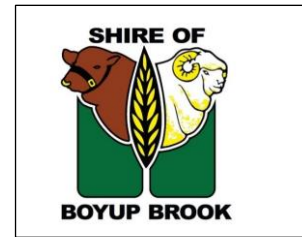


Date: 23 February 2024

To: Shire President  
Deputy Shire President  
Councillors  
Community



## NOTICE AND AGENDA – ORDINARY COUNCIL MEETING

An Ordinary Council Meeting of the Shire of Boyup Brook will be held in the Council Chambers on 29 February 2024 at 6:00pm to consider the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Leonard Long". The signature is written in a cursive style with a large, sweeping flourish at the end.

Leonard Long  
Chief Executive Officer

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## AGENDA

### 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at ..... pm.

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

The Council Chambers are not a parliament and Parliamentary Privilege does not apply.

Elected Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Council meetings are solely those of the person making them. Nothing expressed at a Council Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Council Meeting are the official record of that Council meeting. Verbatim Minutes are not required.

May I ask everyone here today, to make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes.

### 2. RECORD OF ATTENDANCE

#### 2.1 ATTENDANCE

##### **Councillors**

Shire President

Deputy Shire President

Councillors

Cr Richard Walker

Cr Helen O'Connell

Cr Sarah Alexander

Cr Charles Caldwell

Cr Philippe Kaltenrieder

Cr Michael Wright

Cr Darren King

Cr David Inglis

##### **Council Officers**

Chief Executive Officer

Executive Officer

Executive Manager Corporate

& Community Services

Executive Manager Operational Services

Leonard Long

Magdalena Le Grange

Carolyn Mallett

Jason Forsyth

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## **Observers / Public Members**

### **2.2 APOLOGIES**

### **2.3 REQUEST FOR LEAVE OF ABSENCE**

## **3. DEPUTATIONS, PETITIONS AND PRESENTATIONS**

### **3.1 DEPUTATIONS**

Department of Fire and Emergency Services, Chris Sousa, District Officer Nelson, Country Operations – Lower South West Region, to present a certificate to Rhodes Pastoral Pty Ltd for the Highly Commended initiative for the Resilience Australia Awards for the emergency water supply undertaken last year.

### **3.2 PETITIONS**

### **3.3 PRESENTATIONS**

## **4. PUBLIC QUESTIONS TIME**

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

### **4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4.2 PUBLIC QUESTION TIME**

## **5. DECLARATIONS OF INTEREST**

### **5.1 FINANCIAL AND / OR PROXIMITY INTEREST**

---

The Chief Executive Officer declared a Financial Interest on Confidential Item 13.1.1.

**5.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT**

**6. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATIONS**

**6.1 ORDINARY COUNCIL MEETING MINUTES – 14 DECEMBER 2023**

<p>Moved: ..... Seconded: .....</p> <p><u>OFFICER RECOMMENDATION 24/02/...</u></p> <p>That the minutes of the Ordinary Council Meeting held on 14 December 2023 be confirmed as being a true and accurate record.</p> <p style="text-align: right;">..... For: Against:</p>
---

**7. PRESIDENTIAL COMMUNICATIONS**

To be provided at the Ordinary Council Meeting.

**8. COUNCILLOR QUESTIONS ON NOTICE**

**9. REPORTS OF OFFICERS**

**9.1 OPERATIONAL SERVICES**

Nil

**9.2 CORPORATE AND COMMUNITY SERVICES**

<b>9.2.1 LIST OF ACCOUNTS PAID IN DECEMBER 2023</b>	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Joanna Hales-Pearce, Finance Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.1A List of Accounts Paid in December 2023

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

**OFFICER RECOMMENDATION 24/02/...**

That Council:

1. Receives the list of accounts paid in December 2023, totalling \$1,203,401.10 from Municipal account, \$28,548.45 from Police Licensing account and \$0.00 from Boyup Brook Early Learning Centre account, as represented by:

Municipal	Cheques: 20627-20634	\$ 19,823.71
	EFT14986–EFT15146	\$905,994.87
	Direct Payments	\$277,582.52
Police Licensing		\$ 28,548.45
BBELC		\$ 0
<b>Grand Total</b>		<b>\$1,231,949.55</b>

.....  
For:  
Against:

**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in December 2023 are presented to Council.


**BACKGROUND**

This report presents accounts/invoices received for the supply of goods and services, salaries, and wages, and the like which were paid during the period 01 to 31 December 2023.

**REPORT DETAIL**

Attachment 9.2.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 December 2023.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

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

12. *Payments from municipal fund or trust fund*
  - (1) *A payment may only be made from the municipal fund or the trust fund —*
    - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
    - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
  - (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*
  
13. *Lists of accounts*
  - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
    - (a) *the payee’s name.*
    - (b) *the amount of the payment.*
    - (c) *the date of the payment; and*
    - (d) *sufficient information to identify the transaction.*
  - (2) *A list of accounts for approval to be paid is to be prepared each month showing —*



- (a) for each account which requires council authorisation in that month —
    - (i) the payee’s name.
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction
 and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting

**SUSTAINABILITY AND RISK CONSIDERATION**

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

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

**POLICY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
Medium	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Account payments accorded with a detailed 2023/24 Annual Budget.

**Workforce**

Nil

End

<b>9.2.2 LIST OF ACCOUNTS PAID IN JANUARY 2024</b>	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Joanna Hales-Pearce, Finance Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.2A List of Accounts Paid in January 2024

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

**OFFICER RECOMMENDATION 24/02/...**

That Council:

1. Receives the list of accounts paid in January 2024, totalling \$503,163.61 from Municipal account, \$35,099.70 from Police Licensing account and \$0.00 from Boyup Brook Early Learning Centre account, as represented by:

<b>Municipal</b>	Cheques: 20635-20639	\$ 7,515.21
	EFT15147–EFT15259	\$201,841.01
	Direct Payments	\$293,807.39
<b>Police Licensing</b>		<b>\$ 35,099.70</b>
<b>BBELC</b>		<b>\$ 0</b>
<b>Grand Total</b>		<b>\$538,263.31</b>

.....  
For:  
Against:

**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in January 2024 are presented to Council.


**BACKGROUND**

This report presents accounts/invoices received for the supply of goods and services, salaries, and wages, and the like which were paid during the period 01 to 31 January 2024.

**REPORT DETAIL**

Attachment 9.2.2A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 January 2024.

## **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

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

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

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

#### 13. *Lists of accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name.*
  - (b) *the amount of the payment.*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name.*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction*

*and*

- (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting*

### **SUSTAINABILITY AND RISK CONSIDERATION**

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

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

### **POLICY IMPLICATIONS**

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

### **RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Medium</b>	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

#### **Financial**

Account payments accorded with a detailed 2023/24 Annual Budget.

#### **Workforce**

Nil

---

End

<b>9.2.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 DECEMBER 2023</b>	
<b>File Ref:</b>	FM/10/003
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Darren Long, Finance Consultant
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.3A – Monthly Financial Report 31 December 2023

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

**1. Receive the Monthly Financial Report for 31 December 2023, as presented (Attachment 9.2.3A).**

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

**SUMMARY**

The Monthly Financial Report for 31 December 2023 is presented for Council’s adoption.

**BACKGROUND**

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

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

**REPORT DETAIL**

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

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.
3. Statement of Financial Activity by Nature.
4. Statement of Financial Activity by Program.
5. Summary of Net Current Asset Position.

6. Material Variances Report.
7. Statement of Financial Position.
8. Statement of Cash Flows.
9. Report on Progress of Capital Expenditure Program.
10. Report on Major Business Units.
11. Statement of Cash Back Reserves.
12. Loan Borrowings Report; and
13. Detailed Operating and Non-Operating Schedules.


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

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

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

The Statement of Financial Activity as of 31 December 2023 shows a closing surplus of \$4,661,055.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

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

*Local Government (Financial Management) Regulations 1996:*

Regulation 34 states:

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

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

**SUSTAINABILITY AND RISK CONSIDERATION**

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

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

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
Medium	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**  
 Nil

**Workforce**  
 Nil

End

<b>9.2.4 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JANUARY 2024</b>	
<b>File Ref:</b>	FM/10/003
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Darren Long, Finance Consultant
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.4A – Monthly Financial Report 31 January 2024

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

**1. Receive the Monthly Financial Report for 31 January 2024, as presented (Attachment 9.2.4A).**

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

**SUMMARY**

The Monthly Financial Report for 31 January 2024 is presented for Council’s adoption.

**BACKGROUND**

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

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

**REPORT DETAIL**

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

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.
3. Statement of Financial Activity by Nature.
4. Statement of Financial Activity by Program.
5. Summary of Net Current Asset Position.



6. Material Variances Report.
7. Statement of Financial Position.
8. Statement of Cash Flows.
9. Report on Progress of Capital Expenditure Program.
10. Report on Major Business Units.
11. Statement of Cash Back Reserves.
12. Loan Borrowings Report; and
13. Detailed Operating and Non-Operating Schedules.


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

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

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

The Statement of Financial Activity as of 31 January 2024 shows a closing surplus of \$4,477,553.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

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

*Local Government (Financial Management) Regulations 1996:*

Regulation 34 states:

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

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

### **SUSTAINABILITY AND RISK CONSIDERATION**

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

Nil

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

Nil

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
Medium	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

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End

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<b>9.2.5 OVERVIEW OF DEFAULT RATEPAYER</b>	
<b>File Ref:</b>	FM/48/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Heather Marland, Rates Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

**1. Notes the report on the statistics of default rate payers as of 31 January 2024, with a current outstanding Rate Debt of \$68,354.**

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

**SUMMARY**

The aim of this report is to present the Council with a comprehensive overview of the outstanding rates, along with the measures being implemented for their recovery.

**BACKGROUND**

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

The established criteria for referral to our debt collection agency include:

- a. Rates that have been outstanding for two or more rating years; and
- b. The absence of rate payments or arrangements since the rates were raised.

**COMMENT**

The review of Rates Debtors led to the compilation of a list, which was sent to AMPAC Debt Recovery on 27 November 2023, for the collection of outstanding debts. This list included 31 assessments, cumulatively owing \$156,808.44. This has successfully been reduced to 14 assessments without payments or arrangements, holding a total outstanding balance of \$68,354.44. Among these,


one property is listed for sale, with the expectation that all outstanding rates will be settled upon its sale.

AMPAC has proceeded to Stage 2, involving SMS and phone call reminders. Failure to secure payment arrangements at this stage will escalate the process to issuing General Procedure Claims (GPC) to promote settlement.

Payment Arrangements and Recoveries:

Status	Number of Assessments	Outstanding Amount	Notes
No Payment/Arrangement	14	\$68,354.44	Currently with AMPAC
On Payment Plan	3		Includes property on market
Significant Debt Payment Plan	1	Over \$26,000	Paying \$750 fortnightly

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

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

6.64. *Actions to be taken*

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

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

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

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

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

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

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

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

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

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

**CONSULTATION**

- Chief Executive Officer.
- Executive Manager Corporate and Community Services and
- Rates Officer.

## **RESOURCE IMPLICATIONS**

### **Financial**

The Shire contracts AMPAC for its Rates Debt Collection efforts. When overdue assessments are forwarded to the Shire's debt recovery agency for legal action through the Magistrate's Court, the Shire is obliged to cover the initial legal expenses. These expenses are initially covered by the budgeted legal account.

However, in accordance with s6.56 of the *Local Government Act 1995*, these costs can be reclaimed from the involved ratepayers. The specific charges are appended to the ratepayers' assessments immediately after they are incurred.

### **Workforce**

Rates Officer dedicates a fair portion of time to maintaining a list of outstanding rate debtors, communicating with default property owners, and coordinating with AMPAC. This is time that cannot be recouped through the default process.

---

End

---

**9.3 CHIEF EXECUTIVE OFFICER**

<b>9.3.1 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2023 AND JANUARY 2024</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Erlanda Deas, Rylington Park Farm Coordinator
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Receives the monthly activity report for the Rylington Park Farm for the months of December 2023 and January 2024.**

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

**SUMMARY**

The monthly report is to provide Council with an update on the operations at the Rylington Park Farm.

**BACKGROUND**

The Rylington Park Institute for Agricultural Training and Research, known as Rylington Park, is a key agricultural asset located 27km from Boyup Brook, in Mayanup.

This 650-hectare property was donated to the Shire of Boyup Brook in 1985 by Mr. Eric Farleigh for agricultural research and training, aimed at the betterment of the Boyup Brook community. Managed by the Shire, the property runs various agricultural programs, including shearing schools and fertiliser and seed trials.

It also offers scholarships to youth in agriculture and has a strategic relationship with Edith Cowan University for research and education, with the intent to share findings with the local farming community. Rylington Park is committed to supporting the agricultural industry and the regional community through its various initiatives.

## REPORT DETAIL

### Weed Control

- Sprayed around building as well as crops for thistles
- Pulling out and spraying melons

### Infrastructure and Equipment Maintenance

- Installation of the new house roof will be finished this week
- Installed new water trough
- Fencing maintenance
- Keep fixing water leaks and pumping water for the trough system

### Crop Management

- Harvest completed
- 135 barley straw bales were rolled and carted
- Canola 89.71 tonnes unsold at CBH
- GM Canola 46.7 tonnes unsold at CBH
- Barley 51.65 tonnes unsold at Bunge
- Barley 216.71 tonnes kept on farm as feed
- Canola 50 tonnes sold at \$822.53/ton
- Barley 19.64 tonnes sold at \$340.00/ton

### Livestock Sales

- Prospective Sales Transactions for February:
  - 150 XB lambs at \$2/kg
  - 600 cull for age ewes

### Livestock Handling and Management

- Feeding sheep grain, hay and mineral lick. Bought 26 tonnes lupins
- Still have all cull-for-age ewes, “cull” hoggets and blue tag wethers to sell
- Drenched all merino lambs
- Rams were joined with the ewes
- Bought 7 White Suffolk rams from Blackwood White Suffolk Stud which were joined with the cull hoggets’ to be sold as mated, after scanning

### Livestock Inventory as of 31 January 2024

- White Suffolk: 23
- XB Lambs: 170
- Merino: 4,738


### Wool and Shearing

- Hosted Shearing Schools:
  - 13-17 November 2023,



- 18-20 December 2023 (advanced school)
- 15-19 January 2024
- Future Shearing Schools:
  - 26 February – 1 March 2024
  - 15-19 April 2024
- Sold 61 wool bales
- 5 unsold bales to be sold in February 2024.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

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

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

Offering scholarships encourages local youth to pursue careers in agriculture, potentially leading to a more skilled labour pool. Shearing schools support the sheep industry, vital for the local economy. These activities can lead to job creation, increased productivity, and the overall growth of Boyup Brook's agricultural sector.

