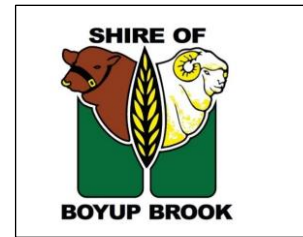


Date: 6 June 2024  
To: Shire President  
Deputy Shire President  
Councillors  
Community



MINUTES - ORDINARY COUNCIL MEETING

30 May 2024

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

Leonard Long  
Chief Executive Officer

## Contents

- 1. DECLARATION OF OPENING .....5
- 2. RECORD OF ATTENDANCE .....5
  - 2.1 ATTENDANCE.....5
  - 2.2 APOLOGIES .....6
  - 2.3 REQUEST FOR LEAVE OF ABSENCE .....6
- 3. DEPUTATIONS, PETITIONS AND PRESENTATIONS .....6
  - 3.1 DEPUTATIONS.....6
  - 3.2 PETITIONS .....6
  - 3.3 PRESENTATIONS .....6
- 4. PUBLIC QUESTIONS TIME .....6
  - 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....6
  - 4.2 PUBLIC QUESTION TIME .....6
- 5. DECLARATIONS OF INTEREST .....6
  - 5.1 FINANCIAL AND / OR PROXIMITY INTEREST .....6
  - 5.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT .....6
- 6. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATIONS .....8
  - 6.1 SPECIAL COUNCIL MEETING MINUTES – 11 APRIL 2024 .....8
  - 6.2 ORDINARY COUNCIL MEETING MINUTES – 18 APRIL 2024.....8
- 7. PRESIDENTIAL COMMUNICATIONS .....8
- 8. COUNCILLOR QUESTIONS ON NOTICE .....9
- 9. REPORTS OF OFFICERS .....10
  - 9.1 OPERATIONAL SERVICES.....10
    - 9.1.1 LAND USE FOR ELECTRIC VEHICLE CHARGING STATION ..... 10
  - 9.2 CORPORATE AND COMMUNITY SERVICES .....14
    - 9.2.1 LIST OF ACCOUNTS PAID IN APRIL 2024..... 14
    - 9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2024 .... 17
    - 9.2.3 DOUBTFUL DEBTS (SUNDRY AND MEDICAL CENTRE) - WRITE OFF ..... 20
    - 9.2.4 IMPOSITION OF FEES AND CHARGES FOR 2024-2025 ANNUAL BUDGET ..... 23
  - 9.3 CHIEF EXECUTIVE OFFICER .....28
    - 9.3.1 BOYUP BROOK EARLY LEARNING CENTRE MONTHLY ACTIVITY REPORT FOR THE MONTH OF APRIL 2024..... 28
    - 9.3.2 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF APRIL 2024..... 32
    - 9.3.3 BOYUP BROOK SWIMMING POOL REPORT 2023/2024 SEASON ..... 36

9.3.4 PROPOSED SALE OF LOT 13129 BRIDGETOWN-BOYUP BROOK ROAD (SALEYARDS) RESERVE 33552..... 40

9.3.5 COUNCIL CHAMBERS RELOCATION TO THE LESSER HALL ..... 49

9.3.6 ANNUAL REPORT AND ANNUAL FINANCIAL REPORT FOR 2022/2023..... 52

9.3.7 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – LOCAL GOVERNMENT CONVENTION AND EXHIBITION..... 56

9.3.8 COUNTRY MUSIC CLUB OF BOYUP BROOK MEMORANDUM OF UNDERSTANDING..... 59

9.3.9 BOYUP BROOK COMMUNITY RESOURCE CENTRE MEMORANDUM OF UNDERSTANDING..... 63

9.3.10 BOYUP BROOK TOURISM ASSOCIATION MEMORANDUM OF UNDERSTANDING ..... 67

9.3.11 BOYUP BROOK DISTRICTS PIONEERS MUSEUM INC MEMORANDUM OF UNDERSTANDING. 71

9.3.12 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD, BOYUP BROOK SUB CENTRE MEMORANDUM OF UNDERSTANDING..... 75

9.3.13 RYLINGTON PARK COMMITTEE AND RYLINGTON PARK SUB-COMMITTEE TERMS OF REFERENCE ..... 79

9.3.14 RYLINGTON PARK ANNUAL SCHOLARSHIP APPLICATION PACKAGE ..... 82

9.3.15 RYLINGTON PARK POTENTIAL SCHOOL PROGRAM – AUSTRALIAN CENTRE FOR STUDENT EQUITY AND SUCCESS (ACSES) FUNDING..... 86

9.3.16 APPOINTMENT OF COMMUNITY MEMBERS ONTO THE RYLINGTON PARK COMMITTEE AND APPOINTMENT OF SUB-COMMITTEE..... 90

9.3.17 RYLINGTON PARK ACTIVITY REPORT FOR THE MONTH OF FEBRUARY 2024 ..... 94

9.3.18 RYLINGTON PARK CROPPING REPORT ..... 100

9.3.19 EDITH COWAN UNIVERSITY DRONE USAGE FEBRUARY 2024 ..... 104

9.3.20 PROPOSED HEMP TRIALS AT RYLINGTON PARK..... 107

9.3.21 PROPOSED MULESING ON RYLINGTON PARK ..... 111

9.3.22 PROPOSED TREE FARM TRIAL ON RYLINGTON PARK ..... 115

9.3.23 LANDCARE AUSTRALIA / NBN RYLINGTON PARK FERAL ANIMAL BEHAVIOUR TRIAL..... 119

9.3.24 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF MARCH AND APRIL 2024 ..... 123

9.3.25 EDITH COWAN UNIVERSITY DRONE USAGE FOR MARCH 2024 ..... 129

9.3.26 RYLINGTON PARK WORK HEALTH AND SAFETY REPORT..... 132

9.3.27 RYLINGTON PARK FIELD DAY PREPARATIONS ..... 136

9.3.28 RYLINGTON PARK STORM IN A TEACUP 2024 ..... 140

9.4 PLANNING..... 143

9.4.1 DEVELOPMENT APPLICATION – (ACCESSIBLE TOILET) – 25 CAILES STREET, BOYUP BROOK (BOYUP BROOK DISTRICT PIONEERS MUSEUM) ..... 143

9.4.2 DEVELOPMENT APPLICATION – (FUEL DEPOT) – 1 HENDERSON STREET, BOYUP BROOK ..... 149

9.4.3 DEVELOPMENT APPLICATION – (WAREHOUSE/STORAGE - SHED) – 8 STEWART STREET, KULIKUP ..... 156

---

10. MINUTES OF COMMITTEES .....	163
10.1 RYLINGTON PARK COMMITTEE MINUTES – 8 MAY 2024.....	163
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	163
12. LATE ITEMS / URGENT BUSINESS MATTERS.....	163
12.1 CONSIDERATION OF LATE ITEM .....	163
12.2 BAN ON LIVE EXPORT OF SHEEP: IMPLICATIONS FOR BOYUP BROOK.....	164
13. CONFIDENTIAL ITEMS OF BUSINESS.....	168
14. CLOSURE.....	168

---

---

## 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.

Please 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 Michael Wright

Cr Darren King

Cr David Inglis

##### **Council Officers**

Chief Executive Officer

Executive Officer

Executive Manager Corporate  
& Community Services

Leonard Long

Magdalena Le Grange

Carolyn Mallett

##### **Observers / Public Members**

Mary-Anne Brlevich left Chambers at 6:19pm

Mark Brlevich left Chambers at 6:19pm

---

Shirley Broadhurst left Chambers at 6:19pm

## **2.2 APOLOGIES**

Councillor Executive Manager Operational Services Cr Philippe Kaltenrieder Jason Forsyth

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

Cr Wright, August 2024 Ordinary Council Meeting

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

### **3.1 DEPUTATIONS**

Nil

### **3.2 PETITIONS**

Nil

### **3.3 PRESENTATIONS**

3.3.1 Mary-Anne Brlevich made a presentation on behalf of Precious Waste on the benefit of having a MOU.

## **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**

- Cr Wright declared a Financial Interest in item 9.3.10 being the husband of an employee of the Boyup Brook Tourist Association.
- Cr O'Connell declared a Financial Interest in item 9.3.23 being an employee of the Blackwood Basin Group.
- Cr Alexander declared a Financial Interest in item 9.3.23 being an employee of the Blackwood Basin Group.

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

- Cr Wright declared an Impartiality Interest in item 9.3.4 being a committee member of the Boyup Brook Co-operation.
-

- Cr King declared an Impartiality Interest in item 9.3.9 being a committee member of the Community Resource Centre.
  - Cr O’Connell declared an Impartiality Interest in item 9.3.9 being a committee member of the Community Resource Centre.
  - Cr Alexander declared an Impartiality Interest in item 9.3.9 as her office is located in the Community Resource Centre.
  - Cr O’Connell declared an Impartiality Interest in item 9.3.10 being a committee member of the Boyup Brook Tourism Association.
  - Cr King declared an Impartiality Interest in item 9.3.11 being a committee member of the Boyup Brook Districts Pioneers Museum.
  - Cr O’Connell declared an Impartiality Interest in item 9.3.11 being a committee member of the Boyup Brook Districts Pioneers Museum.
  - Cr King declared an Impartiality Interest in item 9.3.12 being a St John Ambulance Officer.
  - Cr King declared an Impartiality Interest in item 9.3.15 being a parent member of the Boyup Brook District High School Board.
  - Cr Caldwell declared an Impartiality Interest in item 9.3.15 being a parent of a child at Boyup Brook District High School.
  - Cr King declared an Impartiality Interest in item 9.3.23 being a committee member of the Blackwood Basin Group.
  - Cr King declared an Impartiality Interest in item 9.4.1 being a committee member of the Boyup Brook Districts Pioneers Museum.
-

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

### 6.1 SPECIAL COUNCIL MEETING MINUTES – 11 APRIL 2024

<p>Moved: Cr. King                      Seconded: Cr. O'Connell</p> <p><b><u>COUNCIL DECISION 24/05/066</u></b></p> <p>That the minutes of the Special Council Meeting held on 11 April 2024 be confirmed as being a true and accurate record.</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p> <p style="text-align: right;"><b>For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b></p> <p style="text-align: right;"><b>Against: Nil</b></p>
---

### 6.2 ORDINARY COUNCIL MEETING MINUTES – 18 APRIL 2024

<p>Moved: Cr. Alexander                      Seconded: Cr. O'Connell</p> <p><b><u>COUNCIL DECISION 24/05/067</u></b></p> <p>That the minutes of the Ordinary Council Meeting held on 18 April 2024 be confirmed as being a true and accurate record.</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p> <p style="text-align: right;"><b>For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b></p> <p style="text-align: right;"><b>Against: Nil</b></p>
---

## 7. PRESIDENTIAL COMMUNICATIONS

### April

Tuesday 23<sup>rd</sup>

- 9.30am Along with CEO Leonard Long, I attended the Boyup Brook District High School ANZAC commemoration at the Primary School Amphitheatre.

Thursday 25<sup>th</sup>

- ANZAC dawn service followed by the community service and ANZAC march at the Boyup Brook Memorial.

### May

Thursday 2<sup>nd</sup>

- 9am Local Emergency Management Committee meeting in Council Chambers

Friday 3<sup>rd</sup>

- 11am Council Chambers for the Audit Exit meeting.



Saturday 4<sup>th</sup>

- 4.30pm Honorary Freeman Ceremony for Sandy Chambers, Harvey Dickson and Kevin Moir at the Lesser Hall.

Wednesday 29<sup>th</sup>

- 12.00pm met with CEO Leonard Long, staff and Matt and Felicity Dela Gola re desalination plant at Tonebridge in Council Chambers.

**8. COUNCILLOR QUESTIONS ON NOTICE**

Nil

---

## 9. REPORTS OF OFFICERS

### 9.1 OPERATIONAL SERVICES

9.1.1 LAND USE FOR ELECTRIC VEHICLE CHARGING STATION	
<b>File Ref:</b>	A2008
<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>	Simple Majority
<b>Attachment Number:</b>	Nil

Moved: Cr. O'Connell

Seconded: Cr. Alexander

#### COUNCIL DECISION 24/05/068

That Council:

1. Approve the location (per Diagram 1) for an Electric Vehicle charging station on Lot 288 (Skatepark Carpark), 55 Abel Street, Boyup Brook.
2. Authorise the Chief Executive Officer subject to compliance with s3.58 of the *Local Government Act 1995* to sign an agreement with Sonic Charge.

**CARRIED 7/0**

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

**Against: Nil**

#### SUMMARY

Council is requested to consider approving the proposed location for Sonic Charge to install an Electric Vehicle charging station at 55 Abel Street, in the carpark behind the skatepark.

#### BACKGROUND

Electric Vehicle (EV) charging stations are infrastructure designed to recharge electric vehicles. These stations benefit communities by promoting the adoption of electric vehicles, reducing greenhouse gas emissions, and supporting local economies by attracting EV drivers who may spend time and money in nearby businesses while their vehicles charge.

Several neighbouring Shires already have EV charging stations which ties them into a broader network of charging infrastructure, enabling residents and visitors to travel confidently with electric vehicles, supporting tourism, and fostering environmental sustainability.

**REPORT DETAIL**

Sonic Charge approached the Shire in 2023 proposing to install an EV charging station with the capacity to charge two (2) cars simultaneously. Sonic Charge is a Perth based EV charging infrastructure company specialising in charge point operations, charger management software, and electrical installations.

Sonic Charge is a WALGA preferred supplier for electric vehicle charging infrastructure and are an approved supplier of the WA Charge Up Grant scheme.

Sonic Charge proposes to build, own, and operate a high-speed Level 3 DC EV charging station in the Boyup Brook Shire, bearing the upfront installation and ongoing operating costs.

The charging station will service two car bays and a preliminary location has been identified at the Boyup Brook Skatepark. The site has existing power infrastructure and multiple parking bays in a central location.

Diagram 1



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

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Objective</b>	Support business development, tourism, and initiatives to create more local jobs to stimulate our economy, increase population and number of visitors.
	<b>Outcome</b>	<b>Industry and new business:</b> Encourage and attract new businesses and local investment.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT***Local Government Act 1995***SUSTAINABILITY AND RISK CONSIDERATION****Economic** – (Impact on the Economy of the Shire and Region)

Providing EV charging stations may boost tourism spending and create local job opportunities, thus contributing to the economic growth and vitality of the area.

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

EV charging stations promote the adoption of sustainable transportation options, offering convenience and accessibility to electric vehicle owners, thereby contributing to a healthier and more environmentally friendly living environment.

**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 Shire is only to supply the land but doesn't have to pay for or maintain the Charging infrastructure.

**CONSULTATION**

Nil

---

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

---

End

---

## 9.2 CORPORATE AND COMMUNITY SERVICES

<b>9.2.1 LIST OF ACCOUNTS PAID IN APRIL 2024</b>	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Finance Coordinator
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.1A List of Accounts Paid in April 2024

**Moved: Cr. Wright**

**Seconded: Cr. Caldwell**

### **COUNCIL DECISION 24/05/069**

**That Council:**

1. Receive the list of accounts paid in April 2024, totalling \$713,684.26 from Municipal account, \$48,317.10 from Police Licensing account, as represented by:

<b>Municipal Cheques</b>	<b>20648-20651</b>	<b>\$ 37,613.27</b>
<b>EFT</b>	<b>EFT15497–EFT15643</b>	<b>\$390,928.25</b>
<b>Direct Payments</b>		<b><u>\$285,142.74</u></b>
		<b>\$713,684.26</b>
<b>Police Licensing</b>		<b>\$ 48,317.10</b>
<b>Grand Total</b>		<b>\$762,001.36</b>

**CARRIED 7/0**

**For: Cr Walker, Cr O'Connell, Cr Alexander, 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 April 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 30 April 2024.

### **REPORT DETAIL**

Attachment 9.2.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 April 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**

Register of Delegations, 2.8.18 - Payments from the Municipal or Trust Funds

Register of Sub-delegations, 2.5.12 – 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.

Risk Level	Comment
<b>Moderate</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>9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 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 30 April 2024

<b>Moved: Cr. Inglis</b>	<b>Seconded: Cr. Caldwell</b>
<b><u>COUNCIL DECISION 24/05/070</u></b>	
<b>That Council:</b>	
<b>1. Receive the Monthly Financial Report for 30 April 2024, as presented (Attachment 9.2.2A).</b>	
<b>CARRIED 7/0</b>	
<b>For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b>	
<b>Against: Nil</b>	

### **SUMMARY**

The Monthly Financial Report for 30 April 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 30 April 2024 shows a closing surplus of \$4,284,865.

### **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>
<b>Moderate</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

---

End

---

<b>9.2.3 DOUBTFUL DEBTS (SUNDRY AND MEDICAL CENTRE) - WRITE OFF</b>	
<b>File Ref:</b>	FM/1/004
<b>Previous Items:</b>	23 June 2022 14.2
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Finance Coordinator
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.3A List of Accounts Bad Debts March 2024

**Moved: Cr. Wright**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/071**

**That Council:**

- 1. Authorise the Chief Executive Officer to write off sundry bad debts totaling \$9,764.68 as per attachment 9.2.3A.**

**CARRIED 7/0**

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

**SUMMARY**

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of sundry debts to be written off as at 31<sup>st</sup> March 2024 are presented to Council.

**BACKGROUND**

This report provides details of sundry and Medical Centre debts which are recommended for write off and is the first of this nature presented to Council in the 2023/24 financial year. Regular reporting of bad debts is intended to encourage sound governance over the collection of monies. Efforts have been made on numerous occasions over the past years to collect these funds.


Action taken to collect the debts include follow-up letters, emails and phone calls. A reminder statement has been sent and the finance team endeavour, to negotiate a mutually beneficial settlement or alternative repayment arrangement. All attempts are made to recover the debts with all avenues of collection exhausted.

Some of these debts are several years old and are no longer considered viable for debt recovery, so are now recommended to be written off.

Section 6.12 of the *Local Government Act 1995* provides that a local government has the power to write off any amount of money.

The Register of Delegations 2.8.19 - Defer, Grant Discounts, Waive or Write Off Debts, dated November 2023, allows the CEO to write-off fees and charges and interest on rates up to \$1,000 (ex GST).

### **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**

Register of Delegations: 2.8.19 Defer, Grant Discounts, Waive or Write Off Debts

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 6.12*

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

**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 risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
Moderate	The reporting of the bad debts written off by 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**

Internal staff discussions between CEO, Executive Manager Corporate & Community Services, Finance Coordinator, Finance Officer, Finance Consultant, Ranger and Medical Centre Practice Manager.

## **RESOURCE IMPLICATIONS**

### **Financial**

The cost of recovery action in some cases would incur additional cost to council that whilst is passed on the debtor may still be written off if client is unable to pay.

The potential cost of recovery may exceed the actual collection received when considering the viability of return.

### **Workforce**

Nil

---

End

---

<b>9.2.4 IMPOSITION OF FEES AND CHARGES FOR 2024-2025 ANNUAL BUDGET</b>	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Finance Coordinator
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	9.2.4A 2024-2025 Proposed Fees & Charges

**Moved: Cr. O’Connell**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/072**

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 7/0**

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

**Moved: Cr. Inglis**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/073**

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

**CARRIED 7/0**

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

**Moved: Cr. O’Connell**

**Seconded: Cr. Inglis**

**COUNCIL DECISION 24/05/074**

**That Council:**

- 1. Resolve to, pursuant to Sections 6.16 of the *Local Government Act 1995*, adopt the fees and charges, as listed in Attachment 9.2.4A - Schedule of Fees and Charges for 2024-2025, and incorporates the Schedule of Fees and Charges into its 2024-2025 annual budget.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

## **SUMMARY**

The purpose of this report is for Council to consider the imposition of –

1. Fees and charges for the 2024-2025 financial year.
2. Rubbish removal charges and recycling removal charges for the 2024-2025 financial year.

## **BACKGROUND**

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern how a local government may impose fee and charges for the provision of goods or services.

Section 6.16 states:

### **6.16. Imposition of fees and charges**

*(1) local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

*(2) fee or charge may be imposed for the following —*

- (a) the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government.*
- (b) a service or carrying out work at the request of a person.*
- (c) to section 5.94, providing information from local government records.*
- (d) an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate.*
- (e) goods.*
- (f) other service as may be prescribed.*

*(3) and charges are to be imposed when adopting the annual budget but may be*

*—*

- (a) \* during a financial year; and*
- (b) \* from time to time during a financial year.*

*\* Absolute majority required.*

### **6.17. Setting level of fees and charges**

*(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

*(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

*(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

- (a) section 5.96; or*
- (b) section 6.16(2)(d); or*



- (c) under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

#### **6.18. Effect of other written laws**

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
- (a) determine an amount that is inconsistent with the amount determined under the other written law; or
  - (b) a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

#### **6.19. Local government to give notice of fees and charges.**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) date from which it is proposed the fees or charges will be imposed.

Sections 67 and 68 of the *Waste Avoidance and Resource Recovery Act 2007* also apply to the imposition of rubbish and recycling removal charges. Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* states:

#### **67. Local government may impose receptacle charge**

- 1) A local government may, in lieu of, or in addition to a rate under section 66, provide for the proper disposal of waste, whether within its district or not, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.
- 2) The charge is to be imposed on the owner (as defined in section 64(1)) or occupier, as the local government may decide, of any premises provided with a waste service by the local government.
- 3) The provisions of the *Local Government Act 1995* relating to the recovery of general rates apply with respect to a charge referred to in subsection (1).
- 4) In the case of premises being erected and becoming occupied during the year for which payment is to be made, the charge for the service provided is to be the sum that proportionately represents the period between the occupation of the premises and the end of the year for which payment is made.
- 5) Notice of any charge made under this section may be included in any notice of rates imposed under section 66 or the *Local Government Act 1995*, but the omission to give notice of a charge does not affect the validity of the charge or the power of the local government to recover the charge.

- 6) *A charge may be limited to premises in a particular portion of the area under the control of the local government.*
- 7) *Charges under this section may be imposed in respect of and are to be payable for all premises in respect of which a waste service is provided, whether such premises are rateable or not.*
- 8) *A local government may make different charges for waste services rendered in different portions of its district.*

Section 68 of the *Waste Avoidance and Resource Recovery Act 2007* states:

**68. Fees and charges fixed by local government**

*Nothing in this Part prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the Local Government Act 1995 section 6.16.*


**REPORT DETAIL**

The attached schedule details a list of fees & charges proposed for adoption in the 2024-2025 Annual Budget. It is comprised of existing fees & charges which were adopted for the 2023-2024 Annual Budget, in addition to new fees & charges suggested by staff, following customer feedback and experiences in implementing the imposed fees and charges throughout the year.

The attached schedule details a list of fees & charges proposed for adoption, which will form the bases of income from provision of services in the 2024-2025 Annual Budget. The proposed increase has been based on the CPI for December of 4.1% as referenced in the internal memo to Councillors dated 2<sup>nd</sup> April 2024.

Community and Transfer Station Waste Collection Rate is presently well below actual cost of service provided \$111.00. It is recommended for consideration, that a staged increase of \$10 per annum to recoup some of these costs for the service provided is reasonable.

**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* s.6.16 to s.6.19.
- *Waste Avoidance and Resource Recovery Act 2007*, s.67 and s.68

**SUSTAINABILITY AND RISK CONSIDERATIONS****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 risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	The proposed Fees & Charges are used in forecasting the operating income to develop a balanced budget.

**CONSULTATION**

Internal staff

**RESOURCE IMPLICATIONS****Financial**

If the Shire does not increase its fees and charges in-line with CPI it runs the risk of providing services below the cost of production and therefore fall into a loss on service provided.

