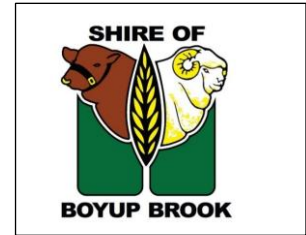


Date: 25 July 2025

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 31 July 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 positioned above the printed name of the Chief Executive Officer.

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.



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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at ...pm.

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

The Council Chambers 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

Council Officers

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Corporate Services	Carolyn Mallet
Executive Manager Operational Services	Jason Forsyth
Manager Financial Services	Malcolm Armstrong
Manager Community Services	Nicola Jones

Observers / Public Members**2.2 Apologies****2.3 Approved Leave of Absence**

2.3.1 Councillor Inglis approved leave of absence from the July 2025 Ordinary Council Meeting.

2.3.2 Councillor King approved leave of absence from the August 2025 Ordinary Council Meeting.

2.4 Request Leave of Absence

2.4.1 Councillor O'Connell requested leave of absence from the August 2025 Ordinary Council Meeting.

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 into conversation.
- c. Whenever possible questions should be submitted in writing at least 48 hours prior to the start of the meeting.

- d. All questions should be directed to the Presiding Member and only questions relating to matters affecting Council may be answered at an Ordinary Council Meeting and at a Special Council Meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting at the discretion of the Presiding Member.
- e. The Presiding Member will control Question Time and ensure each person wishing to ask a question states their name and address before asking the question. If the question relates to an item on the agenda the item number should also be stated. In general persons seeking to ask questions will be given two (2) minutes within which to address their question to Council. The Presiding Member may shorten or lengthen this time at their discretion.

4.1 Response to Previous Public Questions Taken on Notice

Nil

4.2 Public Question Time

5. Declarations of Interest

5.1 Financial and / or Proximity Interest

5.2 Disclosures of Impartiality Interest that may cause Conflict

6. Previous Council Meeting Minutes

6.1 Ordinary Council Meeting Minutes – 26 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That the minutes of the Ordinary Council Meeting held on 26 June 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

9.1.1 Emergency Repair Works – Bridge 0740 Boyup Brook Arthur River Road (Trigwell Bridge)	
File Ref:	Bridges-0740 Boyup Brook Arthur River Road-Maintenance
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.1.1A State Road Funds to Local Government Procedures. 9.1.1B State Road Funds to Local Government Agreement.

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

- 1. Note the advice from Main Roads Western Australia (MRWA) regarding the required emergency repairs required on bridge 0740 Boyup Brook Arthur River Road.**
- 2. Commits the required funds of \$385,000 in the 2025/2026 budget for the emergency repairs to bridge 0740.**
- 3. Authorise the Chief Executive Officer to issue the required purchase order to the successful contractor to undertake the required emergency repairs.**
- 4. Request the Chief Executive Officer to apply to Main Roads Western Australia for the reimbursement of two thirds of the cost of the emergency repairs.**
- 5. Request the Chief Executive Officer to write to the Western Australian Local Government Association (WALGA) requesting the following:**
 - a. The current 'State Road Funds to Local Government Agreement' be re-considered due to the financial burden bridge maintenance places on local government.**
 - b. Bridges should not be the responsibility of local government as they form an integral part of the overall state road network.**

- c. Regional bridges have an economic benefit at a state level regarding food and commodity supply, as such should be the responsibility of the State.**

.....
For:
Against:

Summary

Council is requested to commit the funds to allow for the required emergency repairs to bridge 0740 (Trigwell Bridge) on the Boyup Brook Arthur River Road to proceed.

Background

A capacity assessment of bridge 0740 has been carried out by Main Roads Western Australia (MRWA) based on a detailed inspection report prepared in 2024.



The State Road Funds to Local Government Agreement 2023/24 to 2027/28 (Attachment 9.1.1B) as well as the State Road Funds to Local Government Procedures (Attachment 9.1.1A) outlines what and how much funding will be attributed to local governments towards inter alia emergency bridge repair works.

5.2.7 Bridge Works/Bridge Inspections

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Government Grants Commission in the form of Untied Funds for Local Roads.

Of these funds (excluding Roads to Recovery funding), 7% is set aside for Special Projects and 2/3 of the 7% is provided for major maintenance and replacement of bridges on Local Roads.

The State provides a minimum matching contribution of \$1 for every \$2 provided under this arrangement.

The State also provides additional funding for Detailed Visual inspections (Level 2), Specialist Inspections and Investigations (Level 3) and for specific bridge projects with no funding contribution required from Local Government.

Local Governments are required to fund and perform Routine Visual Inspections (Level 1) of all bridges annually and to submit the inspections to Main Roads Western Australia. To be eligible for Special Project funding, Local Governments must be able to show that Level 1 inspections have been performed and that adequate routine and preventative maintenance have been undertaken to prevent undue deterioration.

** The State Road Funds to Local Government Agreement 2023/24 to 2027/28 (Attachment 9.1.1B)

17.3 Bridge Emergency Works

If deemed appropriate by MRWA, to undertake any emergency works on a bridge(s) occurring in the course of a year after all funding is allocated to other bridge works, then the funds expended on the emergency works will be deducted from the following year's overall allocation.

Bridge Emergency Funding can be made available and would be provided on the basis of the State Government contributing \$2 to \$1 Local Government. Eligibility for funding from this source is conditional on:

- The Local Government providing MRWA with evidence that it has undertaken routine maintenance on the affected bridge.
- MRWA and the Local Government agreeing on the scope of works required.
- The Local Government providing MRWA with an agreed cost estimate for undertaking the repairs.
- MRWA authorising the repair work prior to commencement.

The Local Government will then undertake and complete the repairs and invoice MRWA for 2/3 of the actual costs up to 2/3 of the original estimated cost.