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

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

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

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

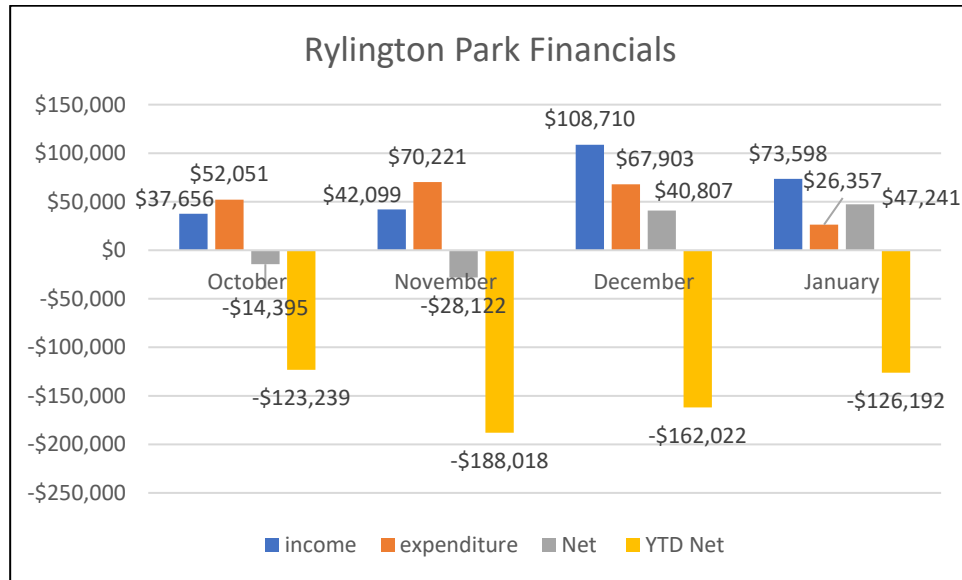
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact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

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**



**Workforce**

Nil

End

<b>9.3.2 BOYUP BROOK EARLY LEARNING CENTRE MONTHLY ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2023 AND JANUARY 2024</b>	
<b>File Ref:</b>	A190
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Jimina Shaw-Sloan, Director Early Learning Centre
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Receives the monthly activity report for the Boyup Brook Early Learning Centre for the month of December 2023 and January 2024.**

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

**SUMMARY**

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

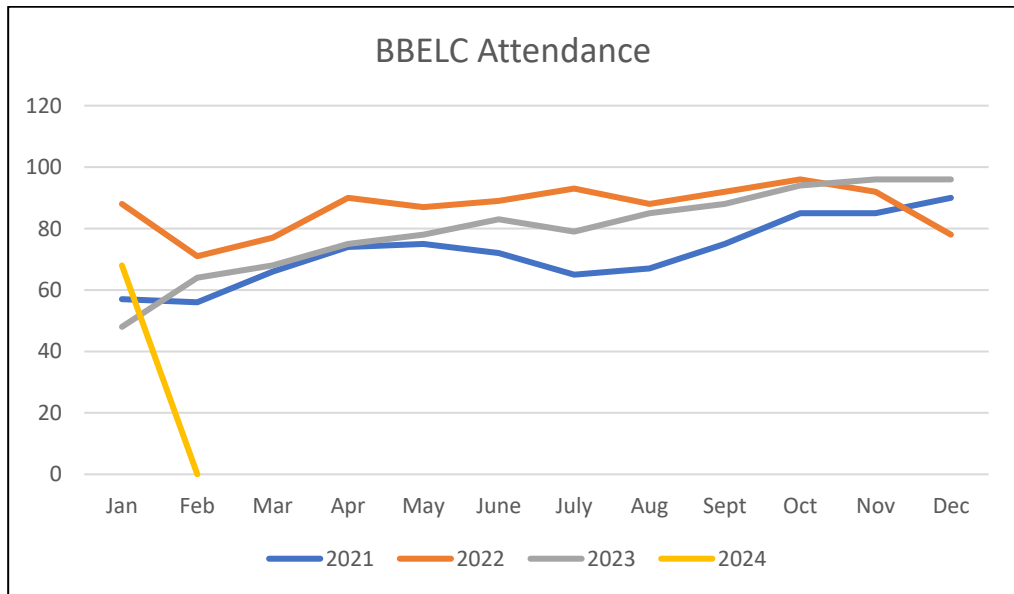
**BACKGROUND**

Boyup Brook Early Learning Centre is a multi-aged single space facility catering for children aged 0 – 7 years of age. Operating Tuesday to Friday from 8.15am to 5.15pm.


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

**REPORT DETAIL**

Average monthly attendance.



**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

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

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

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

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

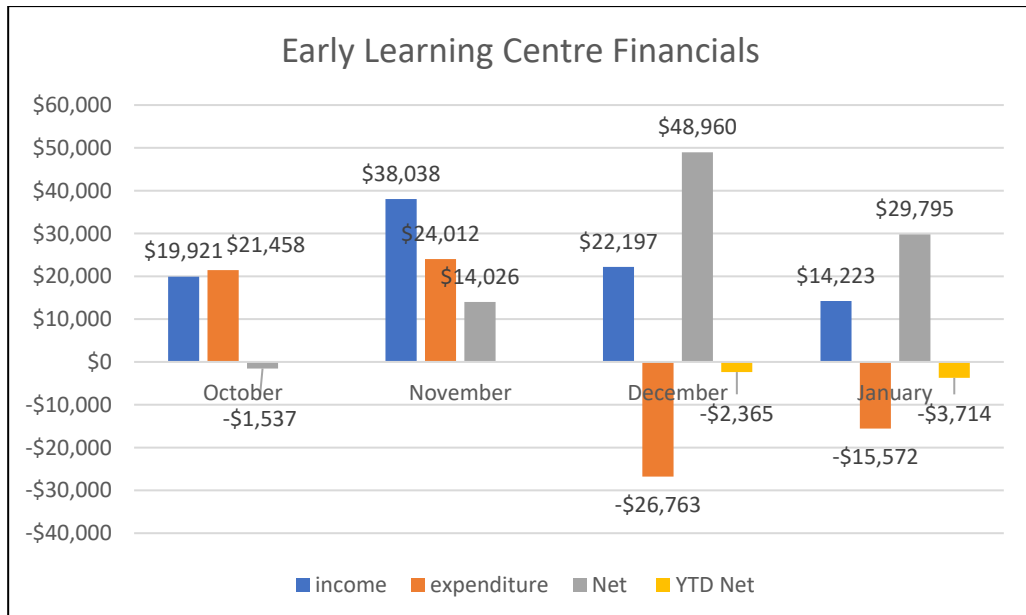
Risk Level	Comment
<b>Moderate</b>	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic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

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**



### **Workforce**

As a result of difficulties in securing appropriately qualified educator's the centre will be reducing intake numbers for 2024, to 14 children (4 x 0–3-year-olds and 10 x 3–7-year-olds).

---

End

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<b>9.3.3 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2023 AND JANUARY 2024</b>	
<b>File Ref:</b>	A1270
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Janette Kuypers, Practice Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Receives the monthly activity report for the Boyup Brook Medical Services for the month of December 2023 and January 2024.**

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

**SUMMARY**

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

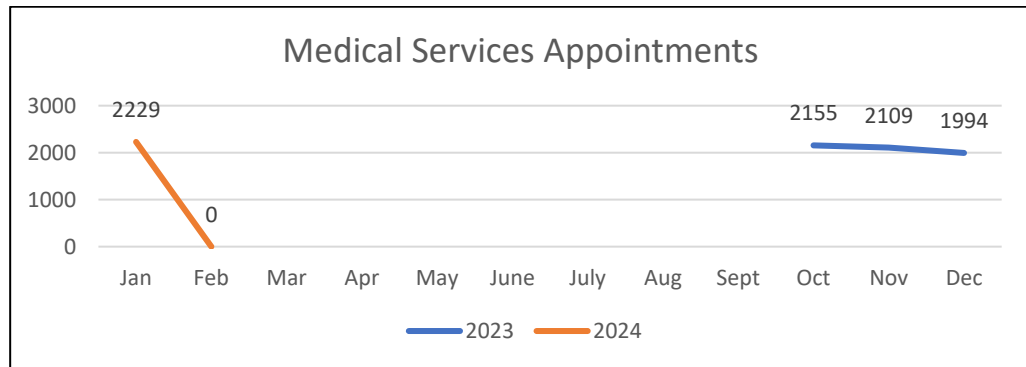
**BACKGROUND**

Boyup Brook Medical Services is an AGPAL (RACGP Standards) accredited practice. It provides general practice and nursing services to the community. Operating Monday to Friday from 8.00am to 4:30pm.

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

**REPORT DETAIL**

Monthly appointments.



*NOTE: This graph represents the total number of patients seen per month. Patients include hospital inpatients, ED patients, all patients seen at the practice plus scripts and referrals written without a consult.*

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

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

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

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



transportation. These social benefits contribute to the well-being and quality of life in Boyup Brook.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

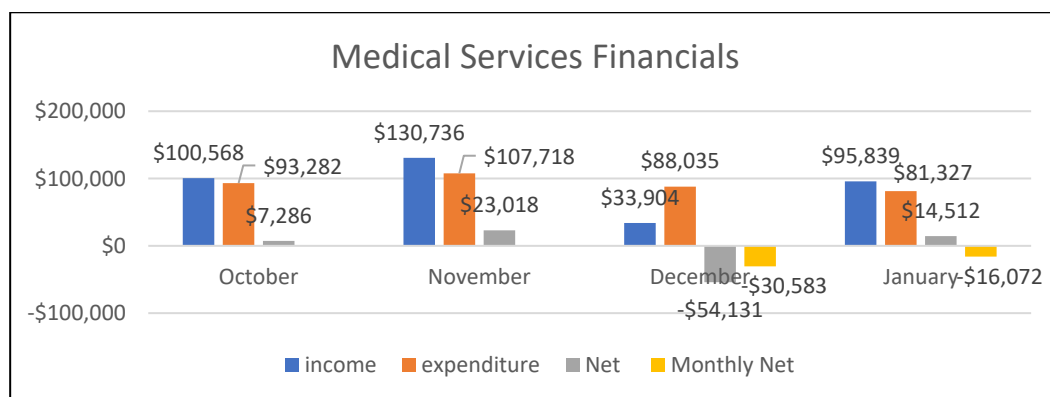
Risk Level	Comment
Moderate	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services, residents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

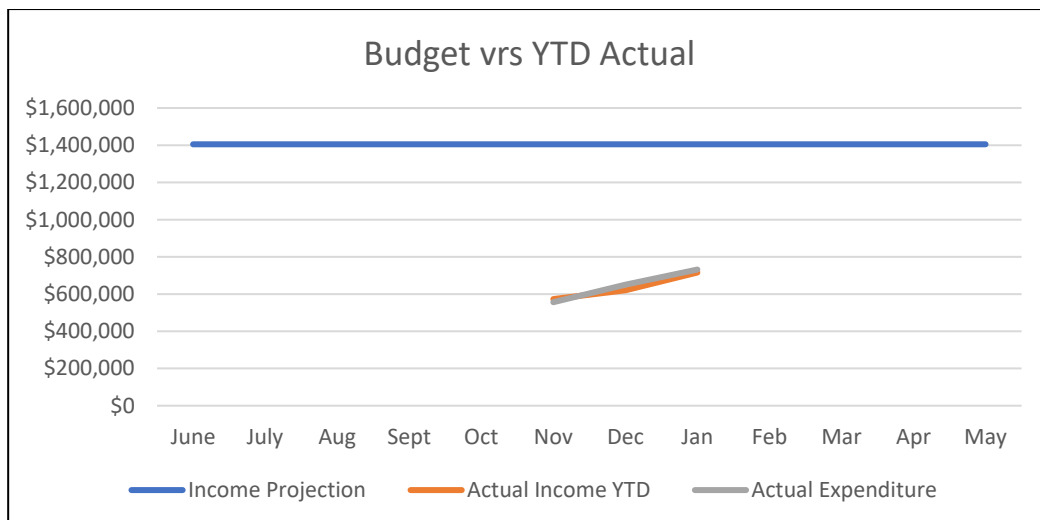
**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**





**Workforce**

The centre employs two (2) Doctors (1 x 3 days/week, 1 x 4 days/week at the practice), 3 parttime receptionists, 1 nurse and a practice manager.

---

End

<b>9.3.4 COMMUNITY GRANTS PROGRAM</b>	
<b>File Ref:</b>	FM/25/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicola Jones, Community Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.3.4A Community Grants Policy (Draft) 9.3.4B Community Grant Application Form (Draft)

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Adopt the Community Grants Policy (Attachment 9.3.4A).**
- 2. Endorses the Community Grants Application Form (Attachment 9.3.4B).**
- 3. Requests the Chief Executive Officer to develop a Matrix Model to provide a fair and unbiased assessment of grant applications.**

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

**SUMMARY**

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Boyup Brook community. Grants are awarded to local not-for-profit community organisations to support projects that will benefit specific target groups and the broader community to support the strategic development and organisation capacity building of local community groups.

**BACKGROUND**

Each year Council provides community groups, associations and organisations operating within the Shire of Boyup Brook the opportunity to apply for Community Grants. Council assess the applications and make approvals dependent on the budgeted amount for that year.

**REPORT DETAIL**

In the 2023/2024 year, the Community Grants Program was oversubscribed, resulting in some applications being unsuccessful and successful applications not being awarded the full amount of their application. With the overall cost

increase in goods and services, community groups and organisations are now relying more on funding to achieve their events and programs.

Currently, the budgeted amount for the Community Grants Program is set at a maximum of 2% of total rates revenue with no cap on the amount that can be applied for. By amending this to a dollar (\$) amount, and capping the amount per application:

- Organisations are better placed to plan events and programs as they are aware of the maximum amount they may be successful in receiving.
- Assists in the annual budgeting process.
- Capped amounts will eliminate the possibility of one organisation being approved for the entire allocated amount in the budget.



With this in mind, it is recommended under the Community Grant Program that Council:






1. Amend the budgeted amount from 2% of total rates revenue to \$25,000.
2. Cap each application to a maximum of \$5,000.
3. Remove the two tiers of \$1,000 and under, and \$1,001 and over, and replace with one grant process.
4. Engage in a Service Agreement/MOU for large annual events. Whilst this would make some organisations ineligible for the Community Grant Program, it would:
  - a. Provide stability for the organisation making it more attractive for seeking contributions from additional funding bodies.
  - b. Assist in the budgeting process for the Shire for the duration of the Service Agreement/MOU. It is suggested that the Service Agreement/MOU would be for a three (3) year period.

It is recommended under the Extraordinary Requests that Council:

1. Increase the amount from \$1,000 to \$2,000 in the annual budget. This is due to:
  - a. The current limit is \$1,000 meaning that the entire budgeted amount could be used by one organisation.
  - b. Increases in the cost of living may not cover what is required resulting in the event/program not being viable

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Built Environment</b>
	<b>Outcome</b>	Provide sustainable infrastructure that serves the current and future needs of the community
	<b>Objective</b>	Construct / redevelop community and sporting facilities in a manner that maximises their life span, capacity and function
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community
	<b>Objective</b>	Facilitate access to health facilities, services and programs to achieve good

		general and mental health wellbeing in the community. Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Encourage the preservation of our culture, heritage and history
	<b>Objective</b>	Support and promote community events and activities
	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Support a strong and inclusive economy
	<b>Objective</b>	Promote the town as a great place to visit, stay and live
	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Objective</b>	Manage natural resources sustainably
	<b>Outcome</b>	Manage and conserve the natural environment, lands and water
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Improve financial sustainability
	<b>Outcome</b>	Improve short and long term financial management planning

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION**

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

There will be a positive economic impact to the Shire and region with funds being utilised in the Shire and region. This includes upgraded facilities and tourism, with recipients engaging with local businesses and trades where appropriate.

