

Date: 19 July 2024

To: Shire President
Deputy Shire President
Councillors
Community



NOTICE AND AGENDA – ORDINARY COUNCIL MEETING

An Ordinary Council Meeting of the Shire of Boyup Brook will be held in the Council Chambers (Lesser Hall) on 25 July 2024 at 6:00pm to consider the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Long", is positioned above the printed name.

Leonard Long
Chief Executive Officer

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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at pm.

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

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

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

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

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

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 Philippe Kaltenrieder

Cr Michael Wright

Cr Darren King

Cr David Inglis

Council Officers

Chief Executive Officer

Executive Officer

Executive Manager Corporate

& Community Services

Executive Manager Operational Services

Leonard Long

Magdalena Le Grange

Carolyn Mallett

Jason Forsyth

Observers / Public Members**2.2 APOLOGIES****2.3 REQUEST FOR LEAVE OF ABSENCE****3. DEPUTATIONS, PETITIONS AND PRESENTATIONS****3.1 DEPUTATIONS****3.2 PETITIONS****3.3 PRESENTATIONS**

- 3.3.1 Guy Smook will make a presentation on development/plans for 60 Forrest Street Boyup Brook.

4. PUBLIC QUESTIONS TIME

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

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTION TIME**5. DECLARATIONS OF INTEREST****5.1 FINANCIAL AND / OR PROXIMITY INTEREST****5.2 DISCLOSURES OF IMPARTIALITY INTEREST THAT MAY CAUSE CONFLICT**

6. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATIONS

6.1 ANNUAL ELECTORS MEETING MINUTES – 27 JUNE 2024

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That the minutes of the Annual Electors Meeting held on 27 June 2024 be confirmed as being a true and accurate record.

.....
For:
Against:

6.2 ORDINARY COUNCIL MEETING MINUTES – 27 JUNE 2024

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That the minutes of the Ordinary Council Meeting held on 27 June 2024 be confirmed as being a true and accurate record.

.....
For:
Against:

7. PRESIDENTIAL COMMUNICATIONS

To be provided at the Ordinary Council Meeting.

8. COUNCILLOR QUESTIONS ON NOTICE

9. REPORTS OF OFFICERS

9.1 OPERATIONAL SERVICES

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 LIST OF ACCOUNTS PAID IN JUNE 2024	
File Ref:	FM/1/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Joanna Hales-Pearce, Finance Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2.1A List of Accounts Paid in June 2024

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That Council:

1. Receive the list of accounts paid in June 2024, totalling \$1,029,962.40 from Municipal account, and \$52,065.75 from Police Licensing account, as represented by:

Municipal	Cheques	20655-20658	\$	32,894.93
	EFT	EFT15795–EFT15941	\$	727,729.13
	Direct Payments		\$	<u>269,338.34</u>
Police Licensing			\$	52,065.75
Grand Total				\$1,082,028.15

.....
For:
Against:

SUMMARY

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

REPORT DETAIL

Attachment 9.2.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 June 2024.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

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

12. *Payments from municipal fund or trust fund*

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

13. *Lists of accounts*

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

and

(b) *the date of the meeting of the council to which the list is to be presented.*

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

SUSTAINABILITY AND RISK CONSIDERATION

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

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

POLICY IMPLICATIONS

Council's *Register of Delegations 2.8.18 Payments from the Municipal or Trust Funds* and *Register of Sub Delegations 2.5.12 Payments from the Municipal or Trust Funds* has application.

RISK MANAGEMENT IMPLICATIONS

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

Risk Level	Comment
Moderate	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

9.2.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2024	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2.2A – Monthly Financial Report 30 June 2024

Moved: **Seconded:**

OFFICER RECOMMENDATION 24/07/...

That Council:

- 1. Receive the Monthly Financial Report for 30 June 2024, as presented (Attachment 9.2.2A).**

.....
For:
Against:

SUMMARY

The Monthly Financial Report for 30 June 2024 is presented to Council.

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 June 2024 shows a closing surplus of \$4,071,963.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

SUSTAINABILITY AND RISK CONSIDERATION

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

Nil

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

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

Risk Level	Comment
Moderate	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

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 BOYUP BROOK EARLY LEARNING CENTRE MONTHLY ACTIVITY REPORT FOR THE MONTH OF JUNE 2024	
File Ref:	A190
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Jimina Shaw-Sloan, Director Early Learning Centre
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That Council:

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

.....
For:
Against:

