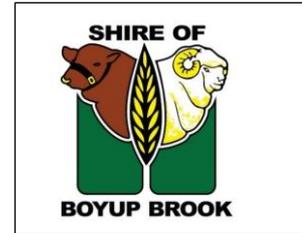


Date: 20 March 2026

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 26 March 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 positioned above the printed name of the Chief Executive Officer.

Leonard Long
Chief Executive Officer

Shire of Boyup Brook Corporate Values



Proactive

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



Leadership & Teamwork

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



Accountability & Integrity

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



Commitment

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



Engaging Community

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



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Agenda

1. Declaration of Opening

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

Acknowledgement of Traditional Custodians

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

Council Meetings are public meetings.

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

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

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

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

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

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

2. Record of Attendance

2.1 Attendance

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

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

Nil

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

Nil

3.2 Petitions

Nil

3.3 Presentations

- Lynne Schreurs, St John Ambulance Boyup Brook Sub-Centre, will deliver a presentation as part of the funding acquittal process with de-identified statistics with the funding from 1 July 2025 up to presentation date.
- Colin Hales, Country Music Club of Boyup Brook WA Inc, will deliver a presentation as part of the funding acquittal process on the most recent festival and projected opportunities with the funding from 1 July 2025 up to presentation date.
- Jodi Nield, Boyup Brook Community Resource Centre Inc, will deliver a presentation as part of the funding acquittal process on current library operations and opportunities with the funding from 1 July 2025 up to presentation date.
- Jan Muller, Boyup Brook District Pioneers' Museum Inc, will deliver a presentation as part of the funding acquittal process on visitor numbers, projects and opportunities achieved with the funding from 1 July 2025 up to presentation date.

- Lyn Willett and Tania Timms, Boyup Brook Tourism Association Inc, will make a presentation as part of the funding acquittal process on visitor numbers, projects and opportunities with the funding from 1 July 2025 up to presentation date.

4. Public Question Time

- a. Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.
- b. During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.
- c. Whenever possible questions should be submitted in writing at least 48 hours prior to the start of the meeting.
- d. All questions should be directed to the Presiding Member and only questions relating to matters affecting Council may be answered at an Ordinary Council Meeting and at a Special Council Meeting, only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting at the discretion of the Presiding Member.
- e. The Presiding Member will control Question Time and ensure each person wishing to ask a question states their name and address before asking the question. If the question relates to an item on the agenda the item number should also be stated. In general persons seeking to ask questions will be given two (2) minutes within which to address their question to Council. The Presiding Member may shorten or lengthen this time at their discretion.

4.1 Response to Previous Public Questions Taken on Notice

Nil

4.2 Public Question Time

5. Declarations of Interest

5.1 Financial and / or Proximity Interest

- The Chief Executive Officer declared a Financial Interest in Item 14.1.2 CONFIDENTIAL Chief Executive Officer Performance Review due to the item being about his employment contract.

5.2 Disclosures of Impartiality Interest that may cause Conflict

6. Previous Council Meeting Minutes

6.1 Annual Electors Meeting Minutes – 26 February 2026

Moved: Seconded:

Officer Recommendation CM 26/03/...

That the minutes of the Annual Electors Meeting held on 26 February 2026 be confirmed as being a true and accurate record.

.....
For:
Against:

6.2 Ordinary Council Meeting Minutes – 26 February 2026

Moved: Seconded:

Officer Recommendation CM 26/03/...

That the minutes of the Ordinary Council Meeting held on 26 February 2026 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

Elected Members have the opportunity to provide a verbal report of meetings and events attended throughout the month.

9. Councillor Questions on Notice

Nil

10. Reports of Officers

10.1 Operational Services

10.1.1 Heavy Haulage Legislative Changes – Main Roads WA Permit Process	
File Ref:	Government Department Liaison/Mainroads
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Joanna Hales-Pearce, Finance Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Notes the recent changes to the heavy haulage access arrangements administered by Main Roads Western Australia, whereby operators are no longer required to obtain formal local government approval in circumstances where a permit would previously have been required and are instead only required to notify the local government of the intended use of Shire roads.**
- 2. Requests the Chief Executive Officer to write to Main Roads Western Australia advising that, as the decision to alter the previous permit requirement was not properly workshopped or consulted with local government, the Shire of Boyup Brook will seek to pass on to Main Roads Western Australia any costs incurred in repairing damage caused by operators undertaking activities that would previously have required a permit.**
- 3. Requests the Shire’s nominated Councillor representative on the Regional Road Group to urgently raise this matter at the next Regional Road Group meeting and seek support for Main Roads Western Australia to reverse the decision and reinstate the previous permit-based approval framework for local government roads.**

.....
For:
Against:

Summary

The purpose of this report is to advise Council of recent changes to the heavy haulage access framework administered by Main Roads Western Australia (MRWA), which have removed the practical requirement for formal Shire approval in circumstances where heavy haulage operators would previously have required a permit to access local government roads. Under the revised arrangements, operators are now only required to notify the Shire of intended road use rather than obtain formal approval.

This change materially reduces the Shire's capacity to assess route suitability, apply conditions of access, manage risk exposure, and protect local road assets prior to haulage movements occurring. At the same time, the financial, operational and reputational consequences of road damage remain with local government. The issue is of particular concern to the Shire of Boyup Brook given the existing condition and construction standard of parts of the local road network, and the estimated cost already identified for repairs to damage on Folly and Scotts Brook Road of approximately \$323,149.

The report therefore recommends that Council formally object to the process by which the change has been implemented, advise MRWA that the Shire will seek to pass on repair costs arising from damage caused by operators who would previously have required a permit, and request that the matter be urgently escalated through the Regional Road Group with a view to seeking reversal of the decision.

Background

The attached material advises that, in November, MRWA and WALGA implemented changes to the heavy haulage regulatory framework which have effectively rendered the former local government controlled permitting process defunct. The information provided states that these changes were introduced without proper consultation with local government, despite the direct effect on local government roads, local road managers and council managed infrastructure.

Under the former system, heavy haulage operators were generally required to obtain formal approval from the relevant local government before using Shire managed roads for certain heavy haulage tasks. That process enabled local government to assess route suitability, consider road condition, impose conditions, limit access where necessary, and seek to mitigate damage to local assets before haulage occurred.

Under the revised process, operators are no longer required to obtain formal Shire support in the same way. Rather, operators are only required

to notify the Shire of the roads they intend to use and the likely period of use, after which haulage may proceed without explicit approval from the local government. The practical effect is that the Shire remains responsible for the management and maintenance of its roads, but with diminished authority to control the use of those roads for heavy haulage purposes.

Report Detail

Following review of the legislative changes and the operational implications arising from them, it is considered that the revised notification-based framework creates a significant governance, asset management and financial risk for the Shire.

The key concern is that the Shire's former ability to undertake a front-end assessment of proposed heavy haulage routes has been substantially weakened. Under the previous arrangements, the Shire could consider whether a road was suitable having regard to pavement strength, formation width, drainage, geometry, seasonal conditions, road safety and existing maintenance issues. It also enabled the Shire to impose reasonable controls, such as route limitations, traffic management requirements, maintenance obligations, time restrictions or other operating conditions. The attached report confirms that formal Shire support is no longer required, and that only notification is now necessary.

This creates a material disconnect between responsibility and authority. The Shire remains the road manager for local government roads and retains the responsibility to maintain safe and functional infrastructure for all users. However, the Shire no longer has the same capacity to meaningfully prevent heavy haulage activity on roads that may be unsuitable, degraded, narrow, or otherwise vulnerable to accelerated wear and failure.

The operational implications are particularly serious in a rural context, where many local roads were not designed for sustained or intensified heavy vehicle movements. As outlined the likely effect of the new system is increased and less controlled heavy haulage activity, further accelerating road wear and tear and reducing the safety and usability of local roads for residents and other road users.

The financial consequences are also significant. The information provided includes an internal estimate of the cost to repair approximately 3,000 metres of gravel road on Folly and Scotts Brook Road following damage already sustained, with a total estimated repair cost of \$323,149 made up of labour, plant, materials and traffic management. For a small rural local government, this level of unplanned cost exposure is substantial and, if

repeated, could compromise the Shire’s ability to deliver other programmed maintenance and capital works.

It is also a matter of governance concern that a change of this consequence appears to have been implemented without proper workshop, structured engagement, or meaningful consultation with local government. Where a decision by a State agency materially alters local government’s ability to manage its road assets but leaves the financial and reputational consequences with the local government, it is reasonable and appropriate for Council to formally object and advocate for reversal.

Accordingly, it is recommended that Council adopt a clear advocacy position by writing to MRWA to advise that, as the revised process was introduced without proper local government consultation, the Shire will seek to pass on any repair costs arising from damage caused by operators who would previously have required a permit. It is further recommended that the Shire’s nominated Councillor on the Regional Road Group urgently raise the matter at the next meeting and request support for reinstatement of the former permit-based system.

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

This matter is also directly relevant to the Shire’s Asset Management Planning, Long Term Financial Plan, road maintenance and renewal programming, risk management framework, and broader regional advocacy functions.

Statutory Environment

The Shire of Boyup Brook is the road manager for local government roads within its district and has statutory and governance responsibilities in relation to road management, public safety, infrastructure stewardship and financial sustainability.

Main Roads Western Australia is the State agency responsible for administering the broader heavy haulage and restricted access vehicle framework. The attached report notes that, under the revised arrangements, a local policy is no longer required for heavy haulage permits. However, the removal of a local permit requirement does not remove the Shire's responsibility to manage its assets or Council's obligation to advocate where another agency's administrative decision creates unreasonable local risk or cost exposure.

From a governance perspective, it is appropriate for Council to formally record its concern where a State led process alters local operational control without preserving a commensurate mechanism for local asset protection or cost recovery.

Sustainability and Risk Consideration

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

The revised framework presents a significant financial sustainability risk to the Shire. Without the ability to formally assess and approve haulage routes prior to use, there is an increased likelihood that local roads will be subjected to loads beyond their intended capacity, accelerating deterioration and increasing the need for reactive maintenance and renewal. The attached report identifies that the Shire has already incurred damage to Folly and Scotts Brook Road, with an estimated repair cost of \$323,149. Should such impacts continue, the Shire may be required to divert limited resources from other critical services and works programs, with flow on consequences for the wider district.

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

The safety, accessibility and reliability of local roads are critical to the day-to-day movement of residents, emergency services, school transport, agricultural operators and visitors. Increased heavy haulage activity on roads that are not suitable for such use may reduce road safety, damage community confidence in Council's ability to protect local assets and adversely affect local amenity and access.

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
Extreme	The primary risks arising from the revised arrangements are financial, operational, governance, safety in nature. They include accelerated road failure, increased unbudgeted maintenance liability, reduced ability to manage route suitability, diminished local control over road use, exposure to community criticism where road conditions deteriorate, and an ongoing mismatch between local government responsibility and local government authority.

Consultation

Internal consultation has occurred with operational staff, whose practical experience indicates that the revised system is already creating significant concern in relation to road condition, route suitability and future maintenance liability.

Resource Implications

Financial

The revised framework has the potential to create significant unbudgeted costs for the Shire through increased maintenance and repair demands on local roads impacted by heavy haulage operations.

The material provided includes an internal estimate for repairs already sustained on Folly and Scotts Brook Road as follows:

Labour:	\$89,887
Plant:	\$87,362
Materials:	\$92,400
Traffic Management:	\$53,500
Total Estimated Cost:	\$323,149

Should the current arrangements remain unchanged, similar costs may arise in future without any effective approval mechanism enabling the Shire to control access or impose road protection conditions in advance. This creates a material risk to the Shire's road maintenance budget and long-term asset sustainability.

Workforce

Nil direct workforce implications, however ongoing road damage and increased maintenance demands may place additional operational pressure on outdoor workforce resources and maintenance programming.

End

10.2 Community Services

10.2.1 Boyup Brook Swimming Pool monthly report for February 2026	
File Ref:	Building and Assets/Sporting/Swimming Pool and Gym
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Tara Reid, Swimming Pool Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Receive the monthly report for the Boyup Brook Swimming Pool for February 2026.</p> <p style="text-align: right;">..... For: Against:</p>
--

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 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.

February has been a productive and highly attended month for both the Swimming Pool and Gym facilities. Strong patronage, successful program delivery, competitive achievements by the Swimming Club, and proactive maintenance works demonstrate the continued value of these facilities to the Boyup Brook community and surrounding districts.

Ongoing planning and infrastructure assessment will remain a priority to ensure the long-term sustainability and functionality of these important community assets.

Swimming Pool

The Boyup Brook Swimming Pool recorded 2,956 patrons during February, reflecting strong and consistent community use of the facility throughout the month. The pool continues to play an important role in supporting recreation, fitness, and swimming development within the local community.

Swimming lessons were conducted over a two-week period, with 37 children participating in the after-school program and 25 children from the homeschooling community also taking part. These programs provide valuable opportunities for local children to improve their swimming ability, build water confidence, and develop important water safety skills.

The Boyup Brook Swimming Club has continued to actively use the pool on Monday and Wednesday evenings for training sessions. Several swimmers have also travelled to State Meets, proudly representing Boyup Brook and achieving a high level of success in their events. This reflects the dedication of both the swimmers and the club volunteers who support them.

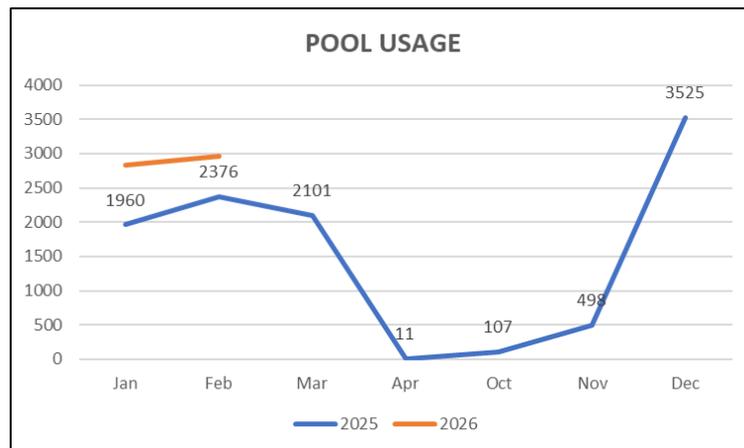
Water aerobics classes remain well attended and continue to be a very popular activity. These sessions provide a low-impact and highly beneficial form of exercise, particularly for those looking to improve fitness, mobility, and overall wellbeing in a supportive group environment.

The early morning lap swimming sessions have also been strongly supported, with regular swimmers taking advantage of the facility to maintain their fitness before the start of the day.

The pool has also supported local school activities throughout February. St Mary’s School held their annual swimming carnival, and Boyup Brook District High School (BBDHS) utilised the pool for school sports and swimming activities, providing students with opportunities to participate in water-based sport and physical education.

One of the highlights of the month was the Inflatable Day, which proved to be a very popular event with families and children. The event attracted strong attendance and created a fun and engaging atmosphere at the pool.

Overall, February has been a very successful and active month for the Boyup Brook Swimming Pool, with strong participation across lessons, club training, fitness activities, school events, and community recreation. The continued support from the community highlights the importance of the facility as a key recreational and health asset for Boyup Brook.



Gym

A total of fifteen members responded to the Boyup Brook Community Gym Survey, providing insight into gym usage, equipment needs, and future facility planning.

Survey results show that the gym is regularly used by members, with 46.7% attending 3–4 times per week and 33.3% attending five or more times per week. The most common attendance times are early morning (40%) and 5:00pm–7:00pm (33.3%), indicating peak demand during these periods.

The primary training focus for members is strength training (73.3%), which aligns with the most frequently used equipment. Free weights and pin-

loaded resistance machines were used by 100% of respondents, while cable machines (93.3%) and Smith machines (86.7%) were also heavily utilised. Cardio equipment such as treadmills and bikes was used less frequently.