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

Upgraded facilities and events will bring about a sense of community connectedness along with tourists visiting the Shire and region from across Western Australia and at times, Australia.

**POLICY IMPLICATIONS**

F.02 Guidelines for Community Grants Policy.

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
Low	1. Determining an amount prior to the application process being open will make the program more transparent. 2. Determining a cap on the maximum amount that can be applied for will assist community groups and organisations with the planning and implementation of their event/program. 3. The use of a matrix system determines a rank for each application in a fair and unbiased manner

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Should Council approve as recommended it will allow the annual budgeting of the Community Grants Program to be done as part of the annual budget preparations.

Community Grant Program	\$25,000.00
Extraordinary Requests	\$ 2,000.00
TOTAL	\$27,000.00

This does not include existing or potential Service Agreements/MOU’s, which will be the subject of separate reports to Council.

**Workforce**

Nil

End

<b>9.3.5 FLAX MILL MURAL ARTWORK FOR THE SCUTCHING SHED</b>	
<b>File Ref:</b>	FM/25/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Angelika Fawcett, Community, Tourism & Economic Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

1. Requests the Chief Executive Officer to apply for the \$30,000 Regional Arts of WA, Regional Arts Fund Project Grant to install mural artwork on the side wall of the Flax Mill scutching shed located on Jackson Street, Boyup Brook.
2. Requests the Chief Executive Officer to budget to re-instate the windows in the side wall of the Flax Mill Scutching shed located on Jackson Street, Boyup Brook.
3. Commits \$20,000 in the 2024/25 budget as a co-contribution towards the Regional Arts of WA, Regional Arts Fund Project Grant.

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

**SUMMARY**

The Shire has the opportunity to compliment the interpretive signage at the Flax Mill with a mural artwork installation telling the story of how the mill operated including the stages from growing the flax to the end product. The artwork will be installed onto the side wall of the Flax Mill scutching shed facing the entrance to the Caravan Park. With its large blank surface, an artwork application that outlines the historical significance of the Flax Mill and communicates the history through art is considered to be a perfect partner to the interpretive signage.

The mural artwork is an opportunity to add value and instil a sense of pride in the local community and an additional point of interest for visitors and tourists to Boyup Brook and those staying at the Caravan Park.

**BACKGROUND**

Grant funding through Regional Arts of WA, Regional Arts Fund Project Grant is now being offered to:

- support and promote participation in, and access to, arts and culture in regional WA
- support cultural development of regional communities
- broaden community engagement and
- support local artists.

In this regard, this project is an eligible fit for seeking grant funding.

**REPORT DETAIL**

Grant funding of up to \$30,000 is currently available through Regional Arts of WA, Regional Arts Fund Project with no co-contribution from Shire. Applications close on 14 March 2024.



It is proposed that the artwork would consist of a mural-type art spread across the walls of the Flax Mill scutching shed which face the entrance to the Caravan Park. The Shire has been liaising with local artist Jacob Butler, known as artist ‘Shakey’. Shakey’s work includes the large mural on Wellington Dam in Collie, and other various large artwork murals and installations across the regions. See attached artwork examples. Shakey has indicated that he is quite interested in the project and would only need the corrugated iron to have a flat surface secured over the top for him to paint on. The purchase and installation of the flat surface may not be covered in the grant and may be at the Shire’s cost.

The neighbouring Shire of Collie has established itself as a place of murals which has shown strong benefits to the community and tourism. With Collie only a short 45 minute drive from Boyup Brook, we have the opportunity to capitalise and promote our own large scale, informative mural, increasing tourism and visitors to our town.



It is therefore recommended that Council approve the submission of an application for funding for the mural and if successful, the purchase and installation of flat board/flat tin to be secured over the top of the corrugated iron for painting of the mural. It is recommended that the mural artwork be installed on the side of the Flax Mill’s scutching shed facing the entrance to the caravan park as pictured left.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Built Environment</b>
	<b>Outcome</b>	Preserve the history and heritage of our built environment
	<b>Objective</b>	Restore, enhance and activate the Flax Mill buildings and caravan park
	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Objective</b>	Preserve significant places of interest
	<b>Outcome</b>	Manage responsible growth with respect for Boyup Brook’s natural environment heritage



**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION**

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

There is potential for a positive economic impact to the Shire and region as the mural may attract tourists to the area.

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

The interpretive signage is a snapshot of the important part Boyup Brook played during WWII. It provides the rich history of the area showing what locals, including women, did to support the war effort, with some of these families still residing in Boyup Brook.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
Low	The risk is deemed low due to positive community and tourist engagement

**CONSULTATION**

Consultation with Jacob Butler, known as artist ‘Shakey’.

**RESOURCE IMPLICATIONS**

**Financial**

There may be a cost to the Shire as the surface will need to have a flat board/flat tin or similar secured over the top of the corrugated iron. This may not be covered in the grant.

**Workforce**

Nil

End

<b>9.3.6 BOYUP BROOK DISTRICTS PIONEERS MUSEUM INC MEMORANDUM OF UNDERSTANDING</b>	
<b>File Ref:</b>	LS/62/024
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Requests the Chief Executive Officer to notify the Boyup Brook Pioneers’ Museum Inc that the current Memorandum of Understanding expiring on 30 June 2024 will not be renewed.**
- 2. Requests the Chief Executive Officer to advise the Boyup Brook Pioneers’ Museum that they are eligible to apply for a Community Grant through the Community Grants Program.**

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

**SUMMARY**

The Boyup Brook Pioneers’ Museum Inc has a current Memorandum of Understanding (MOU) with the Shire of Boyup for an annual amount of \$5,000.00 indexed to the WALGA Economic Briefing Local Government cost index percentage.

The MOU will expire on 30 June 2024. It is recommended that the Shire does not renew the MOU and advises the Boyup Brook Pioneers’ Museum Inc that they are eligible to apply for a community grant under the Community Grant Program.

**BACKGROUND**

At the Special Council Meeting held on 31<sup>st</sup> August 2021, Council adopted the 2021/2022 Annual Budget which included an amount of \$5,000.00 towards the running and maintenance of the Museum. The Shire prepared an MOU which runs for three (3) years and will expire on 30 June 2024.

See Schedule from the MOU below.

**“SCHEDULE**

<i>Item 1 Commencement Date</i>	<i>Executed as a Funding Agreement as per the signing page.</i>
<i>Item 2 Agreement Period</i>	<i>From signing and concludes 30 June 2024.</i>
<i>Item 3 Agreement Contribution</i>	<i>\$5,000 per year indexed to the WALGA Economic Briefing Government cost index percentage.</i>
<i>Item 4 In-kind Contribution</i>	<i>Operating costs including staffing arrangements.”</i>

**REPORT DETAIL**

The Shire currently has an MOU with the Boyup Brook Pioneers’ Museum Inc for an annual amount of \$5,000.00 indexed to the WALGA Economic Briefing Local Government cost index percentage towards the running and maintenance of the Museum. In contradiction to the section 4.4.1(b) of the Lease Agreement and in addition to the MOU, the Shire pays the Synergy account, which for the 2022/2023 year totalled \$1,564.77.

*“(b) to pay punctually to the Lessor, or to such person as the Lessor may from time to time direct any consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee’s use and occupation of the Premises.”*

The Shire continues to provide general maintenance and repairs to the building eg annual termite inspection, annual fire extinguisher inspection and annual electrical and safety inspection as per the Lease Agreement under Section 9 9.2.

The practice of entering into MOUs, which entail financial support from the Shire, should be carefully considered. Such agreements must be reserved for events or organisations that not only require ongoing support but also demonstrate tangible economic benefits to the broader community. This principle ensures that the Shire’s investments are both strategic and beneficial on a communal scale.






The Boyup Brook Pioneers’ Museum Inc is strongly encouraged to seek alternative funding sources, including sponsorships and private donations. By intensifying fundraising activities and community events, the museum can secure the necessary funds for its operations while fostering greater community engagement. The Shire pledges to support these efforts through facilitating connections, providing in-kind assistance, and promoting museum events to ensure their success and sustainability.

Furthermore, the museum will be eligible and encouraged to apply for funding through the Community Grant Program and other external funding agencies. This opportunity allows the museum to access additional resources that can support its valuable contributions to the community’s cultural heritage and educational landscape.

While the Shire of Boyup Brook values and recognises the cultural significance of the Boyup Brook Pioneers’ Museum Inc, it is imperative to align the financial support provided with the principles of fiscal responsibility and community benefit. By encouraging the museum to diversify its funding sources and offering strategic support, the Shire aims to foster a sustainable model that ensures the museum's continued success and contribution to the community.

Ensuring openness and transparency in the funding application process from the Shire is crucial for fostering a sense of fairness and equity among all community groups. This approach not only reinforces trust in local governance but also ensures that every group has an equal opportunity to access resources necessary for their activities and projects. Transparent criteria and processes prevent biases and promote inclusivity, enabling diverse initiatives to flourish, which in turn enriches the community as a whole. By treating all groups equally and providing clear, accessible information on funding opportunities, the Shire supports a vibrant, dynamic community where every organisation, regardless of its size or focus, feels valued and empowered to contribute to the community's well-being and development.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION**

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

The Boyup Brook Pioneers Museum Inc plays a significant role in the economic fabric of the Shire and the broader region, acting as a cultural magnet that draws visitors and enhances local tourism. By showcasing the area's rich history and heritage, the museum attracts tourists, which in turn supports local businesses such as cafes, shops, and accommodation providers the Boyup Brook Pioneers.

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

Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
Low	Discontinuing the Memorandum of Understanding (MOU) with the Boyup Brook Pioneers’ Museum Inc presents several risks for the Council, including potential negative community perception and strained relationships with local stakeholders, loss of cultural heritage and educational resources, adverse impacts on local tourism and the economy.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The recommendation to not renew the MOU is not based on financial constraints but rather to ensure openness and transparency for all the community groups.

**Workforce**

Shire resources may be utilised to assist in identifying and applying for grant funding opportunities.

End



<b>9.3.7 BOYUP BROOK LAND DISPOSAL / DEVELOPMENT STRATEGY 2024</b>	
<b>File Ref:</b>	LN/42/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.3.7A Land Disposal/Development Strategy 2024

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

**1. Endorse the Boyup Brook Land Disposal / Development Strategy 2024 as per Attachment 9.3.7A.**

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

**SUMMARY**

The Boyup Brook Land Disposal/Development Strategy outlines a plan for managing lands owned by the Shire, which are not needed operationally and have been lying unused, incurring maintenance costs without benefitting the community.

**BACKGROUND**

In addition to overseeing land on behalf of various government entities, the Shire also possesses ownership of multiple properties. A number of these properties are not currently needed for operational reasons and have remained unused for several years.

Although the Shire owns these vacant lands and is exempt from paying property rates, there are still ongoing expenses related to their upkeep, such as ground and fencing maintenance. While these costs may seem minor individually, they can accumulate over time, leading to significant financial outlays without providing any tangible benefits to the Shire or the local community.

**REPORT DETAIL**

The Boyup Brook Land Disposal/Development Strategy (Strategy) identifies land owned by the Shire, land controlled by the Shire via reserves has not been taken into consideration.



The procedure to dispose of Shire owned land is legislated by the *Local Governments Act 1995* s3.58. The three ways in which a property can be disposed of are:

- Tender;
- Auction; or
- Private Treaty.

The ‘Strategy’ has taken into consideration a number of factors i.e.

- BAL rating – Bushfire Rating which would influence potential development costs;
- Services i.e Water, Electricity and effluent disposal; and
- Future operational use and economic development.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Support a strong and inclusive economy
	<b>Objective</b>	Promote the town as a great place to visit, stay and live
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION**

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

Selling land in Boyup Brook can provide immediate financial benefits to the Shire, including increased revenue and potential for economic growth through development that leads to job creation, higher property values, and attracts further investment.

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

Selling land in Boyup Brook can have significant social impacts on the community's quality of life. Positive outcomes might include enhanced community facilities, increased employment opportunities, and improved infrastructure, contributing to a vibrant, thriving community.



**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
Moderate	Selling land in Boyup Brook carries risks for the Shire, including potential community backlash if the sale is perceived to compromise public interests or environmental values. There’s also the risk of short-term financial gain at the expense of long-term strategic opportunities, particularly if the land could have been used for projects that align more closely with the community’s future needs.

**CONSULTATION**

If the 'Strategy' receives endorsement, the Shire commits to engaging with all stakeholders having a vested interest in the property prior to preparing and submitting a comprehensive report to the Council for consideration, as mandated by the Act.

**RESOURCE IMPLICATIONS**

**Financial**

Should the proposal receive endorsement, proceeds from the sale of any land should be allocated to a reserve, designated for financing strategic community projects or the development of additional staff housing.

**Workforce**

Nil

End

<b>9.3.8 CRICKET CLUB SUPPORT REQUEST FOR RONALD McDONALD HOUSE CHARITIES T20 GAME FUNDRAISER</b>	
<b>File Ref:</b>	FM/25/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Authorises the Chief Executive Officer to donate three (3) gym memberships (3 month, 6 month and 12 month) to the value of \$662 to the Cricket Club’s Ronald McDonald House Charities T20 Game Fundraiser.**

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

**SUMMARY**

Council is requested to consider supporting the Boyup Brook Cricket Club fundraising event for the Ronald McDonald House, by donating three (3) gym memberships.

**BACKGROUND**

The Ronald McDonald House T20 cricket game fundraiser originated from a noble initiative aimed at supporting families with critically ill children. Ronald McDonald House Charities (RMHC) established this event as a creative means to raise funds and awareness for their cause. The concept blends the excitement of cricket, a popular sport in many regions, with the charitable mission of RMHC.

Typically held in vibrant stadiums or community grounds, the fundraiser brings together cricket enthusiasts, sponsors, volunteers, and families impacted by paediatric illnesses. Through a combination of ticket sales, sponsorships, auctions, and donations, the event generates crucial funds to provide accommodations, meals, and support services for families facing the challenges of having a child undergoing medical treatment.

Over the years, the Ronald McDonald House T20 cricket game fundraiser has grown in popularity, becoming a significant annual event that not only fosters community engagement but also serves as a testament to the power of sports in making a positive difference in people's lives.

**REPORT DETAIL**


In 2023, the Boyup Brook Cricket Club had the honour of exemplifying its commitment to community welfare by hosting a distinguished Ronald McDonald House Charities T20 Game and Fundraiser. Thanks to the steadfast support of the Boyup Brook Community, an outstanding total of \$32,485.41 was raised, directly benefiting RMHC and significantly impacting the lives of vulnerable children and families.

As a result of this outstanding achievement, the Boyup Brook Cricket Club is delighted to announce the return of the Ronald McDonald House Charities T20 Game and Fundraiser on Saturday, March 16, this year.

To ensure the ongoing success of this event, the club earnestly requests the assistance of local businesses and individuals in donating prizes, auction items, or financial contributions.

