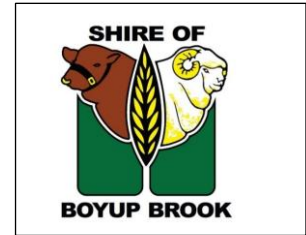


Date: 21 August 2026

To: Shire President
Deputy Shire President
Councillors
Community Members



Minutes of Rylington Park Committee Meeting

Minutes of Rylington Park Committee Meeting of the Shire of Boyup Brook held in the Council Chambers on 20 August 2026 at 3:00pm.

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

Leonard Long
Chief Executive Officer

Shire of Boyup Brook Corporate Values



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

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



Accountability & Integrity

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



Commitment

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



Engaging Community

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





Charter of Rylington Park Institute for Agricultural Training and Research



This Charter confirms that the Rylington Park farming property, home of Rylington Park Institute for Agricultural Training and Research, will be held in trust by the Boyup Brook Shire to benefit the Boyup Brook community and for the use of agricultural training and research.

Rylington Park was gifted to the Shire of Boyup Brook by Mr Eric Farleigh in 1985 to be used for agricultural training and research as this will benefit the town and district as a whole. A quote from Mr Farleigh's last will and testament dated 8th June 1988 states:

"Without creating any specific trust it is my wish that my farming property be retained by the Shire of Boyup Brook for the benefit of persons within the Shire and for research purposes and that my farming records and other records are kept with my farming property."

Eric Farleigh 8th June 1988

The transfer of the farm was officially announced on 2nd November 1985 in order to coincide with a visit to Boyup Brook by the Governor of Western Australia.

After gifting the farm to the Shire, Mr Farleigh continued to live on Rylington Park until his death on 11th November 1988.

OBJECTIVES

The objectives for Rylington Park Institute for Agricultural Training and Research are to:

- Demonstrate good governance and leadership by behaving with integrity and being open and accountable.
- Be recognised as a leader in technology use, training, and sustainable practices.
- Develop, trial and demonstrate the latest agricultural practices and technologies.
- Develop and demonstrate sustainable farming practices to sustainably manage the farm for future generations.
- Deliver industry relevant training.
- Deliver enhanced skills development for the farming community.

ACTIVITIES

To achieve these objectives, the Rylington Park Institute for Agricultural Training and Research will undertake specific activities in the following areas:

- Develop and maintain active partnerships with educational, training and research institutions to conduct training and research in all aspects of agriculture and facilitate these learnings to be shared with the Boyup Brook community.
- Collaborate with local farmers, businesses and organisations to participate in trials and demonstrations.
- Host industry workshops and training days.
- Host rehabilitation and regeneration trials for disused gravel pits and other degraded land.
- Encourage the use of the Rylington Park facilities for broad community participation and involvement.
- Invest in maintenance and ongoing improvements to the farm and facilities to ensure continued use and relevance for future generations.
- Engage the community in annual field days.
- Provide support to the youth of Boyup Brook with agricultural scholarships.
- Contribute to community based projects and activities.
- Provide regular updates on Rylington Park activities to the Boyup Brook community.

Adopted by the Boyup Brook Shire Council on the 25th November 2021


Richard Walker
Shire President


Dale Putland
Chief Executive Officer



Contents

1. Declaration of opening	5
2. Record of attendance	5
2.1 Attendance	5
2.2 Apologies	6
2.3 Approved leave of absence	6
2.4 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 question time	6
4.1 Response to previous public questions taken on notice	6
4.2 Public question time	6
5. Declarations of interest	9
5.1 Financial and / or proximity interest	9
5.2 Disclosures of impartiality interest that may cause conflict	9
6. Previous Committee Meeting Minutes / Out of Session Confirmation	9
6.1 Committee Meeting Minutes – 26 March 2026	9
7. Reports of Officers	10
7.1 Chief Executive Officer	10
7.1.1 Presentation by the Interim Rylington Park Community Committee	10
8. Members questions on notice	13
9. Late items / urgent business matters	13
10. General Business	13
11. Confidential Items of Business	14
12. Next meeting and closure	14

Agenda

1. Declaration of opening

The Presiding Member declared the meeting open at 3:00pm.

