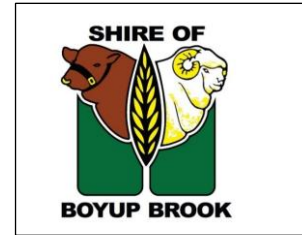


Date: 18 June 2026

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 25 June 2026 at 6:00pm to consider the matters set out in the attached agenda.

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

Leonard Long  
Chief Executive Officer

# Shire of Boyup Brook Corporate Values



## Proactive

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



## Leadership & Teamwork

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



## Accountability & Integrity

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



## Commitment

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



## Engaging Community

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



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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        | Cr Helen O'Connell |
| Deputy Shire President | Cr Darren King     |
| Councillors            | Cr David Inglis    |
|                        | Cr Michael Wright  |
|                        | Cr Philip Moore    |
|                        | 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 Mallett     |
| Manager Financial Services             | Malcolm Armstrong   |
| Manager Community Services             | Nicola Jones        |

---

## **Observers / Public Members**

### **2.2 Apologies**

### **2.3 Approved Leave of Absence**

- Councillor Inglis approved leave of absence from the Ordinary Council meeting to be held in August 2026.

### **2.4 Request Leave of Absence**

Nil

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

### **3.1 Deputations**

### **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

Question taken on notice at the Special Council Meeting held on 10 June 2026.

##### **Andrew Ball**

###### Question 2

Later on in the briefing notes, it states that if a different accounting method was used in private practice, that the medical centre would operate at a far less of a loss or indeed a small profit, (I'm just a simple man), could you please explain what pixie dust would need to be used to turn last year's loss into a potential profit?

###### *Shire Response 10 June 2026:*

The *Local Government Act 1995* accounting standards are completely different to the private practice and there are items that Council has to account for in the accounting terms have that private practice does not have to.

Point of clarification: what would those practices be that private practice don't need to account for?

###### *Shire Response 10 June 2026:*

*The Chief Executive Officer would take this question on notice.*

###### *Shire Response 25 June 2026:*

*The Local Government are required to allocate overhead costs across all the business units of the Shires' operations, as such these costs would not apply in private practice. Similarly, staff housing and house maintenance expenses would possibly not apply in private practice as these are part of packages the Shire has offered the Doctors and may not be continued in private practice. Adjustment for the treatment of depreciation would also be applicable, as the Shire will maintain ownership of the buildings and property.*

Disclaimer - that this information is not to be relied upon and is given as general information only.

#### 4.2 Public Question Time

##### **Carina Wilson**

Dear Councillors, and CEO,

The following questions are submitted for Public Question Time at the Ordinary Council Meeting on 25 June 2026. They concern the notices issued by CMCA requiring long-term residents of the Flax Mill Caravan Park to vacate by 19 June 2026 (a notice as served is at Attachment A). Those notices enforce the CMCA Guest Stay Policy (Ref: CMCA-GSP-FMB-001), adopted at the Ordinary Council Meeting of 28 May 2026 under agenda Item 10.4.2. In the questions below, "the policy" means that document and "the report" means the officer report for Item 10.4.2 (extract at Attachment B). Because that deadline falls before the meeting, I ask Council to suspend the notices now, and I request written responses by 5pm Thursday 18 June 2026.

#### Question 1

Any resident who has lived at the park for more than three months is a long-stay tenant under the Residential Parks (Long-stay Tenants) Act 2006 — not the Residential Tenancies Act 1987, the only Act the Guest Stay Policy cites. A long-stay agreement can be terminated only under that Act (s 32Q), the minimum notice for a change-of-use termination is 60 days (or 180 days for residents who own their own home or van) under s 41D, and only the State Administrative Tribunal can order a resident out.

QUESTION: What legal review was undertaken of the Guest Stay Policy and the vacation notices before they were issued, given they cite an Act that does not apply to these residents and impose a notice period the Residential Parks Act does not permit?

#### *Shire Response:*

*Council's decision was based on the operational purpose of the Flax Mill Caravan Park as a short-term visitor accommodation facility. The Council report expressly states that:*

- The primary purpose of the Caravan Park is to provide short-term accommodation for tourists and travellers.*
- The Caravan Park is not intended or approved for permanent residential occupation.*
- The policy was introduced to formalise stay limits and ensure the park continues to operate as a visitor accommodation facility.*

*Council was therefore considering management of a tourism facility rather than recognising the park as a long-term residential park*

#### Question 2

The report justifies the policy by reference to overdue payments, site presentation and behaviour. The Act provides an individual remedy for each — a default notice for unpaid rent (s 39), a notice to remedy site standards (ss 32L and 64), and a breach notice for park-rule or behaviour

issues (s 40) — each giving the resident a chance to fix the problem and leaving termination to the Tribunal. The policy itself concedes this at clause 7. A blanket 21-day vacation identifies no breach, offers no chance to remedy, and bypasses the Tribunal.

QUESTION: Has any affected resident been given an individual notice identifying a specific breach and an opportunity to remedy it? If not, on what lawful ground is a resident who is paid up and compliant being required to vacate?

*Shire Response:*

*The policy was not supported as a disciplinary mechanism or a breach enforcement process. Rather, it was supported to assist CMCA to establish consistent occupancy limits for all guests and to return the park to its intended tourism and visitor accommodation purpose. The report identifies broader operational concerns including:*

- *long-term occupancy pressures;*
- *reduced site availability for tourists;*
- *site presentation concerns;*
- *management difficulties; and*
- *pressure on volunteer custodians.*

*The 21-day notice was therefore part of implementing a new occupancy policy across the park rather than pursuing individual compliance action against specific residents.*

Question 3

The Shire owns the park and holds the licence; CMCA is its contracted manager. A local government may delegate its statutory powers only to its CEO and employees (Local Government Act 1995, ss 5.42 and 5.44), not to a contractor, and the Shire's Delegation of Authority Register 2026 records no power to terminate a tenancy under either the Caravan Parks and Camping Grounds Act 1995 or the Residential Parks Act.

QUESTION: By what instrument — Council resolution, delegation, or the management agreement — did CMCA acquire authority to issue these notices and to author a policy governing the termination of long-stay tenancies at a Shire-owned park?

*Shire Response:*

*The facility is managed and operated by Campervan & Motorhome Club of Australia Limited (CMCA).*

*Council formally resolved to:*

*"Support the implementation of the CMCA Parks Guest Stay Policy" and the associated Essential Worker process.*

*Accordingly, Council supported the policy framework and CMCA was acting as the contracted manager of the facility in implementing their policy supported by Council.*

#### Question 4

Given the matters above, the question of legal advice is central.

QUESTION: Did the Shire obtain independent legal advice on the policy and the notices before they were issued, and if so will Council release it?

#### *Shire Response:*

*Council is generally not obliged to disclose privileged legal advice. If legal advice was obtained, it would be protected by legal professional privilege.*

#### Question 5

The Ordinary Council Meeting of 28 May 2026 supported the implementation of (Item 10.4.2; Decision CM 26/05/117). That policy cites an inapplicable Act, gives 21 days' notice where the Act requires 60 or 180, and applies as a blanket eviction with no individual assessment of any resident's tenancy.

QUESTION: Were members advised, before voting, that the Residential Tenancies Act 1987 does not govern these residents; that the Residential Parks Act 2006 does; that the minimum notice is 60 or 180 days rather than 21; and that CMCA's authority to issue the notices was unconfirmed?

#### *Shire Response:*

*The report presented to Council clearly disclosed:*

- *the purpose of the policy;*
- *the proposed 3-month stay limit;*
- *the proposed 21-day transition period;*
- *the Essential Worker exemption process;*
- *the operational reasons for the policy; and*
- *reference to the Residential Parks (Long-stay Tenants) Act 2006.*

*Council's role was to determine whether the policy should be supported based on the information presented in the report.*

#### Question 6

The report states the Shire and CMCA are awaiting the statutory review of the Residential Parks Act. That review does not suspend the Act. The Act is in force, and its 2022 reforms removed without-grounds terminations for

residents who own their own home or van — the very kind of termination these notices attempt.

QUESTION: On what basis did the Shire treat an ongoing review as a reason to act inconsistently with the Act currently in force, and to impose a vacation the Act does not permit?

*Shire Response:*

*The report does not state that the review justified disregarding existing legislation. Rather, it notes that a statutory review was underway while separately identifying operational challenges that prompted consideration of stay limits.*

*The policy decision was justified in the report on operational, tourism and accommodation management grounds rather than because of the legislative review itself.*

Question 7

Section 4 of the policy requires residents to apply to CMCA for an "Essential Worker" extension in order to remain. Security of tenure for a long-stay tenant is a statutory right, not a permission an operator may grant or withhold, and the Act prohibits contracting out of its protections (s 9).

QUESTION: On what legal basis does CMCA require residents to apply for permission to exercise a statutory right, and did the Shire obtain advice that this mechanism is consistent with the Act?

*Shire Response:*

*The Essential Worker process was intended as an exemption mechanism rather than a replacement for statutory rights. Council specifically supported:*

*"the CMCA Parks Essential Worker Extended Stay Application process" and authorised the CEO and CMCA Manager to assess applications.*

*The report states that the purpose was to balance:*

- the operational intent of the caravan park;*
- tourism objectives; and*
- accommodation needs of essential workers.*

Question 8

The report states permanent residency is not permitted and that the policy is required for compliance with the park's purpose. Long-stay occupancy is a recognised and lawful component of a caravan park under Department

guidance and WA Planning Commission Planning Bulletin 49/2014; changing the permitted use of land requires a planning scheme amendment with WAPC and Ministerial approval, not a management notice.

QUESTION: Does the Shire accept that changing the permitted use of Lot 336 requires a formal scheme amendment with WAPC approval and public advertising, and if so on what basis does the policy purport to change that use by notice?

*Shire Response:*

*The Shire does not accept that the implementation of the CMCA Guest Stay Policy changes the approved land use of Lot 336.*

*The land is zoned "Special Use" under the applicable Local Planning Scheme. The permitted uses for the site include:*

- *Caravan Park;*
- *Camping Ground;*
- *Holiday Accommodation; and*
- *Recreation – Private.*

*The CMCA Guest Stay Policy does not seek to amend the Local Planning Scheme, change the zoning of the land, or alter the approved use of the site. The policy was developed by CMCA, as the Shire's contracted management agent, to assist in managing the Flax Mill Caravan Park in accordance with its intended function as a caravan park and visitor accommodation facility.*

*The policy relates to the operational management of the caravan park, including occupancy arrangements and length of stay, and was introduced in response to operational concerns identified by CMCA regarding increasing long-term occupancy, site availability, visitor access, park presentation and management pressures.*

*As no change to the planning scheme, zoning or approved land use is proposed, the Shire has not commenced, nor does it consider necessary, a scheme amendment process in relation to the Guest Stay Policy.*

Question 9

The March 2026 Presidential Communications record a meeting on 11 March 2026 — eleven weeks before the notices — with Wagyl Kaip Southern Noongar Aboriginal Corporation regarding a "Flax Mill Caravan Park Master Plan," which has not been publicly released or disclosed to residents.

QUESTION: When was the Master Plan commissioned, by whom and at what cost; has it been considered in closed session and on what date; and why has it not been disclosed to the community?