Notably, last year, the Shire donated three (3) gym memberships for the club to utilise as prizes or for auction. The club once again humbly requests the Shire's support in providing three (3) gym memberships (3-month, 6-month, and 12-month durations) to aid this noble cause.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION**

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

The exposure gained from hosting such a prominent event enhances the town's reputation as a vibrant destination for sports and community engagement, potentially attracting future tourism and investment. Overall, hosting the game in Boyup Brook fosters economic growth, sustainability, and prosperity for the entire community.

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

Hosting the Ronald McDonald House Charities T20 Game in Boyup Brook brings numerous social benefits to the community. Firstly, it fosters a sense of unity and pride among residents as they come together to support a worthy cause.

The event provides opportunities for people of all ages and backgrounds to connect, fostering a stronger sense of community cohesion. Additionally, the fundraiser raises awareness about critical issues surrounding childhood illness and the importance of supporting affected families, encouraging empathy and compassion within the community.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

Risk Level	Comment
<b>Moderate</b>	The risk for the council in not supporting the request for a donation to the Ronald McDonald House Charities T20 Game fundraiser is multifaceted. Firstly, it could result in a missed opportunity for the council to demonstrate its commitment to community welfare and support for a significant local event. This could potentially lead to a loss of public trust and perception of the council as unresponsive to community needs and initiatives. Not supporting the donation request poses reputational, social, and community cohesion risks for the council.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The contribution of three (3) gym memberships may not immediately affect the income outlined in the approved budget. Nonetheless, it has the potential to serve as a catalyst in spotlighting the gym facility and drawing the interest of prospective paying members in the future.

**Workforce**

Nil

End

<b>9.3.9 STATUTORY BUDGET REVIEW AS AT 31 DECEMBER 2023</b>	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Darren Long, Finance Consultant Carolyn Mallet, Executive Manager Corporate & Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	9.3.9A Budget Review Workpaper

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

**AUDIT & FINANCE COMMITTEE RECOMMENDATION 24/02/...**

That Council:

1. Adopt the 2023/2024 Annual Budget Review, as presented in Attachment 9.3.9A, and note that the estimate closing funds are based on current revenue and expenditure trends; and
2. Approve the following budget amendments as authorised expenditure:

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
092020	Proceeds Sale of Land Asset – Increase in proceeds on sale of land for 57 Cailles Street. Not anticipated in original budget.	(\$0)	(\$51,819)	(\$51,819)	
092600	Written Down Value – Disposal of Assets	\$310,000	\$361,819		\$51,819
031103	Rates Administration Activity costs – Increase in administration allocations – non cash in nature.	\$126,636	\$138,249		\$11,613
032001	General Purpose Grants – Increase in grant from	\$0	(\$42,137)	(\$42,137)	

	Commonwealth Government				
032002	Local Road Grants – Increase in grant from Commonwealth Government	\$0	(\$41,525)	(\$41,525)	
032003	Interest on Municipal Investments – Increase in interest earned on surplus Municipal Funds from higher interest rates	(\$2,100)	(\$152,047)	(\$149,947)	
032004	Interest on Reserve Accounts - Increase in interest earned on Reserve Accounts from higher interest rates	(\$5,000)	(\$101,000)	(\$96,000)	
041100	Members Sitting Fees – Increase for additional Councillor sitting fees and deputy president allowance increase	\$76,350	\$87,308		\$10,958
041101	Members Training Costs – Decrease in training expenses	\$10,800	\$5,800	(\$5,000)	
041105	Members Conference/Seminar Costs – Decrease in conference expenses for Local Government Week	\$23,850	\$13,850	(\$10,000)	
041108	Member Council Chamber Expenses – Decrease in audio recording expense – reallocated to IT expenses for fibre connection to administration centre	\$32,063	\$7,063	(\$25,000)	

041109	Member Refreshments & Receptions – Increase in Australia Day function expenses and for Honorary Freeman function	\$23,940	\$32,440		\$8,500
041150	Members Administration Allocations - Increase in administration allocations – non cash in nature	\$67,516	\$73,323		\$5,807
042100	Other Governance Administration Allocations - Increase in administration allocations – non cash in nature	\$101,274	\$113,791		\$12,517
051106	ESL – Fire Vehicle Maintenance Costs – Increase in vehicle servicing and replacement tyres	\$15,000	\$25,433		\$10,433
051112	Fire Prevention and Support – Increase in wages allocations reallocated from ranger salary GL # 052110, and increase in electricity expenses	\$15,770	\$104,430		\$88,660
051120	Bushfire Mitigation Activity Expenses – Increase in contractor expenses for on-ground works funded by new grant	\$0	\$186,706		\$186,706
051150	Fire Control Administration Allocations -	\$67,516	\$73,323		\$5,807

	Increase in administration allocations – non cash in nature				
051004	ESL – Operating Grant Income – Increase in Mitigation grant funding for on ground works	(\$120,000 )	(\$310,018 )	(\$190,018 )	
052110	Ranger Services Salary Expenses – Decrease in Ranger salaries – allocated to Fire Prevention and Support. Increase in insurance premium	\$84,262	\$36,715	(\$47,547)	
053152	Other law & Order Costs – Increase in contractor expenses for Aware project – offset by new grant funding	\$0	\$14,200		\$14,200
053103	Emergency Management Coordination Expenses – Increase in wages, superannuation and training expenses	\$0	\$10,007		\$10,007
053002	Other Law Non-Operating Grants – Increase for Disaster Relief grant to establish evacuation centre at Football Clubrooms	\$0	(\$813,000 )	(\$813,000 )	
053003	Other Law Operating Grants – Increase for new DFES Aware grant project	\$0	(\$14,200)	(\$14,200)	
072100	Health Administration Expenses – Increase in	\$65,523	\$46,242	(\$19,281)	



	salaries to offset decrease in contract health services				
074103	Medical Services Employee Costs – Increase in salaries expenses and housing rental expenses	\$967,957	\$973,021		\$5,064
074113	Medical Centre Superannuation – Increase in superannuation expenses	\$87,485	\$105,514		\$18,029
074150	Medical Services Administration Allocations - Increase in administration allocations – non cash in nature	\$75,913	\$83,172		\$7,259
092105	House Maintenance – 1 Rogers Ave – Increase in wages, overheads and plant cost allocations. Increase in gutter cleaning and internet services	\$16,203	\$26,003		\$9,800
092108	Property Selling Expenses – Increase in contractor costs for settlement services to sell lot 57 Cailles St.	\$0	\$9,051		\$9,051
092109	Community Housing Maintenance – Increase in materials expense for purchase of sea container for storage and for removalists costs	\$143,340	\$152,340		\$9,000
092002	Rent 24B Proctor Street – Decrease in rent due to	(\$9,600)	(\$4,226)		\$5,374

	renovations requiring tenant to vacate premise				
101003	Recycling Scheme Income – Increase in recycling fees collected	(\$700)	(\$8,687)	(\$7,987)	
113110/ G206	Townsite Gardens – Decrease in wages, overheads and plant allocations.	\$94,825	\$84,325	(\$10,500)	
113112	Reserves and Parks Operations – Decrease in wages, overheads and plant allocations. Increase in insurance premiums.	\$85,669	\$73,318	(\$12,351)	
113125	Support for Others Expenses – Increase in wages and superannuation expenses	\$40,212	\$47,725		\$7,513
112100	Swimming Pool and Gymnasium Operations – Decrease in contractor expenses for pool leak – reallocated to GL # 146106	\$103,866	\$84,106	(\$19,760)	
112102	Swimming Pool Employee Costs – Decrease in wages. Increase in insurance premiums	\$105,802	\$85,311	(\$20,491)	
115150	Libraries – Administration allocations - Increase in administration allocations – non cash in nature	\$92,878	\$100,137		\$7,259
116103	Other Culture Community	\$0	\$18,681		\$18,681

	Expenses – Increase in wages, overheads and plant cost allocations. Increase in materials expenses for Christmas event				
121001	RRG Project Grants – Increase in RRG grant for Winnejump Road for 21/22, 22/23 and 23/24 sections.	(\$631,700 )	(\$1,082,000)	(\$450,300 )	
121004	Capital Grants & Other Contributions – Increase in LRCI Phase 4B funding received	(\$636,411 )	(\$1,182,581)	(\$546,170 )	
122103	Road Maintenance and Repairs – Decrease in wages, overheads and plant allocations. Increase in contractor expenses for plant hire.	\$304,514	\$226,817	(\$77,697)	
122107	Maintenance Grading – Decrease in wages, overheads and plant allocations – reallocated to other works. Increase in contractor expenses for gravel pushing and road line marking.	\$117,055	\$118,750		\$1,695
122109	Verge Pruning – Increase in wages, overheads and	\$130,140	\$148,860		\$18,720

	plant allocations.				
122115	Town Services Tree Pruning – Increase in contractor expenses for tree pruning.	\$23,660	\$30,275		\$6,615
122150	Roads – Administration Allocations - Increase in administration allocations – non cash in nature	\$422,234	\$458,524		\$36,290
125150	Traffic Control - Administration Allocations Increase in administration allocations – non cash in nature	\$126,636	\$136,798		\$10,162
132103	Community Development Officer – Increase in salaries allocation.	\$22,756	\$85,404		\$62,648
132104	Tourist Centre – Decrease in contractor expenses for bus shelter works	\$74,291	\$66,529	(\$7,762)	
133100	Building Control Expenses – Decrease in wages allocation	\$22,347	\$16,396	(\$5,951)	
133001	Building Licence Fees – Decrease in building permits issued	(\$12,000)	(\$6,600)		\$5,400
143100	Supervision – Increase in salaries allocations.	\$181,355	\$310,863		\$129,508
143104	Insurance on Works – Increase in workers compensation	\$21,953	\$32,906		\$10,953

	insurance premium				
143105	Outside Works Superannuation – Increase in superannuation expenses	\$140,525	\$158,155		\$17,630
143109	Training & Meeting Expenses – Decrease in wagers allocations and material expenses for training courses	\$61,190	\$46,535	(\$14,655)	
143180	Less Public Works Overheads allocated – Increase in overhead allocations to other programs and projects.	(\$731,902)	(\$881,056)	(\$149,154)	
143001	Workers Compensation Reimbursements – Increase in reimbursements for workers compensation insurance claims	(\$600)	(\$18,373)	(\$17,773)	
144110	Mechanic Superannuation – Increase in superannuation expenses.	\$0	\$9,836		\$9,836
144001	Diesel Fuel Rebate – Increase in fuel rebate claimed	(\$35,000)	(\$40,000)	(\$5,000)	
145100	Gross Salaries and Wages – Increase in total salaries and wages paid for year.	\$4,016,494	\$4,035,258		\$18,764
145130	Less Salaries and Wages allocation to Programs – Increase in salaries and	(\$4,016,494)	(\$4,035,258)	(\$18,764)	

	wages allocated to other programs.				
146102	Bank Fees – Increase in bank fees.	\$13,500	\$36,260		\$22,760
146105	Administration Staff Employee Costs - Decrease in salaries allocation.	\$867,667	\$848,543	(\$19,124)	
146106	Consultant Expenses – Increase in contractor expenses for architectural services, business case preparation, and fair value reporting	\$182,000	\$267,950		\$85,950
146110	IT System and Operation – Increase in contractor expenses for fibre connection	\$154,680	\$224,363		\$69,683
146124	Superannuation Expenses – Increase in superannuation expenses for unpaid liability on long service leave in 21/22	\$89,590	\$119,590		\$30,000
146128	Administration OHS Expenses – Decrease for WHS position for only 6 months.	\$59,030	\$13,550	(\$45,480)	
146150	Less Administration Allocations – Increase in administration expenses allocated to other programs.	(\$1,713,612)	(\$1,860,167)	(\$146,555)	
146001	Reimbursements Administration – Increase in	(\$300)	(\$9,618)	(\$9,318)	

	self-insurance scheme contributions credit				
149001	Rylington Park Operational Expenses – Increase in material expenses for parts & repairs, hay bailing expenses, wool owner/classer course expenses. Increase in workers compensation insurance premium.	\$804,236	\$848,934		\$44,698
300101	Transfer to Reserves – Increase in transfer to Rylington Park Community Projects Reserve from sale of Lot 57 Cailes St and additional interest earned.	\$270,000	\$408,787		\$138,787
300102	Transfer from Reserves – Increase in transfer from Building Reserve and Rylington Park Community Projects Reserve to fund Councils contribution to the Evacuation Centre.	(\$138,000)	(\$1,032,000)	(\$894,000)	
000000	Surplus/Deficit – Carried Forward – Increase in closing surplus due to end of year audit adjustments.	(\$3,490,312)	(\$3,820,598)	(\$330,286)	
000000	Book value of Assets Sold Written Back – Increase in non-cash write-back	(\$310,000)	(\$361,819)	(\$51,819)	

	value of assets disposed.				
053401	Evacuation Centre Construction – Increase in capital expenditure to construct evacuation centre. Offset by grant funding and transfers from Building Reserve and Rylington Park Community Projects Reserve	\$0	\$1,707,000		\$1,707,000
081400	CRC Building Capital Expenditure – Decrease in internal and external painting expenses	\$40,000	\$17,000	(\$23,000)	
091400	CEO House Capital Expenditure – Decrease in contractor expenses for fence replacement	\$30,000	\$17,045	(\$12,955)	
092403	24B Proctor St Residence Capital Expenditure – Increase in contractor expenses for replacement fence.	\$0	\$12,955		\$12,955
111403/LRC 017	Town Hall Refurbishment – Increase in contractor expenses for hall refurbishment	\$217,377	\$353,244		\$135,867
132400	Tourist Centre Capital Expenditure – Increase in wages, overheads and plant costs, and decrease in contractor	\$90,000	\$107,572		\$17,572



	expenses to fix septic system.				
149503	Rylington Park House Capital Expenditure – Decrease in contractor costs for gutter repairs.	\$53,000	\$43,000	(\$10,000)	
123609	Light Plant Capital Expenditure – Decrease in purchase cost of portable traffic lights	\$22,000	\$12,322	(\$9,678)	
123610	Heavy Plant Capital Expenditure – Decrease in purchase cost of forklift and tip truck	\$738,000	\$707,500	(\$30,500)	
123619	Minor Small Plant Capital Expenditure – Increase materials expense for purchase of new pressure cleaner	\$0	\$9,015		\$9,015
146500	Administration Plant & Equipment Capital Expenditure – Decrease in materials cost for purchase of CEO vehicle and removal of pool vehicle purchase.	\$110,000	\$58,375	(\$51,625)	
121404/ RRG148	RRG Boyup Brook-Cranbrook Road – Decrease in contractor expenses.	\$377,283	\$368,550	(\$8,733)	
121404/ RGG210	RRG Boyup Brook-Arthur River Road – Increase in wages, overheads and plant allocations.	\$589,118	\$658,687		\$69,569
121404/ RRG004	RRG Winnejup Road – Increase	\$0	\$259,034		\$259,034

	in project costs as clearing permits obtained allowing 23/24 project to proceed				
121404/RGA004	RRG Winnejug road - Increase in project costs as clearing permits obtained allowing 21/22 project to proceed	\$0	\$212,169		\$212,169
121404/RGB004	RRG Winnejug road - Increase in project costs as clearing permits obtained allowing 22/23 project to proceed	\$0	\$234,304		\$234,304
121401	Gravel Sheeting Road Projects – Projects deleted as unable to complete by 30 June.	\$54,000	\$0	(\$54,000)	
121410	Municipal Fund – Winter Grading – Increase in wages, overheads and plant cost allocations.	\$337,000	\$444,136		\$107,136
121700	Footpath Construction – Increase in contractor expenses to extend scope of work. Offset by LRCI 4B grant funding	\$75,075	\$263,914		\$188,839
111800/LRC024	Drainage Town Hall – Increase in wages, overheads and plant cost allocations. Increase in contractor expenses	\$58,866	\$70,799		\$11,933
107900	Cemetery Capital Expenditure – Increase in contractor expenses.	\$0	\$357,331		\$357,331

	Offset by LRCI 4A grant funding				
135403	Access Path to Blackwood River – Decrease in contractor expenses – reallocated to GL 146106.	\$50,000	\$20,000	(\$30,000)	
	Other minor variations below the \$10,000 threshold			(\$59,348)	\$99,330
TOTAL				<b>(\$4,656,210)</b>	<b>\$4,656,210</b>
Net Adjustment to 2023/24 Budget				\$0	
<b>Absolute Majority Required .....</b>					
<b>For:</b>					
<b>Against:</b>					

**SUMMARY**

The purpose of this report is for Council to consider adopting the Budget Review Report, and authorise amendments to the Adopted Budget, based on projection outcomes to 30 June 2024.