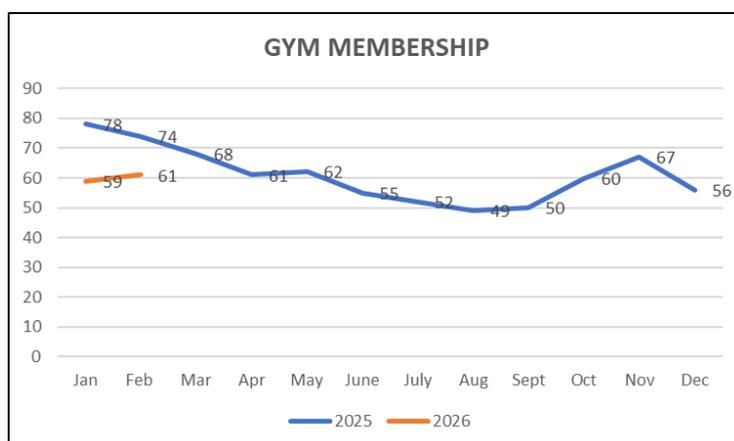
Overall, members rate the condition of current equipment positively, with 86.7% rating it as good or excellent. However, many respondents expressed interest in additional equipment, particularly a leg press machine, stair master/stair climber, preacher curl machine, calf raise machine, and Pilates reformer.

A key finding from the survey is the strong demand for more space. 86.7% of respondents believe the gym requires expansion, with many reporting that the facility becomes crowded with three or more people, making movement difficult and causing delays in accessing equipment.

Despite these challenges, overall satisfaction remains high, with 80% of members reporting they are satisfied or very satisfied with the gym. Members also highlighted the value of having a 24-hour accessible facility in the community.

Overall, the survey indicates that the gym is a highly valued community resource, but increased space and additional equipment will be important to meet current and future demand.

Based on the feedback received, further investigation will be undertaken into the replacement and potential upgrade of existing equipment, as well as the feasibility of introducing the additional equipment requested by members. The survey results will also assist in future planning considerations regarding potential expansion of the gym space to better meet current and future demand.



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 in a regional town 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 in a regional area 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 regional areas.

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.

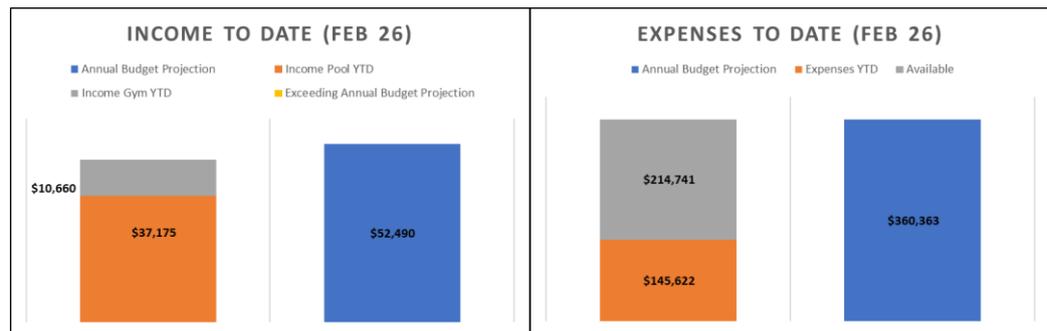
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

10.3 Financial Services

10.3.1 List of Accounts Paid in February 2026	
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 February 2026

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

1. Receive the list of accounts paid in February 2026, totalling \$739,062.19 from Municipal account, and \$73,751.15 from Police Licensing account, as represented by:

Municipal	
EFT 1939–2062	\$415,745.92
Cheques 20718-20719	\$ 26,307.57
Direct Payments	<u>\$ 297,008.70</u>
Municipal Total	\$739,062.19
Police Licensing	\$ 73,751.15
Grand Total	<u>.....</u> \$812,813.34

.....
For:
Against:

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in February 2026 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 28 February 2026.

Report Detail

Attachment 10.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 28 February 2026.

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 subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Sustainability and Risk Consideration

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

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

Policy Implications

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

Risk Management Implications

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

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

Consultation
 Nil

Resource Implications

Financial

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

Workforce

Nil

End

10.3.2 Monthly Statement of Financial Activity for the period ending 28 February 2026	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Malcolm Armstrong, Manager Financial Services Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.2A Monthly Financial Report 28 February 2026

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

1. Receive the Monthly Financial Report for 28 February 2026, as presented (Attachment 10.3.2A).

.....
For:
Against:

Summary

The Monthly Financial Report for 28 February 2026 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 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 28 February 2026 shows a closing surplus of \$5,881,409.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

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

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

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

10.3.3 Statutory Budget Review as at 31 December 2025	
File Ref:	Finance/Budget 2026/2027
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long, Finance Consultant Malcolm Armstrong, Manager Financial Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.3.3A Budget Review Document

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Adopt the 2025/26 Annual Budget Review, as presented in Attachment 10.3.3A, and note that the estimated closing funds are based on current revenue and expenditure trends; and**
- 2. Approve the following budget amendments as authorised expenditure:**

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
Proceeds on Sale of Assets					
092020	Proceeds Sale of Land Asset – Increase in proceeds on sale of land for lot 13129. Not anticipated in original budget, full amount transferred to Reserve	(\$270,000)	(\$300,000)	(\$30,000)	
135106	Proceeds on Sale of Asset – Economic Services – Increase in sale proceeds for shop property	(\$0)	(\$150,000)	(\$150,000)	
123001	Proceeds on Sale of Plant Assets – Increase in sale proceeds on 2 utilities	(\$0)	(\$19,115)	(\$19,115)	
092600	Written Down Value – Disposal of Assets	\$298,500	\$513,070		\$214,570
General Purpose Funding					
031002	Rates UV – Decrease in rural rates from FPC	(\$2,932,908)	(\$2,801,861)		\$131,047
031005	Rates Instalment Interest - Decrease in instalment interest charged	(\$10,500)	(\$0)		\$10,500
032001	General Purpose Grants – Decrease in grant allocation	(\$444,937)	(\$421,708)		\$23,229
032002	Local Road Grants – Increase in grant allocation	(\$380,142)	(\$445,120)	(\$64,978)	
032003	Interest on Municipal Investments – Increase in interest earned on surplus Municipal Funds	(\$200,000)	(\$210,400)	(\$10,400)	
Governance					
041108	Members Council Chambers Expenses – Decrease for audio recording system and TV	\$28,204	\$13,433	(\$14,771)	

	screens as shifted to capital expenditure				
041113	Election Expenses – Increase for extraordinary election	\$16,500	\$32,500		\$16,000
041150	Members Administration Allocations – Increase in administration allocations (non-cash)	\$73,144	\$103,329		\$30,185
042100	Other Governance Administration Allocations - Increase in administration allocations (non-cash)	\$109,716	\$169,767		\$60,051
Law, Order and Public Safety					
051112	Fire Prevention and Support – Increase in wages, overheads, superannuation and materials expense	\$11,925	\$65,473		\$53,548
051117	BFRC – Bushfire Risk Planning – Increase in wages allocation	\$22,856	\$54,831		\$31,975
051004	Operating Grants and Subsidies – Increase in MAF grant for mitigation works	(\$135,000)	(\$214,289)	(\$79,289)	
053103	Emergency Management Coordination Expenses – Decrease in wages	\$84,601	\$15,240	(\$69,361)	
Health					
074103	Medical Services Employee Costs – Decrease in salaries, increase in workers compensation insurance	\$1,170,339	\$933,859	(\$236,480)	
074113	Medical Centre Superannuation – Decrease in superannuation expense	\$132,566	\$102,699	(\$29,867)	
074114	Medical Centre Training – Decrease in training expense	\$15,000	\$0	(\$15,000)	
074001	Surgery Turnover – Increase in medical fees	(\$1,100,000)	(\$1,150,000)	(\$50,000)	
Housing					
092115	Other Housing – Operating expenses – Increase in rent expenses	\$15,000	\$47,218		\$32,218
Community Amenities					
101100	Refuse Collection Townsite – Decrease in contractor collection expense	\$63,293	\$50,700	(\$12,593)	
101106	Transfer Station Employee Costs – Increase in wages, overheads and superannuation expense	\$49,345	\$61,462		\$12,117
101102	Boyup Brook Transfer Station Costs – Increase in contractor expenses for landfill run, waste management software and recycling collection	\$72,950	\$139,450		\$66,500
106101	Cemetery Operations – Decrease in wages and overheads	\$35,700	\$23,695	(\$12,005)	
Recreation and Culture					
113110	Townsite Gardens – Decrease in wages, overheads and plant costs; increase in contract labour hire	\$105,900	\$147,043		\$41,143
113112	Reserves and Parks Operations – Increase in wages and overheads, increase in pest control expenses	\$57,853	\$91,913		\$34,060
113125	Support for Others – Increase in wages and overheads	\$52,950	\$83,660		\$30,710
Transport					
121001	Regional Road Group Grants – Increase in project grant funding	(\$785,000)	(\$923,000)	(\$138,000)	

121007	Special Bridge Funding – Increase in bridge funding	(\$256,700)	(\$376,370)	(\$119,670)	
122103	Road Maintenance and Repairs – Increase in plant costs	\$482,402	\$499,649		\$17,247
122107	Maintenance Grading – Decrease in wages	\$214,500	\$184,500	(\$30,000)	
122105	Repairs and Maintenance Bridges – Increase in contract bridge maintenance and insurance premiums	\$589,034	\$665,361		\$76,327
122109	Verge Pruning – Decrease in wages, overheads and plant costs, increase in contractor expenses	\$122,700	\$107,160	(\$15,540)	
122123	Emergency Services Road Repairs – Decrease in wages, overheads and plant costs	\$35,000	\$17,400	(\$17,600)	
122124	Storm Damage Expenses – Increase in wages, overheads and plant costs	\$0	\$19,300		\$19,300
122127	Consulting Engineer Expenses – Decrease in contract engineering expenses	\$58,000	\$40,000	(\$18,000)	
122150	Admin Allocation – Road Maintenance – Increase in admin allocations	\$457,428	\$482,659		\$25,231
126003	Airstrip Non-Operating Grants – Increase in grant funding for airstrip	\$0	(\$26,662)	(\$26,662)	
Economic Services					
132107	Flaxmill Complex General Operations – Increase in electricity and gas expenses, decrease in water consumption	\$52,501	\$66,390		\$13,889
Other Property and Services					
143100	Supervision Expenses – Decrease in salaries	\$366,863	\$340,947	(\$25,916)	
143104	Insurance on Works – Increase in Workers Compensation insurance	\$45,217	\$61,254		\$16,037
143105	Superannuation of Workmen – Decrease in superannuation	\$204,059	\$175,000	(\$29,059)	
143109	Training and Meeting Expenses – Increase in training expenses	\$51,850	\$67,641		\$15,791
143180	Less PWOH Allocated to projects – Decrease in overheads allocated to projects	(\$1,101,895)	(\$1,081,505)		\$20,390
144100	Repair Wages – Decrease in mechanic wages	\$126,825	\$23,947	(\$102,878)	
144200	Mechanic Shared Expenses – Increase in mechanic shared expenses	\$0	\$70,572		\$70,572
144180	Less POC Allocated to Projects – Decrease in plant costs allocated to projects	(\$955,612)	(\$930,702)		\$24,910
145100	Gross Salaries and Wages – Decrease in salaries and wages paid	\$4,335,474	\$3,927,120	(\$408,354)	
145130	Less Salaries and Wages Allocated – Decrease in salaries and wages allocated	(\$4,335,474)	(\$3,927,120)		\$408,354
145101	Workers Compensation Expenses – Decrease in compensation expenses	\$84,500	\$43,500	(\$41,000)	
143001	Workers Compensation Reimbursements – Decrease in reimbursements	(\$84,500)	(\$43,500)		\$41,000
146101	Audit Fees – Increase in audit fees	\$55,000	\$67,000		\$12,000
146105	Administration Staff Employee Costs – Increase in wages and insurance, reallocation of	\$975,306	\$1,200,060		\$224,754

	superannuation from GL 146124				
146106	Consultants – increase in contractor expenses for LTFFP, risk management plans and development plans	\$132,750	\$170,250		\$37,500
146110	IT System Operation and Maintenance – Increase in computer software support fees	\$230,954	\$264,527		\$33,573
146124	Admin Superannuation – Superannuation reallocated to GL 146105	\$135,963	\$0	(\$135,963)	
146128	Administration OSH – Increase in wages	\$9,800	\$20,013		\$10,213
146150	Less Administration Costs allocated – Increase in admin costs allocated to other programs	(\$1,856,448)	(\$2,038,997)	(\$182,549)	
149001	Rylington Park operational Expenses – Decrease in electricity expenses, Shire rates and rubbish charges.	\$179,470	\$160,262	(\$19,208)	
149005	Rylington Stock Program Expenses – Increase in crutching expenses, contract shearing, freight, fuel and oil expenses	\$121,993	\$133,783		\$11,790
149006	Rylington Crop Program Expenses – Increase in contract spraying, building repairs, plant repairs and chemical expenses	\$202,170	\$247,556		\$45,386
149105	Rylington Stock Program Income – Increase in sheep sales income	(\$343,900)	(\$368,189)	(\$24,289)	
Capital Expenditure					
300101	Transfer to Reserves – Increase in transfer to Building Reserve, Leave Reserve and Waste Reserve	\$578,885	\$1,054,852		\$475,967
300102	Transfer from Reserves – Decrease in transfer from Building Reserve and Commercial Reserve, Increase in transfer from Rylington Park Working Capital Reserve	(\$994,000)	(\$482,000)		\$512,000
000000	(Surplus)/Deficit Carried Forward – Increase in surplus due to year-end adjustments	(\$2,668,000)	(\$3,017,674)	(\$349,674)	
111111	Realisation of Assets Sold Written back – increase in book value of assets written back	(\$298,500)	(\$513,070)	(\$214,570)	
041401	Members Furniture & Equipment - Increase for TV screens and audio recording equipment	\$0	\$18,450		\$18,450
074603	Surgery Server Upgrade – Increase to replace out of warranty server and security enclosure	\$0	\$20,000		\$20,000
146601	ICT Upgrades and Renewals – Decrease in new Server expenses	\$45,000	\$15,000	(\$30,000)	
053401	Evacuation Centre Building Construction – Decrease in construction cost	\$4,915,586	\$4,392,296	(\$523,290)	
074401	5 Rogers Avenue House – Increase for upgrades to residence	\$0	\$65,000		\$65,000
091400	1 Rogers Avenue House – Replace flooring and air conditioners to residence	\$0	\$50,000		\$50,000
123610	Heavy Plant Purchases – Decrease in purchase price for roller, utilities and skid steer loader	\$575,000	\$472,092	(\$102,908)	
121403/ RTR009	Six Mile Road – Decrease in wages, overheads and	\$359,375	\$328,100	(\$31,275)	

	plant costs, increase in contractor expense				
121403/RTR020	Walshaws Road – New project	\$0	\$238,129		\$238,129
121403/RTR037	Craigie Road – Project Deferred	\$313,750	\$0	(\$313,750)	
121403/RTR039	Asplins Road – New project	\$0	\$107,704		\$107,704
121404/RRG148	Boyup Brook-Cranbrook Road – Increase in project costs, partially offset by increase in RRG funding for project	\$389,522	\$472,500		\$82,978
121404/RRG210	Boyup Brook – Arthur River Road – Increase in project costs, partially offset by increase in RRG funding for project	\$439,880	\$454,500		\$14,620
121404/RRG004	Winnejuip Road – Increase in project costs, partially offset by increase in RRG funding for project	\$375,080	\$457,500		\$82,420
121410	Winter Grading – Increase in contractor expense for roller hire	\$506,919	\$549,536		\$42,617
051900	Emergency Water Tanks – Increase in contractor expense for emergency fire water tanks	\$0	\$13,182		\$13,182
132900	Tourist Information Bay – Increase in contractor expense to resurface information bay	\$0	\$50,000		\$50,000
	Other minor variations below the \$10,000 threshold			(\$237,257)	\$246,087
TOTAL				(\$3,931,271)	\$3,931,271
Net Adjustment to 2025/26 Budget				(0)	

Absolute Majority Required
For:
Against:

Summary

The purpose of this report is for Council to consider and adopt the Budget Review Report, and authorise amendments to the Adopted Budget, based on projection outcomes to 30 June 2026.

