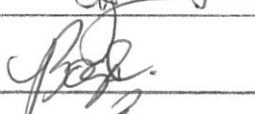
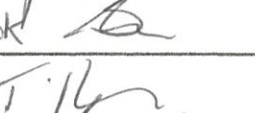
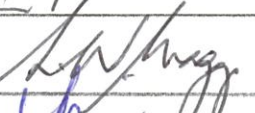
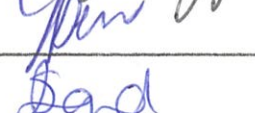
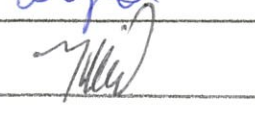

29th December, 2020.

Petition to the Shire President and Councillors of the Shire of Boyup Brook.

RE: Changing method of land valuation – Special Rural Zone Properties
as per Shire of Boyup Brook correspondence of 21st December, 2020.

We, the undersigned owners and occupiers of Special Rural Zone properties object to the Shire of Boyup Brook proposal to change the method of land valuation from Special Rural to Gross Rental Value for the following reasons:

1. The Shire developed the properties as "Special Rural" and the properties were purchased as such in good faith.
2. Special Rural areas do not benefit from facilities and services afforded GRV rated properties within the townsite.
3. At a Special Council Meeting held on 10th August 2017, the result of a Landgate comparison of Unimproved Value and GRV rating advised the Special Rural sector would be disadvantaged if it were rated by the GRV method by approximately 20%.
4. Should Council need to increase rate revenue, any increase should apply uniformly across all rateable properties within the Shire.

NAME	ADDRESS	SIGNATURE	DATE
GEORGIA EDDY	78 ZIG ZAG RD BOYUP BROOK		7-1-21
JOHN EDDY	" " " " " "		7/1/21.
MARIA BOGAR	37 FORREST ST BOYUP BROOK		7/1/21
Gyula BOGAR	37 FORREST ST BOYUP BROOK		7/1/21
Maria Black	36 RIDGEVIEW AVE Boyup Brook		7/1/21
Ian Kugler	129 Abel Rd		7/1/21
LAURIE MAORI	41 RIDGEVIEW AVENUE		7/1/21.
Tara SPENCER	100 Ridge View Avenue		8/1/21
Sharon Lampard	" "		8/1/21
Travis Reid	37 Lee Steere Drive		9/1/21

NAME	ADDRESS	SIGNATURE	DATE
EULA MATTHEWS	154 RIDGEVIEW AVE BOYUP BROOK	E Matthews	9/1/2020
Talia Tweedie	98 Ridge View Ave Boyup Brook	T Tweedie	9/1/2020
Scott Tweedie	98 Ridge View Ave Boyup Brook	S Tweedie	9/1/2021
Kym Flanner	234 Ridge View Ave	K Flanner	9/01/2021
WARWICK WISEMAN	207 RIDGEVIEW AVE BOYUP BROOK	W Wiseman	9.1.2021
PETER JENNINGS	187 RIDGE VIEW AVE BOYUP BROOK	P Jennings	9/1/2021
Lloyd & Rebekah	157 RIDGE VIEW AVE BOYUP BROOK	L & R	9/1/2021
PETER DEARDEN	152 RIDGE VIEW AVE BOYUP BROOK	P Dearden	9/1/21
DAVE REEVES	126 RIDGE VIEW AVE BOYUP BROOK	D Reeves	9/1/21
Cathy Reeves	126 Ridge View Avenue Boyup Brook	C Reeves	9/1/21
SUSAN WILLIAMS	48 KAUFMANN CLOSE B.B.	S Williams	9/1/21
Heidi Lewis	52 KAUFMANN CLOSE	H Lewis	9/1/2021
JONIE BARRITT	52 KAUFMANN CLOSE	J Barritt	9/1/2021
DON RAILTON	94 Ridge View Ave.	D Railton	9/1/2021
DARREN NEWBEY	71 RIDGE VIEW AVE	D Newbey	9-1-21
DANISE NICHOLS	87 LEE STEERE DRIVE	D Nichols	9/1/21
TONY RANKING	87 LEE STEERE DRIVE	T Ranking	9/1/21
Elaine O'Reilly	97 Lee Steere Drive	E O'Reilly	9-1-21
STEVEN LEE STEERE	106 Lee Steere Drive	S Lee Steere	9/1/21
Dorothy M. Rieth	120 Lee Steere Drive	D Rieth	9/1/21
Sam Gentle	124 Lee Steere Drive	S Gentle	9/1/20
VIVIANDE LEE STEERE	148 Lee Steere Dr.	V Lee Steere	9-1-20
WILFRED LEE STEERE	148 Lee Steere Dr	W Lee Steere	9-1-20
MARK SCENINI	180 LEE STEERE DR	M Scenini	9/1/20
Jonie Scenini	180 Lee Steere Dr	J Scenini	9/1/20
TERRY MATTHEWS	154 RIDGEVIEW AVENUE BB.	T Matthews	9/1/21
Kym & Carol Lloyd	23 BARRON COURTS. B/B.	K & C Lloyd	10/1/21
Elizabeth Dennis	255 Abels Road Boyup Brook	E Dennis	10/01/2021
SUSAN SANDERS	5 WILLIAM ST BOYUP BROOK	S Sanders	10/01/2021
Anthony Cooper	4 Ridgeview Ave Boyup	A Cooper	10/01/2021

RECEIVED 11 JAN 2021

dale

Fm 148/002
ICR10107

Executive Assistant

From: neil_carol@westnet.com.au
Sent: Monday, 11 January 2021 10:57 AM
To: Shire
Subject: Special Rural - GRV rate method change
Attachments: Boyup.docx

To the Council of Boyup Brook,

Please find attached letter of response to the letter of consultation regarding the proposed changes to Special rural - GRV rate method.

Yours sincerely

Neil and Carol Nicholson



To the Council of Boyup Brook,

I am writing in response to the proposed change of rating special rural land from UV to GRV. In the consultation letter that was sent out, it would have been better if an indication of potential impact in monetary terms could have been given, as this proposed change has the potential to be of significant impact to rate payers that fall within this category.

When we chose to purchase our property, we considered all aspects, including the cost of rates, because we wanted to minimise our expenses, especially for when we retire. Higher rates would possibly have influenced our decision to purchase here in the first instance. That said, I believe that this proposed change is something that should have been considered / implemented when Ridge View Estate was first established, rather than trying to make this change after the fact, with the potential to have significant impact on rate payers.

Having done some investigation, I found that 'rural pursuit' is an approved rural land use purpose, that covers a range of activities.

<https://www.dph.wa.gov.au/getmedia/1d5417ff-cb1f-4ccc-ac75-64b460436aef/Boyup-Brook-scheme-text>

List of approved land uses under schedule 3.

Special Rural Zone No. 7 **Lots 720 and 721** DP 100786 Boyup Brook - Bridgetown Road, Boyup Brook. AMD 12 GG 17/4/09.

Uses permitted within the zone are:- AMD 15 GG 12/5/15 Ancillary Accommodation (P) Bed & Breakfast (AA) Cabin (AA) Chalet (SA) Guesthouse (SA) Holiday Home (P) Home Business (AA) Home Occupation (P) Home Office (P) Industry – Cottage (AA) Intensive Agriculture (SA) **Rural Pursuit (SA)** Single House (P)

In essence, it would appear special rural properties with comparable dwelling sizes to a town house would attract a higher rental potential, so it seems under GRV, special rural properties would be paying higher rates than those within the township, but without the same level of benefits that town based people get i.e.

- Scheme sewerage
- Scheme water
- Postal services
- NBN & cellular coverage (In some instances)
- Rubbish collection (In some instances)
- Bitumen roads (In some instances)

In closing – thanks for consulting with us, we have no issue paying our rates, but whilst we appreciate the services we do receive, it would not seem fair for us to pay the equivalent of a town dwelling without receiving the same level of benefits.

