

**Shire of Boyup Brook**www.boyupbrook.wa.gov.au

Abel Street Boyup Brook WA 6244

PO Box 2 Boyup Brook WA 6244

(08) 9765 1200

shire@boyupbrook.wa.gov.au

Attachment 10.1.1A

APPLICATION FOR DEVELOPMENT APPROVAL

PLEASE NOTE THAT PAYMENT MUST BE MADE BEFORE PROCESSING THIS APPLICATION

Owner Details

Name	RP + CP HARRISON				
ABN (if applicable)					
Address	355 TERRY ROAD			Postcode	6244
Phone	0411520266	Mobile		Work	
Contact person for correspondence	Paul				
Signature				Date	21/7/26
Signature				Date	21/7/26

The signature of the owner(s) is required on all applications. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2 clause 62(2)

Applicant Details (if different from the owner)

Name					
ABN (if applicable)					
Address				Postcode	
Phone		Mobile		Work	
Contact person for correspondence					

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.

Yes ☐ No ☐

Signature		Date	
-----------	--	------	--

Property Details

Lot No.	7876	House No.	355	Location No.	
Diagram/Plan No.	81971	Title Vol. No.	2600	Folio No.	145

Title encumbrances (eg easements, restrictive covenants)

Street Name		Suburb	
-------------	--	--------	--



Shire of Boyup Brook

www.boyupbrook.wa.gov.au

Abel Street Boyup Brook WA 6244

PO Box 2 Boyup Brook WA 6244

(08) 9765 1200

shire@boyupbrook.wa.gov.au

Proposed Development

Nature of development	Works ☒	Use ☐	Works & Use ☐	Signage ☐
Is an exemption from development claimed for part of the development?				Yes ☐ No ☒
If yes, is the exemption for	Works ☐	Use ☐		
Description of proposed works and/or land use				
Preparation of bases + access for nature based Tourist Park				
Description of exemption is claimed				
Nature of any existing buildings and or land use				
SHED / GRANNY FLAT / RAIN WATER TANK				
Approximate cost of proposed development				
\$ 10,000				
Estimated time of completion				
6 months				

Office Use Only

TPS No.		Zone		Other	
Use Type					
Description					
Assessment No.		Building Licence No			
Acceptance Officer's initials			Date received		
Local Government reference No.					
Cashier					
Application No.			Reception Received Stamp		
Receipt No.					
Amount					
Signature					

PART 1: DEVELOPMENT APPLICATION COVER LETTER

To: Adrian Nicoll, Planning Officer – Shire of Boyup Brook

Subject: Revised Development Application – 4-Site Boutique Nature-Based Park at 355 Terry Road

Dear Adrian,

Following recent positive determinations from the Shire's building department regarding our property, we are pleased to formally submit this completely revised application for a small-scale, high-end Nature-Based Park at Lot 7876 (355) Terry Road.

This proposal has been structurally redesigned as a 4-site boutique eco-retreat that directly aligns with the Shire's Local Planning Policy **PD10**, the *Caravan Parks and Camping Grounds Regulations 1997*, and the *Nature-Based Parks Licensing Guidelines*.

Crucially, this new submission completely addresses and resolves all historical factors of concern:

1. **On-Site Resident Caretaker:** The Shire has formally approved the conversion of our onsite building into a **Class 1a Ancillary Dwelling (Granny Flat)**. As permanent resident caretakers living on-site, we now provide the continuous, 24/7 management and operational oversight required under **Policy PD10 Section 5.2**.
2. **Upgraded Sanitation & Private Infrastructure:** Rather than relying on a lack of facilities, this application introduces premium, low-impact private amenities for our luxury glamping units. This includes Department of Health (DOH)-approved composting toilets (zero blackwater discharge to soil) and localized Greywater Treatment Systems (GTS).
3. **Potable Water Provision:** In full alignment with **Section 15 of the Licensing Guidelines**, we are installing a **12,000-litre dedicated potable water tank** system on-site. This will supply potable drinking water directly to the glamping tents, and a standpipe for the caravaners, eliminating any need for water-supply exemptions.
4. **Protection Against Long-Stay Overflows:** To protect the environmental integrity of the Rural Small Holdings zone and comply with **Schedule 7, Clause 5A**, all guest stays are strictly limited to a maximum of 28 days. The two caravan sites are strictly restricted to fully self-contained vehicles.

We believe this refined, high-yield eco-tourism model represents the highest and best use of our riverfront land while strictly protecting the Blackwood River corridor. We look forward to your formal planning approval.

Sincerely,

Paul & Patricia Harrison

paul@jckdistributors.com.au



PART 2: NATURE-BASED PARK MANAGEMENT PLAN

Property: Lot 7876 (355) Terry Road, Boyup Brook WA 6244

Zoning: Rural Small Holding

Revised Scheme: 2 Premium Glamping Tents, 2 Self-Contained Caravan Sites (4 Sites Total)

1. Executive Summary & Market Segment

This Management Plan outlines the operations of a boutique, environmentally sustainable nature-based park. The facility caters exclusively to high-end eco-tourists seeking a low-impact experience along the Blackwood River. By capping the development at a maximum of four (4) sites, the park preserves the natural landscape and qualifies for service exemptions under Shire Policy **PD10 Section 6.1**.

2. On-Site Management & Security

- **Continuous Supervision:** The owners are the permanent on-site resident caretakers, operating out of the Shire-approved Class 1a Ancillary Dwelling.
- **Operational Rule:** The park will only accept guests and operate bookings while the resident caretakers are physically present on the property.
- **Guest Vetting:** Management maintains strict right-of-refusal. All bookings must be made in advance, ensuring no unvetted or long-stay "overflow" caravanners utilize the site.

3. Infrastructure, Water, & Environmental Health

- **3.1 Potable Water Supply:** A dedicated **2,000-litre UV-filtered rainwater tank** will be installed specifically to provide a continuous supply of clean, compliant potable water to the glamping sites, fully satisfying **Section 15 of the Guidelines**.
- **3.2 Glamping Waste Management (Sites 1 & 2):**
 - *Blackwater:* Each luxury tent features a standalone, DOH-approved dry composting toilet system. This ensures **zero liquid blackwater discharge**, protecting the river's ecosystem.
 - *Greywater:* Kitchenette and shower greywater will pass through an approved Greywater Treatment System (GTS) coupled with a localized grease trap. Effluent is discharged via subsurface irrigation buried at least 100mm deep.
 - *Setback Exemption:* Due to the zero-blackwater design and highly localized, low-volume greywater footprints, a minor horizontal setback

exemption of **40–45m from the Blackwood River** is maintained for the subsurface irrigation lines.

- **3.3 Caravan Site Management (Sites 3 & 4):**

- *Self-Containment:* Caravan sites do not feature communal plumbing or power. Guests must be **100% fully self-contained**, holding all grey and black water internally.
- *Off-Site Disposal:* Guests will be strictly directed to the free public dump points located in the Boyup Brook townsite. No communal rubbish bins are provided; a strict "**Carry-In, Carry-Out**" policy is enforced.

4. Statutory Stay Limits

- **Short-Stay Mandate:** In absolute compliance with **Schedule 7, Clause 5A**, no guest or vehicle may occupy a site for more than **28 days in any three-month period**. Permanent or long-stay residency is legally prohibited.

5. Fire, Emergency, & Safety Controls

- **Dedicated Fire Emergency Supply:** A **10,000-litre water storage tank** is permanently reserved for firefighting infrastructure, outfitted with a DFES-compliant coupling located within 4 meters of access.
- **Bushfire Compliance:** The facility operates safely within a **BAL-12.5** designated profile. All guests receive a digital copy of the property's **MyBushfirePlan Leave Early Strategy** via Terry Road upon booking validation.



Leave Early Plan Leave early plan

My Bushfire Plan Summary



Where is your bushfire plan for?

Boyup Brook, 6244



Who do we need to protect?

- Me
- Other adults
- Babies and children
- People who need assistance



When will we leave?

We will leave when

- The fire danger rating in my area is Extreme or Catastrophic
- There is a bushfire Advice in my area
- There is a bushfire Watch and Act in my area
- We believe a fire will affect our property in the next 24 hours



Where will we go and how will we get there?

Safe place A: BOYUP BROOK SPORTS GROUNDS
Route: EXIT VIA TERRY ROAD NORTH OR TERRY ROAD SOUTH



Who will we call?

Emergency Contact 1: JUSTIN

Mobile: 0413150484



What items will we take?

To prepare before bushfire season:

- Important/legal documents
- Precious items (jewellery, medals)
- Clothing for everyone
- First aid kit
- Drinking water, food for the trip
- Personal hygiene items
- BPhone, computer, chargers

Items to grab when leaving:

- Wallet
- Medications, life support equipment
- Phone and charger
- House and car keys
- Laptop and charger
- Pets and supplies (food, bowls, cage, leash, etc)

Where will you store your Emergency Kit?



What is your backup plan?

What if no one is home?

- Come home during a bushfire Advice to prepare your property or pick up family or pets. Do not wait and see.
- Have a backup person who can help, in case you're not able to get home. Make sure they know what actions they need to take.
- Have your Emergency Evacuation Kit ready, so it's easy to collect.
- On days with a fire danger rating of Extreme or Catastrophic you may have your pets and children stay at a friend or family member's house.

What if you have guests staying at your house?

- Talk to your guests about your bushfire plan and when everyone will leave.
- Stay informed through Emergency WA and monitor fire danger ratings daily.
- If the fire danger is Extreme or above, or if there is a bushfire Advice issued, guests need to be contactable.
- Make sure any children staying with you understand your bushfire plan and know what is expected of them.

What if it's too late to leave your property, where will you shelter?

- Open cleared paddock
- Oval

OFFICIAL

19 November 2025

Our Reference: REQ-0001938

Your reference: None

From: Department of Water and Environmental Regulation

RE: Proposed Nature-Based Park - 355 Terry Road, Boyup Brook

Thank you for providing the above referenced proposal for the Department of Water and Environmental Regulation (Department) to consider.

The Department was not referred the original Development Application, so has provided no prior advice for this proposed land use change.

The proposal comprises three self-contained caravan sites and one luxury glamping unit. It is assumed from the information provided there is no onsite wastewater management resulting from the three self-contained caravan sites, and as such they will not be subject to a setback from the Blackwood River. Therefore, the setback exemption being sought is only for the luxury glamping unit and is for greywater only.

Of note Section 1.9.2(g) of the *Code of Practice for the Reuse of Greywater in Western Australia 2010* states 'In soils where the phosphorous retention index (PRI) of the soil is less than five, the greywater systems should be installed more than 100 metres away from any wetland, stream flow or other water sensitive ecosystems'. The Department does not have details of PRI mapping for this location, however DPIRD's [Natural Resource Information \(WA\)](#) identifies that the subject site has a upper moderate Phosphorus Export Hazard with 30-50% of map unit having a high to extreme hazard.

The proposal includes additional mitigation measures as recommended in the code of practise including :

- Use of a DoH approved greywater system, of which there is currently only one [Approved greywater systems](#) that include filtering the water before irrigation.
- Irrigation will be subsurface, which will avoid surface water expression and runoff toward the Blackwood River.
- Detergent management will further reduce the risk.
- Furthermore, being a tourist accommodation, it will have reduced usage.

Based on the above it is considered that the reduced setback is acceptable.

It has also been identified that the site is located in the 'Blackwood River - Bridgetown to Boyup Brook 1 in 100 (1%) AEP Floodplain Development Control Area'. The 'Blackwood River Flood Study (1983) - Blackwood River at Boyup Brook' does not extend to this property and ends approx. 2.6km upstream where the 1 in 100 (1%) AEP flood level is modelled to be 187.29m AHD. Based on an assessment of the 5m state-wide contours and the fact that the camping units are to be located a minimum of 40-45m from the top of bank of the Blackwood River, this would indicate they will be at 190m AHD or greater.

Based on the above the proposal would not be at risk from major riverine flooding.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Yours sincerely,

Krish Seewraj

Planning Advice Program Manager

South West Region

Approvals – Statewide Delivery

Department of Water and Environmental Regulation

71 McCombe Road, BUNBURY, WA 6230

PO Box 261, BUNBURY, WA 6231

T: (08) 9726 4137 | F: (08) 9726 4100 | E: krish.seewraj@dwer.wa.gov.au

www.dwer.wa.gov.au | Twitter: [@DWER_WA](https://twitter.com/DWER_WA)

PUBLIC SUBMISSION 1

Attn: Adrian Nicoll, Town Planning Officer Re: Reference A 40335

SUBMISSION OF OBJECTION — DEVELOPMENT APPLICATION FOR A NATURE-BASED TOURIST PARK, LOT 7876 (355) TERRY ROAD, BOYUP BROOK

I am the owner of the property adjoining Lot 7876 Terry Road, Boyup Brook, and I write to formally object to the above development application, advertised under the *Planning and Development Act 2005* (WA) with submissions due by 4pm on 28 August 2026.

I have reviewed the application documents (cover letter, site plan, Nature-Based Park Management Plan, Emergency Evacuation "Leave Early" Plan, and the Department of Water and Environmental Regulations advice of 19 November 2025), against **Shire Policy PD10 – Caravan Park**, the *Caravan Parks and Camping Grounds Act 1995* (WA) and *Regulations 1997*, and the *Planning and Development Act 2005* (WA) and *Planning and Development (Local Planning Schemes) Regulations 2015* (WA). In my view the application does not demonstrate compliance with these instruments and should not be approved in its current form.

I purchased my property for the lifestyle, privacy and quiet character that comes with Rural SmallHolding land, not to live next door to a commercial tourism business. This is not a neighbour occasionally hosting family or friends — it is a purpose-branded commercial operation ("Blackwood Crossing Caravan Park") taking paying guests on a rolling, short-stay basis, with all the noise, traffic, activity and management issues that a business — as opposed to a private residence — brings with it. That distinction runs through every concern raised below, and I ask the Shire to weigh it accordingly.

A. "Works" only ticked, not "Use"

The application form ticks **Works** only, not Use or Works & Use, describing merely "preparation of bases and access." Under s.4 of the *Planning and Development Act 2005* (WA), "development" means the *use* of land as well as works — a change of use to a commercial caravan park requires its own assessment. I ask the Shire to confirm the application is being assessed as a **change of use** under PD10 clause 4, and if not, return it for correction and re-advertising.

B. Fails PD10 clause 4(a) — incidental use or proximity to a tourist attraction

Clause 4(a) requires the park to be **either** incidental to the land's principal use, **or** adjacent to an existing tourist attraction. Neither is demonstrated:

- The site is branded "**Blackwood Crossing Caravan Park**" and occupies the riverfront frontage — nothing shows a continuing rural/agricultural principal use to which it is incidental.
- The Blackwood River is not an existing attraction the site is "adjacent" to — the park **is** the attraction. Jayes Bridge CampSite and the Flax Mill Caravan Park already serve this stretch of river.

The applicant should be required to state which limb is relied on and prove it.

C. Material inconsistencies undermine reliability

1. **Water supply — contradictory figures.** Cover letter: 12,000L tank. Management Plan §3.1: 2,000L tank. PD10 clause 5.6(a) requires a *minimum* 10,000L potable supply — the lower figure is 80% short, and no clause 6.1–6.2 exemption justification has been provided for either number.
 2. **Site configuration doesn't match the environmental advice relied on.** DWER's letter (19 Nov 2025), used to justify the reduced 40–45m setback, assessed **three caravan sites + one glamping unit**. The current application proposes **two glamping units + two caravan sites** — double the greywater-generating capacity DWER actually cleared, on a site DWER itself rates "upper moderate" to "high to extreme" for Phosphorus Export Hazard. The advice on file does not cover what's being advertised; it should be referred back to DWER.
 3. **Flood assessment is a desktop extrapolation, not a site survey.** DWER's own letter notes the 1983 flood study doesn't extend to this property, and its "above flood level" conclusion is extrapolated from contours 2.6km upstream. This sits at odds with the known flooding and impassibility of the Terry Road crossings, including a documented bridge-blocking incident involving an overturned caravan-towing vehicle.
-

D. Non-compliance with PD10's minimum service standards (clause 5.6)

1. **Rubbish (5.6(b)).** Requires 1 waste + 1 recycling bin per 4 sites. The plan provides **no bins**, relying on "carry-in, carry-out" — non-compliant, with no clause 6.2 exemption justification.
 2. **Dump point (5.6(c)).** Only on-site or adjacent-property (with legal access) dump points are permitted. The plan instead directs guests to the **townsite public dump point** — not a permitted option, and it shifts a private operator's servicing cost onto Shire infrastructure.
 3. **Visual screening (4(d), 5.3).** Requires screening and building design to minimise off-site visibility. The site plan shows a cleared riverfront strip with no vegetation retention or screening addressed.
 4. **Boundary setbacks (5.4).** Requires setbacks that protect neighbour noise, visual and privacy amenity. No boundary distances or amenity measures are provided.
-

E. Access, flooding and bushfire risk inadequately addressed

Relevant to clause 67(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (WA) — amenity, flood/bushfire suitability, and risk to human health and safety.

- **Access reliability.** Terry Road crossings flood and become impassable in winter; neither the application nor the evacuation plan addresses this.
- **Single emergency contact.** No back-up caretaker arrangement if the resident caretaker is unavailable, despite PD10 5.2 treating on-site caretaker as an ongoing safeguard.
- **Bushfire fuel management.** BAL-12.5 is asserted but grassland/slashing maintenance is not addressed, despite higher-BAL cropping land nearby.
- **Farming interface.** No provision for informing campers of, or protecting them from, lawful nearby farming activity (spraying, pest control).
- **Pets and livestock.** Pet policy is unaddressed despite pets being listed in the bushfire evacuation kit — a real risk to neighbouring livestock.

F. Living beside a commercial venture — the cumulative amenity impact

Even where the applicant's paperwork is technically compliant, my central concern is the practical reality of living next to an operating business rather than a private rural residence. This is a distinct and cumulative impact that PD10 and clause 67(2) both require the Shire to weigh, and it is not resolved simply by ticking off individual servicing standards.

- **A business, not a household.** A private family camping on their own land is one thing; a commercial enterprise taking bookings from the public, with a marketed brand name, a booking system, and paying strangers arriving and departing on a rolling basis, is another. The scale of disruption, the lack of any personal relationship with guests, and the profit motive behind maximising occupancy all point toward a use that behaves like — and should be assessed like — a business operating in a residential rural setting, not an extension of a neighbour's private lifestyle.
- **Guest turnover and lack of neighbour visibility or control.** The Management Plan refers to "guest vetting" and a "right of refusal," but this vetting is conducted entirely by the operator, for the operator's commercial benefit — I, as the adjoining resident who will actually live beside whoever is staying on any given night, have no visibility into who is on site, how many people are present, or what standards of behaviour are being enforced. Unlike a private residence where neighbours can reasonably anticipate who lives there, a commercial park brings an unpredictable, ever-changing population immediately over my boundary, every week of the year.
- **Operating hours and commercial activity, not occasional visits.** A business does not keep the hours of a household. Check-ins, check-outs, deliveries, waste and maintenance visits, and marketing/promotional activity (including the "Blackwood Crossing Caravan Park" branding already visible on the applicant's own planning materials) are all indicators of an operation that will run continuously, not the occasional, low-key hosting PD10's "nature based" exemptions were designed to accommodate.
- **Growth and intensification risk.** The site has already been given its own commercial name ahead of approval, which suggests an intention to build a lasting tourism brand and business, not a modest, self-limiting four-site arrangement. Once a commercial

land use is established and generating income, there is a real and foreseeable risk of future applications to intensify the operation (additional sites, extended stays, added facilities) — a risk that falls directly on neighbouring landowners such as myself, who have no ability to prevent a business from growing once its foundational use right is granted.

- **Liability, insurance and dispute exposure.** Living beside a commercial venture also exposes neighbouring landowners to practical risks a residential neighbour would not present — for example, uncontained pets or straying guests interacting with livestock or farm equipment, disputes over noise or boundary encroachment with a business operator rather than a private individual, and the general uncertainty of not knowing whether any given incident will be handled personally and promptly, or filtered through a commercial operator's own risk-management priorities.
- **Noise, traffic, lighting and loss of privacy.** These are amplified, not lessened, by the commercial nature of the use: increased vehicle movements (including visitors towing caravans, and generators, music and general activity typical of a paying-guest environment), artificial lighting inconsistent with the rural character of a Rural Small Holding locality, and loss of privacy and seclusion from a regular turnover of short-stay commercial visitors who have no ongoing stake in the character of the area.
- **Impact on property value and future marketability.** Any future purchaser of my property would need to factor in an adjoining, actively marketed commercial tourism operation — its noise, activity, traffic and visibility — which is a materially different proposition to buying next to another rural residential landholding, and one that is likely to affect both the marketability and value of my property.
- **Precedent for further commercial intensification.** Approval of this application, on this evidentiary basis, would set a precedent for further commercial tourism uses to establish along this stretch of the Blackwood River within the Rural Small Holding zone — a cumulative shift in the character of the locality that residents purchasing rural residential land were not on notice to expect.

Conclusion and request

For the reasons set out above, I submit that the application does not demonstrate compliance with Policy PD10 – Caravan Park, does not satisfy the matters the Shire is required to consider under clause 67(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (WA) — including the amenity of the locality and the compatibility of the use with surrounding land — and relies in part on environmental advice (the DWER letter of 19 November 2025) that was given in respect of a different site configuration than the one now proposed. Above all, the application does not grapple with what it actually means for neighbouring rural residents to live permanently beside an operating commercial venture, rather than beside another private landholding.

I request that the Shire:

1. **Refuse** the application in its current form; or, at minimum,

2. Require the applicant to lodge a corrected application clearly seeking approval for the **use** of the land (not works only), together with a revised Management Plan that reconciles the water supply figures, provides a compliant rubbish collection and on-site dump point arrangement, addresses visual screening and boundary setbacks, and details bushfire fuel management and back-up caretaker arrangements; and
3. Refer the current four-site configuration back to the Department of Water and Environmental Regulation for updated advice on the greywater setback exemption, given that its existing advice was based on a different (three-caravan, one-glamping-unit) proposal; and
4. Re-advertise any materially revised application to give neighbouring landowners a proper opportunity to comment on the actual proposal.

I would welcome the opportunity to discuss these concerns further with Shire officers prior to any determination being made.

Yours sincerely,

Shayner Buckland

+61 (0)431 994 150

PUBLIC SUBMISSION 2

Submission Regarding Proposed Nature-Based Tourist Park

Shire Policy PD10 – Caravan Park Policy

To Whom It May Concern,

I am writing as a neighbouring property owner to the proposed Nature-Based Tourist Park at 7876 Terry Road, Boyup Brook. Having reviewed the proposal against the **Shire's Policy PD10 – Caravan Park Policy**, we believe the application does not adequately demonstrate compliance with key policy requirements or adequately consider the impacts on neighbouring properties.

1. Caravan park use must be incidental to the land use or located near an established tourist attraction

The proposal does not appear to satisfy this requirement.

