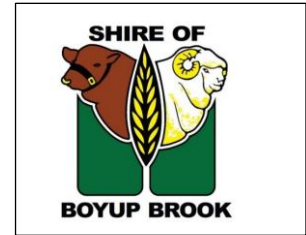


Date: 19 September 2025

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 25 September 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
2.4 Request 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	7
6.1 Special Council Meeting Minutes – 7 August 2025	7
6.2 Ordinary Council Meeting Minutes – 28 August 2025	7
6.3 Out of session item – WALGA AGM agenda	8
7. Presidential Communications	9
8. Councillor Questions on Notice	9
9. Reports of Officers	10
9.1 Operational Services	10
9.2 Community Services	11
9.3 Corporate Services	12
9.3.1 List of Accounts Paid in July 2025	12
9.3.2 List of Accounts Paid in August 2025	16
9.3.3 Monthly Statement of Financial Activity for the period ending 31 July 2025	20
9.3.4 Monthly Statement of Financial Activity for the period ending 31 August 2025	24
9.4 Chief Executive Officer	28
9.4.1 Proposed sale of Lot 3 (80) Abel Street, Boyup Brook	28
9.4.2 Boyup Brook Medical Services monthly activity report for July 2025	34

9.4.3 Boyup Brook Medical Services monthly activity report for August 2025	38
9.4.4 Rylington Park monthly activity report for July and August 2025	43
9.4.5 Boyup Brook Caravan Park monthly report for July 2025	48
9.4.6 Boyup Brook Caravan Park monthly report for August 2025	52
9.5 Planning	56
9.5.1 Development Application (Tree Farm – Pine Trees) Lots 8 & 20 Bowelling-McAlinden Road, McAlinden.....	56
9.5.2 Draft Policy PD10 – Caravan Park Local Planning Policy.....	64
10. Minutes of Committees	70
10.1 South West Country Zone Meeting Minutes – 22 August 2025.....	70
10.2 Rylington Park Committee Meeting Minutes – 27 August 2025	70
11. Motions of which previous notice has been given.....	70
12. Late Items / Urgent Business Matters.....	70
13. Confidential Items of Business.....	70
14. Closure	70

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 David Inglis

Cr Darren King

Council Officers

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Corporate Services	Carolyn Mallet
Manager Community Services	Nicola Jones

Observers / Public Members**2.2 Apologies**

Councillor	Cr Michael Wright
Executive Manager Operational Services	Jason Forsyth
Manager Financial Services	Malcolm Armstrong

2.3 Approved Leave of Absence**2.4 Request 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 meeting's 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 Special Council Meeting Minutes – 7 August 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That the minutes of the Special Council Meeting held on 7 August 2025 be confirmed as being a true and accurate record.

.....
For:
Against:

6.2 Ordinary Council Meeting Minutes – 28 August 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That the minutes of the Ordinary Council Meeting held on 28 August 2025 be confirmed as being a true and accurate record.

.....
For:
Against:

6.3 Out of session item – WALGA AGM agenda

Moved: Seconded:

Officer Recommendation CM 25/09/...

That due to the WALGA Annual General Meeting agenda not being available in time to present to the August 2025 Ordinary Council Meeting, Councillors were requested to consider the 'Out of Session' report circulated on 12 September 2025.

The below Council Decision is confirmed as being a true and accurate record.

.....
For:
Against:

Moved: Cr. O'Connell

Seconded: Cr. Kaltenrieder

Council Decision CM 25/09/164

That Council:

1. Authorise the voting delegates and the proxy to vote as follows on the agenda items contained in the Western Australian Local Government Annual General Meeting Agenda:
 - a) Support item 4 – Adoption of AGM standing Orders.
 - b) Support item 5 – Confirmation of Previous Minutes.
 - c) Support item 6 – Adoption of Annual Report.
 - d) Support item 7.1 (as proposed to be amended) – Provision of medical services in remote and very remote Local Governments.
2. *Recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.*
 - e) Support item 7.2 – Homelessness Short-term accommodation solutions.

f) Support item 7.3 – Revision of the *Local Government (Administration) Regulations 1996* in relation to the holding of and attendance at meetings by electronic means.

g) Support item 7.4 – Rating exemption advocacy motion.

h) Support item 7.5 - Rateability of miscellaneous licenses.