SUMMARY

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

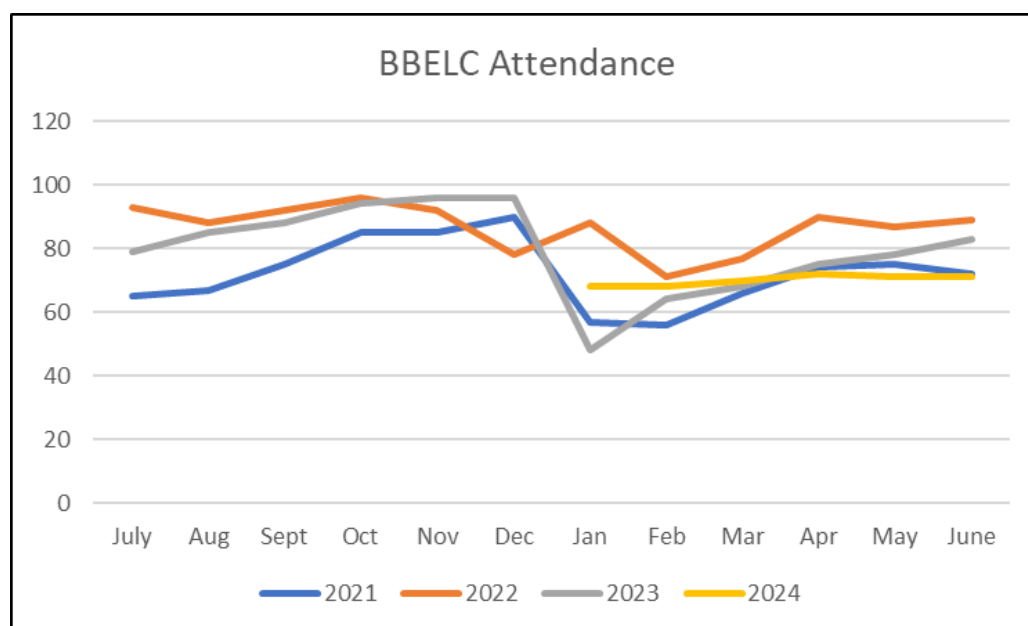
BACKGROUND

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


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

REPORT DETAIL

Average monthly attendance.



SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	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

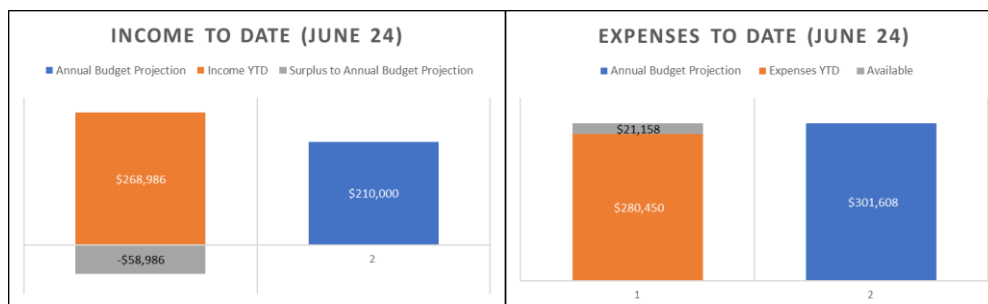
RISK MANAGEMENT IMPLICATIONS

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

CONSULTATION

Nil

RESOURCE IMPLICATIONS**Financial**

The Early Learning Centre ended the 2023/24 financial year with an income of approximately \$58,986 over the projected income. Expenses were also lower by approximately \$21,158 than projected. This has resulted in an approximate total deficit of \$11,464 for the 2023/24 financial year.

Workforce

Nil

End

9.3.2 BOYUP BROOK MEDICAL SERVICES MONTHLY ACTIVITY REPORT FOR THE MONTH OF JUNE 2024	
File Ref:	A1270
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Janette Kuypers, Practice Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That Council:

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

.....
For:
Against:

SUMMARY

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

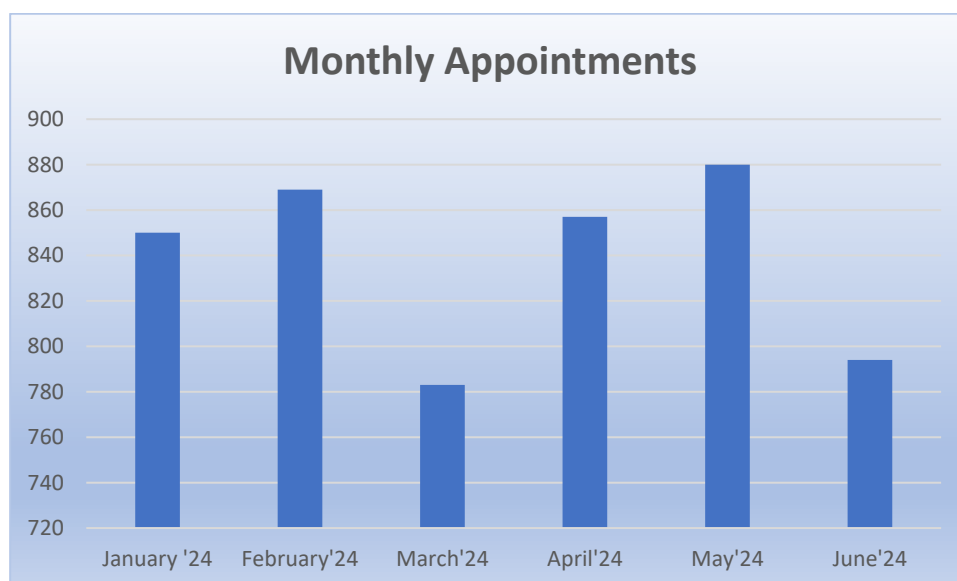
BACKGROUND

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

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

REPORT DETAIL

Monthly appointments.



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

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

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

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

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

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

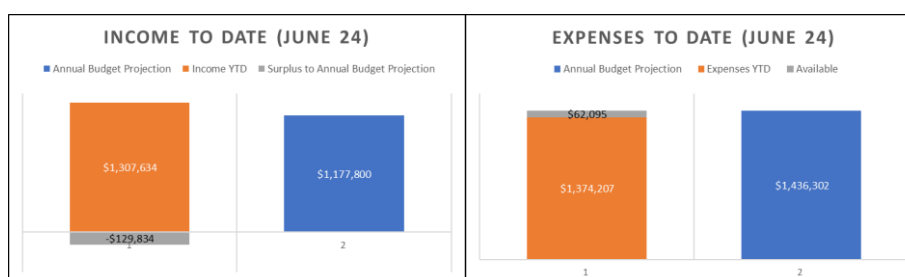
Risk Level	Comment
Moderate	Not having a medical centre would result in residents having to travel significant distances for medical care. In emergencies, the lack of a local medical centre could lead to delayed treatment and potentially poorer health outcomes. Without local healthcare services, residents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

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial



The Medical Centre ended the 2023/24 financial year with an income of approximately \$129,834 over the projected income. Expenses were also lower by approximately \$62,095 than projected. This has resulted in an approximate total deficit of \$66,573 for the 2023/24 financial year.