Background

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

***Absolute majority required.**

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) Include the following-
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
***Absolute majority required.**
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2026, for the period ending 31 December 2025, is presented for consideration. A Statement of Financial

Activity, at program level and nature/type level, has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2026.

Report Detail

The budget review has been prepared to include the information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996, and the Australian Accounting Standards. Council adopted a \$10,000 and 10% threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

In summary, based on current trends, it is anticipated that a balanced budget can be achieved as at 30 June 2026.

The following table details the proposed budget amendments:

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
Proceeds on Sale of Assets					
092020	Proceeds Sale of Land Asset – Increase in proceeds on sale of land for lot 13129. Not anticipated in original budget, full amount transferred to Reserve	(\$270,000)	(\$300,000)	(\$30,000)	
135106	Proceeds on Sale of Asset – Economic Services – Increase in sale proceeds for shop property	(\$0)	(\$150,000)	(\$150,000)	
123001	Proceeds on Sale of Plant Assets – Increase in sale proceeds on 2 utilities	(\$0)	(\$19,115)	(\$19,115)	
092600	Written Down Value – Disposal of Assets	\$298,500	\$513,070		\$214,570
General Purpose Funding					
031002	Rates UV – Decrease in rural rates from FPC	(\$2,932,908)	(\$2,801,861)		\$131,047
031005	Rates Instalment Interest -Decrease in	(\$10,500)	(\$0)		\$10,500

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	instalment interest charged				
032001	General Purpose Grants – Decrease in grant allocation	(\$444,937)	(\$421,708)		\$23,229
032002	Local Road Grants – Increase in grant allocation	(\$380,142)	(\$445,120)	(\$64,978)	
032003	Interest on Municipal Investments – Increase in interest earned on surplus Municipal Funds	(\$200,000)	(\$210,400)	(\$10,400)	
Governance					
041108	Members Council Chambers Expenses – Decrease for audio recording system and TV screens as shifted to capital expenditure	\$28,204	\$13,433	(\$14,771)	
041113	Election Expenses – Increase for extraordinary election	\$16,500	\$32,500		\$16,000
041150	Members Administration Allocations – Increase in administration allocations (non-cash)	\$73,144	\$103,329		\$30,185
042100	Other Governance Administration Allocations - Increase in administration allocations (non-cash)	\$109,716	\$169,767		\$60,051
Law, Order and Public Safety					
051112	Fire Prevention and Support – Increase in wages, overheads, superannuation and materials expense	\$11,925	\$65,473		\$53,548
051117	BFRC – Bushfire Risk Planning – Increase in wages allocation	\$22,856	\$54,831		\$31,975
051004	Operating Grants and Subsidies – Increase in MAF grant for mitigation works	(\$135,000)	(\$214,289)	(\$79,289)	
053103	Emergency Management Coordination Expenses – Decrease in wages	\$84,601	\$15,240	(\$69,361)	
Health					
074103	Medical Services Employee Costs –	\$1,170,339	\$933,859	(\$236,480)	

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	Decrease in salaries, increase in workers compensation insurance				
074113	Medical Centre Superannuation – Decrease in superannuation expense	\$132,566	\$102,699	(\$29,867)	
074114	Medical Centre Training – Decrease in training expense	\$15,000	\$0	(\$15,000)	
074001	Surgery Turnover – Increase in medical fees	(\$1,100,000)	(\$1,150,000)	(\$50,000)	
Housing					
092115	Other Housing – Operating expenses – Increase in rent expenses	\$15,000	\$47,218		\$32,218
Community Amenities					
101100	Refuse Collection Townsite – Decrease in contractor collection expense	\$63,293	\$50,700	(\$12,593)	
101106	Transfer Station Employee Costs – Increase in wages, overheads and superannuation expense	\$49,345	\$61,462		\$12,117
101102	Boyup Brook Transfer Station Costs – Increase in contractor expenses for landfill run, waste management software and recycling collection	\$72,950	\$139,450		\$66,500
106101	Cemetery Operations – Decrease in wages and overheads	\$35,700	\$23,695	(\$12,005)	
Recreation and Culture					
113110	Townsite Gardens – Decrease in wages, overheads and plant costs; increase in contract labour hire	\$105,900	\$147,043		\$41,143
113112	Reserves and Parks Operations – Increase in wages and overheads, increase in pest control expenses	\$57,853	\$91,913		\$34,060

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
113125	Support for Others – Increase in wages and overheads	\$52,950	\$83,660		\$30,710
Transport					
121001	Regional Road Group Grants – Increase in project grant funding	(\$785,000)	(\$923,000)	(\$138,000)	
121007	Special Bridge Funding – Increase in bridge funding	(\$256,700)	(\$376,370)	(\$119,670)	
122103	Road Maintenance and Repairs – Increase in plant costs	\$482,402	\$499,649		\$17,247
122107	Maintenance Grading – Decrease in wages	\$214,500	\$184,500	(\$30,000)	
122105	Repairs and Maintenance Bridges – Increase in contract bridge maintenance and insurance premiums	\$589,034	\$665,361		\$76,327
122109	Verge Pruning – Decrease in wages, overheads and plant costs, increase in contractor expenses	\$122,700	\$107,160	(\$15,540)	
122123	Emergency Services Road Repairs – Decrease in wages, overheads and plant costs	\$35,000	\$17,400	(\$17,600)	
122124	Storm Damage Expenses – Increase in wages, overheads and plant costs	\$0	\$19,300		\$19,300
122127	Consulting Engineer Expenses – Decrease in contract engineering expenses	\$58,000	\$40,000	(\$18,000)	
122150	Admin Allocation – Road Maintenance – Increase in admin allocations	\$457,428	\$482,659		\$25,231
126003	Airstrip Non-Operating Grants – Increase in grant funding for airstrip	\$0	(\$26,662)	(\$26,662)	
Economic Services					
132107	Flaxmill Complex General Operations – Increase in electricity and gas expenses, decrease in water consumption	\$52,501	\$66,390		\$13,889

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
Other Property and Services					
143100	Supervision Expenses – Decrease in salaries	\$366,863	\$340,947	(\$25,916)	
143104	Insurance on Works – Increase in Workers Compensation insurance	\$45,217	\$61,254		\$16,037
143105	Superannuation of Workmen – Decrease in superannuation	\$204,059	\$175,000	(\$29,059)	
143109	Training and Meeting Expenses – Increase in training expenses	\$51,850	\$67,641		\$15,791
143180	Less PWOH Allocated to projects – Decrease in overheads allocated to projects	(\$1,101,895)	(\$1,081,505)		\$20,390
144100	Repair Wages – Decrease in mechanic wages	\$126,825	\$23,947	(\$102,878)	
144200	Mechanic Shared Expenses – Increase in mechanic shared expenses	\$0	\$70,572		\$70,572
144180	Less POC Allocated to Projects – Decrease in plant costs allocated to projects	(\$955,612)	(\$930,702)		\$24,910
145100	Gross Salaries and Wages – Decrease in salaries and wages paid	\$4,335,474	\$3,927,120	(\$408,354)	
145130	Less Salaries and Wages Allocated – Decrease in salaries and wages allocated	(\$4,335,474)	(\$3,927,120)		\$408,354
145101	Workers Compensation Expenses – Decrease in compensation expenses	\$84,500	\$43,500	(\$41,000)	
143001	Workers Compensation Reimbursements – Decrease in reimbursements	(\$84,500)	(\$43,500)		\$41,000
146101	Audit Fees – Increase in audit fees	\$55,000	\$67,000		\$12,000
146105	Administration Staff Employee Costs – Increase in wages and insurance, reallocation of	\$975,306	\$1,200,060		\$224,754

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	superannuation from GL 146124				
146106	Consultants – increase in contractor expenses for LTFFP, risk management plans and development plans	\$132,750	\$170,250		\$37,500
146110	IT System Operation and Maintenance – Increase in computer software support fees	\$230,954	\$264,527		\$33,573
146124	Admin Superannuation – Superannuation reallocated to GL 146105	\$135,963	\$0	(\$135,963)	
146128	Administration OSH – Increase in wages	\$9,800	\$20,013		\$10,213
146150	Less Administration Costs allocated – Increase in admin costs allocated to other programs	(\$1,856,448)	(\$2,038,997)	(\$182,549)	
149001	Rylington Park operational Expenses – Decrease in electricity expenses, Shire rates and rubbish charges.	\$179,470	\$160,262	(\$19,208)	
149005	Rylington Stock Program Expenses – Increase in crutching expenses, contract shearing, freight, fuel and oil expenses	\$121,993	\$133,783		\$11,790
149006	Rylington Crop Program Expenses – Increase in contract spraying, building repairs, plant repairs and chemical expenses	\$202,170	\$247,556		\$45,386
149105	Rylington Stock Program Income – Increase in sheep sales income	(\$343,900)	(\$368,189)	(\$24,289)	
Capital Expenditure					
300101	Transfer to Reserves – Increase in transfer to Building Reserve, Leave Reserve and Waste Reserve	\$578,885	\$1,054,852		\$475,967
300102	Transfer from Reserves – Decrease	(\$994,000)	(\$482,000)		\$512,000

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	in transfer from Building Reserve and Commercial Reserve, Increase in transfer from Rylington Park Working Capital Reserve				
000000	(Surplus)/Deficit Carried Forward – Increase in surplus due to year-end adjustments	(\$2,668,000)	(\$3,017,674)	(\$349,674)	
111111	Realisation of Assets Sold Written back – increase in book value of assets written back	(\$298,500)	(\$513,070)	(\$214,570)	
041401	Members Furniture & Equipment - Increase for TV screens and audio recording equipment	\$0	\$18,450		\$18,450
074603	Surgery Server Upgrade – Increase to replace out of warranty server and security enclosure	\$0	\$20,000		\$20,000
146601	ICT Upgrades and Renewals – Decrease in new Server expenses	\$45,000	\$15,000	(\$30,000)	
053401	Evacuation Centre Building Construction – Decrease in construction cost	\$4,915,586	\$4,392,296	(\$523,290)	
074401	5 Rogers Avenue House – Increase for upgrades to residence	\$0	\$65,000		\$65,000
091400	1 Rogers Avenue House – Replace flooring and air conditioners to residence	\$0	\$50,000		\$50,000
123610	Heavy Plant Purchases – Decrease in purchase price for roller, utilities and skid steer loader	\$575,000	\$472,092	(\$102,908)	
121403/ RTR009	Six Mile Road – Decrease in wages, overheads and plant costs, increase in contractor expense	\$359,375	\$328,100	(\$31,275)	
121403/ RTR020	Walshaws Road – New project	\$0	\$238,129		\$238,129

ACCOUNT/ JOB	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
121403/ RTR037	Craigie Road – Project Deferred	\$313,750	\$0	(\$313,750)	
121403/ RTR039	Asplins Road – New project	\$0	\$107,704		\$107,704
121404/ RRG148	Boyup Brook- Cranbrook Road – Increase in project costs, partially offset by increase in RRG funding for project	\$389,522	\$472,500		\$82,978
121404/ RRG210	Boyup Brook – Arthur River Road – Increase in project costs, partially offset by increase in RRG funding for project	\$439,880	\$454,500		\$14,620
121404/ RRG004	Winnejup Road – Increase in project costs, partially offset by increase in RRG funding for project	\$375,080	\$457,500		\$82,420
121410	Winter Grading – Increase in contractor expense for roller hire	\$506,919	\$549,536		\$42,617
051900	Emergency Water Tanks – Increase in contractor expense for emergency fire water tanks	\$0	\$13,182		\$13,182
132900	Tourist Information Bay – Increase in contractor expense to resurface information bay	\$0	\$50,000		\$50,000
	Other minor variations below the \$10,000 threshold			(\$237,257)	\$246,087
TOTAL				(\$3,931,271)	\$3,931,271
Net Adjustment to 2025/26 Budget				(0)	

Estimated closing funds in 2024-25 Adopted Budget	\$0
Plus, net savings as detailed in table above	(\$0)
Net Estimated Closing Funds	(\$0)

Based on current revenue and expenditure trends, and projections as at 31 December 2025, it is estimated that a balanced budget can be achieved as at 30 June 2026.

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 6.2*
- *Local Government (Financial Management) Regulations 1996, Regulation 33A.*

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
High	It is a legislative requirement to undertake a budget review at the end of December, with a submission to the department required by the end of March. Not adhering to the legislative requirement would be deemed a breach of the act.

Consultation

Internal – Senior Executives

Resource Implications

Financial

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

1. an overall increase in operating revenue of \$180,230;
2. an overall increase in operating expenditure of \$130,029;
3. an overall decrease in capital expenditure on assets of \$219,945;
4. an overall increase in non-operating grants & subsidies of \$284,332;
5. an overall increase in Proceeds on Sale of Assets of \$214,570;
6. an overall increase in Transfers to Reserve of \$475,967;
7. an overall decrease in Transfers from Reserve of \$512,000;
8. an increase in the Opening Surplus of \$349,674; and
9. a decrease in amount raised from general rates of \$130,755

Workforce

Nil

End

10.4 Corporate Services

10.4.1 Boyup Brook Caravan Park monthly report for February 2026	
File Ref:	A2007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Officer Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Receive the monthly report for the Boyup Brook Caravan Park for February 2026.</p> <p style="text-align: right;">..... For: Against:</p>

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 February 2026.

A total of 782 nights were booked during the February 2026 reporting period, generating gross income of \$20,370.

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

- Revenue: For February 2026, the Shire's share of revenue totalled \$14,870.10, representing a 1.45% increase compared with February 2025.
- Occupancy: During February 2026, a total of 782 nights were booked, representing a 4% increase compared with the same period last year.
- While total nights booked increased by 32 nights, the modest increase in revenue compared with the same period last year reflects a shift in booking mix. This includes a 151% increase in Self-Contained RV sites (a lower nightly fee) and 100% decrease in the Self-Contained RV plus Amenities sites booked (slightly higher nightly fees).
- February typically sees an influx of campers visiting Boyup Brook for the Country Music Festival. This year, 218 nights were booked during the festival period, representing a 14% decrease compared with the same period last year.
- It is encouraging to see a continued steady increase in individual travellers and families choosing to stay at the Flax Mill Caravan Park, attracted by the peaceful setting along the Blackwood River.
- Of the total bookings, 69% were non CMCA members and 31% were CMCA members, which reflects the expected change in the booking mix during the Country Music Festival period.
- CMCA maintains a voluntary receipt collection box where patrons are invited to place receipts for money spent within the local community. During February, the extrapolated monthly survey totalled \$50,544, demonstrating a positive contribution to the local economy.
- Demand for longer term accommodation remains consistent, with a notable increase in requests for extended or permanent residency.
- Current long-term residents utilise the caravan park to support industries such as shearing and health services, while some residents

are residing at the park due to the continued lack of affordable housing within the region.

- There has also been an increase in patrons seeking long term accommodation of two to three months associated with infrastructure and project works, e.g. road works, Water Corporation projects, and a recent enquiry from a mineral resource exploration company seeking accommodation for several staff for approximately three months.
- With the increase in long term residents, concerns were previously raised that the Caravan Park may be unintentionally attracting patrons seeking permanent residency.
- The Department of Local Government Industry Regulation and Safety (LGIRS) are currently undertaking a statutory review of the *Residential Parks (Long-stay Tenants) Act 2006*. The review will assess the operation and effectiveness of the Act across the three key stages of tenancy:
 - prior to living in a park
 - living in a park
 - leaving a park.

The review will determine whether changes to the Act, the Residential Parks (Long-stay Tenants) Regulations 2007 (Regulations), or guidance material published by LGIRS would improve their operation or effectiveness.