CARRIED 7/0

**For: Cr Walker, Cr O’Connell, Cr Inglis, Cr Kaltenrieder, Cr Wright,
Cr Caldwell, Cr King
Against: Nil**

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

Nil

9.3 Corporate Services

9.3.1 List of Accounts Paid in July 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 July 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

1. That Council receives the list of accounts paid in July 2025, totalling \$1,576,171.27 from Municipal account, and \$68,370.35 from Police Licensing account, as represented by:

Municipal	
EFT1057-1244	\$1,198,843.74
Cheques 20701-20703	\$ 9,826.47
Direct Payments	\$ 367,501.06
Municipal Total	\$1,576,171.27
Police Licensing	\$ 68,370.35
Grand Total	<u>\$1,644,541.62</u>

.....
For:
Against:

Summary

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

Report Detail

Attachment 9.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 July 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 2025/2026 Annual Budget.

Workforce

Nil

End

9.3.2 List of Accounts Paid in August 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:	9.3.2A List of Accounts Paid in August 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

- 1. That Council receives the list of accounts paid in August 2025, totalling \$828,713.40 from Municipal account, and \$32,151.20 from Police Licensing account, as represented by:**

Municipal	
EFT1211–1316	\$580,173.59
Cheques 20704	\$ 1,440.08
Direct Payments	<u>\$247,099.73</u>
Municipal Total	<u>\$828,713.40</u>
Police Licensing	\$ 32,151.20
Grand Total	<u>.....</u> <u>\$860,864.60</u>

.....
For:
Against:

Summary

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

Report Detail

Attachment 9.3.2A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 August 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 2025/2026 Annual Budget.

Workforce

Nil

End

9.3.3 Monthly Statement of Financial Activity for the period ending 31 July 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:	9.3.3A – Monthly Financial Report 31 July 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

- 1. Receive the Monthly Financial Report for 31 July 2025, as presented (Attachment 9.3.3A).**

.....
For:
Against:

Summary

The Monthly Financial Report for 31 July 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 July 2025 shows a closing surplus of \$1,964,508.

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

9.3.4 Monthly Statement of Financial Activity for the period ending 31 August 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:	9.3.4A – Monthly Financial Report 31 August 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

- 1. Receive the Monthly Financial Report for 31 August 2025, as presented (Attachment 9.3.4A).**

.....
For:
Against:

Summary

The Monthly Financial Report for 31 August 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 August 2025 shows a closing surplus of \$6,406,948.

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 Proposed sale of Lot 3 (80) Abel Street, Boyup Brook	
File Ref:	A2002
Previous Items:	Item 9.4.6 OCM 26 June 2025
Applicant:	Westphal Family Superannuation Fund
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	9.4.1A – Initial notification to tenants

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

- 1. Approve the disposition of Lot 3 (80) Abel Street, Boyup Brook.**
- 2. Accept the “Offer to Purchase” from the Westphal Family Superannuation Fund for Lot 3 (80) Abel Street, Boyup Brook for the amount of \$150,000.**
- 3. Delegate to the Chief Executive Officer the authority to conclude the contract of sale.**
- 4. Request the Chief Executive Officer to request the Westphal Family Superannuation Fund to provide a development plan prepared by a suitably qualified consultant as they have committed to proceeding with the refurbishment within two years of purchase.**
- 5. Authorises the Shire President and Chief Executive Officer to affix the common seal and execute the Transfer of Land documents.**
- 6. Allocate the net income from the sale of the property in (1.) above to the Building Reserve.**

.....
For:
Against:

Summary

Council is requested to consider the disposal of Lot 3 (80) Abel Street, Boyup Brook.

Background

Council at its Ordinary Council meeting held on 26 June 2025, resolved as follows:

“Moved: Cr. King

Seconded: Cr. Inglis

Council Decision CM 25/06/120

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.*

CARRIED BY ABSOLUTE MAJORITY 6/0

*For: Cr Walker, Cr O’Connell, Cr Inglis, Cr Kaltenrieder, Cr King,
Cr Wright
Against: Nil”*

Report Detail

In WA, under the *Local Government (Functions and General) Regulations* and the *Local Government Amendment Act 2023*, the caretaker period for local governments ends the day after the returning officer declares the result of the relevant council election.

Under WA rules:

- Caretaker mode applies from the close of nominations until the day after the returning officer declares the election results for that ordinary election.
- Once that declaration is made, the caretaker period ends, even if there are still unfilled vacancies that trigger an extraordinary election under s.4.57(1) of the *Local Government Act 1995*.
- The extraordinary election will have its own nomination period and election process, but it does not extend the original caretaker period.

Since the returning officer formally declared the outcome on 4 September 2025 for the positions that were contested/filled at the ordinary election, the Shire came out of caretaker mode. As such caretaker conventions are now considered ended.