**BACKGROUND**

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget.

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

**\*Absolute majority required.**

The *Local Government (Financial Management) Regulations 1996* require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —

- 
- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
  - (d) Include the following-
    - (i) the annual budget adopted by the local government;
    - (ii) an update of each of the estimates included in the annual budget;
    - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
    - (iv) adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**\*Absolute majority required.**

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2024, for the period ending 31 December 2023, is presented for consideration. A Statement of Financial Activity, at program level and nature/type level, has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2024.

### **REPORT DETAIL**

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% or \$10,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

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ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
092020	Proceeds Sale of Land Asset – Increase in proceeds on sale of land for 57 Cailles Street. Not anticipated in original budget.	(\$0)	(\$51,819)	(\$51,819)	
092600	Written Down Value – Disposal of Assets	\$310,000	\$361,819		\$51,819
031103	Rates Administration Activity costs – Increase in administration allocations – non cash in nature.	\$126,636	\$138,249		\$11,613
032001	General Purpose Grants – Increase in grant from Commonwealth Government	\$0	(\$42,137)	(\$42,137)	
032002	Local Road Grants – Increase in grant from Commonwealth Government	\$0	(\$41,525)	(\$41,525)	
032003	Interest on Municipal Investments – Increase in interest earned on surplus Municipal Funds from higher interest rates	(\$2,100)	(\$152,047)	(\$149,947)	
032004	Interest on Reserve Accounts - Increase in interest earned on Reserve Accounts from higher interest rates	(\$5,000)	(\$101,000)	(\$96,000)	
041100	Members Sitting Fees – Increase for additional Councillor sitting fees and deputy president allowance increase	\$76,350	\$87,308		\$10,958
041101	Members Training Costs – Decrease in training expenses	\$10,800	\$5,800	(\$5,000)	
041105	Members Conference/Seminar Costs – Decrease in conference expenses for Local Government Week	\$23,850	\$13,850	(\$10,000)	
041108	Member Council Chamber Expenses – Decrease in audio recording expense – reallocated to IT expenses for fibre connection to administration centre	\$32,063	\$7,063	(\$25,000)	
041109	Member Refreshments & Receptions – Increase in Australia Day function expenses and for Honorary Freeman function	\$23,940	\$32,440		\$8,500
041150	Members Administration Allocations - Increase in administration allocations – non cash in nature	\$67,516	\$73,323		\$5,807
042100	Other Governance Administration Allocations - Increase in administration allocations – non cash in nature	\$101,274	\$113,791		\$12,517
051106	ESL – Fire Vehicle Maintenance Costs – Increase in vehicle servicing and replacement tyres	\$15,000	\$25,433		\$10,433

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
051112	Fire Prevention and Support – Increase in wages allocations reallocated from ranger salary GL # 052110, and increase in electricity expenses	\$15,770	\$104,430		\$88,660
051120	Bushfire Mitigation Activity Expenses – Increase in contractor expenses for on-ground works funded by new grant	\$0	\$186,706		\$186,706
051150	Fire Control Administration Allocations - Increase in administration allocations – non cash in nature	\$67,516	\$73,323		\$5,807
051004	ESL – Operating Grant Income – Increase in Mitigation grant funding for on ground works	(\$120,000)	(\$310,018)	(\$190,018)	
052110	Ranger Services Salary Expenses – Decrease in Ranger salaries – allocated to Fire Prevention and Support. Increase in insurance premium	\$84,262	\$36,715	(\$47,547)	
053152	Other law & Order Costs – Increase in contractor expenses for Aware project – offset by new grant funding	\$0	\$14,200		\$14,200
053103	Emergency Management Coordination Expenses – Increase in wages, superannuation and training expenses	\$0	\$10,007		\$10,007
053002	Other Law Non-Operating Grants – Increase for Disaster Relief grant to establish evacuation centre at Football Clubrooms	\$0	(\$813,000)	(\$813,000)	
053003	Other Law Operating Grants – Increase for new DFES Aware grant project	\$0	(\$14,200)	(\$14,200)	
072100	Health Administration Expenses – Increase in salaries to offset decrease in contract health services	\$65,523	\$46,242	(\$19,281)	
074103	Medical Services Employee Costs – Increase in salaries expenses and housing rental expenses	\$967,957	\$973,021		\$5,064
074113	Medical Centre Superannuation – Increase in superannuation expenses	\$87,485	\$105,514		\$18,029
074150	Medical Services Administration Allocations - Increase in administration allocations – non cash in nature	\$75,913	\$83,172		\$7,259
092105	House Maintenance – 1 Rogers Ave – Increase in wages, overheads and plant cost allocations. Increase in gutter cleaning and internet services	\$16,203	\$26,003		\$9,800
092108	Property Selling Expenses – Increase in contractor costs for settlement services to sell lot 57 Cailles St.	\$0	\$9,051		\$9,051

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
092109	Community Housing Maintenance – Increase in materials expense for purchase of sea container for storage and for removalists costs	\$143,340	\$152,340		\$9,000
092002	Rent 24B Proctor Street – Decrease in rent due to renovations requiring tenant to vacate premise	(\$9,600)	(\$4,226)		\$5,374
101003	Recycling Scheme Income – Increase in recycling fees collected	(\$700)	(\$8,687)	(\$7,987)	
113110/ G206	Townsite Gardens – Decrease in wages, overheads and plant allocations.	\$94,825	\$84,325	(\$10,500)	
113112	Reserves and Parks Operations – Decrease in wages, overheads and plant allocations. Increase in insurance premiums.	\$85,669	\$73,318	(\$12,351)	
113125	Support for Others Expenses – Increase in wages and superannuation expenses	\$40,212	\$47,725		\$7,513
112100	Swimming Pool and Gymnasium Operations – Decrease in contractor expenses for pool leak – reallocated to GL # 146106	\$103,866	\$84,106	(\$19,760)	
112102	Swimming Pool Employee Costs – Decrease in wages. Increase in insurance premiums	\$105,802	\$85,311	(\$20,491)	
115150	Libraries – Administration allocations - Increase in administration allocations – non cash in nature	\$92,878	\$100,137		\$7,259
116103	Other Culture Community Expenses – Increase in wages, overheads and plant cost allocations. Increase in materials expenses for Christmas event	\$0	\$18,681		\$18,681
121001	RRG Project Grants – Increase in RRG grant for Winnejup Road for 21/22, 22/23 and 23/24 sections.	(\$631,700)	(\$1,082,000)	(\$450,300)	
121004	Capital Grants & Other Contributions – Increase in LRCI Phase 4B funding received	(\$636,411)	(\$1,182,581)	(\$546,170)	
122103	Road Maintenance and Repairs – Decrease in wages, overheads and plant allocations. Increase in contractor expenses for plant hire.	\$304,514	\$226,817	(\$77,697)	
122107	Maintenance Grading – Decrease in wages, overheads and plant allocations – reallocated to other works. Increase in contractor expenses for gravel pushing and road line marking.	\$117,055	\$118,750		\$1,695
122109	Verge Pruning – Increase in wages, overheads and plant allocations.	\$130,140	\$148,860		\$18,720
122115	Town Services Tree Pruning – Increase in contractor expenses for tree pruning.	\$23,660	\$30,275		\$6,615

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
122150	Roads – Administration Allocations - Increase in administration allocations – non cash in nature	\$422,234	\$458,524		\$36,290
125150	Traffic Control - Administration Allocations Increase in administration allocations – non cash in nature	\$126,636	\$136,798		\$10,162
132103	Community Development Officer – Increase in salaries allocation.	\$22,756	\$85,404		\$62,648
132104	Tourist Centre –Decrease in contractor expenses for bus shelter works	\$74,291	\$66,529	(\$7,762)	
133100	Building Control Expenses – Decrease in wages allocation	\$22,347	\$16,396	(\$5,951)	
133001	Building Licence Fees – Decrease in building permits issued	(\$12,000)	(\$6,600)		\$5,400
143100	Supervision – Increase in salaries allocations.	\$181,355	\$310,863		\$129,508
143104	Insurance on Works – Increase in workers compensation insurance premium	\$21,953	\$32,906		\$10,953
143105	Outside Works Superannuation – Increase in superannuation expenses	\$140,525	\$158,155		\$17,630
143109	Training & Meeting Expenses – Decrease in wagers allocations and material expenses for training courses	\$61,190	\$46,535	(\$14,655)	
143180	Less Public Works Overheads allocated – Increase in overhead allocations to other programs and projects.	(\$731,902)	(\$881,056)	(\$149,154)	
143001	Workers Compensation Reimbursements – Increase in reimbursements for workers compensation insurance claims	(\$600)	(\$18,373)	(\$17,773)	
144110	Mechanic Superannuation – Increase in superannuation expenses.	\$0	\$9,836		\$9,836
144001	Diesel Fuel Rebate – Increase in fuel rebate claimed	(\$35,000)	(\$40,000)	(\$5,000)	
145100	Gross Salaries and Wages – Increase in total salaries and wages paid for year.	\$4,016,494	\$4,035,258		\$18,764
145130	Less Salaries and Wages allocation to Programs – Increase in salaries and wages allocated to other programs.	(\$4,016,494)	(\$4,035,258)	(\$18,764)	
146102	Bank Fees – Increase in bank fees.	\$13,500	\$36,260		\$22,760
146105	Administration Staff Employee Costs - Decrease in salaries allocation.	\$867,667	\$848,543	(\$19,124)	
146106	Consultant Expenses – Increase in contractor expenses for architectural services, business case preparation, and fair value reporting	\$182,000	\$267,950		\$85,950



ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
146110	IT System and Operation – Increase in contractor expenses for fibre connection	\$154,680	\$224,363		\$69,683
146124	Superannuation Expenses – Increase in superannuation expenses for unpaid liability on long service leave in 21/22	\$89,590	\$119,590		\$30,000
146128	Administration OHS Expenses – Decrease for WHS position for only 6 months	\$59,030	\$13,550	(\$45,480)	
146150	Less Administration Allocations – Increase in administration expenses allocated to other programs.	(\$1,713,612)	(\$1,860,167)	(\$146,555)	
146001	Reimbursements Administration – Increase in self-insurance scheme contributions credit	(\$300)	(\$9,618)	(\$9,318)	
149001	Rylington Park Operational Expenses – Increase in material expenses for parts & repairs, hay bailing expenses, wool owner/classer course expenses. Increase in workers compensation insurance premium.	\$804,236	\$848,934		\$44,698
300101	Transfer to Reserves – Increase in transfer to Rylington Park Community Projects Reserve from sale of Lot 57 Cailles St and additional interest earned.	\$270,000	\$408,787		\$138,787
300102	Transfer from Reserves – Increase in transfer from Building Reserve and Rylington Park Community Projects Reserve to fund Councils contribution to the Evacuation Centre.	(\$138,000)	(\$1,032,000)	(\$894,000)	
000000	Surplus/Deficit – Carried Forward – Increase in closing surplus due to end of year audit adjustments.	(\$3,490,312)	(\$3,820,598)	(\$330,286)	
000000	Book value of Assets Sold Written Back – Increase in non-cash write-back value of assets disposed.	(\$310,000)	(\$361,819)	(\$51,819)	
053401	Evacuation Centre Construction – Increase in capital expenditure to construct evacuation centre. Offset by grant funding and transfers from Building Reserve and Rylington Park Community Projects Reserve	\$0	\$1,707,000		\$1,707,000
081400	CRC Building Capital Expenditure – Decrease in internal and external painting expenses	\$40,000	\$17,000	(\$23,000)	
091400	CEO House Capital Expenditure – Decrease in contractor expenses for fence replacement	\$30,000	\$17,045	(\$12,955)	


ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
092403	24B Proctor St Residence Capital Expenditure – Increase in contractor expenses for replacement fence.	\$0	\$12,955		\$12,955
111403/LR C017	Town Hall Refurbishment – Increase in contractor expenses for hall refurbishment	\$217,377	\$353,244		\$135,867
132400	Tourist Centre Capital Expenditure – Increase in wages, overheads and plant costs, and decrease in contractor expenses to fix septic system.	\$90,000	\$107,572		\$17,572
149503	Rylington Park House Capital Expenditure – Decrease in contractor costs for gutter repairs.	\$53,000	\$43,000	(\$10,000)	
123609	Light Plant Capital Expenditure – Decrease in purchase cost of portable traffic lights	\$22,000	\$12,322	(\$9,678)	
123610	Heavy Plant Capital Expenditure – Decrease in purchase cost of forklift and tip truck	\$738,000	\$707,500	(\$30,500)	
123619	Minor Small Plant Capital Expenditure – Increase materials expense for purchase of new pressure cleaner	\$0	\$9,015		\$9,015
146500	Administration Plant & Equipment Capital Expenditure – Decrease in materials cost for purchase of CEO vehicle and removal of pool vehicle purchase.	\$110,000	\$58,375	(\$51,625)	
121404/ RRG148	RRG Boyup Brook-Cranbrook Road – Decrease in contractor expenses.	\$377,283	\$368,550	(\$8,733)	
121404/ RGG210	RRG Boyup Brook-Arthur River Road – Increase in wages, overheads and plant allocations.	\$589,118	\$658,687		\$69,569
121404/ RRG004	RRG Winnejup Road – Increase in project costs as clearing permits obtained allowing 23/24 project to proceed	\$0	\$259,034		\$259,034
121404/ RGA004	RRG Winnejup road - Increase in project costs as clearing permits obtained allowing 21/22 project to proceed	\$0	\$212,169		\$212,169
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121401	Gravel Sheeting Road Projects – Projects deleted as unable to complete by 30 June.	\$54,000	\$0	(\$54,000)	
121410	Municipal Fund – Winter Grading – Increase in wages, overheads and plant cost allocations.	\$337,000	\$444,136		\$107,136

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
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111800/ LRC024	Drainage Town Hall – Increase in wages, overheads and plant cost allocations. Increase in contractor expenses	\$58,866	\$70,799		\$11,933
107900	Cemetery Capital Expenditure – Increase in contractor expenses. Offset by LRCI 4A grant funding	\$0	\$357,331		\$357,331
135403	Access Path to Blackwood River – Decrease in contractor expenses – reallocated to GL 146106.	\$50,000	\$20,000	(\$30,000)	
	Other minor variations below the \$10,000 threshold			(\$59,348)	\$99,330
TOTAL				<b>(\$4,656,210)</b>	<b>\$4,656,210</b>
Net Adjustment to 2023/24 Budget				\$0	

Estimated closing funds in 2023-24 Adopted Budget	\$0
Plus, net savings as detailed in table above	\$0
<b>Net Estimated Closing Funds</b>	<b>\$0</b>

Based on current revenue and expenditure trends, and projections as at 31 December 2023, it is estimated that a balanced budget can be achieved as at 30 June 2024.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996, Regulation 33A*

**SUSTAINABILITY AND RISK CONSIDERATION****Economic** – (Impact on the Economy of the Shire and Region)

Nil

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

Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Medium</b>	The budget review is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Local Government Act 1995</i> .