The development relies on the river and rural landscape as the tourism attraction; however, these features alone do not represent an established tourist attraction under the intent of the policy.

The site is not adjacent to recognised tourism facilities, heritage sites, recreational destinations, or other established attractions. Instead, the proposed campground itself becomes the tourist destination.

If the Blackwood River is being utilised as the tourist attraction, Jayes Bridge Camp Site or the Flax Mill Caravan Park already provides campers a more appropriate place to enjoy this attraction.

Approval of this proposal may undermine the intent of the policy by allowing commercial tourism development within a rural area without a direct connection to an existing tourism attraction.

2. Impact on visual character of the property and surrounds

The proposal is inconsistent with the existing rural character of the locality.

The introduction of a commercial camping facility will introduce elements not currently present, including:

- Caravans and camper trailers.
- Increased vehicle movements.
- Access tracks and parking areas.

- Amenities such as composting toilets and tents
- Increased Noise & Light pollution

These features have the potential to significantly change the visual character of the property and surrounding rural landscape.

Due to the Zoning of the property being “Rural Small Holding” – we would expect that any development made would maintain and enhance on the rural characteristics of the area. Glamping Tents and Caravans certainly do not provide enhancement but rather degradation to these characteristics.

3. Impact on neighbouring properties – privacy, noise and rural amenity

The proposed Nature-Based Tourist Park has the potential to adversely impact the privacy, amenity and quiet enjoyment of surrounding rural properties.

The existing locality is characterised by rural living, low-density development and a high level of privacy. The introduction of a commercial camping operation will result in increased visitor activity, including:

- Increased noise from visitors, music, vehicles, generators.
- Increased artificial lighting
- Potential disturbance during early mornings, evenings and weekends.
- Reduced privacy for neighbouring properties due to increased movement of people and vehicles.
- Potential overlooking of adjoining properties and disruption to the existing sense of seclusion.

Unlike a private rural property, a commercial camping facility involves regular turnover of visitors who may not share the same values or appreciation of the quiet enjoyment associated with rural living. This creates the potential for increased noise, activity, and disturbance to permanent residents and neighbouring landowners.

The proposal has not adequately demonstrated how impacts on neighbouring properties will be managed, including:

- Noise management measures.
- Visitor behaviour controls.
- Lighting impacts.
- Screening or buffering to protect neighbouring privacy.

- **Management of Pets**

The introduction of a tourism use in this location has the potential to significantly alter the existing rural character and tranquillity enjoyed by surrounding residents.

We also believe that approval of said nature tourist park may affect re-sale value of neighbouring properties. Future buyers of neighbouring properties to 7876 Terry Road would need to consider that they would be purchasing a property next to commercial activities such as the proposed tourist park.

4. Management of Pets

The proposal does not detail the stance it has on campers bringing pets. However, within the bushfire plan provided – it details for “Pets and Supplies” to be a consideration in items taking before leaving the property.

Pets that are brought to the campsite pose a high risk to neighbouring properties livestock.

Pets that are not exposed often to livestock will have a higher curiosity in livestock and the potential for attacks on neighbouring livestock escalates, as well as the increased risk of introduction of diseases.

5. On-site caretaker requirement

The policy requires caravan parks on private property to have a caretaker living on-site.

In the case of an emergency where all caretakers must leave site (example: Health Emergency) and where there are campers present on the property, it is not detailed what course of action will be taken or back up caretakers will be available to monitor campers.

6. Rubbish collection requirement

Section 5.6(b) requires caravan parks, including nature-based parks, to provide rubbish collection.

The locality does not currently have a weekly rubbish collection service, and the proposal seeks exemption from this requirement.

A commercial camping operation will generate additional waste, including visitor rubbish, food waste and maintenance waste. Reliance on visitors removing their own rubbish is not equivalent to a formal rubbish collection service.

Particularly - when the camping is advertised as “Glamping”, it would be expected that waste collection arrangements would be available for the campers to fit in with this experience.

The application should provide evidence of:

- Waste collection arrangements.
- Collection frequency.
- Waste storage facilities.
- Peak-period waste management.

This proposal relying on campers to take all rubbish with them poses a high risk of waste contamination to the neighbouring properties and the Blackwood River.

7. Glamping Waste Management (Grey Water / Blackwater)

The proposal details the usage of DOH Approved composting toilet systems.

There is a concern of the visual impact these systems will have on the typical rural setting and characteristics we wish to preserve. Additionally, composting toilet systems can produce unpleasant odours, which may impact neighbouring properties.

The proposal has not detailed how they will control excess detergent or other contaminants that will bypass filters and grease traps within the Greywater Treatment System. The proposal also does not identify what ongoing maintenance arrangements there will be to ensure the GTS systems continually comply with DOH standards, ensuring the river environment is protected.

We believe that although they detail a reduced usage of the system and subsurface irrigation with utilisation of DOH approved GTS, this is not sufficient to ensure the protection against contamination of the Blackwood River, especially with a reduced setback of 40-45m in place.

The proposal describes the development as a high-yield venture; however, achieving a high yield would require consistently high usage levels. This appears to be inconsistent with the justification provided for the reduced setback requirements, which are based on the expectation of “reduced usage” of the Gray Water Treatment System.

8. Access suitability

Although the proposal consists of four sites and may not trigger the sealed road requirement, the current access arrangements raise significant concerns.

The site is accessed via gravel roads that become rough during adverse conditions, with the Terry Road crossings becoming unusable during winter due to flooding.

For example: A recent incident in which a vehicle towing a caravan overturned and blocked the bridge on the Boyup Brook–Kojonup Road. This caused significant disruption to traffic. During the winter months, residents living between the two Terry Road crossings rely on the Boyup Brook–Kojonup Road to access town, as the Terry Road crossings are often impassable due to flooding. As a result of the bridge closure, residents living between these 2 crossings were unable to access Boyup Brook until the bridge was reopened.

This restricted access during the winter months create concerns regarding:

- Visitor safety.
- Emergency access.
- Waste collection.
- Maintenance access.
- Flood evacuation.

Additionally, the Terry Road crossing closest to Boyup Brook already experiences significant erosion and undermining of the concrete structure during winter due to the floodwaters.

A commercial camping facility will generate increased traffic, including vehicles towing caravan. The existing road network may not be suitable without significant upgrades to the Terry Road crossings and ongoing maintenance to ensure that roads are safe to ensure that emergency services would be able to always access the tourist park and campers could always evacuate safely.

9. Fire, Emergency and Safety Controls

The proposal details that it operated in a BAL -12.5 designated profile. It is under the assumption that there are certain conditions such as slashing/mowing of the property to maintain this BAL level. The proposal does not detail how grassland will be maintained and controlled to ensure no overgrowth of grassland to maintain this BAL Level.

Neighbouring properties often have a higher BAL rating than 12.5 in this area especially where cropping takes place. This should be considered as an increased bushfire risk to the proposed location of the tourist park.

The proposal does not adequately explain how camper activities will be monitored or managed, particularly during the summer months and on days of Total Fire Bans or elevated fire danger. Activities such as outdoor cooking using open flames and the operation of portable generators have the potential to significantly increase the risk of fire, posing a serious threat to neighbouring properties and the surrounding environment.

Additionally, the proposed tourist park is located within an active agricultural area where routine farming practices, including chemical spraying, pest control, and other land management activities, are regularly undertaken. These activities may present safety risks to visitors who are unfamiliar with normal rural operations. Pest control within the area may also involve the lawful use of firearms, further highlighting the potential for conflict between agricultural activities and tourist accommodation. The proposal does not explain how these risks will be managed or how campers will be informed and educated about surrounding farming operations. Nor does it identify any measures, such as appropriate setbacks, buffers, or operational protocols, to minimise potential risks to visitors while allowing neighbouring landowners to continue their lawful agricultural activities.

Conclusion

We believe the proposal has not demonstrated that it meets the intent or requirements of **Shire Policy PD10 – Caravan Park Policy**.

The development has the potential to adversely impact:

- The rural character of the locality.
- Existing vegetation and river environment.
- Neighbouring properties.
- Safety to campers due to surrounding agricultural activities

We believe that there is already adequate and safer camps and caravan parks such as Jayes Bridge Campsite or the Flax Mill Caravan Park to support tourism to Boyup Brook.

I request that these matters be carefully considered as part of the assessment of this application.

Yours sincerely,

A concerned neighbour.

PUBLIC SUBMISSION 3

21/08/26

Dear Adrian,

I am writing to express my concern about the Eco Nature Tourist Park for lot 7876 Terry Road and hoping that the Shire can address these questions

Expansion

If the proposal goes ahead with two caravans and two glamping tents, what restrictions are in place for potential expansion?

Noise Mitigation

Will the Glamping Marques and Caravans be using generators, and what is the noise control policy? It is well known that sounds are amplified and carry along and across the valley and we can clearly hear conversations at our property from across the river?

Dust management

There is extra traffic already using Terry Road accessing the mechanic's workshop. There are deep potholes adding pressure on the gravel road in winter and dust in the summer months. Would the Shire be grading more frequently, which would be costing the shire and taxpayers?

Will the crossing be upgraded to make it passable in the flooding periods?

Thank you for your attention to my concerns

Yours sincerely

Jennie Cheney

Lot 842 Terry Road, Boyup Brook

Mob: 0427 651 427

PUBLIC SUBMISSION 4

Re: Proposed Nature Based Tourist Park @ Lot 7876/355 Terry road Boyup Brook 6244

Dear Mr CEO,

Dear Councillors,

This submission to oppose this application to use and/or develop land for the purpose of a Nature Based Tourist Park at Lot 7876 Terry road Boyup Brook 6244.

Rationale for objection from PhiLippe and Claire Kaltenrieder 840 Terry road, Boyup Brook 6244.

The proposed development would be overlooking our property situated directly across the Blackwood River being our property's southern boundary will impact negatively on our privacy of movements.

The proposed development alongside the said Blackwood River would generate some noise unrestricted due to the River valley location.

This development is expected to also negatively impact our property value including the neighbourhood.

Eg: increase of vehicular traffic movements on Terry road (our property's northern boundary) gravel road either side of the River crossing being a single traffic lane.

We hope this submission for objection to the proposed development will be supported by Council's objective understanding.

Respectfully yours

PhiLippe and Claire Kaltenrieder

840 Terry Rd, Boyup Brook WA 6244



POLICY PD10 – CARAVAN PARK

1. Introduction

This Local Planning Policy has been prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and the *Shire of Boyup Brook Local Planning Scheme No. 2* (the Scheme).

The purpose of this policy is to provide guidance for applications for Caravan Parks in the Rural and Rural Townsite zones.

Note: The Caravan Parks and Camping Grounds Act 1995 provides for the regulation of caravanning and camping. In accordance with the Act, caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation. The Caravan Parks and Camping Grounds Regulations 1997 provides for design criteria associated with caravanning and camping. In accordance with the Regulations, 'caravans, or caravans and camps', maybe classified as follows: Caravan park; Camping ground; Caravan park and camping ground; Park home park; Transit park; Nature based park.

2. Objectives

This Policy aims to:

- Identify standards for the development of caravan parks and camping grounds in the Rural and Rural Townsite zones that properly mitigate adverse impacts on the surrounds.
- Enable the approval of small-scale caravan parks and camping grounds in appropriate circumstances.
- Clarify interpretations and exemptions in relation to facility requirements relating to 'nature based' parks.

3. Definitions

Definitions for terms used in this Policy are consistent with the Scheme, the Regulations and the *Caravan Parks and Camping Grounds Regulations 1997*. This includes:

Caravan Park – means an area of land specifically set aside for the parking of caravans and park homes or for the erection of camps on bays or tent sites allocated for that purpose.

Nature Based Park – means a Caravan Park developed in a natural setting as defined in the *Caravan Parks and Camping Grounds Regulations 1997*.

The *Caravan Parks and Camping Grounds Regulations 1997* define a nature based park as a facility in an area that –

- (a) is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100 m for a distance of 500 m or more; and
- (b) has been predominantly formed by nature; and
- (c) has limited or controlled artificial light and noise intrusion.

4. Development Application Requirements

An application for approval is required to demonstrate to the satisfaction of the local government that the use/development:

- (a) will be incidental to the principal use of the land or is adjacent or within immediate proximity to a tourist attraction;
- (b) will not have any adverse effect on nearby land;
- (c) will result in the retention and enhancement of existing vegetation on the land;
- (d) will not adversely affect the visual character of the property and surrounds; and
- (e) is of a scale and nature so as to be self-sustaining on the lot or demonstrating the ability to provide servicing without significant modifications to existing infrastructure.

A management plan will need to be submitted showing:

- (a) waste management;
- (b) environmental impacts and sustainability
- (c) risk management and emergency response (e.g. bushfire)
- (d) traffic management.

In addition to the requirement for development approval, all caravan parks and camping grounds are required to apply for a license to operate and meet the servicing, infrastructure and safety requirements of the *Caravan Parks and Camping Grounds Regulations 1997*.

5. Policy Provisions

The development and operation of a Caravan Park use (including duration of stay) shall be in accordance with the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*.

- 5.1 The development and operation of a Caravan Park use (including duration of stay) shall be in accordance with the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*.

- 5.2 All caravan parks on private property are to have a caretaker living on-site.
- 5.3 Caravan parks should be located and developed so as to avoid impacting on landscape values.

This includes avoiding ridge lines, escarpments or visually exposed sites, being situated where screening by vegetation or landform can be utilised, and having buildings developed with a design, materials and colours that minimise visibility from off site.

- 5.4 Caravan parks and associated infrastructure should be set back to neighbouring property boundaries, to ensure the lifestyle enjoyed by neighbours is not impacted (e.g. noise, visual and privacy).
- 5.5 Contact details of the designated park manager/caretaker and an approved guest.
- 5.6 Caravan parks, including nature-based parks, are to be provided with the following minimum level of services:

a) Water supply

A centrally located potable water supply is to be made available to service all sites. Where a reticulated water service is not available, this supply is to comprise of rainwater tanks with a capacity capable of accommodating guests (minimum capacity of 10,000 litres per caravan park).

In addition to a potable water supply, a permanent water supply of minimum 10,000 litres is to be provided on site and made available for fire-fighting purposes (accessible by a DFES approved coupling for emergency purposes only and with emergency vehicle access provided within 4 metres of the supply).

b) Rubbish collection

Bins for rubbish collection are to be provided at a minimum rate of 1 waste and 1 recycling bin per 4 caravan/ camping sites.

Details of bin storage areas and rubbish collection arrangements are to be provided within a park management plan.

c) Toilets/ dump point

Toilets are to be provided at a rate of 1 toilet per 10 sites or part thereof, except where a park is proposed to cater to self-contained vehicles only. Where a park is proposed to cater to self-contained vehicles only, a communal chemical soil waste dump point is to be provided:

- At a central location on site; or
- At an accessible location on an adjacent property, with access secured through an appropriate legal mechanism from the land

owner.

On-site effluent disposal systems are to be provided to a standard approved by the Department of Health and the Local Government.

d) Access

A caravan park that is proposed to have more than 4 sites must have its primary access from a sealed road. Where primary road access to the site is not sealed, approval may be subject to a financial contribution for maintenance in accordance with the fees and charges.

6. Exemptions

- 6.1 Applications for a nature based park with a maximum of 4 sites and a limitation on the length of stay may apply for an exemption from the above minimum level of services.
- 6.2 Exemptions are subject to the provision of reasonable justification of why limited services cannot be provided, including an environmental impact and sustainability plan.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Caravan Parks and Camping Grounds Act 1995</i>	
Related Documents		
Initial Adoption Resolution	OCM Res 25/09/182 (no comment received during advertising)	
Amendment Record		
Amendment Record		
		Various

End

Policy G17 - Policy Framework

Introduction

An organisations policy framework is a vital component of the decision making and the management principle of good governance. The framework supports transparent, consistent, and efficient decision making, that aligns with the Shire's legislative requirements, strategic priorities, and objectives.

Purpose

To provide the principles and standards for development and management of policies and ensure Council are effectively engaged in in all aspects of the process.

The framework also provides direction and clarity on what are policies that live in the domain / remit of Council and Elected Members, separate from management policies, management procedures and standard operating procedures that are the domain / remit of the administration, through the Chief Executive Officer.

The framework:

1. Identifies the hierarchy of governing documents.
2. Ensures decisions and actions occur at the most appropriate and effective level.
3. Provides guidance on what should be policies (approved by the Council) and what are management policies / procedures and standard operating procedures.
4. Sets out the requirements for developing policies and procedures; and
5. Provides the roles and responsibilities for development, approval, publication, and review.

Policy Statement

The *Local Government Act 1995* section 2.7(2)(b) states the Council is to determine the local government's policies.

The development of a policy document is required to establish the Shire's objective or position on an issue, or to provide further guidance on a legislative requirement.

The policy requirement may result from:

- New legislative requirements.
- New or changing industry standards.
- Reinforcement of the Shire's strategic objectives or stated position.
- Response to community-wide needs or expectations, or a
- Council resolution.

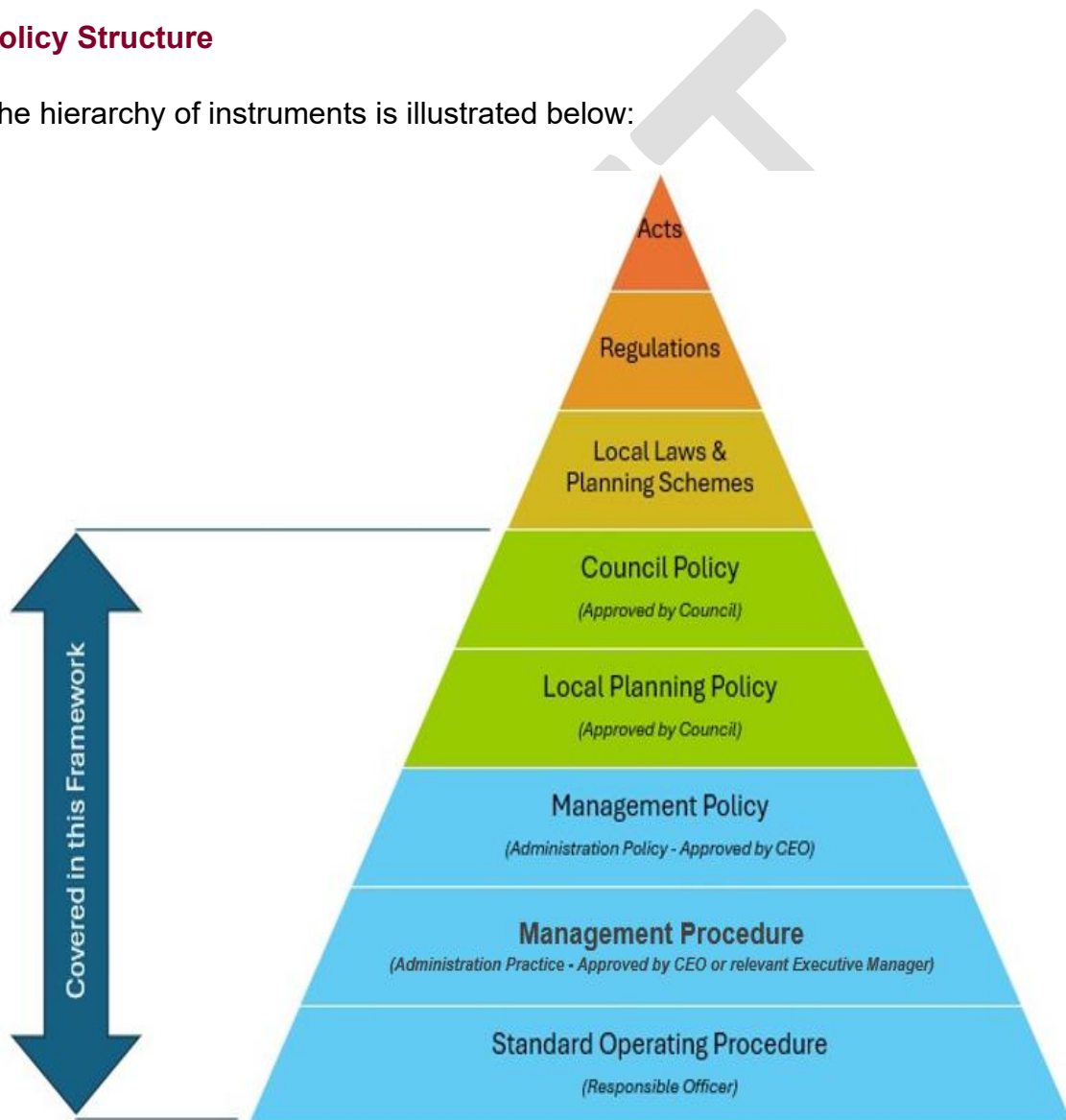
The policy document should provide:

- Clarity and consistency in decision making.
- Improved efficiency and effectiveness.
- Improved customer and community outcomes; and
- Improved clarity and the reinforcement of separate roles between Council and Elected Members, and the Administration through the Chief Executive Officer.

1. Policy Document Hierarchy

Policy Structure

The hierarchy of instruments is illustrated below:



Acts, Regulations, Local Laws, and Planning Schemes are legislative instruments and have the force and effect of law. These instruments are established through parliamentary, Governor or Ministerial processes.

The remaining document types are defined in and relevant to this policy framework.

Document Definition

The documents set out in this framework guide decision making or practices undertaken under the terms of the legislative instruments. These are described as follows.

Council Policy

Council policies focus on the strategic and statutory decision-making obligations of the Council. They address strategic, financial or operations resources and may guide services and service levels.

Setting of policies is a primary function of the Council as provided by section 2.7(2)(b) of the *Local Government Act 1995*.

A Council policy is adopted by the Council to provide the Chief Executive Officer with direction and / or a stated position on a particular matter. Council policies should guide the Shire's actions and decision making, and may reflect:

- Legislative Policy: A policy that is required by law or created to supplement the Shire's Local Planning Scheme or a Local Law.
- General Council Policy: A policy adopted by the Council that includes directives on general governing matters, not specifically originating from a legislative head of power or within the role of the general administration.

A guideline may be developed to support the interpretation and implementation of a Council policy. These guidelines are to be appended to the relevant policy and approved by the Council (Council policy documents).

Local Planning Policy

Local Planning Policies are a subset of a Local Planning Scheme and guide decision making under the terms of the Scheme.

Local Planning Policies are adopted under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Management Policy and Procedure

A Management Policy and Procedure governs the day-to-day administration and operations of the Shire and does not require Council approval.

Management Policy

A primary function of the Chief Executive Officer is to manage the operations of the local government as provided by section 5.41(d) of the *Local Government Act 1995*.

Management policies (also described as Administration Policies) apply to the day-to-day operations of the Shire. They provide principles for the control of activity and decision making relevant to the Chief Executive Officer's duties or delegate.

The Chief Executive Officer is the decision maker for the adoption, amendment or revoking of a Management Policy. At an operational level, this is administered through the Executive Management Team where the consideration and adoption of these Policies is recorded.