*Shire Response:*

*Council requested the preparation of a preliminary Master Plan for the Flax Mill Caravan Park as part of its ongoing strategic planning for the facility and to assist in identifying future improvement opportunities and potential grant funding applications.*

*As part of the early planning process, consultation is required to be undertaken with the Wagyl Kaip Southern Noongar Aboriginal Corporation in recognition of its role as the relevant Aboriginal representative body and to ensure any future concepts appropriately consider Aboriginal heritage and cultural matters.*

*The Master Plan remains a preliminary planning document and has not been presented for endorsement by Council. Once the document has been endorsed by Council community consultation will be undertaken.*

Question 10

The April 2026 OCM (Item 10.5.5) recorded a \$70,000 revenue shortfall. The park's long-term residents represent reliable, year-round income, most valuable in winter when tourist occupancy is lowest.

QUESTION: Has the Shire modelled the net financial impact of removing this income, and what justifies it against the recorded shortfall?

*Shire Response:*

*The implementation of the CMCA Guest Stay Policy was not driven by revenue considerations and no specific financial modelling was undertaken regarding individual long-term occupants.*

*The policy was proposed by CMCA as the park's management agent to address operational issues associated with extended occupancy and to ensure the facility continued to operate in accordance with its intended purpose as a caravan park and visitor accommodation facility.*

*Council's consideration of the policy was based on a range of factors identified in the report, including maintaining site availability for visitors, supporting tourism outcomes, addressing operational and compliance risks, improving management consistency and preserving the long-term sustainability of the facility.*

*The policy does not alter the approved use of the caravan park and was not supported as a measure to increase or decrease revenue. Council*

*acknowledges that occupancy patterns may change over time; however, the primary consideration was the effective management of the caravan park in accordance with its intended operational purpose.*

I also request that the Shire:

- (a) suspend or withdraw the 19 June 2026 notices pending legal review;
- (b) confirm to the affected residents, in writing, that no action will be taken while these questions are being addressed;
- (c) obtain and provide to residents formal legal advice on the Residential Parks (Long-stay Tenants) Act 2006 as it applies to their situation; and
- (d) make the Flax Mill Caravan Park Master Plan publicly available.

**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 – 28 May 2026**

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

Officer Recommendation CM 26/06/...

That the minutes of the Ordinary Council Meeting held on 28 May 2026 be confirmed as being a true and accurate record.

.....  
For:  
Against:

**6.2 Special Council Meeting Minutes – 10 June 2026**

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

Officer Recommendation CM 26/06/...

That the minutes of the Special Council Meeting held on 10 June 2026 be confirmed as being a true and accurate record.

.....  
For:  
Against:

**7. Presidential Communications**

To be provided at the Ordinary Council Meeting.

**8. Reports by Elected Members**

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

**9. Councillor Questions on Notice**

**10. Reports of Officers**

**10.1 Operational Services**

Nil

**10.2 Community Services**

Nil

---

### 10.3 Financial Services

|   |   |
|---|---|
| <b>10.3.1 List of Accounts Paid in May 2026</b> |   |
| <b>File Ref:</b>                                | FM/1/002                                  |
| <b>Previous Items:</b>                          | Nil                                       |
| <b>Applicant:</b>                               | Nil                                       |
| <b>Author and Title:</b>                        | Joanna Hales-Pearce, Finance Officer      |
| <b>Declaration of Interest:</b>                 | Nil                                       |
| <b>Voting Requirements:</b>                     | Simple Majority                           |
| <b>Attachment Number:</b>                       | 10.3.1A List of Accounts Paid in May 2026 |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

**1. That Council receives the list of accounts paid in May 2026, totalling \$1,088,843.42 from Municipal account, and \$41,717.50 from Police Licensing, as represented by:**

|                         |             |                              |
|-------------------------|-------------|------------------------------|
| <b>Municipal</b>        |             |                              |
| EFT                     | 2351-2497   | \$ 806,694.15                |
| Cheques                 | 20722-20723 | \$ 14,229.53                 |
| Direct Payments         |             | <u>\$ 267,919.74</u>         |
| <b>Municipal Total</b>  |             | <b>\$1,088,843.42</b>        |
| <br>                    |             |                              |
| <b>Police Licensing</b> |             | <b>\$ 41,717.50</b>          |
| <br>                    |             |                              |
| <b>Grand Total</b>      |             | <u><b>\$1,130,560.92</b></u> |

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

#### Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in May 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 31 May 2026.

## Report Detail

Attachment 10.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 31 May 2026.

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

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

### Other Strategic Links

Nil

### Statutory Environment

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

#### 12. *Payments from municipal fund or trust fund*

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

#### 13. *Lists of accounts*

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

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

**Sustainability and Risk Consideration**

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

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

**Policy Implications**

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

**Risk Management Implications**

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

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

**Consultation**  
 Nil

## **Resource Implications**

### **Financial**

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

### **Workforce**

Nil

---

End

---

|   |   |
|---|---|
| <b>10.3.2 Monthly Statement of Financial Activity for the period ending 31 May 2026</b> |   |
| <b>File Ref:</b>  | FM/10/003   |
| <b>Previous Items:</b>  | Nil   |
| <b>Applicant:</b>   | Nil   |
| <b>Author and Title:</b>  | Darren Long, Finance Consultant                   |
| <b>Declaration of Interest:</b>   | Nil   |
| <b>Voting Requirements:</b>   | Simple Majority                                   |
| <b>Attachment Number:</b>   | 10.3.2A – Monthly Financial Report<br>31 May 2026 |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

**1. Receive the Monthly Financial Report for 31 May 2026, as presented (Attachment 10.3.2A).**

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

**Summary**

The Monthly Financial Report for 31 May 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 31 May 2026 shows a closing surplus of \$4,471,233.

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

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

### Other Strategic Links

Nil

## **Statutory Environment**

### *Local Government Act 1995*

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

**Consultation**

Nil

**Resource Implications**

**Financial**

Nil

**Workforce**

Nil

End

## 10.4 Corporate Services

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

|  |
|--|
| <p><b>Moved:</b> ..... <b>Seconded:</b> .....</p> <p><b>Officer Recommendation CM 26/06/...</b></p> <p><b>That Council:</b></p> <p><b>1. Receive the monthly report for the Boyup Brook Caravan Park for May 2026.</b></p> <p style="text-align: right;">.....<br/><b>For:</b><br/><b>Against:</b></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**

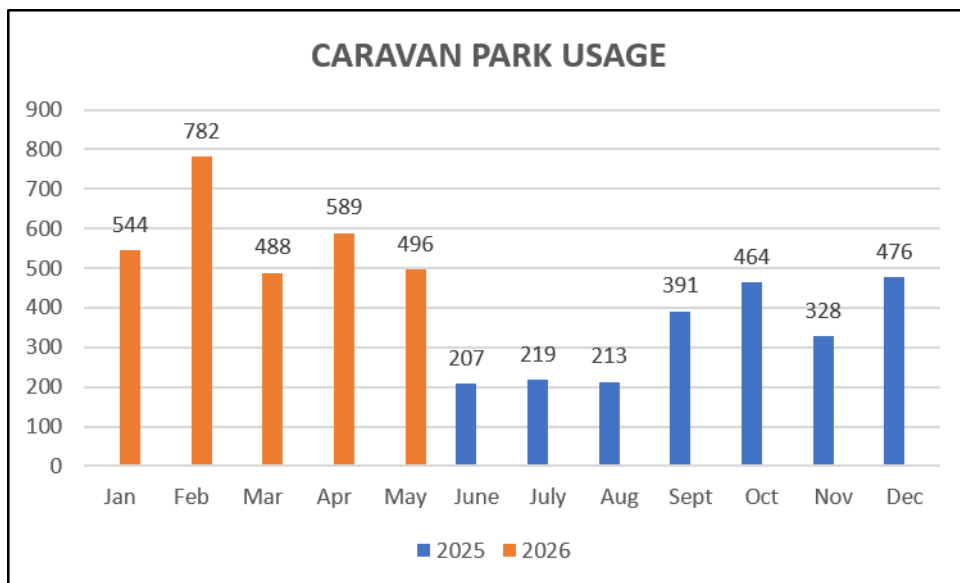
The CMCA Flax Mill Caravan Park, managed under agreement by the Campervan and Motorhome Club of Australia (CMCA), continues to provide a steady stream of short-term accommodation for travellers and visitors to Boyup Brook.

For the May 2026 reporting period, a total of 496 site nights were booked, generating gross income of \$14,552. Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.


- Revenue: For May 2026, the Shire’s share of revenue totalled \$10,623, representing a 50% increase compared with May 2025.
- Occupancy: During May 2026, a total of 496 nights were booked, representing a 47% increase in nights booked, compared with the same period last year, although occupancy was lower than the previous month.
- The increase in bookings (up 158 nights) reflects strong demand, particularly for unpowered river sites, powered sites and ensuite sites.
- Tourism demand also remained strong, with a 55% increase in CMCA member stays compared to May 2025. The current ratio of CMCA Members to non-members is 3:2 (60%:40%), demonstrating the continued value of the CMCA Management in attracting visitors to the Caravan Park.

**Breakdown of Bookings by Site Type:**

| Site Type                | Nights Booked |
|--------------------------|---------------|
| Self-Contained RVs (SCV) | 78            |
| SCV + Amenities Sites    | 0             |
| Unpowered Van Sites      | 3             |
| Unpowered River Sites    | 40            |
| Powered Sites            | 245           |
| Ensuite Sites            | 130           |
| CMF Overflow Sites       | 0             |
| <b>TOTAL BOOKINGS</b>    | <b>496</b>    |



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

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

**Other Strategic Links**

Nil

**Statutory Environment**

Nil

**Sustainability and Risk 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.

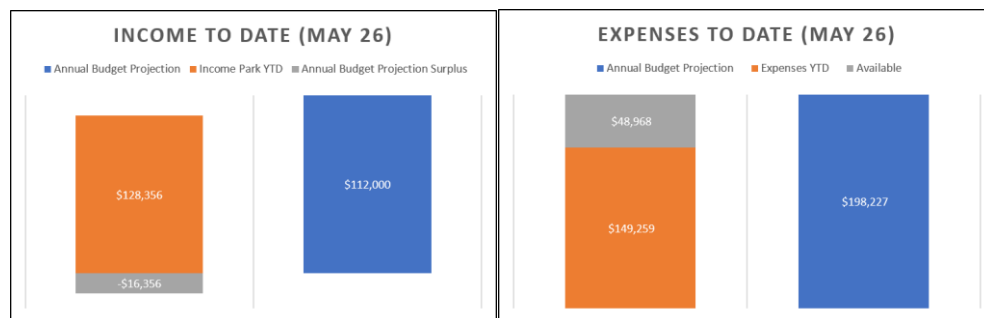
| Risk Level      | Comment   |
|-----------------|---|
| <b>Moderate</b> | A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers due to factors such as fuel prices, economic downturns, or natural disasters could reduce income for local businesses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

**Consultation**

Nil

**Resource Implications**

**Financial**



**Workforce**

Nil

End

|  |  |
|--|--|
| <b>10.4.2 Long-Term Financial Plan 2026/2027 - 2035/2036</b> |  |
| <b>File Ref:</b>   | Enterprise Resource Planning/LTFP  |
| <b>Previous Items:</b>                                       | Nil  |
| <b>Applicant:</b>  | Nil  |
| <b>Author and Title:</b>                                     | Darren Long – Financial Consultant<br>Carolyn Mallett, Executive Manager<br>Corporate Services |
| <b>Declaration of Interest:</b>                              | Nil  |
| <b>Voting Requirements:</b>                                  | Absolute Majority  |
| <b>Attachment Number:</b>                                    | 10.4.2A Long-Term Financial Plan 2026/2027<br>- 2035/2036                                      |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

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

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

**Summary**

The draft Long Term Financial Plan 2026/2027 - 2035/2036 is presented for Council’s consideration and adoption.

