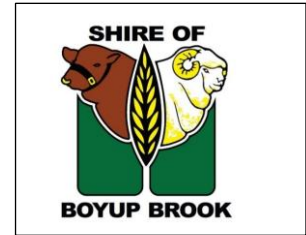


Date: 23 July 2026

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 30 July 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
Deputy Shire President
Councillors

Cr Helen O'Connell
Cr Darren King
Cr David Inglis
Cr Michael Wright
Cr Philip Moore
Cr Helen Hack
Cr John Matthews

Council Officers

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

Leonard Long
Magdalena Le Grange
Jason Forsyth
Carolyn Mallett
Malcolm Armstrong
Nicola Jones

Observers / Public Members

2.2 Apologies

2.3 Approved Leave of Absence

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

1. Approve the request from Cr Inglis for a leave of absence from the Ordinary Council Meeting to be held on 27 August 2026.

.....
For:
Against:

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 members of the public with an opportunity to ask questions of the Council. Questions must relate to the business of the Council and must not be statements or expressions of personal opinion.
- b. Wherever possible, questions should be submitted in writing at least 48 hours before the meeting to allow sufficient time to prepare a response.
- c. Public Question Time will be limited to a total of fifteen (15) minutes unless extended by the Presiding Member.

- d. Before asking their first question, each person must state their name. If a question relates to an agenda item, the relevant item number should also be stated.
- e. Each speaker will generally be limited to three (3) minutes to ask their question unless the Presiding Member determines otherwise.
- f. Questions must be directed through the Presiding Member. At a Special Council Meeting, only questions relating to the purpose of the meeting may be asked. Questions may be taken on notice and answered after the meeting at the discretion of the Presiding Member.
- g. Once Public Question Time has concluded, members of the public must not interrupt or disrupt the proceedings of the meeting unless invited to do so by the Presiding Member.

4.1 Response to Previous Public Questions Taken on Notice

Question taken on notice at the Ordinary Council Meeting held on 25 June 2026.

Carina Wilson

Question 1

Given that the CMCA Guest Stay Policy appears to put the CMCA in breach of Clause 5.2 of its Management Agreement with the Shire of Boyup Brook, which requires the CMCA to comply with all relevant legislation and is built on the wrong Act, will Council rescind resolution CM 26/05/117 in its entirety and suspend the notices?

Shire Response:

Council has resolved to support the CMCA Guest Stay Policy and will not rescind its decision.

4.2 Public Question Time

5. Declarations of Interest

5.1 Financial and / or Proximity Interest

5.2 Disclosures of Impartiality Interest that may cause Conflict

6. Previous Council Meeting Minutes

6.1 Ordinary Council Meeting Minutes – 25 June 2026

Moved: Seconded:

Officer Recommendation CM 26/07/...

That the minutes of the Ordinary Council Meeting held on 25 June 2026 be confirmed as being a true and accurate record.

.....
For:
Against:

6.2 Special Council Meeting Minutes – 7 July 2026

Moved: Seconded:

Officer Recommendation CM 26/07/...

That the minutes of the Special Council Meeting held on 7 July 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

10.1.1 Evacuation Centre and Sporting Hub Upgrade Report	
File Ref:	Projects/Evac Centre/Reports
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heidi Webb, Coordinator Infrastructure and Parks
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Receive the quarterly report for the Evacuation Centre and Sporting Hub Upgrade, July 2026.**

.....
For:
Against:

Summary

This report provides Council with an update on the Renovation project at the Evacuation Centre and Sporting Hub Upgrade.

Background

The Shire of Boyup Brook awarded the contract for the Evacuation Centre and Sporting Hub Upgrade to Barna Construction in November 2025.

The aging facility was no longer suitable for its intended purpose and required substantial redevelopment to meet modern community needs. The redevelopment will deliver a functional, multi-use community facility including inclusive amenities designed to meet the needs of the wider community. Importantly, the new building has been purpose designed to operate as an evacuation centre during emergencies, enhancing the shires emergency management capabilities and community resilience.

Funding for this project has been secured through a combination of state and regional grant programs, the Boyup Brook Sport and Recreation Association through their community cropping initiative, with a significant

financial contribution from the Shire of Boyup Brook. The redevelopment aligns with the broader Sport and Recreation Precinct Master Plan and reflects the Shires commitment to providing resilient, accessible and sustainable community infrastructure that delivers long term benefit for residents and visitors.

Report Detail

The site was handed to Barna on 17th February 2026. Since commencement, the building has been fully stripped out, with demolition works, including the removal of the external toilet block and asbestos-containing materials (ACM), completed in accordance with required safety procedures.

Major bulk earthworks and in-ground service installations have been completed, allowing construction to progress to footing, retaining wall and slab works. The main building slab has now been poured, with waterproofing and termite treatment also completed.

During construction, issues were identified with the existing slab levels. A design variation was approved to rectify these levels and ensure compliance with the final building design, with minimal impact to the construction program.

A site soil evaluation identified unsuitable conditions for the proposed wastewater system. Hydraulic engineers are currently finalising an alternative design and revised leach drain location to satisfy Department of Health requirements.

Mechanical HVAC equipment selection has commenced, and procurement of key building components is progressing. Despite recent winter rainfall, site conditions have remained favourable, allowing works to continue in line with the construction schedule.

The next major milestone will be the erection of the structural steel framework as the project moves into the vertical construction phase.

Project Expenditure	Amount (Paid to Date)
Barna Construction	\$734,969.77
Consultant Fees	\$179,156.56
Total Paid to Date	\$914,126.33

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Built Environment
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.
	Objective	Increase safety, improve infrastructure.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Considerations

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

The Community Building Renovation Project will provide positive economic benefits to the Boyup Brook community through investment in local infrastructure and supporting ongoing community activity. The upgraded facility will improve the ability to host sporting events, community functions and regional activities, attracting visitors and supporting local businesses. The project also provides opportunities for local contractors, suppliers and service providers during construction, while delivering a modern, fit-for-purpose asset that supports the long-term sustainability and growth of the community.

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

The Community Building Renovation Project will deliver significant long-term social benefits for the Boyup Brook community. The new multi-purpose facility will provide modern, accessible amenities that support local sporting clubs, community groups and events, while encouraging greater participation in recreation and strengthening community connections. Importantly, the building has been designed to function as a purpose-built evacuation centre during emergencies, improving the Shire's resilience and emergency response capability. By replacing an ageing facility that was no longer fit for purpose, the project represents an investment in community wellbeing, safety and the long-term sustainability of the town.

Policy Implications

Policy G6- Risk Management:

The Shire has a risk management policy to ensure that sound Risk Management practice and procedures are fully integrated into the

Councils strategic and operational planning processes. In this policy, Council members are responsible for providing adequate budgetary provision for the maintenance of risk management plans and procedures.

It is a risk management objective to ensure community and employee health and safety within the Shire's jurisdiction is not compromised, to limit loss or damage to property and other assets and to limit interruption of business continuity.

Risk Management Implications

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

Risk Level	Comment
Moderate	The Community Building Renovation Project is currently under construction, with risks being actively managed throughout the delivery phase. The contractor continues to perform in accordance with the contract requirements, with regular site meetings, project management oversight and consultant inspections ensuring works meet the required standards for quality, safety and compliance. Risks relating to time, cost and construction are monitored on an ongoing basis, with any issues identified addressed promptly to minimise impacts on the overall project schedule and successful delivery.

Consultation

H & H Architects have been actively engaged in both the design and project management aspects of the development. They continue to work collaboratively with Shire staff throughout the duration of the project, providing oversight of the design and closely managing the building contractor to ensure the project is delivered to specification.

Resource Implications

Financial

The project is currently running within the adopted budget parameters.

Workforce

Nil

End

10.2 Community Services

10.2.1 Sandakan Scholarship Program Representation	
File Ref:	Events/Sandakan Memorial Service/Sandakan Scholarship
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Nicki Jones, Manager Community Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

Moved: **Seconded:**

Officer Recommendation CM 26/07/...

That Council:

- Endorses Cr. to represent the Shire on the interview panel for the Sandakan Scholarship on Monday 7 September 2026.**

.....
For:
Against:

Summary

Council is requested to nominate a representative to join the interview panel for the 2026 Sandakan Scholarship Program, with interviews scheduled for Monday, 7 September 2026. The program, delivered through Boyup Brook District High School's Humanities and Social Science curriculum, engages Year 9 and 10 students in learning about the history of Sandakan. Students' complete assignments, take part in interviews with RSL, Shire, and community representatives, and present creative works at the annual Sandakan Memorial Service. The winning student travels to Borneo for Anzac Day to attend commemorations and visit memorial sites, helping to ensure Boyup Brook's and Australia's wartime history is remembered and honoured by future generations.

Background

The Sandakan Scholarship Program, established in 2002, is a collaborative initiative between the Boyup Brook Lions Club, the Boyup Brook RSL Sub-Branch, and Boyup Brook District High School (BBDHS), with ongoing support from the Shire of Boyup Brook. The program plays a significant role in the BBDHS curriculum, providing students with the

opportunity to learn about the history and legacy of the Sandakan Death Marches during World War II.

Report Detail

As part of the Humanities and Social Science (HASS) curriculum, BBDHS includes Australia's involvement in the events at Sandakan during World War II. The school encourages all Year 9 and Year 10 students to participate in the Sandakan Scholarship Program, with relevant lessons incorporated into HASS studies.

With guidance from teaching staff, students submit their assignments to the scholarship program, attend an interview and make a presentation to the community.

