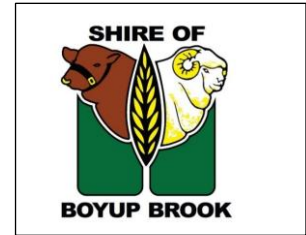


Date: 23 January 2026

To: Shire President
Deputy Shire President
Councillors
Community



Notice of Agenda – Ordinary Council Meeting

An Ordinary Council Meeting of the Shire of Boyup Brook will be held in the Council Chambers on 29 January 2026 at 6:00pm to consider the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Long", is written in a cursive style.

Leonard Long
Chief Executive Officer

Shire of Boyup Brook Corporate Values



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.



Contents

1. Declaration of Opening	5
2. Record of Attendance	5
2.1 Attendance	5
2.2 Apologies	6
2.3 Approved Leave of Absence	6
2.4 Request Leave of Absence	6
3. Deputations, Petitions and Presentations	6
3.1 Deputations	6
3.2 Petitions	6
3.3 Presentations	6
4. Public Question Time	6
4.1 Response to Previous Public Questions Taken on Notice	7
4.2 Public Question Time	8
5. Declarations of Interest	8
5.1 Financial and / or Proximity Interest	8
5.2 Disclosures of Impartiality Interest that may cause Conflict	8
6. Previous Council Meeting Minutes	9
6.1 Ordinary Council Meeting Minutes – 27 November 2025	9
7. Presidential Communications	9
8. Reports by Elected Members attending Committee Meetings	9
9. Councillor Questions on Notice	9
10. Reports of Officers	10
10.1 Operational Services	10
10.1.1 Refurbishment 5 Rogers Avenue, Boyup Brook	10
10.2 Community Services	14
10.2.1 Relocation of Flax Mill Models	14
10.3 Corporate Services	18
10.3.1 List of Accounts Paid in November 2025	18
10.3.2 List of Accounts Paid in December 2025	22
10.3.3 Monthly Statement of Financial Activity for the period ending 30 November 2025	26
10.3.4 Monthly Statement of Financial Activity for the period ending 31 December 2025	30
10.4 Chief Executive Officer	34

10.4.1 Boyup Brook Medical Services monthly activity report for November and December 2025	34
10.4.2 Rylington Park monthly activity report for December 2025	38
10.4.3 Boyup Brook Caravan Park report for November and December 2025 ...	43
10.4.4 Boyup Brook Swimming Pool monthly report for December 2025	48
10.4.5 Review Delegations Register 2026	52
10.4.6 Annual Report and Annual Financial Report for 2024/2025	57
10.5 Planning	61
10.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook	61
11. Minutes of Committees	69
12. Motions of which previous notice has been given	69
13. Late Items / Urgent Business Matters	69
14. Confidential Items of Business	69
15. Closure	69

Agenda

1. Declaration of Opening

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

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

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

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

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

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

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

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

2. Record of Attendance

2.1 Attendance

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
Carolyn Mallet
Malcolm Armstrong
Nicola Jones

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

Nil

2.4 Request Leave of Absence**3. Deputations, Petitions and Presentations****3.1 Deputations**

Nil

3.2 Petitions

Nil

3.3 Presentations

Nil

4. Public Question Time

- a. Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.
- b. During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.
- c. Whenever possible questions should be submitted in writing at least 48 hours prior to the start of the meeting.
- d. All questions should be directed to the Presiding Member and only questions relating to matters affecting Council may be answered at an Ordinary Council Meeting and at a Special Council Meeting, only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting at the discretion of the Presiding Member.
- e. The Presiding Member will control Question Time and ensure each person wishing to ask a question states their name and address before asking the question. If the question relates to an item on the agenda the item number

should also be stated. In general persons seeking to ask questions will be given two (2) minutes within which to address their question to Council. The Presiding Member may shorten or lengthen this time at their discretion.

4.1 Response to Previous Public Questions Taken on Notice

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?

Response

- To ensure ongoing maintenance and improve operational efficiency, the Shire has recently purchased several new machines for the Works Department. These upgrades allow certain tasks that previously required two staff members to be safely and effectively undertaken by one operator, this change will improve productivity.
- The adopted 2025/2026 Annual Budget also includes funding for additional depot staff. Recruitment for these roles have been completed and appointments made, further strengthening our capacity to operate machinery and maintain our extensive road network

Question 2

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

Response

In accordance with the *Amended Local Government Act 1995*, any plant or equipment being replaced is disposed of either by public auction or via trade-in, depending on which option provides the greatest financial benefit to the Shire. No items are sold privately.

Question 3

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

Response

The roads crew continues to focus on maintaining local roads to the highest possible standard throughout the year, including during seeding and harvest, the crew are always trying to improve where possible the road edges.

Question 4

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

Response

All capital purchases including light vehicles such as the Ford Ranger are approved by Council as part of the adoption of the Annual Budget. Where a vehicle is being replaced, it is disposed of either through public auction or trade-in, consistent with legislative requirements and the Shire's procurement practices.

Question 5

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

Response

Although Trigwell Bridge is located on a road that forms part of the Main Roads WA network, the responsibility for all Level 1 bridge inspections and annual maintenance rests with the Shire, in addition any emergency maintenance needs to be arranged by the Shire and must also pay one third of the cost (Main Roads covers two thirds). This arrangement was approved by the State several years ago and applies to all WA local governments. The Shire, along with other Shires, is actively advocating for Main Roads WA to assume full responsibility for these bridges. However, any change to the current arrangement is likely to take time and may not occur at all.