**Workforce**

Nil

---

 End
 

---

### 9.3 CHIEF EXECUTIVE OFFICER

<b>9.3.1 BOYUP BROOK EARLY LEARNING CENTRE MONTHLY ACTIVITY REPORT FOR THE MONTH OF APRIL 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. King                      Seconded: Cr. Wright**

**COUNCIL DECISION 24/05/075**

**That Council:**

- 1. Receive the monthly activity report for the Boyup Brook Early Learning Centre for the month of April 2024.**

**CARRIED 7/0**  
**For: Cr Walker, Cr O’Connell, Cr Alexander, 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.

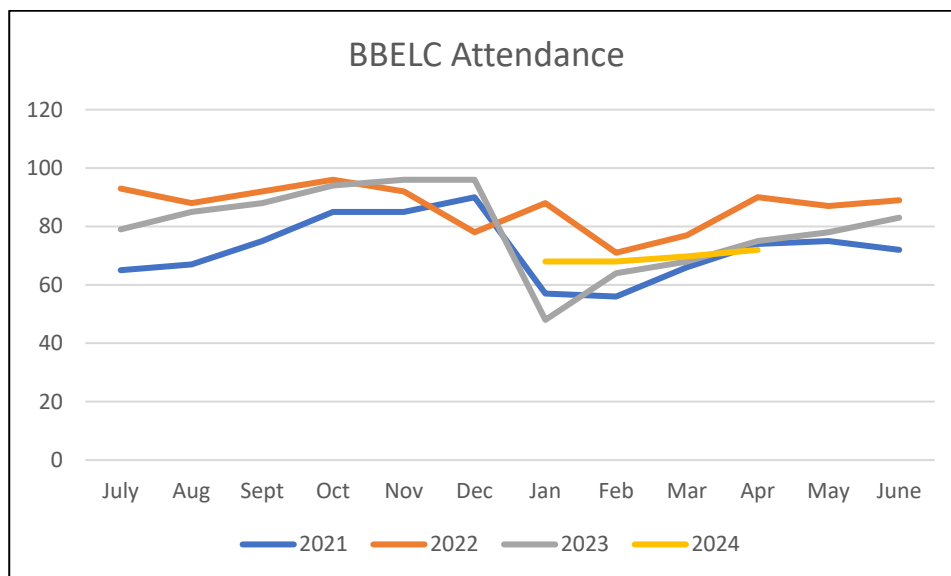
**BACKGROUND**

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**

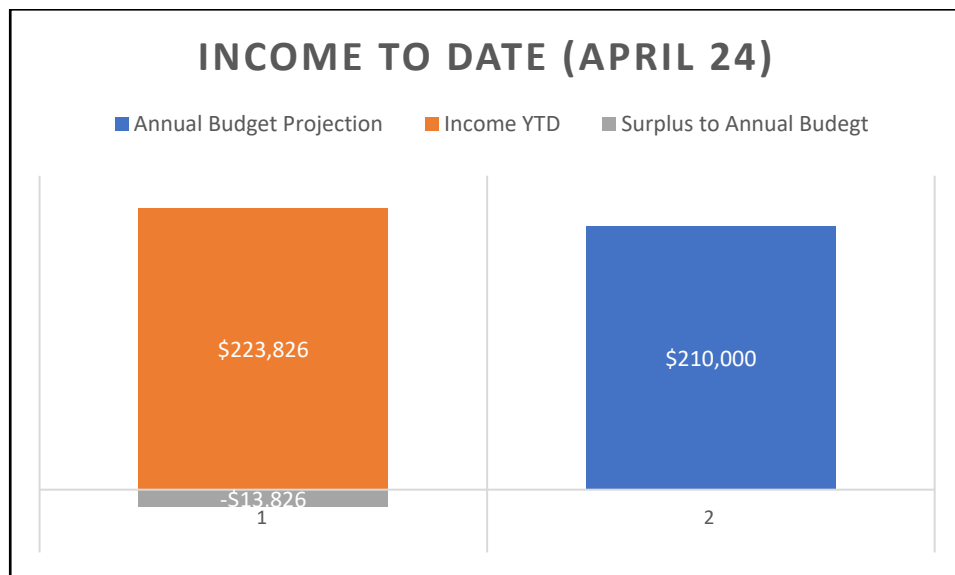
Shire of Boyup Brook’s commitment to the identification and management of risks that may impact on the achievement of its business objectives.

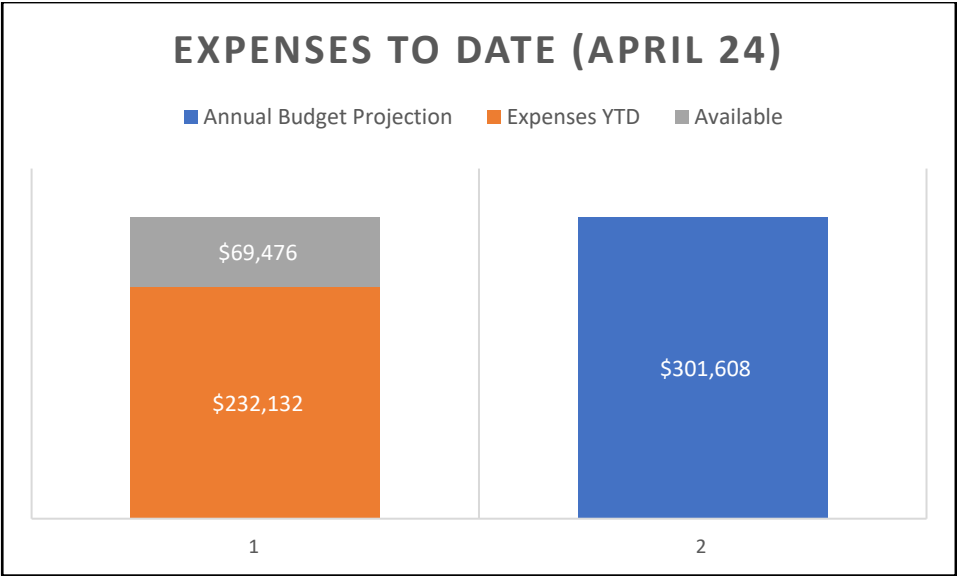
Risk Level	Comment
<b>Moderate</b>	The availability of early learning centres can be a factor in attracting and retaining young families in the area. Without such facilities, the Shire might experience a decline in population growth or struggle to attract new residents, which can have broader economic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

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**





**Workforce**  
Nil

End

<b>9.3.2 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF APRIL 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

<b>Moved: Cr. Alexander</b>	<b>Seconded: Cr. Inglis</b>
<b><u>COUNCIL DECISION 24/05/076</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Receive the monthly activity report for the Boyup Brook Medical Services for the month of April 2024.</b></li> </ol>	
<b>CARRIED 7/0</b> <b>For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b> <b>Against: Nil</b>	

### **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.

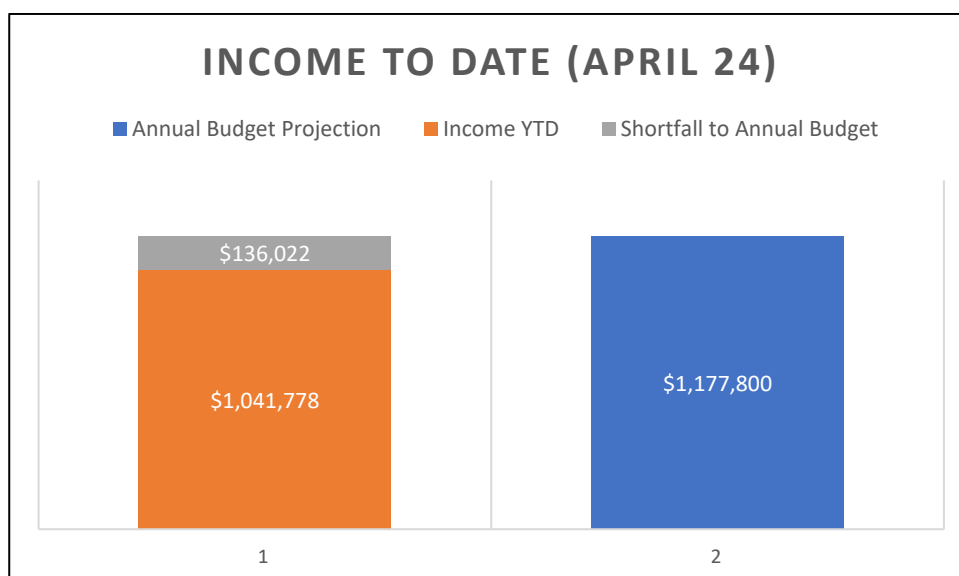
Risk Level	Comment
<b>Moderate</b>	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services,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

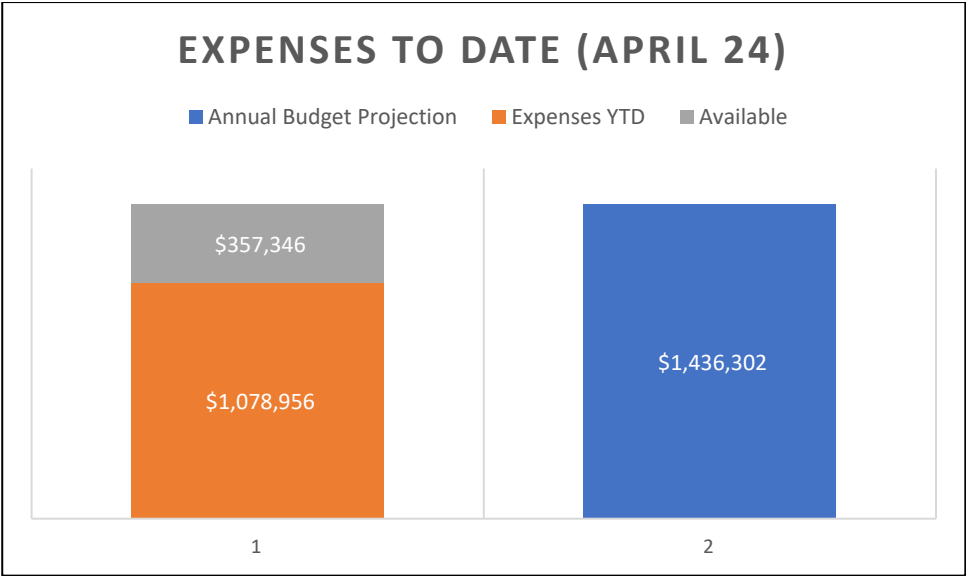
**CONSULTATION**

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 part-time receptionists, 1 part time nurse and a practice manager.

---

End

<b>9.3.3 BOYUP BROOK SWIMMING POOL REPORT 2023/2024 SEASON</b>	
<b>File Ref:</b>	RE/45/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Tara Reid, Pool Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

<b>Moved: Cr. Alexander</b>	<b>Seconded: Cr. King</b>
<b><u>COUNCIL DECISION 24/05/077</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>Receive the 2023/2024 seasonal activity report for the Boyup Brook Swimming Pool.</b></li> </ol>	
<b>CARRIED 7/0</b> <b>For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b> <b>Against: Nil</b>	

### **SUMMARY**

This report is to provide Council with an update on the operations at the Boyup Brook Swimming Pool.

### **BACKGROUND**

The Boyup Brook Swimming Pool operates from October to April seasonally providing a recreational space for all ages to enjoy over this time.

Operating Hours Monday, Tuesday, Wednesday, Friday 10am -6pm Saturday and Sunday 12pm - 6pm. Early Morning Swim Monday, Wednesday, Friday 5.30am-7.15am.

It offers private and educational swimming lessons, Water Aerobics, Early Morning Swimming, Competitive Swimming and Training, recreational swimming, and a space to enjoy family time.

### **REPORT DETAIL**

Boyup Brook swimming pool has been a hive of activity this swimming season and attracted 13,357 users.

#### **Seahorse Swimming School**

- 25 children aged 6m - 4yrs participated in water familiarisation lessons.
- 5 Adults participate in the inaugural Adult Swimming Lessons.
- 11 Home School Students participated in lessons.

- 55 Children participated in Stage 1 – 9 Swimming Lessons held Tuesday and Wednesday.

### **Education Department Participation at the Swimming Pool**

- Interim Swimming Lessons BBDHS & St Marys
- Vac Swim Short series running from 18<sup>th</sup>-24<sup>th</sup> December were extremely busy attracting over 200 uses each day and January Program 1
- In Feb/March we hosted 2 Swimming Carnivals and a Triathlon
- Boyup Brook District High School (BBDHS) continue to use the facility for Sport, Physical Rec and Outdoor Ed.
- Bronze Star course with the BBDHS Specialised Sport Year 9/10 which was conducted once a week over 8 weeks, 15 students successfully achieved their Bronze Stars.

### **Swimming Pool Activities**

- Water Aerobic was run twice a week and attracted a large following participation number where between 18-12 people per session.
- The Boyup Brook Swimming Club uses the swimming pool on Monday and Wednesday with approximately 50 young swimmers.
- Early Morning swimming was run from 5.30am-7.30 am Mon-Wed-Fri which was extremely well received with numbers from 8-14 per morning.
- 19 birthday parties held at the pool using the barbeque facilities.


### **Repair and Maintenance**

- The Royal Life Saving Society conducted a Safety Review of the Shire of Boyup Brook Swimming Pool with recommendations in areas of improvement, including safety signs. Our Audit score was 97.96%.
- The Boyup Brook Pool Bowl is a concern and with the paint peeling off considerably, I will be working on a solution over the off season.
- The Boyup Brook Heating System Pump failed toward the end of the season. Looking into alternatives.

### **GYM**

- The Boyup Brook Gym continues to be supported by local patrons.
  - Our members have been consistent and YTD income actuals are \$3,326 up on forecast.
  - Reviewing the Gym Equipment contract and looking into replacement of equipment.
  - A survey will be conducted regarding patron usage, feedback and suggestion for equipment replacement.
-

**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. Facilitates access to sport and recreation services and programs. 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 Swimming Pool offers several economic benefits to the community. It provides local access to aquatic facility which can improve overall community health and productivity.

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

The social benefits of having a Swimming Pool in the community includes promoting social interaction and inclusion, provides positive impact on physical and mental health, safe and supervised setting to familiarise and build experience in aquatics skills.

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.

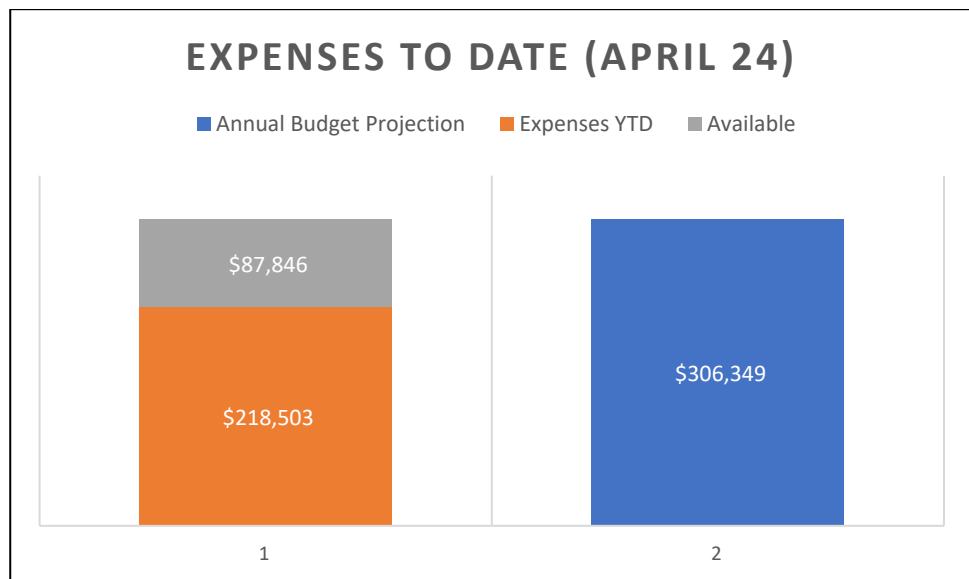
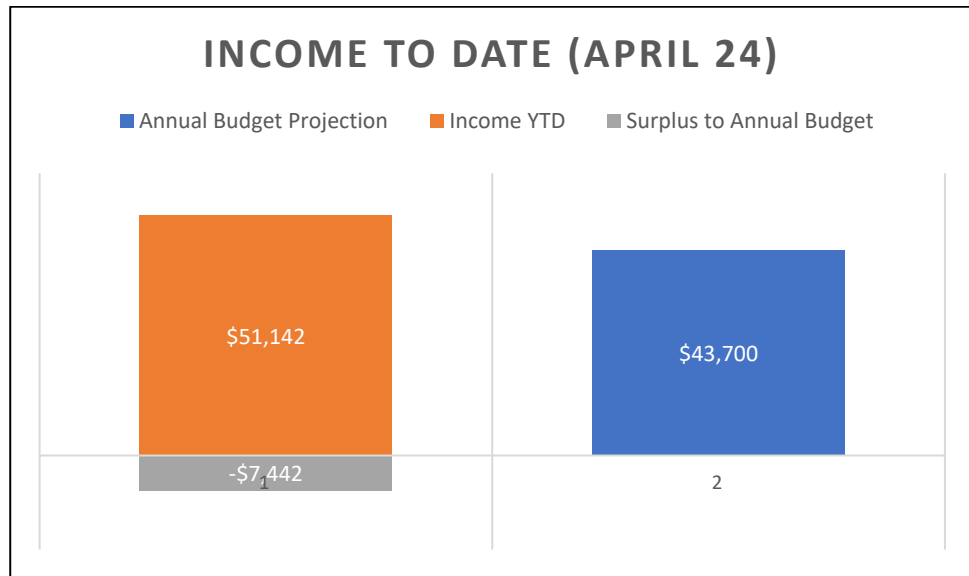
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Not having a Swimming Pool would result in residents having to travel significant distances for an aquatic experience.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**



**Workforce**

Nil

---

End

## IMPARTIALITY INTEREST

- Cr Wright declared an Impartiality Interest in item 9.3.4 being a committee member of the Boyup Brook Co-operation.

<b>9.3.4 PROPOSED SALE OF LOT 13129 BRIDGETOWN-BOYUP BROOK ROAD (SALEYARDS) RESERVE 33552</b>	
<b>File Ref:</b>	RESERVE 33552
<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. Inglis                      Seconded: Cr. Caldwell**

### **COUNCIL DECISION 24/05/078**

**That Council:**

- 1. Approve the listing of Lot 13129 Bridgetown-Boyup Brook Road (old saleyards) for sale, subject to compliance with s3.58 of the *Local Government Act 1995*.**
- 2. Request the Chief Executive Officer to engage a Real Estate Agent to list the property in (1.) above for sale.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

## **SUMMARY**

Following the outcome of investigations into the approximate cost to subdivide the lot, Council is requested to consider the sale of the subject lot as is.

## **BACKGROUND**

Regarding the subject lot, Council at its Ordinary Council Meeting of 30 November 2023, resolved as follows:

*“Moved: Cr King                      Seconded: Cr Caldwell*

*COUNCIL DECISION 23/11/228*

*That Council:*



- 1) *Request the Chief Executive Officer to investigate the cost of subdividing Lot 13129 Bridgetown-Boyup Brook Road (Saleyards) into five (5) lots as well as any other associated cost.*
- 2) *Request the Chief Executive Officer to report the findings requested in (1.) above back to Council to consider selling or subdividing Lot 13129 Bridgetown-Boyup Brook Road (Saleyards).*

*CARRIED 7/1*

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

*Against: Cr Kaltenrieder"*

Lot 13129 Bridgetown-Boyup Brook Road is not required by the Shire and has been rezoned to "Industry – Light". The uses and their permissibility are listed in Table 3 – Zoning Table below.

Further, the sale of the lot is supported by the Strategic Community Plan, and if sold, has the potential to encourage new business and increase employment opportunities in the Shire.

---

TABLE 3 - ZONING TABLE

LAND USE	ZONES							
	Residential	Commercial	Light Industry	General Industry	Rural	Rural townsite	Rural Residential	Rural Small Holdings
Agriculture – extensive	X	X	X	X	P	X	REFER TO SCHEDULE 2	D
Agriculture – intensive	X	X	X	X	D	X		A
Amusement Parlour	X	D	X	X	X	X		X
Ancillary dwelling	P	D	X	X	P	P		P
Animal Establishment	X	X	A	X	A	X		X
Animal Husbandry Intensive	X	X	X	X	D	X		X
Art Gallery	D	P	X	X	I	D		X
Bed and Breakfast	A	D	X	X	D	D		D
Betting Agency	X	D	X	X	X	X		X
Bulky goods showroom	X	D	D	X	X	D		X
Camping Ground	X	X	X	X	D	D		X
Caravan Park	X	X	X	X	D	D		X
Caretaker's Dwelling	X	D	D	D	D	D		X
Carpark	X	D	D	D	D	D		X
Child care premises	A	D	D	X	A	D		X
Cinema/theatre	X	D	X	X	X	X		X
Civic Use	D	P	X	X	D	P		X
Club Premises	X	P	D	X	D	D		X
Commercial vehicle parking	A	I	P	P	I	D		D
Community Purpose	D	D	X	X	D	X		X
Consulting Rooms	A	D	D	X	I	D	X	
Convenience Store	X	P	X	X	X	X	X	
Corrective Institution	X	X	X	X	A	X	X	
Educational Establishment	D	D	D	X	D	D	X	
Exhibition Centre	X	D	X	X	D	D	X	
Family Day Care	A	X	X	X	D	X	X	

LAND USE	ZONES							
	Residential	Commercial	Light Industry	General Industry	Rural	Rural townsite	Rural Residential	Rural Small Holdings
Fast Food Outlet/lunch bar	X	D	D	X	X	D	REFER TO SCHEDULE 2	X
Fuel Depot	X	X	D	D	X	X		A
Funeral Parlour	X	D	D	X	X	D		P
Garden centre	X	D	D	X	D	D		X
Grouped Dwelling	D	D	X	X	X	D		D
Holiday house	D	X	X	X	D	D		P
Holiday accommodation	A	D	X	X	D	D		D
Home Business	D	D	X	X	D	A		D
Home Occupation	P	P	X	X	P	P		P
Home Office	P	P	X	X	P	P		P
Home Store	D	D	X	X	D	D		D
Hospital	A	X	X	X	D	D		X
Hotel	X	A	X	X	A	D		X
Independent living complex	A	A	X	X	X	A		X
Industry	X	X	D	D	X	X		X
Industry – cottage	D	D	P	X	D	D		X
Industry – extractive	X	X	X	X	A	X		X
Industry – light	X	X	P	P	X	D		X
Industry – rural	X	X	D	D	D	X		X
Industry – service	X	D	P	X	A	A		X
Liquor Store	X	D	D	X	X	D	X	
Market	X	D	D	X	A	A	X	
Medical Centre	A	D	X	X	D	D	X	
Motel	X	D	X	X	X	D	X	
Motor Vehicle Boat or Caravan Sales	X	D	D	X	X	D	X	

LAND USE	ZONES								
	Residential	Commercial	Light Industrial	General Industry	Rural	Rural Townsite	Rural Residential	Special Use	Rural Small Holdings
Motor Vehicle Repair	X	D	D	D	D	D			X
Motor Vehicle Wash	X	A	D	D	X	X			X
Multiple Dwelling	A	X	X	X	X	X			X
Nature based park	X	X	X	X	D	X			X
Night Club	X	A	X	X	X	X			X
Office	X	P	I	I	X	D			I
Park Home Park	X	X	X	X	D	X			X
Place of Worship	D	D	X	X	D	D			X
Reception Centre	X	D	X	X	A	X			X
Recreation – Private	X	D	D	X	D	D			X
Repurposed dwelling	D	D	X	X	D	D			D
Residential aged care facility	A	A	X	X	X	A			X
Residential Building	A	D	X	X	D	D			X
Restaurant/cafe	X	P	X	X	D	D			D
Restricted Premises	X	X	A	X	X	X			X
Rural Home Business	X	X	X	X	D	X			A
Rural Pursuit/hobby farm	X	X	X	X	P	X			A
Second-hand dwelling	D	D	X	X	D	D			D
Serviced Apartment	A	D	X	X	A	X			X
Service Station	X	D	A	X	A	D			X
Shop	X	P	X	X	X	D			X
Single House	P	D	X	X	P	P			P
Tavern	X	P	A	X	X	D			X
Telecommunications Infrastructure	D	D	D	D	D	D			D
Trade Display	X	D	D	I	X	D			X
Trade Supplies AMD 22 GG 16/6/2023	X	D	P	X	X	D			X
Transport Depot	X	X	D	D	P	D			A
Tree Farm	X	X	X	X	A	X			A
Veterinary Centre	X	D	D	X	D	D			A
Warehouse/storage	X	P	P	P	D	D			X
Wayside Stall	X	D	X	X	D	D			D
Winery	X	X	D	D	D	X			X
Workforce accommodation	A	X	X	X	D	A			X

REFER TO SCHEDULE 2

**REPORT DETAIL**

Lot 13129 Bridgetown-Boyup Brook Road, Boyup Brook is the location of the old saleyards. There is currently an arrangement in place with a local trucking company to use the washdown bay located on the property.

