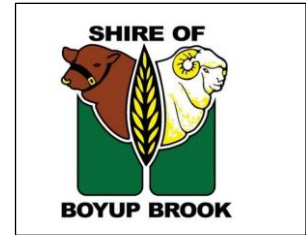


**Date:** 21 August 2026

**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 27 August 2026 at 6:00pm to consider the matters set out in the attached agenda.

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

Leonard Long  
**Chief Executive Officer**

# Shire of Boyup Brook Corporate Values



## Proactive

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



## Leadership & Teamwork

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



## Accountability & Integrity

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



## Commitment

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



## Engaging Community

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



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## Agenda

### 1. Declaration of Opening

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

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

Acknowledgement of Traditional Custodians

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

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

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

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

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

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

### 2. Record of Attendance

#### 2.1 Attendance

|                        |                    |
|------------------------|--------------------|
| Shire President        | Cr Helen O'Connell |
| Deputy Shire President | Cr Darren King     |
| Councillors            | Cr Michael Wright  |
|                        | Cr Philip Moore    |
|                        | Cr Helen Hack      |
|                        | Cr John Matthews   |

#### Council Officers

|                                                   |                     |
|---------------------------------------------------|---------------------|
| Chief Executive Officer                           | Leonard Long        |
| Executive Officer                                 | Magdalena Le Grange |
| Executive Manager Operational Services            | Jason Forsyth       |
| Executive Manager Corporate Services              | Carolyn Mallett     |
| Executive Manager Governance & Community Services | Gordon MacMile      |

---

## **Observers / Public Members**

### **2.2 Apologies**

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

Councillor

Cr David Inglis

### **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 and locality. 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 30 July 2026.

##### **Mr Paul Goerling**

###### **Question 1**

Question toward the Councillors, you need to account for the 1,100 sheep missing in the last 2 financial years at Rylington Park that the Auditor General found missing and issuing a qualified report, instead of an unqualified report. Don't say they're deaths otherwise the RSPCA will be involved too.

###### *Shire Response:*

*The matter is currently being investigated, and a response will be provided as soon as possible.*

#### **4.2 Public Question Time**

### **5. Declarations of Interest**

#### **5.1 Financial and / or Proximity Interest**

#### **5.2 Disclosures of Impartiality Interest that may cause Conflict**

### **6. Previous Council Meeting Minutes**

#### **6.1 Ordinary Council Meeting Minutes – 30 July 2026**

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

**Officer Recommendation CM 26/08/...**

**That the minutes of the Ordinary Council Meeting held on 30 July 2026 be confirmed as being a true and accurate record.**

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

## 6.2 Special Council Meeting Minutes – 20 August 2026

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

**Officer Recommendation CM 26/08/...**

**That the minutes of the Special Council Meeting held on 20 August 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 can provide a verbal report of meetings and events attended throughout the month.

## 9. Councillor Questions on Notice



---

## **10. Reports of Officers**

### **10.1 Operational Services**

Nil

## 10.2 Governance and Community Services

| 10.2.1 Grants Report for July 2026 |                                  |
|------------------------------------|----------------------------------|
| <b>File Ref:</b>                   | Grants/Council Monthly Report    |
| <b>Previous Items:</b>             | Nil                              |
| <b>Applicant:</b>                  | Nil                              |
| <b>Author and Title:</b>           | Angelika Fawcett, Grants Officer |
| <b>Declaration of Interest:</b>    | Nil                              |
| <b>Voting Requirements:</b>        | Simple Majority                  |
| <b>Attachment Number:</b>          | Nil                              |

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

**Officer Recommendation CM 26/08/...**

**That Council:**

- 1. Receive the monthly Grants report for July 2026.**

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

### Summary

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

### Background

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

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

## Report Detail

The following Grant functions took place during the month of July 2026.

| Grant Name, Funding Body                          | Shire Project                                          | Grant \$ | Co-contribution required | Status of Grant                                                                                |
|---------------------------------------------------|--------------------------------------------------------|----------|--------------------------|------------------------------------------------------------------------------------------------|
| Saluting Their Service Commemorative Program, DVA | Upgrade walkway at the War Memorial                    | \$6,000  | \$18,138                 | Grant awarded – now seeking co-contribution approval. Agenda item included in August 2026 OCM. |
| RADS, DoT                                         | Airstrip upgrades                                      | \$42,500 | \$42,500                 | Grant awarded and co-contribution approved; Deed received for Shire execution.                 |
| CCTV Grant Program, LGIRS                         | 1 ANPR camera at cnr Abels & Bridge Streets            | \$11,943 | Nil                      | Grant awarded; Deed received for Shire execution.                                              |
| ANZAC Day Trust, Defence West                     | Survey and Planning Design, Sandakan Memorial precinct | \$10,468 | Nil                      | Grant applied for - awaiting outcome.                                                          |
| Small Network Grants, FRRR                        | Upgrade wastewater system, Town Hall                   | \$50,000 | \$139,000                | Grant applied for – awaiting outcome.                                                          |

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

|                                                                                     |                        |                                                                                     |
|-------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------|
|  | <b>Key Imperatives</b> | <b>Built Environment</b>                                                            |
|                                                                                     | <b>Objective</b>       | Create a safe and inviting community for locals and visitors.                       |
|                                                                                     | <b>Outcome</b>         | Partner with key stakeholders to improve streetscapes & revitalise the town centre. |

## Other Strategic Links

Nil

## Statutory Environment

Nil

## Sustainability and Risk Consideration

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

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

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

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

## Policy Implications

Nil

## Risk Management Implications

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

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

## Consultation

Most grant funding applications require some level of community consultation.

## Resource Implications

### Financial

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

## Workforce

Nil

---

End

---

### 10.2.2 Shire funding to upgrade the Walk of Remembrance Gravel Walkway at the War Memorial

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>File Ref:</b>                | Grants/DVA                       |
| <b>Previous Items:</b>          | Nil                              |
| <b>Applicant:</b>               | Nil                              |
| <b>Author and Title:</b>        | Angelika Fawcett, Grants Officer |
| <b>Declaration of Interest:</b> | Nil                              |
| <b>Voting Requirements:</b>     | Absolute Majority                |
| <b>Attachment Number:</b>       | Nil                              |

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

**Officer Recommendation CM 26/08/...**

**That Council:**

- 1. Notes the successful offer of a \$6,000 grant from the Department of Veterans Affairs' Saluting Their Service program.**
- 2. Approves the Shire co-contribution of \$18,138 required by the Department of Veterans Affairs' for the Saluting Their Service program funding for construction of a concrete walkway at the Walk of Remembrance Walkway at the War Memorial.**
- 3. Authorises the Chief Executive Officer to formally accept the funding offer and sign the Financial Assistance Agreement.**
- 4. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, amends the 2026-2027 budget to redirect \$18,138 from the Co-contribution Reserve to War Memorial – Gardens, Lighting and Upgrades.**

| <b>Account</b>    |                                                         | <b>Increase</b> | <b>Decrease</b> |
|-------------------|---------------------------------------------------------|-----------------|-----------------|
| <b>1300102000</b> | <b>Transfer from Reserves - Co-contribution Reserve</b> |                 | <b>\$18,138</b> |
| <b>1106900</b>    | <b>War Memorial – Gardens, Lighting and Upgrades</b>    | <b>\$18,138</b> |                 |

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

## **Summary**

Council is requested to consider and approve funding of \$18,138 from the Shire's Co-contribution Reserve as a co-contribution towards the upgrading of the current gravel walkway to a concrete walkway at the Walk of Remembrance Walkway at the War Memorial, as part of a grant application made to the Department of Veterans Affairs' (DVA's) Saluting Their Service Commemorative Grants Program.

## **Background**

The Remembrance Walkway has a special place of significance for the Boyup Brook community as there is a strong local connection that still living veterans and veterans' families have with the various conflicts their family members have served in. Commemorative events for ANZAC Day and Remembrance Day are held annually at the War Memorial and have a big turnout of community members attending, however for those who are frail and elderly, which includes several veterans, and those with disability or requiring the use of walkers, wheelchairs or walking aids, it has been difficult for them to access the existing gravel Remembrance Walkway.

## **Report Detail**

Currently, the gravel Remembrance Walkway is located within the middle island of the Abel Street road reserve with access via a concrete cross over located at the War Memorial. However, the existing gravel walkway is difficult and challenging particularly for the elderly and vulnerable in our community, including our veterans to use.

This project will enable the upgrading of the Walk of Remembrance at the War Memorial from gravel to concrete, which will significantly improve the safety, durability, and accessibility of the path.

The yellow marking in the photograph below depicts the proposed concrete walkway.

---



### Shire of Boyup Brook Strategic Community Plan 2021/31

|                                                                                     |                        |                                                                                                   |
|-------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------|
|    | <b>Key Imperatives</b> | <b>Built Environment</b>                                                                          |
|                                                                                     | <b>Outcome</b>         | Create a safe and inviting community for locals and visitors.                                     |
|                                                                                     | <b>Objective</b>       | Implement measures to maximise public health and safety.                                          |
|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>                                                                |
|                                                                                     | <b>Objective</b>       | Effectively communicate and engage the community.                                                 |
|                                                                                     | <b>Outcome</b>         | Work with groups from across the community to address concerns regarding facilities and services. |

### Other Strategic Links

Nil

### Statutory Environment

#### LOCAL GOVERNMENT ACT 1995 - SECT 6.8

- 6.8 Expenditure from municipal fund not included in annual budget.
- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

## **Sustainability and Risk Consideration**

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

The upgraded walkway will improve the presentation and accessibility of the Walk of Remembrance and the overall War Memorial precinct for visitors to Boyup Brook. This may provide some flow on benefit to local businesses during commemorative events such as ANZAC Day and Remembrance Day. Overall, the economic impact is expected to be positive but minor.

