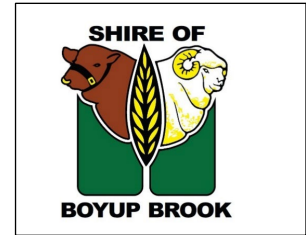


Date: 16 June 2025

To: Shire President
Deputy Shire President
Councillors
Community



Notice of Agenda – Ordinary Council Meeting

An Ordinary Council Meeting of the Shire of Boyup Brook will be held in the Council Chambers on 26 June 2025 at 6:00pm to consider the matters set out in the attached agenda.

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.



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
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.....	7
4.2 Public Question Time	7
5. Declarations of Interest	7
5.1 Financial and / or Proximity Interest	7
5.2 Disclosures of Impartiality Interest that may cause Conflict	7
6. Previous Council Meeting Minutes / Out of Session Confirmation	7
6.1 Annual Electors Meeting Minutes – 27 February 2025	7
6.2 Ordinary Council Meeting Minutes – 29 May 2025.....	7
7. Presidential Communications	7
8. Councillor Questions on Notice	8
9. Reports of Officers	8
9.1 Operational Services	8
9.2 Community Services.....	8
9.2.1 Community Grants 2025/2026	8
9.2.2 Request to resurface one of the outdoor basketball/netball courts	17
9.3 Corporate Services	22
9.3.1 List of Accounts Paid in May 2025	22
9.3.2 Monthly Statement of Financial Activity for the period ending 31 May 2025	26
9.4 Chief Executive Officer.....	30
9.4.1 Boyup Brook Early Learning Centre monthly activity report for May 2025	30
9.4.2 Boyup Brook Medical Services monthly activity report for May 2025	34
9.4.3 Rylington Park monthly activity report for May 2025	37
9.4.4 Boyup Brook Caravan Park monthly report for May 2025	41
9.4.5 Boyup Brook Swimming Pool monthly report for May 2025.....	44
9.4.6 Proposed sale of Lot 3 (80) Abel Street, Boyup Brook.....	48

9.4.7 Attendance at the 2025 Annual Sandakan Memorial Service in Sandakan Sabah, Malaysia.	52
9.5 Planning.....	55
10. Minutes of Committees	55
11. Motions of which previous notice has been given	55
12. Late Items / Urgent Business Matters	55
13. Confidential Items of Business.....	55
14. Closure	55

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 is 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 mobile phones are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded and made available for public access on the Shire Website.

2. Record of Attendance

2.1 Attendance

Councillors

Shire President

Deputy Shire President

Councillors

Cr Richard Walker

Cr Helen O'Connell

Cr Charles Caldwell

Cr Philippe Kaltenrieder

Cr Darren King

Cr Michael Wright

Cr David Inglis

Council Officers

Chief Executive Officer

Executive Officer

Executive Manager Corporate Services

Executive Manager Operational Services

Manager Financial Services

Manager Community Services

Leonard Long

Magdalena Le Grange

Carolyn Mallet

Jason Forsyth

Malcolm Armstrong

Nicola Jones

Observers / Public Members**2.2 Apologies****2.3 Approved Leave of Absence****3. Deputations, Petitions and Presentations****3.1 Deputations**

Nil

3.2 Petitions

Nil

3.3 Presentations

Nil

4. Public Question 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 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 Confirmation

6.1 Annual Electors Meeting Minutes – 27 February 2025

Moved: Seconded:

Officer Recommendation CM 25/06/...

That the minutes (Attachment 6.1A) of the Annual Electors Meeting held on 27 February 2025 be confirmed as being a true and accurate record.

.....
For:
Against:

6.2 Ordinary Council Meeting Minutes – 29 May 2025

Moved: Seconded:

Officer Recommendation CM 25/06/...

That the minutes (Attachment 6.2A) of the Ordinary Council Meeting held on 29 May 2025 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**

Nil

9.2 Community Services

9.2.1 Community Grants 2025/2026	
File Ref:	FM/25/008
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Section 9.2.1A

Moved: Seconded:**Officer Recommendation CM 25/06/****That Council:**

- 1. Approve the Community Grant application of \$2,897.44 to the Boyup Brook Community Resource Centre Inc.**

.....
For:
Against:

Section 9.2.1B

Moved: Seconded:**Officer Recommendation CM 25/06/****That Council:**

- 1. Approve the Community Grant application of \$1,000 to the Tonebridge Country Club Inc.**

.....
For:
Against:

Section 9.2.1C

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Approve the Community Grant application of \$1,717.50 to the Boyup Brook District Pioneers Museum (Inc).**

.....
For:
Against:

Section 9.2.1D

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Approve the Community Grant application of \$700 to the Boyup Brook Tourism Association Inc.**

.....
For:
Against:

Section 9.2.1E

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Approve the Community Grant application of \$1,168 to the Kulikup Agriculture & Soldiers Memorial Hall.**

.....
For:
Against:

Section 9.2.1F

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Approve the Community Grant application of \$5,000 to the Boyup Brook Community Mental Health Action Team (CoMHAT) Incorporated.**

.....
For:
Against:

Section 9.2.1G

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Approve a sponsorship of \$2,500 to Double Barrel Entertainment for the Harvey Dickson Rodeo.**

.....
For:
Against:

Section 9.2.1H

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$2,000 to the Blackwood River Arts Trail Inc as submitted but approve a lower amount \$1,500.**

.....
For:
Against:

Section 9.2.1I

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$5,000 to the Boyup Brook Men's Shed as submitted but approve a lower amount of \$4,000.**

.....
For:
Against:

Section 9.2.1J

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$4,590 to the Upper Blackwood Agricultural Society Incorporated as submitted but approve a lower amount of \$4,500.**

.....
For:
Against:

Section 9.2.1K

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$1,000 to Precious Waste Boyup Brook Inc.**

.....
For:
Against:

Section 9.2.1L

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$5,000 to the Mayanup Campdraft Association Inc.**

.....
For:
Against:

Section 9.2.1M

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$5,000 to the Mayanup Progress Association Inc.**

.....
For:
Against:

Section 9.2.1N

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

1. **Not approve the Community Grant application of \$5,000 to the Wilga Progress Association Incorporated.**

.....
For:
Against:

Section 9.2.1O

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

- 1. Not approve the Community Grant application of \$5,000 to the Boyup Brook Arts & Crafts Club Inc.**

.....
For:
Against:

Section 9.2.1P

Moved: **Seconded:****Officer Recommendation CM 25/06/****That Council:**

- 1. Not approve the Community Grant application of \$2,500 to the Benjinup Bushfire Brigade.**

.....
For:
Against:

Summary

The Community Grants Program is designed to support the social wellbeing, development, and long-term sustainability of the Shire of Boyup Brook community. Grants are provided to not-for-profit community organisations to deliver initiatives that benefit specific target groups and the broader community. The program also aims to strengthen the strategic capacity and operational sustainability of local groups.