Kind regards

Neil Nicholson

RECEIVED

11 JAN 2021

Peter Jennings
187 Ridge View Avenue
Boyup Brook
WA 6244
Ph 0427 445530
11/1/2021

Fm/481002
FCR 10116

Boyup Brook Shire Council

Dear Sir/Madam,

Re- Proposed change of rating system of Special Rural Blocks (SRB) in Boyup Brook Shire, including, but not limited to Ridge View Avenue.

Firstly- I have not received any correspondence, or notification from the Boyup Brook Shire regarding this matter. All affected stakeholders should have been notified! I found out by accident last week! When I saw the CEO on Tuesday of last week; I was told a copy of the original letter sent out would be sent to me by late last week- At the date of writing this letter, I am still waiting.

The CEO could not provide me with an assessment of how the change of rating system to GRV for SRB would affect me as a landholder. Under GRV; the rates will go up considerably, but to what extent, no-body can tell me! When I asked the CEO what additional benefit we would receive as affected ratepayers- the answer was exactly the same as now,- which is nothing. In the 9 months that I have lived in Ridge View Avenue, I have seen shire workers do approximately 1 hours work mowing roadside verges! That's all!

Under website

<https://www.dlgsc.wa.gov.au/departments/publication/changing-methods-of-valuation-of-land>

Step 3- consulting ratepayers- on a number of paragraphs through this section it says ;

"Affected landowners should be informed of the likely impact that any change in valuation method will have on the property!"

This hasn't been provided. It should have been provided so that affected ratepayers could make a fully informed decision regarding this matter.

Under uses permitted by the shire for SRB, one of them is Rural Pursuits. This would still come under U.V. There are a lot of undeveloped blocks in Special Rural areas- are you going to have both GRV, and UV ratings systems in place.

Whilst I know that rates make up a big part of the shires income, any increases should be shared equitably between all shire ratepayers. SRB owners should not be discriminated against by forcing them to pay huge rate increases alone!!!

I am hoping that the shire councillors will see some sense regarding this matter, and not just look at dollar signs of increased rates.

Regards



Peter Jennings

FM/48/002.
ICR 10/22

Executive Assistant

From: Kym Flanner <kymflanner@gmail.com>
Sent: Tuesday, 12 January 2021 2:02 PM
To: Shire
Subject: Submission for Special Rural Zone valuations

Dear Mr Putland and all councillors,

As a landholder of a special rural property, 234 Ridge View Avenue Boyup Brook, I am writing to voice my opinion that we are AGAINST the notion our property being rated using the Gross Rental Value.

When you consider the current demographics of landholders along Ridge View Ave in particular, majority are young families (like us) or soon to be retirees opting for the appeal that comes from residing on a lifestyle block. By changing to a GRV, all that I can see in the immediate future would be an increase in rates with no benefit or gain, only a financial strain.

I can't see the revenue from increased rates will benefit my family or anyone else on the Avenue, I can't see a park being installed or any improvements made along our Avenue. I am interested to know what you will be doing to benefit the ratepayer.

We have bought our property and returned to the district to raise our young children, we have enjoyed making it our home and intend to stay for the long term. It is not an investment property nor intended to become a rental, so why rate it using that method?

If rates increase, it will become less desirable for any new families to move into the area. Why would they outlay for a block, build a home and have phenomenal shire rates without any conveniences in return. Alternatively, you will deter current landholders from further development in building their large/family home. People who are currently in a shed dwelling may not go ahead with building a home, knowing rates will increase dramatically. They may be inclined to build that home, but it won't be on the special rural zoned property in Boyup Brook.

Mr Putland and councillors, I hope you take our considerations into account when making this decision, as it is one which will cause financial burden to us and add no additional value to our major asset and home.

Thank you for your time,

Kym and Nathan Flanner
234 Ridge View Ave, Boyup Brook

Executive Assistant

From: Elizabeth Denniss <elizabeth@heartlandequineexperiences.com>
Sent: Tuesday, 12 January 2021 12:27 PM
To: Shire
Cc: edenniss@bridgetown.wa.gov.au
Subject: CHANGING METHOD OF LAND VALUATION - SPECIAL RURAL PROPERTIES - SUBMISSION

Dear Dale

I am writing to provide response to the matter of changing the method of land valuation for special rural zoned properties in the Shire of Boyup Brook. My property is 255 Abels Road, Boyup Brook.

Firstly I must express my extreme disappointment and concern regarding the timing of the consultation period. I do not believe it is best practice in terms of community consultation nor good governance for a local government authority to conduct consultation during the festive season. Many people are away for the holiday season and would miss the opportunity to respond, or have very limited time to respond. Given your letter was issued 4 days before Christmas and the consultation period itself was only 3 weeks and 2 days.


I understand the importance of budget timelines and decision making around Council meeting dates and the preparation of agenda reports and the time taken to review submissions by your staff. Nonetheless to give such a short period of time for the consultation, knowing it was during the festive and holiday season can create negative perceptions regarding Council's commitment to quality engagement and consultation with residents.

While I understand the need for the Shire to comply with the rating provisions of the Act and any relevant legislation I provide the following comments specific to the proposed change in methodology:

1. Your letter states that *"our aim is to have these changes in place for the 2021/2022 financial year"* which conveys the decision is already made as to what the recommendation to Council, and subsequently the Minister, will be. This raises serious concerns with regard to the validity of the consultation process.
2. Your letter does not identify or explain why the proposed changes need to take effect in the next financial year. I believe the timing of the proposed change is insensitive, particularly in light of the post COVID19 pandemic and related economic impacts; many of which are unknown as we move forward in 2021. Affected landowners who may be experiencing ongoing financial difficulty directly or indirectly due to the pandemic may now be faced with a 'double whammy' being: significant increase in rates as a result of the implementation of any changes to rating method, as well as any annual increase as determined by Council for the 2021-2022 financial year. This 'double whammy' is proposed to be implemented immediately after the freeze on rates Council applied in alignment with State Government recommendations for the 2019-2020 financial year due to the pandemic.
3. Your letter identifies specific Shires who currently use the GRV method in rating Special Rural zones. Your letter makes no mention of Shires who do not and why they do not. In making an informed decision I would anticipate Councillors would wish to know this information and certainly affected ratepayers would find it informative also. In order to understand a matter, and surely to make decisions on a matter, all of the relevant information should be procured and provided to stakeholders.
4. Your letter does not inform me, as a rate payer, as to whether Council's intent is to increase rate revenue or achieve greater rate equity through the proposed change in methodology. In terms of effective governance and fiscal and social equity, this clarity is required for education/information purposes and I expect would be required by Councillors to inform their decision making processes. Perceptions of increasing rate revenue due to perceptions of previous

financial mismanagement expose Council to reputational risk within the community that could be averted with further engagement and education around this point.

5. In reviewing the Local Government Operational Guidelines No 2 March 2012 "Changing Methods of Valuation of Land" which I believe is the guiding document for Shires in this matter, I feel that you have failed to provide me with the relevant information identified as required for the consultation process. In particular I reference the requirement to advise affected landowners of the indication of the likely impact that any proposed changes would have *specific* to the rate assessment of each individual property. Your letter instead only provides general comments about possible rate increases. As you are required to advise the Minister in detail as to the likely impact of rate changes specific to my property I would have thought that you would procure this information for Councillors during the decision making process and also to ratepayers during the consultation process. This would have allowed each affected landowner to understand the specific impacts more fully and also have enabled us to provide *informed* feedback during the consultation process. I understand that this could be facilitated by requesting the Valuer General for an indicative GRV value for each affected property and then calculating the impact on each property by assessing this indicative GRV value in alignment with Council's current rate in the dollar. Logically, this would seem to be where the process should have started in terms of Council deliberations and community consultation, which brings me back to my first point regarding the concerns as to the validity of the consultation process.

