

MINUTES

Ordinary Council Meeting

held on

Thursday 24 June 2021

Commenced at 5.00pm

Shire of Boyup Brook Council Chambers, Boyup Brook

Dale Putland
Chief Executive Officer

25 June 2021

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

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

| | | |
|----------|-----------------------------|-----------------------|
| PRESENT: | Shire President | Richard F Walker |
| | Deputy Shire President | Helen C O’Connell |
| | Councillor | Sarah E G Alexander |
| | | Steele Alexander |
| | | Philippe Kaltenrieder |
| | | Darren E King |
| | | Kevin J Moir |
| | | 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: Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/REPORTS

6. DISCLOSURE OF INTEREST

| Name | Item | Interest | Nature |
|---------------------|-------------|-----------------|---|
| Cr H C O'Connell | 10.4.4 | Financial | Employee of Blackwood Basin Group |
| Cr H C O'Connell | 10.4.4 | Impartiality | Member of the CRC Committee |
| Cr H C O'Connell | 10.4.4 | Impartiality | Member of the Steering Committee |
| Cr H C O'Connell | 10.4.4 | Impartiality | Attended meetings at the Community Health Action Team |
| Cr D E King | 10.4.4 | Impartiality | St John Ambulance Committee Member |
| Cr D E King | 10.4.4 | Impartiality | Tonebridge Country Club Member |
| Cr D E King | 10.4.4 | Impartiality | Boyup Brook Pistol Club Member |
| Cr D E King | 10.4.4 | Impartiality | Mayanup Horse and Pony Club – Wife and daughter members |
| Cr D E King | 10.4.4 | Impartiality | Blackwood Basin Group Committee member |
| Cr D E King | 10.4.4 | Impartiality | Comhat Committee member |
| Cr D E King | 10.4.4 | Impartiality | Museum Committee member |
| Cr D E King | 10.4.4 | Impartiality | Boyup Brook Business Group Member |
| Cr K Moir | 10.4.4 | Impartiality | Wilga Progress Association Committee Member |
| Cr Steele Alexander | 10.4.4 | Impartiality | Close friend of Comhat team |

| | | | |
|--------------------|--------|--------------|---|
| Cr A Price | 10.4.4 | Impartiality | Attendance at meetings for Community Health |
| Cr A Price | 10.4.4 | Impartiality | Attended meeting at the Boyup Brook Business Network |
| Cr A Price | 10.4.4 | Impartiality | Council representative of the Boyup Brook Tourism Association |
| Cr A Price | 10.4.4 | Impartiality | Council representative of the BBG |
| Cr A Price | 10.4.4 | Impartiality | Attended meetings - Community Home Care |
| Cr A Price | 10.4.4 | Impartiality | Attended meetings - Comhat |
| Cr A Price | 10.4.4 | Impartiality | Member of the CRC Committee |
| Cr A Price | 10.4.4 | Impartiality | Have provided advice to Precious Waste in relation to recycling/utilization |
| Cr S E G Alexander | 10.4.4 | Impartiality | BBDHS Board member |
| Cr S E G Alexander | 10.4.4 | Impartiality | Boyup Brook Business Network Inc |
| Cr S E G Alexander | 10.4.4 | Impartiality | Boyup Brook Comhat |
| Cr P Kaltenrieder | 10.4.4 | Impartiality | Boyup Brook Club Member |
| Cr P Kaltenrieder | 10.4.4 | Impartiality | UBAS member |
| Cr R Walker | 10.4.4 | Impartiality | Boyup Brook Business Affiliation |
| Cr R Walker | 10.4.4 | Impartiality | Wilga Progress Association |
| Mr D Putland | 10.4.4 | Impartiality | Member of the School Board |
| Mr D Putland | 10.4.4 | Impartiality | Boyup Brook Pistol Club Member |
| Mr D Putland | 10.4.4 | Impartiality | Boyup Brook Business Network Member |
| Mr D Putland | 10.4.4 | Impartiality | Boyup Brook Club Member |

7. CONFIRMATION OF MINUTES

| |
|---|
| 7.1 Ordinary Council Minutes – 27 May 2021 |
|---|

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 7.1

MOVED: Cr Helen C O’Connell

SECONDED: Cr Steele Alexander

That the minutes of the Ordinary Council Meeting held on Thursday 27 May 2021 be confirmed as an accurate record.

