Date: 5 November 2026

To: Shire President
Deputy Shire President
Councillors
Community

Minutes of Ordinary Council Meeting

Minutes of Ordinary Council Meeting of the Shire of Boyup Brook held in the Council Chambers on 29 October 2026 at 6:00pm.



Leonard Long
Chief Executive Officer

Shire of Boyup Brook Corporate Values

Proactive

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

Leadership & Teamwork

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

Accountability & Integrity

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

Commitment

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

Engaging Community

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

SHIRE OF BOYUP BROOK

Proactive, Leadership & Teamwork, Accountability & Integrity, Commitment, Engaging Community

Growing our community together

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Agenda

1. Declaration of Opening

The Presiding Member declared the meeting open at 6:00pm.

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

Acknowledgement of Traditional Custodians

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

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

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

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

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

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

2. Record of Attendance

2.1 Attendance

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

Council Officers

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Executive Manager Governance & Community Services	Gordon MacMile

Observers / Public Members

There was 1 member of the public in attendance.

2.2 Apologies

Executive Manager Operational Services	Jason Forsyth
Executive Manager Corporate Services	Carolyn Mallett

2.3 Approved Leave of Absence

Nil

2.4 Request Leave of Absence

Moved: Cr. King **Seconded: Cr. Matthews**

Council Decision CM 26/10/207

That Cr Inglis be granted leave of absence from attending the 26 November 2026 Ordinary Council Meeting.

CARRIED 6/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

3. Deputations, Petitions and Presentations

3.1 Deputations

Nil

3.2 Petitions

Nil

3.3 Presentations

Nil

4. Public Question Time

4.1 Response to Previous Public Questions Taken on Notice

Nil

4.2 Public Question Time

Mrs Sue White

Question 1
I notice in the latest news on the Shire website the item dated 16 October 2026, regarding the proposed EV Charging Station. Unfortunately, this is not able to be read properly due to the size of the green diagram of a charging car.

Will vehicles be able to charge without having to unhitch trailers/caravans? Will there be enough room?

I understood that originally just one or two current parking bays were to be allocated to this facility. The comment about not having to unhitch vehicles was mentioned on the radio this week and brought the matter to my mind.

Shire Response:
The proposed configuration will not allow EV vehicles that are towing to be able to charge-up without unhitching first. As part of the overall redevelopment plan for Sandakan Park this could be considered.

Question 2
Reference – Item 10.5.5 April 2026, Council Meeting

What progress has been made regarding Forest Products Commission's offer of sponsored payments of $230,000 in lieu of rates? If nothing, why not?
Surely something is better than nothing, and it would mean continued support for local places such as the Museum and Tourist Centre, which are fundamental for visitation to the Shire. One of the Policies of the Shire?

Shire Response:
The Shire has received the sponsorship payment of $230,000 – this was in lieu of rates payments for 2025/2026 and 2026/2027. There have been no arrangements made for payments beyond this. Subject to Councils decision on Item 10.4.4, the Shire will be requesting a meeting directly with the Forest Products Commission.

Question 3
Reference – Item 10.4.4 October Council Meeting

How much investigation has taken place regarding assistance to the Boyup Brook Visitor Centre from Southern Forests and Valleys?

Shire Response:
The Southern Forrest and Valleys have been assisting the Boyup Brook Tourism Association with promotion of Boyup Brook. Subject to Council decision on Item 10.4.4 the Shire will start liaising directly with the Boyup Brook Visitors Centre.

Question 4
Reference – Item 10.4.5 October Council Meeting

Why is the Caravan Park Master Plan dependent on the Wagyl Kaip Southern Noongar Aboriginal Corporation deciding to co-operate?

Surely, they should be like every other public body, and compliant to timelines, or do we have to put up with their "walkabout" techniques?

Shire Response:
Due to the location of the caravan park being adjacent to the Blackwood River which is considered a significant Aboriginal Heritage site as well as another heritage site in close proximity the Department of Planning Lands and Heritage has advised the Shire that until the Wagyl Kaip Southern Noongar Aboriginal Corporation has provided comment on the proposed redevelopment, the Shire is not permitted to proceed. Unfortunately, the Wagyl Kaip Southern Noongar Aboriginal Corporation has been undergoing some significant internal changes which has contributed to the delay. We recently met with the newly appointed CEO, Heidi Mippy and are hopeful the process can now move forward.

Question 5
Now that the Police have moved/are moving out of the Shire House on Knapp Street who will occupy this property?

Shire Response:
The house will be considered for staff accommodation in the first instance. Should there not be an immediate need for staff accommodation, a report will be presented to Council to consider other options.

5. Declarations of Interest

5.1 Financial and / or Proximity Interest

Nil

5.2 Disclosures of Impartiality Interest that may cause Conflict

Nil

6. Previous Council Meeting Minutes

6.1 Ordinary Council Meeting Minutes – 24 September 2026

Moved: Cr. Inglis **Seconded: Cr. Hack**

Council Decision CM 26/10/208

That the minutes of the Ordinary Council Meeting held on 24 September 2026 be confirmed as being a true and accurate record.

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

7. Presidential Communications

Before proceeding to the reports of officers, I wish to advise that the Chief Executive Officer has requested the withdrawal of item 10.2.3 2026 Policy Review – Phase 1 Part A (Council / Elected Members and Community) from tonight's agenda.

The purpose of the withdrawal is to allow a workshop to be conducted with Councillors to provide further background information and discussion on the matter before it is presented to Council for formal consideration.

- It is with sadness that I acknowledge the passing of a dear community member, Lyn Jennings. Sincere condolences are extended to her family and friends.

- I would also like to acknowledge the passing of Dennis Wellington – ex Mayor of City of Albany. Mr Wellington served as Elected Member for 23 years. His dedication to Local Government will be remembered.

- A special mention goes to Joe Fenwich who recently retired after 42 years of service with the Shire of Boyup Brook. Joe commenced with the Shire in September 1984 as a grader driver, completed a Cert III Rural Operations Traineeship in 2006, then went on to be the Leading Hand Plant Operator. Thank you for your outstanding dedication to the Shire of Boyup Brook, Joe and we wish you all the best for your retirement.

- I would also like to thank Heather Aldridge for her service to the Shire. Heather was with the Shire for just under 21 years. Heather approached every task asked of her with enthusiasm, a positive attitude and a willingness to help. We sincerely thank Heather for her contribution and dedication and wish her all the very best for the future.

- The regular ‘Our Community Matters’ session held on 7 October at 5.00 pm was well attended by community groups who previously received funding through the Shire. As the funding may no longer continue following the loss of rateable properties resulting from Forest Products Commission purchases, community groups were encouraged to collaborate and explore opportunities to share resources, implement cost-saving measures and reduce their reliance on Shire funding. The next ‘Our Community Matters’ will be held on Wednesday 5 November at 9am. This will be the last one for 2026 – the meetings will recommence in 2027. Further details will be available on the Shire’s website and social media channels.

- In early October, Leonard and I met with Kim Lloyd, Geoff Lodge and Kevin Strapp to discuss the proposed new operational model for Rylington Park. It was a pleasure to meet with Mr Lodge and Mr Strapp and hear their recollections of the Shire’s history. They both served as Councillors when Eric Farleigh gifted the farm to the Shire. Submissions for the Rylington Park lease have now closed. Council will carefully consider the options presented in early November, with the aim of making a decision that delivers the best outcome for the whole community.

- Leonard and I met with Heidi Mippy, the newly appointed CEO of Wagyl Kaip Southern Noongar Aboriginal Corporation, to seek feedback on the proposed Caravan Park Development Plan. Once the feedback has been received, the plan will be presented to Council for consideration and approval to proceed to community consultation.

- I would like to acknowledge the Boyup Brook Lions Group who have been tidying the Lions Park at the Kojonup entrance of town. While visiting the park, it was bought to my attention the time capsule that was sealed in October 1988 and is due to be reopened in October 2038. I have requested that the Shire add this significant milestone to its calendar so that plans can be made to mark the occasion.

- Thank you to the hard-working Ag Society committee. Looking forward to the 108th year of the Dinninup Show coming up next Tuesday 3rd November – hope to see you at the Show!

8. Reports by Elected Members

- Cr Hack, Congratulation to Cr Wright on an article on his role in the wool industry innovations industry published.
- 7 September - Attended Community Meeting and the possibility of combining groups.
- 22 September - Attended Boyup Brook District High School Athletics Carnival.
- Cr Wright - Attended the site inspection of the Evacuation Centre.

9. Councillor Questions on Notice

Nil

10. Reports of Officers

10.1 Operational Services

10.1.1 Shire of Boyup Brook Pool / Aquatic Centre – Over Expenditure of Budgeted Funds	
File Ref:	Building and Assets/Sporting/Swimming Pool and Gym
Previous Items:	Council Decision CM 26/06/125 – SCM 10 June 2026
Applicant:	Nil
Author and Title:	Heidi Webb, Coordinator Infrastructure and Parks Gordon MacMile – Executive Manager Governance and Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	Nil

Moved: Cr. Moore Seconded: Cr. Inglis

Council Decision CM 26/10/209

That Council:

1. **Endorses and supports the decision made by Shire of Boyup Brook officers to expend additional over-budgeted funds of $29,800 on urgent and previously unidentified repairs to Boyup Brook Swimming Pool.**

2. **Authorises the following amendment to the 2026/27 adopted budget, to redirect funds ($22,220) from the Building Reserve to Pool Facilities Upgrades (Recreation Infrastructure), to financially account for the decision taken regarding urgent leak repairs and repainting works at the Boyup Brook Swimming Pool:**

Account	Description	Increase	Decrease
1300102198	**Transfer from Reserve – Building Reserve**		**- $22,220**
1112405321	**Transfer to Pool Facilities Upgrade (Recreation Infrastructure)**	**$22,220**	

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

Council approved a budget transfer / reallocation of $200,000 at a Special Council Meeting on 10 June 2026 to facilitate leak remediation, joint repairs, and repainting works to the Boyup Brook Swimming Pool bowl.

Removal and grinding of the existing paint coating as the project progressed, has exposed previously concealed defects within the pool structure. These included several latent cracks, as well as an area that had previously undergone inadequate repair.

The existence, extent and condition of these defects could not be identified prior to commencement of the works (as underneath the paint surface) and consequently, was not identified and included in the original repair scope of works and quotation.

Urgent approval of additional funds was required to ensure repair and remediation works remain on schedule for the pool opening and existing bookings in late November 2026.

Council is requested to endorse the decision taken by Shire officers to expend additional non-budgeted funds and make the necessary 2026/27 annual budget adjustments.

Background

The Council previously resolved (Decision CM 26/06/125) at a Special Meeting held on 10 June 2026 to*:*

1. Authorise the following amendment to the 2025/26 adopted budget, to redirect funds from the Rylington Park Community Projects Reserve and the Building Reserve to Pool Facilities Upgrades, to facilitate urgent leak repairs and repainting works at the Boyup Brook Swimming Pool:

Account	Description	Increase	Decrease
1300102198	Transfer from Reserve-Rylington Park Community Project Reserve		-$100,000
1300102198	Transfer from Reserve-Building Reserve		-$100,000
1112405321	Capital Expenditure	$200,000	

Repair and remediation works commenced in early September 2026 and were progressing on schedule to meet the planned pool opening and to fulfill existing bookings (swimming carnivals and swimming lessons) in late November 2026.

Report Detail

Following the Council resolution, Distinctive Pools were engaged to undertake the Boyup Brook Swimming Pool bowl remediation project. Initial works included emptying the pool, obtaining core samples from the pool bowl to assess the condition of the concrete, and submitting the samples for testing.

All core samples returned results of 35 MPa or above, meeting the required strength criteria.

Works commenced on the pool bowl on 7 September 2026. During the removal and grinding of the existing paint coating, previously concealed defects were uncovered, including an area of poor-quality previous patching and approximately thirty linear metres of cracking throughout the dive bowl area. Refer attached photos below.



Above – Previously repaired section – Pool floor



Above - Previously unidentified wall cracks (under painted surface)



Above - Previously repaired wall cracks (under painted surface)

Following a site meeting on 24 September 2026, Distinctive Pools provided a detailed quotation and repair methodology on 25 September 2026 to undertake the additional remediation works. The variation was quoted at $29,800.

Due to the sequential nature of certain work, the time-sensitive nature of the project and the requirement to complete the remediation works within the pool closure period, urgent discussions were held between the following Shire officers:

- Acting Chief Executive Officer (Executive Manager Corporate Services).
- Executive Manager Operational Services.
- Executive Manager Governance and Community Services.
- Coordinator Infrastructure and Parks.

The Shire officers agreed and approval was provided to proceed with the over-budget variation to avoid delays to the project. A purchase order was subsequently issued to Distinctive Pools for the additional works.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Objective	Construct/redevelop community and sporting facilities in a manner that maximises their life span, capacity, and function.
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.

Other Strategic Links

Nil

Statutory Environment

- *Local Government Act 1995.*
- *Local Government (Financial Management) Regulations 1996.*

Sustainability and Risk Consideration

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

The proposed works will protect an important community asset and reduce ongoing water loss and future maintenance costs. Undertaking the repairs now is likely to avoid more significant expenditure in future years resulting from continued deterioration.

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

The swimming pool is an important recreational facility for residents, schools, sporting groups, and visitors. Maintaining the facility in a safe and serviceable condition supports community wellbeing, recreation, and participation in physical activity.

Policy Implications

- Policy G9 – Purchasing.

