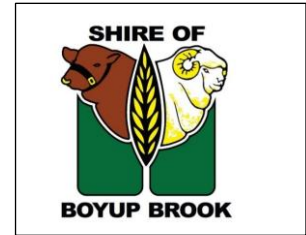


Date: 3 December 2025

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 27 November 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.



## Contents

1. Declaration of Opening .....	5
2. Record of Attendance .....	5
2.1 Attendance .....	5
2.2 Apologies .....	6
2.3 Approved Leave of Absence .....	6
2.4 Request Leave of Absence .....	6
3. Deputations, Petitions and Presentations .....	6
3.1 Deputations .....	6
3.2 Petitions .....	6
3.3 Presentations .....	6
4. Public Question Time .....	6
4.1 Response to Previous Public Questions Taken on Notice .....	6
4.2 Public Question Time .....	6
5. Declarations of Interest .....	7
5.1 Financial and / or Proximity Interest .....	7
5.2 Disclosures of Impartiality Interest that may cause Conflict .....	7
6. Previous Council Meeting Minutes .....	8
6.1 Ordinary Council Meeting Minutes – 30 October 2025 .....	8
7. Presidential Communications .....	8
8. Councillor Questions on Notice .....	9
9. Reports of Officers .....	10
9.1 Operational Services .....	10
9.1.1 Recommendation Report Evacuation Centre Tender Evaluation Panel .....	10
9.2 Community Services .....	14
9.2.1 Sandakan Park Master Plan .....	14
9.3 Corporate Services .....	20
9.3.1 List of Accounts Paid in October 2025 .....	20
9.3.2 Monthly Statement of Financial Activity for the period ending 31 October 2025 .....	24
9.3.3 Write off of Rates .....	28
9.4 Chief Executive Officer .....	32
9.4.1 Boyup Brook Medical Services monthly activity report for October 2025 .....	32
9.4.2 Rylington Park monthly activity report for October 2025 .....	37
9.4.3 Boyup Brook Caravan Park monthly report for October 2025 .....	42

---

9.4.4 Boyup Brook Swimming Pool monthly report for October 2025 .....	46
9.4.5 Establishing the Chairperson of Local Government Committee.....	50
9.4.6 Electoral Commission to conduct the 2026 Local Government Extraordinary Election.....	53
9.4.7 Rylington Park Committee and Rylington Park Sub-Committee Terms of Reference .....	57
9.4.8 Disposal of Rylington Park farm machinery .....	60
9.5 Planning .....	63
9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook .....	63
9.5.2 Draft new Policy PD11 - Renewable Energy Facilities Local Planning Policy .....	71
10. Minutes of Committees .....	76
11. Motions of which previous notice has been given.....	76
12. Late Items / Urgent Business Matters.....	76
13. Confidential Items of Business.....	76
13.1. Closure of Meeting to the Public .....	76
13.1.1 Confidential Annual Community Awards 2026.....	76
13.1.2 Confidential Proposed purchase of Lot 86 Abel Street .....	77
13.2 Proceed with the meeting in Public .....	78
14. Closure .....	78

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## Agenda

### 1. Declaration of Opening

The Presiding Member declared the meeting open at 6:01pm.

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

The Council Chambers is not a parliament and Parliamentary Privilege does not apply.

Elected Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Council meetings are solely those of the person making them. Nothing expressed at a Council Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Council Meeting are the official record of that Council meeting. Verbatim minutes are not required.

Please make sure your mobile phones are turned off or on silent for the duration of the Meeting.

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

### 2. Record of Attendance

#### 2.1 Attendance

Shire President  
Deputy Shire President  
Councillors

Cr Helen O'Connell  
Cr Darren King  
Cr David Inglis  
Cr Michael Wright  
Cr Philip Moore

**Council Officers**

Chief Executive Officer

Executive Officer

Executive Manager Operational Services

Executive Manager Corporate Services

Manager Financial Services

Manager Community Services

Leonard Long

Magdalena Le Grange

Jason Forsyth

(Left meeting at 6:30pm)

Carolyn Mallet

Malcolm Armstrong

Nicola Jones

**Observers / Public Members**

Sue White Left (Left meeting at 6:40pm)

Shirley Broadhurst (Left meeting at 6:40pm)

**2.2 Apologies**

Nil

**2.3 Approved Leave of Absence**

Nil

**2.4 Request Leave of Absence**

Nil

**3. Deputations, Petitions and Presentations****3.1 Deputations**

Nil

**3.2 Petitions**

Nil

**3.3 Presentations**

Nil

**4. Public Question Time****4.1 Response to Previous Public Questions Taken on Notice**

Nil

**4.2 Public Question Time**

Sue White: Item 9.2.1 Sandakan Park Master Plan – location of the memorial.

Question 1

Does the Shire engage enough staff to operate the pieces of equipment, 3 in all, at a cost of \$411,090?

**Question 2**

Was equipment traded or sold privately to help cover the cost of the purchases?

**Question 3**

Will the maintenance of road edges and roads that have heavy traffic during harvest and seeding times receive better attention?

**Question 4**

Was Council approval required prior to purchasing a new Ford Ranger Dual Cab for \$43,464 and was there a trade-in?

**Question 5**

Why was Council charged \$59,840 for the maintenance on Trigwell Bridge when it is on a Main Road?

## **5. Declarations of Interest**

### **5.1 Financial and / or Proximity Interest**

- Cr Wright declared a Financial Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to being a paid Director on the board.
- Cr Inglis declared a Financial Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to his wife being a paid secretary of the Boyup Brook Co-op.

### **5.2 Disclosures of Impartiality Interest that may cause Conflict**

- Cr O'Connell declared an Impartiality Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to holding membership shares in the Boyup Brook Co-op.
- Cr King declared an Impartiality Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to holding membership shares in the Boyup Brook Co-op.

- Cr Inglis declared an Impartiality Interest in item 13.1.1 Annual Community Awards Recommendation 2 being closely associated with one of the nominees and opted to leave the Chambers.
- Cr O'Connell declared an Impartiality Interest in Item 13.1.2 Proposed purchase of Lot 86 Abel Street, Boyup Brook being a member of the Boyup Brook Community Resource Centre Management Committee.

## 6. Previous Council Meeting Minutes

### 6.1 Ordinary Council Meeting Minutes – 30 October 2025

**Moved: Cr. King**

**Seconded: Cr. Inglis**

**Council Decision CM 25/11/214**

**That the minutes of the Ordinary Council Meeting held on 30 October 2025 be confirmed as being a true and accurate record.**

**CARRIED 5/0**

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

## 7. Presidential Communications

### November

#### **5 November 2025 - Q2 LEMC Meeting**

Summary of Exercise at meeting:

Emergency WA escalates a bushfire warning and orders the full evacuation of the Boyup Brook townsite.

The scenario highlighted a number of positive insights and cooperative approaches from the agencies involved. It was also useful to discuss the potential issues that could arise.

Agencies who attended included: Volunteer Bushfire Brigade, DFES, DBCA, DPIRD, SES, Main Roads, WA Police, St Johns Ambulance.

#### **6 November 2025 - WALGA Preseason Emergency Management Webinar**

Presentation included:

Seasonal Outlook

Aboriginal Cultural Heritage Protection Guidance Update

Presentation by DFES, LGIS, DBCA, Dept Communities.

#### **7 November 2025 - Attended the funeral of Betty Knapp**

A highly respected member of our community, to pay my respects in a personal capacity.



**11 November 2025 - Remembrance Day Service**

laid a wreath on behalf of the Shire of Boyup Brook.

**11 November 2025 - Online meeting with Minister Punch**

Also in attendance - Cr King and CEO Leonard Long.

Discussed a number of topics, including the issue of FPC not paying rates directly to the Local Government.

**13 November 2025 - WALGA Training in West Perth**

Elected Member – Skill Set.

**19 November 2025 - UBAS Committee meeting**

Debrief of 2025 Dinninup Show

This year was the 105<sup>th</sup> year of the Show. A success, with just over 2000 people through the gate and plenty of positive feedback. However, the future of the Show may be at risk due to the lack of volunteers taking on office bearer roles in the Committee. The existing members have been on the committee for a number of years and are ready to hand over the reins (they are happy to provide guidance for new members) This is something we should all consider and discuss within the community, as I am sure we all want the Show to go on!

**20 November 2025 - Rylington Park Committee meeting****21 November 2025 - South West Zone Meeting**

Meeting held at City of Bunbury.

**26 November 2025 - Presentation by Grants Commission**

Briefing on the Methodology of the Financial Assistance Grants for Local Government.

