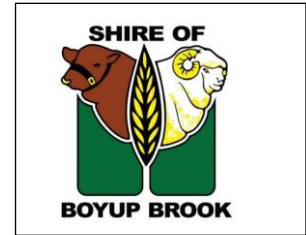


Date: 3 November 2025

To: Shire President
Deputy Shire President
Councillors
Community



Minutes of Ordinary Council Meeting

Minutes of Ordinary Council Meeting of the Shire of Boyup Brook held on 30 October 2025 at 6:00pm.

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.



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Agenda

1. Declaration of Opening

The Chief Executive Officer declared the meeting open at 6:00pm.

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 do 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

Councillors

Cr David Inglis
Cr Michael Wright
Cr Darren King

Councillors Elect

Cr Helen O'Connell
Cr Philip Moore

Council Officers

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Corporate Services	Carolyn Mallet
Manager Financial Services	Malcolm Armstrong
Manager Community Services	Nicola Jones
Coordinator Infrastructure & Parks	Heidi Webb
	(left Chambers 6:19pm)

Authorised Witness for Statutory Declaration

- Mrs Kathryn Westphal left the Chambers at 6:22pm.

Observers / Public Members

- Michael Giles left the Chambers at 6:22pm.

2.2 Apologies

Executive Manager Operational Services	Jason Forsyth
--	---------------

2.3 Approved Leave of Absence

Nil

2.4 Request Leave of Absence

Nil

3. Declaration of Office to be taken by Elected Members

Mrs Kathryn Westphal officiated the Declaration of Office for the Elected Members in the following order:

- | | |
|----------------------------|--------------------|
| • Cr Elect Helen O'Connell | Four (4) Year Term |
| • Cr Elect Philip Moore | Four (4) Year Term |

Declaration:

I, (Cr Elect name) of (Physical address) having been elected to the office of councillor of the Shire of Boyup Brook, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the Shire of Boyup Brook under section 5.104 of the Local Government Act 1995.

4. Election of Shire President

- 4.1 The Chief Executive Officer called for nominations for the position of Shire President at the meeting.

The Chief Executive Officer closed nominations for the position of Shire President at 6:06pm.

Two (2) nominations were received.

- Councillor Helen O'Connell
- Councillor Philip Moore.

- a) A ballot was undertaken with all Councillors required to cast a secret vote.
- b) At the conclusion of the vote counting, the Chief Executive Officer declared the result and announced Councillor Helen O'Connell the Shire President.

- 4.2 Declaration by the Shire President

In accordance with the *Local Government Act 1995 Part 2, Division 6, s2.29(2)* and the *Local Government (Constitution) Regulations 1998* the Shire President is to make the following declaration in the presence of Mrs Kathryn Westphal.

Declaration:

I, (Shire President Elect name) of (Physical address) having been elected to the office of Shire President of the Shire of Boyup Brook, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the Shire of Boyup Brook under section 5.104 of the Local Government Act 1995.

- 4.3 Shire President resumed the chair as Presiding Officer at 6:13pm.

5. Election of Deputy Shire President

- 5.1 The Chief Executive Officer called for nominations for the position of Deputy Shire President at the meeting.

The Chief Executive Officer closed nominations for the position of Deputy Shire President at 6:15pm.

One (1) nomination was received.

Councillor Darren King accepted the nomination and was elected unopposed as Deputy Shire President.

5.2 Declaration by the Deputy Shire President

In accordance with the *Local Government Act 1995 Part 2, Division 6, s2.29(2)* and the *Local Government (Constitution) Regulations 1998* the Deputy Shire President is to make the following declaration in the presence of Mrs Kathryn Westphal.

Declaration:

I, (Deputy Shire President Elect name) of (Physical address) having been elected to the office of Deputy Shire President of the Shire of Boyup Brook, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the Shire of Boyup Brook under section 5.104 of the Local Government Act 1995.

6. Allocation of Seating

In accordance with Clause 11.2 of the *Shire's Standing Orders Local Law*,

11.2.1 At the first meeting attended by a Councillor after election, the Chief Executive Officer shall allot by random draw, a position at the Council table to each Councillor and the Councillor shall, until such time as there is a call by a majority of Councillors for a re-allotment of positions, occupy that position when present at meetings of the Council.

As per clause 11.2.1 a majority of Council agreed to retain their current seating.

7. Deputations, Petitions and Presentations

7.1 Deputations

Nil

7.2 Petitions

Nil

7.3 Presentations

Nil

8. Public Question Time

8.1 Response to Previous Public Questions Taken on Notice

Nil

8.2 Public Question Time

Nil

9. Declarations of Interest

9.1 Financial and / or Proximity Interest

- Cr Wright declared a Financial Interest in Item 13.4.4 Proposed extension to temporary gate over right of way between Bridge and Dickson Street, Boyup brook being a paid Director of the Boyup Brook Co-operative Company Ltd.

9.2 Disclosures of Impartiality Interest that may cause Conflict

- Cr O'Connell declared an Impartiality Interest in Item 13.1.2 Proposed zoo shed design and location, due to her husband having provided the draft drawings.
- Cr O'Connell declared an Impartiality Interest in Item 13.4.8 Proposed disposal of land – Lot 38 Mitchell Avenue, Boyup Brook being a Museum committee member.

10. Previous Council Meeting Minutes

10.1 Ordinary Council Meeting Minutes – 25 September 2025

Moved: Cr. Inglis

Seconded: Cr. King

Council Decision CM 25/10/186

That the minutes of the Ordinary Council Meeting held on 25 September 2025 be confirmed as being a true and accurate record.

CARRIED 5/0

For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King

Against: Nil

11. Presidential Communications

October

Tuesday 7th

- 3pm Attended the Warren-Blackwood Alliance of Councils meeting in Nannup with CEO Leonard Long and Deputy President Helen O'Connell. The main topics were the UCI World Gravel Championships (bicycles) being held next year in our region and centred around Nannup, a presentation on a proposal for the entire Shire of Nannup to be recognised by UNESCO as a Geopark and the Forest Products Commission and Local Government rates.

Wednesday 8th

- 7.30 am Rylington Park Committee meeting on farm.

Thursday 9th

- 7pm Attended with CEO Leonard Long and member Local Governments, a Warren-Blackwood dinner meeting in Manjimup to discuss regional priorities with Basil Zemplas, Bevan Eatts and Scott Leary.

Featured topics were; the activities of the Forest Products Commission in our region, UCI World Gravel Championships, housing (needs and development issues), water supply, availability and security, roads and the critical situation with bridges (more funding needed for Main Roads) and the compounding lack of financial capacity in Local Governments to fund the rapidly rising costs of maintaining our aging bridges, the proposal to hand back significant bridges to Main Roads from Local Governments and concerns around escalating mining exploration.

12. Councillor Questions on Notice

Nil

13. Reports of Officers

13.1 Operational Services

13.1.1 Proposed new location for an electric vehicle charging station	
File Ref:	A2008
Previous Items:	<i>Council Decision 24/05/068</i>
Applicant:	Nil
Author and Title:	Heidi Webb, Coordinator Infrastructure & Parks
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King

Seconded: Cr. Inglis

Council Decision CM 25/10/187

That Council:

1. Approves the new proposed location for the installation of an electric vehicle charging station as illustrated in Diagram 1 contained in the report subject to:
 - a) The two bays directly next to the footpath be retained for public parking and the EV charge be installed in the 3rd and 4th bays from the footpath.

CARRIED 5/0

**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil**

Summary

Council is requested to consider the proposed relocation of the electric vehicle (EV) charging station to a new location at 55 Abel Street, Boyup Brook. The revised location is in the car park behind the main hall on Cowley Street, as recommended by Western Power to improve power accessibility and reduce installation costs.

Background

Sonic Charge has proposed to construct, own, and operate a high-speed Level 3 DC electric vehicle charging station within the Shire of Boyup Brook. The company will be responsible for all installation, operational, and ongoing maintenance costs.

At its Ordinary Council Meeting held on 30 May 2024, Council resolved as follows:

“Moved: Cr. O’Connell

Seconded: Cr. Alexander

COUNCIL DECISION 24/05/068

That Council:

- 1. Approve the location (per Diagram 1) for an Electric Vehicle charging station on Lot 288 (Skatepark Carpark), 55 Abel Street, Boyup Brook.*
- 2. Authorise the Chief Executive Officer subject to compliance with s3.58 of the Local Government Act 1995 to sign an agreement with Sonic Charge.*

CARRIED 7/0

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

Report Detail

Following the Council resolution, Sonic Charge undertook due diligence investigations, including obtaining cost estimates for the required power upgrades at the approved site. Subsequent advice from Western Power indicated that the original location would require extensive and costly infrastructure upgrades to establish a suitable power supply.

Western Power has since identified an alternative site, as shown below (Diagram 1), which is located in closer proximity to an existing power source. This new location offers a more practical and cost-effective solution, significantly reducing installation expenses and improving project efficiency.

In addition, the proposed location is considered highly suitable due to its central position within the main business precinct and its convenient access to the new Sandakan Playground, enhancing both visibility and public accessibility.


Diagram 1



Location of power source



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Economic Development
	Objective	Support business development, tourism, and initiatives to create more local jobs to stimulate our economy, increase population and number of visitors.
	Outcome	Industry and new business: Encourage and attract new businesses and local investment.

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995.

Sustainability and Risk Consideration

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

The installation of EV charging infrastructure supports economic development by attracting visitors travelling through the region, encouraging longer stays, and increasing local spending in nearby businesses.

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

Providing public EV charging infrastructure promotes sustainable transport options, offering convenience to electric vehicle users and supporting the community's transition to environmentally responsible travel choices.

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
Low	The Shire will provide the land only and will not be responsible for the cost, ownership, or maintenance of the EV charging infrastructure.

Consultation

Western Power.

Resource Implications

Financial

Nil

Workforce

Nil

End

- Cr O'Connell declared an Impartiality Interest in Item 13.1.2 Proposed zoo shed design and location, due to her husband having provided the draft drawings.

13.1.2 Proposed zoo train shed design and location	
File Ref:	Community Relations-Boyup Brook District Pioneer Museum
Previous Items:	<i>Council Decision CM 25/05/087</i>
Applicant:	Nil
Author and Title:	Heidi Webb, Coordinator Infrastructure & Parks
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King Seconded: Cr. Wright

Council Decision CM 25/10/188

That Council:

- 1. Approve the proposed draft design for the Zoo Train shed as illustrated in Diagram 1 and Diagram 2 contained in this report.**
- 2. Approve the proposed location for the Zoo Train shed as illustrated in Diagram 3 contained in this report.**

CARRIED 5/0

**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil**

Summary

Council is requested to consider and approve the proposed design and location of a new shed to house the Perth Zoo Train, which is currently stored at the Boyup Brook District Pioneers' Museum.

Background

In 2009 the Boyup Brook District Pioneers' Museum was successful with a Royalties for Regions grant of \$19,600 to restore the Zoo Train Number 1954 back to operational condition. A Zoo Train Coordinating Committee was established to implement works. The restored train and one carriage are currently displayed at the Museum. There are two more carriages that require restoration which are currently stored in the Flax Mill shed.

At its Ordinary Council Meeting held on 29 May 2025, Council resolved as follows:

“Moved: Cr. O’Connell

Seconded: Cr. King

Council Decision CM 25/05/087

That Council:

- 1. Accept custodianship of the Perth Zoo Train Number 1954 from the Boyup Brook District Pioneers’ Museum.*
- 2. The Perth Zoo Train Number 1954 is relocated to Sandakan Park and housed in a weatherproof structure.*

CARRIED 6/0

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

Report Detail

The Shire has allocated \$30,000 in the 2025/2026 Budget for the construction of a bespoke shed to house the Perth Zoo Train. Prior to commissioning detailed drawings and obtaining quotations, Officers seek Council’s approval of the proposed design and location.