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

A new constructed concrete walkway at the Walk of Remembrance will provide greater and safer access for the community and visitors to the War Memorial.

### **Policy Implications**

Council Policy C11 – Assets Management is applicable given the policy intent is to ensure that services are sustainably delivered, and achieved by managing infrastructure assets, so they provide the desired level of service to meet the community's needs and expectations.

### **Risk Management Implications**

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

| <b>Risk Level</b> | <b>Comment</b>                                                                                                                                                                                                                                                                                               |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Moderate</b>   | There are existing safety risks by not constructing a concrete walkway. There is the risk of falls and slipping by community members and visitors to the Walkway of Remembrance, particularly elderly members and veterans who may have a greater vulnerability with traversing the existing gravel surface. |



---

## **Consultation**

The Shire has been in regular consultation with the Boyup Brook RSL sub-branch which has been keen to have an accessible walkway built at the War Memorial for several years and has the support of the local community.

A Letter of Support from the Boyup Brook RSL Sub-Branch was submitted with the grant application, providing strong support for the Shire's efforts to upgrade the walkway and make it safer for all community members and visitors.

War Memorial upgrades were included in community's feedback during the community consultation sessions held when developing the Strategic Community Plan.

## **Resource Implications**

### **Financial**

The Shire has been successful in being offered \$6,000 under DVA's Saluting Their Service grant program. The Shire received the maximum amount of grant funding to be used for the construction of a walkway, which was identified under the grant program's allocation for 'landscaping' works.

The project has been costed at a total of \$24,138 for supply of bobcat, tip truck, concrete and labour to prepare levels, set up formwork, lay and construct a concrete path at the Walk of Remembrance at the War Memorial.

Having been offered a grant of \$6,000, this project leaves a shortfall of \$18,138 which is required to be the Shire's co-contribution towards completing the project. The Shire's in-kind costs associated with coordinating and managing the project will be minimal and managed within existing budgets.

The Co-contributions Reserve contains a balance of \$261,676 with an allocation of \$42,000 proposed to be transferred.

### **Workforce**

Nil

---

End

---

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

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

**Officer Recommendation CM 26/08/...**

**That Council:**

1. That Council receives the list of accounts paid in July 2026, totalling \$1,424,432.73 from Municipal account, and \$49,877.95 from Police Licensing, as represented by:

|                    |             |                       |
|--------------------|-------------|-----------------------|
| <b>Municipal</b>   |             |                       |
| EFT                | 2702-2864   | \$ 960,916.57         |
| Cheques            | 20728-20729 | \$ 2,897.00           |
| Direct Payments    |             | <u>\$ 460,619.16</u>  |
| Municipal Total    |             | <u>\$1,424,432.73</u> |
| Police Licensing   |             | \$ 49,877.95          |
|                    |             | <u>.....</u>          |
| <b>Grand Total</b> |             | <b>\$1,474,310.68</b> |

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

## Summary

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

## Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 01 to 31 July 2026.

## Report Detail

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

## Shire of Boyup Brook Strategic Community Plan 2021/31

|  | 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 2026/27 Annual Budget.

### Workforce

Nil

---

End

---

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

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

**Officer Recommendation CM 26/08/...**

**That Council:**

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

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

### **Summary**

The Monthly Financial Report for 31 July 2026 is presented to Council.

### **Background**

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

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

## Report Detail

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

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

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

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

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

The Statement of Financial Activity as of 31 July 2026 shows a closing surplus of \$4,043,650.

## Shire of Boyup Brook Strategic Community Plan 2021/31

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

### Other Strategic Links

Nil

### Statutory Environment

#### *Local Government Act 1995*

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

#### *Local Government (Financial Management) Regulations 1996:*

Regulation 34 states:

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

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

### Sustainability and Risk Consideration

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

Nil



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

### **Policy Implications**

Council Policy F2 – Investment of Funds is applicable.

### **Risk Management Implications**

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

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

### **Consultation**

Nil

### **Resource Implications**

### **Financial**

Nil

### **Workforce**

Nil

---

End

---

| <b>10.3.3 Boyup Brook Caravan Park monthly report for July 2026</b> |                                                          |
|---------------------------------------------------------------------|----------------------------------------------------------|
| <b>File Ref:</b>                                                    | A2007                                                    |
| <b>Previous Items:</b>                                              | Nil                                                      |
| <b>Applicant:</b>                                                   | Nil                                                      |
| <b>Author and Title:</b>                                            | Carolyn Mallett, Executive Manager<br>Corporate Services |
| <b>Declaration of Interest:</b>                                     | Nil                                                      |
| <b>Voting Requirements:</b>                                         | Simple Majority                                          |
| <b>Attachment Number:</b>                                           | Nil                                                      |

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

**Officer Recommendation CM 26/08/...**

**That Council:**

- 1. Receive the monthly report for the Boyup Brook Caravan Park for July 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

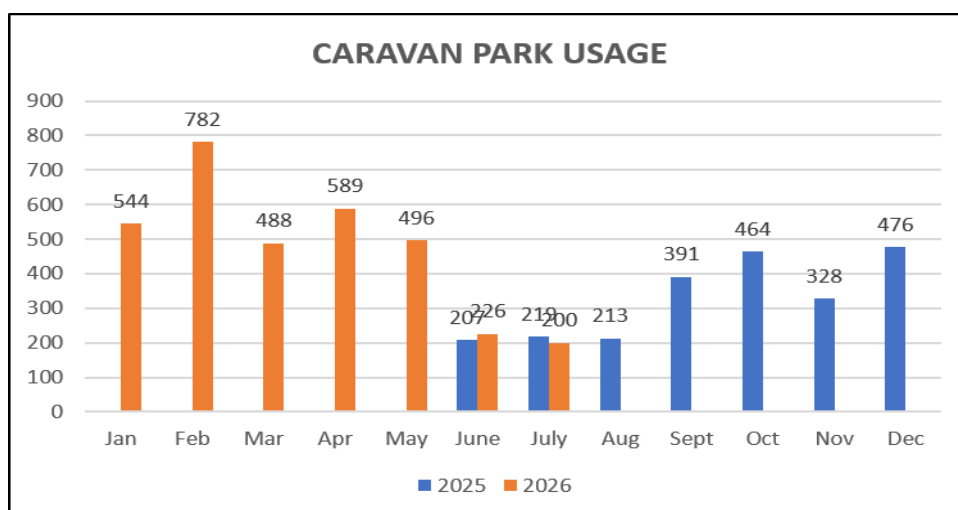
The CMCA Flax Mill Caravan Park, managed under agreement by the Campervan and Motorhome Club of Australia (CMCA), continues to provide a steady stream of short-term accommodation for travellers and visitors to Boyup Brook.

For the July 2026 reporting period, a total of 200 nights were booked, generating gross income of \$5,672. Under the current revenue-sharing agreement, the Shire receives 73% of gross income and CMCA retain 27%.

- Revenue: For July 2026, the Shire's share of revenue totalled \$4,140, representing a 7.59% increase compared with July 2025.
- Occupancy: During July 2026, a total of 200 nights were booked, representing a 9% decrease in nights booked compared with the same period last year.
- Seasonal Movement: The reduction in bookings from the previous month is not unexpected during the winter period.
- CMCA Membership: CMCA member stays represented 30% of bookings during July 2026, compared with 52% in July 2025 and 61% in the previous month. This represents a notable reduction in the proportion of CMCA member stays.
- Caravan Park Building Maintenance: Maintenance works to the ablution building are scheduled, including the replacement and upgrade of the exhaust fans and an assessment of repair options for the non-slip floor coating applied to the floor tiles last year.

### **Breakdown of Bookings by Site Type:**

| Site Type                | Nights Booked |
|--------------------------|---------------|
| Self-Contained RVs (SCV) | 46            |
| SCV + Amenities Sites    | 0             |
| Unpowered Van Sites      | 1             |
| Unpowered River Sites    | 1             |
| Powered Sites            | 112           |
| Ensuite Sites            | 40            |
| CMF Overflow Sites       | 0             |
| <b>TOTAL BOOKINGS</b>    | <b>200</b>    |



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

|                                                                                   |                        |                                                            |
|-----------------------------------------------------------------------------------|------------------------|------------------------------------------------------------|
|  | <b>Key Imperatives</b> | <b>Economic Development</b>                                |
|                                                                                   | <b>Outcome</b>         | Support a strong and inclusive economy.                    |
|                                                                                   | <b>Objective</b>       | 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

Council Policy PD10 Caravan Park is applicable.