The property is 4,0753ha in size, and in terms of the Boyup Brook Town Planning Scheme No. 2 zoned “Industry – Light” (Scheme Amendment 21). The Objective of this zoning is:

- To provide for a range of industrial uses and service industries compatible with urban areas, which cannot be located in commercial zones.
- To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened, or otherwise treated so as not to detract from the residential amenity.

In terms of the Boyup Brook Town Planning Scheme No. 2, Table No 6, all development on the lot including fire mitigation is to be contained within the existing cleared area.

The Draft Local Planning Strategy identifies the following Issues / Opportunities for the property:

- Subdivision of the property into a minimum lot size of 1,000m<sup>2</sup>.
- Management of stormwater and effluent disposal.
- Suitable access including establishing a suitable intersection treatment with Bridgetown-Boyup Brook Road for intensification of land.
- Setbacks to boundaries to achieve suitable buffers to sensitive land uses.
- Visual landscape protection to Bridgetown-Boyup Brook Road.

In 2020 the Shire had the property valued; however, the valuation was based on the lot being subdivided into seven (7) individual lots. The valuations associated with the indicative subdivision plan were as follows:

Lot 1 = \$105,000  
 Lot 2 – 7 = \$50,000

Proposed seven lot Subdivision Plan



The proposal is to create six 2,000 m<sup>2</sup> lots and one 7,000 m<sup>2</sup> lot.

**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*

The statutory requirements for the disposal of local government property are found in s3.58 of the *Local Government Act 1995*. Unless the sale is exempt, the Shire can dispose of the land on one (1) of the following three (3) ways:

- Public Auction.
- Public Tender.
- By 'private treaty' (i.e., a sale to an individual privately).

**Public Auction** – If the sale is conducted by auction, the land must be sold to the highest bidder. The *Auction Sales Act 1973* deals with the legalities of a sale by auction.

**Public Tender** – If the sale is conducted by public tender, the Shire may determine what is the 'most acceptable tender, whether or not it is the highest tender.' In the sale of land, the highest tender would be the most acceptable, although there may be cases where the tender is conditional, and the Shire may consider that the terms of the condition(s) mean the tender is not the most acceptable. Part four (4) of the *Local Government (Functions and General) Regulations* deals with the requirements for public tenders where the local government calls for tender for the supply of goods or services under s3.57 of the Act.

**Private Treaty** – It requires (in summary):

- Ascertaining the market value of the property through a valuation carried out not more than 6 months before the proposed disposition.
- Reaching a conditional agreement with a proposed purchaser (which may or may not reflect the market valuation).
- Giving two (2) week's local public notice of the proposed disposition, describing the property concerned and the details of the proposed disposition (which must include the other party's details, the market valuation, and the amount at which the Shire proposes to sell).

## **SUSTAINABILITY AND RISK CONSIDERATION**

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

The sale of the property will result in a positive impact on the local economy because of potential development. Any potential development will also offer employment opportunities for the Boyup Brook community.

**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>Moderate</b>	Not putting the properties up for sale would have a financial impact on the Shire due to holding costs.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The cost to subdivide the property have been investigated and the following cost obtained, it must be noted that this does not include any road design changes that may be required by Main Roads WA, to be able to obtain these figures road designs need to be completed.

<b>Water</b>	Water main extension design	\$ 24,300.00
	Water main extension construction	\$ 80,000.00
	Watercorp Connection Fee	\$ 2,500.00
<b>Power</b>	Power to site	\$ 45,000.00
	Power to each subdivision	\$ 15,000.00
<b>Subdivision Planning</b>	Contour survey	\$ 3,500.00
	Surveyor to peg out subdivisions	\$ 7,500.00
	DBCA flora and fauna survey	\$ 4,500.00
<b>Demolition</b>	Demolition of Livestock yards, Wash down bay and other infrastructure	\$ 25,000.00
<b>Road</b>	Road extension (sealed)	\$ 462,000.00
	Clearing permit	\$ 600.00
<b>Subdivision Implementation</b>	Fencing	\$ 20,000.00
<b>TOTAL</b>		<b>\$ 689,900.00</b>

Should an “Offer to Purchase” be received there will be a cost involved in obtaining a valuation of the property as well as the legislatively required advertising process.

**Workforce**

Nil

---

End

---



<b>9.3.5 COUNCIL CHAMBERS RELOCATION TO THE LESSER HALL</b>	
<b>File Ref:</b>	A2008
<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. O'Connell**

**Seconded: Cr. Alexander**

**COUNCIL DECISION 24/05/079**

**That Council:**

- 1. Approve the relocation of the Council Chambers to the Lesser Hall.**
- 2. Request the Chief Executive Officer to place a notice in the Boyup Brook Gazette notifying the community of the relocation.**

**CARRIED 5/2**

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

**SUMMARY**

Council is requested to consider relocating the current Council Chambers to the Lesser Hall to allow for the expansion of office space at the Administration Building.

**BACKGROUND**

Over the years the office space in the Administration Building has become increasingly challenging, primarily due to the growth of the workforce. The current situation at the Administration Building is not sustainable nor is it compliant with regard to record keeping requirements.

In 2010 an additional four (4) offices were installed (transportable), these offices have since been occupied and the passageway utilised for storage of records.

**REPORT DETAIL**

With an increasing workload placed on local government it is inevitable that additional staff are required. The Administration building in its current form has reached capacity and cannot accommodate additional staff, nor does the building have any meeting room facilities or a records room.

Staff have investigated the potential to add more offices to the existing building, however, this has proven to be an extremely costly option with the projected cost between \$200,000 and \$300,000 making this option unfeasible.

A favourable alternative would be to relocate the Council Chambers into the Lesser Hall and renovate the original chambers into six (6) offices. Should Council agree to relocate the renovation will be done by the shire maintenance team in stages, with the exception of stage 1.

Stage 1 – Lesser Hall:

- Installation of an acoustics treatment
- Installation of air conditioning
- Installation of IT equipment

Stage 2:

Construction of three (3) offices in the original chambers.

This will allow the Executive Officer, Community Development Officer and Governance Officer to relocate to the new offices and the two (2) part-time staff being the EHO and Admin to relocate to the old Executive Officers office.


Stage 3:

Renovate the internal open plan office into a dedicated records room / office which will be large enough to install the existing compactus and as well as the new compactus allowing all the records currently stored in the passageway to be stored in a 'compliant' records room.

Stage 4:

Construct the last three (3) offices in the original chambers. This will allow the CEO to relocate converting the office into a meeting / training room and allow the Emergency Service Officer to relocate from the meeting room at the depot to the admin building.

### **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**

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.

Risk Level	Comment
<b>Moderate</b>	As the workforce expands additional office space is required, trying to increase the number of staff already located in offices will not be productive and could led to conflict.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The cost of the relocation will need to either by funded out of the building maintenance reserve or budgeted for in the 2024/2025 budget or a combination of both.

**Workforce**

The renovation of the offices will be done by the maintenance crew to reduce costs, this will however result in other smaller maintenance work being placed on hold for the duration of the renovations.

---

End

<b>9.3.6 ANNUAL REPORT AND ANNUAL FINANCIAL REPORT FOR 2022/2023</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>	Absolute Majority
<b>Attachment Number</b>	9.3.6A Annual Report 2022/2023 9.3.6B Independent Auditors Report 2022/2023

**Moved: Cr. Inglis**

**Seconded: Cr. Alexander**

**COUNCIL DECISION 24/05/080**

**That Council:**

- 1. Approve the 2022/2023 Financial year Annual Report including the Annual Financial Report and gives local public notice of its availability.**
- 2. Request the Chief Executive Officer to advertise the Annual General Meeting of Electors to be held on 27 June 2024 in the Council Chambers commencing at 5:30pm.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

**SUMMARY**

The purpose of this report is to accept the Shire of Boyup Brook 2022/2023 Annual Report and set the date for the Annual General Meeting of Electors.

The statutory Annual Report is prepared to advise the Community on the activities of the local government. It also contains the audited Annual Financial Report.

**BACKGROUND**

In accordance with the *Local Government Act 1995*, local governments are required to accept the annual report by absolute majority no later than 31 December after the relevant financial year. However, the Audited Financial Statements were only received from the Auditor General in May 2024.

Further, an Annual General Meeting of Electors is to be held on a day selected by the local government but not more than fifty-six (56) days after the local government accepts the Annual Report and Annual Financial Report for the previous year.

**REPORT DETAIL**


The Shire of Boyup Brook’s Annual Report is an account of the Shire’s activities throughout the 2022/2023 financial year and highlights the progression and

achievements towards the strategic objective detailed in the Council’s Strategic Community Plan 2021 -2031.

The report which includes the 2022/2023 Audited Annual Financial Report as well as the Auditors report once adopted, will be available on Council’s website.

Following adoption of the 2022/2023 Annual Report, the Annual Financial Statements and the official audit report document will be presented to the Electors at an Annual General Meeting of Electors. It is further required that a copy of the report be forwarded to the Department of Local Government, Sport and Cultural Industries.

### **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 5.53 Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
  - (a) A report from the mayor or president, and
  - (b) A report from the CEO, and
  - (c) [Deleted]
  - (d) [Deleted]
  - (e) An overview of the plan for the future of the district made in accordance with section 5.56 including major initiatives that are proposed to commence or to continue in the next financial year, and
  - (f) The financial report for the financial year, and
  - (g) Such information as may be prescribed in relation to the payments made to employees, and
  - (h) The auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year, and
  - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1994, and

- (hb) details of entries made under section 5.21 during the financial year in the register of complaints, including –
  - (i) The number of complaints recorded in the register of complaints, and
  - (ii) How the recorded complaints were dealt with, and
  - (iii) Any other details that the regulations may require, and
  - (iv) Such other information as may be prescribed.

#### Section 5.54 Acceptance of annual reports

- (1) Subject to subsection (2) the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.  
\* Absolute Majority required
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

#### Section 5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

#### Section 5.27 Electors' General meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at a general electors' meeting are to be those prescribed.

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

#### Regulation 15 Matters to be discussed at a general meeting (Act s5.27(3))

For the purpose of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

## **SUSTAINABILITY AND RISK CONSIDERATION**

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

The Annual Report demonstrates to the community sound management of the Shire’s resources during the financial year.

### **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>	The preparation and acceptance of an Annual Report is a requirement of the Act, failure to provide an accepted Annual Report will be in direct breach of the Act.

## **CONSULTATION**

- Moore Australia (WA) Pty Ltd
- Office of the Auditor General

## **RESOURCE IMPLICATIONS**

### **Financial**

Nil

### **Workforce**

Nil

---

End

<b>9.3.7 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – LOCAL GOVERNMENT CONVENTION AND EXHIBITION</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>	Nil

**Moved: Cr. O'Connell**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/081**

**That Council:**

- 1. Approve Councillor(s) Cr O'Connell and Cr King to attend the 2024 Western Australian Local Government Association (WALGA) – Local Government Convention and Exhibition to be held on 8, 9 and 10 October 2024.**
- 2. Authorise Councillor(s) Cr Caldwell to be the proxy delegate should one of the Councillors in (A.) above not be able to attend the WALGA – Local Government Convention and Exhibition.**
- 3. Authorise an Executive Manager Operational Services to attend the WALGA – Local Government Convention and Exhibition.**

**CARRIED 7/0**

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

**SUMMARY**

Council is requested to consider which Elected Members will be attending the 2024 WALGA – Local Government Convention and Exhibition to be held in October.

**BACKGROUND**

The 2024 WALGA Local Government Convention and Exhibition will be held at Perth Convention and Exhibition Centre on Tuesday 8 October 2024 (exhibition open and welcome drinks) Wednesday 9 October and Thursday 10 October.

During this convention, the Annual General Meeting is also normally held, however, this is yet to be confirmed.

**REPORT DETAIL**

The theme for the 2024 convention is 'Innovation Ecosystem and will speak to the ability of WALGA and the sector to foster dynamic change within the fabric of WA




through collaboration, promotion and daring to think big. It will evoke new ideas, heightened passion for communities and facilitate connections for ongoing skills and ideas sharing within the sector.

It is common practice for the WALGA Annual General Meeting to also take place during the course of the convention, however, this has not yet been confirmed for this year. A separate report will be presented to Council to provide Council direction regarding the agenda recommendations of Annual General Meeting, once the agenda has been confirmed.

There is a distinct benefit in attending the convention. It gives Councillors an opportunity to network with each other potentially over matters currently being experienced in their local government. This interaction is important in so many ways as it provides a forum for sharing ideas and experiences. In addition, the convention also allows delegates to raise concerns with high level government officials as well as political representative.

### **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**

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**

Policy M6 – Attendance at events and functions.

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

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The cost of attending the convention will be included in the 2024/2025 budget preparations.

**Workforce**

Nil

---

End

---

<b>9.3.8 COUNTRY MUSIC CLUB OF BOYUP BROOK MEMORANDUM OF UNDERSTANDING</b>	
<b>File Ref:</b>	CR/31/003
<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>	9.3.8A Draft MOU CMCBB

**Moved: Cr. Wright    Seconded: Cr. Alexander**

**COUNCIL DECISION 24/05/082**

**That Council:**

- 1. Authorise the Chief Executive Officer to sign the three (3) year memorandum of understanding as per Attachment 9.3.8A with the Brook Country Music Club of Boyup Brook.**

**CARRIED 7/0**

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

**Against: Nil**

**SUMMARY**

To provide the Country Music Club of Boyup Brook (CMCBB) and the Shire certainty around funding, it is recommended that a Memorandum of Understanding (MOU) is entered into for a three (3) year period for the amount of \$10,000 cash and \$10,000 in-kind per year which is not indexed.

**BACKGROUND**

For the past 10 years the CMCBB have applied for cash and an in-kind contribution through the Shire of Boyup Brook Community Grants Program for the annual Country Music Festival. The festival has been an integral part of the community for the last 37 years, starting as a small ‘back-yard’ event in 1979, commencing as the festival on the football oval in 1986, moving to the Music Park in 2004, to the now nationally recognised festival of today.

**REPORT DETAIL**

The CMCBB have a proven track record with the success of the Boyup Brook Country Music Festival since 1986. Over the last three (3) decades the festival has not only provided an avenue for entertainment for locals and visitors, but has also provided an essential source of income for community groups, launched many music careers, has brought people together through volunteering and even attracted people to make Boyup Brook their new home.

The CMCBB began work to develop the Music Park from an unused, run down reserve in 2004 with the building of the stage and two (2) green rooms. The initial

cost totalled \$302,250 which was made up of grant funding \$172,000, Shire \$110,000 (which included \$17,000 towards a new transformer which allowed power to the stage and upgraded the power to the Flax Mill), CMCBB \$20,250 and in-kind work from locals. The new stage was officially open in 2007 by John Williamson.

The CMCBB continued to work with the Shire from 2014 to 2016 to upgrade the stage to include a full kitchen, bathroom and meeting area totalling \$136,635. The cost of these have been covered by grant funding, the Shire (\$35,000) and the CMCBB. The CMCBB continue to work with the Shire to maintain the infrastructure at the Shire owned facility for all community groups and members to use. A great example is CoMHAT's Mental Health Week events such as the Colour Run and Family Day along with the Shire Community Christmas Celebrations and Food Truck Nights.

The CMCBB have been recipients of Community Grant funding from the Shire since 2013 which was for the 2014 Festival. The initial grant totalled \$11,000 and to date a total of \$113,500 has been granted equalling an average of \$11,350 per year. An in-kind contribution has also been granted to the CMCBB since 2020/2021 at \$6,000 per year totalling \$24,000 over four (4) years.

To ensure the CMCBB can continue to promote Boyup Brook through music, events and tourism, it is recommended that a MOU be entered into. This will not only provide the CMCBB stability with financial decisions. It will also greatly assist in grant applications from external funding bodies as showing support from the local government and the community it represents which is a prerequisite for many grants. The MOU will also assist the Shire with short-term and long-term budget preparations.

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

	<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>	Be a business friendly Shire and create conditions for economic growth.
	<b>Objective</b>	Partner with key stakeholders and support development of industry/business incubation, innovation and entrepreneurship using a planned approach.
	<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.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Effectively communicate and engage the community.
	<b>Outcome</b>	Partner with key stakeholders to deliver community projects.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

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

The Boyup Brook Country Music Festival significantly boosts the local economy by attracting thousands of visitors annually, which increases spending on accommodations, food, and other services. This influx of tourists benefits local businesses. Additionally, the festival creates temporary employment opportunities and generates revenue through ticket sales and vendor fees. The event also enhances the town's visibility and reputation as a cultural hub, potentially leading to long-term tourism growth and investment in the region.

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

The Boyup Brook Country Music Festival positively impacts the quality of life for the local community by fostering a strong sense of community spirit and pride. It brings residents together through shared cultural and recreational activities, promoting social cohesion and volunteerism. The festival also provides opportunities for local artists and performers to showcase their talents, contributing to the cultural vibrancy of the town.

**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>High</b>	If the Shire of Boyup Brook does not support the Boyup Brook Country Music Festival, it risks losing significant economic benefits from tourism, such as revenue for local businesses and increased employment opportunities. Additionally, the community might experience a decline in social cohesion and cultural vibrancy, as the festival plays a crucial role in bringing residents together and showcasing local talent.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The value of the MOU will be budgeted annually. \$10,000 cash per year plus \$10,000 in-kind for three (3) years, totalling \$30,000 cash and \$30,000 in-kind.

Should Council support the Officers Recommendation the total (cash & in-kind) cost to Council in the 2024/2025 budget, which would include all recommended MOU’s as well as the annual Community Grants is as follows:

Community Grants	\$25,000
CMCBB	\$20,000
CRC MOU	\$45,000
Tourism Association MOU	\$25,000
Boyup Brook Districts Pioneers Museum MOU	\$ 5,000
St John Ambulance	\$25,000
	<u>\$145,000 / year</u>

**Workforce**

Nil

End

## IMPARTIALITY INTEREST

- Cr King declared an Impartiality Interest in item 9.3.9 being a committee member of the Community Resource Centre.
- Cr O’Connell declared an Impartiality Interest in item 9.3.9 being a committee member of the Community Resource Centre.
- Cr Alexander declared an Impartiality Interest in item 9.3.9 as her office is located in the Community Resource Centre.

<b>9.3.9 BOYUP BROOK COMMUNITY RESOURCE CENTRE MEMORANDUM OF UNDERSTANDING</b>	
<b>File Ref:</b>	CR/31/013
<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>	9.3.9A Draft MOU BBCRC

**Moved: Cr. O’Connell**

**Seconded: Cr. King**

### **COUNCIL DECISION 24/05/083**

**That Council:**

- 1. Authorise the Chief Executive Officer to sign the three (3) year memorandum of understanding as per Attachment 9.3.9A with the Community Resource Centre for the provision of Public Library Services.**

**CARRIED 6/1**

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

**Against: Cr Inglis**

## **SUMMARY**

Boyup Brook Community Resource Centre (BBCRC) has a current MOU with the Shire of Boyup for an annual amount of \$20,000 ex GST which has been reviewed annually and increased as appropriately required. The MOU will expire on 30 June 2024. It is recommended that the Shire renews the MOU for a further three (3) year period at an amount of \$45,000 per year which is not indexed.

## **BACKGROUND**

At the Ordinary Council Meeting held on 29<sup>th</sup> April 2021, Council resolved as below:

**“VOTING REQUIREMENTS**

*Absolute majority*

**COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 10.4.1**

*“Moved: Cr D E King*

*Seconded: Cr H O’Connell*

*That Council:*

- 1) *Accept the proposal from the BBCRC to relocate the library to their premises.*
- 2) *Allocate \$20,000 in the 2021/2022 and ongoing budgets to fund the transfer of the Boyup Brook library services to the Boyup Brook Community Resource Centre.*

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**Res 21/4/55”**

The Shire prepared an MOU which 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>\$20,000 ex GST Pro-rata per annum</i>
<i>Item 4 Permitted Purpose</i>	<i>Provision of Library Services</i>


*Agreement to the Service Agreement will be provided on the certificates attached separately signed by each party.”*

**REPORT DETAIL**

The Shire of Boyup Brook currently has an MOU with BBCRC for the provision of public library services for the community of Boyup Brook in accordance with the requirements of the State Library of Western Australia and in line with community need.

The BBCRC has provided public library services for the past two (2) years during which time they have increased library programs to the community. Some of these services include the Better Beginnings program which is a ‘family literacy program designed to connect families with books to inspire a love of literacy and learning through reading, talking, singing, writing and playing’. The library has been a successful accompaniment to the BBCRC range of services, capturing an increase in community members accessing services in general.

**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.



	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Promote quality education, health, childcare, aged care and youth services.
	<b>Objective</b>	Improve support for youth and youth activities.
	<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 CONSIDERATIONS**

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

Having a library within a community offers significant economic benefits by enhancing educational opportunities, fostering workforce development, and supporting local businesses. Libraries provide free access to a wealth of information and resources, enabling individuals to acquire new skills, pursue lifelong learning, and improve their employability. They also offer programs and services that help people prepare for and secure jobs, thereby reducing unemployment rates. Moreover, libraries support local businesses by providing access to market research databases, business planning resources, and networking opportunities. By enhancing literacy and educational outcomes, libraries contribute to the creation of a more knowledgeable and skilled workforce, which is essential for economic growth and development.

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

The presence of the Boyup Brook Library and Community Resource Centre significantly enhances the quality of life for residents by providing accessible educational resources, promoting lifelong learning, and fostering community engagement. The library offers a variety of books, e-resources, and programs that cater to all age groups, supporting literacy and personal development. Additionally, community programs like "Better Beginnings' Stories, Rhymes, and Fun Times" help to build early literacy skills and create social connections among families. The CRC's broad range of services, including training courses, internet access, and wellness programs, further enriches community life by supporting personal growth, reducing social isolation, and enhancing overall well-being.

**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>High</b>	If the Boyup Brook Library were to cease operations, the community would face several risks impacting education, social cohesion, and economic development. The loss of free access to educational resources and digital tools would hinder residents' ability to engage in lifelong learning and skill development, potentially increasing unemployment and reducing overall educational attainment.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

The value of the MOU will be budgeted annually, \$45,000 per year for three (3) years, totalling \$135,000.

Should Council support the Officers Recommendation the total (cash & in-kind) cost to Council in the 2024/2025 budget, which would include all recommended MOU’s as well as the annual Community Grants is as follows:

Community Grants	\$25,000
CMCBB	\$20,000
CRC MOU	\$45,000
Tourism Association MOU	\$25,000
Boyup Brook Districts Pioneers Museum MOU	\$ 5,000
St John Ambulance	\$25,000
	<u>\$145,000 / year</u>

**Workforce**

Nil

End

## FINANCIAL INTEREST

- Cr Wright declared a Financial Interest in item 9.3.10 being the husband of an employee of the Boyup Brook Tourist Association.

Cr Wright left the Chambers at 8:16pm

Cr Wright returned to the Chambers at 8:18pm.

## IMPARTIALITY INTEREST

- Cr O’Connell declared an Impartiality Interest in item 9.3.10 being a committee member of the Boyup Brook Tourism Association.

<b>9.3.10 BOYUP BROOK TOURISM ASSOCIATION MEMORANDUM OF UNDERSTANDING</b>	
<b>File Ref:</b>	LS/62/031
<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>	9.3.10A Draft MOU Tourism Association

<b>Moved: Cr. King</b>	<b>Seconded: Cr. Alexander</b>
<b><u>COUNCIL DECISION 24/05/084</u></b>	
<p>1. Authorise the Chief Executive Officer to sign the three (3) year memorandum of understanding as per Attachment 9.3.10A with the Boyup Brook Tourism Association.</p>	
<p><b>CARRIED 6/0</b>  <b>For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell</b>  <b>Against: Nil</b></p>	

## SUMMARY

The Boyup Brook Tourism Association Inc has a current MOU with the Shire of Boyup for an annual amount of \$25,000 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 renews the MOU for a further three (3) year period at an amount of \$25,000 per year which is not indexed.

## 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 \$25,000 per year towards

operating costs including staffing arrangements for the Boyup Brook Tourism Association to operate the Boyup Brook Visitors Centre. 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>2021/22 payment commencing with \$25,000 and increased in line with the March WALGA Economic Briefing Local Government cost index percentage annually.</i>
<i>Item 4 In-kind Contribution arrangements.”</i>	<i>Operating costs including staffing</i>

**REPORT DETAIL**

The Shire currently has an MOU with the Boyup Brook Tourism Association Inc for an annual amount of \$25,000 indexed to the WALGA Economic Briefing Local Government cost index percentage towards operating costs and staff arrangements of the Boyup Brook Visitors Centre.