- CMCA management and the Park Custodian, in conjunction with the Shire, will continue to monitor long-term stays at the CMCA Flax Mill Caravan Park until the statutory review is completed and further guidance becomes available. Following this, appropriate guidelines will be established to ensure arrangements are compliant, balanced, and continue to support visitors requiring short-term accommodation without adversely impacting tourism. As the Shire holds the licence for the Caravan Park, all legislative requirements must be complied with.
- The current approach is to limit stays to two months, with any extension to the stay to be considered on a case-by-case basis. The review is carried out and approval provided by CMCA and the Shire, with a priority for critical workers and patrons with employment or project works within the Shire.
- In March, a caravan club with twenty-four vans will be staying at the caravan park for approximately four days. This is positive outcome for tourism in Boyup Brook, demonstrating the parks' ability to attract organised caravan groups to the region.
- The Shire Infrastructure team have engaged with the Waterwise Council Program to undertake a water efficiency audit at the Boyup Brook Caravan Park. The Waterwise Council Program, delivered jointly with the Department of Water and Environmental Regulation and Water Corporation, supports local governments to improve water efficiency and adopt waterwise practices in their operations and communities. The water efficiency audit is outlined below:

As part of the program, a licensed plumber will inspect the property to determine whether any plumbing fittings and fixtures require repair, retrofit, or replacement to improve water efficiency. The Water Corporation will fund the cost of these services.

The Plumber will:

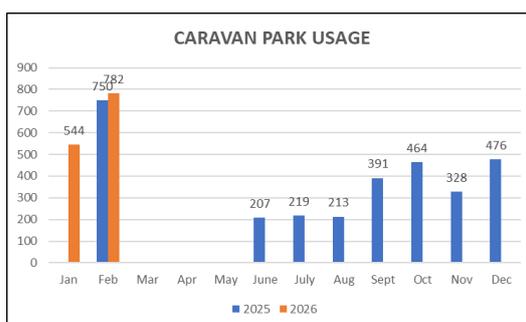
- undertake a site inspection
- recommend works required to upgrade inefficient Fixtures
- obtain approval from Water Corporation and property owner to undertake any works.

Water Corporation and the appointed contractor will the services required to ensure plumbing infrastructure is operating efficiently.

Plumbing Service works may include:

- Site audit to identify opportunities for water efficiency, including minor repairs to leaking taps and toilets
- Retrofit standard taps with more robust external taps less likely to leak or be left running for caravan parks or similar sites where required
- Retrofit of appropriate WELS star rated taps (higher rated taps for hand basins compared with sinks) in kitchens and bathrooms
- Retrofit ‘WELS 4 star rated’ water efficient showerheads to deliver 7.5 litres per minute, replacing inefficient showerheads (fixed and flexible showerheads only)
- Retrofit ‘WELS 4 star rated’ aerators to sink/basins taps where suitable and required for greater efficiency to deliver 6 litres of water per minute (not available for flick-mix tap sets)
- Retrofit of ‘WELS 4 star rated’ toilets (4.5 litres per full flush and 3 litres per half flush) to replace single flush toilets or old high volume dual flush toilets.

A plumbing contractor has recently completed the water audit at the Caravan Park and identified water efficiency upgrades totalling \$25,060, which will be fully funded by Water Corporation. This represents a very positive outcome for the Shire and will support improved water efficiency at the facility.



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

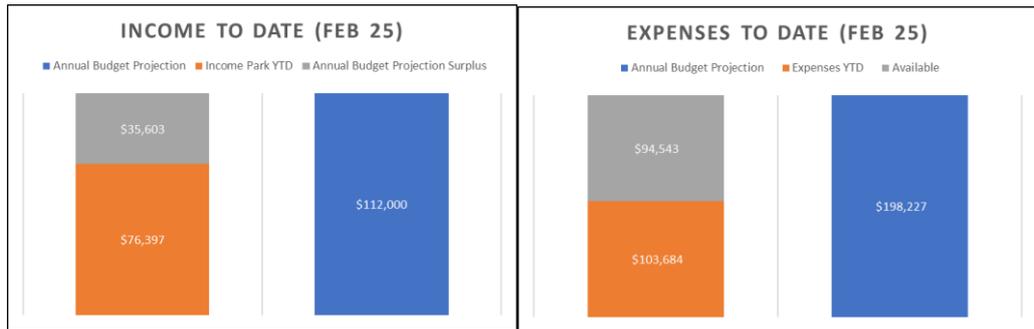
	natural disasters could reduce income for local businesses and affect the Shire’s tourism objectives. Diversification and long-term planning are essential to manage this risk.
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Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

10.5 Chief Executive Officer

10.5.1 Boyup Brook Medical Services monthly activity report for February 2026	
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

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Receive the monthly activity report for the Boyup Brook Medical Services for February 2026.</p> <p style="text-align: right;">..... For: Against:</p>
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Summary

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services. Key highlights for February include Dr Devadason continuing to manage a demanding workload with high patient bookings and hospital attendances for inpatients and ED presentations. Practice nurse Nicola continues to provide exceptional support, seeing patients and easing the doctor’s workload. Outdoor signage for the Australian Government’s Bulk Billing Practice Incentive Program (BBPIP) remains installed on an external window of the Practice. The recruitment for a second GP continues. Additionally, a new psychologist has commenced leasing a consulting room every Thursday, bringing the total number of psychologists utilising the facility to three. The casual Telehealth General Practitioner has ceased to operate in this capacity for our clinic.

Background

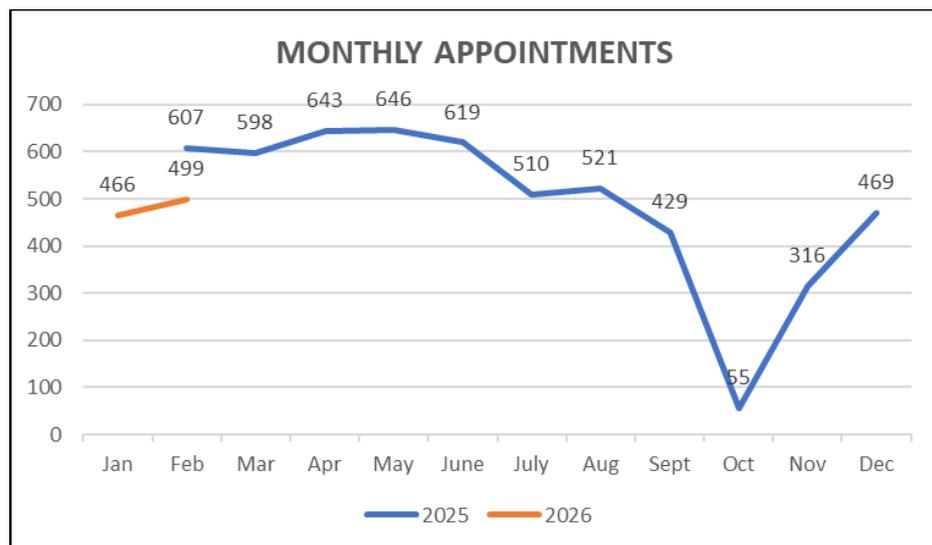
Boyup Brook Medical Services is an AGPAL-accredited practice operating under the RACGP Standards. It provides general practice and nursing

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 sixteen 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

In February 2026, the practice recorded a total of 499 patient consultations. These figures include all appointments invoiced for the Medical Centre, clinic appointments, phone consults and hospital consults.



NOTE: This graph represents the total number of patients invoiced per month. Patients include hospital inpatients, ED patients and all patients seen at the 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 and the first BBPIP incentive payment has been received. Signage confirming bulk-billing status has been installed, and a community advertising campaign is continuing.

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 healthcare. 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. Full bulk billing further supports 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.

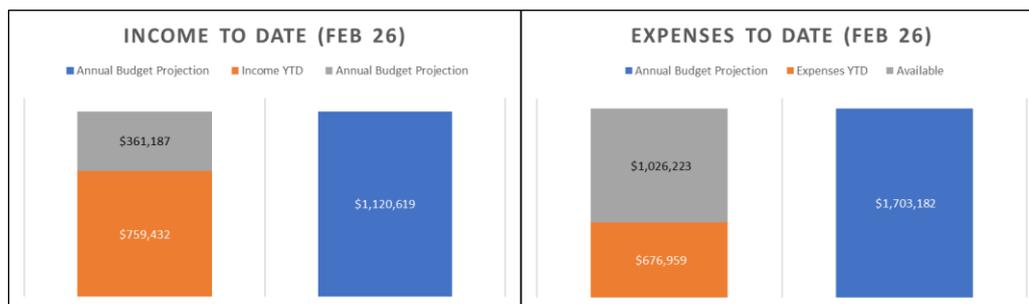
Risk Level	Comment
Moderate	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

The Medical Centre currently employs:

- One (1) General Practitioner with one vacancy.
- Two (2) part-time Receptionists (one vacancy).
- One (1) part-time Nurse 3 days per week.
- One (1) Practice Manager.

End

10.5.2 Rylington Park monthly activity report for February 2026	
File Ref:	Committee/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 26/03/...

That Council:

- 1. Receive the monthly activity report for the Rylington Park Farm for February 2026.**

.....
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's branches from fences Jordon is doing a good job on all fencing.
- Cleaned all water troughs trough blocks.
- Greased FEL Hay Buggy.
- John Deere F.E.L in Afgri for repairs.
- Fumigated with Phos toxin silos with old seasons grain.

Crop Management

Nil

Livestock Sales

Nil

Feed on Hand

- Barley 180 tonnes.
- Lupins 0 tonnes.
- Barley straw 125 Bales.
- Hay 390 bales.

Grain Sales

Nil

Feeding program

- Hay to all sheep.
- All Lambs 1.2 Kilos barley.
- 1kg barley per week per head ewes.

Livestock Handling and Management

- Lick mineral blocks to all mobs.
- Move weaner mobs as required to maximize paddock feed.
- Treated sheep for fly strike.

Livestock Inventory 20/5/25

- White Suffolk Rams: 16 Deaths 0.
 - Merino rams: 34 Deaths 0.
 - Merino Ewes: 2116 Deaths 3 fly strike.
 - Merino Wethers 28.
 - Merino lamb's ewe lambs 607 Deaths 3.
-

- Merino wether lambs 507 Deaths 2.
- XB lambs 112.
- **TOTAL:** 3410

Wool Sales

- 42 bales Gross Average per kilo \$1321.

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.

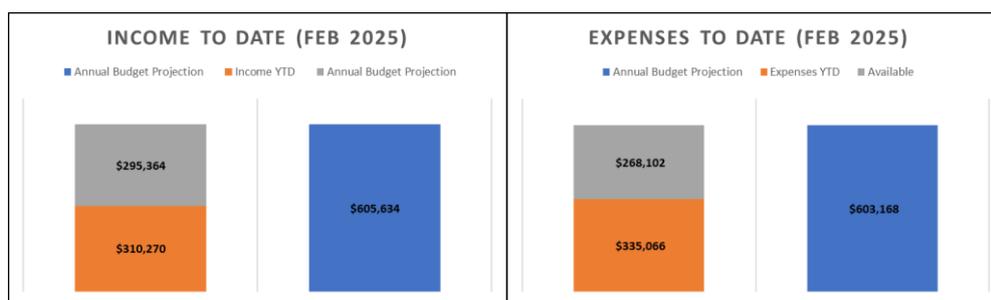
Risk Level	Comment
Moderate	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact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

Consultation

Nil

Resource Implications

Financial



Workforce

- Working Farm Manager
- Farmhand

End

10.5.3 Annual attendance at Sandakan Malaysia	
File Ref:	Events/Sandakan Memorial Service-Malaysia
Previous Items:	<i>Item 9.4.7 Council Decision CM 25/06/131, Item 6.2.1 Council Decision CM 25/074/133</i>
Applicant:	Nil
Author and Title:	Magdalena Le Grange, Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.5.3A Memorandum of Understanding

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Nominates Councillor (and partner) to attend the annual Sandakan Day Memorial Service to be held on Saturday, 15 August 2026 in Sandakan, Malaysia.**
- 2. Requests Councillor to submit a detailed report (post event) to the Council.**
- 3. Requests the Chief Executive Officer to extend an invitation to the Sandakan Municipal Council to send a representative to attend the annual Sandakan Memorial held in Boyup Brook on Tuesday, 8 September 2026.**

Absolute Majority Required

For:

Against:

Summary

Council is requested to nominate a Council representative and partner to attend the Sandakan Day Memorial Service in Sandakan, Malaysia in 2026, in accordance with Council’s previous resolution to support attendance every second year.

Background

The Shire of Boyup Brook recognises the significant historical and cultural importance of the annual Sandakan Memorial Service held in Sandakan, Sabah, Malaysia. Since the execution of the Memorandum of Friendship between the Shire of Boyup Brook and the Sandakan Municipal Council in October 2007, it has been the Shire’s established practice to support this

important commemorative relationship through representation at the annual service.

At the Special Council Meeting held on 14 July 2025, Council resolved that, commencing from 2026, the Shire would send a Council representative and partner to the Sandakan Memorial Service in Sandakan every second year, being the year between local government elections. Council also resolved that, in alternating years, the equivalent budget allocation would be redirected towards refurbishment and upgrade works to the Sandakan Memorial in Boyup Brook, or transferred to a reserve should no such works be required.

At the Ordinary Council Meeting held on 26 June 2025, consideration of attendance at the 2025 Sandakan Memorial Service was deferred to enable consultation with the Sandakan Memorial Committee prior to further Council consideration.

“Moved: Cr. O’Connell

Seconded: Cr. King

Council Decision CM 25/07/133

That Council:

- 1. Send a Council Representative and partner to attend the Sandakan Memorial Service in Sandakan Sabah, Malaysia every second year (in the year between local government elections).*
- 2. Commit to budget \$8,000 annually and use the funds on the year not travelling to the Sandakan Memorial Service in Sandakan Sabah, Malaysia to refurbish/upgrade the Boyup Brook Sandakan Memorial.*
- 3. Request the Chief Executive Officer to create a reserve for the refurbishment/upgrade of the Boyup Brook Sandakan Memorial if no refurbishment/upgrade is required for the particular year.*
- 4. Request the Chief Executive Officer to advise the Chairman / Chief Executive Officer of the Sandakan Municipality of (1.), (2.) and (3.) above.*

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Report Detail

The Sandakan Day Memorial Service is held annually on 15 August in Sandakan, Sabah, Malaysia.

The Memorandum of Friendship established between the Shire of Boyup Brook and the Sandakan Municipal Council in October 2007 provides a framework for cooperation between the two local governments, including cultural exchange, shared recognition of World War II history, and promotion of community, tourism and heritage links. A copy of the Memorandum is attached as Attachment 10.5.3A.

Council has historically supported attendance at the Sandakan Memorial Service as an important expression of Boyup Brook’s ongoing commitment to preserving the legacy of the Sandakan story and maintaining its longstanding relationship with Sandakan Municipal Council. In July 2025, Council resolved that, from 2026 onwards, attendance in Sandakan would occur every second year, with the alternate year funding to be redirected towards maintaining and improving the Boyup Brook Sandakan Memorial.

Attendance by a councillor and partner is consistent with the protocol and customary nature of the event, and reflects the reciprocal hospitality traditionally extended by both communities. The Shire also customarily invites representatives of Sandakan Municipal Council and associated dignitaries to attend the annual Sandakan Memorial Service held in Boyup Brook.

The purpose of this report is to enable Council to determine the elected member representative for 2026 and continue implementation of its previous resolution.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Encourage the preservation of our culture, heritage, and history.
	Objective	Partner with stakeholders to promote Boyup Brook, preserving our history for future generations and sharing the rich heritage of the Shire.

Other Strategic Links

Nil

Statutory Environment

This matter is presented for Council determination in accordance with Council's governance and decision-making role under the *Local Government Act 1995*. Any expenditure associated with attendance is subject to inclusion in the adopted 2026/2027 Annual Budget.

Sustainability and Risk Consideration

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

While the direct economic impact on the Shire and region is limited, continued participation in the Sandakan commemorative relationship supports Boyup Brook's heritage profile and contributes to the broader cultural identity of the district.

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

Continued participation in the Sandakan Memorial Service reinforces Boyup Brook's commitment to remembrance, heritage preservation and international friendship. It also demonstrates ongoing respect for the historical significance of the Sandakan story to the local community and descendants connected to that legacy.