4.2 Public Question Time**5. Declarations of Interest****5.1 Financial and / or Proximity Interest**

- Cr Wright declared a Financial Interest in Item 10.5.1 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 Impartiality Interest in Item 10.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to his spouse being a paid member of on the board.

5.2 Disclosures of Impartiality Interest that may cause Conflict

- Cr O'Connell declared an Impartiality Interest in Item 10.5.1 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 10.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to holding membership shares in the Boyup Brook Co-op.

6. Previous Council Meeting Minutes

6.1 Ordinary Council Meeting Minutes – 27 November 2025

Moved: Seconded:

Officer Recommendation CM 26/01/...

That the minutes of the Ordinary Council Meeting held on 27 November 2025 be confirmed as being a true and accurate record.

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

7. Presidential Communications

To be provided at the Ordinary Council Meeting.

8. Reports by Elected Members attending Committee Meetings

Elected Members are required to provide a verbal report of committee meetings attended.

9. Councillor Questions on Notice

10. Reports of Officers

10.1 Operational Services

10.1.1 Refurbishment 5 Rogers Avenue, Boyup Brook	
File Ref:	A1390
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heidi Webb – Coordinator Infrastructure and Parks
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.1.1A Proposed Budget

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

- 1. Approve the transfer of \$65,000 from the Building Maintenance Reserve GL1300102000 to be allocated to 5 Rogers Avenue Upgrades GL1074402320 to facilitate the refurbishment of the Shire owned dwelling located at 5 Rogers Avenue, Boyup Brook:**

Account	Description	Increase	Decrease
1302314000	Building Maintenance Reserve		-\$65,000
1074402320	5 Rogers Ave Upgrades	\$65,000	

.....
For:
Against:

Summary

Council is being asked to consider approving the allocation of \$65,000 from the Building Reserves Fund to undertake a basic refurbishment of the residential property at 5 Rogers Avenue. The proposed works will focus on essential improvements to maintain the property in a functional and serviceable condition, while remaining within a constrained budget.

Background

5 Rogers Avenue is a Shire-owned residential property constructed in 1987 and acquired by the Shire in 1997 for use as key personnel housing. The dwelling has been notably used as accommodation for the town doctor over many years. Over time, the property has experienced general

wear and now requires basic refurbishment works to return it to a suitable and functional standard.



Report Detail

The provision of modern, well-maintained housing is a key factor in attracting and retaining medical professionals in rural communities. This dwelling has historically been offered as accommodation for the town's full-time doctor and their family while working in the Boyup Brook community and has played an important role in supporting continuity of medical services. While the house is structurally sound, well built, and located in a prime position, it is an aging asset and now requires a range of aesthetic and functional upgrades to ensure it remains competitive and fit for purpose.

Undertaking these improvements will place the Shire in a stronger position when recruiting and retaining doctors into the community. The proposed scope of works includes full internal painting and painting of the external eaves, minor cabinetry works and waterproofing to the ensuite, and the installation of new hard flooring to replace the carpeted areas in the house.

Additional improvements include the installation of built-in robes to the minor bedrooms and the upgrade of lighting to more modern, energy-efficient fittings. External works are also proposed to improve ongoing maintenance and presentation. These include a general tidy-up of the outdoor areas and the removal of the large gum tree located in the backyard, which will help reduce ongoing gutter maintenance and improve the usability and upkeep of the rear lawned area.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Maintain, refurbish and renew Shire housing stock.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Facilitate access to health facilities, services and programs to achieve good general and mental health and well-being in the community.

Other Strategic Links

Nil

Statutory Environment

Amended Local Government Act 1995.

Sustainability and Risk Consideration

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

Providing housing for a doctor in a small Shire has significant economic and community benefits. It helps attract and retain medical professionals, reducing recruitment costs and service disruption, while supporting local businesses through the resident doctor and their family's spending.

Stable healthcare access also boosts community confidence, encourages population growth, and preserves the Shire's investment by maintaining a key property. Overall, offering suitable accommodation is a cost-effective strategy that strengthens both the local economy and essential services.

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

Providing dedicated housing for a doctor in a small rural town offers important social advantages that directly contribute to the community's quality of life. It ensures reliable, continuous access to healthcare services, which promotes community health and wellbeing.

Stable medical presence fosters trust and a sense of security among residents, supporting families, schools, and local businesses. It also reduces stress and travel time for the doctor, allowing better work-life balance, which improves retention and engagement in the community. Overall, offering suitable housing helps sustain a healthy, connected, and resilient rural town.

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
Medium	If the refurbishments are not done, it is unlikely the Shire will be in a position to attract a second doctor.

Consultation

Nil

Resource Implications

Financial

\$65,000 will be transferred from the Building Maintenance Reserve to the applicable accounts.

Workforce

Nil

End

10.2 Community Services

10.2.1 Relocation of Flax Mill Models	
File Ref:	Community Relations-Boyup Brook District Pioneers Museum
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: **Seconded:**

Officer Recommendation CM 26/01/...

That Council:

- 1. Approve the Boyup Brook District Pioneers Museum to relocate the non-displayed second set of Flax Mill models from the Flax Mill to the Boyup Brook District Pioneers Museum for public display.**

.....
For:
Against:

Summary

A second set of Flax Mill models is currently stored at the Flax Mill and not on public display. The Boyup Brook District Pioneers Museum has requested that these models be relocated to the museum for public exhibition. The models are replicas of the original Flax Mill models currently on display at the Flax Mill.

Background

Mr Robert Jamieson, formerly of Boyup Brook, has spent many years creating replica models depicting the history of the Boyup Brook Flax Mill.

The original Flax Mill replica model was presented to the Shire on 14 February 2002. On Thursday 18 April, Mr Jamieson formally transferred ownership of five additional replica models to the Shire, including the Boyup Brook Railway Station, Boyup Brook Timber Mill, Skeleton Bridge, Old Roads Board Hut and a second replica of the Flax Mill.