Diagram 1

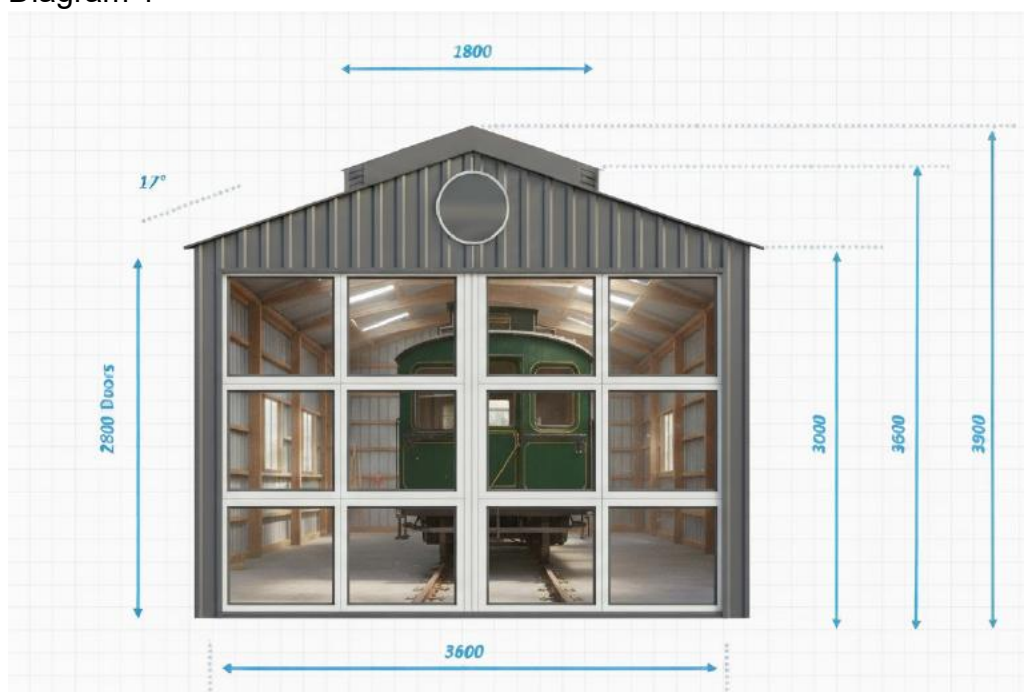
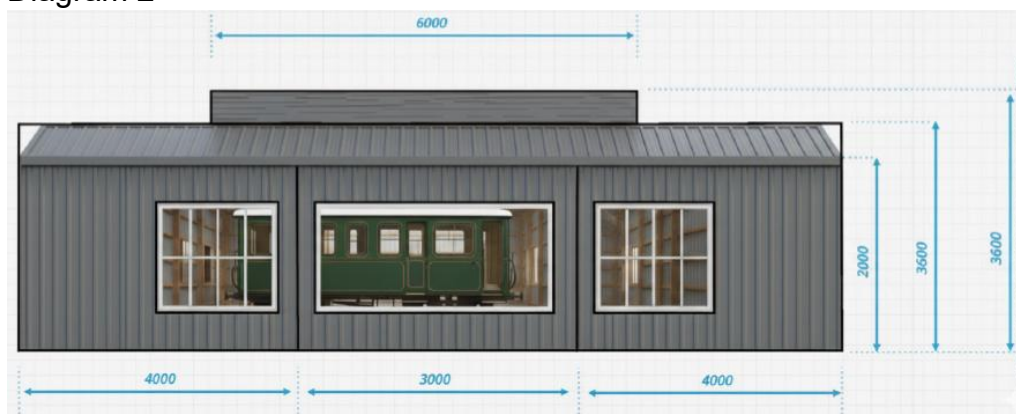


Diagram 2

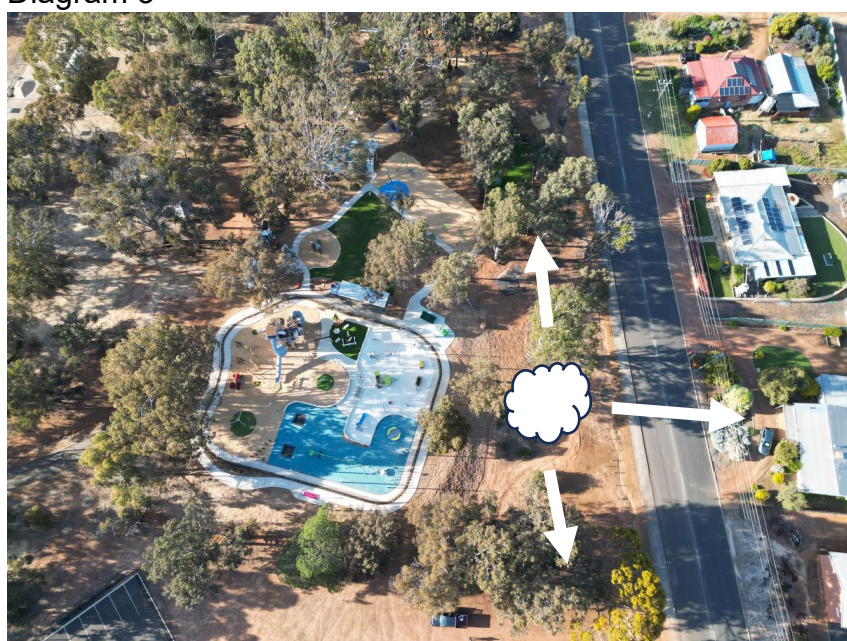


The recommended location (refer Diagram 3) within Sandakan Park has been selected with consideration for both functionality and future development. The site is relatively flat, minimising hazards and facilitating potential future expansion, including the development of a heritage-style track around the park.


This location also provides a logical and visual connection with the Boyup Brook District Pioneers Museum, strengthening the historic and cultural linkage between the two attractions.

The existing statue currently located within the proposed site area is dedicated to all women of the Boyup Brook district, in recognition of their past and continuing commitment to the area. Should Council endorse this location, it is proposed that the statue be respectfully relocated closer to the Sandakan Memorial, where it can be more appropriately integrated into the overall park setting.

Diagram 3



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Encourage the preservation of our culture, heritage and history.
	Objective	Support and promote community events and activities.

Other Strategic Links

Draft Sandakan Park Master Plan.

Statutory Environment

Nil

Sustainability and Risk Consideration

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

The Perth Zoo Train has significant heritage value and tourism potential. Its display within Sandakan Park will enhance the Shire's visitor appeal, encouraging local and regional visitation and contributing to economic activity for local businesses. Over time, this attraction may support population retention and modest economic growth.

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

The Zoo Train project fosters community pride and offers an inclusive, family-friendly attraction that encourages social interaction and community engagement. The display also preserves an important piece of Western Australian history, enriching the cultural experience for both residents and visitors.

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 risk is considered moderate due to potential long-term maintenance and financial implications associated with the structure and exhibit.

Consultation

Nil

Resource Implications**Financial**

Funding of \$30,000 has been allocated in the 2025/2026 Budget.

Workforce

Existing staff resources will manage procurement, contractor supervision, and ongoing site maintenance.

End

13.2 Community Services

13.2.1 Boyup Brook Sport & Recreation Association Project Priorities	
File Ref:	Community Relations – Boyup Brook Sport & Recreation Association
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Inglis Seconded: Cr. Moore

Council Decision CM 25/10/189

That Council:

- 1. Approve the following Recreation Centre Master Plan Implementation phases:**
 - a. Phase 1**
 - Basketball court lighting upgrade (main court only).
 - Cricket net design and costing.
 - Tennis court report to determine number of courts to be replaced with suitable surfaces and which courts should be prioritised for lighting.
 - Indoor sporting facilities.
 - Shared playground and equipment storage upgrade as per the adopted Recreation Centre Master Plan (Council Res 25/01/020).
 - Swimming pool bowl condition report.
 - b. Phase 2**
 - Indoor sporting facilities.
 - Installation of cricket nets.
 - Installation of hockey field lights.
 - Swimming pool bowl repainting.
 - c. Phase 3**
 - Indoor sporting facilities.
 - Tennis court lighting (as per phase 1 report recommendations).
 - Town oval multipurpose electronic score board.
 - Swimming pool electronic starting blocks.

d. Phase 4

- Indoor sporting facilities.
- Football and cricket oval lighting upgrade.
- Swimming pool bowl replacement (as per phase 1 report recommendations).
- Sinking of pool blankets.

e. Phase 5

- Indoor sporting facilities.
- Tennis court surface renewal.
- Pedestrian rail fencing around Town oval.

CARRIED 5/0**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King****Against: Nil****Summary**

This report provides Council with a list of priority areas to assist in planning and delivering improvements to community sporting facilities.

Background

Council endorsed the Recreation Master Plan at the January 2025 Ordinary Council Meeting, Council Resolution CM 25/01/020. The Master Plan is intended to be implemented in stages with consideration given to BBSRA priorities and subject to funding.

Report Detail

The BBSRA has identified and workshopped its priorities for Shire-owned sporting facilities, categorising them into five phases. These priorities focus on infrastructure projects and do not include routine maintenance activities such as turf care or line marking.

BBSRA	Comment
Phase 1	
Basketball Court Lighting Upgrade (Main Court Only) – Engage an independent electrician to provide a quote to repair or replace the existing electrical system and lighting for the outdoor centre court. Once the quote is received, proceed with replacement or upgrade works as recommended. This will complete the outdoor court	BBSRA have paid for the re-surfacing and new goal posts for one court.




project. Note: this is for one court only.	
Cricket Nets – Designs and costings are currently being obtained for this project.	Noted
Tennis Court Practicality Report (Courts and Lighting) – Commission a report to determine the number of courts to be replaced, suitable surface types, and which courts should be prioritised for lighting installation. This will form the foundation for future upgrade works.	Noted
Indoor Sporting Facilities – The Boyup Brook Sports and Recreation Association (BBSRA) major project. This long-term initiative has been included in each phase due to the scale of funding and staged development required.	Master Plan Council Resolution 25/01/020
Shared Playground and Equipment Storage Upgrade – Development of a playground accessible to all sporting groups, including review of its optimal location. The adjacent equipment storage shed (used for cricket and football equipment such as the pitch roller, mowers, and line-marking gear) also requires upgrading or replacement. Placement will be aligned with the playground layout.	This is a contradiction of the adopted Master Plan. Community feedback stated the proposed new location was dangerous and to leave both the playground and equipment storage shed in their current locations. Council Resolution 25/01/020
Phase 2	
Indoor Sporting Facilities	
Cricket Nets and Hockey Field Lighting – Both hockey and cricket require 300 lux lighting for play and training due to the size of the ball. Current lighting at the hockey field is only adequate for limited training. Improved lighting will support evening games and future growth, with junior hockey numbers increasing from 52 in 2024 to 105 in 2025. Cricket currently has no lighting, and installation would	Noted



greatly enhance training and participation opportunities.	
Swimming Pool Bowl Repainting – Requested by the Swimming Club. The Shire has allocated funds in the 2025/26 budget for a condition report on the pool bowl. This report will provide recommendations to guide maintenance and renewal decisions.	Noted Due to allocation in the 2025/2026 budget, it is recommended this item is moved to phase 1.
Phase 3	
Indoor Sporting Facilities	
Tennis Court Lighting – To be guided by the outcomes and recommendations of the Phase 1 practicality report.	Noted
Town Oval Scoreboard – Installation of a multipurpose electronic scoreboard suitable for football, cricket, and other community events.	Noted
Bowls Clubhouse – The Bowls Club is uncertain about its future with the Boyup Brook Club Inc. and has expressed interest in developing a small, independent clubhouse.	There has been no provision of the Bowling Club in the Master Plan due to opting to stay in their current location. It is noted their situation has changed.
Swimming Pool Electronic Starting Blocks – Requested by the Swimming Club to enhance competition facilities.	Noted
Phase 4	
Indoor Sporting Facilities	
Football and Cricket Oval Lighting Upgrade (300 Lux) – Upgrading lighting to competition standards will enable night games and complement the new Evacuation Centre and Sports Clubhouse, enhancing the overall sporting experience.	Noted
Swimming Pool Bowl Replacement – To be considered following recommendations from the Swimming Pool Report.	Noted

Sinking of Pool Blankets – Requested by the Swimming Club to improve usability, as the current system is cumbersome and obstructive.	Noted
Phase 5	
Indoor Sporting Facilities	
Tennis Court Surface Renewal.	Noted
Pedestrian Rail Fencing Around the Town Oval – To improve safety and aesthetics for spectators and event attendees.	Noted however not included in the Master Plan.