This Long-Term Financial Plan 2026/2027 - 2035/2036 is intended to replace the previous Long Term Financial Plan 2017 to 2027, adopted by Council on 21 June 2018.

The LTFP is a key component of Council's Integrated Planning and Reporting Framework and provides the financial strategy to support the delivery of the Strategic Community Plan, Corporate Business Plan, Asset Management Plans and other informing strategies. It aligns community aspirations, strategic priorities and Council's financial capacity over a ten-year planning period.

The LTFP is a rolling financial planning tool that projects the Shire's future financial position using realistic and conservative assumptions. It supports strategic decision making, informs annual budgets and resource allocation, and assists Council in assessing long term financial sustainability and funding requirements for services, infrastructure and community assets.

As assumptions and circumstances may change over time, the LTFFP will be reviewed and updated annually to ensure it remains relevant, responsive and aligned with the Shire's changing priorities, risks and opportunities.

## **Background**

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

Section 5.56(1) of the *Local Government Act 1995* requires local governments to plan for the future of their districts. In addition, Division 3 of Part 2 of the *Local Government (Administration) Regulations 1996* prescribes the minimum requirements for local governments to prepare and adopt a Plan for the Future.

The Long-Term Financial Plan (LTFFP) is one of the informing strategies required under Regulation 19DA(3)(c) of the *Local Government (Administration) Regulations 1996* and forms a key component of the Shire's Integrated Planning and Reporting Framework. The LTFFP 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 LTFFP model was presented to Council Members at workshops held on 5 February, 12 March, 25 March and 10 June 2026 for consideration, review and discussion.

## **Report Detail**

The LTFFP 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 key assumptions underpinning the model 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 has been developed using the 2025-26 Budget as the base of a 10-year rolling plan and is intended to be updated annually following adoption of each Annual Budget.

The Plan provides an assessment of the Shire's long term financial sustainability and assists in identifying emerging financial challenges and opportunities. It also demonstrates the relationship between Council's strategic objectives, service delivery commitments and financial capacity, supporting informed decision making, transparency and accountability.

The assumptions, methodologies and financial projections underpinning the model are detailed within the LTFP. While the Plan provides a strategic framework for future financial decision-making, it does not commit Council to a fixed course of action. Where future decisions differ from the assumptions contained within the Plan, the financial impacts should be assessed and the LTFP updated accordingly.

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

|   |                        |  |
|---|------------------------|--|
|   | <b>Key Imperatives</b> | <b>Economic Development</b>  |
|   | <b>Outcome</b>         | Be a business friendly Shire and create conditions for economic growth and sustainability.   |
|   | <b>Objective</b>       | Partner with key stakeholders and support development of industry/business incubation, innovation and entrepreneurship using a planned approach. |
|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>   |
|   | <b>Objective</b>       | Demonstrate effective leadership, advocacy and governance.   |
|   | <b>Outcome</b>         | Provide transparent decision making that meets our legal and regulatory obligations and reflects associated risks.                               |

### Other Strategic Links

- Shire of Boyup Brook Strategic Community Plan 2021-2031.
- 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.
- S6.2 Local Government to prepare annual budget  
In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with [section 5.56](#).
- *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 sub-regulation (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)**

The final LTFP confirms that the Shire of Boyup Brook is sustainable while supported by federal operating and state and federal infrastructure grants. There are no known significant economic implications relating to the report or officer recommendation.

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

There are no known significant economic implications relating to the report or officer recommendation. The LTFP aligns with the Shire of Boyup Brook Community Strategic Plan.

**Policy Implications**

Policy Manual – Policy C11 – Assets Management.

**Risk Management Implications**

The Shire of Boyup Brook’s commitment to the identification and management of risks that may impact the achievement of its business objectives. While no significant risks have been identified in relation to the officer recommendation, the LTFP is a key strategic document supporting the Shire’s long-term financial sustainability and responsible resource planning.

| Risk Level      | Comment  |
|-----------------|--|
| <b>Moderate</b> | The LTFP is a key strategic document supporting the Shire's long-term financial sustainability and responsible resource planning. As the Plan forms the basis for future annual budgets and long-term decision-making, it is important that forecasts are based on sound assumptions and reviewed regularly to reflect changing circumstances. Ongoing monitoring and annual review of the Plan will assist in identifying emerging financial risks and maintaining the Shire's financial sustainability objectives. |

**Consultation**

- Darren Long (DL Consulting)
- Chief Executive Officer
- Executive Management Team
- Councillors - Several workshops were held with Council and the Executive Management Team to go through the core scenarios and assumptions. The Strategic Community Plan 2021-2031 and Asset Management Plans have been referenced and consulted in developing the plan.

## **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. The LTFP also documents the Shire's long term financial sustainability position and the financial impacts of the assumptions used over the ten-year period.

### **Workforce**

Nil

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End

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|   |   |
|---|---|
| <b>10.4.3 Audit Risk and Improvement Committee – Appointment of Independent Members</b> |   |
| <b>File Ref:</b>  | Committees/Audit Risk and Improvement   |
| <b>Previous Items:</b>  | Council Decision CM 26/04/096 Ordinary Council Meeting 30April2026 and CM 25/10/200 Ordinary Council Meeting 30Oct2025  |
| <b>Applicant:</b>   | Nil   |
| <b>Author and Title:</b>  | Carolyn Mallett, Executive Manager Corporate Services   |
| <b>Declaration of Interest:</b>   | Nil   |
| <b>Voting Requirements:</b>   | Absolute Majority   |
| <b>Attachment Number:</b>   | 10.4.3A Audit Risk and Improvement Committee Terms of Reference<br>10.4.3B Advertisement for Expression of Interest (EOI) for ARIC Independent Members<br>10.4.3C Expression of Interest Information Package<br>(as presented to the 30April2026 Ordinary Council Meeting)<br>Confidential: Summary matrix of applicant professional experience. To be distributed separately |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

- 1. Appoint Independent Member applicant \_\_\_\_\_, as an independent person on the Audit Risk and Improvement Committee and as the Presiding Member; and**
- 2. Appoint Independent Member applicant \_\_\_\_\_, as an independent person on the Audit Risk and Improvement Committee and as the Deputy of the Presiding Member**
- 3. Note that per Council Decision CM 25/10/200 all Councillors are appointed to the Audit Risk and Improvement Committee.**

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

## Summary

This report seeks Council's assessment of the two (2) Expression of Interest (EOI) Applications received, and appointment of a suitably qualified independent person to the positions of Independent Presiding Member and Independent Deputy of the Presiding Member of the Audit Risk and Improvement Committee (ARIC).

Council is also requested to note that, in accordance with Council Decision CM 25/10/200, all Councillors are appointed as members of the Audit Risk and Improvement Committee.

It is recommended that Council assess applicants against the selection criteria outlined in Item 5.1 of the ARIC Terms of Reference - Appointment of Independent Presiding and Deputy of the Presiding Member (Attachment 10.4.3A), which include:

- (a) Internal auditing
- (b) Risk management
- (c) Financial management and reporting
- (d) Information, communication and technology management
- (e) Good governance and audit committee practices
- (f) An understanding of the complexities of regional local government operations.
- (g) Have strong communication skills

Applicants must also be suitably qualified and experienced and able to demonstrate capability in one or more of the following areas, as outlined in the ARIC Expression of Interest Information Package (Attachment 10.4.3C):

- Statutory financial reporting
- Financial management and internal controls
- Risk management frameworks
- Governance and accountability
- Compliance and regulatory oversight
- Internal and external audit
- Data governance and cyber security risk
- Sound professional judgement
- Strong interpersonal and communication skills
- The ability to provide independent, objective and constructive advice

Appointments are for a fixed term, concluding at the end of the next biennial local government election cycle in October 2027.

The appointment of independent members will strengthen the Shire's governance framework, enhance transparency and accountability, and ensure compliance with legislative requirements by 30 June 2026.

## **Background**

At the Ordinary Council Meeting held 30 April 2026, Council resolved (CM 26/04/096) to invite Expressions of Interest (EOI) for Independent Members of the ARIC, as required by the *Local Government Amendment Act 2024*, which mandates the establishment of ARICs across all local governments to strengthen oversight of audit, risk, and continuous improvement functions.

Expressions of Interest were advertised by Public Notice on 6 May 2026, with applications closing on 28 May 2026. (Attachment 10.4.3B)

Two applications were received, with both deemed suitable based on qualifications, experience and alignment with the Shire of Boyup Brook's governance values. Both applicants either reside in, or maintain strong connections with, the Boyup Brook community and surrounding region.

The Shire of Boyup Brook's Audit Risk and Improvement Committee (ARIC) is a standing committee of the Council established under Section 7.1A of the *Local Government Act 1995* (the Act). All elected members are appointed to the Committee per the Special Council Meeting held on 30 October 2025 for a term concluding at the 2027 Local Government election day.

All local governments are required to establish an Audit Risk and Improvement Committees and appoint an Independent Presiding Member and Independent Deputy of the Presiding Member by 30 June 2026 to provide objective and impartial oversight of financial management, risk, and governance.

Recent legislative reforms introduced through the *Local Government Amendment Act 2024* have mandated changes to the structure and function of audit committees across Western Australia. The transition from traditional audit committees to Audit Risk, and Improvement Committees (ARICs) is part of the *Local Government Regulations Amendment Regulations (No. 4) 2025*, which came into effect on January 1, 2026. This reform aims to strengthen local government practices by ensuring that ARICs have an external independent presiding member and an external independent deputy of the presiding member, enhancing transparency and accountability in financial and risk management.

Key amendments include:

- Expanding the Committee's role to include risk management and continuous improvement
- Mandating the appointment of an independent Presiding Member
- Requiring the appointment of an independent Deputy of the Presiding Member
- Strengthening governance, accountability and oversight functions

The Committee plans to meet quarterly and performs the functions outlined in Regulation 16 of the *Local Government (Audit) Regulations 1996*, which include:

- Assisting the local government in carrying out its functions under Part 6 (financial management) and Part 7 (audit) of the Act
- Reviewing the CEOs reports under Regulation 17 and reporting results to Council
- Monitoring and advising the CEO on the effectiveness of risk management, internal control, and legislative compliance
- Supporting the auditor in performing statutory duties; and
- Overseeing the implementation of audit recommendations and legislative compliance actions.

The *Local Government Amendment Act 2024* introduces further changes to strengthen independent oversight by:

- Requiring that the Committee be chaired by an independent Presiding Member and supported by an independent Deputy of the Presiding Member
- Prohibiting current Councillors or local government employees from serving as Presiding or Deputy of the Presiding Members
- Allowing transitional provisions of six months for local governments to establish the amended committee structure; and
- Allowing for shared committees between two or more local governments, where appropriate.