1.4A. Caretaker period

(1) In this Act —

caretaker period, in relation to a local government, means a period that —

- (a) begins at the close of nominations (as defined in section 4.49(a)) for a relevant election for the local government; and
- (b) ends —
 - (i) on the day after the day on which the returning officer declares the result of the relevant election under section 4.77; or
 - (ii) if section 4.57(1) applies to the relevant election — on the day after the day on which the close of nominations falls; or
 - (iii) if section 4.58(1) applies to the relevant election — on the day after the day on which the candidate dies.

In 2013, the Shire purchased the property for \$250,000 with the intention of expanding the medical centre. The proposed expansion did not proceed, and since that time the individual shop tenancies have been leased on a commercial basis. While the Shire has generated approximately \$182,378 in rental income and incurred \$98,701 in expenses, resulting in a net return of \$83,676, this has been achieved with only minimal maintenance. Significant works will be required within the next 18 to 24 months, which the Shire is not in a financial or strategic position to undertake.

From a governance perspective, the leasing and management of commercial shop premises is not considered a core function of local government. The Shire's resources are best directed toward delivering essential community services, infrastructure, and long-term strategic projects rather than the ongoing operational requirements of property management. Continuing to hold this asset not only diverts focus and resources but also inhibits broader economic development, as the Shire is unable to commit to the upgrades necessary to modernise the shops and stimulate further private investment.

The proposed sale would return the property to the rate base, generating approximately \$5,455 in annual rates revenue, while enabling private ownership to unlock the property's potential. The Westphal Family Superannuation Fund has expressed interest in purchasing the property and has outlined plans to expand the pharmacy, install a new septic system, and undertake substantial refurbishments estimated at a minimum of \$85,000. These works would deliver improved retail facilities,

create additional health-related consultation services, and provide greater long-term benefit to the community than the Shire could deliver under its current ownership model.

Although the proposed purchase price of \$150,000 is below the formal valuation of \$275,000, the discount reflects the purchaser's commitment to significant capital upgrades within two years of settlement. Two of the three shops are already tenanted, and the purchasers have confirmed their intention to retain these tenancies, providing continuity for existing businesses while enhancing opportunities for growth.

On balance, the sale of the property is considered the most responsible course of action. It will remove the Shire from an activity outside its core business, reduce financial and administrative liabilities, and allow the private sector to deliver improvements that will contribute to the town's economic and social development.

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, 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 initial offer, current tenants were notified of the potential sale. One tenant responded but indicated no interest in purchasing the property.
- As per the resolution, the notice of disposal of Lot 3 (80) Abel Street, Boyup Brook was advertised in The West Australian on Friday, 25 July 2025.

Resource Implications

Financial

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

Funds received through the sale of the property will be placed in the Building Reserve.

Workforce

Nil

End

9.4.2 Boyup Brook Medical Services monthly activity report for July 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 25/09/...

That Council:

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

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services. Key highlights for July include a slight decrease in patient consultations compared to June because of only having one doctor since 1 July 2025.

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

In July 2025, the practice recorded a total of 510 patient consultations, marking a 17% decrease from June. This decline was due to the reduction from two Doctors to one. These figures include all appointments invoiced for the Medical Centre and the Hospital, including out of consult scripts and referrals.



NOTE: This graph represents the total number of patients invoiced per month. Patients include hospital inpatients, ED patients, all patients seen at the practice plus scripts and referrals written without a consult.

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**

The practice is currently operating within the adopted budget parameters.

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 Boyup Brook Medical Services monthly activity report for August 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 25/09/...

That Council:

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for August 2025.**
- 2. Approves the Boyup Brook Medical Services to become a fully bulk-billed Practice.**

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services. Key highlights for August include a slight increase in patient consultations compared to July and the initiation of a telehealth facilitation program for community members.

The report also discusses (subject to Council approval) the plans to transition to a fully bulk-billed practice from 1 November 2025 to maximize the Australian Government's Bulk Billing Practice Incentive Program (BBPIP).

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

In August 2025, the practice recorded a total of 521 patient consultations, marking a 2% uptick from July. These figures include all appointments invoiced for the Medical Centre and the Hospital, including out-of-consult scripts and referrals.

Monthly appointments



NOTE: This graph represents the total number of patients invoiced per month. Patients include hospital inpatients, ED patients, all patients seen at the practice plus scripts and referrals written without a consult.

To ensure continuity of care during the Doctors scheduled leave from late September to early-November, the practice has implemented a supported telehealth program tailored for community members who lack the technology or ability to organise their own telehealth consultations, such as elderly patients, those with disabilities, or residents without reliable internet or devices. Patients will be responsible for any fees charged by the telehealth service provider.