Welcome to all Committee members and staff in attendance.

Acknowledgement of Traditional Custodians

We acknowledge the Kaniyang people as the Traditional Custodians of the land on which we meet.

We pay our respects to Elders past, present and emerging.

Please ensure that mobile phones are switched off or placed on silent for the duration of the meeting.

This meeting will be audio recorded for minutes taking purposes.

Committee members are reminded to declare any conflict of interest as they arise in accordance with the *Local Government Act 1995*.

2. Record of attendance

2.1 Attendance

Councillors

Shire President

Cr Helen O'Connell

Deputy Shire President

Cr Darren King

Councillors

Cr Philip Moore

Cr Michael Wright

Community Members

Mr Andy McElroy

Council Officers

Chief Executive Officer

Leonard Long

Executive Manager Corporate Services

Carolyn Mallett

Executive Officer

Magdalena Le Grange

Executive Manager Governance and Community Services

Gordon MacMile

Observers / Public Members

There were 6 members of the public in attendance.

Cr Hack

Cr Matthews

2.2 Apologies

Councillor

Cr David Inglis

Community Member

Mr Richard Walker

2.3 Approved leave of absence

Nil

2.4 Request for leave of absence

Nil

3. Deputations, petitions and presentations

3.1 Deputations

Nil

3.2 Petitions

Nil

3.3 Presentations

Ronald Tuckett delivered a presentation on behalf of the Interim Rylington Park Community Committee.

4. Public question time

4.1 Response to previous public questions taken on notice

Nil

4.2 Public question time

Ms Carina Wilson

Question 1

The Interim Committee's submission relies on stock and asset numbers "as provided by CEO", and asks for the "RPMC working reserve to be increased to \$400,000". Given that after 15 November 2023 there is no financial report of any kind in this Committee's papers until October 2025 - and what appears then is a general-ledger dollar extract with no stock numbers - and given that this Committee's own resolution of 19 February 2024 (RP 24/02/018, point 3) asking for the opening and closing balances and the Phoenix Profit and Loss statement was never actioned: where, specifically, can the community and the Interim Committee find Rylington Park's monthly income, expenditure and stock position today, and if nowhere, how is anyone, including Council, to assess the proposal at item 7.1.1 or any competing tender without it?

Shire Response:

Shire President – question has been taken on notice.

Question 2

At the Ordinary Council Meeting of 30 July 2026 I asked (minutes page 14): "Do you think that the change in the reporting system could have led to the discrepancy in the sheep numbers?" The CEO answered, and I quote: "The committee reports have always included the number of sheep on the farm. Each farm manager has had to report on the sheep numbers on the farm. Sheep numbers are captured in the agenda report item and the minutes." Given that the Auditor General has qualified this Shire's accounts in five of the last six years, every qualification solely on Rylington Park livestock records, with the only clean year, 2022/23, being the last full year under the farm's own record system - and given that scattered head counts in activity reports are not stock reporting, the inventory given to the March 2025 meeting being seven months old - how is the CEO's answer of 30 July consistent with five qualified audit opinions? And accepting the CEO's offer at that same meeting to provide the sheep numbers for whichever months I indicate, I now formally request the monthly stock numbers for every month from December 2023 to the present: when will they be provided?

Shire Response:

Shire President – question has been taken on notice.

Question 3

The report for item 7.1.1 states the Interim Committee "will be required to submit a conforming tender". The Rylington Park Management Committee Inc managed the farm until the Shire assumed the agricultural operations by deed dated 16 April 2020. Please state the exact section of the Local Government Act or regulation that requires a tender in this case - noting that at the 30 July Ordinary Council Meeting the CEO cited section 3.58, describing a process of valuation by a registered valuer and advertising for public comment "when considering a lease". I also formally request a copy of the original RPMC management agreement with the Shire.

Shire Response:

Shire President – question has been taken on notice.

"The supporting documents are listed at the end and I ask that the list be recorded in the minutes.