MRWA will confirm the standard of repair work is acceptable prior to arranging payment.

** State Road Funds to Local Government Procedures (Attachment 9.1.1A)

The Shire has eighteen bridges (16 Timber, 1 Steel/Concrete, 1 Concrete) in its district and is required to undertake annual periodic maintenance and level 1 inspections.

Report Detail

Bridge 0740 (Trigwell Bridge) is located on Boyup Brook Arthur River Road which is a main arterial providing access to the Albany Highway. This road

is utilised extensively by freight-dependent industries such as agriculture, timber, and livestock.

Main Roads Western Australia (MRWA) has provided a list of emergency repairs (Table A below) and notified the Shire that should the required emergency repairs not be undertaken urgently, a weight restriction of nine (9) ton will be imposed on the bridge. This will severely impact the usability of the bridge by the freight industry.


Table A

Span/Pier Number	Member	Priority	Description of Repair Work	Propping Load (kN)	Rated Value	Achieved Load
Pier 3	Pile 2	1	Modified Type 4C Repair	N/A	65% T44	Full
Pier 3	Pile 3	1	Modified Type 4C Repair	N/A	70% Quad	Full
Pier 10	Pile 3	1	Modified Type 4C Repair	N/A	34% T44	Full
Pier 2	Pile 2	1	Band	N/A	-	Full
Pier 4	Pile 4	1	Band	N/A	-	Full
Pier 7	Pile 1	1	Band	N/A	75% Quad	Full
Pier 7	Pile 1	1	Modified Type 4C Repair	N/A	75% Quad	Full
Pier 8	Pile 2	1	Band	N/A	-	Full
Pier 10	Pile 4	1	Band	N/A	69% HLP400	Full
Pier 10	Pile 4	1	Modified Type 4C Repair	N/A	69% HLP400	Full
Pier 12	Pile 1	1	Band	N/A	-	Full
Pier 4	Pile 2	1	Modified Type 4C Repair	N/A	78% HLP320	Full
Pier 7	Pile 3	1	Modified Type 4C Repair	N/A	66% HLP320	Full
Pier 7	Pile 4	1	Modified Type 4C Repair	N/A	74% Quad	Full
Pier 10	Pile 1	1	Modified Type 4C Repair	N/A	74% Quad	Full

If MRWA imposes a weight restriction of nine (9) ton, vehicles that do not comply with this restriction would have to detour off Boyup Brook Arthur Road onto Eulin Crossing Road. However, Eulin Crossing Road is an unsealed road not designed for heavy vehicle traffic use and may also become impassable during the winter season. This will expedite the deterioration of the road and result in unsafe road conditions forcing the closure of the road.

Should this detour be used and the road is not maintained in a safe manner the Shire may be in a precarious position from a legal liability perspective in the instance somebody is injured, or vehicles are damaged due to the state of the road.

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	Increase road safety, improve road infrastructure, networking and parking.

Other Strategic Links

- State Road Funds to Local Government Agreement 2023/24 to 2027/28 (Attachment 9.1.1B).
- State Road Funds to Local Government Procedures (Attachment 9.1.1A)

Statutory Environment

- *Local Government Act 1995*.
- *Local Government (Functions and General) Regulations 1996*.

Under the *Local Government Act 1995 (WA)* and the *Local Government (Functions and General) Regulations 1996*, a local government is not required to invite tenders in the case of an emergency.

Specifically, Regulation 11(2)(a) of the *Functions and General Regulations* provides an exemption from the requirement to publicly invite tenders where:

“the supply of the goods or services is to be obtained from a particular supplier *because of an emergency situation*”.

Sustainability and Risk Consideration

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

Reducing the current unrestricted weight limit on bridge 0740 (Trigwell Bridge) would significantly impact the local economy by increasing transport costs for freight-dependent industries such as agriculture, timber, and livestock. Heavy vehicles would need to take longer, less efficient detour routes, leading to higher fuel, time, and maintenance costs, which may be passed on to producers.

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

A weight restriction on the Arthur River Road bridge would have negative social impacts, including reduced access for essential services, increased isolation for rural residents, and safety concerns on alternative routes not designed for heavy vehicles.

Policy Implications

- Policy G6 – Risk Management.
- Policy G9 – Purchasing.
- Policy C11 – Assets Management.

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	Not undertaking the emergency repairs will result in the implementation of a weight restriction on the bridge 0740 having a significant social and economic impact on all road users and businesses within the Shire. A detour will add additional cost to road maintenance as the possible detour road is not designed for continuous heavy traffic.

Consultation

Shire officers have met with Main Roads Western Australia (MRWA) to discuss the emergency repairs and the requirement to receiving the two thirds payment towards the cost of the repairs.

Resource Implications**Financial**

The Shire has included the required \$385,000 in the draft 2025/2026 budget. Included as an 'income' is the Main Roads Western Australia (MRWA) two thirds payment of \$256,700. As such, the actual cost to the Shire for the required emergency repairs is \$128,300.

The two thirds contribution from MRWA is contingent on the local government being able to demonstrate compliance with the following criteria:

- The Local Government providing MRWA with evidence that it has undertaken routine maintenance on the affected bridge.

- MRWA and the Local Government agreeing on the scope of works required.
- The local government providing MRWA with an agreed cost estimate for undertaking the repairs.
- MRWA authorising the repair work prior to commencement.

The Shire has been in consultation with MRWA and received confirmation that the above requirements have or are in the process of being met.

Workforce

The Executive Manager Operational Services will in conjunction with Main Roads Western Australia undertake the project management of the emergency repairs.