In November 2025, the Boyup Brook District Pioneers Museum wrote to the Shire requesting that the second set of models be relocated to the museum for public display.

Report Detail

A second set of Flax Mill replica models is currently stored at the Flax Mill and is not on public display. These models are replicas of the original Flax Mill model, which was presented to the Shire on 14 February 2002. The replica models were created by Mr Robert Jamieson, formerly of Boyup Brook, who has spent many years producing detailed models depicting the history of the Boyup Brook Flax Mill and other significant local infrastructure.



On Thursday 18 April 2024, Mr Jamieson formally transferred ownership of five additional models to the Shire, including the Boyup Brook Railway Station, Boyup Brook Timber Mill, Skeleton Bridge, Old Roads Board Hut and a second replica of the Flax Mill.

In November 2025, the Boyup Brook District Pioneers Museum wrote to the Shire requesting that the second, non-displayed Flax Mill replica model be relocated to the museum for public exhibition. The museum has confirmed it has the capacity to display the model and will ensure it is well protected and presented. The Museum has also advised that a gentleman has expressed interest in making a donation towards the project in memory of his late aunt, Miss Alice Fuller. Miss Fuller was a long-time resident of Boyup Brook who was awarded a British Empire Medal (BEM) in 1982 for services to the community.

In addition to models being more accessible to visitors and tourists, relocating them would also reduce risk by ensuring both replicas are not housed in the same location, providing a level of protection should any unforeseen events occur, such as flooding.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Outcome	Preserve the history and heritage of our built environment.
	Objective	Improve management and maintenance of community, heritage and historic sites and facilities in the Shire.
	Key Imperatives	Social and Community
	Outcome	Encourage the preservation of our culture, heritage and history.
	Objective	Partner with stakeholders to promote Boyup Brook, preserving our history for

		future generations and sharing the rich heritage of the Shire.
	Key Imperatives	Economic Development
	Outcome	Support a strong and inclusive economy.
	Objective	Promote the town as a great place to visit, stay and live.
	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.
	Objective	Work with groups from across the community to address concerns regarding facilities and services.

Other Strategic Links

Nil

Statutory Environment

Nil

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

Relocating the Flax Mill model to the Boyup Brook District Pioneers Museum will enhance the town's heritage offering, helping to attract more visitors and encourage longer stays. Increased visitation supports local businesses contributing to broader economic activity within Boyup Brook.

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

Displaying the Flax Mill model at the Boyup Brook District Pioneers Museum will improve public access to an important part of the town's history, strengthening local pride and connection to place. It also provides an educational and inclusive space for residents, schools and visitors to engage with shared heritage, supporting social cohesion and intergenerational learning within the community.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
------------	---------

Low	The risk is considered low as the Flax Mill model will remain within the Shire and be relocated to a secure, managed facility with appropriate display space. The museum has confirmed it has the capacity to house the models, reducing the likelihood of damage, loss or operational impact.
------------	--

Consultation

- Boyup Brook District Pioneers Museum.
- Although Mr Robert Jamieson gifted the models to Council, an attempt was made (via email) to consult, unfortunately no response was received.

Resource Implications

Financial

Nil

Workforce

Nil

End

10.3 Corporate Services

10.3.1 List of Accounts Paid in November 2025	
File Ref:	FM/1/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Joanna Hales-Pearce, Finance Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.1A List of Accounts Paid in November 2025

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

1. Receives the list of accounts paid in November 2025, totalling \$781,240.52 from Municipal account, and \$55,460.55 from Police Licensing account, as represented by:

Municipal	
EFT 1569–1688	\$529,082.08
Cheques 20713-20716	\$ 8,197.34
Direct Payments	<u>\$243,961.10</u>
Municipal Total	\$781,240.52
 Police Licensing	 \$ 55,460.55
 Grand Total	 <u>\$836,701.07</u>

.....
For:
Against:

Summary

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


Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 30 November 2025.

Report Detail

Attachment 10.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 November 2025.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. *Payments from municipal fund or trust fund*

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. *Lists of accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name.*
 - (b) *the amount of the payment.*
 - (c) *the date of the payment; and*

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name.

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction

and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

Council's *Register of Delegations 2.8.18 Payments from the Municipal or Trust Funds* and *Register of Sub Delegations 2.5.12 Payments from the Municipal or Trust Funds* has application.

Risk Management Implications

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

Risk Level	Comment
Moderate	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Amended Local Government Act 1995</i> .

Consultation

Nil

Resource Implications

Financial

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

Workforce

Nil

End

10.3.2 List of Accounts Paid in December 2025	
File Ref:	FM/1/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Joanna Hales-Pearce, Finance Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.2A List of Accounts Paid in December 2025

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

- 1. Receives the list of accounts paid in December 2025, totalling \$1,044,139.52 from Municipal account, and \$59,045.70 from Police Licensing account, as represented by:**

Municipal	
EFT 1689-1829	\$ 659,695.42
Cheques 20717	\$ 13,430.92
Direct Payments	\$ 371,013.18
Municipal Total	\$1,044,139.52
 Police Licensing	 \$ 59,045.70
 Grand Total	 <u>\$1,103,185.22</u>

.....
For:
Against:

Summary

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

Report Detail

Attachment 10.3.2A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 December 2025.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulations 12 and 13 apply and are as follows:

12. *Payments from municipal fund or trust fund*

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. *Lists of accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name.*
 - (b) *the amount of the payment.*
 - (c) *the date of the payment; and*

- (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
- (i) *the payee's name.*
- (ii) *the amount of the payment; and*
- (iii) *sufficient information to identify the transaction*
- and*
- (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

Council's *Register of Delegations 2.8.18 Payments from the Municipal or Trust Funds* and *Register of Sub Delegations 2.5.12 Payments from the Municipal or Trust Funds* has application.

