Date: 13 November 2026

To: Shire President
Deputy Shire President
Councillors
Community Members

Minutes of Independent Living Unit Development Committee Meeting

Minutes of Independent Living Unit Development Committee Meeting of the Shire of Boyup Brook held in the Council Chambers on 12 November 2026.



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.

SHIRE OF BOYUP BROOK

Proactive, Leadership & Teamwork, Accountability & Integrity, Commitment, Engaging Community

Growing our community together

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 4:01pm.

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 and made available for public access on the Shire website.

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

Shire President	Cr Helen O'Connell
Deputy Shire President	Cr Darren King
Community Members	Ms Leanne Lisser
	Ms Susy Diaz
	Ms Rhonda Parker
Council Officers	
Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange

2.2 Apologies

Councillors	Cr David Inglis
	Cr Philip Moore

2.3 Approved Leave of Absence

Nil

2.4 Request Leave of Absence

Nil

3. Deputations, Petitions and Presentations

3.1 Deputations

Nil

3.2 Presentations

CEO provided a short presentation on the status of the project.

4. Declarations of Interest

4.1 Financial and / or Proximity Interest

Nil

4.2 Disclosures of Impartiality Interest that may cause Conflict

Nil

5. Previous Committee Meeting Minutes

Nil

6. Reports by Officers

6.1 Chief Executive Officer

6.1.1 Code of Conduct	
File Ref:	Committees/Independent Living Unit Development
Previous Items:	CM 26/09/198
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	6.1.1A Independent Living Unit Development Committee Terms of Reference 6.1.1B Policy M10 - Code of Conduct

Moved: Ms. Parker **Seconded: Ms. Lisser**

Committee Decision ILU 26/11/001

That the Independent Living Unit Development Committee:

1. **Receives the report introducing the Independent Living Unit Development Committee, including its purpose, responsibilities, governance arrangements and relationship with Council and Shire administration.**

2. **Notes the Committee's Terms of Reference, as adopted by Council, which establish the Committee's role as an advisory body responsible for providing strategic advice and recommendations to Council regarding the development of independent living accommodation within the Shire of Boyup Brook.**

3. **Acknowledges that all Committee members, including Councillor and community representatives, are required to comply with the Shire of Boyup Brook Code of Conduct for Council Members, Committee Members and Candidates, adopted pursuant to section 5.104 of the *Local Government Act 1995.***

4. **Notes the obligations of Committee members relating to ethical conduct, confidentiality, disclosure of interests, meeting procedures and the appropriate separation of strategic governance responsibilities from operational matters.**

CARRIED 5/0
For: Cr O'Connell, Cr King, Ms Lisser, Ms Diaz, Ms Parker
Against: Nil

Summary

The purpose of this report is to formally introduce members to the newly established Independent Living Unit Development Committee and provide an overview of the governance framework within which the Committee will operate.

The report outlines the Committee's purpose, responsibilities and relationship with Council, together with the standards of behaviour and conduct expected of all members.

In particular, the report introduces the Shire of Boyup Brook Code of Conduct for Council Members and Committee Members, which applies equally to Councillors and community representatives appointed to the Committee.

The report is intended to establish a shared understanding of members' responsibilities and ensure that the Committee operates in an accountable, transparent and professional manner from its inaugural meeting.

Background

Council established the Independent Living Unit Development Committee to provide strategic advice and recommendations regarding the future development of independent living accommodation within the Shire of Boyup Brook.

The establishment of the Committee recognises the importance of providing suitable housing options for older residents and supporting opportunities for members of the community to remain living independently within Boyup Brook.

Council has recognised that the planning and development of independent living accommodation would benefit from the involvement of both Elected Members and community representatives who can contribute local knowledge, experience and different perspectives.

The Committee's membership structure provides for the Shire President as Chairperson, three Councillors and three community representatives appointed by Council.

The Committee has been established as an advisory body and does not have delegated authority to make decisions on behalf of Council.

Its primary responsibility is to consider strategic matters associated with the proposed development and provide recommendations to Council for consideration.

As this is the inaugural meeting of the Committee, it is appropriate that members be formally introduced to their roles, responsibilities and the governance requirements applicable to their appointment.

Report Detail

The Independent Living Unit Development Committee has been established to assist Council in progressing the planning and development of suitable independent living accommodation within the Shire.

The Committee provides an opportunity for Councillors and community representatives to work collaboratively in considering the strategic direction of the project.