**8. Councillor Questions on Notice**

Nil

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## 9. Reports of Officers

### 9.1 Operational Services

<b>9.1.1 Recommendation Report Evacuation Centre Tender Evaluation Panel</b>	
<b>File Ref:</b>	Tenders-RFT25-001
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Jason Forsyth - Executive Manager Operations
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.1.1A CONFIDENTIAL Recommendation Report

**Moved: Cr. Wright**

**Seconded: Cr. Inglis**

**Council Decision CM 25/11/215**

**That Council:**

- 1. Approve the appointment of Barna Construction (WA) Pty Ltd as the successful tenderer for the construction of the Evacuation Centre and Sporting Hub Upgrade.**

**CARRIED 5/0**

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

### Summary

Council to approve the appointment of the recommended building contractor, as endorsed by the Evacuation Centre Tender Evaluation Panel.







### Background

The Shire of Boyup Brook is upgrading / building a combined recreation & evacuation centre because the existing facility is ageing, the community needs a more modern, inclusive multisport /events space, and critically the region needs a dedicated building that can serve as a safe evacuation point in emergencies. Funding has been secured (or committed) through state / regional grants. The redevelopment aligns with a broader masterplan for the sport & recreation precinct and emphasises resilience, accessibility and community benefit.

## Report Detail

Please refer to the attached (**Confidential Attachment 9.1.1A**) Recommendation Report prepared by the Evacuation Centre Tender Evaluation Panel.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Built Environment</b>
	<b>Outcome</b>	Provide sustainable infrastructure that serves the current and future needs of the community.
	<b>Objective</b>	Increase safety, improve infrastructure.
	<b>Key Imperatives</b>	<b>Built Environment</b>
	<b>Outcome</b>	Preserve the history and heritage of our built environment
	<b>Objective</b>	Restore, enhance and activate the Flax Mill buildings and caravan park.
	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Make land available for economic growth, development and improvement.
	<b>Objective</b>	Increase land availability for industry, housing, visitor accommodation and tourism infrastructure.
	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Encourage the preservation of our culture, heritage and history.
	<b>Objective</b>	Support and promote community events and activities.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Improve financial stability.
	<b>Outcome</b>	Improve short and long term financial management planning.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</b>	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community. Improve business and asset management systems and processes to meet our audit compliance and the needs of the community.

## **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 sustainability of this recommendation has been considered in relation to environmental design, economic value, and community outcomes. The recommended contractor has demonstrated capacity to deliver a durable, efficient, and inclusive facility.

Key project risks such as cost escalation, delivery timelines, and construction quality will be mitigated through strict contract management, staged progress payments, and adherence to the Shire's project governance framework.

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

The appointed contractor will be encouraged to bring social value to the project by prioritising local employment, using regional suppliers, and offering training opportunities where possible. Ongoing communication with the community and careful management of construction impacts will help maintain public safety, minimise disruption, and build local pride in the new facility. The project will not only deliver a vital piece of infrastructure but also strengthen community connections throughout the building process.

## **Policy Implications**

### **- Policy G6-Risk Management:**

The Shire has a risk management policy to ensure that sound Risk Management practice and procedures are fully integrated into the Council's strategic and operational planning processes. In this policy, Council members are responsible for providing adequate budgetary provision for the maintenance of risk management plans and procedures.

It is a Risk management objective to ensure community and employee health and safety within the Shire's jurisdiction is not compromised, to

limit loss or damage to property and other assets and to limit interruption of business continuity.

### **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.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	<p>The appointment of the recommended builder presents a manageable level of risk to the Shire. Comprehensive due diligence has been undertaken to confirm the contractor's financial stability, relevant experience, and capacity to deliver the project to specification.</p> <p>Risks relating to time, cost, safety, and quality will be mitigated through strict contract conditions, ongoing project management oversight, and adherence to the Shire's risk management framework. Regular reporting and quality assurance processes will ensure accountability throughout the build.</p>

### **Consultation**

H & H Architects have been actively engaged in both the design and project management aspects of the development. They will work collaboratively with Shire staff throughout the duration of the project, providing oversight of the design and closely managing the building contractor to ensure the project is delivered to specification, on time, and within budget.

### **Resource Implications**

#### **Financial**

As specified in the attached Recommendation report prepared by the Evacuation Centre Tender Evaluation Panel.

#### **Workforce**

Nil

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End

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## 9.2 Community Services

<b>9.2.1 Sandakan Park Master Plan</b>	
<b>File Ref:</b>	Buildings & Assets-Sandakan Park-Master Plan
<b>Previous Items:</b>	<i>Council Decision 25/07/136</i>
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.2.1A Sandakan Park Master Plan Final

**Moved: Cr. Inglis                      Seconded: Cr. Wright**

**Council Decision CM 25/11/216**

**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 King, Cr Wright**  
**Against: Nil**

**Moved: Cr. Wright                      Seconded: Cr. Inglis**

**Council Decision CM 25/11/217**

**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 King, Cr Wright**  
**Against: Nil**

**Moved: Cr. Inglis                      Seconded: Cr. Moore**

**Council Decision CM 25/11/218**

**That Council:**

- 1. Adopt the Sandakan Park Master Plan as presented.**

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

## Summary

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

## Background

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

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

## Report Detail

At the Ordinary Council Meeting held on 31 July 2025, Council resolved to:

*“Moved: Cr. King*

*Seconded: Cr. Wright*

*Council Decision CM 25/07/136*

*That Council:*

- 1. Endorse the Sandakan Park Master Plan for community consultation as per attachment 9.2.1A noting disability parking needs to be included near the playground area as well as the location for the Zoo train.*
- 2. Request the Chief Executive Officer to undertake the following methods of community consultation for a period of no less than 30 days:*

- a) *Place a copy of the draft Sandakan Park Master Plan on the Shire Website and social media platforms calling for community comment.*
  - b) *Place a copy of the draft Sandakan Park Master Plan in the September edition of the Gazette calling for community comment.*
  - c) *Display hard copies of the draft Sandakan Park Master Plan in the foyer area of the Shire of Boyup Brook Administration Office for viewing.*
3. *Request the Chief Executive Officer to provide Council with a report to the first Ordinary Council Meeting following the closure of the community consultation period.*

*CARRIED 6/0*

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

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

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

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

Community consultation opened on Friday 1<sup>st</sup> August 2025 and closed on Thursday 4<sup>th</sup> September 2025. This was advertised through the Shire's social media channels, Shire website, Boyup Brook Gazette and in hard copy at the Shire Administration Office. There was a total of six submission received, four from local organisations and two from community members. The overall feedback was positive with only three main concerns identified. These included:

- Potential issues with the parking at the rear of the playground where emergency services are located. This has been rectified by having






an additional entrance specifically for emergency services. The original entrance will service the public carpark. Reference Plan L03

- The need for disability parking closer to the playground. This has been rectified with the addition of two bays situated within the park, reference Plan L05 and two bays situated in the rear carpark, reference Plan L03.
- The layout of the Sandakan Memorial area. Memorial should be a square rather than a circle and other design elements. The circle has been changed to a square with other minor elements to be addressed when a full design of the memorial is completed. Reference plan L04.

To enable the relocation of the Perth Zoo Train (1954) from the Boyup Brook District Pioneers Museum to Sandakan Park, the most suitable site identified is the current location of the (Baby Memorial) statue dedicated to all women of the Boyup Brook district. This position maintains a visual and historical connection to the museum, being directly across the road, while also providing adequate space for the housing structure. It is proposed the existing (Baby Memorial) statue dedicated to all women of the Boyup Brook district be moved closer to the Sandakan Memorial, offering a more respectful and practical setting in terms of accessibility and ongoing maintenance.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Promote community participation, interactions and connections.
	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Support a strong and inclusive economy.
	<b>Objective</b>	Promote the town as a great place to visit, stay and live.
	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Outcome</b>	Manage responsible growth with respect for Boyup Brook's natural environmental heritage.
	<b>Objective</b>	Create attractive streetscapes, green spaces and riverside trails.
	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Outcome</b>	Effectively communicate and engage the community.
	<b>Objective</b>	Work with groups from across the community to address concerns regarding facilities and services.

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Consideration

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

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

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

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

isolation, and contribute positively to mental health and overall quality of life.

### **Policy Implications**

Nil

### **Risk Management Implications**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Without an adopted Sandakan Park Master Plan, it is unlikely the Shire would be able to obtain grant funding. A master plan is generally a prerequisite when applying for grants.

### **Consultation**

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

### **Resource Implications**

#### **Financial**

The implementation of the master plan will be done through either the budget process approved by Council or through obtaining grants.