Risk Management Implications

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

Risk Level	Comment
Moderate	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Amended Local Government Act 1995</i> .

Consultation

Nil

Resource Implications

Financial

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

Workforce

Nil

End

10.3.3 Monthly Statement of Financial Activity for the period ending 30 November 2025	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.3A – Monthly Financial Report 30 November 2025

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

- 1. Receive the Monthly Financial Report for 30 November 2025, as presented (Attachment 10.3.3A).**

.....
For:
Against:

Summary

The Monthly Financial Report for 30 November 2025 is presented to Council.

Background

The *Amended 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 material variances can be commented on.

Report Detail

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

- 1. Statement of Comprehensive Income by Program.**

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


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

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

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

The Statement of Financial Activity as of 30 November 2025 shows a closing surplus of \$5,294,279.

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

Amended Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c).
 - (b) budget estimates to the end of month to which the statement relates.
 - (c) actual amounts of expenditure, revenue, and income to the end of the month to which the statement relates.
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c).
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

Sustainability and Risk Consideration

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

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

Policy Implications
Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Amended Local Government Act 1995</i> .

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

10.3.4 Monthly Statement of Financial Activity for the period ending 31 December 2025	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.4A – Monthly Financial Report 31 December 2025

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

- 1. Receive the Monthly Financial Report for 31 December 2025, as presented (Attachment 10.3.4A).**

.....
For:
Against:

Summary

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

Background

The *Amended 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 material 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 December 2025 shows a closing surplus of \$4,826,707.

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

Amended Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c).
 - (b) budget estimates to the end of month to which the statement relates.
 - (c) actual amounts of expenditure, revenue, and income to the end of the month to which the statement relates.
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c).
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

Sustainability and Risk Consideration

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

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

Policy Implications
Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	The reporting of the monthly spending by a local government is required to be presented to Council in terms of the relevant legislation. Not presenting this information to Council would be a breach of the <i>Amended Local Government Act 1995</i> .

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

10.4 Chief Executive Officer

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

Moved: **Seconded:**

Officer Recommendation CM 26/01/...

That Council:

- 1. Receive the monthly activity report for the Boyup Brook Medical Services for November and December 2025.**

.....
For:
Against:

Summary

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

Background

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

As of 11 November 2025, the practice has transitioned to a fully bulk-billed service. All Medicare-eligible patients are now bulk-billed for eligible MBS items, with concession card holders and children under 16 having been bulk-billed prior to this date. Standard appointment slots are 15 minutes, with longer appointments available upon request.

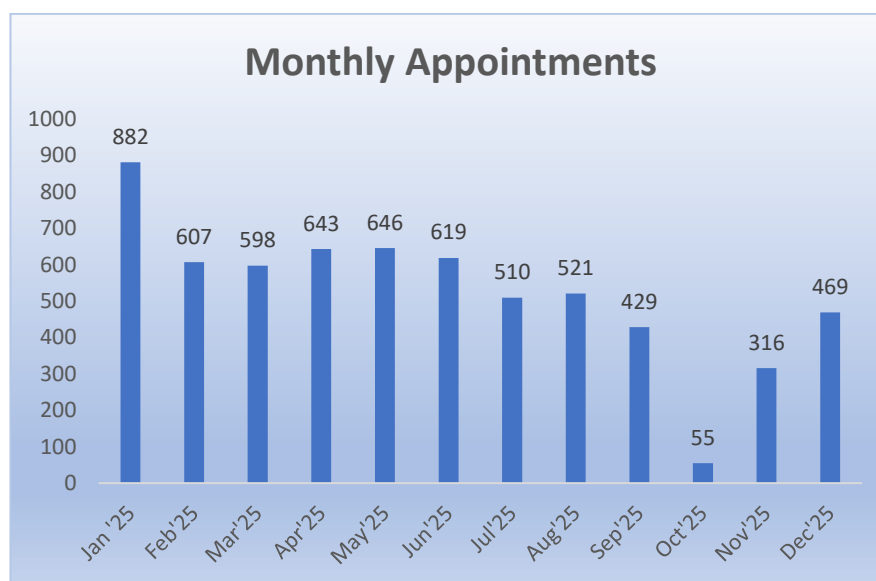
In addition to general practice services, the facility also hosts visiting allied health professionals including a physiotherapist, osteopath, podiatrist, psychologists, occupational therapist, and Emmett Technique therapist,

thereby enhancing the breadth of health services available to the community.

Report Detail


The telehealth facilitation program has come to a close as we are a bulk-billing practice, we are unable to provide the telehealth appointments which are not bulk-billed.

As of 11 November 2025, privately billed telehealth appointments have ceased in line with the practice's registration as a fully bulk-billed service.



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

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

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

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

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

The 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.

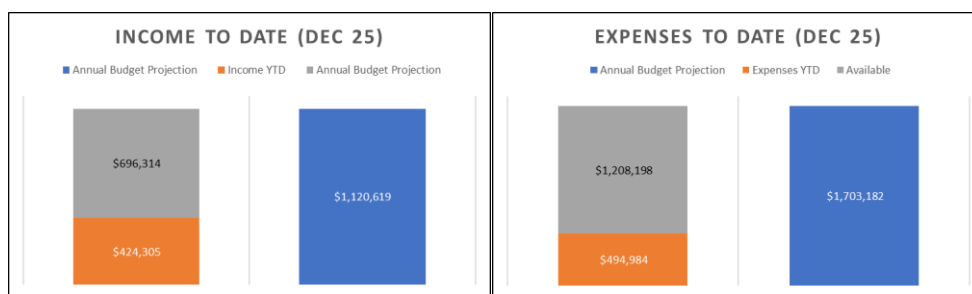
Risk Level	Comment
Moderate	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

The Medical Centre currently employs:

- One (1) General Practitioner, recruitment for a second General Practitioner is ongoing.
- Two (2) part-time Receptionists.
- One (1) part-time Nurse.
- One (1) Practice Manager.