 In summary, I would request that Councillors consider the need to work more collaboratively with the affected landowners on this important issue and to consider the following course of action:

- Request the Valuer General provide an indicative GRV value for each affected property and calculate the impact on each property by assessing this indicative GRV value in alignment with Council's current rate in the dollar.
- Proceed to undertake further engagement, education and consultation with affected landowners/ratepayers once the details of indicative impacts specific to each property are determined; and
- Provide further advice to affected landowners/ratepayers in relation to Points 2,3 and 4 above.

Thank you for the opportunity to provide a response to this proposal.

Yours sincerely

Elizabeth Denniss

 Author - [Horses Heartache & Healing](#)
Founder - [Heartland Equine Experiences](#)
Co-Founder - [Equine Raindrop Technique](#)

Executive Assistant

From: Elizabeth Denniss <elizabeth@heartlandequineexperiences.com>
Sent: Tuesday, 12 January 2021 12:27 PM
To: Shire
Cc: edenniss@bridgetown.wa.gov.au
Subject: CHANGING METHOD OF LAND VALUATION - SPECIAL RURAL PROPERTIES - SUBMISSION

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Executive Assistant

From: liz cunningham <tonyandlizatmirra@hotmail.com>
Sent: Tuesday, 19 January 2021 3:20 PM
To: Shire; liz cunningham
Subject: Petition to the Shire President and Councillors of the Shire of Boyup Brook re
Changing method of land valuation - Special Rural Zone Properties as per shire of
Boyup Brook correspondence 21st December 2020

Dear Sir/Madam,

We the undersigned owners and occupiers of a Special Rural Zone property object to the Shire of Boyup Brook proposal to change the method of land valuation from Special Rural to Gross Rental Value for the following reasons:

1. The Shire developed the properties as "Special Rural" and the properties were purchased as such in good faith
2. Special Rural areas do not benefit from facilities and services afforded GRV rated properties within the townsite
3. At a special council meeting held on 10th August 2017 the result of a Landgate comparison of Unimproved Value and GRV rating advised the Special Rural sector would be disadvantaged if it were rated by the GRV method by approximately 20%
4. Should council need to increase rate revenue any increase should apply uniformly across all rateable properties within the Shire

Kind Regards
Anthony and Elizabeth Cunningham
60 Zig Zag Rd
Ridgeview Estate
Boyup Brook

Executive Assistant

From: Ed Fletcher <fletche@southwest.com.au>
Sent: Monday, 18 January 2021 12:12 PM
To: Adrian Nicholl
Cc: Shire
Subject: consultation with landowner S/R props

Dear Dale and Adrian,

I trust this finds you both well and that you had an enjoyable festive season.
Thank you for forwarding through to Di and I your letter dated the 11-Jan-21, Re- the "Changing Method of Land Valuation for Special Rural Zone Properties"

In principal both Di and I agree with the content of the Shires proposal, which does fall in line with other shires and we also somewhat agree that activities undertaken on Special Rural Properties should be limited and somewhat controlled, however as an Engineer and someone who plans to enjoy our Rural Property and NOT someone who hopes to earn a living from the property, I think you may need to expand on and explain the definitions in your **Not Permitted Rural Type Activity list**:.. item- A, through to item-E... as not everyone reads the shire TPS

I.e: a) **Plantation**... I gather your meaning is the planting of trees for for future cropping and sale, "if this is correct then it needs to be stated in your document to the ratepayers"
because we like other owners fully plan to re-forest some of our land for: land for land rehabilitation, Privacy and for native animals and birds

b) **Agroforestry**: Needs to be briefly explained in full to avoid future confusion.. how does it differ with item-A?

c) **Farm Workers Accommodation**: A little confusing as B&B's are permitted.. to the average Academic like me it is a little contradictory, you may need to explain the difference

d) **Animal Establishment**: To most people considering buying a Special Rural block, this is confusing as most folks run a few sheep Ect, you need to explain, maybe Max/Min numbers

e) **Agricultural Extensive**: Again, please expand on your definition / what is agricultural extensive ? to me it means absolutely nothing ?

Better explaining the above will avoid confusion and future problems, as I know many good folks on Special Rural Land in Boyup Brook do derive their income or offset their Super income from their small plots of land and I believe as do you, that it can be sensibly *MANAGED* with your "Not Permitted list"by not hampering owners.... but by explaining the reason behind the list and by providing an accepted guideline and setting sensible and SAFE limits: I.e: Max of five sheep on five acres to keep the grass down to reduce fire risk ??..... two cows ??.....50 chooks ?.....four goats ?..... Max of 50 trees can be planted....????

I trust that we will always remain a fair and open Shire that explains and defines the reasons behind change to the ratepayers of Boyup Brook.

Kind regards,

18 January 2021

Ed Fletcher & Di Fletcher

Dir: FPC

CME: OIM: GD.OHS&W

Dip: Ship Design & Construction

Dip: Steam Turbine Technology & Propulsion

P/O Box 214 Boyup Brook

P/O Box 6308 South Bunbury

Mob: 0417 972 867

Executive Assistant

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Sent: Monday, 18 January 2021 12:12 PM
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I trust that we will always remain a fair and open Shire that explains and defines the reasons behind change to the ratepayers of Boyup Brook.

Kind regards,

Fm 148/002
ICR 10114.

Executive Assistant

From: Terry Matthews <matthete@outlook.com>
Sent: Monday, 11 January 2021 1:28 PM
To: Shire
Cc: jantom@westnet.com.au; adrianpriceaoy@bigpond.com;
kevinmoir@westnet.com.au; garlicgully@gmail.com; pkerm1t1@gmail.com; eleets72@gmail.com; salexander386@gmail.com; bonniedale@activ8.net.au;
wambenger@westnet.com.au
Subject: T&E Matthews - Changing Method of Land Valuation Submission
Attachments: T&E Matthews - Changing Method of Land Valuation Submission 11012021.pdf

Good Afternoon,

Please refer to the attached, Changing Method of Land Valuation – Submission.

Should you require further information please contact us at your convenience.

Kind Regards

Terry & Eula Matthews
154 Ridge View Avenue
BOYUP BROOK W.A. 6244

Mr. Dale Putland
Chief Executive Officer
Shire of Boyup Brook

RE: CHANGING METHOD OF LAND VALUATION – SPECIAL RURAL ZONE PROPERTIES

Sir,

We first purchased our property at 154 Ridge View Avenue, Boyup Brook, in August 2009, with the express purpose of building our home and residing in Boyup Brook into our retirement years.

We spoke at length with the Shire (at the time) to establish what services and facilities would be available within the Ridge View estate and accepted the fact there would not be any as offered to those residents in the town, as the Shire rates (Unimproved Value) were applied to reflect this.

In 2018/2019 we built our new home and have since discussed with the Shire any future plans to rezone Special Rural Properties, as there were conversations within the community that the Shire was considering increasing the rates to the method applied to the town residences which we assumed was only possible by rezoning. We were informed that properties adjacent to Ridge View Avenue are zoned Special Rural (Area No.6) and that the Shire was not proposing to change the Special Rural Zone for these properties. There was no mention in the correspondence at the time that the Shire was considering changing the way the rates were applied from Unimproved Value (UV) to Gross Rental Value (GRV).

We are currently both unemployed, we do not receive any Commonwealth Government financial support and are on a fixed and limited income, however we both volunteer with the Boyup Brook, St Johns Ambulance as we believe strongly in contributing to and participating within the Community.

While we all plan and budget for increases to the cost of goods and services each year, we feel that changing the way the rates are calculated for our property will result in a significant increase. Unfortunately, any significant increase to our rates will have to be offset by reduced spending within the township of Boyup Brook and looking at 'value for money' options within other areas. While supporting local is of importance to us we will not be able to continue to the extent that we have done in the past.