Endorsing this list of priorities will provide Council and staff with a clear framework for addressing community needs and guiding future financial and strategic planning. The priorities will inform the Shire's annual and long-term budgets, support grant funding applications, and contribute to the continued development of quality sport and recreation infrastructure within the Shire of Boyup Brook.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Construct/redevelop community and sporting facilities in a manner that maximises their life span, capacity and function.
	Key Imperatives	Built Environment
	Outcome	Create a safe and inviting community for locals and visitors
	Objective	Develop and activate nodes and precincts to support effective land management, town planning and asset management.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community sport and recreation facilities.
	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.

	Objective	Partner with key stakeholders to deliver community projects.
	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

Recreation Centre Master Plan.

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Sporting facilities in regional communities provide substantial economic and social benefits. They attract participation from both locals and visitors, supporting community events, tournaments, and other activities that stimulate local spending. Enhancing these facilities not only improve the town's appeal and quality of life but also contributes to population retention and can attract new residents, helping to drive long-term economic growth.

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

Recreation facilities play a vital role in enhancing the quality of life within regional communities. They provide safe, accessible spaces for exercise, leisure, and social connection, encouraging people of all ages to stay active and engaged. These facilities help strengthen community ties by bringing residents together for activities, events, and shared experiences, reducing social isolation and supporting positive mental health and wellbeing.

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	There is a risk of community perception that should Council approve the implementation phases that the community expectation is that these phases will be delivered. The implementation of the phases will be dependent on budget allocations by Council and cannot be guaranteed.

Consultation

- Boyup Brook Sport and Recreation Association (BBSRA).
- Further consultation will be undertaken with the BBSRA during the planning and implementation of each phase.

Resource Implications

Financial

Implementation of the phases will be subject to budget funding.

Workforce

Existing staff resources will manage procurement, contractor supervision, and ongoing site maintenance.

End

13.3 Corporate Services

13.3.1 List of Accounts Paid in September 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:	13.3.1A List of Accounts Paid in September 2025

Moved: Cr. Wright

Seconded: Cr. King

Council Decision CM 25/10/190

That Council:

1. Receive the list of accounts paid in September 2025, totalling \$836,428.93 from Municipal account, and \$47,365.25 from Police Licensing account, as represented by:

Municipal	
EFT 1317–1434	\$599,717.26
Cheques 20705-20707	\$ 3,668.52
Direct Payments	<u>\$ 233,043.15</u>
Municipal Total	\$836,428.93
Police Licensing	\$ 47,365.25
Grand Total	<u>\$883,794.18</u>

CARRIED 5/0

For: Cr O’Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King

Against: Nil

Summary

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

Report Detail

Attachment 13.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 September 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

13.3.2 Monthly Statement of Financial Activity for the period ending 30 September 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:	13.3.2A – Monthly Financial Report 30 September 2025

Moved: Cr. King	Seconded: Cr. Inglis
Council Decision CM 25/10/191	
That Council:	
1. Receive the Monthly Financial Report for 30 September 2025, as presented (Attachment 13.3.2A).	
CARRIED 5/0	
For: Cr O’Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King	
Against: Nil	

Summary

The Monthly Financial Report for 30 September 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 September 2025 shows a closing surplus of \$6,716,614.

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

13.3.3 Overview of default Ratepayers	
File Ref:	FM/48/008
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heather Marland, Rates Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Moore	Seconded: Cr. King
Council Decision CM 25/10/192	
That Council:	
1. Notes the report on the statistics of default rate payers as of 16 October 2025, with a current outstanding Rate Debt of \$1,986,073.80, this includes all overdue and instalment amounts.	
<p style="text-align: right;">CARRIED 5/0</p> <p style="text-align: right;">For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King</p> <p style="text-align: right;">Against: Nil</p>	

Summary

The aim of this report is to inform Council of steps taken or that will be taken to recover outstanding rates for 2 assessments. There are a further 15 assessments that had an outstanding amount of \$1,000 or more at 30 June 2025 that have not made payment that will be forwarded to AMPAC to seek payment under the Traditional Package, the outstanding amounts (totals) for these assessments per year are contained in the table below. This report does not include information regarding pensioners/seniors.

Background

The Shire of Boyup Brook engages AMPAC Debt Recovery for its debt collection needs. As a fully licensed commercial collection agency, AMPAC offers a comprehensive suite of debt recovery services across the nation, leveraging state-of-the-art collection technologies. It is recognised as a preferred supplier for local government procurement and the Western Australian Local Government Association (WALGA), underscoring its reliability and effectiveness in the field.

The established criteria for referral to our debt collection agency include:

- a. Rates that have been outstanding for two or more rating years; and

- b. The absence of rate payments or arrangements since the rates were raised.

AMPAC offer 2 packages to local governments:

Traditional Package: Email or letter issued by AMPAC, at no cost, directing payments and contact to your Town/ Shire/ City.

AMPAC will then contact you after 7 days to seek your instructions for legal action against those ratepayers who have failed to pay or agreed to suitable terms of repayment.

LGAD Package: \$90.00 AMPAC LGAD fee applicable for each rateable property. Email and letter demand issued by AMPAC directing payments and contact to AMPAC. A phone campaign, utilizing SMS and phone calls will then be initiated by AMPAC against those ratepayers who have failed to pay or respond within 7 days of our email and letter demands.

Following our phone campaign AMPAC will then seek your instructions for legal action against those ratepayers who have failed to pay or agreed to suitable terms of repayment.

The Shire will once again choose the Traditional Package, being conscious of the economic climate and not wanting to add extra fees to those already struggling to pay their rates.

Report Detail

Ongoing

Ratepayer A – \$7,199.88 – as the rate notice continues to be Returned to Sender a skip trace has been authorised at a cost \$245.00 this cost will be passed onto the ratepayer.

Ratepayer B - \$11,938.84 – after consultation with one of the current owners and the previous owner (the property was bought under vendors terms, and he still has a vested interest) the property will be sold under the 3 year rule, as one of the current owners has left the country and refuses to sign any documents regarding the sale of the property. All costs associated with the sale will be passed on.


The above are not included in the below outstanding rates figures.

Outstanding Rates:

Status	Number of Assessments	Outstanding Amount	Notes
3 Years	11	\$11,299.67	

2 Years	15	\$31,774.29	
Current	15	\$32,769.90	
		\$75,843.86	Total for all 41
Significant Debt Payment Plan	1	\$10,190.69	Continues to pay \$1,000 per month
Business Default	1	\$32,888.32	legal action will be pursued in accordance with legislation.

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

6.56(1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, in a court of competent jurisdiction.

6.64 Actions to be taken

1. If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —

- (a) from time to time lease the land; or*
- (b) sell the land; or*
- (c) cause the land to be transferred to the Crown; or*
- (d) cause the land to be transferred to itself.*

- (2) *On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*
- (3) *Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

Sustainability and Risk Consideration

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

The failure to collect budgeted rates negatively impacts the budget, hindering the Shire's ability to meet its financial commitments.

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

The inability to collect the anticipated rate funds may impede the Shire's execution of budgeted items, adversely affecting the quality of services and facilities provided to the community.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
High	If rates are not collected, the council faces significant financial risk, compromising its ability to deliver essential services and maintain infrastructure. This shortfall in revenue can lead to budget deficits, forcing the council to either cut services, delay projects, or increase rates and fees in the future to compensate for the loss. Such outcomes not only strain the council's financial health but also impact the community's quality of life and satisfaction with local governance.

Consultation

- Executive Manager Corporate Services.
- Rates Officer.
- Manager Financial Services.

Resource Implications

Financial

The Shire contracts AMPAC for its Rates Debt Collection efforts. When overdue assessments are forwarded to the Shire's debt recovery agency for legal action through the Magistrate's Court, the Shire is obliged to cover the initial legal expenses. These expenses are initially covered by the budgeted legal account.

However, in accordance with s6.56 of the *Local Government Act 1995*, these costs can be reclaimed from the involved ratepayers. The specific charges are appended to the ratepayers' assessments immediately after they are incurred.

Workforce

Rates Officer dedicates a fair portion of time to maintaining a list of outstanding rate debtors, communicating with default property owners, and coordinating with AMPAC. This is time that cannot be recouped through the default process.

End

13.4 Chief Executive Officer

13.4.1 Boyup Brook Medical Services monthly activity report for September 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: Cr. Wright	Seconded: Cr. Inglis
Council Decision CM 25/10/193	
That Council:	
1. Receive the monthly activity report for the Boyup Brook Medical Services for September 2025.	
<p style="text-align: right;">CARRIED 5/0 For: Cr O’Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King Against: Nil</p>	

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.

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

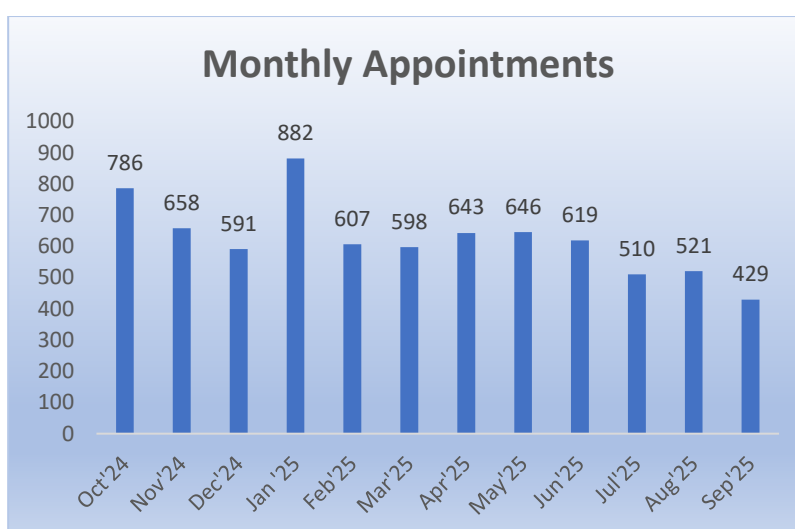
Key highlights for September include the successful implementation of the telehealth facilitation program, which is working well for patients unable to access alternative doctors, Dr. Ganesh Naidoo has begun addressing

results received by the clinic and has commenced remote consultations, enabling bulk-billed telehealth consults.


Patient consultations in September showed an increase during the first 3 weeks of September whilst we were preparing for Dr Devadason's leave from 22 Sept, followed by a significant decrease compared to August due to patients preferring to see a GP in person during the absence of Dr Devadason. The search for a locum doctor to cover part of the GP's six-week absence continues, it is not expected to come to fruition at the time of writing this report.