Background

Each financial year, Council invites eligible community groups, associations, and not-for-profit organisations within the Shire of Boyup Brook to apply for funding through the Community Grants Program.

Applications are assessed by Council against pre-determined eligibility and assessment criteria, with final approvals made in alignment with the annual budget allocation.

Report Detail

There were 15 Community Grant Applications, and one (1) Sponsorship proposal as listed below. The initial assessment of the applications was done through a matrix which comprised of the following questions:

1. Application completed in Full – (Yes/No) – Have all questions been answered and the application form signed?
2. Application aligns with Strategic Community Plan – (Yes/No) – Does the application align with the Shires Strategic Community Plan? Has this question been answered correctly in the application?
3. Total Project Cost \$ - (dollar value) – Total cost of the overall project.
4. Grant Request \$ - (dollar value) – How much is being requested?
5. Organisation Monetary Contribution \$ - (Percentage) – How much cash is being included?
6. Organisation In-kind Contribution – (Percentage) – Value of In-kind contribution.
7. Organisation Combined Contribution of Total Project – (Percentage) – Total cash and in-kind being contributed by the organisation.
8. Grant Received 24/25 – (Yes/No) – Did the organisation receive a grant in 2024/25.
9. Grant Acquitted Correctly 24/25 – (Yes/No) – Was it correctly acquitted? Consider if multiple follow-ups were required.
10. Grant Agreement Followed – (Yes/No) – Was the last grant agreement / purpose followed? This is for the last grant that the organisation received regardless of the year.
11. Grant Received 23/24 – (Yes/No) – Was a grant received in 2023/24?
12. Grant Received 22/23 – (Yes/No) – Was a grant received in 2022/23?

Following assessment, Council held a workshop to consider all applications for the 2025/2026 round. The total funding requested across all applications, including the sponsorship proposal, was \$75,938.88. As the total budget allocation for the program is \$25,000, the program is significantly oversubscribed for the upcoming year.

Boyup Brook Community Resource Centre Inc	\$2,897.44	Wilga Progress Association Incorporated	\$5,000.00
Boyup Brook Mens Shed	\$5,000.00	Kulikup Agriculture & Soldiers Memorial Hall	\$1,168.00
Blackwood River Art Trail Inc	\$2,000.00	Mayanup Progress Association Inc	\$5,000.00
Benjinup BFB	\$2,500.00	CoMHAT	\$5,000.00
Tonebridge Country Club Inc	\$1,000.00	Mayanup Campdraft Association Inc	\$5,000.00
Boyup Brook District Pioneers Museum (Inc)	\$1,717.50	Upper Blackwood Agricultural Society Incorporated	\$4,590.00
Boyup Brook Tourism Association Inc	\$700.00	Precious Waste Boyup Brook Inc	\$1,000.00
Boyup Brooks Arts & Crafts Club Inc	\$5,000.00	Double Barrel Entertainment	\$2,500-\$10,000

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Outcome	Preserve the history and heritage of our built environment.
	Objective	Improve management and maintenance of community, heritage and historic sites and facilities in the Shire.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.
	Key Imperatives	Social and Community
	Outcome	Encourage the preservation of our culture, heritage and history.
	Objective	Support and promote community events and activities.
	Key Imperatives	Economic Development
	Outcome	Support a strong and inclusive economy
	Objective	Promote the town as a great place to visit, stay and live.

Other Strategic Links

Nil

Statutory Environment

Nil

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

The grants will have a positive economic effect within the Shire by supporting local trades, businesses, and service providers through the delivery of projects and events.

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

The program strengthens community engagement, builds social cohesion, and enhances local pride.

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
High	Risk is mitigated through the application of a funding cap per applicant and robust assessment criteria aligned with budget capacity.

Consultation

All applications were considered during a Council workshop held for the purpose of evaluating 2025/2026 submissions.

Resource Implications**Financial**

The total budget allocation for 2025/2026 is \$25,000.

Workforce

Nil

End

9.2.2 Request to resurface one of the outdoor basketball/netball courts	
File Ref:	RE/45/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2.2A – BBSRA permission request 9.2.2B – Quote design proposal

Moved: Seconded:

Officer Recommendation CM 25/06/

That Council:

- 1. Approve the request from the Boyup Brook Sport and Recreation Association Inc to resurface and install new goal posts on one of the outdoor basketball/ netball courts, subject to:**
 - a) All work is to be carried out by a suitably qualified/ experienced contractor.**
 - b) All work is to be in compliance with all Work Health and Safety legislation.**
 - c) Providing the Executive Manager Operational Services with a minimum of two weeks' notice prior to any works being done.**
- 2. Request the Chief Executive Officer to offer assistance to the Boyup Brook Sport and Recreation Association Inc, by applying for a grant through the Department of Local Government, Sport and Cultural Industries, Community Sporting and Recreation Facilities Fund grant stream using the Boyup Brook Sport and Recreation Association Inc funds as a co-contribution.**

.....

For:

Against:

Summary

The Boyup Brook Sport and Recreation Association (BBSRA) would like to re-surface one of the basketball/netball courts with funds raised from Community Cropping and Boyup Brook Basketball Association. Consideration to be given to putting these funds towards a grant application which will provide funds for re-surfacing two courts.