The program includes:

- **Dedicated Booking Support:** Administration staff will assist patients in scheduling telehealth appointments.
- **On-Site Technology Access:** The practice has allocated one consultation room equipped with computer and webcam with internet for telehealth sessions. Patients can visit the centre, where staff will set up video calls, ensuring privacy and technical reliability.
- **Staff Training:** All administration staff will complete telehealth facilitation training, covering platform navigation, patient guidance, and troubleshooting. The Practice Manager will oversee quality assurance, with on-going reviews to optimize the process.
- **Capacity and Scheduling:** The program supports up to thirteen telehealth appointments per day, prioritised for vulnerable patients. Sessions are booked in 30-minute slots to allow setup time, with flexibility for urgent consultations.

The program will start in late September to accommodate demand during the GP's absence.

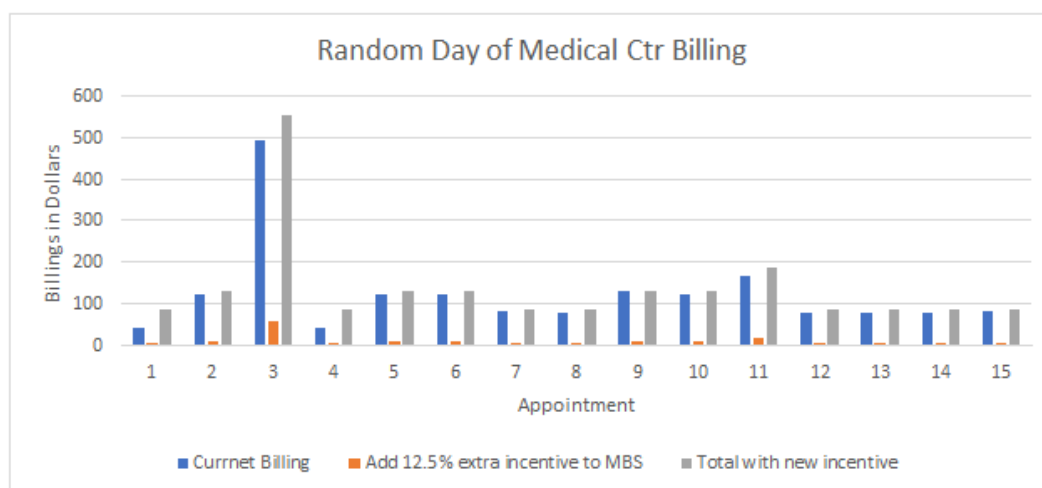
Future Bulk Billing Practice

The Australian Government is providing additional incentives for bulk billing practices through the Bulk Billing Practice Incentive Program (BBPIP), which will commence on 1 November 2025. This program expands eligibility for Medicare bulk billing incentives to all Australians and gives participating practices an additional 12.5% loading on eligible Medicare benefits.

To maximize these incentives and further improve accessibility for our rural community, the practice would like to transition to a fully bulk-billed model effective 1 November 2025. This shift will eliminate out-of-pocket costs for all Medicare-eligible patients across eligible services, aligning with BBPIP requirements to bulk bill every eligible consultation, health assessment, mental health treatment, and chronic disease management item.

Participation in BBPIP is voluntary and will require registration via the Organisation Register, advertising of our bulk-billing status, and compliance with MyMedicare accreditation standards. The incentive payment, calculated as 12.5% of the Medicare Benefits Schedule (MBS) benefits earned on bulk-billed services, will be paid quarterly in arrears and split evenly (50/50) between the practice and participating GPs.

This transition is expected to enhance community health equity, particularly for vulnerable groups, while providing financial stability. Based on recent operational data, on a random day with standard practice-only appointments (excluding hospital billings), the practice anticipates receiving an average of \$235 in additional incentive payments under BBPIP.



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

The practice is currently operating within the adopted budget parameters.

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

9.4.4 Rylington Park monthly activity report for July and August 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:	9.4.4A Agronomy Report 2025

Moved: **Seconded:**

Officer Recommendation CM 25/09/...

That Council:

- 1. Receive the monthly activity report for the Rylington Park Farm for July and August 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 around house and sheds.
- Spot sprayed thistles.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards.
- Ongoing fencing maintenance and cleared fallen trees' branches from fences.
- Cleaned all water troughs blocks.
- John Deere serviced both tractors.
- Greased Boom spray repaired cracked boom.
- Set up sprayer on motor bike.
- Greased FEL.
- Maintenance on shearing shed to set up for shearing school.

Crop Management

- Sprayed all post emergence fungicide and trace elements on Barley.
- Sprayed Canola for weeds.
- Contractor spread fertiliser on all crops.
- Picked rocks.
- Flexi N on hay paddocks.
- Cropping costs in Ag Supplies program.

Livestock Sales

- Green tags will be sold once shorn.