## Risk Management Implications

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

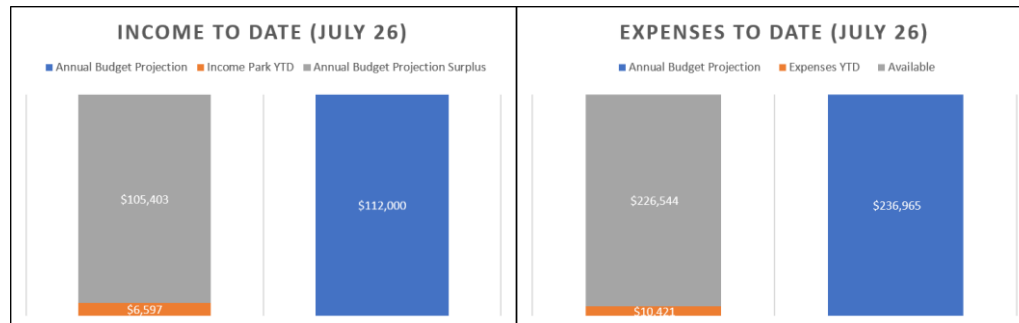
| Risk Level      | Comment                                                                                                                                                                                                                                                                                 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

## Consultation

Nil

## Resource Implications

## Financial



## Workforce

Nil

End

| <b>10.3.4 Proposed Disposal of Shire Property by Lease, 1 Rogers Avenue, Boyup Brook</b> |                                                       |
|------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>File Ref:</b>                                                                         | Leases/Shire Properties/A2261                         |
| <b>Previous Items:</b>                                                                   | Special Council Meeting 15 April 2026 CM 26/04/084    |
| <b>Applicant:</b>                                                                        | Nil                                                   |
| <b>Author and Title:</b>                                                                 | Carolyn Mallett, Executive Manager Corporate Services |
| <b>Declaration of Interest:</b>                                                          | Nil                                                   |
| <b>Voting Requirements:</b>                                                              | Absolute Majority                                     |
| <b>Attachment Number:</b>                                                                | 10.3.4A Independent Market Rental Valuation           |

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

**Officer Recommendation CM 26/08/...**

**That Council:**

- 1. Approves the disposal by Lease of 1 Rogers Avenue, Boyup Brook to WA Country Health Service (WACHS) for an initial term of up to three (3) years, commencing as soon as reasonably practicable at a rental of \$650 per week, to be reviewed annually against CPI.**
- 2. Notes that the proposed Lease is a disposal of property for the purposes of section 3.58 of the *Local Government Act 1995*, however the disposition is exempt from the applicable section 3.58 pursuant to regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996* as WACHS is an agent or department of the State.**
- 3. Authorises the Chief Executive Officer to negotiate and finalise the lease terms, including an agreed contribution towards water consumption associated with maintaining the lawns and gardens, provision for occupation by a WACSH nominated tenant, and any other minor variations that do not materially alter the intent or financial value of the proposed Lease.**
- 4. Authorises the Chief Executive Officer to approve minor variations of the lease the Tenancy Agreement for the Lease of 1 Rogers Avenue, Boyup Brook.**
- 5. Authorises the Chief Executive Officer to execute all documents (including the Tenancy Agreement) and any associated documents and take all actions necessary to give effect to this resolution.**

**.....  
For:**

**Against:****Summary**

Council is requested to consider the proposed lease of the Shire owned residential property at 1 Rogers Avenue, Boyup Brook to WA Country Health Service (WACHS). WACHS has expressed interest in leasing the property to provide accommodation for an essential health worker and their family.

An independent market rental valuation dated 8 June 2026 assessed the property at \$650 per week. It is proposed that the property be leased to WACHS for an initial term of up to three (3) years with the rental to be reviewed annually against CPI. Any future extension to be considered in accordance with the agreed lease terms and Shire's statutory requirements.

The proposal provides asset management, financial and community benefits to the Shire by facilitating occupation of an available Shire owned residential property by an essential worker and their family, improving utilisation of the Shire's housing assets and providing an ongoing rental return.

Although a lease constitutes a disposal of property under section 3.58 of the *Local Government Act 1995*, the proposed lease to WACHS is an exempt disposition under regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996*, as the proposed lessee, the Western Australian Country Health Service (WACHS), is an agency of the Crown in right of the State of Western Australia. Accordingly, the public auction, tender and public notice requirements of section 3.58 do not apply to this proposed disposition.

It is recommended that Council approve the proposed lease and authorise the Chief Executive Officer to negotiate and finalise the lease arrangements with WACHS, including appropriate provisions for water usage associated with maintaining the lawns and gardens, occupancy arrangements, special conditions and engagement of a property manager to manage the tenancy.

**Background**

1 Rogers Avenue, Boyup Brook is a Shire owned residential property comprising a four-bedroom, two-bathroom dwelling constructed in 1991. The property is located within the Boyup Brook townsite and has previously been leased through Government Regional Officers' Housing (GROH), occupied by private tenants and, more recently, used as an alternate residence for the Shire's Chief Executive Officer.

To facilitate the ability to accommodate an essential worker within town the Chief Executive Officer has relocated to Rylington Park, making 1 Rogers Avenue available for rental.

WACHS have requested that lockable security screen doors be installed to the two external sliding doors for security purposes, as soon as possible. Sufficient provision is available within the existing property maintenance budget to undertake these works. WACHS has also requested lockable security screens to the external windows, if budget permits. The adopted 2026/27 Annual Budget does not provide sufficient funding to undertake these additional works at this time; however, they may be considered as part of a future budget and / or budget review.

The Shire has been considering how its residential housing assets can best support essential worker accommodation. The availability of 1 Rogers Avenue provides an opportunity to support this objective while also generating a commercial rental return from an existing Shire asset.

### **Report Detail**

WACHS has expressed interest in leasing 1 Rogers Avenue for residential accommodation associated with the provision of health services in Boyup Brook.

An independent market rental valuation was received on 17 June 2026, assessing the market rent at \$650 per week. At this rental, the property would generate gross rental income of approximately \$33,800 per annum, before property management fees, maintenance and other owner outgoings.

It is proposed the Shire engage a suitably qualified property management agent to administer the tenancy on the Shire's behalf. The final lease arrangements would also address responsibility for utilities and an appropriate contribution towards water consumption associated with maintaining the established lawns and gardens.

The proposed lease (via a Tenancy Agreement) would be between the Shire and WACHS, with the property occupied by a WACHS nominated tenant. Any subletting or occupancy arrangements would be subject to the terms of the final lease and would not alter WACHS's obligations to the Shire.

Section 3.58 of the *Local Government Act 1995* defines disposal to include the leasing of property. Ordinarily, a disposal other than by public auction or tender is subject to the public notice and submission process prescribed by section 3.58.



Regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996* provides an exemption where land is disposed of to a department, agency or instrumentality of the Crown in right of the State or Commonwealth. WACHS is established as a statutory health service provider under the *Health Services Act 2016* and is an agent of the State.

The proposed lease is therefore considered an exempt disposition, and the section 3.58 public notice process is not required.

### Shire of Boyup Brook Strategic Community Plan 2021/31

|                                                                                    |                        |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Key Imperatives</b> | <b>Governance and Organisation</b>                                                                                                                                                                    |
|                                                                                    | <b>Objective</b>       | Demonstrate effective leadership, advocacy, and governance.                                                                                                                                           |
|                                                                                    | <b>Outcome</b>         | Provide transparent decision making that meets our legal and regulatory obligations, reflects the level of associated risk, and is adequately explained to the community.                             |
|  | <b>Key Imperatives</b> | <b>Social and Community</b>                                                                                                                                                                           |
|                                                                                    | <b>Outcome</b>         | Support a healthy, active, vibrant community.                                                                                                                                                         |
|                                                                                    | <b>Objective</b>       | Facilitate access to health facilities, services and programs to achieve good general and mental health wellbeing in the community.<br>Promote community participation, interactions and connections. |

### Other Strategic Links

Nil

### Statutory Environment

Section 3.58 of the *Local Government Act 1995*:

#### *Section 3.58 Disposing of property*

(1) *In this section —*

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

Regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996*

30. *Dispositions of property excluded from Act s. 3.58*

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
  - (c) the land is disposed of to —*
    - (i) the Crown in right of the State or the Commonwealth; or*
    - (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
    - (iii) another local government or a regional local government;*

*Health Services Act 2016* – sections 32 and 33 (health service providers and their status as agents of the State).

### **Sustainability and Risk Consideration**

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

The proposal will generate an ongoing rental return from an existing Shire asset and support the availability of accommodation for an essential health worker within the Boyup Brook townsite.

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

Facilitating suitable accommodation for essential health workers supports the delivery and retention of health services within the community. Continued occupation of the property also supports appropriate utilisation and oversight of a Shire owned residential asset.

### **Policy Implications**

Council Policy C10 – Letting of Council Properties. The works are consistent with the Shire's responsibility to manage public assets in a safe and responsible manner. The proposed lease is to be undertaken in accordance with the Shire's asset management, procurement and financial management requirements.

## Risk Management Implications

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

| Risk Level      | Comment                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Moderate</b> | The principal risks relate to tenancy management, property condition, maintenance obligations and achieving an appropriate commercial return. These risks are mitigated through the independent market rental valuation, formal tenancy arrangements, appropriate insurance, engagement of a property manager and clearly defined responsibilities for utilities, maintenance and occupancy. |

## Consultation

- WA Country Health Service.
- An independent Valuer.
- Internal consultation.
- WALGA Governance.