Background

The original basketball and netball court in Boyup Brook was constructed at Sandakan Park, located behind the Shire Administration Office (now the skate park). Subsequently, new courts were developed within the recreation precinct, situated between the swimming pool and the football oval, along Beatty Street. This expansion increased the number of courts from one to four, enabling multiple games to be played simultaneously and accommodating future growth in community participation.

Over time, the condition of the courts has significantly deteriorated, rendering them unsuitable for competitive sport. Due to the declining surface quality, formal basketball and netball competitions were relocated to Bridgetown 20 years ago. At present, the courts in Boyup Brook are primarily used for limited training sessions and informal recreational play, rather than organised sporting events. Multiple teams of various ages across both basketball and netball currently drive to Bridgetown to play competitive sport. This includes approximately fifty netball players ranging from Net-set-go, Junior A, Junior B and Women's. Basketball has teams from Boyup Brook in Aussie Hoops, Under 13 Boys and Girls, Under 16 Boys and Girls, Men's and Ladies.

Report Detail

The Boyup Brook Sports and Recreation Association (BBSRA) has formally approached the Shire with a proposal to resurface the middle basketball court using interlocking rubber tiles, which are endorsed by both the NBA and NBL. The BBSRA has secured a quotation for the resurfacing works, as well as a separate quotation for the supply and installation of new goal posts for the upgraded court. The combined cost of these works is approximately \$65,000.00. To support the project, BBSRA has obtained a \$10,000.00 community grant from the Boyup Brook Co-Operative and a \$6,000.00 contribution from the Boyup Brook Basketball Association. The remaining \$49,000.00 will be funded through BBSRA's Community Cropping initiative.

To maximise community benefit and enhance local sporting infrastructure, it is proposed that the Shire apply to the Department of Local Government, Sport and Cultural Industries (DLGSC) for the upcoming round of Community Sporting and Recreation Facilities Fund (CSRFF) funding, which opens in July 2025. The BBSRA's \$65,000.00 investment would be used as the co-contribution for this application. If successful, the funding would enable the resurfacing of a second court, resulting in two of the four existing courts being upgraded with new playing surfaces and goal posts—significantly improving local sports facilities and supporting increased community use.

Re-surfacing the courts will not only enable community members to play in their hometown, but it will also encourage those who are unable to travel to engage in sport whether socially or competitively.






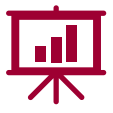
Playing courts should be resurfaced when they no longer meet playing standards, as it plays a critical role in ensuring player safety, performance, and community use. Damaged or uneven surfaces can lead to injuries such as sprains or falls, while also negatively impacting ball bounce and player movement. A smooth, well-maintained surface not only supports safe and consistent gameplay but also helps extend the lifespan of the infrastructure by preventing further deterioration and costly repairs. Additionally, a resurfaced court encourages greater community participation, supports local sporting programs, and promotes healthy, active lifestyles. It also ensures the facility meets the necessary standards for formal competitions. Overall, resurfacing is a valuable investment in safety, performance, and community well-being.



Maintenance

The proposed resurfacing system is highly durable, low-maintenance, and designed for long-term performance, with only an annual pressure clean recommended to keep it in top condition. Its interlocking tile design allows for easy replacement of individual tiles if needed. An integrated drainage system eliminates puddles, significantly improving safety and ensuring the surface is ready to use within 10 minutes after heavy rain. Offering superior performance to concrete, the surface will not crack, warp, or fade, and comes with a 10-year limited warranty and an expected lifespan of up to 20 years.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Construct/redevelop community and sporting facilities in a manner that maximises their life span, capacity and function.
	Key Imperatives	Built Environment
	Outcome	Create a safe and inviting community for locals and visitors
	Objective	Develop and activate nodes and precincts to support effective land management, town planning and asset management.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community sport and recreation facilities.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Facilitate access to sport and recreation services and programs.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.
	Key Imperatives	Economic Development
	Outcome	Support a strong and inclusive economy.
	Objective	Promote the town as a great place to visit, stay and live.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Outdoor courts can bring economic benefits by attracting local and regional events that boost spending at nearby businesses, supporting sports tourism. By keeping the playing of sport in our community, it means people are not travelling to neighbouring towns and purchasing goods elsewhere. Additionally, it supports local clubs and helps reduce long-term health costs by promoting active lifestyles.

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

Outdoor courts provide a space for social connection, teamwork, and community engagement across all age groups. It promotes healthy lifestyles, supports youth development through sport, and offers a safe, inclusive environment for recreation. Courts also strengthen community identity by hosting events and encouraging volunteer involvement.

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
High	The main risk of having public courts lies in the ongoing costs of maintenance, which can be significant. The facility will require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise. There is also the risk of unknown problems that may arise during installation e.g. the existing surface is not suitable.

Consultation

Nil

Resource Implications**Financial**

Maintenance costs for the proposed surface are anticipated to be comparable to those of the existing bitumen surface.

Workforce

Nil

End

9.3 Corporate Services

9.3.1 List of Accounts Paid in May 2025	
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:	9.3.1A List of Accounts Paid in May 2025

Moved: Seconded:

Officer Recommendation CM 25/06/...

That Council:

1. Receive the list of accounts paid in May 2025, totalling \$1,673,997.75 from Municipal account, and \$53,758.45 from Police Licensing account, as represented by:

Municipal EFT	EFT17284–EFT17456	\$1,373,123.46
Cheques	20693-20695	\$ 37,390.89
Direct Payments		\$ 263,483.40
Municipal Total		\$1,673,997.75
Police Licensing		\$ 53,758.45
Grand Total		\$1,727,756.20

.....
For:
Against:

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in May 2025 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 31 May 2025.

Report Detail

Attachment 9.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 May 2025.

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 the adopted 2024/2025 Annual Budget.

Workforce

Nil

End

9.3.2 Monthly Statement of Financial Activity for the period ending 31 May 2025	
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:	9.3.2A – Monthly Financial Report 31 May 2025

Moved: Seconded:

Officer Recommendation CM 25/06/...

That Council:

- 1. Receive the Monthly Financial Report for 31 May 2025, as presented (Attachment 9.3.2A).**

.....
For:
Against:

Summary

The Monthly Financial Report for 31 May 2025 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 31 May 2025 shows a closing surplus of \$2,575,360.