In accordance with its Terms of Reference, the Committee's role includes providing advice and recommendations regarding:

- The overall vision and strategic objectives for independent living accommodation.
- The identification of community needs and future accommodation requirements.
- Potential development locations and the suitability of proposed sites.
- Development concepts and design principles.
- Opportunities for community and stakeholder engagement.
- Potential funding opportunities and the long-term financial sustainability of the development.
- Governance and future management arrangements.
- Significant project risks and strategic considerations.
- Recommendations to Council regarding the future direction of the project.

The Committee's role is advisory in nature, with Council retaining responsibility for decisions relating to the project.

All members of the Committee have an important role in contributing to informed discussions and developing recommendations that are in the best interests of the wider Boyup Brook community.

While members may bring different backgrounds, experiences and perspectives to discussions, they are expected to consider matters objectively and in accordance with the Committee's Terms of Reference.

Members are expected to:

- Attend and actively participate in Committee meetings.
- Familiarise themselves with agenda papers and supporting information before meetings.
- Contribute constructively and respectfully to discussions.
- Consider the interests of the broader community rather than individual or sectional interests.
- Base recommendations on relevant information and the strategic objectives of the project.
- Declare interests in accordance with applicable legislative requirements.
- Respect the confidentiality of information where required.

- Support the orderly conduct of meetings and respect the role of the Presiding Member.

The appointment of community representatives is particularly valuable in ensuring that local knowledge and community perspectives are considered during the planning and development process.

However, community representatives are appointed as members of a formal Council committee and are therefore subject to applicable governance and conduct requirements.

It is important that members understand the distinction between the responsibilities of the Committee, Council and Shire administration.

The Committee is responsible for considering strategic matters and making recommendations to Council.

Council remains the decision-making authority and is responsible for approving matters such as project direction, budgets, significant expenditure, development proposals and contractual arrangements.

The Chief Executive Officer and Shire administration are responsible for implementing Council decisions and managing the operational aspects of the project.

These operational responsibilities include coordinating consultants, obtaining technical advice, managing procurement processes, supervising project activities and administering approved budgets.

The Committee does not have authority to direct Shire employees, engage consultants, approve expenditure, enter into contractual arrangements or make operational decisions on behalf of the Shire.

Where members require information or wish to raise operational concerns, these must be referred through the Chief Executive Officer.

Maintaining these distinctions will help ensure that the Committee contributes effectively to the project without duplicating the operational responsibilities of Shire administration.

Section 5.104 of the *Local Government Act 1995* requires local governments to adopt a Code of Conduct for Council Members, Committee Members and Candidates.

The *Local Government (Model Code of Conduct) Regulations 2021* prescribe the model code that forms the basis of the Code adopted by each local government.

The Shire of Boyup Brook has adopted a Code of Conduct that applies to Council members, committee members and candidates.

Accordingly, all members of the Independent Living Unit Development Committee, including community representatives, are required to comply with the applicable provisions of the Code.

The Code is intended to promote public confidence in local government by establishing clear expectations regarding integrity, accountability, respectful behaviour and ethical decision-making.

The principal areas addressed by the Code include the following.

Personal Integrity

- Committee members are expected to act honestly, lawfully and with reasonable care and diligence.
- Members should exercise independent judgement, act fairly and impartially, and avoid conduct that could damage the reputation of the Shire.
- Decisions and recommendations should be based on merit and the public interest rather than personal preferences or private interests.

Respectful Behaviour

- All Committee members are expected to treat other members, Councillors, Shire employees and members of the public with courtesy and respect.
- Bullying, harassment, threatening behaviour, offensive language and inappropriate personal criticism are inconsistent with the standards expected of Committee members.
- Differences of opinion are a normal and important part of committee deliberations. However, disagreements should remain professional and focused on the matter being considered.

Accountability and Decision-Making

- Members are expected to consider relevant information, participate constructively in discussions and exercise appropriate judgement when making recommendations.
- Although the Committee does not have delegated decision-making authority, its recommendations may influence significant Council decisions.
- It is therefore important that members approach their responsibilities with care and ensure that recommendations are supported by appropriate information and sound reasoning.

Confidentiality

Committee members may, from time to time, receive confidential or commercially sensitive information relating to property transactions, development proposals, funding arrangements, contractual matters or other project activities.