Risk Management Implications

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

Risk Level	Comment
Low	Failure to undertake the recommended works may result in continued water loss, increased operating costs, further deterioration of the pool shell and increased future renewal costs. The proposed repairs reduce the likelihood of accelerated asset deterioration and support continued operation of the facility.

Consultation

- Distinctive Pools.
- Construction Sciences.
- Shire Executive.
- Swimming Pool Manager.
- Operational Services Staff.

Resource Implications

Financial

An unexpended balance of $7,580 remains from the original project budget ($200,000) for the Boyup Brook Swimming Pool bowl remediation project.

The cost of repair of the previously unidentified faults has resulted in unbudgeted variation of $29,800.

Noting that the works have already been authorised by Shire officers and commenced due to the urgent and time-sensitive nature of the project, Council is requested to endorse the transfer of funds ($22,220) to financially account for the decision taken.

Workforce

Nil

End

10.1.2 Evacuation Centre / Sporting Hub – Wastewater Variation	
File Ref:	Projects/Evac Centre/Reports
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Heidi Webb, Coordinator Infrastructure and Parks
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.1.2A – CONFIDENTIAL Preliminary quote

Moved: Cr. Inglis **Seconded: Cr. Wright**

Council Decision CM 26/10/210

That Council:

1. **Approves the variation of $498,156 to the overall cost of the construction project for the proposed wastewater system quoted as per the attached CONFIDENTIAL preliminary quote.**

2. **Notes that the variation is within the overall budgeted amount contained with the adopted 2026/27 annual budget for the construction of the Evacuation Centre / Sporting Hub and no budget amendment is required.**

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

This report seeks Council's approval for a significant variation relating to the wastewater system for the Evacuation Centre and Sporting Hub Upgrade project.

Following further design development, site and soil evaluation, and consultation with the Environmental Health Officer (EHO), it was determined that the original wastewater system would not meet the Department of Health's approval requirements for the facility's intended occupancy and frequency of use.

A revised wastewater system has been designed to address the site's heavy clay soils, environmental constraints, and increased capacity requirements. The revised design involves additional infrastructure and associated site works, resulting in a significant increase in the project cost.

Council is requested to approve the variation to enable the revised wastewater system to proceed in accordance with the applicable health requirements and support the completion of the project.

Background

The Shire of Boyup Brook awarded the contract for the Evacuation Centre and Sporting Hub Upgrade to Barna Construction in November 2025. The original wastewater system was designed for an occupancy of 80 people, based on the anticipated use of the facility as an evacuation centre.

A site and soil evaluation identified heavy clay soils, which presents limitations for wastewater absorption and disposal. These findings, together with the site's physical and environmental constraints, needed to be considered in determining a suitable wastewater treatment and disposal system.

As the project progressed towards obtaining Department of Health approval for the wastewater system, the Shire's Environmental Health Officer (EHO) identified that the original design did not adequately cater for the facility's intended use as a community space, including its maximum occupancy and frequency of use. The revised design requirements are based on an occupancy of 120 people, with the building classified as a frequent-use facility.

The increased occupancy, combined with the findings of the site and soil evaluation, meant the original wastewater design was no longer suitable. Further design work was therefore required to develop a system that could accommodate the facility's intended use, address the site's constraints, and meet the relevant Department of Health requirements.

The revised design has resulted in a significant change to the original scope of works and an associated increase in project costs. The variation is required to ensure the wastewater system is suitable for the facility and can obtain the necessary regulatory approvals.

Report Detail

The original wastewater design was developed before the site-specific soil and site evaluation (SSE) report was available and was based on a standard septic tank and leach drain arrangement. Following completion of the SSE and further consultation with the hydraulic consultants and Environmental Health Officer (EHO), it was determined that a different wastewater treatment and disposal system was required to meet the Department of Health's requirements.

The revised design incorporates a large Aerobic Treatment Unit (ATU) system comprising four Taylex wastewater treatment tanks, an additional pumping station and a dedicated leach drain field. The system has been designed to address the site's environmental and physical constraints, including the requirement for nutrient removal and an appropriate wastewater disposal method.

The design of the replacement wastewater system has been complicated by the site's topography, existing infrastructure, and flood risk. The lower section of the site is located within the 1-in-100-year flood zone, which restricts the available options for wastewater disposal.

The system cannot be installed below the first tier of the site, and the flood zone restrictions prevent the use of treated wastewater for irrigation. Consequently, a suitably sized leach drain field is required within the available site area.

The revised design proposes pumping wastewater from the four Taylex treatment tanks via an additional pumping station to a leach drain field comprising 10 flatbed leach beds, each approximately 21.5 metres long and 2.1 metres wide. Preliminary design calculations, based on a design loading rate of 10 mm per day, indicate a total disposal area requirement of approximately 800 m², including the required separation between beds.

To accommodate the revised system, several modifications to the existing site infrastructure will be required. These include:

- Rock retaining wall: Partial demolition of the retaining wall at the southern end of the site to accommodate Taylex tanks.
- Existing structures: Demolition and removal of the shed and concrete water tank currently located within the proposed leach drain field.
- Protective fencing: Installation of netted fencing around the northern, eastern, and southern boundaries of the leach drain field to clearly define the area and reduce the risk of vehicles entering the area and damaging the system. The fencing and access gate will match the existing perimeter fencing along the western boundary.

These additional works are necessary to provide sufficient space for the wastewater disposal system; protect its long-term operation and ensure the revised design can be implemented within the site's constraints.

Council's approval of the variation is sought to enable the revised wastewater system, and associated site works to proceed. This will allow the necessary infrastructure to be installed in accordance with the revised design and support the Evacuation Centre and Sporting Hub Upgrade project in progressing towards completion.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	Built Environment
	Objective	Construct/redevelop community and sporting facilities in a manner that maximises their life span, capacity, and function.
	Outcome	Provide sustainable infrastructure that serves the current and future needs of the community.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

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

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

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

Policy Implications

- Policy G6 – Risk Management.

Risk Management Implications

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

Risk Level	Comment
High	Failure to approve the wastewater variation will effectively bring the construction to a stop as Department of Health approval for the original system will not be granted.

Consultation

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

Resource Implications

Financial

The cost of the variation forms part of the contingency amount included in the overall construction budget of $4,767,010 for the project.

At this stage, the construction project is still within the allocated budgeted amount and as such a budget variation is not required. However, this variation has taken up the majority of the remaining contingency. If further variations are requested and supported, it may be necessary for Council to consider a budget amendment in the future.

Workforce

Nil

End

10.2 Governance and Community Services

10.2.1 Quarterly Grants Report, October 2026	
File Ref:	Grants/Council Report
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Angelika Fawcett, Grants Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Matthews **Seconded: Cr. Wright**

Council Decision CM 26/10/211

That Council receives and notes the Quarterly Grants report for October 2026.

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

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

Background

The Grants function within the Shire enables the ability to research, identify and apply for grant funding for community initiatives, projects and facilities that support the community, and are in line with corporate and budgetary priorities.

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

Report Detail

The following grants activities are reported for June to October 2026.

Grant Name, Funding Body	Shire Project	Grant $	Co-cont. required	Status of Grant
RADS, DoT	Airstrip upgrades.	$42,500	$42,500	Grant awarded, project now underway.
CCTV Grant Program, DLGIRS	ANPR camera for Cr. Abel and Bridge Streets	$11,943	$11,943	Grant awarded, project now underway.
Saluting Their Service Commemorative Grants Program, DVA	Upgrade to the Walk of Remembrance	$6,000	$18,138	Grant awarded, project now underway.
ANZAC Day Trust, Defence West	Survey Planning Design - Sandakan Memorial precinct.	$10,468	Nil	Grant application unsuccessful due to heavy oversubscription.
Small Network Grants, FRRR	Upgrade wastewater system, Town Hall.	$50,000	$139,000	Grant has been successful.
NAB Foundation Community Grants, Rd 4	Fixed Generator at Medical centre for outages.	$25,000	Nil	Grant applied for, awaiting outcome.
Australia Day Events Grant, NADC	Community Australia Day events	$10,000	$4,242	Grant applied for, awaiting outcome.
All West Australians Reducing Emergencies (AWARE) Program, DFES	Update the Shire's Bushfire Risk through the LEMC and incorporate into reviewed LEMA.	$11,175	$5,405	Grant applied for, awaiting outcome.
Monadelphous Community Grants program	Community Christmas event	$2,000	TBD	Grant applied for, awaiting outcome.
Community Water Supplies Partnership	Repair of stormwater drains	$174,855	$50,957 plus $5,000 in-kind	Grant applied for, awaiting outcome.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	**Key Imperatives**	**Built Environment**
	Objective	Provide sustainable infrastructure that serves the current and future needs of the community.
	Outcome	Construct / redevelop community and sporting facilities in a manner that maximises their life span, capacity, and function.
	Key Imperatives	**Built Environment**
	Objective	Create a safe and inviting community for locals and visitors.
	Outcome	Partner with key stakeholders to improve streetscapes and revitalise the town centre.
	**Key Imperatives**	**Economic Development**
	Objective	Support a strong and inclusive economy.
	Outcome	Partner with key stakeholders to maximise economic development opportunities through regional and sub regional initiatives.
	Key Imperatives	**Economic Development**
	Objective	Support a strong and inclusive economy.
	Outcome	Promote the town as a great place to visit, stay, and live.
	**Key Imperatives**	**Natural Environment**
	Objective	Manage natural resources sustainably.
	Outcome	Work with key stakeholders to manage land, fire, disease, pests, animals, weeds.
	Key Imperatives	**Natural Environment**
	Objective	Deliver a sustainable and progressive approach to waste management.
	Outcome	Adopt and encourage renewable energy and sustainable practices.
	Key Imperatives	**Natural Environment**
	Objective	Manage responsible growth re Boyup Brook's natural environmental heritage.
	Outcome	Preserve significant places of interest.
	**Key Imperatives**	**Social and Community**
	Objective	Support a healthy, active, vibrant Community.
	Outcome	Provide access to community, sport and recreation facilities.
	Key Imperatives	**Social and Community**
	Objective	Promote quality education, health, childcare, aged care, and youth services.
	Outcome	Advocate and lobby for the maintenance and improvement of service provision to our community.

	Key Imperatives	Governance and Organisation
	Objective	Effectively communicate and engage the community.
	Outcome	Provide the community with relevant, timely information and effective engagement. Work with groups from across the community to address concerns regarding facilities and services.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

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

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

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

Policy Implications

Nil

Risk Management Implications

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

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

Consultation

The level of community consultation undertaken for projects is tailored to the nature and circumstances of each individual initiative.

Resource Implications

Financial

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

Workforce

Nil

End

10.2.2 – 2026 Local Law Making New and Amendment Process	
File Ref:	Governance/Local Laws
Previous Items:	Council Decision CM 26/09/33 – Review of Local Law 2026
Applicant:	Nil
Author and Title:	Gordon MacMile, Exec. Mgr. Governance and Community
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	Nil

Moved: Cr. Hack **Seconded: Cr. Inglis**

Council Decision CM 26/10/212

That Council:

1. **Requests the Chief Executive Officer to give local public notice of the proposed Amendment of the following Shire of Boyup Brook Local Laws in accordance with s3.12(3) and 3.12(8) of the *Local Government Act 1995*:**
   - **Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.**
   - **Local Laws Relating to Fencing.**
   - **Boyup Brook Cemetery Local Law.**
   - **Dogs Local Law.**
   - **Local Government Property Local Law.**
   - **Health Local Law.**
   - **Bush Fire Brigades Local Law.**

2. **Requests the Chief Executive Officer to give local public notice of the proposed Making of a Principal Shire of Boyup Brook Local Laws (Waste Local Law and Cat Local Law) in accordance with s3.12(3) of the *Local Government Act 1995.***

3. **Notes that copies of the local laws may be inspected or obtained at the Shire offices or via the Shire's website.**

4. **Notes that, during the consultation period, staff will undertake benchmarking and research to ensure the local laws remain contemporary, relevant, and enforceable.**

5. **Advises that submissions about the local laws may be made to the Shire before a date to be specified in the public notice, being no less than six (6) weeks after the notice is given.**

6. **Notes that following the submission period, any submissions received will be presented to Council for consideration and the review completed by resolution of Council.**

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

The Shire of Boyup Brook (Shire) make Local Laws under the *Local Government Act 1995* and are enforceable within the district. They help establish and maintain community standards and quality of life, and provide a framework under which businesses, residents, and ratepayers must conduct their activities.

Local Laws must be consistent with State and Commonwealth legislation. They assist the Shire to manage local issues including public places, animals, health, cemeteries, parking, and community safety.

Following the completion of the Shire's Local Law Review 2026 (OCM 24 September 2026) and endorsement of the Review outcomes, Council is requested to now commence the Local Law Amendment and Making process in accordance with legislative requirements.

Background

The Shire commenced the 2026 Local Law Review process in accordance with the Council resolution of 26 February 2026. Public notice was given on 13 March 2026 of the intent to conduct a review of, and seeking feedback on the following Local Laws:

- Local Law No.1 – Standing Orders.
- Activities in Thoroughfares and Public Places and Trading Local Law.
- Parking and Parking Facilities Local Law.
- Local Law Relating to Fencing.
- Cemetery Local Law.
- Dogs Local Law.
- Local Government Property Local Law.
- Health Local Law.
- Bush Fires Brigades Local Law.

The public consultation period on the above Local Laws concluded on 1 May 2026 with no submissions being received.

Council adopted the outcomes of the 2026 Local Laws Review process at the meeting of 24 September 2026 (Council Decision - CM 26/09/33), as well as endorsing the future development of New Principal Local Laws in relation to Waste and Cats.

