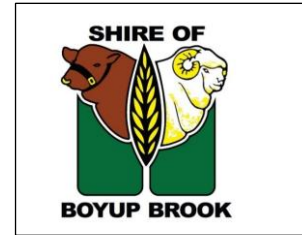


Date: 21 May 2026

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 28 May 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.

Welcome to all Councillors, staff and members of the public in attendance.

Acknowledgement of Traditional Custodians

We acknowledge the Kaniyang people as the Traditional Custodians of the land on which we meet.

We pay our respects to Elders past, present and emerging.

Please ensure that mobile phones are switched off or placed on silent for the duration of the meeting.

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

Members of the public are reminded that no other visual or audio recording of this meeting is allowed without the permission of the Presiding Member.

Councillors are reminded to declare any conflict of interest as they arise in accordance with the *Local Government Act 1995*.

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
Cr Helen Hack
Cr John Matthews

Council Officers

Chief Executive Officer
Executive Officer
Executive Manager Operational Services
Executive Manager Corporate Services
Manager Financial Services

Leonard Long
Magdalena Le Grange
Jason Forsyth
Carolyn Mallet
Malcolm Armstrong

Observers / Public Members

2.2 Apologies

Manager Community Services

Nicola Jones

2.3 Approved Leave of Absence

Nil

2.4 Request Leave of Absence

3. Deputations, Petitions and Presentations

3.1 Deputations

Nil

3.2 Petitions

3.3 Presentations

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

5.2 Disclosures of Impartiality Interest that may cause Conflict

6. Previous Council Meeting Minutes

6.1 Ordinary Council Meeting Minutes – 30 April 2026

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/05/...</p> <p>That the minutes of the Ordinary Council Meeting held on 30 April 2026 be confirmed as being a true and accurate record.</p> <p>..... For: Against:</p>

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

10. Reports of Officers

10.1 Operational Services

Nil

10.2 Community Services

10.2.1 Boyup Brook Swimming Pool monthly report for April 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

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

1. Receive the monthly report for the Boyup Brook Swimming Pool for April 2026.

.....
For:
Against:

Summary

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

Background

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

In 2004, the pool underwent significant renovations. These upgrades were aimed at modernising the facilities, improving safety, and ensuring compliance with contemporary standards. The renovation included upgrades to the pool's filtration system, better accessibility features, and enhancements to the overall user experience. The revamp also helped

extend the life of the pool, ensuring it could continue to serve the community for years to come.

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

Report Detail

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

General Opening Hours

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

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

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

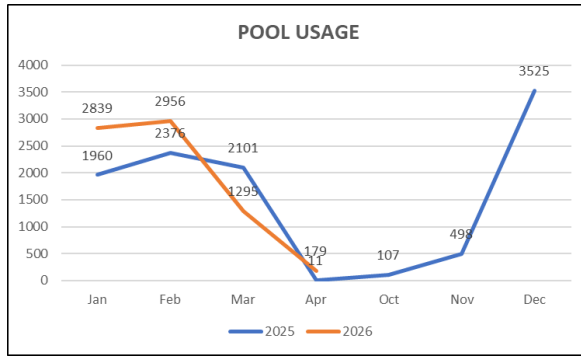
Swimming Pool

Overall, the season was very successful, with a total of 11,422 patrons recorded throughout the operating period. The facility continued to provide an important recreational and community space for residents and visitors alike.

A range of activities and programs contributed positively to patron attendance and community engagement during the season. Inflatable sessions were again a popular attraction for families and children, while Water Aerobics proved to be particularly well attended and demonstrated strong potential for future growth.

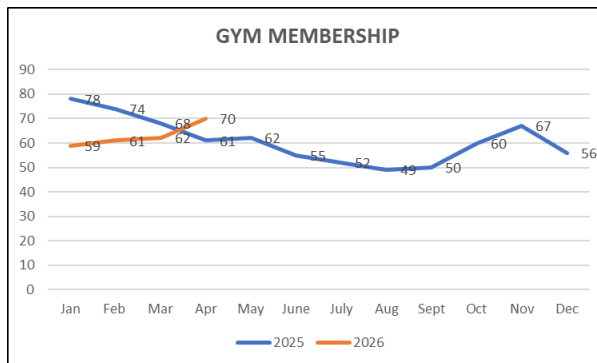
Swimming lessons also received excellent participation levels throughout the season, supporting water safety and skill development within the community. In addition, the Early Morning Swim sessions were consistently well attended by regular users.

During the off-season period, maintenance works will be undertaken at the swimming pool facility. Planned works include repairs to the storage shed as part of ongoing asset maintenance and upkeep.



Gym

The Boyup Brook Gym also maintained steady usage throughout April with 8 new members, with current membership standing at 70. The facility continues to be well utilised by the community. A full service of exercise equipment has occurred to ensure longevity and safety.



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

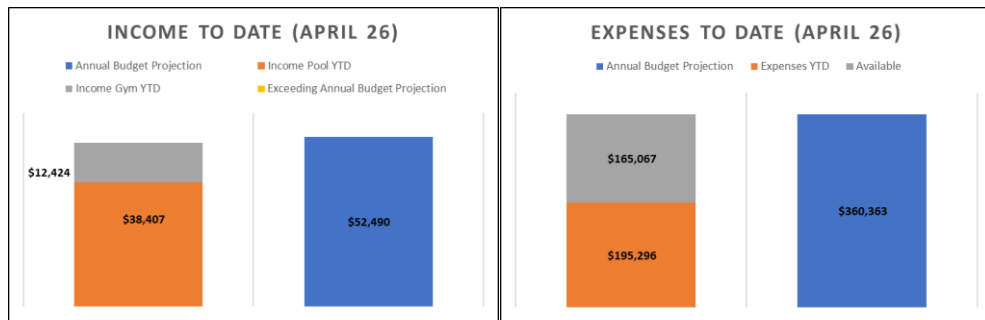
Risk Level	Comment
High	The main risk of having a public swimming pool lies in the ongoing costs of maintenance, staffing, and insurance, which can be significant. Pools require regular upkeep to ensure safety standards are met, and without proper management, unexpected repairs or liabilities could arise.

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

10.3 Financial Services

10.3.1 List of Accounts Paid in April 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 April 2026

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

1. That Council receives the list of accounts paid in April 2026, totaling \$908,610.53 from Municipal account, and \$56,695.90 from Police Licensing, as represented by:

Municipal	
EFT 2239-2350	\$560,454.53
Cheques 20708-20712	\$ 17,837.02
Direct Payments	<u>\$330,318.98</u>
Municipal Total	<u>\$908,610.53</u>
Police Licensing	\$ 56,695.90
Grand Total	<u>.....</u> <u>\$965,306.43</u>

.....
For:
Against:

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in April 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 30 April 2026.