## Resource Implications

### Financial

At the independently assessed market rental of \$650 per week, the property has the potential to generate gross rental income of approximately \$33,800 per annum. This will be offset by applicable property management fees, maintenance, insurance and other owner costs associated with the property.

### Workforce

Administration of the lease will require limited officer oversight, with day-to-day tenancy management proposed to be undertaken by an appointed property management.

---

End

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## 10.4 Chief Executive Officer

| <b>10.4.1 Compliance Audit Return 2025</b> |                                            |
|--------------------------------------------|--------------------------------------------|
| <b>File Ref:</b>                           | Governance/Compliance Audit Return         |
| <b>Previous Items:</b>                     | Nil                                        |
| <b>Applicant:</b>                          | Nil                                        |
| <b>Author and Title:</b>                   | Magdalena Le Grange, Executive Officer     |
| <b>Declaration of Interest:</b>            | Nil                                        |
| <b>Voting Requirements:</b>                | Simple Majority                            |
| <b>Attachment Number:</b>                  | 10.4.1A Compliance Audit Return 2025 (CAR) |

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

**Audit, Risk and Improvement Committee Decision Recommendation  
ARI 2026/07/005**

**Officer Recommendation CM 26/08/...**

**That Council:**

- 1. Adopts the 2025 Compliance Audit Return for the Shire of Boyup Brook.**
- 2. Authorises the Shire President and Chief Executive Officer to certify the 2025 Compliance Audit Return.**
- 3. Requests the Chief Executive Officer to submit the adopted 2025 Compliance Audit Return to the Local Government Inspector by 30 September 2026, in accordance with section 7.13(1)(i) of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.**

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

### Summary

Council is required to consider for adoption, the annual 2025 Compliance Audit Return (CAR) and to submit a completed, certified copy to the Local Government Inspector by 30 September 2026, in accordance with section 7.13(1)(i) of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

## Background

Section 7.13(1)(i) of the *Local Government Act 1995* requires every local government to prepare an annual Compliance Audit Return in the prescribed form for the period of 1 January to 31 December each year.

The completed Compliance Audit Return must be reviewed by the Audit, Risk and Improvement Committee, adopted by Council and submitted to the Local Government Inspector in accordance with the *Local Government (Audit) Regulations 1996*. Following the establishment of the Office of the Local Government Inspector on 1 January 2026, the Compliance Audit Return was substantially revised, including the introduction of new compliance questions. As a result, the Local Government Inspector granted all local governments an extension, requiring the 2025 Compliance Audit Return to be submitted by 30 September 2026.

The Compliance Audit Return provides assurance that the Shire is meeting all legislative obligations and identifies any areas requiring corrective action or continuous improvement.

## Report Detail

As at the Audit, Risk and Improvement Committee meeting held on 30 July 2026, the ARIC resolved to:

*“Moved: Cr. King*

*Seconded: Cr. Wright*

*Committee Decision ARI 26/07/005*

*That the Audit, Risk and Improvement Committee recommend Council:*

- 1. Adopt the 2025 Compliance Audit Return (Attached).*
- 2. Note the five legislative compliance matters identified within the Compliance Audit Return where a response of "No" was recorded.*
- 3. Note that Administration has commenced, or incorporated into existing work programs, the corrective actions required to address each of the identified matters.*
- 4. Authorise the Chief Executive Officer to submit the adopted 2025 Compliance Audit Return to the Local Government Inspector by 30 September 2026, in accordance with section 7.13(1)(i) of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.*

**CARRIED 7/0**

*For: Mr. R Walker, Cr. O’Connell, Cr. Moore, Cr. Hack, Cr. Matthews,  
Cr. King, Cr. Wright  
Against: Nil”*

The 2025 Compliance Audit Return demonstrates a high level of legislative compliance across the organisation. Of the applicable compliance requirements assessed, five responses were recorded as "No".

These matters are summarised below.

| <b>Legislative Requirement</b>                                           | <b>Reason for Non-Compliance</b>                                                                                                                    | <b>Corrective Action</b>                                                                                                                                                    |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 3.16 – Review of Local Laws</b>                               | The review of the Shire's Local Laws has not been completed within the prescribed review period.                                                    | Administration has commenced a comprehensive review of the Shire's Local Laws, with the outstanding reviews to be completed as part of the current governance work program. |
| <b>Regulation 19DA(4) – Corporate Business Plan Review</b>               | The Corporate Business Plan has not been reviewed within the timeframe prescribed by the Regulations.                                               | The review is currently being undertaken in conjunction with the review of the Strategic Community Plan.                                                                    |
| <b>Regulation 19DA(2) &amp; (3) – Corporate Business Plan Compliance</b> | As the Corporate Business Plan review has not yet been completed, the current document does not fully meet the prescribed legislative requirements. | Adoption of the revised Corporate Business Plan following completion of the review will address this matter.                                                                |
| <b>Regulation 35 – Council Member Essentials Training</b>                | Not all elected members completed the mandatory Council Member Essentials Training within the prescribed timeframe.                                 | All Councillors have been enrolled through WALGA and Administration is monitoring completion of the remaining training requirements.                                        |

**Regulation 11FA –  
Election Report to  
the Local  
Government  
Inspector**

The CEO's post-election report was submitted outside the prescribed statutory timeframe due to a miscommunication between the CEO and the Electoral Officer.

Administration has reviewed its election procedures and will implement an internal compliance checklist to ensure future statutory reporting requirements are completed within the required timeframes.

The identified matters are isolated administrative compliance matters rather than systemic governance deficiencies. None of the matters have resulted in regulatory action against the Shire and, in each instance, Administration has either implemented or commenced appropriate corrective action.

Overall, the Compliance Audit Return demonstrates a strong level of legislative compliance across the organisation, with the identified matters representing opportunities for continual improvement rather than significant governance concerns.

The Committee is requested to consider the attached 2025 Compliance Audit Return and recommend that Council adopt the Return for submission to the Local Government Inspector.

**Shire of Boyup Brook Strategic Community Plan 2021/31**

|  | 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 7.13(1)(i) requires the Shire to prepare an annual Compliance Audit Return, have it reviewed by the Audit, Risk and Improvement Committee, adopted by Council and submitted to the Local Government Inspector.

### *Local Government (Audit) Regulations 1996*

Prescribes the preparation, consideration and submission requirements for the annual Compliance Audit Return.

### *Local Government (Administration) Regulations 1996*

The Compliance Audit Return assesses compliance with a number of obligations contained within these Regulations, including the review of the Corporate Business Plan and mandatory training requirements for elected members.

### *Local Government (Constitution) Regulations 1998*

The Compliance Audit Return includes legislative requirements relating to local government elections, including the CEO's post-election reporting obligations.

## **Sustainability and Risk Consideration**

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

There are no direct economic implications arising from this report.

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

Maintaining compliance with legislative requirements supports good governance and strengthens community confidence in the Shire's decision-making processes.

### **Policy Implications**

Nil

---



## Risk Management Implications

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

| Risk Level | Comment                                                                                                                                    |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| High       | Council is required by the <i>Local Government Act 1995</i> , to provide a certified CAR. Not providing this would be a breach of the Act. |

## Consultation

The return has been prepared in consultation with the executive team and relevant officers responsible for the completion of the 2025 Compliance Audit Return.

## Resource Implications

### Financial

Nil

### Workforce

The corrective actions identified within the 2025 Compliance Audit Return will be undertaken by existing staff as part of their ongoing governance and compliance responsibilities.

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End

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| <b>10.4.2 Boyup Brook Medical Services monthly activity report for July 2026</b> |                                   |
|----------------------------------------------------------------------------------|-----------------------------------|
| <b>File Ref:</b>                                                                 | A1270                             |
| <b>Previous Items:</b>                                                           | Nil                               |
| <b>Applicant:</b>                                                                | Nil                               |
| <b>Author and Title:</b>                                                         | Sarah Alexander, Practice Manager |
| <b>Declaration of Interest:</b>                                                  | Nil                               |
| <b>Voting Requirements:</b>                                                      | Simple Majority                   |
| <b>Attachment Number:</b>                                                        | Nil                               |

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

**Officer Recommendation CM 26/08/...**

**That Council:**

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

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

### **Summary**

This monthly report provides Council with an update on the operations of Boyup Brook Medical Services during July 2026, with the primary focus during the month being workforce recruitment and continued preparation for the practice's upcoming Australian General Practice Accreditation Limited (AGPAL) reaccreditation.

The practice recorded 217 patient consultations during July. Patient activity was lower than usual during the month due to reduced clinical availability across approximately 2.5 weeks.

A significant focus throughout July was the continued recruitment of an additional General Practitioner. Recruitment remains a key priority to increase medical workforce capacity, improve appointment availability and strengthen the long-term sustainability and resilience of medical services within the community.

Recruitment was also progressed for a permanent Nurse position. The practice currently has a casual Nurse providing nursing support, and recruitment of a permanent Nurse will provide greater consistency and stability of nursing services and strengthen the practice's overall clinical capacity.

The practice also continued progressing its Australian General Practice Accreditation Limited (AGPAL) reaccreditation preparation. Work during the month included reviewing and updating policies and procedures, clinical governance requirements, quality improvement activities, risk management and staff training requirements, as well as preparing evidence required for the accreditation assessment.