The interview section is held with a panel comprising representatives from the Boyup Brook RSL Sub-Branch, a Boyup Brook Shire Councillor, and knowledgeable community members. This interview assesses each student's understanding of the events at Sandakan.

In addition, students produce a creative response such as a poem, speech, or artwork, expressing their personal reflections on Sandakan. These works are presented to peers and members of the public, enabling students to connect the historical events to the local community. This component is scheduled to coincide with the annual Sandakan Memorial Service in September, where the scholarship winner delivers their speech.

The winning student, accompanied by a parent or guardian, travels to Borneo for Anzac Day, attending commemorative services and visiting memorial sites. The scholarship provides a valuable educational experience, fostering continued awareness among local youth of both Boyup Brook's and Australia's wartime history.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Social and Community
	Outcome	Support a healthy, active, vibrant community.
	Objective	Promote community participation, interactions and connections.
	Key Imperatives	Social and Community
	Outcome	Promote quality education, health, childcare, aged care and youth services.
	Objective	Develop and maintain partnerships with schools and police.
	Key Imperatives	Social and Community

	Outcome	Encourage the preservation of our culture, heritage and history.
	Objective	Partner with stakeholders to promote Boyup Brook, preserving our history for future generations and sharing the rich heritage of the Shire.
	Key Imperatives	Governance and Organisation
	Outcome	Effectively communicate and engage the community.
	Objective	Partner with key stakeholders to deliver community projects.

Other Strategic Links

Nil

Statutory Environment

Nil

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

While the primary focus of the Sandakan Scholarship Program is educational and community-based, it may provide minor indirect economic benefits through local spending associated with student participation and related events.

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

The Sandakan Scholarship Program fosters intergenerational connections, encourages community participation in commemorative events, and strengthens local pride through shared remembrance of wartime history. It also develops students' confidence, public speaking skills, and empathy by engaging them with meaningful historical and cultural experiences.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Low	There is no known risk.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

10.3 Financial Services

Note:

In accordance with s.5.63(1)(h) of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996 r.21*, as follows, a Council Member is not required to disclose an interest or leave the Chamber relating to a payment listed in the list of accounts provided to Council.

21. *Interests that need not be disclosed (Act s.5.63(1)(h))*

The Interests prescribed for the purpose of section 5.63(1)(h) are as follows –

- (a) *An interest relating to an allowance to which section 5.98A or 5.99A refers;*
- (b) *An interest (not being an interest referred to in section 5.63(1)) relating to the payment by the local government of money that the local government is legally obliged to pay.*

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

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

1. That Council receives the list of accounts paid in June 2026, totalling \$1,343,635.55 from Municipal account, and \$59,743.25 from Police Licensing, as represented by:

Municipal		
EFT	2498-2701	\$1,059,145.70
Cheques	20724-20727	\$ 23,693.15
Direct Payments		<u>\$ 260,796.70</u>
Municipal Total		<u>\$1,343,635.55</u>
 Police Licensing		 \$ 59,743.25

Grand Total	\$1,403,378.80
	 For: Against:

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996* the list of accounts paid in June 2026 are presented to Council.

Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 30 June 2026.

Report Detail

Attachment 10.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 01 to 30 June 2026.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

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

12. *Payments from municipal fund or trust fund*

- (1) *A payment may only be made from the municipal fund or the trust fund —*

- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.*
 - (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*
13. *Lists of accounts*
- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) the payee's name.*
 - (b) the amount of the payment.*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
 - (2) A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name.*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction*
 - and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
 - (3) A list prepared under sub-regulation (1) or (2) is to be —*
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

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

Risk Management Implications

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

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

Consultation

Nil

Resource Implications

Financial

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

Workforce

Nil

End

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

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

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

.....
For:
Against:

Summary

The Monthly Financial Report for 30 June 2026 is presented to Council.

Background

The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require local governments to prepare monthly reports containing the information that is prescribed.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income, and material variances can be commented on.

Report Detail

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

1. Statement of Comprehensive Income by Program.
2. Statement of Comprehensive Income by Nature/Type.
3. Statement of Financial Activity by Nature.

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

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

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

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

The Statement of Financial Activity as of 30 June 2026 shows a closing surplus of \$4,773,485.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

Sustainability and Risk Consideration

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

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

Policy Implications
Nil

Risk Management Implications

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

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

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

10.4 Corporate Services

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

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Receive the monthly report for the Boyup Brook Caravan Park for June 2026.**

.....
For:
Against:

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

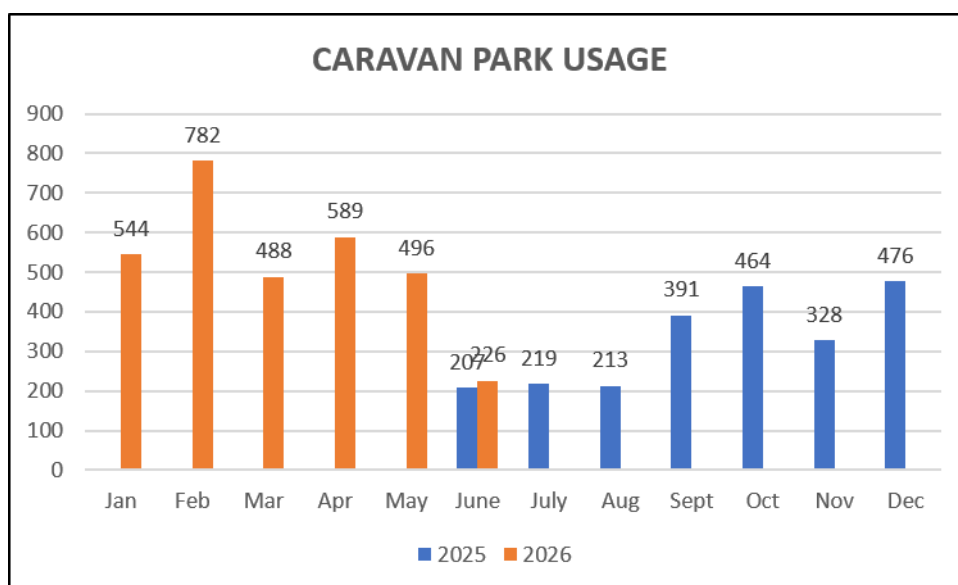
The CMCA Flax Mill Caravan Park, managed under agreement by the Campervan and Motorhome Club of Australia (CMCA), continues to provide a steady stream of short-term accommodation for travellers and visitors to Boyup Brook.

For the June 2026 reporting period, a total of 226 site nights were booked, generating gross income of \$5,849. Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.

- Revenue: For June 2026, the Shire's share of revenue totalled \$4,270, representing only a 1.77% increase compared with June 2025.
- Occupancy: During June 2026, a total of 226 nights were booked, representing a 9% increase in nights booked, compared with the same period last year.
- The change in bookings from the previous month is expected this time of year, being the commencement of the winter season.
- There continues to be a strong increase in CMCA member bookings, with member stays increasing by 30% compared with June 2025. The ratio of CMCA members to non-members remained consistent with last month's trend at approximately 60% to 40%, demonstrating the continued value of the CMCA management arrangement in attracting visitors to the Caravan Park.

Breakdown of Bookings by Site Type:

Site Type	Nights Booked
Self-Contained RVs (SCV)	44
SCV + Amenities Sites	0
Unpowered Van Sites	0
Unpowered River Sites	21
Powered Sites	120
Ensuite Sites	41
CMF Overflow Sites	0
TOTAL BOOKINGS	226



Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Economic Development
	Outcome	Support a strong and inclusive economy.
	Objective	Promote the town as a great place to visit, stay and live.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

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

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

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

identity. The economic benefits gained through tourism contribute to improved local services and infrastructure.

Policy Implications

Nil

Risk Management Implications

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

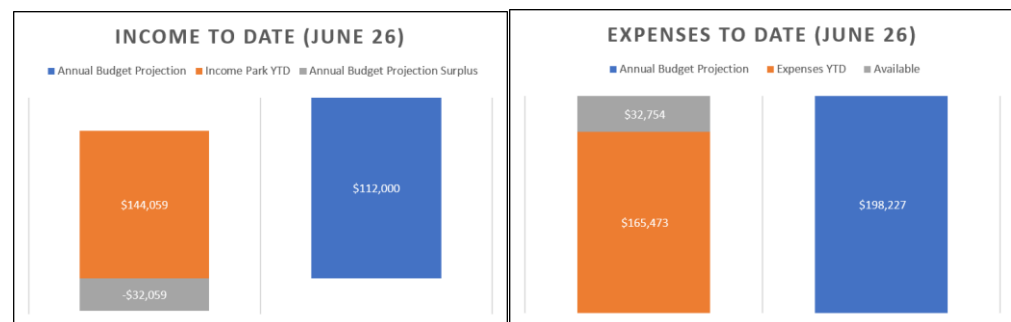
Risk Level	Comment
Moderate	A key risk is over-reliance on tourism as a driver of economic activity. A sustained downturn in visitor numbers due to factors such as fuel prices, economic downturns, or natural disasters could reduce income for local businesses and affect the Shire's tourism objectives.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

Consultation

Nil

Resource Implications

Financial



Workforce

Nil

End

10.5 Chief Executive Officer

10.5.1 Boyup Brook Medical Services monthly activity report for June 2026	
File Ref:	A1270
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Sarah Alexander, Practice Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: **Seconded:**

Officer Recommendation CM 26/07/...