Report Detail

Attachment 10.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 April 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 sub regulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

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

Risk Management Implications

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

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

Consultation

Nil

Resource Implications

Financial

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

Workforce

Nil

End

10.3.2 Monthly Statement of Financial Activity for the period ending 30 April 2026	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long, Finance Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.2A – Monthly Financial Report 30 April 2026

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

1. Receive the Monthly Financial Report for 30 April 2026, as presented (Attachment 10.3.2A).

.....
For:
Against:

Summary

The Monthly Financial Report for 30 April 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 30 April 2026 shows a closing surplus of \$4,336,775.

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

10.4 Corporate Services

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

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/05/...</p> <p>That Council:</p> <p>1. Receive the monthly report for the Boyup Brook Caravan Park for April 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.

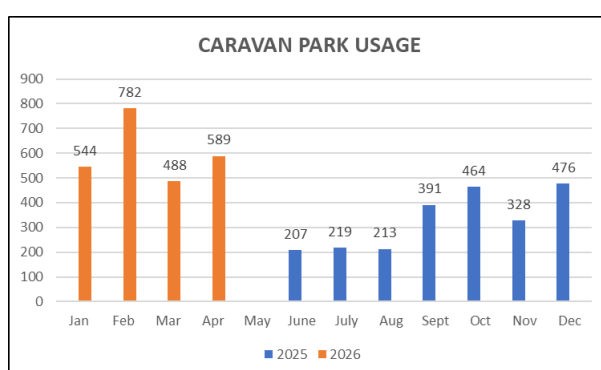
For the April 2026 reporting period, a total of 589 nights were booked, generating gross income of \$15,484. Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retains 27%.

- Revenue: For April 2026, the Shire's share of revenue totalled \$11,344, representing a 36.5% increase compared with April 2025. In addition, the Shire received a further \$2,439.66 through a CMCA adjustment relating to February and March 2026.
- Occupancy: During April 2026, a total of 589 nights were booked, representing a 23% increase in nights booked, compared with the same period last year.
- The increase in bookings (up 112 nights) reflects strong demand, particularly for unpowered river sites and ensuite sites, with occupancy largely driven by longer stay visitors.
- April continued to be a well patronised period with the cooler autumn weather and the continuing trend toward extended stays.
- Demand for longer term accommodation has remained consistent over the past month, with continued requests for extended residency.
- Requests for longer stays are primarily associated with essential workers and individuals engaged in local industries such as shearing, infrastructure projects, road works and health services. Increasingly, extended stays are also being sought due to the limited availability of affordable housing within the region.
- While the increase in longer term occupancy assists in meeting workforce accommodation needs, it also presents a risk that the Caravan Park may be perceived as facilitating longer term or semi-permanent residency. This is being actively monitored to ensure the facility continues to operate in accordance with its intended purpose of providing short-term visitor accommodation and supporting local tourism.
- The Shire and CMCA are awaiting the outcome of the statutory review of the *Residential Parks (Long-stay Tenants) Act 2006* being undertaken by the Department of Local Government, Industry Regulation and Safety with interest. The review is assessing the effectiveness of the Act across all stages of tenancy and whether legislative or regulatory amendments may be required.


- While CMCA and the Shire have continued to monitor the impacts of longer term stays — including risks associated with the Shire holding the Caravan Park licence, impacts on short stay patrons, environmental considerations, site presentation, the park’s tourism reputation and the attraction of Custodians — both parties have also considered the potential implementation of stricter short stay limits. This strategy is presented to Council for consideration in a separate item within this Agenda.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	148
SCV + Amenities Sites	0
Unpowered Van Sites	7
Unpowered River Sites	104
Powered Sites	234
Ensuite Sites	96
CMF Overflow Sites	0
TOTAL BOOKINGS	589



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 Consideration

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

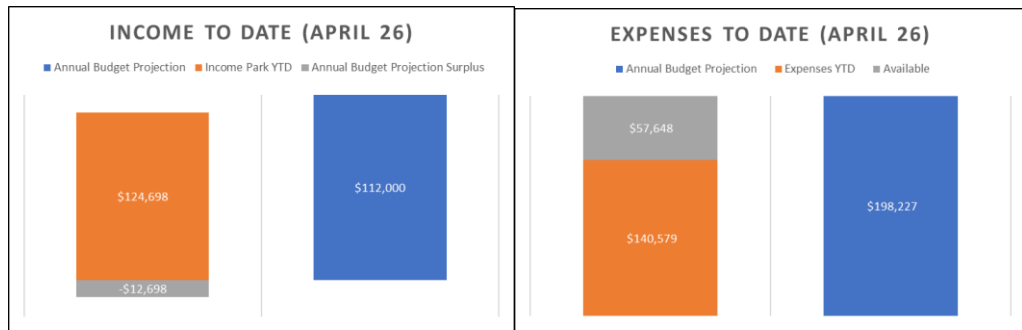
Risk Level	Comment
Moderate	A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers due to factors such as fuel prices, economic downturns, or natural disasters could reduce income for local businesses and affect the Shire’s tourism objectives.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

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

10.4.2 Flax Mill Caravan Park Boyup Brook – Short Term Stay Policy	
File Ref:	A2007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.4.2A CMCA Parks Guest Stay Policy 10.4.2B CMCA Parks Essential Worker Extended Stay Application

Moved: **Seconded:**

Officer Recommendation CM 26/05/...

That Council:

- 1. Support the implementation of the Campervan & Motorhome Club of Australia Limited (CMCA) Parks Guest Stay Policy for the Flax Mill Caravan Park Boyup Brook.**
- 2. Support the implementation of the CMCA Parks Essential Worker Extended Stay Application process.**
- 3. Authorise the Chief Executive Officer, in consultation with the CMCA Manager, to assess and determine Essential Worker Extended Stay Applications on a case by case basis.**
- 4. Note the ongoing need for Council to consider broader strategies to support workforce and long term accommodation availability within the Shire of Boyup Brook.**

.....
For:
Against:

Summary

This report seeks Council support of the proposed CMCA Parks Guest Stay Policy and associated Essential Worker Extended Stay Application process for the Flax Mill Caravan Park Boyup Brook.

The policy introduces formal maximum stay periods for guests to ensure the Caravan Park continues to operate primarily as a short term visitor and tourism facility, while also providing a controlled mechanism to support essential workers requiring temporary accommodation within the Shire.

The report also proposes that existing guests currently residing in the park beyond the proposed stay limits be provided with 21 days' notice to transition from the park, unless approved under the Essential Worker Extended Stay provisions.

Background

The Flax Mill Caravan Park Boyup Brook is owned by the Shire of Boyup Brook, with the Shire holding the Caravan Park licence. The facility is managed and operated by Campervan & Motorhome Club of Australia Limited (CMCA) in accordance with the *Caravan Parks and Camping Grounds Act 1995* and associated legislation.