Management Procedure

Management Procedures are developed and delivered within the organisation through the role of the Chief Executive Officer (taken from *Local Government Act 1995*, s5.41) including:

- a. Ensuring council decisions are implemented.
- b. Managing the provision of services and facilities that the council has determined the local government will provide in the district., and the proper use of Shire property.
- c. Determining procedures and systems for —
 - I. implementing the local government's policies as determined by the council; and
 - II. managing the local government's administration and operations.
- d. Being responsible for the employment, management, supervision, direction, and dismissal of other employees (subject to [section 5.37\(2\)](#) in relation to senior employees); and
- e. Ensuring the local government keeps records and documents as required by this Act and any other written law.

The Chief Executive Officer approves Management Procedures in consultation with the Executive Management Team (EMT). Management Procedures are internally focused documents and not published nor released for public comment.

Management Procedures (also described as Administration Procedures) provides greater detail than a Management Policy and will typically outline the process or steps required to implement a policy; or may address a specific stand-alone function or activity. Management Procedures can establish internal controls that support services levels, maximise efficiency and effectiveness, meet compliance obligations, mitigate risks, ensure suitable operational standards, as well as ensuring organisation-wide clarity, consistent and quality.

The Chief Executive Officer or an authorised Executive Manager may establish Management Procedures in accordance with their position description or delegated authority.

Standard Operating Procedure (SOPs)

A Standard Operating Procedure (SOP) contains detailed information on “how” to accomplish a specific job, task, or assignment. SOPs are likely to relate to specialised operations or to repetitive tasks undertaken by the administration. Procedures may be established by the Chief Executive Officer or a responsible officer who has authority under the terms of the relevant position description or delegation to do so.

SOPs are the steps undertaken at an operational level to implement a management procedure or undertake specific tasks in a business unit. SOPs are prescriptive but able to be amended by the Chief Executive Officer or the relevant Executive Manager or Manager, in line with the Extent of Authority within each position.

Policy Examples

Examples of how the above definitions are applied in practice are provided below.

Classification	Intent	Example	Approval
Council Policy	- Guide Council decision making. - Impacts the Council and community.	Purchasing Policy	Council Resolution
Local Planning Policy	Guide decision-making under LPS.	Ancillary Accommodation	Council Resolution
Management Policy	Affects the running of the whole organisation.	Staff Use of Shire Vehicles	CEO / EMT sign-off
Management Procedure	Defines business rules (who/when we do or don't do something).	Procedure for managing drugs and alcohol in the workplace.	CEO or Responsible Executive Manager
Standard Operating Procedure	Localised processes (how we do something).	End of day cash reconciliation procedure.	Executive Manager and Responsible Officer

2. Policy Format

Council Policies will be drafted in the following format:

- Policy number and name.
- Introduction.
- Scope or Purpose.
- Policy Statement.
- Definitions (if relevant).
- Policy Detail and / or Application.
- Document control box.

Legislative policy that has a prescribed format is not subject to this policy (e.g. Local Planning Scheme).

3. Development and Review

The initiation of a Policy or Management Procedure will require the consideration of the following:

- The situation (background), showing the need for a policy/procedure, and the development of a draft objective for the policy/procedure.
- How the policy objectives will align with the SCP.
- Available approaches, precedents, risks, and issues.
- The level of community engagement that may be required and / or relevant.
- Where the policy may sit in the policy framework and any need for a guideline.
- Review timeframe; and
- Any financial impacts, including impact on adopted budget or LTFP.

Council Policy schedule (policy dependent)

1. Policy paper provided to the Council for minimum 7-day review.
2. Facilitated Councillor workshop to help inform draft policy documents (if required and dependent of complexity and / or specific nature).
3. Draft policy documents and report to Council Meeting for support.
4. Draft policy documents published on Shire website for 14-day community consultation period. (if relevant).
5. Development of final draft policy documents.
6. Final draft policy documents, summary of community submissions and report presented to Council Meeting for adoption; and
7. Publication on Shire website within 14 days and implementation by responsible Shire officer.

Management Policy and Procedure schedule

1. Policy paper, draft procedure, and SOP (if required) presented to joint EMT and Managers meeting.
2. Once supported by Chief Executive Officer and EMT, publication on Shire internal system within 7 days, with implementation and any necessary organisational training by responsible Shire officer.

SOP schedule

1. Draft SOP presented to Executive Manager and Manager for review, assessment of appropriate approval level (Chief Executive Officer or Executive Manager – dependent on Extent of Authority) and adoption.
2. Once supported, shared within team and on the Shire's internal system within 7 days.

4. Review timeline

Council and Management procedures will be allocated a risk rating which determines the review period:

Risk rating	Review timeframe
Extreme or high	Annually
Medium	Biannually
Low	Four yearly

Policies may be reviewed or revoked earlier than the scheduled date due to legislative changes or decisions of the Council that affect the validity, applicability, or efficacy of the Policy.

The Chief Executive Officer is responsible for the effectiveness of Management policies and procedures and the maintenance of an appropriate review cycle.

Application

This Policy applies to the development and review of policy documents by the Shire.

Document Control	
Department:	Governance / Corporate Services
Risk:	Medium
Next review:	Mid-2028
Reviewer:	Executive Manager Governance and Community Services
Legislation:	<i>Local Government Act 1995</i>
Adopted:	
Delegation:	
Amended:	
Policy ref #:	G17
Version:	v1.0



SHIRE OF BOYUP BROOK – REVIEW OF LOCAL LAWS 2026 RECOMMENDED ACTIONS AND TIMELINE

Shire of Boyup Brook Local Law	Recommended Action and Comment	Proposed Timeline
Local Law No.1 – Standing Orders	Remain Unchanged, with Amendment Local Law to be developed in 2027.	TBC - Waiting for publishing of Modal Local Law – Standing Orders, expected to be mid-2027
Activities in Thoroughfares and Public Places and Trading Local Law	Amendment Local Law to be developed to include updated approaches to signage, trading in public places, street musicians, roadside and verge treatments.	- Report to Council to commence Amendment law-making process (October 2026) - Public submissions (November to end December 2026) - Assessment of submissions / internal consultation (January 2027) - Report to Council to adopt Amendment Local Law (February 2027) - Gazettal (March 2027)
Parking and Parking Facilities Local Law	Remain unchanged , current provisions remain fit-for-purpose with no changes or amendments required.	No further action required. Local Law considered reviewed and current, subject to Council endorsement.
Local Law Relating to Fencing	Amendment Local Law to be developed to include updated approaches to fencing in residential and commercial areas, fencing between residential and rural properties, fences requiring development approval.	- Report to Council to commence Amendment law-making process (October 2026) - Public submissions (November to end December 2026) - Assessment of submissions / internal consultation (January 2027) - Report to Council to adopt Amendment Local Law (February 2027) - Gazettal (March 2027)
Cemetery Local Law	Amendment Local Law to be developed to include updated (Shire) approaches to cemetery management and / or minor amendments required to encompass legislative changes to <i>Cemeteries Act 1986</i> and <i>Cremations Amendment Regulations 2026</i> .	- Report to Council to commence Amendment law-making process (October 2026) - Public submissions (November to end December 2026) - Assessment of submissions / internal consultation (January 2027) - Report to Council to adopt Amendment Local Law (February 2027) - Gazettal (March 2027)



SHIRE OF BOYUP BROOK – REVIEW OF LOCAL LAWS 2026 RECOMMENDED ACTIONS AND TIMELINE

Shire of Boyup Brook Local Law	Recommended Action and Comment	Proposed Timeline
Dogs Local Law	Amendment Local Law to be developed to include updated (Shire) approaches to the management of dogs and / or minor amendments required to encompass legislative changes to <i>Dog Act 1976</i> (November 2024) and <i>WA Dog Act Regulations 2026</i> .	• Report to Council to commence Amendment law-making process (October 2026) • Public submissions (November to end December 2026) • Assessment of submissions / internal consultation (January 2027) • Report to Council to adopt Amendment Local Law (February 2027) • Gazettal (March 2027)
Local Government Property Local Law	Amendment Local Law to be developed to include updated (Shire) approaches to apply (more) consistent approaches to leasing, licensing, distribution of costs, eligibility for community / low-income housing and permissible activities on Shire property.	• Report to Council to commence Amendment law-making process (October 2026) • Public submissions (November to end December 2026) • Assessment of submissions / internal consultation (January 2027) • Report to Council to adopt Amendment Local Law (February 2027) • Gazettal (March 2027)
Health Local Laws	Amendment Local Law to be developed to include updating and / or significant amendments required to encompass legislative changes to <i>Health Act 2016</i> (May 2026) and <i>Public Health Regulations 2017</i> (March 2025).	• Report to Council to commence Amendment law-making process (October 2026) • Public submissions (November to end December 2026) • Assessment of submissions / internal consultation (January 2027) • Report to Council to adopt Amendment Local Law (February 2027) • Gazettal (March 2027)



SHIRE OF BOYUP BROOK – REVIEW OF LOCAL LAWS 2026 RECOMMENDED ACTIONS AND TIMELINE

Shire of Boyup Brook Local Law	Recommended Action and Comment	Proposed Timeline
Bush Fires Brigades Local Law	Amendment Local Law to be developed to include updated (Shire) approaches to volunteer Bush Fire Brigades and / or amendments required to encompass legislative changes to <i>Fire and Emergency Services Act 1998</i> (May 2026) and <i>Fire and Emergency Services Regulations 2017</i> (May 2026).	• Report to Council to commence Amendment law-making process (October 2026) • Public submissions (November to end December 2026) • Assessment of submissions / internal consultation (January 2027) • Report to Council to adopt Amendment Local Law (February 2027) • Gazettal (March 2027)
Cats Local Law	New draft Principal Local law to be developed.	• TBC – Waiting for 2026 Statutory review of <i>Cat Act 2011</i> and development of new Cat Act and Regulations.
Waste Local Law	New draft Principal Local law to be developed.	• Report to Council to commence law-making process (October 2026) • Public submissions (November to end December 2026) • Assessment of submissions / internal consultation (January 2027) • Report to Council to adopt new Local Law (February 2027) • Gazettal (March 2027)



Attachment 10.3.1A

Chq/EFT	Date	Name	Description	Amount
2865	04/08/2026	Canvas Works SW	Early Learning Centre - Outdoor Blind Repairs	750.00
2866	04/08/2026	Boyup Brook Community Resource Centre	Gazette Advertising Aug2026	525.00
2867	04/08/2026	Southern Lock & Security	1 Rogers Ave - Replacement Door Locks	953.00
2868	04/08/2026	Blackwood Plant Hire	Transfer Station - Empty Rubbish Trailer Jul2026	4,400.00
2869	04/08/2026	South West Isuzu	P225 Isuzu GIGA CXY Prime Mover - Parts	550.18
2870	04/08/2026	Australian General Practice Accreditation Ltd	Medical Centre - Practice Accreditation	2,657.43
2871	04/08/2026	Leisure Institute of WA Aquatics	LIWA Annual State Conference - Pool Staff	1,496.00
2872	04/08/2026	Local Government Professionals Australia (WA)	Contract Management Workshop - CIP	1,345.00
2872	04/08/2026	Local Government Professionals Australia (WA)	Local Government Subscription 2026-27	660.00
2872	04/08/2026	Local Government Professionals Australia (WA)	EMCS Membership 2026-27	560.00
2873	04/08/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Jul2026	2,541.00
2874	04/08/2026	DSW Bunbury	Various Shire Buildings - Cleaning Supplies	415.80
2875	04/08/2026	Cleanaway Daniels Services Pty Ltd	Medical Centre - Monthly Sharps Disposal	374.11
2876	04/08/2026	Sonic HealthPlus Pty Ltd	Pre-employment Medical	188.10
2877	04/08/2026	EcoPrint Supplies	Medical Centre - Printer Toner	521.40
2878	04/08/2026	BP Medical	Medical Supplies	1,087.01
2879	04/08/2026	Tasman Farm (SJ&RC Thompson t/as)	Rylington Park EOFY Stock Count 2025/26	404.25
2880	04/08/2026	The Quacking Frog Teapot Shed	Catering Jul2026	144.00
2881	04/08/2026	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	524.00
2882	04/08/2026	Manjimup Freight Distributors & BMI Logistics	Freight Jul2026	70.20
2883	04/08/2026	Living Springs Water Pty Ltd	Council and Staff Drinking Water	336.00
2884	11/08/2026	3Build Pty Ltd	BBCRC - Structural Repairs Due to Restumping	9,570.00
2885	11/08/2026	HealthVue	Medical Centre - Revenue Boost Program	2,196.70
2886	11/08/2026	Amity Signs	Road Signs	515.90
2886	11/08/2026	Amity Signs	Town Hall - Carpark Signage	209.00
2887	11/08/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Jul2026	10,114.64
2888	11/08/2026	Black Box Control Pty Ltd	Monthly Grader Tracking Service Aug2026	115.50
2889	11/08/2026	BOC Limited	Gas Cylinder Rental Jul2026	69.11
2890	11/08/2026	Building and Construction Industry Training Fund	BCITF Collected Jul2026	791.75
2891	11/08/2026	Department of Local Gov, Industry Reg and Safety	BSL Collected Jul2026	844.95
2892	11/08/2026	Electro Grange Pty Ltd	Electrical Repairs	5,541.80
2893	11/08/2026	Fencing Unlimited	Depot Gate Repairs	1,731.67
2894	11/08/2026	Hillview Gardening & Landscaping	Depot Gardens - Plants	233.20
2895	11/08/2026	S Giersberg	Rylington Park - Fireplace Repairs	835.00
2896	11/08/2026	MJ Hallett	P213 Komatsu WA150-5 Loader - Repairs	3,707.00
2897	11/08/2026	Hersey's Safety Pty Ltd	Transfer Station - Asbestos Bags	627.00
2898	11/08/2026	Infield Services Pty Ltd	P246 Canter 815 Crew Cab 4Tn Truck - Repairs	385.00
2899	11/08/2026	Prime Supplies	Depot Workshop - Galvanised Steel Bench	3,731.54
2900	11/08/2026	Rear's Electrical & Mechanical Services Pty Ltd	1 Rogers Ave - Electrical Repairs	5,280.00
2901	11/08/2026	Boyup Brook Tyre Service	P235 Bomag Multi-Tyre Roller - Parts	610.00
2902	11/08/2026	Sculley's Smash Repairs	P207 Mtusbishi Triton Dual Cab - Parts	760.00
2903	11/08/2026	Shire of Boyup Brook	BSL and BCITF Commission Jul2026	33.25
2904	11/08/2026	Sprint Express	Freight Jul2026	55.00
2905	11/08/2026	Squire Plumbing Services Pty Ltd	Various Shire Buildings - Annual Backflow Testing	1,250.00
2906	11/08/2026	Synergy	Electricity Across Shire Facilities to 21/07/2026	3,624.60
2907	11/08/2026	T-Quip	P258 2026 Toro Groundsmaster GM7210 - Parts	189.75
2908	11/08/2026	Team Global Express	Freight Jul2026	49.41
2909	11/08/2026	Total Tools Bunbury	Depot Expendable Tools	84.00
2910	11/08/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Service Jul2026	2,252.25
2911	18/08/2026	Activ8me	Swimming Pool Internet Aug2026	69.95
2912	18/08/2026	AFGRI Equipment Australia Pty Ltd	Depot - Chainsaws	3,861.00
2912	18/08/2026	AFGRI Equipment Australia Pty Ltd	P146 Small Plant - Parts	254.50
2912	18/08/2026	AFGRI Equipment Australia Pty Ltd	Planting Auger	2,334.00
2912	18/08/2026	AFGRI Equipment Australia Pty Ltd	P401 John Deere 6125 Tractor - Parts	177.17
2912	18/08/2026	AFGRI Equipment Australia Pty Ltd	P255 John Deere Mini Excavator - Parts	88.46
2913	18/08/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Aug2026	7,050.98
2914	18/08/2026	Australia Post	Postage and Stationery Jul2026	144.73
2915	18/08/2026	Australian Services Union	Payroll Deductions	161.00
2916	18/08/2026	Barna Construction (WA) Pty Ltd	Evacuation Centre Upgrades - Progress Payment 6	38,210.84
2917	18/08/2026	Big Country Mechanical	P251 Ford Ranger 2024 Dual Cab - Service	443.52
2917	18/08/2026	Big Country Mechanical	P252 Ford Ranger Single Cab Tipper - Service	443.52
2917	18/08/2026	Big Country Mechanical	P999 Hire Plant - Repairs	175.00
2918	18/08/2026	Boyup Brook Co-operative Co Limited	Rylington Park Purchases Jul 2026 incl Lamb Marking Supplies	13,849.70
2919	18/08/2026	Boyup Brook IGA	Purchases Jul2026	551.99
2920	18/08/2026	BP Medical	Medical Supplies	29.36
2921	18/08/2026	Breeze Connect Pty Ltd	Medical Centre VOIP and NBN Jul2026	252.73
2922	18/08/2026	Bridgetown Timber & Hardware	1 Rogers Ave - Building Maintenance	33.26
2923	18/08/2026	Bunbury Powder Coaters	Gates	868.56
2924	18/08/2026	Cleanaway Daniels Services Pty Ltd	Medical Centre - Monthly Sharps Disposal	143.63
2925	18/08/2026	Cleanaway Solid Waste Pty Ltd	Transfer Station - Furniture Disposal	531.10
2926	18/08/2026	Coates Hire Operations Pty Limited	Winter Grading - Multi Tyre Roller Hire Jul2026	5,847.73
2927	18/08/2026	Cutting Edges	P212 Komatsu 555 Grader - Parts	3,311.55
2928	18/08/2026	Focus Networks	Monthly Device Management Fees Jul2026	4,158.00
2928	18/08/2026	Focus Networks	Monthly Managed Services Aug2026	4,177.36
2929	18/08/2026	S Giersberg	Rylington Park - Fireplace Parts	189.96
2930	18/08/2026	H+H Architects	Evacuation Centre Plans and Documentation - Progress Payment	8,138.08
2931	18/08/2026	MJ Hallett	P223 Action 2010 Side Tipper Semi Trailer - Repairs	9,009.00
2931	18/08/2026	MJ Hallett	P221 Action 2010 Side Tipper Semi Trailer - Repairs	9,339.00
2932	18/08/2026	Hastie Waste Pty Ltd	Rylington Park Bulk Waste Collection Jul2026	125.00
2933	18/08/2026	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Jul2026	2,792.90
2934	18/08/2026	Infield Services Pty Ltd	ESL P533 Isuzu Rural Fire Truck Choweup - Repairs	556.49
2935	18/08/2026	Komatsu Australia Pty Ltd	P199 Komatsu Backhoe 2007 - Parts	124.09
2936	18/08/2026	Lamat Cleaning	Medical Centre Cleaning Jul2026	1,722.00
2937	18/08/2026	Landgate	Certificate of Title Copy	33.90
2938	18/08/2026	LGIS WA	LGIS Insurance 2025-26 Work Care Adjustment	41,079.33
2939	18/08/2026	Node1 Pty Ltd	Admin NBN Aug2026	227.00
2940	18/08/2026	Pivotel Satellite Pty Ltd	GPS Tracking Service - Grader and Transfer Station Aug2026	62.00
2941	18/08/2026	Boyup Brook Tyre Service	P246 Canter 815 Crew Cab 4Tn Truck - Parts	520.00
2942	18/08/2026	Sculley's Smash Repairs	P252 Ford Ranger Single Cab Tipper - Repairs	1,000.00
2943	18/08/2026	Synergy	Electricity Across Shire Facilities to 27/07/2026	3,240.24
2944	18/08/2026	T-Quip	P258 2026 Toro Groundsmaster GM7210 - Parts	35.67
2945	18/08/2026	Team Global Express	Freight Jul2026	625.51
2946	18/08/2026	Telstra Limited	Admin NBN to 24/07/2026	1,212.75



Chq/EFT	Date	Name	Description	Amount
2946	18/08/2026	Telstra Limited	Telephone Across Shire Facilities to 01/08/2026	629.89
2947	18/08/2026	The Brook Takeaway	ESL Training - Catering	472.00
2948	18/08/2026	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Aug2026	2,310.00
2949	18/08/2026	Western Australian Electoral Commission	LG Elections Services Mar2026	18,812.15
2950	20/08/2026	Australian Taxation Office	BAS and PAYG Jul2026	115,948.00
2951	20/08/2026	Mark n Jo Shearing Services	Rylington Park - Shearing	20,542.00
2952	25/08/2026	AFGRl Equipment Australia Pty Ltd	P254 John Deere 325G Compact Track Loader - Service	467.97
2953	25/08/2026	Allpest WA (Ausmic Pest Control)	Shire Bridges - Termite Inspections and Treatments	7,260.00
2954	25/08/2026	Ampol Petroleum Distributors Pty Ltd	Fuel Aug2026	6,984.80
2955	25/08/2026	APRA t/as OneMusic	APRA Music Broadcast Licence 2026-27	402.37
2956	25/08/2026	Blackwood Plant Hire	Transfer Station - Empty Rubbish Trailer Aug2026	4,400.00
2957	25/08/2026	Boyup Brook Co-operative Co Limited	Purchases July 2026	3,923.35
2958	25/08/2026	Boyup Brook Community Resource Centre	Library Service Payment Jul-Sep2026	12,375.00
2959	25/08/2026	Boyup Brook District Pioneer Museum Inc	Operating Assistance Jul-Sep2026	1,375.00
2960	25/08/2026	Boyup Brook Tourism Association Inc.	Operating Assistance Jul-Sep2026	6,250.00
2961	25/08/2026	BP Medical	Gym - Cleaning Supplies	156.01
2962	25/08/2026	Bunbury Auto One	Depot - Recovery Boards	706.00
2963	25/08/2026	Bunnings Group Ltd	Flax Mill Caravan Park - Campers Kitchen Blind Repairs	51.00
2964	25/08/2026	Cooee Pty Ltd	Transfer Station - Waste Data System Annual Licence 2026-27	5,588.00
2965	25/08/2026	DSW Bunbury	Medical Centre - Cleaning Supplies	273.90
2966	25/08/2026	Focus Networks	Admin - Widescreen Monitor	891.00
2967	25/08/2026	Hoist Right	P232 Rotary Hoist and Overhead Crane - Service and Inspection	1,290.40
2968	25/08/2026	Infield Services Pty Ltd	P247 Komatsu 555 Grader 2024 - Repairs	3,695.45
2969	25/08/2026	Komatsu Australia Pty Ltd	P199 Komatsu Backhoe 2007 - Parts	25.84
2970	25/08/2026	Landgate	Mining Tenements Chargeable 2025-26	9.55
2971	25/08/2026	Local Health Authorities Analytical Committee	LHAAC Analytical Services 2026-27	541.76
2972	25/08/2026	Manjimup Freight Distributors & BMI Logistics	Freight Aug2026	23.65
2973	25/08/2026	Market Creations Agency Pty Ltd	Council Connect Hosting & Subscription 2026-27	13,750.00
2974	25/08/2026	Mcleods Lawyers Pty Ltd	Legal Advice and Representation	3,241.70
2975	25/08/2026	Nolan Auto Electrics	P406 John Deere 6420 Tractor - Repairs	146.00
2976	25/08/2026	Officeworks Ltd	Medical Centre Stationery	116.67
2976	25/08/2026	Officeworks Ltd	Admin Stationery	953.39
2977	25/08/2026	Pingarning Pty Ltd	Contractor WHS Management Services 2026-27	6,600.00
2977	25/08/2026	Pingarning Pty Ltd	WHS Annual Review	2,200.00
2978	25/08/2026	Print Media Group	ESL - BFB Stationery	1,643.86
2979	25/08/2026	Procurement Plus	Procurement Advisory Services Subscription 2026-27	679.25
2980	25/08/2026	QHSE Integrated Solutions Pty Ltd (Skytrust)	Skytrust Intelligence System (WHS)	493.90
2981	25/08/2026	Rear's Electrical & Mechanical Services Pty Ltd	P102 Generator Set - Monthly Inspection and Test	143.00
2982	25/08/2026	Royal Life Saving Society WA Inc	Swimming Pool Manager - Lifeguard Renewal Training	187.00
2983	25/08/2026	Boyup Brook Tyre Service	P236 Triton MR GLX 4x4 DSL Dual Cab - Parts	1,540.00
2983	25/08/2026	Boyup Brook Tyre Service	Rylington Park Hay Spreader - Parts	460.00
2983	25/08/2026	Boyup Brook Tyre Service	Fuel Aug2026	24.14
2984	25/08/2026	SOS Office Equipment	Admin and Depot Copier Billing Jul2026	830.38
2985	25/08/2026	St John Ambulance Western Australia Ltd (SW)	Country Ambulance Cover Jul-Sep2026	8,250.00
2986	25/08/2026	Synergy	Electricity Across Shire Facilities to 17/08/2026	1,045.80
TOTAL MUNI EFT to 31 August 2026				583,155.69
20730	11/08/2026	Water Corporation	Water Across Shire Facilities to 04/08/2026	764.96
20731	18/08/2026	Water Corporation	Water Across Shire Facilities to 06/08/2026	2,321.33
TOTAL MUNI CHEQUES to 31 August 2026				3,086.29