The Visitor’s Centre plays an integral part in providing tourists and visitors information about Boyup Brook including the history, sightseeing and local events. Along with this the Visitor’s Centre is home to The Little Art Gallery, Carnaby Beetle and Butterfly Collection, Kradals Doll collection and provides an outlet for local arts, crafts, produce and tourist memorabilia to be sold. The Tourism Association operates with one (1) part-time employee, many volunteers and is administered by a committee of volunteers.

With this in mind, it is recommended that the Tourism Association transition their website to the Southern Forrest and Valleys website. This will not only assist with keeping information current and up-date, but will also prove to be cost effective with the Shire already paying an annual fee for this service.

Entering into an MOU with the Boyup Brook Tourism Association Inc will provide tourists, visitors and locals valuable information and will ensure that Boyup Brook is promoted to prospective visitors alike.

<https://southernforestsandvalleys.com/>

**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.
	<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>	Improve financial sustainability.
	<b>Outcome</b>	Improve short and long term financial management planning.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Effectively communicate and engage the community.
	<b>Outcome</b>	Partner with key stakeholders to deliver community projects.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

The Boyup Brook Visitor Centre significantly contributes to the local economy by attracting tourists and promoting local businesses. By providing comprehensive information on local attractions, accommodations, and events, the centre encourages longer stays and increased spending in the area. The promotion of locally made products and memorabilia through initiatives like "We Love Local" helps support local artisans and small businesses. Additionally, the centre's unique collections and exhibits draw visitors interested in cultural and historical tourism, further boosting economic activity. Overall, the visitor centre enhances the town's visibility and appeal, driving tourism revenue and supporting the broader local economy.

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

The Boyup Brook Visitor Centre positively impacts the community's quality of life by fostering a sense of pride and connection to the local heritage and culture. It serves as a hub for community engagement, where residents and visitors alike can explore local history through unique collections such as the Keith Carnaby Beetle and Butterfly Collection and the Kradals Doll Collection. The centre's activities and events, often volunteer-driven, create social opportunities and strengthen community bonds.

**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>High</b>	If the Boyup Brook Visitor Centre were to close, the council would face several significant risks that could impact the community's social and economic well-being.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

\$25,000 per year for three (3) years, totalling \$75,000.

Should Council support the Officers Recommendation the total (cash & in-kind) cost to Council in the 2024/2025 budget, which would include all recommended MOU’s as well as the annual Community Grants is as follows:

Community Grants	\$25,000
CMCBB	\$20,000
CRC MOU	\$45,000
Tourism Association MOU	\$25,000
Boyup Brook Districts Pioneers Museum MOU	\$ 5,000
St John Ambulance	\$25,000
	<u>\$145,000 / year</u>

**Workforce**

Nil

End

**IMPARTIALITY INTEREST**

- Cr King declared an Impartiality Interest in item 9.3.11 being a committee member of the Boyup Brook Districts Pioneers Museum.
- Cr O’Connell declared an Impartiality Interest in item 9.3.11 being a committee member of the Boyup Brook Districts Pioneers Museum.

<b>9.3.11 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>	Nicola Jones, Community Development Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.3.11A Draft MOU Museum

**Moved: Cr. Caldwell****Seconded: Cr. Wright****COUNCIL DECISION 24/05/085****That Council:**

- 1. Authorise the Chief Executive Officer to sign the three (3) year memorandum of understanding as per Attachment 9.3.11A with the Boyup Brook Pioneers’ Museum Inc.**

**CARRIED 7/0****For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King,  
Cr Caldwell, Cr Wright****Against: Nil****SUMMARY**

The Boyup Brook Pioneers’ Museum Inc has a current MOU with the Shire of Boyup for an annual amount of \$5,000 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 renews the MOU for a further three (3) year period at an amount of \$5,000 per year which is not indexed.

**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 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 indexed to the WALGA Economic Briefing Local Government cost index percentage towards the running and maintenance of the Museum. As this was well managed within the schedule of the MOU, it is recommended to enter into a new MOU for a period of three (3) years. This will provide the Boyup Brook Pioneers’ Museum Inc with stability to continue preserving the history of Boyup Brook.

**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.
	<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 District Pioneers' Museum brings significant economic benefits to the Shire of Boyup Brook by attracting tourists and fostering local pride. As a cultural and historical attraction, the museum draws visitors who contribute to the local economy through spending on accommodation, dining, and other services.

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

The Boyup Brook District Pioneers' Museum offers numerous benefits to the community of Boyup Brook. It serves as a vital cultural and educational resource, preserving and showcasing the rich history and pioneering spirit of the region.

**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>High</b>	If the Boyup Brook District Pioneers' Museum were to close, the Shire of Boyup Brook would face several significant risks. Economically, the loss of this key cultural attraction could lead to a decline in tourism, resulting in reduced revenue for local businesses. Socially, the community would lose a vital resource for preserving and celebrating local heritage, which could diminish community pride and cohesion.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

\$5,000 per year for three (3) years, totalling \$15,000.

Should Council support the Officers Recommendation the total (cash & in-kind) cost to Council in the 2024/2025 budget, which would include all recommended MOU's as well as the annual Community Grants is as follows:

Community Grants	\$25,000
CMCBB	\$20,000
CRC MOU	\$45,000
Tourism Association MOU	\$25,000
Boyup Brook Districts Pioneers Museum MOU	\$ 5,000

---

St John Ambulance	\$25,000
	<u>\$145,000 / year</u>
<b>Workforce</b>	
Nil	

---

End

---

## IMPARTIALITY INTEREST

- Cr King declared an Impartiality Interest in item 9.3.12 being a St John Ambulance Officer.

<b>9.3.12 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD, BOYUP BROOK SUB CENTRE MEMORANDUM OF UNDERSTANDING</b>	
<b>File Ref:</b>	A2004
<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>	9.3.12A Draft MOU St John Ambulance

**Moved: Cr. O'Connell**

**Seconded: Cr. Caldwell**

### **COUNCIL DECISION 24/05/086**

**That Council:**

1. Authorise the Chief Executive Officer to sign the three (3) year memorandum of understanding as per Attachment 9.3.12A with the Saint John Ambulance Western Australia Ltd.

**CARRIED 7/0**

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

## **SUMMARY**

St John Ambulance Western Australia Ltd, Boyup Brook Sub Centre (SJABB) has a current MOU with the Shire of Boyup Brook for an annual amount of \$24,463 ex GST 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 renews the MOU for a further three (3) year period at an amount of \$25,000 per year which is not indexed.

## **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 \$24,463 ex GST per year to provide all permanent residents of Boyup Brook free emergency ambulance pickup and transport to the nearest public hospital anywhere in Australia (where a reciprocal agreement is in place) including:

- Initial assessment of patient at pickup site and
- Provision of first aid and other pre-hospital treatment at site and in transit; but not including transport between hospitals, either public or private.

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>1 July 2021.</i>
<i>Item 2 MOU Period</i>	<i>Three (3) years commencing on 1 July 2021 expiring on 30 June 2024.</i>
<i>Item 3 MOU Contribution</i>	<i>For the financial year 2021/22, the annual contribution is \$24,463 (exclusive of GST), payable in two instalments (50% each instalment) in October 2021 and April 2022.</i>
	<i>For the financial year 2022/23 and financial year 2023/24, the annual contribution will be increased annually in line with the March WALGA Economic Briefing Local Government cost index percentage, and each annual contribution will be paid in two instalments (50% each instalment) in each October and April.”</i>



**REPORT DETAIL**

The Shire of Boyup Brook currently has an MOU with SJABB for an annual amount of \$24,463 ex GST indexed to the WALGA Economic Briefing Local Government cost index percentage to provide all permanent residents of Boyup Brook free emergency ambulance pickup and transport to the nearest public hospital anywhere in Australia (where a reciprocal agreement is in place).

Affordability is one reason why people do not phone for an ambulance when one is required, sometimes resulting in a fatality. The agreement ensures that members of the community who may not be able to afford private health insurance for emergency ambulance cover, can have peace of mind knowing that in an emergency, they will not be receiving an account for an ambulance call out. The Shire of Boyup Brook has ensured that all permanent residents of Boyup Brook are treated equally and that everyone has the right to access an ambulance in the case of an emergency.

**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.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Promote quality education, health, childcare, aged care and youth services.
	<b>Objective</b>	Advocate and lobby for the maintenance and improvement of service provision to our community.
	<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>	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)**

The St John Ambulance Boyup Brook Sub Centre provides substantial economic benefits to the Shire of Boyup Brook by enhancing public health and safety, which in turn supports local businesses and attracts residents. The centre's ability to deliver prompt and reliable emergency medical services reduces the impact of health emergencies on the workforce, ensuring that individuals can return to work sooner and maintain productivity. Additionally, the training programs in first aid and emergency response equip residents with valuable skills, fostering a safer and more resilient community. The centre's award-winning services and modern facilities also enhance the town's appeal, potentially attracting new residents and businesses, thereby contributing to the local economy.

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

The St John Ambulance Boyup Brook Sub Centre significantly enhances the quality of life in the Boyup Brook community by providing reliable and prompt emergency medical services, comprehensive first aid training, and support for local health initiatives. The availability of these services ensures that residents have quick access to life-saving medical assistance, which is crucial in rural areas where healthcare facilities may be limited. The centre's emphasis on volunteer training and community engagement fosters a sense of safety and preparedness among residents, contributing to overall well-being and community resilience. Additionally, the upgraded facilities and recognition as the 2021 Sub Centre of the Year underscore the centre's commitment to high standards of care, further boosting community confidence and cohesion.

**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>High</b>	If the St John Ambulance Boyup Brook Sub Centre were to be underfunded, the Shire of Boyup Brook would face significant risks affecting both public health and economic stability. Reduced funding could lead to a decline in the quality and availability of emergency medical services, resulting in slower response times and potentially inadequate medical care during emergencies.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

\$25,000 per year for three (3) years, totalling \$75,000.

Should Council support the Officers Recommendation the total (cash & in-kind) cost to Council in the 2024/2025 budget, which would include all recommended MOU’s as well as the annual Community Grants is as follows:

Community Grants	\$25,000
CMCBB	\$20,000
CRC MOU	\$45,000
Tourism Association MOU	\$25,000
Boyup Brook Districts Pioneers Museum MOU	\$ 5,000
St John Ambulance	\$25,000
	<u>\$145,000 / year</u>

**Workforce**

Nil

End

<b>9.3.13 RYLINGTON PARK COMMITTEE AND RYLINGTON PARK SUB-COMMITTEE TERMS OF REFERENCE</b>	
<b>File Ref:</b>	RP/01/002
<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>	9.3.13A Proposed Terms of Reference

**Moved: Cr. King**

**Seconded: Cr. Inglis**

**COUNCIL DECISION 24/05/087**

**That Council:**

- 1. Approve the Terms of Reference for the Rylington Park Committee and Rylington Park Sub-Committee as per attachment 9.3.13.A.**

**CARRIED 7/0**

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

**Against: Nil**

**SUMMARY**

The purpose of this report is to provide Council with an opportunity to consider the Rylington Park Committees’ recommendation to approve the Rylington Park Committee and sub-committee Terms of Reference.

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. O’Connell*

*Seconded: Cr. King*

*COMMITTEE DECISION RP 24/03/028*

*That the Committee recommends Council:*

- 1. Approves the Terms of Reference for the Rylington Park Committee and the Rylington Park Sub-Committee as per attachment 7.1.3A.*

*CARRIED 8/0*

*For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr Inglis,  
Cr Wright, Cr King, Prof Brown*

*Against: Nil”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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.”*


**REPORT DETAIL**

Rylington Park Farm is a unique asset for the Shire to own and is difficult/challenging to operate/manage in terms of the requirements of the *Local Government Act 1995* without the creation of a committee as well as a sub-committee. In addition to the committee and sub-committee, policies will be created to ensure compliance with the *Local Government Act 1995*.

It must be noted the ‘Terms of Reference’ provide the committee with full approval authority should the ‘Terms of Reference’ be approved by Council, with the ability to sub-delegate to the sub-committee.

However, the delegated approval from Council to the committee is limited to those aspect contained within the ‘Terms of Reference’ scope under clause 2.

**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**

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>Moderate</b>	Given that the majority of Councillors (six) are on the committee and the decision made at the committee level is likely to be further approved by the full Council, the risk is considered low.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

---

 End
 

---

<b>9.3.14 RYLINGTON PARK ANNUAL SCHOLARSHIP APPLICATION PACKAGE</b>	
<b>File Ref:</b>	RP/01/002
<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>	9.3.14A Rylington Park Scholarship Application

**Moved: Cr. Alexander**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/088**

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 7/0**

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

**Against: Nil**

**Moved: Cr. Caldwell**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/089**

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

**CARRIED 7/0**

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

**Against: Nil**

**Moved: Cr. King**

**Seconded: Cr. O’Connell**

**COUNCIL DECISION 24/05/090**

That Council:

1. Approve the Rylington Park Scholarship Application Package as per attachment 9.3.14.A, with the following amendment.
  - a) The Scholarship will be awarded to two deserving year 10 students.

**CARRIED 5/2**

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

## **SUMMARY**

The purpose of this report is to provide Council with an opportunity to consider the Rylington Park Committees' recommendation to approve a Rylington Park Scholarship package.

## **BACKGROUND**

The Rylington Park Scholarship, founded by the Rylington Park Management Committee Inc., embodies Eric Farley's vision of engaging and nurturing Boyup Brook's youth in agricultural endeavours. Supported by the Shire of Boyup Brook, which continued its commitment after assuming management of Rylington Park Farm, the scholarship aims to sustain the agricultural heritage of the community.

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. O’Connell                      Seconded: Cr. King*

### *COMMITTEE DECISION RP 24/03/027*

*That the Committee recommends Council:*

- 1. Approves the Rylington Park Scholarship Application Package as per attachment 7.1.2A, with the following amendment:*
  - a. The Scholarship will be awarded to two deserving year 10 students.*

*CARRIED 8/0  
For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr Inglis,  
Cr Wright, Cr King, Prof Brown  
Against: Nil”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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.”*

### **REPORT DETAIL**

The scholarship is proposed to be awarded to two deserving year 10 students, that reside within the Boyup Brook Shire. This will encourage students to pursue a career in agricultural.

The scholarship not only benefits the selected students but may also encourage students to return / continue agricultural pursuits within Boyup Brook.


- The first Scholarship valued at up to \$3,000 (\$1,500 year 11 & \$1,500 year 12), to be put towards tuition fees for the recipient's Years 11 and 12 educations at the Agricultural school of their choice.
- The second Scholarship valued at up to \$1,500 (\$750 year 11 & \$750 year 12), to be put towards tuition fees for the recipient's Years 11 and 12 educations at the Agricultural school of their choice.

To ensure all students that reside in Boyup Brook are provided an opportunity to apply for the scholarship the following advertising schedule is proposed:

Advertise the proposed scholarship as from 1 May (due to the lapsed time this will only commence on 1 June 2024) until the last Friday in September each year.

- Shire Website (daily)
- Shire social media platforms (daily)
- Administration notice board (duration of time indicated above)
- Community Resource Centre notice board (duration of time indicated above)
- E-Gazette (Monthly)
- Gazette (Monthly).

### **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**

Nil

## **SUSTAINABILITY AND RISK CONSIDERATION**

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

The scholarships represent an investment in the community's youth and future, enhancing educational outcomes, supporting the agricultural sector, and promoting community cohesion and pride. This strategic approach addresses educational retention, economic stimulation, and sustainable growth, benefiting the entire region.

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

The proposed scholarship could significantly enhance community life by fostering a culture of educational engagement and strengthening community cohesion.

## **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>Moderate</b>	The Shire risks reputational damage should the scholarships not be proceeded with.

## **CONSULTATION**

- Community Development Officer
- Rylington Park Farm Coordinator
- Chief Executive Officer

## **RESOURCE IMPLICATIONS**

### **Financial**

The scholarship is funded annually through Rylington Park.

### **Workforce**

Nil

---

End

## IMPARTIALITY INTEREST

- Cr King declared an Impartiality Interest in item 9.3.15 being a parent member of the Boyup Brook District High School Board.
- Cr Caldwell declared an Impartiality Interest in item 9.3.15 being a parent of a child at Boyup Brook District High School.

<b>9.3.15 RYLINGTON PARK POTENTIAL SCHOOL PROGRAM – AUSTRALIAN CENTRE FOR STUDENT EQUITY AND SUCCESS (ACSES) FUNDING</b>	
<b>File Ref:</b>	RP/01/002
<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>	Absolute Majority
<b>Attachment Number</b>	Nil

**Moved: Cr. King**

**Seconded: Cr. Alexander**

### **COUNCIL DECISION 24/05/091**

**That Council:**

- 1. If the grant submission is successful, approves a contribution of up to 10% (maximum \$20,000) towards the Australian Centre for Student Equity and Success being prepared by Prof Brown.**
- 2. The contribution approved in (1.) above is to be funded out of Councils Co-contribution reserve.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

## **SUMMARY**

The purpose of this report is to provide Council with an opportunity to consider the Rylington Park Committees’ recommendation to approve a co-contribution towards an educational grant.

## **BACKGROUND**

Professor Brown, Melissa Reimers (school Principal), Erlanda Deas (as School board chair) and Cr Darren King met on Monday 11<sup>th</sup> March 2024 to discuss potential grant submission.

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. King                      Seconded: Cr. O’Connell*

*COMMITTEE DECISION RP 24/03/024*

*That the Committee recommends Council:*

- 1. 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.*
- 2. The contribution approved in (1.) above is to be funded out of Councils Co-contribution reserve.*

*CARRIED 8/0*

*For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr Inglis,  
Cr Wright, Cr King, Prof Brown  
Against: Nil”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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.”*

**REPORT DETAIL**

A meeting with the Program Director, Trials and Evaluation, Associate Professor Lien Pham, of the Australian Centre for Student Equity and Success Centre (ACSES) was held on Wednesday 20 December together with Rylington Park Committee members.

The funding program provides the opportunity for applying for grant funding for trials and evaluation of programs that address student equity. The proposed grant

funding proposal is for a 1-2 year trial program and evaluation for the identified program that involves an intervention of regional education offered at Rylington Park and the Boyup Brook High School to support retention of students in the region to study agriculture and business and, provide pathways to local TAFE and ultimately to university studies.

The initial meeting was held to find out more about the program and understand if a project that involves Rylington Park and the region can be developed for possible funding. The Program Director was highly supportive of the project and encouraged further investigation of the grant proposal and development of a more detailed program.

The Principal, Boyup District High School has undertaken further meetings with the Rylington Park Committee members and the project offers a significant opportunity to support regional education and improve student retention in the region along with an innovative program to develop new pathways for student learning involving the local community, the Shire, Rylington Park and educational institutions including, School, University and TAFE.

**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>	Support and promote community events and activities.

**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>Moderate</b>	It is important to ensure the farm is run fiscally responsibly to ensure the farm can continue to provide research and training.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

The contribution from Council will be taken from the grant co-contribution reserve, this will ensure a balanced budget.

**Workforce**

Nil

---

End

---

<b>9.3.16 APPOINTMENT OF COMMUNITY MEMBERS ONTO THE RYLINGTON PARK COMMITTEE AND APPOINTMENT OF SUB-COMMITTEE</b>	
<b>File Ref:</b>	RP/01/002
<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>	9.3.16.A Mr Andy McElroy Submission 9.3.16.B Mr Joshua Stretch Submission

**Moved: Cr. King**

**Seconded: Cr. O'Connell**

**COUNCIL DECISION 24/05/092**

**That Council:**

- 1. Appoint Mr Andy McElroy and Mr Joshua Stretch as the two community members to sit on the Rylington Park Committee.**
- 2. Appoint Cr Caldwell, Cr Walker, Cr Inglis, Mr McElroy as the sub-committee members.**

**CARRIED 7/0**

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

**SUMMARY**

Following the reconsideration of the item as required by Council, Council is requested to now consider the appointment of the committee and sub-committee members.

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*"Moved: Cr. Inglis*

*Seconded: Cr. King*

***COMMITTEE DECISION RP 24/03/029***

*That the Committee recommends Council:*

- 1. Appoints Mr. Andy McElroy and Mr. Joshua Stretch as the two community members to sit on the Rylington Park Committee.*
- 2. Appoints Cr Caldwell, Cr Walker, Cr Inglis, Mr McElroy as the Sub-Committee.*

*CARRIED 8/0*  
*For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr Inglis,*  
*Cr Wright, Cr King, Prof Brown*  
*Against: Nil”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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.”*

**REPORT DETAIL**


The call for expressions of interest for the community to join the Rylington Park Farm Committee was advertised in the local Gazette as well as placed on the Shire website and social media platforms. Submissions were to be submitted by Friday 8 March 2024 and had to provide details on the following:

- Name
- Email
- Phone number.
- Why you would like to be considered for this position.

Two submissions were received:

- Andy McElroy (Attachment 9.3.16A)
- Joshua Stretch (Attachment 9.3.16B)

**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**

Nil

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

By incorporating diverse perspectives and local knowledge into strategic planning, the committee can make more informed decisions that support the sustainable growth of the farm while fostering economic development in the surrounding area.

**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>Moderate</b>	The Rylington Park Farm is a large liability to Council. Input from community members on the committee is invaluable to the farms continued operations.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

---

End

---

<b>9.3.17 RYLINGTON PARK ACTIVITY REPORT FOR THE MONTH OF FEBRUARY 2024</b>	
<b>File Ref:</b>	RP/01/002
<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>	Nil

**Moved: Cr. O'Connell**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/093**

**That Council:**

1. **Receive the monthly activity report for Rylington Park for the month of February 2024.**

**CARRIED 7/0**

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

**Against: Nil**

**SUMMARY**

Following the reconsideration of the item as required by Council, Council is requested to now consider the activity report.

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. King*

*Seconded: Cr. Wright*

*COMMITTEE DECISION RP 24/03/030*

*That the committee recommends Council:*

1. *Receives the monthly activity report for the Rylington Park Farm for the months of February 2024.*
2. *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.*

**CARRIED 8/0**

**For: Cr Walker, Cr O'Connell, Mr McElroy, Mr Stretch, Cr Inglis,  
Cr Wright, Cr King, Prof Brown**

**Against: Nil”**

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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 resolution’s by the Committee needs to be discussed further by the Rylington Park Committee.”*

**Note:** The original officers recommendation presented to the Committee at its 21 March meeting has been amended to exclude the following due to the resignation of the Farm Manager. This will become a KPI for any future appointment.

*“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.”*

**REPORT DETAIL**

**Weed Control**

- Pulling out and spraying melons

**Infrastructure and Equipment Maintenance**

- Water system – no leaks at present, pumping from turkey’s nest dam.
- Breaking down tank in paddock twenty and filling well
- Fencing maintenance clearing trees and limbs off fences
- Repairing oil leak on rock rake

**Crop Management**

- Sold 89.71 tonnes Canola @ \$684,83 / tonne including oil
- Sold 46.7 tonnes GM Canola @\$708,37 / tonne including oil
- Sold 51.65 tonnes Barely @\$338,00 / tonne

### Livestock Sales

- Sold 150 150 XB lambs @ \$79 / hd
- Sold 599 cull 4 age ewes @ \$51.11 / hd

### Feed on Hand

- Barley 149 tonne
- Lupins 26 tonne
- Hay 221 bales
- Barley straw 128 bales

### Feeding program

- 1550 adult ewes – barley 280 grams / hd / day
- 898 Maidens – barley, lupins (80:20) 320 grams / hd / day
- 720 ewe lambs - barley, lupins (70:30) 320 grams / hd / day
- 125 cull 4 age - barley 200 grams / hd / day
- 47 Rams (21=White Suffolk), 53 odds & sods (33=XB), 198 small wether lambs: barley, lupins 70:30. Between the lot (300 hd), they get 380grams / hd / day

Feeding hay to the mobs that have limited dry grass/stubble. Cut back a bit on how much feeding out - currently about 10 bales/week. Started putting straw out to the wethers on pellets but they don't seem very interested, so all the straw is still in the stack.

