

Date: 23 April 2024

To: Shire President  
Deputy Shire President  
Councillors  
Community



## MINUTES - ORDINARY COUNCIL MEETING

18 April 2024

A handwritten signature in black ink, appearing to read "Long", is written in a cursive style.

Leonard Long  
Chief Executive Officer

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## **AGENDA**

### **1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 6:00pm.

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

**Observers / Public Members**

Peter Candy left Chambers at 6:05pm

Peter Mansfield left Chambers at 6:20pm

**2.2 APOLOGIES**

Nil

**2.3 REQUEST FOR LEAVE OF ABSENCE**

Nil

**3. DEPUTATIONS, PETITIONS AND PRESENTATIONS****3.1 DEPUTATIONS**

Nil

**3.2 PETITIONS**

Nil

**3.3 PRESENTATIONS**

3.3.1 Mary-Anne Brlevich will make a presentation on behalf of Precious Waste on the benefit of having a MOU. Ms Brlevich did not attend the meeting.

3.3.2 Peter Candy made a presentation on behalf of Men's Shed.

3.3.3 Peter Mansfield made a presentation on container accommodation.

**4. PUBLIC QUESTIONS TIME****4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.2 PUBLIC QUESTION TIME**

Nil

**5. DECLARATIONS OF INTEREST****5.1 FINANCIAL AND / OR PROXIMITY INTEREST**

- CEO has declared a Financial Interest in Item 13.1.1 Chief Executive Officer Performance Review for the Period Between June 2023 and March 2024 – as it forms part of his employment contract.

**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 – 28 MARCH 2024

Moved: Cr. Inglis

Seconded: Cr. O'Connell

**COUNCIL DECISION 24/04/048**

**That the minutes of the Ordinary Council Meeting held on 28 March 2024 be confirmed as being a true and accurate record.**

**CARRIED 8/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

## 7. PRESIDENTIAL COMMUNICATIONS

### April

#### Tuesday 2<sup>nd</sup>

- 5pm Warren Blackwood Alliance of Councils meeting held at Council Chambers Bridgetown attended along with Deputy President Cr Helen O'Connell and CEO Leonard Long featuring a presentation from Watercorp with discussion around supply from the Yarragadee for development in our region as well as the current local supply shortages in this unprecedented dry season.

#### Wednesday 10<sup>th</sup>

- 7.30am update meet with CEO Leonard Long and Deputy Shire President at CEO office.

#### Friday 12<sup>th</sup>

- 10.30am Citizenship Ceremony for Gam Oliver in the Council Chambers.

#### Monday 15<sup>th</sup>

- 10am meet with VBFB X-Ray team and CEO Leonard Long on matters including Mitigation Activity Funding at Council Chambers.

#### Wednesday 17<sup>th</sup>

- 6.30am Yornup Hall for Primary Producer meeting on the unprecedented dry season;
- 9.30am Rylington Park meet with A McElroy, D Inglis, M Deas and CEO Leonard Long to gain an update on water supplies and lamb feedlot progress.

#### Thursday 18<sup>th</sup>

- 2pm Flax Mill Interpretive signage official opening by Deputy President Cr Helen O'Connell with handover of additional models presented by Robert Jamieson

who, having invested great skill and many hours in making these models has kindly donated them to our Shire and community.

## **8. COUNCILLOR QUESTIONS ON NOTICE**

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## **9. REPORTS OF OFFICERS**

### **9.1 OPERATIONAL SERVICES**

Nil



## 9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 LIST OF ACCOUNTS PAID IN MARCH 2024	
<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 March 2024

**Moved: Cr. Wright**

**Seconded: Cr. King**

### **COUNCIL DECISION 24/04/049**

**That Council:**

1. Receives the list of accounts paid in March 2024, totalling \$817,858.89 from Municipal account, \$52,816.40 from Police Licensing account, as represented by:

<b>Municipal</b>	<b>Cheques</b>	<b>20646-20647</b>	<b>\$ 212.05</b>
	<b>EFT</b>	<b>EFT15363–EFT15496</b>	<b>\$538,274.06</b>
	<b>Direct Payments</b>		<b>\$279,372.78</b>
<b>Police Licensing</b>			<b>\$ 52,816.40</b>
<b>Grand Total</b>			<b>\$870,675.29</b>

**CARRIED 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

### **SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in March 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 March 2024.

### **REPORT DETAIL**

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

Shire of Boyup Brook Register of Delegations, Delegation 2.8.18 Payments from the Municipal or Trust Funds.

### **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**

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 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

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End

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<b>9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 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>	9.2.2A – Monthly Financial Report 31 March 2024

**Moved: Cr. Alexander****Seconded: Cr. King****COUNCIL DECISION 24/04/050****That Council:**

1. Receive the Monthly Financial Report for 31 March 2024, as presented (Attachment 9.2.2A).

**CARRIED 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright**

**Against: Nil****SUMMARY**

The Monthly Financial Report for 31 March 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 March 2024 shows a closing surplus of \$4,375,345.

### **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*

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>
<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**  
Nil

**Workforce**  
Nil

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End

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### 9.3 CHIEF EXECUTIVE OFFICER

9.3.1 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF MARCH 2024	
<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: Cr. O'Connell**

**Seconded: Cr. Kaltenrieder**

#### **COUNCIL DECISION 24/04/051**

**That Council:**

- 1. Receives the monthly activity report for the Rylington Park Farm for the months of March 2024.**

**CARRIED 8/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

#### **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**

- Ongoing thistle control

### **Infrastructure and Equipment Maintenance**

- Finishing breaking down tank in paddock twenty and filling well.
- Ongoing fencing maintenance clearing trees and limbs off fences.
- Repaired oil leak on rock rake.
- Safe Farms WA representative & shire WHS officer did assessment.
- Going through seeder – parts ordered.

### **Crop Management**

- Crop plan changed.
- Tenders out for crop seeding.
- Crop fert ordered – 12.75 tonnes Super Potash 4:1 Sel 0.2% @ \$572/tonne.
- Super potash was spread on all pasture paddocks.

### **Livestock Sales**

- Sold 123 cull for age ewes and 18 red tag wethers @ \$50.44/hd.

### **Feed on Hand**

- Barley 122 tonnes.
- Lupins 21 tonnes.
- Hay 244 bales (One row of bales wasn't counted last month).
- Barley straw 127 bales.
- Easy One pellets ± 19 tonnes.