Members must not improperly disclose confidential information obtained through their Committee role.

Members should also recognise that information may be confidential even where it has not been formally presented at a closed meeting.

Confidential documents must be handled appropriately and must not be distributed to unauthorised persons.

Members should seek advice from the Chief Executive Officer where there is uncertainty regarding the confidentiality of information.

Disclosure of Interests

Committee members are required to identify and disclose interests in accordance with the applicable provisions of the *Local Government Act 1995*, associated regulations and the Shire's Code of Conduct.

This includes relevant financial, proximity and impartiality interests.

Where an interest exists, members must disclose the nature of that interest and comply with the applicable requirements concerning participation in discussion and voting.

Given that the Committee may consider potential development sites, land transactions, consultants, funding opportunities and future operating arrangements, members should remain particularly mindful of any personal, business or other interests that could give rise to an actual or perceived conflict.

Members who are uncertain whether an interest should be disclosed are encouraged to seek advice from the Chief Executive Officer before the relevant meeting.

Conduct During Committee Meetings

Committee meetings are to be conducted in accordance with the applicable legislation, the Shire's meeting procedures and the Committee's Terms of Reference.

Members are expected to respect the authority of the Presiding Member and comply with lawful directions relating to the conduct of meetings.

Members should avoid interrupting other speakers, engaging in personal disputes or unnecessarily disrupting proceedings.

Formal recommendations are to be determined through the appropriate meeting and voting procedures.

Public Statements and Social Media

Members should exercise care when making public comments regarding Committee business.

Individual members do not have authority to make statements on behalf of the Committee, Council or the Shire.

The use of social media and other forms of communication must comply with the Code of Conduct.

Members should avoid presenting personal views as official Committee or Council positions.

Application of the Code of Conduct

The Code of Conduct applies to all Committee members throughout their appointment.

Members should understand that compliance with the Code is a condition of the standards expected of their public role and is not limited to their conduct during formal meetings.

Alleged breaches may be subject to complaints and investigation procedures under the applicable legislative framework.
The Code of Conduct should be read in conjunction with the Committee's Terms of Reference, the *Local Government Act 1995*, relevant regulations and applicable Shire policies.

A copy of the Code is provided as Attachment B for the information and guidance of all Committee members.

Committee Meetings and Administrative Support

It is anticipated that the Committee will meet quarterly, with additional meetings convened where necessary in accordance with its Terms of Reference.

Meeting agendas, reports and supporting information will be coordinated through Shire administration.

Minutes will be prepared to record the Committee's proceedings and recommendations in accordance with the legislative requirements.

Where recommendations require Council consideration, they will be presented through the appropriate Council reporting process.

The Chief Executive Officer will facilitate administrative support and coordination of information to assist the Committee in carrying out its responsibilities.

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 5.8 – Establishment of committees.
- Section 5.9 – Committees, types of.
- Section 5.10 – Committee members, appointment of.
- Section 5.18 – Register of delegations to committees.
- Sections 5.21 and 5.22 – Voting and minutes of meetings.
- Section 5.23 – Meetings generally open to public, subject to statutory exceptions.
- Sections 5.65 to 5.70 – Disclosure of financial and proximity interests, where applicable.

Sustainability and Risk Consideration

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

The establishment of the Committee does not create any direct economic impact.

However, the Committee's strategic advice may assist Council in assessing the economic feasibility, development costs and long-term financial sustainability of independent living accommodation.

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

The development of suitable independent living accommodation has the potential to provide significant social benefits to Boyup Brook.

These include supporting older residents who wish to remain within their community, maintaining connections with family and local support networks, and broadening the range of accommodation options available.

The involvement of community representatives on the Committee will assist in ensuring that local needs and perspectives are considered.

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
Low	Failure to establish clear expectations may result in conflicts of interest, inappropriate disclosure of information, reputational damage or confusion between strategic and operational responsibilities.

Consultation

The Committee has been established by Council, with community representation sought through a public Expression of Interest process.

The report is intended to provide all appointed members with a consistent understanding of their roles and responsibilities.

Resource Implications

Financial

Nil

Workforce

Nil

End

7. Members questions on notice

Nil

8. Late items / urgent business matters

Nil

9. General Business

Nil

10. Confidential Items of Business

Nil

11. Next meeting and closure

Next meeting to be determined later.

There being no further business the meeting closed at 4:31pm.

_____ _____

Presiding Member Date