End

10.4.2 Rylington Park monthly activity report for December 2025	
File Ref:	Committees-Rylington Park
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: **Seconded:**

Officer Recommendation CM 26/01...

That Council:

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

.....
For:
Against:

Summary

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

Background

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

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

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

Report Detail

Weed Control

- Spot sprayed paddy melons.
- Sprayed around sheds.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards.
- Ongoing fencing maintenance and cleared fallen tree branches from fences.
- Cleaned all water troughs trough blocks.
- Greased F.E.L Hay Buggy.
- John Deere F.E.L in Afgri for repairs.
- Serviced feed out trailer.
- Cleaned out silos ready for harvest.
- Fumigated with Phos toxin silos with old seasons grain.
- Honda motor bike needs starter motor looked at. Needs servicing looking for a Mechanic to do it.

Crop Management

Nil

Livestock Sales

- XB lambs sold 608 average 48 kilos \$220 per head on farm.

Feed on Hand

- Barley 180 tonnes.
- Lupins 0 tonnes.
- Barley straw 125 Bales.
- Hay 450 bales.

Grain Sales

Nil

Feeding program

- Hay to all sheep.
- 1.5kg lupins per week per head lambs.
- 1kg barley per week per head ewes.

Livestock Handling and Management

- Drenched all the lambs.
 - Jetted all lambs and dirty ewes Extinosad.
 - Shorn all the merino lambs.
 - Treated Black tags ewes with flexvolt oral lice treatment.
 - Lick mineral blocks to all mobs.
 - Move weaner mobs as required to maximize paddock feed.
-

- Treated sheep for fly strike.
- Sorted sheep into age groups.

Livestock Inventory

- White Suffolk Rams: 16 (Deaths 2 destroyed foot abscess).
- Merino rams: 34 (Deaths 2 old age).
- Merino Ewes: 2116 (Deaths 13 fly strike).
- Merino Wethers 28.
- Merino lambs ewe lambs 607 (Deaths 11 fly strike).
- Merino wether lambs 507 (Deaths 11 fly strike).
- XB lambs 112.
- **TOTAL: 3420**

Wool Sales

- 16 bales


Shearing Schools, events

Nil

OHS

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

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

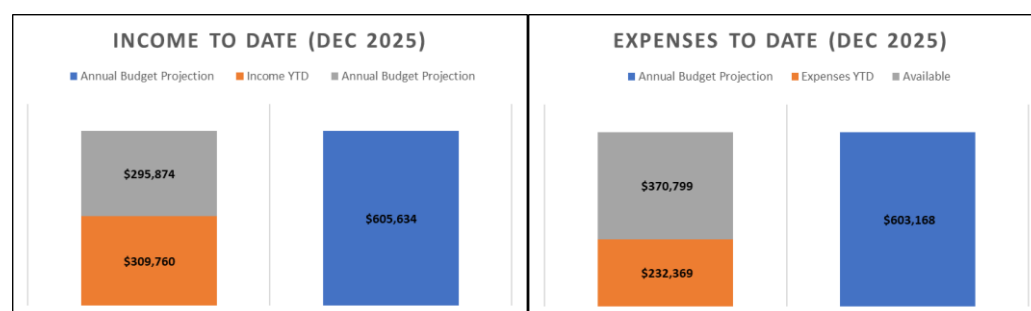
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact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

Consultation

Nil

Resource Implications

Financial



Workforce

- Full time farm Manager.
- Parttime farmhand.

End

10.4.3 Boyup Brook Caravan Park report for November and December 2025	
File Ref:	A2007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

- 1. Receive the report for the Boyup Brook Caravan Park for November and December 2025.**

.....
For:
Against:

Summary

This 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 November 2025.

A total of 328 nights were booked during the November 2025 reporting period, generating gross income of \$8,562.

Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.

- Revenue: For November 2025, the Shire's share of revenue was \$6,250.26, representing a decrease of 24% compared to November 2024.
- Occupancy: For November 2025, a total of 328 nights were booked during the reporting period, a decrease of 19% 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.
 - 67% of bookings were non CMCA members and 33% were CMCA members.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	25
SCV + Amenities Sites	71
Unpowered Van Sites	0
Unpowered River Sites	9
Powered Sites	170

Site Type	Nights Booked
Ensuite Sites	53
TOTAL BOOKINGS	328

The following is a summary of site bookings and income received for December 2025.

A total of 476 nights were booked during the December 2025 reporting period, generating gross income of \$10,838.

Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.