DOCUMENTS REFERRED TO

I request these be recorded in the minutes so others can find them

1. Rylington Park Committee Minutes, 17 May 2023 - Item 5.1, page 5: "Working on doing reporting from shire synergy program from the 1st of July";

page 6: DCEO setting up income and expense codes in SynergySoft. Acting CEO Peter Clarke. (File: 2023_05_17_Rylington_Park_-_Minutes.pdf)

2. Rylington Park Committee Combined Attachments, 15 November 2023 - Attachment 7.1A "Budget Comparison - Rylington Park: July 2023 - October 2023" (pages 1-3) and Attachment 7.1B Mobble stock report (page 4). The last farm-format financial and stock reporting given to the Committee. (File: 2023_11_15_Combined_Attachments.pdf)

3. Rylington Park Committee Minutes, 19 February 2024 - Committee Decision RP 24/02/018, point 3, carried 6/1: "Amend the financial figures to include the opening and closing balances and provide the Phoenix Profit and Loss statement." Never actioned. (File: 2024_02_19_Rylington_Park_-_Minutes.pdf)

4. Rylington Park Committee papers of 8 February 2024, 19 February 2024, 21 March 2024 and 8 May 2024 - no financial report of any kind attached.

5. Rylington Park Committee Minutes, 4 February 2025 - page 8, note under Reports of Officers: "Actuals to be included in report." (File: 2025_02_04_Rylington_Park_Minutes.pdf)

6. Rylington Park Committee Combined Attachments, 8 October 2025 - pages 1-6: SynergySoft general-ledger extract ("1149" account listing), dollars only, no stock quantities. The first financial information to reappear in Committee papers after 15 November 2023. (File: 2025-10-08_Combined_Attachments_-_RPC_Agenda.pdf)

7. Ordinary Council Meeting Minutes, 30 July 2026 (unconfirmed) - pages 14-15: my Question 4 and the Chief Executive Officer's answer quoted above, including the offer to provide sheep numbers for the months I indicate. (File: Council-Minutes-30-July-2026-(unconfirmed).pdf)

8. Rylington Park Committee Meeting Agenda, 20 August 2026 - Item 7.1.1 and Attachment 7.1.1A, Interim Rylington Park Community Committee Proposal, including "numbers and schedule, as provided by CEO" and the \$400,000 working reserve request. (Files: 2026-08-20_Rylington_Park_Agenda.pdf and 7-1-1A_Interim_Rylington_Park_Community_Committee_Proposal.pdf)

9. Deed dated 16 April 2020 - Agreement to Assume Agricultural Operations between the Shire of Boyup Brook and Rylington Park Management Committee Inc, including the RPMCI Motion 15 conditions at page 14.

10. Independent Auditor's Reports of the Auditor General, published in the Shire of Boyup Brook Annual Reports 2019/20 to 2024/25 - qualified opinions

in five of the six years (2019/20, 2020/21, 2021/22, 2023/24, 2024/25), each on Rylington Park biological assets (livestock); clean opinion 2022/23 only.

All Rylington Park Committee and Council documents above are published on the Shire of Boyup Brook website: <https://www.boyupbrook.wa.gov.au/minutes-agendas>.”

5. Declarations of interest

5.1 Financial and / or proximity interest

Nil

5.2 Disclosures of impartiality interest that may cause conflict

The Chief Executive Officer has declared an Impartiality Interest under Regulation 19AA of the *Local Government (Administration) Regulations*, given that Shire provided housing is included in this officer's Total Remuneration Package with the Shire of Boyup Brook.

6. Previous Committee Meeting Minutes / Out of Session Confirmation

6.1 Committee Meeting Minutes – 26 March 2026

Moved: Mr. McElroy

Seconded: Cr. King

Committee Decision RP 26/08/026

That the minutes of the Rylington Park Committee Meeting held on 26 March 2026 be confirmed as being a true and accurate record.