### **Feeding Program**

- 758 ewes mated to merino – 400g barley/hd/day.
- 449 green tag ewes mated to W/S – 400g barley/hd/day.
- 154 scanned singles mated to W/S – 350g barley/hd/day.
- 194 scanned twins mated to W/S – 500g barley/hd/day.
- 700 ewe lambs – barley, lupins (70:30) 350g/hd/day.
- 455 maidens mated to merino – barley, lupins (70:30) 450g/hd/day.
- 444 maidens mated to W/S – barley, lupins (70:30) 420g/hd/day.
- 46 Rams (20 White Suffol, 26 Merino), 51 odds & sods (31 XB), 195 small wether lambs and 23 scanned dries mated to W/S: barley, lupins 70:30. Between the lot (315 hd), they get 400g/hd/day.
- 544 wether lambs on feeders – EasyOne.



Livestock Handling and Management

- Vit E to lambs and hoggets.
- Vaccinate whether lambs.
- Drench hoggets mated to merino rams.
- Mycotic dermatitis - all lambs that had mycotic dermatitis at the time were treated. After being treated, the wool grows out without the dermo.

Livestock Inventory as of 31 March 2024

- White Suffolk: 20.
- XB Lambs: 31.
- Merino: 3962.


Wool Sales

- Sold 28 wool bales and oddments.

Shearing Schools, events & trials

- Future Shearing Schools:
  - 15-19 April 2024
- Hosted Storm in a Teacup ladies' day – 15 March 2024
- NBN Landcare Camera trial in partnership with Blackwood Basin Group

**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.

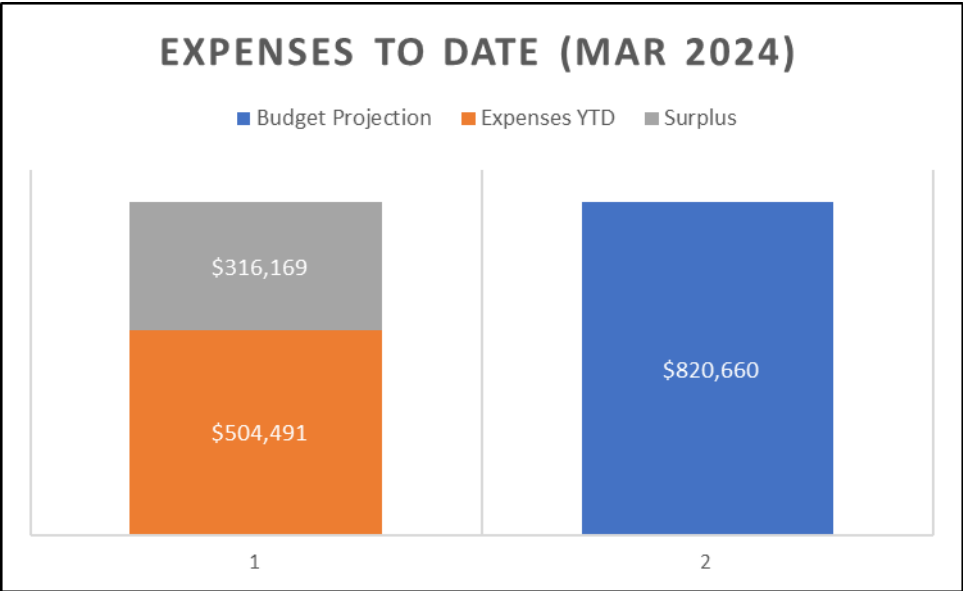
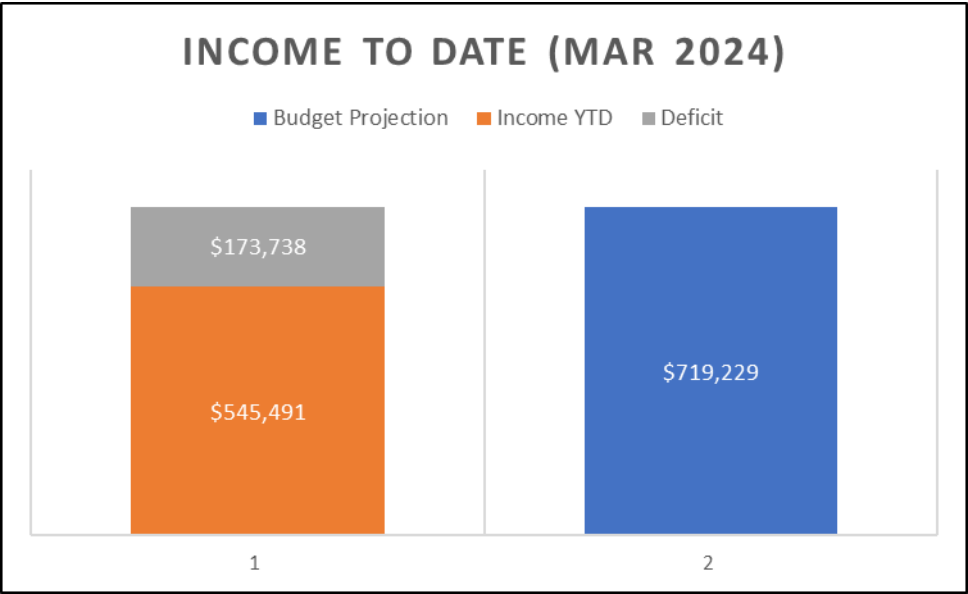
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather 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 MARCH 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: Cr. Alexander****Seconded: Cr. King****COUNCIL DECISION 24/04/052****That Council:**

1. **Receives the monthly activity report for the Boyup Brook Early Learning Centre for the month of March 2024.**