### Livestock Handling and Management

- Mycotic dermatitis - unsuitable ewe lambs are culled, selection of rams, jetting during high fly strike times and monitoring.
- Rams were taken out

### Livestock Inventory as of 31 February 2024

- 125 cull-for-age ewes, cull hoggets after scanning
- White Suffolk: twenty-three
- XB Lambs: 170
- Merino: 4,738

### Wool Sales

- Sold five wool bales
-




### Shearing Schools

- Hosted Shearing Schools:
  - 26 February – 1 March 2024
- Future Shearing Schools:
  - 15-19 April 2024

A shearing school was held on the farm during 26 February and 1 March, the following concerns were raised by the Shearing Trainers:

- Sheep (wether lambs) provided were too thin and difficult for students to learn on, it resulted in several sheep being ‘nicked’ and a larger number than usual being hamstrung. Ewe lambs were also shorn and were in better condition and easy to shear and teach students on. The wethers have always been run “harder” than the ewe lambs & the percentage of wethers with dags was typical to any other year. The sheep were yarded on Sunday & were empty.
- Several of the sheep had significant ‘dags’ making it difficult for students to learn without ‘nicking’ the sheep. This is not the desired way to introduce students to the industry. Rylington Park sheep have always been sheared through the shearing schools – including the lambs. In the past sheep were crutched by the students if needed, before being shorn. This was part of their learning for the week. No issues have been raised in the past.

### 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

Nil

### SUSTAINABILITY AND RISK CONSIDERATION

**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.

### **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>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**

Rylinton Park Farming Operation									
Income & Expenditure Statement for the Period Ended 29/02/2024									
	Budget Feb24	Actual Feb24	Stock Programme	Cropping Programme	Education Programme	Events	Actual YTD	Budget YTD	Variance YTD
<b>Income</b>									
Sheep Sales	0.00	42,465.00	42,465.00				115,916.03	195,000.00	-79,083.97 Deficit
Wool Sales	51,000.00	70,077.44	70,077.44				140,873.71	102,000.00	38,873.71
Grain Income									0.00
Barley				0.00			6,070.55	49,350.00	-43,279.45 Deficit
Canola		94,517.17		94,517.17			135,643.67	173,880.00	-38,236.33 Deficit
Hay				0.00					0.00
Oats				0.00					0.00
Wheat				0.00					0.00
Shearing School	18,328.00				0.00		77,561.52	109,969.00	-32,407.49 Deficit
Training Events					0.00		363.64		363.64
Accommodation	950.00	1,527.26			1,527.26		6,626.35	950.00	5,676.35
Ladies Day		8,813.62				8,813.62	9,472.71		9,472.71
Mens Field Day						0.00			0.00
Farm Demos						0.00			0.00
Interest Received									0.00
Rebates							1,000.00		
Fuel Tax Credits		4,979.00	1,991.60	1,991.60	995.80		4,979.00		4,979.00
<b>Total Income</b>	<b>70,278.00</b>	<b>222,379.49</b>	<b>114,534.04</b>	<b>96,508.77</b>	<b>2,523.06</b>	<b>8,813.62</b>	<b>498,507.18</b>	<b>631,149.00</b>	<b>-132,641.83</b> Deficit
<b>Expenditure</b>									
Accommodation					0.00		115.45		115.45
Catering	1,850.00	268.10			268.10		8,165.91	14,100.00	-5,934.09 surplus
Cleaning					0.00				0.00
<b>Contractors</b>									
Crutching & Museling			0.00				8,342.25	15,800.00	-7,457.75 surplus
Fertilizer Spreading			0.00	0.00			1,742.50	2,900.00	-1,157.50 surplus
Harvesting	700.00	14,900.00	0.00	14,900.00			14,900.00	15,450.00	-550.00 surplus
Hay Baling			0.00	0.00			14,069.50	10,100.00	3,969.50
Instructors/Tutors	11,800.00				0.00		68,320.30	70,800.00	-2,479.70 surplus
Seeding			0.00	0.00					0.00
Shearing			0.00				405.00		405.00
Speakers						0.00	1,000.00		1,000.00
Spraying			0.00	0.00			1,696.00		1,696.00
Donations							1,100.00	1,100.00	0.00
Electricity	667.00		0.00	0.00	0.00	0.00	4,785.63	5,336.00	-550.37 surplus
Events									0.00
Field Day						0.00	213.55	4,000.00	-3,786.45 surplus
Ladies Day		329.17				329.17	931.59		931.59
Fertilizer			0.00	0.00			16,230.00	19,520.00	-3,290.00 surplus
Fodder	10,870.00		0.00				14,581.20	21,220.00	-6,638.80 surplus
Freight & Cartage		1,774.00	1,680.00	94.00			7,277.25	24,300.00	-17,022.75 surplus
Fuel & Oil			0.00	0.00			10,381.73	14,500.00	-4,118.27 surplus
Gas					0.00		1,031.85		1,031.85
Hire of Plant & Equipment				0.00			1,023.96		1,023.96
Insurance	6,500.00		0.00	0.00	0.00	0.00	18,569.89	14,500.00	4,069.89
Licence & Permits									0.00
<b>Payroll Expenses</b>									
Farm Wages	13,067.00	9,755.75	2,438.94	2,438.94	2,438.94	2,438.93	113,142.17	105,536.00	7,606.17
Teaching Wages									0.00
Superannuation	2,443.00	1,203.84	300.96	300.96	300.96	300.96	13,505.74	17,264.00	-3,758.26 surplus
Pest Control			0.00	0.00			64.69		64.69
Printing & Stationery	50.00		0.00	0.00	0.00	0.00	3,197.27	1,400.00	1,797.27
Protective Clothing							238.27		238.27
Rates							8,395.44	8,500.00	-104.56 surplus
Repairs & Maintenance	1,708.00						28,885.50	13,664.00	15,221.50
Seed				0.00			93.30		93.30
Seed Cleaning				0.00				4,950.00	-4,950.00 surplus
<b>Selling Expenses</b>									
Grain		1,269.60		1,269.60			5,715.20	11,949.00	-6,233.80 surplus
Stock	3,726.00	2,733.16	2,733.16				8,071.12	16,100.00	-8,028.88 surplus
Wool	3,300.00	3,710.54	3,710.54				7,648.77	6,600.00	1,048.77
Sprays							8,996.57	13,500.00	-4,503.43 surplus
Staff Costs							154.55	0.00	154.55
Stock Purchases		4,200.00	4,200.00				4,200.00	4,200.00	0.00
Stock Requisites	3,083.00		0.00				16,012.03	24,664.00	-8,651.97 surplus
Subscriptions	600.00	549.09	137.28	137.27	137.27	137.27	1,705.48	2,000.00	-294.52 surplus
Telephone	167.00	63.59	15.90	15.90	15.90	15.90	961.34	1,336.00	-374.66 surplus
Training			0.00	0.00				3,000.00	-3,000.00 surplus
Waste Collection	120.00						522.75	960.00	-437.25 surplus
Wool Shed Requisites	750.00		0.00				107.01	4,500.00	-4,392.99 surplus
Working Dog	108.00		0.00				251.45	864.00	-612.55 surplus
<b>Total Expenses</b>	<b>58,800.37</b>	<b>40,756.84</b>	<b>15,216.78</b>	<b>19,156.67</b>	<b>3,161.17</b>	<b>3,222.23</b>	<b>416,752.21</b>	<b>474,613.00</b>	<b>-57,860.79</b>
<b>Net Profit/Loss for</b>	<b>11,477.63</b>	<b>181,622.65</b>	<b>99,317.26</b>	<b>77,352.10</b>	<b>(638.11)</b>	<b>5,591.40</b>	<b>81,754.96</b>	<b>156,536.00</b>	<b>-74,781.04</b> Deficit

**Workforce**  
Nil

End

<b>9.3.18 RYLINGTON PARK CROPPING REPORT</b>	
<b>File Ref:</b>	RP/01/002
<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>	9.3.18A Rylington Park Agronomy Plan vrs2 9.3.18B Soil Test Results

**Moved: Cr. Wright**

**Seconded: Cr. Inglis**

**COUNCIL DECISION 24/05/094**

**That Council:**

- 1. Request the Rylington Park sub-committee to consider the Annual Cropping Plan as per attachment 9.3.18A.**
- 2. The Committee workshop a season plan on 5 September 2024 in preparation for 2025.**

**CARRIED 7/0**

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

**SUMMARY**

Following the reconsideration of the item as required by Council, Council is requested to now consider the committees’ recommendation.

**Note:** The original officers recommendation presented to the Committee at its 21 March meeting has been amended to exclude the following due to the resignation of the Farm Manager. This will become a KPI for any future appointment.

*“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.”*

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. Inglis*

*Seconded: Cr. King*

*COMMITTEE DECISION RP 24/03/031*

*That the Committee recommends Council:*

1. *Request the Rylington Park Sub-Committee to consider the Annual Cropping Plan as per attachment 7.1.6A. (note this ref number has changed)*

*CARRIED 8/0*

*For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr Inglis,  
Cr Wright, Cr King, Prof Brown  
Against: Nil*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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 resolution’s by the Committee needs to be discussed further by the Rylington Park Committee.”*

**REPORT DETAIL**

The amended Cropping Plan, Attachment 9.3.18A.

**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 CONSIDERATION**

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

The Rylington Park Farm is poised to bring substantial economic benefits to the community and region, serving as a catalyst for growth and innovation in the agricultural sector.

By acting as a hub for agricultural research, education, and demonstration, Rylington Park can attract professionals, students, and visitors, thus increasing local spending. The farm's focus on cutting-edge agricultural practices and technology transfer is expected to enhance productivity and sustainability for local farmers, potentially leading to higher yields and profits.

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

Rylington Park Farm is likely to significantly enrich the community's quality of life. Through its focus on agricultural innovation and education, the farm can offer educational opportunities and workshops for local residents, fostering a deeper understanding and appreciation of sustainable farming practices.

**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 income derived from cropping is considerable. A crop failure could lead to a direct financial loss for the farm, potentially reducing the farm's ability to contribute to local economic activities and investments. This situation may also diminish the farm's role as an educational and innovation hub, thereby affecting its capacity to attract visitors, students, and professionals.

**CONSULTATION**

- David Lane – Agronomist
- Dan Glover, CSBP

**RESOURCE IMPLICATIONS**

**Financial**

The cropping plan forms an integral part of the budget preparations for the 2024/2025 financial year.

---

**Workforce**

Nil

---

End

---

<b>9.3.19 EDITH COWAN UNIVERSITY DRONE USAGE FEBRUARY 2024</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Prof Kerry Brown
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	Nil

**Moved: Cr. O'Connell**

**Seconded: Cr. King**

**COUNCIL DECISION 24/05/095**

**That Council:**

- 1. Receive the ECU drone usage report, and requests Prof Kerry Brown to provide a report to the next committee meeting on the usage of the drone (not limited to Rylington Park).**
- 2. Invite Dr Blake from ECU to the next Rylington Meeting.**
- 3. Request Prof Kerry Brown to provide a report for the next meeting on conducting a drone count of sheep before 30 June 2024.**

**CARRIED 7/0**

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

**SUMMARY**

Prof Kerry Brown from the Edith Cowan University (ECU) provides a monthly update on the usage of the drone (not limited to Rylington Park).

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Prof. Kerry Brown*

*Seconded: Cr. King*

*COMMITTEE DECISION RP 24/03/032*

*That the Committee recommends Council:*

- 1. 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).*
- 2. Invite Dr Blake to the next Rylington Meeting.*



*CARRIED 8/0*  
*For: Cr Walker, Cr O’Connell, Mr McElroy, Mr Stretch, Cr Inglis,*  
*Cr Wright, Cr King, Prof Brown*  
*Against: Nil”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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 resolution’s by the Committee needs to be discussed further by the Rylington Park Committee.”*


**REPORT DETAIL**

The co-funded drone has been used in the following:

- Drone demonstration - Field Day Rylington Park
- Stock count trial data collection – Rylington Park
- Vegetation Survey - Kings Park Department of Biodiversity, Conservation and Attractions (DBCA)
- Vegetation survey – Katanning Soil Health project

The ECU drone fleet has been expanded with a new higher-grade drone. This drone will be used for vegetation/soil/fire mapping in Walpole as well as adding support to the Katanning and Kings Park projects. There is scope to use this drone at Rylington Park as well. There is continued opportunity to use the co-funded drone at Rylington Park and in other agricultural spaces. Dr Dave Blake Chief Drone Pilot ECU has offered to attend a future Rylington Park Committee meeting to discuss further opportunities for drone use.

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

By acting as a hub for agricultural research, education, and demonstration, Rylington Park can attract professionals, students, and visitors, thus increasing local spending. The farm's focus on cutting-edge agricultural practices and technology transfer is expected to enhance productivity and sustainability for local farmers, potentially leading to higher yields and profits.

**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>Moderate</b>	Not having a tangible result from the investment could have a negative impact on the Council.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

---

 End



At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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 resolution’s by the Committee needs to be discussed further by the Rylington Park Committee.”*

Hemp cultivation in Western Australia (WA) represents an evolving sector within the state's agricultural landscape, driven by increasing interest in sustainable and versatile crops. Hemp, known scientifically as *Cannabis sativa*, is grown primarily for its fibres, seeds, and oil, which have a wide range of applications in textiles, construction materials, cosmetics, and health food products, among others.

The legal framework for growing industrial hemp in WA has developed over time, with significant milestones being the introduction of the Industrial Hemp Act 2004, which enabled the cultivation of hemp with a tetrahydrocannabinol (THC) content of not more than 0.35%. This legislation marked the beginning of regulated hemp farming in the state, setting the stage for an industry focused on leveraging the environmental and economic benefits of hemp.

**REPORT DETAIL**

Representatives of the Rylington Park Committee and Boyup Brook Shire including Leonard Long, Darren King and Kerry Brown continue to meet with experts and representatives of the hemp industry including Don Telfer DPIRD, and John Muir, expert Consultant to discuss industrial hemp as a possible crop trial at Rylington Park Farm.

At the meeting on 21 November, a team including with Don, John and Darren at Rylington Park Farm inspected a possible site for a Dryland Hemp Trial. DPIRD Manjimup were also present at the Rylington Park Farm inspection and meeting. Kerry Brown met with John Muir and Don Telfer on Thursday 14 December to discuss possible funding sources for the trial. The next stage is to secure funding for the trial and be a key part of a national trial of hemp which has been offered

through the Cooperative Research Centre- Project: Healing Australian Carbon Wounds Using Hemp Plantation and Construction.

A further site inspection was undertaken on Saturday 24 February 2024 at Rylington Park with Ken Dods, of the CRC-P Healing Australian Carbon Wounds Using Hemp Plantation and Construction, Don Telfer and John Muir was undertaken and several site options were canvassed.


Rylington Park Committee members Kerry Brown and Darren King attended a Hemp Industry Day hosted at the Manjimup Horticultural Research Institute, Manjimup on Monday 26 February 2024 to further understand the requirements for a hemp trial at Rylington Park.

Hemp as a diversification strategy for farming in the South West offers a unique opportunity to activate a new industry that provides downstream processing opportunities and value add in the form of environmentally sustainable construction materials, seed production and other manufactured products to support regional economic development.

The next steps are to apply for hemp licenses and to consolidate the project requirements with the CRC-P Healing Australian Carbon Wounds Using Hemp Plantation and Construction.

Key Contact: Don Telfer | Project Manager Horticulture & Irrigated Agriculture Primary Industries Development Department of Primary Industries and Regional Development 1 Nash Street, East Perth WA 6000.

**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**

*Industrial Hemp Act 2004*

**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>Moderate</b>	It is important to ensure the farm is run fiscally responsibly to ensure the farm can continue to provide research and training.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

---

End

<b>9.3.21 PROPOSED MULESING ON RYLINGTON PARK</b>	
<b>File Ref:</b>	RP/01/002
<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>	Nil

**Moved: Cr. Wright**

**Seconded: Cr. Inglis**

**COUNCIL DECISION 24/05/097**

**That Council:**

- 1. Request the Chief Executive Officer to reinstate mulesing of lambs at Rylington Park.**

**CARRIED 7/0**

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

**Against: Nil**

**SUMMARY**

Following the reconsideration of the item as required by Council, Council is requested to now consider the committees’ recommendation.

**Note:** The original officers recommendation presented to the Committee at its 21 March meeting has been amended to exclude the following due to the resignation of the Farm Manager. This will become a KPI for any future appointment.

*“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.”*

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Mr A. McElroy*

*Seconded: Cr. Wright*

*COMMITTEE DECISION RP 24/03/034*

*That the Committee recommends Council:*

- 1. Requests the Chief Executive Officer to instate mulesing of lambs as per an approved Livestock Management Plan.*

2. *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.*

*CARRIED 8/0*

*For: Cr Walker, Cr O'Connell, Mr McElroy, Mr Stretch, Cr Inglis,  
Cr Wright, Cr King, Prof Brown  
Against: Nil*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*"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 resolution's by the Committee needs to be discussed further by the Rylington Park Committee."*

Mulesing is the removal of wool-bearing skin from the back end of a sheep. Mulesing is considered routine practice and is performed to reduce the risk of flies and maggots causing irritation and infection in skin folds (flystrike).

**REPORT DETAIL**

**Effective Prevention of Flystrike:** Mulesing has been proven to be an effective method of preventing flystrike, which can cause severe pain, distress, and even death for affected sheep.

**Reduction of Suffering:** Proponents argue that mulesing, despite being a painful procedure, ultimately reduces the suffering of sheep by preventing the more severe pain and potential death caused by flystrike.


**Maintaining Wool Quality:** Mulesing helps maintain the quality of wool by reducing the risk of contamination from faeces and urine, as well as minimising the risk of wool quality deterioration due to flystrike.



**Economic Viability:** Mulesing can be economically viable for sheep farmers, as it reduces the costs associated with treating flystrike and lowers potential wool losses due to contamination.

**Long-Term Solution:** Some argue that until more effective and humane alternatives are developed, mulesing remains a necessary measure to protect sheep welfare and ensure the sustainability of the wool industry.

### **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**

- Code of Practice for Sheep in Western Australia (2003)
- Australian Animal Welfare Standards and Guidelines for Sheep (2016), recommend that mulesing should be accompanied by pain relief where practical and cost-effective.

### **STATUTORY ENVIRONMENT**

*Animal Welfare Act 2002*

### **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>Moderate</b>	It is important to ensure the farm is run fiscally responsibly to ensure the farm can continue to provide research and training.

### **CONSULTATION**

Nil

---

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

---

End

---

<b>9.3.22 PROPOSED TREE FARM TRIAL ON RYLINGTON PARK</b>	
<b>File Ref:</b>	RP/01/002
<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>	9.3.22A Decision Tree Model 9.3.22B DIY Model 9.3.22C Tree Agreement Model

<b>Moved: Cr. Inglis</b>	<b>Seconded: Cr. Caldwell</b>
<b><u>COUNCIL DECISION 24/05/098</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>Request the Chief Executive Officer to advise Wespine Industries that ‘Tree Farming’ will not be supported on Rylington Park.</b></li> </ol>	
<b>CARRIED 7/0</b> <b>For: Cr Walker, Cr O’Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b> <b>Against: Nil</b>	

**SUMMARY**

Following the reconsideration of the item as required by Council, Council is requested to now consider the committees’ recommendation.

**BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. Inglis                      Seconded: Cr. King*

*COMMITTEE DECISION RP 24/03/035*

*That the Committee recommends Council:*

- 1. Requests the Chief Executive Officer to advice Wespine Industries that ‘Tree Farming’ will not be supported on the Rylington Park Farm.*

*CARRIED 5/3*  
*For: Mr McElroy, Mr Stretch, Cr Inglis, Cr Wright, Cr King*  
*Against: Cr Walker, Cr O’Connell, Prof Brown”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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 resolution’s by the Committee needs to be discussed further by the Rylington Park Committee.”*

In October 2023 through South West Timbers a ‘Decision Tree Model’ was run on the potential outcomes of a ‘Tree Farm’ enterprise on Rylington Park Farm (Attachment 9.3.22A).

At the Committees meeting held on 8 February Brad Barr, Resource Manager of Wespine Industries provided a presentation on the pros and cons from a financial perspective regarding Tree Farms.

### **REPORT DETAIL**

Should ‘Tree Farming’ be considered on the farm there are two options that could be considered.

#### **DIY Option**

This option will require Rylington Park to establish the trees using its own funds, management of the ‘Tree Farm’ would be outsourced to the industry and Wespine Industries would manage the carbon credits at no charge but with the agreement that future log sales will be with Wespine Industries.

Under this model the farm should see a positive cashflow from year 3 of the investment. The investment in the farm would be \$5,960/ha over the life of the plantation, with a nett return (harvesting and haulage costs deducted) of \$24,873.

A potential financial breakdown on this option is attached as Attachment 9.3.22.B Financial Model.


**Tree Plantation Agreement Option**

This option will be a joint venture between Rylington Park and Wespine Industries. Wespine Industries will prefund all the capital for the establishment and management \$5,960/ha. Rylington Park's input into the joint venture is the lease value of the land, the financial model is based on \$300/ha/year.

The financial split between the Wespine Industries and Rylington Park is calculated to be 49% Wespine Industries and 51% Rylington Park, this would yield Rylington Park \$15,725 per hectare of established 'Tree Farm'.

A potential financial breakdown on this option is attached as Attachment 9.3.22C Financial Model.

**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**

*Local Government Act 1995*

**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>Moderate</b>	It is important to ensure the farm is run fiscally responsibly to ensure the farm can continue to provide research and training.

**CONSULTATION**

Nil

---

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

---

End

---

## FINANCIAL INTEREST

- Cr O'Connell declared a Financial Interest in item 9.3.23 being an employee of the Blackwood Basin Group.
- Cr Alexander declared a Financial Interest in item 9.3.23 being an employee of the Blackwood Basin Group.

## IMPARTIALITY INTEREST

- Cr King declared an Impartiality Interest in item 9.3.23 being a committee member of the Blackwood Basin Group.

Cr O'Connell and Cr Alexander left the Chambers at 7:57pm.

Cr O'Connell and Cr Alexander returned to the Chamber at 7:58pm.

<b>9.3.23 LANDCARE AUSTRALIA / NBN RYLINGTON PARK FERAL ANIMAL BEHAVIOUR TRIAL</b>	
<b>File Ref:</b>	RP/01/002
<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>	Nil

**Moved: Cr. King**

**Seconded: Cr. Inglis**

### **COUNCIL DECISION 24/05/099**

**That Council:**

- 1. 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.**
- 2. Request the Landcare Australia / Blackwood Basin Group to provide a report on the outcomes to Council on conclusion of the trial.**
- 3. Request Landcare Australia / Blackwood Basin Group to publish the results of the trial in the Boyup Brook Gazette.**

**CARRIED 5/0**

**For: Cr Walker, Cr Inglis, Cr King, Cr Caldwell, Cr Wright  
Against: Nil**

## **SUMMARY**

Following the reconsideration of the item as required by Council, Council is requested to now consider the committees' recommendation.

## **BACKGROUND**

At the Rylington Park Committee meeting of 21 March 2024, the committee resolved as follows:

*“Moved: Cr. Inglis                      Seconded: Cr. King*

### *COMMITTEE DECISION RP 24/03/036*

*That the Committee recommends Council:*

- 1. 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.*
- 2. Request the Landcare Australia / Blackwood Basin Group to provide a report on the outcomes to Council on conclusion of the trial.*

*CARRIED 7/0*

*For: Cr Walker, Mr McElroy, Mr Stretch, Cr Inglis, Cr Wright, Cr King, Prof Brown  
Against: Nil”*

At the Ordinary Council Meeting of 18 April 2024 Council when considering the minutes of the Rylington Park Committee Meeting of 21 March 2024 resolved as follows:

*“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 resolution’s by the Committee needs to be discussed further by the Rylington Park Committee.”*

The Farm Manager has previously obtained approval from the previous CEO to operate his business, Feral Logic outside of working hours. All input into the trial by Feral Logic will be done outside of normal working hours.

In early 2022 grants for using the NBN network for feral animal control were made available. The grant specified the use of NBN instead of the internet. The objective



is to identify feral animals on-site, to show the effectiveness of the NBN in rural and regional areas.

Feral Logic was approached, and the project initiated two years ago and was discussed with the previous CEO at the time. The outcome of the grant application was only made available in October 2023.

### **REPORT DETAIL**


South-West NRM (previously known as South-West Catchment Council) approached Feral Logic in early in 2022 for ideas to use the NBN network in feral animal control for a grant application. Initially there were 3 properties identified for possible locations for the proposed cameras. Being a pilot project, it was suggested that only one location be used, that being Rylington Park. This would make it easier and more cost effective.