Workforce

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

End

9.3.3 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF JUNE 2024	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Working Farm Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That Council:

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

.....
For:
Against:

SUMMARY

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

BACKGROUND

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

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

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

REPORT DETAIL

Weed Control

- Instituted comprehensive broad spectrum spraying program for weeds in preparation for cropping. Two separate sprays to control the weeds has worked well. Spraying program was developed in consultation with the agronomist and undertaken by Working Farm Manager.

Infrastructure and Equipment Maintenance

- Worked with contractor to clean manure out of sheep yards
- Repaired sheep yard fencing and replaced two gates
- Ongoing fencing maintenance and cleared fallen branches from fences
- Replaced three 'Cocky' gates on paddocks 10, 46 and 44
- Repaired boom spray (Working Farm Manager)
- Repaired gates and fences on sheep yards
- John Deere tractors were serviced by local mechanical services
- Fixed broken step on JD 6125M tractor
- Extensive cleaning and rubbish removal around farmhouse including pressure cleaning of house and clearing of overgrown vegetation, tree lopping and garden maintenance
- Extensive clearing of workshop including removal of disused and broken items, unwanted debris and swept and tidied-up
- Excavator completed cleaning of six dams
- Blackwood Plant Hire has been booked to grade contour banks

Crop Management

- Contractor seeded all crops and pastures
- Spread pre seeding Nitrogen and Potash mix Contractor
- Double knock down for weed control
- Rock picking is ongoing
- Post seeding insect control
- Monitoring for bugs and slugs so far no baiting necessary

Livestock Sales

- Sold 563 lambs to VV Walshe – approx \$80,176 after costs and charges
- 250-300 ewe and wether hoggets to be sold in July to ensure they are sold before they cut two teeth and become hoggets

Feed on Hand

- Barley 45 tonnes
- Lupins 3 tonnes
- Hay 37 bales
- Barley straw 50 bales
- Oat Lupin mix 70:30 7 tonnes

Feeding program

- All lambing ewes were receiving 1kg barley lupin 70:30 mix 3 times a week plus straw and calcium lick blocks
- From the 5.6.2024 no longer feeding grain in paddocks 35,10,48 and still have straw and lick blocks. Other mobs are back to being fed grain twice a week
- Hoggets were receiving 1kg barley lupin mix twice a week plus hay
- Finished feeding hoggets grain 5.6.2024 only hay

Livestock Handling and Management

- Sorted hoggets into three different categories: wethers, top ewes and remainder
- Drenched and needled balance of ewes
- Moved mobs as required to maximise paddock feed
- Merino sheep count and XB lamb marking due to be carried out Week of 15 July 2024
- Merino sheep count and merino lamb marking due to be carried out mid August

Livestock Inventory as of 11/07/2024

- White Suffolk Rams: 19
- XB Lambs: 31
- Merino ewe lambs: 696
- Merino rams: 26
- Merino wethers: 191
- Merino ewes: 1,806
- TOTAL: 2,769
- All sheep numbers will be confirmed at lamb marking and when drafting blue tag hoggets for sale


Wool Sales

- 12 bales wool sold through Nutrien - \$19,374 after fees and charges
- Crutchings were sold through Nutrien (4 bales) – approx. \$2,000

Shearing Schools, events & trials

- NBN Landcare Camera trial in partnership with Blackwood Basin Group
- Trial finishes in August 2024
- Shearing Schools are due to start again in late September/October 2024 (zoom meeting booked with Working Farm Manager and AWI for Monday 15 July 2024 to discuss (AWI).

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

SUSTAINABILITY AND RISK CONSIDERATIONS

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

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

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

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

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

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

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

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

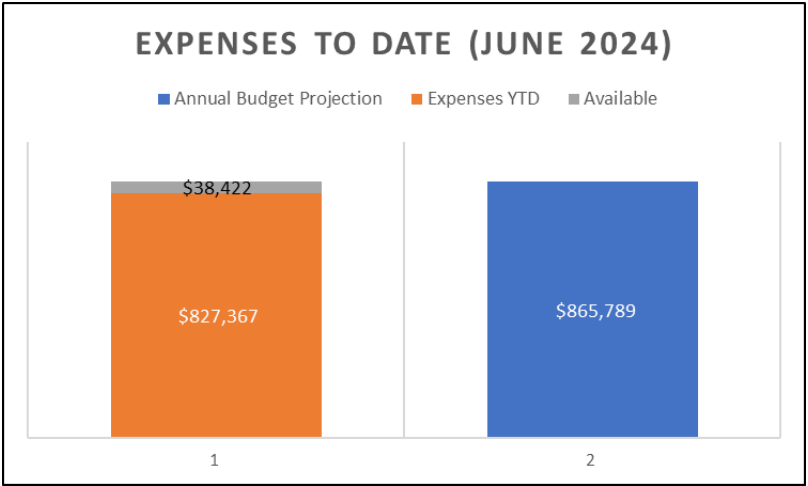
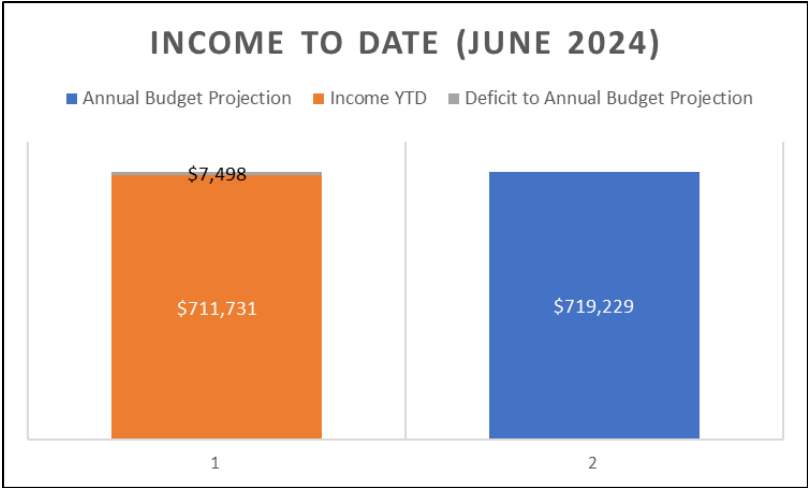
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact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