#### **Workforce**

Nil

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End

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### 9.3 Corporate Services

9.3.1 List of Accounts Paid in October 2025	
<b>File Ref:</b>	FM/1/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Joanna Hales-Pearce, Finance Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.1A List of Accounts Paid in October 2025

**Moved: Cr. King**

**Seconded: Cr. Inglis**

**Council Decision CM 25/11/219**

**That Council:**

1. That Council receives the list of accounts paid in October 2025, totalling \$1,322,465.25 from Municipal account, and \$60,070.95 from Police Licensing account, as represented by:

<b>Municipal</b>	
<b>EFT 1435–1568</b>	<b>\$1,088,149.97</b>
<b>Cheques 20708-20712</b>	<b>\$ 3,787.01</b>
<b>Direct Payments</b>	<b>\$ 230,528.27</b>
<b>Municipal Total</b>	<b>\$1,322,465.25</b>
 <b>Police Licensing</b>	 <b>\$ 60,070.95</b>
 <b>Grand Total</b>	 <b>\$1,382,536.20</b>

**CARRIED 5/0**

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

### Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in October 2025 are presented to Council.


### Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 October 2025.

## Report Detail

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

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	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

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## **Resource Implications**

### **Financial**

Account payments accorded with the adopted 2025/2026 Annual Budget.

### **Workforce**

Nil

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End

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<b>9.3.2 Monthly Statement of Financial Activity for the period ending 31 October 2025</b>	
<b>File Ref:</b>	FM/10/003
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Darren Long, Finance Consultant
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.3.2A – Monthly Financial Report 31 October 2025

<b>Moved: Cr. King</b>	<b>Seconded: Cr. Inglis</b>
<b>Council Decision CM 25/11/220</b>	
<b>That Council:</b>	
<b>1. Receive the Monthly Financial Report for 31 October 2025, as presented (Attachment 9.3.2A).</b>	
<b>CARRIED 5/0</b>	
<b>For: Cr O'Connell, Cr Moore, Cr Inglis, Cr King, Cr Wright</b>	
<b>Against: Nil</b>	

### Summary

The Monthly Financial Report for 31 October 2025 is presented to Council.

### Background

The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require local governments to prepare monthly reports containing the information that is prescribed.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income, and materials variances can be commented on.

### Report Detail

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.



3. Statement of Financial Activity by Nature.
4. Statement of Financial Activity by Program.
5. Summary of Net Current Asset Position.
6. Material Variances Report.
7. Statement of Financial Position.
8. Statement of Cash Flows.
9. Report on Progress of Capital Expenditure Program.
10. Report on Major Business Units.
11. Statement of Cash Back Reserves.
12. Loan Borrowings Report; and
13. Detailed Operating and Non-Operating Schedules.


At its budget meeting, Council adopted a material variance threshold of \$10,000 or 10%.

For interpretation purposes, this means any variance at Function/Program level that is greater than 10% and exceeds \$10,000 in value is reported on and commentary is provided to explain the YTD budget estimate to YTD actual variance. The material variance is shown on the Statement of Financial Activity, in accordance with the *Local Government (Financial Management) Regulations 1996*.

The material variance commentary is now provided in a separate statement, called the Material Variances Report. This statement categorises the variance commentary according to reporting Nature/Type and groups the variances by Operating Revenue, Operating Expenditure, Investing and Financing Activities.

The Statement of Financial Activity as of 31 October 2025 shows a closing surplus of \$5,567,844.

### 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.

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<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	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

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End

<b>9.3.3 Write off of Rates</b>	
<b>File Ref:</b>	FM/48/008
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Heather Marland, Rates Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

<b>Moved: Cr. King</b>	<b>Seconded: Cr. Inglis</b>
<b>Council Decision CM 25/11/221</b>	
<b>That Council:</b>	
<b>1. Approves the write off for \$2,431.92 being deferred rates of \$2,267.55 and accrued interest of \$164.37.</b>	
<b>CARRIED BY ABSOLUTE MAJORITY 5/0</b>	
<b>For: Cr O'Connell, Cr Moore, Cr Inglis, Cr King, Cr Wright</b>	
<b>Against: Nil</b>	

### Summary

The aim of this report is to request Council to authorise the write off overdue deferred rates and accrued interest on assessment 1760.

### Background

The process when a property is sold is that the shire receives an Account Inquiry and Advice of Sale form (known as EAS). This form requests information regarding Rates, Rubbish Rates, ESL and any other charges against the property, including amounts raised any payments received and the total due.

The onus is on the shire to provide the information to the requesting Settlement Agent/s in a timely manner so that all financial adjustments can be made at settlement.

### Report Detail

The property in question was sold on the 14 December 2021 with a settlement date of 31 January 2022, the EAS was received by the Shire on 29 December 2021. A response to the EAS was prepared on 31 December 2021. At the time of the sale there was an outstanding deferred amount of \$2,267.55, which was included on the response.

On the 7 April 2022, an email was sent to the Conveyancers regarding the outstanding amount that was not paid at settlement as expected.

The Shire was advised that prior to the settlement date an officer from Conveyancers rung the Shire to inquire if any payment had been made since they had received the EAS advice.

They were told at that time, that there was nothing outstanding.


As shown below, the deferred amount sits to the far right and not as a Net Due amount, so was unfortunately overlooked.

*Please note this is an example only and not the same assessment.*

As the error was not with the settlement agent, the whereabouts of the seller is not known, and the age of the debt, Council are requested to authorise the write off, of the debt.

At the time of this incident various staff reviewed rates and provided details of the outstanding amounts. The process has now been changed to requiring all rate review requests to be completed by the Rates Officer to ensure the correct information is provided.

### 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*

### 6.12. Power to defer, grant discounts, waive or write off debts

*(1) Subject to subsection (2) and any other written law, a local government may —*

- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
- (b) waive or grant concessions in relation to any amount of money; or*
- (c) write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

## **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.

<b>Risk Level</b>	<b>Comment</b>
<b>High</b>	If rates cannot be collected, the council faces significant financial risk, compromising its ability to deliver essential services and maintain infrastructure. Overstating the expected 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.

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### **Consultation**

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

### **Resource Implications**

#### **Financial**

Nil

#### **Workforce**

Nil

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End

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## 9.4 Chief Executive Officer

<b>9.4.1 Boyup Brook Medical Services monthly activity report for October 2025</b>	
<b>File Ref:</b>	A1270
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Sarah Alexander, Practice Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. Moore**

**Seconded: Cr. Wright**

**Council Decision CM 25/11/222**

**That Council:**

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

**CARRIED 5/0**

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

### Summary

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

### Background

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

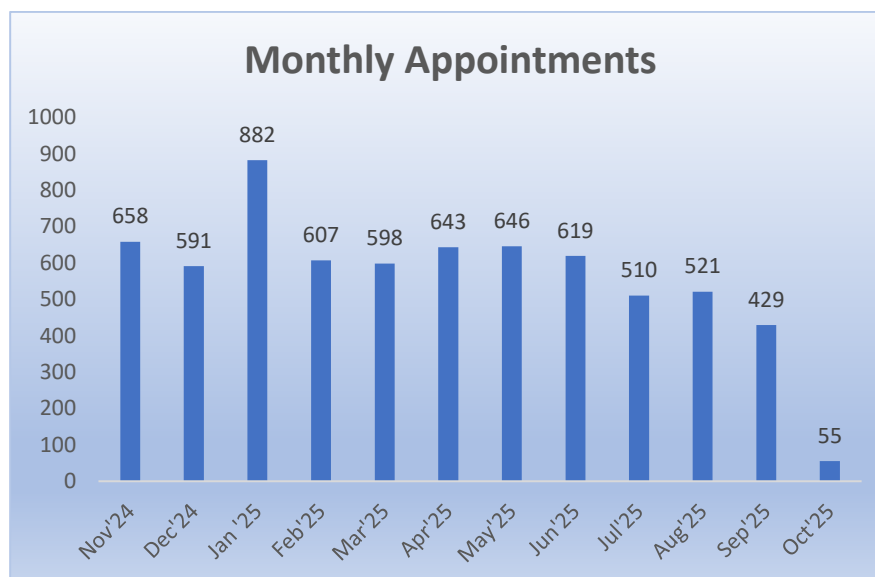
The practice operates as a mixed billing service. Concession card holders and children under the age of sixteen are bulk billed. Standard appointment slots are 15 minutes, with longer appointments available upon request.

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



## Report Detail

In October 2025, the practice recorded a total of 55 patient consultations, all conducted via telehealth due to Dr Devadason's absence. These figures include all appointments invoiced for the Medical Centre, including telehealth appointments only. Only one appointment was processed as bulk billed due to registration issues.



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

The telehealth facilitation program successfully supported patients during the General Practitioner's six-week absence, performing effectively for those unable to travel, such as the elderly, people with disabilities, or residents without reliable transport. The program ensured continuity of care through:


- **Dedicated Booking Support:** Administration staff assist patients in scheduling telehealth appointments.
- **On-Site Technology Access:** One consultation room is equipped with a computer, webcam, and internet for telehealth sessions. Staff set up video calls, ensuring privacy and technical reliability.
- **Staff Training:** All administration staff have completed telehealth facilitation training, covering platform navigation, patient guidance, and troubleshooting. The Practice Manager oversees quality assurance, with ongoing reviews to optimize the process.