Most trail cameras with email functionality use 4G - internet technology, these were not an option. Axistech was approached and will provide a trailer with a PTZ camera (Pan-Tilt-Zoom) featuring a powerful optical zoom and accurate pan/tilt/zoom performance. The Cam PTZ provides large monitoring range in great visual detail.

The trailer was installed in paddock thirty-three at the end of February 2024 and is proposed to be located there for a period of 6 months. As part of the grant, Landcare Australia will have community workshops sharing the data and showcasing to local farmers the use of the NBN network and the value in having real-time data in their own pest control regime on their farms.

To ensure openness and transparency the Farm Manager has declared a Financial Interest in the proposed trial being the owner of Feral Logic who will be advising on the camera setup, reviewing images, putting out attractants to observe behaviours and shooting/trapping.

### **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**

*Local Government Act 1995*

### **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 trial will not have any impact on the daily operations of Rylington Park.

**CONSULTATION**

Previous CEO

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

---

End

---

<b>9.3.24 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF MARCH AND APRIL 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: Cr. Wright**

**Seconded: Cr. Inglis**

**COUNCIL DECISION 24/05/100**

**That Council:**

- 1. Receive the monthly activity report for the Rylington Park Farm for the month of March and April 2024.**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Alexander, 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 in the 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
- Fix tractor “remote”
- Busy with WHS list
- To-do list for next few months
- Excavator to clean dams in the next 2 weeks

### Crop Management

- 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
- Raked necessary paddocks and burned stubbles
- Hopefully have seeding contractor here in 2 weeks

### Livestock Sales

- Sold 123 cull for age ewes and 18 red tag wethers @ \$50.44/hd
- Jamie Hart to look at dry ewes, wether lambs, cull hoggets and tail end of ewe lambs

### Feed on Hand

- Barley 74 tonnes
- Lupins 17 tonnes
- Hay 187 bales
- Barley straw 125 bales
- Easy One pellets ± 15 tonnes

### Feeding program

- 331 twin bearing ewes mated to merino rams – 1200kg / week
  - 725 single bearing ewes mated to merino rams – 2540kg / week
  - 245 dry ewes – 510kg / week
  - 472 twin bearing ewes mated to W/S rams – 1820kg / week
  - 303 single bearing ewes mated to W/S rams – 970kg / week
  - 700 ewe lambs – 1960kg / week
  - 401 cull maidens mated to W/S rams – 1260kg / week
-

- 46 Rams (20 White Suffol, 26 Merino), 50 odds & sods (/30 XB), 195 small wether lambs and 23 scanned dries mated to W/S: barley, lupins 70:30. Between the lot (314 hd), they get 720kg / week
- total of 11 tonnes for this week going up to 12 tonnes next week
- 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.
- Crutched daggy green tag ewes
- Preg scanning:

	Singles	Twins	Dry	Total	%
Ewes mated to White Suffolk rams	310	474	43	827	152%
Ewes mated to Merino rams	725	331	156	1212	114.4%
Cull maidens mated to White Suffolk rams	317	84	46	447	108.5%
	1352	889	245	2486	125.9%

Livestock Inventory as of 30 April 2024

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


Wool Sales

- Sold 28 wool bales and oddments.
- Have 12 bales wool on hand – to go to Perth soon

Shearing Schools, events & trials

- Hosted Shearing Schools:
  - 26 February – 1 March 2024
  - 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**

**March and April**

Rylington Park Farming Operation									
Income & Expenditure Statement for the Period Ended 30/04/2024									
	Budget Apr24	Actual Apr24	Stock Programme	Cropping Programme	Education Programme	Events	Actual YTD	Annual Budget	Surplus / Deficit
<b>Income</b>									
Sheep Sales	0.00	7,111.43	7,111.43				123,027.46	201,000	77,972.54
Wool Sales	51,000.00	38,745.55	38,745.55				182,635.95	165,750	-16,885.95
Grain Income									0.00
Barley				0.00			23,528.25	49,350	25,821.75
Canola				0.00			135,643.67	173,880	38,236.33
Hay				0.00				0	0.00
Oats				0.00				0	0.00
Wheat				0.00				0	0.00
Shearing School	18,328.00	18,328.36			18,328.36		115,159.31	128,299	13,139.69
Training Events					0.00		363.64	0	-363.64
Accommodation					0.00		6,626.35	950	-5,676.35
Ladies Day		1,360.00				1,360.00	19,073.64	0	-19,073.64
Mens Field Day						0.00		0	0.00
Farm Demos						0.00		0	0.00
Interest Received								0	0.00
Rebates							2,749.09	0	-2,749.09
Fuel Tax Credits			0.00	0.00	0.00		10,493.00	0	-10,493.00
									0.00
<b>Total Income</b>	<b>69,328.00</b>	<b>65,545.34</b>	<b>45,856.98</b>	<b>0.00</b>	<b>18,328.36</b>	<b>1,360.00</b>	<b>619,300.36</b>	<b>719,229</b>	<b>99,928.64</b>
<b>Expenditure</b>									
Accommodation					0.00		115.45	0	-115.45
Catering	1,850.00				0.00		11,091.38	15,950	4,858.62
Cleaning		515.00				515.00		0	0.00
<b>Contractors</b>									0.00
Crutching & Museling		702.95	702.95				8,342.25	15,800	7,457.75
Fertilizer Spreading		1,275.00	1,275.00	1,275.00			1,742.50	4,500	2,757.50
Harvesting			0.00	0.00			14,900.00	15,450	550.00
Hay Baling			0.00	0.00			24,129.87	10,100	-14,029.87
Instructors/Tutors	11,800.00	8,630.00			8,630.00		101,709.50	82,600	-19,109.50
Seeding			0.00	0.00				13,250	13,250.00
Shearing			0.00				405.00	3,300	2,895.00
Speakers						0.00	1,000.00	0	-1,000.00
Spraying			0.00	0.00			1,696.00	3,900	2,204.00
Donations		1,360.00				1,360.00	2,460.00	1,100	-1,360.00
Electricity	667.00		0.00	0.00	0.00	0.00	5,919.98	8,000	2,080.02
Events									0.00
Field Day						0.00	213.55	4,000	3,786.45
Ladies Day		1,612.80				1,612.80	18,615.77	3,000	-15,615.77
Fertilizer		7,293.00	0.00	7,293.00			23,523.00	139,440	115,917.00
Fodder	10,870.00	27,086.10	27,086.10				69,421.90	33,130	-36,291.90
Freight & Cartage		915.00	435.00	480.00			16,272.75	37,510	21,237.25
Fuel & Oil		3,722.59	3,722.59	3,722.59			14,120.10	25,000	10,879.90
Gas		36.27				36.27	1,031.85		-1,031.85
Hire of Plant & Equipment				0.00			1,023.96		-1,023.96
Insurance			0.00	0.00	0.00	0.00	18,569.89	18,000	-569.89
Licence & Permits								2,500	2,500.00
<b>Payroll Expenses</b>									0.00
Farm Wages	13,067.00	10,912.73	2,728.18	2,728.18	2,728.18	2,728.19	117,048.72	159,800	42,751.28
Teaching Wages									0.00
Superannuation	2,443.00	1,183.47	295.87	295.87	295.87	295.86	16,698.10	23,616	6,917.90
Pest Control			0.00	0.00			64.69		-64.69
Printing & Stationery	50.00		0.00	0.00	0.00	0.00	3,233.24	1,600	-1,633.24
Protective Clothing		96.73	48.37	48.36			238.27		-238.27
Rates							8,068.44	8,500	431.56
Repairs & Maintenance	1,708.00	272.37	136.19	136.18			32,170.74	20,500	-11,670.74
Seed				0.00			488.00	19,000	18,512.00
Seed Cleaning				0.00			0.00	4,950	4,950.00
<b>Selling Expenses</b>									0.00
Grain							6,656.98	11,949	5,292.02
Stock							8,510.86	16,800	8,289.14
Wool		2,867.86	2,867.86				10,122.14	10,725	602.86
Scholarship Payments							3,500.00	6,500	3,000.00
Sprays							9,389.44	50,500	41,110.56
Staff/Testing Costs		1,364.00				1,364.00	1,518.00		-1,518.00
Stock Purchases							4,200.00	4,200	0.00
Stock Requisites	3,083.00	2,098.27	2,098.27				15,394.38	37,000	21,605.62
Subscriptions	600.00	49.09	12.27	12.27	12.27	12.28	1,340.00	2,000	660.00
Telephone	167.00	146.15	36.54	36.54	36.54	36.54	1,226.55	2,000	773.45
Training			0.00	0.00			0.00	3,000	3,000.00
Waste Collection	120.00	209.10	52.28	52.28	52.28	52.28	836.36	1,440	603.64
Wool Shed Requisites			0.00				3,398.51	5,250	1,851.49
Working Dog	108.00	63.18	63.18				821.73	1,300	478.27
									0.00
<b>Total Expenses</b>	<b>58,800.37</b>	<b>72,411.66</b>	<b>41,560.64</b>	<b>16,080.27</b>	<b>12,306.41</b>	<b>7,461.94</b>	<b>581,229.85</b>	<b>827,160</b>	<b>245,930.15</b>
									0.00
<b>Net Profit/Loss for Peri</b>	<b>10,527.63</b>	<b>(6,866.32)</b>	<b>4,296.34</b>	<b>(16,080.27)</b>	<b>6,021.95</b>	<b>(6,101.94)</b>	<b>38,070.51</b>	<b>-107,931.00</b>	<b>-146,001.51</b>

---

**Workforce**

Nil

---

End

---



<b>9.3.25 EDITH COWAN UNIVERSITY DRONE USAGE FOR MARCH 2024</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Prof Kerry Brown, Edith Cowan University
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King**

**Seconded: Cr. Alexander**

**COUNCIL DECISION 24/05/101**

**That Council:**

- 1. Receive the ECU drone usage report as presented.**

**CARRIED 7/0**

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

**Against: Nil**

**SUMMARY**

Prof Kerry Brown from the Edith Cowan University (ECU) provides a monthly update on the usage of the drone (not limited to Rylington Park).

**BACKGROUND**

The Shire entered a Memorandum of Understanding (MOU) with ECU on 29 October 2021. The MOU established an agreement for ECU to utilise Rylington Park for agricultural and regional development related research and allied education programs.

The MOU endorses a high-level strategic relationship with ECU, with the intention of expanding research and training opportunities for Rylington Park. It was intended that results of any research would be shared with farmers in Boyup Brook to the betterment of farmers and related businesses in the area.

On 8 March 2022 ECU wrote to the Shire inviting the Shire to partner in a major research initiative in co-funding a remotely piloted drone to assist in undertaking research projects at Rylington Park. Subsequently, Council at its Ordinary Council Meeting of 28 April 2022 approved funding of \$10,000 from the Rylington Park account for a co-contribution to purchase a fixed wing drone in partnership with ECU.


**REPORT DETAIL**

The co-funded drone has been used in the following:

- Drone demonstration - Field Day Rylington Park
- Stock count trial data collection – Rylington Park
- Vegetation Survey - Kings Park Department of Biodiversity, Conservation and Attractions (DBCA)
- Vegetation survey – Katanning Soil Health project

The ECU drone fleet has been expanded with a new higher-grade drone. This drone will be used for vegetation/soil/fire mapping in Walpole as well as adding support to the Katanning and Kings Park projects. There is scope to use this drone at Rylington Park as well. There is continued opportunity to use the co-funded drone at Rylington Park and in other agricultural spaces. Dr Dave Blake Chief Drone Pilot ECU has offered to attend a future Rylington Park Committee meeting to discuss further opportunities for drone use.

**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)

By acting as a hub for agricultural research, education, and demonstration, Rylington Park can attract professionals, students, and visitors, thus increasing local spending. The farm's focus on cutting-edge agricultural practices and technology transfer is expected to enhance productivity and sustainability for local farmers, potentially leading to higher yields and profits.

**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 risks that may impact on the achievement of its business objectives.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Not having a tangible result from the investment could have a negative impact on the Council.

### **CONSULTATION**

Nil

### **RESOURCE IMPLICATIONS**

#### **Financial**

Nil

#### **Workforce**

Nil

---

End

---

<b>9.3.26 RYLINGTON PARK WORK HEALTH AND SAFETY REPORT</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Marc Deas, Rylington Park Farm Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

<b>Moved: Cr. O'Connell</b>	<b>Seconded: Cr. Alexander</b>
<b><u>COUNCIL DECISION 24/05/102</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Receive the outcome and recommendations of the SafeFarms Health and Safety Assessment.</b></li> <li><b>2. Request the Chief Executive Officer to oversee the implementation of recommendations made.</b></li> </ol>	
<b>CARRIED 7/0</b> <b>For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b> <b>Against: Nil</b>	

### **SUMMARY**

The purpose of this report is to provide Council with an update on potential Work Health and Safety issues / concerns on Rylington Park Farm.

### **BACKGROUND**

The implementation of the *Work Health and Safety Act 2020* introduces significant implications for farming operations, emphasising the importance of establishing and maintaining a safe working environment for all employees.

This legislation mandates farm owners and operators to proactively identify, assess, and mitigate risks to prevent workplace accidents and illnesses. It necessitates the adoption of comprehensive safety management practices, including regular training for staff on safety protocols, proper use of equipment, and emergency response procedures. Additionally, the Act requires thorough documentation and reporting of safety incidents, reinforcing accountability and continuous improvement in safety standards.

Compliance with this Act not only aims to protect the physical well-being of farm workers but also has financial and legal ramifications for the farming business, stressing the need for diligent adherence to safety regulations to avoid penalties, litigation, and potential damage to reputation.

Overall, the *Work Health and Safety Act 2020* compels farming operations to prioritise safety, leading to healthier workplaces and potentially enhancing productivity through reduced downtime and fostering a culture of safety.

At the Rylington Park Committee meeting of 8 February 2024, the committee resolved as follows:

*“Moved: Cr. Wright*

*Seconded: Mr. A McElroy*

*COMMITTEE DECISION RP 24/02/009*

*That the Committee*

- 1. Request the Rylington Park Farm Manager to provide the committee with the outcome and recommendations of the Safe Farms Health and Safety Assessment at the next Rylington Park Committee meeting.*

*CARRIED*

*For: Cr Walker, Mr McElroy, Cr King, Mr Stretch, Cr Wright, Prof Brown  
Against: Nil”*


## **REPORT DETAIL**

A Work Health and Safety assessment has been undertaken by SafeFarms WA with the following issues / concerns identified:

- Health and safety manual needs to be signed and dated every year.
- Notice board to be installed with Farm evacuation plan, Contact details, tool box talks to be posted and other general farm safety information.
- Inductions to be delivered to anyone conducting business or work on the farm and also visitors.
- LPG Bottle to be tied up – to prevent from falling over.
- Workshop Shed – General housekeeping need to be done.
- Guards to be reinstalled onto Drop saw and Bench grinder.
- Clear access way to electrical panel / breaker box in the shed.
- Dust building up on electrical – could create a hot spot and combustible.
- MSDS / SDS folder in Chemical sheet – Master MASDS folder in office.
- PPE in convenient and close location.
- Guard to be installed on Large Auger.
- Silo’s Access hatch should have a confined space entry signage.
- Road signage on driveway and around the shed e.g. speed limits.
- Diesel and Fuel tanks – Require MSDS / SDS sheet folder.
- Diesel and Fuel tanks – Also bunker to contain and manage spills.
- Fire extinguisher on fuel tank and or on machinery.
- Hazard signage for Fuel tank – e.g. flammable, no smoking.

Whilst the identified issues / concerns are not major they do need to be dealt with. With the current change in management on the farm the identified issues / concerns will be listed as part of the new proponents KPI’s to ensure they are addressed.

**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***Work Health and Safety Act 2020***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>	Not providing a safe working environment which could result in injury to employees must be considered high risk level. It is important to ensure all identified issues / concerns are addressed.

**CONSULTATION**

Nil

## **RESOURCE IMPLICATIONS**

### **Financial**

To implement the identified issues / concerns will need to be budgeted for in the 2024/2025 budget.

### **Workforce**

Where possible Shire resources will be utilised. However, it may be necessary to engage a contractor to deal with certain issues.

---

End

---

<b>9.3.27 RYLINGTON PARK FIELD DAY PREPARATIONS</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

<b>Moved: Cr. O'Connell</b>	<b>Seconded: Cr. King</b>
<b><u>COUNCIL DECISION 24/05/103</u></b>	
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Note the report and request the Rylington Park Farm Coordinator to provide a further update to the July committee meeting.</b></li> <li><b>2. Approve the Field Day to be held on Thursday, 12 September 2024.</b></li> </ol>	
<b>CARRIED 7/0</b> <b>For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King,</b> <b>Cr Caldwell, Cr Wright</b> <b>Against: Nil</b>	

### **SUMMARY**

The report is to provide feedback on the planning preparations for the 2024 Rylington Park Field Day.

### **BACKGROUND**

The Rylington Park Field Day, held at Rylington Park Farm in Boyup Brook, Western Australia, is a significant event in the agricultural calendar, designed to showcase the latest in agricultural research, technology, and practices.

This event provides a platform for farmers, researchers, industry professionals, and agribusinesses to come together to exchange knowledge, explore new ideas, and discuss challenges facing the agricultural sector. It typically features demonstrations of new farming equipment, workshops on innovative farming techniques, and presentations by experts on topics ranging from crop and livestock management to sustainable farming practices and market trends.

The field day is an opportunity for the agricultural community to see firsthand the application of research outcomes and technological advancements, fostering a collaborative environment aimed at enhancing the productivity and sustainability of farming operations in the region.

Rylington Park Farm, with its commitment to agricultural innovation and education, serves as an ideal venue for such an event, contributing to the ongoing development and prosperity of the agricultural sector in Western Australia.



At the Rylington Park Committee meeting of 8 February 2024, the committee resolved as follows:

*“Moved: Cr. King*

*Seconded: Mr. A McElroy*

*COMMITTEE DECISION RP 24/02/006*

*That the Committee*

- 1. Notes the report and request the Rylington Park Farm Coordinator to provide a further update at the April Committee meeting.*

*CARRIED*

*For: Cr Walker, Mr McElroy, Cr King, Mr Stretch, Cr Wright, Prof Brown*

*Against: Nil”*

### **REPORT DETAIL**

The field day is proposed to be on Thursday the 12<sup>th</sup> of September or Thursday the 19<sup>th</sup>.

Currently we have the following trials:

- Boyup Brook Ag Supplies comprehensive pasture & crop demonstration trial
- ALBA (Annual Legume Breeding Australia) sub clover variety trial – UWA and DLF Seeds.

As mentioned at a previous meeting, we need to have more time at the trials and stalls/exhibitions. I suggest we decide on a current topic/speaker to start the day in the shed for maybe 45 minutes to an hour. We then go to the trials – people who don’t want to spend as much time at the trials can come back and wonder through the stalls/exhibitions. If we have a few demonstration stalls, we can split the group into those going to the trials and the ones staying behind to watch the demos and then swap. Any suggestions for demonstrations, stalls or exhibitions are welcome, so we can start locking them in.




As for speakers, it’s hard to know what will be topical in September and therefore hard to plan now – drought resilience / drought proofing your farm, marketing sheep in today’s market, live export update, EID tags, E-bales.

If CSBP sponsors the lunch again, they would like to have someone sharing their trial results. Would love to have a feel-good mental health story relating to farming again.

I don’t think we should have as many speakers in the afternoon as in the past. We can even have a demonstration as part of the afternoon program. We will again end the day around the bonfire which is always well supported.

**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>	Partner with key stakeholders to maximise economic development opportunities through regional and sub regional initiatives.
	<b>Key Imperatives Objective</b>	<b>Natural Environment</b>
	<b>Outcome</b>	Manage natural resources sustainably.
		Work with key stakeholders to manage land, fire disease, pest animals and weeds.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Support and promote community events and activities.

**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>Moderate</b>	It is important to ensure the farm is run fiscally responsibly to ensure the farm can continue to provide research and training.

**CONSULTATION**

Nil

---

**RESOURCE IMPLICATIONS**

**Financial**

Nil

**Workforce**

Nil

---

End

---

<b>9.3.28 RYLINGTON PARK STORM IN A TEACUP 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

<b>Moved: Cr. King</b>	<b>Seconded: Cr. O'Connell</b>
<b><u>COUNCIL DECISION 24/05/104</u></b>	
<b>That Council:</b>	
<b>1. Receive the feedback on the 2024 Storm in a Teacup Ladies Day.</b>	
<b>CARRIED 7/0</b>	
<b>For: Cr Walker, Cr O'Connell, Cr Alexander, Cr Inglis, Cr King, Cr Caldwell, Cr Wright</b>	
<b>Against: Nil</b>	

### **SUMMARY**

The report is to provide feedback on the outcome of the 2024 Ladies day at Rylington Park.

### **BACKGROUND**

This year's annual Storm in a Teacup ladies' day was the thirteenth since it started in 2012. It forms part of the annual Boyup Brook calendar and is well supported by local ladies and businesses. The theme for this year was "Family Matters."

### **REPORT DETAIL**



Storm in a Teacup number 13, "Family Matters", was again very well attended by around 160 ladies. Many attendees commented on the friendly atmosphere, everyone feels welcome and appreciate the effort going into the day.

According to feedback:

- They enjoyed the speakers with special mention to the locals;
- Worth travelling for;
- People would like to see some fresh produce sold on the day;
- They preferred the previous year's lunch;
- Love the outside setting;
- Some felt the music at lunch was too loud;
- Want more stalls;
- Loved the coffee vans;
- The average score on feedback forms were 9.5 out of 10.

The logo painting and 2 other artworks by Merie Beatty were auctioned for a total of \$1,360 which will be transferred to Ronald McDonald House Charities.

### **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>	Partner with key stakeholders to maximise economic development opportunities through regional and sub regional initiatives.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Support and promote community events and activities.

### **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>Moderate</b>	It is important to ensure the farm is run fiscally responsibly to ensure the farm can continue to provide research and training.

### **CONSULTATION**

Nil

---

**RESOURCE IMPLICATIONS**

**Financial**

Income from the Ladies day (including all sponsorships/grants and auction money to be transferred)	\$19,074
Ladies day expenses (including transfer to Ronald McDonald House)	<u>\$18,616</u>
	\$ 458

The above figure excludes any employee costs.

**Workforce**

Nil

---

End

---

## IMPARTIALITY INTEREST

- Cr King declared an Impartiality Interest in item 9.4.1 being a committee member of the Boyup Brook Districts Pioneers Museum.

## 9.4 PLANNING

<b>9.4.1 DEVELOPMENT APPLICATION – (ACCESSIBLE TOILET) – 25 CAILES STREET, BOYUP BROOK (BOYUP BROOK DISTRICT PIONEERS MUSEUM)</b>	
<b>File Ref:</b>	A906
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	John Imrie (Boyup Brook Museum)
<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: Cr. Inglis                      Seconded: Cr. Wright**

### **COUNCIL DECISION 24/05/105**

**That Council Resolves to:**

- 1. Approve the Development Application for the proposed Accessible Toilet, at 25 Cailes Street (Boyup Brook District Pioneers Museum), subject to the following conditions and advice notes:**

**Conditions:**

- (a) Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Chief Executive Officer, the development shall occur in accordance with the approved plans.**
- (b) Stormwater being managed to the satisfaction of the Chief Executive Officer.**

**Advice Notes:**

- (a) Prior to development of the accessible toilet, a Building Permit is required.**
- (b) Access and car parking must be maintained for person with a disability.**
- (c) 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.**

**(d) 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.**

**CARRIED 7/0**

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

**SUMMARY**

The Shire received an application, on behalf of the ‘Boyup Brook District Pioneers Museum’ seeking approval to develop an accessible toilet, at 25 Cailes Street, Boyup Brook.

The toilet is proposed to be developed adjacent to the administration office at the southern end of the subject property (see figure below).





In accordance with the Shire’s Local Planning Scheme No.2, the subject land is reserved for ‘Public Purposes’.

The proposal conforms with the purpose of the subject ‘Reserve’ and is needed to accommodate persons visiting the museum.

Council is requested to agree to approve the development of the Accessible Toilet at the subject site.

**BACKGROUND**

The Boyup Brook District Pioneers Museum submitted an application seeking approval to develop an accessible toilet at 25 Cailles Street Boyup Brook. The subject land is used as a museum, for the display of agricultural and social history in Boyup Brook.

**REPORT DETAIL**

The toilet facility is designed to accommodate disabled persons. It’s a single toilet with a wash basin.