Overall, July saw continued progress in the key areas of workforce development, recruitment and accreditation, with these remaining priorities for the coming months.

## **Background**

Boyup Brook Medical Services is an Australian General Practice Accreditation Limited (AGPAL) accredited practice operating under the Royal Australian College of General Practitioners Standards for General Practices (RACGP) and is currently preparing 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 Medicare Benefits Schedule (MBS) items, with concession card holders and children under sixteen having been bulk billed prior to this date.

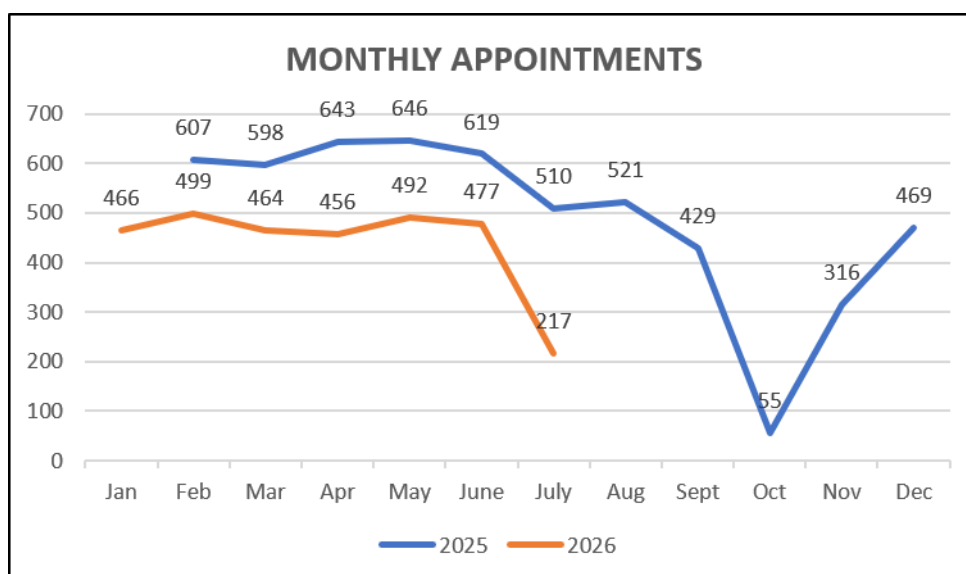
Standard appointment slots are 15 minutes, with longer appointments available upon request. In addition to general practice services, the facility hosts visiting allied health professionals, including a physiotherapist, osteopath, podiatrist, psychologists, occupational therapist and Emmett Technique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

## **Report Detail**

In July 2026, the practice recorded a total of 217 patient consultations. These figures include Medical Centre consultations, telehealth appointments and hospital consultations invoiced during the month.

The lower appointment numbers for July reflect reduced clinical availability across approximately 2.5 weeks of the month.

The practice continues to focus on maintaining access to healthcare services for the local community while strengthening its clinical workforce to support future service capacity.



### **Australian General Practice Accreditation Limited (AGPAL) Reaccreditation**

Work on the practice's next Australian General Practice Accreditation Limited (AGPAL) reaccreditation continued throughout July, with the practice's accreditation due to expire in February 2027 and the on-site assessment expected ahead of the expiry date.

Preparation involves a comprehensive review of the practice's policies, procedures, clinical governance systems and quality improvement activities to ensure continued compliance with the Royal Australian College of General Practitioners Standards for General Practices (RACGP) Standards for General Practices.

Work undertaken and progressed includes:

- reviewing and updating practice policies and procedures;
- reviewing clinical governance requirements;
- progressing quality improvement activities;
- reviewing risk management requirements;
- ensuring staff training and competency requirements are current;
- reviewing practice processes against the RACGP Standards; and
- compiling and organising evidence required for the accreditation assessment.

Accreditation preparation will remain an ongoing priority over the coming months, with the practice continuing to work through the required areas and address any identified gaps prior to the assessment.

Accreditation forms an important component of the practice's quality assurance framework and supports the continued delivery of safe, high-quality healthcare and continuous improvement within the practice.

## Shire of Boyup Brook Strategic Community Plan 2021/31

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

### Other Strategic Links

Nil

### Statutory Environment

Nil

### Sustainability and Risk Consideration

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

Boyup Brook Medical Services contributes significantly to the local economy by providing essential healthcare access that supports community health and productivity and creates direct employment opportunities for medical and administrative staff.

Maintaining a sustainable local medical workforce is important to the ongoing viability of the Medical Centre and to ensuring residents can continue to access healthcare locally.

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

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

### Policy Implications

Nil

## Risk Management Implications

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

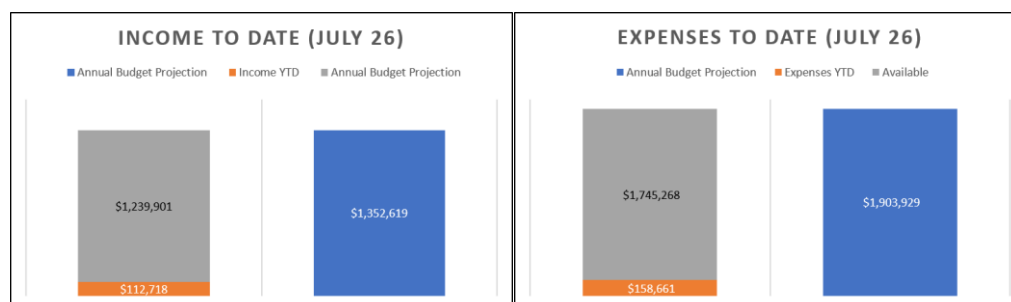
| Risk Level      | Comment                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------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

## Consultation

Nil

## Resource Implications

### Financial



## Workforce

Workforce recruitment remained a key focus throughout July.

The practice continued active recruitment for an additional General Practitioner, with the aim of increasing medical workforce capacity, improving appointment availability and strengthening the long-term sustainability and resilience of medical services within the community. Recruitment was also progressed for a permanent Nurse position. The practice currently has a casual Nurse providing nursing support, and establishing a permanent nursing position will provide greater consistency and stability of nursing services and additional capacity to support the practice's clinical operations.

Strengthening the clinical workforce remains an important priority for the practice and will support sustainable healthcare access for the Boyup Brook community and greater resilience across the Medical Centre and hospital services.

End

| <b>10.4.3 Attendance at the Western Australian Local Government Association (WALGA) Annual General Meeting 2026 and Voting Directions</b> |                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>File Ref:</b>                                                                                                                          | Government Department/Liaison/WALGA   |
| <b>Previous Items:</b>                                                                                                                    | Nil                                   |
| <b>Applicant:</b>                                                                                                                         | Nil                                   |
| <b>Author and Title:</b>                                                                                                                  | Leonard Long, Chief Executive Officer |
| <b>Declaration of Interest:</b>                                                                                                           | Nil                                   |
| <b>Voting Requirements:</b>                                                                                                               | Simple Majority                       |
| <b>Attachment Number:</b>                                                                                                                 | Nil                                   |

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

**Officer Recommendation CM 26/08/...**

**That Council:**

- 1. Nominates Councillor ..... and Councillor ..... to attend as voting delegates the 2026 Western Australian Local Government Annual General Meeting to be held on 17 September 2026.**
- 2. Nominates Councillor ..... as the proxy delegate should one of the Councillors in (1.) above not be able to attend the Western Australian Local Government Annual General Meeting.**
- 3. Supports the motions relating to:**
  - adoption of the Western Australian Local Government Annual General Meeting Standing Orders.**
  - Confirmation of the Minutes of the 2025 Western Australian Local Government Annual General Meeting.**
  - Receipt of the 2025/26 Western Australian Local Government Annual Report and Audited Financial Statements.**
- 4. Provides the Shire's delegates with the following voting direction in relation to the substantive motions contained in the 2026 Western Australian Local Government Annual General Meeting Agenda:**
  - a. Item 7.1 – Review of the National Construction Code Adaptive Reuse – Support.**
  - b. Item 7.2 – Rainfall Deficiency Assistance Framework – Support.**

- c. Item 7.3 – Continuation of Community Water Supplies Partnership and Agricultural Area Dams Programs – Support.**
  - d. Item 7.4 – Reform of State Underground Power Programs – Support.**
  - e. Item 7.5 – State Assistance Grants for Western Australia – Support.**
  - f. Item 7.6 – Mandatory National Australian Built Environment Rating System (NABERS) Ratings for Apartment Buildings – Oppose**
  - g. Item 7.7 – Funding Support for Native Title, ILUA and Traditional Owner Engagement Costs – Supported.**
  - h. Item 7.8 – Support for Australian Local Government Association Motion 92 – National Climate Adaption Funding – Support.**
  - i. Item 7.9 – Equitable NBN Fibre Upgrade Pathway for Multi-Dwelling Units – Oppose.**
- 5. Authorises the Shire’s delegates to exercise reasonable discretion where a motion is amended during debate, having regard to Council’s position expressed above.**

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

## **Summary**

The Western Australian Local Government will hold its 2026 Annual General Meeting on Thursday, 17 September 2026 at 2:30pm at the Perth Convention and Exhibition Centre.