The practice is on track to transition to a fully bulk-billed model from 1 November 2025, enabling all Medicare eligible patients to be bulk billed for MBS items, maximising the Australian Government's Bulk Billing Practice Incentive Program (BBPIP).

In September 2025, the practice recorded a total of 429 patient consultations, marking a decrease from August's 521 consultations due to the absence of Dr Devadason. These figures include all appointments invoiced for the Medical Centre and the Hospital, including out-of-consult scripts and referrals and Telehealth appointments.



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.

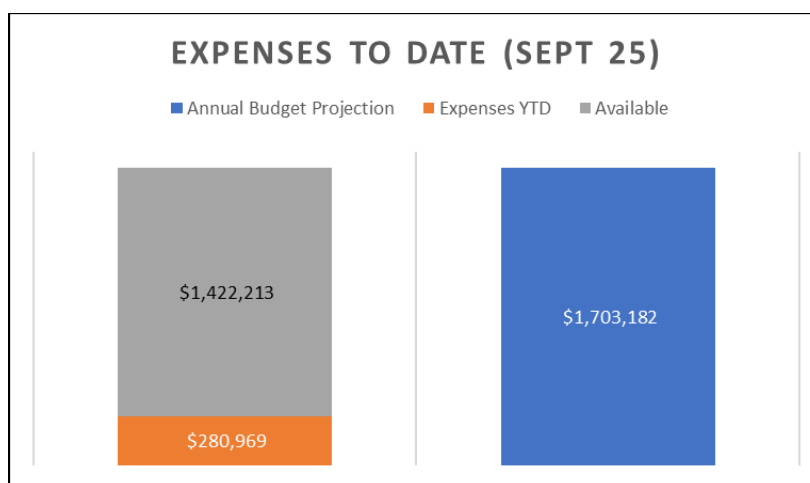
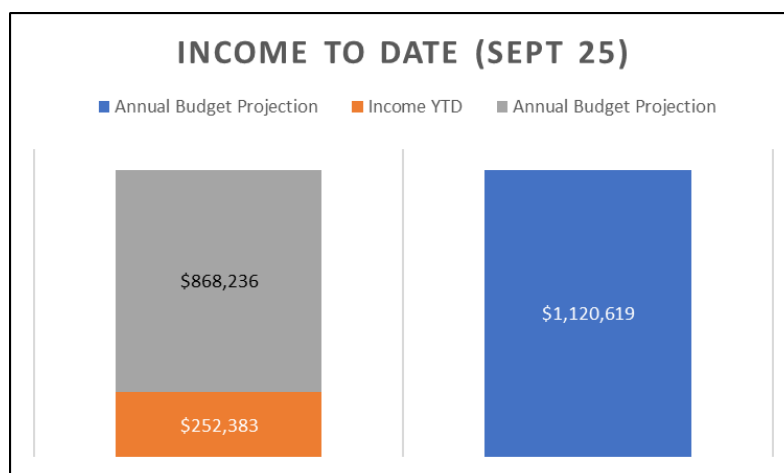
Risk Level	Comment
Moderate	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

The practice is employing two part time nurses expected to come on-board during November 2025, this will see both nurses each working 2 days per week, enabling much needed assistance to the GP as well as many patient clinical services that can be provided by nurses

The Medical Centre currently employs:

- One (1) General Practitioner with one vacancy.
- Two (2) part-time Receptionists.
- One (1) Practice Manager.

End

13.4.2 Rylington Park monthly activity report for September 2025	
File Ref:	Committees-Rylington Park
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	13.4.2A Financials 13.4.2B Wool Sales

Moved: Cr. Wright**Seconded: Cr. Moore****Council Decision CM 25/10/194****That Council:**

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

CARRIED 5/0

For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil

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

- Fire Breaks.
- 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 trough blocks.
- Greased FEL.
- Maintenance on shearing shed.

Crop Management

Nil.

Livestock Sales

Nil – Green tags will be sold once shorn.

Feed on Hand

- Barley 90 tonnes.
- Lupins 25 tonnes.
- Barley straw 140 Bales.
- Hay 260 bales.

Grain Sales

Nil.

Feeding program

- Barley straw as needed.
- Hay to weaned lambs.

Livestock Handling and Management

- Weaned and needled 820 merino lambs with Weaner guard 3 mobs to do.
- Moved mobs as required to maximize paddock feed.
- Lambing 89% marked on mated figures.
- Merinos Lambs 1106 Ewes Mated 1150.
- XB lambs 736 Ewes mated 911.
- Drafted ewes 3 mobs of ewes.

Wool Sales

- Refer to attachment 13.4.2B.
-


Shearing Schools, events & trials

- Learner school for 5 days (25-29 August 2025)
- DPIRB time rite trial.
- Variety trials Ag Supplies
- UWA clover trials * 2
- CSBP pasture fertilizer trials.
- Syngenta chemical accreditation trial.

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.

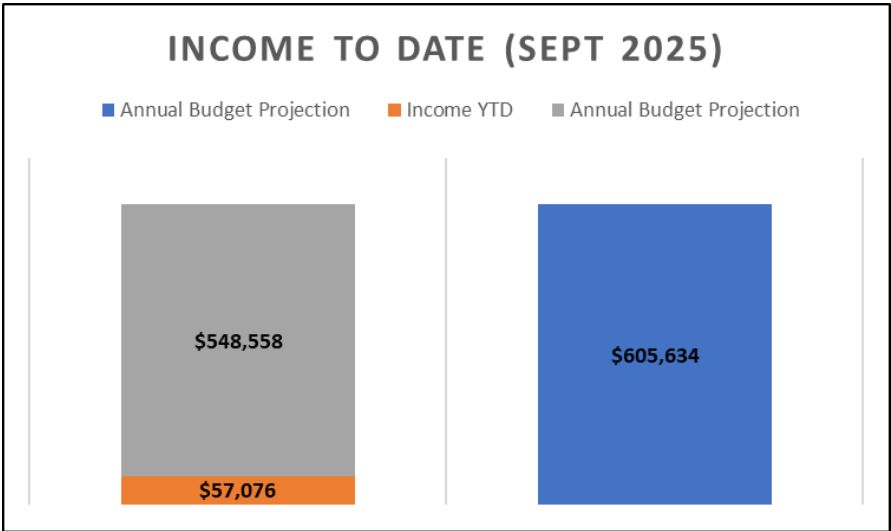
Risk Level	Comment
Moderate	Operational costs and reliance on external funding may present financial risks. Market fluctuations in agriculture can impact revenue, and extreme weather events pose a threat to farming activities.

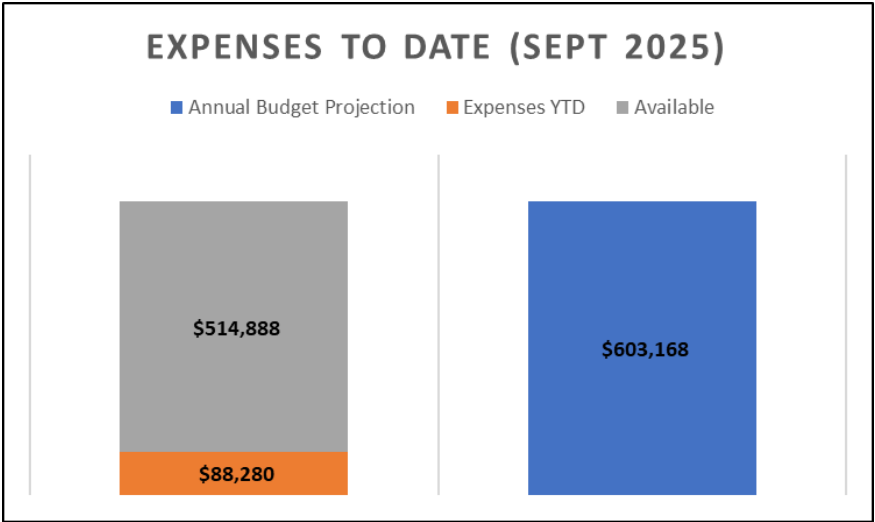
Consultation

Nil

Resource Implications

Financial





Workforce

The position of farmhand is currently vacant.

End

13.4.3 Boyup Brook Caravan Park monthly report for September 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: Cr. King**Seconded: Cr. Inglis****Council Decision CM 25/10/195****That Council:**

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

CARRIED 5/0**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King****Against: Nil**

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

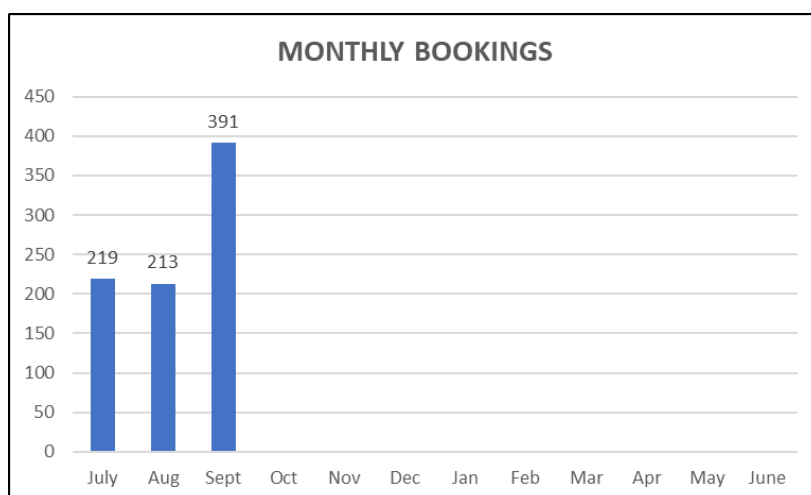
The CMCA Flax Mill Caravan Park, managed under agreement by the Campervan and Motorhome Club of Australia (CMCA), continues to provide a steady stream of short-term accommodation for travellers and visitors to Boyup Brook. The following is a summary of site bookings and income received for September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

A total of 391 nights were booked during the September 2025 reporting period, generating gross income of \$11,080.00, a considerable increase of 29% on the same period last year.


- Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.
- Revenue: For September 2025, the Shire's share of revenue was \$8,088.40, representing a reasonably large increase of 29% compared to September 2024.
- Occupancy: For September 2025, a total of 391 nights were booked during the reporting period, a significant 52% increase on the same period last year.
- CMCA Member Bookings: This month 33% of the income was generated from CMCA member bookings, slightly more than for the previous month, with the balance being non-members.
- The CMCA Caretaker reports that
 - There are continued bookings for 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 are several caravan club bookings throughout October, with up to 23 sites reserved for each club visit. We expect to see a continued influx of visitors to Boyup Brook to enjoy the bountiful wildflower season and the upcoming Rodeo.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	8
Unpowered Sites	4
Powered Sites	218
Ensuite Sites	85
SCV + Amenities Sites	76
TOTAL BOOKINGS	391



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.