**CARRIED 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright**

**Against: Nil****SUMMARY**

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

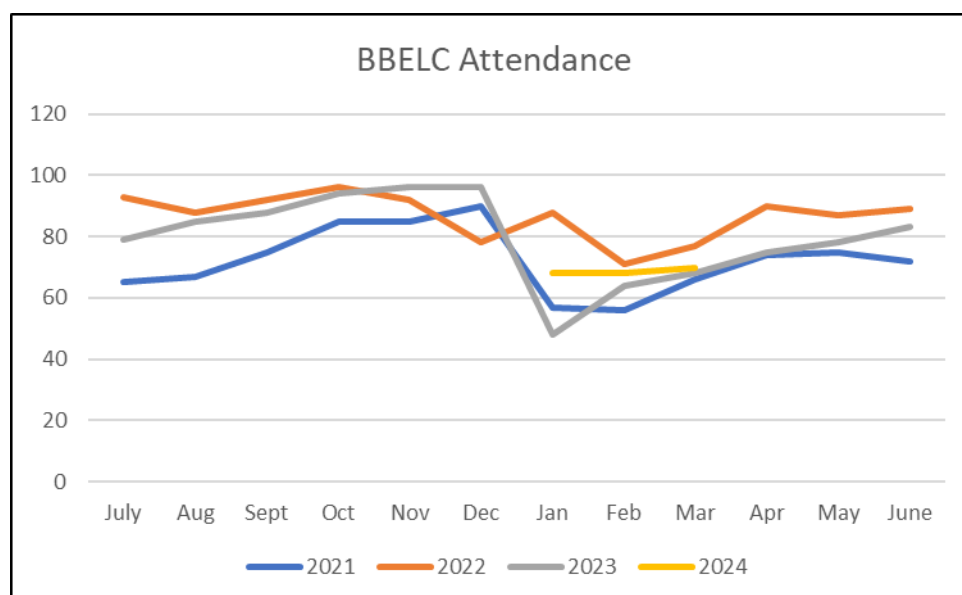
**BACKGROUND**

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

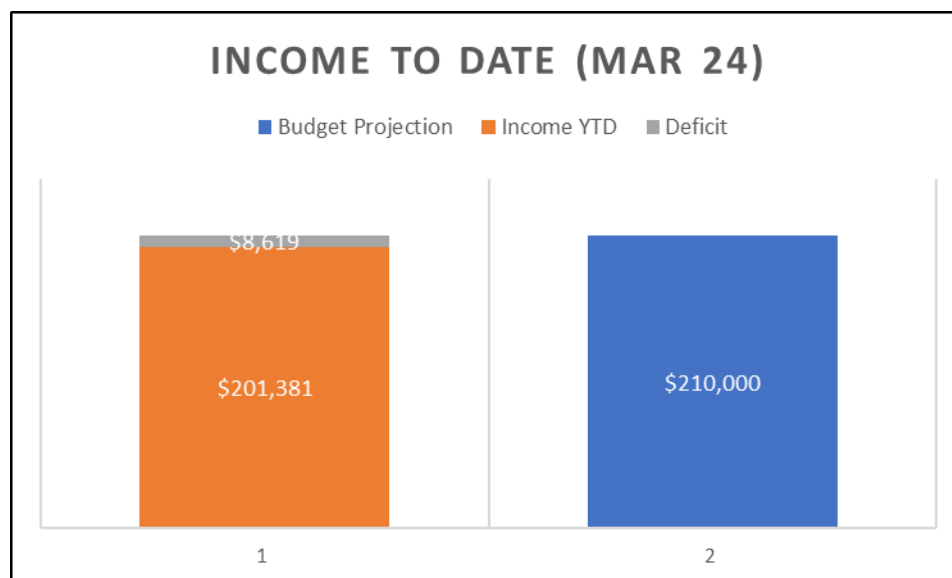
**RISK MANAGEMENT IMPLICATIONS**

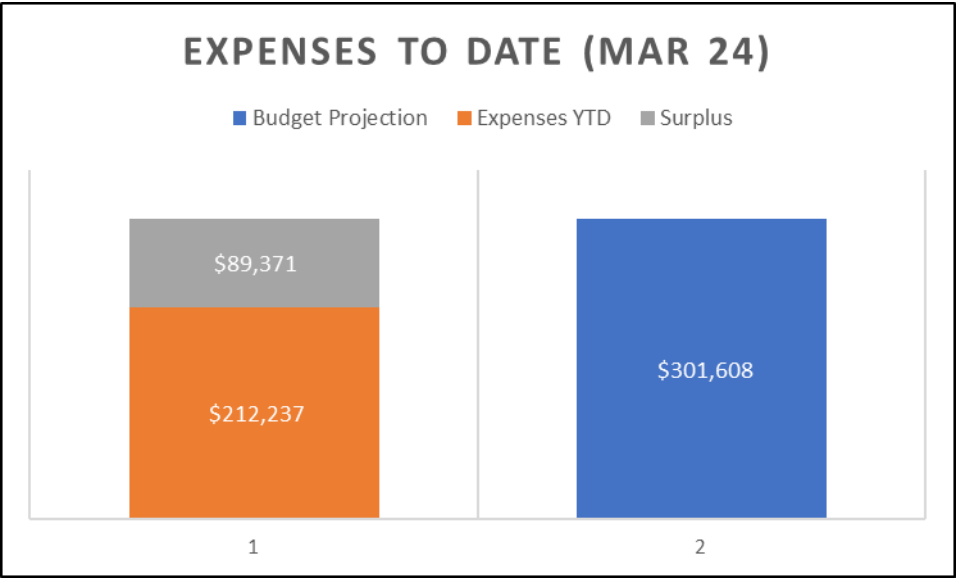
Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

Risk Level	Comment
<b>Medium</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**  
Nil

End

<b>9.3.3 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF MARCH 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: Cr. Alexander****Seconded: Cr. Kaltenrieder****COUNCIL DECISION 24/04/053****That Council:**

- 1. Receives the monthly activity report for the Boyup Brook Medical Services for the month of March 2024.**

**CARRIED 8/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

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

**BACKGROUND**

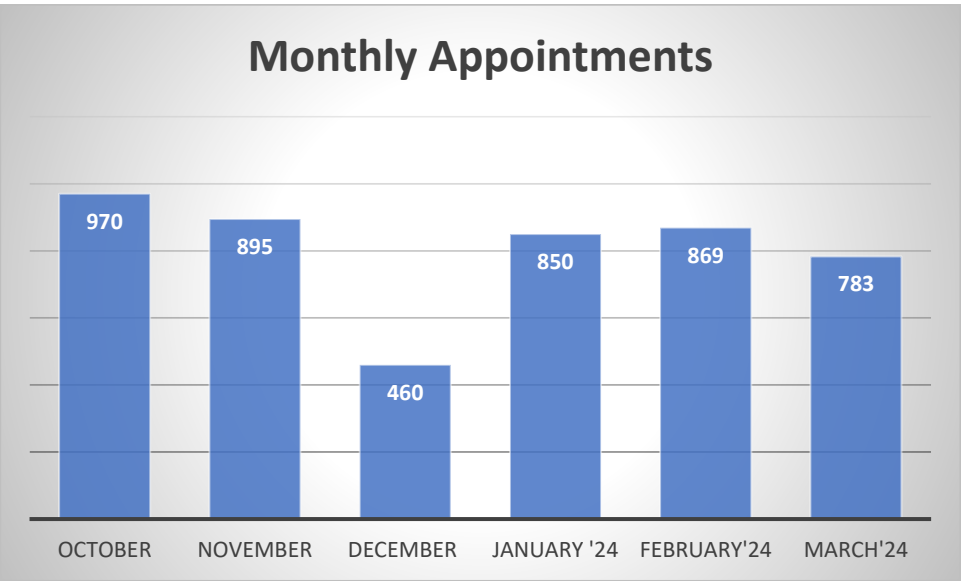
Boyup Brook Medical Services is an AGPAL (RACGP Standards) accredited practice. It provides general practice and nursing services to the community. Operating Monday to Friday from 8.00am to 4:30pm.