- Revenue: For December 2025, the Shire's share of revenue totalled \$7,911.74, representing a decrease of just over 9% compared to December 2024.
- Occupancy: During December 2025, a total of 476 nights were booked, representing an increase of 15% compared to the same period last year.
- While total nights booked increased, the slight reduction in income reflects a shift in booking mix, with fewer higher fee sites booked. Notably, less than half the number of ensuite sites were booked compared to the previous year, alongside a significant increase in unpowered and self-contained site bookings.
- The CMCA Caretaker reports that:
 - There continues to be demand for longer term accommodation from patrons supporting the shearing and health industries, largely due to the ongoing shortage of available housing in Boyup Brook.
 - There is a steady increase in the number of individual travellers and families choosing to stay at the Flax Mill Caravan Park during the festive season, attracted by the peaceful setting along the Blackwood River.
 - Of total bookings, 57% were non CMCA members and 43% were CMCA members.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	151

Site Type	Nights Booked
SCV + Amenities Sites	8
Unpowered Van Sites	0
Unpowered River Sites	45
Powered Sites	230
Ensuite Sites	42
TOTAL BOOKINGS	476

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

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

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

The caravan park enhances the town's vibrancy by supporting visitor engagement and community connection. Increased tourism brings a sense of vitality to the town and supports local pride. It also helps create

opportunities for residents to engage with visitors and promote the region's identity. The economic benefits gained through tourism contribute to improved local services and infrastructure.

Policy Implications

Nil

Risk Management Implications

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

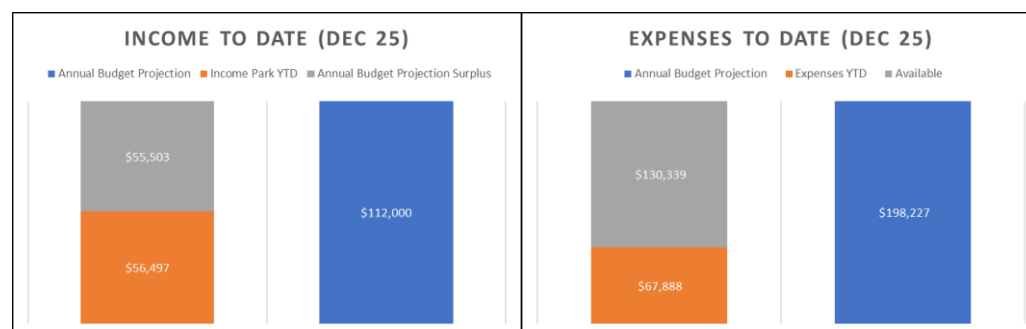
Risk Level	Comment
Moderate	A key risk is over reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers due to factors such as fuel prices, economic downturns, or natural disasters could reduce income for local businesses and affect the Shire's tourism objectives.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

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

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

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

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

.....
For:
Against:

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.

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 experienced strong community use during December, with 3,023 patrons visiting the facility.

Swimming lessons were delivered to students from St Mary's Primary School and Boyup Brook District High School through an interim swimming lessons program. An early-start series of VacSwim lessons also commenced, supporting water safety education for local children.

The Boyup Brook Swimming Club has been actively competing at the State Country Championships, achieving several medal results, which is a positive reflection on both the club and the facility.

Early morning lap swimming continues to be popular and is offered three days per week (Monday, Wednesday and Friday). Water Aerobics classes are also well attended, with an average of 15 participants per session.

Unfortunately, ongoing water leakage issues continue to affect the facility. Leaks are occurring in the recreational area due to ageing pipework. These leaks are repaired as soon as they are identified. In addition, the main swimming pool appears to have a leakage issue, which is believed to be originating from the deep end. Consistent water has been observed in the surrounding grate, and recently repaired pavers have begun to sink again, indicating a potential ongoing underground leak.

Gym

The Boyup Brook Gym continues to be well attended, with memberships steadily being taken up. Given the ongoing use of the facility, it is timely to begin planning for the replacement of gym equipment. A member-based survey will be conducted to assess equipment preferences and overall gym satisfaction. Quotations will be obtained to inform consideration as part of the 2026/2027 budget process.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community, sport and recreation facilities.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Facilitate access to sport and recreation services and programs.
	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.

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.

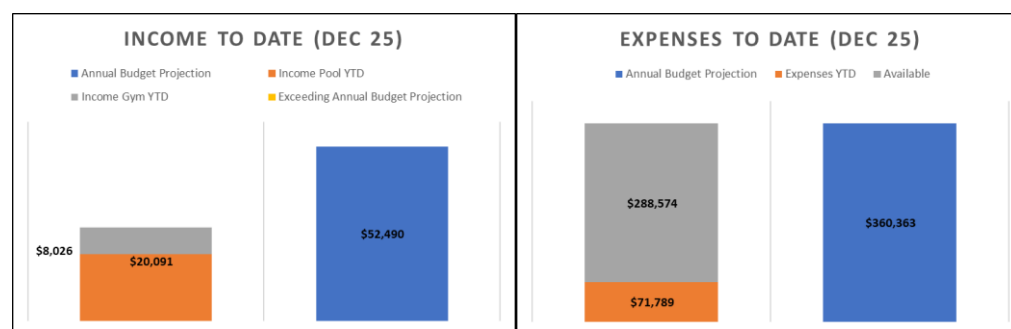
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

10.4.5 Review Delegations Register 2026	
File Ref:	Governance-Registers-Delegation Register
Previous Items:	<i>Council Decision CM 25/02/033</i>
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.4.5A Delegation of Authority Register 2026

Moved: Seconded:

Officer Recommendation CM 26/01/...

That Council:

- 1. Adopt the amended Delegation of Authority Register 2026 as per Attachment 10.4.5A.**

(Absolute Majority (5))

For:

Against:

Summary

To present to Council the updated Register of Delegations 2026 for adoption, following a statutory review to ensure legislative references remain current, accurate and consistent with the *Amended Local Government Act 1995* and other relevant legislation.

Background

The *Amended Local Government Act 1995* (WA) delineates the parameters within which Council may delegate their powers and duties to various committees. This provision ensures that while delegation facilitates efficient governance, it also maintains appropriate checks and balances by restricting the extent of such delegations based on the committee's composition.