As of 11 November 2025, privately billed telehealth appointments have ceased in line with the practice's registration as a fully bulk-billed service. Registration issues with Dr Ganesh Naidoo are being resolved; once complete, bulk-billed telehealth appointments will resume to support

patients unable to secure timely in-person appointments with Dr Nilesh Devadason. Capacity and scheduling will be planned upon completion of Dr Naidoo's registration with our practice.

The practice successfully transitioned to a fully bulk-billed model on 11 November 2025. Registration for the Australian Government's Bulk Billing Practice Incentive Program (BBPIP) has been completed via the Organisation Register. Signage confirming bulk-billing status has been ordered, and a community advertising campaign will commence shortly to inform residents. BBPIP provides a 12.5% loading on eligible Medicare benefits for fully bulk-billed practices. All eligible consultations, health assessments, mental health treatment plans, and chronic disease management items are now bulk billed, eliminating out-of-pocket costs for Medicare-eligible patients. This transition enhances health equity in our rural community, particularly for vulnerable groups, while supporting financial sustainability.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Social and Community</b>
	<b>Outcome</b>	Support a healthy, active, vibrant community.
	<b>Objective</b>	Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community. Promote community participation, interactions and connections.

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Considerations

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

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

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

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

The telehealth program, return of Dr Devadason, and full bulk billing further support continuity and equity of care.

## **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.

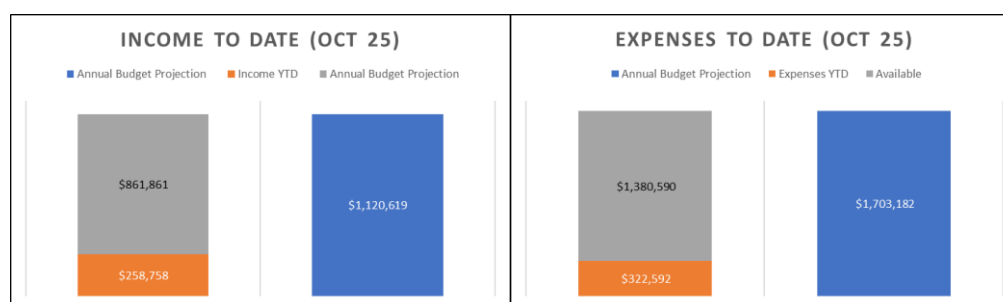
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

## **Consultation**

Nil

## **Resource Implications**

## **Financial**



## **Workforce**

The Medical Centre currently employs:

- One (1) General Practitioner with one vacancy.
- One (1) Casual Telehealth General Practitioner.
- Two (2) part-time Receptionists.
- One (1) part-time Nurse 2 days per week, increasing to 3 days per week in January 2026.
- One (1) Practice Manager.

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End

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<b>9.4.2 Rylington Park monthly activity report for October 2025</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Peter Grainger, Farm Working Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

<b>Moved: Cr. Wright</b>	<b>Seconded: Cr. Inglis</b>
<b>Council Decision CM 25/11/223</b>	
<b>That Council:</b>	
<b>1. Receive the monthly activity report for the Rylington Park Farm for October 2025.</b>	
<p style="text-align: right;"><b>CARRIED 5/0</b></p> <p style="text-align: right;"><b>For: Cr O'Connell, Cr Moore, Cr Inglis, Cr King, Cr Wright</b></p> <p style="text-align: right;"><b>Against: Nil</b></p>	

### Summary

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

### Background

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

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

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

## Report Detail

### Weed Control

- Sprayed around sheds.
- Spray topped 33 and laneway with Gramoxone.

### 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 Hay Buggy.
- John Deere front end loader stopped moving forward and backwards in AFGRI getting looked at.
- Serviced feed out trailer.

### Crop Management

- Dave Muir cut oaten hay.

### Livestock Sales

- Green tags sold 301 @ \$176 \$52,936.

### Feed on Hand

- Barley 90 tonnes.
- Lupins 25 tonnes.
- Barley straw 125 Bales.
- Hay 240 bales.

### Grain Sales

Nil

### Feeding program

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

### Livestock Handling and Management

- Weaned and needled the rest of the lambs with 6:1.
- Move weaner mobs as required to maximize paddock feed.
- Shored all the XB lambs MJ shearing.
- Treated sheep for fly strike.
- Foot paired the White Suffolk rams were needed treated with antibiotic two rams haven't recovered well. Need to buy two more from Borree stud.
- Purchased 5 White Suffolk rams from Borree Stud.

- Purchased 7 Rams from Darren Chapman 4 at the sale 3 from private selection.
- Sorted 2 mobs of ewes into age groups ready for mating.

#### Livestock Inventory 20/5/25

- White Suffolk Rams: 16.
- Merino rams: 36 need to sell 7 older rams.
- Merino Ewes: 2129 including Black tag hoggets Deaths 12 fly strike.
- Merino Wethers 28.
- Lambs Mixed sex 1842.
- **TOTAL: 4352**

#### Wool Sales

- 16 bales in store.


#### Shearing Schools, events

- Dirt and Dust rally for mental health stayed one Saturday night.
- Jordan Gosatti from Bridgetown started working for us last week.

#### OHS

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

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Objective</b>	Manage natural resources sustainably.
	<b>Outcome</b>	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.

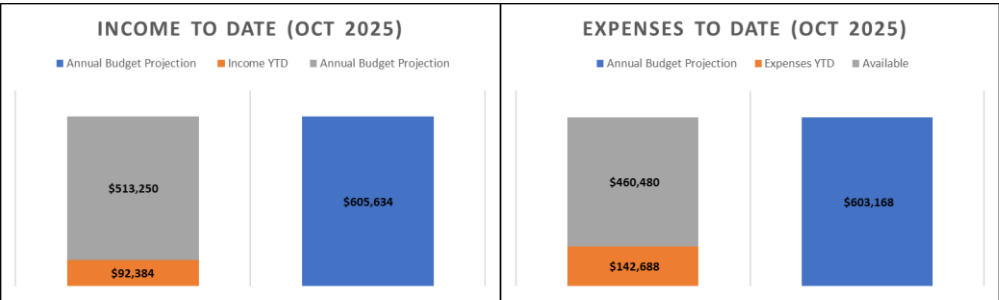
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact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

**Consultation**

Nil

**Resource Implications**

**Financial**





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## **Workforce**

The position of farmhand has now been filled.

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End

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<b>9.4.3 Boyup Brook Caravan Park monthly report for October 2025</b>	
<b>File Ref:</b>	A2007
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Malcolm Armstrong, Manager Financial Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King****Seconded: Cr. Moore****Council Decision CM 25/11/224****That Council:**

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

**CARRIED 5/0****For: Cr O'Connell, Cr Moore, Cr Inglis, Cr King, Cr Wright****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 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 October 2025.


A total of 464 nights were booked during the October 2025 reporting period, generating gross income of \$12,296, a considerable increase of 29% on the same period last year and in line with last month's increase.

- Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.
- Revenue: For October 2025, the Shire's share of revenue was \$8,976.08, representing a reasonably large increase of 29% compared to October 2024.
- Occupancy: For October 2025, a total of 464 nights were book during the reporting period, a significant 47% increase on the same period last year.
- The CMCA Caretaker reports that
  - There continues to be demand for accommodation for patrons supporting the shearing industry and health industry who are seeking longer term accommodation due to the lack of available housing in Boyup Brook.
  - With the warmer weather approaching and the grounds freshly mowed, the addition of the new site type, 'Unpowered River Site', to the CMCA booking page has been well received. The partly shaded areas along the Blackwood River offer a peaceful retreat for visitors, with bookings for these sites far exceeding those for the standard unpowered sites this month.

### **Breakdown of Bookings by Site Type:**

Site Type	Nights Booked
Self-Contained RVs (SCV)	39
SCV + Amenities Sites	90
Unpowered Van Sites	2
Unpowered River Sites	20
Powered Sites	254
Ensuite Sites	59
<b>TOTAL BOOKINGS</b>	<b>464</b>

## Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Objective</b>	Manage natural resources sustainably.
	<b>Outcome</b>	Work with key stakeholders to manage land, fire disease, pest animals and weeds.