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

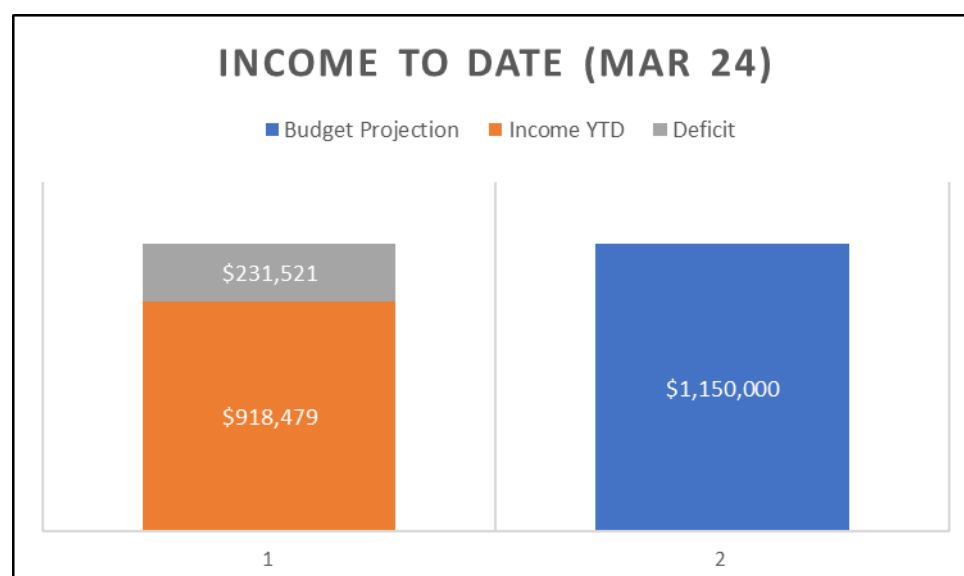
**RISK MANAGEMENT IMPLICATIONS**

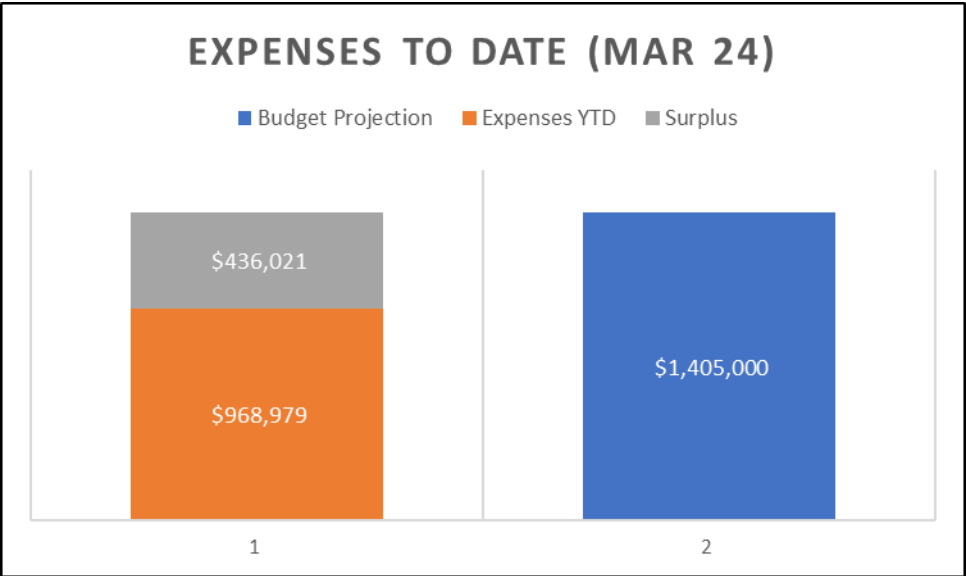
Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
<b>Medium</b>	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 CORPORATE VALUES</b>	
<b>File Ref:</b>	CM/42/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Maria Lane – Governance/Records Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.4A Corporate Values

**Moved: Cr. Wright**

**Seconded: Cr. O’Connell**

**COUNCIL DECISION 24/04/054**

**That Council:**

**1. Adopts the five Corporate Values to be incorporated into all Integrated Planning Documents:**

- **Proactive - embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability;**
- **Leadership and Teamwork - lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations;**
- **Accountability and Integrity - demonstrate respect, transparency, honesty and inclusivity in all interactions with the community;**
- **Commitment - build and share knowledge, act professionally and develop relationships that make a positive contribution to our community;**
- **Engaging Community - show respect, understanding and compassion for others and work collaboratively with community for better outcomes.**

**CARRIED 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright**

**Against: Nil**

**SUMMARY**

The Shire’s corporate values are the guiding principles on which the Shire bases its beliefs and behaviour. They underpin all that the Shire does as an organisation.

Our proposed five Corporate Values for consideration are:

- **Proactive - embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability;**

- Leadership & Teamwork - lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations;
- Accountability and Integrity - demonstrate respect, transparency, honesty and inclusivity in all interactions with the community;
- Commitment - build and share knowledge, act professionally and develop relationships that make a positive contribution to our community;
- Engaging Community - show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

## **BACKGROUND**

In accordance with section 5.56 of the *Local Government Act 1995* and regulation 19DA of the *Local Government (Administration) Regulations 1996*, the Shire is required to plan for the future and have a four-year Corporate Business Plan (CBP).

The Corporate Business Plan is currently in a draft format and will be finalised and presented to Council for consideration once the Long Term Financial Plan has been adopted by Council.

## **REPORT DETAIL**

Employees from both the Depot and Administration attended workshops where corporate values were brainstormed. The following consensus was reached:

### **Leadership & Teamwork**

We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

### **Accountability and Integrity**

We demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.


### **Commitment**

We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

### **Engaging Community**

Showing respect, understanding and compassion for others and work collaboratively with community for better outcomes.

## **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.
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### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

19DA. Corporate business plans, requirements for (Act s.5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### **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 preparation of a Corporate Business Plan covering a period of at least 4 years is a statutory requirement for local governments under the <i>Local Government (Administration) Regulations 1996</i> .

**CONSULTATION**

Employees

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

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End

<b>9.3.5 CONSULTATION PAPER – STANDARDISED MEETING PROCEDURES</b>	
<b>File Ref:</b>	GR/31/002
<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>	9.3.5A Consultation Paper 9.3.5B WALGA Discussion Paper

**Moved: Cr. O'Connell**

**Seconded: Cr. Kaltenrieder**

**COUNCIL DECISION 24/04/055**

**That Council:**

1. Requests the Chief Executive Officer to provide the following feedback to the Department of Local Government, Sport and Cultural Industries (DLGSC) as well as the Western Australian Local Government Association (WALGA) regarding the proposed Standardised Meeting Procedures:

- a) **DLGSC Urgent Business:** Does not support the proposal to require all urgent business items to be reported to the DLGSC.

**Reason:** Not every Council will have the same level of urgency. It is considered to be an additional burden without any benefit for all urgent business to be reported to the DLGSC.