CARRIED 8/0

Res 21/6/75

8. PRESIDENTIAL COMMUNICATIONS

Warren Blackwood Alliance of Councils – 1st June 2021

Bushfire Advisory Committee – 2nd June 2021

Weekly meeting with CEO and Deputy Shire President – 3rd June 2021

Weekly meeting with CEO and Deputy Shire President – 10th June 2021

9. COUNCILLOR QUESTIONS ON NOTICE

Nil

10.1 Manager Works and Services

Nil

COUNCIL DECISION

MOVED: Cr Sarah E G Alexander

SECONDED: Cr Darren E King

That the Council adopts enbloc 10.2.1 and 10.2.2.

CARRIED BY ENBLOC 8/0

Res 21/6/76

10.2 FINANCE

| |
|---|
| 10.2.1 List of Accounts Paid in May 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>11/06/2021</i> |
| Author: | <i>Carolyn Mallett –Senior Finance Officer</i> |
| Authorising Officer: | <i>Dale Putland – CEO</i> |
| Attachments: | <i>Yes – List of Accounts Paid in May</i> |

SUMMARY

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in May 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 31 May 2021.

COMMENT

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

That at its June 2021 ordinary meeting Council receive as presented the list of accounts paid in May 2021, totalling \$588,657.09 from Municipal account, \$32,790.35 from Police Licensing account and \$11.23 from Boyup Brook Early Learning Centre account, as represented by:

| | | |
|--------------------------------------|----------------------------|---------------------|
| Municipal Cheques | 20507 - 20509 | \$ 244.50 |
| Municipal Electronic Payments | EFT10790 – EFT10898 | \$373,045.48 |
| Municipal Direct Payments | | \$215,367.11 |
| Police Licensing Payments | | \$ 32,790.35 |
| BBELC Payments | | \$ 11.23 |

CARRIED BY ENBLOC 8/0

Res 21/6/77

10.2.2 31 May 2021 Statement of Financial Activity

| | |
|--|---|
| Location: | <i>Not applicable</i> |
| Applicant: | <i>Not applicable</i> |
| File: | <i>FM/10/003</i> |
| Disclosure of Officer Interest: | <i>None</i> |
| Date: | <i>10 June 2021</i> |
| Authors: | <i>D Long – Finance Consultant</i> |
| Authorizing Officer: | <i>Dale Putland – Chief Executive Officer</i> |
| Attachments: | <i>Yes</i> |

SUMMARY

The Monthly Financial Report for 31 May 2021 is presented for Councils consideration.

BACKGROUND

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

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

COMMENT

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

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

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

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

The Statement of Financial Activity as at 31 May shows a closing surplus of \$2,580,140.

CONSULTATION – Nil

STATUTORY OBLIGATIONS

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

POLICY IMPLICATIONS – Nil

BUDGET/FINANCIAL IMPLICATIONS

As presented in the attached reports.

STRATEGIC IMPLICATIONS – Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 10.2.2

That Council receive the Monthly Financial Report for 31 May 2021, as presented.

CARRIED BY ENBLOC 8/0

Res 21/6/78

10.3 PLANNING

10.3.1 Development (Fence) – Reserve 23853 and 9 Barron Street, Boyup Brook

| | |
|--|---|
| Location: | <i>Reserve 23853 and 9 Barron Street, Boyup Brook.</i> |
| Applicant: | <i>Shire of Boyup Brook</i> |
| File: | <i>Reserve 23853</i> |
| Disclosure of Officer Interest: | <i>None.</i> |
| Date: | <i>24 June 2021</i> |
| Author: | <i>A. Nicoll, Town Planner</i> |
| Authorizing Officer: | <i>Dale Putland, Chief Executive Officer.</i> |
| Attachments: | <i>Letter from Oonagh Fitzgerald and Dividing Fences Act 1961</i> |

SUMMARY

The property owner of 9 Barron Street has requested that the Council agree to pay half the cost of constructing a dividing fence, proposed along the shared property boundary at 9 Barron Street and the Shire Reserve 23853.