Chq/EFT	Date	Name	Description	Amount
DD0208	02/08/2026	Commonwealth Bank of Australia	Bank Fees Aug2026	421.25
DD0808	08/08/2026	Commonwealth Bank of Australia	Bank Fees Aug2026	90.00
5067	13/08/2026	The Bunbury Diocesan Trustees and Anglican Parish	18 Barron St Rent 14/08/2026-27/08/2026	720.00
DD1308	13/08/2026	Salary & Wages	Payroll 13/08/2026	99,239.66
5068	14/08/2026	Aware Super	Payroll Deductions	20,242.13
5069	14/08/2026	Finrent	Admin and Depot Copier Monthly Rental	310.51
DD1708	17/08/2026	Commonwealth Bank of Australia	Bank Fees Aug2026	89.00
5072	27/08/2026	The Bunbury Diocesan Trustees and Anglican Parish	18 Barron St Rent 28/08/2026-10/09/2026	720.00
DD2708	27/08/2026	Salary & Wages	Payroll 27/08/2026	110,709.91
5073	28/08/2026	Aware Super	Payroll Deductions	23,860.64
TOTAL DIRECT DEBITS TO 31 August 2026				256,403.10
5070	17/08/2026	Shire of Boyup Brook Credit Card - CEO	The Grants Hub Annual Subscription	313.20
5070	17/08/2026	Shire of Boyup Brook Credit Card - CEO	Starlink - CEO House Internet Monthly Fee	165.00
TOTAL CEO CREDIT CARD TO 31 August 2026				478.20
5070	17/08/2026	Shire of Boyup Brook Credit Card - EMCS	Lavazza - Admin Coffee Subscription	140.00
5070	17/08/2026	Shire of Boyup Brook Credit Card - EMCS	Adobe Acrobat Pro DC Monthly Subscription	265.96
5070	17/08/2026	Shire of Boyup Brook Credit Card - EMCS	Starlink - Depot Internet Monthly Fee	117.00
5070	17/08/2026	Shire of Boyup Brook Credit Card - EMCS	Australia Post - Depot SD Cards	140.85
5070	17/08/2026	Shire of Boyup Brook Credit Card - EMCS	Last Side Café - Catering	45.22
5070	17/08/2026	Shire of Boyup Brook Credit Card - EMCS	OpenAI - EMCS ChatGPT Monthly Subscription	27.27
TOTAL EMCS CREDIT CARD TO 31 August 2026				736.30
5071	21/08/2026	BP Australia Pty Ltd	CEO Fuel Purchases Jul2026	72.18
5071	21/08/2026	BP Australia Pty Ltd	CEO Fuel Purchases Jul2026	82.49
5071	21/08/2026	BP Australia Pty Ltd	CEO Fuel Purchases Jul2026	114.26
5071	21/08/2026	BP Australia Pty Ltd	CEO Fuel Purchases Jul2026	70.11
5071	21/08/2026	BP Australia Pty Ltd	CEO Fuel Purchases Jul2026	120.63
TOTAL CEO BP FUEL CARD TO 31 August 2026				459.67
5071	21/08/2026	BP Australia Pty Ltd	MCS Fuel Purchases Jul2026	79.48
5071	21/08/2026	BP Australia Pty Ltd	MCS Fuel Purchases Jul2026	45.12
TOTAL MCS BP FUEL CARD TO 31 August 2026				124.60
TOTAL DD MUNI ACCOUNT TO 31 August 2026				258,201.87
DD310826	31/08/2026	Police Licensing	Police Licensing Aug2026	39,358.70
TOTAL DD POLICE LICENSING ACCOUNT TO 31 August 2026				39,358.70
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 August 2026				0.00
SUMMARY				
EFT				583,155.69
CHQ (Muni Account)				3,086.29
DD				258,201.87
MUNI TOTAL				844,443.85
ALL MUNI TRANS TO 31 August 2026				844,443.85
DD (Police Licensing Account) TO 31 August 2026				39,358.70
GRAND TOTAL 1 - 31 August 2026				883,802.55



St MARY'S
CATHOLIC SCHOOL
BOYUP BROOK

(08) 9765 1333

admin@stmarysbbk.wa.edu.au
Knapp Street, Boyup Brook WA

27th August 2026

Mr Leonard Long
Chief Executive Officer
Shire of Boyup Brook
55 Abel Street
Boyup Brook WA 6244

Re: Request for Waiver of Hall Hire Fees for St Mary's Christmas Play

Dear Mr Leonard Long,

I am writing on behalf of St Mary's Catholic School to respectfully request a waiver of the fees associated with the hire of the Town Hall for our annual Christmas Play, which will be held on **9 December 2026**, with rehearsals scheduled for **4 December 2026** and **7 December 2026**.

The St Mary's Christmas Play is a free community event presented by our staff and students. It provides an opportunity for families and community members to come together to celebrate the achievements of our students, while also offering a special farewell to our Year 6 students and their families as they conclude their primary school journey.

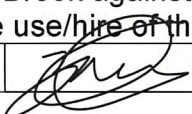
This event is not run for profit and does not charge an admission fee. In the lead-up to the event, our school families work together to create and donate Christmas hampers for the St Vincent de Paul Society. These hampers are presented to local St Vincent de Paul representatives during the evening, reflecting our school's commitment to service, generosity, and supporting those in need within our wider community.

Given the community-focused nature of this event and its charitable component, we would be most grateful if the Shire would consider waiving the venue hire fees. Thank you for your consideration of our request. We appreciate the Shire's ongoing support of local community initiatives and look forward to your response.

Yours sincerely, .

Caroline Leighton.
Acting Principal

Facility Hire Form

Applicant details					
Name of event	St Mary's Christmas Play				
Name of hirer	St Mary's Catholic School	Organisation			
Email	zoe.anderson1@cewa.edu.au		Not for profit	☐ Yes ☐ No	
Telephone	97651333	Mobile phone			
Address	1 Knapp Street, Boyup				
Event details					
Purpose of event	Christmas Play		Rehearsals - 7/12/26 & 3/12/26 AM		
Date required	start	9/12/26	finish	9/12/26	
Time required	start	10:00am	finish	8pm	
Facility required	☐ Football oval		☒ Town Hall – 252 pax		
	☐ Hockey oval		☐ Town Hall kitchen		
	☐ Reserve/crown land		☒ Council Chambers (Civic event 50 pax, meeting 80 pax)		
	☐ Music Park		☐ Other		
Will alcohol be consumed or served?					☐ Yes ☒ No
<i>If yes, please complete Request to Consume Alcohol on Shire Property and provide a copy of your Liquor Licence if applicable.</i>					
Will you be serving food?					☐ Yes ☒ No
<i>If yes, please complete Shire of Boyup Brook Food Notification form.</i>					
Estimated charges (based on your application)					
Facility hire cost (as per Fees and Charges)	\$ TBA				
Facility bond (as per Fees and Charges)	\$ 210				
Other	\$				
Total	\$		Receipt #		
Your bank details (for return of bond)					
Account name		BSB #		Account #	
Conditions/permits attached					
Application to Consume Alcohol on Shire Property			☐ Yes ☐ No ☒ N/A		
Liquor Licence			☐ Yes ☐ No ☒ N/A		
Food Notification Approval			☐ Yes ☐ No ☒ N/A		
Declaration/acceptance of Conditions of Use					
I/We have read the schedule of fees and conditions of use and understand my/our responsibilities as the hirer of a Shire facility. I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted and indemnify the Shire of Boyup Brook against allegations, claim, demands and costs arising out of or in connection with the use/hire of the facility.					
Name	Zoe Anderson	Signature		Date	27/08/26

This page is for office use only

Venue/facility hired	TOWN HALL & CHAMBERS		
Date received	27/8/26	Booking recorded by	Nat
Booking approved	☒ Yes ☐ No	Booking in diary	☒ Yes ☐ No
Alcohol approval	☐ Yes ☐ No ☒ N/A	Liquor Licence	☐ Yes ☐ No ☒ N/A
Approval to sell food	☐ Yes ☐ No ☒ N/A	Other	
Date hirer notified		Date cleaner notified	
Payment received	\$	Date	Receipt #
Keys collected by		Date	

Cleaning Checklist

Date checked prior		Date checked after	
Premises left clean		Checked by	

Refund of bond

Keys returned by		Date returned	
Inspected by		Date inspected	
Bond refundable	☐ Yes ☐ No	Signature	
Date refunded		Signature	

Maintenance Required (to be lodged by CSO)

The following items have been reported and require maintenance.		
Customer service request lodged by		
Customer service number		Date

Other comments

From: [Jan Larkin](#)
To: [Leonard Long](#)
Subject: Museum Utility fees
Date: Sunday, 30 August 2026 5:53:37 PM
Attachments: [1i00qwGpxLAp3Z0H.jpg](#)

Attachment 10.4.2A

Boyup Brook District Pioneers Museum Inc

**25 Cailes St
BOYUP BROOK WA 6244**

30 August 2026

**CEO
SHIRE OF BOYUP BROOK
PO Box 2
Boyup Brook WA 6244**

Dear Mr Long and Boyup Brook Shire Councillors,

I would like to thank you all for the support that we have received from the Shire over all the years and especially in the last 12 months. Your response to all of our requests for maintenance to the main hall has been immediate and for that we are most extremely grateful. The new wiring of the main hall was unexpected and the resulting improvement in lighting is truly amazing. Thank you too, for waiving the building fees on the shed extension and for all your help and advice re certification. We are also grateful to you for advertising the museum in the brochure that came out with the rate notices.

Because of all the above and with the knowledge of the Shire's financial problems due to tree farms it is with extreme reluctance that I am raising the following issue.

We recently received a letter from Gordon MacMile informing us that in the future we will be charged for power and rubbish collection which was almost \$2,500 in 2025/26. He is absolutely correct in saying that it is a term of the lease agreement between the Shire and the museum. As far as I know the Shire has never invoiced us for these charges and for that we are also extremely grateful.

I would however, like to bring to your attention, the difficulties we will have in meeting these added charges in the future. The only income that we can rely on is from entries, which in the last financial year was \$1895. We have doubled our entry costs so we can assume that we will probably raise close to \$4000 this financial year, Insurances cost us around \$1,400, general everyday maintenance \$3500 to \$4000 and with the added utility fees our everyday running costs per year will now cost in the vicinity of \$7,500. That makes a shortfall of \$3,500.

We have been raising over \$2,000 dollars a year with our wood raffles but how long this can last is doubtful. The two men who collect and split the wood are both well into their 80s and there is no one else fit enough to take on the task. As some of you know, whilst most of our committee members are committed and do their best, most have health and / or aging issues which limit their physical capabilities quite considerably. At the present time our president and one new committee member are the only two members who are not limited in some way.

Due to a generous benefactor who recently gave us \$75,000, as a memorial to his aunt Miss Alice Fuller, we have a very healthy bank balance at the present moment. These monies however were donated for the sole purpose of repairing the Kulikup School (quote \$66,000), purchasing signage for the outside exhibits and for setting up the flax model display, The builder has promised that he will begin working on the school very shortly and we hope that the next few weeks will see the tractors being relocated and when that is done, we can set up the Flax Mill Display.

As you know, we are all volunteers and the only reward we get is the satisfaction of knowing that we are preserving our history and adding to the viability of the town through tourism. Should we be unable to meet these added costs, what will happen? Do we just close the doors? Does the Shire have a plan?

I apologise for adding to your conundrum on how to balance the budget but feel that it is most necessary for you to be aware of our difficulties too.

Yours sincerely.

Jan Larkin

Jan Larkin
(Secretary)



Virus-free www.avast.com

Confidential Attachment

Confidential Attachment

INDEPENDENT LIVING UNIT DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

The Committee shall be known as the Independent Living Unit Development Committee ("the Committee") and is established by Council pursuant to Section 5.8 of the *Local Government Act 1995*.

2. PURPOSE

The purpose of the Committee is to provide strategic advice and recommendations to Council regarding the planning, development and delivery of the Shire's Independent Living Unit (ILU) Development Project.

The Committee will act in an advisory capacity only and will not have delegated authority to make decisions on behalf of Council.

3. OBJECTIVES

The objectives of the Committee are to:

- a) Provide strategic advice and recommendations to Council on matters relating to the Independent Living Unit Development Project.
- b) Assist Council in considering the long-term vision, objectives and desired outcomes of the development.
- c) Review strategic project milestones and provide feedback to Council on project progress.
- d) Consider opportunities for funding, partnerships and collaboration that may enhance project outcomes.
- e) Consider community and stakeholder perspectives relevant to the development.
- f) Support alignment of the project with Council's strategic objectives and community needs.
- g) Identify strategic risks and opportunities associated with the development and make recommendations to Council accordingly.

4. ROLE AND SCOPE

The Committee's role is limited to strategic oversight and advice.

The Committee may:

- Review strategic reports and project updates.
- Discuss project direction and long-term outcomes.
- Make recommendations to Council.
- Consider community needs and expectations.
- Consider strategic project risks and opportunities.

The Committee shall not:

- Approve expenditure.
- Approve contracts or procurement decisions.
- Appoint consultants or contractors.
- Direct staff, consultants or contractors.
- Attend or participate in technical project meetings unless specifically invited by the Chief Executive Officer.
- Become involved in day-to-day project management or operational matters.
- Exercise any delegated authority of Council.

5. PROJECT CONTROL GROUP

The Chief Executive Officer may establish an internal Project Control Group (PCG) to oversee the operational delivery of the Independent Living Unit Development Project.

The Project Control Group may comprise relevant Shire officers, consultants and specialist advisors as determined by the Chief Executive Officer.

The responsibilities of the Project Control Group may include:

- Project planning and delivery.
- Procurement and contract management.
- Engagement and management of consultants.
- Budget monitoring and financial management.
- Technical assessments and design coordination.
- Project scheduling and milestone management.
- Risk management and compliance requirements.
- Stakeholder coordination and operational reporting.

The Project Control Group shall report to the Chief Executive Officer.

The Independent Living Unit Development Committee shall not direct the activities of the Project Control Group and shall remain focused on strategic governance, oversight and recommendations to Council.

6. MEMBERSHIP

The Committee shall comprise:

- Shire President (Chairperson).
 - Three (3) Councillors nominated by Council.
 - Three (3) Community Representatives appointed by Council following a public Expression of Interest process.
 - The Chief Executive Officer shall be a non-voting member and provide executive support to the Committee.
 - Relevant Shire officers, consultants or subject matter experts may attend meetings by invitation to provide advice or information.
- MATTERS OUTSIDE THE COMMITTEE'S AUTHORITY

7. COMMUNITY REPRESENTATIVES

Council shall publicly advertise for expressions of interest from community members wishing to serve on the Committee.

The advertising period shall be no less than thirty (30) days.

Community representatives shall be appointed by Council for a term of two years and shall be eligible for reappointment.

8. VOTING

Only voting members may vote.

Each voting member shall have one vote.

The Chairperson shall have a casting vote where voting is equal.

9. QUORUM

A quorum shall consist of four (4) voting members.

10. MEETINGS

The Committee shall meet quarterly or as required.

Additional meetings may be convened by the Chairperson where strategic issues require consideration.

11. REPORTING

The Committee shall provide recommendations to Council through meeting minutes and recommendations presented to Ordinary Council Meetings.

All recommendations of the Committee shall be advisory only and shall not take effect unless adopted by Council.

12. REVIEW

These Terms of Reference shall be reviewed by Council every two years or as required.

From: JMason <jmason16@pm.me>
Sent: Friday, 4 September 2026 2:01 PM
To: Shire of Boyup Brook
Subject: Doc 165112 attn- CEO; homeschool sports carnival fee waiver

You don't often get email from jmason16@pm.me. [Learn why this is important](#)

Good afternoon Leonard

My name is Jade and I am a member of the Boyup Brook homeschool sports carnival group. We require the use of the hockey & football ovals for training days and the carnival day in October and appreciate your consideration for the fees to be waived.

We have the hockey oval booked 12th & 19th October and the football oval on the 28th October with associated fees being \$50/day to hire the hockey oval and \$91/day fee to hire the football oval.

This is our third year organising the not for profit event which is always well received by the homeschooling families residing within the Boyup Brook region along with a small proportion of families further afield in the surrounding areas like Bridgetown and Collie.

Our purpose is to create a fun, safe and rewarding athletics experience for homeschooled children within the local region with a strong focus on family community and participation. The carnival is a chance for children and families to come together, enjoy a day of friendly competition and celebrate each child's individual achievements.

Children can win ribbons and medals in a variety of competitive and novelty events throughout the day. Promoting good sportsmanship, encouragement and a positive attitude towards competition is an integral part of the event, with outstanding contribution and effort in this area also being recognised, celebrated and rewarded.

We charge \$17.50 for each booked participant which goes towards purchasing medals, ribbons and sports equipment for the day. Last year we had approximately 80 children booked, however we anticipate having closer to 100 children attend this year given the increase in homeschooling families within our local area. The participants are both male and female from Kindy (3-4yrs old) through to high school years 9 & 10 (15 & 16 years old).

We rely heavily on parents volunteering on the organising committee and assisting on the day, along with local business sponsorship towards equipment and providing a sausage sizzle lunch on the day.

Valuing local businesses, we have also secured "Squeak & Bean" coffee van to attend this year, along with Mr Tony Pratico and his icecream truck for the third year running.

We value your time in considering our request to waive the \$191 hire fees for the hockey & football ovals and your generosity in accepting would be greatly appreciated.

Yours sincerely
Jade Mason

Sent with [Proton Mail](#) secure email.

Confidential Attachment

Confidential Attachment

MEDICAL SERVICES GOVERNANCE COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

The Medical Services Governance Committee ("the Committee") is established by Council pursuant to Section 5.8 of the *Local Government Act 1995*.

2. PURPOSE

The purpose of the Committee is to provide strategic leadership, governance oversight and direction regarding the long-term sustainability, development and future operation of the Boyup Brook Medical Services.

The Committee will consider matters that may affect the long-term provision of medical services to the community and provide a formal mechanism for consultation between Council, the medical practice and the community.

The Committee is not responsible for the day-to-day management or operation of the Medical Centre.

3. OBJECTIVES

The objectives of the Committee are to:

- a) Support the long-term sustainability of medical services within Boyup Brook;
- b) Promote quality and accessible healthcare services for the community;
- c) Provide strategic direction regarding the future development of the Medical Centre;
- d) Identify and respond to emerging healthcare challenges and opportunities;
- e) Foster collaboration between Council, the medical practice and the community;
- f) Ensure significant changes to healthcare services are appropriately considered before implementation.

4. FUNCTIONS

The Committee may:

- a) Consider and determine strategic priorities for the Medical Centre;
- b) Develop and monitor strategic initiatives relating to healthcare service provision;
- c) Consider future healthcare needs and trends affecting the community;
- d) Review opportunities for service expansion, innovation and partnerships;
- e) Monitor risks and opportunities affecting the sustainability of medical services;
- f) Provide strategic advice and recommendations to Council;
- g) Consider and approve proposals relating to the commencement of new medical services that may impact the community;
- h) Consider and approve proposals relating to the discontinuation, reduction or material alteration of existing medical services that may impact the community;
- i) Assess the strategic implications of proposed service changes on community wellbeing, accessibility and long-term sustainability;
- j) Refer matters to Council where financial, policy or statutory approval is required.

5. SERVICE CHANGE APPROVAL REQUIREMENT

Prior to the commencement of any new medical service, the discontinuation of any existing medical service, or any material change to the level, scope or nature of medical services provided by the Boyup Brook Medical Centre that may reasonably impact the community, the proposal must first be presented to and approved by the Committee.

The Committee shall consider:

- Community need and impact;
- Service accessibility;
- Workforce implications;
- Strategic alignment with community healthcare requirements;
- Long-term sustainability.

Where a proposed service change requires additional funding, budget variation, contractual commitment, policy amendment or Council approval, the matter shall be referred to Council for final determination before implementation.

6. MATTERS OUTSIDE THE COMMITTEE'S AUTHORITY

The Committee shall not:

- a) Direct or manage the day-to-day operations of the Medical Centre;
- b) Manage employees, contractors or medical practitioners;
- c) Become involved in clinical decision-making or patient care;
- d) Approve expenditure outside adopted budgets;
- e) Approve budget variations;
- f) Enter into contracts or agreements on behalf of Council;
- g) Exercise powers reserved to Council under the *Local Government Act 1995*;
- h) Amend Council policies;
- i) Commit Council to financial obligations.

7. MEMBERSHIP

Voting Members

- Shire President (Chairperson);
- Two Councillors appointed by Council;
- Two Community Representatives.

Non-Voting Attendees

- Chief Executive Officer;
- Medical Practice Manager;
- Medical Practitioner(s);
- Other persons invited by the Committee from time to time.