Policy Implications

Policy C12 – Sandakan Municipality Friendship.

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	Failure to continue representation in accordance with Council's established position and the spirit of the Memorandum of Friendship may create reputational and relationship risks with the Sandakan Municipal Council and sections of the Boyup Brook community. There is also a governance risk if Council's adopted biennial attendance model is not applied consistently, and a financial risk if attendance is approved without sufficient budget provision.

Consultation

Nil

Resource Implications

Financial

Any costs associated with attendance at the Sandakan Memorial Service in 2026 are to be met from funds allocated in the adopted 2026/2027 Annual Budget, subject to sufficient provision being included.

Workforce

Nil

End

10.5.4 Non-Potable Strategic Community Water Supply Plan (DWER)	
File Ref:	Emergency Management Services/LEMC/Local
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.4A Non-Potable Strategic Community Water Supply Plan (DWER)

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

1. Endorse the Shire of Boyup Brook Non-Potable Strategic Community Water Supply Plan prepared by the Department of Water and Environmental Regulation.

.....
For:
Against:

Summary

Council is requested to endorse the Shire of Boyup Brook Non-Potable Strategic Community Water Supply Plan prepared by the Department of Water and Environmental Regulation, which identifies strategic non-potable water sources to support emergency stock watering and firefighting needs across the district.

Background

The Department of Water and Environmental Regulation has prepared a Non-Potable Strategic Community Water Supply Plan for the Shire of Boyup Brook to assist with planning and coordination of emergency non-potable water supplies for agricultural and firefighting purposes. The Plan has been developed in consultation with relevant Shire officers and local emergency stakeholders and is presented to Council for formal endorsement.

Report Detail

The Non-Potable Strategic Community Water Supply Plan identifies a network of strategic water supply points across the Shire of Boyup Brook available for emergency stock watering and firefighting purposes. The Plan includes site-specific information such as location, access arrangements, infrastructure details, supply capacity and emergency contact information.

A total of twelve strategic community water supply sites are identified within the district, including assets such as the Shire Depot Dam, Dinninup Fast-Fill Emergency Water Station and Flax Mill Tanks. The Plan provides a coordinated framework to improve awareness, accessibility and management of these non-potable water sources during periods of emergency, including bushfire response and declared water deficiency events.

Formal endorsement of the Plan will support the Shire's emergency preparedness arrangements and assist in demonstrating that the local government has an established framework in place for strategic non-potable water supply planning.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Effective Emergency Management and Disaster Preparedness
	Outcome	Encourages community awareness of emergency procedures and contacts regarding non-potable water supplies within the shire.

Other Strategic Links

Local Emergency Management Arrangements (LEMA)

Statutory Environment

- *Local Government Act 1995.*
- *Emergency Management Act 2005.*
- State Planning Policy 2.9 (SPP 2.9) Water.

Sustainability and Risk Considerations

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

The availability of identified non-potable water sources supports agricultural resilience and emergency response capability across the district. By planning for non-potable water access in advance, the Shire may reduce reliance on more costly emergency responses and improve its capacity to respond efficiently during bushfire or water deficiency events.

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

The identification and communication of strategic non-potable water supplies contributes to community preparedness and supports public confidence in the Shire’s emergency management arrangements, particularly in a rural environment where access to water is critical during emergencies.

Policy Implications

There are no direct Shire policy implications arising from endorsement of the Plan. However, the Plan supports broader State processes relating to water deficiency planning and may assist the Shire in responding to future Water Deficiency Declaration processes administered by the Department of Water and Environmental Regulation.

Risk Management Implications

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

Risk Level	Comment
Moderate	Key risks include public misunderstanding regarding the non-potable nature of the water, potential health and liability exposure if water is used for inappropriate purposes, and operational risks if access arrangements or infrastructure are not maintained during an emergency. These risks can be mitigated through appropriate signage, maintenance of infrastructure, accurate emergency contact details and compliance with relevant Department of Health guidance for non-potable water supplies.

Consultation

DWER has developed the report through consultation with the Shire of Boyup Brook Emergency Management department and local Bushfire Brigade leaders.

Resource Implications

Financial

There are no significant immediate financial implications arising from endorsement of the Plan; however, minor future costs may arise in relation to signage, maintenance, access improvements and ongoing management of identified water supply points.

Workforce

Implementation and ongoing review of the Plan will be managed within existing staff resources.

End

10.5.5 Consideration of the Shire of Boyup Brook Workforce Plan 2026 - 2030	
File Ref:	Governance/Integrated Reporting/Workforce Plan
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.5A Workforce Plan 2026-2030

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Adopt the Shire of Boyup Brook Workforce Plan 2026 – 2030 as attached to this report.**
- 2. Note that the Workforce Plan forms part of the Shire’s Integrated Planning and Reporting Framework in accordance with section 5.56 of the *Local Government Act 1995*.**
- 3. Note that the Workforce Plan will be reviewed annually in conjunction with the Corporate Business Plan and Annual Budget process.**

.....
For:
Against:

Summary

The purpose of this report is to present the Shire of Boyup Brook Workforce Plan 2026–2030 to Council for adoption.

The Workforce Plan forms part of the Shire’s Integrated Planning and Reporting (IPR) Framework and has been prepared in accordance with section 5.56 of the *Local Government Act 1995*. The document provides a structured and risk-based assessment of the Shire’s workforce capacity and sustainability over the period 2026–2030.

The Plan identifies the current workforce profile, key workforce risks and strategic priorities required to maintain organisational capability in a regional operating environment. It also outlines mitigation strategies to

address recruitment, retention and governance capacity challenges experienced by small rural local governments.

Adoption of the Workforce Plan will ensure the Shire maintains a structured framework for workforce sustainability and aligns workforce planning with the Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan.

Background

Workforce planning is a mandatory component of the Western Australian local government Integrated Planning and Reporting Framework. The Workforce Plan identifies the human resource capacity required to deliver services to the community and ensure organisational sustainability.

The Shire of Boyup Brook Workforce Plan 2026–2030 has been prepared to support strategic planning across the organisation and to ensure workforce capability aligns with financial sustainability and infrastructure planning.

The Plan has been developed in conjunction with the preparation of the Draft Corporate Business Plan and Draft Long Term Financial Plan and provides a structured assessment of workforce sustainability risks within the Shire's operating environment.

Report Detail

The Shire currently employs 63 staff, with an operational workforce capacity equivalent to approximately 33.64 full-time equivalent (FTE) when calculated using actual contracted working hours. Workforce resources are distributed across the service areas of Executive and Governance, Corporate and Financial Services, Works and Infrastructure, Planning and Regulatory Services, and Community and Commercial Operations. Works and Infrastructure represent the largest workforce component due to the labour-intensive nature of infrastructure management and road maintenance responsibilities. The average employee age is approximately 45 years, indicating a mid-career workforce demographic.

The Workforce Plan identifies several strategic risks that may affect workforce sustainability within the Shire's operating environment. One of the most significant risks is recruitment and retention volatility, with the Shire's staff turnover rate of 43.9 per cent, as reported in the WALGA 2024–2025 workforce survey, being materially higher than the Western Australian local government sector average. The relatively small operational workforce also creates exposure to single-point-of-failure

roles, where specialised functions may rely on individual staff members, increasing operational risk during periods of vacancy or extended leave. Regional housing constraints further compound recruitment challenges, as limited accommodation availability can restrict the Shire's ability to attract skilled employees from outside the district. In addition, increased governance and compliance obligations arising from legislative reform and enhanced transparency expectations have expanded administrative workloads across the sector. These risks have been assessed using the Shire's standard risk management framework and are supported by mitigation strategies including succession planning, cross-skilling and ongoing workforce monitoring.

The Workforce Plan establishes several strategic priorities for the period 2026–2030. These priorities focus on maintaining organisational stability and avoiding unnecessary structural expansion, implementing succession planning for critical roles, supporting recruitment and retention initiatives, providing workforce flexibility and professional development opportunities, and ensuring workforce expenditure remains aligned with the Shire's Long Term Financial Plan. Recruitment and retention initiatives include flexible working arrangements and the availability of staff accommodation through the revised Rylington Park operational model. The Shire has also introduced a compressed four-day work week arrangement for eligible employees, maintaining the standard 76-hour fortnight while improving employment competitiveness within the regional labour market and supporting workforce stability.

Future workforce demand has been considered through scenario-based planning rather than fixed staffing projections. Under a stable growth scenario, the existing workforce structure would be maintained with a focus on retention and capability development. Under a moderate growth scenario, targeted increases in specialist capacity may be required in response to increased development activity or service demand. Infrastructure expansion may require temporary project-based resourcing to support major capital works projects, while a constrained revenue scenario would require workforce cost management through vacancy control, cross-skilling and service prioritisation. Any future workforce changes will be assessed in alignment with the Shire's Long Term Financial Plan to ensure financial sustainability.

Implementation of the Workforce Plan will be monitored through a range of measurable indicators including workforce turnover rates, vacancy duration, employee age profile, leave liabilities, contractor expenditure and workforce cost ratios. The Plan will be reviewed annually in conjunction with the Corporate Business Plan and the Annual Budget process to ensure it remains aligned with the Shire's strategic and financial planning frameworks.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other Strategic Links

Nil

Statutory Environment

The Workforce Plan has been prepared in accordance with:

- *Local Government Act 1995*
 - Section 5.56 – Local government planning for the future
- *Local Government (Administration) Regulations 1996*
 - Regulation 19C – Strategic community plans and corporate business plans.

The Plan forms part of the Shire's Integrated Planning and Reporting Framework.

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
Moderate	Failure to undertake structured workforce planning may expose the Shire to a range of organisational risks, including potential service disruption arising from recruitment challenges, loss of organisational knowledge through staff turnover, increased governance and compliance risk, and pressures on workforce cost sustainability.

Consultation

The Workforce Plan is an internal organisational planning document and does not require formal community consultation.

Resource Implications

Financial

There are no direct financial implications arising from adoption of the Workforce Plan.

However, the Plan provides an important framework to ensure workforce expenditure remains aligned with the Shire's Long Term Financial Plan and operating revenue capacity.

Future workforce changes identified through the planning process will be subject to Council consideration through the annual budget process.

Workforce

Nil

End

10.5.6 Consideration of the Shire of Boyup Brook Governance Manual	
File Ref:	Governance/Governance Manual
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.6A Governance Manual

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Adopts the Governance Manual as attached to this report.**
- 2. Authorises the Chief Executive Officer to make minor administrative or formatting amendments that do not alter the substantive governance framework.**
- 3. Notes that the Governance Manual will be reviewed biennially or earlier if legislative amendments require.**

.....
For:
Against:

Summary

This report presents the revised Governance Manual for consideration and adoption by Council. The Manual consolidates the Shire’s governance framework into a single structured document aligned with current legislative requirements, including recent governance reforms relating to audit, risk, improvement, conduct and compliance obligations. Adoption of the Governance Manual will formalise Council’s governance framework and provide a clear and accessible reference document outlining roles, responsibilities, oversight structures and compliance systems.

Background

Historically, the Shire has operated in accordance with the legislative framework established under the *Local Government Act 1995* and associated regulations, supported by adopted policies, delegations and procedural documents. While these instruments remain in place, they have not previously been consolidated into a single governance manual.

Recent amendments to the Act and supporting regulations have strengthened requirements in relation to the Audit, Risk and Improvement Committee, Model Codes of Conduct, CEO performance review processes, risk management systems and compliance monitoring obligations. In response to these reforms and in the interest of strengthening governance clarity and transparency, Administration has prepared a consolidated Governance Manual incorporating these elements into a structured and proportionate framework.

Report Detail

The purpose of the Governance Manual is to document the framework through which Council governs the affairs of the Shire and through which the Chief Executive Officer manages the organisation. The Manual defines the respective roles of Council, Committees and the CEO, clarifies decision making authority and oversight mechanisms, and formalises the Shire's Integrated Planning and Reporting framework.

The document outlines the legislative environment within which the Shire operates and confirms alignment with the Act and associated regulations. It describes the governance structure, including the role of the Audit, Risk and Improvement Committee in providing independent oversight and advisory assurance to Council in relation to financial reporting, internal audit, risk management, compliance monitoring and continuous improvement.

The Manual further consolidates the Shire's planning framework, including the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Framework and Workforce Plan. It clarifies the relationship between strategic direction, resource allocation, operational delivery and annual reporting.

In addition, the Governance Manual strengthens language relating to risk appetite, control effectiveness monitoring, delegation review processes and compliance reporting to the Audit, Risk and Improvement Committee. It incorporates references to the Model Codes of Conduct applicable to Council Members and employees and confirms the Shire's commitment to lawful, transparent and accountable governance.

The document has been drafted to remain proportionate to the size and operational capacity of the organisation, avoiding unnecessary administrative burden while ensuring alignment with contemporary governance expectations.

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

This matter relates to Council's governance responsibilities under the:

- *Local Government Act 1995*, the
- *Local Government (Administration) Regulations 1996*, the
- *Local Government (Financial Management) Regulations 1996* and the
- *Local Government (Audit) Regulations 1996*.

While the legislation does not expressly require a consolidated governance manual, adoption of such a document supports compliance with statutory governance obligations and strengthens oversight clarity.

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
Moderate	Adoption of the Governance Manual reduces governance and compliance risk by clearly defining roles and responsibilities, formalising oversight structures, strengthening audit and risk monitoring processes and documenting governance controls. Failure to adopt a consolidated framework may increase compliance risk, reputational exposure and audit observation risk.

Consultation

Internal consultation has been undertaken with relevant officers in preparing the document. As the Governance Manual is an internal governance framework document, external consultation is not required.

Resource Implications

Financial

There are no direct financial implications arising from adoption of the Governance Manual. Implementation will be managed within existing operational resources.

Workforce

Nil

End

10.5.7 Complaints Procedure - Elected Members	
File Ref:	Policies and Procedures
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.7A Complaints Procedure – Elected Members

Moved: **Seconded:**

Officer Recommendation CM 26/03/...

That Council:

- 1. Adopt the Complaints Procedure – Elected Members as attached; and**
- 2. Authorise the Chief Executive Officer to implement the procedure and maintain the associated complaints register in accordance with legislative requirements.**

.....
For:
Against:

Summary

The purpose of this report is to present to Council a proposed Complaints Procedure – Elected Members for adoption.

The procedure establishes a structured framework for the receipt, assessment and management of complaints relating to the conduct of Elected Members in accordance with relevant legislative requirements and governance guidance applicable to Western Australian local governments.

Adoption of the procedure will ensure the Shire maintains clear governance processes for managing complaints while ensuring compliance with the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021*, and the *Local Government (Rules of Conduct) Regulations 2007*.

The procedure also aligns with governance expectations of the Department of Local Government, Industry Regulation and Safety (DLGSC) and supports the Shire’s broader Governance Framework.

The proposed procedure is attached for Council's consideration.

Background

Local governments are required to have mechanisms in place to manage complaints relating to the conduct of Elected Members.

Complaints may arise in relation to alleged breaches of behaviour standards, rules of conduct, or statutory obligations prescribed under Western Australian local government legislation.

The Shire currently manages complaints through legislative processes; however, the adoption of a formal procedure provides greater clarity regarding:

- complaint pathways
- legislative responsibilities
- assessment processes
- roles and responsibilities
- documentation and record keeping requirements.

The proposed procedure establishes a clear governance framework outlining how complaints will be received, assessed and managed by the Shire.

The procedure also incorporates a complaint form and establishes a complaints' register to ensure appropriate records are maintained.

Report Detail

The Complaints Procedure – Elected Members provides a structured process for managing complaints relating to the conduct of Council Members and Committee Members appointed by Council.

The procedure outlines the legislative framework governing complaints and identifies three distinct complaint categories:

Behaviour Complaints:

Behaviour complaints relate to alleged breaches of behavioural standards contained within the Model Code of Conduct and are generally managed internally by the local government.

Examples may include inappropriate communications, disrespectful behaviour, or conduct affecting the reputation of the local government.