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

9.4 Chief Executive Officer

9.4.1 Boyup Brook Early Learning Centre monthly activity report for May 2025	
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 CM 25/06/...

That Council:

- 1. Receive the monthly activity report for the Boyup Brook Early Learning Centre for May 2025.**

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operations and transition progress of the Boyup Brook Early Learning Centre (BBELC).

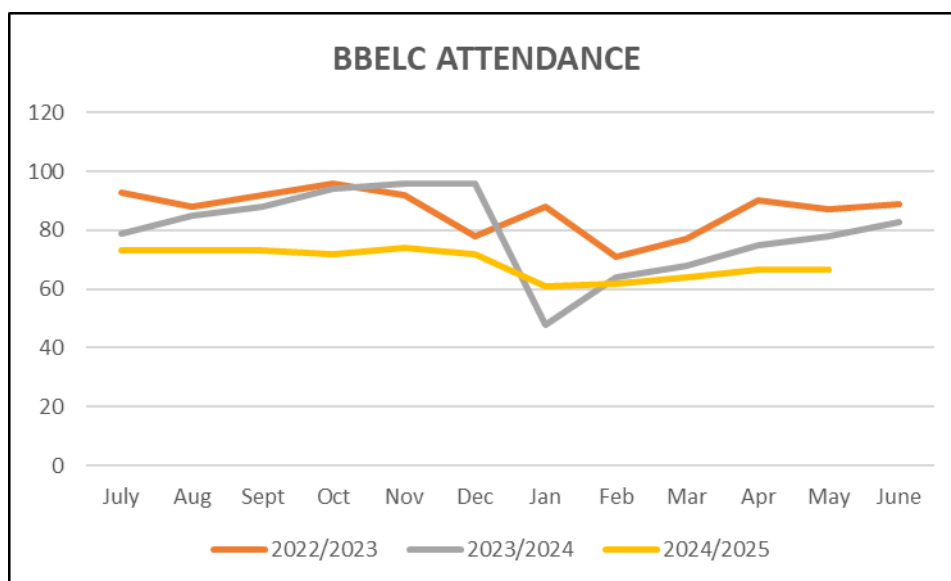
Background

The Boyup Brook Early Learning Centre is a multi-aged, single-space facility catering to children aged 0 to 7 years. The Centre operates Tuesday to Friday, from 8:15am to 5:15pm.

The Centre delivers a play-based program that emphasises child-led learning experiences in a natural environment using real-world resources.

Report Detail

Average monthly attendance.



Transfer Update

REED is a not-for-profit provider whose cluster model of management ensures that regional services remain financially viable, that costs to families remain affordable, that staff are provided with ongoing professional development and support, and that children receive the highest quality of care.

The Shire is on track with the transfer of the Early Learning Centre to REED (Regional Early Education and Development Inc) for the anticipated opening date for REED Tuesday 15th July 2025.

The merger will ensure that the BBELC will continue to benefit the children and families of our community, under the REED banner. The services will receive upgrades in line with REED's high standards of quality.

The Executive Management team met with all staff recently. All staff have been offered employment and all have signed contracts with the REED team.


The Notification of Intention to transfer and Transfer of Provider from BBELC to REED documents have been lodged with regulatory authorities.

The Executive Manager and three Operations Managers from REED met with families recently and were available to answer questions and provide information regarding enrolments and fee structures. These will increase

from \$99 to \$129 per day, with a large portion of the increase claimable as child care subsidies by families.

The scheduled closure from 27 June to 14 July will proceed as planned, with the anticipated opening date for REED being Tuesday 15th July 2025.

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 BBELC plays a critical role in supporting the local economy by providing essential childcare services. This enables parents and guardians to remain in the workforce or pursue education, which is especially vital in regional settings where childcare options are limited. The Centre's continued operation supports workforce participation, economic productivity, and community sustainability.

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

The Centre offers significant social benefits by providing a safe, enriching environment for children while supporting families to participate more fully in the community through work, study, or other engagements. The service strengthens family wellbeing and contributes to the overall 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.

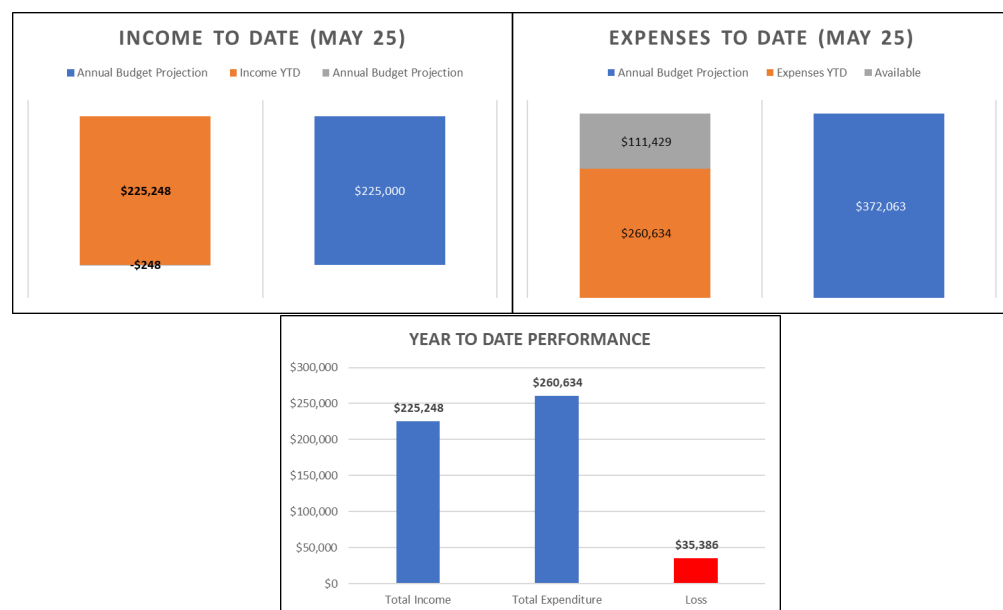
Risk Level	Comment
Moderate	Access to early childhood education and care is a key factor in retaining and attracting young families to the area. A lack of such services may discourage relocation to Boyup Brook, impacting population growth and broader economic outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.4.2 Boyup Brook Medical Services monthly activity report for May 2025	
File Ref:	A1270
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Sarah Alexander, Practice Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 25/06/...