8. COMMUNITY REPRESENTATIVES

Council shall publicly advertise for expressions of interest from community members wishing to serve on the Committee.

The advertising period shall be no less than thirty (30) days.

Community representatives shall be appointed by Council for a term of two years and shall be eligible for reappointment.

9. VOTING

Only voting members may vote.

Each voting member shall have one vote.

The Chairperson shall have a casting vote where voting is equal.

10. QUORUM

A quorum shall consist of three voting members.

11. MEETINGS

The Committee shall meet quarterly or as required.

Additional meetings may be convened by the Chairperson where strategic issues require consideration.

12. REPORTING

Minutes shall be provided to Council for information.

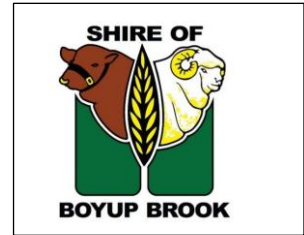
Recommendations requiring Council approval shall be reported to Council for determination.

13. REVIEW

These Terms of Reference shall be reviewed by Council every two years or as required.

Date: 18 August 2026

To: Shire President
Deputy Shire President
State Agencies



Minutes – Local Emergency Management Committee Meeting

Minutes of Local Emergency Management Committee Meeting of the Shire of Boyup Brook held in the Council Chambers on 18 August 2026 at 10:00am.

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

Leonard Long
Chief Executive Officer

Contents

1. Declaration of Opening	3
2. Record of Attendance	3
2.1 Attendance - Voting.....	3
2.2 Attendance – Non-Voting	4
2.3 Apologies	4
2.4 Guests.....	4
3. Presentations.....	4
3.1 Presentations	4
4. Declaration of Interest.....	4
5. Previous Committee Meeting Minutes	4
5.1 Committee Meeting Minutes – 6 May 2026	4
6. Business in accordance with the <i>Emergency Management Act 2005 (WA)</i>	5
6.1 Confirmation of LEMC Contact Details.....	5
7. Post incident review	5
8. Reports of Officers.....	6
8.1 Emergency Services Officer.....	6
8.1.1 Q1 LEMC Report - Situational Awareness Report	6
8.1.2 LEMC 3-year Business Plan Report	10
8.2 Environmental Health Officer	14
8.2.1 Shire of Boyup Brook – Environmental Health Officer	14
9. Agency Reports	18
9.1 Water Corporation	18
9.2 Department of Primary Industries and Regional Development	21
9.3 St John Ambulance – Boyup Brook	26
9.4 DFES – District Emergency Management Committee Report	29
9.5 Bridgetown - State Emergency Services Branch	37
9.6 Main Roads WA LEMC Agency Report	40
10. Ongoing Action List.....	45
11. Urgent Business Matters	45
12. Next Meeting.....	47
13. Closure	47

Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 10:03am.

Welcome to all Committee members and staff 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.

Committee members 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 - Voting

NAME	LEMC POSITION	AGENCY POSITION
Cr Helen O'Connell	Chair	Shire President
Cr Darren King	Deputy	Shire Councillor
Leonard Long	Shire Rep	Shire CEO
Carolyn Mallett	LRC	EMCC
Chris Sousa	DFES LSW Rep	DO NELSON District
Christine Reinke	DPIRD Rep	Snr Biosecurity Officer
Renee Flaxman	Dept. Comm Rep	SW Reg Coordinator
A/Officer in Charge	LEC	WAPOL
Angela Hales	SJA Local Rep	EMT Committee
Ross Parker	VFRS Rep	Captain
Wayne Douglass	SES Rep	Local Manager
Paige Weaver	WACHS Rep	Director of Nursing

2.2 Attendance – Non-Voting

NAME	LEMC POSITION	AGENCY POSITION
Angela Hales	Deputy LRC	EHO
Donna Forsyth	Executive Officer	ESO
Jason Forsyth	Shire	EMOS
Gordon MacMile	Shire	EMGCS (MS Teams)
Magdalena Le Grange	Shire	Executive Officer
S/Const. Sarah Cole	WAPOL - Rep	Senior Constable
Leisa Tocknell (arrived 10:17am)	SJA Dist. Rep	Ops Lead - Urban & Coastal Southern Forest District
Sharon Lampard	CRC Proxy	CRC Projects Officer

2.3 Apologies

Nil

2.4 Guests

Nil

3. Presentations

3.1 Presentations

Nil

4. Declaration of Interest

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict.

5. Previous Committee Meeting Minutes

5.1 Committee Meeting Minutes – 6 May 2026

Moved: Cr. King

Seconded: C. Reinke

Committee Decision LEM 26/08/027

That the minutes of the Local Emergency Management Committee Meeting held on 6 May 2026 be confirmed as being a true and accurate record.

CARRIED UNANIMOUSLY

6. Business in accordance with the *Emergency Management Act 2005 (WA)*

6.1 Confirmation of LEMC Contact Details

Moved: Cr. King

Seconded: R. Flaxman

Committee Decision LEM 26/08/028

That the Committee notes that the current list of Local Emergency Contact Details be confirmed as being a current and accurate record.

CARRIED UNANIMOUSLY

7. Post incident review

Nil

8. Reports of Officers

8.1 Emergency Services Officer

8.1.1 Q1 LEMC Report - Situational Awareness Report	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	8.1.1A Q1 LEMC Report - Situational Awareness Report

Moved: W. Douglass

Seconded: C. Sousa

Committee Decision LEM 26/08/029

That the Committee:

- 1. Receive the report from the Emergency Services Officer dated 14 July 2026 as attached.**

CARRIED UNANIMOUSLY

Summary

Since the last meeting, the Shire has successfully completed its 2025/2026 Mitigation Activity Fund (MAF) program to reduce local bushfire risk alongside several Bush Fire Brigade (BFB) hazard reduction burns and has secured critical funding for the 2026/2027 financial year with a \$139,000 Emergency Services Levy BFB Operational Grant and a \$77,393.34 MAF Grant.

The Bush Fire Advisory Committee (BFAC) met in June to finalise the 2026/2027 Firebreak Notice and elect the upcoming season's Fire Control Officers and Xray Team, while formal BFB training opportunities have officially commenced and will run through December. On the infrastructure front, the installation of emergency satellite and backup power systems under the federal NBN Strengthening Telecommunications Against Natural Disasters (STAND) program has been completed at the Dinninup Showgrounds and Mayanup Hall.

Looking ahead, while there were no emergency response activations to report, the Shire is planning a comprehensive, week-long Emergency Preparedness Awareness Forum from October 1 to 7 to build community resilience before the next fire season; as part of this initiative, the Shire flags the need to review how effectively its safety information reaches targeted audiences and intends to deploy a community engagement survey during the forum to address this risk.

Background

The Emergency Services Officer (ESO) serves as a vital operational backbone for the Shire of Boyup Brook's emergency management framework. In relation to the Local Emergency Management Committee (LEMC), the ESO acts as the primary conduit between the strategic planning of the committee and the practical, on-the-ground execution of local emergency preparedness and response.

Report Detail

List of emergency management prevention and preparedness activities:

- BFAC held in June – Finalised Firebreak Notice for 2026/2027, elected the 2026/2027 Fire Control Officers and Xray Team.
- BFB Training has begun with multiple training opportunities available through until December.
- Confirmation of the 2026/2027 ESL – BFB Operational Grant for \$139,000.00
- Confirmation of the 2026/2027 MAF Grant for \$77,393.34
- 2025/2026 MAF program completed reducing bushfire risk around the shire with a couple of local burns also being completed by BFBs.

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Nil

Any emerging risks that your organisation would like to flag for LEMC awareness?

- Community awareness and engagement – review on whether Shire information is effectively reaching targeted audiences. Suggest a survey during the project below.

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

- STAND (Strengthening Telecommunications Against Natural Disasters) NBN infrastructure installation completed at Dinninup Showgrounds and Mayanup Hall - the NBN STAND program is the

Australian Government's initiative to install emergency satellite infrastructure and backup power to keep communities connected during natural disasters.

- Planning an Emergency Preparedness Awareness Forum in October – Proposed dates are 1-7 Oct. Aim is to actively build community resilience ahead of the 2026/2027 bushfire season. By transforming the Town Hall into a static community hub for seven days, residents can engage with vital safety materials and information at their own pace. The week bridges the gap between community education, local business capability, emergency volunteer recruitment, and formal agency training. Activities, guest speakers, and training opportunities will also be scheduled throughout the week.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Governance and Organisation
	Objective	To provide strong, collaborative leadership and transparent governance by establishing legally compliant emergency structures, proactive planning, and robust inter-agency cooperation.
	Outcome	A stable, accountable, and response-ready framework driven by goal-oriented decisions, validly appointed field leadership (FCOs), and collaborative planning that ensures long-term community safety.

Other Strategic Links

Nil

Statutory Environment

- *Emergency Management Act 2005.*
- *Local Government Act 1995.*
- *Bush Fires Act 1954.*
- *Environmental Protection Act 1986.*

Sustainability and Risk Consideration

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

Local events, as outlined in this report, contribute significantly to the Shire's economy. Effective management of these events, including emergency planning, is crucial for ensuring their continued success and minimising potential economic risks.

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

The activities and plans outlined in this report prioritise the social well-being of the community by enhancing safety, fostering resilience, and promoting community connection, all of which contribute to a higher quality of life for residents.

Policy Implications

The Shire invests in emergency preparedness; maintains interagency and community collaboration; updates local emergency plans; and proactively plan resource allocation for risk mitigation and community safety.

Risk Management Implications

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

Risk Level	Comment
High	The Shire will maintain robust risk management by regularly assessing hazards, and implementing comprehensive mitigation programs for prevention, preparedness, response.

Consultation

- Local Emergency Management Committee
- Department of Fire & Emergency Services
- St Johns Ambulance Service Aust.
- Local Community Groups such as CRC, Men's Shed, CWA etc.

Resource Implications**Financial**

- Administration costs - printing and displaying in the hall.
- Electrical - use of lights, air conditioners, kitchen appliances.
- Building – General wear and tear.

Workforce

- Emergency Services Officer – Planning and facilitating
- Manager Community Services - Planning and facilitating
- Volunteer assistance – guest presentations, manning of displays
- Cleaner – keep area tidy and clean.

End

8.1.2 LEMC 3-year Business Plan Report	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Donna Forsyth, Emergency Services Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	8.1.2A LEMC 3-year Business Plan 2026-2029

Moved: Cr. King	Seconded: C. Sousa
Committee Decision LEM 26/08/030	
That the Committee:	
1. Receive the LEMC 3 Year Business Plan as attached with noted updates as highlighted by committee chair. Refer to action items for details.	
CARRIED UNANIMOUSLY	

Summary

This report presents the Shire of Boyup Brook Local Emergency Management Committee (LEMC) 3-Year Business Plan (2026–2029) to Council for consideration and formal endorsement. The Business Plan outlines a strategic roadmap for local emergency management across the next three financial years, ensuring compliance with state emergency frameworks while focusing on local priorities including bushfire/flood risk mitigation, water security, inclusive stakeholder engagement, and multi-agency operational exercises.

Background

Under the *Emergency Management Act 2005*, local governments are required to establish a Local Emergency Management Committee (LEMC) to oversee local emergency management arrangements and ensure community preparedness.

To transition from ad-hoc planning to a structured, outcome-driven framework, the Shire of Boyup Brook LEMC has developed a 3-Year Business Plan (2026–2029). The plan aligns directly with the State Emergency Management Committee (SEMC) Strategic Plan 2026–2029 and the Shire's Strategic Community Plan 2021–2031, providing a realistic, achievable approach to local emergency prevention, preparedness, response, and recovery (PPRR).

Report Detail

The LEMC 3-Year Business Plan (2026–2029) establishes clear functions, strategic objectives, and quarterly focus areas across three distinct operational years:

- Year 1 (2026/27) Focus — LEMA Modernisation: Priorities include formalising the Business Plan, reviewing current Local Emergency Management Arrangements (LEMA), updating the Vulnerable Persons Register, reviewing non-potable fire water supplies, and submitting statutory reports to the District Emergency Management Committee (DEMC).
- Year 2 (2027/28) Focus — Response Capability & Recovery: Focuses on implementing modernised LEMA, executing a multi-agency scenario exercise (bushfire/townsite impact), updating the Local Recovery Plan, and reviewing community communication systems (e.g., photo-to-pointer smoke spotting, local phone tree networks in isolated areas like Wilga, Tonebridge, and Kulikup).
- Year 3 (2028/29) Focus — Integrated Resilience & Testing: Focuses on broadening inclusive committee representation, integrating heritage and agricultural land management fire mitigation techniques, conducting a full-scale multi-agency field exercise, and executing a final 3-year "Whole-of-System" audit.

The plan also clearly defines member expectations regarding attendance, delegated decision-making authority, agency capability reporting, and action item ownership.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	To provide strong, collaborative leadership and transparent governance by establishing legally compliant emergency structures, proactive planning, and robust inter-agency cooperation.
	Outcome	A resilient and well-governed community capable of effective emergency response and rapid recovery.

Other strategic links

State Emergency Management Committee (SEMC) Strategic Plan 2026–2029.

State Emergency Management Capability Framework.

Shire of Boyup Brook Local Emergency Management Arrangements (LEMA).

Statutory environment

Emergency Management Act 2005.

Local Government Act 1995.

Bushfires Act 1954.

(Other legislation may apply depending on the specific circumstances of each event or emergency.)

Sustainability and risk considerations

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

Enhances protection of local agricultural assets, primary production land, and municipal infrastructure against severe natural hazards (bushfires, flooding). Prompt recovery planning minimises financial downtime following emergency events.

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

Improves safety, resilience, and quality of life for residents, specifically providing explicit safeguards for vulnerable persons and rural landholders in isolated communities (e.g., Kulikup, Tonebridge, Wilga). Protects local heritage values alongside agricultural productivity.

Policy implications

Endorsement of the plan establishes the operational framework for the LEMC and guides future administrative reviews of related local emergency management arrangements and recovery policies.

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	Compliance & Operational Risk: Failure to endorse and implement a structured LEMC Business Plan creates risk of non-compliance with the <i>Emergency Management Act 2005</i> and SEMC reporting standards. Uncoordinated multi-agency response during major hazard events (bushfire/flood) presents potential life, property, and reputational risks. The adoption of this plan mitigates these risks to an acceptable level.

Consultation

Local Emergency Management Committee (LEMC)
Shire Executive Leadership Team
Emergency Services Stakeholders (WAPOL, DFES, DBCA).

Resource Implications**Financial**

Operational activities, desktop exercises, and routine LEMA updates defined within the Business Plan will be met within existing operational allocations and current emergency management budget lines. Any specific capital requirements (e.g., non-potable water infrastructure enhancements) will be presented through standard annual budget processes.

Workforce

Administrative oversight, meeting coordination, and exercise planning will be managed through current staff capacity (Community & Emergency Management personnel) in collaboration with external agency members.

End

8.2 Environmental Health Officer

8.2.1 Shire of Boyup Brook – Environmental Health Officer	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Angela Hales, Environmental Health Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King	Seconded: A. Hales
Committee Decision LEM 26/08/031	
That the Committee:	
1. Receive the report from the Environmental Health Officer dated 21 July 2026.	
CARRIED UNANIMOUSLY	

Summary

In May the Public Health Plan was endorsed by Council which reflects the intent of the State Public Health Plan. Specific actions related to emergency management are covered under objective 2: Protect community health through effective compliance and regulatory activities.

The Shire has also been actively involved in providing information to the community about bird flu. The Shire has four (4) registered egg producers who have been kept informed of the current situation directly via email.

Background

The Environmental Health Officer (EHO) is a key partner in the Shire of Boyup Brook's efforts to protect public health and safety. Their collaboration with the LEMC ensures that public health considerations are integrated into emergency planning and response, during and after emergencies.

Report Detail

List of emergency management prevention and preparedness activities

- Emails and Facebook posts on H5 bird flu – sharing the common messaging and links to DPIRD websites.
- Details provided to the admin staff in order to correctly manage community enquiries.
- Establishing capacity to response to any outbreak, ensuring adequate PPE, and training of staff.

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Nil

Any emerging risks that your organisation would like to flag for LEMC awareness?

- Diphtheria – cases in regional WA – monitoring ongoing updates.
- Ebola – Department of Health is closely monitoring the international situation.
- Rat and mice plague in the Midwest is being monitored, and a fact sheet has been developed.
- Hantavirus – the Department of Health has provided support to repatriate Australians.

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

- Publish the Public Health Plan on website and Facebook page.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Effective Emergency Management and Disaster Preparedness.
	Outcome	The Shire's active involvement preparedness in response to H5N1 Bird Flu.

Other strategic links

Nil

Statutory environment

Emergency Management Act 2005.

Local Government Act 1995.

Public Health Act 2016.

Bushfires Act 1954.

Sustainability and risk considerations

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

Local events, as outlined in this report, contribute significantly to the Shire's economy. Effective management of these events, including emergency planning, is crucial for ensuring their continued success and minimising potential economic risks.

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

The activities and plans outlined in this report prioritise the social well-being of the community by enhancing safety, fostering resilience, and promoting community connection, all of which contribute to a higher quality of life for residents.

Policy implications

The Shire needs to: invest in emergency preparedness; maintain interagency and community collaboration; update local emergency plans; and proactively plan resource allocation for risk mitigation and community safety.

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	Emerging public health and biosecurity threats—such as H5 Avian Influenza, regional Diphtheria, and rodent surges—present ongoing public safety risks; maintaining active surveillance, adequate PPE stocks, and regular community communication mitigates potential impacts on local health and local business continuity.

Consultation

- Egg producers
- ESO
- Department of Health.

Resource Implications

Financial

Nil

Workforce

Nil

Additional Information provided at the meeting

The Environmental Health Officer provided the following information:

- *Discussions with Shire Executive Manager Operational Services regarding Shire preparedness and PPE requirements for staff in preparation for potential H5 Bird Flu outbreaks.*
- *Conditions around recent house fire have been monitored and information regarding the presence of Asbestos Containing Materials (ACM) has been shared with responding agencies.*

End

9. Agency Reports

Moved: Cr. King	Seconded: A. Hales
Committee Decision LEM 26/08/032	
That the Committee:	
1. Accepts the LEMC 1st Quarter Agency Reports as presented in attachment 9A Agency Reports Q1 LEMC 2026-2027.	
CARRIED UNANIMOUSLY	

9.1 Water Corporation	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	David Stanik – Operations Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9A Agency Reports Q1 LEMC 2026-2027

Summary

Prevention and preparedness activities included site mitigation works with the completed demolition and rubble removal at the Boyup Brook Barron Street Water Pump Station. In response and training, the Operations Manager completed AIIMS 2025 training at the DFES Academy, while work is currently 50% complete on an incident management equipment optimisation project to centralise equipment in Manjimup and build a dedicated incident response storage container. No emerging risks were flagged for LEMC awareness at this time.

Background

The Water Corporation is the principal supplier and manager of water, wastewater, and drainage services throughout WA. It is responsible for managing this essential resource for communities, industries, and the environment. Their importance to the Shire of Boyup Brook's LEMC stems from their critical role in water supply security, wastewater management, drainage and flood mitigation and emergency response, planning and preparedness.

Report Detail

List of emergency management prevention and preparedness activities

- Boyup Brook Barron ST Water Pump Station has been demolished and rubble removed.

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Operations Manager has completed Australasian Inter Agency Incident Management 2025 Training at DFES Academy

Any emerging risks that your organisation would like to flag for LEMC awareness?

- Nil

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

- 50% completed incident management equipment optimisation, relocating equipment centrally in Manjimup and building an incident response sea container for storage.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Strong Partnerships and Collaboration.
	Outcome	Providing the LEMC with essential information about the Corporation's activities and preparedness, facilitating coordinated emergency management.

Other strategic links

Nil

Statutory environment

Emergency Management Act 2005.

Public Health Act 2016.

Water Corporation Act 1995.

Sustainability and risk considerations

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

A reliable water supply is essential for businesses, particularly those reliant on water for their operations (e.g., agriculture, forestry).

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

Knowing that the Water Corporation is actively engaged in planning for emergencies and upgrading infrastructure increases community confidence in the resilience of essential services.

Policy implications

Nil

Risk management implications

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

Risk Level	Comment
Moderate	The report highlights the operational readiness and risk management measures undertaken by the Water Corporation, particularly through continuous asset mitigation, staff training, and the centralisation of incident response equipment in Manjimup.

Consultation

Nil

Resource Implications**Financial**

Nil

Workforce

Nil

End

9.2 Department of Primary Industries and Regional Development	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Christine Reinke - Senior Biosecurity Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9A Agency Reports Q1 LEMC 2026-2027

Summary

DPIRD's ongoing preparedness includes Foot and Mouth Disease planning and conducting Exercise Assisi regarding state animal welfare in emergencies. DPIRD is currently responding to multiple biosecurity incidents, most notably leading the State response to an H5 High Pathogenic Avian Influenza (HPAI) outbreak in wild seabirds, where an Incident Management Team (IMT) has been activated and surveillance enhanced. Community members are requested to report sick or dead birds/wildlife to the Emergency Animal Disease Hotline (1800 675 888) while avoiding direct contact. Additionally, DPIRD is supporting regional mouse plague management efforts across grain-growing areas and continuing its northern aerial feral animal control program.

Background

DPIRD serves as the Hazard Management Agency (HMA) for animal and plant pest and disease incursions, as detailed in the State Hazard Plan: Animal and Plant Biosecurity. DPIRD also executes the State Support Plan for Animal Welfare in Emergencies, covering livestock, horses, and companion animals.

Report Detail

List of emergency management prevention and preparedness activities

- Preparedness activities continue for Foot and Mouth Disease
- Exercise Assisi – State Animal Welfare in Emergencies Discussion exercise with stakeholders and supporting agencies occurred within the Perth Metro

Any emergency management response activities conducted or supported since the last LEMC meeting?

- DPIRD is responding to two Level 1 incidents- African Black Sugar Ant in Perth Metro since Jan 2020 and Red Dwarf Honey Bee in Pilbara Region since July 2023.

- DPIRD is responding to two Level 2 incidents- Polyphagous Shot Hole Borer (PHSB) in Perth Metro since September 2021 and H5 High Pathogenic Avian Influenza (HPAI) along the South Coast of Western Australia (WA) since June 2026.
- Accurate as of 20 July 2026, DPIRD is responding to ten confirmed detections of H5 bird flu Three near Esperance, one in Denmark, one at Seabird (north of Perth), one in Quindalup, two near Mullaloo beach, one in Northampton and one in Lancelin. All ten have been in individual, migratory seabirds.
- DPIRD is leading the State H5 HPAI response working in collaboration with the departments of Biodiversity, Conservation and Attractions and Health and local government, with national coordination led by the Australian Government Department of Agriculture, Fisheries and Forestry.
- An Incident Management Team (IMT) has been stood up to respond to this detection.
- Surveillance for H5 HPAI has been enhanced together with targeted engagement with the poultry industry, veterinarians and wildlife carers.
- Updated incident information is available on the internet at Alert centre | Department of Primary Industries and Regional Development
- Updated information is available on the internet at Animal welfare in emergencies | Department of Primary Industries and Regional Development

Any emerging risks that your organisation would like to flag for LEMC awareness?