The facility is 4.5m in length, 3.3m in width and 2.9m in height. The floor area of the facility amounts to approximately 14.8m<sup>2</sup> and is similar in design to the following figure.




The finished colours are to be cottage green and classic cream, to match existing buildings on the site.

The proposed development is not expected to impact the amenity of the area and complies with the purpose of the subject land.

Council is recommended to approve the proposed accessible toilet at the subject location.

**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>	Provide access to community, sport and recreation facilities.

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

In accordance with the *Shire's Local Planning Scheme 2*, the objective of a 'Public Purposes' reserve is:

*To provide for a range of essential physical and community infrastructure.*

**SUSTAINABILITY AND RISK CONSIDERATIONS****Economic**

Nil

**Social**

Strong resilient community organisations and clubs.

**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>Low</b>	The proposed accessible toilet is designed to meet Australian Standards.

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

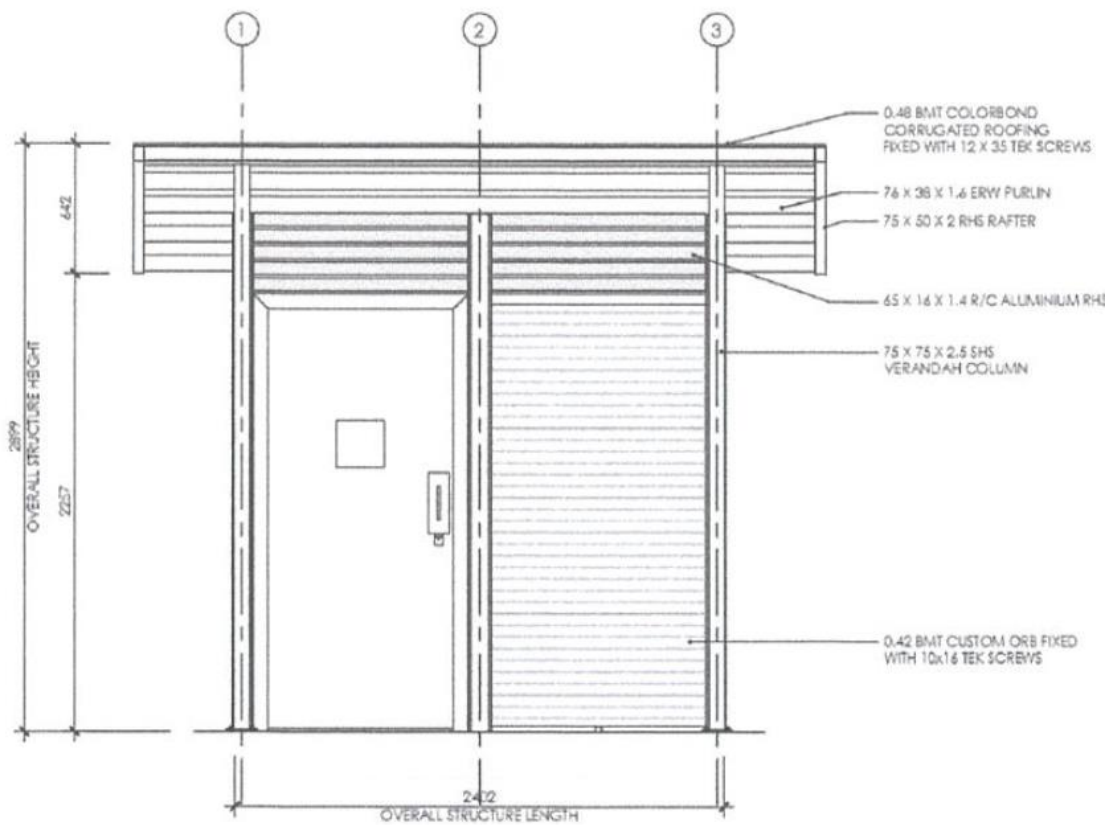
Nil

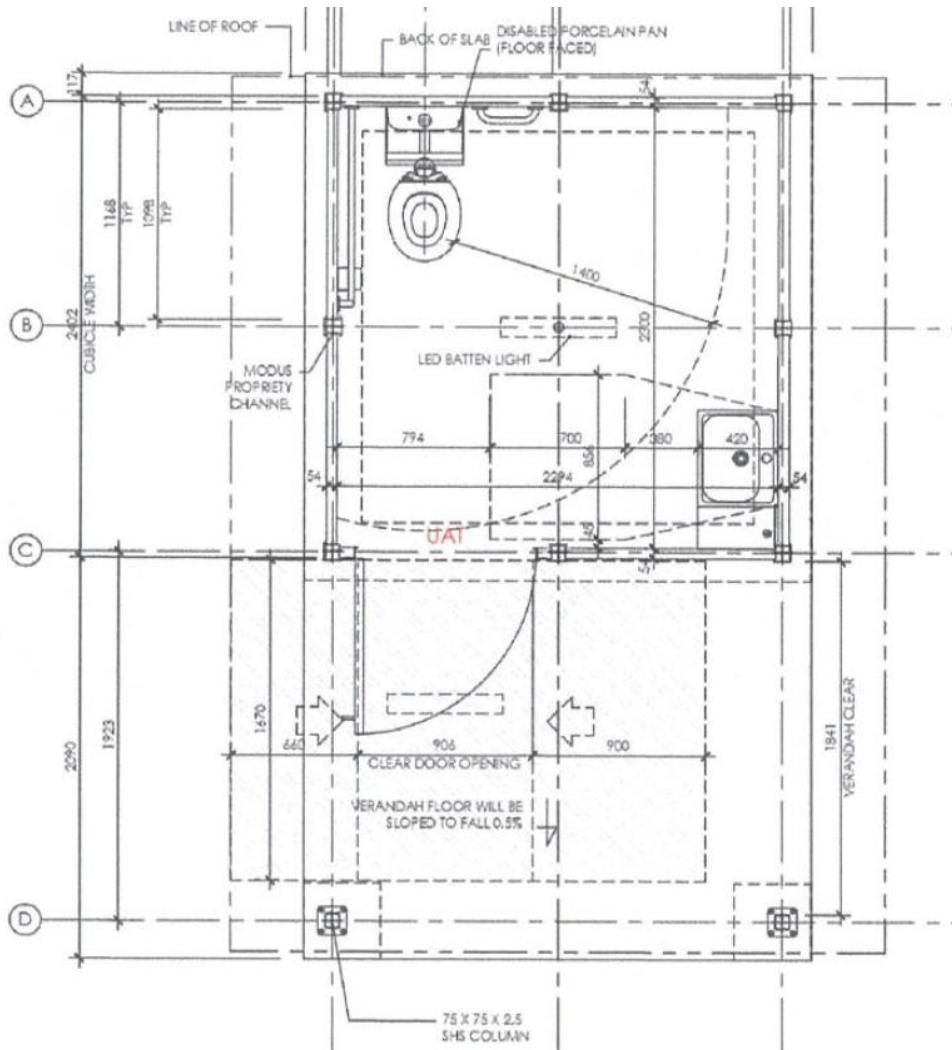
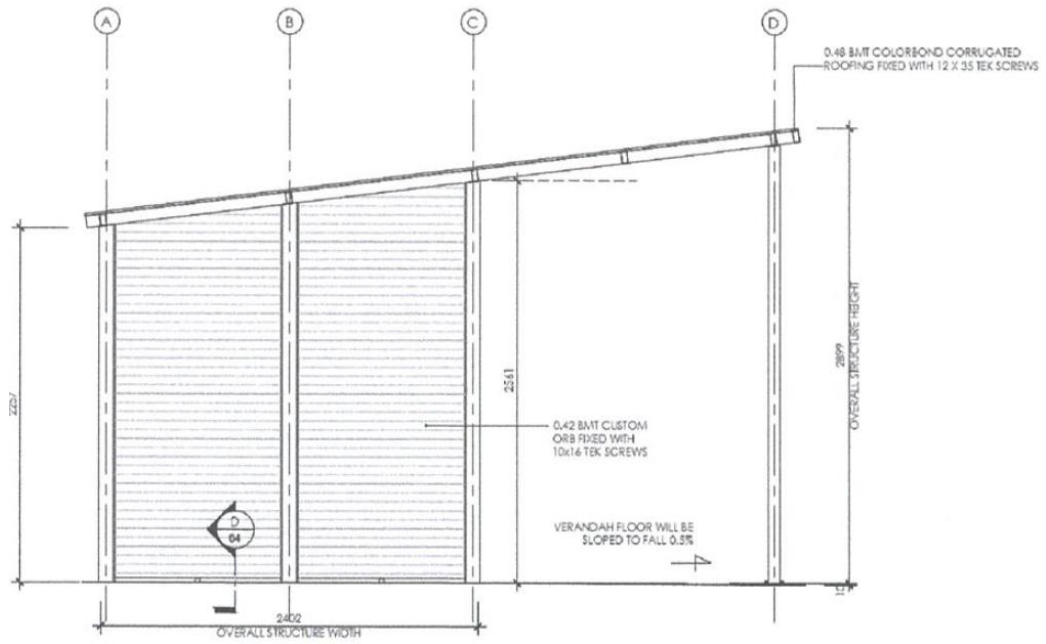
### Approved Plans

#### Site Plan



#### Elevations/Floor Plan





End

<b>9.4.2 DEVELOPMENT APPLICATION – (FUEL DEPOT) – 1 HENDERSON STREET, BOYUP BROOK</b>	
<b>File Ref:</b>	A2006
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Got'em Group 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>	Nil

**Moved: Cr. Alexander**

**Seconded: Cr. Caldwell**

**COUNCIL DECISION 24/05/106**

**That Council Resolves to:**

- 1. Approve the Development Application for the proposed Fuel Depot, at 1 Henderson Street, Boyup Brook, subject to the following conditions and advice notes:**

**Conditions:**

- (a) Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.**
- (b) The fuel depot is not to be used for the sale of fuel by retail into a vehicle for use by the vehicle.**
- (c) To prevent soil contamination, the fuel storage facility is to be located on an impervious material (concrete pad), which is to be bunded to provide a barrier to retain any potential fuel spillage.**
- (d) The fuel storage facility (shipping container) is to be appropriately anchored to a concrete footing.**
- (e) A fire hose is to be positioned adjacent to the fuel storage facility and connected to reticulated water, for firefighting purposes.**
- (f) Stormwater being managed to the satisfaction of the Chief Executive Officer.**

**Advice Notes:**

- (a) The fuel storage facility is considered as a Class 7b structure (for storage) under the NCC BCA Volume One. Prior to development, a BA3 Certificate of Design Compliance is to be submitted with a BA1 certified building application.**
- (b) 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. 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.**
- (c) 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.**

**CARRIED 6/1****For: Cr Walker, Cr O'Connell, Cr Alexander, Cr King,  
Cr Caldwell, Cr Wright  
Against: Cr Inglis****SUMMARY**

Council is requested to consider approving the use of a 'General' Industry' zone property as a 'Fuel Depot'.

A 'Fuel Depot' means a premises used for the storage of fuel, but does not include premises used as a service station. A service station involves the sale of fuel by retail into a vehicle for use by the vehicle.

The 'Fuel Depot' consists of a fuel storage facility, positioned within a shipping container, which is to be located at 1 Henderson Street, Boyup Brook.

**BACKGROUND**

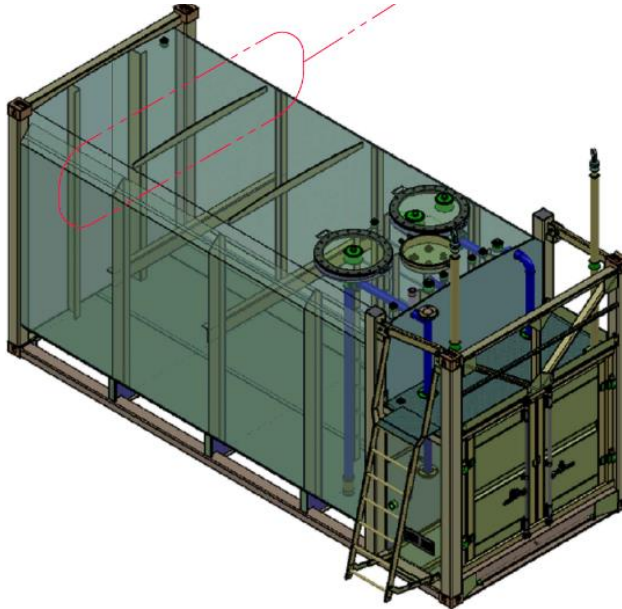
The Shire received an application on behalf of Got'em Group Pty Ltd, proposing the use of the fuel storage facility (fuel depot), at 1 Henderson Street, for 24-hour access to fuel for both public and commercial use. The applicant was advised that the subject property is zoned 'General Industry' and that in accordance with the Shire's scheme, the retail sale of fuel is not permitted at a property zoned 'General Industry'.

**REPORT DETAIL**

The fuel storage facility involves a storage tank located within a shipping container. The shipping container is 6m in length, 2.8m in height and 2.4m in width.

It is proposed that the shipping container is located on the southwestern end of the subject property, approximately 6m from an existing shed, 5m from the side boundary and 10m from the front boundary.

Proposed fuel storage facility:



Similar to the following:



The Shire's scheme definition for a 'Fuel Depot' is:

fuel depot means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel, but does not include premises used –

- (a) as a service station; or
- (b) for the sale of fuel by retail into a vehicle for use by the vehicle

In accordance with the scheme the permissibility of a 'Fuel Depot' in the 'General Industry' zone is classified as 'D'.

'D' means - the use is not permitted unless the local government has exercised its discretion by granting development approval.

As per the Shire's scheme, a fuel depot involves the storage of fuel and must not involve the retail of fuel into a vehicle for use by the vehicle, such as a service station. The scheme definition of a service station is as follows:

service station means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for –

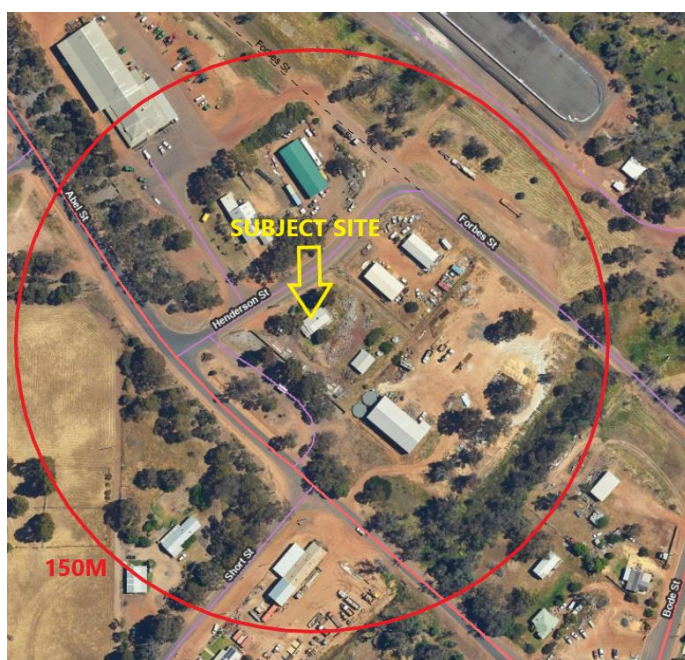
- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; and/or
- (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.

In accordance with the scheme, a service station is 'not-permitted' at a property zoned 'General Industry'.

Consideration can be given to the development of a fuel depot at a property zoned General Industry, however, it is recommended that any approval is subject to the following condition:


The fuel depot is not to be used for the sale of fuel by retail into a vehicle for use by the vehicle.

The proposed fuel storage facility is not expected to impact on surrounding sensitive uses. The scheme objective of the 'General Industry' zone is to: 'provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses'. The subject property is located within a predominantly industrial precinct. The nearest dwelling is located approximately 150m from the subject site.





**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**

In accordance with the Shire's scheme, a 'Fuel Depot' in the 'General Industry' zone is not permitted unless the local government has exercised its discretion by granting development approval.

In accordance with the Shire's scheme, a fuel depot involves the storage of fuel and must not involve the retail of fuel into a vehicle for use by the vehicle, such as a service station.

In accordance with the Shire's scheme, a service station is 'not-permitted' at a property zoned 'General Industry'.

**SUSTAINABILITY AND RISK CONSIDERATIONS****Economic**

Nil

**Social**

Nil

**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>Low</b>	The risk to the Shire is considered low due to the proposed use identified in the Scheme as a 'Discretionary Use'. Further it is not anticipated the use being a 'Fuel Depot' will negatively impact the uses within close proximity.

**CONSULTATION**

The application complies with the objectives of the ‘General Industry’ zone and is suitably setback to sensitive uses. The Scheme does not require the application to be advertised.

**RESOURCE IMPLICATIONS**

**Financial**

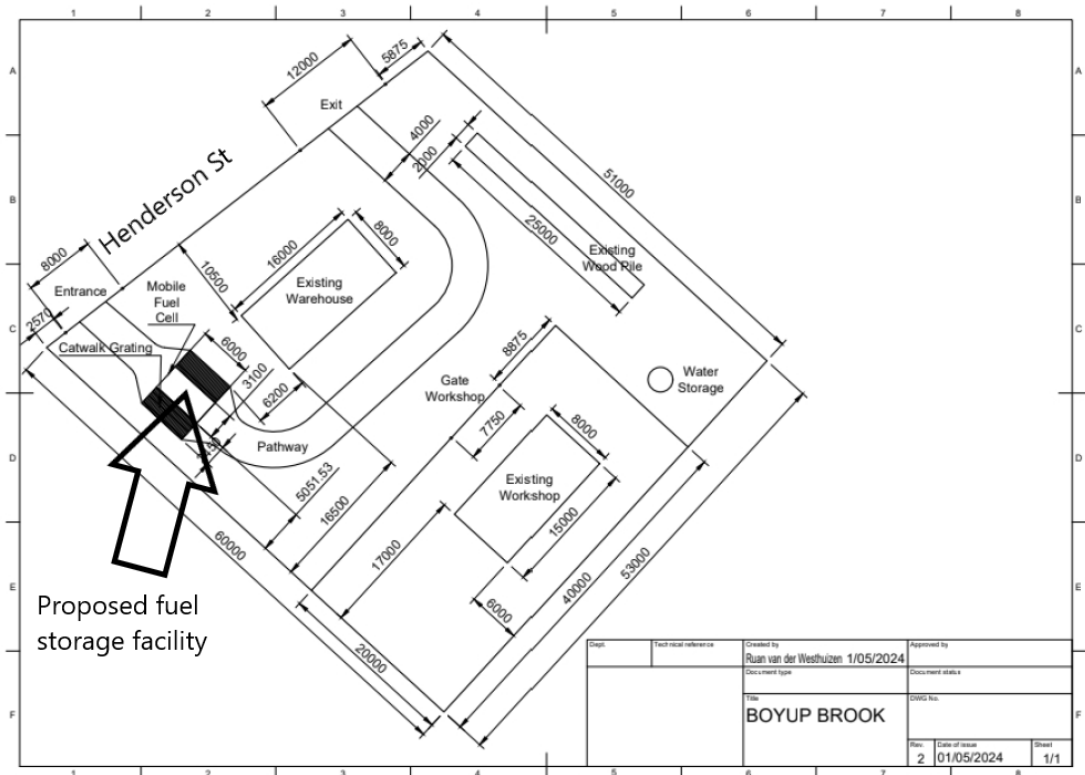
Nil

**Workforce**

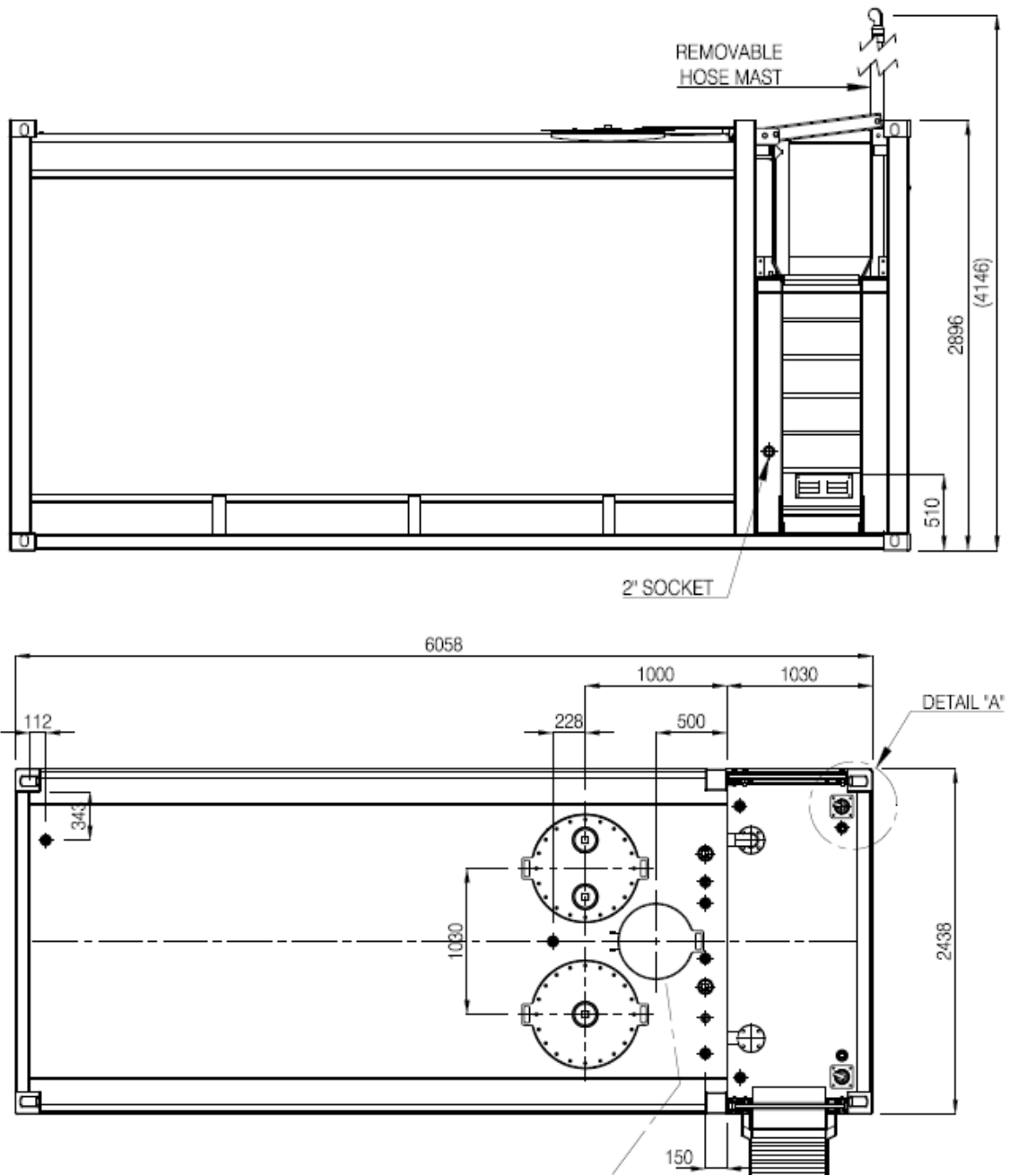
Nil

**Approved Plans**

**Site Plan**



Elevation



End

<b>9.4.3 DEVELOPMENT APPLICATION – (WAREHOUSE/STORAGE - SHED) – 8 STEWART STREET, KULIKUP</b>	
<b>File Ref:</b>	A12338
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Patio & Sheds Approvals - Bindoon
<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>	9.4.3A Cover Letter

**Moved: Cr. Alexander**

**Seconded: Cr. Wright**

**COUNCIL DECISION 24/05/107**

**That Council Resolves to:**

- 1. Approve the Development Application for the proposed Warehouse/Storage - Shed, at 8 Stewart Street Kulikup, subject to the following conditions and advice notes:**

**Conditions:**

- (a) Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.**
- (b) Machinery shall be stored in the shed, unless otherwise agreed in writing by the Shire of Boyup Brook Chief Executive Officer.**
- (c) Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries.**
- (d) The warehouse/storage facility is not to be used for the display or sale by wholesale of goods.**
- (e) Stormwater being managed to the satisfaction of the Shire of Boyup Brook.**

**Advice Notes:**

- (a) The shed is not to be used for human habitation.**
- (b) The level of noise emanating from the premises shall not exceed that prescribed in the *Environmental Protection Act 1986*, and the *Environmental Protection (Noise) Regulations 1997*.**
- (c) Any advertising requires an application for development approval, unless exempted in accordance with the Shire's Scheme.**

(d) 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. 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.