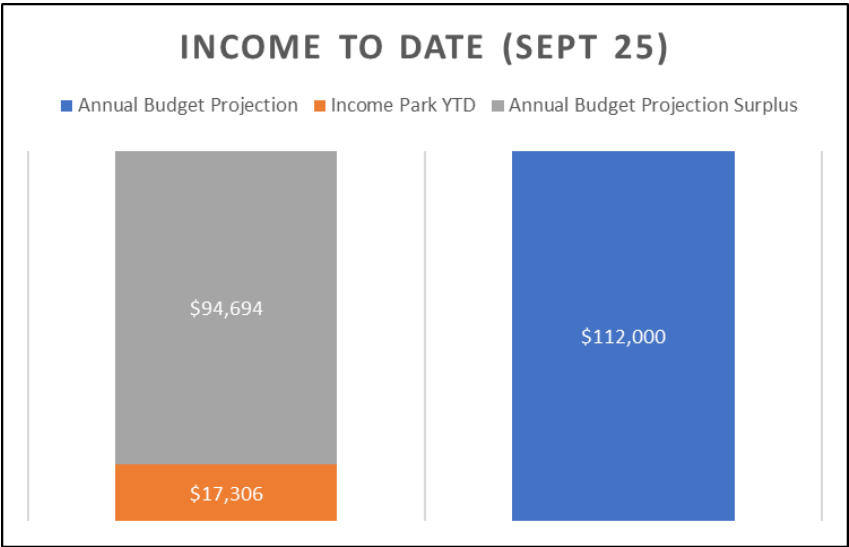
Risk Level	Comment
Moderate	A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers due to factors such as fuel prices, economic downturns, or natural disasters could reduce income for local businesses and affect the Shire’s tourism objectives.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

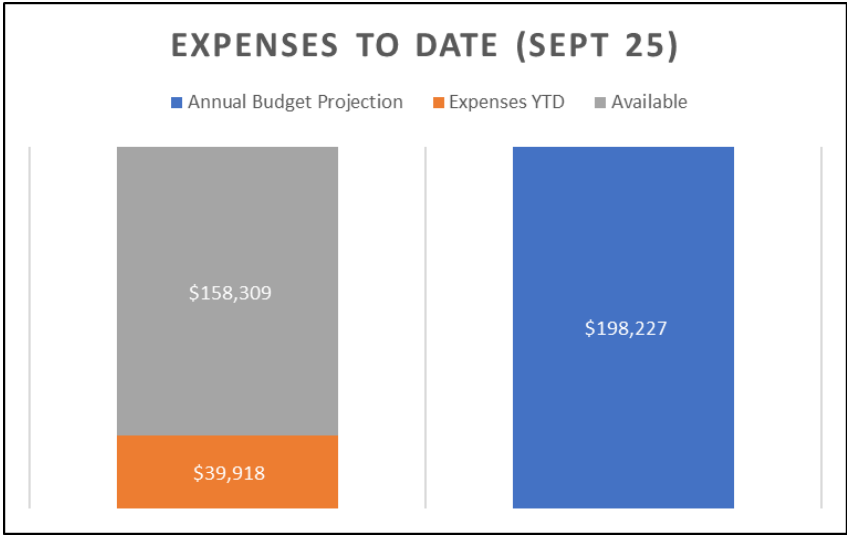
Consultation

Nil

Resource Implications

Financial





Workforce
Nil

End

- Cr Wright declared a Financial Interest in Item 13.4.4 Proposed extension to temporary gate over right of way between Bridge and Dickson Street, Boyup brook being a paid Director of the Boyup Brook Co-operative Company Ltd.

Cr Wright left the Chambers at 6:22pm.

Cr Wright returned to the Chambers at 6:24pm

13.4.4 Proposed extension to temporary gate over right of way between Bridge and Dickson Street, Boyup Brook	
File Ref:	A251
Previous Items:	<i>Council Decision 24/10/230</i>
Applicant:	Boyup Brook Co-operative Ltd
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	13.4.4A Temporary Closure Plan 13.4.4B Letter for Extension

Moved: Cr. Inglis

Seconded: Cr. King

Council Decision CM 25/10/196

That Council:

1. Approve the request for an extension to the original approval to temporary close a portion of the Right of Way between Bridge Street and Dickson Street, Boyup Brook subject to the same condition approved by Council Decision 24/10/230 at the Ordinary Council Meeting of 31 October 2024.
2. Should the applicant Boyup Brook Co-operative Company Ltd want to extend the approval for a further twelve-months such application must be received within three (3) months of the expiry date (November 2026)

CARRIED 4/0

**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr King
Against: Nil**

Summary

Council is requested to consider extending the temporary closure of the Right of Way (ROW) between Bridge Street and Dickson Street, Boyup Brook, for a further twelve (12) months.

Background

In July 2024, the Boyup Brook Co-operative Company Ltd applied to have portion of the Right of Way (ROW) temporarily closed between their two blocks as per Attachment 13.4.4A.

At the Ordinary Council Meeting held on 31 October 2024, Council resolved to:

“Moved: Cr. Caldwell

Seconded: Cr. King

COUNCIL DECISION 24/10/230

That Council:

1. *Approves the temporary closure of the Right of Way between Bridge Street and Dickson Street, Boyup Brook subject to the following:*
 - (a) *The approval is for a twelve-month period only, expiring in November 2025.*
 - (b) *The applicant Boyup Brook Co-operative Company Ltd shall be liable for any cost associated with the placement of the temporary gate over the above Right of Way including signage on Dickson Street.*
 - (c) *The applicant Boyup Brook Co-operative Company Ltd shall provide a turnaround area for vehicles to the satisfaction of the Chief Executive Officer.*
 - (d) *If the applicant Boyup Brook Co-operative Company Ltd is not able to obtain a further extension to the temporary closure the applicant Boyup Brook Co-operative Company Ltd at its own cost shall remove the gate and make good the area to the satisfaction of the Chief Executive Officer.*
 - (e) *The applicant Boyup Brook Co-operative Company Ltd shall not build or excavate any portion of the ROW except for the installation of the gate posts. (The applicant shall do a Dial-before-you-dig).*
 - (f) *The applicant shall not restrict access to the closed portion of the ROW to any infrastructure or utility organisation / company undertaking maintenance or repairs.*
 - (g) *Should the applicant Boyup Brook Co-operative Company Ltd want to extend the approval for a further twelve-months such application*

must be received within three (3) months of the expiry date (November 2025).

CARRIED 5/0


*For: Cr Walker, Cr O'Connell, Cr Kaltenrieder, Cr King, Cr Caldwell
Against: Nil"*

Report Detail

The primary objective of closing the ROW is to improve circulation of vehicles entering the Boyup Brook Co-operative Company Ltd site. This will also improve the traffic flow along Bridge Street due to the large delivery vehicles now being able to manoeuvre on the site rather than in the street.

Not all resident's adjoining the ROW obtain access from the ROW and have solid fencing adjoining the ROW. The temporary closure will not impede on any of the resident's abilities to access their properties from the ROW.

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

Land Administration Act 1997.

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
Low	The temporary closure of the ROW will not have any risk to the Shire other than resident's that may complain. As such the recommendation is for a twelve-month period only and can be reassessed.

Consultation

As part of the original request letters were sent to all property owners adjoining the ROW. The owners were provided 28 days to provide any comment on the proposal. No comments were received.

Resource Implications**Financial**

Nil

Workforce

Nil

End

13.4.5 Council meeting dates for 2026	
File Ref:	Council
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Magdalena Le Grange, Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: Cr. King Seconded: Cr. Wright

Council Decision CM 25/10/197

That Council:

- 1. Adopt the following dates for the 2026 Ordinary Council Meetings commencing at 6:00pm at the Council Chambers at 55 Abel Street, Boyup Brook:**

Thursday, 29 January 2026
 Thursday, 26 February 2026
 Thursday, 26 March 2026
 Thursday, 30 April 2026
 Thursday, 28 May 2026
 Thursday, 25 June 2026
 Thursday, 30 July 2026
 Thursday, 27 August 2026
 Thursday, 24 September 2026
 Thursday, 29 October 2026
 Thursday, 26 November 2026.

- 2. Request the Chief Executive Officer to publish the Council meeting dates, times, and location in the Gazette and on the Shire social media pages in addition to legislative requirements.**

CARRIED 5/0

**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil**

Summary

Council is requested to consider the proposed Ordinary Council Meeting dates and times for the 2026 calendar year.

Background

Under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, local governments must, at least once

each year, give local public notice of the dates, times, and places at which Ordinary Council Meetings will be held in the following 12 months.

The Shire is required to set and advertise its meeting schedule annually, with the Chief Executive Officer responsible for publishing the dates. The proposed 2026 schedule follows established practice, with minor adjustments for practicality. Council retains the option to amend the frequency, dates, or times of meetings if required.


Report Detail

A Councillor Concept Forum is held on the same day as the Ordinary Council Meeting, generally commencing at 4:30pm, providing an opportunity for Councillors to be briefed on current and upcoming projects and issues. The Ordinary Council Meeting then follows at 6:00pm.

Ordinary Council Meetings are held monthly, excluding December. With improvements in the Finance section, it is anticipated that audits (subject to the OAG) will continue to be completed in December each year. This timing allows the Annual Report and audited Financial Statements to be presented to Council in January, with the Annual Electors' Meeting to follow.

Agendas will be provided to Councillors prior to the meeting, allowing sufficient time for review. Councillors may submit questions to the CEO in advance and seek clarification during the Concept Forum. This approach supports informed decision-making, transparency, and efficient governance.

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

Section 5.25(1)(g) of the *Local Government Act 1995* provides for giving public notices of the date and agenda for council or committee meetings.

Regulation 12 of the *Local Government (Administration) Regulations 1996* provides:

- (1) In this regulation —
meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
 - (a) ordinary council meetings; and
 - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

Sustainability and Risk Considerations

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 risks that may impact on the achievement of its business objectives.

Risk Level	Comment
High	Determining the Ordinary Council Meeting schedule is a statutory requirement. It provides administrative certainty for planning and ensures timely decision-making.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

13.4.6 Committees of Council	
File Ref:	Committee-Committee Appointed Delegate
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	Nil

Moved: Cr. King Seconded: Cr. Wright

Council Decision CM 25/10/198

That the Council suspend Standing Orders as per clause 15.6 of the Standing Orders Local Law No. 1 to allow free and open discussion on the matter.

CARRIED 5/0

**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil**

Moved: Cr. Wright Seconded: Cr. King

Council Decision CM 25/10/199

That the Council resume Standing Orders as per clause 15.6 of the Standing Orders Local Law No. 1.

CARRIED 5/0

**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil**

Moved: Cr. King Seconded: Cr. Inglis

Council Decision CM 25/10/200

That Council:

1. Dissolve the following committee:

a) Boyup Brook Medical Services Committee (BBMSC);

2. Not nominate a delegate to sit on the following committees and board:

a) Boyup Brook Tourism Association (BBTA)

b) Boyup Brook Community Resource Centre Management Committee (CRCMC)

- c) **Boyup Brook Museum Committee (BBMC)**
- d) **Blackwood Basin Group Committee (BBGC)**
- e) **Boyup Brook District High School Board.**

3. Request the Chief Executive Officer to advise the committees / board of its decision in (2.) above.

4. Appoint the following Elected Members as a Delegate on the following external / internal committees / groups:

a) Audit, Risk and Improvement Committee

All Councillors be appointed to the Audit, Risk and Improvement Committee.

b) Local Emergency Management Committee (LEMC)

- i. Cr Cr. O'Connell (Elected Shire President) be appointed to the LEMC, and Cr Cr. King (Elected Deputy Shire President) as proxy.**
- ii. The Chief Executive Officer, Ranger and / or Emergency Services Officer be appointed as Council staff representatives.**

c) Bush Fire Advisory Committee (BFAC)

- i. Cr Cr. O'Connell (Elected Shire President) be appointed to the BFAC, and Cr Cr. King (Elected Deputy Shire President) as proxy.**
- ii. The Chief Executive Officer, Manager Operations and Emergency Services Officer be appointed as Council staff representatives.**
- iii. The BFAC consists of**
 - Council delegate**
 - Council staff representatives**
 - Chief Bushfire Control Officer**
 - Communications Officer**
 - Fire Weather Officer**
 - Deputy Fire Weather Officer**
 - Training Officer**

- Two (2) delegates from each Brigade

d) **Main Roads – Regional Roads Group (RRG)**

Cr Cr. Moore be appointed to RRG, and Cr Cr. Wright as proxy.

e) **Southwest Zone Western Australian Local Government Association**

Cr Cr. O'Connell (Elected Shire President) be appointed to the Southwest Zone Western Australian Local Government Association, and Cr Cr. King (Elected Deputy Shire President) as proxy.

f) **Warren Blackwood Alliance of Councils (WBAC)**

Cr Cr. O'Connell (Shire President) be appointed to WBAC, and Cr Cr. Inglis.

g) **Rylington Park Committee (RPC)**

Cr Cr. Wright, Cr Cr. Inglis, Cr Cr. Moore, Cr Cr. King Cr Cr. O'Connell be appointed to the RPC.

h) **Climate Alliance Reference Group (CARG)**

Cr Cr. Moore, and Manager Community Services (with voting rights) (proxy) be appointed to the CARG.

i) **Development Assessment Panel**

Cr Cr. Wright Member 1, Cr Cr. O'Connell Member 2.
Cr Cr. Moore Alternate Member 1, Cr Cr. Inglis Alternate Member 2.

i) **RoadWise**

Cr Cr. Moore, and Cr Cr. King be appointed to RoadWise with the Coordinator Infrastructure & Parks being a non-voting member.