That Council:

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for May 2025.**

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services.

Background

Boyup Brook Medical Services is an AGPAL-accredited practice operating under the RACGP Standards. It provides general practice and nursing services to the local community and operates Monday to Friday from 8:00am to 4:30pm.


The practice operates as a mixed billing service. Concession card holders and children under the age of sixteen are bulk billed. Standard appointment slots are 15 minutes, with longer appointments available upon request.

In addition to general practice services, the facility also hosts visiting allied health professionals including a physiotherapist, osteopath, podiatrist, dietitian, psychologist, occupational therapist, and audiologist, thereby enhancing the breadth of health services available to the community.

Report Detail

Nil

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 Medical Centre contributes significantly to the local economy. It provides essential healthcare access that supports community health and productivity and creates direct employment opportunities for medical and administrative staff. Furthermore, local access to medical services helps retain residents in the area and contributes to local economic activity through increased spending at nearby businesses.

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

The presence of a local medical centre enhances community well-being through convenient and timely access to health care. This is particularly important for vulnerable populations such as the elderly, people living with disability, and residents without transport. Early diagnosis and treatment of health issues can improve long-term health outcomes and overall quality of life.

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.

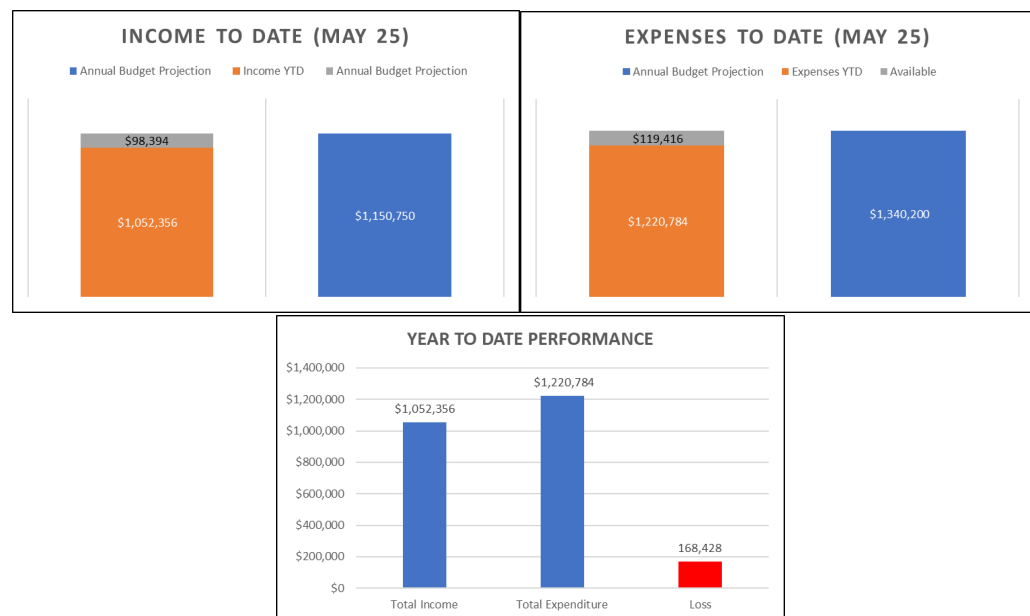
Risk Level	Comment
Moderate	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

The Medical Centre currently employs:

- Two (2) General Practitioners.
- Two (2) part-time Receptionists.
- One (1) part-time Nurse (currently vacant)
- One (1) Practice Manager.

End

9.4.3 Rylington Park monthly activity report for May 2025	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: **Seconded:**

Officer Recommendation CM 25/06/...

That Council:

- 1. Receive the monthly activity report for the Rylington Park Farm for May 2025.**

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operations and activities at Rylington Park Farm.

Background

Rylington Park, formally known as the Rylington Park Institute for Agricultural Training and Research, is a vital agricultural education and research facility located in Mayanup, approximately twenty-seven kilometres from Boyup Brook.

The 650-hectare property was generously donated to the Shire of Boyup Brook in 1985 by Mr Eric Farleigh. The intent of the donation was to promote agricultural development, education, and research for the benefit of the Boyup Brook community.

Under the management of the Shire, Rylington Park delivers a range of programs including shearing schools, fertiliser and seed trials, and livestock production. The farm also offers agricultural scholarships and maintains a collaborative partnership with Edith Cowan University to foster research and knowledge sharing with the broader farming community.

Report Detail

Weed control

- Hand spraying and pulling weeds melons

Infrastructure and equipment maintenance

- Repairs to sheep yards
- Ongoing fencing maintenance and cleared fallen branches from fences
- Cleaned all water troughs
- Repaired Chamberlain combine serviced replaced worn out points
- Serviced seed super bin ready for seeding
- Serviced FEL

Crop management

- Sprayed second knockdown on all cropping paddocks completed seeding all crop
- Cleaned up fallen branches and trees in crop paddocks

Livestock sales

- None

Feed on hand

- Barley 105 tonnes
- Lupins 25 tonnes
- Barley straw 200 Bales
- Hay 360 bales

Grain sales

- None

Feeding program

- Barley trail feeding ewes 220 grams per week
- All lambs on lick feeders of barley/lupin mix 250 grams per week plus hay ad lib in feedlots
- 1 hay bale per 100

Livestock handling and management

- Lick blocks to sheep in the feed lot
- Moved mobs as required to maximize paddock feed.
- Weighed last of the sale lambs decided to keep feeding to achieve a high price

Wool sales

- None
-


Shearing schools, events & trials

- None

Work Health and Safety

- Working through the check sheet for the farm.
- No incidents

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 provides long-term economic benefits by supporting agricultural education and practical training that enhances workforce skills and local farming practices. Research activities contribute to improved productivity and innovation across the region's agricultural sector.

Hosting field days and training events attracts regional visitors and professionals, supporting local businesses and services. The provision of scholarships and training initiatives helps retain and upskill youth in agriculture, directly contributing to a stronger, more resilient rural economy.