That Council:

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

.....
For:
Against:

Summary

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services, highlighting significant progress in infrastructure, clinical systems, governance and workforce development during June 2026. Key highlights for June include Dr Devadason continuing to manage a demanding workload with consistently high patient bookings, hospital inpatient reviews and Emergency Department presentations.

A significant milestone during the month was the successful completion of the migration from Genie Solutions to Best Practice. Following the successful implementation, the practice has now been operating on the new system for several weeks. The transition has been completed with only minor teething issues remaining, which continue to be addressed as part of the normal optimisation process. Overall, the migration has been highly successful and has provided the practice with a modern, efficient clinical and practice management system.

The Medical Centre renovation project has also now been completed. The upgraded reception area, new corner entrance and automatic electric entry door have significantly improved accessibility, patient flow and the

overall presentation and functionality of the facility for patients, staff and visiting health professionals.

During June, the practice also commenced preparations for its next AGPAL accreditation, with reaccreditation scheduled for February 2027. Early commencement of the accreditation process will allow the practice to systematically review policies, procedures, quality improvement activities and clinical governance systems to ensure continued compliance with the RACGP Standards and the ongoing delivery of high-quality healthcare services.

The practice also continued active recruitment for an additional General Practitioner during June. Recruitment remains a priority for Council and the Medical Centre, with the appointment of an additional GP expected to improve appointment availability, strengthen service sustainability and provide greater resilience in supporting both the Medical Centre and Boyup Brook Health Service.

Overall, June represented a month of consolidation, with the successful completion of two major projects the Medical Centre renovation and the Best Practice software migration while also commencing preparations for AGPAL reaccreditation and continuing recruitment for an additional General Practitioner. With these significant initiatives now underway or complete, the practice is well positioned to focus on delivering high-quality patient care, strengthening governance, expanding medical workforce capacity and continuing to improve healthcare services for the Boyup Brook community.

Background

Boyup Brook Medical Services is an AGPAL-accredited practice operating under the RACGP Standards and has commenced preparations for its next accreditation, scheduled for February 2027. The practice 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 transitioned to a fully bulk-billed service. All Medicare-eligible patients are bulk billed for eligible MBS items, with concession card holders and children under sixteen having been bulk billed prior to this date.

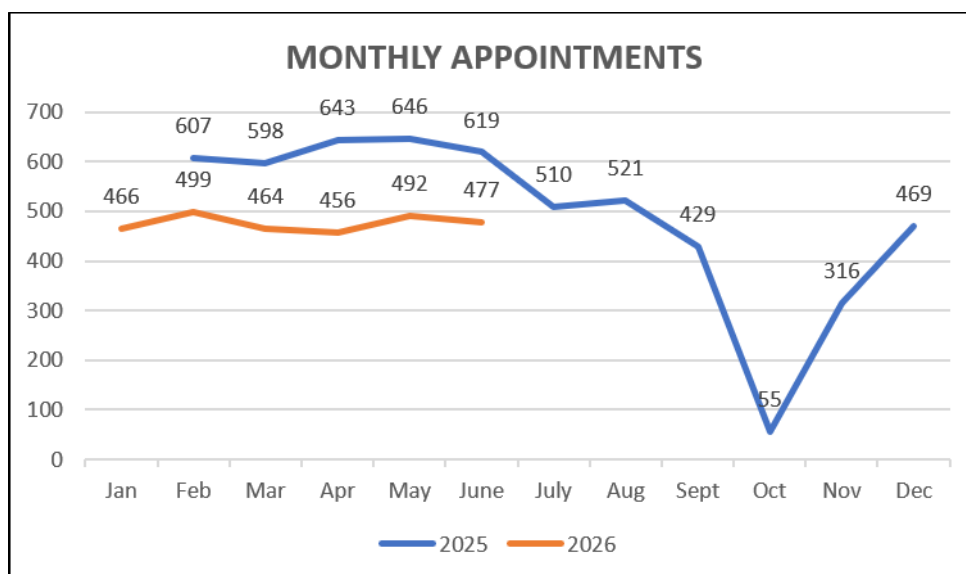
Standard appointment slots are 15 minutes, with longer appointments available upon request. In addition to general practice services, the facility also hosts visiting allied health professionals including a physiotherapist, osteopath, podiatrist, psychologists, occupational therapist and Emmett

Technique therapist, enhancing the range of healthcare services available within the community.

Report Detail

Monthly Appointments

In June 2026, the practice recorded a total of 477 patient consultations. These figures include all Medical Centre consultations, telehealth appointments and hospital consultations invoiced during the month.



Practice Renovations

The Medical Centre renovation project has now been completed.

The completed works include a new automatic electric entry door, a relocated patient entrance positioned at the corner of the building, an upgraded reception area and improved staff workspaces. These improvements have significantly enhanced accessibility, patient experience and operational efficiency while providing a modern and welcoming environment for patients, staff and visiting health professionals.

The completion of the project represents a significant investment in the future of the Medical Centre and the ongoing delivery of quality healthcare services to the Boyup Brook community.

Software Migration – Genie to Best Practice

The migration from Genie Solutions to Best Practice has now been successfully implemented.

Following several weeks of operation, the new system has proven stable, with only minor teething issues remaining. These are being progressively resolved as workflows continue to be refined and staff become increasingly familiar with the new software.

The successful implementation was achieved through extensive planning and collaboration between HealthVue, Haycom and practice staff, with considerable after-hours work undertaken to ensure the migration of patient records, appointments, billing information and clinical data was completed with minimal disruption to patient services.

AGPAL Reaccreditation

During June, the practice commenced preparations for its next AGPAL reaccreditation, with the on-site accreditation assessment expected later in 2026 ahead of the practice's accreditation expiry in February 2027.

Preparation for reaccreditation includes a comprehensive review of policies, procedures, clinical governance systems and quality improvement activities to ensure continued compliance with the RACGP Standards for General Practices. Work will continue over the coming months and includes reviewing and updating policies and procedures, undertaking quality improvement activities, completing risk management reviews, ensuring staff training requirements are current, and compiling evidence to support the accreditation survey.

Accreditation is an important component of the practice's quality assurance framework, demonstrating a commitment to safe, high-quality patient care and continuous improvement. The practice will continue progressing the required work over the coming months to ensure readiness for the on-site accreditation assessment and to maintain accreditation beyond February 2027.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk 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.

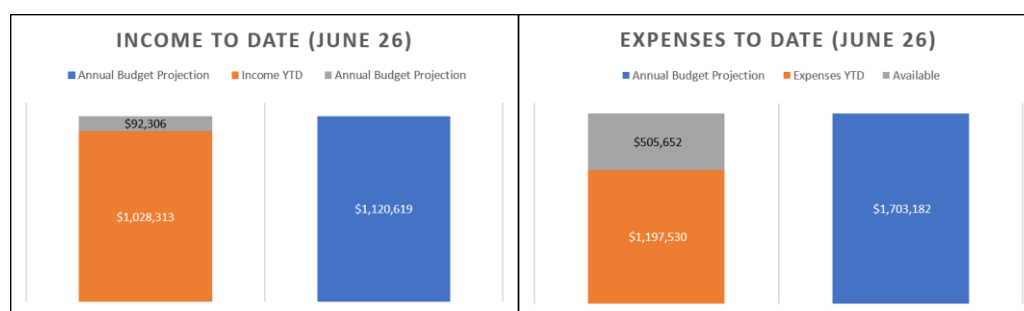
Risk Level	Comment
Moderate	The absence of a local medical centre would force residents to travel long distances for medical care. This could result in delayed treatment, particularly in emergencies, and poorer health outcomes.

Consultation

Nil

Resource Implications

Financial



Workforce

During June, the practice farewelled Nurse Nicola, who provided exceptional support to the Medical Centre, its patients and Dr Devadason. Her professionalism, dedication to patient care and willingness to assist across all aspects of the practice were greatly valued. Council extends its sincere appreciation to Nurse Nicola for her contribution and wishes her every success in her future endeavours.

The practice also welcomed back Nurse Raminder, who has quickly resumed her role supporting patient care and clinical operations. Her experience and familiarity with the practice have ensured a seamless transition and the continuation of high-quality nursing services for the Boyup Brook community.

Recruitment of an additional General Practitioner also remained a key focus throughout June. The practice continues to actively recruit to increase medical workforce capacity and strengthen the long-term sustainability of medical services within the community. Securing an additional GP will improve appointment availability, provide greater resilience in service delivery, and further support the provision of both primary healthcare and hospital services in Boyup Brook.

End

10.5.2 Independent Living Development – Strategic Business Case and Investigation Framework	
File Ref:	Projects/Independent Living
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.5.2A – Proposed Independent Living Development – Strategic Business Case and Investigation Framework

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Endorses the Independent Living Development – Strategic Business Case and Investigation Framework as the guiding document for investigating the potential development of an Independent Living Development within the Shire of Boyup Brook.**
- 2. Authorises the Chief Executive Officer to implement the Strategic Investigation Program contained within the Strategic Business Case, subject to the availability of budget and resources approved by Council.**
- 3. Notes that adoption of the Strategic Business Case does not constitute approval to construct an Independent Living Development, commit Council to future capital expenditure or determine a preferred development or ownership model.**
- 4. Notes that the proposed development precinct comprises:**
 - a) Lot 371 on Deposited Plan 191230, Reserve 43226, located at 50 Bridge Street and owned by the Shire of Boyup Brook;**
 - b) Lot 347 on Deposited Plan 175823, located at 70 Bridge Street, held under Crown Grant and owned by the Shire of Boyup Brook;**
 - c) Lot 367 on Deposited Plan 185691, located at 12 Hospital Street, held under Crown Grant and owned by the Shire of Boyup Brook; and**
 - d) Lot 187 on Deposited Plan 159594, Reserve 18008, owned by the Department of Health.**

5. Requires the Chief Executive Officer to report the outcomes of each major stage of the investigation program back to Council for consideration prior to progressing to the next stage.