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial



Workforce

Nil

End

9.3.4 RECONSIDERATION OF ST JOHN AMBULANCE WESTERN AUSTRALIA LTD, BOYUP BROOK SUB CENTRE MEMORANDUM OF UNDERSTANDING	
File Ref:	A2004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicola Jones, Community Development Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	9.3.4A St John Ambulance Third Party Payment Agreement

Moved: Seconded: Third:

OFFICER RECOMMENDATION (1) 24/07/...

That Council:

- 1. Rescinds Resolution No 24/05/086 of the Ordinary Council Meeting of 30 May 2024 - St John Ambulance Draft Memorandum of Understanding (MOU)**

.....
For:
Against:

OFFICER RECOMMENDATION (2) 24/07/...

- 1. Authorise the Chief Executive Officer to sign the three (3) year MOU as per Attachment 9.3.4A with the Saint John Ambulance Western Australia Ltd.**

.....
For:
Against:

SUMMARY

St John Ambulance Western Australia Ltd, Boyup Brook Sub Centre's (SJABB) expired MOU with the Shire of Boyup was for an annual amount of \$24,463 ex GST indexed to the WALGA Economic Briefing Local Government cost index percentage. The MOU expired on 30 June 2024.

At the May Ordinary Council Meeting, Council resolved to renew the MOU for a further three (3) year period for an amount of \$25,000 per year, Resolution 24/05/086, expiring 30 June 2027.

BACKGROUND

At the Ordinary Council Meeting held on 30th May 2024, Council resolved to enter into a MOU with SJABB for a three (3) year period at an amount of \$25,000 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 the MOU and sent it to SJABB which was forwarded to SJA Regional Office in Bunbury for approval to sign. It has since been sent to SJA Head Office in Belmont where a new contract was drafted by SJA and returned to the Shire.

The new contract is not an MOU, it is a Third Party Payment Agreement, see attached. The amount of \$25,000 per year was raised as being less than the previous indexed amount along with other concerns. These concerns were raised at a confidential Briefing session with Councillors and it was requested that the CEO bring an item back to Council to consider increasing the amount from \$25,000 to \$30,000.

REPORT DETAIL


There are several minor key differences between the Shire's MOU and SJA Third Party Payment Agreement as listed below.

- Third Party Agreement is presented differently with Key Terms, and Operative Provisions included
- Termination for convenience is reduced from 12 months to 90 days (11.2)
- Timeframes are included regarding how notice is given (12.2)
- Timeframes are included regarding dispute resolution (13)
- Schedule 2 – Code of Conduct has both SJWA Code of Conduct and Shire of Boyup Brook Code of Conduct.

These are minor key changes which have no known impact to the Shire or residents of Boyup Brook with the exception of the reduction in time for termination for convenience which may impact some community members if initiated.

If this clause is initiated in the three year duration, all members of the community will need to be advised as soon as practicable to ensure they are provided adequate time to arrange ambulance cover.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community.
	Key Imperatives	Social and Community
	Outcome	Promote quality education, health, childcare, aged care and youth services.

	Objective	Advocate and lobby for the maintenance and improvement of service provision to our community.
	Key Imperatives	Economic Development
	Outcome	Support a strong and inclusive economy.
	Objective	Promote the town as a great place to visit, stay and live.
	Key Imperatives	Governance and Organisation
	Objective	Improve financial sustainability.
	Outcome	Improve short and long term financial management planning.

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Nil

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

There is no known negative impact to the Shire or region.

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

There is no known negative impact to the Shire or 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
Low	The previous MOU for the annual amount of \$24,463 ex GST which was indexed to the WALGA Economic Briefing Local Government cost index percentage was managed within the schedule of the MOU. The new amount of \$30,000 ex GST per year whilst higher, is not indexed.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

\$30,000 per year for three (3) years, totalling \$90,000.

Workforce

Nil

End

9.3.5 PROPOSED POLICY ADDITIONS TO THE POLICY MANUAL	
File Ref:	CM/43/001
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.3.5A Policy C20 - Fitness for Work 9.3.5B Policy C21 – Health and Wellness

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

That Council:

- 1. Approve the addition of the following policies to the Policy Manual:**
 - (a) Policy C20 - Fitness for Work**
 - (b) Policy C21 - Health and Wellness.**

.....
For:
Against:

SUMMARY

Council is requested to consider the approval of the recommended policies.

BACKGROUND

In terms of the *Work Health and Safety Act 2020*, a local government is encouraged to prepare the following policies:

- Fitness for Work
- Health and Wellness.


REPORT DETAIL

The Shire has now appointed a Work Health and Safety Consultant to assist the Shire to ensure compliance with the Act.

The two proposed policies are pivotal to ensure all staff are aware of the expectation to attend work in a fit and healthy state. It also provides management with a clear direction on how to deal with instances where an employee may be deemed not to be fit for work.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Increase stability and capability in Shire staff.