End

9.2 Community Services

9.2.1 Sandakan Reserve Master Plan	
File Ref:	Buildings & Assets-Sandakan Park Master Plan
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicola Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2.1A Draft Sandakan Park Master Plan 9.2.1B BBDHS Survey 9.2.1C Gazette Article July & August 2024

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

- 1. Endorse the Sandakan Park Master Plan for community consultation as per attachment 9.2.1A noting disability parking needs to be included near the playground area as well as the location for the Zoo train.**
- 2. Request the Chief Executive Officer to undertake the following methods of community consultation for a period of no less than 30 days:**
 - a) Place a copy of the draft Sandakan Park Master Plan on the Shire Website and social media platforms calling for community comment.**
 - b) Place a copy of the draft Sandakan Park Master Plan in the September edition of the Gazette calling for community comment.**
 - c) Display hard copies of the draft Sandakan Park Master Plan in the foyer area of the Shire of Boyup Brook Administration Office for viewing.**
- 3. Request the Chief Executive Officer to provide Council with a report to the first Ordinary Council Meeting following the closure of the community consultation period**

.....

For:

Against:

Summary

Work on the Sandakan Park Master Plan commenced in May 2024, with the objective of creating a comprehensive plan to guide the future development and enhancement of the entire park. The Master Plan will support funding applications for the staged delivery of upgrades and redevelopment projects throughout Sandakan Park.

Background

In May 2024, the Shire engaged Landscape Planners Pty Ltd to develop a comprehensive Master Plan for Sandakan Park. The plan encompasses the entire park area and includes proposed upgrades to the existing skate park, the addition of a new pump track, significant enhancements to the Sandakan Memorial, integration of the recently constructed playground and associated play areas, consideration of the undeveloped bushland at the corner of Abel Street and Cailles Road, and improvements to overall parking within the precinct.

To guide the development of the Master Plan, a Sandakan Park Project Reference Group was established. The group comprised community representatives including members of the RSL, local parents, student leaders from the high school who also facilitated a community survey, along with Councillors, Shire staff, and the appointed landscape planner. This collaborative approach ensured a broad range of perspectives were considered in shaping the future vision for Sandakan Park.

Report Detail

The draft Sandakan Park Master Plan has been structured around six key areas for improvement and development:

1. Playground and surrounding play spaces including picnic and BBQ area. This area has been funded by Talison Lithium. (L-03 and L-05)
2. Caravan/camper trailer parking with accessible toilets. (L-05).
3. Pump track, skate park and events space. (L-05 and L-06).
4. Sandakan Memorial precinct. (L-04).
5. Nature walk/six seasons garden. (L-02).
6. Parking areas. (L-04 and L-06).

While the overall layout of the park remains consistent with the current concept, the revised plan now includes additional features such as a pump track, RV parking, accessible toilets, and a nature walk.



The playground, associated play spaces, and picnic/BBQ area, generously funded by Talison Lithium, are experiencing high levels of daily use. Enhancements such as clearly defined parking areas and the inclusion of accessible toilet facilities will improve accessibility and overall user experience.



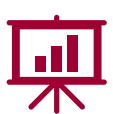


The redevelopment of the skate park will deliver a more user-friendly and compliant facility, with the added feature of a new pump track. These upgrades will complement the recently completed playground and surrounding play spaces, creating a cohesive and engaging recreational area. Adjacent to this will be a dedicated space for community events such as Food Truck Nights, the Community Christmas Celebrations, and other public gatherings, further enhancing the park's role as a central hub for social and recreational activities.

The Sandakan Memorial area plays a significant role in the community, particularly through the annual memorial service which attracts attendees from local, state, and international locations. The current layout of this area is no longer suitable for the scale of this event. Redevelopment will ensure the memorial area is both functional and respectful, providing an appropriate space to honour those who lost their lives.

The proposed nature walk and six seasons garden, located on the corner of Cailles Road and Abel Street, will provide an attractive and welcoming entry point to town. This currently underutilised and overgrown bushland area is dominated by weeds, which obscure the existing native flora and fauna. The redevelopment will not only create a visually appealing and accessible walking space but will also enhance the profile of Sandakan Park, particularly for visitors entering from this side of town.

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 2 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	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.
	Key Imperatives	Natural Environment
	Outcome	Manage responsible growth with respect for Boyup Brook's natural environmental heritage.
	Objective	Create attractive streetscapes, green spaces and riverside trails.
	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.
	Objective	Work with groups from across the community to address concerns regarding facilities and services.

Other Strategic Links

Nil

Statutory Environment

Nil

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

Recreational and park facilities in regional towns play a vital role in supporting economic growth. They attract both residents and visitors, promote community engagement, and provide opportunities for local events that can boost economic activity. Enhancing these spaces not only improves the overall appeal and liveability of the town but also helps retain population and attract new residents, contributing to sustainable, long-term development.

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

Recreation facilities in regional areas play a key role in enhancing community wellbeing by offering safe, inclusive spaces for physical activity, social connection, and leisure. They support healthier lifestyles across all age groups and provide opportunities for people to come together through events, activities, or simply spending time outdoors. These shared spaces help strengthen community ties, reduce social isolation, and contribute positively to mental health and overall quality of life.

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	Without an adopted Sandakan Park Master Plan, it is unlikely the Shire would be able to obtain grant funding. A master plan is a prerequisite when applying for grants.

Consultation

- Sandakan Park Project Reference Group.
- Landscape Planners Pty Ltd.

Additional community consultation will take place should Council resolve to endorse the Master Plan.

Resource Implications**Financial**

Nil

Workforce

Nil

End

9.3 Corporate Services

9.3.1 List of Accounts Paid in June 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 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

1. That Council receives the list of accounts paid in June 2025, totalling \$1,185,907.57 from Municipal account, and \$63,911.65 from Police Licensing account, as represented by:

Municipal	
EFT17457–EFT17624	\$ 893,208.10
Cheques 20696-20700	\$ 24,611.10
Direct Payments	<u>\$ 268,088.37</u>
Municipal Total	\$1,185,907.57
 Police Licensing	 \$ 63,911.65
 Grand Total	 <u>\$1,249,819.22</u>

.....
For:
Against:

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in June 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 30 June 2025.