**WALGA Urgent Business:** A Council Member should be able to introduce an urgent matter if approved by the Majority. However, this should be discussed with the Shire President and the Chief Executive Officer at least 48 hours prior to the meeting.

**Reason:** Councillors are often at the forefront of the community and are best placed to bring an urgent matter to Council.

**WALGA Urgent Business:** A definition should not be imposed as part of the standard meeting procedures.

**Reason:** Urgent business cannot be defined, what is urgent for a small shire may not be urgent for a city council and vice versa. The local government is best positioned to determine what is urgent and what is not for its particular area. Urgent business should not be dictated to local governments.

- b) **Meetings of Electors:** Electors meetings should be conducted under the same requirements as any ordinary Council meeting.

**Reason:** To ensure Electors meetings are not disrupted and to ensure consistency of all Council meetings.

**CARRIED 8/0**



**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

### **SUMMARY**

Council is requested to provide feedback to the Department of Local Government, Sport and Cultural Industries (DLGSC) consultation paper on Standardised Meeting Procedures.

### **BACKGROUND**

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. The Shire of Boyup Brook Local Law No 1 – Standing Orders (Standing Orders) provide Council with meeting procedures. However, having been adopted in 1997 these Standing Orders are in many aspects outdated or certain parts not applicable anymore.

As part of the State Governments implementation of a number of reforms to the *Local Government Act 1995* the DLGSC has proposed standardised council and committee meeting procedures.

As part of the DLGSC consultation process they have released a discussion paper (Attachment 9.3.5A). Further, the Western Australian Local Government Association (WALGA) has scrutinised the DLGSC discussion paper and released its own discussion paper (Attachment 9.3.5B) providing its opinion on the proposed standard meeting procedures.

### **REPORT DETAIL**

Shire Officers have worked through the DLGSC discussion paper and have found that in general the proposed standardised meeting procedures will not impact negatively on the current operations of the Shire, with the exception of the following:

#### ***“3. Urgent Business***

*Currently, individual local governments’ meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.*

*Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:*

- An absolute majority of the council resolve to hear the matter at the meeting, and*
- The item is clearly marked as urgent business.*

*It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.”*

Shire officers are of the opinion that each local government has its own level of urgency on some matters and that not all councils can be held under the same level i.e. urgency around the supply of water to farmers is of utmost importance to rural / regional councils but possibly not urgent at all to inner city councils.

Further, the requirement to notify the DLGSC of each instance where a council has exercised its discretion to consider an item as urgent business is considered unnecessary. Shire officers fail to see any benefit this may have, this will only result in placing yet another unnecessary administrative burden on local governments who are already stretched.

Local government is at the grass roots of its community and it is considered the local government would know if an item needs to be considered as a urgent business or not. What is the DLGSC going to do if an item of urgent business is presented and considered by Council but the DLGSC does not agree that it should have been urgent business.


#### *“8. Meetings of electors*

*The Act establishes that the mayor or president is to preside at electors’ meetings, and any resolutions passed by an electors’ meeting are considered at a following council meeting.*

*As elector’s meetings are quite different to Council meetings, comment is sought about whether parts of the proposed standard should apply for electors’ meetings.”*

Shire officers are of the opinion that although an Electors’ meeting is not the same as a ordinary council meeting, the relevant parts of the ‘Standard Meeting Procedures’ should apply. Electors’ meetings can become very challenging at times and the Shire President would need to be able to reference the ‘Standard Meeting Procedures’ to ensure that a meeting can be controlled sufficiently and that there is also consistency in meetings.

### **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*
- *Local Government Act 2023*
- *Local Government (Administration) Regulations 1996*

**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>	With regard to the matters raised the risk to Council is not known at this stage as the DLGSC does not provide any information as to what the consequences will be to local governments if the requirement to notify the DLGSC about urgent items if included in the standard meeting procedures will be.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**  
Nil

**Workforce**  
Nil

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End

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<b>9.3.6 FEDERAL INQUIRY INTO LOCAL GOVERNMENT SUSTAINABILITY</b>	
<b>File Ref:</b>	GR/31/009
<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: Cr. Kaltenrieder**

**Seconded: Cr. Alexander**

**COUNCIL DECISION 24/04/056**

**That Council:**

- 1. Requests the Chief Executive Officer to provide a submission to the Committee Secretary House of Representatives Standing Committee on Regional Development, Infrastructure and Transport as per the contents on this report.**

**CARRIED 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

Council is requested to provide a submission to the Committee Secretary House of Representatives Standing Committee on Regional Development, Infrastructure and Transport regarding the sustainability of local government.

**BACKGROUND**

In March 2024, the Federal Government launched an inquiry into the sustainability of local councils. The inquiry will be based on the following ‘Terms of Reference’.

**Terms of Reference**

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into a report on local government matters, with particular focus on:

- The financial sustainability and funding of local government.
- The changing infrastructure and service delivery obligations of local government.
- Any structural impediments to security for local government workers and infrastructure and service delivery.
- Trends in the attraction and retention of a skilled workforce in the local government sector, including impacts of labour hire practices.
- The role of the Australian Government in addressing issues raised in relation to the above.

- Other relevant issues.

Submissions to the Committee are required by no later than 3 May 2024.

## **REPORT DETAIL**

Over the years, local governments, particularly those in regional and rural areas, have been tasked with providing an array of additional services beyond traditional expectations. The Shire of Boyup Brook, a small local government in the South West of Western Australia with roughly 2,000 residents, relies heavily on the farming industry for its economic stability.

### **Financial Sustainability**

The challenges of sustainability faced by the Shire are not unique and have been exacerbated by recent State Government decisions. One such decision involves converting arable farming land into 'Tree Farming,' a move that, while not opposed by the Shire in principle, raises concerns about its economic impact. Unlike traditional farming, tree harvesting occurs only every 25 years (e.g., Pine trees), significantly affecting the town's revenue stream. The State Government has allocated approximately \$350 million to the Forest Products Commission (FPC) for purchasing land for this purpose.

'Tree Farming' could detrimentally affect Boyup Brook's sustainability. With State backing, this industry is buying farms for large-scale 'Tree Farms,' potentially reducing the local population and impacting the viability of local businesses, thereby affecting the local government's revenue through rates.

Further sustainability challenges for rural local governments include the provision of non-traditional services like medical and childcare facilities, which strain finances not adequately supported by Federal Assistance Grants.

To enhance sustainability, Federal and State Governments should assist with infrastructure provision such as water and power, particularly challenging in rural areas. For example, a developer in Boyup Brook plans to introduce 360 new lots, which could significantly bolster sustainability through increased rates. However, the lack of government support for required infrastructure hinders such developments, unlike the support given to larger local governments for residential development.