CARRIED BY ABSOLUTE MAJORITY 5/0
For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil

Summary

Council is requested to appoint Elected Members to various committees and groups, and to dissolve or confirm participation where appropriate, following the recent local government elections.

Background

Following each local government election, Council is required to review and appoint Elected Members to internal and external committees, advisory groups, and community boards.

This process ensures that Council maintains effective representation across a range of local and regional bodies that influence policy, planning, and community outcomes.

Report Detail

Representation on committees and working groups allows Council to remain informed and actively involved in key areas of governance, community development, emergency management, and regional collaboration.

Appointing Elected Members to these bodies ensures the Shire of Boyup Brook continues to engage constructively with stakeholders, contribute to joint initiatives, and advocate for positive outcomes that benefit both the Shire and the broader region.


The dissolution of the Boyup Brook Medical Services Committee is recommended due to operational and governance efficiencies achieved through direct reporting to Council via the Chief Executive Officer.

The creation of the new Roadwise committee will provide the Shire with a robust, systematically funded, and supported framework to substantially improve road safety. It is not merely a program of individual activities but a comprehensive approach that integrates globally recognised Safe System principles into the Shire's core operations. This commitment builds sustainable internal capacity, significantly reduces the profound human and economic burden of road trauma, and positions the Shire for public recognition and sector leadership in meeting state and national objectives in 6 achievable steps.

1. Formalise Commitment: Formal Declaration or Council Resolution required to register as a RoadWise Council. This high-level endorsement is foundational for accessing all program benefits and signals a serious organisational commitment to road safety.
-

2. **Appoint Dedicated Contacts:** Designate appropriate Elected Members and/or officers to serve as primary contacts for RoadWise. This ensures efficient communication and dedicated internal champions for road safety initiatives.
3. **Engage Actively with Advisors:** Upon registration, immediately establish a strong working relationship with the assigned WALGA Road Safety Advisor. This personalized support is invaluable for tailoring the Safe System approach to the Shire's specific needs and challenges.
4. **Embed Safe System Principles:** Proactively work to integrate Safe System principles across all relevant Shire functions, including infrastructure planning, community development, and fleet management. Road safety should become an inherent part of the Shire's "business as usual" operations.
5. **Participate in "RoadWise Recognised":** Actively engage in the "RoadWise Recognised" program, striving to earn points and ribbons for road safety activities. This not only provides external validation but also serves as an internal metric for continuous improvement and strategic planning.
6. **Leverage Resources and Learn from Peers:** Consistently utilise the extensive tools, resources, and training opportunities provided by WALGA. Additionally, study the successful initiatives of other RoadWise Councils, adapting proven strategies to the Shire's local context to accelerate progress.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Effectively communicate and engage the community.
	Outcome	Work with groups from across the community to address concerns regarding facilities and services.

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995.

5.8 ***Establishment of committees***

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

**Absolute majority required.*

5.9 Committees, types of

- (1) *In this section —*
other person means a person who is not a council member or an employee.
- (2) *A committee is to comprise —*
 - (a) *council members only; or*
 - (b) *council members and employees; or*
 - (c) *council members, employees, and other persons; or*
 - (d) *council members and other persons; or*
 - (e) *employees and other persons; or*
 - (f) *other persons only.*

5.10 Committee members, appointment of

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
- (a) to be a member of the committee; or*
 - (b) that a representative of the CEO be a member of the committee,*
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

5.11 Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) the person resigns from membership of the committee; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day,*
- whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the term of the person's appointment as a committee member expires; or*
 - (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary election day,*

Whichever happens first.

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	Non-representation on key committees could reduce Council's ability to influence outcomes or remain informed of local and regional initiatives.

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

13.4.7 Proposed change in administration opening hours	
File Ref:	Building and Assets-Shire Use-Administration Office
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: Cr. King**Seconded: Cr. Inglis****Council Decision CM 25/10/201****That Council:**

- 1. Approves the new administration office opening hours from 9:00am to 4:30pm as from 5 January 2026.**
- 2. Request the Chief Executive to advertise the new opening hours in the November 2025 Gazette as well as on the Shire webpage and social media.**

CARRIED 5/0

For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil

Summary

Council is requested to consider the proposed new administration office opening hours to allow staff training to be undertaken.

Background

Staff are currently required to commence work at 8:15am, with the administration office opening to the public at 8:30am. This timeframe provides limited opportunity to conduct staff meetings or training sessions prior to the commencement of daily operations.

To assess the potential impact of adjusting opening hours, a survey was undertaken over a four-week period to determine customer attendance between 8:30am and 9:00am. The results indicated an average of only two customers per week visiting the administration office during this period.


Report Detail

Regular staff meetings and training are essential for maintaining an effective, informed, and cohesive workforce. Staff meetings provide a structured opportunity for communication, collaboration, and feedback, ensuring that everyone is aligned with organisational goals, aware of current priorities, and able to raise any issues or suggestions for improvement.

Ongoing staff training, meanwhile, helps to develop skills, increase confidence, and ensure that employees remain compliant with relevant legislation, policies, and best practices particularly important in a local government setting where community expectations and regulatory requirements are high.

It is equally important that all staff are able to attend these sessions so that everyone receives the same information and opportunities for input and development. Inclusive participation promotes consistency, teamwork, accountability, and a shared understanding of the organisation's objectives and standards.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Outcome	Increase stability and capability in Shire staff.
	Objective	Enhance the use of technology to improve customer focused service delivery.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

The proposed adjustment to the administration office opening hours is not expected to have any significant impact on the local economy. Given that the Shire's administrative functions primarily support governance and community services rather than direct commercial activity, the change is unlikely to affect local businesses or economic activity.

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

Survey data indicates minimal customer demand between 8:30am and 9:00am, suggesting that the adjustment would not inconvenience the community.

On the contrary, allocating this time for staff meetings and training is anticipated to enhance internal efficiency, communication, and service delivery, which may indirectly support improved organisational performance and long-term community and economic outcomes.

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	If the administration office hours are not amended, some staff may be unable to attend meetings or training, leading to communication gaps and inconsistent service delivery.

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

- Cr O'Connell declared an Impartiality Interest in Item 13.4.8 Proposed disposal of land – Lot 38 Mitchell Avenue, Boyup Brook being a Museum committee member.

13.4.8 Proposed disposal of land – Lot 38 Mitchell Avenue, Boyup Brook	
File Ref:	A1661
Previous Items:	<i>Council Decision 24/02/015</i>
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	13.4.8A Land Disposal/Development Strategy 13.4.8B Boyup Brook District Pioneers Museum Letter

Moved: Cr. King	Seconded: Cr. Wright
Council Decision CM 25/10/202	
That Council:	
<ol style="list-style-type: none"> 1. Authorise the Chief Executive Officer to place Lot 38 Mitchell Avenue, Boyup Brook on the market for sale. 2. Request the Chief Executive Officer to obtain quotations for the construction of a compliant retaining wall on the boundary adjoining the Boyup Brook District Pioneers Museum. 3. Request the Chief Executive to notify the Boyup Brook District Pioneers Museum, that Council will consider its request for a percentage of the sale proceeds when an offer to purchase is presented for Council consideration. 	
<p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 5/0 For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King Against: Nil</p>	

Summary

Council is requested to consider authorising the sale of Lot 38 Mitchell Avenue, Boyup Brook, as the property is surplus to the Shire's operational requirements.

Background

The subject lot was purchased by Council in 2015 for the potential expansion of the Boyup Brook District Pioneers Museum. Since that time, no development has occurred, and the land remains vacant.

At its Ordinary Council Meeting held on 29 February 2024, Council endorsed the Boyup Brook Land Disposal / Development Strategy 2024 (Decision 24/02/015), which provides a framework for managing underutilised land assets and identifies surplus properties for potential disposal to reduce maintenance costs and support community reinvestment.

Lot 38 (6) Mitchell Avenue is identified within the Strategy as a potential disposal property.

“Moved: Cr. King

Seconded: Cr. Kaltenrieder

COUNCIL DECISION 24/02/015

That Council:

- 1. Endorses the Boyup Brook Land Disposal / Development Strategy 2024 as per Attachment 9.3.7A.*

CARRIED 7/0

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

Report Detail

The Land Disposal / Development Strategy lists Lot 38 (6) Mitchell Avenue for potential sale and identifies several key considerations:

- The current zoning requires amendment to Residential R15 to support development.
- Absence of deep sewer limits the site to a single residential dwelling.
- Consultation with the Boyup Brook District Pioneers Museum is required prior to sale.

Correspondence from the Boyup Brook District Pioneers Museum indicates support for the sale, subject to:

- The Shire constructing a retaining wall and dividing fence on the shared boundary; and

- Consideration of a small percentage of the net proceeds being allocated to the Museum.

Council has three options regarding the property:

- Dispose of the Property: Provides immediate revenue, creates a new rateable property, and reinvests capital into other Council projects.
- Retain the Property: Results in ongoing maintenance obligations and foregone rate income.
- Develop the Property: Requires a loan to construct a dwelling for potential lease income, increasing risk and financial exposure.

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 industrial, housing, visitor accommodation and tourism infrastructure.

Other Strategic Links

Land Disposal / Development Strategy 2024 (Attachment 13.4.8A).

Statutory Environment

Local Government Act 1995.

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

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

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

Public Tender – If the sale is conducted by public tender, the Shire may determine what is the 'most acceptable tender, whether or not it is the highest tender.' In the sale of land, generally, the highest tender would be the most acceptable, although there may be cases where the tender is

conditional, and the Shire may consider that the terms of the condition(s) mean the tender is not the most acceptable. Part four (4) of the *Local Government (Functions and General) Regulations* deals with the requirements for public tenders where the local government calls for tender for the supply of goods or services under s3.57 of the Act.

Private Treaty – It requires (in summary):

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

Sustainability and Risk Consideration

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

The sale of a vacant property provides the Shire with a one-off capital inflow that can be reinvested into community projects or reserves, while also creating a new rateable property to increase annual revenue. Private ownership often encourages residential development, local spending, and job creation, contributing to a stronger and more vibrant local economy.

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

Selling a vacant residential property can improve community amenity and liveliness by promoting new housing and attracting new residents. Development stimulates social connection, supports local businesses, and strengthens community services through population growth and increased economic activity.