Report Detail

Attachment 9.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 June 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 30 June 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 30 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

- 1. Receive the Monthly Financial Report for 30 June 2025, as presented (Attachment 9.3.2A).**

.....
For:
Against:

Summary

The Monthly Financial Report for 30 June 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 30 June 2025 shows a closing surplus of \$2,785,691.

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 June 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 25/07/...

That Council:

- 1. Receive the final monthly activity report for the Boyup Brook Early Learning Centre for June 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).

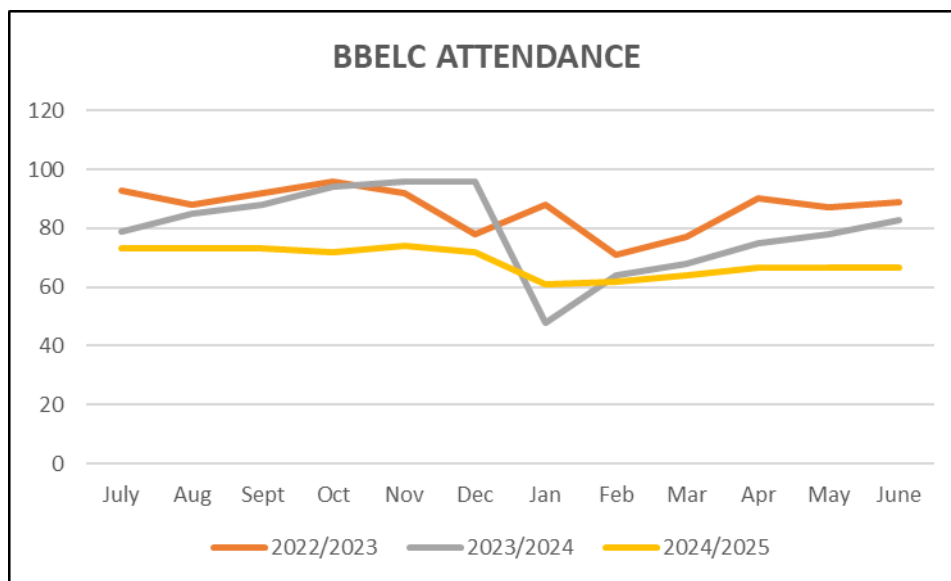
Background

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.



The Boyup Brook Early Learning Centre, previously managed by the Shire, officially closed on Friday 27 June 2025, with all staff concluding their employment with the Shire at this time.

We are pleased to share that all staff were offered and accepted positions with Regional Early Education and Development Inc (REED), the new approved provider for the Early Learning Centre. This has ensured continuity of care and support for the children and families who utilise the service.

The Director and Early Childhood Educators were sincerely thanked for their support and commitment throughout the transition process, and for their care and dedication to the children, families and colleagues at the Early Learning Centre over their years of service.

The Department of Communities, Education and Care Regulatory Unit (ECRU), has granted formal consent for the transfer of the service from the Shire of Boyup Brook to the receiving approved provider Regional Early Education and Development Inc (REED), effective 14 July 2025.

The Boyup Brook Early Learning Centre successfully opened under REED management on Tuesday 15 July 2025.

Prior to the transfer, on 18 June 2025, ECRU conducted a rigorous partial assessment of the service against the 2018 National Quality Standard for Early Childhood Education and Care and School Age Care (NQS).

The Partial Draft Assessment and Rating Report has now been received, providing notice of the following outcomes of the rating assessment and the rating levels.

The National Regulations prescribe the rating levels within the assessment and rating process, being:

- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working Towards National Quality Standard
- Significant Improvement Required

The following Quality Areas were assessed during this partial reassessment for Boyup Brook Early Learning Centre, with all other Quality areas last being assessed on 11 June 2019.

Quality Area 2 – Children’s Health and Safety		
Standard 2.1	Each child’s health and physical activity is supported and promoted.	Exceeding NQS
Standard 2.2	Each Child is protected	Meeting NQS
Quality Area 4 – Staffing Arrangements		
Standard 4.1	Staffing arrangements enhance children's learning and development. It was noted that the service does not currently have access to an Early Childhood Teacher (ECT)	Working Towards NQS REED have an appointed ECT
Standard 4.2	Management, educators and staff are collaborative, respectful and ethical.	Meeting NQS
Quality Area 5 – Relationships with Children		
Standard 5.1	Respectful and equitable relationships are maintained with each child.	Meeting NQS
Standard 5.2	Each child is supported to build and maintain sensitive and responsive relationships.	Meeting NQS
Quality Area 5 - Collaborative partnerships with families and communities		
Standard 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.	Meeting NQS
Standard 6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.	Meeting NQS


Due to the Standard 4.1 not being able to be met at time of assessment, the overall assessment is rated as 'Working Towards NQS'. However, as REED have appointed an Early Childhood Teacher (ECT) from date of transfer. REED are eligible to apply for a reassessment to reflect the updated staffing arrangement and potentially achieve a higher rating.

Commendation from ECRU, *"Boyup Brook Early Learning Centre is commended for the effort undertaken during this assessment and rating process. It was evident during the visit that educators have established nurturing, respectful relationships with children and families, which is consistent with the service philosophy. Educators viewed children as confident and capable learners, promoting their agency, and working collaboratively to plan and implement a program that supported a child led, play-based approach to learning."*

We wish the service well as you continue your quality improvement journey to achieve the best outcomes for the children attending your service."

We are confident that the transition of the Early Learning Centre to REED will ensure that local families continue to have access to high quality early childhood education and care, supported by an organisation whose core business is regional community based early childhood education and care.