.....
For:
Against:

Summary

The purpose of this report is to present the Independent Living Development – Strategic Business Case and Investigation Framework for Council's consideration.

The Strategic Business Case provides a structured and evidence-based framework to guide Council's investigation into the feasibility of developing independent living accommodation within Boyup Brook. It consolidates the significant body of work already undertaken by the Shire over the past decade and identifies the further investigations required before Council is in a position to determine whether the project should proceed.

Importantly, Council is not being asked to approve the development itself. Rather, Council is being asked to adopt a staged investigation process that will enable future decisions to be based on current demographic information, technical investigations, financial analysis, statutory requirements and community consultation.

Background

The provision of suitable accommodation for older residents has been considered by the Shire for more than a decade.

In 2013, the Shire completed the Boyup Brook Age Friendly Report and Aged Housing Plan, with assistance from the South West Development Commission. The studies considered the needs of older residents, demographic trends and future housing requirements.

The work identified a desire among older residents to remain living in Boyup Brook, together with a shortage of smaller and more manageable housing for people wishing to downsize.

Council subsequently investigated independent living developments operating in other regional communities and considered different ownership, management, construction and funding models.

In 2015, Council prepared a Business Plan for a Major Land Transaction relating to the proposed development of independent living

accommodation. Preliminary concept planning and investigations were also undertaken.

The development did not proceed beyond the investigation and preliminary planning stages. As a result, the assumptions, demographic information, cost estimates and delivery options contained in the earlier work require review.

The current proposal is over the following properties with the first phase proposed to be on Lot 367 (12) Hospital Street.

- Lot 367 Bridge Street.
- Lot 371 Bridge Street.
- Lot 347 Bridge Street.
- Lot 187 Hospital Precinct.

The proposed investigations will determine the suitability of each property, the possible relationship between the properties and the statutory and tenure arrangements that would be required if the project were to proceed.

Report Detail

Boyup Brook has an older population profile than Western Australia generally. The 2021 Census recorded a median age of 47 years for Boyup Brook, compared with 38 years for Western Australia.

Approximately 21.5% of the Shire's population was aged 65 years or older at the time of the 2021 Census, compared with approximately 14% across Western Australia.

The existing housing stock is predominantly made up of detached family homes. While these homes continue to meet the needs of much of the community, there are limited options for older residents seeking smaller, accessible and lower-maintenance accommodation.

As a predominantly farming community, it is common for residents to spend much of their working lives on rural properties. When farmers reach retirement age, there is often a strong preference to move into town where services, healthcare and social connections are more readily accessible. However, many of these residents wish to remain within Boyup Brook rather than relocating to larger regional centres. The absence of suitable independent living options within the town can therefore result in retiring farmers being forced to leave the district in order to access appropriate accommodation.

The lack of appropriate housing may result in residents leaving Boyup Brook when their existing property becomes difficult to maintain. This can separate residents from established family, social and community networks and reduce participation in community organisations and volunteer groups.

Providing suitable accommodation may also allow larger family homes to return to the local housing market, contributing to broader housing availability.

While the earlier studies identified community demand, updated demographic analysis and community consultation are required before the likely scale of any development can be determined.

The investigation will consider the four identified properties as a broader development precinct rather than assuming that all accommodation must be located on a single lot.

The investigation will consider:

- the physical suitability of each property;
- access and internal road arrangements;
- water, sewerage, power and telecommunications services;
- drainage and stormwater management;
- environmental and heritage considerations;
- opportunities for staged development;
- the relationship between the development and the hospital and medical precinct;
- reserve and Crown Grant restrictions;
- ownership and management arrangements; and
- whether all or only part of the precinct is required.

Lots 371, 347 and 367 are owned by the Shire. Lot 187 is owned by the Department of Health and cannot be assumed to form part of the development without formal consultation and agreement.

The inclusion of Lot 187 at this stage is for investigation purposes only. It allows Council to consider whether there may be opportunities for shared access, infrastructure, land use coordination or a future partnership with the Department of Health.

The properties are subject to different tenure arrangements.

Lots 347 and 367 are held under Crown Grants. Lot 371 is Reserve 43226 and Lot 187 is Reserve 18008.

The conditions applying to the Crown Grants and the purposes and management arrangements applying to the reserves will need to be confirmed.

The investigation will identify whether:

- the existing Crown Grant conditions permit independent living accommodation;
- the Crown Grants require amendment;
- the reserve purposes are consistent with the proposed development;
- reserve purpose changes or new management orders would be required;
- subdivision, amalgamation, easements or access arrangements are necessary;
- any land needs to be acquired, leased, transferred or otherwise made available;
- an agreement is required with the Department of Health; and
- any proposal would trigger a statutory business plan or land disposal process.

Early engagement with the Department of Planning, Lands and Heritage and the Department of Health will be important. This will ensure that Council understands the land tenure pathway before significant funds are committed to concept design or detailed feasibility work.

The Strategic Business Case proposes a staged investigation program.

The first stage will confirm community and housing demand through updated demographic information, housing market analysis, consultation and, where appropriate, an expression of interest process.

The second stage will examine the development precinct, land tenure, planning requirements, servicing and infrastructure constraints.

Subject to the outcomes of those investigations, concept plans can then be prepared showing possible unit numbers, layouts, access arrangements and development stages.

Once a preferred concept has been identified, detailed financial feasibility, funding, governance and delivery model investigations can be completed.

This process will allow Council to assess the project progressively. At the completion of each major stage, Council will have the opportunity to:

- endorse progression to the next stage;
- request further information;

- amend the project scope;
- defer the project; or
- resolve not to proceed.

Council will retain overall strategic and financial control of the project.

The Chief Executive Officer will be responsible for implementing Council decisions, coordinating the investigation program and reporting progress to Council.

A Project Control Group will coordinate the technical and day-to-day aspects of the investigation, including consultant management, project documentation, budgets, timeframes and risks.

The Independent Living Development Committee will provide strategic and community input and make recommendations to Council. The Committee will not be responsible for appointing consultants, managing technical investigations or making operational decisions.

This separation of responsibilities will allow the Committee to focus on strategic outcomes while ensuring that the project is managed through appropriate administrative and technical processes.

The cost of constructing and operating an independent living development is not yet known.

It would be premature to commit Council to a particular number of units, ownership model or level of financial contribution before the necessary investigations are completed.

Possible delivery models may include:

- direct Council ownership and operation;
- a lease or licence arrangement;
- partnership with a community housing provider;
- partnership with a State Government agency;
- development by another organisation on Shire-controlled land; or
- a combination of these approaches.

Each model carries different financial, governance, taxation, tenancy, asset management and risk implications.

The financial assessment will need to consider:

- land and enabling works;
- design and approval costs;

- construction costs;
- external infrastructure and servicing;
- financing costs;
- unit sale, lease or licence arrangements;
- ongoing maintenance and renewal;
- administration and management costs;
- insurance and statutory compliance;
- vacancy and bad debt risks;
- asset replacement; and
- the level of financial support required from Council.

External funding opportunities will also be investigated. Funding availability should not, however, be relied upon until a suitable project scope, cost estimate and delivery model have been established.

The earlier work undertaken by the Shire provides a reasonable basis for continuing to investigate independent living accommodation.

There remains a clear strategic issue relating to the ageing population, limited housing diversity and the ability of older residents to remain living within Boyup Brook.

The Strategic Business Case provides a measured way of progressing the project without committing Council to construction or significant capital expenditure.

By endorsing a staged investigation program, Council will retain control over the project and can determine whether sufficient community, technical and financial justification exists before progressing beyond each stage.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Social and Community
	Outcome	Promote quality education, health, childcare, aged care and youth services.
	Objective	Improve aged care services, accommodation and support.

Other Strategic Links

- Boyup Brook Age Friendly Report.
- Boyup Brook Aged Housing Plan.
- Shire of Boyup Brook Long Term Financial Plan.
- Shire of Boyup Brook Local Planning Strategy and Local Planning Scheme.

Statutory Environment

The proposed investigations may involve consideration of the following legislation and statutory requirements:

- *Local Government Act 1995*, including the requirements relating to major land transactions, commercial enterprises, disposal of property, financial management and the expenditure of local government funds.
- *Local Government (Functions and General) Regulations 1996*.
- *Local Government (Financial Management) Regulations 1996*.
- *Land Administration Act 1997*, in relation to Crown land, reserves, management orders and Crown Grant conditions.
- *Planning and Development Act 2005*.
- Shire of Boyup Brook Local Planning Scheme.
- *Building Act 2011* and associated regulations.
- *Heritage Act 2018*.
- *Aboriginal Heritage Act 1972*.
- *Environmental Protection Act 1986*.
- Relevant disability access, public health, tenancy, retirement village and community housing requirements, depending upon the delivery model ultimately proposed.

The precise statutory requirements will depend on the preferred site layout, land tenure arrangements, development model and form of occupation.

Should the project meet the definition of a major land transaction or major trading undertaking, a further statutory business plan may be required before Council can proceed.