### **Funding of Local Governments**

Most rural local governments rely on Federal and State grants, but these grants haven't kept pace with inflation, forcing cuts in services or project cancellations. Roads, crucial for transport industries, face pressure, yet current road grants don't suffice for comprehensive maintenance, leading to project scope reductions instead of full maintenance.


Many available grants are unattainable for smaller local governments due to the required one-third contribution, which should be based on a government's rateable income for fairness.

The 'Terms of Reference' outlined below are directly linked to sustainability and funding issues. Without equitable government intervention, smaller local governments will continue to struggle.

- The changing infrastructure and service delivery obligations of local government.
- Any structural impediments to security for local government workers and infrastructure and service delivery.
- Trends in the attraction and retention of a skilled workforce in the local government sector, including impacts of labour hire practices.

The Australian Government should prioritise investments in smaller local governments, crucial for food production, to ensure their sustainability and growth.

### **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>Outcome</b>	Create a safe and inviting community for local and visitors.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATION**

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

If Federal and State Government grants remain inequitable for smaller local governments, the consequences could be far-reaching. These grants play a crucial role in funding essential services and infrastructure projects in rural and regional areas. This could result in a decline in the quality of life for residents, reduced economic opportunities, and hindered growth prospects for these areas.

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

The social impact of Federal and State Government grants remaining inequitable for smaller local governments could be profound. These grants often support vital social services such as healthcare, education, childcare, and community development programs. If smaller local governments receive disproportionately fewer funds, they may struggle to maintain or expand these services, leading to reduced access and quality of essential resources for residents.

### **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>	Inadequacy of Federal and State Government grants addressing the council's funding needs exacerbates financial pressures, potentially leading to service cuts or project cancellations. Furthermore, the lack of support for necessary infrastructure development for new residential lots could hinder the council's ability to stimulate economic growth and attract new residents, further compounding sustainability concerns.

## **CONSULTATION**

Nil

## **RESOURCE IMPLICATIONS**

### **Financial**

Should the Federal and State Government Grants not be re-evaluated it could force tough decisions regarding budget allocations, potentially leading to service reductions or project delays. To bridge the funding gap and ensure operational sustainability, the Council may have no choice but to consider raising rates for residents. Such a move, while challenging, may be necessary to uphold the town's infrastructure, services, and overall quality of life for its residents amidst evolving economic circumstances.

### **Workforce**

Nil

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End

<b>9.3.7 TRANSFER OF OWNERSHIP OF REPLICA MODELS FROM ROBERT JAMIESON</b>	
<b>File Ref:</b>	CP/31/001
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Magdalena Le Grange, Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.7A Donation Agreement

**Moved: Cr. O'Connell****Seconded: Cr. Kaltenrieder****COUNCIL DECISION 24/04/057****That Council:****1. Accepts the five replica models listed below:**

- 1. Boyup Brook Railway Station**
- 2. Boyup Brook Timber Mill**
- 3. Skeleton Bridge**
- 4. Old Road Boards Hut**
- 5. A second replica of the Flax Mill**

**gifted by Mr Robert Jamieson.****CARRIED 8/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

Council is requested to accept a number of replica models of the Flax Mill donated by Mr Robert Jamieson to the Shire of Boyup Brook.

**BACKGROUND**

Mr Jamieson grew up in Boyup Brook with his family and has dedicated many years to preserving the history of the Flax Mill and has spent many years lovingly crafting these models by hand to show the history of the Flax Mill and the significance to the Boyup Brook area.

**REPORT DETAIL**

To ensure the continued maintenance and display of the Flax Mill Models Mr Jamieson donated the following replica models to the Shire of Boyup Brook on 18 April 2024:



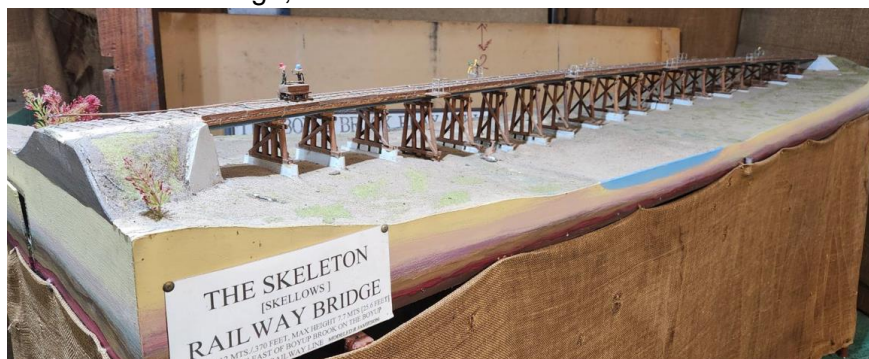
- Boyup Brook Railway Station;



- Boyup Brook Timber Mill;



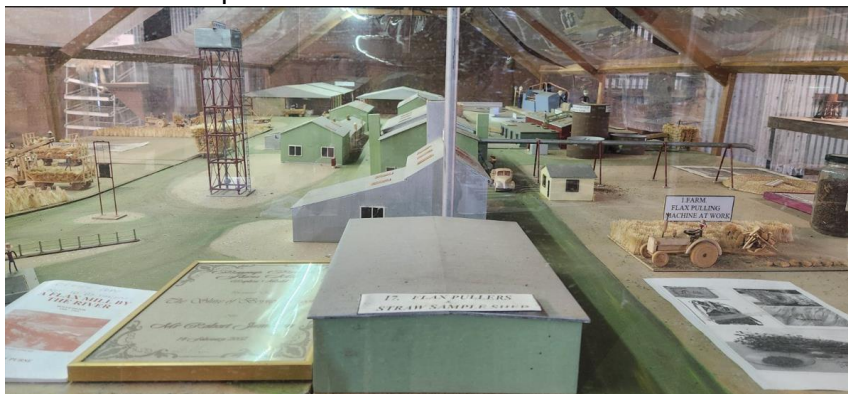
- Skeleton Bridge;




- Old Roads Board Hut; and



- A second replica of the Flax Mill.



### **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>Social and Community</b>
	<b>Outcome</b>	Encourage the preservation of our culture, heritage and history
	<b>Objective</b>	Partner with stakeholders to promote Boyup Brook, preserving our history for future generations and sharing the rich heritage of the Shire.
	<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.