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.

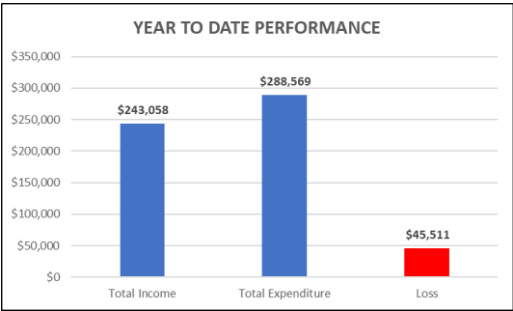
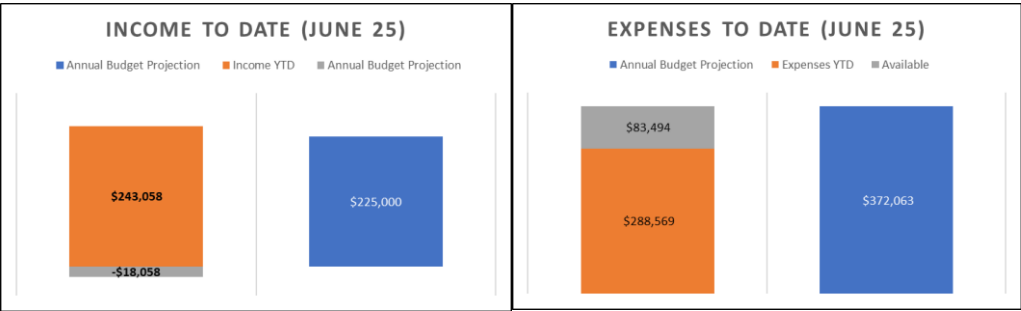
Risk Level	Comment
Moderate	Access to early childhood education and care is a key factor in retaining and attracting young families to the area. A lack of such services may discourage relocation to Boyup Brook, impacting population growth and broader economic outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce
Nil

End

9.4.2 Boyup Brook Medical Services monthly activity report for June 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 25/07/...

That Council:

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

.....
For:
Against:

Summary

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

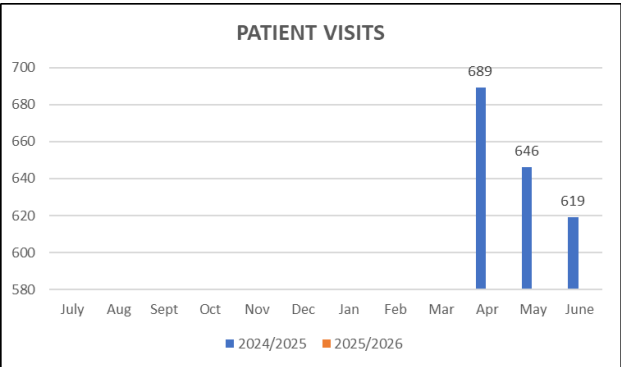
Background

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 16 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



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 greatly 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.

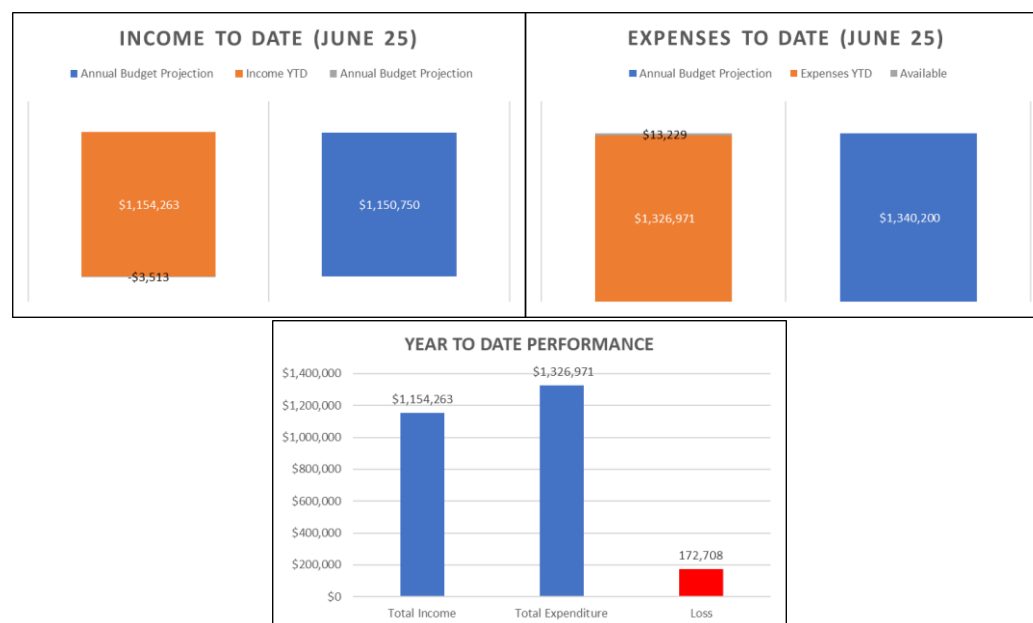
Risk Level	Comment
Moderate	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

The Medical Centre currently employs:

- One (1) General Practitioner with one vacancy.

- 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 June 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 25/07/...

That Council:

- 1. Receive the monthly activity report for the Rylington Park Farm for June 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 27 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 around house and sheds.
- Spot sprayed melons.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Cleaned all water troughs trough blocks.
- Cleaned out seeding gear.
- Repaired pencil auger.
- Greased FEL.
- Replaced flow meter on boom spray.
- Repaired oil leak on sprayer.

Crop Management

- Sprayed all post emergence broad leaf grasses and fungicide.
- Seeded grass mix for hay crop and pastures.
- Baited slugs.