The primary purpose of the Caravan Park is to provide short term accommodation for tourists and travellers visiting the Boyup Brook region.

In recent years, caravan parks across Australia have experienced increasing pressure to accommodate longer term occupants due to workforce shortages, housing availability challenges and rising accommodation costs. While the Caravan Park has assisted in supporting temporary workforce accommodation needs, the increasing number of extended stays has created operational and management challenges.

CMCA and the Shire have identified a need to formalise stay limits to ensure the Caravan Park continues to:

- Operate in accordance with its intended tourism and visitor accommodation purpose;
- Maintain site presentation and amenity standards;
- Support equitable access to sites for short term visitors and tourists;
- Minimise operational and compliance risks associated with long-term occupancy; and
- Support the ongoing attraction and retention of Caravan Park Custodians.

The Shire and CMCA are also awaiting the outcome of the statutory review of the *Residential Parks (Long-stay Tenants) Act 2006* currently being undertaken by the Department of Local Government, Industry Regulation and Safety. The review is assessing the effectiveness of the Act and whether legislative or regulatory amendments may be required.

Report Detail

The Flax Mill Caravan Park currently contains nineteen (19) caravan sites, including six (6) ensuite sites.

One ensuite site is allocated for use by the CMCA Custodian. It is preferable that a minimum of three (3) to four (4) ensuite sites remain available for short term tourist accommodation where possible.

The Caravan Park is not intended or approved for permanent residential occupation.

CMCA has developed a formal Guest Stay Policy for the Flax Mill Caravan Park Boyup Brook to provide clear and consistent guidance regarding permitted lengths of stay and occupancy expectations.

The policy proposes the following key provisions:

Standard Stay Limits: The maximum continuous or cumulative stay for any guest is proposed to be:

- Three (3) months (90 days) within any twelve (12) month period.

This applies to powered, unpowered and ensuite sites unless an approved exemption applies.

Ensuite Site Stay Limits: Due to the premium nature and high demand for ensuite sites, a stricter limit is proposed:

- Maximum stay of twenty-one (21) consecutive days.

Extensions beyond this period would require prior written approval from park management.

Essential Worker Extended Stay Applications:

Recognising the accommodation challenges experienced within regional communities, the policy includes provision for Essential Worker Extended Stay Applications.

Guests employed within the Boyup Brook region may apply for an extension beyond the standard three-month stay limit. Applications will be assessed on a case-by-case basis by CMCA management in consultation with the Shire Chief Executive Officer.

Applicants must provide supporting evidence including:

- Confirmation of employment;
- Evidence of a requirement to reside within the region;
- Compliance with site presentation standards; and
- Evidence that all site fees are paid and up to date.

The inclusion of this process aims to balance the operational intent of the Caravan Park with the practical accommodation needs of essential workers supporting local industries and services.

Existing Long-Term Occupants:

To implement the policy consistently, existing guests residing at the Caravan Park beyond the proposed stay limits will be provided with

twenty-one (21) days’ notice to vacate the park, unless an approved Essential Worker Extended Stay Application is granted.

CMCA and the Shire acknowledge this transition may present challenges for some occupants and will encourage affected guests to make alternative accommodation arrangements as early as possible.

Operational Considerations:

CMCA has identified increasing operational difficulties associated with extended occupancy arrangements, including:


- Ongoing management of overdue accommodation payments;
- Site presentation and maintenance concerns;
- Compliance with park rules and behavioural expectations;
- Increased pressure on volunteer Custodians; and
- Reduced availability of sites for short term tourists and travellers.

CMCA has advised that these issues are impacting the overall visitor experience and may affect the future attraction and retention of Custodians at the park. The proposed policy seeks to provide greater clarity, consistency and fairness in the management of the Caravan Park moving forward.

Definitions:

- **Permanent Resident:** A person residing within the Caravan Park for residential purposes on an ongoing or indefinite basis. Permanent residency is not permitted within the Caravan Park.
- **Long-Term Stay:** A person occupying the Caravan Park for work-related or temporary accommodation purposes for a period not exceeding three (3) months within any twelve (12) month period, unless otherwise approved.
- **Tourist:** A person occupying the Caravan Park for holiday, recreational or travel purposes on a short-term basis.

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 and reflects associated risks.

Other Strategic Links

Nil

Statutory Environment

- *Local Government Act 1995 (as amended by the Local Government Amendment Act 2024)*
- *Caravan Parks and Camping Grounds Act 1995*
- *Caravan Parks and Camping Grounds Regulations 1997*
- *Residential Parks (Long-stay Tenants) Act 2006.*

Sustainability and Risk Consideration

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

Maintaining availability for short-term visitors supports tourism activity and economic benefits to local businesses within the Boyup Brook community.

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

Implementation of formal stay limits may create accommodation challenges for some longer-term occupants and workers seeking temporary accommodation within the region.
The Essential Worker Extended Stay Application process is intended to provide flexibility where appropriate.

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.

The proposed Guest Stay Policy establishes a formal operational framework for managing occupancy within the Caravan Park and aligns with the intended tourism and visitor accommodation purpose of the facility.

Risk Level	Comment
Low	Failure to implement consistent stay limits may negatively impact tourist availability, site presentation, compliance obligations and the reputation of the Caravan Park. Ongoing operational pressures may also affect the attraction and retention of Custodians and reduce effective oversight of the facility.

Consultation

- Manager of Business & Development, CMCA

- Chief Executive Officer
- Environmental Health Officer.

Resource Implications

Financial

No direct implementation costs are anticipated. Improved availability for short term visitors may support tourism revenue and occupancy outcomes.

Workforce

Nil

End

10.4.3 Long-Term Financial Plan 2026/2027 - 2035/2036	
File Ref:	Enterprise Resource Planning/LTFP
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Darren Long – Financial Consultant Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.4.3A Long-Term Financial Plan 2026/2027 - 2035/2036

Moved: **Seconded:**

Officer Recommendation CM 26/05/...

That Council:

1. Adopt the Long-Term Financial Plan 2026/2027 – 2035/2036.

.....
For:
Against:

Summary

The draft Long-Term Financial Plan is presented for Council's consideration and adoption.

Background

As part of the Integrated Planning and Reporting Framework (IPRF), all local governments in Western Australia are required to have developed and adopted a "plan for the future", comprising at a minimum of Strategic Community Plan and Corporate Business Plan.

The Long-Term Financial Plan (LTFP) is one of the informing strategies required by Administration Regulation 19DA(3)(c) and forms a key component of the Shire's integrated planning framework. The LTFP identifies how the Shire will resource and fund the delivery of short, medium and long-term priorities identified within the Strategic Community Plan (SCP) and Corporate Business Plan (CBP).

The Draft LTFP model was presented to Council Members at workshops held on 5 February, 12 March and 25 March for consideration and discussion.