Completion and adoption of the 2026 Local Law Review ensured the Shire was compliant with the *Local Government Act 1995* Transitional Provisions.

Report Detail

The outcome of the Shires' local law review / next steps is detailed in Table 1 below.
Table 1 - Shire of Boyup Brook - Local Law Review Outcomes / Next Steps

Shire of Boyup Brook Local Law	Comment	Review Outcome / Proposed Recommendation
Activities in Thoroughfares and Public Places and Trading Local Law	Updated approaches needed in relation to signage, trading in public places, street musicians, roadside, and verge treatments.	**Amendment Local Law** to be developed and advertised.
Local Law Relating to Fencing	Updated approaches needed to fences in residential and commercial areas, fencing between residential and rural properties, fences requiring development approval.	**Amendment Local Law** to be developed and advertised.
Cemetery Local Law	Updated (Shire) approaches needed to cemetery management and / or minor amendments required to encompass legislative changes to *Cemeteries Act 1986* and *Cremations Amendment Regulations 2026.*	**Amendment Local Law** to be developed and advertised.
Dogs Local Law	Updated (Shire) approaches to the management of dogs and / or minor amendments to encompass legislative changes to *Dog Act 1976 (*November 2024) and *WA Dog Act Regulations 2026.*	**Amendment Local Law** to be developed and advertised.
Local Government Property Local Law	Updated (Shire) approaches needed to apply (more) consistent approaches to leasing, licensing, distribution of costs, eligibility for community / low-income housing and permissible activities on Shire property.	**Amendment Local Law** to be developed and advertised.
Health Local Laws	Substantial changes have occurred with head of power / overarching legislation, as well as across several functional areas including sanitation, housing, animal waste, offensive trades, and infectious diseases.	**Amendment Local Law** to be developed and advertised.

Shire of Boyup Brook Local Law	Comment	Review Outcome / Proposed Recommendation
Bush Fires Brigades Local Law	Minor amendments required to update approaches to Bush Fire Brigades and legislative changes.	**Amendment Local Law** to be developed and advertised**.**
Waste Local Law	Waste Local Law does not currently exist.	**New Principal Local Law** to be made and advertised.
Cat Local Law	Cat Local Law does not currently exist.	**New Principal Local Law** to be made and advertised.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Section 3.12. of the *Local Government Act 1995* (updated June 2026) prescribes the process for the Making (which includes the Amendment) of a Local Law, including:

In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) Subject to subsection (3A), the local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarised in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

(8) In this section — **making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Sustainability and Risk Consideration

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

Effective management of activities in public places can have a positive impact on the vibrancy of the district and the attraction of visitors.

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

Clear, transparent, and fair local laws can have a positive impact on the social connectivity and unity within the community.

Policy Implications

The following Shire policies have a relationship with the suite of reviewed Local Laws:

- Policy G10 – Disposal of Property.
- Policy C10 – Letting of Council Properties.
- Policy C13 – Consumption of Liquor on Council Property by Outside Bodies.

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	Failure to implement an effective, current, and fit-for-purpose suite of Local Laws impacts on the community's confidence in Shire's leadership and governance authority.

Consultation

Subject of endorsement, public notice will be given in accordance with s3.12 of the *Local Government Act 1995.*

Resource Implications

Financial

No significant costs to Council; minor costs will be incurred on public consultation (advertising / public notice) and (eventual) final gazettal, subject to Council approval.

Workforce

Internal staff resources used to undertake review and to draft (future) proposed amendments and new Local Laws.

End

The Chief Executive Officer has requested the withdrawal of item 10.2.3 2026 Policy Review – Phase 1 Part A (Council / Elected Members and Community) from tonight's agenda. The purpose of the withdrawal is to allow a workshop to be conducted with Councillors to provide further background information and discussion on the matter before it is presented to Council for formal consideration.

WITHDRAWN 10.2.3 – 2026 Policy Review - Phase 1 Part A (Council / Elected Members and Community)	
File Ref:	Governance/Policies and Procedures
Previous Items:	Council Decision CM 26/09/192 (24 September 2026)
Applicant:	Nil
Author and Title:	Gordon MacMile, Executive Manager Governance and Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.2.3A Policy M2 – Communications (External and Social Media) 10.2.3B Policy M3 – Communications (Internal) 10.2.3C Policy M11 – Councillor Briefing Framework 10.2.3D Policy M12 – Public Question Time, Deputations and Presentations 10.2.3E Policy C1 – Community Engagement 10.2.3F Policy C4 – Arts, Culture and Heritage 10.2.3G Policy C5 – Community Funding and Support 10.2.3H Policy C6 – Community Recognition 10.2.3I Policy C7 – Library Collection Development

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

Officer Recommendation CM 26/10/…

That Council adopts the following Council / Elected Members and Community Shire of Boyup Brook Policies (as amended) as per the referred Attachments:

- **10.2.3A Policy M2 Communications (External and Social Media).**
- **10.2.3B Policy M3 Communications (Internal).**
- **10.2.3C Policy M11 Councillor Briefing Framework.**
- **10.2.3D Policy M12 Public Question Time, Deputations, and Presentations.**
- **10.2.3E Policy C1 Community Engagement.**
- **10.2.3F Policy C4 Arts, Culture and Heritage.**
- **10.2.3G Policy C5 Community Funding and Support.**
- **10.2.3H Policy C6 Community Recognition.**
- **10.2.3I Policy C7 Library Collection Development.**

.....
For:
Against:

Summary

The Shire of Boyup Brook maintains a suite of policies at different levels ranging from Council-adopted strategic / community wide, through organisational-level management practices to workplace-level standard operating procedures. A comprehensive, complete, and fit-for-purpose suite of policies is essential for good governance, leadership, and community servicing.

The Shire completed a desktop-level review of current policies in March 2026.

A full 4-phase policy review process throughout 2026/27 has now commenced based a new Policy Framework adopted by Council in September 2026.

Phase 1 on the review will include:

- Part A - Council / Elected Member and Community policies (subject of this Agenda report); and

- Part B - a small number of various individual policies (under a separate report within this Agenda Refer - Agenda item 10.2.4) that are time sensitive in relation to:
  - Operational services during the upcoming Christmas / New Year festive period.
  - Acting Chief Executive Officer arrangements during the upcoming Christmas / New Year festive period.
  - Rylington Park Farm Ancillary Facilities and Accommodation (required to be in place for the potential and upcoming disposal by lease).
  - Letting of Shire Properties.

Background

Policies form an essential component of any sound governance structure and internal control environment. Council policies set out high level strategic positions of organisations, to assist and guide operations, providing direction in the absence of legislative requirements.

Policies of Council should provide guidance to articulate the strategic directions of Council, and set out a broad, overall position of the local government to be followed at an operational level.

(Non-Council) policies (known as management policies) and procedures detail the operational position or approach, tasks, process, and requirements to be accomplished, and the specific actions to be performed by staff.

Standard Operating Procedures function at a workplace level and are established by relevant Executive Managers or Managers within the extent of their authority.

The Shire of Boyup Brook has a total of seventy-three current Council policies covering following the areas:

- Council / Members (10).
- Governance (16) and Finance (6).
- Corporate (25) and Community (3).
- Operational Services (1).
- Emergency Management (1); and
- Planning and Development (11).

A desktop review of the current Shire polices was completed in March 2026, adopted by Council, and published in the Policy Manual as legislatively required.

A gap analysis of the Shire's policy environment was conducted in August 2026 and identified the following:

- An ideal suite of local government policies would normally include approximately eighty specifically focused policies, of which the Shire currently has thirty-two. Meaning a further forty-eight may need to be added.
- Twenty-five current Shire policies that may or may not form part of an expected local government suite, many created for Boyup Brook specific circumstances. These will be further reviewed.
- 12 Council-level policies that should be management polices when assessed against the (Draft) Policy Framework.

The comprehensive policy review and updating process will occur across the 4-phases indicated in Table 1 below between October 2026 to June 2027 and consider the following:

a. The addition of any new and required policies.
b. The amendment of any existing policies because of any budgetary circumstances, legislative changes and operational changes that have occurred since the earlier review (March 2026).
c. The de-escalation of any current Council-level policies that should be management / administrative-level policies or procedures, based on the Council-approved Policy Framework.
d. Recoding / renumbering of policies to resolve minor current confusion.

Table 1 below outlines the actions undertaken and completed to date, as well as the phased approach to reviewing, updating, and adding to the entire policy environment across the remainder of 2026/27.

Table 1 - Policy Review Timetable

Action	Detail	Deadline	Status
Gap Analysis	Complete a 'gap analysis' comparing the Shire's current policy suite with an ideal set of local government policies.	August 2026	Complete
Policy Framework	Establish a Policy Framework that details the hierarchy and structural environment for the Shire's policies, and against which all current and (potentially) new policies can be reviewed and developed.	September 2026	Complete
Policy Review	Phase 1 • Part A - Council (Elected Members) and Community policies (subject of this report). • Part B - Certain individual and time-sensitive policies (separate report within this Agenda).	OCM –October 2026	In Progress
	Phase 2 – Corporate, Governance and Finance policies	OCM - February 2027	Not Started
	Phase 3 – Planning, Development Engineering, Building, Health, Operations policies	OCM – April 2027	Not Started
	Phase 4 – Emergency Management policies	OCM – June 2027	Not Started

Report Detail

Phase 1 Part A within this report covers the review of:

- Council / Elected Member policies:
  - proposing changes to two existing policies:
    - M2 Communications (External and Social Media).
    - M3 Communications (Internal).
  - creation of two new policies:
    - M11 Councillor Briefing Framework.
    - M12 Public Question Time, Deputations, and Presentations.

- Community focused policies:
  - proposing changes to two existing policies:
    - C1 Community Engagement.
    - C5 Community Funding and Support.

- creation of three new policies:
  - C4 Arts, Culture and Heritage.
  - C6 Community Recognition.
  - C7 Library Collection Development.

- Incorporates updated Policy Referencing / Numbering – removing duplication of coding to the following:
  - M – Council and Elected Member policies
  - C – Community policies
  - EM – Emergency Management policies
  - F – Finance policies
  - G – Governance and Corporate policies
  - PDO – Planning, Development and Operations policies (incorporating planning, development, engineering, building, operations, and health).

The outcomes / proposed amendments and additions in the Phase 1 Part A review (Council Member and Community polices) is summarised in the following Table 2.

Table 2

Ref. No	Policy Title	Review Outcome and Reason	Refer Attachment
Council / Member Policies			
M1	Elected Member Access to Information	Remain unchanged	
M2	Elected Member and Chief Executive Officer Public Statements	Major amendment to cover all aspects of external communication.	10.2.3A
M3	Communications	Minor amendment – clarify internal focus and distinguish with proposed policy M12.	10.2.3B
M4	Elected Member Continuing Professional Development	Remain Unchanged	
M5	Elected Member Recognition of Continuous Service	Remain Unchanged	
M6	Attendance at Events and Functions	Remain Unchanged	
M7	Elected Members ICT	Remain Unchanged	
M8	Elected Members Fees, Allowances and Reimbursement of Expenses	Remain Unchanged	

Ref. No	Policy Title	Review Outcome and Reason	Refer Attachment
Council / Member Policies cont'd			
M9	Electronic Attendance at Meetings by Elected Members / Committee Members	Remain Unchanged	
M10	Code of Conduct for Elected Members, Committee Members and Candidates	Remain Unchanged	
M11	Councillor Briefing Framework	New policy – provide structure and clarity to meetings outside of Ordinary and Special Council meetings, Committee meetings.	10.2.3C
M12	Public Question Time, Deputations and Presentations	New policy – provide clarity for Councillors and the public / community on the conduct of Public Question Time, Deputations and Presentations.	10.2.3D

Ref. No	Policy Title	Review Outcome and Reason	Refer Attachment
Community Focused Policies			
C1	Community Engagement	Minor amendment – strengthen alignment and consistency with IAP2 principles.	10.2.3E
C2	Access and Inclusion	Remains Unchanged	
C3	Child Safe Awareness	Remains Unchanged	
C4	Culture, Arts, and Heritage	New policy – encourages the capture and celebration of local history, heritage, and creativity	10.2.3F
C5	Community Funding and Support	Major amendment to existing policy – C17 - Community Grants to broaden coverage to include previous ad-hoc arrangements, may explicit reference to annual budget availability and consider providing a replacement mechanism for historical MOUs	10.2.3G
C6	Community Recognition	New policy that sets out annual events to recognise, celebrate and thank volunteers within the local Boyup Brook community for their service.	10.2.3H

Ref. No	Policy Title	Review Outcome and Reason	Refer Attachment
Community Focused Policies cont'd			
C7	Library Collection Development	New policy that details the library service offering and collection development. Will assist in formalising service standard with the CRC.	10.2.3I

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

* Note – All proposed updates and amendments to draft policies attached are detailed in red font for ease of identification. Subject to Council endorsement, this text will be reformatted at the time of publishing.

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995 (June 2026) s2.7 is relevant and detailed as follows:

2.7. Role of council

1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

2) The council's governing role includes the following —
   a) overseeing the allocation of the local government's finances and resources.
   b) determining the local government's policies.
   c) planning strategically for the future of the district.
   d) determining the services and facilities to be provided by the local government in the district.
   e) selecting the CEO and reviewing the CEO's performance.
   f) providing strategic direction to the CEO.

3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —
   a) the council's governing role is separate from the CEO's executive role as described in section 5.41.
   b) it is important that the council respects that separation.