The Terms of Reference for ARIC were amended to align with updated legislative requirements and were endorsed by Council per Council Decision CM 26/04/096 at the 30 April 2026 Ordinary Council Meeting.

### **Report Detail**

As at the closing date for Expressions of Interest on 28 May 2026, two applications were received. The applications were presented to Councillors at a workshop for preliminary review and are now to be considered for assessment and appointment of the Independent Presiding

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Member and Deputy of the Presiding Member of the Audit Risk and Improvement Committee.

The Act provides for the following independent external member roles:

- **Independent Presiding Member** (mandatory appointment, s.7.1A(3))
  - Appointed first as a committee member under s.5.10(1) and then appointed as the presiding member under s.5.12 of the Act
  - Must not be an elected member or employee of any local government
  
- **Independent Deputy of the Presiding Member** (mandatory appointment, s.7.1B)
  - Appointed only as a deputy committee member under s.5.11A, deputising only to the office of presiding member.
  - The Deputy of the Presiding Member does not attend ARIC meetings, unless the Presiding Member is unable to attend the meeting.
  - Must not be an elected member or employee of any local government .

The meeting fees for independent members is determined by the Salaries and Allowances Tribunal (WA) (SAT) pursuant to, Local Government Chief Executive Officers and Elected Members Determination No 1 of 2025, and as updated annually.


At the Ordinary Council Meeting held 30 April 2026, Council resolved (CM 26/04/096) to set the fee at \$300 per meeting, reflecting the level of financial, governance and risk management experience required for the role.

Based on quarterly meetings, the estimated annual cost is approximately \$2,000, to be provided for within the 2026/2027 Budget.

In accordance with sections 5.100(4), (5) and (6) of the Act, Independent Members (as committee members) are also eligible for reimbursement of reasonable travel and associated expenses, at rates set out in Section 30.6 of the *Local Government Officers' (WA) Award 2021*.

The appointment of an Independent Presiding Member and Independent Deputy of the Presiding Member will ensure the Shire meets its legislative obligations by 30 June 2026 and further strengthen the effectiveness, independence and accountability of the Audit, Risk and Improvement Committee. The appointments will support Council in its oversight of financial management, risk management, governance and continuous improvement activities.

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

|   |                        |  |
|---|------------------------|--|
|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>   |
|   | <b>Objective</b>       | Demonstrate effective leadership, advocacy and governance.   |
|   | <b>Outcome</b>         | Provide transparent decision making that meets our legal and regulatory obligations and reflects associated risks. |

### Other Strategic Links

Nil

### Statutory Environment

- *Local Government Act 1995*
- *Local Government Amendment Act 2024*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Administration) Regulations 1996*
- *Local Government Regulations Amendment Regulations (No.4) 2025.*

### 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 Audit Risk and Improvement Committee forms a key part of Council’s governance and accountability framework. The inclusion of both councillor and independent members ensures balanced representation, transparency, and informed decision making.

| <b>Risk Level</b> | <b>Comment</b>   |
|-------------------|--|
| <b>Low</b>        | Failure to appoint independent members by the required time frame may result in: <ul style="list-style-type: none"> <li>• Non-compliance with the legislative requirements</li> <li>• Reduced effectiveness of governance and oversight functions</li> </ul> |

---

|  |   |
|--|---|
|  | The appointment of independent members strengthens governance, improves accountability, and supports best practice risk management. |
|--|---|

### **Consultation**

- Chief Executive Officer
- Councillor Workshop held with Council and the Executive Management Team to present the two Expression of Interest Applications to Council
- Department of Local Government Industry Regulation and Safety (LGIRS).

### **Resource Implications**

#### **Financial**

Costs associated with:

- Independent Member fees: determined at \$300 per meeting, with provision in the 2026/2027 Budget, being approximately \$2,000 per annum.
- Travel Expenses reimbursed at rates set out in Section 30.6 of the *Local Government Officers' (WA) Award 2021*.

#### **Workforce**

Nil

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End

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|   |   |
|---|---|
| <b>10.4.4 Privacy and Responsible Information Sharing (PRIS) Policies</b> |   |
| <b>File Ref:</b>  | Policies and Procedures/Policies  |
| <b>Previous Items:</b>  | Nil   |
| <b>Applicant:</b>   | Nil   |
| <b>Author and Title:</b>  | Carolyn Mallett, Executive Manager<br>Corporate Services<br>Alison Brewer, PRIS Project Officer   |
| <b>Declaration of Interest:</b>   | Nil   |
| <b>Voting Requirements:</b>   | Simple Majority   |
| <b>Attachment Number:</b>   | 10.4.4A Privacy Policy<br>10.4.4B Access and Correction of Personal Information Policy<br>10.4.4C Information Breach Policy<br>10.4.4D Privacy Complaints Management Policy<br>10.4.4E Information Breach Response Plan |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

- 1. Endorse the following Policies to support compliance with the *Privacy and Responsible Information Sharing Act 2024***
  - **Privacy Policy;**
  - **Information Breach Policy;**
  - **Privacy Complaints Management Policy; and**
  - **Access and Correction of Personal Information Policy.**
- 2. Notes the Information Breach Response Plan.**
- 3. Authorise the Chief Executive Officer to publish the endorsed policies on the Shire's website.**
- 4. Note that these policies and procedures will be subject to ongoing monitoring and compliance review, with formal review to occur at least every three years or earlier if required by legislative or operational changes.**

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

## Summary

The purpose of this report is to seek Council endorsement of the first suite of policies and procedures required to support the Shire of Boyup Brook's compliance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS), which comes into effect on 1 July 2026. The Policies to be considered are:

- Privacy Policy
- Access and Correction of Personal Information Policy
- Information Breach Policy
- Privacy Complaints Management Policy

The Procedure to be noted, for informational purposes, is:

- Information Breach Response Plan.

## Background

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) was enacted by the Western Australian Parliament in 2024 to modernise privacy protections and enable responsible information sharing across the WA public sector.

The PRIS Act establishes a comprehensive framework governing the collection, use, disclosure, storage and management of personal information by Western Australian public sector agencies, including local governments. The legislation also introduces requirements relating to privacy protection, responsible information sharing, access and correction rights, and the management of notifiable information breaches.

The Information Commissioner (WA) has been appointed as regulator with oversight and enforcement powers and the new legislation also provides an extension of privacy obligations to contracted service providers, where personal information is handled on behalf of a public authority.

Local governments are classified as “IPP entities” under the Act and will be directly accountable for compliance across their operations, systems and contracted services.

From 1 July 2026, local governments will be required to comply with enforceable Information Privacy Principles, and from 1 January 2027, mandatory notification of eligible information breaches that are likely to result in serious harm.

---

## Report Detail

To support compliance with the PRIS Act, the Shire has developed a suite of Privacy and Responsible Information Sharing (PRIS) policies for Council consideration, together with an Information Breach Response Plan, provided for informational purposes.

PRIS has identified 18 actions that must be addressed to achieve compliant implementation. To meet the Shire's obligations under the Act, a range of governance documents have been developed and are recommended for adoption and publication.

In the interests of expediency, the documents outlined below represent the first tranche of a broader suite of policies, procedures and supporting documents that will form part of the Shire's PRIS Compliance Package. The table below outlines the policies referred for Council consideration and adoption.

### Policies for Endorsement and Procedure Provided for informational purposes:

| Policy/Procedure                                     | Reference                 | Purpose   |
|--|---------------------------|---|
| Privacy Policy                                       | PRIS Action 8             | Sets out the Shire's commitment to protecting personal information and complying with privacy obligations under the PRIS Act.                 |
| Information Breach Policy                            | PRIS Action 9             | Establishes requirements for identifying, reporting, managing and reviewing information breaches.   |
| Information Breach Response Plan                     | Procedure – PRIS Action 9 | Provides operational guidance for responding to actual or suspected information breaches, including notification and escalation requirements. |
| Privacy Complaints Management Policy                 | PRIS Action 16            | Establishes processes for receiving, managing and resolving privacy complaints.   |
| Access and Correction of Personal Information Policy | PRIS Action 16            | Provides a framework for individuals to access and seek correction of their personal information in accordance with the PRIS Act.             |

### **Legislative Compliance**

The PRIS Act requires public entities to implement and maintain appropriate governance arrangements, policies, procedures and controls to ensure compliance with privacy and responsible information sharing obligations.

Collectively, the proposed policies and procedures:

- Establish the Shire's privacy and information management framework.
- Support compliance with the Information Privacy Principles.
- Provide mechanisms for managing privacy complaints.
- Establish processes for responding to information breaches.
- Support the rights of individuals to access and correct personal information.
- Promote responsible management and sharing of information.
- Assist the Shire in demonstrating compliance with legislative obligations and regulatory expectations.

### **Publication Requirements**

To support transparency and accountability, the adopted policies are required to be published on the Shire's website and made available to the public where appropriate.

Publication of these documents demonstrates the Shire's commitment to protecting personal information and complying with its statutory obligations under the PRIS Act.

### **Ongoing Monitoring and Review**

The adoption of these policies represents the initial phase of the Shire's ongoing privacy and information governance program.

In accordance with the Shire's PRIS compliance framework:

- Compliance with the policies will be monitored on an ongoing basis.
- Policies and procedures will be reviewed periodically to ensure alignment with legislative requirements, guidance issued by the Office of the Information Commissioner and operational best practice.
- Internal reporting mechanisms will support ongoing monitoring of privacy compliance, information sharing activities, privacy complaints and information breaches.
- Formal policy reviews will occur at least every three years, or earlier where legislative changes, regulatory guidance or operational requirements warrant amendment.

### **Additional Processes Required**


In addition to the adoption of these policies, further work is required to achieve full organisational readiness and ongoing compliance with the PRIS Act. Additional policies, procedures, training and operational

controls will continue to be developed and implemented as part of the broader PRIS implementation program, including:

- Awareness training on privacy obligations
- Updates to contracts and procurement templates to include PRIS-compliant clauses
- Establishment of a data breach register and reporting mechanisms
- Review of records management, ICT security and access controls
- Integration with complaints handling and audit and risk frameworks.

The adoption of these policies represents an important milestone in the Shire's PRIS implementation program and in establishing a broader privacy governance framework required to support compliance with the Act from 1 July 2026.

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

|   |                        |  |
|---|------------------------|--|
|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>   |
|   | <b>Objective</b>       | Demonstrate effective leadership, advocacy and governance.   |
|   | <b>Outcome</b>         | Provide transparent decision making that meets our legal and regulatory obligations and reflects associated risks. |

#### Other Strategic Links

Nil

#### Statutory Environment

- *Local Government Act 1995 (WA) – Part 7, Division 1A.*
- *Local Government Amendment Act 2024*
- *Local Government (Audit) Regulations 1996*
- *Privacy and Responsible Information Sharing Act 2024.*

#### 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

The adoption of new policies supports compliance with the *Privacy and Responsible Information Sharing Act 2024*. Existing policies will be progressively reviewed and updated to ensure alignment with the Act.