**CONSULTATION**

Senior Executives

**RESOURCE IMPLICATIONS****Financial**

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

- |    |   |               |
|----|---|---------------|
| 1. | an overall increase in operating revenue of             | \$107,385;    |
| 2. | an overall increase in operating expenditure of         | \$425,723;    |
| 3. | an overall decrease in capital expenditure on assets of | \$534,166;    |
| 4. | an overall decrease in non-operating revenue of         | \$102,714;    |
| 5. | an overall increase in Proceeds on Sale of Assets of    | \$105,545;    |
| 6. | an overall increase in Lease Principal repayments of    | \$143;        |
| 7. | an overall increase in Transfers to Reserve of          | \$93,000;     |
| 8. | an overall decrease in Transfers from Reserve of        | \$64,100; and |
| 9. | a decrease in the Opening Surplus of                    | \$38,415.     |

**Workforce**

Nil

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 End

<b>9.3.10 COMPLIANCE AUDIT RETURN FOR 2023</b>	
<b>File Ref:</b>	FM/9/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Maria Lane, Records and Governance Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.3.10A Compliance Audit Return 2023

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

**AUDIT AND FINANCE COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

- 1. Adopts the Compliance Audit Return for the Shire of Boyup Brook for 2023 as per attachment 9.3.10A**
- 2. Authorises the Shire President and Chief Executive Officer to certify the Compliance Audit Return for 2023.**
- 3. Requests the Chief Executive Officer to forward the certified Compliance Audit Return for 2023 along with any documents required in accordance with regulation 14(3) and regulation 15 of the *Local Government (Audit) Regulations 1996* to the Department of Local Government, Sport and Cultural Industries by 31 March 2023.**

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

**SUMMARY**

Council is required to consider for adoption the annual Compliance Audit Return (CAR) and to forward a completed, certified copy to the Department of Local Government, Sport and Cultural Industries.

**BACKGROUND**

The Committee is required to review the annual CAR and consider its adoption. The CAR, if recommended for adoption by the Committee, will be forwarded to Council for final adoption and approval for the Shire President and the Chief Executive Officer to certify the document and forward it to the Director General of the relevant department.

**REPORT DETAIL**

The CAR consists of several categories and questions, where an issue has been identified, an explanation is provided, the complete CAR attached as Attachment 9.3.10A.

- Commercial Enterprises by Local Governments.  
Nil
- Delegation of Power / Duty.  
Nil
- Disclosure of Interest.

Question 19. Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the *Local Government Act 1995*? - No

- CEO - Additional requirements were not required.

- Disposal of Property.  
Nil
- Elections.  
Nil
- Finance.

Question 3. Was the auditor's report for the financial year ended June 2023 received by the local government by 31 December 2023? - No

- Executive Manager Corporate and Community Services - The auditor's report was not received by the LG by 31 December 2023. The Shire have been in communication with the auditors and OAG advising that the Other Infrastructure Asset valuation reports would be available by 19 December 2023 at earliest.

The Other Infrastructure Road, Drainage and Footpath assets valuation report has been delayed, available end of February 2024. Our Financial Consultant will then need to reconcile the assets, then update the financial system and statements.

Valuations were delayed due to many LG's requiring re-valuation in a similar timeframe and therefore challenges in procuring these services within the industry.

- Integrated Planning and Reporting.

Question 2. Has the local government adopted, by absolute majority, a corporate business plan? - No.

- CEO, the Corporate Business Plan is currently being reviewed for finalisation by the end of the current financial year.

- Local Government Employees.  
Nil

- Official Conduct.  
Nil

- Optional Questions.

Question 2. Did the CEO review the appropriateness and effectiveness of the local government’s financial management systems and procedures in relation to risk management, internal control, and legislative compliance in accordance with the *Local Government (Audit) Regulations 1996* regulation 17 within the three financial years prior to December 2023? – No.

- CEO, a consultant was appointed in 2023. However, due to the consultant’s pre-commitments the regulation 17 review will only be completed during the first quarter of 2024.

Question 9. By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023? – No.


- Executive Manager Corporate and Community Services -
  - Additional preparation required from the business unit for the support and reconciliation of the biological asset’s methodology.
  - Finalising last year’s audit certificate in April 2023, caused delays in rolling over the Shire’s financial software, which impacted processing timeline for 2022/2023.
  - Conducting a robust assessment of asset classes under the Fair Value model that are not being revalued this year for fair value.
  - Delays in seeking organisations available to re-value the Shire’s Infrastructure assets due to high demand by LG’s for this service.
  - The Shire has experienced continuing and significant resource challenges this financial year.

- Tenders for Providing Goods and Services.

Question 15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with *Local Government (Function and General) Regulations 1996*, Regulation 24AD(4) and 24AE? – No.

CEO, the Shire does not have a panel of pre-qualified suppliers.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance
	<b>Outcome</b>	Strengthen leadership, advocacy and governance capabilities.

**OTHER STRATEGIC LINKS**

Nil

## **STATUTORY ENVIRONMENT**

### *Local Government (Audit) Regulations 1996*

- r14. Compliance audits by local governments –
- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
  - (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
  - (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.
  - (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
    - (a) presented to the council at a meeting of the council; and
    - (b) adopted by the council; and
    - (c) recorded in the minutes of the meeting at which it is adopted.
- r15. Certified copy of compliance audit return and other documents to be given to Departmental CEO –
- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
    - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
    - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
  - (2) In this regulation — certified in relation to a compliance audit return means signed by —
    - (a) the mayor or president; and
    - (b) the CEO.

## **SUSTAINABILITY AND RISK CONSIDERATION**

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

Nil

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

Nil

## **POLICY IMPLICATIONS**

Nil



**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	Council is required by the <i>Local Government Act 1995</i> , to provide a certified CAR, not providing this would be a breach of the Act

**CONSULTATION**

Audit & Finance Committee

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

End

<b>9.3.11 REGULATION 5 – FINANCIAL MANAGEMENT SYSTEM REVIEW 2023</b>	
<b>File Ref:</b>	FM/9/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.3.11A Financial System Review 2023

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

**AUDIT AND FINANCE COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

- 1. Accepts the results of the 2023 Regulation 5 Financial Management System Review as per attachment 9.3.11A.**

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

**SUMMARY**

The Audit and Finance Committee is requested to review and accept the 2023 Financial Management Systems Review.

**BACKGROUND**

A local government is required to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government not less than once in every three financial years.

The last review was undertaken in March 2019. The current review has been undertaken within the 2023/24 financial year with the next review due in in the 2026/27 financial year.

**REPORT DETAIL**

As a result of the review, no ‘Significant Risk’ has been identified, however, a number of ‘Moderate Risks’ have been identified and are elaborated upon below.

Detailed findings and recommendations:

1. Key Security
  - Keys at the Administration Office are kept in an open key cabinet throughout the day with any employee physically able to access these; and

- Keys at the Depot are kept on an open board where the keys could be accessed by anyone having access to the building.

#### Implications/Risks

Risk of unauthorised access to Council assets.

#### Management Comment:

- Administration Building:

A lockable key cabinet has been purchased and all keys will now be kept in the key cabinet which will be locked at all times.

Responsible Officer: Executive Manager Corporate and Community Services

- Depot Building:

The keys are now kept in a locked key box in the workshop.

Responsible Officer: Executive Manager Operational Services

## 2. ICT Continuity Strategy and Disposal of IT Equipment Policy

- The Shire of Boyup Brook's ICT Continuity Strategy adoption date is recorded as July 2017 and does not address how often the document should be reviewed.
- The Shire does not have a Business Continuity Plan and/or IT Disaster Recovery Plan; and
- The Shire does not have a documented IT policy for the disposal of IT equipment.

#### Implication/Risks

- Without a Business Continuity Plan and/or an IT Disaster Recovery Plan which includes regular reviewing and testing of the Plans, the Shire may fail to identify and rectify any deficiencies in the plan, and in the event of an unforeseen circumstance, the Shire may experience significant delays and business disruptions.
- Without a disposal of IT equipment policy there is a risk of misappropriation of the Shire's assets, or access to sensitive Shire information where the assets have not been disposed of securely and safely.

#### Management Comment:

The finding is noted, with the below plans to be implemented;

- The Shire's ICT Continuity Strategy will be reviewed.
- A consultant is to be engaged to draft a Business Continuity Plan.

- The Shire's IT Consultant has been engaged to draft an IT Disaster Recovery Plan.
- The Shire will draft a Disposal of IT Equipment Policy.

Responsible Officer: Executive Manager Corporate and Community Services

### 3. Accounting for municipal or trust transactions

- Municipal bank reconciliation was manually prepared rather than being prepared within the SynergySoft accounting system;
- Outstanding items older than one month were included in the municipal bank reconciliation;
- Supporting documentation for unrepresented items not attached to the municipal, investment and Early Learning Centre bank reconciliations;
- Bendigo bank statement was not attached to the reserves bank reconciliation;
- Bank reconciliations had not been prepared within ten days of the end of month; and
- Bank reconciliations had not been completed for bank accounts with a nil balance.

#### Implication/Risks

Risk of material misstatement, errors or imbalances not being detected on a timely basis.

#### Management Comment:

The finding is noted, with the below plans implemented;

- Municipal bank reconciliations have been prepared manually as the SynergySoft accounting system experienced errors which prevented reconciliation. Due to the volume of monthly transactions and to avoid delays in reconciling, we continue to prepare this reconciliation manually. Preparation of the Municipal bank reconciliation using the SynergySoft accounting system will be re-implemented in the next financial year on a trial basis.
- All outstanding items have now been reconciled and processes have been reviewed to ensure these are addressed on a monthly basis.
- Bank reconciliation procedures, including reviewing process of reconciliations, have been revised, ensuring supporting documentation is attached for any unrepresented items.
- Bank reconciliation procedures, including reviewing process of reconciliations, have been revised, ensuring bank statements are attached to all reconciliations.
- With improved resource availability and implementation of a Smartsheets Compliance Calendar, bank reconciliations are now prepared within ten days of the end of month.
- Bank reconciliation processes have been reviewed, with bank accounts with a nil balance now being reconciled on a monthly basis.

Responsible Officer: Executive Manager Corporate and Community Services

#### 4. Sundry Debtors

Review of sundry debtors identified \$152,796 out of a total of \$197,636 at 31 October 2023 were greater than 30+ days old. Of these balances, \$81,427 of sundry debtors had been outstanding for 60 days or more.

##### Implication/Risks

Risk of debtors not being collected on a timely basis increases the risk of the debt becoming uncollectable.

##### Management Comment:

The finding is noted, with the below comment on progress;

- The majority of the sundry debtors outstanding for more than 30 days as at 31 October 2023 is represented by Boyup Brook Medical Services, totalling \$118,461. Boyup Brook Medical Services team continue to work diligently with WA Country Health Services to review outstanding Doctors Billing Invoice queries to progress Invoice payments.

Debt Collection has also been prioritised over the past 6 months, with additional resources being allocated to perform these duties. This concerted effort has seen the sundry debtors outstanding for 30 days or more for Medical Services, reduced to \$35,281 out of a total of \$82,985 as at 31 January 2024. Total sundry debtors outstanding for greater than 30+days as at 31 January 2024 was \$90,258 out of a total of \$155,690, with \$47,783 outstanding for 60 days or more.

Responsible Officer: Executive Manager Corporate and Community Services

#### 5. Rates Debtors and Rateable Valuations Reconciliations

Review of October 2023 monthly reconciliations, identified the following:

- Rates debtor reconciliation had not been completed since 30 June 2023; and
- The rateable valuations reconciliation provided had not been signed by the preparer, and was not signed to evidence a review.

##### Implication/Risks

Risk of material misstatement or error not detected on a timely basis.

##### Management Comment:

The finding is noted, with the below plans implemented;

- Rates debtor reconciliation processes have been reviewed, with reconciliations now being prepared on a monthly basis.
- Rates debtor reconciliation procedures have been reviewed, including reviewing process of reconciliations to ensure records are evidenced with preparation and review information.

Responsible Officer: Executive Manager Corporate and Community Services.

#### 6. Authorisation for incurring liabilities and making payments

Review of tender management we found the Shire does not maintain a tender register recording the information set out in Section 17 of the *Local Government (Functions and General) Regulations 1996*.

Implications/Risks

Risk of non-compliance with Section 17 of the *Local Government (Functions and General) Regulations 1996*

Management Comment:

The finding is noted, and an updated Tender Register is being prepared to ensure all information required by s.17 of the *Local Government (Functions and General) Regulations 1996* is captured in the register.

Responsible Officer: Chief Executive Officer

#### 7. Credit Card

Review of credit cards for the months August 2023 and October 2023 the following was noted:

- For the month of August 2023 one cardholder's credit card statement had not been signed by the credit card holder and had not been signed to evidence independent review had been completed; and
- For the month of October 2023, the credit card statements had been signed by the cardholder however has not been signed to evidence independent review.

Implications/Risks

Risk of material misstatement or error not detected on a timely basis.

Management Comment:

The finding is noted, with the below plans implemented;

- The Shire previously determined that the process of recording the credit card transactions into the SynergySoft financial system, which includes preparation and independent review and signing of each credit card transaction, sufficiently satisfied financial management protocols. We

have now reviewed our processes and include the independent review and signing of credit card statements.

- The August 2023 credit card statement has been signed by the credit card holder and independently reviewed and signed.
- The October 2023 credit card statement has been independently reviewed and signed.

Responsible Officer: Executive Manager Corporate and Community Services

#### 8. Business Activity Statements and 2023 Fringe Benefits Tax Return

The Business Activity Statements for the quarters ended 30 June 2023 and 30 September 2023, and the 2023 Fringe Benefits Tax (FBT) Return had not been lodged by the due dates.

##### Implications/Risks

Risk of non-compliance with the Australian Taxation lodgement and payment due dates, subjecting the Shire to late lodgement and late payment penalties, along with interest accruing on outstanding balances.

##### Management Comment:

The finding is noted, with the below plans implemented;

- With improved resource availability and implementation of a Smartsheets Compliance Calendar, Business Activity Statements are now prepared and lodged prior to the due date.
- With improved resource availability and implementation of a Smartsheets Compliance Calendar, the Fringe Benefits tax Return will be prepared and lodged prior to the due date.