Local Government (Administration) Regulations 1996

r29C Information to be Published on Official Website

(2) For the purposes of section 5.96A(1)(i), the following information is prescribed –

(c) an up-to-date version of each policy of the local government.

The hierarchy and structure of the Policy Framework have been developed to provide clear guidance to both Council and the administration, in accordance with the separation described in s2.7(3)(a) above.

Sustainability and Risk Consideration

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

Nil

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

Clear, transparent, and fair policies can have a positive impact on the social connectivity and unity within the community.

Policy Implications

This item relates to entire policy environment within the Council and Shire administration, and all individual policies within.

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 maintenance of a comprehensive, complete, and fit-for-purpose suite of policies is essential for good governance, transparency, leadership, and community servicing. Failure to maintain up-to-date and fit-for-purpose policy could undermine the community's confidence in the Shire.

Consultation

The formulation or amendment of Council-level policies is not subject to public consultation. The final adoption of Council-level policies is undertaken through the publicly accessible Ordinary Meeting process.

Internal consultation will be undertaken in all four phases of the review process in relation to management / administrative-level policies.

Resource Implications

Financial

Existing internal staffing resources will be used to complete the full policy review.

Workforce

Internal staff resources used to undertake review and to draft (future) proposed policies.

End

10.2.4 – 2026 Policy Review - Phase 1 Part B (Various Individual)	
File Ref:	Governance/Policies and Procedures
Previous Items:	Council Decision CM 26/09/192 (24 September 2026)
Applicant:	Nil
Author and Title:	Gordon MacMile, Executive Manager Governance and Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.2.4A Policy G8 - Temporary Employment or Appointment of Acting Chief Executive Officer 10.2.4B Policy G14 - Usage of the Rylington Park Farm Ancillary Facilities and Accommodation 10.2.4C Policy G18 - Annual Closure of the Shire of Boyup Brook Administration Office, Shire Depot, and Medical Centre 10.2.4D Policy G25 – Letting of Shire Properties

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

Officer Recommendation CM 26/10/…

That Council adopts the following Council / Elected Members and Community Shire of Boyup Brook Policies (as amended) as per the referred Attachments:

- **10.2.4A Policy G8 Temporary Employment or Appointment of Acting Chief Executive Officer**
- **10.2.4B Policy G14 Usage of the Rylington Park Farm Ancillary Facilities and Accommodation**
- **10.2.4C Policy G18 Annual Closure of the Shire of Boyup Brook Administration Office, Shire Depot, and Medical Centre**
- **10.2.4D Policy G25 Letting of Shire Properties.**

.....
For:
Against:

Moved: Cr. Matthews Seconded: Cr. King

(Amended) Council Decision CM 26/10/213

That Council:

1. **Adopts the following Council / Elected Members and Community Shire of Boyup Brook Policies (as amended) as per the referred Attachments:**

   - **10.2.4A Policy G8 Temporary Employment or Appointment of Acting Chief Executive Officer**

- **10.2.4C Policy G18 Annual Closure of the Shire of Boyup Brook Administration Office, Shire Depot, and Medical Centre**
- **10.2.4D Policy G25 Letting of Shire Properties.**

2. Defers consideration of 10.2.4B – Policy G14: Usage of the Rylington Park Farm Ancillary Facilities and Accommodation, to allow a Councillor workshop to consider the proposed policy in greater detail, with the policy to be presented to a subsequent Ordinary Council Meeting.

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

The Shire of Boyup Brook maintains a suite of policies at different levels ranging from Council-adopted strategic / community wide, through organisational-level management practices to workplace-level standard operating procedures. A comprehensive, complete, and fit-for-purpose suite of policies is essential for good governance, leadership, and community servicing.

The Shire completed a desktop-level review of current policies in March 2026.
A full 4-phase policy review process throughout 2026/27 has now commenced based a new Policy Framework adopted by Council in September 2026.

Phase 1 on the review will include:

- Part A - Council / Elected Member and Community policies (under a separate report within this Agenda Refer - Agenda item 10.2.3) and

- Part B - a small number of various individual policies (subject of this Agenda report); that are time sensitive in relation to:
  - Operational services during the upcoming Christmas / New Year festive period.
  - Acting Chief Executive Officer arrangements during the upcoming Christmas / New Year festive period.
  - Rylington Park Farm Ancillary Facilities and Accommodation (required to be in place for the potential and upcoming disposal by lease).
  - Letting of Shire Properties.

Background

Policies form an essential component of any sound governance structure and internal control environment. Council policies set out high level strategic positions of organisations, to assist and guide operations, providing direction in the absence of legislative requirements.

Policies of Council should provide guidance to articulate the strategic directions of Council, and set out a broad, overall position of the local government to be followed at an operational level.

(Non-Council) policies (known as management policies) and procedures detail the operational position or approach, tasks, process, and requirements to be accomplished, and the specific actions to be performed by staff.

Standard Operating Procedures function at a workplace level and are established by relevant Executive Managers or Managers within the extent of their authority.

The Shire of Boyup Brook has a total of seventy-three current Council policies covering following the areas:

- Council / Members (10).
- Governance (16) and Finance (6).
- Corporate (25) and Community (3).
- Operational Services (1).
- Emergency Management (1); and
- Planning and Development (11).

A desktop review of the current Shire polices was completed in March 2026, adopted by Council, and published in the Policy Manual as legislatively required.
A gap analysis of the Shire's policy environment was conducted in August 2026 and identified the following:

- An ideal suite of local government policies would normally include approximately eighty specifically focused policies, of which the Shire currently has thirty-two. Meaning a further 48 may need to be added.
- Twenty-five current Shire policies that may or may not form part of an expected local government suite, many created for Boyup Brook specific circumstances. These will be further reviewed.
- 12 Council-level policies that should be management polices when assessed against the (Draft) Policy Framework.

The comprehensive policy review and updating process will occur across the 4-phases indicated in Table 1 below between October 2026 to June 2027 and consider the following:

a. The addition of any new and required policies.
b. The amendment of any existing policies because of any budgetary circumstances, legislative changes and operational changes that have occurred since the earlier review (March 2026).
c. The de-escalation of any current Council-level policies that should be management / administrative-level policies or procedures, based on the Council-approved Policy Framework.
d. Recoding / renumbering of policies to resolve minor current confusion.

Table 1 below outlines the actions undertaken and completed to date, as well as the phased approach to reviewing, updating, and adding to the entire policy environment across the remainder of 2026/27.

Table 1 - Policy Review Timetable

Action	Detail	Deadline	Status
Gap Analysis	Complete a 'gap analysis' comparing the Shire's current policy suite with an ideal set of local government policies.	August 2026	Complete
Policy Framework	Establish a Policy Framework that details the hierarchy and structural environment for the Shire's policies, and against which all current and (potentially) new policies can be reviewed and developed.	September 2026	Complete

Action	Detail	Deadline	Status
Policy Review	Phase 1 • Part A - Council (Elected Members) and Community policies (Refer separate report within this Agenda). • Part B - Certain individual and time-sensitive policies (subject of this report).	OCM –October 2026	In Progress
	Phase 2 – Corporate, Governance and Finance policies	OCM - February 2027	Not Started
	Phase 3 – Planning, Development Engineering, Building, Health, Operations policies	OCM – April 2027	Not Started
	Phase 4 – Emergency Management policies	OCM – June 2027	Not Started

Report Detail

Phase 1 Part B covers the review of:

- Certain individual and time-sensitive policies
    - Operational services during the upcoming Christmas / New Year festive period.
    - Acting arrangements during the upcoming Christmas / New Year festive period.
    - Rylington Park Farm Ancillary Facilities and Accommodation (required to be in place for the potential and upcoming disposal by lease).

- Letting of Shire properties – inconsistencies across historical leases and licenses throughout the Shire's portfolio. A number of existing have or are about to expire in the near future. A new leasing policy (covering sub-leasing and licensing) will ensure consistency and equality across all disposals as they are re-executed.

- Incorporates updated Policy Referencing / Numbering – removing duplication of coding to the following:
  - M – Council and Elected Member policies
  - C – Community policies
  - EM – Emergency Management policies
  - F – Finance policies
  - G – Governance and Corporate policies
  - PDO – Planning, Development and Operations policies (incorporating planning, development, engineering, building, operations, and health).

The outcomes / proposed amendments and additions in the Phase 1 Part B review (Various Individual polices) is summarised in the following Table 2 below.
Table 2

Ref. No	Policy Title	Review Outcome and Reason	Refer Attachment
Various Individual Policies			
G8	Temporary Employment or Appointment of Acting Chief Executive Officer	Updated Policy - to include the addition of the Executive Manager Governance and Community Services position to the Shire's Executive.	10.2.4A
G14	Rylington Park Farm Ancillary Facilities and Accommodation	New Policy – detailing the conditions of usage and hire of the Rylington Park Farm Ancillary Facilities and Accommodation – required to distinguish from the upcoming and potential disposal by lease of the farming operations.	10.2.4B
G18	Annual Closure of the Shire of Boyup Brook Administration Office and Depot	Updated Policy – to include the Annual Closure conditions for the Boyup Brook Medical Centre.	10.2.4C
G25	Letting of Council Properties	Updated Policy – to update approach to Community Housing and provide consistency regarding lease and license conditions for all parties.	10.2.4D

* Note – All proposed updates and amendments to draft policies attached are detailed in red font for ease of identification. Subject to Council endorsement, this text will be reformatted at the time of publishing.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995 (June 2026) s2.7 is relevant and detailed as follows:

2.7. Role of council

1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.
2) The council's governing role includes the following —
   a. overseeing the allocation of the local government's finances and resources.
   b. determining the local government's policies.
   c. planning strategically for the future of the district.
   d. determining the services and facilities to be provided by the local government in the district.
   e. selecting the CEO and reviewing the CEO's performance.
   f. providing strategic direction to the CEO.
3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —
   a. the council's governing role is separate from the CEO's executive role as described in section 5.41.
   b. it is important that the council respects that separation.

Local Government (Administration) Regulations 1996

r29C Information to be Published on Official Website

(2) For the purposes of section 5.96A(1)(i), the following information is prescribed –
(c) an up-to-date version of each policy of the local government.

The hierarchy and structure of the Policy Framework have been developed to provide clear guidance to both Council and the administration, in accordance with the separation described in s2.7(3)(a) above.

Sustainability and Risk Consideration

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

Nil

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

Clear, transparent, and fair policies can have a positive impact on the social connectivity and unity within the community.

Policy Implications

This item relates to entire policy environment within the Council and Shire administration, and all individual policies within.

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 maintenance of a comprehensive, complete, and fit-for-purpose suite of policies is essential for good governance, transparency, leadership, and community servicing. Failure to maintain up-to-date and fit-for-purpose policy could undermine the community's confidence in the Shire.

Consultation

The formulation or amendment of Council-level policies is not subject to public consultation. The final adoption of Council-level policies is undertaken through the publicly accessible Ordinary Meeting process.

Internal consultation will be undertaken in all four phases of the review process in relation to management / administrative-level policies.

Resource Implications

Financial

Existing internal staffing resources will be used to complete the full policy review.

Workforce

Internal staff resources used to undertake review and to draft (future) proposed policies.

End

10.2.5 – 2026 Review of Delegations and Sub-Delegations	
File Ref:	Governance/Registers/Delegations Register
Previous Items:	Council Decision CM 23/01/012 (29 January 2026)
Applicant:	Nil
Author and Title:	Gordon MacMile, Executive Manager Governance and Community Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	10.2.5A Delegations of Authority Register 2026 (Updated and Amended) 10.2.5B Sub-Delegations of Authority Register 2026 (Updated and Amended)

Moved: Cr. King Seconded: Cr. Wright

Council Decision CM 26/10/214

That Council:

1. **Adopts the updated and amended Register of Delegated Authority 2026 as per Attachment 10.2.5A.**

2. **Notes that the red font identifying updates and amendments in the Register of Delegated Authority 2026 will be reformatted at the time of publishing in accordance with the *Local Government Act 1995* requirements.**

3. **Notes the updates and amendments to the associated Register of Sub-Delegations 2026 as per Attachment 10.2.5B.**

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

The *Local Government Act 1995* (Act) requires local governments review their delegation of powers and authority to the Chief Executive Officer at least once every twelve months, and the Chief Executive Officer to review their sub-delegation of authority within the same period.

Background

Local Governments in Western Australia can make decisions in various ways based upon the framework established by the *Local Government Act 1995* and the varied functions conferred on local government in various other laws.

There are two critical decision-making bodies in local government, the council, which is the principal decision-making body and the Chief Executive Officer, who is conferred with certain functions under the *Local Government Act 1995*. Other laws delegate additional powers and functions to these bodies.

Where a particular power or function is attributed to a 'local government' then the council may exercise this power. Likewise, where a legislative or regulatory power or function is directed to the 'CEO' of the local government, then the Chief Executive Officer may exercise that power.

A council makes decisions by the passing of a resolution, with the support of the required majority. However, if a council or Chief Executive Officer had to exercise every function they are conferred by the law, it would result in an unmanageable and ineffective situation.

As a result, the *Local Government Act 1995* and other Acts allow for a local government and the Chief Executive Officer, to delegate their functions, to authorise a person to exercise certain functions and where appropriate to act through.

Delegations

Delegations and authorisations are how decision-making bodies can access and distribute the power or function to undertake certain statutory functions. A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the *Local Government Act 1995* but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

Delegation by the Chief Executive Officer to an Employee

Section 5.44.(1) of the Act and other legislation allows for the Chief Executive Officer to delegate certain power or authority to another employee other than the power of delegation. This must be done in writing as per section 5.44(2).