In accordance with the 'Dividing Fences Act 1961', property landholders are obliged to contribute a half share of the cost of constructing a sufficient shared boundary fence.

The Act does not however apply to the Crown (government) or to land used for public purposes such as a park under the control of local governments.

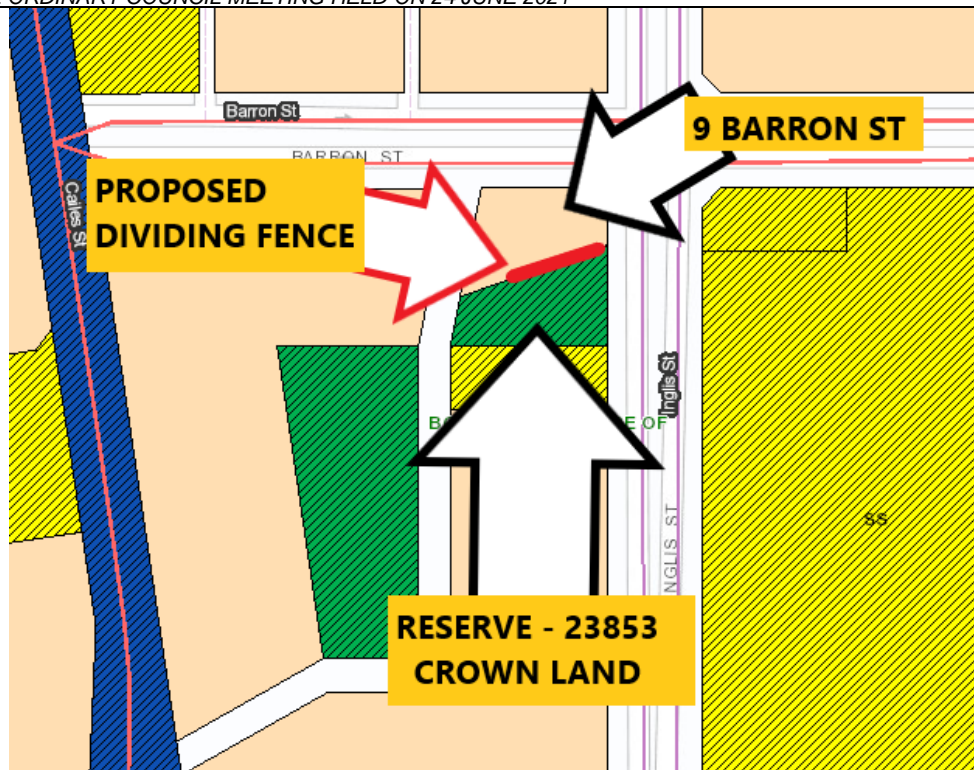
This means that private property adjoining Crown land pays the full cost of the dividing fence.

In accordance with the Act, this report item recommends that the Council does not agree to pay half the cost (\$2,500) of the construction of a dividing fence at 9 Barron Street.

BACKGROUND

In April 2021, the Council supported an application to construct fencing surrounding the property known as 9 Barron Street. The fencing was proposed in-order to secure dogs and for privacy.

The landholder of 9 Barron Street has now requested that the Shire agree to pay half the cost of the construction of the proposed section of fence between 9 Barron Street and the Reserve 23852. The following plan indicates the location of the proposed dividing fence.



On receipt of the request to share costs, Shire staff researched the relevant Act, being the 'Dividing Fences Act 1961'. The Act relates to the construction and repair of dividing fences between certain lands.

The Act states at *cl.4, This Act does not bind the Crown.*

The Act also states at *cl.5, owner, in relation to land...does not include any trustees or other persons in whom land is vested as a public reserve, public park or for such other public purposes as may be prescribed, or a person who has the care, control and management of a public reserve, public park or land used for such other public purposes as may be prescribed.*

This means that if a private property adjoins Crown land, the landholder of the private property is obliged to pay the full cost of the dividing fence and any cost associated with the maintenance or damage to that fence.

COMMENT

The 'Dividing Fences Act 1961' provides a mechanism for sharing the cost of a fence between persons in possession of land, with the exception of the Crown (e.g. Local Government in whom land is vested as a park).