Sustainability and Risk Consideration

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

Endorsement of the Strategic Business Case has no immediate economic impact.

If future investigations demonstrate that the project is feasible, the development has the potential to retain older residents within the district, increase housing diversity, support local businesses, encourage investment and improve the efficient utilisation of existing community assets.

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

The investigation supports Council's objective of enabling residents to age in place while maintaining family, social and community connections.

Providing greater housing choice may also improve the availability of larger family homes within the local housing market, contributing to broader community sustainability.

Policy Implications

Nil at this stage.

Future policy development may be required should Council ultimately resolve to proceed with the project, particularly in relation to governance, asset management and operational arrangements.

Risk Management Implications

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

Risk Level	Comment
Moderate	The Strategic Business Case has been specifically developed to minimise project risk by adopting a staged investigation process. Potential risks associated with community demand, land tenure, statutory approvals, financial viability, governance and funding availability will be progressively assessed before Council is asked to make any commitment to development.

Consultation

The Strategic Business Case has been informed by previous community consultation undertaken through the Boyup Brook Age Friendly Report, the Aged Housing Plan and earlier strategic investigations.

Further consultation with the community, relevant government agencies, service providers and potential funding partners will occur throughout the investigation program.

Resource Implications

Financial

There are no immediate financial implications associated with adopting the Strategic Business Case.

Future investigations will be undertaken subject to Council approved budgets, with any additional funding requests or capital expenditure being the subject of separate reports and Council consideration.

Workforce

The investigation program will be coordinated by the Chief Executive Officer through the Project Control Group with specialist consultants engaged where required to provide technical expertise.

End

10.5.3 Proposed disposal of Lot 32 and Lot 34 Bridge Street Boyup Brook	
File Ref:	A40306 and A40307
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Authorise the Chief Executive Officer to commence the disposal process in accordance with section 3.58 of the *Local Government Act 1995* for:**
 - a) Lot 32 Bridge Street, Boyup Brook; and**
 - b) Lot 34 Bridge Street, Boyup Brook,**
- 2. Determine that the net proceeds from the sale of the properties, after deduction of all costs associated with the disposal, be transferred to the Building Maintenance Reserve.**

.....
For:
Against:

Summary

The purpose of this report is to seek Council approval to commence the disposal of Lots 32 and 34 Bridge Street, Boyup Brook.

The properties were originally acquired by Council in 2021 as a strategic land acquisition to facilitate future aged accommodation development. Preliminary investigation has identified that the property is constrained and may not be conducive to facilitate aged accommodation. The Shire is investigating an alternative site, meaning the properties are no longer required for their original strategic purpose.

The report recommends that the Chief Executive Officer be authorised to undertake the statutory process to dispose of the land in accordance with section 3.58 of the *Local Government Act 1995*, with the final acceptance of any offer remaining a decision of Council.

It is further recommended that the proceeds from the sale be allocated to the Building Maintenance Reserve.

Background

In 2021, Council resolved to purchase Lots 32 and 34 Bridge Street as a strategic land acquisition to support the future provision of aged accommodation in Boyup Brook. The acquisition was based on the strategic location of the land in close proximity to the Boyup Brook Hospital and existing aged care facilities and was intended to provide Council with future development opportunities for low-care accommodation.

Since the acquisition, the Shire has undertaken considerable work investigating the long-term provision of Independent Living Units within the Shire. Through this work, it has become evident that the original proposal over Lot 367, Lot 371, Lot 347 Bridge Street and Lot 187 Hospital Road better aligns with the project objectives and provides greater opportunities for future staged development.

As a result, the original purpose for acquiring the Bridge Street properties is no longer relevant.

Report Detail

Effective asset management requires Council to periodically review its property holdings to ensure that each asset continues to provide an ongoing strategic or operational benefit.

The Bridge Street lots were acquired as a strategic investment to facilitate aged accommodation. While the acquisition was appropriate at the time, Council's strategic direction has since evolved through the Independent Living Unit project, resulting in an alternative site being relooked at as the preferred location for future development.

Accordingly, retaining these properties no longer provides the strategic value originally anticipated.

The disposal of surplus land presents an opportunity to release capital currently tied up in non-performing assets and redirect those funds towards maintaining existing community infrastructure.

The Shire owns and maintains an extensive portfolio of community buildings including administrative facilities, recreation facilities, halls and community buildings, depots, public amenities and other infrastructure. As these assets continue to age, maintenance requirements continue to increase while available funding becomes increasingly constrained.

Directing the proceeds from the sale into the Building Maintenance Reserve will strengthen Council's capacity to undertake planned renewal and maintenance works, reduce reliance on annual operating budgets and assist in preserving community assets for future generations.

Section 3.58 of the *Local Government Act 1995* establishes the statutory process that must be followed when disposing of local government property. Administration will ensure full compliance with these legislative requirements, including obtaining current independent market valuations, undertaking and required public advertising and consultation, and preparing a further report to Council seeking approval to dispose of the land following completion of the statutory process.

Authorising the Chief Executive Officer to manage the administration aspects of the disposal process will allow the sale to progress efficiently while ensuring Council retains responsibility for the final decision to dispose of the land.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Economic Development
	Outcome	Make land available for economic growth, development and improvement.
	Objective	Increase land availability for industry, housing, visitor accommodation and tourism infrastructure.

Other Strategic Links

Nil

Statutory Environment

Section 3.58 of the *Local Government Act 1995* governs the disposition of local government property.

Prior to any sale being completed, Council must ensure that all statutory requirements relating to the disposal process have been satisfied, including obtaining an independent market valuation and complying with the public notice provisions where applicable.

Final acceptance of any offer remains a decision of Council.

Sustainability and Risk Consideration

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

The proposed disposal will release capital from surplus assets and allow Council to reinvest those funds not maintaining existing public infrastructure. This represents sound financial management and assist in reducing future unfunded building maintenance liabilities.

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

Maintaining community buildings in a safe and serviceable condition provides long-term benefits to residents through improved community facilities and enhanced service delivery.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Low	The principal risk relates to compliance with the statutory disposition process. This risk will be mitigated by ensuring the sale is undertaken strictly in accordance with section 3.58 of the <i>Local Government Act 1995</i> and by returning the matter to Council for approval prior to entering into any contract for sale.

Consultation

No consultation has been undertaken at this stage.

Community consultation will occur as required through the statutory process.

Resource Implications

Financial

The financial return will depend upon current market conditions and the outcome of the sale process.

Following settlement, it is proposed that the net proceeds, after payment of all associated disposal costs, be transferred to the Building Maintenance Reserve.

Workforce

The disposal process will be managed by existing staff resources and external professionals where required.

End

10.5.4 Attendance at the Western Australian Local Government Association (WALGA) annual convention	
File Ref:	Government Department/Liaison/WALGA
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Determine which Councillors will attend the 2026 WALGA Local Government Convention, to be held from 16 – 17 September 2026 at the Perth Convention and Exhibition Centre.**
- 2. Authorise the attendance of a senior member of staff and the nominated Councillors in accordance with Council Policy M.14 – Elected Members Professional Development, with approved registration, travel, accommodation and associated expenses to be funded from the relevant account.**
- 3. Authorise the Chief Executive Officer to finalise registrations, accommodation and travel arrangements for the approved delegates.**

.....
For:
Against:

Summary

The purpose of this report is for Council to determine its representation at the 2026 WALGA Local Government Convention.

The WALGA Convention is recognised as the premier annual professional development event for elected members and senior local government officers in Western Australia. It provides an opportunity to remain informed of emerging legislative reforms, governance issues, financial sustainability, strategic planning and other matters affecting the local government sector.

This year, the convention is of particular relevance as the current Council includes a number of first-term Councillors who may benefit from the

governance, leadership and networking opportunities provided. Attendance also enables experienced Councillors to remain current with sector developments and emerging best practice.

Council is requested to determine the number of Councillors it wishes to authorise to attend the Convention.

Background

The WALGA Local Government Convention is held annually and brings together elected members, senior staff and industry representatives from across Western Australia.

The Convention provides delegates with the opportunity to hear from leading speakers, participate in professional development sessions, discuss issues affecting local government, attend the WALGA Annual General Meeting and engage with other local governments regarding innovative approaches to service delivery and governance.

Attendance at the Convention is an important component of the professional development of an elected member and supports Councillors in fulfilling their legislative responsibilities under the *Local Government Act 1995*.

Report Detail

The 2026 WALGA Local Government Convention will be held from Wednesday 16 September to Friday 18 September 2026 at the Perth Convention and Exhibition Centre.

The Convention theme for 2026 is “Tomorrow’s World”, focusing on the future of local government and the opportunities and challenges facing communities throughout Western Australia.

The Convention program includes keynote presentations, governance and leadership sessions, panel discussions, concurrent workshops, networking events, the WALGA Annual General Meeting and a trade exhibition showcasing products and services relevant to local government.

The program covers a broad range of topics including:

- Governance and legislative reform;
- Strategic leadership;
- Infrastructure planning;
- Community engagement;
- Technology and innovation;
- Economic development;

- Emergency management; and
- Emerging issues impacting local government.

The Convention also provides an opportunity for Councillors to engage directly with State Government representative, sector leaders and fellow elected members from across Western Australia.

The estimated cost per Councillor is outlined below, excludes meals and travel reimbursements as well as optional Convention functions:

Convention Registration	\$1,300
Accommodation (3 nights) approximately	<u>\$ 900</u>
	\$2,200

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance.
	Outcome	Strengthen leadership, advocacy and governance capabilities.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Professional development of elected members contributes to improved governance and strategic decision-making, which may deliver long-term economic benefits for the Shire and the wider community.