The Act also allows for the Chief Executive Officer to place conditions on any delegations if desired under section 5.44(4).

Delegation by the Chief Executive Officer is undertaken through sub-delegation.

Report Detail

The Shire has previously undertaken minor reviews and amendments to the Authorised Delegations including:

- February 2025 – update to delegations from Council to Committees (Rylington Park) and updated references to head of power legislation.
- January 2026 – update to give effect to the Council decision to dissolve the Boyup Brook Medical Services Committee and to further update the register regarding head of power legislation.

With additional resources now available within the Shire, a further review and update to both the Authorised Delegations (from Council to the Chief Executive Officer) and Authorised Sub-Delegations (from the Chief Executive Officer to other Shire Officers) is timely because of further legislative (State) and structural / organisational (within the Shire) changes.

The main proposed changes to the Delegations and Sub-Delegations are summarised as the following:

- Delegation of Authority
  - Updated to include current references to amended legislation, regulation, and State Government agencies.
  - A small number of new individual delegations to accompany existing Council policies; and
  - New delegations to accompany Shire Local Laws.

- Sub-Delegations of Authority
  - Updated to include current references to amended legislation, regulation, and State Government agencies.
  - Updated sub-delegations to include changes with the Shire's organisational structure.
  - A small number of new individual sub-delegations to accompany existing Council policies.
  - Minor amendments to a small number of sub-delegation conditions; and
  - New sub-delegations to accompany Shire Local Laws.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995

The provisions of the *Local Government Act 1995* which provide for delegations by a local government or its CEO are as follows:

- Section 5.16(1), states: 'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'

Section 5.17 of the *Local Government Act 1995* provides limitations on what powers and duties a local government can delegate to its committees. Section 5.17(1) limits the powers and duties which can be delegated to committees, according to the types of members which constitute the committees for example:

- council members only.
- council members and employees only.
- council members and other persons only.
- council members, employees, and other persons; or
- employees and other persons only.

Section 5.17(2) prohibits absolutely the delegation of any powers or duties to committees comprised of other persons only (no council members or employees).

Section 5.42(1), states: 'A local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under:

1. this Act other than those referred to in section 5.43; or
2. the *Planning and Development Act 2005* section 214(2), (3) or (5).'

Sections 5.43(a) to 5.43(i) of the *Local Government Act 1995* provide limitations on what powers and duties a council can delegate to its Chief Executive Officer, as follows:

- any power or duty that requires a decision of an absolute majority of the council.
- accepting a tender which exceeds an amount determined by the council.
- appointing an auditor.
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the council.
- any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100.
- borrowing money on behalf of the local government.
- hearing or determining an objection of a kind referred in section 9.5.

- the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government; or
- any power or duty that requires the approval of the Minister or the Governor.

Section 5.44(1), states: 'A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.'

Sustainability and Risk Consideration

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

Delegating decision-making power from Council to a committee or the Chief Executive Officer can streamline processes, enhance efficiency, and enable quicker responses to economic opportunities, potentially boosting local investment and growth.

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

With streamlined processes, the Shire can better respond to community needs and emerging challenges, fostering a more vibrant, well-supported, and liveable community.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
High	If the Shire fails to maintain a delegation register, it risks breaching legislative requirements, which could result in legal challenges, penalties, or loss of public trust. Ineffective delegation of authority could result in unmanageable and ineffective decision making and action taking within the Shire Administration. Ineffective sub-delegation of authority could result in unmanageable and ineffective decision making and action taking within the Shire Administration.

Consultation

The review and periodical updating of the Register of Delegated Authority is not subject to public consultation; however, the register is available of the Shire's website.

Resource Implications

Financial

The review of delegations and sub-delegations of authority has been completed using existing salaries budget.

Workforce

The review of delegations and sub-delegations of authority has been completed using existing staffing resources.

End

10.3 Corporate Services

Note:

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

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

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

(a) An interest relating to an allowance to which section 5.98A or 5.99A refers.

(b) *An interest (not being an interest referred to in section 5.63(1)) relating to the payment by the local government of money that the local government is legally obliged to pay.*

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

Moved: Cr. Inglis Seconded: Cr. Wright

Council Decision CM 26/10/215

That Council receives the list of accounts paid in September 2026, totaling $998,735.81 from Municipal account, and $52,930.42 from Police Licensing, as represented by:

Municipal		
EFT	**2995-3222**	**$ 729,946.73**
Cheques	**20732**	**$ 185.05**
Direct Payments		**$ 268,604.03**
Municipal Total		**$ 998,735.81**
Police Licensing		**$ 52,930.42**
Grand Total		**$1,051,666.23**

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

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

Background

This report presents accounts/invoices received for the supply of goods and services, salaries and wages, and the like which were paid during the period 1 to 30 September 2026.

Report Detail

Attachment 10.3.1A lists accounts/invoices the Shire paid by cheque or electronic means during the period 1 to 30 September 2026.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

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

12. Payments from municipal fund or trust fund

(1) A payment may only be made from the municipal fund or the trust fund —
(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Lists of accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name.
(b) the amount of the payment.
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —
(i) the payee's name.
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction
and
(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
(b) recorded in the minutes of that meeting.

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

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

Risk Management Implications

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

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

Consultation

Nil

Resource Implications

Financial

Account payments accorded with the adopted 2026/2027 Annual Budget and adopted 2025/2026 Annual Budget where applicable.

Workforce

Nil

End

10.3.2 Monthly Statement of Financial Activity for the period ending 31 August 2026	
File Ref:	FM/10/003
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Carolyn Mallett, Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.3.2A – Monthly Financial Report 31 August 2026

Moved: Cr. King **Seconded: Cr. Moore**

Council Decision CM 26/10/216

That Council receives the Monthly Financial Report for 31 August 2026, as presented (Attachment 10.3.2A).

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

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

Background

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

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

Report Detail

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

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

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

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

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

The Statement of Financial Activity as of 31 August 2026 shows a closing surplus of $8,203,227.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995

Section 6.4–Specifies that a local government is to prepare such other financial reports as are prescribed.
Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

Sustainability and Risk Consideration

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

Nil

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

Nil

Policy Implications

Council Policy F2 – Investment of Funds is applicable.

Risk Management Implications

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

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

Consultation

Nil

Resource Implications

Financial

Nil

Workforce

Nil

End

10.4 Chief Executive Officer

10.4.1 Sandakan Park Skate Park Design and Costing	
File Ref:	Buildings & Assets-Sandakan Park Master Plan
Previous Items:	Council Decision 25/07/136
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.4.1A – Adopted Sandakan Reserve Master Plan

Moved: Cr. Moore **Seconded: Cr. Wright**

Council Decision CM 26/10/217

That Council:

1. **Supports in principle progressing the skate park component of the adopted Sandakan Park Master Plan to the design and cost-estimation stage, subject to (2.) below.**

2. **Requests the Chief Executive Officer to identify opportunities to allocate up to $40,000 towards community consultation, concept design, and costing of the proposed skate park as part of the 2026/27 statutory budget review.**

3. **Notes that progressing the design and costing does not commit Council to construction of the skate park and that any future construction will be subject to a further report to Council, consideration of external grant funding and Council's future financial capacity.**

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

This report seeks Council's support to progress the proposed new skate park and pump track identified within the adopted Sandakan Park Master Plan to the next stage of planning.

The adopted Master Plan identifies a dedicated youth precinct at Sandakan Park incorporating a skate park with a bowl area. The Master Plan is a strategic spatial guide and further design; technical investigation and costings are required before construction can occur.

The Shire has previously explored various grant opportunities to fund the design and costing phase of the project. However, most capital grant programs are focused on projects that are already well developed or “shovel ready,” requiring applicants to have designs, defined project scopes, and reliable cost estimates available when applying.

This creates a difficulty for projects that are still at the concept stage. Without investigating in the preliminary design and costing work, the Shire may continue to be unable to meet the readiness requirements of future funding opportunities.

Council funding the design and costing phase would address this issue and move the skate park and pump track from a Master Plan concept to a defined and costed project. It would also demonstrate to potential funding bodies that Council is serious about progressing the skate park and is prepared to commit its own funds to move the project forward.

This would place the Shire in a stronger position to seek future construction funding, particularly through Lotterywest and other State and Commonwealth grant programs.

Background

The Shire engaged Landscape Planners Pty Ltd (May 2024) to develop a comprehensive Master Plan for Sandakan Park. The project considered the future development of the broader precinct, including the playground, Sandakan Memorial, parking, nature areas, events space, pump track, and skate park.

A Project Reference Group comprising community representatives, parents, high school student leaders, Councillors, Shire staff, and the landscape planner assisted in developing the plan.

The Ordinary Council Meeting held on 31 July 2025 resolved to endorse the Sandakan Park Master Plan for community consultation. The Master Plan identified the pump track, skate park, and events space as one of the six key areas proposed for future development.

Community consultation was subsequently undertaken with the overall feedback reported as positive.

The Ordinary Council Meeting held on 27 November 2025 resolved to adopt the Sandakan Park Master Plan as presented.

Since adoption of the Master Plan, attempts have been made to identify external grant opportunities that could assist with funding the skate park and pump track design and costing stage. The recurring issue has been that many infrastructure and capital grant programs require projects to be sufficiently developed before an application is submitted. This can include a defined scope, preliminary or detailed design, reliable quantity, and cost estimates.

As a result, relying solely on grant funding to undertake the initial design stage can make it difficult to progress the project to the point where it becomes competitive for larger construction grants.

Report Detail

The existing skate park forms part of Sandakan Park, located at the corner of Cailes Road and Cowley Street. The recently developed All Ages and Abilities Play Space has significantly upgraded the broader recreational value of Sandakan Park, while the existing skate facility remains an area identified for future redevelopment.

The adopted Sandakan Master Plan provides a clear strategic location for the future skate park and pump track. The Sandakan Master Plan identifies a dedicated Youth Precinct, including a “Skate Park with Bowl and Pump Track,” together with shade, seating, drinking facilities, pathways, and connections to the wider precinct.

Importantly, the Master Plan is not a construction drawing. It has been prepared as a spatial guide, and further investigation and detailed design are required before the project could proceed to construction.

The next stage is therefore to engage a specialist skate park designer to develop the facility beyond the Master Plan level.

A preliminary cost of $35,000 to $40,000 has been sourced and will cover the following scope of works for the skate park:

- Startup meeting, site analysis, promotional material for consultation.
- Community Consultation, first draft project report.
- Design Development / Pricing Research.
- First draft design, cost estimate, and project report for shire reviews.
- Delivery of Final Concept, Cost Estimate and Project Report.

Completing this work would allow Council to consider the project based on an actual design and realistic cost rather than a broad Master Plan concept. It would also address one of the key barriers experienced by the Shire when examining grant opportunities.

Attempts have been made to identify grant funding that could cover the design and costing stage. However, many funding programs for community infrastructure are designed to support projects that are already substantially developed and capable of proceeding within defined funding timeframes.

This means applicants are often expected to demonstrate that a project is effectively grant ready or shovel ready, including having a clear design, scope, and project cost. For the Shire, this creates a practical funding gap.

The project requires design and costing before it can compete effectively for construction funding yet grant opportunities for the preliminary design stage are more limited. Council funding the design and costing would bridge this gap.

It would move the project from a concept identified in an adopted Master Plan to a project with a defined scope, design and cost that can be presented to external funding bodies.

It would also provide a clear indication to future grant providers that Council is serious about delivering the project and has been willing to invest its own resources to advance it. This is particularly relevant when seeking larger external contributions. A funding body can have greater confidence in a project where the local government has already undertaken the planning work, resolved the location, engaged with the community, committed funds, and developed a credible pathway to delivery.

Lotterywest currently identifies local government authorities as eligible grant applicants and has previously supported skate parks, pump tracks, and youth precinct infrastructure throughout Western Australia. Lotterywest also expects construction projects to be sufficiently developed when grant funding is awarded. Having a completed design, reliable cost estimate and clearly defined scope would therefore place the Shire in a stronger position when discussing a future application.

While funding cannot be guaranteed, investing in the design and costing stage would materially improve the Shire's preparedness and ability to respond when an appropriate funding opportunity becomes available.

No decision to construct the skate park is proposed through this report.

Once the design and cost estimate are complete, a further report would be presented to Council outlining the final design, estimated construction cost, potential grant opportunities, any required Shire contribution, and ongoing asset management implications.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	**Social and Community**
	Outcome	Support a healthy, active, vibrant community.
	Objective	Provide access to community, sport, and recreation facilities.

Other Strategic Links

Council adopted the Sandakan Park Master Plan at the Ordinary Council Meeting held on 27 November 2025. The proposed design and costing work directly progresses an identified component of the adopted plan and will assist in moving the skate park from strategic planning to project readiness.

Statutory Environment

Local Government Act 1995:

- s6.8 – Provides for expenditure that was not included in the annual budget to be authorised by Council, subject to the requirements of the Act.

Local Government (Financial Management) Regulations 1996

- r33A – Provides for the statutory review of a local government's annual budget during the financial year.

  This report does not itself authorise expenditure on the project. It proposes that funding be considered by Council as part of the 2026/27 statutory budget review.

Sustainability and Risk Consideration

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

A modern skate park would add to the range of recreational infrastructure available within the town and complement the recently completed Sandakan Park playground. A well-designed youth precinct has the potential to increase the attractiveness of Boyup Brook to families, visitors and people considering living in the district.

Construction of the project may also provide opportunities for local and regional suppliers and contractors where appropriate.