The subject Reserve 3853 is owned by the Crown and vested with the Shire for the purpose of 'Parks and Recreation'.

Although not liable under the Act to contribute to fencing costs, the Shire may agree to make some contribution. In doing so, the Shire may set a precedent for other dividing fences between freehold and Crown land. There are numerous parcels of land within the Boyup townsite owned by the Crown and vested with the Shire that share a boundary with freehold land. Cost implications may arise in relation to requests for new fencing and or the repair of existing fencing.

The owner of 9 Barron Street has requested the Shire pay half the cost of the construction of a 1.8m high colourbond steel dividing fence. In accordance with the Shire's 'Local Laws Relating to Fencing', a 'sufficient fence' includes a 1.8m high steel dividing fence.

The cost of constructing the dividing fence has been estimated to be \$5,000, meaning the Shire has been requested to pay \$2,500.

STATUTORY OBLIGATIONS

In accordance with the Shire's 'Local Laws Relating to Fencing', each of the following is a "sufficient fence" on a Residential Lot:

B. A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting erected to manufacturer's specifications or which otherwise satisfies the following specifications:

(d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.

In accordance with the 'Dividing Fences Act 1961', the construction and repair of dividing fences does not apply to persons in whom land is vested as a public reserve, public park or for such other public purposes as may be prescribed, or a person who has the care, control and management of a public reserve, public park or land used for such other public purposes as may be prescribed.

POLICY IMPLICATIONS

Should the Council agree to contribute to the cost of the dividing fence, freehold land-owners may, at a later date, argue that the Council has set a standard, in which it is willing to share the cost of constructing and repairing dividing fences, which are located between freehold and Crown land.

CONSULTATION

N/A

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 10.3.1

MOVED: Cr Steele Alexander

SECONDED: Cr Kevin J Moir

That Council

Does not agree to pay half the cost of the construction of a dividing 1.8m high steel fence, at the boundary of 9 Barron Street and the Reserve 23853 for the following reason:

- 1. In accordance with the 'Dividing Fences Act 1961', the construction and repair of dividing fences does not apply to persons in whom land is vested as a public park.**

CARRIED 8/0

Res 21/6/79

10.4 CHIEF EXECUTIVE OFFICER

10.4.1 Waste Options Paper and Strategic Recommendation for the Regional Alternative Waste Projects

| | |
|--|---------------------------|
| Location: | <i>N/A</i> |
| Applicant: | <i>N/A</i> |
| File: | <i>WM/31/001</i> |
| Disclosure of Officer Interest: | <i>None</i> |
| Date: | <i>20 February 2020</i> |
| Author: | <i>Dale Putland</i> |
| Authorizing Officer: | <i>Dale Putland - CEO</i> |
| Attachments: | <i>Yes</i> |

SUMMARY

This report recommends that the Shire adopt a watching brief and does not contribute financially.

BACKGROUND

In 2010, Local Government Authorities (LGAs) in the South West commenced looking at a regional waste option. Whilst the Shire of Boyup Brook has had varying degrees of involvement in this group since its inception, the focus of the group has been on the major population centres of Bunbury and Busselton. Since its inception, the group has explored several options for waste management ranging from a regional landfill to waste to energy.

For several years, the group has employed a Regional Waste Coordinator who has been based at the City of Busselton.

The latest proposal from the regional group is for member Councils to acknowledge a Regional Options Paper and Strategic Recommendations document that has been prepared by the Regional Waste Coordinator, to guide and deliver as part of the South West Regional Waste Group's ongoing work in finding regional solutions that divert waste from landfill. The Regional Options Paper, which was delivered in February 2021 (Regional Options Paper contained in Attachment 10.4.1) (Regional Waste Coordinator draft Report to Councils in Attachment 10.4.1)

COMMENT

Notwithstanding that the group has previously prepared a number of papers and explored several options for waste disposal since its inception, it has failed to identify a long-term solution to waste management in the South West.