The LTFP provides an indication of the Shire's long-term financial sustainability and assists in early identification of financial issues and their potential long-term impacts. It also demonstrates the linkages between specific plans and strategies, while enhancing transparency, accountability and informed decision making.

The underlying assumptions and calculations used within the financial model have been incorporated into the LTFP.

Report Detail

The LTFP has been modelled for the period 2026/2027 to 2035/2036 to provide strategic guidance for future capital expenditure, service delivery and reserve funding under varying rate increase scenarios. The underlying assumptions used in the modelling include:

- Balanced budgets across each year of the model.
- Inflation of 3.2% for 2026/2027 onwards (based on the current Reserve Bank of Australia forecast).
- Wage increases of 4.0% for 2026/2027 & 2027/2028, increasing to 4.25% annually until 2030/2031, then rising to 4.50%.
- Service delivery levels and staffing resources (i.e. full time equivalent or FTE positions) to remain relatively consistent throughout the modelling period.

The LTFP is an 'informing strategy' within the Integrated Planning and Reporting Framework established by the State Government. It plays a vital role in prioritisation and integration, supporting the local government in current and future decision making. It enables the local government to achieve SCP and CBP outcomes, based on their resourcing capabilities, for the delivery of short, medium, and long-term community priorities. It is also an indicator of a local government's long-term financial sustainability and allows early identification of financial issues and their longer-term impacts. The LTFP highlights linkages between specific plans and strategies and enhances the transparency and accountability of the council to the community.


The Long-Term Financial Plan does not commit Council to a fixed future course of action. Where future Council decisions deviate from the assumptions within this plan, the impact on the LTFP should be assessed and the LTFP updated accordingly.

The LTFP has been developed using the 2025-26 Budget as the base of a 10-year rolling plan. It is assumed that the LTFP will be updated annually following adoption of each Annual Budget.

The LTFP is based on a range of assumptions and strategies considered reasonable at the time of developing the LTFP.

The LTFP is an internal planning tool used to support the Shire’s broader strategic planning framework, in particular the SCP.

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 and reflects associated risks.

Other Strategic Links

This plan complies with the State Government’s guidelines for the development of an Integrated Planning and Reporting (IPR) framework, and the relevant advisory standards provided by the Department of Local Government, Sport and Cultural Industries.

Statutory Environment

- *Local Government Act 1995 (as amended by the Local Government Amendment Act 2024)*

Section 5.56–Specifies that a local government is plan for the future of the district and is to ensure plans made are in accordance with any regulations made about planning for the future of the district.

- *Local Government (Administration) Regulations 1996*
Regulation 19C states:
 - (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year ending 30 June 2013.
 - (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
 - (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
 - (4) A local government is to review the current strategic plan for its district at least once every 4 years.
 - (5) In making or reviewing a strategic community plan, a local government is to have regard to-

- a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators;
 - c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan

Regulation 19DA states:

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
- a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.

- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required

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.

The proposed Guest Stay Policy establishes a formal operational framework for managing occupancy within the Caravan Park and aligns with the intended tourism and visitor accommodation purpose of the facility.

Risk Level	Comment
Moderate	LTFP is a key strategic document supporting the Shire’s long-term financial sustainability and responsible resource planning.

Consultation

- Councillors - Several workshops were held with Council to go through the core scenarios and assumptions. The Council Plan has been referenced and consulted in developing the plan.
- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Operational Services
- Manager Financial Services.

Resource Implications

Financial

Although the adoption of the LTFP does not have any financial implications, the LTFP will assist in the preparation of future Annual Budgets.

Workforce

Nil

End

10.5 Chief Executive Officer

10.5.1 Proposed Community Satisfaction Survey	
File Ref:	Customer Service/Community Satisfaction Survey
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.5.1A – Draft Community Satisfaction Survey

<p>Moved: Seconded:</p> <p>Officer Recommendation CM 26/05/...</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the draft Community Satisfaction Survey, as presented in Attachment 10.5.1A, for release to the community. 2. Approves the Community Satisfaction Survey being made available to residents, ratepayers, businesses, community groups and other interested stakeholders for a minimum period of three months. 3. Requests the Chief Executive Officer to make the survey available in both online and hard copy formats and promote the survey through appropriate Shire communication channel. 4. Requests that a further report be presented to Council outlining the results of the Community Satisfaction Survey, including key themes, satisfaction levels and identified community priorities. <p style="text-align: right;"> For: Against: </p>
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Summary

The purpose of this report is for Council to consider endorsing the release of a Community Satisfaction Survey to seek feedback from residents, ratepayers, businesses and community members on Shire services, facilities, communication, governance and future priorities.

The survey has been developed with reference to the Shire of Boyup Brook Strategic Community Plan 2021–2031 and is intended to provide Council with a clear and practical understanding of community satisfaction across key service areas. The feedback received will assist Council in future decision making, service delivery, budget planning, strategic planning and community engagement.

It is recommended that Council endorse the survey and approve it being made available to the community for a minimum period of three months, with the results to be collated and presented back to Council following the close of the survey period.

Background

The Shire of Boyup Brook Strategic Community Plan 2021–2031 is the Shire’s highest level planning document and guides Council’s long-term decision making, priorities and resource allocation. The Plan identifies the community’s vision and aspirations for the Shire and is structured around the key outcome areas of Built Environment, Social and Community, Economic Development, Natural Environment, and Governance and Organisation.

The Strategic Community Plan also identifies “community satisfaction” as an important measure of success across several key areas, including built environment, social and community, natural environment, and governance and organisation. The Plan further recognises the importance of effective communication, community engagement, transparent decision making and ensuring that the community is consulted about local issues and opportunities.

To support this approach, a draft Community Satisfaction Survey has been prepared. The survey has been designed to be user friendly, concise and accessible, while still providing meaningful feedback on the community’s level of satisfaction with Shire services, facilities and future priorities.

Report Detail

The draft Community Satisfaction Survey seeks feedback across the following broad areas:

1. connection to the Shire and locality;
2. overall satisfaction with the Shire’s performance;
3. satisfaction with key service areas;
4. future community priorities;
5. communication and engagement preferences; and
6. general comments and suggestions.

The survey has intentionally been kept short to encourage greater participation and make it easier for residents, ratepayers, businesses, volunteers, community groups and visitors to complete. While a more detailed survey may provide a broader range of data, a shorter and more accessible format is considered more likely to achieve a higher response rate.

The survey aligns with the key themes and priorities identified in the Strategic Community Plan, including roads and road safety, community facilities, sport and recreation, parks and public spaces, housing and land availability, aged and youth services, health and medical services, tourism, economic development, waste and recycling, water security, environmental protection, communication, governance and financial sustainability.

It is proposed that the survey be made available to the community for a minimum period of three months. This will provide sufficient time for broad community participation and allow the survey to be promoted through multiple channels. It is recommended that the survey be made available both online and in hard copy to ensure that people who may not regularly use digital platforms are still able to participate.