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

The farm fosters community engagement and learning through events, training, and partnerships. It supports intergenerational skill-sharing and encourages young people to pursue agricultural careers, contributing to community cohesion, resilience, and population 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.

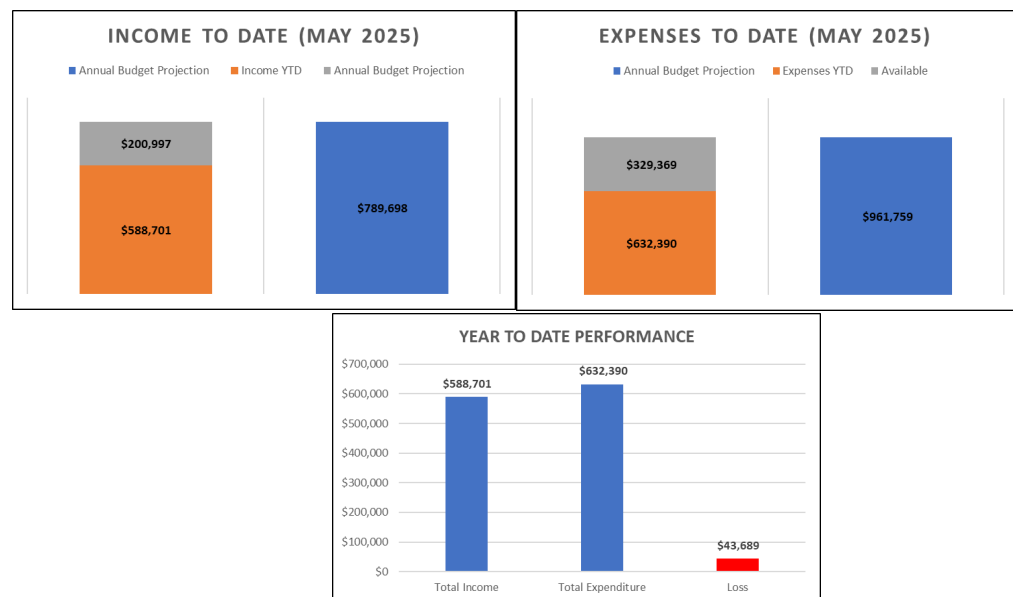
Risk Level	Comment
Moderate	Operational costs and reliance on external funding may present financial risks. Market fluctuations in agriculture can impact revenue, and extreme weather events pose a threat to farming activities.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.4.4 Boyup Brook Caravan Park monthly report for May 2025	
File Ref:	A2007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Malcolm Armstrong, Manager Financial Administration
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 25/06/...

That Council:

- 1. Receive the monthly report for the Boyup Brook Caravan Park for May 2025.**

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operational status and strategic value of the Boyup Brook Caravan Park.

Background

The Boyup Brook Caravan Park is a Shire-owned asset located in the heart of Boyup Brook. Renowned for its peaceful surroundings and convenient access to local amenities and attractions, the park serves as an important rest stop for travellers and grey nomads exploring regional Western Australia.

As a key tourism asset in a small rural town, the caravan park plays a critical role in attracting and accommodating visitors, thereby supporting the local economy and enhancing the town's reputation as a welcoming and accessible destination.


To strengthen tourism outcomes and operational sustainability, the Shire entered a partnership with the Campervan and Motorhome Club of Australia (CMCA). CMCA is a national organisation that supports the needs of motorhome and caravan users. This partnership aims to boost

visitation, improve service delivery, and ensure the park continues to generate economic and social benefits for the community.

Report Detail

Nil

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)

The Boyup Brook Caravan Park contributes positively to the Shire's economy, particularly through its partnership with CMCA. The arrangement has increased the park's visibility and usage, particularly among CMCA members, who bring additional patronage to local businesses such as cafés, shops, and service stations. The enhanced tourism profile contributes to job creation and helps sustain a range of small enterprises, promoting economic resilience in the region.

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

The caravan park enhances the town's vibrancy by supporting visitor engagement and community connection. Increased tourism brings a sense of vitality to the town and supports local pride. It also helps create opportunities for residents to engage with visitors and promote the region's identity. The economic benefits gained through tourism contribute to improved local services and infrastructure.

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.

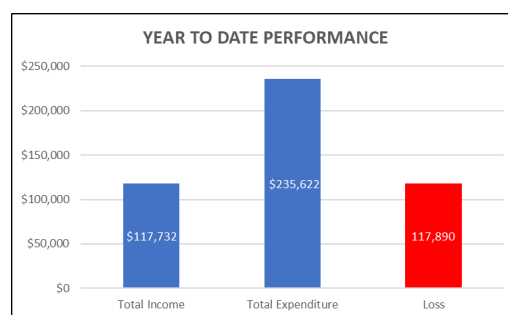
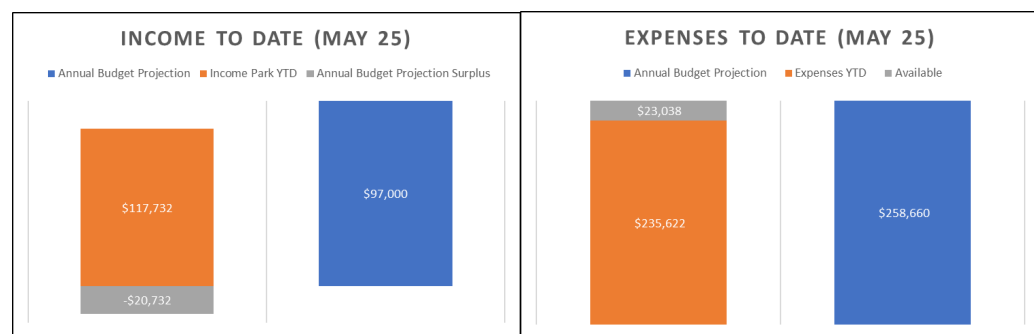
Risk Level	Comment
Moderate	A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers—due to factors such as fuel prices, economic downturns, or natural disasters—could reduce income for local businesses and affect the Shire's tourism objectives. Diversification and long-term planning are essential to manage this risk.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

9.4.5 Boyup Brook Swimming Pool monthly report for May 2025	
File Ref:	RE/45/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: **Seconded:**

Officer Recommendation CM 25/06/...