The Annual General Meeting Standing Orders provide that each member Local Government is entitled to be represented by two delegates and that only eligible and registered delegates may vote. Each delegate is entitled to one vote on each matter.

The purpose of this report is therefore to appoint two voting delegates and provide Council with an opportunity to consider the nine substantive motions contained in the Annual General Meeting agenda and provide direction to its delegates.



Of relevance to Boyup Brook are motions relating to rainfall deficiency and fodder assistance, continuation of rural water security funding, additional untied Local Government funding and costs associated with Native Title and Traditional Owner engagement.

## **Background**

The Western Australian Local Government's Annual General Meeting provides members local Governments with an opportunity to consider sector wide policy and advocacy matter.

The 2026 Annual General Meeting agenda contains the normal procedural business together with nine member motions. These cover:

- Adaptive reuse of commercial buildings for residential purposes.
- Rainfall deficiency and livestock fodder assistance.
- Rural water security funding.
- Underground power arrangements.
- State financial assistance to Local Governments.
- Mandatory NABERS rating for apartment buildings.
- Climate adaption funding, and
- NBN fibre upgrades for multi-dwelling developments.

Under the Western Australian Local Government's Standing Orders two delegates may represent each Member Local Government. Only registered delegates may vote, with each delegate exercising one vote on each matter considered.

## **Report Detail**

Council is required to nominate two delegates if it wishes to exercise its full voting entitlement at the Annual General Meeting.

Its is recommended that two Councillors and a proxy be appointed as the Shire's delegates. Providing voting direction in advance will enable the delegates to represent Council's adopted position while still allowing sufficient discretion to respond to amendments or new information presented during debate.

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**Item 4 – Adoption of Annual General Meeting Standing Orders**

The agenda proposes that the Western Australian Local Government Annual General Meeting Standing Orders be adopted.

The Standing Orders establish the rules governing the conduct of the meeting, debate and voting. There is no identified reason for the Shire to oppose their adoption.

Recommendation is to support the item.

**Item 5 – Confirmation of Minutes of the 2025 Annual General Meeting**

The agenda proposes confirmation of the Minutes of the 2025 Western Australian Local Government Association Annual General Meeting as a true and correct record. The agenda also contains a report on action taken by the Western Australian Local Government Association in response to resolutions of the 2025 Annual General Meeting.

Recommendation is to support the item.

**Item 6 – Adoption of the 2025/26 Annual Report**

The Annual Report and audited financial statements are to be distributed separately, with the Annual General Meeting motion being that they be received.

Subject to there being no material issue identified when the report is presented, the recommendation is to support the item.

**Item 7.1 – Review of the National Construction Code to Develop and Implement Adaptive Reuse Provisions of Commercial Property for Residential Uses.**

The City of Fremantle proposes that the Western Australian Local Government Association advocate for a comprehensive review of the National Construction Code to establish provisions facilitating safe and economically viable conversion of underutilised commercial buildings to residential uses.

While the issue is likely to have greater application in metropolitan and larger regional centres than in Boyup Brook, there is merit in removing unnecessary regulatory impediments to adaptive reuse while retaining appropriate safety, accessible and amenity standards.

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A more flexible performance-based framework may broaden housing opportunities and make better use of existing buildings where conversion is viable.

The Western Australian Local Government Association notes that Building Ministers have paused most further residential changes to the National Construction Codes until at least mid-2029, meaning implementation may not occur in the short term. Nevertheless, this does not diminish the merit of the proposed advocacy.

Recommendation is to support the item.

### **Item 7.2 – Rainfall Deficiency Assistance Framework**

The Shire of Esperance proposed that the Western Australian Local Government Association advocate for the State Government to:

- Recognise livestock fodder as an essential agricultural resource during prolonged rainfall deficiency.
- Establish a Western Australian Rainfall Deficiency Assistance Framework, and
- Introduce a livestock fodder freight subsidy to assist eligible producers with extraordinary freight costs during rainfall deficiency and other declared natural hazard events.

The proposal recognises that in regional Western Australia the cost of transporting fodder can exceed the value of the fodder itself and can place considerable pressure on producers experiencing difficult seasonal conditions.

This motion has direct relevance to Boyup Brook. Agriculture and livestock production are important to the local economy, and severe seasonal conditions have consequences beyond individual farming enterprises, affecting local businesses, employment and community wellbeing.

Although the Western Australian Local Government Association's Secretariat observes that agricultural peak bodies may also be well placed to pursue this matter directly with Government, that does not prevent the Western Australian Local Government Association from supporting advocacy where the impacts extend to regional communities.

Recommendation is to support the item.

### **Item 7.3 – Continuation of Community Water Supplies Partnership and Agricultural Area Dams Program**

The Shire of Chittering seeks Western Australian Local Government Association advocacy for the Commonwealth and State Governments to continue and expand funding for the Community Water Supplies Partnership and Agricultural Area Dams programs, or successor programs, from 2027/28.

The motion seeks to preserve funding for emergency and firefighting water, livestock and agricultural water, non-potable townsite supplies and other rural water infrastructure. It also seeks continued Local Government eligibility, flexible co-contributions and a forward funding pipeline.

The proposal is strongly relevant to Boyup brook as a rural agricultural Local Government. Reliable non-potable and emergency water supplies are increasingly important for bushfire preparedness, agricultural resilience and community water security.

The Western Australian Local Government Association considers the proposal strongly aligned with its Water Management Advocacy Position and notes that continued State and Commonwealth investment would directly benefit regional communities, agricultural and emergency services.

Continuation of these programs also reduce the likelihood of individual rural Local Governments being required to fund significant water security infrastructure solely from their own resources.

Recommendation is to support the item.

### **Item 7.4 – Advocacy for Reforms to State Underground Power Programs**

The Town of Bassendean proposes a review of State underground power programs, including:

- The requirement for Local Governments to make upfront project payments while recovering contributions from residents over a longer period.
- The potential for Western Power to recover costs directly from consumers.
- Local Government liability for renewal of Western Power owned underground infrastructure, and
- Broader legislative, policy and funding reform.

The motion does not seek an immediate change to a specific funding arrangement but seeks a sector wide review followed by consultation with Local Governments.

While underground power programs are not presently a major issue for Boyup brook, there is merit in the principle that Local Governments should not be required to carry unreasonable financial or asset renewal liabilities for infrastructure owned by a state utility.

A review and sector consultation would allow the issues to be properly examined before the Western Australian Local Government Association adopts a final advocacy position.

Recommendation is to support the item.

### **Item 7.5 – State Assistance Grants for Western Australia**

The Shire of Chittering proposes establishment of an annual untied State Assistance Grant to fund the difference between the Western Australian Local Grants Commission's assessed equalisation need and Commonwealth Financial Assistance Grant funding.

The agenda identifies an assessed statewide funding need of approximately \$334.1 million against Commonwealth funding of approximately \$277.4 million, leaving an assessed gap of approximately \$56.7 million.

The proposed grant would use the existing Financial Assistance Grant equalisation methodology and would particularly assist regional, rural and remote Local Governments.

The principle underlying the motion is highly relevant to Boyup brook. Smaller rural Local Governments have limited rate bases while being required to maintain extensive infrastructure networks and provide a broad range of community services.

Additional untied, formula-based funding would provide greater capacity for Councils to determine expenditure according to local priorities rather than being restricted to individual grant programs.

The Western Australian Local Government Association notes that Australian Local Government Association is also advocating nationally for Financial Assistance Grants to return to 1% of Commonwealth taxation revenue and considers that increased Commonwealth funding would provide a more consistent solution.

This is a legitimate observation but does not preclude the State Government contributing to the identified equalisation shortfall.

Recommendation is to support the item.

### **Item 7.6 – Mandatory National Australian Built Environment Rating System (NABERS) Ratings for Apartment Buildings**

The City of Perth proposes that the Western Australian Local Government Association advocate to the Australian Government to make National Australian Built Environment Rating System (NABERS) Ratings mandatory for residential apartment buildings, waive assessment fees for five years and requires National Australian Built Environment Rating System (NABERS) Ratings to be disclosed in apartment sale and rental advertising.

The environmental and consumer benefits identified in support of the proposal are acknowledged. Improved information about building energy performance may assist apartment owners, purchasers and tenants and may encourage investment in energy efficiency.

However, the matter has limited relevance to many regional and rural Local Governments, including the Boyup Brook, where apartment development is non-existent. The proposal is predominantly directed towards higher density metropolitan areas and would provide little direct benefit to a significant portion of the Western Australian Local Government Association's regional membership.

There is the question as to whether this should presently be a priority for Western Australian Local Government Association advocacy. The Australian Government is already considering expansion of building energy disclosure arrangements through existing national policy processes. The Western Australian Local Government Association's own Secretariat notes that further stakeholder consultation and policy development is occurring and that mandatory apartment disclosure would involve regulatory and administrative burdens, cost and other implementation issues requiring detailed assessment.

The Western Australian Local Government Association has finite advocacy resources and should give priority to matters that directly affect the capacity of Local Governments to remain financially sustainable and continue delivering core services and infrastructure to their communities.

A current example is the treatment of Local Government Rates Equivalent payments made by the Forest Products Commission. The State Government has confirmed that land held by the Forest Products Commission is not rateable and that the Forest Products Commission is required to pay Local Government Rates Equivalents to the State rather than directly to affected Local Governments.