In relation to the letter to landholders – **Changing Method of Land Valuation – Special Rural Properties** (dated 21 December 2020) that we received on Wednesday, 23 December 2020, we would like to draw your attention to the timing of the Shire's correspondence as it appears it has been manipulated to reduce the time available for property owners to make requests for information, seek clarification and present submissions on the proposed change.

We also noted that Boyup Brook Shire Offices were closed from Thursday, 24 December 2020 and reopened on Monday, 4 January 2021.

Christmas and New Year are characteristically periods during which time many property owners are away from the Shire on holidays or other activities. Any correspondence sent during this period is more likely, not to be actioned by property owners until after they return from holiday's, which may fall outside the Shire's timeline for submissions.

The Shire's own Policy states that "community consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will also be made available for community consultation to be effective".

As your letter states, it was back in March 2020 that the Shire resolved to consult with landholders of Special Rule Properties on the notion of applying the GRV method as a basis for applying rates. This further supports our perception of the Shire's attempt to manipulate the process.

We are appalled the Shire has behaved in this manner and strongly believe that the communication timeline should be extended to make allowance for those property owners that are away on holidays or currently reside outside of Boyup Brook.

Whilst understanding rates are the principal source of revenue for the Shire, we have not been advised by how much changing the method of how rates are applied to Special Rural Properties will benefit the financial position of the Shire (we do not believe changing the method of how rates are applied to Special Rural Properties will have a significant effect on the overall financial position of the Shire).

I would also draw your attention to the Shire's primary reason (as per the Shire's correspondence) for reviewing the valuation method used...

*"With the growth and change in traditional land use in rural areas (changed from 'rural' to 'special rural'), **equitable rating** has been an ongoing issue, particularly with properties that are rated unimproved value (UV) but are essentially residential (lifestyle) lots in a rural area".*

If the Shire proceeds with the change to the rating for Special Rural Properties then it would be considered to be discriminatory that Special Rural Properties do not receive the same level of services and facilities as rate payers within the town boundaries.

In addition, to draw comparisons that Special Rural Properties in Boyup Brook are 'lifestyle' properties similar to Manjimup, Augusta/Margaret River and Denmark, be assured that Boyup Brook is not a Margaret River, Augusta or Denmark. Boyup Brook is an isolated inland rural farming community with limited services and facilities and lacks the lifestyle and environment offered by these communities.

While we are not expecting a dollar for dollar return on our rates in the way of services or facilities, we do expect to see improvements/gains in our area that align us with those properties in town or do we question "is this an easy grab for money by the Shire".

In relation to the Shire's proposal to change the method of how rates are applied for Special Rural Properties we seek a written response from the Shire on the following items that form part of our submission.

Can the Shire please ensure your written response is simply not a referral to Landgate or other Government agency, but answers the questions raised (as requested by the Shire).

Questions

*The definition of a Gross Rental Value (GRV): Means the gross annual rental that the land might reasonably be expected to realise if let on tenancy from year to year, upon condition that the landlord were liable for all **rates, taxes, insurance, and other outgoings** necessary to maintain the value of the land.*

1. Due to our home not being built at the time the Valuer General assessed properties in Boyup Brook (August 2018) can the Shire please explain what method will be used to determine the GRV of our property at 154 Ridge View Avenue?
2. Can the Shire please specify what the GRV (evidence based) is for our property at 154 Ridge View Avenue?
3. Will property owners within Ridge View estate and surrounding areas (Special Rural Properties) receive the same level of services and facilities currently available to residents within the township of Boyup Brook? for example:

Mr. Dale Putland
Chief Executive Officer
Shire of Boyup Brook

RE: CHANGING METHOD OF LAND VALUATION – SPECIAL RURAL ZONE PROPERTIES

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We first purchased our property at 154 Ridge View Avenue, Boyup Brook, in August 2009, with the express purpose of building our home and residing in Boyup Brook into our retirement years.

We spoke at length with the Shire (at the time) to establish what services and facilities would be available within the Ridge View estate and accepted the fact there would not be any as offered to those residents in the town, as the Shire rates (Unimproved Value) were applied to reflect this.

In 2018/2019 we built our new home and have since discussed with the Shire any future plans to rezone Special Rural Properties, as there were conversations within the community that the Shire was considering increasing the rates to the method applied to the town residences which we assumed was only possible by rezoning. We were informed that properties adjacent to Ridge View Avenue are zoned Special Rural (Area No.6) and that the Shire was not proposing to change the Special Rural Zone for these properties. There was no mention in the correspondence at the time that the Shire was considering changing the way the rates were applied from Unimproved Value (UV) to Gross Rental Value (GRV).

We are currently both unemployed, we do not receive any Commonwealth Government financial support and are on a fixed and limited income, however we both volunteer with the Boyup Brook, St Johns Ambulance as we believe strongly in contributing to and participating within the Community.

While we all plan and budget for increases to the cost of goods and services each year, we feel that changing the way the rates are calculated for our property will result in a significant increase. Unfortunately, any significant increase to our rates will have to be offset by reduced spending within the township of Boyup Brook and looking at 'value for money' options within other areas. While supporting local is of importance to us we will not be able to continue to the extent that we have done in the past.

In relation to the letter to landholders – **Changing Method of Land Valuation – Special Rural Properties** (dated 21 December 2020) that we received on Wednesday, 23 December 2020, we would like to draw your attention to the timing of the Shire's correspondence as it appears it has been manipulated to reduce the time available for property owners to make requests for information, seek clarification and present submissions on the proposed change.

We also noted that Boyup Brook Shire Offices were closed from Thursday, 24 December 2020 and reopened on Monday, 4 January 2021.

Christmas and New Year are characteristically periods during which time many property owners are away from the Shire on holidays or other activities. Any correspondence sent during this period is more likely, not to be actioned by property owners until after they return from holiday's, which may fall outside the Shire's timeline for submissions.

The Shire's own Policy states that *"community consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will also be made available for community consultation to be effective".*

- footpath and cycleway construction and maintenance
- bitumen roads and kerbing
- maintenance of all local roads including verge reflectors
- native vegetation controls to road verges
- fire hazard reduction to road verges (we currently reside in a bush fire prone area)
- parks, playground, streetscapes and tree planting
- suitable facility for local access to Automated External Defibrillator

4. With regard to your comment "where it is assessed that the predominant use of Special Rural land is non-rural in nature, the land shall be rated on its GRV". As we have not had any representative from the Shire visit our property or consult with us can we ask:

- who assessed this?
- how was this determined?
- is this an assumption by the shire? and
- will we be given the opportunity to meet with a representative of the Shire to formally assess the use of our property for the purpose of changing the method of how the rates are applied?

5. Due to the expected and significant increase in rates we will be paying if the proposal is adopted, does the Shire intend phasing in the change to the rates (GRV) or providing a concession to the rating used (current rate is considerably higher than the rate applied by surrounding Shires) to reduce the hardship on Special Rural Property owners?

In summary we formally reject the Boyup Brook Shires proposal to apply the Gross Rental Value as the basis of applying the rates supported by:

1. The absence of services and facilities currently provided to Special Rural Properties with no indication that these services and facilities will be increased or improved.
2. The proposal is inequitable for Special Rural Property owners when compared to residents in town.
3. The Shire's assumption that the Special Rural Properties are "lifestyle blocks" without a formal assessment process being undertaken.

Yours Sincerely

Terry & Eula Matthews
154 Ridge View Avenue
BOYUP BROOK W.A.

Monday, 11 January 2021

The Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244
10th February 2021.

FILED 2021

Shire of Boyup Brook CEO Dale Putland,

Dear Dale thank- you for meeting with us (Precious Waste Boyup Brook inc.) at the transfer station on Friday 15th January 2021.

We have decided that an area of 25 metres by 35 meters will accommodate us. We are looking at getting a 40 foot sea container from Talison Lithium in Greenbushes.