The focus of the Regional Waste Group continues to be on the City of Busselton and to a lesser extent, the Greater Bunbury area. Little attention has been given to smaller local governments. Whilst a location has not yet been identified, based on the findings of previous studies prepared by the group, it is likely the preferred location of any regional facility will be between the City of Busselton and Greater Bunbury area. This will be necessary to reduce the transport costs for the City of Busselton, City of Bunbury and surrounding LGAs to a minimum to make the new regional facility cost effective for the member Councils.

The major constraint to the Shire of Boyup Brook entering into a regional waste agreement or using a regional waste facility is likely to be the cost of transporting the Shire's waste to the facility and lack of economies of scale due to the Shire's small population and remoteness from the major population centres in the South West.

It is noted that other regional LGAs such as Kojonup and Katanning are likely to be considering similar options for waste management which may prove to be more suitable or cost effective for the Shire of Boyup Brook in the medium to longer term. Alternatively, the Shire may find it more cost effective to direct its waste to one of the commercial operators that are currently servicing Perth and the South West.

The Shire of Manjimup has elected not to participate financially, but to adopt a watching brief. It is recommended that the Shire of Boyup Brook adopt a similar position and inform the regional waste group that it will not participate financially but will adopt a watching brief and monitor the progress of the Regional Waste Group.

CONSULTATION

Several Councillors attended a presentation by the Regional Waste Group Coordinator

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

NIL at this stage

BUDGET/FINANCIAL IMPLICATIONS

The cost to the Shire by adopting the Regional Waste Officer's recommendations of this is likely to be \$2,900 per year (indexed by CPI for future years beyond 2021/22)

STRATEGIC IMPLICATIONS

Adopting a watching brief allows the Shire to keep its options open while the Regional Waste Group determines its future direction.

SUSTAINABILITY IMPLICATIONS

Whilst the Shire has a requirement to shift from its current landfill operations to a more sustainable waste option, there is no current sustainability implications as the Regional Waste Group has yet to identify a preferred treatment method or select a location.

It is unknown what the future costs of disposing waste at the facility or transporting the waste to the new facility will be at this point in time.

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

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 10.4.1

MOVED: Cr Helen C O’Connell

SECONDED: Cr Sarah E G Alexander

That Council advises the Regional Waste Group that it supports the group’s objectives in principle, but that it will adopt a watching brief and will not contribute funding to the project until there is more certainty that the project will deliver tangible benefits to the Boyup Brook Shire.

CARRIED 8/0

Res 21/6/80

LAY ON THE TABLE

MOVED: Cr Kevin J Moir

SECONDED: Cr Sarah E G Alexander

To be brought back to Council for further discussion.

CARRIED 8/0

Res 21/6/81

10.4.2 Local Government Convention and Exhibition

| | |
|---|---|
| <i>Location:</i> | <i>Perth Convention Exhibition Centre</i> |
| <i>Applicant:</i> | <i>Not applicable</i> |
| <i>File:</i> | <i>GR/31/002</i> |
| <i>Disclosure of Officer Interest:</i> | <i>Nil</i> |
| <i>Date:</i> | <i>11 June 2021</i> |
| <i>Author:</i> | <i>Maria Lane – Executive Assistant</i> |
| <i>Authorizing Officer:</i> | <i>Dale Putland – Chief Executive Officer</i> |
| <i>Attachment:</i> | <i>Yes</i> |

SUMMARY

The 2021 Local Government Convention and Exhibition will be held Sunday, 19 September to 20 September 2021 inclusive . This report recommends that Council be represented at the convention and nominate delegates accordingly.

BACKGROUND

The Local Government Convention is the premier event for Elected Members and Officers within Local Government.

The Association’s Annual General Meeting is part of the convention program.

In accordance with Western Australian Local Government’s constitution, member Councils are entitled to have two voting delegates. Registration of the voting delegates is generally required by early July.

COMMENT

Convention Registration generally closes early in July each year.

In previous years Boyup Brook has been well represented with at least three Councillors and the Chief Executive Officer attending.

The estimated cost per attendee could be up to \$3,500, depending on accommodation requirements and involvement with member development programs.