- The community is asked to assist with surveillance for H5 HPAI by reporting sick or dead birds or marine mammals.
- Anyone who sees sick or dead birds or marine mammals should AVOID and not handle the animals but RECORD and take photos or a video and REPORT to the Emergency Animal Disease Hotline on 1800 675 888.
- H5 HPAI is a zoonotic disease which is a low risk to people. Transmission requires close contact with infected birds, animals, or contaminated environments. To minimise the risk of contracting H5 and seasonal influenza at the same time, the seasonal influenza vaccine is recommended.
- H5 HPAI is not a food safety risk for chicken and eggs if they are handled and cooked correctly.
- Community members should take care to keep pets away from wildlife. This includes preventing cats from roaming, keeping dogs on lead in wildlife areas. Those with birds should take steps to prevent wild birds from mingling with their flock and accessing their food and water. Aviaries, pens, and feeders should be kept clean, and hands should be washed thoroughly after handling.

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

- Seasonal Conditions of Interest - Mice Plague event
- Extreme mice numbers are impacting farms and communities in Western Australia's grain growing regions, particularly in the Mid-West and Goldfields-Esperance areas.
- Many growers are dealing with pressure on seeding programs and concerns for emerging crops, while communities are also feeling the broader economic and social impacts that come with prolonged mouse activity.
- DPIRD is continuing to work closely with industry groups, scientists and regulators, including through the National Mouse Group hosted by CSIRO, to stay informed and support coordinated management efforts.
- We're encouraging landholders and communities to continue reporting mouse activity through MouseAlert.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Effective Emergency Management and Disaster Preparedness.
	Outcome	DPIRD's proactive biosecurity measures contribute to this outcome by reducing the risk of pest and disease outbreaks that could harm the community, economy, and environment. Their work protects agricultural industries, human health, and the natural environment.

Other strategic links

Nil

Statutory environment

Emergency Management Act 2005.

Biosecurity and Agriculture Management Act 2007

Animal Welfare Act 2002

Biodiversity Conservation Act 2016

Sustainability and risk considerations

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

The report doesn't mention any active outbreaks in the Shire. However, the potential economic risks highlight the importance of preparedness, early detection, and effective mitigation strategies.

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

There are potential social risks, and the report doesn't indicate any immediate threats. However, being aware of these potential impacts allows the Shire to plan for community support and communication strategies in case of emergencies.

Policy implications

If an outbreak of a significant plant pest or disease were to occur in the Shire of Boyup Brook, several policy implications would likely arise regarding, Emergency Response & Biosecurity Measures, Economic Support & Recovery, Community Engagement & Communication, and Long-term Planning & Prevention.

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	It is important to continuously monitor the effectiveness of risk management measures for potential for biosecurity outbreaks and evaluate their impact. This allows the Shire to identify areas for improvement and adapt strategies as needed.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

Additional Information provided at the meeting

The DPIRD Senior Biosecurity Officer provided the following information:

- *DPIRD have announced the Western Australian Government's \$2 million Bird Flu Wildlife Resilience Grants. There are 2 types of grants available under the Bird Flu WRG Program:*
 1. *Small grants between \$1,500 and \$10,000 are available to licensed wildlife rehabilitators to support a range of purposes, including enhancing biosecurity measures, purchasing consumables, and undertaking relevant training.*
 2. *Large grants of up to \$200,000 will be available to eligible organisations with a demonstrated track record in wildlife management to support strategic, longer-term initiatives.*

End

9.3 St John Ambulance – Boyup Brook	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Angela Hales – SJAA Representative
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Summary

St John Ambulance Boyup continues to maintain and emergency response for the community, however availability of suitable officers to provide a transport service to Bunbury is limited and often not provided. While various recruiting opportunities have been undertaken no new volunteers have been sourced.

Background

SJAA plays a crucial role in the Shire of Boyup Brook's emergency management framework as the primary provider of ambulance services. SJAA's collaboration with the LEMC is vital for coordinated emergency response and community well-being.

Report Detail

List of emergency management prevention and preparedness activities

- All officers attend monthly training to ensure skills and knowledge are up to date.

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Nil

Any emerging risks that your organisation would like to flag for LEMC awareness?

- Lack of volunteers
- Medical support to Blackwood Marathon and Rodeo in Oct 2026

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

- Annual Review Meeting planned for late August 26.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	To ensure effective and reliable ambulance service provision for community events and emergency responses.
	Outcome	Enhanced community safety and well-being through timely and appropriate ambulance services at community events and during emergencies.

Other strategic links

Nil

Statutory environment

- *Emergency Management Act 2005.*
- *Public Health Act 2016.*
- (Other legislation may apply depending on the specific circumstances of each event or emergency).

Sustainability and risk considerations

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

The report highlights the importance of reliable ambulance services, which indirectly supports the Shire's economic well-being by ensuring community safety and supporting local events.

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

Reliable ambulance services, as highlighted in this report, are fundamental to the community's quality of life, ensuring safety, supporting local events, and fostering a sense of security.

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	Limited volunteer availability presents operational risks for local medical evacuations. Ongoing monitoring of SJAA staffing levels, active support for local volunteer recruitment, and continued collaboration through the LEMC are essential to maintain reliable emergency transport capabilities and coverage.

Consultation

St John Ambulance Committee.

Resource Implications

Financial

Nil

Workforce

Lack of Volunteers leading to fatigue and burnout of current officers.

Additional Information provided at the meeting

The SJAA Representative provided the following information:

- SJAA have updated their Sub Centre Emergency Management sub plan which now includes a Cyclone Hazard Plan and the SJAA Communications Tower has had a Battery upgrade.*

End

9.4 DFES – District Emergency Management Committee Report	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Melissa Howard – District EM Advisor SW
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9A Agency Reports Q1 LEMC 2026-2027

Summary

Key state and district initiatives focus heavily on sector-wide preparedness and policy reviews, including the national rollout test of the new AusAlert warning system on 27 July 2026, the progress of the \$242,000 LEMA Improvement Program, and the development of the Emergency Management Sector Adaptation Plan (EMSAP). While response activities remain nil, key emerging risks include 8 confirmed wild bird H5 Avian Influenza detections in WA (community advised avoiding direct contact and report sightings to 1800 675 888) alongside DFES's winter campaign on lithium-ion battery fire hazards. Additionally, funding and capability building opportunities are available via the DRFAWA storm assistance activation, the upcoming AWARE grant round, and various WALGA emergency management training masterclasses.

Background

The SW-DEMC is established under the *Emergency Management Act 2005* to assist in the establishment and maintenance of effective emergency management arrangements for our district.

Report Detail

List of emergency management prevention and preparedness activities

STATE NEWS

- The last meeting of the State Emergency Management Committee (SEMC) was held on the 21 May 2026.

2025 SEMC MEETING SCHEDULE

- 30 July 2026
- 01 October 2026
- 03 December 2026

AUS ALERT

- AusAlert is Australia's new national emergency warning system, using cell broadcast technology to send fast, secure, and targeted alerts to compatible mobile devices in affected areas. It supports a nationally consistent approach to emergency warnings through the Australian Warning System.
- A national test will be conducted on Monday, 27 July 2026, with all compatible devices across Australia expected to receive a test message to confirm the system is working as intended.
- AusAlert was developed following the 2020 Royal Commission into National Natural Disaster Arrangements and is being delivered by the National Emergency Management Agency (NEMA) in partnership with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCSA), with input from emergency services and governments across Australia. Initially, alerts will be issued in English only.

NATIONAL EMERGENCY MANAGEMENT AGENCY (NEMA) PRIORITIES

- The State Emergency Management Committee received a briefing from Assistant Minister Josh Wilson MP and the National Emergency Management Agency (NEMA) on the Hazard Insurance Partnership (HIP). The voluntary partnership brings together government and the insurance industry to identify ways to reduce disaster risk, improve the affordability of home and contents insurance, and enhance consumer awareness and outcomes.
- NEMA also provided an overview of NEMA key priorities, including:
 - AusAlert
 - National Aerial Firefighting Fleet
 - Public Safety Mobile Broadband
 - National Emergency Management Stockpile
 - Hazard Insurance Partnership
 - Disaster Ready Fund.

STATE EMERGENCY MANAGEMENT FRAMEWORK

- The following State Emergency Management documents are planned for comprehensive review and broad consultation in 2025/2026:
 - WA Community Evacuation in Emergencies Guideline
 - State Hazard Plan – Cyber Security Incident
 - Local Recovery Guidelines
 - State Hazard Plan – HAZMAT Annex A Nuclear Powered Warship (NPW)
 - State Hazard Plan – Animal and Plant Biosecurity
 - State Hazard Plan – Hostile Act
 - State Hazard Plan – Collapse
 - State Hazard Plan – Earthquake
 - State Hazard Plan – Maritime Environmental Emergencies

- State Hazard Plan – Tsunami
- State Support Plan – Emergency Public Information
- Impact Statement Guideline and Template
- WA Managing Exercising Guideline
- State EM Policy and Plan
- You can view all current and past consultations on the Engage WA EM consultation homepage.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) PROJECT UPDATE

- Phase 1 of the LEMA Improvement Program was completed in April 2026, with the delivery of a conceptual LEMA Development Model, new LEMA templates and guidance and the Local Government Emergency Management Knowledge Hub.
- The SEMC approved the allocation of \$242,000 from the State Level Project Fund to implement the following outputs of the LEMA Improvement Program:
- Publishing a SEMC Policy Communique confirming minimum LEMA requirements
- Releasing new LEMA templates and guidance, that meet these requirements, via the SEMC consultation portal.
- Providing practical support to local governments to adopt the new LEMA approach.
- Releasing the Local Emergency Management Development Model for sector wide consultation.
- Developing proposed amendments to the State Emergency Management Framework to embed the LEMA Development Model and the new LEMA templates and guidance.
- A HUGE thank you to Local governments that participated in the pilot project these being City of Kwinana, Shire of Manjimup, Shire of Gingin, Shire of Chittering, and Shire of Shark Bay.
- Further information on the LEMA Improvement Program is available at the WALGA website.

CLIMATE ADAPTION: EMERGENCY MANAGEMENT SECTOR ADAPTATION PLAN

- Climate change continues to influence the frequency and severity of emergencies across Western Australia, making long-term planning increasingly important for Local Governments and emergency management partners.
- The State Emergency Management Committee (SEMC), through DFES, is developing the Emergency Management Sector Adaptation Plan (EMSAP) as part of the Western Australian Government's Climate Adaptation Strategy.
- The EMSAP will help guide how the emergency management sector prepares for and adapts to the increasing impacts of climate change,

recognising the growing challenges posed by more frequent and severe natural hazards.

- A key component of the project is the development of District Climate Risk and Vulnerability Profiles, which identify local hazards, vulnerabilities, and emerging risks. Online engagement sessions are expected to commence in late August, providing Local Governments and partner agencies with an opportunity to validate the profiles, share local knowledge and help shape future emergency management capability, capacity, and community resilience.
- Further information, including session dates, will be distributed once confirmed.

DISTRICT NEWS

- 2026 DEMC MEETING SCHEDULE
 - 20 October 2026

DISASTER RECOVERY FUNDING ARRANGEMENTS WESTERN AUSTRALIA (DRFAWA)

- The Disaster Recovery Funding Arrangements Western Australia (DRFAWA) 2018 have been activated for AGRN1290 – Severe Storm across the South West and Great Southern (30 May – 1 June 2026).
- Local Governments that sustained eligible damage as a result of the event may be able to access financial assistance.
- To view the Disaster Recovery Funding Arrangements Activation of an Eligible Disaster Notice and Fact Sheet for this event, or for more detail regarding the activation of an eligible disaster and the available assistance measures, please visit the following website: Recovery Funding - Department of Fire and Emergency Services (dfes.wa.gov.au).
- You can contact the DFES Recovery Funding team to seek advice and guidance on 1800 920 659 or drfawa@dfes.wa.gov.au

FUNDING OPPORTUNITIES

- All West Australians Reducing Emergencies (AWARE) program.
- This competitive annual grant program aims to enhance West Australia's emergency management arrangements by investing in capacity building and preparedness activities at a local level. Only Western Australian local governments are eligible to apply for AWARE grants. Applications are expected to open July 2026. Applicants can apply for between \$2,500 and \$35,000 (no GST applied) per application including local level risk assessment projects. The grant request can only account for up to 75% of the total project cost, and in-kind contributions are acceptable.

EMERGENCY MANAGEMENT TRAINING OPPORTUNITIES

- WALGA Emergency Waste Management Masterclass
 - Friday, 16 October 2026
 - 9:30am - 12:30pm
 - Kaloorup Room | 2 Southern Drive, Busselton WA 6280
 - No Cost
- Waste & Resource Recovery Conference: Beyond WASTE
 - 9 – 10 September 2026 (2 Day)
 - Crown Perth
 - For costs and registration
- WALGA Local Government Climate Risk Assessment Training
 - Monday, 17 August 2026
 - 9:00 am - 4:30 pm
 - ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
 - Cost: \$650.00
- WALGA Emergency Management for Local Government Leaders
 - Friday, 25 September 2026
 - 9:00 am - 4:30 pm
 - ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
 - Cost: \$720.00
- WALGA Emergency Management Foundations for Local Government
 - Tuesday, 20 October 2026
 - 9:00 am - 4:30 pm
 - ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
 - Cost: \$720.00
- WALGA Community Disaster Recovery
 - Wednesday, 21 October 2026
 - 9:00 am - 4:30 pm
 - ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007
 - Cost: \$720.00

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Nil

Any emerging risks that your organisation would like to flag for LEMC awareness?

H5 BIRD FLU UPDATE

- As of 15 July 2026, Australia has 14 confirmed (or presumed) detections of H5 bird flu in wild birds.
- There are 8 confirmed in Western Australia (WA), 5 in South Australia (SA) and one in New South Wales (NSW).
- There is no evidence of any mass mortality. There is no evidence of infection in poultry or the wider agriculture industry.
- The risk to human health remains low.

- Briefing updates and safety guidance continue to be shared with LEMC and DEMC members. DPIRD and WALGA have also delivered stakeholder webinars, while OASG and ISG meetings continue to support coordination in impacted districts.
- Message to Public: Anyone who sees sick or dead birds or marine mammals should AVOID and not handle the animals but RECORD and take photos or a video and REPORT to the Emergency Animal Disease Hotline on 1800 675 888.
- Further information and resources can be found on the Department of Agriculture, Fisheries and Forestry website: Bird flu (Avian influenza) - DAFF. For information from Department of Health visit: Avian influenza (bird flu).

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

COMMUNITY PREPAREDNESS ADVISOR REPORT

- Lithium-ion batteries are a major cause of fires across Western Australia, with firefighters responding to more than three battery-related incidents each week on average.
- This winter, DFES has launched an advertising campaign to better inform Western Australians about the risks posed by lithium-ion batteries and how to buy, store and use them safely.
- Lithium-ion batteries are found in a wide range of household and recreational products and while lithium-ion battery technology has its benefits, there are also risks community members need to be aware of to stay safer.
- Through this campaign, DFES is encouraging community members to:
 - purchase equipment from reputable manufacturers and suppliers;
 - choose quality products, rather than damaged or second-hand items;
 - regularly check batteries for signs of physical damage or overheating;
 - avoid leaving batteries on charge for extended periods or unattended;
 - dispose of batteries correctly through appropriate recycling or disposal facilities; and
 - stay well clear and call 000 immediately in the event of an emergency.
- The campaign is running across the Perth Metropolitan area and Bunbury on digital media platforms including Facebook, Instagram, YouTube and TikTok, digital screens in shopping centres and press advertising.
- You can watch the 30-second YouTube video – Link available.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Enhanced Community Safety and Resilience.
	Outcome	The activities and information shared in the report contribute to this outcome by improving planning, coordination, and resource availability for emergency response and recovery. This ultimately enhances the community's safety and resilience to disasters.

Other strategic links

Nil

Statutory environment

- *Emergency Management Act 2005.*
- *Local Government Act 1995.*
- State Emergency Management Framework.

Sustainability and risk considerations

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

Accessing disaster recovery funding (DRFAWA) for storm damages and utilising grant opportunities like the AWARE program help reduce local infrastructure repair costs and relieve direct financial burdens on the Shire.

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

Implementing national warning systems like AusAlert alongside public education campaigns on avian influenza and battery safety significantly improves community safety, awareness, and peace of mind during emergency events.

Policy implications

Receiving these state and district reports aligns with the Shire of Boyup Brook's Local Emergency Management Arrangements (LEMA) and requires the Shire to monitor upcoming updates to the State Emergency Management Framework, ensure alignment with the new LEMA Improvement Program requirements, and review relevant internal emergency operational procedures in response to emerging hazards.

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	Maintaining active engagement with state and district updates—specifically monitoring emerging biosecurity risks like H5 Avian Influenza, participating in local LEMA reviews, and promoting public safety messaging—ensures the Shire identifies emerging threats early and maintains robust local risk mitigation strategies.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

Additional Information provided at the meeting

The DFES District Officer (Nelson) provided the following information:

- *Key DFES staff for the LSW are leaving or have been promoted into new positions. A new Superintendent for LSW will be announced soon.*

End

9.5 Bridgetown - State Emergency Services Branch	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Wayne Douglass – Local Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9A Agency Reports Q1 LEMC 2026-2027

Summary

The Bridgetown SES unit has maintained operational readiness through regular weekly training and specialised vertical rescue exercises, directly supporting the community with responses to four storm damage calls and two vertical rescue incidents. Upgrades to local operational capability are underway, including ongoing IT hardware updates and the scheduled collection of an All-Terrain Utility (ATU) vehicle / trailer unit on 27 July, while one local volunteer was seconded for six weeks to assist DFES operations in the Kimberley. The unit will notify stakeholders in due course regarding upcoming email address and domain name changes.

Background

The Department of Fire and Emergency Services (DFES), operating locally through the Bridgetown SES unit under the *Fire and Emergency Services Act 1998*, is the designated Hazard Management Agency (HMA) for storms, floods, cyclones, and tsunamis. The SES also acts as a primary supporting agency providing specialist capabilities, including vertical rescue, land search, and storm damage recovery across the local government area.

Report Detail

List of emergency management prevention and preparedness activities

- Regular Weekly Training.
- Vertical Rescue continuation training

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Four storm damage callouts
- Two vertical rescue callouts

Any emerging risks that your organisation would like to flag for LEMC awareness?

- Email and domain changes coming. Changes will be notified to stakeholders.

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

- ATU will be collected 27/7.
- IT hardware upgrades in progress
- One member was seconded to DFES Kimberley for six weeks

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	Effective Emergency Management and Disaster Preparedness.
	Outcome	The State Emergency Service (SES) enhances local resilience and disaster preparedness through rapid response capabilities, ongoing community hazard response, and volunteer training.

Other strategic links

Nil

Statutory environment

- *Emergency Management Act 2005.*
- *Fire and Emergency Services Act 1998.*

Sustainability and risk considerations

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

The SES protects local infrastructure and minimises property damage costs during storm and emergency events through rapid response and specialised rescue capabilities.

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

The SES enhances community safety and quality of life by providing reliable emergency response, peace of mind, and dedicated volunteer support during local crises.

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	Continuous monitoring of local SES operational capacity, equipment readiness, and communication transitions is essential.

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

9.6 Main Roads WA LEMC Agency Report	
File Ref:	Emergency Management Services/EM Corporate/EM Council Reports & Items
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9A Agency Reports Q1 LEMC 2026-2027

Summary

This report provides the Shire of Boyup Brook Local Emergency Management Committee (LEMC) with an update on Main Roads WA (South West Region) operational capacity, incident response protocols, and resource availability. It also details the standard operating procedure for establishing and maintaining Traffic Management and Vehicle Control Points (VCP) following an incident or emergency on the Main Roads network.

Background

Main Roads WA (South West Region) is committed to supporting local governments and hazard management agencies during incidents and emergencies. To improve responsiveness and ensure continuity across the team, Main Roads has restructured its emergency management resources. Main Roads aims to maintain a regular presence at local emergency management forums, committing to representative attendance at the October–December and April–June LEMC meetings, this structure ensures sustainability, rapport, and shared operational knowledge across the regional team.

Report Detail

List of emergency management prevention and preparedness activities

- Main Roads South West Region has reorganized its personnel framework to ensure continuous, non-person-dependent coverage for emergency response and incident management.
- Committed representation across regional planning forums, including guaranteed attendance at October–December and April–June LEMC meetings, DEMC meetings, and maintaining a minimum of two representatives at all multi-agency emergency exercises.

- Provision of a 24-hour Customer Information Centre (contactable on 138 138) to receive incident notifications and instantly contact the 24hr On-Call Duty Manager.
- Established standing arrangements with three primary contracted traffic control panel providers to ensure rapid mobilization of Vehicle Control Point (VCP) crews during an emergency.

Any emergency management response activities conducted or supported since the last LEMC meeting?

- Roads Duty Managers have remained on-call 24/7 to dispatch immediate resources upon notification from emergency services or the Customer Information Centre (138 138).
- Main Roads On-Scene Liaison Officers (OSLOs) and Rapid Response Crews (RRCs) have remained on standby to establish initial VCPs, support Incident Controllers (IC), and assess road infrastructure integrity following local incidents.

Any emerging risks that your organisation would like to flag for LEMC awareness?

- Resourcing and Shift Management for Prolonged Incidents: Major incidents extending beyond 3 days require transitioning traffic management crews from 12-hour shifts to 8-hour shifts to manage fatigue. Each active VCP requires 4 personnel per 12-hour shift or 6 personnel per 8-hour shift, making multi-day road closures resource-intensive.
- Interim Safety Signage at Incident Sites: Initial response by Rapid Response Crews (RRC) utilises limited temporary signage until contracted Traffic Management Crews arrive on site. Agencies must remain mindful of site safety during this transition period.

Any updates, projects, or milestones that your Agency would like to report to the LEMC?

Available Regional Response Personnel Pool:

- 6 Incident Managers (IMs): Available to support the Incident Controller (IC) at the ICC. Large/complex incidents involving multiple roads may deploy 2 IMs to maintain span of control.
- 12 On-Scene Liaison Officers (OSLOs): Available for direct on-site liaison with the IC, initial VCP setup, and on-scene intelligence gathering.
- 3 Rapid Response Crews (RRCs): Two-person crews equipped to deploy rapidly for initial traffic control and VCP setup.

- 3 Daily Contracted Traffic Management Crews: Engaged daily in the region, with the capacity to scale up via contract panel providers inside and outside the region as required.