Feed on Hand

- Barley 90 tonnes.
- Lupins 25 tonnes.
- Barley straw 150 Bales.
- Hay 270 bales.

Grain Sales

Nil

Feeding program

- Barley straw as needed.

Livestock Handling and Management

- Crutched all the adult sheep.
- Moved mobs as required to maximize paddock feed.
- Lambing 92% marked on mated figures.
- Merinos Lambs 1106 Ewes Mated 1150.
- XB lambs 736 Ewes mated 911.

- Start Weaning next week Sort sheep back into age group to do a full count for the auditors.

Livestock Inventory

- White Suffolk Rams: 11
- Merino rams: 29
- Merino Ewes: 2017 Deaths 3
- XB lambs 7 sold 20
- Merino ewe lambs 427 Deaths 3
- Merino Wether lambs 20
- **TOTAL: 2511**

Wool Sales

Nil

Shearing Schools, events

- Learner school for 5 days.

Current Trials

- DPIRD time rite trial
- Variety trails Ag Supplies
- UWA clover trials
- CSBP pasture fertilizer trials
- Syngenta chemical accreditation

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	The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability. Extreme weather events could impact farm operations and ensuring all farming practices meet regulatory standards.

Consultation

Nil

Resource Implications

Financial

The farm is currently operating within the adopted budget parameters.

Workforce

The position of farmhand is currently vacant.

End

9.4.5 Boyup Brook Caravan Park monthly report for July 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 25/09/...

That Council:

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

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 July 2025.

A total of 219 nights were booked during the July 2025 reporting period, generating gross income of \$5,272.00.

- Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.
- For July 2025, the Shire's share of revenue amounted to \$3,848.56, almost 34% more than for July 2024.
- For July 2025, a total of 219 nights were booked for the reporting period, 38% more than for July 2024.
- Gross income for the month, prior to revenue-sharing, is 35% more than for the same period in July 2024.

Notably, 52% of the income was generated from CMCA member bookings.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	23
Unpowered Sites	2
Powered Sites	138
Ensuite Sites	17
SCV + Amenities Sites	39
TOTAL BOOKINGS	219

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

The caravan park is currently operating within the adopted budget parameters.

Workforce

Nil

End

9.4.6 Boyup Brook Caravan Park monthly report for August 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 25/09/...

That Council:

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

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 August 2025.

A total of 213 nights were booked during the August 2025 reporting period, generating gross income of \$5,236.00.

- Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.
- For August 2025, the Shire's share of revenue amounted to \$3,822.28, marginally less at 10.5% compared to August 2024.
- For August 2025, a total of 213 nights were booked for the reporting period, 6% less than for August 2024.
- Gross income for the month, prior to revenue-sharing, is marginally less at 10.5% less than for the same period in August 2024.
- This month only 30% of the income was generated from CMCA member bookings, a steep decline from previous months. This can be reflective of the very wet and cold August that has been experienced in Boyup Brook, deterring travellers from eastern states from staying in southern parts of the state.
- The CMCA Caretaker reports that there are several patrons supporting the shearing industry and health industry who are seeking longer term accommodation due to the lack of available housing in Boyup Brook. There have also been several families staying overnight who are looking at properties to purchase to relocate to Boyup Brook. There are several caravan clubs who have bookings in the next month, and the wildflower season sees an influx of patrons to the caravan park.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	8
Unpowered Sites	1
Powered Sites	130
Ensuite Sites	23
SCV + Amenities Sites	33
TOTAL BOOKINGS	213

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

The caravan park is currently operating within the adopted budget parameters.

Workforce

Nil

End

9.5 Planning

9.5.1 Development Application (Tree Farm – Pine Trees) Lots 8 & 20 Bowelling-McAlinden Road, McAlinden	
File Ref:	A4385 and A1380
Previous Items:	Nil
Applicant:	Mitsui & Co Wood Resources Oceania P/L
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.5.1A Approved Plans (updated to address agency concerns) 9.5.1B Schedule of Submissions 9.5.1C Submissions

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council Resolves to:

- A. Approve the Development Application for the proposed Tree Farm, at Lots 8 & 20 Bowelling-McAlinden Road, subject to the following conditions and advice notes:**

Conditions:

- 1. All development shall occur in accordance with the Approved Plans, subject to any modification required as a consequence of any condition of this approval (Includes Plantation Management Plan and the Plantation Map dated 12 September 2025).**
- 2. Prior to planting, the development of a 50,000l tank being undertaken to the satisfaction of the Chief Executive Officer. The purpose of the tank being to hold a sufficient supply of water for firefighting.**
- 3. As an ongoing condition, the Plantation Map is to be maintained on-site in red PVC tubes located at each access point.**
- 4. The owner / operator shall be responsible for the repair of any undue damage to public roads caused by harvesting operations and or the movement of machinery associated with the plantation to the satisfaction of the Chief Executive Officer.**

Advice:

- 1. Should the owner/operator decide to change the species of tree being planted, an updated Plantation Management Plan and**

Plantation Map is to be submitted to the Chief Executive Officer for approval.