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Considerations

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

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

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

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

### Policy Implications

Nil

### Risk Management Implications

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

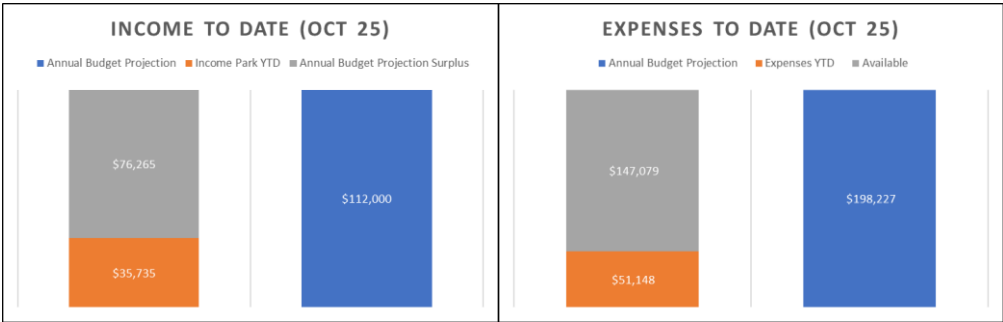
<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers due to factors such as fuel prices, economic downturns, or

	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

<b>9.4.4 Boyup Brook Swimming Pool monthly report for October 2025</b>	
<b>File Ref:</b>	RE/45/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Tara Reid, Swimming Pool Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. King**

**Seconded: Cr. Wright**

**Council Decision CM 25/11/225**

**That Council:**

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

**CARRIED 5/0**

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

**Against: Nil**

## **Summary**

The monthly report is to provide Council with an update on the operations at the Boyup Brook Swimming Pool.

## **Background**

The Boyup Brook Swimming Pool was originally built in 1971. It has long been a key recreational facility for the local community, offering a space for residents to cool off, exercise, and gather for social events.

In 2004, the pool underwent significant renovations. These upgrades were aimed at modernising the facilities, improving safety, and ensuring compliance with contemporary standards. The renovation included upgrades to the pool's filtration system, better accessibility features, and enhancements to the overall user experience. The revamp also helped extend the life of the pool, ensuring it could continue to serve the community for years to come.

The Boyup Brook Swimming Pool remains a popular spot for locals, hosting swimming lessons, school events, and community gatherings. It plays an important role in promoting physical activity and providing a recreational outlet in our community.

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## Report Detail

The swimming pool opened to the public on Tuesday 28 October 2025.

### General Opening Hours

Monday, Tuesday, Wednesday and Friday 10:00am – 5:30pm.

Saturday, Sunday and Public Holidays 12:00pm – 5:30pm.

### Swimming Pool

The Boyup Brook Swimming Pool opened its gates for the 2025/2026 season with plenty of excitement and community spirit. Opening Day was a great success, with around 100 patrons coming along to enjoy a refreshing swim and celebrate the start of another summer season.

Since the opening, the weather has been a little unpredictable with warm, sunny days quickly followed by cooler spells resulting in minimal patron numbers so far.

Despite the slower start, the Pool Manager has been busy ensuring the pool is running at its best, with several major water leaks discovered within the pool and recreation area. These issues were promptly investigated and have now been successfully rectified, ensuring a more efficient operation moving forward.

The pool's heating system has also been restarted and is steadily warming the water. It's hoped that temperatures will soon reach a comfortable 26 degrees, allowing early morning lap swimmers and water aerobics sessions to commence.

### Gym

The Boyup Brook Community Gym continues to be a well-used and valued facility within the community, providing residents and visitors with a convenient and affordable way to stay active and healthy.

This season, six members have taken advantage of the combined Swimming Pool Pass and 12-Month Gym Membership discount, which has proven to be a popular option for those looking to make the most of both facilities. The offer encourages year-round fitness and supports community wellbeing by providing flexibility and value for regular users.


The Gym has also seen increased use from nurses working under contract at the Boyup Brook Hospital, who are making excellent use of the facility during their stay in town. Their participation not only highlights the Gym's

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accessibility but also reinforces its importance as a key community asset supporting both residents and visiting professionals.

Overall, the Boyup Brook Community Gym continues to operate successfully, with steady membership and consistent usage reflecting the community's ongoing commitment to active living and health-focused recreation.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

#### Other Strategic Links

Nil

#### Statutory Environment

Nil

### Sustainability and Risk Consideration

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

A public swimming pool facility offers significant economic benefits. It attracts both locals and visitors. It encourages community events like swimming lessons or competitions, which can generate additional income. By improving the town's appeal and enhancing the quality of life, the pool can contribute to population retention and even attract new residents, fostering long-term economic growth.

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

A public pool facility enhances the community's quality of life by providing a safe and accessible space for recreation, exercise, and social interaction. It promotes health and well-being, offering people of all ages a place to stay active, learn water safety, and cool off during the hot months. The pool also fosters a sense of community, bringing people together for activities, events, and relaxation, helping to reduce isolation and improve mental health in our 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.

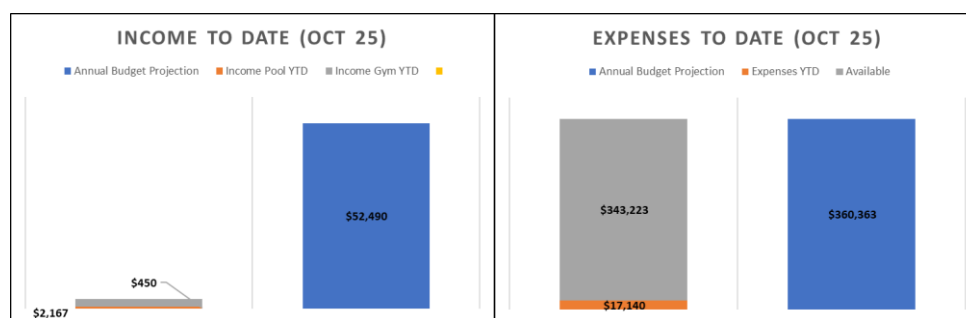
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

## Consultation

Nil

## Resource Implications

### Financial



## Workforce

Nil

End

<b>9.4.5 Establishing the Chairperson of Local Government Committee</b>	
<b>File Ref:</b>	Governance-Meetings-Council Meeting Minutes
<b>Previous Items:</b>	<i>Council Decision CM 25/05/096</i>
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

<b>Moved: Cr. Wright</b>	<b>Seconded: Cr. Moore</b>
<b>Council Decision CM 25/11/226</b>	
<b>That Council:</b>	
<b>1. Appoints Cr. Darren King as the Deputy Chairperson of the Rylington Park Committee as per section 5.12 of the <i>Local Government Act 1995</i>.</b>	
<p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 5/0</b>  <b>For: Cr O'Connell, Cr Moore, Cr Inglis, Cr King, Cr Wright</b>  <b>Against: Nil</b></p>	

## Summary

Amendments to the *Local Government Act 1995* now require that Council formally appoint the Chairperson and Deputy Chairperson to committees established under section 5.8.

## Background

Recent amendments to section 5.12 of the *Local Government Act 1995* remove the ability for committee members to elect their own Chairperson and Deputy Chairperson. Instead, a Chairperson and Deputy Chairperson must be appointed by resolution of the Council for all committees established under section 5.8 of the Act.

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

*“Moved: Cr. King*

*Seconded: Cr. Kaltenrieder*

*Council Decision CM 25/05/096*

*That Council:*

1. *Due to the recent resignation of Cr Sarah Alexander from Council, that Cr O’Connell be appointed to the Boyup Brook Medical Services Committee.*
2. *In terms of section 5.12 of the Local Government Act 1995 the following Chairperson and Deputy Chairperson is appointed to the relevant committees established in terms of section 5.8 Local Government Act 1995.*
  - a) *Audit, Risk and Improvement Committee:*
    - *Chairperson – Shire President.*
    - *Deputy Chairperson – Deputy Shire President.*
  - b) *Rylington Park Committee:*
    - *Chairperson – Shire President.*
    - *Deputy Chairperson – Councillor Caldwell.*
  - c) *Boyup Brook Medical Services Committee:*
    - *Chairperson – Shire President.*
    - *Deputy Chairperson – Councillor O’Connell.*


**CARRIED BY ABSOLUTE MAJORITY 6/0**

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

## Report Detail

Due to Cr. Caldwell no renominating as an Elected Member at the recent elections, Council is required to appoint a Deputy Chairperson who would chair the meetings if the substantive Chairperson appointed by Council at its Ordinary Council Meeting held on 29 May 2025 Ordinary Council is not available.

## Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy and governance.
	<b>Outcome</b>	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 5.8: Establishment of Committees.
- *Local Government Act 1995* – Section 5.12: Appointment of Presiding Members.
- *Local Government Amendment Act 2024* – Section 87 (not yet proclaimed).

## 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	Not appointing the Chairperson and Deputy Chairperson by Council resolution would result in non-compliance with the requirements of the Act.

## Consultation

Department of Local Government, Sport and Cultural Industries.