Investing in the design and costing stage may enable the Shire to leverage a significantly larger external funding contribution towards the future construction cost.

Developing the project to a grant ready stage therefore has the potential to reduce the eventual financial burden on local ratepayers.

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

Skate parks provide an informal and accessible form of recreation particularly valued by young people. A modern facility can provide a safe place for physical, social interaction, skill development, and community connection.

The proposal builds upon previous consultation undertaken with local students and community members, which supported retaining the skate park within the Sandakan Park precinct.

Locating the facility within the broader Sandakan youth and recreation precinct will enable it to complement the playground, open space, community facilities, and future pump track rather than operate as a standalone facility.

Policy Implications

Any engagement of consultants will be undertaken in accordance with the Shire's Purchasing Policy and applicable procurement requirements.

Risk Management Implications

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

Risk Level	Comment
Moderate	There is a risk that Council could fund the design and costing phase without subsequently securing external construction funding. However, without completing the design and costing, the project is likely to remain at concept stage and may continue to be unable to satisfy the project readiness requirements of future infrastructure grants. Funding the preliminary stage therefore reduces the risk of the Shire missing future grant opportunities because the project is insufficiently developed.

Consultation

Consultation undertaken during development of the Sandakan Park Master Plan included the Sandakan Park Project Reference Group, community representatives, local parents, Boyup Brook District High School students, Councillors, Shire staff and Landscape Planners Pty Ltd. Broader community consultation was also undertaken prior to adoption of the Master Plan.

The detailed skate park design process should include further targeted engagement with young people and current and potential users of the facility to ensure the proposed facility provides an appropriate mix of features and skill levels.

Resource Implications

Financial

There is currently no construction commitment proposed.

Council is recommended to consider an allocation of $40,000 through the 2026/27 January statutory budget review for the design and costing phase, if, any savings have been identified through the budget review.

The amount is proposed as a maximum provision to enable the Shire to procure specialist skate park design services, undertake any necessary site survey or preliminary technical investigations, conducted targeted consultation, and obtain a sufficiently reliable construction cost estimate.

The actual amount required will be determined following quotations from suitably experienced providers. Any unrequired allocation would remain unspent.

Workforce

The project can be managed within existing staff resources, with specialist skate park design and technical work undertaken by external consultants.

End

10.4.2 Dadour Provisions	
File Ref:	Government Department Liaison/LGIRS
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Inglis **Seconded: Cr. Moore**

Council Decision CM 26/10/218

That Council:

1. **Opposes the proposed removal of the elector-initiated amalgamation poll provision contained in Schedule 2.1, clauses 8 and 10 of the *Local Government Act 1995*, commonly referred to as the "Dadour" provisions.**

2. **Supports retaining a legislative mechanism that allows electors to request a binding poll where the amalgamation of local government districts is proposed.**

3. **Requests the Shire's representative on the Western Australian Local Government Association (WALGA) South West Country Zone to seek support for retaining the "Dadour" provisions and for this position to be considered as a WALGA advocacy priority.**

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

The Western Australian Government announced proposed changes to the *Local Government Act 1995* on 17 September 2026, including the removal of the "Dadour" provisions relating to local government amalgamations.

The existing provisions allow electors to request a poll on a proposed amalgamation and, where certain voting requirements are met, require the Minister to reject the proposal.

The Government considers that removing these provisions will make it easier for local governments to pursue voluntary amalgamations.

While voluntary amalgamations may provide benefits in an urban city environment it will not necessarily be the case in country / rural local governments.
Removing the “Dadour” provision would remove an existing legislative right for affected communities to have a direct say in decisions concerning their local government’s future.

Council is requested to consider opposing the proposed removal and seek support for retaining these provisions through WALGA.

Background

The “Dadour” provisions are contained in Schedule 2.1, clauses 8 and 10 of the *Local Government Act 1995*.

These provisions allow electors to request a poll where the Local Government Advisory Board recommends the abolition and amalgamation of two or more local government districts.

Under the current legislation:

- A poll can be requested by at least 250 electors or 10% of electors in an affected district, within one month of the required notice.
- Where a valid request is received, the Minister must require the recommendation to be pit to a poll of electors of that district.
- If at least 50% of electors in an affected district participate and a majority of those voting oppose the amalgamation, the Minister must reject the recommendation.

The provisions have historically provided an important safeguard for communities affected by proposed local government amalgamations, including during the metropolitan local government reform process between 2013 and 2015.

The State Government announced on 17 September 2026 its intention to remove the “Dadour” poll provisions as part of broader local government reforms. The Government indicated that the change is intended to remove barriers to voluntary amalgamations and improve the long-term sustainability of the sector.

The *Local Government Amendment and Repeal Bill 2026* containing the proposed ‘Dadour’ provision amendment was introduced in the WA Parliament on 14 October 2026.

Report Detail

The State Government has indicated that removing the “Dadour” provisions will make it easier for local governments to pursue voluntary amalgamations.

The Government's position is that the current provisions can allow a minority of electors in one district to prevent an amalgamation, even where there may be broader support for the proposal.

However, the existing provision also provides communities with an opportunity to influence decisions that may significantly affect their local representation, community identity, and future service delivery.

Current legislation compared with proposed change:

Current legislation	Proposed change
Electors can request a poll on a recommended amalgamation where statutory requirements are met.	The Government proposes removing the "Dadour" poll mechanism.
A qualifying poll result requires the Minister to reject the amalgamation recommendation.	This existing mandatory rejection requirement would be removed.
Affected communities have a formal mechanism to challenge an amalgamation.	Communities would rely on other consultation or decision-making processes available under the amended legislation.
The provisions apply to qualifying amalgamation recommendations, including those arising from voluntary proposals.	The change is intended to facilitate voluntary amalgamations, although the final legislative wording is yet to be confirmed.

For smaller regional local governments such as Boyup Brook, amalgamation could have significant implications for local representation, community identity, service delivery, and the allocation of resources.

The existing "Dadour" provisions establish a high threshold for an amalgamation proposal to be rejected. At least half of the electors in an affected district must participate in the poll, with a majority of those voting required to oppose the proposal.

This means that a proposal cannot be rejected through a binding "Dadour" poll simply because a small number of elector's object. A significant level of community participation is required.

Removing these provisions would eliminate the existing elector-initiated right to require a poll and potentially prevent an amalgamation. While the legislation separately provides the Minister with discretion to require a poll, this does not offer the same protection as a right exercised by electors.

It is also important to distinguish between supporting voluntary amalgamations and supporting the removal of community voting rights.

Council may consider that voluntary amalgamations are appropriate where they provide benefits to affected communities. However, this does not necessarily justify removing the existing ability of electors to formally oppose an amalgamation.
The State Government has indicated that it has no current intention to pursue forced amalgamations. Nevertheless, the existing "Dadour" provisions are not limited to voluntary proposals and provide a safeguard should future governments consider other approaches to local government reform.

It is therefore recommended that Council oppose the proposed removal of the "Dadour" provisions and advocate for their retention through WALGA.

This approach would not prevent Council from considering future amalgamation proposals on their individual merits. Rather, it would support retaining a legislative mechanism that allows affected communities to participate directly in decisions concerning their local government's future.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	**Governance and Organisation**
	Outcome	Effectively communicate and engage the community.
	Objective	Provide the community relevant, timely information and effective engagement.

Other Strategic Links

WALGA's advocacy role in representing the interests of Western Australian local governments and their communities.

Statutory Environment

Local Government Act 1995:

- s2.1 – State divided into districts.
- Schedule 2.1, clause 7 – Minister may require a poll in relation to a recommendation.
- Schedule 2.1, clause 8 – Electors may demand a poll on a recommended amalgamation.
- Schedule 2.1, clause 10 – Minister may accept or reject a recommendation, subject to the binding poll requirements.

Local Government (Constitution) Regulations 1998

- r9 – Prescribes the form of an elector request for an amalgamation poll.

Sustainability and Risk Consideration

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

There are no immediate economic implications associated with Council adopting an advocacy position.

However, future local government amalgamations could have implications for service delivery and the allocation of financial resources.

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

The proposed removal of the "Dadour" provisions has potential implications for community representation and participation in decisions affecting local government boundaries and amalgamations.

For regional communities such as Boyup Brook, maintaining local identity and ensuring that community views are considered in significant structural changes is important.

Retaining an elector-initiated poll mechanism provides communities with a formal opportunity to participate in decisions concerning their local government's future.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Low	The recommendation itself presents a low organisational risk, as it involves communicating Council's position on proposed legislative amendments. The removal of the "Dadour" provisions may have broader governance implications by reducing the formal mechanisms available to electors to influence future amalgamation decisions. Any future amalgamation proposal affecting the Shire would require a separate assessment of the financial, operational, governance and community risks.

Consultation

The State Government announced the proposed reforms on 17 September 2026.

Resource Implications

Financial

There are no direct financial implications associated with the recommendation.

Workforce

Nil

End

10.4.3 Council Meeting Dates for 2027	
File Ref:	Council
Previous Items:	Council Decision CM 25/10/197
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

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

Officer Recommendation CM 26/10/…

That Council:

1. **Adopts the following dates for the 2027 Ordinary Council Meetings, commencing at 6:00pm in Council Chambers, 55 Abel Street, Boyup Brook:**

   - **Thursday, 28 January 2027**
   - **Thursday, 25 February 2027**
   - **Thursday, 25 March 2027**
   - **Thursday, 29 April 2027**
   - **Thursday, 27 May 2027**
   - **Thursday, 24 June 2027**
   - **Thursday, 29 July 2027**
   - **Thursday, 26 August 2027**
   - **Thursday, 30 September 2027**
   - **Thursday, 28 October 2027**
   - **Thursday, 25 November 2027**

2. **Confirms that no Ordinary Council Meeting will be held in December 2027.**

3. **Requests the Chief Executive Officer to publish the adopted dates, times, and location on the Shire's official website before 1 January 2027 and arrange additional publication in the Boyup Brook Gazette and on the Shire's social media pages.**

.....
For:
Against:

Moved: Cr. Matthews **Seconded: Cr. Wright**

(Amended) Council Decision CM 26/10/219

That Council:

1. **Adopts the following dates for the 2027 Ordinary Council Meetings, commencing at 6:00pm in Council Chambers, 55 Abel Street, Boyup Brook:**

   - **Wednesday, 27 January 2027**
   - **Wednesday, 24 February 2027**
   - **Wednesday, 31 March 2027**
   - **Wednesday, 28 April 2027**
   - **Wednesday, 26 May 2027**
   - **Wednesday, 30 June 2027**
   - **Wednesday, 28 July 2027**
   - **Wednesday, 25 August 2027**
   - **Wednesday, 29 September 2027**
   - **Wednesday, 27 October 2027**
   - **Wednesday, 24 November 2027**

2. **Confirms that no Ordinary Council Meeting will be held in December 2027.**

3. **Requests the Chief Executive Officer to publish the adopted dates, times, and location on the Shire's official website before 1 January 2027 and arrange additional publication in the Boyup Brook Gazette and on the Shire's social media pages.**

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

REASON: The discussion during consideration of the item identified that a midweek Council meeting would be operationally advantageous for the preparation of agendas and the subsequent actioning of Council decisions.

Summary

Council is requested to consider and adopt the proposed Ordinary Council Meeting dates for the 2027 calendar year.

It is proposed that Ordinary Council Meetings continue to be held on the last Thursday of each month, commencing at 6:00pm, excluding December.

Background

Under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, local governments are required to publish the dates, times, and locations of their scheduled Ordinary Council Meetings before the commencement of the calendar year.

The Shire has traditionally held Ordinary Council Meetings on the last Thursday of each month excluding December.

The proposed 2027 meeting schedule continues this arrangement, providing consistency for Councillors, administration, and member of the community.

Council retains the ability to amend meeting dates or convene Special Council Meetings when required.

Report Detail

It is proposed that Council continue its established practice of holding Ordinary Council Meetings on the last Thursday of each month, commencing at 6:00pm in the Council Chambers.

Councillor Confidential Concept Forums will continue to be held on the same day as the Ordinary Council Meeting commencing at 4:00pm. These forums provide an opportunity for Councillors to receive briefings on current and upcoming projects, discuss operational and strategic matters, and seek clarification on agenda items.

Ordinary Council Meetings will continue to be held monthly, excluding December.

The absence of a December meeting allows administration to concentrate on end of financial year reporting and audit processes. Subject to the Office of the Auditor General completing the annual audit within the anticipated timeframe, the Annual Report and audited Financial Statements may be presented to Council at its January meeting, with the Annual Electors' Meeting to follow in accordance with legislative requirements.

Council agendas will continue to be distributed to Councillors in advance of meetings, providing sufficient time to consider reports and supporting information. Councillors are encouraged to submit questions to the Chief Executive Officer before meetings to allow administration to provide clarification where required.

Maintaining a consistent monthly meeting schedule supports effective planning, timely decision making and public participation in the Council's decision-making process.
The proposed dates have been checked against the 2027 calendar and align with the last Thursday of each month.

Adopting the meeting schedule in advance will allow the Chief Executive Officer to publish the required information before the beginning of 2027 and provide certainty for Councillors, staff, and the community.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	**Key Imperatives**	**Governance and Organisation**
	Outcome	Effectively communicate and engage the community.
	Objective	Provide the community relevant, timely information and effective engagement.

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995:

- s5.25(1)(g) – Provides for regulations to be made concerning the giving of public notice of the date and agenda for Council meetings.