Responsible Officer: Executive Manager Corporate and Community Services

#### 9. Maintenance of payroll, stock control and costing

Payroll testing identified the following exceptions:

- There was no letter of offer signed by the CEO at the time of an employee commencing employment;
- There was no documentation to support the pay rate of an employee; and
- The termination checklist was not used following an employee's resignation.

##### Implications/Risks

- Increased risk of fraud or error relating to the payroll process; and
- Risk tasks required to be undertaken following an employee's departure may not be completed on a timely basis.

#### Management Comment:

The finding is noted, with the below plans to be implemented;

- Additional hours are planned to be allocated to the Payroll/HR department to ensure all employment documentation is recorded in personnel files. The employment checklist will be reviewed and updated to incorporate the letter of offer and pay rate.
- Whilst the processes listed on the termination checklist are carried out when employees are terminated, resource limitations have meant that the checklist is not always completed. The additional hours proposed above will assist with ensuring the checklist is completed.

Responsible Officer: Executive Manager Corporate and Community Services

#### 10. Fuel Reconciliations

While testing the September 2023 fuel reconciliation, we noted a variance of 1,288 litres when comparing the actual fuel balance on hand of 5,000 litres to the calculated closing balance of 3,772 litres.

#### Implications/Risks

Risks of error or fraudulent transactions.

#### Management Comment:

There was an issue with the original dip stick being hard to read. This issue has been rectified by replacing the dip stick with one that is easier to read. The accuracy has been improved since using the new dip stick.

Responsible Officer: Executive Manager Operational Services

#### 11. Chemicals stored at the depot

- Chemicals at the depot were stored in a shed that is left open during the day; and
- There is no register of chemicals used.

#### Implications/Risks

Risk of unauthorised access to Council property

#### Management Comment

- The Chemical store is now kept locked at all times; and
- A register of chemical is now kept in both the Supervisors Office and the Depot Crew common room.

Responsible Officer: Executive Manager Operational Services



## 12. Preparation of budgets, budget reviews, accounts and reports required by the Act or Regulations

Shire does not have a Fraud Management Policy in place.

### Implications/Risks

In the absence of a documented Fraud Management Policy and Framework, the risk of fraud related events being undetected increases.

### Management Comment:

The finding is noted, a Fraud and Corruption Policy is currently being prepared and is will be presented to Council for adoption together with the overall policy manual at either the March or April Ordinary Council Meeting.

Responsible Officer: Chief Executive Officer

## 13. Risk Management Framework, Register and Risk Management Policy

### Review of Risk Management documentation we found:

- The Shire does not have a Risk Management Framework or risk register in place; and
- The Risk Management Policy due to be reviewed in June 2020 had not been subsequently reviewed.

### Implications/Risks

Without a Risk Management Framework, updated policies and procedures, and a risk register staff may be unaware of Council and management's expectations regarding how they manage Shire risks. This can lead to errors, fraud and/or non-compliance.

### Management Comment:

The finding is noted, the Risk Management Policy is currently being reviewed and will be presented to Council for adoption together with the overall policy manual at either the March or April Ordinary Council Meeting. Once this has been done, a Risk Management Framework and risk register will be developed.

Responsible Officer: Chief Executive Officer

## 14. Risk Management Policies and Procedures

A review of the Shire's internal risk management policies and procedures, we noted:

**A. Further Enhancement Required**

The following policies and/or procedures required further enhancements:

- Long Term Financial Plan
- Contract Management Procedure.

**B. No Policy or Procedure**

No formal documented policies or procedures are in place in respect to:

- Petty Cash
- Staff Training
- Performance Appraisal.

**C. Potential Out of Date Documents**

The following policies, procedures and/or plans are potentially out of date and may require review:

Document	Due for review
Complaints Policy	June 2020
Investments and Surplus Funds Policy	June 2020
Financial Hardship Policy	June 2020
Sundry Debts	June 2020
Rating Strategy	June 2020
Use of Credit Card Policy	June 2020
Purchasing Policy	June 2020
Authority to Make Payments	June 2020
Private Works Policy	June 2020
Information and Communication Asset Management Plan	November 2018
Document	Implementation date
Asset Management Plan	November 2012
Roads and Bridges Asset Management Plan	2018
Plant Asset Management Plan	2018
Recruitment Policy	August 2020
ICT Strategic Plan 2016 – 2020	2016
IT Usage and Security	July 2015
ICT Guideline – Access	April 2017
ICT Guideline – Passwords	December 2016
ICT Data Backup and Recovery Guideline	December 2015

**Implications/Risks**

Lack of policies and/or procedures evidencing specific risks to the Shire. In addition, outdated policies and procedures may not reflect the actual practices followed by Shire representatives.

Management Comment:

The finding is noted, the various section Executive Managers will be updating / creating the required policies / procedures with the aim to have all documentation up to date by the end of the current financial year.

Responsible Officer: Chief Executive Officer

#### 15. Reviews required by Local Government Regulations

Shire had not completed the following reviews within the required three-year timeframe:

- Regulation 5 Review. The last review was completed in March 2019; and
- Regulation 17 Review. The last review was completed in December 2017.

Implications/Risks

- Non-compliance with *Local Government (Financial Management) Regulations 1996*.
- Non-compliance with *Local Government (Audit) Regulations 1996*.

Management Comment:

The finding is noted, the required reviews have now been included in the compliance calendar to ensure they are prepared within the required three-year cycle.

Responsible Officer: Chief Executive Officer

#### 16. Compliance with Local Government Regulations

- The annual report for the year ended 30 June 2023 had not been submitted to the Department within 30 days after the audit report was provided; and
- The budget for the 2023/24 year had not been uploaded to the website at the commencement of our review.

Implications/Risks

Non-compliance with Local Government Regulations

Management Comment:


The finding is noted, with the below comments;

- It is anticipated that the audit report will be finalised and provided to us in March 2024. The Annual Report for the year ended 30 June 2023 will then be submitted to the Department within 30 days, ensuring compliance with Local Government Regulations.

- The adopted Budget 2023/24 has now been uploaded to the Shire website. The Smartsheets Compliance Calendar will assist in ensuring that this is done in a timely manner moving forward.

Responsible Officer: Executive Manager Corporate and Community Services

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance
	<b>Outcome</b>	Strengthen leadership, advocacy and governance capabilities.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

5. CEO’s duties as to financial management
  - (1) Efficient systems and procedures are to be established by the CEO of a local government —
    - (a) for the proper collection of all money owing to the local government; and
    - (b) for the safe custody and security of all money collected or held by the local government; and
    - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
    - (d) to ensure proper accounting for municipal or trust —
      - (i) revenue received or receivable; and
      - (ii) expenses paid or payable; and
      - (iii) assets and liabilities; and
    - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
    - (f) for the maintenance of payroll, stock control and costing records; and
    - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
  - (2) The CEO is to —
    - (a) ensure that the resources of the local government are effectively and efficiently managed; and
    - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

**SUSTAINABILITY AND RISK CONSIDERATION**

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

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

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Medium</b>	As identified by the review report the items identified are of a moderate concern. Notwithstanding this non-compliance with the items could have a high risk to Council if not addressed.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Some of the items listed would require funds to be allocated in the 2024/25 budget to be able to bring the item into compliance.

**Workforce**

Nil

End

**9.4 PLANNING**

<b>9.4.1 SUBDIVISION APPLICATION (WAPC REF - 164357) LOT 7876 TERRY ROAD, BOYUP BROOK</b>	
<b>File Ref:</b>	A9370
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Edge Planning and Property
<b>Author and Title:</b>	Adrian Nicoll, Urban and Regional Planner
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

**1. Agree to advise the Western Australian Planning Commission to support the proposal (WAPC Ref 164357) to subdivide Lot 7876 Terry Road (1 Lot into 3 Lots), subject to the following conditions:**

**a) Suitable arrangements being made with the local government for the provision and/or upgrading of vehicular crossovers to service the lots shown on the approved plan of subdivision.**

**Reason for support**

- The proposal will allow for the creation of three Rural Small Holdings zone lots in accordance with the Shire’s scheme;**
- The proposal is consistent with the Shire of Boyup Brook Local Planning Scheme No. 2.**

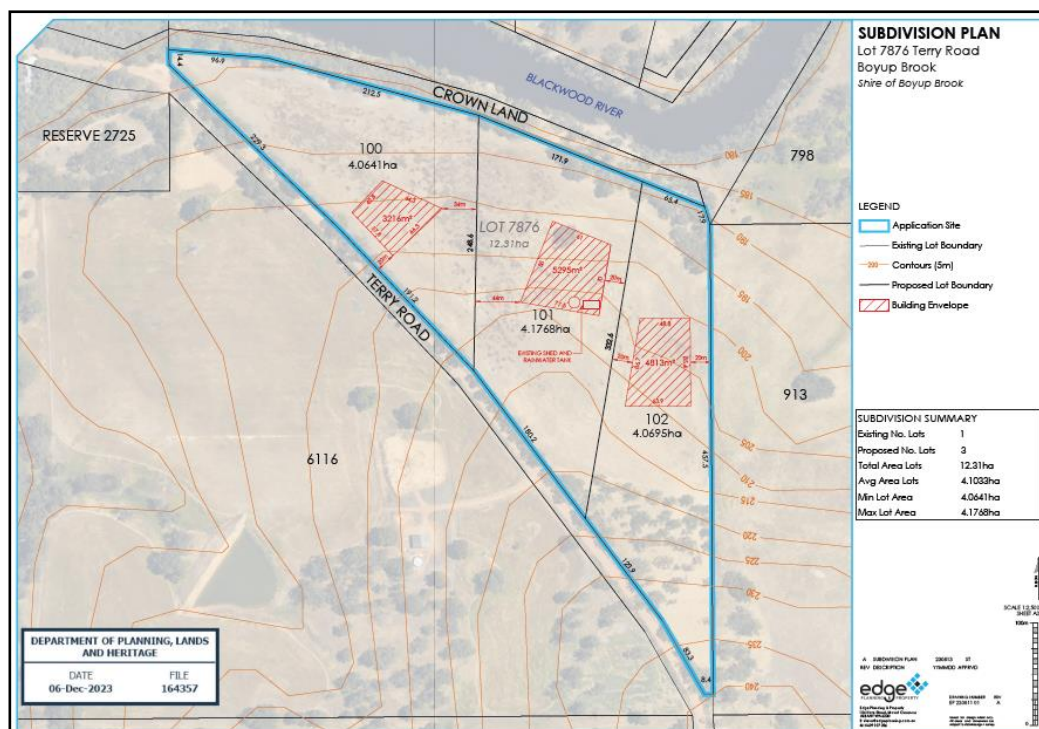
.....  
**For:**  
**Against:**

**SUMMARY**

Council is requested to agree to advise the Western Australian Planning Commission (WAPC) to support the proposed ‘Rural Small Holdings’ Lot 7876 Terry Road subdivision (1 Lot into 3 Lots).

The application aims to subdivide Lot 7876 Terry Road into three Lots of 4.06 hectares, 4.17 hectares and 4.06 hectares in area.

A copy of the Plan of Subdivision follows:



## **BACKGROUND**

The WAPC received an application to subdivide Lot 7876 Terry Road, to create a total of three Lots.

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

## **REPORT DETAIL**

The site is located approximately 2 kilometres south of the Boyup Brook townsite and is adjacent to the Blackwood River.

The site adjoins and is near rural smallholding and rural uses. From a spatial perspective, the site is a logical location to provide rural living lots near Boyup Brook without causing adverse amenity impacts.

In accordance with the Shire’s Scheme, the subject property is zoned ‘Rural Small Holdings’ (Area 2).

A key objective, defined in the Scheme for land zoned ‘Rural Small Holdings’, is to provide for lot sizes in the range of 4ha to 40ha. The proposed subdivision complies with the Scheme objective, with the creation of three lots, all greater than 4ha.


The proposed subdivision complies with the provisions defined in the Shire’s scheme for the Rural Small Holdings Area No.2 (Schedule 3), which primarily seeks to provide for residential development in a rural setting.

The proposal represents a logical subdivision of Lot 7876 Terry Road, Boyup Brook and is justified on the following grounds:

- The proposal will allow for the creation of three Rural Small Holdings zone lots;
- The proposal is consistent with the Shire of Boyup Brook Local Planning Scheme No. 2.

Therefore, it is respectfully requested that the Council recommend that the Commission support the proposed subdivision of Lot 7876 Terry Road into 3 Lots.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Make land available for economic growth, development and improvement.
	<b>Objective</b>	Increase land availability for industry, housing, visitors’ accommodation and tourism.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

The property is currently zoned ‘Rural Small Holdings’ (RSH2) by Shire’s Local Planning Scheme No. 2 (LPS 2).

The proposed subdivision is considered to align with the objective of the Rural Small Holdings zone, which is the creation of lots ranging in size between 4ha and 40ha.

**SUSTAINABILITY AND RISK CONSIDERATION**

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

Nil

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

Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Low</b>	The proposal complies with scheme standards.



**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

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End

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<b>9.4.2 DEVELOPMENT APPLICATION (TREE FARM – PINE TREES) LOTS 13 AND 12179 CONDINUP ROAD, DINNINUP</b>	
<b>File Ref:</b>	A40101
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Mitsui Bussan Woodchip Oceania Pty Ltd
<b>Author and Title:</b>	Adrian Nicoll, Urban and Regional Planner
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.4.2A – Tree Farm Application 9.4.2B – Objection 9.4.2C – WAPC Tree Farm – Fact Sheet

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

**OFFICER RECOMMENDATION 24/02/...**

**That Council:**

- 1. Approve the Development Application for the proposed Tree Farm on Lots 13 and 12179 Condinup Road, Dinninup, subject to the following conditions:**

**Conditions:**

- a) All development shall occur in accordance with the Plantation Management Plan and Plantation Map.
- b) Prior to the commencement of any works the owner / operator shall amend the Plantation Management Plan and Plantation Map to clearly show:
  - i. 10m wide trafficable bare earth firebreaks to Lot 12 Condinup Road, with an additional 5m wide no vegetation zone on all external boundaries to the Tree Farm.
  - ii. The location of the water tank as required in (d.) below.
- c) Where the required 15m bare earth firebreak is impeded upon by a 5m wide stumped area the owner / operator shall provide and maintain a bare earth truck turnaround area every 200m to the satisfaction of the Chief Executive Officer.
- d) Within six (6) months of the date of this approval, the owner / operator shall install a minimum 50,000 litre water tank on the southern side of Condinup Road (Lot 12179) to the satisfaction of the Chief Executive Officer.
- e) The owner / operator shall maintain a bare earth trafficable area of 10m around the water tank required in (d) above at all times to the satisfaction of the Chief Executive Officer.