Feed on Hand

- Barley 90 tonnes.
- Lupins 25 tonnes.
- Barley straw 200 Bales.
- Hay 290 bales.

Grain Sales

Nil

Feeding program

- Barley trail feeding 600 ewes 600 grams per week.
- Barley straw as needed.
- Ewe hoggets 500 grams per week of lupins.

Livestock Handling and Management

- Crutched ewe hoggets and dry ewes.
- Moved mobs as required to maximize paddock feed.

Wool Sales

- 3 bales.


Shearing Schools, events & trials

Nil

OHS

- 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.

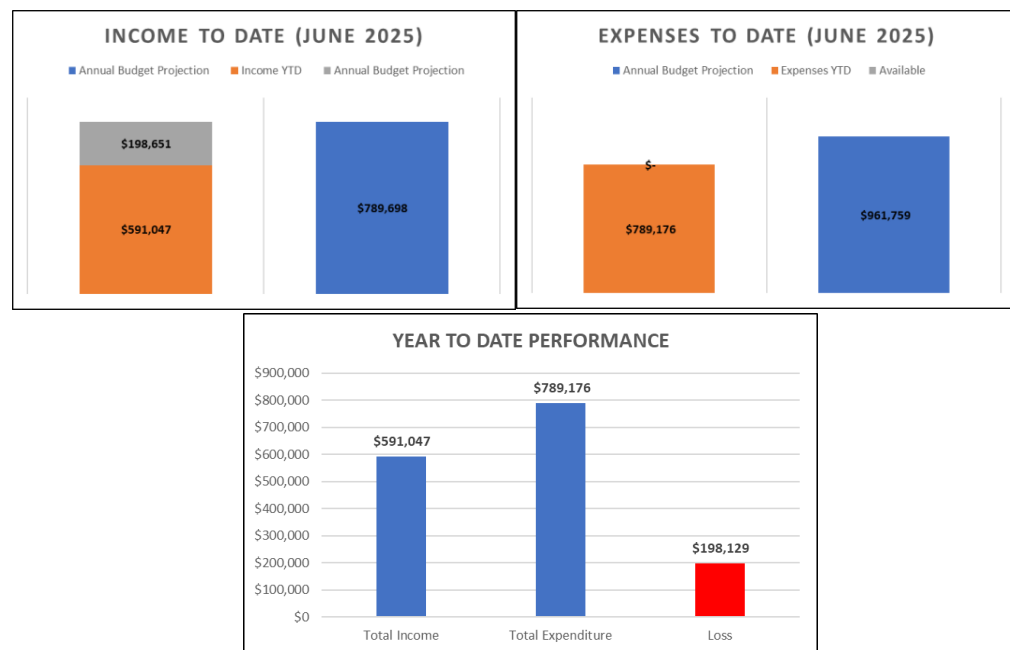
Risk Level	Comment
Moderate	Operational costs and reliance on external funding may present financial risks. Market fluctuations in agriculture can impact revenue, and extreme weather events pose a threat to farming activities.

Consultation

Nil

Resource Implications

Financial



Workforce

The position of farmhand is currently vacant.

End

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

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

- 1. Receive the monthly report for the Boyup Brook Caravan Park for June 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 into 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.

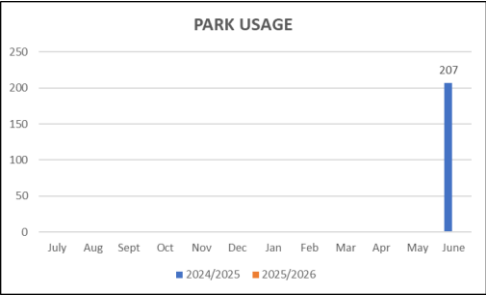
Report Detail

The CMCA Flax Mill Caravan Park, managed under agreement by the Campervan and Motorhome Club of Australia (CMCA), continues to provide a steady stream of short-term accommodation for travellers and visitors to Boyup Brook. The following is a summary of site bookings and income received for June 2025.


A total of 207 nights were booked during the June 2025 reporting period, generating gross income of \$5,747.00.

- Under the current revenue-sharing agreement, the Shire receives 73% of gross income.
- For June 2025, the Shire’s share of revenue amounted to \$4,195.31, almost 40% more than for June 2024.
- Gross income for the month, prior to revenue-sharing, is 33% more than for the same period in June 2024.

Notably, 47% of the income was generated from CMCA member bookings.



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 ultimately 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.

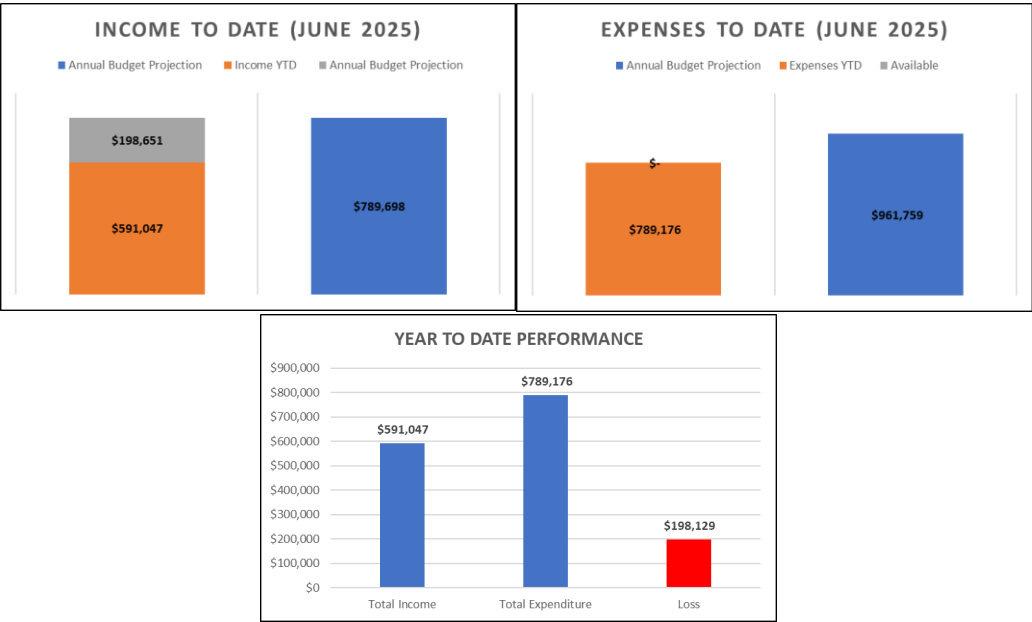
Risk Level	Comment
Moderate	A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers—due to factors such as fuel prices, economic downturns, or natural disasters—could reduce income for local businesses and affect the Shire's tourism objectives.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