That Council:

- 1. Receive the monthly report for the Boyup Brook Swimming Pool for May 2025.**

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operational status of the Boyup Brook Swimming Pool and associated facilities, including the Community Gym.

Background

The Boyup Brook Swimming Pool, constructed in 1971, has served as a vital recreational hub for the local community for over five decades. It offers a safe and inclusive environment for exercise, social interaction, and community engagement.

In 2004, the pool underwent major renovations to modernise the infrastructure and improve safety and accessibility. Upgrades included a new filtration system, improved access for users with mobility challenges, and overall enhancements aimed at improving user experience and extending the facility's service life.

The pool continues to play a critical role in promoting health and wellbeing through programs such as swimming lessons, school carnivals, and seasonal events. It also supports the community's need for recreational opportunities, especially during the warmer months.

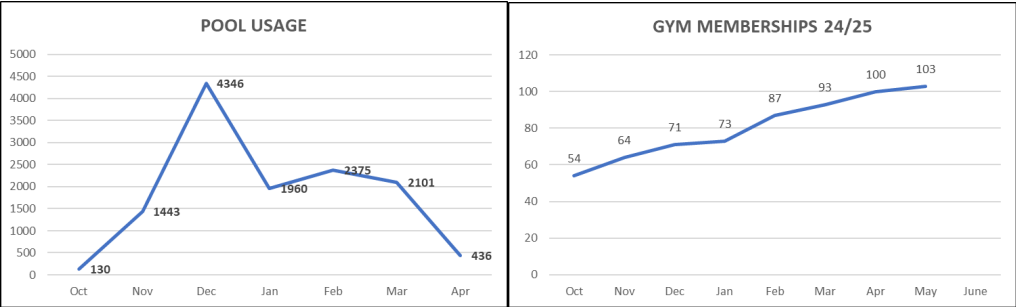
Report Detail

The 2024–2025 swimming season commenced on Monday, 28 October 2024, and has now officially concluded with the pool closed for winter.

- General Opening Hours (during the season):
- Monday, Tuesday, Wednesday, Friday: 10:00am – 6:00pm
- Saturday, Sunday: 12:00pm – 6:00pm
- Closed Thursdays

Community Gym

The Community Gym continues to show consistent usage and growth in membership. In May, three new members joined. Notably, one day recorded a peak usage of seven members at 9:00am. Throughout the day, the gym has maintained a steady flow of patrons, indicating increased engagement with the facility.



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.

Other Strategic Links
Nil

Statutory Environment
Nil

Sustainability and Risk Consideration

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

Public recreational facilities such as the swimming pool and community gym provide measurable economic value by attracting local users and visitors to the town. Swimming carnivals, lessons, and school events increase patronage at nearby businesses and contribute to the town's appeal. Additionally, these facilities support community retention by improving the liveability of the region and may attract new residents seeking active and family-friendly communities.

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

Access to a public swimming pool and gym directly contributes to the health and wellbeing of the community. These facilities provide inclusive, affordable opportunities for exercise, water safety education, and social interaction. They help reduce social isolation, improve mental health outcomes, and foster a strong sense of community identity through shared activities and events.

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.

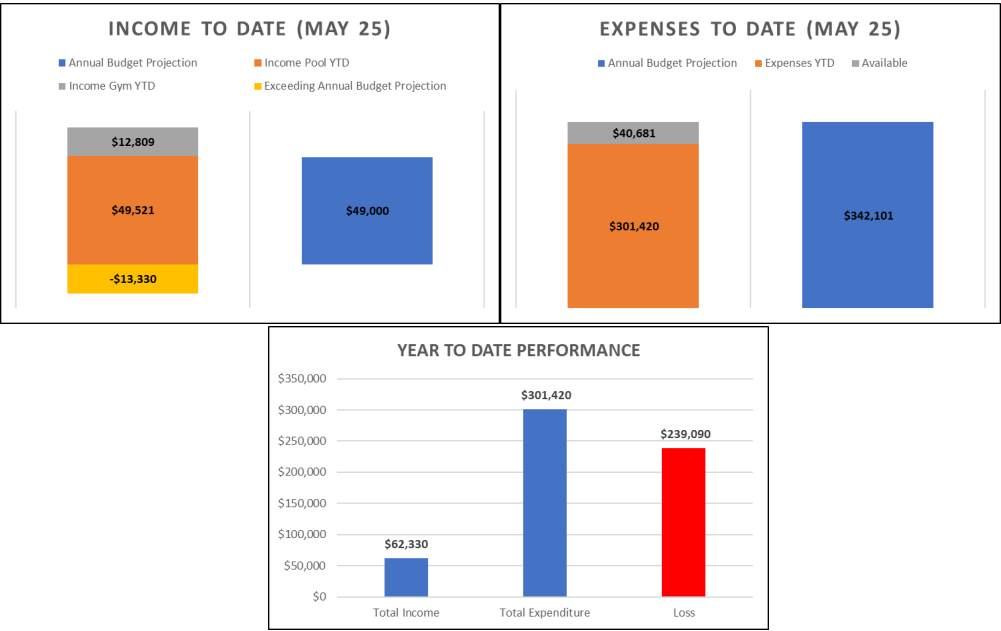
Risk Level	Comment
High	Public pools carry substantial operational costs, including maintenance, staffing, compliance, and insurance. Without adequate management and funding, unexpected failures or safety concerns may arise, affecting service continuity and increasing liability exposure. Regular maintenance and financial planning are essential to mitigate these risks.

Consultation

Nil

Resource Implications

Financial



9.4.6 Proposed sale of Lot 3 (80) Abel Street, Boyup Brook	
File Ref:	A2002
Previous Items:	Nil
Applicant:	Westphal Family Superannuation Fund
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	Nil

Moved: Seconded:

Officer Recommendation CM 25/06/...