CARRIED 5/0

For: Cr. O'Connell, Cr. Moore, Mr. McElroy, Cr. King, Cr. Wright

Against: Nil

7. Reports of Officers

7.1 Chief Executive Officer

7.1.1 Presentation by the Interim Rylington Park Community Committee	
File Ref:	Committees/Rylington Park
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	The Chief Executive Officer has declared an Impartiality Interest under Regulation 19AA of the <i>Local Government (Administration) Regulations</i> , given that Shire provided housing is included in this officer's Total Remuneration Package with the Shire of Boyup Brook.
Voting Requirements:	Simple Majority
Attachment Number:	7.1.1A - Interim Rylington Park Community Committee Proposal

Moved: Cr. Moore

Seconded: Cr. Wright

That the Committee recommends Council RP 26/08/027

- 1. Receives the presentation from the Interim Rylington Park Community Committee regarding the proposal for the future management and operation of Rylington Park.**
- 2. Advises the Interim Rylington Park Community Committee that, should it wish to pursue the proposal for the future management and operation of Rylington Park, it will be required to submit a conforming tender through the Shire's formal tender process.**
- 3. Advises that any tender submitted by the Interim Rylington Park Community Committee will be considered by Council with all other conforming tenders received through that process, and that the receipt of the Interim Rylington Park Community Committee's presentation does not in any way constitute endorsement of the proposal or provide any preference in the tender assessment process.**
- 4. Recommends to Council that each tenderer that submits a conforming tender be provided with an opportunity, following the close of tenders and prior to Council determining the outcome of the tender process, to make a presentation to Council in support of their tender.**

5. Advises all potential tenderers, including the Interim Rylington Park Community Committee, that any canvassing of Council and / or individual Councillors, including in-person, written and / or electronic (website, email, social media) outside of the process detailed in point 4. above may disqualify that tender submission from consideration.

CARRIED 5/0

**For: Cr. O'Connell, Cr. Moore, Mr. McElroy, Cr. King, Cr. Wright
Against: Nil**

Summary

Representatives of the Interim Rylington Park Community Committee will attend the meeting to present their proposal for the future management and operation of Rylington Park.

The purpose of this item is to provide the Interim Rylington Park Community Committee an opportunity to present its proposal and for Committee members to ask questions or seek clarification on matters raised during the presentation.

Background

The Interim Rylington Park Community Committee has provided the Shire with a submission (Attachment 7.1.1A) outlining a proposed future management arrangement for Rylington Park.

The submission proposes a return to a management committee model and identifies several matters for consideration, including community cropping, research trials, scholarship funding and the ongoing use and maintenance of the Rylington Park infrastructure.

The Interim Rylington Park Community Committee has requested the opportunity to present the proposal to the Committee.

Report Details

Representatives of the Interim Rylington Park Community Committee will attend the meeting to speak to their submission and outline their proposed approach to the potential future management and operation of Rylington Park.

The presentation will provide Committee members with an opportunity to hear directly from the Interim Rylington Park Community Committee and ask questions regarding the proposal.

The presentation is for information purposes and does not form part of the formal tender process for the future management and operation of Rylington Park.

Should the Interim Rylington Park Community Committee wish to pursue the management and operation of Rylington Park, it will be required to submit a conforming tender when the Shire formally invites tenders. Any conforming tender received from the Interim Rylington Park Community Committee will be considered by Council together with other tenders received through that process.

Following the close of tenders, Council is recommended to provide all tenderers with an opportunity to present their respective proposals prior to Council considering the tenders received.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.
	Objective	Work with groups from across the community to address concerns regarding facilities and services.

Other Strategic Links

Nil

Statutory Environment

- *Local Government Act 1995*

Provides the overarching legislative framework for local government decision-making and the management of Shire property. It is relevant to any future decision by Council regarding the management, lease or other use of Rylington Park.

- *Local Government (Functions and General) Regulations 1996*

Sets out the requirements applying to local government procurement, including the calling and assessment of tenders. These provisions will be relevant when the Shire invites tenders and Council considers any tenders received, for the future management and operation of Rylington Park.

Sustainability and Risk Consideration

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

There are no direct economic implications arising from receiving the presentation.

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

There are no direct social implications arising from receiving the presentation.

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	Any risk associated with the future management and operation of Rylington Park will be considered separately through the tender process.

Consultation

The Interim Rylington Park Community Committee has provided a submission to the Shire and will present its proposal to the Committee.

Resource Implications**Financial**

Nil

Workforce

Nil

End

8. Members questions on notice

Nil

9. Late items / urgent business matters

Nil

10. General Business

Nil

11. Confidential Items of Business

Nil

12. Next meeting and closure

Next meeting to be determined later.

There being no further business the meeting closed at 3:30pm.

Presiding Member

Date