

CANDIDATE INFORMATION PACK



Your guide to serving as an Elected Member
for the Shire of Boyup Brook

January 2026

www.boyupbrook.wa.gov.au

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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.



Step Up, Get Involved, Grow Our Community

Thinking of nominating as an Elected Member for the Shire of Boyup Brook?

If you are passionate about making a difference in our community and being part of a team dedicated to shaping the future of our Shire, this is the place to start.

Being an Elected Member can feel challenging at first, with the many laws, regulations, and processes that guide local government. But you are never on your own—support, guidance, and resources are always available to help you navigate your role with confidence and make a meaningful contribution.

Join us and help grow our community together—your energy and dedication can help shape the future of Boyup Brook for everyone.



Our Vision

Growing our community together

Our Shire will be:



A place for people, with a sense of community; one that is active, vibrant, engaged and connected.



A place with community and visitor facilities that are well maintained and further developed as required.



A place that is safe and secure. An inclusive place that nurtures local youth and ageing population and retains local health and medical services.



A place that grows housing and employment opportunities through economic development based on our local comparative advantage.

Who Can Become an Elected Member?

You are eligible to nominate if you:



Are an Australian citizen.



Are at least 18 years old.



Are an elector in the Shire of Boyup Brook (or meet other residency/eligibility requirements under the Local Government Act 1995).



Are not disqualified under the Local Government Act 1995 (for example, certain criminal convictions or bankruptcy).

Role of an Elected Member

Elected Members are elected to:



Represent the interests of the community.



Participate in decision-making at Council and Committee meetings.



Keep the community informed about Council decisions.



Work effectively with fellow Elected Members, the Shire President, and the CEO.



Follow legal requirements and maintain the skills needed for the role.

Council as a Whole



Set the Shire's strategic direction and priorities.



Make decisions on policies, budgets, and services that affect the community.



Ensure the Shire complies with laws and delivers effective local services.

Mandatory Training Courses

All Elected Members must complete the “**Council Member Essentials**” course within a set timeframe.

1. **Understanding Local Government** – Foundation knowledge about roles, responsibilities, and protocols.
2. **Serving on Council** – Understanding your duties as a team member on Council.
3. **Meeting Procedures** – Preparing for meetings, interpreting information, and making strategic decisions.
4. **Conflicts of Interest** – Understanding financial, proximity, and impartiality interests, disclosure requirements, and related issues.
5. **Understanding Financial Reports and Budgets** – Reviewing financial reports, budgets, and monitoring Shire revenue and expenditure.

Sitting Fees and Allowances



Sitting Fees: \$8,395 per annum (2025/2026 Budget)



Travel Expenses: Paid for attending official Council meetings.



Telecommunications Allowance: \$1,440 per annum (2025/2026 Budget)

Election Cycle



The Council
consists of seven (7)
Elected Members.



Members are
elected for a four-
year term.



Council Meetings

Ordinary Council Meetings

- Held monthly on the last Thursday of the month in the Council Chambers at 6:00 pm.
- Followed by a light dinner (except December, no meeting).

Special Council Meetings

- Called to address urgent matters that cannot wait for the next Ordinary Council Meeting.
- Elected Members are expected to attend, with advance notice provided.

Concept Forums

- Held on the last Thursday of the month prior to Ordinary Council Meetings.
- Closed to the public.
- Provide updates on projects and future works and allow Elected Members to ask questions about items coming to Council.
- Concept Forums are informal briefings only and no decisions are made at these meetings.

Meeting Papers

- Provided to Elected Members before meetings.
- Elected Members are expected to read papers thoroughly to participate fully and make informed decisions.

Voting

- Elected Members must vote on all matters unless they have a Financial or Proximity Interest, as voting is a statutory duty.

Attendance and Leave of Absence

- Council Meetings are the primary decision-making forum for the Shire. If an Elected Member is unable to attend, they must notify both the Shire President and the Chief Executive Officer as soon as possible, and where appropriate request a leave of absence in accordance with the Local Government Act 1995.

Elected Members Code of Conduct

As an Elected Member, you must:

- Not act abusively or make threats.
- Avoid false or misleading statements.
- Not disrupt meetings repeatedly.
- Comply with local laws and directions of the presiding member.
- Cease any conduct ruled out of order.
- These requirements are enforceable under the Local Government (Model Code of Conduct) Regulations 2021.



Committees of Council

Elected Members serve on committees to provide advice, oversight, and recommendations:



Audit, Risk and Improvement Committee – Governance, financial management, risk, and compliance.



Local Emergency Management Committee – Emergency preparedness and recovery.



Bushfire Advisory Committee – Bushfire prevention, preparedness, and response.



South West Regional Road Group – Regional road planning and funding.



Southwest WALGA Zone – Regional collaboration and advocacy on state-level policy.



Warren Blackwood Alliance of Councils – Regional cooperation between neighbouring Shires.



Rylington Park Committee – Management of Rylington Park for agricultural innovation and community benefit.

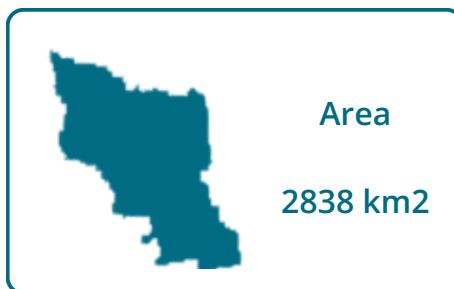


Climate Change Action Plan Implementation Reference Group – Supports delivery of WBAC Climate Change initiatives.



Development Assessment Panel – State-run independent panels on which the Shire may be represented.

Shire Statistics



Closing Note

Becoming an Elected Member is a rewarding opportunity to shape the future of Boyup Brook. While the role comes with responsibilities, you will have support, training, and resources to help you succeed. Your contribution, ideas, and dedication can help grow our community together and make a lasting difference for everyone in the Shire.

If you wish to nominate for Council, please contact Leonard Long, Shire CEO for guidance and nomination details.



Email: leonard.long@boyupbrook.wa.gov.au



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Shire Contact Information

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