We understand that we are required to fence two sides of this area on the right side as you enter the transfer station, and the Shire will fence the road edge entering the transfer station and include a 6 metre double gate and a personal gate in the fence/gate.

I have enclosed a proposed plan of the site. Included are plans for where the sea container will be placed, plans for a decking, 'pallet' bins for storing e-waste, and a roof covering the sea container and proposed decking. We will also install solar panels for power to recharge dismantling tools and lighting.

If there is any more information that you require please ring me on (08)97651149.

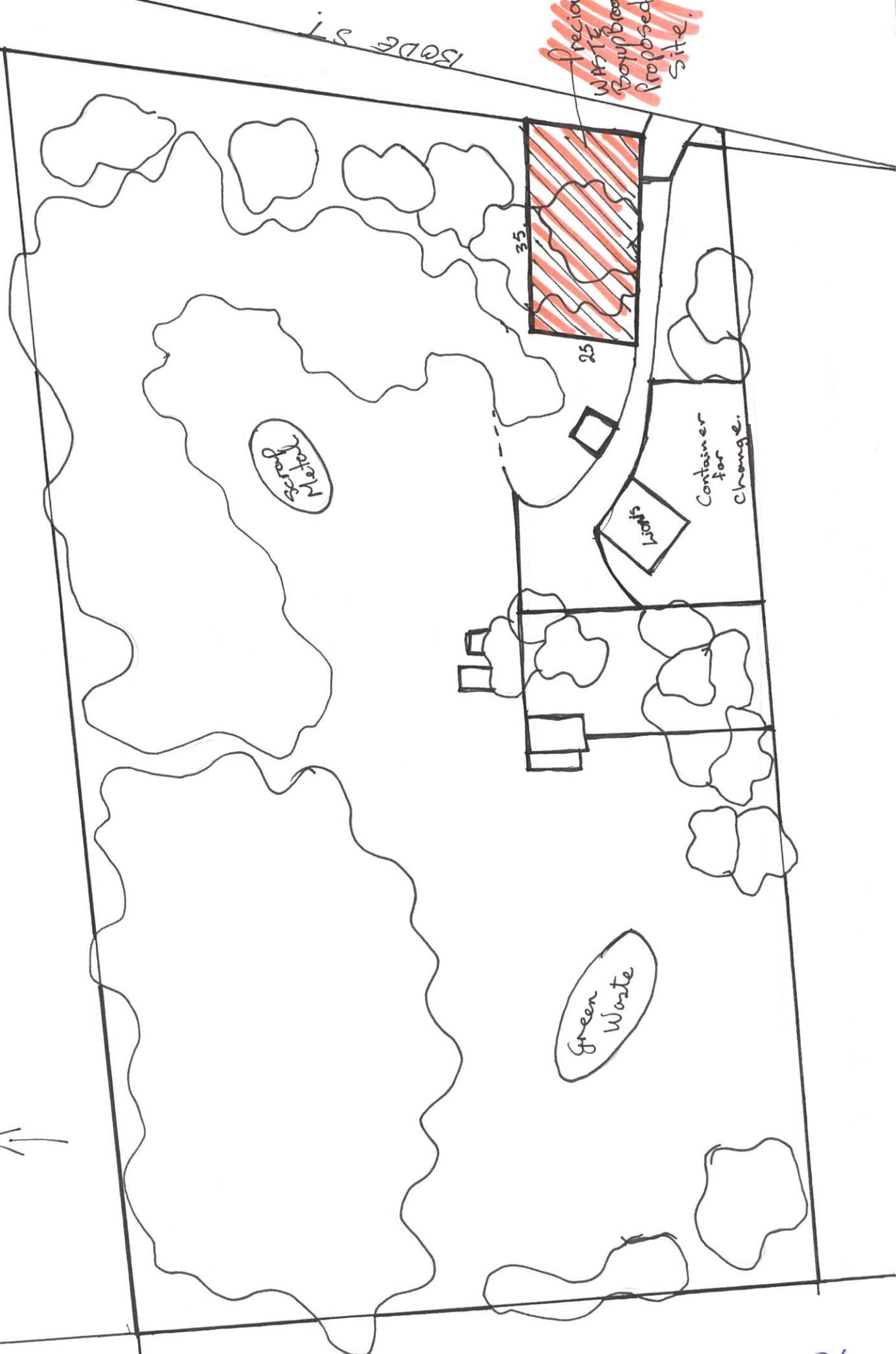
Yours sincerely,

M. Brlevich.

Mary-Anne Brlevich
Spokesperson for Precious Waste Boyup Brook inc
13 Inglis street
Boyup Brook
WA 6244.

Boyup Brook Transfer Station

1



2



BODE ST

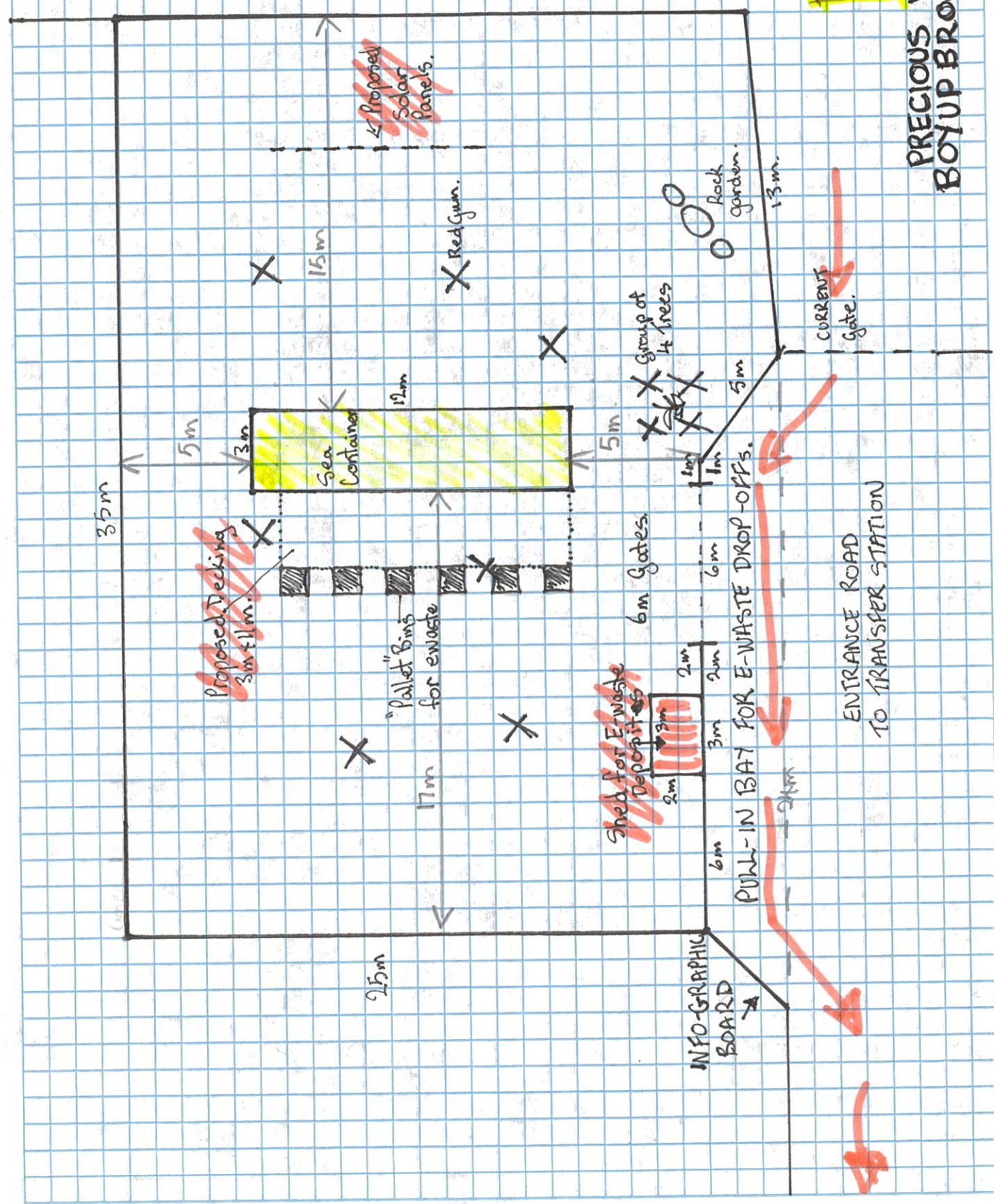
KEY

1cm = 1m

X - trees

SITE PLAN

PRECIOUS WASTE
BOYUP BROOK INC.