Consultation

Nil

Resource Implications

Financial



Workforce
Nil

End

9.4.5 Western Australian Local Government Association Convention and Annual General Meeting 2025	
File Ref:	GR/31/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Magdalena Le Grange, Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.4.5A WALGA Information Brochure

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

- 1. Nominate Councillor _____ and Councillor _____ to attend the 2025 Western Australian Local Government Annual General Meeting to be held between 22-24 September 2025.**
- 2. Authorise Councillor _____ and Councillor _____ to be the voting delegates at the Western Australian Local Government Annual General Meeting.**
- 3. Authorise Councillor _____ and the Chief Executive Officer/Executive Manager Corporate Services/Executive Manager Operational Services as the proxy delegates should one of the Councillors in (2.) not be able to attend the Western Australian Local Government Annual General Meeting.**

.....
For:
Against:

Summary

Council is requested to consider, nominate and approve delegates and proxies to attend the meeting.

Background

The 2025 Western Australian Local Government Annual General Meeting to be held at the Perth Convention and Exhibition Centre, 21 Mounts Bay Road in Perth on 22-24 September 2025 (8:00am to 4:00pm).

This year's theme 'Lean into Legacy' delves into how today's decisions form the building blocks of tomorrow, whereby leaving a lasting, positive legacy as a Local Government making choices that champion community

well-being, drive economic development, and create sustainable communities for generations to come.

Report Detail

The Local Government Convention is the premier event for Elected Members within Local Government.


The Western Australian Local Government Association Annual General Meeting (WALGA AGM) is to be held at the Perth Convention and Exhibition Centre between 23 September 2025.

In addition to attending the WALGA AGM the Councillors the convention provides the Councillors an opportunity to network with other Councillors as well as viewing the latest offerings in the trade exhibition.

The Convention brings together Elected Members, Suppliers, Council Officers, and key stakeholders as part of a unique program of professional development, networking, and business opportunities.

The Annual General Meeting agenda has not yet been made available. Once the agenda is available the items therein will be presented to Council to provide direction to the nominated voting delegates.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	Strengthen leadership, advocacy and governance capabilities.

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 M6 - Attendance at Events and Functions.

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	It is important for local governments to have the opportunity to attend the WALGA AGM to be aware of what is currently the issues in local government.

Consultation

Nil

Resource Implications

Financial

The cost of the convention is included in the approved 2025/2026 Annual Budget.

Workforce

Nil

End

9.5 Planning

9.5.1 Development Application ('Animal Husbandry – Intensive' – Chicken Farm) – Lot 70 (97) Condinup Road, Boyup Brook	
File Ref:	A40296
Previous Items:	Nil
Applicant:	David Johnston
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.5.1A Guideline Food Safety Management Statement/Plan

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council Resolves to:

- A. Approve the proposed 'Animal husbandry – intensive' chicken farm at Lot 70 (97) Condinup Road, Boyup Brook, subject to the following conditions and advice notes:**

Conditions:

- 1. The number of chickens does not exceed 5,000 and the number of portable structures does not exceed 10.**
- 2. A buffer distance of 50m being maintained between chickens and the neighbouring watercourse.**
- 3. Dead bird storage and disposal methods conforming to applicable hygienic containment and environmental compliance requirements.**
- 4. A sign is to be developed at the entry to the premise stating:

"Biosecure Area - No Entry Unless Authorised" or similar wording. In addition, signage must direct visitors to contact the producer before proceeding (i.e. telephone number and/or enquire at house).**
- 5. Feeding systems, including silos, storage bins, feed troughs and feeder pans must, wherever possible, be secure to ensure access by wild birds and vermin is restricted.**
- 6. All portable equipment that is used should be periodically cleaned, detergent washed and disinfected. An insecticide**

should also be considered where there is the risk of transferring parasites.

7. An appropriate vermin control strategy with provisions for managing rodents, foxes, and wild dogs and cats must be developed and implemented. This includes ensuring that any baits used are registered and approved for the specific vermin species.

Advice Notes

1. Should the use of the property for animal husbandry create an impact to neighbouring landholdings (e.g. odour), actions need to be undertaken to remedy. This may involve improved management, minimising the intensity of operations or ceasing to operate altogether.
2. The use of a quality potable water supply, free of potential pathogens is critical to achieving good biosecurity.
3. Dead vermin should be removed promptly and appropriately to avoid scavenging by poultry within production areas and other animals outside production areas. In the instance of a mass mortality, dead chickens are to be transported in sealed containers and disposed of at an approved licensed facility.
4. Feed spills should be cleaned up as soon as practicable to prevent the attraction of wild birds and vermin, and scatter feeding in range areas should not be undertaken.
5. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
6. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
7. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

.....
For:
Against:

Summary

The Shire received an application proposing to develop an 'Animal husbandry – intensive' free range egg-laying chicken farm at a 'Rural' zone property, located at Lot 70 (97) Condinup Road, Boyup Brook.