Standard Escalation & Traffic Management Procedure:

1. Incident reported via 138 138 to the Customer Information Centre.
2. CIC notifies the 24hr On-Call Duty Manager to dispatch immediate resources.
3. Duty Manager activates the On-Call Incident Manager (IM) if required.
4. IM acts as the primary contact for the IC, deploying OSLOs, RRCs, and contracted Traffic Control crews to manage VCPs and detours.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	Governance and Organisation
	Objective	To provide strong, collaborative leadership and transparent governance by establishing legally compliant emergency structures, proactive planning, and robust inter-agency cooperation.
	Outcome	Maintain a high-functioning LEMC through formalised member accountabilities and active agency participation in all PPRR activities.

Other strategic links

State Emergency Management Committee (SEMC) Strategic Plan 2026–2029

Main Roads WA Emergency Management and Incident Response Framework

Traffic Management for Works on Roads Code of Practice

Shire of Boyup Brook Local Emergency Management Arrangements (LEMA).

Statutory environment

Emergency Management Act 2005.

Local Government Act 1995.

Main Roads Act 1930.

Road Traffic Act 1974

Road Traffic Code 2000.

(Other legislation may apply depending on the specific circumstances of each event or emergency.)

Sustainability and risk considerations

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

Rapid establishment of managed detours and efficient post-incident road restoration reduces transit delays, maintains regional freight corridors, and minimises commercial disruption.

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

Standardised Traffic Management and VCP establishment protect the safety of emergency responders, site workers, and the travelling public, ensuring clear detour pathways during major closures.

Policy implications

Ensures local emergency management operations align with Main Roads WA regional traffic management protocols and inter-agency resource request processes.

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	Public & Operational Safety Risk: Uncoordinated traffic control or unmanaged road closures during a major emergency create significant risks of secondary vehicle crashes, responder injury, and traffic congestion. Maintaining clear, pre-agreed Main Roads activation channels (138 138) and structured VCP resourcing mitigates this risk to an acceptable level.

Consultation

Local Emergency Management Committee (LEMC)
Main Roads WA (South West Region)
WA Police Force (WAPOL).

Resource Implications

Financial

Main Roads WA covers costs associated with traffic management deployment on State Roads under their care and control. Shire resources deployed to local road detours are managed under existing emergency management operational budget lines.

Workforce

Inter-agency coordination is managed through standard emergency management staff capacity during incident activations.

End

10. Ongoing Action List

Item	Owner	Status	Comments
6.	ESO	In progress	Add Terms of Reference to next meeting Agenda
8.1 Emergency Preparedness Expo. AWARE Grant 2026	ESO	In progress	Put out a “Save the Date” for the EM Preparedness Expo 1-7 Oct 2026 Liaise with CEO regarding in-kind expenditure and quotes pre application. No application submitted as Grant round has still not been announced.
8.1.2 LEMC Business Plan	ESO	In progress	Pg. 6 – update meeting dates General report – update status of items throughout.
<i>Carried over:</i> DPIRD – Fuel Supply Disruption effects on Farmers	ESO	In progress	Online General Inquiry/Report Form: Add information to shire webpage.
12 Meeting Dates	ESO	In progress	Add next LEMC meeting dates into next agenda and ongoing agendas
<i>Carried Over:</i> Review Funding Opportunities	ESO	Ongoing	Mobile or Fixed Generator for use at the Evacuation Centre/Sporting Complex upgrade.

11. Urgent Business Matters

11.1 Dept. Communities – Renee Flaxman (SW Regional Coordinator)

The Shire of Boyup Brook Local Emergency Management Committee:

1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.
2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
3. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.

This item was not voted on at the Meeting and will be treated as an Administrative action for LEMC Representatives.

The following table was provided as an update with the noted addition of Mayanup Hall and exclusion of the Boyup Brook Football Club whilst under construction.

Facility	Address	Capacity	Hazard considerations	Immediate/ Short term/ Long term
Boyup Brook Town Hall - Primary	55 Abel Street, Boyup Brook	380 standing, 95 sleeping Lesser Hall for meetings	No shower facilities Disability access	Immediate Short term
Boyup Brook Football Club - Secondary	Beatty Street, Boyup Brook	100 standing, 25 sleeping	Currently undergoing renovation	NOT AVAILABLE
Dinninup Hall - Alternate	20 kms northeast of Boyup Brook - Arthur Road, Boyup Brook	Main Hall: 100 standing, 25 sleeping Secondary Hall: 80 standing, 20 sleeping Stockyards available		Immediate Short term Long term
Rylington Park Institute of Agriculture - Alternate	27 km south of Boyup Brook - Cranbrook Road, Scotts Brook	20 standing Dongas: 16 sleeping	No disability ramps	Immediate Short term Long term
Mayanup Recreation Grounds & Hall	15 km south of Boyup Brook - Cranbrook Road, Mayanup	100 standing, 25 sleeping Stockyards available at recreation grounds	Showers at Rec grounds Small kitchen x 2 Disability access	Immediate Short term Long term

11.2 Shire Boyup Brook, Local Recovery Co-ordinator – Carolyn Mallett

Is there a procedure for the Shire's role in a small-scale recovery situation such as the displaced family in last weekend's house fire?

Response by Renee Flaxman, Dept. of Communities

Providing support to the victims in the disaster by reaching out, providing links to personal support such as the Dept. of Communities and other local support groups would be appropriate action for the Shire to take.

12. Next Meeting

Next meeting to be held on 17 November 2026 at 10:00am in the Council Chambers.

13. Closure

There being no further business the meeting closed at 10:33am.

Presiding Member

Date

South West Country Zone Minutes

21 August 2026

**Hosted by the Shire of Harvey
102 Uduc Road, Harvey**

TABLE OF CONTENTS

1	OPENING, ATTENDANCE AND APOLOGIES.....	5
1.1	Opening	5
1.2	Attendance	5
1.3	Apologies	6
2	ACKNOWLEDGEMENT OF COUNTRY	6
3	DECLARATIONS OF INTEREST.....	7
4	DEPUTATIONS.....	7
4.1	Shire of Harvey.....	7
4.2	Polyphagous Shot-Hole Borer	7
5	AGENCY REPORTS	8
5.1	South West Development Commission.....	8
5.2	Regional Development Australia – South West.....	8
5.3	Australia’s South West	8
5.4	Australian Government Department of Employment and Workplace Relations	8
5.5	LGIRS Local Government Division Report.....	8
6	CONFIRMATION OF MINUTES	8
7	BUSINESS ARISING.....	9
7.1	Status Report.....	9
7.2	WALGA Zone Chair Induction.....	9
8	ZONE BUSINESS	9
8.1	South West Country Zone Constitution	9
8.2	Innovative Industries of the Future (iiF) Conference	12
8.3	FOGO Processing Facility (South west).....	13
8.4	Rural Health Advocacy Update.....	15
8.5	Request to Present – Department of Creative Industries, Tourism and Sport (CITS).....	16
9	WALGA STATE COUNCIL AGENDA	17
9.1	Retirement of Advocacy Positions Achieved by Reform	17
9.2	Circular Economy Advocacy Position	20
9.3	Other State Council Agenda items.....	23
10	OTHER BUSINESS.....	23
10.1	FOGO 23	
11	EXECUTIVE REPORTS	23
11.1	WALGA President’s Report	23
11.2	WALGA State Councillor Report.....	23
12	FINANCIAL REPORT	24
12.1	South West Country Zone Financial Report	24
13	EMERGING ISSUES	25
14	2026 MEETING DATES AND LOCATIONS.....	25
15	NEXT MEETING.....	26
16	CLOSURE	26

PRIORITISATION FRAMEWORK

The below Prioritisation Framework was endorsed at the April 2024 South West Country Zone meeting.

Zone Delegates when drafting Agenda items and motions on policy or advocacy issues, using the below criteria as prompts for what kind of information to include. The Prioritisation Framework does not remove the need for judgements to be made and is intended to guide, not replace, decision-making.

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance An attendance sheet was circulated prior to the commencement of the meeting.

ZONE CONDOLENCE MOTION

That the South West Country Zone records its sincere sorrow at the passing of former City of Bunbury Mayor David Smith OAM and Deputy Mayor Tresslyn Smith and extends its deepest sympathy to their family – their children Matthew, Nicholas and Penelope – and to their many friends and colleagues.

The Zone acknowledges with gratitude the significant contributions both David and Tresslyn made to Local Government and to the South West Country Zone in particular.

David Smith OAM gave decades of service to the Bunbury community and to Local Government more broadly. He first served as a City Councillor from 1979 to 1983, before being elected Member for Mitchell in 1983, a seat he held for 13 years, during which he served as a Minister in the Dowding and Lawrence Governments. He returned to Local Government as a City Councillor from 2001 to 2005 and went on to serve as Mayor of the City of Bunbury for eight years, from 2005 to 2013. In recognition of his outstanding service, David was awarded the Order of Australia Medal in 2018 and was honoured as a Freeman of the City of Bunbury in 2023. He passed away on 16 April 2026, aged 82.

Tresslyn Smith served the City of Bunbury as an Elected Member for nine years, including five years as Deputy Mayor. Throughout her service she demonstrated leadership, compassion and a tireless commitment to her community, and her contribution to the Zone and the wider Local Government sector will be long remembered. She was a passionate advocate for heritage, working to protect and preserve the City's historic assets and places for future generations. Beyond her dedication to Local Government, Tresslyn gave decades to community service, contributing to numerous groups and organisations, including membership of multiple committees and boards.

The Zone recognises the dedication, service and enduring legacy of both David and Tresslyn, and honours the lasting mark they have made on Local Government across the South West.

As a mark of respect, the Zone observes a moment of silence in their memory.

ATTACHMENTS

1. LGIRS Local Government Division Report
2. Minutes of previous meeting
3. Zone Status Report
4. WALGA President's Report
5. South West Country Zone Constitution

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

Zone Chair, President Cr Donnelle Buegge, opened the meeting at 9:07am.

1.2 ATTENDANCE

MEMBERS

1 Voting Delegate from each Member Local Government

Shire of Augusta Margaret River	President Cr Julia Jean-Rice Ms Andrea Selvey, Chief Executive Officer, non-voting
Shire of Boyup Brook	Cr Darren King (Deputy)
Shire of Bridgetown-Greenbushes	President Cr Stephen Carstairs Mr Garry Adams, Chief Executive Officer, non-voting
City of Busselton	Mayor Phil Cronin Ms Stephanie Addison-Brown, Acting Chief Executive Officer - non-voting
Shire of Capel	President Cr John Fergusson Ms Samantha Chamberlain, Chief Executive Officer - non-voting
Shire of Dardanup	President Cr Tyrrell Gardiner Ms Natalie Hopkins, Acting Chief Executive Officer - non-voting
Shire of Donnybrook Ballingup	President Cr Vivienne MacCarthy Mr Nick O'Connor, Chief Executive Officer - non-voting
Shire of Harvey	President Cr Michelle Campbell Mr Tony Nottle, Chief Executive Officer (Temporary) - non-voting
Shire of Manjimup	President Cr Donnelle Buegge - Chair Mr Ben Rose, Chief Executive Officer - non-voting

Shire of Nannup	Cr Vicki Hansen (deputy) Mr David Taylor, Chief Executive Officer - non-voting
WALGA Secretariat	Mr Chris Hossen, Policy Manager Planning and Building
AGENCIES	
South West Development Commission	Pip Kirby, Director Industry and Innovation
RDA South West	Mr Charles Jenkinson, Director Regional Development Ms Vickie Walker, Projects Officer
GUEST SPEAKERS	
WALGA	Ms Melanie Davies, Senior Policy Advisor Environment

1.3 APOLOGIES

Shire of Boyup Brook	President Cr Helen O'Connell
City of Bunbury	Mayor Jaysen De San Miguel Mr Alan Ferris, Chief Executive Officer, non-voting
Shire of Collie	President Cr Ian Miffling
Shire of Dardanup	Mr Andre Schonfeldt, Chief Executive Officer - non-voting
Shire of Nannup	President Cr Tony Dean
Australia's South West	Ms Catrin Pickworth, Chief Executive Officer
South West Development Commission	Ms Cate Brooks, Chief Executive Officer
Australian Government Department of Employment and Workplace Relations	Mr Matt Beahan, Program Officer

2 ACKNOWLEDGEMENT OF COUNTRY

We, the South West Country Zone of WALGA, acknowledge the Nyoongar people, the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

3 DECLARATIONS OF INTEREST

Zone Delegates must declare to the Chair any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Zone Delegates and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Nil

4 DEPUTATIONS

4.1 SHIRE OF HARVEY

Cr Michelle Campbell, Shire President and Mr Tony Nottle, Acting Chief Executive Officer

Shire of Harvey President, Cr Michelle Campbell and temporary CEO, Mr Tony Nottle provided an update to the Zone on current priorities and key projects.

President Campbell recited a poem in light of recent discussions around Local Government amalgamations, reflecting on the previous attempts to undertake such reforms

Poem Preamble

"Some of us may recall during the Barnett Government era, amalgamation was very much on the agenda, but as we know, the push ultimately didn't proceed. At the time my husband Greg was a Councillor on the Shire of Harvey, and he penned this poem, which I am about to read. At the time, there was considerable discussion about the benefits and much debating amongst Councils and Councillors. So, with apologies in advance to any poetry lovers, and I should make one small disclaimer – particularly to the City of Bunbury – because at the time of these discussions Bunbury was very much in the spotlight and central to the discussion – so to our friends from Bunbury – please don't take it personally."

The full poem is **attached** to the Minutes

Noted

4.2 POLYPHAGOUS SHOT-HOLE BORER

WALGA's Senior Policy Advisor Environment, Melanie Davies, provided a presentation on Polyphagous shot-hole borer (PSHB) to share information on cost implications and preparedness/management activity of the Local Government sector.

Noted

5 AGENCY REPORTS

5.1 SOUTH WEST DEVELOPMENT COMMISSION

Ms Pip Kirby, Director Industry and Innovation, provided an update to the Zone.

Noted

5.2 REGIONAL DEVELOPMENT AUSTRALIA – SOUTH WEST

Mr Charles Jenkinson, Director Regional Development, provided an update to the Zone.

Noted

5.3 AUSTRALIA'S SOUTH WEST

Ms Catrin Pickworth, Chief Executive Officer was an apology for this meeting.

Noted

5.4 AUSTRALIAN GOVERNMENT DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS

Mr Matt Beahan, Program Officer was an apology for this meeting.

Noted

5.5 LGIRS LOCAL GOVERNMENT DIVISION REPORT

The August 2026 report from the Department of Local Government, Industry Regulation and Safety (LGIRS) Local Government Division was enclosed as an attachment.

Noted

6 CONFIRMATION OF MINUTES

The previous meeting Minutes of the South West Country Zone have been circulated to Zone Delegates and was provided as an attachment to the Agenda.

RESOLUTION

Moved: Mayor Phil Cronin
Seconded: President Cr Vivienne MacCarthy

That the Minutes of the meeting of the South West Country Zone held on 19 June 2026 be confirmed as a true and accurate record of the proceedings.

CARRIED

7 BUSINESS ARISING

7.1 STATUS REPORT

A Status Report outlining any recent updates and/or actions taken on the Zone's previous meetings resolutions for both State Council and Zone items is enclosed as an attachment. These item updates will remain on the Status Report until completed or no further action is required by WALGA.

Noted

7.2 WALGA ZONE CHAIR INDUCTION

At the June Zone meeting, Chair, President Cr Donelle Buegge and Deputy Chair, President Cr Julia Jean-Rice provided an overview of the Zone Chair induction session hosted by WALGA in May.

The Zone discussed a few items arising from the induction, including:

- Agency Reports – providing questions to Agencies ahead of time
- Zone strategic priorities – potential workshop
- Zone Executive Committees

The Zone requested that this item be included in the August Zone Agenda for further consideration.

Noted

8 ZONE BUSINESS

8.1 SOUTH WEST COUNTRY ZONE CONSTITUTION

BACKGROUND

At the June 2026 meeting, the South West Country Zone considered an item on proposed updates to the Zone Constitution and requested that:

1. *WALGA prepare a review of the pros and cons of maintaining the Zone's Constitution or rescinding the Constitution;*
2. *any further comments on proposed amendments to the Zone Constitution are provided to the Zone Executive Officer date by 31 July; and*
3. *a final proposed form of Constitutional amendments be presented to the August Zone meeting for consideration and endorsement.*

In addition to the amendments proposed in the June Agenda, Delegates also suggested the following changes during discussion at the meeting:

- *In clause 2, Interpretation, include a definition for "Associate Member".*
- *In clause 8, Subscription, include reference to when the subscriptions will be set.*

No further comments were received following the meeting by the Zone Executive Officer.

ATTACHMENTS

- Final proposed updated version of South West Country Zone Constitution (no tracked changes)
- A copy of the Current Constitution was attached to the Agenda.

COMMENT

Pros and Cons of a Zone Constitution

The vast majority of WALGA Zones do not have a Constitution. Only three other Zones have a Constitution (Northern, Central and Great Eastern Country Zones). Of the remaining Zones, some have Standing Orders that detail meeting rules (primarily the Metropolitan Zones) and some do not. There is no requirement for a Zone to have a Constitution or Standing Orders. However, Zones that are audited require governing documents (i.e. a Constitution) to claim tax concessions as a not-for-profit organisation. In considering the current finances of the South West Country Zone, there is no immediate use for an external audit.

The South West Country Zone's Constitution (Zone Constitution) was adopted in 2002. The body of the Constitution is based on the Constitution of WALGA, with small changes to reflect the perspective of a Zone rather than the Association.

Final Proposed Constitution

The amendments previously proposed in the June Agenda are provided again below. These amendments, along with the two additional changes requested at the meeting (as listed above), have been included in a final proposed form of the Constitution (i.e. previous tracked changes have been accepted).

Clause no.	Proposed amendment
1. Name	• Removed the reference to the Zone as 'Association' to avoid confusion or conflation with WALGA. • Updated the name of the Zone to reflect its full title as "South West <u>Country</u> Zone". • Added the short form name of "South West Country Zone"
2. Interpretation	• Removed redundant references. • Updated the name of "representatives" to reflect the commonly used titles of "Delegates" and "Deputy Delegates" to the Zone. • Updated the name of "President" and "Deputy President" to reflect the commonly used titles of "Chair" and "Deputy Chair" of the Zone. • Inserted a definition for "Associate Member".
3. Objects	• Minor changes to reflect new terms. • Addition of a new subclause (b) to reflect the collaborative and strategic work of the Zone.
<i>Powers</i>	• Deleted – this clause and the accompanying Schedule of Powers was a direct copy of the Powers clause contained in the WALGA Constitution. It is not relevant to the Zone.
4. Membership	• Deletion of reference to 'Life Members' (this is a membership type for WALGA that is not relevant to the Zone). • Deletion of reference to the Local Government Managers Association as an Associate Member of the Zone.

5. Changes of Membership Status	Clarification that a Local Government will cease to be a Member of the Zone if they are no longer a Member of WALGA.
6. Budget	Amended to make an annual budget optional, rather than compulsory. The Zone's current finances do not require a formal budget. If circumstances change in the future, the Zone still has the option to request a budget be produced.
7. Subscription	- Amended to remove the reference to an annual budget. - Add reference to subscriptions being set prior to 30 June.
8. Zone Council	- Clarification that each Member Local Government appoints one Delegate to the Zone and can appoint Deputy Delegates. - Deletion of reference to the Zone being responsible for the processes used by Member Local Governments to elect or appoint Delegates. This allows for flexibility amongst Member Local Governments as to the process or procedures they employ to elect or appoint Delegates.
9. Notice of Meetings	Updated terminology.
10. Resolutions of Zone Council	Removal of unnecessary description (all voting types are defined in the terminology clause).
11. Executive Officer	- Renamed from 'Secretariat' to 'Executive Officer'. - Updates to terminology and removal of reference to Schedule Three.
<i>Annual Report and Audited Financial Statements</i>	Deleted. The Zone does not hold an Annual Conference or prepare an annual report.
12. Election Procedure	Further clarification added regarding notice of election and receipt of nominations.
13. Zone Chair	- Updated terminology. - Clarification that only Councillors can be elected as Zone Chair.
14. Zone Deputy Chair	- Updated terminology. - Clarification that only Councillors can be elected as Zone Deputy Chair. - Addition of Deputy Chair's role to preside at meetings when Chair is not present. - The removal of term limits for Deputy Chair.
15. Vacancy – Chair and Deputy Chair	Updated terminology.
16. Vacation of Office	Updated terminology.
17. NEW - Representative to State Council	New clause added to outline the Zone's duty to elect a State Councillor and Deputy State Councillor.
18. Committees and Sub-Committees	Updated terminology.
<i>Annual Meeting</i>	Deleted. The Zone does not hold Annual Meetings.
<i>Special Meeting</i>	Deleted. Details of Special Meetings of the Zone have been captured in clause 10. Notice of Meetings.
<i>Representation and Voting at Annual and Special Meetings</i>	Deleted – not relevant.

19. Constitutional Disputes	• Process for arbitrating Constitutional disputes has been streamlined.
20. Finances	• Renamed from 'Audit' to 'Finances'. • Amended to make an annual audit optional, rather than compulsory. The Zone's current finances do not require auditing. If circumstances change in the future, the Zone still has the option to request an audit be conducted.
21. Banking	• Updated terminology and subclause numbering.
<i>Common Seal</i>	• Deleted – the Zone does not have a common seal.
22. Amendment to the Constitution	• Deletion of reference to Annual Conference.
23. Expulsion of Members	• Updated terminology.
24. Winding Up	• Updated terminology.
(Generally)	• Updated fonts and formatting to modernise the document. • Deleted Schedules One and Three.

The support of a majority of not less than 75% of representatives (Delegates) present at an Ordinary Meeting of the Zone is required to **repeal** the Constitution.

RESOLUTION

Moved: President Cr Vivienne MacCarthy

Seconded: President Cr Michelle Campbell

That the South West Country Zone repeals the Zone Constitution.

CARRIED UNANIMOUSLY

8.2 INNOVATIVE INDUSTRIES OF THE FUTURE (iIF) CONFERENCE

BACKGROUND

At the June meeting, the Zone agreed to provide financial support to the 2026 Innovative Industries of the Future (iiF) Conference to the value of \$5,000.

The iiF Conference is organised by the South West Development Commission and will be held on 26-29 October at the Bunbury Regional Entertainment Centre.

The iiF Conference team has offered the Zone a Community Partnership in recognition of the financial contribution. The partnership benefits include:

- recognition as a Community Partner across relevant iiF26 material and channels;
- four full-day delegate registrations, including access to the conference program and standard conference networking events;
- logo displayed across relevant conference materials and channels, including signage, website, digital program, email marketing and slide deck recognition subject to the Zone/WALGA's review and approval;
- opportunities to engage with industry, government, investors, education, innovation and regional development stakeholders across the iiF26 program.

On behalf of the Zone, Chair Cr Donelle Buegge accepted the offer.

COMMENT

As there are four full-day delegate tickets available to the Zone as part of the sponsorship package, the Zone may like to discuss how these will be allocated.