ROADBOOKING
SECTIONS MUSEUM

CHIEF

ROAD BOOKING
MUSEUM

ROAD BOOKING

ROAD BOOKING

ROAD BOOKING

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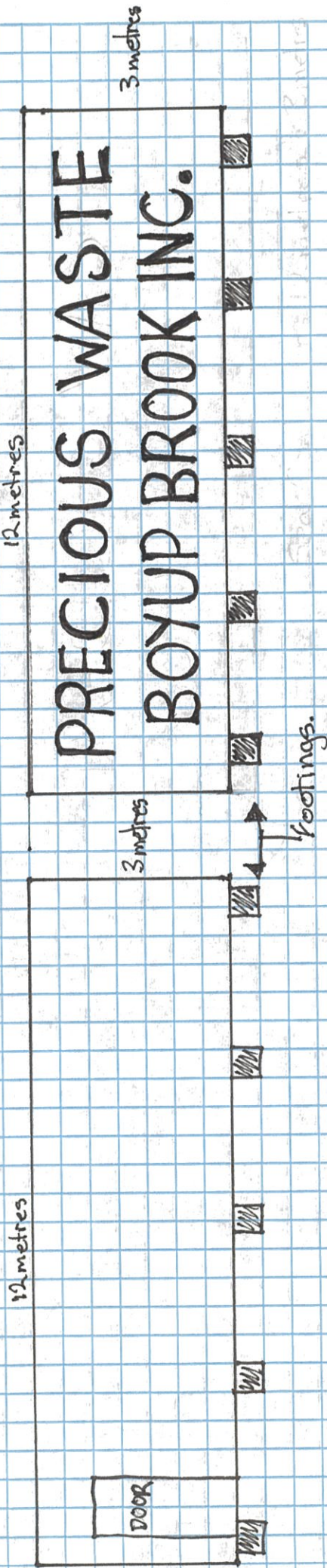
ROAD BOOKING

ROAD BOOKING

ROAD BOOKING

ROAD BOOKING

FRONT VIEW



BACK VIEW facing BODE ST.

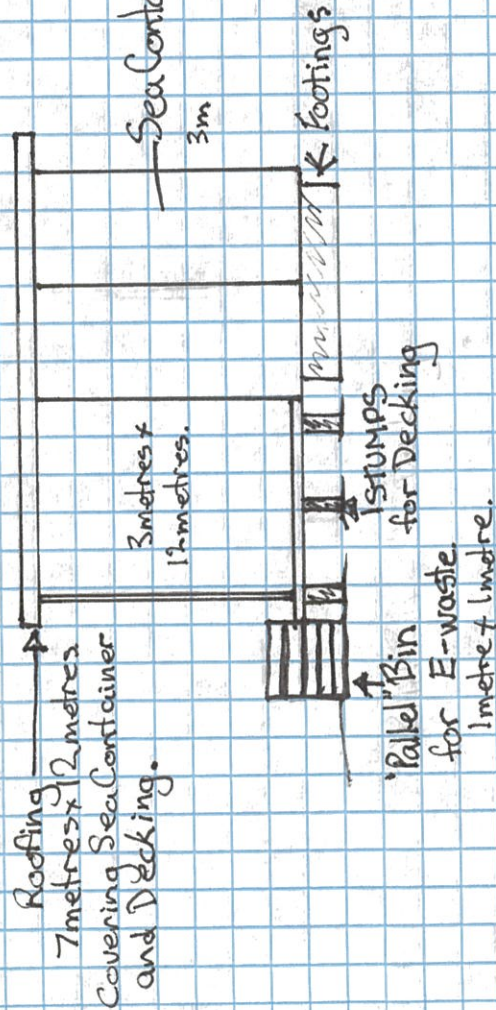
12 metres

PRECIOUS WASTE
BOYUP BROOK INC.

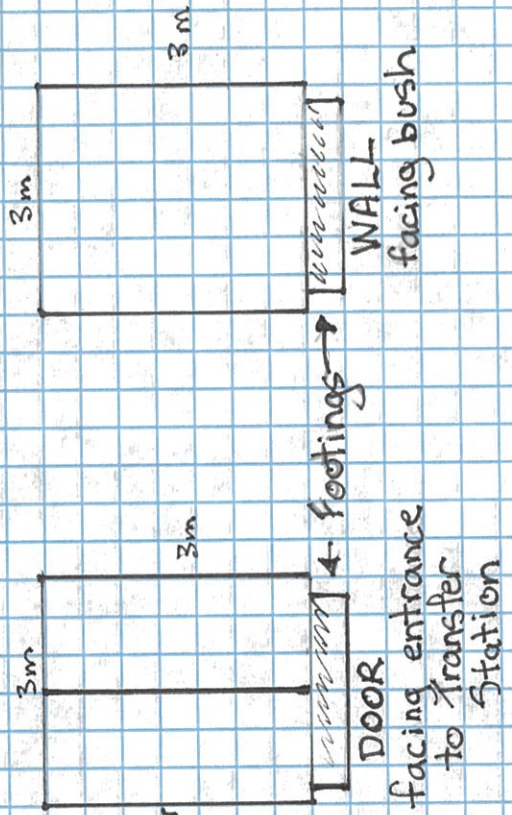
3 metres

SEA CONTAINER SIDE VIEW

- with proposed Decking + Roof.
- 'Pallet' bins for E-waste.