Delegation to Committees Comprising Council Members Only

Under section 5.17(1)(a), a local government is permitted to delegate any of its powers or duties to a committee exclusively composed of council members. However, this delegation excludes powers or duties that:

- Require an absolute majority decision of the council.
- Are prescribed as non-delegable.

This limitation ensures that critical decisions necessitating a higher consensus remain within the full council's purview.

Delegation to Committees Including Non-Council Members

Section 5.17(1)(c) addresses committees that include council members and other persons (who may not be employees). Local governments can delegate powers or duties to these committees if they are necessary or convenient for the proper management of:

- The local government's property.
- An event in which the local government is involved.

This enables the inclusion of external expertise in managing specific properties or events, thereby enhancing the council's capacity to deliver specialised services or projects.

At its Ordinary Council Meeting held on 30 October 2025, Council resolved as follows:

“Moved: Cr. King

Seconded: Cr. Inglis

Council Decision CM 25/10/200

That Council:

1. Dissolve the following committee:

a) Boyup Brook Medical Services Committee (BBMSC);

CARRIED BY ABSOLUTE MAJORITY 5/0

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

Against: Nil”

Report Detail

The review identified that the substantive delegations remain appropriate and effective for the efficient administration of the Shire. No new delegations are proposed, and no additional powers are being conferred.

However, a limited number of technical and administrative amendments were required to ensure legislative accuracy, including:

- Updating references to government departments that have been restructured or renamed;
- Correcting outdated or incorrect Act titles;


- Removing references to repealed legislation or superseded terminology; and
- Aligning explanatory text with amendments to the Amended Local Government Act 1995.

Importantly:

- No delegation powers have been expanded, reduced or altered in substance; and
- The amendments do not change Council's oversight role or the limits on CEO authority.

The updated Register improves legal clarity, reduces compliance risk, and ensures the document accurately reflects the current statutory environment.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Amended Local Government Act 1995

s.5.16 – Delegation of some powers and duties to certain committees

- 1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* –

- a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- 4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

s.5.17 – Limits on delegation of powers and duties to certain committees

- 1) A local government can delegate —
 - a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - i. any power or duty that requires a decision of an absolute majority of the council; and
 - ii. any other power or duty that is prescribed; and
 - b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - i. the local government's property; or
 - ii. an event in which the local government is involved.
- 2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

s.5.18 – Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Sustainability and Risk Consideration

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

Delegating decision-making power from Council to a committee can streamline processes, enhance efficiency, and enable quicker responses to economic opportunities, potentially boosting local investment and growth.

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

With streamlined processes, the shire can better respond to community needs and emerging challenges, fostering a more vibrant, well-supported, and liveable community.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
High	If the Shire fails to maintain a delegation register, it risks breaching legislative requirements, which could result in legal challenges, penalties, or loss of public trust.

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

10.4.6 Annual Report and Annual Financial Report for 2024/2025	
File Ref:	FM/9/004
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	10.4.6A Annual Report

Moved: Seconded:

Audit, Risk and Improvement Committee Recommendation CM 26/01/...

That Council:

- 1. Accept the Annual Report for the year ended 30 June 2025 including the Annual Financial Statements and Auditor's Report, as presented.**
- 2. Request the Chief Executive Officer to Schedule the Annual General Meeting of Electors to be held on [date/time] at the Council Chambers.**

(Absolute Majority (5))

For:

Against:

Summary

The statutory Annual Report is prepared to advise the Community on the activities of the local government. It also contains the audited Annual Financial Report.

Background

The *Amended Local Government Act 1995* requires a local government to prepare an Annual Report each financial year.

Following receipt of the Independent Audit Report, Annual Report and Management Report from the Office of the Auditor General, the Annual Report including the Annual Financial Report has been prepared in accordance with Section 5.54 of the *Amended Local Government Act 1995*.

Report Detail

The Annual Report is an account of the Shire's activities throughout the 2024/2025 financial year and highlights the progression and achievements towards the strategic objective detailed in the Council's Strategic Community Plan 2021 -2031.

Section 5.27 of the *Local Government Act* requires a general meeting to be held on a day selected by the local government not more than 56 days after the local government accepts the annual report.

The financial report of the Shire for the year ending 30 June 2025, including statements of financial position, comprehensive income, equity changes, cash flows, and financial activity, has been audited and a qualified audit has been provided.


The qualified audit has been received for the following reason:

“Biological assets

I was unable to obtain sufficient appropriate audit evidence to verify the existence and number of biological assets as at 30 June 2024, nor was I able to confirm the biological assets by alternative means. My audit opinion on the annual financial report for the period ending 30 June 2024 was modified accordingly. Since the closing balance as at 30 June 2024 of biological assets is the opening balance as at 1 July 2024 and forms the basis for the determination of operations for the year, I was unable to determine whether any adjustments to the operations net result for the year ended 30 June 2025 may be necessary.”

Notwithstanding the above the Auditor General was satisfied that the audit was conducted according to Australian Auditing Standards, with sufficient evidence obtained to support the opinion. Further, the audit was based on proper accounts and records and fairly presents the Shire's financial operations and position as of 30 June 2025.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy, and governance.
	Outcome	Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.

Other Strategic Links

Nil

Statutory Environment

Amended Local Government Act 1995

Section 5.53 Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
 - (a) A report from the mayor or president, and
 - (b) A report from the CEO, and
 - (c) [Deleted]
 - (d) [Deleted]
 - (e) An overview of the plan for the future of the district made in accordance with section 5.56 including major initiatives that are proposed to commence or to continue in the next financial year, and
 - (f) The financial report for the financial year, and
 - (g) Such information as may be prescribed in relation to the payments made to employees, and
 - (h) The auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year, and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1994, and
 - (hb) details of entries made under section 5.21 during the financial year in the register of complaints, including –
 - (i) The number of complaints recorded in the register of complaints, and
 - (ii) How the recorded complaints were dealt with, and
 - (iii) Any other details that the regulations may require, andSuch other information as may be prescribed.