## Resource Implications

### Financial

Nil

### Workforce

Nil

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End

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<b>9.4.6 Electoral Commission to conduct the 2026 Local Government Extraordinary Election</b>	
<b>File Ref:</b>	GO/19/009
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	9.4.6A Electoral Commission Cost Estimate 9.4.6B Written Agreement 9.4.6C Date for Extraordinary Election

**Moved: Cr. King**

**Seconded: Cr. Inglis**

**Council Decision CM 25/11/227**

**That Council:**

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, that the Western Australian Electoral Commission (WAEC) will be responsible to conduct the 2026 Local Government Extraordinary Election scheduled for 28 March 2026, including any other elections or polls that may be required.
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be by postal vote.
3. Commit the allocation of \$16,000 (ex GST) in the 2025/2026 annual budget during the budget review in 2026 for the WAEC to conduct the Shire of Boyup Brook's extraordinary postal election.
4. Authorise the Chief Executive Officer to finalise and execute any agreements necessary for the WAEC to conduct the extraordinary election.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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

## Summary

Council is requested to consider appointing the WAEC to conduct the 2026 Local Government Extraordinary Election scheduled for Saturday,

28 March 2026 via the postal voting method, in light of the two current vacancies on Council.

## Background

The Minister for Local Government has implemented reforms to the *Local Government Act 1995*, including the introduction of optional preferential voting (OPV) to replace the previous first-past-the-post system. The new voting method significantly increases the complexity of the vote counting process.

Legislation is now in place for the 2025 elections, and these changes reinforce the benefit of having the WAEC manage the election to ensure impartiality, integrity, and a higher level of participation.

## Report Detail

At the Ordinary Council Meeting held on 1 May 2025, resolved:

*“Moved: Cr. Alexander*

*Seconded: Cr. King*

*Council Decision CM 25/05/081*

*That Council:*

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, that the Western Australian Electoral Commission (WAEC) will be responsible to conduct the 2025 Ordinary Election, including any other elections or polls that may be required.*
- 2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be by postal vote.*
- 3. Endorse the allocation of \$16,434 (ex GST) in the 2025/2026 annual budget for the WAEC to conduct the Shire of Boyup Brook’s ordinary postal election.*
- 4. Authorise the Chief Executive Officer to finalise and execute any agreements necessary for the WAEC to conduct the 2025 elections.*

*CARRIED BY ABSOLUTE MAJORITY 7/0*

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

Three (3) nominations for four (4) vacancies were received and Elected Members were elected unopposed. Due to the vacant position as well as a resignation received on 28 October 2025, the Shire is required to have an extraordinary election in 2026, date being set as Saturday, 28 March 2026 by WAEC.

#### Cost Estimate

The WAEC has provided a cost estimate of \$16,000 (ex GST) to conduct the 2026 extraordinary election based on the following assumptions:

- Postal voting method
- Two (2) Councillor vacancies
- 1,347 electors
- 50% voter response rate
- Appointment of a local Returning Officer
- Vote count held locally using CountWA.


This estimate excludes:

- Non-local Returning Officer appointments
- Use of Australia Post Priority Services
- Casual staffing for replacement packages
- Cost escalations from third-party suppliers.

The appointment process for the WAEC includes:

- Securing agreement from the WAEC to conduct the election (completed); and
- Council formally resolving to appoint the WAEC.

### 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 Part 4*

- *Local Government (Elections) Regulations 1997.*
  - o *s.4.61: Choice of election method (postal or in-person)*
  - o *s.4.20: Appointing the Electoral Commission.*

## **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.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	The increased complexity of the electoral process under optional preferential voting may raise concerns if not managed independently. Engaging the WAEC mitigates risks of reputational damage, administrative burden, and electoral disputes.

### **Consultation**

Nil

## **Resource Implications**

### **Financial**

The cost of \$16,000 (ex GST) will need to be included in the 2025/2026 budget through the budget review process.

### **Workforce**

Nil

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End



<b>9.4.7 Rylington Park Committee and Rylington Park Sub-Committee Terms of Reference</b>	
<b>File Ref:</b>	Committees/Rylington Park
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	9.4.7A Amended Terms of Reference

**Moved: Cr. Inglis**

**Seconded: Cr. Moore**

**Council Decision CM 25/11/228**

**That Council:**

- 1. Approves the amended Terms of Reference for the Rylington Park Committee and Sub-Committee as per attachment 9.4.7A.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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

## Summary

Council is requested to consider the recommendation by the Rylington Park Committee to approve the amended Rylington Park Farm 'Terms of Reference'.

## Background

It is important for any committee to have 'Terms of Reference' to ensure the committee operates smoothly and within the authority approved by Council.


## Report Detail

Rylington Park Farm is a unique asset for the Shire to own and is difficult/challenging to operate/manage in terms of the requirements of the Local Government Act 1995 without the creation of a committee as well as a sub-committee. In addition to the committee and sub-committee, policies will be created to ensure compliance with the Local Government Act 1995.

It must be noted the 'Terms of Reference' provide the committee with full approval authority should the 'Terms of Reference' be approved by Council, with the ability to sub-delegate to the sub-committee.

However, the delegated approval from Council to the committee is limited to those aspects contained within the 'Terms of Reference' scope under clause 2.

### Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	<b>Key Imperatives</b>	<b>Governance and Organisation</b>
	<b>Objective</b>	Demonstrate effective leadership, advocacy, and governance.
	<b>Outcome</b>	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

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.

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	Operating a committee without an adopted Terms of Reference creates significant governance and compliance risks, including unclear authority and potential for invalid or ultra vires decisions. It reduces accountability and transparency by leaving reporting, scope and procedures undefined. The lack of clarity can lead to role confusion, inefficiency and conflict among members and staff.

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**Consultation**

Nil

**Resource Implications**

**Financial**

Nil

**Workforce**

Nil

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End

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<b>9.4.8 Disposal of Rylington Park farm machinery</b>	
<b>File Ref:</b>	Committees/Rylington Park
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number</b>	Nil

**Moved: Cr. Inglis**

**Seconded: Cr. Wright**

**Council Decision CM 25/11/229**

**That Council:**

- 1. Request the Chief Executive Officer to have the sheep handler valued.**
- 2. Authorise the Chief Executive Officer to dispose of the sheep handler and seeder as per Policy G10 – Disposal of property.**
- 3. Request the Chief Executive Officer to submit a budget amendment to be considered by Council for the purchase of a seeder.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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

**Against: Nil**

### **Summary**

Council is requested to consider the recommendation by the Rylington Park Committee to dispose of obsolete farm machinery.

### **Background**

The current arrangement to seed Rylington Park is to contract the seeding out due to the current seeder not being able to be used. This has at time resulted in the seeding not being able to be done at the best opportune time resulting in potential lower yields.

The sheep handler is not being used by the Farm Manager resulting in an obsolete piece of machinery that could be sold and the funds used elsewhere on the farm.

## Report Detail

It is proposed to sell the following machinery which is either not being used or not fit for purpose:


- Seeder.
- Sheep handling machine.

With the proceeds from the sale of the above and subject to a budget amendment purchase the following:

- Buy a second-hand seeded fit for purpose.

Upgrading from old, no-longer-fit-for-purpose farm machinery to a more modern seeder provides a clear operational and financial advantage. The current arrangement limits the ability to sow early, particularly for canola, which in turn reduces yield potential and increases seasonal risk. A fit-for-purpose seeder will enable earlier planting, improving establishment, crop performance and overall productivity, with an estimated annual saving of approximately \$5,000 in seeding costs further strengthens the case.

## 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

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

### Policy G10 – Disposal of Property

Current Market Value of Property	Method of Disposal
\$501 - \$75,000 or less, per item	<ul style="list-style-type: none"> <li>To the highest bidder at public auction; or</li> <li>To the most acceptable tender, whether or not it is the highest tender through the public tender process; or</li> <li>To an external party at market value.</li> </ul>

## 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
<b>Moderate</b>	Timeliness of seeding by not using a contractor. Investment in improved technology to maximise potential return.

## Consultation

Nil

## Resource Implications

### Financial

Nil

### Workforce

Nil

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End

## 9.5 Planning

- Cr O'Connell declared an Impartiality Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to her holding membership shares in the Boyup Brook Co-op.
- Cr King declared an Impartiality Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to holding membership shares in the Boyup Brook Co-op.
- Cr Inglis declared a Financial Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to holding membership shares in the Boyup Brook Co-op.
  - Cr Inglis left the Chambers at 6:37pm.
  - Cr Inglis returned to the Chamber at 6:38pm.
- Cr Wright declared a Financial Interest in Item 9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to being a paid Director on the board.
  - Cr Wright left the Chamber at 6:36pm.
  - Cr Wright returned to the Chamber at 6:38pm.