RESOLUTION

Moved: President Cr Julia Jean-Rice

Seconded: President Cr Donnelle Buegge

That the South West Country Zone allocate the four full-day delegate tickets to the iiF Conference to a representative from the following member Local Governments:

1. Shire of Manjimup
2. City of Busselton
3. Shire of Augusta Margaret River
4. Shire of Boyup Brook

CARRIED

8.3 FOGO PROCESSING FACILITY (SOUTH WEST)

Shire of Capel

BACKGROUND

The Shire of Capel introduced FOGO collection in 2018, marking one of the first Local Governments in Western Australia to partake in the 3-bin service.

Kerbside FOGO recycling involves households separating food scraps and garden waste into a dedicated, green-lidded bin, which is collected weekly and processed into compost or other gardening and landscaping products.

From 2018 until December 2024, Bunbury Harvey Regional Council (BHRC) have undertaken the processing of FOGO material for the Local Governments within the Southwest region. Upon the sudden closure of the Banksia Road facility, a significant service and financial risk for the Shire was identified due to no local FOGO processing solution.

In April 2025 the Shire of Dardanup led a Regional FOGO tender for 7 participating Local Governments to seek a short-term solution to FOGO processing. Unfortunately, the tender did not result in a short-term option that was feasible for the region.

After Council declined all tender submissions at the 27 August 2025 OCM, the Shire of Capel and other Southwest Local Governments met with DWER to discuss the challenges with FOGO and the need for State Government support.

On 10 December 2025, the Shire of Capel received a letter from the Hon. Matthew Swinbourn, Minister for the Environment, Community Services and Homelessness, advising that the State Government had agreed to establish a Southwest FOGO Transport Rebate. After further deliberation, this rebate has since been increased to a higher rate per tonne. The rebate claim period is open from 1 July 2026 and ends 30 September 2028, with a \$95 per tonne flat rate concession. The intention of this rebate is to assist on a short-term basis, with a commitment from effected Local Governments to have a long-term solution once the rebate period ends.

A multitude of options were assessed, weighing up potential benefits, risks and deliberating with several State and Local Government agencies. From these, there remained only three viable options that the administration could present to Council:

1. Transportation of FOGO material to Perth processing facility, whilst working towards long term solutions.
2. Continuation of current collection and landfill processing, whilst working towards long-term solutions.
3. Removal of FOGO service and look towards a long-term solution.

In the process of actioning support for transportation of material to a non-local processing facility, it was concluded that it was not in the Shire's interest to progress with the transportation of FOGO material to non-local processing facility or to apply for the Department of Water and Environmental Regulation (DWER) Southwest FOGO subsidy.

The key reasons relate to risks associated with significant financial liability exposure and the high likelihood of not achieving a competitive tender outcome that would be feasible for the Shire.

The Shire will progress a regional approach to a local FOGO processing solution (Resolution 3), in partnership with other Southwest Councils, and continue its waste education activities with residents aimed at reducing the levels of contamination in FOGO (green lidded bin) and recyclables (yellow lidded bin) material.

The Western Australian Waste Authority has primarily driven FOGO implementation across the Perth and Peel regions. The infrastructure investment and diversion targets have been structured around metropolitan scale and density, with limited consideration given to regional processing and logistics. The current situation with FOGO reflects a broader State level issue rather than a local service failure.

Officers consider that waste management requires coordinated regional advocacy through WALGA for long-term state funded development of Southwest FOGO processing infrastructure. Without this, there is no sustainable long-term solution that aligns with diversion and circular economy targets.

Council decision:

Authorises the CEO to advocate and collaborate with surrounding Southwest Local Governments to lobby the State Government for the establishment of a local regional FOGO processing facility, including the use of the FOGO transport rebate subsidy to support capital investment for this purpose.

SECRETARIAT COMMENT

WALGA continues to advocate for a fit for purpose State Waste Infrastructure Plan and additional funding for FOGO processing infrastructure, including through the WALGA State Budget Submission. WALGA is keen to work with the South West Country Zone on this matter.

RESOLUTION

Moved: President Cr Julia Jean–Rice

Seconded: Mayor Phil Cronin

That the South West Country Zone defer this item until the November 2026 Zone Meeting

CARRIED

8.4 RURAL HEALTH ADVOCACY UPDATE

By Hannah Godsave, Manager Community Policy

WALGA continues to advocate for measures to address the cost impost borne by Local Governments supporting GP services. The [WALGA 2025 General Practice Support Survey Report](#) (the Report) identified that in 2024-25, West Australian Local Governments incurred over \$9.5 million in costs associated with supporting GP services.

WALGA is progressing advocacy efforts to advance the priorities and strategic objectives of the revised [Rural and Remote Healthcare Services Advocacy Position](#) endorsed by State Council in September 2025 across three related streams:

- raising awareness of the scale of support Local Governments are providing and that this is not a Local Government responsibility, including in:
 - meetings with State and Federal Ministers, Members of Parliament and the National Rural Health Commissioner;
 - discussions with key health stakeholders including key State Government agencies;
 - a submission and evidence provided to the [Commonwealth Inquiry into rural, regional and remote Medicare access and funding](#);
 - presenting at the Local Government Rural Health Funding Alliance Canberra Session in June 2026; and
 - sharing insights and progress with ALGA and Local Government Associations, including sharing the WALGA survey methodology to support the collection of nationally comparable data.
- calling for sector reimbursement, including the \$9.5 million per annum reimbursement fund ask within the WALGA 2026-27 [Federal](#) and [State](#) Budget Submissions.
- facilitating cross-sector collaboration with health organisations to develop and advocate for sustainable service and funding model reforms that would reduce or remove the need for Local Government support and identifying opportunities to engage with the Commonwealth and State Governments' strategic reform direction.

Building on the existing partnership with Rural Health West, WALGA has brought together key health organisations to investigate practical, WA focussed alternative service and funding models. This approach also provides joint advocacy opportunities to increase the reach and impact of WALGA advocacy. The group provides a strong foundation for the development of sustainable, system-wide policy solutions responsive to the needs of communities, service providers and government stakeholders. The group includes:

- the Royal Australian College of General Practitioners WA;
- Australian Medical Association WA Rural Doctors Group;
- Health Consumers' Council WA; and
- Curtin University Medical School.

The work has also been informed by input from WA Country Health Service, the WA Primary Health Alliance and the Office of the Chief Medical Officer, and discussions with the National Rural Health Commissioner in late July.

The group's findings and recommendations will be shared and tested with Members ahead of finalisation. WALGA is also considering mechanisms to support ongoing Member engagement and collaboration on this issue, including opportunities for participation in advocacy activities.

WALGA welcomes ongoing Member engagement and collaboration on this important issue. Local Governments are uniquely placed to demonstrate the real community and human impacts of this issue, which is critical to ensuring advocacy is credible, meaningful and effective.

Noted

8.5 REQUEST TO PRESENT – DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT (CITS)

The Department of Creative Industries, Tourism and Sport (CITS) is responsible for supporting and growing Western Australia's creative industries, tourism, sport and active recreation sectors. The Department works in partnership with government, industry and community stakeholders to deliver social, cultural and economic benefits across the State.

CITS is interested in engaging further with Local Governments through the Zones.

For those Zones that are interested, the presentation will provide an overview of CITS, including its responsibilities, strategic priorities and key areas of focus. The session will explore the Department's role in supporting communities across Western Australia and highlight opportunities for engagement and collaboration between CITS and Local Governments. The presentation will conclude with a question-and-answer session, providing Zone members with the opportunity to discuss matters of interest relevant to their communities and regions.

RESOLUTION

Moved: President Cr Julia Jean-Rice

Seconded: President Cr Vivienne MacCarthy

That the South West Country Zone supports a presentation from the Department of Creative Industries, Tourism and Sport (CITS) at a future Zone meeting and request twice yearly attendance by the Department at the Zone.

CARRIED

9 WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda which can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

9.1 RETIREMENT OF ADVOCACY POSITIONS ACHIEVED BY REFORM

By Felicity Morris, Manager Governance and Procurement

EXECUTIVE SUMMARY

- WALGA has been undertaking a process of reviewing and updating Advocacy Positions.
- Five Advocacy Positions within Section 2 (Governance and Organisational Services) of the [Advocacy Position Manual](#) have been reviewed, with a recommendation to retire these Positions as their intended outcomes have been achieved through legislative changes.
- The Governance Advisory Group considered these positions at their meeting held on 22 July 2026 and recommends the retirement of these positions to State Council.

POLICY IMPLICATIONS

This report recommends that the below items be retired from the existing WALGA Advocacy Positions Manual.

2.5.17 – Clear Lease Requirements for Candidate and Vote Eligibility

The Local Government sector supports reforms to prevent the use of 'sham leases' in Council elections, including:

1. *Requiring a minimum lease period of 12 months for anyone to register a person to vote or run for Council;*
2. *Making home-based businesses ineligible to register a person to vote or run for Council because any residents are already eligible voter(s) for that address;*
3. *Clarifying the minimum criteria for leases eligible to register a person to vote or run for Council; and*
4. *Publishing the basis of eligibility for each candidate (e.g. type of property and suburb of property), including in the candidate pack for electors.*

2.5.19 Re-Counts

The Local Government sector supports the introduction of standard processes for vote re-counts if there is a very small margin (e.g. 10 or fewer votes) between candidates, inclusive of Regulations that specify the circumstances in which the Returning Officer must arrange for some or all of the votes to be re-counted.

2.5.27 – Annual Review of Certain Employee's Performance

Section 5.38 of the Local Government Act 1995 should be deleted, or amended so there is only a specific requirement for Council to conduct the Chief Executive Officer's annual performance review.

2.5.33 – Vexatious and Frivolous Complainants

A statutory provision should be developed, permitting a Local Government to:

- 1. Enable discretion to refuse to further respond to a complainant where the CEO of the Local Government is of the opinion that the complaint is trivial, frivolous or vexatious or is not made in good faith, or has been determined to have been previously properly investigated and concluded, similar to the terms of section 18 of the Parliamentary Commissioner Act 1971.*
- 2. Provide for a complainant, who receives a Local Government discretion to refuse to deal with that complainant, to refer the Local Government's decision for third party review.*
- 3. Enable Local Government discretion to declare a member of the public a vexatious or frivolous complainant for reasons, including abuse of process; harassing or intimidating an individual, Elected Member or employee of the Local Government; or unreasonably interfering with the operations of the Local Government.*

2.6 Group Ticket Voting

The Local Government sector supports the removal of group ticket voting from the Legislative Council electoral system, and supports reforms modelled on the Senate reforms of 2016.

BACKGROUND

The Governance Advisory Group currently oversees approximately 100 Advocacy Positions on a wide range of issues. As part of a comprehensive review program, the WALGA Governance team is assessing these positions to identify opportunities to streamline and strengthen existing Advocacy Positions, while also updating or retiring those that have become outdated or superseded. At the meeting held on 22 July 2026, the Governance Advisory Group agreed to recommend to State Council the retirement of the positions outlined in this report.

COMMENT

Following recent legislative changes, particularly the ongoing reforms to the *Local Government Act 1995* (the Act), several positions have been identified for retirement as their objectives have been achieved.

2.5.17 – Clear Lease Requirements for Candidate and Vote Eligibility

This Position was adopted at the February 2022 Special State Council meeting.

Amendments to the Act and *Local Government (Elections) Regulations 1997* have achieved the following:

- Requirement of a right of occupation for a period of 12 months prior to an enrolment eligibility claim (Section 4.32(3)).
- Occupation of a residence does not constitute occupation for the basis of enrolment, with the effect that home based businesses are ineligible, while residents are enrolled on the residents' roll (Elections r.10A(2)(a)).
- Detailed minimum requirements for leases to constitute a basis for enrolment (Section 4.23, Elections r.10A, 12B, 12C).
- The basis of enrolment eligibility (resident, owner or occupier) must be identified by the Returning Officer and included in the information that must be published about each candidate for election (Elections r.29A).

Given that all elements of Position Statement 2.5.17 have been addressed through legislative reform, it is recommended that this Advocacy Position be retired.

2.5.19 Re-Counts

This Position was adopted at the December 2023 State Council meeting.

Amendments to the *Local Government (Elections) Regulations 1997* in 2025 introduced a new Part 12D, establishing requirements for mandatory recounts if the margin is less than a defined re-count threshold.

Given that the objective of the Position has now been achieved, it is recommended that this policy position be retired.

2.5.27 – Annual Review of Certain Employee's Performance

Section 5.38 of the Act has been amended to specify that the Local Government (Council) is responsible for the Chief Executive Officer's performance review, while the CEO is responsible for ensuring that the performance of each other employee for more than 1 year is reviewed.

When the *Local Government Amendment Act 2023* takes full effect, Section 5.38 will be further amended to expand on the process required for a CEO performance review and remove all references to employees other than the CEO.

As the required change has been achieved it is recommended that Position 2.5.27 be retired.

2.5.33 – Vexatious and Frivolous Complainants

This Position was adopted at the March 2019 State Council meeting.

On 1 January 2026, amendments to the Act took effect inserting a new Part 5, Division 11 – Restricting communication about complaints.

The new provisions:

- Provide CEOs with the authority to restrict communication with complainants in certain circumstances, including where the complaint has been responded to, would divert substantial resources, is vexatious, misconceived, frivolous or without substance.
- Provide a mechanism for review and oversight by the Local Government Inspector.

Considering these legislative changes, it is proposed that that Position 2.5.33 be retired, as the intent of the Advocacy Position has been substantially addressed through the Act.

2.6 Group Ticket Voting

This Position was adopted at the June 2021 State Council meeting.

Amendments to the *Electoral Act 1907* have implemented reforms that abolish group ticket voting and introduce optional preferential voting for the Legislative Council. These changes were affected through legislative amendments, including the removal of Part IV (ss. 104–133) by the *Electoral Amendment (Finance and Other Matters) Act 2023*.

Given that the objective of Position 2.6 has now been achieved, it is recommended that this Advocacy Position be retired.

WALGA RECOMMENDATION

That State Council retire the following Advocacy Positions:

1. 2.5.17 – Clear Lease Requirements for Candidate and Vote Eligibility
2. 2.5.19 – Re-Counts
3. 2.5.27 – Annual Review of Certain Employee's Performance
4. 2.5.33 – Vexatious and Frivolous Complainants
5. 2.6 – Group Ticket Voting

RESOLUTION

Moved: President Cr Julia Jean-Rice

Seconded: President Cr Vivienne MacCarthy

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

9.2 CIRCULAR ECONOMY ADVOCACY POSITION

By Rebecca Brown, Policy Manager, Environment and Waste

EXECUTIVE SUMMARY

- A new Advocacy Position on circular economy is proposed.
- To focus future advocacy, a draft Advocacy Position was developed for sector feedback, supported by a [Background Paper](#).
- The paper identified the potential that transitioning to a circular economy has to reduce cost of living pressures, maximise use of resources and reduce a range of environmental impacts associated with the manufacture, distribution and post consumption management of products.
- The Advocacy Position was endorsed by the Municipal Waste Advisory Council at its final meeting on 18 June 2026 and noted by the Environment, Planning and Waste Advisory Group at its 13 July 2026 meeting.

STRATEGIC PLAN IMPLICATIONS

This item aligns with WALGA's Strategic Pillars:

- **Influence:** Lead advocacy on issues important to Local Government and lead policy development for the Local Government sector.
- **Support:** Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

A new policy position on circular economy is proposed:

1. *Local Government supports the principle of a circular economy and recognises its potential to:*
 - a. *maximise the value and use of resources through a products life cycle*
 - b. *minimise environmental and financial impacts associated with the manufacture, distribution and post consumption management of products.*
2. *Local Government calls on the:*

- a. *State Government to undertake a detailed study to determine how Western Australia can move toward a circular economy.*
- b. *Australian Government to:*
 - i. *establish and maintain a regulated product stewardship framework for products entering the Australian market*
 - ii. *set standards to ensure products are designed to be durable, reused, repaired and recycled at their highest value*
 - iii. *implement Right to Repair Legislation, including incentives, training and cost-effective insurance options.*
- c. *Australian and State Governments to take a collaborative approach to:*
 - i. *identify and remove legislative barriers to enable more circular approaches*
 - ii. *streamline Government approvals processes and facilitate innovation*
 - iii. *embed circular procurement practices across Government*
 - iv. *support and provide incentives for recovered materials infrastructure and market development for priority materials across Western Australia.*

BACKGROUND

Circular economy is defined as 'an economic strategy that maintains the value of materials for as long as possible and ensures materials are used efficiently across all phases of their life cycle'. WALGA [submissions](#) on the review of the State Waste Strategy identified that an overall State Government position on a circular economy for Western Australia is needed, recommending that State Government, in consultation with Local Governments, develop a position and plan for a circular economy in Western Australia which includes consideration of costs, benefits and options.

WALGA's [submission to the Productivity Commission Inquiry into Opportunities in the Circular Economy](#) further highlighted priority action areas to promote circularity. This included the important role of procurement, the need for quality assurance and market development for recovered materials, specific programs and incentives to shift consumer behaviours, the Right to Repair and a mandated product stewardship framework.

A defined circular economy position and plan is required to back up the vision and identify the role of each sector in achieving a circular economy, both nationally and in Western Australia. There has been only limited discussion outside of the waste management context on what a circular economy is and its potential.

COMMENT

In April 2026, WALGA released the [Circular Economy Advocacy Position Background Paper](#). The Paper outlines that transitioning to a circular economy has the potential to reduce cost of living pressures, maximise use of resources and reduce a range of environmental impacts associated with the manufacture, distribution and post consumption management of products.

In drafting the draft Circular Economy Advocacy Position, WALGA drew on international, national and local circular economy policies and activities to identify the barriers and opportunities to move toward a circular economy in WA. The Advocacy Position outlines the actions needed from all levels of Government to change legislation and policies where required, put in place relevant incentives and lead by example.

Consultation on the Paper and draft Advocacy Position was carried out from 20 April to 15 May 2026. Responses were received from 10 Local Governments, five Metropolitan and five Regional. Of the submissions received, eight supported the Advocacy Position without amendments and two supported the Advocacy Position with minor suggested changes, which have been incorporated.

WALGA updated the Advocacy Position following feedback from the Municipal Waste Advisory Council at its 18 June 2026 meeting. The Advocacy Position was noted by the Environment, Planning and Waste Advisory Group at its 13 July 2026 meeting.

WALGA RECOMMENDATION

That State Council endorse the following new Circular Economy Advocacy Position:

1. *Local Government supports the principle of a circular economy and recognises its potential to:*
 - a. *maximise the value and use of resources through a products life cycle; and*
 - b. *minimise environmental and financial impacts associated with the manufacture, distribution and post consumption management of products.*
2. *Local Government calls on the:*
 - a. *State Government to undertake a detailed study to determine how Western Australia can move toward a circular economy.*
 - b. *Australian Government to:*
 - i. *establish and maintain a regulated product stewardship framework for products entering the Australian market;*
 - ii. *set standards to ensure products are designed to be durable, reused, repaired and recycled at their highest value; and*
 - iii. *implement Right to Repair Legislation, including incentives, training and cost-effective insurance options.*
 - c. *Australian and State Governments to take a collaborative approach to:*
 - i. *identify and remove legislative barriers to enable more circular approaches;*
 - ii. *streamline Government approvals processes and facilitate innovation;*
 - iii. *embed circular procurement practices across Government; and*
 - iv. *support and provide incentives for recovered materials infrastructure and market development for priority materials across Western Australia.*

RESOLUTION

Moved: President Cr Julia Jean-Rice

Seconded: President Cr Vivienne MacCarthy

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.

CARRIED

9.3 OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Advisory Group Reports or the Key Activity Reports.

10 OTHER BUSINESS

10.1 FOGO

MOTION

Moved: President Cr Julia Jean-Rice
Seconded: President Cr Vivienne MacCarthy

That the South West Country Zone supports a presentation from SWDC, Cleanaway and Verge Environmental to discuss FOGO and to discuss future waste planning in the South West region at a future Zone meeting.

LOST

RESOLUTION

Moved: President Cr Julia Jean-Rice
Seconded: Mayor Phil Cronin

That the South West Country Zone requests the Parliamentary Secretary for the Minister for the Environment, Kim Giddens MLA, accompanied by South West Development Commission and the Department of Water and Environmental Regulation, to attend a meeting with all members of the Zone to discuss future waste planning in the South West region.

CARRIED UNANIMOUSLY

11 EXECUTIVE REPORTS

11.1 WALGA PRESIDENT'S REPORT

The August 2026 WALGA President's Report was enclosed as an attachment.

Noted

11.2 WALGA STATE COUNCILLOR REPORT

State Councillor, President Cr Donelle Buegge presented on the previous State Council meeting.

Noted

12 FINANCIAL REPORT

12.1 SOUTH WEST COUNTRY ZONE FINANCIAL REPORT

Zone Financial Report for July 2026

(All amounts are excluding GST unless otherwise specified)

Financial statements for the Zone have been prepared on an accrual basis and show the financial performance and financial position for the period ended July 2026.

Table 1: Statement of Income and Expenditure – period ended 31 July 2026

South West Country Zone		
Statement of Income and Expenditure		
01 July 2026 to 31 July 2026		
	Note	Actual \$
Income		
Subscriptions	1	\$ 7,200.00
Other		
Total Income		\$ 7,200.00
Expenses		
Bank Fees		\$ 5.42
Meeting Costs (Catering)		\$ -
Total Expenses		\$ 5.42
Surplus/(Deficit)		\$ 7,194.58
Notes		
1. Subscription fees of \$600 per Zone Member (excluding GST) were invoiced to members in July. As at 11 August 2026, 5 of the 12 Zone Members have paid. The funds will be transferred to the Zone bank account once all membership fees have been received.		

Table 2: Balance Sheet presenting the Zone's financial position as at 31 July 2026

Southwest Country Zone Balance Sheet as at 31 July 2026		
	Note	Amount
Assets		
Bank		\$ 30,382.72
Debtors	1	\$ 7,200.00
Total Assets		\$ 37,582.72
Net Assets		
		\$ 37,582.72
Equity		
Members Funds B/F		\$ 30,388.14
Current year earnings		\$ 7,194.58
Total Equity		\$ 37,582.72

Notes

1. WALGA will transfer the \$7,200 in subscription payments to the SWCZ bank account once all Zone Member subscription fees have been received.

RESOLUTION

Moved: President Cr Tyrrell Gardiner
Seconded: President Cr Michelle Campbell

That the South West Country Zone financial report for July 2026 be received.

CARRIED

13 EMERGING ISSUES

Nil

14 2026 MEETING DATES AND LOCATIONS

Meeting dates for the remainder of 2026 are listed below. Please note if any changes need to be made.

MEETING DATE	HOST LOCAL GOVERNMENT
Friday, 20 November 2026	Capel

The calendar of 2027 Zone meeting dates will be presented for confirmation at the November meeting.

15 NEXT MEETING

The next meeting of the South West Country Zone will be held on Friday, 20 November 2026 at the Shire of Capel commencing at 9:00am.

16 CLOSURE

There being no further business, the Chair closed the meeting at 12:19pm.