Suggested promotion methods include:

- Survey Monkey;
- Shire website;
- Shire Facebook page;
- printed copies available at the Shire Administration Office, Community Resource Centre and other suitable locations;
- direct promotion through community groups and local organisations; and
- inclusion in Boyup Brook Gazette.

At the conclusion of the survey period, the results will be collated and analysed. A further report will then be presented to Council outlining the survey results, key themes, levels of satisfaction and any areas identified by the community as requiring further consideration.

The survey results will not, of themselves, commit Council to any specific project, service level change or budget allocation. Rather, the results will provide an evidence base to assist Council when considering future priorities, budget deliberations, service reviews, advocacy positions and updates to strategic planning documents.

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 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district.

The Community Satisfaction Survey will support Council’s broader integrated planning and reporting obligations by providing community feedback relevant to future planning, service delivery and resource allocation.

Local Government (Administration) Regulations 1996

The *Local Government (Administration) Regulations 1996* provide further requirements in relation to planning for the future, including the preparation and review of strategic community planning documents.

Sustainability and Risk Consideration

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

The survey will provide the community and local businesses with an opportunity to identify priorities relating to economic development, local business support, tourism, visitor accommodation, employment, land availability and investment.

The results may assist Council in determining future economic development priorities and advocacy positions.

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

The survey will provide an opportunity for the community to comment on matters that directly affect quality of life, including roads, public spaces, sport and recreation facilities, aged services, youth services, health services, housing, community events and Shire communication.

The process will support greater community participation and provide Council with valuable feedback on the services and facilities that matter most to the community.

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
Low	The overall risk is considered manageable. The survey provides a low-risk opportunity to strengthen community engagement and improve Council’s understanding of community satisfaction and priorities.

Consultation

Subject to Council endorsement, consultation will occur through the release of the Community Satisfaction Survey to the broader community for a minimum period of three months.

The survey will be made available to residents, ratepayers, businesses, community groups, volunteers and other interested stakeholders.

The results of the survey will be presented back to Council following the close of the consultation period.

Resource Implications

Financial

The cost of undertaking the survey is expected to be minimal and can be met within the existing operational budget.

Costs may include printing, promotion and staff time associated with survey distribution, collection, analysis and reporting.

Should Council seek a more detailed independent survey process, external consultant involvement or formal statistical analysis, a separate budget allocation may be required. This is not proposed at this stage.

Workforce

Nil

End

10.5.2 Special Children’s Big Day Out – Donation Request	
File Ref:	Community Relations/Lions Club
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.5.2A – Lions Cancer Institute Donation Request

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

- 1. Notes the correspondence received from the Lions Cancer Institute Inc. seeking support for the Special Children’s Big Day Out to be held on 28 June 2026 in the Perth Children’s Hospital Auditorium.**
- 2. Agrees that each Councillor contribute \$50 in a personal capacity towards the Lions Cancer Institute Inc. Special Children’s Big Day Out.**
- 3. Invites the Chief Executive Officer to also contribute \$50 in a personal capacity towards the Lions Cancer Institute Inc. Special Children’s Big Day Out.**
- 4. Authorises the Shire to facilitate a consolidated payment on behalf of participating Councillors and the Chief Executive Officer, with full reimbursement to occur immediately following invoicing.**
- 5. Requests the Chief Executive Officer to arrange for each Councillor and the Chief Executive Officer to be invoiced separately by the Shire to recoup their individual \$50 contribution.**
- 6. Determines that the contribution is not a donation from municipal funds, as the full amount paid by the Shire is to be recouped from the individual Councillors and Chief Executive Officer.**

.....
For:
Against:

Summary

Council is requested to consider correspondence received from the Lions Cancer Institute Inc. seeking support for the annual Special Children's Big Day Out.

The event is scheduled to be held on 28 June 2026 in the Perth Children's Hospital Auditorium and will provide seriously ill children from regional areas of Western Australia with a special movie day experience, including refreshments, show bags, bubbles and balloons.

The Lions Cancer Institute has advised that the event is designed to create special lifetime memories for seriously ill children, including children undergoing treatment for cancer and other serious illnesses. The correspondence also advises that there are currently three children from Boyup Brook and Mayanup in Perth Children's Hospital who are undergoing treatment for serious illness and various cancers.

In previous years, Councillors and the Chief Executive Officer have supported this cause through personal donations rather than through a formal Council donation. It is proposed that the same approach be taken this year, with each Councillor contributing \$50 and the Chief Executive Officer being invited to also contribute \$50.

To simplify the payment process, it is proposed that the Shire make one payment to the Lions Cancer Institute Inc. and then invoice each Councillor and the Chief Executive Officer separately to recoup their individual contribution.

Background

The Shire has received correspondence from the Lions Cancer Institute Inc. seeking support for the annual Special Children's Big Day Out.

The original request advised that the event provides an outing for sick, handicapped and severely disabled children, and that funds raised also support the Lions Cancer Institute's free Mobile Cancer Screening Unit, which travels throughout Western Australia.

The additional correspondence advises that this year's event will be held on 28 June 2026 in the Perth Children's Hospital Auditorium. The event will involve seriously ill children from regional areas of Western Australia who have been flown into Perth Children's Hospital. For many children, this may be their first opportunity to experience a pre-released movie on the big screen.

The correspondence further advises that the children will receive refreshments, show bags, bubbles and balloons, with the event intended to provide a memorable and therapeutic experience.

The Lions Cancer Institute has advised that it does not receive government funding for this event and relies on community support. As a registered charity with deductible gift recipient status, contributions are tax deductible.

The original request outlines the following sponsorship options:

Sponsorship Level	Amount
12 children	\$1,200
6 children	\$600
3 children	\$300

The correspondence also advises that sponsors may have their name written on the back of tickets, receive a Certificate of Appreciation and, if requested, access the Lions Cancer Institute logo and event photographs.

Report Detail

The Special Children's Big Day Out is considered a worthy charitable cause, with a strong focus on supporting children who are seriously ill, disabled or undergoing significant medical treatment.

The Lions Cancer Institute has advised that the event will provide seriously ill children from regional areas with a special day out at the Perth Children's Hospital Auditorium on 28 June 2026. The correspondence describes the event as an opportunity to provide children with a sense of self-worth, joy and a memorable experience during a difficult period in their lives.

The original request advised that the event provides an outing for sick, handicapped and severely disabled children, and that funds raised also support the Lions Cancer Institute's free Mobile Cancer Screening Unit, which travels throughout Western Australia.

The correspondence specifically notes that there are currently three children from Boyup Brook and Mayanup in Perth Children's Hospital who are struggling with serious illness and different stages of chemotherapy for various cancers. The Lions Cancer Institute has requested local sponsorship support to enable these children to participate in the event.