2. In accordance with the Shire of Boyup Brook Firebreak Notice:

- a) Clear a 15m wide bare earth firebreak immediately inside all external boundaries of the land by removing all inflammable matter and vegetation to a height of 5m.**
- b) Where a plantation is divided into compartments –**
 - (i) if the compartments do not exceed 30ha, a 6m wide bare earth firebreak between compartments must be cleared by removing all inflammable matter and vegetation within the 6m firebreak between the ground and 5m above the ground.**
 - (ii) if compartments exceed 30ha, a 10m wide bare earth firebreak between compartments must be cleared by removing all inflammable matter and vegetation within the 10m wide firebreak between the ground and 5m above the ground.**
- c) Where power lines pass through the plantation, clear firebreaks in accordance with Western Power specifications (consult Western Power – phone 13 10 87).**

3. Maintain a 6-metre buffer on either side of the watercourse and avoid applying herbicides and fertilisers adjacent to the watercourse.

4. Take particular care to prevent pesticides being washed or leached into the watercourse.

5. Ensure machinery does not enter the riparian zone of the watercourse.

6. Ensure any potential ground disturbing works during harvesting does not mobilise sediment into the watercourse.

7. In the event any clearing of native vegetation is proposed, please note that proposals to clear native vegetation within the Wellington Dam Catchment Area requires authorisation under the CAWS Act from DWER if the clearing purpose is exempt from the requirement for an Environmental Protection Act 1986 (EP Act) clearing permit.

8. 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. 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.

- 9. 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 of Boyup Brook received a Tree Farm application, which proposes to replace eucalyptus trees, with pine trees at Lots 8 & 20 Bowelling-McAlinden Road.

It is proposed that the existing eucalypt trees are harvested in 2025 and re-established with approximately two hundred hectares of pine softwood (*P radiata*).

It is recommended that the Council support the application subject to conditions.

Background

The Shire received an application proposing to develop two hundred hectares of Pine trees on a 341.6-hectare farming property, in the locality of McAlinden.

The application was advertised to neighbouring landholders, the Department of Fire and Emergency Services (DFES), The Department of Water and Environmental Regulation (DWER) and the Department of Biodiversity, Conservation and Attractions (DBCA).

A neighbouring landholder commented that: *We are more than happy for Mitsui to be replanting Shine Plantation.*

The DFES, DWER and DBCA also provided comment on the proposal.

Submissions are attached to this report item and discussed in a schedule of submissions.

Modifications to the Plantation Management Plan have been undertaken to address concerns raised by the agencies, including for fire management and protection of a watercourse.

Approval conditions and advice notes have also been included to ensure appropriate management of the tree farm.

Report Detail

The Tree Farm application includes a Plantation Management Plan and Plantation Map, which identify:

1. Proposed plantation areas, roads, internal and external firebreaks, access gates, water crossing areas and water points.
2. Plantation and harvesting management information.
3. On-going operational management information – weed and vermin control.
4. Bushfire management information - Landholder, neighbour and fire agency contact information. Details of fuel load management and fuel reduction burns.

The Plantation Management Plan and Plantation Map (as amended), comply with the requirements of the 'Code of Practice for Timber Plantations in Western Australia,' the 'Guidelines for Plantation Fire Protection (2011)' and the Shire's 'Fire Information and Firebreak Notice'.

In accordance with the Shire's Scheme, a 'Tree Farm' means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003 section 5.

In accordance with the Shire's Scheme, a 'Tree Farm' proposal at a property zoned 'Rural,' requires the Council to exercise its discretion on whether or not to approve the development proposal, considering public/agency submissions and any relevant information.

The local government's statutory responsibility involves administering development control pursuant to its local planning scheme and including state planning policy.

The application complies with industry standards and is in keeping with state planning policy objectives.

Approving the continued use of this land for tree farming is not expected to have an economic or social impact on the Shire.

It is recommended that the Council approve the proposed Tree Farm application, which includes an updated management plan to address agency concerns. Conditions of approval and advice notes have also been included.

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

Local Planning Scheme No.2.

The Shire's Local Planning Scheme 2, states:

7 CONTENTS OF SCHEME

(1) In addition to the provisions set out in this document (the scheme text), this Scheme includes the following –

(a) the deemed provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2).