From the Shire's perspective, the Western Australian Local Government Association advocacy effort would be better directed toward issues of this nature, matters involving Local Government revenue, cost shifting, infrastructure funding.

Recommendation is to not support the item.

**Item 7.7 – Funding Support for Native Title, Indigenous Land Use Agreements and Traditional Owner Engagement Costs**

The Shire of Dundas proposes that the Western Australian Local Government Association advocate for dedicated State and Commonwealth funding to assist Local Governments with costs associated with Native Title negotiations, Indigenous Land Use Agreements, Aboriginal cultural heritage consultation, Traditional Owner engagement and associated assessments and implementation.

The agenda notes that there is currently no dedicated Australian or State Government funding to support Local Government costs associated with Native Title and Aboriginal heritage agreement making, although some State funding is available for Aboriginal heritage surveys.

The principle that Local Government should not be required to fund these processes solely from rates is reasonable, particularly where the engagement is required to facilitate broader State or Commonwealth objectives such as housing, infrastructure, land tenure or economic development.

Dedicated funding could also enable more thorough and meaningful engagement by ensuring that both Local Governments and Traditional Owners have sufficient resources available to participate effectively.

Recommendation is to support the item.

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### **Item 7.8 – Support for Australian Local Government Association Motion 92 – National Climate Adaption Funding**

The Town of East Fremantle, City of Vincent and Shire of Augusta Margaret River seek the Western Australian Local Government Associations endorsement of Australian Local Government Association Motion 92 and advocacy for a National Climate Compensation Fund for Local Governments, including consideration of a levy on coal, oil and gas corporations.

There is a strong local government interest in securing reliable and long-term funding for adaption, emergency preparedness, disaster resilience and the protection of public infrastructure.

These costs are particularly relevant to regional Councils with substantial road and community infrastructure networks and significant bushfire and extreme weather exposure.

The principle of additional climate adaption funding for Local Government is therefore

### **Item 7.9 – Delivering an Equitable NBN Fibre Upgrade Pathway for Multi-dwelling Units**

The City of Perth seeks a funded national pathway for upgrading multi-dwelling units from Fibre to the Building to Fibre to the Premises, together with funding and delivery mechanisms to assist apartment and strata developments with upgrade costs and approvals.

The motion is principally directed at metropolitan and high-density urban areas. The supporting material focuses on apartments, townhouses and older multi-dwelling developments that remain on Fiber to the Building infrastructure and do not currently have a funded pathway to full fibre. The Western Australian Local Government Association also notes that the role of Local Government in these upgrades may be limited, as much of the work occurs within private property and is undertaken between NBN Co and property owners.

From the perspective of a regional Local Government, there is a stronger case for Western Australian Local Government Association advocacy to focus on areas where communities continue to experience inadequate telecommunications coverage, mobile blackspots and unreliable or substandard internet services.

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For communities such as Boyup Brook, access to reliable telecommunications is critical to business, agriculture, education, emergency management, health services and general community connectivity. In many regional areas, the more fundamental issue is not whether an existing high-density development can transition from one fixed line technology to another, but whether residents, businesses and road users can access reliable telecommunications coverage at all.

While there is merit in improving telecommunications infrastructure for multi-dwelling developments, a Western Australian Local Government Association advocacy position should give appropriate priority to regional, rural and remote communities where significant gaps in mobile and internet coverage remain. The Western Australian Local Government Association's existing advocacy position also specifically recognises the need for consistent and appropriate internet solutions, including suitable pricing, for rural and regional remote Western Australia.

Accordingly, it would be preferable for the Western Australian Local Government Association to advocate for a broader and more equitable national telecommunications investment program that addresses both fixed line upgrades and the ongoing telecommunications blackspots and service deficiencies experienced in regional Western Australia.

Recommendation is to not support the item.

### **Shire of Boyup Brook Strategic Community Plan 2021/31**

|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>                           |
|-------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|
|                                                                                     | <b>Objective</b>       | Demonstrate effective leadership, advocacy and governance.   |
|                                                                                     | <b>Outcome</b>         | Strengthen leadership, advocacy and governance capabilities. |

### **Other Strategic Links**

Nil

### **Statutory Environment**

Nil

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## **Sustainability and Risk Consideration**

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

Several Annual General Meeting motions have potential economic relevance to the Shire.

The rainfall deficiency motion may assist livestock producers facing extraordinary fodder transportation costs during adverse seasonal conditions.

Continuation of rural water infrastructure programs would support agricultural resilience and emergency preparedness.

The proposed State Assistance Grant has the potential to improve the financial capacity of rural Local Governments and reduce pressure on local rate revenue.

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

Several of the proposed motions seek improved resilience of regional communities through enhanced water security, disaster preparedness, digital connectivity and financial sustainability.

Adequate support for Local Government contributes to the Shire's capacity to maintain services, facilities and infrastructure relied upon by the community.

## **Policy Implications**

- Policy M6 - Attendance at Events and Functions - Applies to attendance at the Western Australian Local Government Association Annual General Meeting. The Policy identifies events where Shire representation has been formally requested by the Western Australian Local Government Association as pre-approved events and provides for Elected Member attendance.
  - Policy M8 – Elected Members Fees, Allowances and Reimbursements of Expenses - Applies to travel associated with attendance at the Annual General Meeting. Attendance by an Elected Member as an authorised representative of Council is considered official Council business for the purpose of travel and reimbursement.
  - Policy M4 – Elected Members Continuing 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                                                                                                                                                                                                                                                                                             |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Moderate   | Providing voting direction prior to the Annual General Meeting reduces the risk of delegates being required to determine Council's position without prior consideration while the proposed discretion in relation to amendments allows delegates to respond appropriately to debate at the meeting. |

## Consultation

Nil

## Resource Implications

### Financial

Costs associated with attendance at the Western Australian Local Government Association Annual General Meeting will comprise travel and incidental expenses where applicable and can be met from the Shire's adopted budget allocations.

### Workforce

Nil

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End

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| <b>10.4.4 Presentation by the Interim Rylington Park Community Committee</b> |                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Ref:</b>                                                             | Committees/Rylington Park                                                                                                                                                                                                                                                       |
| <b>Previous Items:</b>                                                       | Nil                                                                                                                                                                                                                                                                             |
| <b>Applicant:</b>                                                            | Nil                                                                                                                                                                                                                                                                             |
| <b>Author and Title:</b>                                                     | Leonard Long, Chief Executive Officer                                                                                                                                                                                                                                           |
| <b>Declaration of Interest:</b>                                              | The Chief Executive Officer has declared an Impartiality Interest under Regulation 19AA of the <i>Local Government (Administration) Regulations</i> , given that Shire provided housing is included in this officer's Total Remuneration Package with the Shire of Boyup Brook. |
| <b>Voting Requirements:</b>                                                  | Simple Majority                                                                                                                                                                                                                                                                 |
| <b>Attachment Number:</b>                                                    | 10.4.4A - Interim Rylington Park Community Committee Proposal                                                                                                                                                                                                                   |

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

**Rylington Park Committee Recommendation CM 26/08/...**

**That Council:**

- 1. Receives the presentation from the Interim Rylington Park Community Committee regarding the proposal for the future management and operation of Rylington Park.**
- 2. Advises the Interim Rylington Park Community Committee that, should it wish to pursue the proposal for the future management and operation of Rylington Park, it will be required to submit a conforming tender through the Shire's formal tender process.**
- 3. Advises that any tender submitted by the Interim Rylington Park Community Committee will be considered by Council with all other conforming tenders received through that process, and that the receipt of the Interim Rylington Park Community Committee's presentation does not in any way constitute endorsement of the proposal or provide any preference in the tender assessment process.**
- 4. Recommends to Council that each tenderer that submits a conforming tender be provided with an opportunity, following the close of tenders and prior to Council determining the outcome of the tender process, to make a presentation to Council in support of their tender.**
- 5. Advises all potential tenderers, including the Interim Rylington Park Community Committee, that any canvassing of Council and**

**/ or individual Councillors, including in-person, written and / or electronic (website, email, social media) outside of the process detailed in point 4. above may disqualify that tender submission from consideration.**

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

## **Summary**

Representatives of the Interim Rylington Park Community Committee attended the Rylington Park Committee meeting held on 20 August 2026 to present their proposal for the future management and operation of Rylington Park.

## **Background**

The Interim Rylington Park Community Committee provided the Shire with a submission (Attachment 10.4.4A) outlining a proposed future management arrangement for Rylington Park.

The submission proposed a return to a management committee model and identified several matters for consideration, including community cropping, research trials, scholarship funding and the ongoing use and maintenance of the Rylington Park infrastructure.

## **Report Detail**

Representatives of the Interim Rylington Park Community Committee attended the Rylington Park Committee meeting held on 20 August 2026 to speak to their submission and outline their proposed approach to the potential future management and operation of Rylington Park.

The presentation provided the Committee members with an opportunity to hear directly from the Interim Rylington Park Community Committee and ask questions regarding the proposal.

The presentation was for information purposes and does not form part of the formal tender process for the future management and operation of Rylington Park.

Should the Interim Rylington Park Community Committee wish to pursue the management and operation of Rylington Park, it will be required to submit a conforming tender when the Shire formally invites tenders.