	Outcome	Reduce staff turnover and provide training to increase staff efficiency and capability.
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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.

Risk Level	Comment
Moderate	Not having the proposed policies may lead to different interpretations of Fit for Work and / or Health and Wellness. The policies ensure there is no confusion, and everybody is aware of their responsibilities.

CONSULTATION

Work Health and Safety Consultant

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

 End

9.4 PLANNING

9.4.1 SCHEME AMENDMENT APPLICATION NO.24 – LOTS 51, 1007 & 1118 BOYUP BROOK-ARTHUR RIVER ROAD, BOYUP BROOK	
File Ref:	A15214
Previous Items:	Item 10.4.3 OCM 16 February 2023
Applicant:	Edge Planning and Property
Author and Title:	Adrian Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.4.1A Scheme Amendment Document No. 24

Moved: Seconded:

OFFICER RECOMMENDATION 24/07/...

1. That pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council **ADOPTS** (for the purpose of advertising) Scheme Amendment No.24 to Local Planning Scheme No.2 to:
 - a) Rezone Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from the ‘Rural’ zone to the ‘Special Use (SU2)’ zone.
 - b) Insert provisions, as listed in the below table, into the scheme at Table 5 - Special Use Zones:
 - c) Amend the Scheme Map accordingly.
2. That pursuant to Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council **RESOLVES** that, in its opinion, Local Planning Scheme No.2 Amendment No.24 is a Standard Amendment for the following reasons:
 - a) An amendment relating to a zone that is consistent with the objectives in the scheme for that zone;
 - b) The amendment is consistent with the draft Local Planning Strategy;
 - c) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
 - d) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
3. That pursuant to Regulation 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council **RESOLVES** to seek approval from the Western Australian Planning Commission to advertise proposed Amendment No. 24.

Provisions to be inserted into the scheme at Table 5 - Special Use Zones

No.	Description of land	Special use	Conditions
SU2	Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook	<p>A future residential estate, contemplating both residential R5 and rural residential zones, where the mix of lots is to be addressed via a structure plan.</p> <p>Permissibility: Uses permitted within the areas designated as 'Residential' are as per the Zoning Table.</p> <p>Uses permitted within the areas designated as 'Rural Residential' are: Ancillary Dwelling 'P' Art Gallery 'D' Bed & Breakfast 'D' Community Purpose 'D' Family Day Care 'A' Holiday House 'D' Holiday Accommodation 'A' Home Business 'D' Home Occupation 'P' Home Office 'P' Home Store 'D' Industry – Cottage 'D' Recreation – Private 'A' Repurposed Dwelling 'D' Residential Building 'A' Rural Home Business 'A' Second Hand Dwelling 'D' Single House 'P' Telecommunications Infrastructure 'D' Wayside Stall 'D'</p> <p>All other uses are 'X' (prohibited).</p>	<p>General application</p> <ol style="list-style-type: none"> 1. The conditions in this schedule apply to SU2 in addition to all other relevant provisions in the Scheme. 2. If there is a conflict between any other provision in the Scheme, this Schedule prevails. <p>Structure Plan</p> <ol style="list-style-type: none"> 3. Prior to subdivision and development, a structure plan is to be prepared and endorsed by the WAPC. 4. Proposed future zones and reserves in the structure plan are to accord with the zones and reserves of the Scheme. 5. In addition to the matters required in clause 16 of the deemed provisions, the structure plan is to address the below: <ol style="list-style-type: none"> i. Arrangements for licensed electricity supply; ii. Provision of a licensed water supply for lots designated for residential purposes with a minimum lot size of 2000m²; or iii. If a licensed water supply is not to be provided, lots are to be designated as rural residential with a minimum lot size of 1 hectare; iv. Site and soil evaluation to determine: <ol style="list-style-type: none"> (a) Areas where depth to groundwater is less than 0.5m which are to contain lots with a 1 hectare minimum lot size; and (b) Land application area locations not subject to inundation; v. Water management and protection as per a Local Water Management Strategy

			<p>report including nutrient balance modelling and mitigation;</p> <p>vi. Foreshore management, including:</p> <p>(a) Identification of flood prone areas;</p> <p>(b) Allocation, management and design of river and seasonal creek foreshore reserves and areas of public open space;</p> <p>(c) Proposed arrangements for weed control, revegetation, fencing, pedestrian access and restrictions on vehicular access;</p> <p>vii. Protection of endangered black cockatoo habitat trees and suitable significant trees to the satisfaction of the local government and responsible agencies;</p> <p>viii. Bushfire risk criteria including access and egress for various subdivision stages;</p> <p>ix. Traffic Impact Assessment, including potential upgrades to existing roads and intersections servicing the proposed estate;</p> <p>x. A movement network that provides suitable transport options for vehicle, bicycles and pedestrians.</p> <p>Subdivision</p> <p>1. Future subdivision shall generally be in accordance with a structure plan endorsed by the WAPC.</p> <p>2. Aboriginal heritage protection as per an ethnographic and archaeological survey by a qualified consultant.</p> <p>3. Based on a Foreshore Management Plan, the WAPC may impose</p>
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			<p>conditions relating to revegetation and management of seasonal creeks.</p> <p>4. The WAPC may impose conditions relating to:</p> <ul style="list-style-type: none"> i. Revegetation and landscape planning addressing buffer strip planting adjoining Boyup Brook – Arthur Road/Bode Street and surrounding rural use land; ii. Ongoing separation of lots to remaining rural use land within the structure plan area to be staged as applicable; iii. Restrictive covenants for prevention of direct vehicular access between lots and Boyup Brook – Arthur Road/Bode Street; iv. Notifications on Title relating to: <ul style="list-style-type: none"> (a) Nuisance impact to residential amenity from adjacent rural operations; or (b) The Shire's resource recovery centre. <p><i>Note: Structure plan areas are to be zoned progressively, as land is subdivided, and when opportunities arise for scheme amendments.</i></p>
			<p>.....</p> <p>For:</p> <p>Against:</p>

