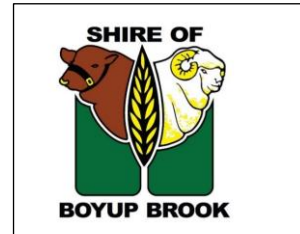


Date: 16 April 2026

To: Shire President
Deputy Shire President
Councillors
Community



Minutes of Special Council Meeting

Minutes of Special Council Meeting of the Shire of Boyup Brook held in the Council Chambers on 15 April 2026 at 5:30pm.

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

Leonard Long
Chief Executive Officer

Shire of Boyup Brook Corporate Values

-  **Proactive**
Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.
-  **Leadership & Teamwork**
Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.
-  **Accountability & Integrity**
Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.
-  **Commitment**
Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.
-  **Engaging Community**
Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.



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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 5:30pm.

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	Cr Helen O'Connell
Deputy Shire President	Cr Darren King
Councillors	Cr David Inglis
	Cr Michael Wright
Councillors Elect	Cr Helen Hack
	Cr John Matthews

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

Authorised Witness for Statutory Declaration

Mrs Kathryn Westphal left the Chambers at 5:36pm.

Observers / Public Members

Audrey Cornish left the Chamber at 5:36pm.

Jo Hack left the Chambers at 5:36pm.

James Anderson left the Chambers at 5:36pm.

Thomas Hack left the Chambers at 5:36pm.

2.2 Apologies

Councillor Cr Philip Moore

2.3 Approved Leave of Absence

Nil

2.4 Requests for Leave of Absence

Nil

3. Declarations of Interest**3.1 Financial and / or Proximity Interest**

Nil

3.2 Disclosures of Impartiality Interest that may cause Conflict

Nil

4. Declaration of Office to be taken by Elected Members

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

- Cr Elect Helen Hack Four (4) Year Term
- Cr Elect John Matthews Four (4) Year Term

Declaration:

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

5. Allocation of Seating

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

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

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

6. Public Question Time

Nil

7. Late Item/Urgent Business Matter

7.1.1 LATE ITEM. Proposed budget amendment to facilitate repairs on the Rylington Park homestead – 1437 Boyup Brook - Cranbrook Rd, Mayanup, Boyup Brook	
File Ref:	Building and Assets/Rylington Park/House
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number	Nil

Moved: Cr. Inglis

Seconded: Cr. Wright

Council Decision CM 26/04/082

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

CARRIED 6/0
For: Cr. O’Connell, Cr. King, Cr. Inglis, Cr. Hack, Cr. Matthews,
Cr. Wright
Against: Nil

Moved: Cr. King

Seconded: Cr. Inglis

Council Decision CM 26/04/083

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

CARRIED 6/0
For: Cr. O’Connell, Cr. King, Cr. Inglis, Cr. Hack, Cr. Matthews,
Cr. Wright
Against: Nil

Moved: Cr. King

Seconded: Cr. Inglis

Council Decision CM 26/04/084

That Council Resolves to:

1. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, amends the 2025/2026 budget to redirect \$50,000 from the Rylington Park Working Capital Reserve to Rylington Operational

Expenses - Materials for repairs required to the Rylington Park Homestead.

Account	Description	Increase	Decrease
1300102000	Transfer from Reserve – Rylington Park Working Capital Reserve		-\$50,000
1149001320	Rylington Park Operational Expenses – Materials	\$50,000	

- 2. Requests the Chief Executive Officer to include a further \$50,000 for Rylington Park Homestead repairs for Council’s consideration in the draft 2026/2027 Annual Budget.**
- 3. Approves the retention of the workshop as part of the homestead area for the use of the occupant of the Rylington Park Homestead.**
- 4. Approves the occupation of the Rylington Park Homestead by the Chief Executive Officer.**
- 5. Notes that occupation of the Rylington Park Homestead will enable the Rogers Avenue property to be made available for rental through GROW Housing, subject to the completion of the necessary arrangements.**

CARRIED BY ABSOLUTE MAJORITY 6/0

**For: Cr. O’Connell, Cr. King, Cr. Inglis, Cr. Hack, Cr. Matthews,
Cr. Wright
Against: Nil**

Summary

The purpose of this report is to seek Council approval to amend the 2025/2026 Annual Budget by allocating \$50,000 for repairs to the Rylington Park Homestead.

The proposed allocation will support essential works required to make the homestead suitable for occupation and to prevent further deterioration of the asset. The proposal also provides a broader asset management and financial benefit to the Shire by facilitating occupation of the Rylington Park Homestead and enabling the Rogers Avenue property to be made available for rental through GROW Housing, thereby improving utilisation of Shire owned housing assets and creating the opportunity for an ongoing rental return.

Background

Rylington Park is a significant Shire owned asset and includes the homestead and associated improvements. The homestead is currently vacant and, over time, the condition of the house, fencing and yards has deteriorated, with a number of areas now requiring repair and maintenance works.