Any conforming tender received from the Interim Rylington Park Community Committee will be considered by Council together with other tenders received through that process.

Following the close of tenders, Council is recommended to provide all tenderers with an opportunity to present their respective proposals prior to Council considering the tenders received.

### Shire of Boyup Brook Strategic Community Plan 2021/31

|                                                                                   |                        |                                                              |
|-----------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|
|  | <b>Key Imperatives</b> | <b>Governance and Organisation</b>                           |
|                                                                                   | <b>Objective</b>       | Demonstrate effective leadership, advocacy and governance.   |
|                                                                                   | <b>Outcome</b>         | Strengthen leadership, advocacy and governance capabilities. |

### Other Strategic Links

Nil

### Statutory Environment

- *Local Government Act 1995*

Provides the overarching legislative framework for local government decision-making and the management of Shire property. It is relevant to any future decision by Council regarding the management, lease or other use of Rylington Park.

- *Local Government (Functions and General) Regulations 1996*

Sets out the requirements applying to local government procurement, including the calling and assessment of tenders. These provisions will be relevant when the Shire invites tenders and Council considers any tenders received, for the future management and operation of Rylington Park.

### Sustainability and Risk Consideration

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

There are no direct economic implications arising from receiving the presentation.

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

There are no direct social implications arising from receiving the presentation.

**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.

| <b>Risk Level</b> | <b>Comment</b>                                                                                                                           |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Low</b>        | Any risk associated with the future management and operation of Rylington Park will be considered separately through the tender process. |

**Consultation**

The Interim Rylington Park Community Committee provided a submission to the Shire and presented its proposal to the Committee

**Resource Implications****Financial**

Nil

**Workforce**

Nil

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End

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## 10.5 Planning

| <b>10.5.1 Policy PD11 - Renewable Energy Facilities Local Planning Policy</b> |                                                                                                     |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>File Ref:</b>                                                              | Policies/Draft Policies                                                                             |
| <b>Previous Items:</b>                                                        | Nil                                                                                                 |
| <b>Applicant:</b>                                                             | Shire of Boyup Brook                                                                                |
| <b>Author and Title:</b>                                                      | A. Nicoll, Urban and Regional Planner                                                               |
| <b>Declaration of Interest:</b>                                               | Nil                                                                                                 |
| <b>Voting Requirements:</b>                                                   | Simple Majority                                                                                     |
| <b>Attachment Number:</b>                                                     | 10.5.1A Final PD11 - Renewable Energy Facilities Local Planning Policy<br>10.5.1B Public Submission |

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

Officer Recommendation CM 26/08/...

That Council:

1. Notes comments received on the advertised draft PD11 – Renewable Energy Facilities Local Planning Policy, and agree to provide a written response, stating that:

*The Shire of Boyup Brook note the comments received and advise that:*

*The Shire of Boyup Brook Renewable Energy Facilities Local Planning Policy seeks to ensure the social, environmental and economic aspects of the Shire are not impacted, as follows:*

- *The community is consulted and concerns taken into consideration*
- *Renewable energy facilities do not impact on rural activities (food production)*
- *Areas of visual significance are protected and that energy facilities are appropriately and sensitively sited.*
- *The natural environment (remnant vegetation, flora and fauna) is not compromised.*
- *Sensitive uses are not impacted by noise.*

2. Adopts policy PD11 – Renewable Energy Facilities Local Planning Policy (Attachment 10.5.1A) without modification, pursuant to Schedule 2, clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Delegates the CEO to publish notice of the policy in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



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

## Summary

To seek Council's agreement to finally adopt the Renewable Energy Facilities - Local Planning Policy, without any modifications.

The purpose of the policy, is to guide how Renewable Energy Facilities (wind turbines or solar systems), should be considered for development within the Shire of Boyup Brook.

## Background

A Renewable Energy Facility is a premises used to generate energy from a renewable energy source. Renewable energy facilities in Western Australia are principally wind turbine and solar array systems.

The placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia. Concerns have been raised regarding the location of these facilities on agricultural land, their proximity to rural boundaries and residences, and their potential impact on right-to-farm practices such as aerial spraying activities.

Prior to developing renewable energy facilities on private property, development approval is required. The Shire of Boyup Brook does not have a policy position on how a Renewable Energy Facility should be considered for development.

At the 27 November 2025 Meeting, a draft Renewable Energy Facilities policy was adopted for advertising purposes. At the close of advertising, one submission was received. The submission commented that:

- Renewable energy facilities take up agriculture land, meaning an economic loss to the agriculture industry
- Renewable energy facilities visually impact the natural landscape
- Renewable energy facilities have an impact on wildlife.

## Report Detail

The Shire administration recommends that the Shire Council note the comments received during the advertising period, and agrees to provide a written response, stating that:

*The Shire of Boyup Brook notes the comments received and advises that:*

*The Shire of Boyup Brook Renewable Energy Facilities Local Planning Policy seeks to ensure the social, environmental, and economic aspects of the Shire are not impacted, as follows:*

- *The community is consulted and concerns taken into consideration.*
- *Renewable energy facilities do not impact on rural activities (food production)*
- *Areas of visual significance are protected and that energy facilities are appropriately and sensitively sited.*
- *The natural environment (remnant vegetation, flora and fauna) is not compromised.*
- *Sensitive uses are not impacted by noise.*

The draft Shire of Boyup Brook Renewable Energy Facilities policy seeks to ensure that developers engage with the community and take on board any concerns, before applying for development approval.

The policy seeks to ensure that the natural, economic and social elements of the Shire are not compromised. For example, the functioning of agricultural practices (economic), and the amenity enjoyed by local residents living in the Shire (social). These policy objectives are reinforced by the Shire's Local Planning Scheme, which requires development to achieve and maintain satisfactory standards of amenity.

The draft policy also includes a list of information required to be submitted by the developer. The type of information to be submitted includes:

- Design details of the renewable energy facility (height, size, colour, materials).
- Details on community engagement.
- An assessment of environmental factors, including flora and fauna, visual amenity and any potential noise issues.
- An assessment to determine if there are any potential cultural issues.
- Procedures for construction and ongoing management.
- Any impacts associated with transport of infrastructure and the maintenance of roads.
- Any bushfire hazards and measures for mitigating risk and managing a fire outbreak.
- Any potential conflicts with other land uses (e.g. farming and including aviation).
- Any shadowing, reflection or flickering of wind turbines on neighbouring buildings and roads.
- A decommissioning plan outlining the removal of all renewable energy facilities and rehabilitation of the affected land at the end of the development's life.

Council is requested to finally adopt the Shire of Boyup Brook Renewable Energy Facilities-Local Planning Policy.

The policy provides essential information to assist the Council in making an informed decision regarding the approval of renewable energy facilities. It outlines key expectations for developers regarding the necessary requirements to be included in a development application. Additionally, the policy aims to foster community confidence by ensuring a transparent and thorough decision-making process.

### Shire of Boyup Brook Strategic Community Plan 2021/31

|                                                                                   |                        |                                                                     |
|-----------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------|
|  | <b>Key Imperatives</b> | <b>Natural Environment</b>                                          |
|                                                                                   | <b>Outcome</b>         | Deliver a sustainable and progressive approach to waste management. |
|                                                                                   | <b>Objective</b>       | Adopt and encourage renewable energy and sustainable practices.     |

### Other Strategic Links

Nil

### Statutory Environment

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a local planning policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- *A Local Planning Policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the Policy applies.*
- *The period for making submissions must not be less than the period of 21 days.*
- *After the expiry of the period within which submissions may be made, the local government must;*
  - *Review the proposed Policy in the light of any submissions made; and*
  - *Resolve to proceed with the Policy without modification, or proceed with the Policy with modification, or not to proceed with the Policy.*

Should Council resolve to adopt a Local Planning Policy, a notice of the Policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## 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        | The proposal is in line with the Shire's scheme. |

## Consultation

The draft policy was advertised for community consultation during 8 January 2026 and 6 March 2026, with one submission received (Attachment 10.5.1B).

The submission does not support renewable energy development in the Shire and calls for greater protection and support for the agricultural sector.

Particular concerns included:

- Renewable energy facilities take up agriculture land, meaning an economic loss to the agriculture industry
- Renewable energy facilities visually impact the natural landscape
- Renewable energy facilities have an impact on wildlife.

Shire administration makes the following comments in response to the submission:

There are legitimate issues with wind farms concerning land use, agriculture, fire, landscape, biodiversity, noise, decommissioning and community impacts.

The purpose of the Policy is to therefore require proponents to demonstrate, through project-specific economic, agricultural, environmental, fire, health, traffic and decommissioning assessments, that identified risks can be appropriately managed while also quantifying the benefits to landholders and the wider Boyup Brook community.

Regarding the agriculture sector, renewable projects do not necessarily require agricultural land to cease being productive. Depending on the project, farming, grazing or other agricultural activities can continue around infrastructure.

Regarding the environment, impacts need to be assessed on a project-by-project basis through the applicable planning and environmental approval processes. Appropriate conditions, offsets, rehabilitation requirements and decommissioning obligations can be used to manage these risks.

### **Resource Implications**

#### **Financial**

Nil

#### **Workforce**

Nil

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End

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**11. Minutes of Committees**

Nil

**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