### 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 policy supports the Shire’s commitment to good governance, transparency and ethical management of information, and aligns with best practice public sector standards.

| Risk Level | Comment  |
|------------|--|
| <b>Low</b> | Failure to establish an appropriate privacy governance framework may result in: <ul style="list-style-type: none"> <li>• Regulatory action by the Information Commissioner;</li> <li>• Mandatory breach notifications impacting public trust</li> </ul> The adoption of the proposed policy reduces these risks by establishing clear governance and accountability. |

### Consultation

- Chief Executive Officer
- Office of the Information Commission (OIC).

### Resource Implications

#### Financial

Future implementation costs have been considered in relation to training, system enhancements or specialist advice and will be managed through existing or future budget processes.

Anticipated associated costs:

- Implementation of PRIS data sensitivity labels to records management and associated Microsoft Licences, with provision in the 2026/2027 Budget, being approximately \$12,000 per annum, plus IT Consultancy project costs.
- Employment of a PRIS Project Officer to implement PRIS for the Shire.

#### Workforce

A PRIS Project Officer has been engaged to support implementation of the PRIS Act, ongoing compliance activities and continuous improvement across the organisation.

End

| <b>10.4.5 Rylington Park – New Reserve Fund, Reserves Transfer and Proposed Budget Amendment</b> |   |
|--|---|
| <b>File Ref:</b>   | Buildings and Assets/Rylington Park/General/2025-2026 |
| <b>Previous Items:</b>   | CM 26/02/030 26 Feb 2026 Ordinary Council Meeting     |
| <b>Applicant:</b>  | Nil   |
| <b>Author and Title:</b>   | Carolyn Mallett, Executive Manager Corporate Services |
| <b>Declaration of Interest:</b>  | Nil   |
| <b>Voting Requirements:</b>  | Absolute Majority                                     |
| <b>Attachment Number:</b>  | Nil   |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

- 1. Establish a new Reserve Account in accordance with section 6.11 of the *Local Government Act 1995* as follows:  
**Name of Reserve: Rylington Park Re-establishment Reserve**  
**Purpose: To be used to fund the re-establishment of agricultural operations, educational activities and associated infrastructure at Rylington Park.****
- 2. Authorise the Chief Executive Officer to transfer the net proceeds from sale of livestock (breeding rams), into the newly established Rylington Park Re-establishment Reserve.**
- 3. Adopt the following amendment to the 2025/2026 Annual Budget, to transfer the net proceeds from the sale of livestock (breeding rams) from the Rylington Stock Program Income – Sheep Sales GL1149105200 to Transfer to Reserve – Rylington Park Re-establishment Reserve GL1300101402.**

| <b>Account</b>    | <b>Description</b>   | <b>Increase</b>   | <b>Decrease</b>   |
|-------------------|--|-------------------|-------------------|
| <b>1149105200</b> | <b>Transfer from Rylington Stock Program Income – Sheep Sales</b>    |                   | <b>\$6,406.03</b> |
| <b>1300101402</b> | <b>Transfer to Reserve - Rylington Park Re-establishment Reserve</b> | <b>\$6,406.03</b> |                   |

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

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## Summary

Council is requested to consider endorsing the establishment of a new reserve account named the Rylington Park Re-establishment Reserve, in accordance with section 6.11 of the *Local Government Act 1995*.

The reserve will be used to quarantine the net proceeds from the sale of livestock (breeding rams), machinery and other farm assets to fund the future re-establishment of agricultural operations and educational activities at Rylington Park, should Council determine to recommence these activities.

A budget amendment is also proposed to facilitate the initial transfer of funds to the reserve.

## Background

At its meeting held on 5 February 2026, the Rylington Park Committee considered various future operational models for Rylington Park and resolved (RP 26/02/014) to recommend that Council proceed with a revised leasing based operational model.

At its Ordinary Council Meeting held on 26 February 2026, Council resolved (CM 26/02/030) to transition Rylington Park to a leasing model and, as part of that decision, resolved to:

- “Request the Farm Working Manager to sell all livestock as soon as practical, but before 30 January 2027.”
- “Request the Chief Executive Officer to arrange an ‘On Farm’ auction is to be held in January / February 2027, to sell all farm equipment to the highest bidder”
- “Proceeds of the sale of the machinery, produce and livestock be quarantined in a reserve account solely for the use to reinstate Rylington Park should the Council of the day wish to no longer lease the farm and to run the farm.”

As livestock sales have now commenced, it is appropriate to formally establish the reserve, determine its purpose and amend the 2025/2026 Budget to enable the transfer of the net sale proceeds.

## Report Detail

The Shire has commenced the planned de-stocking program in accordance with Council's resolution, with all livestock to be sold by 30 January 2027.

---

The first stage of the de-stocking program was completed on 3 June 2026, with 47 rams sold by public auction at the Katanning Saleyards.

The sale generated gross proceeds of \$6,900. After associated selling costs of \$493.97, the net proceeds totalled \$6,406.03.

It is proposed that these net proceeds be transferred to the newly established Rylington Park Re-establishment Reserve through the proposed budget amendment. Future net proceeds from the sale of livestock, machinery and other farm assets may also be transferred to the reserve in accordance with future Council decisions.

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

|  |                        |   |
|--|------------------------|---|
|   | <b>Key Imperatives</b> | <b>Economic Development</b>   |
|  | <b>Outcome</b>         | Make land available for economic growth, development and improvement.                                 |
|  | <b>Objective</b>       | Increase land availability for industrial, housing, visitor accommodation and tourism infrastructure. |
|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>  |
|  | <b>Objective</b>       | Improve financial sustainability.   |
|  | <b>Outcome</b>         | Improve short and long term financial management planning.  |

#### Other Strategic Links

Nil

#### Statutory Environment

The recommended model ensures compliance with the *Local Government Act 1995* by removing direct commercial farming operations by the Shire and transitioning to a lease arrangement.

As per Section 6.11. of the *Local Government Act 1995* – Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

**Sustainability and Risk Consideration**

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

The sale of machinery and livestock will release capital, enabling funds to be quarantined and reinvested into long term reserves.

**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   |
|------------|---|
| Low        | Disposal of the property materially reduces risks while aligning with Council’s adopted asset rationalisation strategy and broader financial sustainability objectives. |

**Consultation**

- Chief Executive Officer
- Executive Management Team
- Rylington Park Committee
- Councillors during a Long Term Financial Plan workshop reviewing Reserves and Reserve purpose.

**Resource Implications**

**Financial**

The newly established Reserve will form part of the amended Annual Budget 2025/26 and ongoing financial reports.

**Workforce**

Nil

End

## 10.5 Chief Executive Officer

|  |                                  |
|--|----------------------------------|
| <b>10.5.1 Shire Co-Contribution towards Funding for Airstrip Upgrade</b> |                                  |
| <b>File Ref:</b>   | A9676                            |
| <b>Previous Items:</b>   | Nil                              |
| <b>Applicant:</b>  | Nil                              |
| <b>Author and Title:</b>   | Angelika Fawcett, Grants Officer |
| <b>Declaration of Interest:</b>  | Nil                              |
| <b>Voting Requirements:</b>  | Simple Majority                  |
| <b>Attachment Number:</b>  | Nil                              |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

- 1. Approve the Shire co-contribution of \$42,500 required by Department of Transport for its Regional Airports Development Scheme funding of \$42,500 for upgrades to the Boyup Brook airstrip.**
- 2. Authorise the Chief Executive Officer to formally accept the funding offer and sign the Deed of Agreement.**
- 3. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, amends the 2025/2026 budget to redirect \$42,500 from the Co-contribution Reserve to Aerodrome Infrastructure for upgrades to the Boyup Brook airstrip.**

| <b>Account</b>    | <b>Description</b>                                      | <b>Increase</b> | <b>Decrease</b>  |
|-------------------|---|-----------------|------------------|
| <b>1300102198</b> | <b>Transfer from Reserves - Co-contribution Reserve</b> |                 | <b>-\$42,500</b> |
| <b>1126400</b>    | <b>Aerodrome Infrastructure</b>                         | <b>\$42,500</b> |                  |

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

### Summary

Council is requested to consider and approve a co-contribution of \$42,500 being 50% of the works costs towards further necessary upgrades to the Boyup Brook Airstrip.

Grant funding of \$42,500 has been approved by the Department of Transport (DoT) under its Regional Airports Development Scheme.

The total cost of the project works has been quoted at \$85,000 ex. GST.

### Background

Two grant applications were submitted, including an application to the Department of Transport Regional Airports Development Scheme to fund repairs to the airstrip that was partially funded through the budget.

At the time only one grant was successful, and the shire was advised that the second grant the DoT grant was placed on a reserve list to be reconsidered. This resulted in the scope of works planned for the airstrip repairs had to be reduced to align with the budget and the successful grant.


### Report Detail

In October 2025, DoT reached out to the Shire and sought confirmation as to whether the Shire was still seeking funding for its airstrip upgrades and if so, was the original Scope of Works still relevant.

Due to the initial unsuccessful grant not all repairs were able to be completed on the airstrip runway. A scope of works addressing drainage issues that could not be done due to budget constraints. The remainder of the ‘Scope of Works’ was to address and resolve the chronic drainage issues causing unsafe water pooling at a cost of \$85,000 ex GST.

In May 2026, DoT advised the Shire it was successful in being awarded \$42,500 funding based on 50% of the project costs, under its Reserved List. To proceed with the grant the Shire is required to provide a 50% co-contribution of \$42,500.

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

|   |                        |   |
|---|------------------------|---|
|  | <b>Key Imperatives</b> | <b>Built Environment</b>                                      |
|   | <b>Outcome</b>         | Create a safe and inviting community for locals and visitors. |
|   | <b>Objective</b>       | Implement measures to maximise public health and safety.      |

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Consideration

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

The upgraded airstrip will be of benefit to the Shire and the greater region, Boyup Brook’s community and businesses can utilise the airstrip safely when and if required.

**Social and Community** – (Quality of life to community & affected landowners)

The upgraded airstrip will be of significant benefit to the community particularly for community members requiring urgent medical attention and requiring the Royal Flying Doctor Service, as well as DBCA landing their water bomber planes safely in Boyup Brook during bushfires if required.

**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   |
|-----------------|---|
| <b>Moderate</b> | There is an existing safety risk due to the airstrip’s dangerous level of water pooling that occurs during periods of rainfall, causing a very unsafe and slippery surface on the airstrip that could restrict planes from landing. |

**Consultation**

- Local community members who use the airstrip as part of the grant funding application.

**Resource Implications**

**Financial**

Sufficient funds are available in the co-contribution reserve, currently the reserve has \$161,556.

**Workforce**

Nil

End

|   |                                  |
|---|----------------------------------|
| <b>10.5.2 Grants Report for June 2026</b> |                                  |
| <b>File Ref:</b>                          | Grants/Council Monthly Report    |
| <b>Previous Items:</b>                    | Nil                              |
| <b>Applicant:</b>                         | Nil                              |
| <b>Author and Title:</b>                  | Angelika Fawcett, Grants Officer |
| <b>Declaration of Interest:</b>           | Nil                              |
| <b>Voting Requirements:</b>               | Simple Majority                  |
| <b>Attachment Number:</b>                 | Nil                              |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

**1. Receive the monthly Grants report for June 2026.**

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

**Summary**

The monthly report is to provide Council with an update on Grants opportunities, applications, funding updates and acquittals for the month.

**Background**

The Grants function within the Shire enables the ability to research, identify and apply for grant funding for community initiatives, projects and facilities that support the community.