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	Retaining a vacant residential property poses risks such as ongoing maintenance and security costs, liability for hazards (fire, vandalism, or injury), and reputational damage if the land becomes unsightly. There is also a

	financial risk of depreciation and lost revenue opportunities from delayed development or investment.
--	---

Consultation

Boyup Brook District Pioneers Museum.

Resource Implications**Financial**

Minor legal and administrative costs will be incurred through the sale process, offset by the income generated from the sale.

Workforce

Nil

End

13.4.9 Appointment of Bushfire Control Officers	
File Ref:	Emergency Management Services–Bushfire Brigades
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Inglis	Seconded: Cr. Wright
Council Decision CM 25/10/203	
That Council:	
1. Authorise the appointment of the Fire Control Officers as per Table 1 contained in the report in accordance with the <i>Bush Fires Act 1954</i>, <i>Bush Fire Regulations 1954</i>, and the Shire of Boyup Brook Bush Fire Brigades Local Law for the 2025/2026 season.	
<p style="text-align: right;">CARRIED 5/0</p> <p style="text-align: right;">For: Cr O’Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King</p> <p style="text-align: right;">Against: Nil</p>	

Summary

This report is for Council to authorise the Fire Control Officers and Deputy Fire Control Officers for the 2025/2026 fire season and approve the appointment of the Shire Ranger and Shire Emergency Services Officer as Fire Control Officers (FCO’s) for the Shire of Boyup Brook.

Background

Fire Control Officers are appointed by Council under Section 38 of the *Bush Fires Act 1954*, to carry out actions as set out in the *Bush Fires Act 1954* as required by Local Government.

***38. Local government may appoint bush fire control officer**

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
 - (a) carrying out normal brigade activities;
 - [(b), (c) deleted]
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.

Pursuant to the following Acts and Regulations, a local government shall, in writing appoint persons to exercise on behalf of the local government the powers conferred on a Chief Fire Control Officer/Deputy Chief Fire Control Officer/Fire Control Officer by the Act, Regulations and Local Law.



Report Detail

Table 1: contains the elected X-Ray Team, Fire Control Officers and Deputy Fire Control Officers from the 2025 BFAC AGM. The Shire Ranger and Shire Emergency Services Officer require appointment as Fire Control Officers to exercise an authority or carry out various duties in relation to bush fire mitigation and fire control activities within the Shire.

Table 1:

Name	Surname	Position	Brigade Name
Ben	Thompson	Chief Bush Fire Control Officer	X-RAY TEAM
Tristan	Mead	1 st Deputy Chief Bush Fire Control Officer	X-RAY TEAM
Wayde	Robertson	2 nd Deputy Chief Bush Fire Control Officer	X-RAY TEAM
David	Fortune	Communications Officer	X-RAY TEAM
David	Nield	Deputy Fire Weather Officer	X-RAY TEAM
Wayde	Robertson	Fire Weather Officer	X-RAY TEAM
Robert	Imrie	Fire Control Officer	BENJINUP
Clinton	Westphal	Deputy Fire Control Officer	BENJINUP
Luke	Harding	Fire Control Officer	CHOWERUP
Glenn	Mead	Deputy Fire Control Officer	CHOWERUP
Wayne	White	Fire Control Officer	DINNINUP
Matthew	Brown	Deputy Fire Control Officer	DINNINUP
John	Ritson	Fire Control Officer	EAST BOYUP BROOK
Ken	Holland	Deputy Fire Control Officer	EAST BOYUP BROOK
Ronald	Bingham	Fire Control Officer	GIBBS RD
Paul	Goerling	Deputy Fire Control Officer	GIBBS RD
Geoffrey	Dalton	Fire Control Officer	KENNINUP
Nick	Bagshaw	Deputy Fire Control Officer	KENNINUP
Bradley	Fairbrass	Fire Control Officer	KULIKUP
Anthony	Marsh	Deputy Fire Control Officer	KULIKUP
Benjamin	Creek	Fire Control Officer	MAYANUP
Mathew	Francke	Deputy Fire Control Officer	MAYANUP
Kieran	Power	Fire Control Officer	McALINDEN
Glenn	Kirk	Deputy Fire Control Officer	McALINDEN
Marcus	Gifford	Fire Control Officer	NOLLAJUP
Robert	Introvigne	Deputy Fire Control Officer	NOLLAJUP
Darren	Chapman	Fire Control Officer	SCOTTS BROOK
Dylan	Roney	Deputy Fire Control Officer	SCOTTS BROOK
Matthew	Della-Gola	Fire Control Officer	TONEBRIDGE
David	Turner	Deputy Fire Control Officer	TONEBRIDGE
David	Muir	Fire Control Officer	TWEED
Scott	Nix	Deputy Fire Control Officer	TWEED
Brian	Cailes	Fire Control Officer	WEST BOYUP BROOK
Damon	Treloar	Deputy Fire Control Officer	WEST BOYUP BROOK
Donna	Forsyth	Emergency Services Officer	SHIRE OF BOYUP BROOK
WA Contract Ranger Services		Shire Ranger	SHIRE OF BOYUP BROOK

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Outcome	Appointment of Fire Control Officers and Deputy Fire Control Officers for the 2025-2026 fire season for the Shire of Boyup Brook.
	Objective	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.
	Key Imperatives	Natural Environment
	Outcome	Manage natural resources sustainably.
	Objective	Work with key stakeholders to manage land, fire, disease, pest animals and weeds.

Other Strategic Links

Shire of Boyup Brook Bushfire Mitigation Plan.

Statutory Environment

- *Bush Fires Act 1954.*
- *Bush Fires Regulations 1954.*
- *Shire of Boyup Brook - Bush Fire Brigades Local Law.*

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
High	It is a legislative requirement for Council to appoint the relevant Bush Fire Control officers. Not doing so would result in non-compliance with the relevant act.

Consultation

Nil

Resource Implications**Financial**

Minimal financial impact consisting of administration costs for Burning Permits – Certificates of Authorisation.

Workforce

Nil

End

13.4.10 Dissolving Mickalarup/Dwalganup Bushfire Brigade	
File Ref:	Emergency Management Services–Bushfire Brigades
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Inglis	Seconded: Cr. King
Council Decision CM 25/10/204	
That Council:	
1. Authorise the dissolving of Mickalarup/Dwalganup Bush Fire Brigade (BFB) and reallocating the brigade's area of responsibility to Tweed BFB, Scotts Brook BFB, Chowerup BFB and Tonebridge BFB as shown on Diagram 1 contained in the report.	
<p style="text-align: right;">CARRIED 5/0 For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King Against: Nil</p>	

Summary

Due to ongoing challenges in recruiting and retaining active members capable of fulfilling the essential executive positions mandated by Shire Local Laws, the Mickalarup/Dwalganup Bushfire Brigade (BFB) area of operations will be dissolved. This proposal recommends immediately reallocating the Brigade's area of responsibility to the four adjacent Bushfire Brigades—Tweed, Scotts Brook, Chowerup, and Tonebridge—to ensure continuous, comprehensive, and compliant fire coverage and management across the affected community.

Background

The Mickalarup/Dwalganup Bushfire Brigade formally maintains a membership list of approximately 30 individuals, the reality of active participation has changed significantly. The Brigade has faced chronic instability as many members have either relocated outside the immediate area or are no longer able to commit to the crucial operational and executive responsibilities defined by the Shire's Local Laws:

“Division 5 – Dissolution of bush fire brigade

2.7 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.8 New arrangement after dissolution

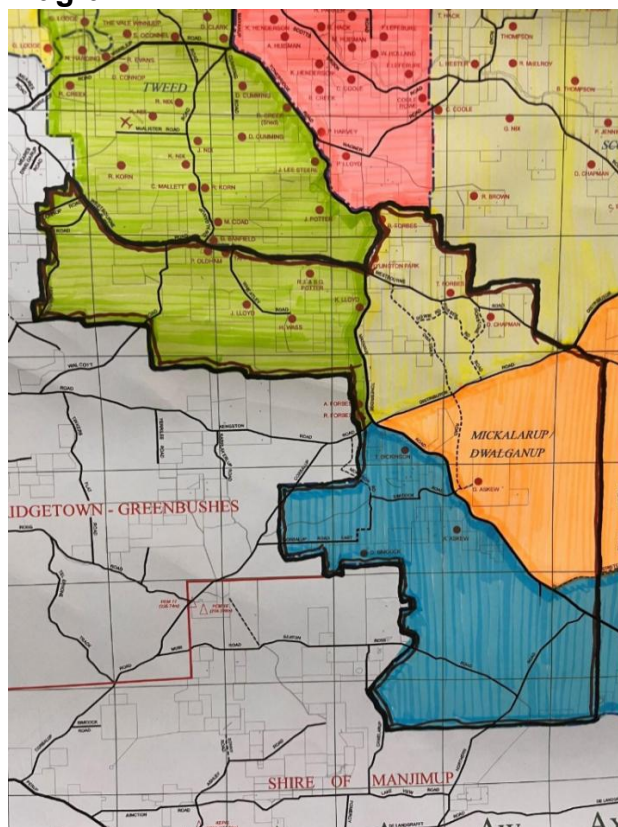
If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.”

This inability to reliably fill key leadership and functional roles has made the Brigade non-compliant and unsustainable, necessitating the decision to dissolve its area of responsibility.


Report Detail

Diagram 1: Is currently drawn onto the most current Fire Map (2017) and is coloured to show the updated brigade boundaries for Tweed, Scotts Brook, Chowerup and Tonebridge BFB's. The dark Line represents the previous boundary for Mickalarup/Dwalganup Brigade.

Diagram 1:



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	The reallocation of the Mickalarup/Dwalganup Brigade's area of responsibility to ensure continuous, comprehensive, and compliant fire coverage and management across the affected community.
	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

Shire of Boyup Brook Bushfire Mitigation Plan.

Statutory Environment

- *Bush Fires Act 1954.*
- *Bush Fires Regulations 1954.*
- *Shire of Boyup Brook - Bush Fire Brigades Local Law.*

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

Consultation

X-Ray team.

Resource Implications

Financial

The reallocation of the Mickalarup/Dwalganup BFB area or responsibility will not affect current and future LGGS funding as the total area of responsibility for the Shire of Boyup Brook remains the same.

Workforce

Nil

End

13.5 Planning

Nil

14. Minutes of Committees**14.1 Rylington Park Committee Meeting Minutes – 8 October 2025****Moved: Cr. Wright****Seconded: Cr. King****Council Decision CM 25/10/205****That Council:**

- 1. Receive the unconfirmed minutes of the Rylington Park Committee Meeting held on 8 October 2025.**

CARRIED 5/0**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King****Against: Nil****15. Motions of which previous notice has been given****15.1 Councillor Helen O'Connell****Moved: Cr. King****Seconded: Cr. Wright****Council Decision CM 25/10/206****That Council:**

- 1. Request the Chief Executive Officer to undertake a signage audit on all current Shire signage, and to implement a removal/replacement strategy as per budget allowance.**

CARRIED 5/0**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King****Against: Nil****16. Late Items / Urgent Business Matters****16.1 Consideration to allow late item****Moved: Cr. Wright****Seconded: Cr. Inglis****Council Decision CM 25/10/207****That Council:**

- 1. Allow the consideration of the following late item:**

a) Item 16.1.1 Western Australian Treasury Corporation – Execution of Master Lending Agreement.