25 RURAL ZONE

1. In considering applications for subdivision, rezoning and planning consent in the Rural Zone, Council shall have regard to:

- a) the need to protect the agricultural practices of the Rural zone in light of its importance to the district's economy.*
- b) the need to protect the area from uses which will reduce the amount of land available for agriculture.*
- c) bushfire risk to the locality and adequacy of fire suppression measures.*
- d) the need to preserve the rural character and rural appearance of the area; and*
- e) where rural land is being subdivided for closer development, the proposal should be supported with evidence outlining the land's suitability and capability for further development.*

2. *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.*
3. *Council, in considering the granting of approval to plantations in the Rural Zone will take into account the landscape and amenity of the area and may refuse to grant approval for the planting of tree species which it does not consider to be appropriate for the area and is not supported by adequate bushfire suppression measures.*
4. *With a view to protecting the agricultural base of the District, Council shall discourage the wholesale planting of broadacre rural holdings for plantations and shall instead, encourage the diversification of rural activities.*

42 TREE FARMING

Tree farm as defined in Part 6 – ‘Terms referred to in Scheme’ is a permissible use in the ‘Rural’ zone subject to compliance with all requirements of this Scheme.

In addition to those other matters contained in clause 25, Council shall, in considering applications for ‘Plantations’, have regard to –

- a) *The Code of Practice for Timber Plantations in Western Australia.*
- b) *Council’s Firebreak Order; and*
- c) *FESA’s Guidelines for Plantation Fire Protection.*

50. Land use terms used

Tree farm means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003 section 5.

Sustainability and Risk Considerations

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

Opportunity exists for local individuals and local businesses to apply for tree farming jobs, which range from full-time to part-time and with different levels of pay and expertise.

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

Nil

Policy Implications

The *Planning and Development (Local Planning Schemes) Regulations 2015* states:

(2) In considering an application for development approval...the local government is to have due regard to...(f) any policy of the State.

The Department of Planning, Lands and Heritage has developed a Tree Farm – Fact Sheet, which states:

WAPC policy is that tree farms should be supported and encouraged on rural land. Therefore, any local planning strategies or schemes seeking to prohibit or severely restrict tree farming would not be in keeping with State policy.

The State Planning Policy 2.5 recommends support for tree farming on rural land as a means of diversifying rural economies and providing economic and environmental benefit.

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 proposed Tree Farm poses a low risk to the Shire's business objectives. 1. One of the Economic Development expected outcomes of the Shire's Strategic Community Plan 2021-2031 is 'a diverse and strong economy'. 2. One of the Economic Development Objectives of the Corporate Business Plan 2017-2021, is to 'Encourage new businesses through information, incentives and land-use provision'.

Consultation

A neighbouring landholder submitted positive comments on the proposed development.

Agencies outlined concerns associated with fire management and protection of environmental attributes. The management has been updated to address concerns raised and conditions on the approval notice have been included.

Resource Implications

Financial

Nil

Workforce

Nil

End

9.5.2 Draft Policy PD10 – Caravan Park Local Planning Policy	
File Ref:	
Previous Items:	Nil
Applicant:	Nil
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	9.5.2A Draft policy PD10 Caravan Park Local Planning Policy

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council Resolves to:

- 1. Endorse the draft policy PD10 Caravan Park Local Planning Policy (Attachment 9.5.2A) for advertising pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2. Agree to finally adopt the proposed policy PD10 Caravan Park Local Planning Policy (Attachment 9.5.2A) without modification, pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to:**
 - a) no objections/comment be received during the advertising required in (1.) above. The date of the final adoption being the date of the first Ordinary Council Meeting following the closing date of the advertising.**

.....
For:
Against:

Summary

The Shire of Boyup Brook propose to introduce a new policy to guide the development of Caravan Parks on private property.

Background

At the 26 August 2021 Council meeting, the Shire Council considered an application for a twelve bay Caravan Park at 355 Terry Road, Boyup Brook and resolved to refuse the application for the following reasons:

1. There is no proposed on-site caretaker to manage fire rubbish and noise.
2. Visiting pets may be a threat to neighbouring farming livestock.
3. The Blackwood riverbank is steep and hazardous, posing a risk to public safety.
4. Adverse impact on the amenity of the area.
5. Inadequate facilities for firefighting.
6. No provision for on-site toilets.

At the August 2025 Council meeting, the Council resolved to initiate a new Local Planning Scheme No.3 for advertising purposes. The new scheme seeks to impose the following Caravan Park standards, which include the need for a caretaker on-site, ablution facilities, waste management facilities and potable water.