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

Attendance at the Convention provides both new and experienced Councillors with opportunities to strengthen their governance knowledge, improve strategic leadership skills and develop professional networks that ultimately benefit the Boyup Brook community.

Policy Implications

Council Policy M.14 – Elected Member Professional Development

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	Attendance at recognised professional development events assists Councillors to remain informed of governance obligations legislative reforms and emerging issues affecting local government. Conversely, limited participation in sector-wide professional development may reduce Council's awareness of best practice, funding opportunities and legislative changes that could impact future decision-making.

Consultation

Nil

Resource Implications

Financial

The estimated cost of attendance, excluding meals and travel reimbursements as well as optional Convention functions is \$2,200 per Councillor.

The total financial commitment will depend on the number of Councillors approved to attend. Funding has been allocated within the 2026/2027 budget.

Workforce

Nil

End

10.5.5 Boyup Brook Short Stay Tourist Caravan Park Update	
File Ref:	A2007
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.5.5A CMCA Letter

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

1. Notes that the matter concerning the continued long-term occupation of at the Flax Mill Caravan Park is currently before the State Administrative Tribunal.
2. Supports the Administration continuing to resolve the matter through the State Administrative Tribunal, with the objective of returning the Flax Mill Caravan Park to its approved and original intended use as a short-stay tourist caravan park.
3. Notes the advice received from the Campervan and Motorhome Club of Australia that it is seriously considering withdrawing from the management of the Flax Mill Caravan Park should the current long-term occupancy issue not be resolved.
4. Requests that, should the State Administrative Tribunal determine the matter in favour of the long-term residents, or should the Campervan and Motorhome Club of Australia give formal notice of its intention to withdraw from the Management Agreement, a further report be presented to Council outlining the available operational, financial and closure options for the Flax Mill Caravan Park.
5. Acknowledges that, in the absence of a financially sustainable alternative management model, Council may need to consider temporarily closing the Flax Mill Park until a cost-effective and compliant operating model can be identified.

.....
For:
Against:

Summary

The purpose of this report is to update Council on the ongoing matter involving persons occupying sites at the Flax Mill Caravan Park on a long-term basis.

The matter is currently being considered by the State Administrative Tribunal. The Shire's position is that the caravan park was approved and established as a tourist caravan park containing 20 short-stay sites and was not approved or developed to operate as a residential or long-stay park.

The Campervan and Motorhome Club of Australia (CMCA) has advised the Shire that the continued presence of long-term occupants is affecting its ability to manage the park, retain volunteer custodians and protect the reputation of the facility. CMCA has further advised that it is seriously considering withdrawing from the current management arrangement unless the matter is resolved.

Should CMCA withdraw or should the State Administrative Tribunal make a decision that allows the occupants to remain on a long-term basis, Council will need to consider the future operation of the caravan park. The Shire does not currently have the financial capacity to employ a full-time caravan park caretaker or undertake the infrastructure upgrades that may be required to support compliant long-stay occupation.

Closure of the caravan park would have a significant impact on the local economy and the availability of visitor accommodation within Boyup Brook. However, closure may become necessary if no lawful, affordable and sustainable operating model can be identified.

Background

The Flax Mill Caravan park is operated by the Shire of Boyup Brook and is currently managed under agreement with the Campervan and Motorhome Club of Australia.

The park was approved as a tourist caravan park comprising of 20 short-stay caravan sites, this figure is based on the amount of facilities provided. It has not been approved or developed as a residential park or as a facility containing long-stay sites.

The occupants have remained at the caravan park beyond the period ordinarily associated with tourist accommodation and claim rights as long-stay tenants. The Shire disputes that position and the matter is currently proceeding through the State Administrative Tribunal.

Report Detail

The State Administrative Tribunal proceedings remain ongoing, and no final determination has been made. It is therefore important that Council does not pre-empt the Tribunal's decision.

The Shire's position is that the Flax Mill Caravan Park has always been approved as a tourist caravan park and that the current sites were neither designed nor approved for permanent or long-term residential occupation.

The statutory framework applying to the park requires the Shire, as the operator, to ensure that the facility complies with the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*. Although the Shire is not required to issue a licence to itself, the park remains subject to the standards that apply to licensed caravan parks.

The park's existing approval is based on the provision of facilities suitable for 20 tourist sites, including communal ablution, laundry and washing-up facilities. Long-stay occupation attracts additional infrastructure requirements, including individual electricity metering and potable water connections to each long-stay site.

The cost of installing compliant long-stay infrastructure has not been fully quantified. However, it is expected to involve significant electrical, plumbing, civil and site works. Before any such expenditure could be considered, Council would also need to determine whether facilitating long-stay residential occupation is consistent with the approved purpose of the facility, Council's strategic objectives and the intended role of the caravan park as visitor accommodation.

The Campervan and Motorhome Club of Australia (CMCA) has advised that it has invested considerable time and resources into improving the park and operating it as a professionally managed tourism facility.

In its letter dated 21 July 2026, CMCA advised that the ongoing occupancy issue is:

- Preventing it from effectively managing the park;
- Affecting its reputation and the reputation of the Flax Mill Caravan Park;
- Impacting its ability to recruit and retain volunteer custodians; and
- reducing visitor confidence in the park.

CMCA has formally advised that the current position is no longer sustainable and that it is seriously considering withdrawing from the

Management Agreement unless the matter is resolved as a matter of urgency.

CMCA's management model is financially advantageous to the Shire because it relies substantially on volunteer custodians and the resources of a national member organisation. If CMCA withdraws, the Shire would need to identify an alternative operator or manage the facility directly.

Direct management would require the employment of a caravan park caretaker or manager and would include after-hour support.

Based on the current size and income producing capacity of the facility, it is unlikely that park revenue would be sufficient to meet the full cost of employing a caretaker. Any shortfall would need to be met from rate payer funds which could have an impact on overall rates.

The Shire is not currently in a financial position to absorb the cost of a dedicated caretaker / manager together with any infrastructure works required to facilitate long-stay occupation.

Direct management would also expose the Shire to additional operational and compliance responsibilities, including:

- bookings and payments;
- supervision of occupants and guests;
- after-hours management; and
- management of disputes and complaints.

Should the State Administrative Tribunal determine that the current occupants are entitled to remain under long-stay arrangement, Council would need to carefully consider the implications of that decision.

Those implications may include:

- the extent to which long-stay requirements apply to the existing occupants;
- whether infrastructure upgrades are required;
- the effect on the existing CMCA Management Agreement;
- the cost of operating the park directly or engaging an alternative operator; and
- the risk of creating an expectation that further long-term occupation will be accepted.

If the CMCA withdraws and the Shire is unable to identify an affordable and compliant alternative management model, Council may need to consider temporarily closing the caravan park.

Closure would not be a preferred outcome. However, it may become necessary where the Shire cannot:

- secure an alternative external operator;
- afford to employ a caretaker;
- meet the costs of direct management; or
- fund infrastructure upgrades.

Any closure would need to be properly planned and implemented, including consideration of existing bookings, public notification, security, maintenance and insurance.

Closure should therefore be viewed as an interim measure while the Shire investigates a cost-effective operational model, rather than necessarily representing a permanent abandonment of the facility.

The Administration considers that the preferred outcome remains the return of the Flax Mill Caravan Park to its approved and original intended use as a short-stay tourist caravan park managed under a sustainable external management arrangement.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance.
	Outcome	Strengthen leadership, advocacy and governance capabilities.

Other Strategic Links

Nil

Statutory Environment

The principal legislation relevant to the matter includes:

- Caravan Parks and Camping Grounds Act 1995;
- Caravan Parks and Campong Grounds Regulations 1997;
- Planning and Development Act 2005; and
- The Shire of Boyup Brook Local Planning Scheme.

The park is approved for 20 tourist or short-stay sites and has not been approved to operate as a residential park providing long-stay sites.

Relevant infrastructure requirements for long-stay sites include separate electricity metering and individual water connections. Not all the sites have the required infrastructure.

The legal status of the current occupants and the application of the *Residential Paks (Long-stay Tenants) Act 2006* are a matter presently before the State Administrative Tribunal.

Sustainability and Risk Consideration

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

The Flax Mill Caravan Park is an important component of Boyup Brook's visitor accommodation.

Visitors staying at the park contribute to the local economy through spending at the supermarket, fuel outlet and cafes. Caravan and motorhome visitors may also remain in town for several days, resulting in broader expenditure across the community.

Closure of the caravan park would significantly reduce the availability of low-cost visitor accommodation in Boyup Brook. This could result in visitors bypassing the town and travelling to alternative caravan parks or camping facilities in neighbouring towns.

While the closure may not result in no tourists visiting Boyup Brook, it is likely to result in substantially fewer caravan and motorhome visitors staying overnight in the town.

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

The matter has a direct impact on the existing occupants and must be managed in accordance with the State Administrative Tribunal process.

The ongoing uncertainty also affects CMCA's volunteer custodians and visitors to the park.

Closure of the caravan park would reduce accommodation options for visitors, family members, seasonal workers and people attending community events. It may also affect community confidence and the town's reputation as a visitor destination.

The Shire must balance these considerations against its responsibility to operate the park lawfully, safely and within its available financial resources.

Policy Implications

There are no direct policy implications.