CARRIED 5/0
For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil

16.1.1 Western Australian Treasury Corporation – Execution of Master Lending Agreement

File Ref:	FM/31/002
Previous Items:	Resolution 69/40 Ordinary Council Meeting 19 June 2014
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	16.1.1A Master Lending Agreement (MLA) between WATC and Shire of Boyup Brook

Moved: Cr. Wright Seconded: Cr. Inglis

Council Decision CM 25/10/208

That Council:

- 1. Approve entering into a Master Lending Agreement with Western Australian Treasury Corporation as per Attachment 16.1A Master Lending Agreement between Western Australian Treasury Corporation and Shire of Boyup Brook.**
- 2. Approve the affixation of the Common Seal of the Shire of Boyup Brook to Master Lending Agreement approved in (1.) above in the presence of the Shire President and the Chief Executive Officer or an Agent or a Senior Employee of the Shire of Boyup Brook authorised by the Chief Executive Officer each of whom shall sign the document to attest the affixation of the Common Seal thereto; and**
- 3. Authorise the Chief Executive Officer, Agent or any one of the Senior Employees of the Shire of Boyup Brook authorised by the Chief Executive Officer from time to time to sign schedule documents under the Master Lending Agreement and or to give instructions thereunder on behalf of the Shire of Boyup Brook.**

CARRIED BY ABSOLUTE MAJORITY 5/0
For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil

Summary

The purpose of this item is for Council to consider entering into a Master Lending Agreement (MLA) with the Western Australian Treasury Corporation (WATC), and to authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Boyup Brook to the MLA.

Background

The WATC was established as the central borrowing authority for the State of Western Australia by the *Western Australian Treasury Corporation Act 1986*.

WATC provides a range of products and services that support Western Australian local governments to manage their finances in a way that is financially sustainable and for the benefit of their local community, and ultimately the State, now and into the future.

Local governments can access debt funding through WATC, benefiting from the lowest possible cost of debt financing secured by the State of Western Australia through the economies of scale realised by WATC as the State's central borrowing authority.

All borrowings by WATC are guaranteed by the Treasurer on behalf of the State of Western Australia by virtue of section 13(1) of the *Western Australian Treasury Corporation Act 1986*.

In 2014, WATC introduced a Local Government Master Lending Agreement (LGMLA) to streamline the local government borrowing process. The LGMLA incorporated the security interest registration prescribed under the *Commonwealth Government Personal Property Security Act 2009* (PPSA) and was reviewed by the State Solicitor's Office and the Department of Local Government prior to implementation.

The LGMLA consolidates all existing and future loans under the one agreement, removing the need to execute separate loan agreements under seal each time funds are borrowed from WATC. Any borrowing under the LGMLA is subject to WATC's credit approval policy at the time of the application, and the release of funds is subject to the issuance of a firm rate quote by WATC and its acceptance by an authorised signatory of the Shire of Boyup Brook.

At its Ordinary Council Meeting of 19 June 2014 (Resolution 69/40), Council resolved to enter into a Master Lending Agreement with WATC and approved the affixing of the Common Seal to the document. At the time the Shire of Boyup Brook had eight active WATC loans with a loan liability of \$716,714. As the Shire was not seeking additional funding at the time, the MLA was not executed.

As part of the 2025/2026 Annual Budget, Council endorsed a loan application for \$2 million to secure the remaining capital required to deliver one of Council's key strategic priorities, the Boyup Brook Community Sporting and Recreation Facility Upgrade. This project will transform the existing facility into a modern, accessible, multi-purpose community hub that also meets compliance standards as a fully functional evacuation centre.

Accordingly, if the loan application is approved, a new MLA must be executed between the Shire and WATC. The newly executed MLA will supersede any previous agreement.


Report Detail

On 10 October 2025, per adopted Annual Budget 2025/2026, the Shire of Boyup Brook submitted a Loan Application for \$2M to WATC.

On 27 October 2025 the Shire received correspondence from WATC, advising that assessment of the Shire's loan application is nearing completion. WATC also confirmed that there is no current Master Lending Agreement (MLA) in place between the Shire and WATC. Under WATC's credit approval policy, the Shire must sign and accept a firm rate quote before funding can proceed, however a firm rate quote can only be issued on once an MLA has been executed by council resolution under common seal.

On 28 October 2025 the Shire received a draft MLA from WATC for Council consideration and execution under Common Seal, subject to authorisation by resolution of Council.

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

The Shire must continue to comply with all requirements of the *Local Government Act 1995* (the act) and Regulations, ensuring that all borrowings are approved by Council in the annual budget or have otherwise satisfied the provisions of Section 6.20(2) Power to Borrow of the act.

Local Government Act 1995

Section 2.7(2) -Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 6.20 – Power to Borrow

- (1) Subject to this Act, a local government may:
 - (a) borrow or re-borrow; or
 - (b) obtain credit; or
 - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

Section 6.21 – Restrictions on Borrowing

- (2) Where, under section 6.20(1), a local government borrows money, obtains credit or arranges for financial accommodation to be extended to the local government that money, credit or financial accommodation is only to be secured by giving security over the general funds of the local government.

Sustainability and Risk Consideration

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

The Shire's financial sustainability may at times be supported through responsible debt funding for significant community projects. Borrowing enables the equitable distribution of costs between current and future ratepayers.

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

Nil

Policy Implications

Policy G1 – Execution of Documents. This policy establishes the framework for the execution of documents by the Shire of Boyup Brook, including the correct use of the common seal and authorisations for signing documents without the common seal, in accordance with the *Local Government Act 1995 (Act)*.

Risk Management Implications

The Shire of Boyup Brook is committed to the proactive identification, assessment, and management of risks that may impact the achievement of its strategic and operational objectives. This approach supports sound governance, informed decision-making, and compliance with the Shire's legislative and policy framework, ensuring that risks are managed in a responsible and transparent manner.

Risk Level	Comment
Low	Executing the Master Lending Agreement is a compliance requirement and does not impact on existing loans lending rates, loan terms or any other pre-existing terms and conditions.

Consultation

Darren Long – Financial Consultant

Resource Implications

Nil

Financial

Nil (execution of the MLA itself does not create a financial commitment).

Workforce

Nil

End

17. Confidential Items of Business

17.1. Closure of Meeting to the Public

Moved: Cr. Moore	Seconded: Cr. Inglis
Council Decision CM 25/10/209	
1. Proceed behind closed doors as per Section 5.23(2) of the <i>Local Government Act 1995</i>, to consider item 17.1.1, the time being 6:58pm.	
CARRIED 5/0	
For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King	
Against: Nil	

17.1.1 Precious Waste	
File Ref:	Community Relations-Precious Waste
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: Cr. Wright	Seconded: Cr. Inglis
Council Decision CM 25/10/210	
That the Council suspend Standing Orders as per clause 15.6 of the Standing Orders Local Law No. 1 to allow free and open discussion on the matter.	
CARRIED 5/0	
For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King	
Against: Nil	

Moved: Cr. King	Seconded: Cr. Inglis
Council Decision CM 25/10/211	
That the Council resume Standing Orders as per clause 15.6 of the Standing Orders Local Law No. 1.	
CARRIED 5/0	
For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King	
Against: Nil	

Moved: Cr. Wright**Seconded: Cr. King****Council Decision CM 25/10/212****That Council:**

- 1. Request the Chief Executive Officer to work with the Precious Waste Community Group to obtain/develop the following insurances and procedures.**
 - a) Public Liability Insurance to the value of twenty million dollars.**
 - b) Volunteers Insurance.**
 - c) Procedure to follow the Australian Standards AS5377:2022.**
 - d) Storage Procedure.**
 - e) Records Procedure.**
 - f) Safety Procedure.**
 - g) Training Procedure.**
 - h) Constitution.**
- 2. Request the Chief Executive Officer to notify the Precious Waste Community Group that until the above required insurance/procedures listed in (1.) above have been provided to and approved by the Shire, the group may not operate from the property.**
- 3. Request the Chief Executive Officer to implement an alternative e-waste solution should the Precious Waste Community Group not be able to operate from the site.**

CARRIED 5/0**For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King
Against: Nil****Note:****This item will remain confidential until Council has resolved on the matter.****Summary**

The report discusses the issue with the Precious Waste Community Group (Group) currently operating from the transfer station site. The main concern is the liability being placed on the shire due to the group not having public liability insurance.

While the Group provides an invaluable service to the community the liability risk it poses to the Shire is considered extreme.

Background

In July 2024, the State Government introduced the *Waste Avoidance and Resource Recovery (E-Waste) Regulations 2024*. These regulations establish a staged ban on the disposal of regulated electronic waste (e-waste) to landfill, requiring local governments and other entities to adopt new practices for the collection, handling, storage, reporting, and disposal of e-waste.

The legislation reflects both national and international commitments, including Australia's obligations under the Basel Convention, which from 1 January 2025 restricts the export, import and transit of certain hazardous and non-hazardous e-waste. The aim is to reduce environmental harm, recover valuable materials, and improve community access to safe and sustainable disposal options.

Local governments must ensure regulated e-waste is not disposed of at landfill. This applies to all collection systems, including verge collections, transfer stations and waste facilities. Where mixed collection occurs, regulated e-waste must be separated prior to disposal or transfer.

Report Detail

The Group has been operating from the Shire Transfer Station for several years. It has come to the administrations attention that the group does not have any public liability insurance.

The Group has been advised that they need to obtain public liability insurance. However, the Group has on several occasions advised the administration they are unable to obtain public liability insurance. The administration has approached their insurers LGIS but been advised they are unable to insure due to the Group being an incorporated group.

To operate safely it is expected that the Group would have the following processes in place:

- Procedure to follow the Australian Standards AS5377:2022 for the collection, storage, transport, and treatment of end-of-life electrical and electronic equipment.
- Storage Procedure to prevents breakage, leakage, or environmental contamination (e.g., batteries separate, TVs/computers kept intact until dismantled).
- Records Procedure for recording Quantities, categories, and condition of materials received.

- Safety Procedure to ensure appropriate PPE, training, and WHS practices in place, particularly when dismantling (handling heavy metals, batteries, screens).
- Training Procedure to train volunteers how to strip components (plastics, metals, circuit boards, batteries).

Officers have been in contact with the Group and been advised they do not have any of the above processes. While this is of concern, the lack of Public Liability Insurance as well as Volunteer Insurance is extremely concerning.

Public Liability Insurance is essential and covers injury or property damage to third parties (e.g. a resident drops off a TV and trips, or a leaking battery damages another person's property).


This is a standard requirement when operating on local government land or facilities and is usually at least \$20 million cover.

The Group does engage volunteers and should have Volunteer Personal Accident Insurance, which provides protection if volunteers are injured while working.

Without the above insurances/procedures the liability for injuries/incidents lies initially with the Group. However, as the Shire is aware of the continued operation of the Precious Waste Community Group as an e-waste collection and dismantling service on Shire property without insurance, the liability position becomes very risky.

While the Precious Waste Community Group is busy obtaining the required insurances/documents, arrangements will be made for e-waste to be accepted and stored at the Transfer Station.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Promote quality education, health, childcare, aged care and youth services.
	Objective	Improve support for youth and youth activities.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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 risks that may impact the achievement of its business objectives.

Risk Level	Comment
High	Due to the non-compliance with Work Health and Safety matters, should an incident occur on-site it could place the Shire and Council in a liable position.

Consultation

- Emailed Precious Waste requesting information:
 - 22 September (no-response)
 - 7 October (no-response)
 - 16 October (busy working on it).

Resource Implications

Financial

Costs are unknown at this stage; the Shire will need to assess and implement actions to ensure compliance with the act.

Workforce

Nil

End

17.2 Proceed with the meeting in Public**Moved: Cr. Moore****Seconded: Cr. Inglis****Council Decision CM 25/10/213****That Council:****1. Proceed with the meeting in public, the time being 7:06pm.****CARRIED 5/0****For: Cr O'Connell, Cr Moore, Cr Inglis, Cr Wright, Cr King****Against: Nil****18. Closure**

There being no further business the meeting closed at 7:07pm.

Presiding Member

Date