<b>9.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook</b>	
<b>File Ref:</b>	A40350
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	H & H Architects
<b>Author and Title:</b>	A. Nicoll, Urban and Regional Planner
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number</b>	9.5.1A Development Plans

**1. In terms of Clause 15.9 of the Standing Orders Local Law 1, lay item 9.5.1 on the table due to a lack of Quorum.**

**Moved: ..... Seconded: .....**

**Officer Recommendation CM 25/11/...**

**That Council Resolves to:**

**1. Approve the development application for the proposed Warehouse/Storage (3 X Sheds), at Lot 13129 Bridgetown – Boyup Brook Road, subject to the following conditions and advice notes:**

**Conditions:**

- a) Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Chief Executive Officer, development shall occur in accordance with the approved plans.
- b) If the development is not substantially commenced within a period of two (2) years, or another period specified in the approval, the approval will lapse and be of no further effect.
- c) Stormwater from the lot shall be managed to the satisfaction of the Shire of Boyup Brook. Stormwater should be appropriately attenuated, and any flows overground should be developed to limit erosion.
- d) All vehicular parking and access areas shall be developed and maintained as per the approved details and plans, to the satisfaction of the Shire of Boyup Brook. The movement of vehicles to and from the site shall be undertaken in a manner so as to cause minimum interference with other vehicular traffic.
- e) No goods or materials shall be stored, either temporarily or permanently, in the parking or landscape areas or in access driveways, unless otherwise agreed in writing by the Shire of Boyup Brook.
- f) Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries.
- g) Native vegetation is to be planted and maintained in the locations shown on the approved plan as 'Indigenous Vegetation Reinfestation' and 'Low Height Indigenous Ground Cover'. The planting of the native vegetation is required as an offset to the vegetation proposed for removal, as a result of the approved building/development works.

**Advice:**

- 1. A certified BA1 application is to be submitted for the proposed sheds. The water tank(s) may be lodged as an uncertified application or included in the certified application.
- 2. There is an existing wash-down area at the property, which is currently non-compliant. The ponds associated with the wash-down area extend outside the boundary of the land parcel. Should the use of the site as a wash-down area continue,



**formal approval is to be sought and compliance undertaken in accordance with the Department of Water and Environmental Regulation requirements.**

- 3. It is advised that the landholder/developer liaise with the Water Corporation, Western Power and Main Roads WA regarding servicing requirements.**
- 4. Any advertising requires an application for development approval, unless exempted in accordance with the Shire's Scheme.**
- 5. The level of noise emanating from the premises shall not exceed that prescribed in the *Environmental Protection Act 1986*, and the *Environmental Protection (Noise) Regulations 1997*.**
- 6. Where approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**
- 7. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

.....  
**For:**  
**Against:**

### **Summary**

The Shire received an application for approval to develop the following at the Lot 13129 Bridgetown-Boyup Brook Road (old Boyup Brook saleyards):

1. Two identical-sized sheds (warehouse/storage)
2. A shipping container (warehouse/storage)
3. Internal access roads and car-parking areas
4. Water tanks

The Council is requested to approve the proposed developments subject to conditions (see the attached 'Development Plans').

## Background

The Lot 13129 was previously used as a sheep saleyard area. Large trucks transported sheep to and from the site for wholesale to farming properties and abattoirs.

In 2023, the Lot 13129 was transferred from the 'Rural' zone and the 'Public purposes' reserve (purpose: water and parkland), to the 'Light Industry' zone.

The following Clause 28 and diagram were inserted into the scheme:

*All development within the Lot 13129 Bridgetown Boyup Brook Road, including for fire mitigation is to be contained within existing cleared areas.*



## Report Detail

The application is requesting approval for the use of the site as 'Warehouse/Storage', which includes the development of sheds to store dangerous goods (chemicals and flammable liquids) and access and car-parking areas.

*Warehouse/storage means premises including indoor or outdoor facilities used for -*

- (a) the storage of goods, equipment, plant or materials; or*
- (b) the display or sale by wholesale of goods.*

The proposed 'Warehouse/Storage' use is permitted in the 'Light Industry' zone, subject to complying with the requirements of the scheme.

The proposed development includes:

1. Two sheds developed with surfmist colourbond roof and walls, with the following dimensions:

- Floor area: 25m X 19.9m
- Wall height: 6m
- Roof height: 7.8m

One shed is required to store 'dangerous goods' and the other shed is required to store 'chemicals'.

2. One surfmist colour shipping container with the following dimensions:

- Floor area: 12.2m X 2.45m
- Wall height: 2.6m

The shipping container is required for the storage of 'flammable goods'.

3. Twelve carparking bays, a vehicle standing area, gravel access and sealed access, two water tanks and stormwater management infrastructure.

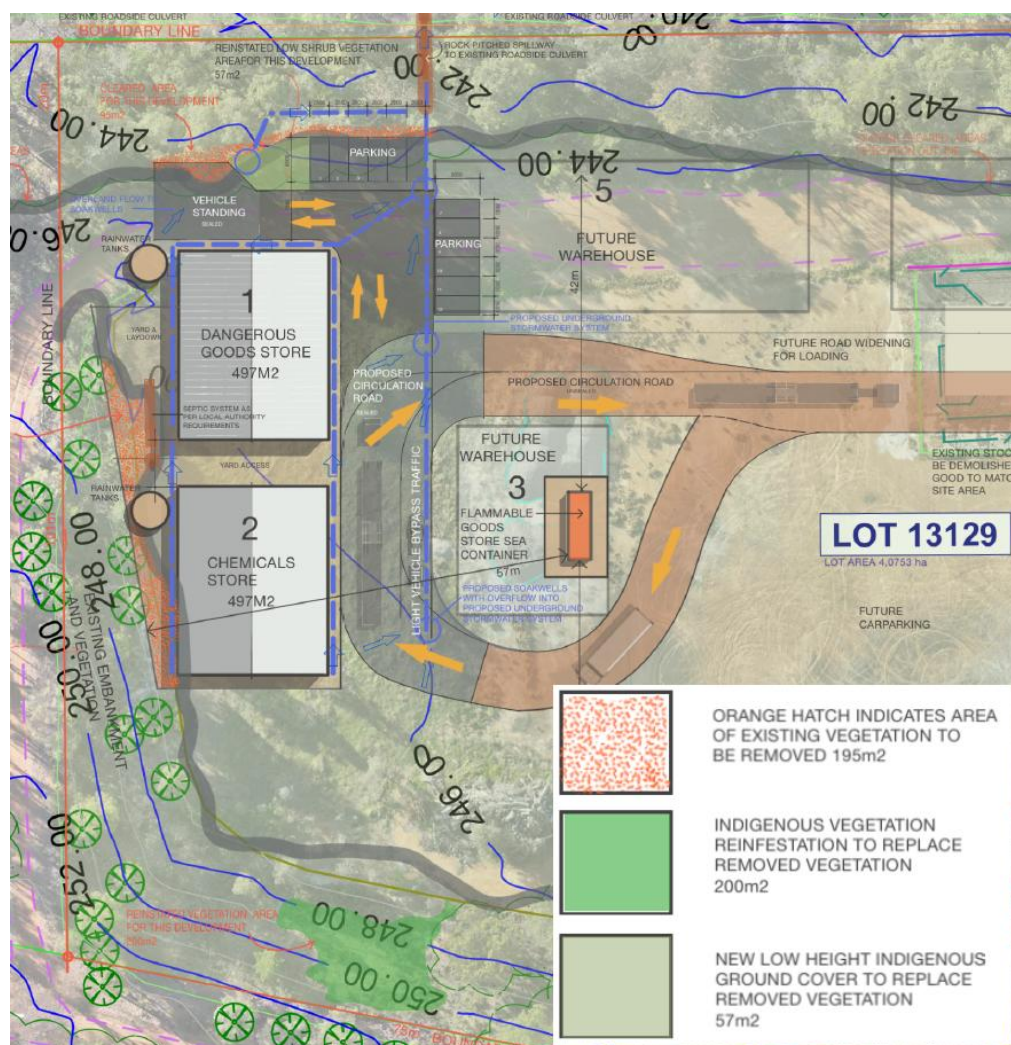
The proposed development does not comply with the *Clause 28* of the scheme. The *Clause 28* restricts any development at the subject Lot to existing cleared areas, as follows:

*All development within the Lot 13129 Bridgetown Boyup Brook Road, including for fire mitigation is to be contained within existing cleared areas.*

The proposed development is requesting that the Council consider a variation to the *Clause 28*, by allowing the construction of buildings and incidental car parking areas beyond the 'existing cleared areas' and into remnant vegetation areas.

Refer to the below site plan, which illustrates orange highlighted areas. These are the remnant vegetation areas that are proposed for clearing/development.