Risk Management Implications

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

Risk Level	Comment
High	The matter carries significant legal, financial, operational and reputational risk. The principal risks include: - An adverse State Administrative Tribunal outcome; - CMCA withdrawing from the Management Agreement; - The Shire unable to secure a replacement operator; - Increased operating costs associated with direct management; - Reduced visitor numbers if the park closes; and - Further disputes regarding long-term occupancy.

Consultation

Consultation has occurred with:

- Campervan and Motorhome Club of Australia;
- Shires legal representatives.

Further consultation may be required with CMCA, potential operators, tourism stakeholders once the State Administrative Tribunal matter is known.

Resource Implications

Financial

The current CMCA management arrangement provides the Shire with a comparatively cost-effective model for operating the caravan park.

Should CMCA withdrawn, the Shire would incur additional costs in appointing another operator or managing the facility directly.

Potential costs include:

- Caretaker / manager wages and employment costs;
- Booking and financial administration; and
- Security and after-hours support.

There is currently no allocation within the budget for the employment of a dedicated caravan park caretaker or for substantial long-stay infrastructure upgrades.

A detailed financial assessment would be required before Council considered any alternative operating model.

Workforce

The Shire does not currently have the workforce capacity to absorb the full operational management of the caravan park without affecting other services.

Direct management would require either the employment of additional staff or the reassignment of existing employees from other responsibilities.

Existing staff would not be able to provide the level of on-site, after-hours and daily operational support normally required of a caravan park caretaker.

End

10.5.6 Removal of Restrictive Covenant C157433 – Lot 35 on Plan 13493, 11 Reid Place Boyup Brook	
File Ref:	A40310
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Consents to the extent that the Shire is a party entitled to the benefit of Restrictive Covenant C157433, to the removal of the restrictive covenant from the Certificate of Title for Lot 35 on Plan 13493, being 11 Reid Place, Boyup Brook.**
- 2. Notes that the approval is conditional upon:**
 - a. The registered landowner obtaining confirmation from Landgate or a suitably qualified settlement agent or legal practitioner that the Shire's consent is required to remove Restrictive Covenant C157433.**
 - b. All other persons with a registered interest in land burdened or benefited by the restrictive covenant providing any consent required under the *Transfer of Land Act 1893*.**
 - c. The registered landowner preparing and lodging all documents required by Landgate to give effect to the removal, and**
 - d. The registered proprietor being responsible for all costs associated with the removal of the covenant.**
- 3. Authorises the Shire President and Chief Executive Officer to execute any document required to give effect to this resolution, where required, affix the Shire's Common Seal in accordance with section 9.49A of the *Local Government Act 1995*.**

.....
For:
Against:

Summary

Council is requested to consider providing consent for the removal of Restrictive Covenant C157433 from the Certificate of Title for Lot 35 on Plan 13493, being 11 Reid Place, Boyup Brook.

The covenant was created in June 1981 as part of the original subdivision and places restrictions on the construction materials and minimum floor area of a dwelling constructed on the property.

The covenant is more than 40 years old and duplicates matters that are now generally addressed through planning and building legislation. It is therefore recommended that Council consent to the removal subject to the landowner completing the required Landgate process and meeting all associated costs.

Background

The Shire has received enquiries concerning Restrictive Covenant C157433, which is recorded against the Certificate of Title for Lot 35 on Plan 13493, being 11 Reid Place, Boyup Brook.

Information provided to the Shire indicates that the covenant was created in June 1981 as part of the original subdivision of the land.

The covenant requires:

- The external walls of any dwelling to be constructed of clay brick or rendered concrete blockwork, or otherwise rendered and panted, and
- A minimum dwelling floor area of 112 square metres.

The current or prospective landowners have sought clarification as to whether the Shire considers the covenant to remain relevant and whether the Shire would consent to its removal.

It has also been noted that development within the surrounding subdivision has changed considerably since the covenant was created and that a number of dwellings may not reflect the original building form contemplated by the covenant.

Report Detail

A restrictive covenant registered against a Certificate of Title remains recorded on the title until it is formally removed or modified. The age of the covenant, by itself, does not cause it to expire.

The Shire cannot administratively remove the covenant from the title. Council can, however, determine whether the Shire is prepared to provide its consent to remove the covenant.

The covenant was originally intended to establish a particular standard and appearance for dwellings within a new subdivision. The requirements relating to brick or rendered external walls, and a minimum dwelling size reflected common subdivision controls at that time.

Since 1981, planning schemes, the National Construction Code, the *Planning and Development Act 2005*, the *Building Act 2011* and associated regulations have established more comprehensive controls for residential development and building construction.

The covenant also limits the use of modern and more cost-effective construction methods and materials that would otherwise satisfy current planning, structural, energy efficiency and bushfire requirements.

Removing the covenant would not exempt the property from any planning, building, heritage, bushfire or other statutory requirements. Any future development would still require the applicable approvals and would be assessed against the current planning and building requirements.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	Demonstrate effective leadership, advocacy and governance.
	Outcome	Strengthen leadership, advocacy and governance capabilities.

Other Strategic Links

Nil

Statutory Environment

- *Transfer of Land Act 1893*
- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Building Act 2011.*

Sustainability and Risk Consideration

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

Removal of an outdated restriction may provide the landowner with greater flexibility to develop the property using modern construction methods and materials.

The proposal may assist with the sale and future development of the land and contribute to residential investment within Boyup Brook.

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

The removal of the covenant would provide greater flexibility for the landowner while retaining the requirement for all future development to comply with current planning and building standards.

Policy Implications

There are no direct policy implications.

Risk Management Implications

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

Risk Level	Comment
Low	There is no risk to the Shire since other legislation is in place to ensure the built form is appropriate and compliant for the area.

Consultation

Consultation has occurred with:

- Shire Planning Officer; and
- Shire Building Officer.

Resource Implications**Financial**

There is no direct financial implication for the Shire.

Workforce

No additional workforce resources are required.

End

10.6 Planning

10.6.1 Development application (shipping container) Lot 336 Jackson Street, Boyup Brook	
File Ref:	A2007
Previous Items:	Nil
Applicant:	Boyup Brook Men's & Community Shed
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.6.1A Development Application

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Approve the development application for the proposed Shipping Container, at Lot 336 Jackson Street, Boyup Brook, subject to the following conditions and advice notes:**

Conditions:

- 1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.**
- 2. The shipping container being painted to blend to the surrounds, to the satisfaction of the Shire of Boyup Brook.**
- 3. Prior to occupancy of use, the shipping container being anchored to the ground, to the satisfaction of the Shire of Boyup Brook.**
- 4. The Shipping Container shall be maintained in good repair to the satisfaction of the Shire of Boyup Brook.**
- 5. No processes being conducted on the property that may cause a detriment to the amenity of that area by reason of contamination, noise, vibration, smell, fumes, dust or grit.**
- 6. The shipping container shall only be used for storage purposes and shall not be used for human habitation or any commercial or industrial purpose.**
- 7. All stormwater is to be managed and contained on-site, to the satisfaction of the Shire of Boyup Brook.**
- 8. If the development is not substantially commenced within a period of two (2) years, or another period specified in the approval, the approval will lapse and be of no further effect.**

Advice:

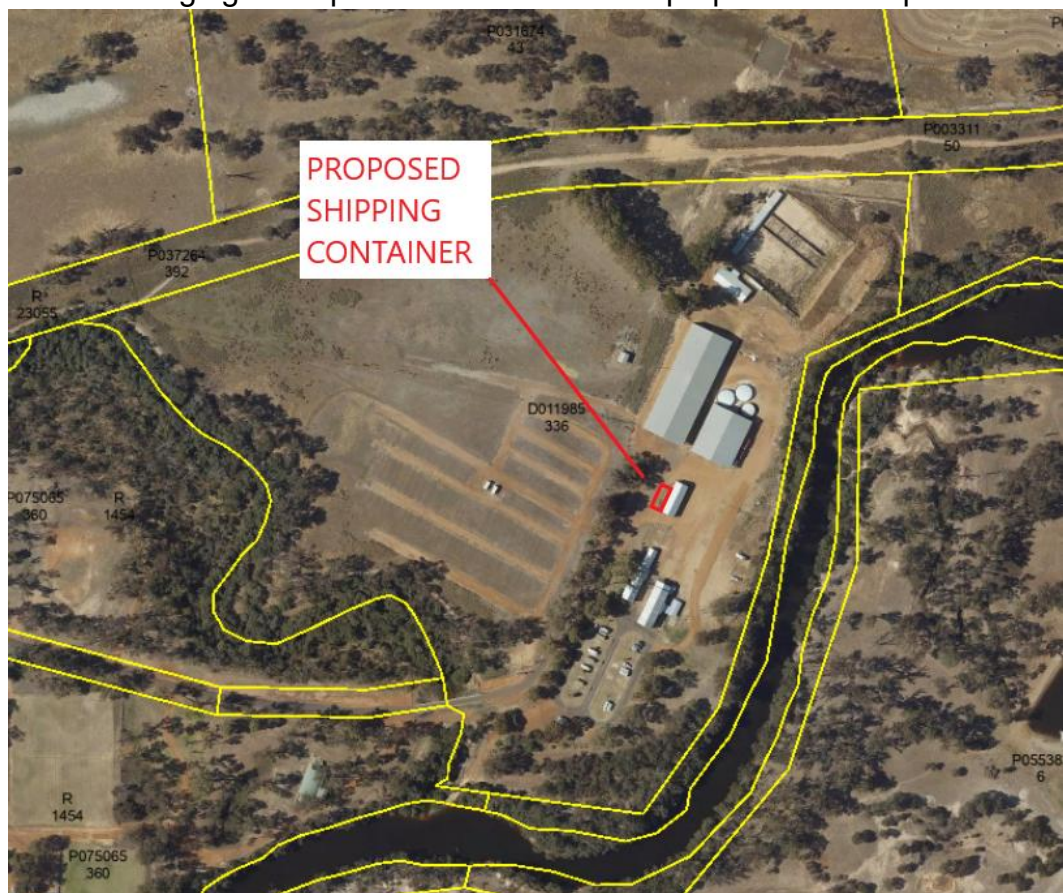
1. A Building Permit is required prior to development.
2. The level of noise emanating from the premises shall not exceed that prescribed in the Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997.
3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

.....
For:
Against:

Summary

The purpose of this report is to put before Council a request received from the Boyup Brook Men's and Community Shed, to develop a Shipping Container at the Lot 336 Jackson St Boyup Brook, along-side the existing 'Men's and Community Shed'.