Once priorities are identified and sought, grant applications are developed and submitted to funding bodies. Upon successful award of funding, grant funded projects are initiated and applications are acquitted following project completion to show benefit and value to the community.

**Report Detail**

The following Grant functions took place during the month of May-June.

Grant Acquittals:

- Heritage Sponsorship Program, Heritage Council WA – grant of \$2,100 for Boyup Brook’s participation in the Southern Forests & Valleys Heritage Festival held 18-26 April currently being acquitted.

### Grants Awarded:

- Regional Airports Development Scheme (RADS), DoT – grant of \$42,500 has been awarded being 50% of costs for upgrades to airstrip. Shire required to co-contribute \$42,500 towards project.
- CCTV Grant Program, DLGIRS – grant of \$11,943 has been awarded for an automatic number plate recognition camera to be installed at corner of Abels & Bridge Streets.



### Grants Applied for:

- Talison Community Investment Program – funding proposal for \$33,231 to Talison for community consultation and design concept and planning of proposed skate park and pump track submitted.

Grant opportunities under active consideration, and grant applications currently underway:

- Future Drought Fund Communities - Small Network Grants, FRR – grant being applied for ATU septic system for Town Hall to remove reliance on scheme water, using water for sub-soil irrigation of lawn at Town Hall to benefit community use, events and activities. Up to \$50,000 available, no co-contribution required.
- ANZAC Day Trust Grant, DJTSI Veterans Office – grant being applied for survey of area and restoration upgrades to Sandakan Memorial. Grant amount sought \$10,468 with no co-contribution required.
- Game On: Teaming up for Climate Action, Federal Dept Climate Change, Energy, the Environment and Water – grant being considered for community sports club facility upgrades to become climate resilient/energy efficient. Shire could be lead organisation of a consortium with BBSRA and other clubs. Currently awaiting confirmation if funding must be for club-owned facilities or can be Shire-owned. Grant of between \$25,000 minimum and \$100,000 maximum is available with a 30% co-contribution required which will need to come from the Shire and/or from relevant sports clubs if they have funding available.
- Arts and Culture Infrastructure Program, Lotterywest – grant being considered for roof upgrades to Boyup Brook Music Park to deliver more community safety and greater community accessibility during events and activities. No grant amount stipulated, with 30% co-contribution required.

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

|   |                        |   |
|---|------------------------|---|
|  | <b>Key Imperatives</b> | <b>Built Environment</b>  |
|   | <b>Objective</b>       | Provide sustainable infrastructure that serves the current and future needs of the community.                               |
|   | <b>Outcome</b>         | Construct / redevelop community and sporting facilities in a manner that maximises their life span, capacity and function.  |
|  | <b>Key Imperatives</b> | <b>Economic Development</b>   |
|   | <b>Outcome</b>         | Support a strong and inclusive economy.   |
|   | <b>Objective</b>       | Partner with key stakeholders to maximise economic development opportunities through regional and sub regional initiatives. |

#### Other Strategic Links

Nil

#### Statutory Environment

Nil

#### Sustainability and Risk Consideration

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

Grant funding of projects and initiatives including new infrastructure projects and upgrades/improvements to existing infrastructure benefit the local economy within the Shire and across the region.

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

Grant funding of projects and initiatives including community events, workshops and community safety benefit the whole community of Boyup Brook.

#### Policy Implications

Nil

#### Risk Management Implications

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

| <b>Risk Level</b> | <b>Comment</b>   |
|-------------------|--|
| <b>Low</b>        | There is a low level of risk involved with identifying and developing grant applications seeking funding for initiatives and projects that will benefit the community. |

### **Consultation**

Most grant funding applications require some level of community consultation.

### **Resource Implications**

#### **Financial**

Costs associated with advertising and administration of grant funding will be minimal and managed within existing budgets.

#### **Workforce**

Nil

---

End

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|  |  |
|--|--|
| <b>10.5.3 Establishment of a Medical Services Governance Committee</b> |  |
| <b>File Ref:</b>   | Committees/Medical Services Governance Committee |
| <b>Previous Items:</b>   | Nil  |
| <b>Applicant:</b>  | Nil  |
| <b>Author and Title:</b>   | Leonard Long, Chief Executive Officer            |
| <b>Declaration of Interest:</b>  | Nil  |
| <b>Voting Requirements:</b>  | Absolute Majority                                |
| <b>Attachment Number:</b>  | 10.5.3A Terms of Reference                       |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

- 1. Establish a Medical Services Governance Committee pursuant to Section 5.8 of the *Local Government Act 1995*.**
- 2. Adopt the Medical Services Governance Committee Terms of Reference as attached to this report.**
- 3. Appoint the Shire President as Chair and Councillor ....., Councillor ..... as Council representatives on the Committee.**
- 4. Authorise the Chief Executive Officer to undertake a public expression of interest process seeking nominations from community members for appointment to the Committee.**
- 5. Require the expression of interest advertisement to be publicly advertised for a minimum period of thirty (30) days.**
- 6. Receive a subsequent report following the close of nominations recommending the appointment of two community representatives to the Committee.**
- 7. Note that voting rights shall be restricted to the Shire President, two Councillors and two community representatives appointed by Council.**
- 8. Require that prior to the commencement of any new medical service, the discontinuation of any existing medical service, or any material change to the level, scope or nature of medical services provided by the Boyup Brook Medical Services that may impact the community, the proposal must first be considered and approved by the Medical Services Governance Committee.**

**9. Note that any proposal requiring expenditure outside adopted budgets, budget amendments, contractual commitments, policy amendments or any other approval reserved to Council shall be referred to Council for determination before implementation.**

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

**Summary**

The purpose of this report is to seek Council's consideration of establishing a Medical Services Governance Committee to provide governance oversight and strategic direction regarding the long-term sustainability, development and future operation of the Boyup Brook Medical Services.

The proposed Committee will provide a forum through which Council representatives, community representatives and the medical practice can collaboratively consider matters affecting the future provision of healthcare services.

The Committee will not be involved in the day-to-day operation of the Medical Centre. Operational management responsibilities will remain with the Medical Practice Manager and Administration.

A key role of the Committee will be to consider and approve any proposal to introduce, discontinue or materially alter medical services that may impact the community before such changes are implemented.

To ensure community representation, it is proposed that Council undertake a public expression of interest process seeking nominations from community members for appointment to the Committee, with the advertising period remaining open for a minimum of thirty (30) days.

**Background**

The Boyup Brook Medical Services is a critical community asset and plays an important role in supporting the health and wellbeing of residents.

Like many regional communities, Boyup Brook continues to face challenges associated with medical workforce attraction and retention, changing healthcare delivery models, increasing service demands and maintaining long-term sustainability of healthcare services.

The Shire has historically played a significant role in supporting the provision of medical services within the community. Given the strategic

importance of the Medical Centre, it is considered appropriate that Council establish a formal governance structure to provide oversight of long-term planning and significant service delivery decisions affecting the community.

The proposed Medical Services Governance Committee will provide that framework while maintaining a clear distinction between governance responsibilities and operational management.

### **Report Detail**

The proposed Medical Services Governance Committee will provide governance oversight and strategic leadership regarding the future direction of the Boyup Brook Medical Services.

The Committee's primary focus will be on ensuring the long-term sustainability and effectiveness of medical services available to the community. The Committee will provide a forum through which Council representatives, community representatives and the medical practice can collaboratively consider strategic issues, opportunities and challenges affecting healthcare provision within the district.

Strategic matters that may be considered by the Committee include:

- Long-term sustainability of medical services;
- Community healthcare needs and expectations;
- Service development opportunities;
- Emerging healthcare technologies and delivery models;
- Strategic partnerships with government and healthcare providers;

The Committee is not intended to become involved in the day-to-day management of the Medical Centre. Responsibilities relating to operational management, staffing, patient care, administrative functions and routine service delivery will remain with the Medical Practice Manager.

A key responsibility of the Committee will be oversight of significant service delivery changes that may affect the community.

Accordingly, before:

- A new medical service is introduced;
- An existing medical service is discontinued;
- A service is reduced;
- A service is materially altered; or
- Any other significant change is proposed that may reasonably impact community access to healthcare services,

the proposal must first be presented to and approved by the Medical Services Governance Committee.

This requirement recognises that changes to healthcare services can have significant impacts on community wellbeing, accessibility and service sustainability. The Committee will therefore provide a formal mechanism to ensure that such decisions are considered from a strategic and community perspective before implementation.

In assessing proposed service changes, the Committee may consider:

- Community demand and need;
- Service accessibility;
- Healthcare outcomes;
- Workforce implications;
- Strategic alignment with community priorities;
- Long-term sustainability;
- Alternative service delivery options.

Where a proposed service change requires additional funding, budget amendments, contractual commitments, policy changes or any approval reserved to Council under legislation or policy, the matter will be referred to Council for determination before implementation.

The proposed membership structure comprises:

#### Voting Members

- Shire President;
- Two Councillors appointed by Council;
- Two Community Representatives appointed by Council following a public expression of interest process.

#### Non-Voting Attendees


- Chief Executive Officer;
- Medical Practice Manager;
- Medical Practitioner(s).

To ensure transparency and community participation, it is proposed that Council publicly advertise for expressions of interest from community members interested in serving on the Committee. The advertising period will remain open for a minimum of thirty (30) days and appointments will subsequently be considered by Council.

The establishment of the Medical Services Governance Committee will strengthen governance arrangements surrounding one of the Shire's most important community services. It will provide a structured framework for

strategic decision-making, ensure community input into significant service changes and assist Council in maintaining sustainable and accessible healthcare services for the Boyup Brook community into the future.

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

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

#### Other Strategic Links

Nil

#### Statutory Environment

Section 5.8 of the *Local Government Act 1995* provides that a local government may establish committees of Council and determine the functions and membership of those committees.

The proposed Committee will operate in accordance with the *Local Government Act 1995* and Council's adopted Terms of Reference.

#### Sustainability and Risk Consideration

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

Access to quality medical services is an important factor influencing workforce attraction and retention, business confidence and community sustainability.

The continued availability of healthcare services contributes positively to the economic wellbeing of the Shire and the broader region.

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

The proposal is expected to have a positive social impact by strengthening governance arrangements associated with healthcare service delivery and ensuring that significant service changes are considered with regard to community wellbeing and accessibility.

### Policy Implications

There are no direct policy implications associated with the recommendation.

Should Council establish the Committee, its operation will be governed by the adopted Terms of Reference.

### 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  |
|-----------------|--|
| <b>Moderate</b> | Failure to adequately plan for future healthcare challenges or significant service changes may impact community access to medical services. The proposed Committee will assist Council in identifying and managing these risks through strategic oversight and governance. |

### Consultation

Should Council support the recommendation, a public expression of interest process will be undertaken to seek nominations from community members for appointment to the Committee.

### Resource Implications

#### Financial

The establishment of the Committee is expected to have minimal financial implications, limited primarily to administrative support and meeting costs.

The Committee will not have authority to approve expenditure outside adopted budgets.

Any recommendation involving additional expenditure, budget amendments or contractual commitments will be referred to Council for consideration and determination.

#### Workforce

The proposal will have minimal impact on workforce resources.

Administrative support for the Committee will be provided by existing staff resources.