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **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>	Council is aware of the importance of heritage and the necessity of its conservation for the community. The Flax Mill and production of flax products played a significant role in Boyup Brook's past. Conservation of heritage places are also considered a growth point for the heritage - based tourism that supports the community economy, including numerous cottage industries.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

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End

<b>9.3.8 COUNCILLOR SITTING FEES FOR THE 2024/2025 FINANCIAL YEAR</b>	
<b>File Ref:</b>	FM/9/005
<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>	Absolute Majority
<b>Attachment Number</b>	Nil

**Moved: Cr. King                      Seconded: Cr. Alexander**

**COUNCIL DECISION 24/04/058**

**That Council:**

- 1. Approve the following meeting attendance fees and allowances per Elected Member for the 2024/2025 financial year.**

- |  |                 |
|--|-----------------|
| a) Presidents annual allowance   | <b>\$10,280</b> |
| b) Presidents Council meeting attendance fee   | <b>\$15,693</b> |
| c) Deputy Presidents annual allowance  | <b>\$2,570</b>  |
| d) Elected Members Council meeting attendance fee  | <b>\$8,395</b>  |
| e) Elected Members annual ICT allowance  | <b>\$1,440</b>  |
| f) Travel allowance as per Council Policy M8 – Council Members Fees, Allowances and Reimbursement of Expenses. |                 |

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

**SUMMARY**

Council is requested to consider and set the Elected Members Sitting Fees and Allowances which are to be incorporated into the 2024/2025 budget.

**BACKGROUND**

The Salary and Allowance Tribunal (SAT) through the *Salaries and Allowances Act 1975* determine the minimum and maximum salaries and allowances for local government Elected Members and Chief Executive Officers.

Elected Members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties.

The SAT in 2013 stated that “fees and allowances provided to elected members are not intended to be full time salaries for members” recognising the degree of voluntary community service in the role of elected members.

Two payment options are available to Elected Members:

- Payment per meeting attended (Council meetings, meetings representing Council); or
- Payment annually which takes into consideration attendance at all official Council meetings.

In the past the Shire has opted to utilise the annual payment option.

### **REPORT DETAIL**

The Salaries and Allowances Tribunal in March 2024 determined Elected Members attendance fees, and annual allowance ranges be increased by 4%.

This was considered appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.

The *Salaries and Allowances Act 1975* (the Act) classifies the Shire of Boyup Brook as a Band 4 Local Government. Tables 8 and 9 (below) of the Act provides the scales of annual attendance fees in lieu of council meetings, committee meetings and prescribed meeting attendance fees for Elected Members and the Shire President.

#### **For a council member other than the mayor or president**

Band	Minimum	Maximum
1	\$26,624	\$34,278
2	\$16,089	\$25,137
3	\$8,320	\$17,711
4	\$3,884	\$10,286


#### **For a council member who holds the office of mayor or president**

Band	Minimum	Maximum
1	\$26,624	\$51,412
2	\$16,089	\$33,706
3	\$8,320	\$27,425
4	\$3,884	\$21,138

For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.



**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*
- *Salaries and Allowance Act 1975*
- *Local Government (Administration) Regulations 1996*

**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**

Policy M8 – Council Members Fees, Allowances and Reimbursement of Expenses.

**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>	Ensuring Elected Members are not financially burdened is crucial to encourage community participation and prevent a shortage of candidates, which could disrupt Shire operations.

**CONSULTATION**

The annual allowances and sitting fees were discussed with Elected Members at the closed forum held on 28 March 2024, where it was decided that no increase would be applicable for the 2024/2025 financial year.

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## **RESOURCE IMPLICATIONS**

### **Financial**

The allowances and attendance fees will be included in the 2024/2025 budget.

### **Workforce**

Nil

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End

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### 9.3.9 BUDGET AMENDMENT TO FUND THE SHORTFALL OF THE SHERP GRANT FOR THE REFURBISHMENT OF THE COMMUNITY HOUSES LOCATED ON 16A AND 16B FOREST STREET, BOYUP BROOK

<b>File Ref:</b>	FM/25/074
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Celina Rath, Project Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	Nil

**Moved: Cr. Wright                      Seconded: Cr. King**

#### **COUNCIL DECISION 24/04/059**

**That Council:**

1. Approves the following 2023/24 budget amendment as authorised expenditure to complete the refurbishment of the community houses located at 16A and 16B Forest Street, Boyup Brook.

**The breakdown of the revised budget is as follows:**

**Grant funds:** \$143,340  
**Refurbishment Cost:** \$161,505

**Grant Shortfall:** \$ 18,165  
**15% contingency:** \$ 24,225  
**Tenancy cost:** \$ 3,500  
**\$ 45,890**

Account	Description	Original Budget	Revised Budget	Increase
092011	Community Housing Maintenance Grant	\$143,340	\$189,230	\$45,000
300102	Transfer from Reserves – Increase transfer from Community Housing Reserve	\$0	(\$45,000)	(\$45,000)
			<b>Total</b>	<b>\$0</b>

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

#### **SUMMARY**

Council is requested to consider an amendment to the adopted 2023/2024 Budget, in order to transfer \$45,000 from the Community Housing Fund to the capital account for the SHERP project to facilitate the renovation of Shire assets 16A & 16B Forest Street, Boyup Brook.



## **BACKGROUND**

The Social Housing Economic Recovery Package (SHERP) is a \$319 million housing stimulus program launched in June 2020 to help aid the State's economic and social recovery from COVID-19. It represents a significant government investment targeted at social housing to support the WA construction industry while improving the lifespan and quality of social housing in WA.

In 2021, the Shire received \$143,340 in funding under the "Refurbishments – Workstream 2 program" to facilitate the renovation of Shire assets 16A & 16B Forest Street.

## **REPORT DETAIL**

Initiated in 2021 through a Department of Communities grant, escalating costs over the past three years have rendered the SHERP project financially untenable. Despite efforts to streamline the scope, Shire officers have encountered challenges in securing a contractor willing to undertake the project within the allocated budget. The lowest cost estimate remains at \$161,505 whereas only \$143,340 is funded through the SHERP program.

### **Renovation**


In consultation with the tenants and the Department of Communities, the scope of works was reduced to the following items:

- Kitchen upgrades
- New flooring
- Upgrade of fixed fittings
- Drywall bricks and paint indoors
- Upgrade of Hot Water System
- New washing line
- Shade sail on patio

### **Accommodating existing tenants**

It is estimated that the renovations for both units may span up to 6 weeks, requiring their vacancy during this period. \$3,500 will ensure suitable alternative accommodation for the tenant during this time.

## **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 (Administration) Regulations 1996*

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

Renovating community housing has a positive impact on the economy of the Shire and region by stimulating job creation in construction and related industries.

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

Renovating community social housing is beneficial as it enhances the living standards of residents, providing them with safer and more comfortable living environments.

**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>	Should Council not proceed with the amendment which will facilitate the refurbishment there is a risk that the grant funds will be lost.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The Community Housing Reserve currently has \$220,560 available for projects as proposed. The purpose of the reserve is as follows:

*“To be used to fund maintenance of Community Housing as well as associated costs to temporarily relocate and house tenants (if required) during maintenance works.”*

The cost breakdown structure of the project costs are as follows:

Grant funds:	\$143,340
Refurbishment Cost:	\$161,505

Grant Shortfall:	\$ 18,165
15% contingency:	\$ 24,225
Tenancy cost:	<u>\$ 3,500</u>
	\$ 45,890

Total project budget estimate:	\$189,230
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The approval of the budget amendment will still result in a balanced budget.