The application includes areas for revegetation, as an offset to the areas proposed for clearing. Refer to the below site plan, which shows revegetation areas shaded green and light green colours.



The scheme states (Clause 49(2)):

*The local government may approve an application for a development approval that does not comply with the site and development requirements.*

The scheme states (Clause 49(4)):

*If the local government is of the opinion that the noncompliance with a site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must -*

- a) *consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64(4) of the deemed provisions; and*
- b) *have regard to any expressed views prior to making its determination to grant development approval under this clause.*

As justified by the *Clause 49(4)*, the noncompliance with the development requirement is unlikely to adversely affect any owners or occupiers in the general locality; therefore consultation was not undertaken.


The proposed developments are justified considering the objectives of the 'Light Industry' zone:

- *To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial zones;*
- *To ensure that where any development adjoins zoned or developed residential properties, the development is suitably setback, screened or otherwise treated so as not to detract from the residential amenity.*

It is recommended that Council approve the proposed developments, subject to conditions, including:

- Compliance with the development plans submitted for approval;
- Appropriate development of access and car-parking and including safe movement of traffic to and from the subject property;
- Management of stormwater;
- Appropriate storage of materials; and
- Protection of the general amenity and environmental attributes of the area.

### Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	<b>Key Imperatives</b>	<b>Economic Development</b>
	<b>Outcome</b>	Be a business friendly Shire and create conditions for economic growth.
	<b>Objective</b>	2.1 Reduce red tape and promote a supportive business friendly culture.

### Other Strategic Links

Nil

### Statutory Environment

In accordance with the Shire's Scheme, the proposed development application complies with the objectives for the Light Industry zone.

### 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.

<b>Risk Level</b>	<b>Comment</b>
<b>Low</b>	Conditions of approval have been included to ensure best practices.

**Consultation**

Due to the proposed location of development with substantial buffers to neighbouring property and due to the nature/use of the proposed developments (storage), it was deemed that the development application is unlikely to adversely affect any owners or occupiers in the general locality; therefore, consultation was not undertaken.

**Resource Implications****Financial**

Nil

**Workforce**

Nil

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End

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<b>9.5.2 Draft new Policy PD11 - Renewable Energy Facilities Local Planning Policy</b>	
<b>File Ref:</b>	Policies-Draft Policies
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Shire of Boyup Brook
<b>Author and Title:</b>	A. Nicoll, Urban and Regional Planner
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	9.5.2A Draft new Policy PD11 - Renewable Energy Facilities Local Planning Policy

**Moved: Cr. Inglis**

**Seconded: Cr. Wright**

**Council Decision CM 25/11/230**

- 2. Endorse the draft Policy PD11 – Renewable Energy Facilities Local Planning Policy (Attachment 9.5.2A) for advertising pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 3. Agree to finally adopt the policy PD11 – Renewable Energy Facilities Local Planning Policy (Attachment 9.5.2A) without modification, pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to:**
  - a) No objections/comment be received during the advertising required in (1.) above. The date of the final adoption being the date of the first Ordinary Council Meeting following the closing date of the advertising.**

**CARRIED 5/0**

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

**Against: Nil**

## Summary

The Shire of Boyup Brook propose to introduce a new policy to guide the development of Renewable Energy Facilities on private property.

## Background

Prior to developing renewable energy facilities on private property, development approval is required. A Renewable Energy Facility is a premises used to generate energy from a renewable energy source. Renewable energy facilities in Western Australia are principally wind turbine and solar array systems.

The placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia. Concerns have been raised regarding the location of these facilities on agricultural land, their proximity to rural boundaries and residences, and their potential impact on right-to-farm practices such as aerial spraying activities.

The Shire of Boyup Brook does not have a policy position on how a Renewable Energy Facility should be considered for development within the Shire.

The draft policy is attached for Council to review, and to consider its advertising to the public, prior to final adoption.

### **Report Detail**

Shire staff have developed a draft Renewable Energy Facilities policy for Council to consider for advertising purposes.

As mentioned, renewable energy facilities, have become contentious issues in local communities across Western Australia. Communities fear they are being left out of key elements of the decision-making process.

The draft Shire of Boyup Brook Renewable Energy Facilities policy, seeks to ensure that developers engage with the community and take on-board any concerns, before applying for development approval.

The draft policy seeks to ensure that the natural, economic and social elements of the Shire are not compromised. For example, the functioning of agricultural practices (economic), and the amenity enjoyed by local residents living in the Shire (social). These policy objectives are reinforced by the Shire's Local Planning Scheme, which requires development to achieve and maintain satisfactory standards of amenity.

The draft policy also includes a list of information required to be submitted by the developer. The type of information to be submitted includes:

- Design details of the renewable energy facility (height, size, colour, materials).
- Details on community engagement.
- An assessment of environmental factors, including flora and fauna, visual amenity and any potential noise issues.
- An assessment to determine if there are any potential cultural issues.
- Procedures for construction and ongoing management.
- Any impacts associated with transport of infrastructure and the maintenance of roads.




- Any bushfire hazards and measures for mitigating risk and managing a fire outbreak.
- Any potential conflicts with other land uses (e.g. farming and including aviation).
- Any shadowing, reflection or flickering of wind turbines on neighbouring buildings and roads.
- A decommissioning plan outlining the removal of all renewable energy facilities and rehabilitation of the affected land at the end of the development's life.

The policy provides essential information to assist the Council in making an informed decision regarding the approval of renewable energy facilities. It outlines key expectations for developers regarding the necessary requirements to be included in a development application. Additionally, the policy aims to foster community confidence by ensuring a transparent and thorough decision-making process.

Council is requested to agree to advertise the draft Shire of Boyup Brook Renewable Energy Facilities-Local Planning Policy, for the purpose of advertising.

### Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	<b>Key Imperatives</b>	<b>Natural Environment</b>
	<b>Outcome</b>	Deliver a sustainable and progressive approach to waste management.
	<b>Objective</b>	Adopt and encourage renewable energy and sustainable practices.

### Other Strategic Links

Nil

### Statutory Environment

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

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

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

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

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

### **Sustainability and Risk 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**

There are no policy implications relating to an agreement of Council to advertise the Shire of Boyup Brook 'Renewable Energy Facilities-Local Planning Policy'.

### **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.

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

### **Consultation**

Nil

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## **Resource Implications**

### **Financial**

Nil

### **Workforce**

Nil

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End

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**10. Minutes of Committees**

Nil

**11. Motions of which previous notice has been given**

Nil

**12. Late Items / Urgent Business Matters**

Nil

**13. Confidential Items of Business****13.1. Closure of Meeting to the Public****Moved: Cr. King****Seconded: Cr. Inglis****Council Decision CM 25/11/231****That Council:**

- 1. Proceed behind closed doors as per Section 5.23(2) of the *Local Government Act 1995*, to consider items 13.1.1 and 13.1.2.**

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

- Cr Inglis declared an Impartiality Interest in item 13.1.1 Annual Community Awards Recommendation 2 being closely associated with one of the nominees and opted to leave the Chambers.
  - Cr Inglis left the Chambers at 6:45pm.
  - Cr Inglis returned to the Chambers at 6:50pm.

**13.1.1 Confidential Annual Community Awards 2026**

<b>File Ref:</b>	CR/26/004
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Nicki Jones, Manager Community Services
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	13.1.1A Confidential Nomination Forms

**Moved: Cr. King****Seconded: Cr. Wright****Council Decision CM 25/11/232**

**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 King, Cr Wright**  
**Against: Nil**

**Moved: Cr. King                      Seconded: Cr. Inglis**

**Council Decision CM 25/11/233**

**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 King, Cr Wright**  
**Against: Nil**

- Cr O'Connell declared an Impartiality Interest in Item 13.1.2 Proposed purchase of Lot 86 Abel Street, Boyup Brook being a member of the Boyup Brook Community Resource Centre Management Committee.

<b>13.1.2 Confidential Proposed purchase of Lot 86 Abel Street</b>	
<b>File Ref:</b>	A2018 – 86 Abel Street Boyup Brook
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Leonard Long, Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Attachment Number:</b>	Nil

**Moved: Cr. Moore                      Seconded: Cr. King**

**Council Decision CM 25/11/238**

**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 King, Cr Moore, Cr Inglis, Cr Wright**  
**Against: Nil**

**Moved: Cr. Wright                      Seconded: Cr. Inglis**

**Council Decision CM 25/11/239**

**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 King, Cr Moore, Cr Inglis, Cr Wright**  
**Against: Nil**

### **13.2 Proceed with the meeting in Public**

**Moved: Cr. Inglis                      Seconded: Cr. Moore**

**Council Decision CM 25/11/241**

**That Council:**

**1. Proceed with the meeting in public, the time being.**

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

### **14. Closure**

There being no further business the meeting closed at 7:31pm.

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date