End

| <b>10.5.4 Boyup Brook Medical Services monthly activity report for May 2026</b> |                                   |
|---|-----------------------------------|
| <b>File Ref:</b>  | A1270                             |
| <b>Previous Items:</b>  | Nil                               |
| <b>Applicant:</b>   | Nil                               |
| <b>Author and Title:</b>  | Sarah Alexander, Practice Manager |
| <b>Declaration of Interest:</b>   | Nil                               |
| <b>Voting Requirements:</b>   | Simple Majority                   |
| <b>Attachment Number:</b>   | Nil                               |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

**1. Receive the monthly activity report for the Boyup Brook Medical Services for May 2026.**

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

**Summary**

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services. Key highlights for May include Dr Devadason continuing to manage a demanding workload with consistently high patient bookings, hospital inpatient reviews, and Emergency Department presentations. Significant progress has been made on the Medical Centre renovations, with the project now nearing completion. Major improvements include the installation of a new electric entry door, opening of a new patient entrance at the corner of the building, significantly improving accessibility and patient flow with our new reception area. Only a small number of minor alterations remain and are expected to be completed shortly.

A major milestone was also achieved with the successful migration of the practice management software from Genie Solutions to Best Practice. At the time of writing, the practice is in its second day of operating on the new system following a successful go-live. The transition was completed with minimal disruption to services, thanks to the extensive efforts of HealthVue, Haycom, and the Practice Manager, who worked afterhours and over weekends to ensure all patient records, appointments, billing information, and clinical data were successfully transferred and operational.

## Background

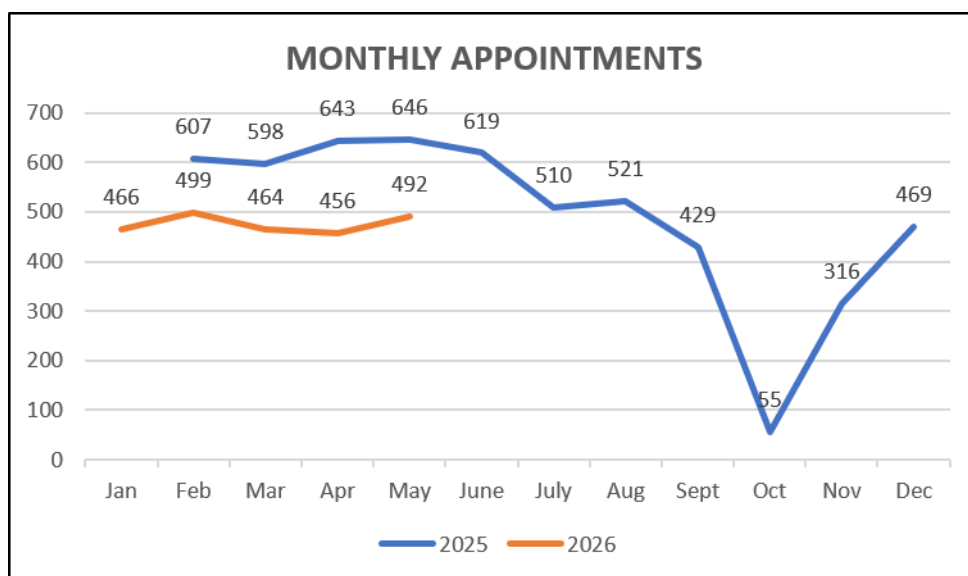
Boyup Brook Medical Services is an AGPAL-accredited practice operating under the RACGP Standards. It provides general practice and nursing services to the local community and operates Monday to Friday from 8:00am to 4:30pm.

As of 11 November 2025, the practice has transitioned to a fully bulk-billed service. All Medicare-eligible patients are now bulk billed for eligible MBS items, with concession card holders and children under sixteen having been bulk billed prior to this date. Standard appointment slots are 15 minutes, with longer appointments available upon request. In addition to general practice services, the facility also hosts visiting allied health professionals including a physiotherapist, osteopath, podiatrist, psychologists, occupational therapist, and Emmett Technique therapist, thereby enhancing the breadth of health services available to the community.

## Report Detail

### Monthly Appointments

In May 2026, the practice recorded a total of 492 patient consultations. These figures include all appointments invoiced for the Medical Centre, clinic appointments, phone consults and hospital consults.



### Practice Renovations

The Medical Centre renovation project is now nearing completion. Significant improvements have been delivered, including the installation of a new electric entry door and the opening of a new patient entrance at the corner of the building. These upgrades have substantially improved accessibility, patient convenience, and the overall presentation of the facility.


Only a small number of minor alterations remain outstanding and are expected to be completed in the near future. The project has progressed well and is delivering a modernised and more functional environment for patients, staff, and visiting health professionals.

### Software Migration – Genie to Best Practice

A major operational milestone was achieved at the time of writing the report with the successful migration of the practice management and clinical software system from Genie Solutions to Best Practice.

The practice is operating on the new system following the successful go-live. The transition was carefully planned and executed to minimise disruption to patient services and clinical operations with staff and consultants working afterhours.

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

|   |                        |   |
|---|------------------------|---|
|  | <b>Key Imperatives</b> | <b>Social and Community</b>   |
|   | <b>Outcome</b>         | Support a healthy, active, vibrant community.   |
|   | <b>Objective</b>       | Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community.<br>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)**

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

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

The presence of a local medical centre enhances community well-being through convenient and timely access to healthcare. This is particularly important for vulnerable populations such as the elderly, people living with disability, and residents without transport. Early diagnosis and treatment of health issues can greatly improve long-term health outcomes and overall quality of life. The telehealth program, return of Dr Devadason, and full bulk billing further support continuity and equity of care.

**Policy Implications**

Nil

**Risk Management Implications**

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

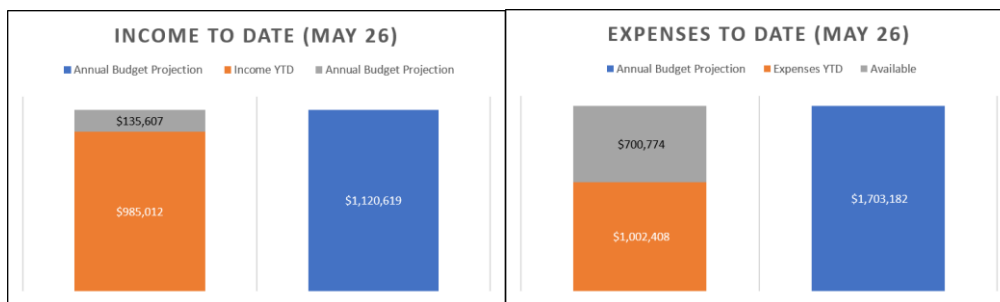
| Risk Level      | Comment   |
|-----------------|---|
| <b>Moderate</b> | The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes. |

**Consultation**

Nil

**Resource Implications**

## Financial



## Workforce

During the first part of June, the practice farewelled Nurse Nicola, who has provided exceptional support to the Medical Centre, its patients, and Dr Devadason. Her professionalism, commitment to patient care, and willingness to assist across all aspects of the practice have been greatly appreciated. Council extends its sincere thanks to Nurse Nicola for her valuable contribution and wishes her every success in her future endeavours.

The practice also welcomed back Nurse Raminder, who has returned to the team and quickly resumed her role supporting patient care and clinical operations. Her experience and familiarity with the practice have ensured a smooth transition and continued high-quality nursing support for the community.

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End

| <b>10.5.5 Establishment of an Independent Living Unit Development Committee</b> |   |
|---|---|
| <b>File Ref:</b>  | Committee/Independent Living Unit Development Committee |
| <b>Previous Items:</b>  | Nil   |
| <b>Applicant:</b>   | Nil   |
| <b>Author and Title:</b>  | Leonard Long, Chief Executive Officer                   |
| <b>Declaration of Interest:</b>   | Nil   |
| <b>Voting Requirements:</b>   | Absolute Majority                                       |
| <b>Attachment Number:</b>   | 10.5.5A Terms of Reference                              |

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

**Officer Recommendation CM 26/06/...**

**That Council:**

- 1. Establish an Independent Living Unit Development Committee pursuant to Section 5.8 of the *Local Government Act 1995*.**
- 2. Adopt the Independent Living Unit Development Committee Terms of Reference as attached to this report.**
- 3. Appoint the Shire President as Chair and Councillor ....., Councillor ....., Councillor ....., as Council representatives on the Committee.**
- 4. Authorise the Chief Executive Officer to undertake a public expression of interest process seeking nominations from community members for appointment to the Committee.**
- 5. Require the expression of interest advertisement to be publicly advertised for a minimum period of thirty (30) days.**
- 6. Receive a subsequent report following the close of nominations recommending the appointment of three community representatives to the Committee.**
- 7. Note that the Committee will act in an advisory capacity only and will not have delegated authority to make decisions on behalf of Council.**

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

## Summary

The proposed Independent Living Unit (ILU) Development is a significant strategic project for the Shire of Boyup Brook. Given the scale, complexity and long-term importance of the project, it is considered appropriate to establish an Independent Living Unit Development Committee to provide strategic advice and recommendations to Council throughout the planning and development phases of the project.

The Committee would provide a forum for elected members and community representatives to consider strategic matters relating to the development and make recommendations to Council. The Committee would not have decision-making powers and would not be involved in operational project delivery activities, which would remain the responsibility of the Chief Executive Officer and the project team.

It is also proposed that Council adopt the attached Terms of Reference which clearly define the Committee's purpose, membership, responsibilities and reporting arrangements.

## Background

Council has identified the provision of independent living accommodation as an important initiative to support an ageing population, improve housing diversity and strengthen community wellbeing within the Shire.

As planning for the development progresses, there is an opportunity to establish a dedicated advisory committee to assist Council in considering strategic matters associated with the project, including project vision, design principles, stakeholder engagement, funding opportunities, governance arrangements and long-term operational considerations.

The establishment of a committee will provide a structured mechanism for strategic input while ensuring a clear separation between governance responsibilities and project management functions.

## Report Detail

The *Local Government Act 1995* provides Council with the ability to establish committees to assist in carrying out its functions.

The proposed Independent Living Unit Development Committee would provide Council with a dedicated forum to consider strategic matters associated with the project and receive informed recommendations prior to making decisions regarding the development.

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It is proposed that the Committee's primary purpose be to:

- Provide strategic advice and recommendations to Council regarding the Independent Living Unit Development.
- Review strategic project milestones and provide feedback to Council.
- Consider funding opportunities, partnership opportunities and long-term sustainability of the development.
- Facilitate consideration of community and stakeholder perspectives.
- Monitor overall project progress from a governance and strategic planning perspective.

The Committee would comprise:

- Shire President (Chairperson);
- Three Councillors nominated by Council; and
- Three Community Representatives appointed by Council following a public Expression of Interest process.

The Chief Executive Officer and relevant officers would provide administrative and technical support to the Committee as required.

Importantly, the Committee would operate in an advisory capacity only and would not have delegated authority to approve expenditure, contracts, design changes, procurement outcomes or any other operational matters.

Operational responsibilities would remain with the Chief Executive Officer and the project team and would include:

- Appointment and management of consultants;
- Procurement and contract administration;
- Attendance at technical and project coordination meetings;
- Day-to-day project management and delivery;
- Management of project budgets and timelines;
- Preparation of technical reports and recommendations for Council consideration.