(e) 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.

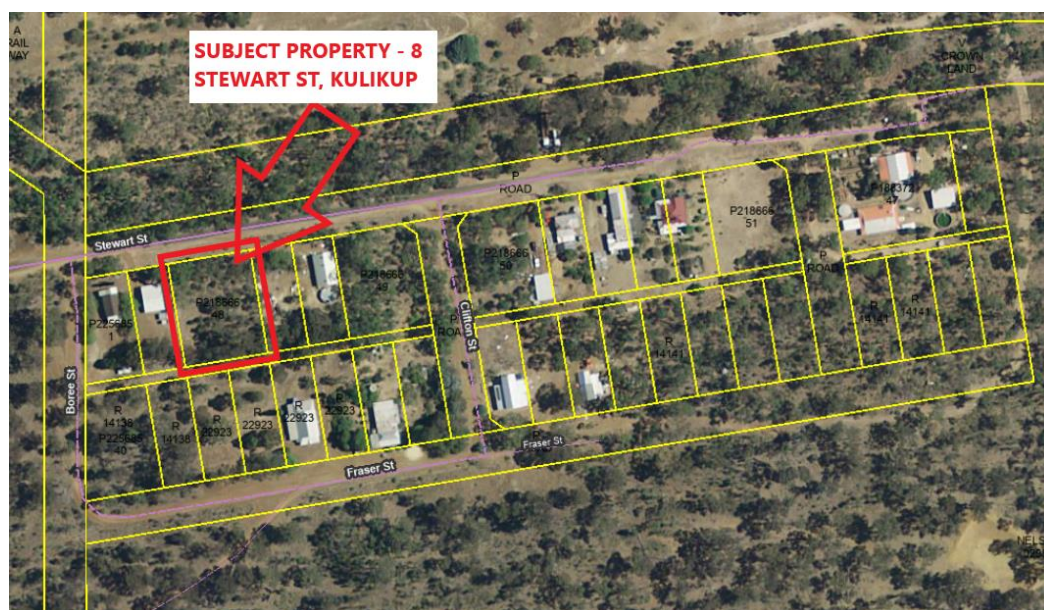
**CARRIED 7/0**

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

## **SUMMARY**

Council is requested to consider approving the development of a shed at a ‘Rural Townsite’ zone property in Kulikup for the purpose of storing a bobcat and digger.

The proposed development (shed) and use (warehouse/storage’) comply with the Shire’s scheme standards.



## **BACKGROUND**

The subject property has a land area of 2024m<sup>2</sup> and is currently vacant.

The Shire received an application to develop a shed at 8 Stewart Street, Kulikup. The application proposes a shed floor area of 272m<sup>2</sup> (16m X 17m), with a wall height of 4m and a ridge height of 4.882m. Setbacks from boundaries include: 12m and 11m side setbacks, 16m rear setback and 18m front setback. The shed

is to be developed using trimdeck cladding of the colours ‘woodland grey’ and ‘monument’.

The application included a cover letter describing the purpose of the shed, as follows:

*The primary functions of the shed will include:*

- 1) *Storage of Machinery - The shed will safely store a Bobcat and a digger, which are crucial for ongoing construction and landscaping projects.*
- 2) *Equipment Storage - Additional space will be utilized for storing smaller equipment and tools that support the operation and maintenance of the primary machinery.*
- 3) *Maintenance and Servicing Area - A designated section within the shed will be allocated for performing routine maintenance and minor repairs on the machinery, thereby prolonging their operational lifespan and ensuring they remain in optimal working condition.*

In accordance with the Shire’s scheme, the use of a shed involving the storage of machinery, falls under the scheme definition of ‘Warehouse/Storage’, which means:

*Premises including indoor or outdoor facilities used for -  
(a) the storage of goods, equipment, plant or materials; or  
(b) the display or sale by wholesale of goods.*

### **REPORT DETAIL**

In accordance with the scheme, the permissibility of ‘Warehouse/Storage’ in the ‘Rural Townsite’ zone is classified as ‘D’. ‘D’ means - *the use is not permitted unless the local government has exercised its discretion by granting development approval.*

This report recommends that the Council approve the proposed works (shed) and use (warehouse/storage) for the following reasons:

- 1) The proposal complies with the purpose of the ‘Rural Townsite’ zone, which is: *To provide for a range of land uses that would typically be found in a small country town.*
- 2) The storage of machinery within a shed is expected to ensure the amenity of the area is not impacted.

In accordance with the Shire’s scheme, consideration can be given to the development of a shed for the purpose of warehouse/storage, however, it is recommended that any approval is subject to the following conditions and advice:

### **Conditions**

- Machinery shall be stored in the shed, unless otherwise agreed in writing by the Shire of Boyup Brook Chief Executive Officer.
- Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries.


- The warehouse/storage facility is not to be used for the display or sale by wholesale of goods.
- Stormwater being managed to the satisfaction of the Shire of Boyup Brook.

#### Advice

- The level of noise emanating from the premises shall not exceed that prescribed in the *Environmental Protection Act 1986*, and the *Environmental Protection (Noise) Regulations 1997*.
- The shed is not to be used for human habitation.

The proposed works (shed), involving the storage of machinery, is not expected to impact on surrounding sensitive uses. The storage of machinery within a shed is expected to ensure the amenity of the area is not impacted. In accordance with the *Environmental Protection Act 1986*, noise is not to exceed the assigned levels stipulated by the *Environmental Protection (Noise) Regulations 1997*.

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

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Objective</b>	Be a business-friendly Shire and create conditions for economic growth.
	<b>Outcome</b>	Support development of industry/business incubation, innovation and entrepreneurship using a planned approach.

#### **OTHER STRATEGIC LINKS**

Nil

#### **STATUTORY ENVIRONMENT**

The Clause 27 of the Shire's scheme states:

##### ***RURAL TOWNSITE ZONE***

*In considering applications for the development of land within this zone Council, in exercising its discretion, shall:*

- Seek to ensure the separation of incompatible land uses.*
- Ensure the capacity of existing services, facilities and infrastructure (including water supply) to accommodate such development.*
- Determine within which land use class the proposed form of development shall be classified and apply the development standards applicable to that use or any other development standard Council may consider appropriate.*

#### **SUSTAINABILITY AND RISK CONSIDERATIONS**

##### **Economic**

Nil

**Social**

Nil

**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>Low</b>	Support development of industry/business using a planned/controlled approach.

**CONSULTATION**

Consultation was deemed unnecessary. The proposal to store machinery (bobcat and digger) within a shed is not expected to impact neighboring land uses. Controls are proposed to control/limit operations.

**RESOURCE IMPLICATIONS****Financial**

Nil

**Workforce**

Nil

---

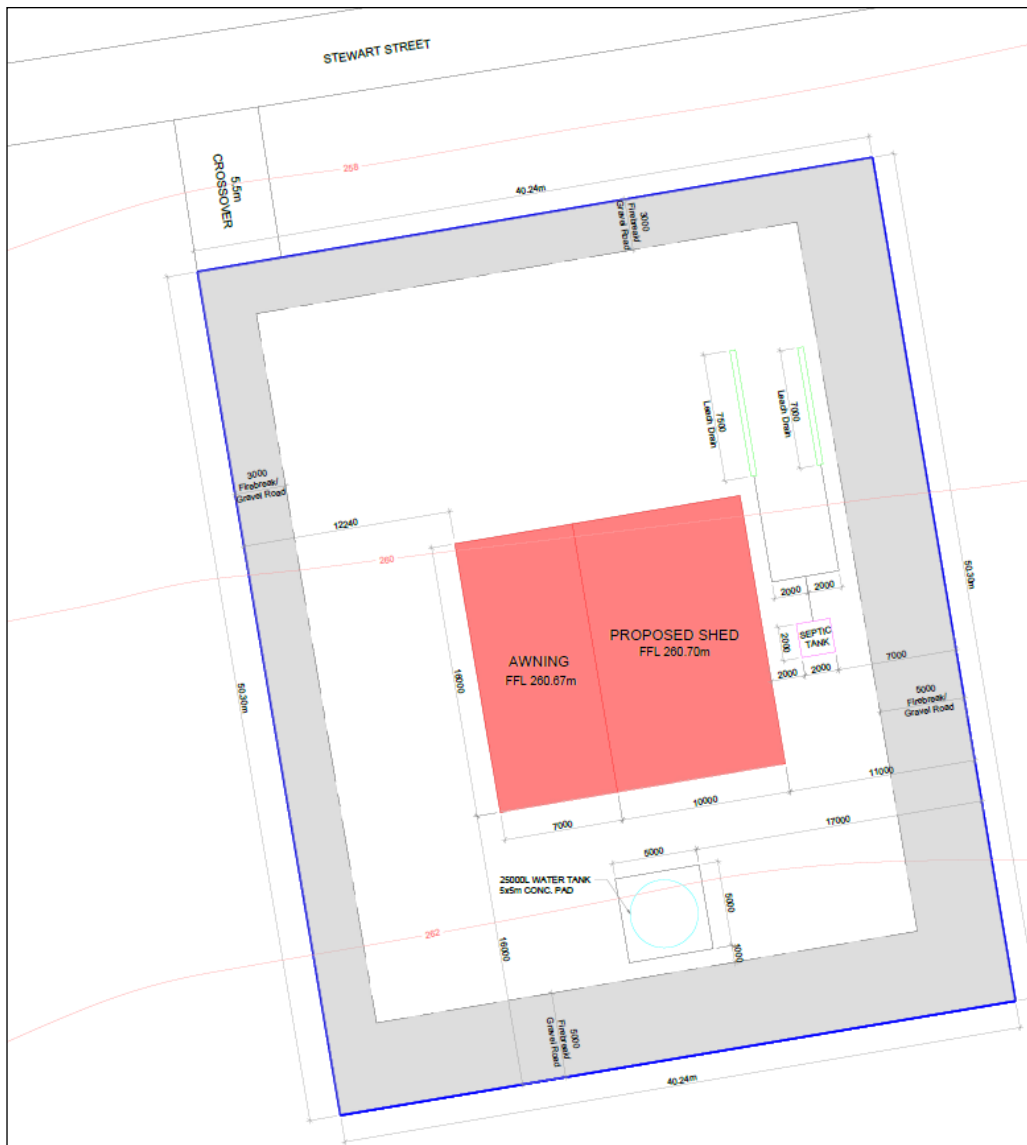
End

---

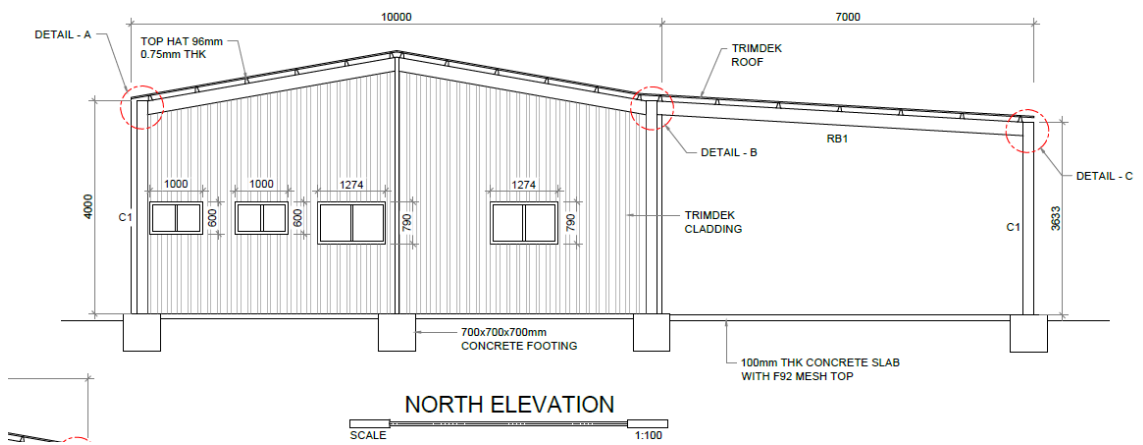


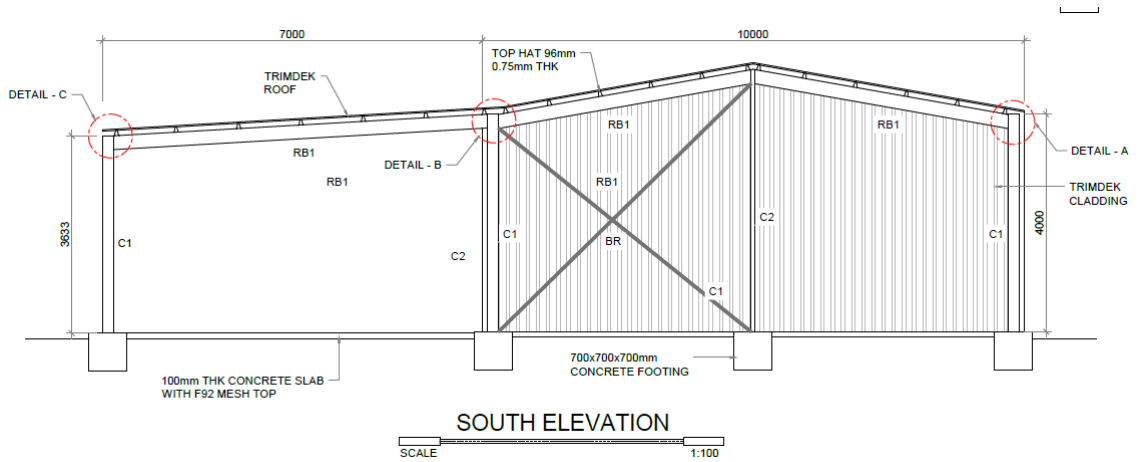
**Approved Plans**

**Site Plan**

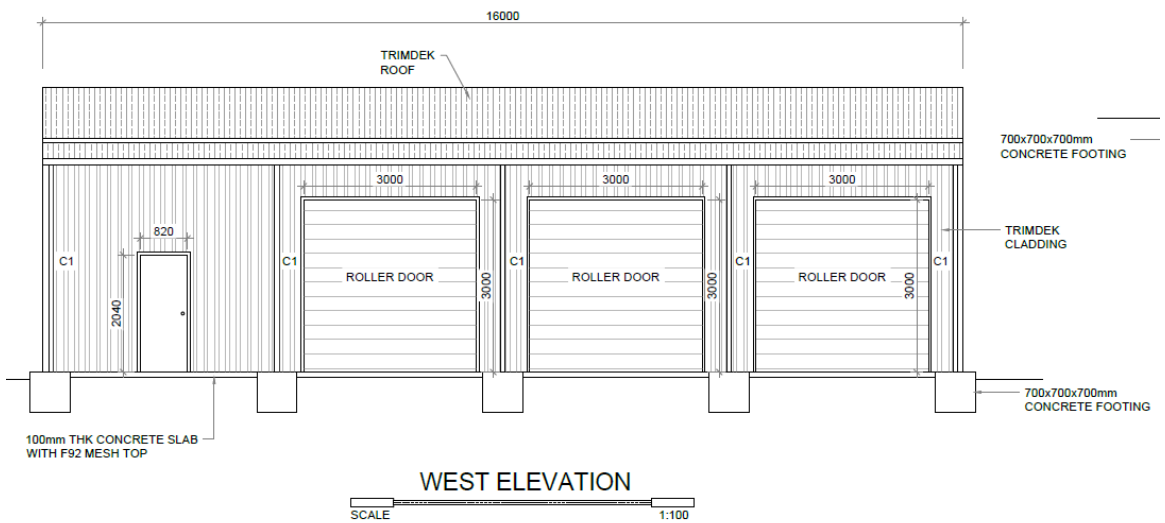


**Elevations**

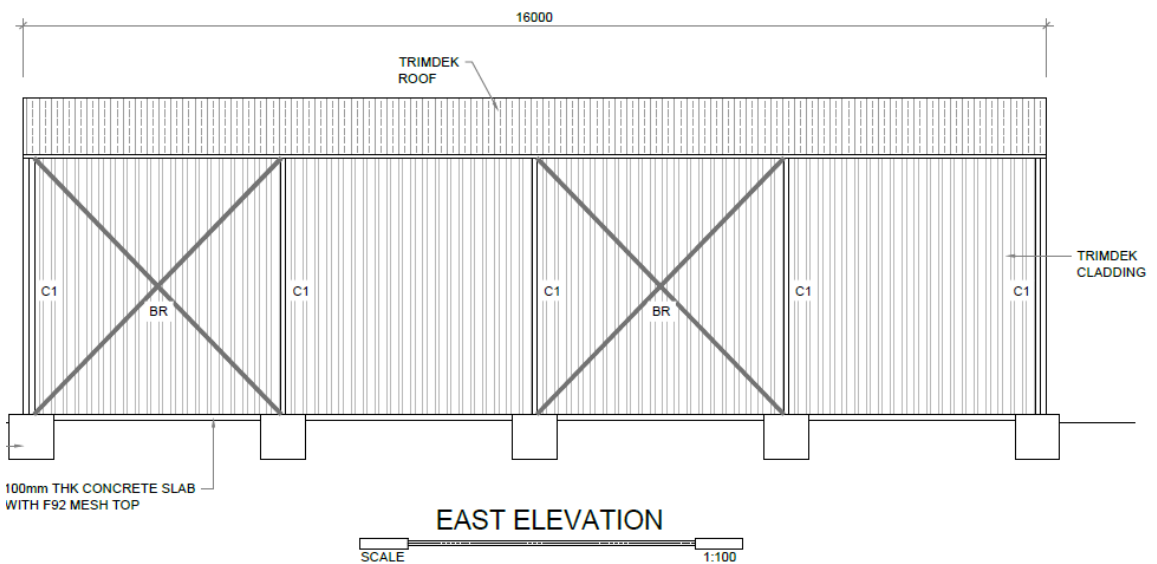




SOUTH ELEVATION



WEST ELEVATION



EAST ELEVATION

End

## 10. MINUTES OF COMMITTEES

### 10.1 RYLINGTON PARK COMMITTEE MINUTES – 8 MAY 2024

Moved: Cr. O'Connell

Seconded: Cr. King

#### COUNCIL DECISION 24/05/108

That Council:

1. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 8 May 2024.

CARRIED 7/0

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

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

Nil

## 12. LATE ITEMS / URGENT BUSINESS MATTERS

### 12.1 CONSIDERATION OF LATE ITEM

Moved: Cr. King

Seconded: Cr. Caldwell

#### COUNCIL DECISION 23/05/109

That Council:

1. Allow the consideration of the following late item:

- a) Item 12.2 Ban on live export of sheep: Implications for Boyup Brook.

CARRIED 7/0

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

<b>12.2 BAN ON LIVE EXPORT OF SHEEP: IMPLICATIONS FOR BOYUP BROOK</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>	12.2A – Council Response to Live Sheep Export Ban

**Moved: Cr. Caldwell**

**Seconded: Cr. Wright**

**COUNCIL DECISION 24/05/110**

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 7/0**

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

**Against: Nil**

**Moved: Cr. King**

**Seconded: Cr. Alexander**

**COUNCIL DECISION 24/05/111**

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

**CARRIED 7/0**

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

**Against: Nil**

**Moved: Cr. Caldwell**

**Seconded: Cr. Inglis**

**COUNCIL DECISION 24/05/112**

**That Council:**

- 1. Request the Chief Executive Officer to forward the Council’s Concerns as set out in Attachment 12.2A regarding the ban of live export of sheep to the State and Federal Agricultural Ministers, Premier of Western Australia as well as the Prime Minister of Australia.**

**CARRIED 7/0**

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

**Against: Nil**

## **SUMMARY**

This report outlines the Shire of Boyup Brooks stance on why the federal government should not ban the live export of sheep and the impact it would have on Boyup Brook.

## **BACKGROUND**

The ban on live sheep exports from Australia is set to come into effect 1 May 2028. This decision follows recommendations from an independent panel that reviewed the trade and provided a detailed report to the federal government.

The decision to ban live sheep exports has faced significant pushback from the industry, with arguments that the ban is driven more by activism than evidence-based policy. Despite these objections, the government is proceeding with the ban.

## **REPORT DETAIL**

The live sheep export industry is an important economic driver in Boyup Brook, supporting numerous jobs and providing income for local farmers and businesses. In a region where alternative employment opportunities are limited, the live export industry plays a crucial role in sustaining the community.

The economic benefits of live sheep exports extend beyond individual farmers to the entire community. Local transport companies and feed suppliers all depend on the industry for their livelihoods. Banning live exports could lead to economic decline in Boyup Brook, with reduced income for families and potential depopulation as people move away in search of work.

Without live export, Boyup Brook farmers will face financial strain due to an oversupply of sheep, leading to lower prices and potentially unsustainable farming practices that could harm the land and the local economy. Furthermore, the live export industry adheres to stringent welfare standards, ensuring that sheep are transported in conditions that minimise stress and suffering.

The Boyup Brook community is dedicated to continuous improvement in welfare standards, monitoring, and enforcement. Initiatives, such as the Exporter Supply Chain Assurance System (ESCAS), demonstrate a commitment to high welfare standards and can be further enhanced. Supporting the live export industry through education and investment in welfare technology ensures ongoing improvement and demonstrates commitment to ethical livestock practices.

Notwithstanding past issues within the live sheep export industry, significant reforms and improved animal welfare the following standards have been implemented:

### **Introduction of the Exporter Supply Chain Assurance System (ESCAS):**

ESCAS was introduced in 2011 to ensure that Australian livestock exported for slaughter are handled and slaughtered in accordance with international animal

---

welfare standards. This system requires exporters to provide evidence of compliance throughout the supply chain, from departure in Australia to slaughter in the destination country.

Independent Observers on Vessels:

Since 2018, the Australian government has mandated the presence of independent observers on live export vessels. These observers monitor animal welfare conditions and report on compliance with standards during the voyage, ensuring transparency and accountability.

Mandatory Stocking Density Reductions:


In response to animal welfare incidents, the Australian government has implemented regulations to reduce stocking densities on live export ships. This change is aimed at providing more space and better ventilation for animals, reducing heat stress and mortality rates during transport.

Heat Stress Risk Assessment (HSRA):

New HSRA models have been developed to better predict and mitigate the risk of heat stress during voyages, especially those departing during the northern hemisphere summer. These models take into account factors such as temperature, humidity, and voyage duration to ensure the welfare of the sheep.

These improvements should be recognised, and the industry should not be phased out based on outdated perceptions. The phase-out plan includes a \$107 million transition package to support the industry over the next five years. This support should rather be utilised to further improve the industry rather than assisting to close down an entire industry which is in many cases the financial backbone of small town such as Boyup Brook. The continued success of the live export industry is vital for the prosperity and sustainability of Boyup Brook.

**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**

- Australian Standards for the Export of Livestock (ASEL):

These standards set out the requirements for the humane treatment of livestock during export, including provisions for their health, welfare, and handling.

- Exporter Supply Chain Assurance System (ESCAS):

ESCAS ensures Australian livestock exported for slaughter are handled and slaughtered in accordance with international animal welfare standards.

### **STATUTORY ENVIRONMENT**

- *Export Control Act 2020:*

This act regulates the export of goods, including livestock, ensuring that animal welfare standards are maintained during transportation.

### **SUSTAINABILITY AND RISK CONSIDERATION**

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

The live export industry is a crucial component of the local economy in Boyup Brook. Many farmers rely on live export as a significant source of income. Banning live export could lead to severe economic downturns in this community, potentially resulting in job losses and financial instability for farming families.

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

The social fabric of Boyup Brook, a community with a strong agricultural identity, could be disrupted by a ban on live export. The economic strain could lead to increased stress, mental health issues, and a decline in community morale. Preserving the live export industry helps maintain the stability and wellbeing of rural communities.

### **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>	The Shire of Boyup Brook faces economic and social risks if the live export of sheep is banned. This region relies heavily on the agricultural sector, for its livelihood. The community might experience social challenges as families face economic hardship, potentially leading to a decline in population as residents move away in search of better opportunities. The depopulation will have an impact on the ability for the Shire to continue to provide safe infrastructure and community services.

### **CONSULTATION**

Nil

---

**RESOURCE IMPLICATIONS**

**Financial**  
Nil

**Workforce**  
Nil

---

End

**13. CONFIDENTIAL ITEMS OF BUSINESS**  
Nil

**14. CLOSURE**

There being no further business the meeting closed at 8:42pm.

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

\_\_\_\_\_  
Date