In addition to the children's event, the Lions Cancer Institute has advised that funds raised assist with the continuation of its free Mobile Cancer

Screening Coaches. The correspondence states that this screening service would normally cost approximately \$400 per patient and that, last year, early detection through the service assisted in saving more than 800 lives in regional areas.

The request from the Lions Cancer Institute Inc. is acknowledged as supporting a worthy charitable purpose. The event has particular relevance given the advice that three children from Boyup Brook and Mayanup are currently in Perth Children’s Hospital undergoing treatment for serious illness and various cancers.

The Shire has previously supported this cause through personal donations made by Councillors and the Chief Executive Officer rather than through a municipal donation. Given that no specific budget allocation has been made for this request, it is considered appropriate to continue the same approach this year.


It is proposed that each Councillor contribute \$50 in a personal capacity towards the sponsorship. The Chief Executive Officer will also be invited to contribute \$50 in a personal capacity.

On the basis of seven Councillors each contributing \$50, and the Chief Executive Officer also contributing \$50, the total sponsorship payment to the Lions Cancer Institute Inc. would be \$400.

To streamline the process and enable one payment to be made to the Lions Cancer Institute Inc., it is proposed that the Shire make the payment on behalf of the contributing Councillors and Chief Executive Officer. The Shire would then invoice each Councillor and the Chief Executive Officer separately to recoup their individual \$50 contribution.

This approach ensures that the payment is not treated as a donation from municipal funds, as the full amount paid by the Shire is intended to be recovered from the individual contributors. The proposed approach allows a single payment to be made to the Lions Cancer Institute Inc. while ensuring that the cost is recovered from the individual contributors and not borne by the Shire.

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

Nil specific.

Any expenditure from municipal funds would need to be authorised through Council’s adopted budget or otherwise approved in accordance with the requirements of the *Local Government Act 1995*.

In this instance, the payment is proposed to be made administratively by the Shire and fully recouped from individual Councillors and the Chief Executive Officer. The payment is therefore not intended to operate as a Council donation from municipal funds.

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)

The Special Children’s Big Day Out provides a positive social benefit by supporting seriously ill children, including children from regional areas, to participate in a memorable and therapeutic outing.

The correspondence advises that three children from Boyup Brook and Mayanup are currently in Perth Children’s Hospital undergoing treatment for serious illness and various cancers. The event therefore has a direct connection to local children and families.

The broader fundraising purpose also supports the continuation of free mobile cancer screening services throughout Western Australia.

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
Low	There is a minor administrative risk associated with the Shire making the payment upfront and recouping the contribution from each individual. This risk is considered low and can be managed through the issuing of separate invoices to each Councillor and the Chief Executive Officer.

Consultation

Nil

Resource Implications

Financial

There are no net financial implications arising from the recommendation.

The Shire will make one payment to the Lions Cancer Institute Inc. on behalf of the contributing Councillors and Chief Executive Officer. The full amount is to be recouped by invoicing each Councillor and the Chief Executive Officer separately for their individual \$50 contribution.

On the basis of seven Councillors contributing \$50 each, the Councillor contribution would total \$350. If the Chief Executive Officer also contributes \$50, the total sponsorship payment would be \$400.

The contribution is not proposed to be funded from municipal funds, as the amount paid by the Shire is to be fully recouped from the individual contributors.

Workforce

Nil

End

10.5.3 Sandakan Park Tree Assessment – Arborist Report and Recommended Remedial Works	
File Ref:	Building and Assets/Sandakan Park
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.5.3A – Arborist Report

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

- 1. Receives the Sandakan Park Arborist Assessment Report and Recommendation, prepared by Adam Jenkins Tree Services Pty Ltd, dated 18 May 2026.**
- 2. Authorises the Chief Executive Officer to arrange the urgent isolation of the identified target zones associated with Specimen 2 and Specimen 10 until remedial works are completed.**
- 3. Requests the Chief Executive Officer to obtain quotations and proceed with the removal of the trees recommended for removal, including the immediate removal of Specimen 2, 16 and Specimen 10, subject to budget availability.**
- 4. Requests the Chief Executive Officer to obtain quotations for the remedial rectification pruning of Specimens 17 to 22 and pruning, weight reduction and dead wood removal of remaining trees within Sandakan Park, with all pruning works to be undertaken in accordance with AS 4373-2007 and Arboriculture Australia Minimum Industry Standard 308.**

.....
For:
Against:

Summary

The purpose of this report is for Council to receive the arborist assessment undertaken for Sandakan Park, Boyup Brook, and to consider the recommended actions arising from that assessment.

The arborist report identifies a number of trees within Sandakan Park that present structural, health and public safety concerns. Of particular concern

are Specimen 2, 16 and Specimen 10, which have been assessed as presenting an imminent risk of failure and requiring immediate removal. The report also recommends the removal of a total of seventeen trees, remedial works to several other trees, and ongoing pruning and dead wood removal across the park.

Given Sandakan Park's role as a public open space and community recreation area, the recommended works are required to reduce public safety risks and support the ongoing management of the park's tree assets.

Background

Sandakan Park is a key public open space within the Boyup Brook townsite and includes areas used by residents, visitors, families and children. The park contains a number of mature trees that contribute to the amenity, shade and character of the reserve.

Due to visible structural and health concerns within a number of trees, an arborist assessment was undertaken by Adam Jenkins Tree Services Pty Ltd. The assessment was prepared on 18 May 2026 and provides recommendations for tree removal, remedial pruning, structural support and general tree maintenance.

Report Detail

The arborist assessment identifies a number of tree management issues within Sandakan Park, including imminent public safety risks, trees in significant decline, structural defects, historical poor pruning practices and the need for broader pruning and dead wood removal.

The report identifies Specimen 2, a River Red Gum, as having elongated limbs in the upper canopy and overweight lateral branches. The recommended action is immediate removal due to the risk of imminent failure. Specimen 10, a Wandoo, is also identified as an imminent failure risk due to tight included bark and an active split forming down the trunk. Immediate removal is recommended for this tree.

Given the report's finding that Specimen 2 and Specimen 10 present an imminent risk of failure, officers recommend that immediate action be taken to isolate the relevant target zones and arrange removal as soon as practicable. This is considered necessary to reduce the risk to users of Sandakan Park and to ensure the Shire responds appropriately to the public safety issues identified in the arborist assessment.

A total of seventeen specimens are recommended for removal, including trees affected by heavy lean, structural damage, canopy decline, dead or mostly dead canopies, white ant infestation and other defects. These include River Red Gum, Wandoo, Lemon Scented Gum, Jarrah and Tasmanian Blue Gum specimens.

Specimen 16, a Kurrajong, has been assessed as having co-dominant stems with tight included bark and early stage structural splitting visible at the union. The arborist report provides two options for this tree: installation of structural bracing through bolts to arrest failure and retain the tree, or removal.