Whilst it is often hard to quantify the benefit of attending conferences, this annual association get together does provide the opportunity to view a range of vendors wares (ranging from equipment such as graders, backhoes and the like to computer programs, lighting, park and street furniture) and to speak at length with representatives. It also provides the opportunity to speak with other like-minded people who give of their own time to serve the community. This interaction is important in so many ways as it provides a forum for sharing ideas and experiences and as such is more akin to training. The conference is generally attended by influential people in the state such as the Premier and the leader of the opposition. The President also has the opportunity to meet and greet other community, state and national leaders at a function hosted by the state Governor of Lord Mayor (these alternate each year).

Added to this is the teambuilding opportunity offered by the practice of all staying in the same hotel, incidentally where many other Council delegates also stay and so adding to the out of conference opportunity for interaction with other delegates.

CONSULTATION

Not applicable

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Council's policy on conferences – attendances and expenses by Councillors is as follows:-

Objective

To determine the procedures for attendance at conferences and seminars by Councillors.

Statement

It is Council's policy to have the Shire of Boyup Brook represented at any conference or seminar where it is evident that some benefit will accrue to the Council and/or the district. Attendance at conferences and seminar, etc is to be determined by the Shire President in consultation with the Chief Executive Officer. All Councillors are to be given the opportunity to attend conferences and seminars etc when they are available.

It is Council policy that all reasonable and direct expenses incurred by delegates and partners attending conferences, seminars, etc are to be met by the Shire.

Funds are to be listed annually for Budget consideration to enable the Shire President together with up to 50% of Councillors to attend Local Government Week.

Where possible, attendance at Conferences is to be on a rotation basis.

BUDGET/FINANCIAL IMPLICATIONS

Expenditure will be incurred in 2021/22 and would be budgeted accordingly.

STRATEGIC IMPLICATIONS

The Convention program will enable delegates to gain information that will benefit local government in Boyup Brook, as will interaction with elected members from throughout Western Australia.

SUSTAINABILITY ISSUES

- **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

OFFICER RECOMMENDATION – Item 10.4.2

That:-

1. **The Shire President and Cr/s _____ and the CEO attend the 2021 Local Government convention and exhibition and expenses incurred be paid by the Shire, as per Council Policy M.01.**
2. **Councillor _____ and Cr _____ be authorised voting delegates and that Councillor _____ and the CEO be authorised deputy voting delegates.**

10.4.3 Waive Fees for Hall Hire

| | |
|--|--|
| Location: | Town Hall |
| Applicant: | Community Resource Centre |
| File: | FM/25/008 |
| Disclosure of Officer Interest: | None |
| Date: | 11 June 2021 |
| Author: | Maria Lane – Executive Assistant |
| Authorizing Officer: | Dale Putland – Chief Executive Officer |
| Attachments: | Yes: Letter from CRC and Policy |

SUMMARY

The Community Resource Centre is requesting that Council waive the hall hire fee for the Seniors Exercise and Activity (SEA) program that is conducted by the Community Resource Centre each Tuesday morning at the Town Hall and any other Groups requesting the fee be waived.

BACKGROUND

The Shire of Boyup Brook receives several requests throughout the year asking that Council consider to waiver the hall hire fees.

The Shire of Boyup Brook encourages the Town Hall to be used to benefit various community groups within the Shire.

COMMENT

Fee reductions provide financial relief to community groups, businesses and organisations which can demonstrate financial hardship as a result of undertaking projects or activities for community benefit.

CONSULTATION

N/A

STATUTORY OBLIGATIONS - Nil

POLICY IMPLICATIONS

Policy F.02 – Guidelines for Community Grants

BUDGET/FINANCIAL IMPLICATIONS

Waive the hall hire fee from 1 July 2021 to 31 December 2021, which based on current fees, equates to \$417.30 (ex GST).

Fees and Charges attached for further information.

STRATEGIC IMPLICATIONS

Maintaining and improving services for Community Groups, support for youth, safety, creating a vibrant engaged community and finding new and more effective ways to deliver services and amenities.