SUMMARY

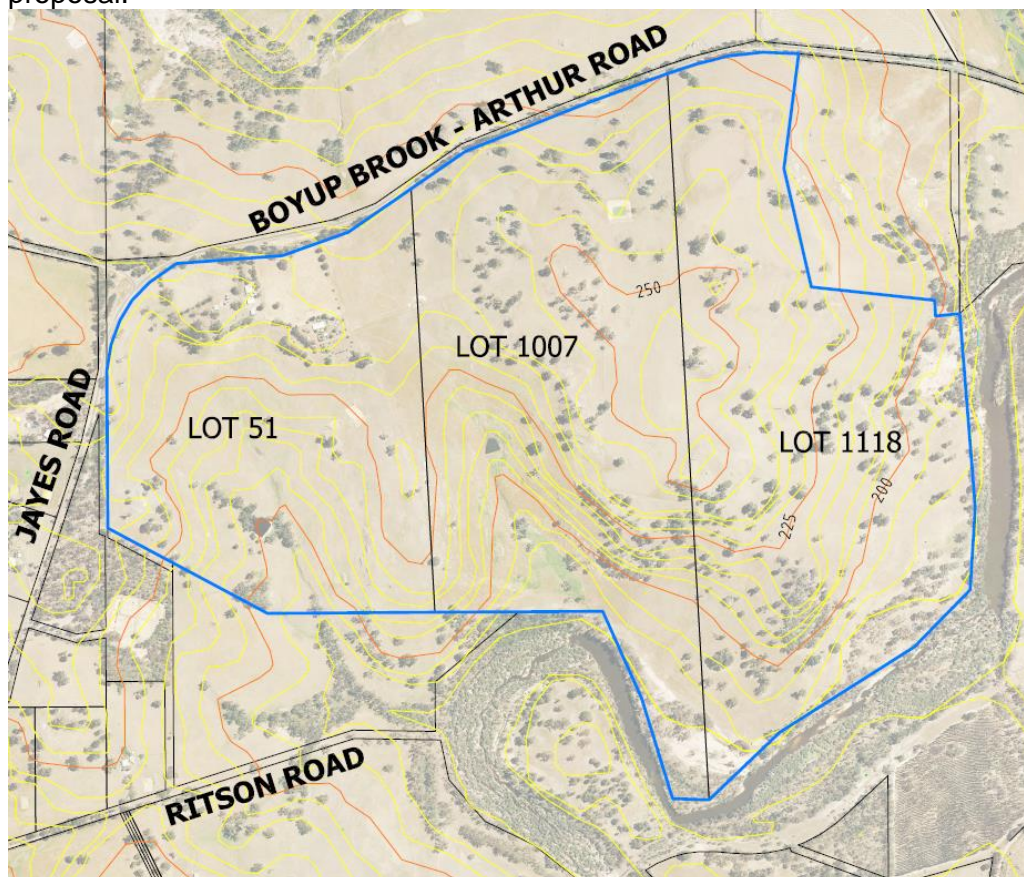
The purpose of this report is to put before Council the request to adopt Amendment No.24 to the Shire's *Local Planning Scheme No.2* for the purpose of advertising.

The amendment is proposing to rezone Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, from the 'Rural' zone to the 'Special Use (SU2)' zone.

The 'Special Use' zone seeks to allow for 'residential' (2000m² lots) and 'rural residential' (1ha lots) land uses.

Council discretion is required in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, which requires a local planning scheme amendment, to be adopted by a resolution of Council prior to being advertising.

The following map illustrates the Lots, subject to the scheme amendment proposal.



BACKGROUND

The land the subject of this application is currently used for food production (agriculture). In order to accommodate residential and rural residential land uses, the zone of the land needs to be amended. The scheme amendment is proposing that the zone classification is changed from the 'Rural' zone, to the 'Special Use' zone classification. The 'Special Use' zone classification allows for subdivision and development, subject to getting a structure plan approved and connecting to services.

The Scheme Amendment No.24 has previously been adopted by Council for advertising (Feb 2023), however, prior to undertaking advertising, the Environmental Protection Authority (EPA) requested that further information should be provided and considered, meaning changes have since been proposed and the amendment needs to be re-initiated by the Council.

The EPA requested the following additional information:

- a) Local Water Management Strategy (incorporating nutrient modelling);
- b) Site and Soil Evaluation; and
- c) Targeted Black Cockatoo Habit Survey Report.

The additional information has now been completed and is included with the amendment documentation, along with a Bushfire Management Plan, Concept Plan, Engineering Servicing Report and Traffic Management Assessment.

Key changes culminating from the additional information include:

- Protection of Black Cockatoo tree habitat;
- Lot density considerate of site and soil opportunities and constraints

At the February 2023 Council Meeting, the Council also resolved to advertise a Local Structure Plan pertaining to the subject land. Based on advice from the Department of Planning, Lands and Heritage, the Structure Plan is now 'uncoupled' from the Amendment. The Structure Plan will be separately progressed should the Minister for Planning's approval be obtained for the Amendment.

REPORT DETAIL

The scheme amendment is proposing that the future use of the land is for residential (Min 2000m²) and rural residential (Min 1ha) and is controlled by existing and additional scheme provisions plus provisions of a future endorsed Local Structure Plan.