Sustainability and Risk Considerations

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

The Annual Report demonstrates to the community sound management of the Shire's resources during the financial year.

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

Nil

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
High	The preparation and acceptance of an Annual Report is a requirement of the Act, failure to provide an accepted Annual Report will be in direct breach of the Act.

Consultation

- AMD Chartered Accountants
- Office of the Auditor General
- Financial Consultant – Darren Long

Resource Implications**Financial**

Nil

Workforce

Nil

End

10.5 Planning

- Cr Wright declared a Financial Interest in Item 10.5.1 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 10.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to his spouse being a paid member of on the board.
- Cr O’Connell declared an Impartiality Interest in Item 10.5.1 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 10.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook, due to holding membership shares in the Boyup Brook Co-op.

10.5.1 Development Application (warehouse/storage) – Lot 13129 Bridgetown – Boyup Brook Road, Boyup Brook	
File Ref:	A40350
Previous Items:	Item 9.5.1 OCM 27/11/2025
Applicant:	H & H Architects
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.1A Development Plans

Moved: Seconded:

Officer Recommendation CM 26/01/...

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

At the Ordinary Council Meeting held on 27 November 2025, the item (Item 9.5.1) was laid on the table due to a lack of a quorum to consider the item.

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.

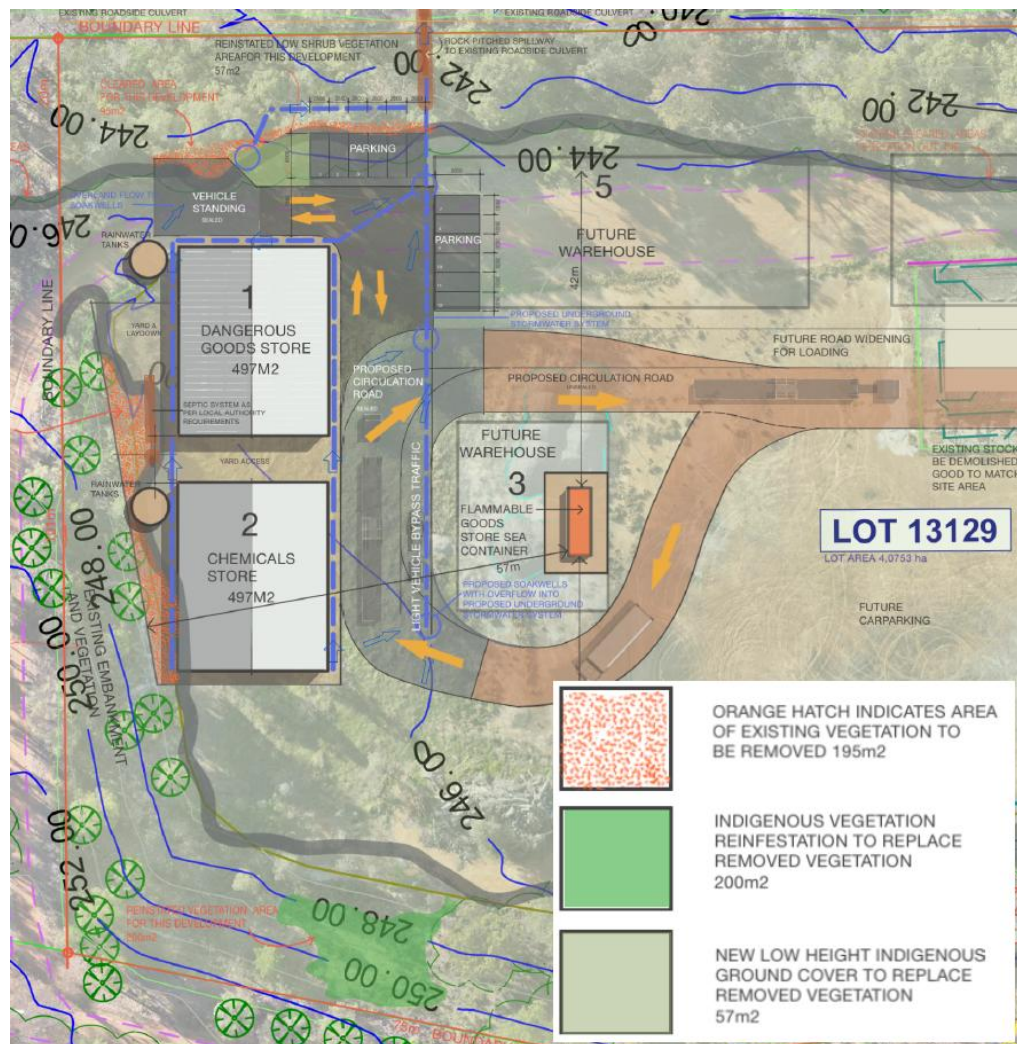
The proposed development does not comply with the *Clause 28* of the scheme. The Clause 28 restricts any development at the subject Lot to existing cleared areas, as follows:

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

	Key Imperatives	Economic Development
	Outcome	Be a business friendly Shire and create conditions for economic growth.
	Objective	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.

Risk Level	Comment
Low	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

End

11. Minutes of Committees

Nil

12. Motions of which previous notice has been given

Nil

13. Late Items / Urgent Business Matters

Nil

14. Confidential Items of Business

15. Closure

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

Presiding Member

Date