SUSTAINABILITY IMPLICATIONS

- **Environmental** – Nil
- **Economic** – Nil
- **Social** – As above

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – Item 10.4.3

MOVED: Cr Helen C O’Connell

SECONDED: Cr Darren E King

That Council resolved to waive fees and charges for community organisations, not-for-profit community groups, businesses and Sporting and Recreation bodies for use of the Town Hall. The hirer is responsible for cleaning the facility immediately after the hiring. The Group using the hall must agree in writing to clean the hall to the satisfaction of the Shire CEO or agree to meet the full cost of cleaners contracted to the Shire.

CARRIED 8/0

Res 21/6/82

10.4.4 Community Grants Assessment 21/22

| | |
|--|--|
| Location: | N/A |
| Applicant: | Various |
| File: | FM/25/008 |
| Disclosure of Officer Interest: | N/A |
| Date: | 3 June 2021 |
| Author: | Dale Putland – Chief Executive Assistant |
| Authorizing Officer: | Dale Putland – Chief Executive Officer |
| Attachments: | No |

SUMMARY

The Community Grants Committee assessed the 2021/22 Community Grant and MOU requests and the recommendations from this committee meeting be presented to Council for approval and inclusion in the 2021/22 budget.

BACKGROUND

The Community Grants Committee met on 3 June 2021 to discuss the potential community grants and MOUs.

CONSULTATION

The Community Grants Committee discussed applications on 3 June 2021.

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

F.02 Guidelines for Community Grants Policy.

BUDGET/FINANCIAL IMPLICATIONS

Nil at this stage as the recommendation deals with inclusion in the draft budget only and so is not commitment of funds.

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION & COMMITTEE RECOMMENDATION – Item 10.4.4

MOVED: Cr Philippe Kaltenrieder

SECONDED: Cr Adrian Price

1. That the minutes of the Community Grants Committee Meeting held on Thursday 3 June 2021 be confirmed as an accurate record.

2. That Council considers the following allocations in the 21/22 budget as identified in the below table.

| Company Name | Amount | in-kind | Mou Amount | MOU separate to the community grant process | Amount separate to Community Grant Process |
|---|------------|----------------|------------|---|--|
| Boyup Brook District High School | | \$1,000.00 | | | |
| Best of the West Stockman's Challenge | \$800.00 | | | | |
| Tonebridge Country Club | \$1,000.00 | | | | |
| Wilga Progress Association | \$1,000.00 | | | | |
| Boyup Brook Pistol Club | \$1,000.00 | | | | |
| Community Health | \$1,000.00 | free hall hire | | | |
| Boyup Brook Club (Inc) | \$0.00 | | | | |
| Boyup Brook Working Horse Club - Mayanup Recreation Grounds | \$1,000.00 | | | | |
| Mayanup Horse and Pony Club | \$2,150.00 | | | | |
| Hope Community Fellowship | \$2,500.00 | | | | |
| Boyup Brook Tourism Association | \$0.00 | | | | |
| Boyup Brook Bowling Club | \$3,000.00 | | | | |
| St Mary's Catholic School Boyup Brook | | \$2,000.00 | | | |
| Boyup Brook RSL | \$3,000.00 | | | | |
| Blackwood Basin Group Incorporated | \$2,500.00 | | | | |
| Boyup Brook Business | \$2,500.00 | free hall hire | | | |

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24 JUNE 2021

| | | | | | |
|--|--------------------|-------------------|---------------|--------------------|--------------------|
| Network Inc | | | | | |
| Community Home Care | | free hall hire | | | |
| Boyup Brook Community Health Action Team | \$5,500.00 | free hall hire | | | |
| Precious Waste Boyup Brook Inc. | \$0.00 | | | | |
| Boyup Brook District Pioneer's Museum | | | | \$5,000.00 | |
| Boyup Brook District Pioneer's Museum | \$0.00 | | | | |
| Upper Blackwood Agricultural Society INC (UBAS) | | | | | \$13,000.00 |
| Country Music Club of Boyup Brook WA Inc | \$15,000.00 | \$5,000.00 | | | |
| Extraordinary request allocation | \$1,000.00 | | | | |
| Southwest Group of Affiliated Agricultural Assoc | \$250.00 | | | | |
| Boyup Brook District High School | | | | \$250.00 | |
| Boyup Brook Tourism Association | | | | \$25,000 | |
| St John Ambulance Boyup Brook | | | | \$24,000 | |
| Boyup Brook CRC | | | | \$20,000 | |
| | \$43,200.00 | \$8,000.00 | \$0.00 | \$74,250.00 | \$13,000.00 |