Local Government (Administration) Regulations 1996

- r12 – Publication of meeting details.
- r12(1) - Defines meeting details as the date and time when, and the place where, a meeting is to be held.
- r12(2) – Requires the Chief Executive Officer to publish on the local government's official website, before the beginning of the year, the meeting details for Ordinary Council Meetings.
- r12(3) – requires any changes to the published meeting details to be published on the local government's official website as soon as practicable after the changes are made.

  The proposed adoption and publication of the 2027 Ordinary Council Meeting schedule will satisfy the requirements of Regulation 12 relating to Ordinary Council Meetings.

Sustainability and Risk Consideration

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

Nil

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

Establishing and publishing the annual Council meeting schedule provides certainty to the community and supports public attendance and participation in local government decision-making.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Low	Adoption and publication of the meeting schedule ensures legislative compliance and provides administrative certainty. Failure to publish the required meeting details before the beginning of 2027 would result in non-compliance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.

Consultation

Nil

Resource Implications

Financial

There are no financial implications associated with adopting the proposed meeting schedule. Ordinary Council Meeting costs are provided for within the Shire's operational budget.

Workforce

Nil

End

10.4.4 Warren Blackwood Alliance of Councils – Six-Month Membership Review and Withdrawal	
File Ref:	Governance/Regional Partnership/WBAC
Previous Items:	SCM, Council Decision CM 26/07/148 OCM, Council Decision CM 26/05/122 OCM, Council Decision
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	10.4.4A – WBAC Extraordinary Board Meeting Minutes – 21 September 2026 10.4.4B – WBAC Constitution

Moved: Cr. Inglis **Seconded: Cr. King**

Council Decision CM 26/10/220

That Council:

1. **Receives the report on the review of the Shire of Boyup Brook's membership of the Warren Blackwood Alliance of Councils (WBAC), as required by Council Decision CM 26/07/148 of 7 July 2026.**

2. **Notes the outcome of the WBAC Extraordinary Board Meeting held on 21 September 2026 and determines that insufficient progress has been demonstrated towards implementing the proposed revised operational model to provide confidence that measurable financial and operational benefits will be delivered to the Shire within an acceptable timeframe.**

3. **Reaffirms Council's intention to withdraw from WBAC, as originally expressed through Council Decision CM 26/05/122.**

4. **Resolves to withdraw from membership of WBAC and request that the withdrawal take effect on 31 December 2026, recognising that Council:**

    a) **Originally resolved to withdraw before the commencement of the 2026/2027 financial year.**

    b) **Subsequently agreed to continue membership for a further six months specifically to allow WBAC an opportunity to demonstrate progress towards a revised operational model.**

    c) **Has determined that the progress demonstrated does not justify continued membership.**

5. **Authorises the Chief Executive Officer to formally notify WBAC of Council's decision.**

6. Requests the Chief Executive Officer to liaise with the Boyup Brook Visitors Centre to ascertain what assistance may be required to continue supporting their website.

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

The purpose of this report is to present Council with the outcomes of the review of the Shire's membership of the Warren Blackwood Alliance of Councils (WBAC), as requested through Council Decision CM 26/07/148 of July 2026.

Council originally resolved on 28 May 2026 to withdraw from WBAC due to financial pressures associated with the loss of Forest Products Commission (FPC) rates-equivalent revenue and concerns regarding the value delivered through its annual membership contribution.

Following discussions regarding proposed changes to WBAC's operational model, Councill reconsidered its position on 7 July 2026 and agreed to retain membership for a further six months to allow the Alliance an opportunity to demonstrate progress.

An Extraordinary Board Meeting was held on 21 September 2026, at which WBAC endorsed a revised program of work, governance oversight arrangements, and staffing model. However, the Board also resolved to continue operating as an incorporated Association for at least another 12 months while developing a plan to transition to a Voluntary Regional Organisation of Councils.

A high-level implementation plan and associated costings are to be prepared by December 2026.

While these decisions demonstrate some progress, the proposed revised operational model remains largely in the planning stage.

The Shire considers that the progress made does not provide sufficient confidence that the anticipated benefits will be realised within an acceptable timeframe.

The Shire does, however, acknowledge the assistance provided by Southern Forests & Valleys to the Boyup Brook Visitors Centre. The Shire is currently investigating alternative arrangements to allow this assistance to continue independently of WBAC membership.

The WBAC Constitution requires members wishing to resign to provide one month's written notice, with resignation taking effect at the end of the financial year.

Given Council's original decision to withdraw before the commencement of the 2026/27 financial year and its subsequent decision to allow a defined six-month review period, the Shire considers there are reasonable grounds to request an earlier withdrawal date.

It is recommended that Council confirm its intention to withdraw and request that the resignation take effect on 31 December 2026.

Background

The Ordinary Council Meeting held on 28 May 2026, Council considered Item 10.5.5, Continued Membership of the Warren Blackwood Alliance of Councils.

Through Council Decision CM 26/05/122, Council resolved:

That Council:

1. *Determines that, due to ongoing uncertainty in Forest Product Commission equivalent rates funding and the need to prioritise discretionary expenditure, the Shire of Boyup Brook withdraw from membership of the Warren Blackwood Alliance of Councils at the earliest date permitted under WBAC's governing arrangements.*

2. *Authorises the Chief Executive Officer to negotiate continued participation in the Southern Forest & Valleys tourism program through a separate service agreement, memorandum of understanding, or other acceptable arrangement. For consideration as part of the 2026/27 budget.*

3. *Notes that the Shire's participation in the Warren Blackwood Regional Trails Strategy continues until project completion in accordance with Council's March 2026 decision and is independent of ongoing WBAC membership.*

This decision was made before the commencement of the 2026/27 financial year and reflected concerns regarding the Shire's ongoing financial position and the value delivered through WBAC membership.

Following that decision, discussions occurred between the WBAC Chair, Shire President, and the Chief Executive Officer regarding a proposed restructuring of the organisation, with greater emphasis on providing shared services, operational efficiencies, and measurable benefits to participating local governments.

At the Special Council Meeting held on 7 July 2026, Council reconsidered its position.

Through Council Decision CM26/07/148, Council revoked its previous withdrawal resolution and agreed to continue WBAC membership for a further six months.

The resolution also required the Chief Executive Officer to present a further report addressing:

- Outcomes achieved regarding the proposed revised operational model.
- Future benefits delivered to the Shire of Boyup Brook.
- Progress regarding negotiations with the FPC and State Government on future funding arrangements.
- A recommendation regarding ongoing membership.

The purpose of the six-month extension was to provide WBAC with an opportunity to demonstrate that its proposed changes would address Council's concerns regarding the value of continued membership.

The current report responds to that resolution and considers the outcome of the WBAC Extraordinary Board Meeting held on 21 September 2026.

Report Detail

Outcomes of the WBAC Extraordinary Board Meeting

The WBAC Extraordinary Board Meeting held on 21 September 2026 considered recommendations arising from the WBAC Chief Executive Officer's Strategic Forum.

The Board unanimously resolved to:

1. Continue WBAC as an Incorporated Association for at least another 12 months while developing a plan to transition to a voluntary Regional Organisation of Councils.

2. Endorse the proposed program of work and governance oversight arrangements, with a high-level implementation plan and costings to be prepared by December 2026.

3. Endorse the proposed staffing model.

4. Defer the October 2026 Annual General Meeting to December 2026.

While these decisions indicate that WBAC recognises the need for change, they also demonstrate that the proposed revised operational model remains some distance from implementation.

Of particular concern is the decision to retain the existing Incorporated Association structure for at least another 12 months while developing a transition plan.

When Council agreed to reconsider its withdrawal in July 2026, the expectation was that sufficient progress could be demonstrated within six-months to allow Council to make an informed decision regarding the future value of membership.

The September Board resolution instead establishes a further planning process, with the final governance arrangements, implementation costs, and expected benefits yet to be determined.

Although the Board has endorsed a revised program of work and staffing model, the implementation plan and costings remain outstanding. In addition, at the Ordinary Board meeting in October 2026 questions were being raised by member local governance to the direction being taken.

Council requested that the review address four specific matters:

- Revised operational model: The Board has endorsed a revised program of work and staffing model. However, implementation planning and costings remain outstanding, and the proposed transition to an alternative governance structure is subject to a further period of at least 12 months under the existing structure.

- Future benefits to Boyup Brook: Potential benefits through shared services, resource sharing and collaborative procurement have been identified. However, no measurable savings or additional services specifically arising from the revised operational model have been demonstrated.

- FPC funding negotiations: The Minister for Treasury has previously confirmed that FPC rate-equivalent revenue will not be redistributed to affected local governments. In a letter received from FPC in August and presented to the October Ordinary Board meeting FPC has stated it will not meet with the WBAC but will be willing to meet with the affected local government separately. The Board at the October meeting requested that a further letter be sent to FPC requesting a meeting between FPC and the affected local government CEOs.

- Ongoing membership recommendation: Given the uncertainty regarding implementation, absence of demonstrated financial benefits and ongoing financial pressure facing the Shire, withdrawal from WBAC is recommended.

The Shire acknowledges that organisational change takes time. However, Council must consider whether the continued expenditure is justified when the anticipated benefits remain uncertain.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Improve financial sustainability.
	Outcome	Improve short- and long-term financial management planning.

Other Strategic Links

Nil

Statutory Environment

Nil

Sustainability and Risk Consideration

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

Withdrawal from WBAC will reduce the Shire's future discretionary expenditure.

Although regional collaboration has the potential to deliver economic benefits, the revised WBAC operational model has not yet demonstrated measurable financial savings or improved service delivery to Boyup Brook.

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

Withdrawal from WBAC is not expected to directly affect the delivery of existing Shire services.

The Shire acknowledges the assistance currently provided by Southern Forests & Valleys to the Boyup Brook Visitors Centre and will work with the Centre to investigate alternative arrangements to minimise the impact of the Shire's withdrawal from WBAC.

The Shire will continue to maintain a positive working relationship with neighbouring local governments and participate in regional initiatives where identifiable community benefits exist.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	Withdrawal from WBAC may reduce the Shire's involvement in coordinated regional advocacy and future collaborative initiatives developed by the Alliance. However, these risks can be managed through direct cooperation with neighbouring local governments and participation in specific regional projects.

Consultation

- WBAC Board.

Resource Implications

Financial

The Shire's anticipated WBAC membership contribution for 2026/27 is $25,876.

Council's July 2026 resolution provided for continued membership for six months at a cost of $12,938.

Withdrawal will remove the requirement to budget for WBAC membership from 2027/28.

Workforce

Nil

End

10.4.5 Chief Executive Officer Key Performance Indicators – Progress Update.	
File Ref:	P/File LONG Leonard
Previous Items:	Council Decision CM 26/08/168 (Budget Adoption) Confidential Council Decision CM 26/03/080 (CEO Performance Review)
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. Moore **Seconded: Cr. Wright**

Council Decision CM 26/10/221

That Council:

1. **Receives the Chief Executive Officer's Key Performance Indicators Progress Report for the period March 2026 to October 2026.**

2. **Notes that several KPIs endorsed in March 2026 were dependent upon the adoption of the 2026/27 Annual Budget, and that implementation of these KPIs could not reasonably commence until the necessary funding had been approved.**

3. **Agrees, that the 12-month assessment period for KPIs dependent upon the adoption of the 2026/27 Annual Budget commence from the date the Annual Budget was adopted, rather than March 2026.**

4. **Acknowledges that KPI 2 – Boyup Brook Caravan Park Master Plan has progressed to draft stage, but further progress is dependent upon consultation and feedback from the Wagyl Kaip Southern Noongar Aboriginal Corporation, and that any resulting delays are outside the direct control of the CEO and should be taken into consideration during the CEO's annual performance review.**

5. **Notes that KPI 3 – Independent Living Units has been achieved following Council's adoption of the Business Case at the August 2026 Ordinary Council Meeting.**

6. **Notes that KPI 4 Skate Park and Pump Track is considered substantially achieved through the preparation and submission of a progress report to the October 2026 Ordinary Council Meeting, with formal achievement subject to Council's endorsement of that report.**

7. **Acknowledges the anticipated completion dates for the remaining KPIs as detailed in this report.**

8. Notes that any agreed adjustment to the assessment period for individual KPIs does not alter Council's statutory obligation to undertake an annual performance review of the CEO in accordance with section 5.38 of the *Local Government Act 1995*.

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

The purpose of this report is to provide Council with an update on progress towards achieving the CEO's Key Performance Indicators (KPIs), established in March 2026.

Of the nine KPIs, one has been achieved, one is substantially achieved pending Council endorsement, six are progressing towards their anticipated completion dates, and one has been delayed due to circumstances outside the CEO's direct control.

Several KPIs were dependent upon Council adopting the 2026/27 Annual Budget, particularly those requiring the appointment of consultants or engagement of contractors. Consequently, although these KPIs were established in March 2026, meaningful implementation could not commence until the necessary funding was approved.

It is therefore proposed that Council recognise the adoption of the 2026/27 Annual Budget as the commencement of the 12-month assessment period for budget dependent KPIs.

The report also identifies the challenges affecting KPI 2 – Boyup Brook Caravan Park Master Plan, where further progress is dependent upon consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation.

Overall, satisfactory progress is being made towards achieving the agreed KPIs, with the majority anticipated to be completed during the 2026/27 financial year.

Background

Council established the CEO's KPIs in March 2026 to provide measurable outcomes against several of its strategic priorities.

The KPIs include strategic planning, community engagement, community infrastructure, financial sustainability, and land management.

While the KPIs were established in March 2026, several were specifically identified as being subject to budget availability.