Minor Breach Complaints:

Minor breach complaints relate to alleged breaches of the Rules of Conduct Regulations and must be referred to the Local Government Standards Panel for determination.

These complaints may include matters such as misuse of local government resources, interference in administration, or failure to comply with meeting conduct rules.

Serious Breach Complaints:

Serious breach complaints relate to offences under the *Local Government Act 1995* and must be lodged directly with the Department of Local Government, Industry Regulation and Safety (DLGSC), which may refer the matter to the State Administrative Tribunal (SAT) for determination.

The procedure also identifies the role of the Chief Executive Officer as the designated Complaints Officer, responsible for receiving complaints, determining jurisdiction and referring matters to the appropriate authority where required.

The procedure further establishes:

- guiding governance principles including natural justice, confidentiality and procedural fairness
- requirements for written complaints and supporting evidence
- a complaints register to maintain records of complaints received
- confidentiality obligations under the Local Government Act
- review provisions to ensure the procedure remains aligned with legislative requirements.

The adoption of the procedure will ensure the Shire maintains a clear and transparent complaints framework consistent with contemporary governance expectations.

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*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Public Interest Disclosure Act 2003.*

Sustainability and Risk Considerations

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

The adoption of robust governance procedures supports organisational integrity and effective decision-making, contributing to long-term economic stability and confidence in the Shire’s administration.

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

Transparent and accountable governance processes enhance community trust in local government and support community confidence in Council leadership and decision-making.

Policy Implications

The procedure supports the Shire’s governance framework and complements the following documents:

- Code of Conduct – Council Members, Committee Members and Candidates
- Standing Orders Local Law
- Governance Manual
- Public Interest Disclosure Policy
- Council Complaints Management Policy.

Risk Management Implications

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

Risk Level	Comment
Moderate	Failure to review elected member sitting fees regularly may result discouraging community members from running.

Consultation

The procedure has been developed having regard to guidance issued by the Department of Local Government, Industry Regulation and Safety and governance practices adopted by other Western Australian local governments.

Resource Implications**Financial**

There are no direct financial implications arising from the adoption of the procedure.

Administrative costs associated with managing complaints are accommodated within existing governance and administrative resources.

Workforce

Nil

End

10.5.8 WALGA Sector Consultation – Electoral Reform Discussion Paper	
File Ref:	Government Department Liaison/WALGA
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.8A Draft Council consultation submission 10.5.8B Info Page Sector Consultation 10.5.8C Draft Discussion Paper Electoral Reform

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Notes the WALGA Electoral Reform Discussion Paper regarding potential changes to Local Government electoral arrangements.**
- 2. Endorses the concerns outlined in this report regarding the potential impacts of full spill elections, including:**
 - **loss of Council knowledge**
 - **loss of Councillor experience**
 - **reduced mentoring opportunities for new Councillors**
 - **increased governance risk**
 - **potential disruption to strategic planning and Council continuity.**
- 3. Authorises the Chief Executive Officer to submit Council’s feedback to WALGA as part of the sector consultation process.**

.....
For:
Against:

Summary

WALGA has requested Local Governments provide Council endorsed feedback regarding potential Local Government electoral reforms currently being considered by the State Government.

The reforms under consideration include:

- the introduction of full spill elections every four years, replacing the current Western Australian model of half-Council elections every two years; and
- the potential introduction of compulsory voting for Local Government elections.

This report outlines several governance, organisational and financial concerns associated with the proposed reforms, particularly the introduction of full spill elections.

While the proposal may seek to address issues such as voter fatigue and election costs, the proposed changes have the potential to create significant governance and operational risks for local governments, particularly smaller rural councils.

Key concerns include:

- loss of institutional knowledge
- loss of experienced councillors
- reduced opportunities for mentoring newly elected members
- disruption to governance continuity and strategic planning
- difficulty recruiting sufficient candidates for election
- the risk of not receiving enough nominations to form a Council
- the potential for significant financial imposts associated with additional elections or extraordinary elections

Council is therefore requested to consider the issues outlined in this report and endorse feedback to WALGA as part of the sector consultation process.

Background

The Western Australian Local Government sector currently operates under a biennial election model, whereby Councillors serve four-year terms and half of Council positions are contested every two years.

This staggered election model provides continuity within Council by ensuring that experienced elected members remain in office following each election cycle.

WALGA is undertaking sector consultation following comments by the Minister for Local Government regarding potential electoral reforms including:

- transitioning to four-year full spill elections; and
- introducing compulsory voting for Local Government elections.

Local Governments have been requested to provide Council endorsed feedback to inform WALGA's advocacy position.

Report Detail

The current staggered election system provides continuity within Council by ensuring that experienced elected members remain in office following each election cycle.

This approach allows Councillors to retain knowledge of:

- historical decisions and policy development
- strategic planning initiatives
- major infrastructure projects
- financial planning commitments
- community expectations and priorities.

Full spill elections create the possibility that a considerable proportion of councillors could be replaced at a single election.

Data referenced in the WALGA discussion paper indicates that councils operating under full spill election systems typically retain between 47% and 57% of councillors following elections, meaning that half of council membership may change at each election.

In rare circumstances, councils have experienced complete turnover of membership, resulting in a total loss of institutional knowledge.

For smaller rural councils, this loss of experience could significantly impact effective governance.

The staggered election model assists in maintaining a balance of experienced and newly elected councillors.

Where full spill elections occur, there is a greater risk that multiple experienced councillors may leave office simultaneously.

This could result in:

- reduced governance capability immediately following elections
- increased reliance on administrative advice
- limited understanding of legislative responsibilities
- reduced familiarity with the Shire's strategic planning and financial frameworks.

For smaller councils with limited administrative resources, the presence of experienced councillors plays a critical role in supporting effective governance.

The current electoral model enables experienced councillors to mentor newly elected members.

Mentoring assists new councillors to develop an understanding of:

- the Local Government Act and governance responsibilities
- meeting procedures and decision-making processes
- financial management and strategic planning
- appropriate roles and boundaries between Council and administration.

Where full spill elections result in a largely new Council, opportunities for mentoring may be significantly reduced.

This may increase the time required for councillors to develop the experience and knowledge required to effectively fulfil their governance responsibilities.

Local governments operate under integrated planning frameworks which include:

- Strategic Community Plans
- Corporate Business Plans
- Long Term Financial Plans
- Asset Management Plans.

These frameworks rely on continuity of governance and consistent strategic direction.

Full spill elections increase the likelihood of significant changes in council composition which may result in:

- changes to strategic priorities
 - delays in progressing long-term initiatives
 - disruption to major infrastructure planning
 - reconsideration of previously adopted strategic directions.
-

Maintaining stability within council governance structures is important for the effective delivery of long-term community outcomes.

Regional local governments often experience difficulty attracting sufficient nominations for Council positions.

The staggered election model assists by distributing vacancies across election cycles, allowing communities to recruit candidates over time.

Under a full spill election model, all Council positions would be contested simultaneously.

For smaller rural communities with limited population bases, recruiting sufficient candidates to contest all vacancies at once may prove difficult.

A further concern associated with full spill elections is the possibility that sufficient nominations may not be received to fill all Council positions.

For example, the Shire of Boyup Brook Council consists of seven councillors. Under a full spill election model, at least seven nominations would be required to fill Council positions.

Given the candidate recruitment challenges experienced in many rural local governments, there is a very real possibility that the required number of nominations may not be achieved.

If fewer than seven nominations were received, the Council may be unable to fill all positions through the ordinary election process.

This situation could require additional electoral processes or statutory interventions to fill the vacant positions.

Such circumstances may result in governance instability and uncertainty for the community.

The introduction of full spill elections may also create the potential for significant financial implications, particularly where additional elections are required.

Local Government election costs have increased significantly in recent election cycles.

If insufficient nominations were received to fill Council positions, the *Local Government Act 1995* may require additional election processes to be undertaken.

This could result in:

- the need to conduct extraordinary elections
- additional election administration costs
- increased administrative workload
- diversion of limited organisational resources.

For smaller rural local governments operating within constrained revenue bases, the cost of additional elections could represent a significant and unplanned financial burden.

The current staggered election model reduces this risk by distributing vacancies across election cycles and allowing communities time to recruit potential candidates.

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 elections in Western Australia are conducted in accordance with the *Local Government Act 1995* and associated regulations.

Under the current legislative framework:

- Councillors serve four-year terms; and
- elections are conducted every two years with half of Council positions contested at each election.

Implementation of full spill elections or compulsory voting would require amendments to the *Local Government Act 1995* and associated electoral legislation.

Sustainability and Risk Considerations

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

The proposed introduction of full spill elections may create potential financial risks for smaller rural local governments. If insufficient nominations are received to fill all Council positions at a single election, additional election processes or extraordinary elections may be required, which could impose significant and unplanned financial costs on the organisation. For smaller councils with limited revenue bases, these additional costs could divert resources away from service delivery, infrastructure maintenance, and community development initiatives, potentially impacting the broader economic sustainability of the Shire and region.

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

Stable and experienced local government leadership plays a key role in maintaining effective governance, service delivery, and community representation. The potential loss of experienced councillors through full spill elections may reduce governance continuity and institutional knowledge, particularly within smaller rural communities where the pool of potential candidates is limited. Maintaining a balanced mix of experienced and newly elected councillors supports effective decision making, community engagement and long term planning, all of which contribute to the overall wellbeing and quality of life for residents and landowners within the Shire.

Policy Implications

There are no direct policy implications arising from this report.

However, the proposed electoral reforms may influence governance practices across the Local Government sector.

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
Extreme	Council notes the WALGA Electoral Reform Discussion Paper regarding potential reforms to Local Government electoral arrangements and endorses the concerns outlined in this report in relation to the possible introduction of full spill elections. Council recognises the potential risks

	<p>associated with the loss of institutional knowledge, loss of councillor experience, reduced mentoring opportunities for newly elected members, governance instability, and the disruption of long-term strategic planning. Council also notes the challenges that smaller rural local governments may face in recruiting sufficient candidates to contest all Council positions simultaneously, including the very real risk that an insufficient number of nominations may be received to form a Council. Furthermore, Council acknowledges the potential for significant financial imposts associated with additional election processes that may arise where vacancies cannot be filled through the ordinary election process. Council therefore authorises the Chief Executive Officer to submit Council's endorsed feedback to WALGA as part of the sector consultation process.</p>
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Consultation

The WALGA Electoral Reform Discussion Paper has been circulated to all Western Australian Local Governments seeking Council endorsed feedback to inform WALGA's advocacy position on potential electoral reforms proposed by the State Government. As part of this process, the Shire of Boyup Brook has reviewed the discussion paper and considered the potential implications for rural local governments. This report has been prepared to enable Council to formally consider the matter and provide feedback to WALGA as part of the sector-wide consultation process. No direct community consultation has been undertaken at this stage, as the purpose of the report is to provide Council's governance perspective to inform WALGA's submission to the State Government.

Resource Implications

Financial

The financial implications of the proposed reforms remain uncertain.

While a four-year election cycle may reduce the frequency of elections, the cost of each election may increase due to the larger number of vacancies being contested.

There is also the potential for additional financial costs associated with extraordinary elections or supplementary election processes if sufficient nominations are not received.

For smaller rural local governments, these costs may represent a disproportionate financial burden.

Workforce

Nil

End

10.5.9 Payment of Superannuation Benefits to Elected Members	
File Ref:	Finance/Budget 2026/2027
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	Nil

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

1. Resolves to pay elected members in line with the Superannuation Guarantee (Administration) Act 1992 as permitted by Sections 5.99B – 5.99E of the *Local Government Act 1995* provide for superannuation contributions to be paid to elected members, effective from 1 July 2026.

Absolute Majority Required.....

For:

Against:

Summary

The Local Government Amendment Act 1995 authorises local governments to determine whether to provide superannuation contributions to elected members, effective from 1 February 2025.

This decision requires an absolute majority vote, with contributions set at an additional 12% of annual fees which if approved will be incorporated into the Shire’s financial budget.

While compulsory for band 1 and 2 local governments from 19 October 2025, it remains optional for band 3 and 4 local governments. Individual elected members may choose to opt out but cannot independently request superannuation contributions unless the council formally resolves to provide them.

This report is presented to Council to reconsider the matter in light of the legislative changes introduced by the *Local Government Amendment Act 2024*.

Background

The *Local Government Amendment Act 2024* introduced provisions enabling local governments to provide superannuation contributions for elected members. These provisions commenced on 1 February 2025.

At the Ordinary Council Meeting held on 1 May 2025, Council considered the matter and resolved not to provide superannuation contributions to elected members.

At the Ordinary Council Meeting of 1 May 2025, Council resolved as follows, not to pay Elected Members superannuation.

“Moved: Cr. Alexander

Seconded: Cr. Wright

Council Decision CM 25/05/069

That Council:

- 1. Resolves to pay elected members in line with the Superannuation Guarantee (Administration) Act 1992 as permitted by Section 54, 62 and 63 of the Local Government Amendment Act 2024, effective from 1 July 2025.*

LOST 2/5

For: Cr Alexander, Cr Wright

Against: Cr Walker, Cr O’Connell, Cr Inglis, Cr King, Cr Caldwell”

Report Detail

Sections 5.99B – 5.99E of the *Local Government Act 1995* permits local governments to contribute superannuation payments to nominated funds for elected members, aligned with the *Superannuation Guarantee (Administration) Act 1992*.

Key Provisions:

- From 1 February 2025, all local governments had the option to introduce superannuation contributions through an absolute majority resolution.
- From 19 October 2025, superannuation contributions become mandatory for band 1 and 2 local governments but remain optional for band 3 and 4 local governments.

- Contributions are in addition to elected members' fees and allowances and are exempt from Salaries and Allowances Tribunal thresholds. These contributions are subject only to limits set by the Commonwealth *Superannuation Guarantee (Administration) Act 1992*.

Under the *Superannuation Guarantee (Administration) Act 1992*, elected members are treated similarly to employees for superannuation contribution purposes. Contributions must align with Superannuation Guarantee Ruling SGR 2009/2.

Superannuation Contributions

Contributions must be paid at the same time as elected member fees and allowances and must be remitted to a nominated complying superannuation fund.

Based on the current elected member fee structure, the estimated annual cost to the Shire of providing superannuation contributions at the Superannuation Guarantee rate is approximately \$9,973 per annum. This cost would be incorporated into future annual budgets.

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, Sections 5.99B – 5.99E.*
- *Superannuation Guarantee (Administration) Act 1992.*
- *Superannuation Guarantee Ruling SGR 2009/2.*
- *Local Government (Administration) Regulations 1996, Regulations 32B and 34AE(2).*

Sustainability and Risk Considerations

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

The payment of superannuation contributions to elected members would result in an ongoing financial commitment for the Shire, requiring an increase in budget allocation.

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
Moderate	The approval of paying superannuation would require additional budget amounts to be included in the annual budget.

Consultation

Nil

Resource Implications

Financial

The cost of superannuation contributions must be met from each local government’s existing budget.

Workforce

Nil

End

10.5.10 Shire of Boyup Brook Business Continuity Plan	
File Ref:	Governance/Integrated Reporting/Corporate Business Plan
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.10A Business Continuity Plan

Moved: **Seconded:**

Officer Recommendation CM 26/03/...

That Council:

- 1. Endorse the Shire of Boyup Brook Business Continuity Plan as attached to this report**
- 2. Note that the Business Continuity Plan will be reviewed annually and updated as required to ensure continued organisational resilience and service continuity.**

.....
For:
Against:

Summary

The purpose of this report is to present the Shire of Boyup Brook Business Continuity Plan (BCP) to Council for endorsement.

The Business Continuity Plan establishes a structured framework to ensure the continuation or rapid restoration of critical local government services in the event of operational disruptions such as natural disasters, infrastructure failures, workforce disruptions or information technology incidents.

The Plan forms part of the Shire’s governance and risk management framework and supports the delivery of essential services to the community during emergencies or unexpected operational interruptions.

Endorsement of the Business Continuity Plan will formalise the Shire’s preparedness to manage operational disruptions and strengthen organisational resilience consistent with good governance practice for Western Australian local governments.