'Animal husbandry – intensive' means *premises used for keeping, rearing or fattening of...poultry (for either egg or meat production)...in feedlots, sheds or rotational pens.*

In accordance with the Shire's Local Planning Scheme, 'Animal husbandry – intensive' is a discretionary (D) use, meaning the use is not permitted unless the Council has exercised its discretion by granting development approval.

It is recommended the Council approve the proposed 'Animal husbandry – intensive' chicken farm, subject to complying with measures to ensure the health of the chickens, the control of disease and the management of vermin.

Background

The Shire received an application proposing to accommodate up to 5,000 egg-laying chickens on a farming property located north-east of the Boyup Brook townsite.

The application includes a Guideline Food Safety Management Statement/Plan (see attachment) which was reviewed by the Shire's Planner and Environmental Health Officer (EHO) for compliance with regulatory standards, including the:

- *'Environmental Code of Practice for Poultry Farms in WA'*
- Department of Health, *'Standard 4.2.5 – Primary Production and Processing Standard for Eggs and Egg Products'*
- Department of Primary Industries and Regional Development, *'Egg Industry and Environmental Guidelines'* and *'National Farm Biosecurity Technical Manual for Egg Production'*.

Key regulatory measures include: Community amenity, waste management, Biosecurity and dead bird disposal.

Report Detail

The subject property is not located within a water source protection area and is buffered to neighbouring properties via remnant vegetation.

The application was referred to neighbouring properties seeking comment. At the close of advertising, no submissions were received.

The chickens are to be housed in portable structures, which are periodically cleaned and relocated across the 'Rural' property. The structures provide shade and security from predators and look similar to the following:



As per the attached Guideline Food Safety Management Statement/Plan, it's proposed that:

- Mobile hen houses are kept clean with regular bedding changes and rotated on pasture to minimize manure build up and maintain flock health.


- Eggs are collected twice daily morning and afternoon and stored in refrigeration.
- Cracked eggs are disposed of and placed into compost and dead birds burnt in a fire pit including any other waste material that is deemed to be unsafe.
- Egg handlers are to wear clean clothing and where appropriate wear dedicated aprons or coveralls during collection, cleaning and processing.
- Physical barriers, secured feed bins, and regular site inspections are to be incorporated to deter pests. Any signs of rodent activity are to be addressed immediately using traps.
- An onsite caretaker is proposed to ensure the chickens are appropriately managed, as follows:
 - Ensure the provision of food and drinking water
 - The relocation of structures to prevent a build-up of manure and pathogens
 - The disposal of any dead chickens.

In accordance with the Shire's Local Planning Scheme, the Council is encouraged to support the intensive agricultural land-use subject to conditions being outlined to manage the health of the chickens, the spread of disease and the control of vermin.

The proposal is not expected to detract from the rural or environmental quality of the area and is not expected to impact on neighbouring landholdings.

It is recommended that the Council approve the proposed 'Animal husbandry – intensive' chicken farm on Lot 70 (97) Condinup Road, Boyup Brook, subject to conditions.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Economic Development
	Outcome	Make land available for economic growth, development, and improvement.
	Objective	Increase land availability for industry, housing, visitor accommodation and tourism.

Other Strategic Links

Nil

Statutory Environment

The Shire's Local Planning Scheme No.2 states:

Council shall encourage the continued use of land within the Rural Zone for the entire spectrum of broadacre and intensive rural activities except in close proximity to the town where such activities, by their very nature, may detract from the residential and environmental quality within the town.

The proposed free-range chicken farm does not constitute a prescribed activity under the *Environmental Protection Act 1986* and therefore does not require works approval or licencing from the Department of Water and Environmental Regulation.

Sustainability and Risk Considerations

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

The introduction of a free-range chicken farm would have a positive impact on the region and Shires' economy.

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

Nil

Policy Implications

The State Planning Policy 2.5 – Rural Planning recognises animal premises as an essential rural activity with development generally supported and encouraged on rural land, provided rural amenity and environmental impacts can be effectively managed.

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
Low	The proposal is in line with the Shire's scheme and subject to conditions, is expected to meet regulatory standards.

Consultation

A letter was sent to neighbours seeking comment. At the close of advertising, no submissions were received.

Resource Implications

Financial

Nil

Workforce

Nil

End

10. Minutes of Committees

10.1 Local Emergency Management Committee Meeting Minutes – 21 May 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

1. Receive the unconfirmed minutes of the Local Emergency Management Committee Meeting held on 21 May 2025.

.....
For:
Against:

10.2 Warren Blackwood Alliance of Councils Climate Alliance Reference Group Meeting Minutes – 30 May 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

1. Receive the unconfirmed minutes of the Warren Blackwood Alliance of Councils Climate Alliance Reference Group Meeting held on 30 May 2025.

.....
For:
Against:

10.3 Warren Blackwood Alliance of Councils Meeting Minutes – 3 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

2. Receive the unconfirmed minutes of the Warren Blackwood Alliance of Councils Meeting held on 3 June 2025.

.....

For:
Against:

10.4 Rylington Park Committee Meeting Minutes – 4 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

3. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 4 June 2025.

.....
For:
Against:

10.5 Bushfire Advisory Committee Meeting Minutes – 16 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

1. Receive the unconfirmed minutes of the Bushfire Advisory Committee Meeting held on 16 June 2025.

.....
For:
Against:

10.6 South West Country Zone Meeting Minutes – 23 June 2025

Moved: Seconded:

Officer Recommendation CM 25/07/...

That Council:

1. Receive the unconfirmed minutes of the South West Country Zone Meeting held on 23 June 2025.

.....
For:
Against:

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