CARRIED 8/0

Res 21/6/83

11 COMMITTEE MINUTES

11.1 Bush Fire Advisory Committee

COUNCIL DECISION & COMMITTEE RECOMMENDATION - Item 11.1

MOVED: Cr Helen C O'Connell

SECONDED: Cr Sarah E G Alexander

That the minutes of the Bush Fire Advisory Committee Meeting held on Wednesday 2 June 2021 be received and Council confirm the nominations of the Elected Officers/Fire Control Officers.

ELECTION OF PRESIDING MEMBER

The Committee called for nominations

Richard Walker was declared elected Presiding Member.

ELECTION OF DEPUTY PRESIDING MEMBER

The Committee calls for nominations

Helen O'Connell was declared elected Deputy Presiding Member.

ELECTION OF OFFICERS/MEMBERS

Chief Fire Control Officer

Tristan Mead was declared elected Chief Fire Control Officer

1st Deputy Chief Fire Control Officer

Ben Thompson was declared elected Deputy Chief Fire Control

2nd Deputy Chief Fire Control Officer

Ron Bingham was declared elected Deputy Chief Fire Control

Communications Officer

David Fortune was declared elected as Communications Officer

Fire Weather Officer

Brad Fairbrass was declared elected as Fire Weather Officer

Deputy Fire Weather Officer

Jim Johnson was declared elected as Deputy Fire Weather Officer

Fire Control Officers from each Brigade

David Inglis and Rob Imrie were declared elected as delegates/Fire Control Officers from the *Benjinup Brigade*.

Glenn Mead and Scott Wheatley were declared elected as delegates/Fire Control Officers from the *Chowerup Brigade*.

Tristan Mead and Wayne Girando were declared elected as delegates/Fire Control Officers from the *Dinninup Brigade*.

John Ritson and James Johnson were declared elected as delegates/Fire Control Officers from the *East Boyup Brook Brigade*.

Ron Bingham and Paul Goerling were declared elected as delegates/Fire Control Officers from the *Gibbs Brigade*.

Brad Skraha and Nick Bagshaw were declared elected as delegates/Fire Control Officers from the *Kenninup Brigade*.

Brad Fairbrass and Hayden Bock were declared elected as delegates from the *Kulikup Brigade*.

Ben Creek and Chris Coole were declared elected as delegates/Fire Control Officers from the *Mayanup Brigade*.

David Fortune and Kieren Power were declared elected as delegates/Fire Control Officers from the *McAlinden Brigade*.

Darren Chapman and Jamie Forbes were declared elected as delegates/Fire Control Officers from the *Mickalarup/Dwalganup Brigade*.

Marcus Gifford and Rob Introvigne were declared elected as delegates/Fire Control Officers from the *Nollajup Brigade*.

Charles Caldwell and Wade Robertson were declared elected as delegates/Fire Control Officers from the *Scotts Brook Brigade*.

Ron Tuckett and Matt Della Golla were declared elected as delegates/Fire Control Officers from the *Tonebridge Brigade*.

David Muir and Scott Nix were declared elected as delegates/Fire Control Officers from the *Tweed Brigade*.

Brian Cailles and Ross Parker were declared elected as delegates/Fire Control Officers from the *West Boyup Brigade*.

Gyula Bogar was declared as Fire Control Officer from the *DFES Town Brigade*.

CARRIED 8/0

Res 21/6/84

12 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Shire Ranger position

MOVED: Cr Philippe Kaltenrieder

SECONDED: Cr Adrian Price

The incumbent of the Shire Ranger position be appointed as a Fire Control Officer to carry out fire break inspections as prescribed.

CARRIED 8/0

Res 21/6/85

14 CONFIDENTIAL MATTERS – BEHIND CLOSED DOORS

Nil

15 CLOSURE OF MEETING

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 6.10pm.

The minutes were confirmed at a meeting on 29th July 2021.

SIGNED this.....day of.....2021 as a true record of proceedings.

PRESIDING MEMBER