At the same time, the Shire also holds the residential property in Rogers Avenue currently used as staff accommodation. That property is considered to be better suited to the residential rental market and, if made available through GROW Housing, has the potential to generate an ongoing rental return to the Shire.

A proposal has therefore been put forward whereby the Chief Executive Officer would relocate to the Rylington Park Homestead, subject to the necessary repairs being undertaken, thereby freeing up the Rogers Avenue property for rental through GROW Housing.

As there is currently no specific allocation in the adopted 2025/2026 Annual Budget for these works, Council approval is required to authorise the expenditure for this additional purpose.

Report Detail

The proposal before Council is to allocate \$50,000 in the 2025/2026 financial year to undertake priority repair and maintenance works to the Rylington Park Homestead.

The proposed works would address the most pressing issues associated with the house, fencing and yards and would assist in bringing the property to a reasonable standard for occupation. While the detailed scope of works may be refined following inspection and quotations, it is anticipated the funding would be directed towards those works necessary to make the property functional, safe and presentable, while also preventing further deterioration.

The proposal supports two key outcomes.

Firstly, it will preserve and activate a currently vacant Shire asset. Leaving the Rylington Park Homestead unoccupied is likely to result in continued deterioration and greater repair costs over time. Undertaking the necessary works now is considered a prudent asset management response.

Secondly, it will improve utilisation of the Shire's housing assets. By facilitating occupation of the Rylington Park Homestead, the Rogers Avenue property can be made available for rental through GROW Housing. This would allow the Shire to place each property into the use


for which it is best suited, while also creating the opportunity for an ongoing rental income stream.

An additional benefit of the proposal is that occupation of the Rylington Park Homestead would ensure the property is actively cared for and progressively improved. It has been indicated that, where possible, a significant amount of restoration and improvement works would be undertaken inhouse, with qualified tradespersons engaged only where specialist or compliance related works are required. This has the potential to reduce the Shire’s reliance on external contractors and improve the overall condition and presentation of the property over time.

It has also been requested that the workshop associated with the homestead be retained as part of the house area, as there is currently no other secure or enclosed shed available for the parking of vehicles or storage of equipment. Retaining the workshop as part of the occupied area is considered reasonable and can form part of the occupation arrangement.

Overall, the proposal represents a practical and cost effective approach to improving the condition of the Rylington Park Homestead, activating a vacant Shire asset, and improving the income generating potential of another Shire owned property.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Maintain, refurbish and renew Shire affordable housing stock.

Other Strategic Links

Nil

Statutory Environment

Section 6.8 of the *Local Government Act 1995* provides that a local government is not to incur expenditure from its municipal fund for an additional purpose, being a purpose for which no expenditure estimate is included in the annual budget, unless that expenditure is authorised in advance by resolution. Section 6.8 further provides that such a resolution requires an absolute majority.

The *Local Government (Financial Management) Regulations 1996* also require proper authorisation and financial management processes to be in place for the incurring of liabilities and the making of payments.

Sustainability and Risk Considerations

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

The proposed works are relatively modest in scale but are expected to have a positive local economic impact through the engagement of local trades and suppliers where required.

More broadly, maintaining the Rylington Park Homestead helps protect the value and utility of a Shire asset. Preserving the asset in a serviceable condition places the Shire in a better position to utilise, manage or present the property effectively into the future.

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

Maintaining Shire owned assets in a safe and presentable condition contributes positively to community confidence in the Shire's stewardship of public assets.

Approval of this budget amendment will assist the Shire to ensure that the Rylington Park Homestead is not left to deteriorate further and that the property is maintained to a reasonable standard.

If you would like, I can also turn this into a more polished final agenda-ready version with a nominated GL funding source and a stronger argument linked to future leasing/use of the homestead.

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	<p>If repairs are not undertaken, the Rylington Park Homestead is likely to continue to deteriorate, resulting in increased future repair costs, diminished asset value and reduced functionality. There is also a risk that a vacant and deteriorating property will require more substantial intervention in future years.</p> <p>There is a corresponding opportunity risk in not proceeding with the broader proposal, as the Rogers Avenue property would remain unavailable for rental and the Shire would</p>

	<p>forgo the potential income associated with making that property available through GROW Housing.</p> <p>There is also a governance risk if expenditure is incurred without proper budget authorisation. This report ensures the matter is considered openly and transparently by Council and that any expenditure is properly authorised.</p>
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Consultation

Consultation has been undertaken internally regarding the condition of the homestead and the need for repairs.

Further consultation with relevant contractors and/or service providers will occur as required to confirm the scope and cost of the repair works before expenditure is incurred.

Resource Implications

Financial

The Rylington Park Working Capital Reserve will have a balance of approximately \$178,809 should the budget amendment be approved, which is considered sufficient to cover currently anticipated and unexpected expenses associated with Rylington Park.

Workforce

Nil

End

8. Closure

There being no further business the meeting closed at 5:44pm.

Presiding Member

Date