“32.10 CARAVAN PARK

- (1) Development and operation of Caravan Park use (including duration of stay) shall be in accordance with the Caravan Parks and Camping Grounds Act 1995 and Caravan Parks and Camping Grounds Regulations 1997.*
- (2) Prior to any approvals being granted for development, the applicant(s) will be required to demonstrate to the satisfaction of the local government that the development:*
 - (a) will be incidental to the principal use of the land or is adjacent or within immediate proximity to a tourist attraction.*
 - (b) will not have any adverse effect on nearby land.*
 - (c) will result in the retention and enhancement of existing vegetation on the land.*
 - (d) will not adversely affect the visual character of the property and surrounds; and*
 - (e) is of a scale and nature so as to be self-sustaining on the lot or demonstrating the ability to provide servicing without significant modifications to existing infrastructure.*
- (3) Prior to any approvals being granted for the development, a management plan will need to be submitted showing:*
 - (a) waste management.*
 - (b) traffic management; and*
 - (c) risk management.*

- (4) *A caretaker is to reside and be present on the property when the use is in operation.*
- (5) *The following minimum facilities are required:*
 - (a) *toilet facilities that are environmentally responsible.*
 - (b) *provision of suitable ablutions for handwashing and dishwashing; and*
 - (c) *potable water.”*

The Shire has since received a new development application at 355 Terry Road, for a six bay Caravan Park, which includes the following:

1. No caretaker on-site.
2. Pets allowed on a leash.
3. Campsites setback from Blackwood River.
4. Max number of six persons per site to minimise amenity impact.
5. Each camper must possess and utilise their own potable water storage, grey water collection, and a self-contained toilet system.
6. Campers must take all rubbish with them upon departure, with no communal bins provided on site.
7. Primary bushfire safety strategy for campers is early evacuation.

The application is currently under review.

To provide clarity around previous decisions of Council relating to the development of Caravan Parks, the Shire has developed a draft new policy PD10 Caravan Park – Local Planning Policy (Guide document).

The draft policy is attached for Council to review, and to agree to advertise to the public, prior to final endorsement.

Report Detail

The *Caravan Parks and Camping Grounds Act 1995* provides for the regulation of caravanning and camping.

In accordance with the Act, Caravan Park means an area of land on which caravans, or caravans and camps, are situated for habitation.

The *Caravan Parks and Camping Grounds Regulations 1997 (Regulations)* provides for design criteria associated with caravanning and camping. In accordance with the Regulations, 'caravans, or caravans and camps,' maybe classified as follows: Caravan Park; Camping ground; Caravan Park and camping ground; Park home park; Transit Park; Nature based park.

The new draft Caravan Park – Local Planning Policy, makes the following key requirements:

All caravan parks on private property are to ensure the following:

1. There is a caretaker living on-site.
2. A suitable supply of water for drinking and firefighting.
3. Facilities provided for managing rubbish.
4. Effluent disposal facilities are provided (toilet or dump point).
5. Suitable access.

Shire officers consider that the standards for service provision proposed in the policy are appropriate to address the availability of public resources and provide a sufficient level of health and environmental safeguards.

Post advertising, the Council will be requested to consider submissions (if any), to consider making any necessary modifications to the draft policy, and to finally adopt.

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

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a local planning policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- *A Local Planning Policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the Policy applies.*
- *The period for making submissions must not be less than the period of 21 days.*
- *After the expiry of the period within which submissions may be made, the local government must.*
 - *Review the proposed Policy in the light of any submissions made; and*
 - *Resolve to proceed with the Policy without modification, or proceed with the Policy with modification, or not to proceed with the Policy.*

Should Council resolve to adopt a Local Planning Policy, a notice of the Policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Sustainability and Risk Considerations

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

Tourism is expected to benefit from appropriately managed caravan parks, located on private property.

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 risks that may impact the achievement of its business objectives.

Risk Level	Comment
Low	The proposal is in line with the Shire's scheme.

Consultation

If endorsed the draft policy PD10 Caravan Park Local Planning Policy will be advertising pursuant to Schedule 2, clause 3 of the Planning and Development (Local Planning Schemes) Regulations 2015. Any submissions made during this period will be presented to Council for further consideration.

Resource Implications

Financial

Nil

Workforce

Nil

End

10. Minutes of Committees

10.1 South West Country Zone Meeting Minutes – 22 August 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

1. Receive the unconfirmed minutes of the South West Country Zone Meeting held on 22 August 2025.

.....
For:
Against:

10.2 Rylington Park Committee Meeting Minutes – 27 August 2025

Moved: Seconded:

Officer Recommendation CM 25/09/...

That Council:

1. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 27 August 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