SIDE VIEW



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Spitzen

BOND BOOK INC.
BELLINGHAM WA 98225

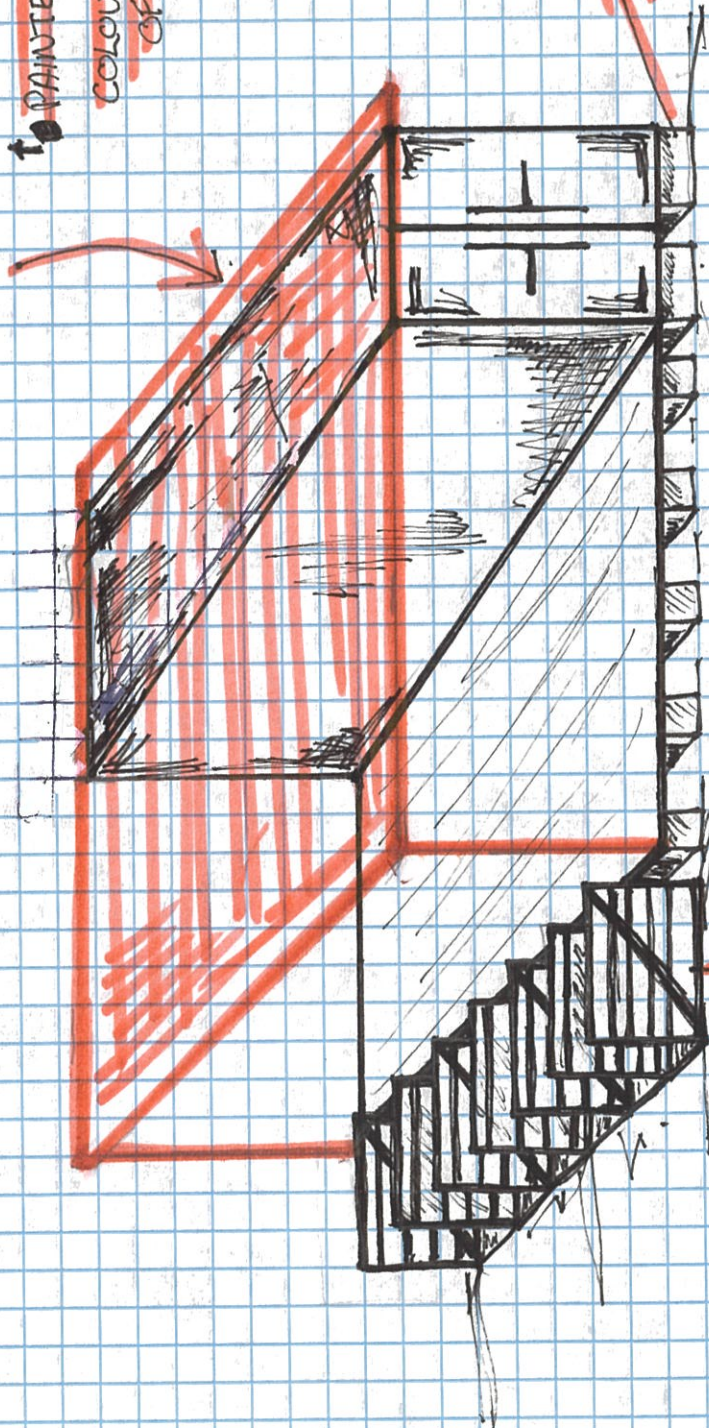
BACKVIEW FORS EDEL

VIEW FROM



PRECIOUS WASTE BOYUP BROOK INC.]

TO PAINTED IN BRIGHT
COLOURS ON BACK
OF SEA CONTAINER



Footings for
Sea Container

PROPOSED - SEA CONTAINER - $12m \times 3m$
- DECKING - $3m \times 12m$.

NB POSSIBLE ROOF COVERING
DECKING + SEA CONTAINER - $8m \times 12m$

Pallet bays for
E-WASTE
 $1m \times 1m$

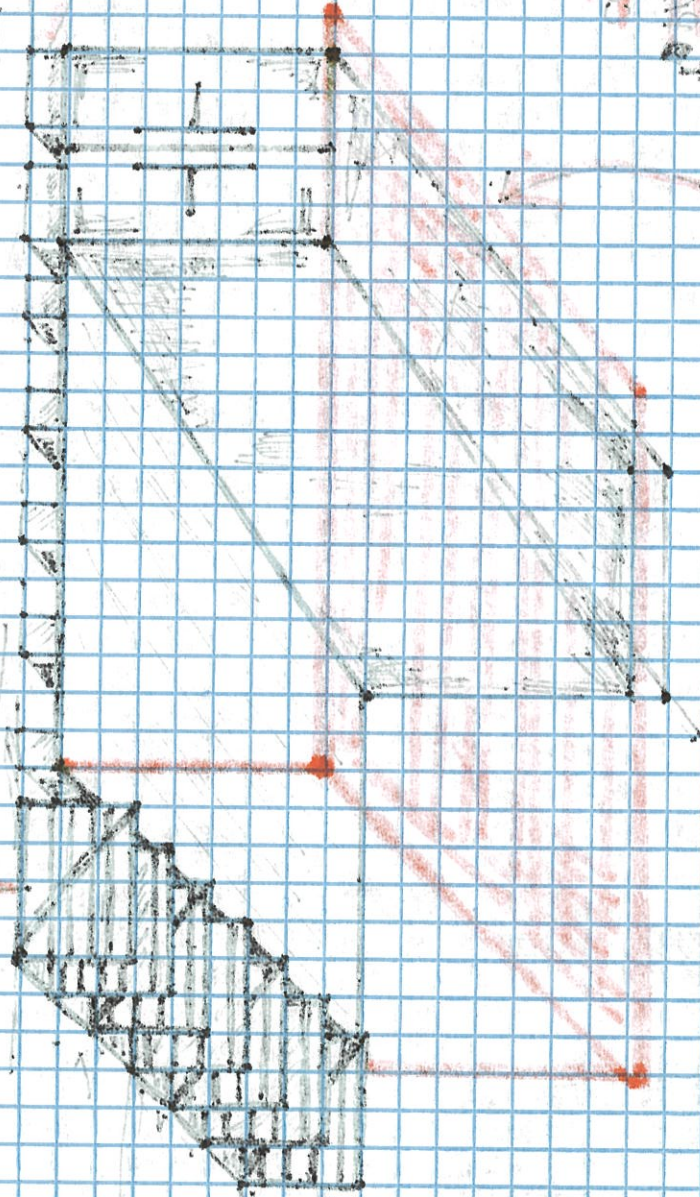
PRECIOUS WASTE BOYUP BROOK INC. BUILDING PLAN (3)

BOYD BROOK MC. BUILDING DRAW (3)

BOYD BROOK MC. BUILDING DRAW (3)

4' 6" x 11' 6" STEEL WALL

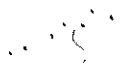
BOYD BROOK MC. BUILDING DRAW (3)



BOYD BROOK MC. BUILDING DRAW (3)

BOYD BROOK MC. BUILDING DRAW (3)

BOYD BROOK MC. BUILDING DRAW (3)



BOYUP BROOK COMMUNITY WASTE ACTION GROUP

Informal Group

Role

To assist the Shire in planning, designing and the delivering of waste minimisation and communication and education activities to the community of Boyup Brook Shire to assist with other activities undertaken by Community Waste Action Group (CWAG) members.

Waste Avoidance and Resource Recovery Strategy 2030 is a guiding document for CWAG members



Membership



Group Members may be represented by

- Shire representative
- Schools
- Precious Waste Boyup Brook Inc
- Arts Community representative
- Boyup Brook Lions Club
- Community Members
- Boyup Brook CRC

Meeting Frequency

The group will meet as required, although it is intended to be no greater than every two months.



Duties

The Community Waste Action Group will principally consider options to minimise waste going to landfill in Boyup Brook and assist with educating the community
These options may include but not be limited to:

1. Assistance with ideas for waste minimisation,
2. Discussing program delivery options regarding waste minimisation
3. Assistance in promoting and delivering programs relating to waste minimisation, and
4. Assistance in monitoring success/failure of programs.
5. Communication between parties to allow for a planned approach to waste minimisation and assistance with program and activities.





EDUCATION

Links provided on Shire website Precious Waste BB Inc and CRC

- What can be recycled in yellow top bins
- What can be recycled in Suez bins at transfer station
- What the shire recycles and fees
- What the Lions Club recycles C4C
- What Precious Waste BB recycles e-waste
- What CRC recycles eg Redcycle - household batteries etc