Background

Local governments are responsible for maintaining essential community services including infrastructure management, regulatory services, emergency management coordination and governance functions.

Operational disruptions such as bushfire events, severe weather, infrastructure failures, cyber incidents or workforce shortages have the potential to significantly affect service delivery, particularly in smaller rural local governments where workforce redundancy may be limited.

The preparation of a Business Continuity Plan ensures that the Shire has a structured framework in place to maintain or restore essential services in the event of such disruptions.

The Plan identifies critical services, establishes recovery priorities, defines decision-making authority during disruptions and outlines communication arrangements to support coordinated response and recovery.

The Business Continuity Plan aligns with the Shire's broader risk management and governance framework and supports the operational delivery of priorities identified in the Strategic Community Plan and Corporate Business Plan.

Report Detail

The Business Continuity Plan establishes a framework for maintaining critical services and restoring operational capacity during disruptions affecting the Shire's normal operations.

The Plan identifies the Shire's key operational service areas and determines acceptable recovery timeframes to ensure essential community services continue to be delivered.

Critical service areas identified within the Plan include emergency management coordination, waste management services, road infrastructure safety, IT and communication systems, financial systems including payroll, ranger and regulatory services and the operation of community facilities supporting emergency response.

The Plan also identifies key operational risks capable of disrupting service delivery including natural hazards such as bushfire, severe storms and extreme weather events, infrastructure failures including power or telecommunications outages, workforce disruption arising from staff unavailability, technology or cyber incidents and supply chain disruptions.

Activation of the Plan may occur when disruptions threaten the Shire’s ability to deliver critical services, when Shire facilities become unavailable or where information technology systems or communication networks are significantly impacted.

The Business Continuity Plan establishes a clear governance structure for responding to disruptions. The Chief Executive Officer acts as the Incident Controller with support from the Executive Management Team and relevant operational managers responsible for coordinating service-specific response and recovery actions.

Communication during disruptions will be coordinated through the Shire’s website, social media platforms and direct community notifications, ensuring timely information is provided regarding service disruptions, community safety advice and recovery activities.

Recovery activities following an incident will prioritise restoration of essential infrastructure services, governance and statutory functions, community services and operational programs identified in the Corporate Business Plan.

The Plan will be reviewed annually and tested through scenario exercises to ensure the Shire maintains an effective and responsive continuity framework.

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

While the *Local Government Act 1995* does not specifically mandate the endorsement of a Business Continuity Plan, maintaining effective risk management and operational resilience is considered a key governance responsibility of local governments.

The preparation of a Business Continuity Plan supports the principles of sound governance and risk management under the *Local Government Act 1995* and aligns with best practice guidance from the Department of Local Government, Sport and Cultural Industries.

The Plan also aligns with broader risk management principles consistent with ISO 31000 – Risk Management Guidelines.

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	Endorsement of the Business Continuity Plan reduces organisational risk by establishing clear procedures, responsibilities and decision-making pathways for managing operational disruptions. The Plan supports the protection of staff and community safety, ensures the continuity of critical services, strengthens organisational resilience and safeguards essential systems and infrastructure. It also provides a structured framework for the recovery of normal operations following disruptive events. Without a Business Continuity Plan in place, the Shire may be exposed to increased risks including service interruptions, governance failures and delays in restoring essential operations following emergency incidents.

Consultation

The Business Continuity Plan has been prepared internally by the Administration and aligns with the Shire’s existing governance and operational management framework.

Implementation of the Plan will involve coordination across all operational departments.

Resource Implications

Financial

There are no immediate financial implications associated with endorsement of the Business Continuity Plan.

Implementation of the Plan will occur within existing operational resources.

Future operational improvements identified through testing or review of the Plan may be considered through the Shire's Corporate Business Plan and Long-Term Financial Plan processes.

Workforce

Nil

End

10.5.11 Consideration of the Shire of Boyup Brook Risk Appetite Statement	
File Ref:	Governance/Risk Appetite
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.11A Draft Risk Appetite Statement

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Adopts the Risk Appetite Statement as attached to this report.**
- 2. Notes that the Risk Appetite Statement will be reviewed biennially or earlier if organisational or legislative circumstances require amendment.**

.....
For:
Against:

Summary

This report presents a Risk Appetite Statement for consideration and adoption by Council. The Statement defines the level of risk the Shire of Boyup Brook is willing to accept in pursuing its strategic objectives and delivering services to the community.

The document establishes a structured framework for risk-based decision making and supports Council’s governance responsibilities, financial management and strategic planning processes. Adoption of the Risk Appetite Statement will provide guidance to Council, the Chief Executive Officer and Administration when evaluating opportunities, allocating resources and managing uncertainty.

Background

Local governments operate within an environment that involves varying levels of financial, operational, regulatory and environmental risk. While risk cannot be eliminated entirely, effective governance requires that the organisation clearly defines the level of risk it is prepared to accept to achieve its strategic objectives.

The development of a formal Risk Appetite Statement is recognised as a key element of contemporary governance practice and supports the operation of the Shire's broader risk management framework. It assists in ensuring that risk considerations are consistently applied when assessing strategic initiatives, capital projects, service delivery decisions and financial commitments.

The Risk Appetite Statement has been prepared to reflect the Shire's scale as a Band 4 rural local government, its financial capacity, infrastructure responsibilities, workforce constraints and community expectations.

Report Detail

The Risk Appetite Statement provides a structured articulation of the Shire's tolerance for risk across a range of operational and strategic areas. The document establishes four levels of risk appetite being Low, Moderate, High and Extreme and applies these categories across key organisational risk areas including governance and compliance, financial sustainability, community safety, infrastructure management, workforce capability, strategic development, reputation and environmental exposure.

The Statement recognises that the Shire maintains a low appetite for risks relating to legislative compliance, financial sustainability and reputational damage, while maintaining an extreme intolerance for risks that may threaten public safety. Conversely, a moderate to higher level of risk tolerance is acknowledged in areas such as workforce challenges and strategic development initiatives where managed risk may support innovation, grant funded opportunities and community benefit.

The Statement will guide decision making processes by providing a reference point when evaluating proposals, capital projects and operational changes. Where a proposed action exceeds the defined appetite level, the matter will be clearly identified within Council reports and supported by appropriate mitigation strategies.

The Risk Appetite Statement will also inform the Shire's internal risk registers, audit focus areas and reporting to the Audit, Risk and Improvement Committee, strengthening oversight and alignment between governance and operational management.

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

Council has a responsibility to ensure that the affairs of the local government are conducted in accordance with the:

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996.*

While the Act does not specifically require a formal Risk Appetite Statement, adoption of such a document supports effective governance, risk management and oversight by the Audit, Risk and Improvement Committee.

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	Adoption of the Risk Appetite Statement strengthens the Shire's risk management framework by clearly defining acceptable levels of exposure across key organisational

	<p>activities. The Statement will assist Council and Administration in identifying when proposed decisions fall outside acceptable thresholds and require additional oversight, mitigation or reconsideration.</p> <p>Without a clearly defined risk appetite, decision making may be inconsistent and expose the organisation to avoidable financial, operational or reputational risk.</p>
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Consultation

The Risk Appetite Statement has been prepared internally as part of the Shire’s governance framework development. As the document relates to internal governance and risk management processes, external consultation is not considered necessary.

Resource Implications

Financial

There are no direct financial implications arising from adoption of the Risk Appetite Statement. Implementation will occur within existing governance and risk management processes.

Workforce

Nil

End

10.5.12 Warren Blackwood Regional Trails Strategy and Strategic Consideration of WBAC Membership	
File Ref:	Business Relations/Warren Blackwood Alliance
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.12A CONFIDENTIAL Regional Trails Strategy

Moved: **Seconded:**

Officer Recommendation CM 26/03/...

That Council:

- 1. Endorse the Shire of Boyup Brook’s participation in the preparation of the Warren Blackwood Regional Trails Strategy.**
- 2. Commit the inclusion of Shire’s financial contribution of \$3,639 toward the preparation of the Warren Blackwood Regional Trails Strategy in the 2026/2027 budget.**
- 3. Note the annual financial contribution of approximately \$33,200 toward membership of the Warren Blackwood Alliance of Councils is required to be approved by Council as part of the annual budget approval.**

.....
For:
Against:

Summary

The Warren Blackwood Alliance of Councils (WBAC) has commenced procurement for the preparation of a Regional Trails Strategy for the Warren Blackwood region, encompassing the Shires of Bridgetown–Greenbushes, Boyup Brook, Donnybrook–Balingup, Nannup and Manjimup.

The purpose of the strategy is to provide a coordinated planning framework for trail development, tourism opportunities and regional connectivity aligned with State Government trail planning frameworks.

The Shire of Boyup Brook's contribution toward the preparation of the strategy is \$3,639, representing a modest financial commitment compared to the cost of preparing a standalone trails strategy for the Shire.

While the Trails Strategy itself represents a relatively minor financial contribution, it occurs within the broader context of the Shire's membership of the Warren Blackwood Alliance of Councils, for which the Shire currently contributes approximately \$33,200 per annum.

Given the ongoing financial commitment associated with WBAC membership, Council may wish to periodically consider the strategic value and outcomes derived from this membership to ensure it continues to represent value for the community.

It is also important to note that should Council elect to withdraw from WBAC membership in the future, the Shire would remain a participant in the Regional Trails Strategy project until its completion, as the Shire is already a contributing stakeholder in that project.

This report therefore seeks Council endorsement for participation in the Regional Trails Strategy while providing contextual information regarding WBAC membership and its alignment with the Shire's strategic priorities and financial sustainability.

Background

The Warren Blackwood Alliance of Councils is a regional collaborative group consisting of five local governments within the Warren Blackwood region.

The Alliance was established to promote regional cooperation and advance initiatives relating to economic development, tourism, infrastructure and regional advocacy.

WBAC has identified the need to prepare a Regional Trails Strategy to replace the previous trails planning undertaken between 2009 and 2011. The updated strategy will align with the Western Australian Strategic Trails Blueprint 2022–2027 and the Trail Development Process (TDP) used by the State Government to guide trail planning and funding eligibility.

The strategy will involve:

- auditing existing trails across the region
- identifying opportunities for future trail development and connectivity
- aligning trail planning with tourism and economic development objectives
- identifying governance frameworks and funding pathways for potential implementation.

The project will be undertaken over an estimated 18-month timeframe, including audit work, stakeholder engagement, preparation of the strategy and final reporting.

Each WBAC member council has been requested to contribute toward the preparation of the strategy.

The Shire of Boyup Brook's contribution is \$3,639.

Report Detail

The proposed Regional Trails Strategy will establish a coordinated planning framework for trail development across the Warren Blackwood region.

While the Shire of Boyup Brook does not currently have an established trail network, and significant investment in trail infrastructure is unlikely in the short to medium term due to competing infrastructure priorities, participation in the regional strategy provides several potential strategic advantages.

Participation ensures the Shire is included within regional tourism and recreation planning frameworks and enables the identification of potential opportunities that may be considered in the future should funding opportunities arise.

In particular, inclusion within a recognised trails strategy is often a prerequisite for eligibility under various State and regional grant programs.

The strategy may also identify lower cost trail opportunities within Boyup Brook, such as heritage walking trails, nature interpretation walks or cycling routes utilising existing road reserves or natural corridors.

Importantly, participation in the strategy does not commit the Shire to the construction of trails, nor does it create any immediate financial obligation for infrastructure delivery.

The Shire's financial contribution of \$3,639 is modest and represents a cost-effective means of ensuring the Shire is included in a regional planning framework that would otherwise cost substantially more if prepared independently.

It should also be noted that the Shire's participation in the Trails Strategy project is independent of the ongoing WBAC membership arrangements. Should Council determine at some future point that continued WBAC membership is no longer appropriate, the Shire would remain a participating stakeholder in the Regional Trails Strategy project until its completion.

The Shire of Boyup Brook currently contributes approximately \$33,200 per annum toward membership of the Warren Blackwood Alliance of Councils.

WBAC membership provides a platform for regional collaboration, strategic planning and advocacy on matters affecting the broader Warren Blackwood region.

Through this collaboration, member councils have the opportunity to participate in regional initiatives and contribute to broader regional strategies aimed at supporting economic development, tourism and infrastructure planning.

However, as with all externally funded collaborative arrangements, it is prudent that Council periodically consider the strategic value and tangible outcomes associated with such membership to ensure the investment continues to align with the Shire's priorities and financial capacity.

In recent years, while WBAC has progressed a number of regional planning initiatives, the direct and measurable outcomes within the Shire of Boyup Brook have been limited.

This is not uncommon in regional alliances where the benefits of collaboration may be realised unevenly across participating local governments due to differing population bases, tourism assets and development opportunities.

Nonetheless, given the Shire's ongoing financial commitment to WBAC membership, it is appropriate that Council continue to monitor the effectiveness of the Alliance in delivering initiatives that provide tangible regional or local benefit.

Participation in the Regional Trails Strategy is one such initiative that provides strategic planning value at relatively low cost; however, the broader question of long term value derived from WBAC membership may

warrant periodic review as part of Council’s ongoing governance and financial oversight responsibilities.

Local governments frequently participate in regional alliances and collaborative organisations to advance shared objectives and strengthen regional advocacy.

From a governance perspective, it is considered good practice for Council to periodically review the effectiveness and value of such arrangements to ensure that:

- financial contributions remain justified
- participation aligns with the Shire’s strategic priorities
- tangible outcomes are being delivered for the community.

Such reviews form part of prudent financial and governance oversight rather than reflecting any predetermined position regarding continued membership.

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

There are no statutory requirements mandating participation in the Regional Trails Strategy or membership of the Warren Blackwood Alliance of Councils.

Both initiatives are discretionary and subject to Council decision.

Sustainability and Risk Consideration

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

Participation in the Regional Trails Strategy ensures that the Shire remains included in regional tourism planning and potential future funding

opportunities. However, the economic benefit to Boyup Brook is uncertain and may only be realised over the longer term

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

Future trail planning may identify opportunities to enhance recreational opportunities for residents and visitors.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	Failure to participate may result in the Shire being excluded from regional trail planning initiatives and associated tourism opportunities. At the same time, Council’s involvement highlights the importance of periodically reviewing the effectiveness of regional collaborative arrangements to ensure they continue to deliver value. Without such review, there is a risk the organisation may continue to commit financial resources to regional partnerships that do not produce commensurate outcomes for the Shire.

Consultation

Consultation has been undertaken with the member CEOs of the Warren Blackwood Alliance of Councils, who have confirmed that the Shire would remain a participant in the Trails Strategy project until its completion regardless of any future decision regarding WBAC membership.

Resource Implications

Financial

The Shire’s contribution toward preparation of the Regional Trails Strategy is \$3,639, should the request be supported the contribution will be included in the 2026/2027 budget.

Separately, the Shire contributes approximately \$33,200 per annum toward membership of the Warren Blackwood Alliance of Councils.

Participation in the Trails Strategy does not create any commitment to future capital expenditure.

Workforce

Nil

End

10.5.13 Transition of Medical Centre Software to Best Practice Premier	
File Ref:	IT/Medical Centre
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 26/03/...

That Council:

- Approve the transfer of \$17,000 from the IT Reserve GL1300102000 to Medical Centre Computer Expenses GL1074110320 to facilitate the migration of the Boyup Brook Medical Centre from Genie Solutions (Magentus Software Solutions) to Best Practice Premier, including implementation, licensing and data migration costs.**

Account	Description	Increase	Decrease
1300102000	IT Reserve		\$17,000
1074110320	Medical Centre – Computer Expenses	\$17,000	

.....
For:
Against:

Summary

Council is requested to approve the transfer of \$17,000 from the IT Reserve to Medical Centre Computer Expenses to facilitate the migration of the Boyup Brook Medical Centre from Genie Solutions to Best Practice Premier, with the addition of Cubiko for reporting, compliance and PRODA-integrated workflows. A formal review undertaken by our consultants, HealthVue, has identified financial, compliance, reporting and operational risks associated with remaining on the Genie platform. The review concluded that transitioning to the proposed system would reduce annual subscription costs for the core medical software program, improve reporting capability, strengthen MyMedicare and PRODA-related compliance, enhance revenue optimisation and improve GP recruitment competitiveness. This proposal represents a strategic investment in the long-term sustainability of rural healthcare delivery within the Shire.