Provisions are proposed in-order to address subdivision, development, land use and servicing requirements.

The amendment document considers that the land is suitable for residential and rural residential subdivision/development and gives the following reasons:

- The site is near the town's associated educational, medical, community, recreational and retail services
- The proposal will deliver new investment and population growth
- The proposal complements the Boyup Brook townsite with lot sizes that are appropriate for a country town
- The site provides a suitable interface between the Boyup Brook townsite and agricultural areas
- Appropriate buffers can be provided to adjoining and nearby uses
- Most the site has been previously cleared. Remaining environmental assets, focused on riparian vegetation and water resources, can be appropriately conserved
- Subdivision/development will address on-site sewage disposal requirements and bushfire risks
- Land use and development will be appropriately serviced in accordance with local government and State Government guidelines
- Traffic impacts will be manageable

In support of the Amendment, a Concept Plan has been developed to provide a broad framework for future subdivision and development.

The Concept Plan has been informed by various technical investigations, has considered the site's context, including adjoining and nearby land uses, bushfire management, servicing, environmental assets, landscape considerations and market requirements. It is highlighted the Concept Plan has no planning 'status'.

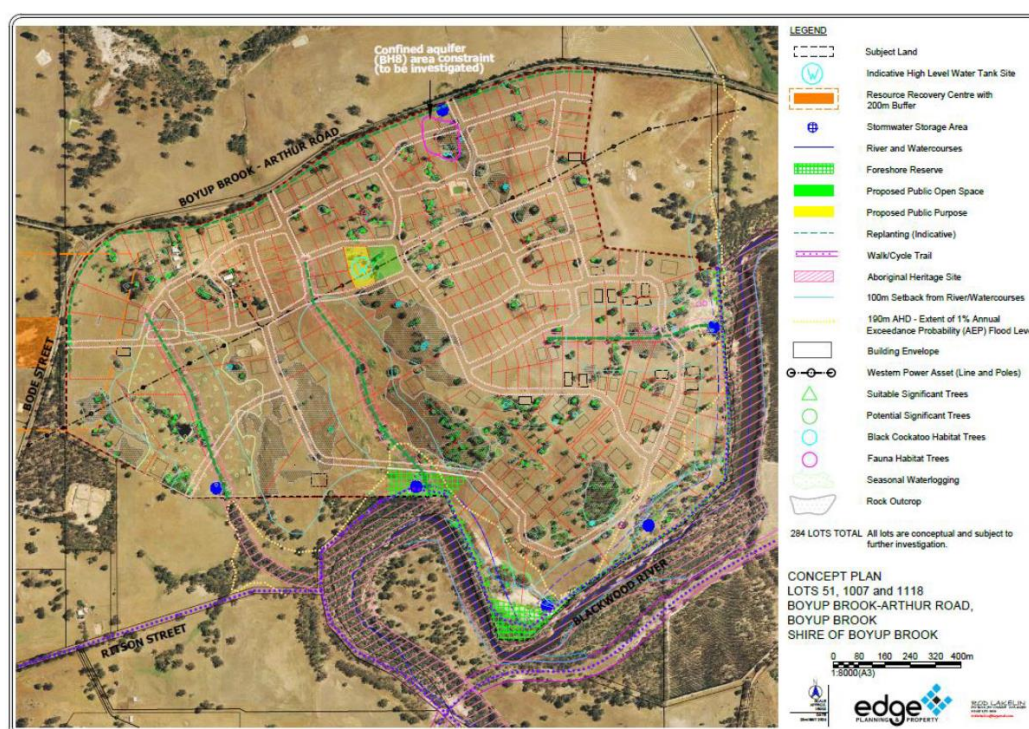
All road alignments and lots are conceptual and are subject to further investigation. The Concept Plan will be refined at the Structure Plan and subdivision stages.

The Concept Plan identifies land for housing (residential and rural residential), public open space/foreshore reserve and infrastructure. The predominant land use is residential followed by rural residential. The Concept Plan guides land uses, densities and the estimated lot yield of 284 lots.

Future lots and development will be appropriately serviced for low density residential and rural residential development in accordance with Shire, Western Australian Planning Commission and other government agency requirements. The future subdivision and development will consist of:

- Sealed roads;
- Reticulated scheme water;
- On-site sewage disposal;
- Enhanced stormwater management;
- Underground power;
- Telecommunication services;
- Upgraded fire management measures including fire hydrants;
- New and upgraded fencing; and
- Appropriate replanting.

Concept Plan




It is recommended that the Council agree to initiate the scheme amendment for advertising purposes.

The Shire will then refer the amendment to the Department of Planning, Lands and Heritage, seeking approval to advertise. The Shire will also refer the

amendment to the EPA, seeking a determination on whether or not the amendment is capable of being made environmentally acceptable.

Post advertising, the amendment is then brought back to Council for final consideration of landholder and agency submissions.

SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031

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

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

Scheme amendments undergo a statutory process in accordance with the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

Section 75 of the *Planning and Development Act 2005* authorises a local government authority to amend its local planning scheme with the approval of the Minister for Planning.

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

There are no policy implications directly relating to this item.

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
Low	The proposal to support land for rural residential and residential requires assessment of the Environmental Protection Authority and the Western Australian Planning Commission for compliance with State Policy.

CONSULTATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* require that a local planning scheme amendment be adopted by a resolution of Council prior to the proposal being advertised for public comment.

RESOURCE IMPLICATIONS**Financial**

Nil

Workforce

Nil

End

10. MINUTES OF COMMITTEES

10.1 BUSHFIRE ADVISORY COMMITTEE MINUTES – 25 JUNE 2024

Note: As per delegation 2.8.8 Council has delegated the CEO authority to appoint persons to be bush Fire Control Officers for the purpose of the *Bush Fire Act 1954*.