Specimens 17 to 22 are identified as various mixed species with severe structural defects caused by historical lopping and poor pruning practices. The report notes that this is non-compliant with AS 4373-2007 and Arboriculture Australia Minimum Industry Standard 308. Remedial rectification pruning is recommended to manage epicormic growth, encourage proper wound sealing and mitigate decay.


The report also recommends that all remaining trees within the park, not photographed in the report, be pruned for weight reduction and dead wood removal to support ongoing public safety. All pruning is recommended to be undertaken in accordance with AS 4373-2007 and Arboriculture Australia Minimum Industry Standard 308.

Photographs included in the report show a number of trees located near play areas, open public spaces, buildings and other park infrastructure, reinforcing the need for timely risk management action. The images on pages 6 to 16 provide visual records of the assessed specimens, including trees with lean, canopy decline, deadwood, structural defects and evidence of previous poor pruning.

Given the importance of Sandakan Park to the community, officers consider that the broader tree management recommendations should be progressed in a planned manner. This includes removal of the trees assessed as unsuitable for retention, remedial pruning of trees affected by historical poor pruning practices, and general pruning and dead wood removal throughout the park.

While tree removal may have a short-term visual and amenity impact, the recommended works are necessary to protect public safety. Future replacement planting should be considered following removal works to support long-term shade, amenity and environmental value within Sandakan Park.

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 2.7 provides that Council is responsible for governing the local government's affairs and is responsible for the performance of the local government's functions.

Section 3.1 provides that the general function of a local government is to provide for the good government of persons in its district.

The Shire also has a general duty of care to manage public places and assets in a manner that reasonably addresses identified risks to public safety.

Sustainability and Risk Consideration

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

The recommended works will have a financial impact on the Shire, depending on the final scope of works and quotations received. However, undertaking the works will assist in reducing the likelihood of future costs associated with emergency tree failures, damage to infrastructure or public liability claims.

Where works cannot be completed within current budget allocations, they should be referred to the 2026/2027 annual budget process for Council consideration.

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

Sandakan Park is an important public open space for the Boyup Brook community. Safe, well-maintained trees contribute to the amenity, shade and usability of the park.

While tree removal may have a short-term visual and amenity impact, the recommended works are necessary to protect public safety. Where practical, future replacement planting should be considered to maintain the long-term canopy, shade and character of Sandakan Park.

Policy Implications

There are no specific policy implications identified. The works are consistent with the Shire’s responsibility to manage public assets and public open spaces in a safe and responsible manner.

Risk Management Implications

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

Risk Level	Comment
High	<p>The arborist report identifies two trees that present an imminent failure risk. Failure to act on the recommendations may expose the Shire to increased public safety risk, reputational risk and potential liability.</p> <p>The recommended tree removals, pruning, isolation zones and remedial works will reduce the risk of injury, property damage and service disruption within Sandakan Park.</p>

Consultation

The arborist assessment was prepared by Adam Jenkins Tree Services Pty Ltd.

Further consultation may be required with affected community users if works temporarily impact access to parts of Sandakan Park. Public notice may also be appropriate prior to significant tree removal works, particularly given the visibility and community use of the park.

Resource Implications

Financial

The cost of the recommended works is not provided in the arborist report. Quotations will be required for the removal, bracing and pruning works.

Urgent works associated with Specimen 2, 16 and Specimen 10 should be prioritised due to the identified imminent risk. Any works that cannot be funded within the current budget should be included for Council consideration in the 2026/2027 Annual Budget.

Workforce

Nil

End

10.5.4 Final Approval – Proposed Disposal of Lot 1 (60) Forrest Street, Boyup Brook	
File Ref:	A15327
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 26/05/...

That Council:

1. Notes that the proposed disposal of Lot 1 (60) Forrest Street, Boyup Brook to River Grove Private Estate Pty Ltd was advertised on 8 May 2026 in accordance with section 3.58(3) of the Local Government Act 1995.
2. Notes that no submissions or comments were received during the statutory advertising period.
3. Approves the disposal of Lot 1 (60) Forrest Street, Boyup Brook to River Grove Private Estate Pty Ltd for nil monetary consideration.
4. Notes that the developer is to be responsible for all costs associated with the transfer of the land and all costs associated with investigations, approvals, servicing and development-enabling works relating to the proposed development.
5. Requires the developer to substantially commence development on at least one subdivided lot within 12 months of settlement, unless otherwise approved by Council.
6. Requires the contract of sale to include an appropriate protective mechanism in favour of the Shire requiring the land, or any undeveloped lot as determined appropriate by the Shire, to be transferred back to the Shire at no cost to the Shire should substantial commencement of development not occur within the required timeframe.
7. Authorises the Chief Executive Officer to execute all documents and take all actions necessary to give effect to this resolution.

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For:

Against:

Summary

Council is requested to consider the outcome of the statutory advertising process undertaken in accordance with section 3.58(3) of the *Local Government Act 1995* and determine whether to proceed with the proposed disposal of Lot 1 (60) Forrest Street, Boyup Brook to River Grove Private Estate Pty Ltd.

The proposal was advertised on 8 May 2026 in accordance with the requirements of section 3.58 of the *Local Government Act 1995*. No submissions or comments were received during the advertising period.

It is therefore recommended that Council authorise the Chief Executive Officer to proceed with the disposal of the land subject to conditions previously identified by Council, including development commencement requirements and protective provisions in favour of the Shire should the development not proceed within the required timeframe.

Background

At the Ordinary Council Meeting held on 29 May 2025, Council considered item 9.4.6 Proposed Sale of Lot 1 (60) Forrest Street, Boyup Brook and resolved under Council Decision CM 25/05/095 to discontinue the earlier proposal involving the Smook Trust and instead progress preliminary steps associated with a proposal from River Grove Private Estate Pty Ltd.

At the Ordinary Council Meeting held on 30 April 2026, Council further considered the matter under item 10.5.7 Proposed Disposal of Lot 1 (60) Forrest Street, Boyup Brook and resolved under Council Decision CM 26/04/105 to:

- note the independent valuation of the land at \$150,000;
- note the estimated enabling and servicing costs of \$150,225 plus GST, excluding environmental remediation costs;
- authorise the Chief Executive Officer to undertake statutory advertising in accordance with section 3.58(3) of the *Local Government Act 1995*; and
- receive a further report following the advertising period for final determination.

The proposal was subsequently advertised on 8 May 2026 in accordance with section 3.58(3) of the *Local Government Act 1995*, which requires a local government to give local public notice of a proposed disposition of property.

No submissions or comments were received during the advertising period.

Report Detail

As previously reported to Council, the property presents a potential residential development opportunity, however substantial upfront costs and risks are associated with preparing the site for subdivision and development.

Council previously noted that:

- the independently assessed market value of the land is \$150,000;
- current estimated enabling and servicing costs total approximately \$150,225 plus GST;
- environmental rehabilitation costs remain unknown pending formal site investigation; and
- all costs associated with the transfer, investigations, approvals and development-enabling works are to be borne by the developer.