The following figure depicts the location of the proposed development.



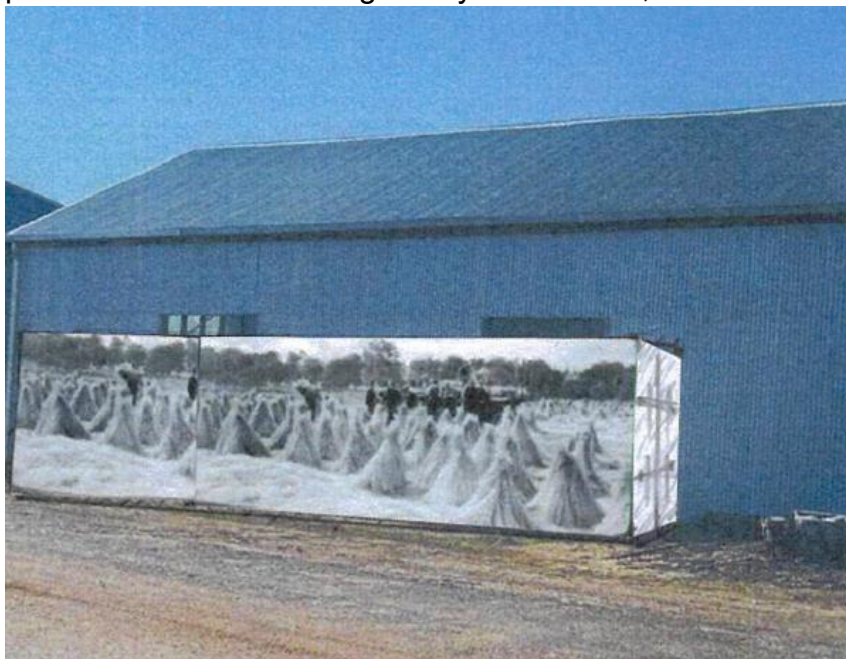
This report item recommends that the Council conditionally support the proposed Shipping Container.

Background

The Lot 336 Jackson St is owned by the Shire of Boyup Brook. The subject land is zoned 'Special Use' for the purpose of 'Caravan Park', 'Camping Ground', 'Holiday Accommodation' and/or 'Recreation – private'.

The Shire of Boyup Brook received an application to develop a Shipping Container, for the purpose of storing wood, in association with the 'Men's Shed'.

The application received is proposing that the Shipping Container is painted with a mural designed by local artists, similar to the below:



The application received is proposing that the Shipping Container is anchored to footings developed at each corner, similar to the following illustration:



Report Detail

The Boyup Brook Men's and Community Shed is a vibrant local initiative that serves as a welcoming, inclusive hub for both men and women. Located at the Old Flax Mill, it provides a safe space for community connection, mental health support, and hands-on projects.

The Men's and Community Shed is in need of a Shipping Container to store donated wood, which can then be used for making furniture and so-forth.

In accordance with the Shire's Scheme, the proposed use/development complies with the objectives of the subject site, which includes *'Recreation-private...premises used for indoor or outdoor leisure'*.

The proposed Shipping Container is not expected to impact on other uses throughout the area and including existing access roads throughout the site. The proposed Shipping Container is not expected to impact on the amenity of the area, subject to being painted to match the surrounds and being maintained there-after.

Council is requested to approve the proposed Shipping Container, which is needed to support the operations of the Boyup Brook Men's and Community Shed.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

In accordance with the Shire's *Local Planning Scheme No.2*, clause 21(2): *A person must not use any land, or any structure or buildings on land, in a special use zone except for a class of use that is permissible in that zone and subject to the conditions that apply to that use.*

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 remote location of the Shipping Container, 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

10.6.2 Development application (shipping container) Lot 35 (R23243) Boyup Brook-Arthur Road, Dinninup	
File Ref:	Reserve 23243
Previous Items:	Nil
Applicant:	Upper Blackwood Agricultural Society
Author and Title:	A. Nicoll, Urban and Regional Planner
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.6.2A Development Application

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

- 1. Approve the development application for the proposed Shipping Container, at Lot 53 (R23243) Boyup Brook – Arthur Road, subject to the following conditions and advice notes:**

Conditions:

- 1. Prior to occupancy of use, unless varied by a condition of approval or a minor amendment to the satisfaction of the Shire of Boyup Brook, all development shall occur in accordance with the approved plans.**
- 2. Prior to occupancy of use, the shipping container being anchored to the ground, to the satisfaction of the Shire of Boyup Brook.**
- 3. The Shipping Container shall be maintained in good repair to the satisfaction of the Shire of Boyup Brook.**
- 4. No processes being conducted on the property that may cause a detriment to the amenity of that area by reason of contamination, noise, vibration, smell, fumes, dust or grit.**
- 5. All stormwater is to be managed and contained on-site, to the satisfaction of the Shire of Boyup Brook.**
- 6. If the development is not substantially commenced within a period of two (2) years, or another period specified in the approval, the approval will lapse and be of no further effect.**

Advice:

- 1. A Building Permit is required prior to development.**
- 2. Consider painting the shipping container to blend to the surrounds, to the satisfaction of the Shire of Boyup Brook.**
- 3. The level of noise emanating from the premises shall not exceed that prescribed in the *Environmental Protection Act 1986*, and the *Environmental Protection (Noise) Regulations 1997*.**

4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

.....
For:
Against:

Summary

The purpose of this report is to put before Council a request received from the Upper Blackwood Agricultural Society to develop a Shipping Container at the Dinninup showgrounds.

The following figure depicts the location of the proposed development.



This report item recommends that the Council conditionally support the proposed Shipping Container.

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*.

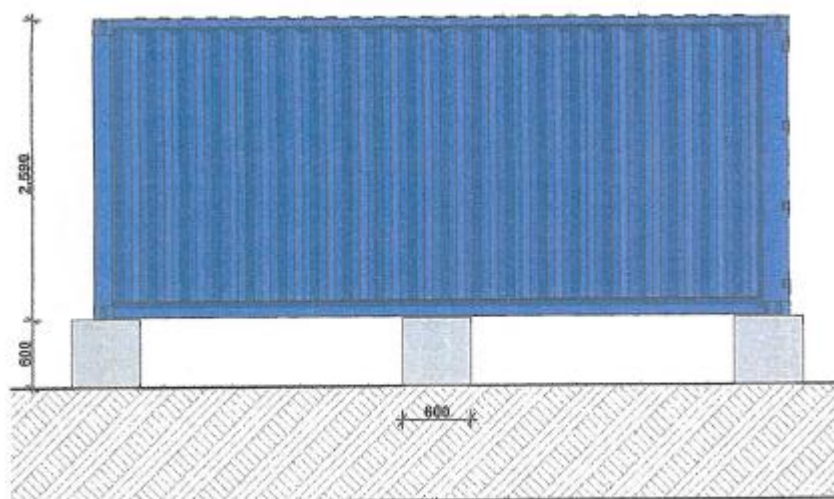
The Shire of Boyup Brook received an application to develop a Shipping Container at the subject land (Reserve 23243), for storage purposes.

Report Detail

The Upper Blackwood Agricultural Society hosts the annual Agricultural Show at the Dinninup Show Grounds, located 17 kms east of Boyup Brook on the Arthur River Road.

It's proposed that a Shipping Container is developed within the showgrounds for the purpose of storing materials for use on show-day. The proposed Shipping Container measures 6.06m in length, 2.4m in width and 2.56m in height.

The application received is proposing that the Shipping Container is anchored to footings developed at each corner, similar to the following illustration:



The proposed Shipping Container is not expected to impact on the amenity of the area, subject to being maintained there-after. Consideration may be given to painting the container to blend to the surrounds and/or other developments.

Council is requested to approve the proposed Shipping Container, which is required to support the administration operations of the Dinninup Show.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

The Shire's *Local Planning Scheme No.2* states the following at clause 35: *No building shall be so constructed, finished or left unfinished that its external appearance would, in the opinion of the Council, detract from the visual amenity of the locality or have the potential to depreciate the value of adjoining property. All land and buildings shall be used and maintained as to preserve the local amenity to the satisfaction of the Council.*

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 the Shipping Container within the confines of 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 South West Country Zone Meeting Minutes, 19 June 2026**

Moved: Seconded:

Officer Recommendation CM 26/07/...

That Council:

1. Receive the unconfirmed minutes of the South West Country Zone Meeting held on 19 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