**Workforce**

Nil

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End

#### **9.4 PLANNING**

Nil

## 10. MINUTES OF COMMITTEES

### 10.1 RYLINGTON PARK COMMITTEE MINUTES - 21 MARCH 2024

Moved: Cr. King

Seconded: Cr. Alexander

#### COUNCIL DECISION 24/04/060

That Council move into a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No.1 to allow free and open discussion on the matter.

CARRIED 8/0

For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil

Moved: Cr. Kaltenrieder

Seconded: Cr. Inglis

#### COUNCIL DECISION 24/04/061

That Council move out of a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No.1.

CARRIED 8/0

For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil

Moved: Cr. O'Connell

Seconded: Cr. Caldwell

#### OFFICER RECOMMENDATION 24/04/...

That Council:

1. Receives the unconfirmed minutes of the Rylington Park Committee Meeting held on 21 March 2024.
2. Adopts the Rylington Park Committee Decision on Rylington Park potential school program - Australian Centre for Student Equity and Success (ACSES) Funding:
  - a. If successful, approves a contribution of \$20,000 towards the grant submission to Australian Centre for Student Equity and Success being prepared by Prof Brown.
  - b. The contribution approved in (1.) above is to be funded out of Councils Co-contribution reserve.

- 3. Adopts the Rylington Park Committee Decision on Proposed Rylington Park annual scholarship application package:**
  - a. Approves the Rylington Park Scholarship Application Package as per attachment 7.1.2A, with the following amendment:**
    - The Scholarship will be awarded to two deserving year 10 students.**
- 4. Adopts the Rylington Park Committee Decision on Rylington Park Committee and Rylington Park Sub-Committee terms of reference as per attachment 7.1.3A.**
- 5. Adopts the Rylington Park Committee Decision on appointment of community members onto the Rylington Park Committee and appointment of Sub-Committee:**
  - a. Appoints Mr. Andy McElroy and Mr. Joshua Stretch as the two community members to sit on the Rylington Park Committee.**
  - b. Appoints Cr Caldwell, Cr Walker, Cr Inglis, Mr McElroy as the Sub-Committee.**
- 6. Adopts the Rylington Park Committee Decision on Rylington Park activity report for the month of February 2024:**
  - a. Receives the monthly activity report for the Rylington Park Farm for the months of February 2024.**
  - b. Requests the Chief Executive Officer to prepare a Livestock Management Plan, and to submit the plan to the Rylington Park Committee for approval no later than 31 May 2024.**
- 7. Adopts the Rylington Park Committee Decision on Rylington Park Cropping Plan:**
  - a. Request the Rylington Park Sub-Committee to consider the Annual Cropping Plan as per attachment 7.1.6A.**
- 8. Adopts the Rylington Park Committee Decision on Edith Cowan University drone usage:**
  - a. Receives the ECU drone usage report, and request Prof Kerry Brown to provide a report to the next committee meeting on the usage of the drone (not limited to Rylington Park).**
  - b. Invite Dr Blake to the next Rylington Park Meeting.**
- 9. Adopts the Rylington Park Committee Decision on proposed Hemp trials at Rylington Park:**

- a. Supports the trials for growing Hemp on 1ha of land at Rylington Park.
- b. Authorises the Chief Executive Officer to submit an application for the relevant Hemp Licence to the relevant department.
- 10. Adopts the Rylington Park Committee Decision on proposed mulesing and ram selection for the AWI shearing schools:
  - a. Requests the Chief Executive Officer to instate mulesing of lambs as per an approved Livestock Management Plan.
  - b. Request the Chief Executive Officer to prepare and submit to the Rylington Park Committee for approval by 31 May 2024 a Ram Selection Guideline for all future shearing schools held at the Rylington Park Farm.
- 11. Adopts the Rylington Park Committee Decision on proposed tree farm:
  - a. Requests the Chief Executive Officer to advise Wespine Industries that 'Tree Farming' will not be supported on the Rylington Park Farm.
- 12. Adopts the Rylington Park Committee Decision on Landcare Australia / NBN Rylington Park Feral animal behaviour trial:
  - a. Approve the use of Rylington Park for a six-month trial managed by the Blackwood Basin Group (as from February 2024) to observe feral animal behaviours.
  - b. Request the Landcare Australia / Blackwood Basin Group to provide a report on the outcomes to Council on conclusion of the trial.

.....  
For:  
Against:

#### **AMENDED RECOMMENDATION**

Moved: Cr. Caldwell

Seconded: Cr. Inglis

#### **COUNCIL DECISION 24/04/062**

That Council:

Refers the Minutes of the Rylington Park Committee Meeting held on 21 March 2024 back to the Rylington Park Committee to reconsider items raised at the Ordinary Council meeting held on 18 April 2024.

**CARRIED 7/1**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr Caldwell, Cr Wright  
Against: Cr King**

**Reason:**

**Council is of the opinion that the resolutions by the Committee needs to be discussed further by the Rylington Park Committee.**

**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**

Carolyn Mallett, Jason Forsyth and Magdalena Le Grange left the Chambers at 7:33pm.

Carolyn Mallett, Jason Forsyth and Magdalena Le Grange returned to the Chambers at 8:04pm.

**Moved: Cr. Kaltenrieder****Seconded: Cr. Alexander****COUNCIL DECISION 24/04/063**

- 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 7:34pm.**

**CARRIED 8/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis,  
Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

**Financial Interest**

The Chief Executive Officer declared a Financial Interest in Item 13.1.1 Chief Executive Officer Performance Review for the Period between June 2023 and March 2024 – as it forms part of his employment contract.



<b>13.1.1 CONFIDENTIAL: CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW FOR THE PERIOD BETWEEN JUNE 2023 AND MARCH 2024</b>	
<b>File Ref:</b>	P/File Long LEONARD
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Cr. Walker, Shire President
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	13.1.1A – Discussion Document

Note: Council Resolution for item 13.1.1 (Council Resolution 24/04/064) remains confidential in accordance with Regulation 14(2) of the *Local Government (Administration) Regulations 1996*.

## 13.2 PROCEED WITH THE MEETING IN PUBLIC

<b>Moved: Cr. Alexander</b>	<b>Seconded: Cr. O'Connell</b>
<b><u>COUNCIL DECISION 24/04/065</u></b>	
<b>That Council:</b>	
<b>1. Proceed with the meeting in public, the time being 8:04pm.</b>	
<b>CARRIED 8/0</b>	
<b>For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Kaltenrieder, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b>	
<b>Against: Nil</b>	

## 14. CLOSURE

There being no further business the meeting closed at 8:04pm.

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

\_\_\_\_\_  
Date