- f) The owner / operator shall maintain a vehicle turnaround area at the water tank required in (d.) above at all times to the satisfaction of the Chief Executive Officer.**
- g) The owner / operator shall ensure the water tank required in (d) above is maintained at a full level at all times to the satisfaction of the Chief Executive Officer**
- h) Within six (6) months of the date of this approval the water tank required in (d.) above shall be fitted with the required connections to ensure fire brigades can connect to the tank**
- i) Prior to the commencement of any works a plantation map shall be maintained on-site in red PVC tubes located at each access point to the satisfaction of the Chief Executive Officer.**
- j) The owner / operator shall be responsible for the repair of any undue damage to public roads caused by harvesting operations and or the movement of machinery associated with the plantation to the satisfaction of the Chief Executive Officer.**
- k) Any change in the species of tree being planted shall require the submission and approval by the Chief Executive Officer an updated Plantation Management Plan.**

#### **Advice Notes**

- a) Clear a 15m wide firebreak immediately inside all external boundaries of the land by removing all inflammable matter and vegetation to a height of 5m.**
- b) Where a plantation is divided into compartments:**
  - i. If the compartments do not exceed 30ha, a 6m wide bare earth firebreak between compartments must be cleared by removing all inflammable matter and vegetation within the 6m firebreak between the ground and 5m above the ground.**
  - ii. If compartments exceed 30ha, a 10m wide bare earth firebreak between compartments must be cleared by removing all inflammable matter and vegetation within the 10m wide firebreak between the ground and 5m above the ground.**
- c) Clear a 50m wide bare earth firebreak around all buildings and fuel storage areas by removing all inflammable matter and vegetation within the 50m firebreak between the ground and 5m above the ground.**
- d) Where power lines pass through the plantation, clear firebreaks in accordance with Western Power specifications (consult Western Power Ph: 12 10 87).**

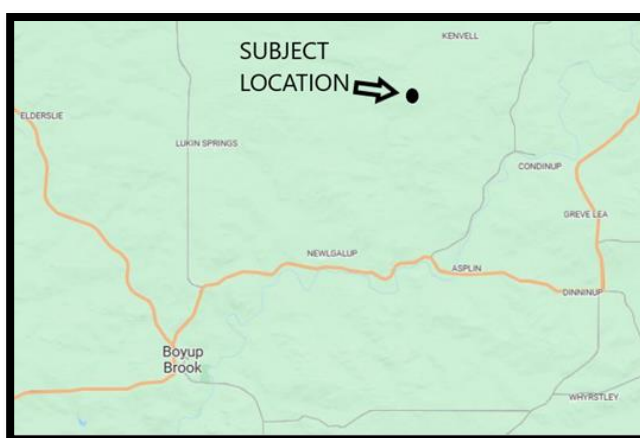
- e) **The removal of any native vegetation will require the approval of the Department of Water and Environmental Regulation.**
- f) **If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- g) **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.**
- h) **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.**

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

**SUMMARY**

The Lots 13 and 12179 Condinup Road, Dinninup were previously established as a Tree Farm, consisting of eucalypts. The eucalypts have since been harvested and the landholder is now seeking Council approval to re-establish 574 hectares with pine softwood.

The subject farmland is located approximately 16 km north of the Boyup townsite.



It is recommended the Council support the application subject to conditions.

**BACKGROUND**

The Shire received a Tree Farm application involving converting an existing Eucalyptus Tree Farm, to a Pine Tree Farm.

The property has already been approved for the planting of Eucalyptus trees which have recently been harvested. The landowner does not intend to revert the land back to commercial farming as such, there will be minimal if any impact to the economy of the Shire.

### **REPORT DETAIL**

The proposal seeks to establish 574 hectares with pine softwood following a eucalyptus rotation recently harvested.

The application submitted included a Plantation Management Plan, which includes information pertaining to planting areas, bushfire management and social and economic opportunities.

The Shire's Local Planning Scheme No.2 (LPS2), seeks to ensure that Tree Farms do not impact on the landscape and amenity of the area and are developed in accordance with industry standards (the 'Code of Practice for Timber Plantations in Western Australia' and 'FESA's Guidelines for Plantation Fire Protection').

The following paragraphs provide a response to the Shire's scheme standards, landholder concerns and bushfire control officer concerns.

#### LPS2 - Landscape and Amenity

As required by the Shire's scheme, the proposed tree farm is not expected to impact on the landscape or amenity of the area.

The subject land is currently developed as a tree farm. The tree farm is not expected to impact key views from important travel routes. The tree farm is expected to accord with the visual expression of the surrounding landscape.

#### LPS2 - Industry Standards

As required by the Shire's scheme, the application has included information to prove compliance with industry standards. The Shire's scheme states:

Council shall, in considering applications for 'Plantations', have regard to –

- a) The Code of Practice for Timber Plantations in Western Australia;
- b) Council's Firebreak Order; and
- c) FESA's Guidelines for Plantation Fire Protection.

As required by the 'Code of Practice for Timber Plantations in Western Australia', a 'Plantation Management Plan' has been provided as part of the Tree Farm proposal. The 'Plantation Management Plan' includes management for planting, tending and bushfires.

As required by the 'FESA's Guidelines for Plantation Fire Protection', a Plantation Map has been provided to show the development of trees in maximum size cells (30ha) and the development of firebreaks, as follows:

- External firebreaks are a minimum of 15m wide;
- Internal breaks are a minimum 6m wide, with a minimum 6m trafficable and 4.5m vertically;
- All breaks do not exceed a maximum grade of 1 in 8, or a maximum cross fall of 1 in 33;
- Internal tracks are a minimum 3m clearance on either side of the pavement with (total 6m) have a minimum 4m vertical clearance and a minimum load limit of 15 tonnes;
- Turnarounds have a minimum inner radius of 12m.


As indicated in the Plantation Management Plan, in the event of a fire, 000 should be immediately called, then the Shire Chief Fire Control Officer (CFCO) should be notified. The CFCO should in turn contact Bunbury Fibre Exports, who in turn contact the plantation industry.

The plantation industry has recognised the importance of a unified approach to the control and management of fires within or close to its plantation estates and has developed the Plantation Managers Fire Agreement to ensure the most efficient and effective responses are made to bushfires.

**Permanent Water Source**

The Plantation Map, submitted as part of the application, does not show a permanent water source. The map should be updated to include a min 50,000L permanent water source.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Make land available for economic growth, development and improvement.
	<b>Objective</b>	Increase land availability for industry, housing, visitors' accommodation and tourism.

**OTHER STRATEGIC LINKS**

The Department of Planning, Lands and Heritage has developed a Tree Farm – Fact Sheet (Attachment 9.4.2C), which states:

WAPC policy is that tree farms should be supported and encouraged on rural land. Therefore, any local planning strategies or schemes seeking to prohibit or severely restrict tree farming would not be in keeping with State policy.

## **STATUTORY ENVIRONMENT**

Local Planning Scheme No.2.

The Shire's Local Planning Scheme 2, states:

### **25 RURAL ZONE**

1. 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) bushfire risk to the locality and adequacy of fire suppression measures.
  - d) the need to preserve the rural character and rural appearance of the area; and
  - e) 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.
2. Council shall encourage the continued use of land within the Rural Zone for the entire spectrum of broadacre and intensive rural activities except in close proximity to the town where such activities, by their very nature, may detract from the residential and environmental quality within the town.
3. Council, in considering the granting of approval to plantations in the Rural Zone will take into account the landscape and amenity of the area and may refuse to grant approval for the planting of tree species which it does not consider to be appropriate for the area and is not supported by adequate bushfire suppression measures.
4. With a view to protecting the agricultural base of the District, Council shall discourage the wholesale planting of broadacre rural holdings for plantations and shall instead, encourage the diversification of rural activities.

### **42. TREE FARMING**

Tree farm as defined in Part 6 – 'Terms referred to in Scheme' is a permissible use in the 'Rural' zone subject to compliance with all requirements of this Scheme.

In addition to those other matters contained in clause 25, Council shall, in considering applications for 'Plantations', have regard to –

- a) The Code of Practice for Timber Plantations in Western Australia;
- b) Council's Firebreak Order; and
- c) FESA's Guidelines for Plantation Fire Protection.

**51. LAND USE TERMS USED**

Tree farm means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the *Carbon Rights Act 2003* section 5.

**SUSTAINABILITY AND RISK CONSIDERATION****Economic – (Impact on the Economy of the Shire and Region)**

The economic contribution (if any) will not change because of the potential approval due to the fact the property was initially used as a tree farm albeit Eucalypt trees.

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

Nil

**POLICY IMPLICATIONS**

Draft Tree Plantation Policy

The overarching goal is to protect the use of land for broad-acre agriculture (farms engaged in the production of crops or the grazing of livestock for meat or wool, or other forms of intensive agriculture that provides for establishment of local jobs and industries), to ensure the Environmental, Social and Economic benefits for Boyup Brook and the State economy are protected.

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
High	Should Council not approve the application and the applicant requests an appeal of the decision through the State Administrative Tribunal, it is unlikely the Council's refusal would be upheld due to the fact the property was originally used and approved for a Tree Farm.

**CONSULTATION**

The application was advertised, one objection was received from a neighbouring landholder (Attachment 9.4.1B.). The objection can be summarised as follows:

Concerns relating to:

- the local economy;
- feral animals; and
- bushfire.



In response to the objections, it must be noted the property is an existing tree farm (recently harvested) and whilst officers agree with the objector's concerns, the continuation of the use (tree farm) will not create any additional issues as what has currently been the case for the past 10 – 15 years.

The application has also been circulated to the Boyup Brook Chief Bushfire Officer, the following comment was received and is included in the officer's recommendation:

- The development of a permanent water source;
- Firebreaks around the internal Lot 12 Condinup Road (see figure below for Lot 12).



## **RESOURCE IMPLICATIONS**

### **Financial**

Should Council refuse the application, it may be necessary to engage either an Attorney or Town Planner to deal with the matter at the State Administrative Tribunal.

### **Workforce**

Should Council refuse the application, it may be necessary for the Chief Executive Officer to attend the various State Administrative Tribunal hearings in Perth if not able to attend via electronic means.

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End

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**10. MINUTES OF COMMITTEES**

**10.1 LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE MINUTES – 4 OCTOBER 2023**

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

**COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

1. **Receives the confirmed minutes of the Local Emergency Management Advisory Committee Meeting held on 4 October 2023 (Attachment 10.1A).**

.....  
For:  
Against:

**10.2 BOYUP BROOK MEDICAL SERVICES COMMITTEE MINUTES – 2 FEBRUARY 2024**

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

**COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

1. **Receives the unconfirmed minutes of the Boyup Brook Medical Services committee held on 2 February 2024 (Attachment 10.2A).**
2. **Adopts the Terms of Reference of the Boyup Brook Medical Services Committee as per Attachment 10.2B.**

.....  
For:  
Against:

**10.3 LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE MINUTES – 7 FEBRUARY 2024**

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

**COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

2. **Receives the unconfirmed minutes of the Local Emergency Management Advisory Committee Meeting held on 7 February 2024 (Attachment 10.3A).**

3. Endorses the Local Emergency Relief and Support Plan (previously the Local Emergency Welfare Plan), as tabled at the Local Emergency Management Advisory Committee Meeting 7 February 2024 with updated changes to the Boyup Brook contacts as identified by the Committee and updated by Department of Communities (Attachment 10.3B).
  4. Endorses the nomination of Angela Hales as the Deputy Local Recovery Coordinator.
- .....  
For:  
Against:

**10.4 RYLINGTON PARK COMMITTEE MINUTES - 8 FEBRUARY 2024**

- Moved: ..... Seconded: .....
- COMMITTEE RECOMMENDATION 24/02/...**
- That Council:**
1. Receives the confirmed minutes of the Rylington Park Committee Meeting held on 8 February 2024 (Attachment 10.4A).
  2. Adopts the Rylington Park Committee recommendation to purchase seven (7) young White Suffolk rams from Blackwood White Suffolk Stud.
  3. Adopts the Rylington Park Committee recommendation to provide in principle support for the use of the Rylington Park Farm should the Edith Cowan University’s project on Soil Health be successful with its grant submission to the Western Australian Agricultural Research Collaboration.
  4. Adopts the Rylington Park Committee recommendation to provide in principle support for the potential school program involving Rylington Park Farm and requests committee to provide further updates on the matter when additional information is available.
  5. Adopts the Rylington Park Committee recommendation to authorise the Farm Manager to:
    - a. Sell the 89.71 tonnes of Canola held in storage at CBH at a price of \$680.00 per tonne, allowing for a 10% variance.
    - b. Sell the 51.65 tonnes of Barley held in storage at Bunge at a price of \$342.00 per tonne, allowing for a 10% variance.

- 6. Adopts the Rylington Park Committee recommendation to donate all funds obtained through the Ladies Days auction to Ronald McDonald House.
  - 7. Adopts the Rylington Park Committee recommendation to request the Chief Executive Officer to advise Mr. Goerling that the application cannot be considered as the scholarship submissions for 2023 were awarded in November 2023.
- .....  
For:  
Against:

**10.5 RYLINGTON PARK COMMITTEE MINUTES - 19 FEBRUARY 2024**

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

**COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

- 1. Receives the unconfirmed minutes of the Rylington Park Committee Meeting held on 19 February 2024 (Attachment 10.5A to be tabled).
- 2. Adopts the Rylington Park Committee recommendation to authorise the Farm Manager to sell:
  - a. Approximately 125 cull-for-age ewes;
  - b. Approximately 750 wethers;
  - c. Approximately 200 tail-end ewe lambs;
  - d. Approximately 440 cull ewe hoggets.
- 3. Adopts the Rylington Park Committee recommendation to authorise the Farm Manager to place an order for the following fertilisers:
  - a. Up to 12.75 tonnes Super Potash 4:1 with selenium (mixing rate 50kg/ha);
  - b. Cropping blend as proposed by the current cropping plan as per attachment 7.1.3A;
  - c. Up to 27 tonnes Flexi-N;
  - d. Up to 17 tonnes Gran NS.

.....  
For:  
Against:

**10.6 AUDIT AND FINANCE COMMITTEE MINUTES – 26 FEBRUARY 2024**

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

**COMMITTEE RECOMMENDATION 24/02/...**

**That Council:**

1. Receives the unconfirmed minutes of the Audit and Finance Committee Meeting held on 26 February 2024 (Attachment 10.6A to be tabled).

.....  
For:  
Against:

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

Nil

**12. LATE ITEMS / URGENT BUSINESS MATTERS**

Nil

**13. CONFIDENTIAL ITEMS OF BUSINESS**

**13.1. CLOSURE OF MEETING TO THE PUBLIC**

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

**OFFICER RECOMMENDATION 24/02...**

1. Proceed behind closed doors as per Section 5.23(2) of the *Local Government Act 1995*, to consider item 13.1.1, the time being .....pm.

.....  
For:  
Against:

<b>13.1.1 CONFIDENTIAL: CHIEF EXECUTIVE OFFICERS' ALLOWANCE</b>	
<b>File Ref:</b>	P/File
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Financial Interest
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

Note: Council Resolution for item 13.1.1 (Council Resolution 24/02/...) remains confidential in accordance with Regulation 14(2) of the *Local Government (Administration) Regulations 1996*.

**13.2 PROCEED WITH THE MEETING IN PUBLIC**

<p><b>Moved:</b> ..... <b>Seconded:</b> .....</p> <p><b><u>OFFICER RECOMMENDATION 24/02...</u></b></p> <p><b>That Council:</b></p> <p><b>1. Proceed with the meeting in public, the time being .....pm.</b></p> <p style="text-align: right;">..... <b>For:</b> <b>Against:</b></p>
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**14. CLOSURE**

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

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

\_\_\_\_\_  
Date