The proposed arrangement therefore enables the land to be developed without direct financial cost to the Shire, while also transferring the associated development risk to the developer.

In addition, future subdivision and residential development of the site has the potential to:


- increase local housing supply;
- support population retention and growth within Boyup Brook; and
- generate ongoing additional rate revenue for the Shire.

No objections or concerns were raised through the statutory advertising process.

It is proposed that the sale documentation include provisions requiring the developer to substantially commence development on at least one subdivided lot within 12 months of settlement, unless otherwise approved by Council. Should this not occur, the agreement is to include a mechanism requiring the land, or undeveloped lots as appropriate, to be transferred back to the Shire at no cost to the Shire.

This is considered an appropriate safeguard to ensure that the proposal delivers a genuine development outcome consistent with Council's objectives.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Section 3.58 – Local Government Act 1995.

Sustainability and Risk Consideration

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

The proposal has the potential to facilitate residential development and increase housing availability within the townsite without requiring the Shire to fund substantial enabling costs and development risk.

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

Additional residential development may assist in improving housing availability and support broader community wellbeing and population retention within Boyup Brook.

Policy Implications

There are no specific policy implications identified. The works are consistent with the Shire’s responsibility to manage public assets and public open spaces in a safe and responsible manner.

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	Risks associated with disposal below market value are mitigated through the independent valuation process, statutory advertising undertaken in accordance with

	section 3.58 of the <i>Local Government Act 1995</i> , the transfer of all development costs and risks to the developer, and the inclusion of development commencement and reversion provisions within the sale documentation.
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Consultation

The proposal was advertised on 8 May 2026 in accordance with section 3.58(3) of the *Local Government Act 1995*.

No submissions or comments were received during the advertising period.

Resource Implications

Financial

The proposal is intended to be at no direct cost to the Shire, with all transfer, investigation, approval and development enabling costs to be borne by the developer.

The proposal also has the potential to generate additional ongoing rate revenue following subdivision and development.

Workforce

Nil

End

10.5.5 Continued membership of the Warren Blackwood Alliance of Councils.	
File Ref:	Governance/Regional Partnerships/WBAC
Previous Items:	OCM 26 March 2026, Item 10.5.12 Warren Blackwood Regional Trails Strategy and contextual WBAC membership review
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.5.5A – WBAC membership value document 10.5.5B WBAC Planning session outcomes

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

- 1. Determines that, due to ongoing uncertainty in Forest Products Commission equivalent-rates funding and the need to prioritise discretionary expenditure, the Shire of Boyup Brook withdraw from membership of the Warren Blackwood Alliance of Councils at the earliest date permitted under WBAC’s governing arrangements.**
- 2. Authorises the Chief Executive Officer to negotiate continued participation in the Southern Forests & Valleys tourism program through a separate service agreement, memorandum of understanding, or other acceptable arrangement, for consideration as part of the 2026/27 budget.**
- 3. Notes that the Shire’s participation in the Warren Blackwood Regional Trails Strategy continues until project completion in accordance with Council’s March 2026 decision and is independent of ongoing WBAC membership.**

.....
For:
Against:

Summary

Council is requested to determine whether the Shire should remain a full member of WBAC. The recommended position is not to remain a full member. The current evidence indicates that the broad WBAC membership fee is discretionary, significant in the context of ongoing FPC

revenue uncertainty, and not currently supported by strong Boyup Brook-specific measurable outcomes. However, tourism should be retained if possible because it is the WBAC workstream with the clearest direct local benefit to Boyup Brook's visitor economy and digital destination presence.

Background

WBAC is a voluntary regional organisation of councils formed in 2001 following timber industry restructuring. It represents the Shires of Boyup Brook, Bridgetown-Greenbushes, Donnybrook-Balingup, Manjimup, and Nannup. Boyup Brook rejoined in July 2021.

In the event Council does not accept the officer recommendation and wants to remain a full member of the Warren Blackwood Alliance of Councils, Council will be required based on Attachment 10.5.5B Planning session outcomes provide Councils top three priorities it would like the Warren Blackwood Alliance to deliver.

Report Detail


The WBAC's current work spans regional advocacy, the Sub-Regional Growth Plan, Southern Forests & Valleys tourism, climate coordination, and collaborative projects such as the Regional Trails Strategy.

The financial setting has changed materially. In February 2026, the Shire identified a \$135,000 FPC-related shortfall. In April 2026, the Shire advised that a \$230,000 sponsorship contribution had been received for 2025/26 and 2026/27, but that this still left an estimated \$40,000 shortfall for 2026/27 and continuing uncertainty for future years.

In that environment, a recurring discretionary WBAC fee of about \$33,200 should be retained only if it demonstrably protects higher-priority Shire outcomes.

WBAC's Southern Forests & Valleys program is its primary tourism project and the brand's purpose is to promote tourism operators, attractions, events, and trails. Boyup Brook's own website routes visitors to that platform, and the Southern Forests & Valleys site presently carries Boyup Brook destination, event, trail, and visitor centre content. That suggests the tourism workstream is more visible, place specific, and easier to fund than full WBAC membership in a constrained budget year.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Withdrawing from full WBAC membership would release recurring spending, while leaving the previously approved \$3,639 trails contribution in place until project completion.

Tourism retention, if achievable on separate terms, would preserve the most directly visible local output while still reducing total discretionary spend.

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

Tourism continuity would support local visitor awareness, event promotion, and Visitor Centre visibility at a time when Boyup Brook has already warned that broader FPC related budget pressure may affect tourism linked community support.

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 key risk of withdrawal is reduced participation in WBAC led advocacy on matters such as FPC, water, and

	telecommunications. That risk is real, but it is moderated by the fact that Boyup Brook already participates directly in ministerial engagement and public advocacy on the FPC issue.
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Consultation

Nil

Resource Implications**Financial**

Removal of the recurring WBAC fee would produce the clearest immediate budget relief. Any tourism only participation cost is presently unknown and would need to be negotiated and separately approved through the budget process.

Workforce

Nil

End

10.6 Planning

Nil

11. Minutes of Committees

11.1 Regional Road Group Meeting Minutes, 30 March 2026

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

1. Receive the unconfirmed minutes of the Regional Road Group Meeting held on 30 March 2026.

.....
For:
Against:

11.2 South West Country Zone Meeting Minutes, 24 April 2026

Moved: Seconded:

Officer Recommendation CM 26/05/...

That Council:

1. Receive the unconfirmed minutes of the South West Country Zone Meeting held on 24 April 2026.

.....
For:
Against:

12. Motions of which previous notice has been given

Nil

13. Late Items / Urgent Business Matters

Nil

14. Confidential Items of Business

Nil

15. Closure

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

Presiding Member

Date