Moved: **Seconded:**

OFFICER RECOMMENDATION 24/07/...

That Council:

1. Receive the unconfirmed minutes of the Bushfire Advisory Committee Meeting held on 25 June 2024.
2. Adopts the following recommendations made to Council by the Bushfire advisory Committee as per the unconfirmed minutes in (A.) above:

That the following members be appointed as Officers as defined under Section 38 of the Bushfires Act 1954:

- Chief Bushfire Control Officer:	Ben Thompson
- 1 st Deputy Chief Bushfire Control Officer:	Tristan Mead
- 2 nd Deputy Chief Bushfire Control Officer:	Brad Skraha
- Communications Officer:	David Fortune
- Fire Weather Officer:	Wayne Robertson
- Deputy Fire Weather Officer:	David Nield
- Training Officer:	Donna Forsyth

Fire Control Officers from each Brigade:

A. Benjinup Bushfire Brigade

Fire Control Officer: Mr Rob Imrie
Deputy Fire Control Officer: Mr Clint Westphal

B. Chowerup Bushfire Brigade

Fire Control Officer: Mr Glenn Mead
Deputy Fire Control Officer: Mr Luke Harding

C. Dinninup Bushfire Brigade

Fire Control Officer: Mr Tristan Mead
Deputy Fire Control Officer: Mr Wayne White

D. East Boyup Brook Bushfire Brigade

Fire Control Officer: Mr John Ritson
Deputy Fire Control Officer: Mr Ken Holland

E. Gibbs Road Bushfire Brigade**Fire Control Officer: Mr Ron Bingham****Deputy Fire Control Officer: Mr Paul Goerling****F. Kenninup Bushfire Brigade****Fire Control Officer: Mr Geoff Dalton****Deputy Fire Control Officer: Mr Nick Bagshaw****G. Kulikup Bushfire Brigade****Fire Control Officer: Mr Brad Fairbrass****Deputy Fire Control Officer: Mr Anthony Marsh****H. Mayanup Bushfire Brigade****Fire Control Officer: Mr Ben Creek****Deputy Fire Control Officer: Mr Mat Francke****I. McAlinden Bushfire Brigade****Fire Control Officer: Mr Kieran Power****Deputy Fire Control Officer: Mr Glenn Kirk****J. Mickalarup/Dwalganup Bushfire Brigade****Fire Control Officer: Mr Clint Graham****Deputy Fire Control Officer: Mr Jamie Forbes****K. Nollajup Bushfire Brigade****Fire Control Officer: Mr Marcus Gifford****Deputy Fire Control Officer: Mr Rob Introvigne****L. Scotts Brook Bushfire Brigade****Fire Control Officer: Cr Charles Caldwell****Deputy Fire Control Officer: Mr Dylan Roney****M. Tonebridge Bushfire Brigade****Fire Control Officer: Mr Matt Della – Gola****Deputy Fire Control Officer: Mr David Turner****N. Tweed Bushfire Brigade****Fire Control Officer: Mr David Muir****Deputy Fire Control Officer: Mr Scott Nix**

O. West Boyup Brook Bushfire Brigade**Fire Control Officer: Mr Brian Cailles****Deputy Fire Control Officer: Mr Peter Jennings****P. Boyup Brook Volunteer Fire & Rescue Brigade****Fire Control Officer: Mr Clinton Wawilow****Deputy Fire Control Officer: Mr Ross Parker.**

3. That the BFAC recommends updating the Shire of Boyup Brook Annual Fire Information & Firebreak Notice with the proposed amendments in consultation with the X-ray team.
4. That the servicing of Fire Brigade Units and Trailers go out for quotations in consultation with the X-ray team.
5. The Shire of Boyup Brook is to provide dedicated and consistent communication and administration support to the brigades.
6. Requests the Chief Executive Officer develop a risk assessment and controls process to minimise risk to injury to the individual through self-assessment at the start of the season.

.....
For:
Against:

10.2 RYLINGTON PARK COMMITTEE MINUTES – 18 JULY 2024**Moved:****Seconded:****OFFICER RECOMMENDATION 24/07/...****That Council:**

1. Note the unconfirmed minutes of the Rylington Park Committee Meeting held on 18 July 2024.

.....
For:
Against:

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. LATE ITEMS / URGENT BUSINESS MATTERS**

Nil

13. CONFIDENTIAL ITEMS OF BUSINESS

13.1. CLOSURE OF MEETING TO THE PUBLIC

Moved:	Seconded:
<u>OFFICER RECOMMENDATION 24/07/...</u>	
1. Proceed behind closed doors as per Section 5.23(2) of the <i>Local Government Act 1995</i> , to consider item 13.1.1, the time beingpm.	
<p style="text-align: right;">..... For: Against:</p>	

13.1.1 CONFIDENTIAL: AMENDMENT TO THE CHIEF EXECUTIVE OFFICER CONTRACT	
File Ref:	P/File Long LEONARD
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallet, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	13.1.1A – Discussion Document

Note: Council Resolution for item 13.1.1 (Council Resolution 24/07/...) remains confidential in accordance with Regulation 14(2) of the *Local Government (Administration) Regulations 1996*.

13.2 PROCEED WITH THE MEETING IN PUBLIC

Moved:	Seconded:
<u>OFFICER RECOMMENDATION 24/07/...</u>	
That Council:	
1. Proceed with the meeting in public, the time beingpm.	
<p style="text-align: right;">..... For: Against:</p>	

14. CLOSURE

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

Presiding Member

Date