Background

The Shire of Boyup Brook Medical Centre currently operates using Genie Solutions, a system primarily designed for specialist medical practices rather than General Practice environments. The Centre operates as a General Practice and must align with Commonwealth primary care reforms, particularly MyMedicare and PRODA-integrated systems, which require structured patient enrolment recording, accurate Medicare Benefit Scheme (MBS) tracking and advanced reporting capability. In late 2025, the Shire engaged consultants HealthVue to deliver a Revenue Boost Program, incorporating a review of the Medical Centre's business model, the development of structured workflows and identification of revenue optimisation opportunities, and the provision of training and support to staff. HealthVue has recommended migration to Best Practice Software (BP Premier), supplemented by Cubiko, identifying increasing financial, compliance and operational risks if Council retains the current system.

Report Detail

The proposal before Council is to migrate the Medical Centre from Genie Solutions to Best Practice Premier, with implementation support from HealthVue and data conversion services provided by Haycom. The proposed platform is more closely aligned with the operational needs of a rural General Practice and is intended to improve compliance capability, reporting efficiency, billing integrity and longer-term workforce sustainability.

From an ongoing operational perspective, the current Genie Solutions subscription costs approximately \$5,000 per annum. The proposed Best Practice Premier and Cubiko configuration is estimated at \$5,837 per annum, representing an annual additional cost of approximately \$837. Over a five-year period, the current Genie platform is projected to cost \$25,000, whereas the proposed Best Practice and Cubiko model is projected to cost \$29,185, resulting in additional costs of \$ 4,185. While there is additional financial costs associated with the change, we will be capable of having 2 full-time doctors licences available to use the programme. The additional capability offered by Best Practice and Cubiko provides significantly greater value through improved compliance, reporting and revenue optimisation. Support costs remain broadly equivalent across both systems.

The comparative software costs are summarised below:

Cost Comparison	Current System – Genie Solutions	Proposed System – Best Practice Premier + Cubiko	Difference
Annual software cost	\$5,000	\$4,561	\$439 saving
Five-year software cost	\$25,000	\$22,805	\$2,195 saving

The review also identified that Best Practice uses a scalable pricing model linked to GP full-time equivalent staffing levels, allowing software costs to align more directly with service demand and workforce capacity. This is preferable to Genie’s fixed pricing structure and provides improved cost flexibility over time.

In addition to the ongoing subscription costs, the migration will require one-off implementation expenditure comprising data conversion, software licensing and implementation support. These costs are summarised below:

One-Off Implementation Cost	Amount
Data conversion (Haycom)	\$4,180
Best Practice licensing	\$1,561
HealthVue implementation support	\$8,250
Total one-off implementation cost	\$13,991

This implementation cost includes onsite training, system configuration, workflow optimisation and post go-live support. The Haycom data conversion includes a test conversion and data validation process before final conversion is completed. Once the Genie subscription expires and the applicable grace period concludes, the software will revert to inactive read-only mode without ongoing licence fees for historical reporting access.

A key driver for the proposed transition is alignment with MyMedicare and PRODA reform requirements. The review found that Genie does not support structured MyMedicare registration fields, has limited integration with PRODA-linked workflows and increases the risk of missed incentives and compliance exposure. By contrast, Best Practice and Cubiko offer structured MyMedicare recording, real-time dashboards aligned with PRODA and Medicare claiming data, and proactive identification of billing gaps, care plans and incentive eligibility. This materially strengthens funding protection and audit readiness.

The review also identified significant differences in clinical functionality and MBS alignment. Genie does not prioritise timely updates to GP-

relevant MBS item numbers and requires manual intervention for compliant billing, including in care plan functions linked to outdated item numbers. Best Practice is regularly updated to support General Practice billing requirements, while Cubiko further enhances this by identifying missed billing opportunities and incorrect item usage. This reduces compliance risk and improves revenue capture.

From an operational perspective, Genie’s reporting functionality was found to be limited due to its specialist focus. Reports cannot be easily generated internally, staff frequently rely on vendor support, significant time is lost waiting for assistance and some required reports cannot be produced effectively. This affects accreditation compliance, MyMedicare reporting, financial tracking and clinical audits. Best Practice combined with Cubiko provides real-time, user-driven reporting, reduces reliance on vendor-generated reports and enables immediate access to compliance and financial data, thereby reducing administrative burden and risk.

The proposal also supports improved digital integration and futureproofing. Best Practice integrates with GP-focused platforms including Cubiko, MyGPMP Tool and MBS Pro. Cubiko enhances PRODA-linked workflow visibility, Medicare claiming insights, practice performance benchmarking and automated identification of care gaps. Remaining on Genie presents increasing technological and integration limitations.

The review further concluded that the proposed transition would support GP recruitment and workforce sustainability. More than 62% of Australian General Practices use Best Practice. Genie requires additional training, slower onboarding and is less attractive to prospective candidates, whereas Best Practice is a familiar system offering improved clinical and financial visibility. In a rural setting, this is a relevant factor in improving recruitment and retention outcomes.

Alternative software options were considered but not recommended. Medical Director was excluded because it operates as two separate systems for clinical and financial functions, creating inefficiencies for a rural GP model. Gentu was also excluded because it remains specialist-focused and offers reduced GP functionality compared with Genie, making it unsuitable for General Practice use.

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.
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Other Strategic Links

Nil

Statutory Environment

In addition, as the Medical Centre operates within a regulated health service environment, the software platform utilised by the Shire must support sound administrative controls, accurate billing practices, appropriate reporting capability and operational systems that assist compliance with Commonwealth primary care settings and associated funding arrangements. While the decision before Council is a budgeting and reserve transfer matter under the *Local Government Act 1995*, it also has broader implications for the governance and sustainability of the Shire’s medical service operations.

Sustainability and Risk Consideration

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

The proposed migration is expected to improve revenue capture through Cubiko insights, reduce compliance risk, improve incentive capture and reduce audit exposure. The long-term financial risk lies in remaining on a system that is increasingly misaligned with funding reform and General Practice operating requirements. A more sustainable and compliant Medical Centre supports continuity of local health services and contributes positively to the broader economic resilience of the Shire and region.

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

The proposal supports improved continuity of care, enhanced chronic disease management and improved GP attraction and retention. In a rural community, the stability of the Medical Centre is a significant social outcome, as continued access to reliable and well-managed health services directly supports community wellbeing and liveability.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	There is an implementation risk associated with transitioning from one software platform to another, including data migration, staff familiarisation and workflow adjustment. These risks are mitigated through structured implementation support, onsite training, test conversion processes and vendor-assisted migration. By contrast, the strategic risk of inaction is considered greater, as continued reliance on an unsuitable platform may expose the Shire to increasing compliance, reporting, operational and financial risks within the Medical Centre.

Consultation

Consultation has occurred with Medical Centre clinical staff, administration staff, IT support providers and HealthVue as the implementation partner. This consultation has informed the recommendation and supports the view that a transition to a more appropriate General Practice platform is required to maintain efficient operations and contemporary compliance capability.

Resource Implications

Financial

The current ICT Reserve holds sufficient funds to enable the proposed transfer to proceed without placing any additional pressure on the adopted budget.

Workforce

The proposed implementation includes one week of structured onsite training and does not require any additional full-time equivalent positions. Over the longer term, the change is expected to improve staff workflow efficiency, reduce administrative burden, support easier GP onboarding and provide a workforce advantage by aligning the Medical Centre with the software platform most commonly used in Australian General Practice.

End

10.5.14 Boyup Brook Policy Manual Review 2026	
File Ref:	Policies & Procedures/Policies
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	10.5.14A – Amended Policy Manual

Moved: Seconded:

Officer Recommendation CM 26/03/...

That Council:

- 1. Receives the report on the Policy Manual Review – March 2026.**
- 2. Notes the amendments made to improve legislative accuracy, governance clarity and policy consistency.**
- 3. Adopts the updated Shire of Boyup Brook Policy Manual incorporating the March 2026 amendments**

.....
For:
Against:

Summary

The purpose of this report is to present to Council the updated Policy Manual incorporating tracked changes undertaken as part of the Shire’s ongoing governance and legislative compliance review.

The amendments contained within the document are primarily minor legislative reference corrections, clarifications of policy intent, and updates to ensure consistency with the Local Government Act 1995 and associated Regulations.

The amendments do not change the overall policy direction or intent of the policies but improve legislative accuracy, governance clarity and alignment with contemporary local government best practice.

Council is requested to consider the amendments and endorse the updated Policy Manual (March 2026 Review Version).

Background

The Shire of Boyup Brook maintains a comprehensive Policy Manual which forms a core component of the organisation's governance framework.

Council policies provide direction to:

- Elected Members
- Administration
- the community and external stakeholders.

Policies also support consistent decision making and ensure the Shire operates in accordance with legislative requirements and good governance principles.

The Policy Manual was last adopted by Council in March 2025. As part of the Shire's ongoing governance review program, Administration undertook a review of the document to ensure legislative references remain accurate and policies remain consistent with current local government governance practice.

The review has resulted in a number of amendments which are shown within the attached document using tracked changes.

Report Detail

The review identified several areas where updates were required. These updates fall broadly within four categories:

- Legislative reference updates
- Governance clarification and policy strengthening
- Administrative improvements
- Document control and amendment record updates.

A summary of the amendments is outlined below.

Legislative Reference Updates

Several policies have been updated to ensure correct references to the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

These include:

- Policy M1 – Elected Members Access to Information
 - Inclusion of Section 5.93 of the Local Government Act 1995 relating to improper use of information.
- Policy M2 – Elected Members and Chief Executive Officer Public Statements
 - Inclusion of Section 2.10 of the Act outlining the role of elected members in representing community interests.
- Policy M3 – Communications
 - Inclusion of Section 5.41(g) which outlines the CEO's responsibility to advise Council.
- Policy M6 – Attendance at Events and Functions
 - Removal of outdated references to Section 5.83 of the Act.
 - Replacement with Sections 5.87A and 5.87B relating to gift disclosure requirements.
- Policy M5 – Elected Members Recognition of Continuous Service
 - Clarification of gift disclosure requirements under Sections 5.87A and 5.87B of the Local Government Act 1995.
- Policy M8 - Elected Members Fees, Allowances and Reimbursement of Expenses.
 - Inclusion of further clarification on what travel claims can be made.
- Policy G1 – Execution of Documents
 - Confirmation of legislative references to Sections 9.49 and 9.49A of the Local Government Act 1995 relating to document execution.

These amendments ensure that the Policy Manual remains legislatively accurate.

Governance and Policy Improvements

Several policies were strengthened to improve governance clarity and operational guidance.

- Policy M2 – Public Statements
 - clarification that the Shire President speaks on behalf of Council unless otherwise delegated under the Act
 - strengthening requirements for elected members speaking publicly

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- inclusion of a disclaimer requirement for elected members speaking in a personal capacity
 - clarification of social media communication obligations
 - requirement that delegations to officers to speak on behalf of the Shire must be in writing
 - introduction of a 48-hour timeframe for media release approvals
 - inclusion of a compliance provision identifying potential consequences for breaches.
- **Policy M3 – Communications**
Amendments strengthen communication protocols between elected members and staff including:
 - clarification that formal requests for information must be directed through the CEO
 - clarification of acceptable informal communication with staff
 - inclusion of confidentiality obligations
 - strengthening dispute resolution processes
 - addition of provisions governing social media and electronic communication between elected members and staff.
- **Policy M5 – Recognition of Continuous Service**
Changes include:
 - updated service recognition milestones aligned with WALGA long service awards
 - clarification of gift disclosure thresholds
 - requirement for a public register of gifts related to service recognition awards.
- **Policy M6 – Attendance at Events and Functions**
Minor amendments were made to ensure legislative consistency relating to:
 - disclosure of event invitations
 - gifts and hospitality reporting requirements
 - reference to relevant provisions of the Local Government Act and Regulations.
- **Policy M8 – Fees, Allowances and Reimbursement of Expenses**
Amendments include:
 - clarification of legislative references relating to elected member remuneration
 - confirmation of alignment with Salaries and Allowances Tribunal determinations
 - administrative updates to document control references
 - clarification on the claimable travel allowances.
-

Administrative and Operational Improvements

A number of policies were updated to improve clarity and operational consistency, including:

- clarification of approval processes
- improved definitions and terminology
- strengthening of documentation and record-keeping requirements
- minor wording corrections to improve readability and consistency.

These amendments do not alter the intent of the policies but improve usability and governance clarity.

Document Control and Amendment Records

The Amendment Record sections of relevant policies have been updated to record the amendments made as part of the March 2026 policy review.

Maintaining accurate amendment records ensures the Policy Manual maintains an appropriate governance audit trail.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

The Policy Manual operates within the framework of the following legislation:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Salaries and Allowances Act 1975*
- *Freedom of Information Act 1992*
- Other relevant legislation applicable to specific policies.

The amendments included in this review improve the alignment of the Policy Manual with the legislative framework.

Sustainability and Risk Consideration

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

There are no direct financial implications associated with the adoption of the updated Policy Manual.

Maintaining strong governance frameworks supports organisational stability and sound financial management practices.

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

Maintaining a current and transparent governance framework supports public confidence in Council decision making and promotes accountability within the organisation.

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	Failure to undertake periodic reviews of the Shire’s Policy Manual may expose the organisation to governance and compliance risks by allowing outdated legislative references, procedures or administrative practices to remain in place. Policies that are not reviewed regularly may become inconsistent with current legislation, regulatory requirements or accepted local government governance standards, which could increase the risk of administrative error, audit findings or reputational impacts. Regular policy review therefore forms an important component of the Shire’s overall risk management framework by ensuring policies remain current, legally compliant and aligned with best-practice governance.

Consultation

The policy review was undertaken internally by Administration as part of the Shire’s ongoing governance and legislative compliance review process.

Resource Implications

Financial

Nil

Workforce

Nil

End

10.6 Planning

Nil

11. Minutes of Committees

11.1 South West Country Zone Meeting Minutes, 20 February 2026

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Receive the <u>unconfirmed</u> minutes of the South West Country Zone Meeting held on 20 February 2026.</p> <p>..... For: Against:</p>
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11.2 State Council Meeting Minutes, 4 March 2026

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Receive the <u>unconfirmed</u> minutes of the State Council Meeting held on 4 March 2026.</p> <p>..... For: Against:</p>
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12. Motions of which previous notice has been given

Nil

13. Late Items / Urgent Business Matters

13.1.1. LATE ITEM Integrity Framework Implementation Plan	
File Ref:	IPR
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	13.1.1A Integrity Framework Implementation Plan 13.1.1B Draft Integrity Framework 13.1.1C Integrity Framework Maturity Assessment Tool

14. Confidential Items of Business

14.1. Closure of Meeting to the Public

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Proceed behind closed doors as per Section 5.23(2) of the <i>Local Government Act 1995</i>, to consider item 14.1.1 and 14.1.2. the time beingpm.</p> <p style="text-align: right;">..... For: Against:</p>
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14.1.1 CONFIDENTIAL Nomination for Honorary Freeman of the Shire of Boyup Brook	
File Ref:	Civic Reception/Honorary Freeman
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	

14.1.2 CONFIDENTIAL Chief Executive Officer Performance Review	
File Ref:	P/File LONG Leonard
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Cr Helen O’Connell, Shire President
Declaration of Interest:	Chief Executive Officer declared a Financial Interest due to the item being about his employment contract.
Voting Requirements:	Absolute Majority
Attachment Number:	14.1.2A Performance Review Report

14.2 Reopen meeting to the Public

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/03/...</p> <p>That Council:</p> <p>1. Proceed with the meeting in public, the time beingpm.</p> <p style="text-align: right;">..... For: Against:</p>

15. Closure

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

Presiding Member

Date