Shire

Drumuster

Asbestos

Metals

Batteries

White goods

General waste

Needs in the future

Flouro tubes and bulbs

Household batteries CRC

Oil dump

Clean land fill/rubble

Polystyrene

Mattresses

Clothing/Textiles

Worm farms

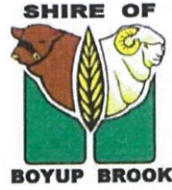


Project Name	Specific outputs	Project Officer	project components	total project cost	LRCI Funding	Quote status	share funded
Flax Mill Community Facilities Improvements	Cladding, sheeting and weather board repairs all buildings	Daly	\$40,000.00	\$108,900.00	\$40,000.00	waiting for quotes	
	Remove asbestos from storage building	Daly	\$8,600.00		\$8,600.00	waiting for second quote	
	Fix and repair white ant damage to timber truss in cottage.	Daly	\$1,150.00		\$1,150.00	amount confirmed - quotes received	
	Fix and repair white ant damage to storage shed	Daly	\$5,000.00		\$5,000.00	amount confirmed - quotes received	
	Remove and replace verandah from over stairs at end of the main building to upper story.	Daly	\$20,000.00		\$20,000.00	waiting for quotes	
Boyup Brook Swimming Pool upgrade	Flax Mill Display and public viewing area lighting	Ang	\$4,150.00	\$227,464.00	\$4,150.00	amount confirmed - quotes received	
	Camp kitchen upgrade	Ang	\$30,000.00		\$30,000.00	waiting for quotes	
	Shade sails	Daly	\$32,059.00		\$32,059.00	waiting for quotes	
	Solar power system	Daly	\$25,000.00		\$25,000.00	amount confirmed - quotes received	
	Floor coverings	Daly	\$27,000.00		\$27,000.00	waiting for second quote	
	Toddler pool hand rail	Daly	\$5,000.00		\$5,000.00	waiting for quotes	
	Public Accessible gym	Daly	\$55,000.00		\$55,000.00	waiting for quotes	
	Inclusive access ramp \$25,000 doors \$12,405	Angela	\$37,405.00		\$37,405.00	waiting for second quote	
	Chlorine safety system	Angela	\$33,500.00		\$33,500.00	amount confirmed - quotes received	
	Pool reticulation	Calvin	\$10,000.00		\$10,000.00	waiting for quotes	
Lesser Hall Improvements	Public Address System	Daly	\$2,500.00	\$15,000.00	\$2,500.00	amount confirmed - quotes received	
	jarrah floor boards	Daly	\$15,000.00		\$15,000.00	waiting for quotes	
				\$351,364.00			

D. Payment of the Grant

- 8 The total maximum amount of the Grant is \$351,364. This is the Grantee's Phase 2 Allocation.
- 8.1 The Grantee's bank account for Phase 2 of the LRCI program is the bank account the Grantee uses for the LRCI Program. A change to a bank account must follow the process notified by the Commonwealth.
- 8.2 In order for the Grantee to receive the full Grant amount, the Grantee must have submitted a draft Work Schedule for the total Grant amount by 31 July 2021.
- 8.3 If the Grantee has not applied for the full Grant amount in a draft Work Schedule by 31 July 2021, the Commonwealth has the right to not pay the Grantee the amount of the Grant not applied for by the Grantee.

[illegible]



MINUTES

Rylington Park Transitional Committee
held at the Shire Chambers
commenced at 4.14 pm, Wednesday 24 February 2021

Attendance

Cr O'Connell
Mr M Chambers
Mr R Turner
Mr D Putland – Chief Executive Officer
Mrs M Lane – Executive Assistant

Apologies

Cr R Walker – Shire President
Mr P Reid has resigned from the Rylington Park Transitional Committee

Order of business:

1. Previous minutes attached – 2 December 2020

Moved: Mr M Chambers

Seconded: Mr R Turner

That the Minutes of the Rylington Park Transitional Committee held on 2 December 2020 be accepted as a true and correct record.

CARRIED 3/0

Res 22/2/1

COMMITTEE RECOMMENDATION

Moved: Mr R Turner

Seconded: Mr M Chambers

The committee resolve that Helen O'Connell to contact Katie McDowell from the Warren Blackwood Alliance in relation to the Constitution.

That Richard Turner will contact Don Lyster to draw up a Rylington Park lease.

CARRIED 3/0

Res 22/2/2

COMMITTEE RECOMMENDATION

Moved: Mr R Turner

Seconded: Mr M Chambers

The committee recommends that the CEO organize the purchase of the fertilizer program urgently.

CARRIED 3/0

Res 22/2/3

2. Next meeting date for the Rylington Park Transitional Committee to be held on Wednesday 10th March 2021 at 4pm in the Shire Chambers.
3. **Closure of meeting**
There being no further business, Cr O'Connell thanked all for attending and declared the meeting closed at 4.58pm.



Boyup Brook - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Maria Lane
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Maria Lane
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Maria Lane
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Maria Lane
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Maria Lane

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Maria Lane
2	s5.16	Were all delegations to committees in writing?	N/A		Maria Lane
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Maria Lane
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Maria Lane
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	N/A		Maria Lane
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Maria Lane
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Delegate authority to the CEO was adopted at a Special Council meeting on 2 April 2020.	Maria Lane



**Department of
Local Government, Sport
and Cultural Industries**

8	s5.42(2)	Were all delegations to the CEO in writing?	No		Maria Lane
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	N/A		Maria Lane
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Maria Lane
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Maria Lane
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	No	Review of Delegation Register was adopted on 27 August 2020	Maria Lane
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Maria Lane

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Maria Lane
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Maria Lane
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Maria Lane
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Maria Lane
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Maria Lane
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Maria Lane
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Maria Lane



**Department of
Local Government, Sport
and Cultural Industries**

8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Maria Lane
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	Maria Lane
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Maria Lane
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Maria Lane
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Maria Lane
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Maria Lane
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Maria Lane
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	Maria Lane
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?	Yes	Maria Lane
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Maria Lane
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Maria Lane



**Department of
Local Government, Sport
and Cultural Industries**

19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Maria Lane
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Maria Lane
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Maria Lane

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Maria Lane
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Maria Lane

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	No	As gifts were not received, a form did not get completed by the new elected members.	Maria Lane
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes		Maria Lane
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Maria Lane

Finance

No	Reference	Question	Response	Comments	Respondent
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**Department of
Local Government, Sport
and Cultural Industries**

1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Maria Lane
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Maria Lane
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Appointed by the Auditor General.	Maria Lane
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A		Maria Lane
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Awaiting final audit.	Maria Lane
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Awaiting final audit.	Maria Lane
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	Awaiting final audit.	Maria Lane
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Awaiting final audit.	Maria Lane
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Awaiting final audit.	Maria Lane
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	N/A	Appointed by the Auditor General.	Maria Lane
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A		Maria Lane



Department of
**Local Government, Sport
and Cultural Industries**

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	13 February 2017	Maria Lane
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21 June 2018	Maria Lane
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Maria Lane

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes		Maria Lane
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Maria Lane
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Maria Lane
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Yes		Maria Lane
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		Maria Lane
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Maria Lane

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A		Maria Lane



**Department of
Local Government, Sport
and Cultural Industries**

2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Maria Lane
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Maria Lane
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Maria Lane

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Adopted on 18 April 2019	Maria Lane
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Adopted on 27 November 2019	Maria Lane
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Maria Lane
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Maria Lane
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes		Maria Lane
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Maria Lane
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Maria Lane



**Department of
Local Government, Sport
and Cultural Industries**

8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Maria Lane
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Maria Lane
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	No	Awaiting final audit.	Maria Lane

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Policy to be reviewed to include the new limit	Maria Lane
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Maria Lane
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Maria Lane
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Maria Lane
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Maria Lane
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A		Maria Lane



**Department of
Local Government, Sport
and Cultural Industries**

7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Maria Lane
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	No	Work in progress - will include a tender register on the website.	Maria Lane
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No		Maria Lane
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	No	Walga e-quotes were used.	Maria Lane
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	No	Tender did not receive advice in writing.	Maria Lane
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Maria Lane
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes		Maria Lane
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	No	Walga e-quotes were used.	Maria Lane
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	Yes		Maria Lane
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Maria Lane
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		Maria Lane
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Maria Lane
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	Used WALGA e-quotes.	Maria Lane



Department of
**Local Government, Sport
and Cultural Industries**

20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes	Used WALGA e-quotes.	Maria Lane
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	No	Walga e-quotes were used.	Maria Lane
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	No	Walga - e-quotes were used.	Maria Lane
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Maria Lane
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Maria Lane

I certify this Compliance Audit Return has been adopted by council at its meeting on

Thursday, 25th March 2021

Signed Mayor/President, Boyup Brook

Signed CEO, Boyup Brook