Maintaining a clear distinction between strategic governance and operational project delivery will assist in ensuring efficient project management while providing Council with broader strategic input throughout the development process.


To ensure effective project governance and delivery, the Chief Executive Officer may establish an internal Project Control Group (PCG) comprising relevant Shire officers and project consultants. The Project Control Group will be responsible for operational project delivery, including consultant engagement, procurement activities, budget management, technical

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assessments, project scheduling, risk management and day-to-day project management. The Project Control Group will report to the Chief Executive Officer and provide project updates for consideration by the Independent Living Unit Development Committee where appropriate. The establishment of a Project Control Group reinforces the separation between the strategic advisory role of the Committee and the operational responsibilities associated with project delivery.

The attached Terms of Reference establish the purpose, membership, meeting arrangements, reporting framework and responsibilities of the Committee and ensure that the Committee's role remains focused on strategic advice and recommendations to Council.

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

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

#### Other Strategic Links

Nil

#### Statutory Environment

Section 5.8 of the *Local Government Act 1995* provides that a local government may establish committees of Council and determine the functions and membership of those committees.

The Committee would be established as an advisory committee only and would not be delegated any decision-making powers under the Act.

#### Sustainability and Risk Consideration

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

The proposed Independent Living Unit Development has the potential to generate economic benefits through construction activity, increased housing supply, retention of older residents within the district and support for local businesses and services.

The establishment of the Committee will assist Council in considering strategic opportunities and risks associated with the development and help maximise long-term economic benefits.

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

The development of Independent Living Units will provide additional housing options for older residents wishing to remain within the community while maintaining independence.

The inclusion of community representatives on the Committee will assist Council in ensuring that community perspectives are considered throughout the strategic planning and development process.

**Policy Implications**

The Committee will operate in accordance with the adopted Terms of Reference and relevant Council policies.

No amendments to existing policies are required at this time.

**Risk Management Implications**

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

| <b>Risk Level</b> | <b>Comment</b>  |
|-------------------|---|
| <b>Low</b>        | Potential risks associated with the project include a lack of clarity between governance and operational responsibilities, stakeholder expectations regarding the Committee's authority, and delays in project delivery arising from inappropriate involvement in operational matters. These risks will be mitigated through the adoption of clear Terms of Reference that define the Committee's advisory role and confirm that operational project delivery remains the responsibility of the Chief Executive Officer and project team. |

**Consultation**

Should Council support the recommendation, a public expression of interest process will be undertaken to seek nominations from community members for appointment to the Committee.

**Resource Implications**

**Financial**

The establishment of the Committee is expected to have minimal financial impact and can be accommodated within existing operational budgets.

Any future expenditure associated with specialist advice or additional project requirements will be subject to separate Council consideration and approval.

**Workforce**

Administrative support for the Committee will be provided by Shire staff through existing resources.

Project management and delivery responsibilities will continue to be undertaken by the Chief Executive Officer and the appointed project team.

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End

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## 10.6 Planning

|   |                                       |
|---|---------------------------------------|
| <b>10.6.1 Development application (advertisements) Lot 53 Boyup Brook – Arthur Road, Dinninup</b> |                                       |
| <b>File Ref:</b>  | Reserve 23243                         |
| <b>Previous Items:</b>  | Nil                                   |
| <b>Applicant:</b>   | Upper Blackwood Agricultural Society  |
| <b>Author and Title:</b>  | A. Nicoll, Urban and Regional Planner |
| <b>Declaration of Interest:</b>   | Nil                                   |
| <b>Voting Requirements:</b>   | Simple Majority                       |
| <b>Attachment Number:</b>   | 10.6.1A Development Application       |

|  |
|--|
| <p><b>Moved: ..... Seconded: .....</b></p> <p><b>Officer Recommendation CM 26/06/...</b></p> <p><b>That Council:</b></p> <p><b>1. Approve the development application for the proposed advertisements (Fence Signs and Pylon Sign), at Lot 53 (R23243) Boyup Brook – Arthur Road, subject to the following conditions and advice notes:</b></p> <p><b>Conditions:</b></p> <ul style="list-style-type: none"> <li>a) All development shall occur in accordance with the approved plans.</li> <li>b) The number of individual advertisements proposed on the fence fronting the public road(s) is limited to 10.</li> <li>c) The individual advertisements proposed on the fence are to be uniform in size (1m X 700mm).</li> <li>d) The advertisements being maintained to the satisfaction of the Shire of Boyup Brook.</li> </ul> <p><b>Advice:</b></p> <p><b>1. Where, in the opinion of the Council, an advertisement has been permitted to deteriorate to a point where it conflicts with the objectives of the Scheme or it ceases to be effective for the purpose for which it was erected or displayed, Council may, by notice in writing, require the advertiser to:-</b></p> <ul style="list-style-type: none"> <li>a) repair, repaint or otherwise restore the advertisement to a standard specified by Council in the notice, or</li> </ul> |
|--|

|  |  |
|--|--|
| <p><b>b) remove the advertisement.</b></p> | <p>.....<br/> <b>For:</b><br/> <b>Against:</b></p> |
|--|--|

**Summary**

The purpose of this report is to put before Council a request received from the Upper Blackwood Agricultural Society to place sponsor advertisements at the Dinninup showgrounds, fronting the public road(s).

Council discretion is required in accordance with the Shire’s *Local Planning Scheme No.2*, which states:

*All advertisements require an application for development approval, unless exempted in Schedule A - Supplemental Provisions to the Deemed Provisions or Schedule 4 – Exempted Advertisements of this Scheme.*

This report item recommends that the Council conditionally support the proposed advertisements.

**Background**

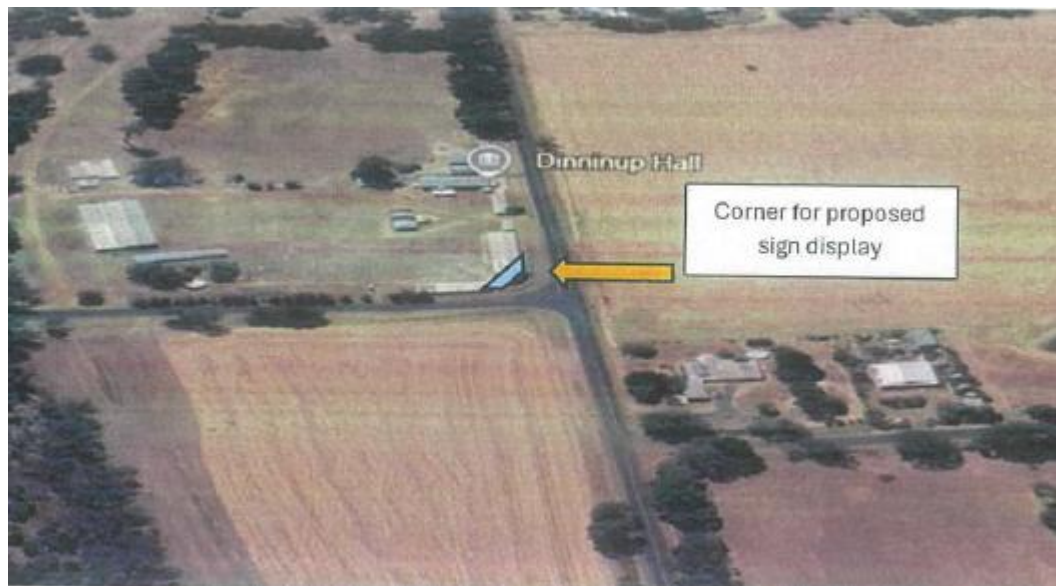
The Dinninup showgrounds (Lot 53 (R23243) Boyup Brook – Arthur Road) is owned by the State of Western Australia and is vested to the Shire of Boyup Brook for the purpose of ‘Showground’. The subject land has been leased to the Upper Blackwood Agricultural Society for recreation, public use and showground uses.

The subject land is zoned ‘Rural’ in accordance with the Shire’s *Local Planning Scheme No.2*.

The Shire of Boyup Brook received an application to develop advertisements at the subject land (Reserve 23243), for the purpose of attracting sponsorship to support Dinninup show-day operations.

The advertisements are proposed to be developed on a fenceline fronting the Boyup Brook - Arthur Road. The Upper Blackwood Agricultural Society is also proposing to replace their main corporate sign with a new pylon sign.

The following figure depicts the location of the proposed advertisements.



The following figure illustrates the proposed design for fencing and pylon signage.



### Report Detail

In accordance with the Shire’s Scheme, advertisements at recreation precincts (e.g. showgrounds) are exempt from needing development approval, subject to the advertisements not being visible from outside the complex or facility.

The Upper Blackwood Agricultural Society is proposing to develop advertisements which are visible from outside the complex, meaning an application for development approval is required.

The advertisements involve the development of a pylon sign advertising the use of the property by the Upper Blackwood Agricultural Society, and the development of third-party sponsorship signs located on a fence fronting the public road.

The pylon (UBAS) sign is designed as follows:

- 1800mm x 1200mm, and at a height of 2300mm from ground.

The third-party sponsorship signs are designed as follows:

- 1000mm x 700mm.


The proposed third-party sponsorship signage is generally not supported within local government areas, as it may contribute to the proliferation of signage and detract from the natural character and visual amenity of the rural landscape.

Notwithstanding the above, the Shire believes that the third-party sponsorship signage proposed at the Dinninup showgrounds will not impact on the amenity of the area. The proposed signage is in-keeping with the purpose of the subject Reserve 23243, which is for ‘Showground’ activities. The sponsorship signage will provide financial resources to support operational activities required to keep the Dinninup show-day functioning.

The Shire believes that the amenity of the area can be managed by limiting the number of advertisements and by ensuring the advertisements are uniform in design/size.

Council is requested to approve the proposed advertisements, which are required to support the administration of the Dinninup Show-day.

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

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

**Other Strategic Links**

The Shire’s *Local Planning Scheme No.2* states the following at clause 47:

*All advertisements require an application for development approval, unless exempted in Schedule A - Supplemental Provisions to the Deemed Provisions or Schedule 4 – Exempted Advertisements of this Scheme.*

In accordance with the Schedule A of the Scheme, the proposed advertisements are not exempt.

**Statutory Environment**

Nil

**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 risks that may impact on the achievement of its business objectives.

| Risk Level | Comment   |
|------------|---|
| Low        | Conditions of approval have been included to ensure best practices. |

**Consultation**

Due to the proposed location of advertisements adjacent to the Dinninup showgrounds, it was deemed that the development application is unlikely to adversely affect any owners or occupiers in the general locality; therefore, consultation was not undertaken.

**Resource Implications**

**Financial**

Nil

**Workforce**

Nil

End

**11. Minutes of Committees**

**11.1 Local Emergency Management Advisory Committee Meeting Minutes, 6 May 2026**

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

Officer Recommendation CM 26/06/...

That Council:

1. Receive the unconfirmed minutes of the Local Emergency Management Advisory Committee Meeting held on 6 May 2026.

.....  
For:  
Against:

**11.2 Bushfire Advisory Committee Meeting Minutes, 10 June 2026**

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

Officer Recommendation CM 26/06/...

That Council:

1. Receive the unconfirmed minutes of the Bushfire Advisory Committee Meeting held on 10 June 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