That Council:

- 1. Acknowledge the “Offer to Purchase” from Westphal Family Superannuation Fund for Lot 3 (80) Abel Street, Boyup Brook, for the price of \$150,000.**
- 2. Request the Chief Executive Officer to advertise the proposed sale of Lot 3 (80) Abel Street, Boyup Brook in accordance with section 3.58(3) of the *Local Government Act 1995*.**
- 3. Following compliance with clause (2), formally consider the ‘Offer to Purchase’ from Westphal Family Superannuation Fund for Lot 3 (80) Abel Street, Boyup Brook.**

.....
For:
Against:

Summary

Council is requested to consider the disposal of Lot 3 (80) Abel Street, Boyup Brook, and to support an offer from Westphal Family Superannuation Fund to purchase the property.

Background

In 2013, the Shire purchased the property for \$250,000 with the intention of expanding the medical centre. However, the proposed expansion did not proceed, and the individual shop tenancies have since been leased on a commercial basis.

Since acquisition, the Shire has earned approximately \$182,378 in rental income and incurred \$98,701 in expenses, resulting in a net return of \$83,676. It should be noted that only minimal maintenance has been

undertaken during this time. Major maintenance works are anticipated to be required within the next 18 to 24 months.

The sale of the property would enable the property to return to the rate base, generating approximately \$5,455 in annual rates revenue.

Report Detail

The Westphal Family Superannuation Fund has expressed interest in purchasing the property. Their proposal includes:

- Expanding the pharmacy to increase its retail space.
- Installing a new septic system.
- Undertaking internal and external refurbishments to the buildings.


The expansion will enable the addition of consultation rooms that will support services such as private pharmacy consultations, and potentially other health-related offerings such as naturopathy, nursing services, hearing checks, and skin screening.

Of the three shops on the property, two are currently tenanted. The prospective purchasers have indicated their intention to continue leasing space to the existing tenants.

The offered purchase price is below the formal valuation of \$275,000. The purchasers have explained that the reduced offer is intended to offset the expected refurbishment costs, estimated at a minimum of \$85,000. They have committed to proceeding with the refurbishment within two years of purchase.

From an administrative perspective, commercial leasing is not considered a core function of local government. Retaining ownership of commercial properties imposes ongoing financial and resource demands on the Shire, which could otherwise be directed toward broader community services and infrastructure.

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

Local Government Act 1995

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

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

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

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

Private Treaty – It requires (in summary):

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

Sustainability and Risk Considerations

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

The refurbishment and upgrade of the property is expected to enhance the presentation of the town centre and may encourage neighbouring property

owners to improve their own premises. This may lead to increased economic activity and investment within the town.

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

While the disposal itself may not have a direct social impact, the provision of an expanded and modernised pharmacy, along with improved shop facilities, may benefit residents by enhancing local health service delivery and commercial amenity.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	The key risk is that the purchaser may not proceed with the proposed refurbishments. This risk can be mitigated by incorporating development conditions and timelines into the sale contract.

Consultation

Following receipt of the offer, current tenants were notified of the potential sale. One tenant responded but indicated no interest in purchasing the property.

Resource Implications

Financial

Costs associated with the preparation of the sale contract and land transfer will be incorporated into the 2025/2026 budget.

Workforce

Nil

End

9.4.7 Attendance at the 2025 Annual Sandakan Memorial Service in Sandakan Sabah, Malaysia	
File Ref:	CR/26/006
Previous Items:	9.3.6 OCM 27 March 2025
Applicant:	Nil
Author and Title:	Magdalena Le Grange, Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 25/06/...

That Council:

- 1. Nominates Cr..... and partner to attend the Sandakan Day Memorial Service to be held on 15 August 2025 in Sandakan Sabah, Malaysia.**

.....
For:
Against:

Summary

Council is requested to consider nominating the Council Representative and their partner to attend the Sandakan Memorial Day Service in Sandakan, Sabah, Malaysia, in 2025.

Background

The Sandakan Memorial Day Service is held annually in Sandakan, Sabah, Malaysia, to commemorate the Australian and British prisoners of war who perished during the Sandakan Death Marches in 1945. The Shire of Boyup Brook holds a formal Memorandum of Understanding (MOU) with the Sandakan Municipal Council.

In keeping with the intent of this MOU and long-standing practice, Council has consistently supported the annual attendance of a Council representative at the Sandakan service. Conversely, the Shire invites the Sandakan Municipal Council President and other dignitaries to attend the annual Boyup Brook commemorative service.

Report Detail

The 28th of January 2025 marked the 80th anniversary of the first Sandakan Death March to Ranau, a tragic chapter of World War II that deeply connects both communities.

The Memorandum of Friendship, signed in October 2007, between the Shire of Boyup Brook and the Sandakan Municipal Council, aims to:


- Enhance local government cooperation and capacity building.
- Promote trade, tourism, and cultural exchange.
- Facilitate sharing of World War II history and heritage.
- Foster youth development and sports engagement.

Despite differences in language, culture, and religion, the shared history of loss has formed a meaningful bond between the two communities, honoured through reciprocal annual services.

Given the significance of this international relationship and the enduring relevance of the MOU, it is appropriate that Council maintains the practice of sending a representative to the annual service.

It is further noted that Council delegates are customarily accompanied by their partners, mirroring the protocol observed by Sandakan delegates visiting Boyup Brook. Inclusion of partners not only demonstrates respect and cultural reciprocity but also helps to reinforce the ideals of friendship, cooperation, and mutual support embodied in the MOU

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Encourage the preservation of our culture, heritage, and history.
	Objective	Partner with stakeholders to promote Boyup Brook, preserving our history for future generations and sharing the rich heritage of the Shire.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

Policy C12 – Sandakan Municipality Friendship

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 delegating a representative to attend the Sandakan ceremony may not impact Council operations but may weaken the relationship with the Sandakan Municipal Council and diminish the symbolic value of the MOU.

Consultation

Nil

Resource Implications

Financial

Costs associated with attendance at the Sandakan Memorial Day Service will be incorporated into the 2025/2026 Annual Budget.

Workforce

Nil

End

9.5 Planning

Nil

10. Minutes of Committees

Nil

11. Motions of which previous notice has been given

Nil

12. Late Items / Urgent Business Matters

Nil

13. Confidential Items of Business

Nil

14. Closure

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

Presiding Member

Date