This created a timing issue because the 2026/27 Annual Budget had not been adopted when the performance criteria were established. Consequently, projects requiring funding could not reasonably commence until Council had approved the necessary expenditure.

A clear example is KPI 1 – Corporate Business Plan, where the appointment of the consultant was subject to budget approval.

Section 5.38 of the *Local Government Act 1995* requires Council to undertake a review of the CEO's performance at least once in relation to every year of employment. However, the legislation does not require individual project based KPIs to be completed within 12 months of the date on which they are established.

The performance review standards require assessment against agreed performance criteria and evidence of achievement. This allows Council and the CEO to agree to reasonable delivery timeframes, including recognition of budget dependencies and circumstances beyond the CEO's control.

The purpose of this report is therefore to provide an update on progress, identify any matters affecting delivery and seek Council's agreement to an appropriate assessment period for budget dependent KPIs.

Report Detail

KPI Assessment Period and Budget Dependencies

The CEO's KPI were established in March 2026, several months before the commencement of the 2026/27 financial year.

Although the KPIs were agreed at that time, several required financial commitments that were subject to the adoption of the Annual Budget.

As a result, the CEO could undertake preliminary planning but could not reasonably proceed with certain appointments, expenditure or project implementation until Council approved the funding.

This is particularly relevant to KPI 1 – Corporate Business Plan, KPI 5 – Community Satisfaction Survey and KPI 7 – Tourist / Information Bay Upgrade.

Assessing these KPIs against a 12-month period commencing March 2026 would effectively reduce the time available to deliver the agreed outcomes, despite the delay being associated with Council's budget approval process.

It is therefore considered reasonable that the 12-month assessment period for these budget dependent KPIs commence from the date of adoption of the 2026/27 Annual Budget.

This approach does not seek to extend or defer the statutory annual CEO performance review. Rather, it would ensure that the achievement of individual KPIs is assessed against realistic delivery timeframes.

The proposed approach is consistent with the principles of fairness, impartiality and evidence-based assessment underpinning the CEO performance review requirements.

Any agreed amendments to the KPI timeframes should be documented as part of the CEO's performance management arrangements.

Progress Against Individual KPIs

KPI 1 – Corporate Business Plan

Performance requirement: Prepare a Corporate Business Plan based on the Strategic Community Plan.

Metric: Adoption of the Corporate Business Plan by Council.

Status: In progress

The consultant responsible for preparing the Corporate Business Plan has been appointed following the adoption of the 2026/27 Annual Budget.

To reduce costs the consultant is making use of the recent community engagement outcomes undertaken by the Boyup Brook Co-ops Community Development Action Plan project, which will assist in identifying community priorities while avoiding unnecessary duplication of consultation.

The preparation of the Corporate Business Plan has been incorporated into the broader review of the Strategic Community Plan to ensure that both documents are appropriately aligned.

It is anticipated that the draft Corporate Business Plan and reviewed Strategic Community Plan will be workshopped with the community and Councillors between November 2026 and January 2027.

The reviewed Strategic Community Plan is anticipated to be submitted to Council in January or February 2027, with the finalised Corporate Business Plan anticipated to be presented to the June 20027 Ordinary Council Meeting for adoption.

This KPI was dependent upon budget approval, particularly the appointment of the consultant. Accordingly, the assessment period should commence from the adoption of the 2026/27 Annual Budget.

Anticipated completion: June 2027

Assessment: Progressing, with delivery anticipated within 12 months of budget adoption.

KPI 2 – Boyup Brook Caravan Park Master Plan

Performance requirement: Prepare a Boyup Brook Caravan Park Master Plan

Metric: Adoption of the Master Plan by Council

Status: Delayed due to external dependency

A draft Boyup Brook Caravan Park Master Plan has been prepared. However, further progress i.e. Council endorsement for community consultation is dependent upon consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation, which has yet to provide comments or feedback on the proposed plan.

The Corporation has undergone significant organisational changes over the past several months, which have affected the Shire ability to progress consultation.

Both the CEO and the Shire President have made attempts to arrange a meeting with the Corporation's CEO to discuss the draft Master Plan.

The Shire President and CEO have been provided with a preliminary meeting date of 20 October 2026. However, at the time of preparing this report, the meeting has not been confirmed.

Until consultation has occurred and, at a minimum, comments have been received from the Wagyl Kaip Southern Noongar Aboriginal Corporation, the draft Master Plan cannot reasonable be progressed for Council's endorsement to proceed to community consultation.

There is therefore a risk that this KPI cannot be achieved within the agreed assessment period due to circumstances outside the CEO's direct control.

Notwithstanding this, substantial progress has been made through the preparation of the draft Master Plan and the efforts undertaken to progress consultation.

It is considered reasonable that Council recognise these circumstances when assessing the CEO's performance, particularly where further progress is dependent upon the availability and cooperation of an external organisation.

Anticipated completion: To be determined following consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation.

Assessment: Draft Master Plan completed. Further progress is delayed due to external consultation requirements outside the CEO's direct control.
KPI 3 – Independent Living Units

Performance requirement: Progress the planning of the Independent Living Units.

Metric: Endorsement of a development / business plan by Council.

Status: Achieved

This KPI has been achieved following Council's adoption of the Independent Living Units Business Case at the July 2026 Ordinary Council Meeting (CM 26/07/158).

The adoption of the Business Case provides a framework for progressing the development, including further planning, funding considerations, and the necessary approvals.

Although the KPI has been achieved, the Independent Living Units development remains an ongoing strategic project.

Further progression of the project may appropriately form part of the CEO's 2027/28 KPIs, with new performance measures established to reflect the next stage of development.

Completion: July

Assessment: KPI Achieved

KPI 4 – Skate Park and Pump Track

Performance requirement: Research and apply for grant funding to construct a skate park and pump track in accordance with the Sandakan Master Plan, subject to budget availability.

Metric: Endorsement of a progress report by Council.

Status: Substantially achieved, awaiting Council endorsement.

A progress report on the proposed skate park and pump track development has been prepared and included in the October 2026 Ordinary Council Meeting agenda for consideration.

The report outlines the work undertaken to investigate funding opportunities and progress the proposed development.

As the agreed performance metric relates to the endorsement of a progress report, rather than the construction of the facility, the preparation and submission of the report represents substantial achievement of the KPI.

Formal completion remains subject to Council endorsing the progress report.

Anticipated completion: October 2026

Assessment: Substantially achieved, subject to Council endorsement.

KPI 5 – Community Satisfaction Survey

Performance requirement: Undertake a community satisfaction survey based on the Strategic Community Plan.

Metric: Endorsement of the survey results by Council.

Status: In progress

This KPI is closely aligned KPI 1 – Corporate Business Plan and the review of the Strategic Community Plan.

Rather than undertaking a separate community engagement exercise, the community satisfaction survey will be incorporated into the broader consultation process associated with the Strategic Community Plan review.

This approach will allow the Shire to obtain feedback on community satisfaction and future priorities while avoiding duplication of consultation and associated costs.

Community workshops are anticipated to occur between November 2026 and January 2027.

The outcomes will assist in finalising the Strategic Community Plan review, which is anticipated to be submitted to the January or February 2027 Ordinary Council Meeting for adoption.

The community satisfaction survey results will be separately identified and presented to Council for endorsement to ensure that the agreed KPI metric is met.

As this KPI is closely aligned with the budget funded strategic planning review, it is considered appropriate that the assessment period commence from the adoption of the 2026/27 Annual Budget.

Anticipated completion: January / February 2027

Assessment: Progressing, with the survey to be completed as part of the Strategic Community Plan review.

KPI 6 – Recreation Centre Development

Performance requirement: Progress the development of the Recreation Centre.

Metric: Endorsement of a progress report by Council

Status: In progress

Progression of the Recreation Centre development remains an ongoing priority.

To ensure Council receives the most up to date information on the development progress, it is anticipated that a progress report will be submitted to the January or February 2027 Ordinary Council Meeting.

The report will provide Councillors with an update on the project's status, progress achieved and any matters requiring Council further consideration.

The KPI will be considered achieved once Council endorses the required progress report.

Anticipated completion: January / February 2027.

Assessment: In progress, with the reporting milestone anticipated to be achieved within the agreed assessment period.

KPI 7 – Tourist / Information Bay Upgrade

Performance requirement: Redevelopment of the Information Bay / entry statement, subject to budget availability.

Metric: Adoption of a landscaping plan and its implementation.

Status: In progress

This KPI is dependent upon funding approved through the 2026/27 Annual Budget.

It is anticipated that a landscaping plan for the proposed Tourist / Information Bay and entry statement upgrade will be presented to the January or February 2027 Ordinary Council Meeting for consideration and adoption.

Subject to Council's endorsement and the availability of contractors' implementation of the landscaping works is anticipated by the end of June 2027.

As the KPI was specifically identified as being budget dependent, it is considered reasonable that the 12-month assessment period commence from the adoption of the Annual Budget.

Anticipated completion: June 2027, subject to contractor availability.

Assessment: In progress, with completion anticipated within 12 months of budget adoption.

KPI 8 – Cost Realisation Strategy

Performance requirement: Review individual costs associated with sporting groups, including maintenance, electricity, and opportunities for rationalisation.

Metric: Endorsement of a cost Realisation Strategy by Council.

Status: In progress

The Cost Realisation strategy is intended to provide Council with a clearer understanding of the actual costs associated with the provision and maintenance of sporting facilities used by community groups.

The review will consider individual facility costs, including maintenance, electricity, and other relevant operating expenditure.

It will also identify opportunities for improved cost recovery, efficiencies, and potential rationalisation.

The strategy will assist Council in making informed decisions regarding the long-term sustainability of community facilities and the allocation of financial resources.

It is anticipated that the Cost Realisation Strategy will be presented to Council for consideration and endorsement by March 2027.

Anticipated completion: March 2027

Assessment: In progress, with completion anticipated within the agreed timeframe.

KPI 9 – Land Disposal / Development Strategy

Performance requirement: Review and update the 2024 Land Disposal / Development Strategy.

Metric: Endorsement of the reviewed strategy by Council.

This KPI requires a review of the Shire’s existing 2024 Land Disposal / Development Strategy to ensure that it continues to reflect Council’s strategic direction and future land management priorities.

The review will consider the Shire’s landholdings and identify potential opportunities for future disposal, development, or alternative use.

The updated strategy will provide Council with a framework to assist in future decisions concerning Shire-owned land.

It is anticipated that a report and updated Land Disposal / Development Strategy will be presented to Council for consideration and endorsement by March 2027.

Anticipated completion: March 2027

Assessment: In progress, with completion anticipated within the agreed timeframe.

Summary of KPI Progress

KPI #	Description	Status	Anticipated completion
1	Corporate Business Plan	In progress	June 2027
2	Caravan Park Master Plan	Delayed – external dependency	To be determined
3	Independent Living Units	Achieved	August 2026
4	Skate Park / Pump Track	Awaiting Endorsement	October 2026
5	Community Satisfaction Survey	In progress	January / February 2027
6	Recreation Centre Development	In progress	January / February 2027
7	Tourist / Information Bay Upgrade	In progress	June 2027
8	Cost Realisation Strategy	In progress	March 2027
9	Land Disposal / Development Strategy	In progress	March 2027

Of the nine KPIs established in March 2026:

- One has been achieved.
- One has been substantially achieved, subject to Council endorsement.
- Six are progressing towards their anticipated completion dates.
- One has been delayed due to circumstances outside the CEO's direct control.

The overall progress demonstrated that the majority of the agreed KPIs are being advanced, with completion anticipated during the 2026/27 financial year.

The only KPI currently at significant risk of not being achieved within the agreed assessment period is KPI 2 – Boyup Brook Caravan Park Master Plan.

In this instance, the draft Master Plan has been prepared, and further progress is dependent upon consultation and feedback for the Wagyl Kaip Southern Noongar Aboriginal Corporation.

It is considered important that the CEO's performance be assessed against the work undertaken and progress reasonably within the CEO's control, rather than solely against the final adoption of a document where external factors may prevent completion.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

The following adopted and proposed plans and strategies are relevant to the CEO's KPIs:

- Strategic Community Plan 2021 – 2031.
- Corporate Business Plan.
- Long Term Financial Plan.
- Sandakan Master Plan.
- Independent Living Units Business Case.
- Boyup brook Caravan Park Master Plan.

Statutory Environment

Local Government Act 1995:

- s5.38 – Annual review of employees' performance

  s5.38 requires a local government to review the performance of its CEO, where the CEO is employed for a term exceeding one year, at least once in relation to each year of employment.

  This establishes the statutory requirement for an annual performance review. However, it does not prescribe that individual project-based KPIs must be completed within 12 months of the date on which they were established.

- s5.39 – Contracts for CEO and senior employees

  s5.39(3)(b) requires the CEO's employment contract to specify performance criteria for the purpose of reviewing performance.

  These contractual performance criteria, together with any additional criteria agreed between Council and the CEO, from the basis of the annual performance assessment.

Local Government (Administration) Regulations 1996

- r18FA and Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination.

The relevant provisions are:

- clause 16: Requires Council and the CEO to agree on the performance review process and any additional performance criteria, with these arrangements documented in writing.
- Clause 17: Requires the performance review to be undertaken impartially and transparently, with a thorough assessment of evidence against the agreed performance criteria.
- Clause 18: Requires Council to endorse the completed CEO performance review by absolute majority.
- Clause 19: Requires the CEO to be advised in writing of the review outcome and how any identified performance issues will be addressed.

The Department of Local Government's guidance also recognises that performance criteria should be specific, measurable, achievable and time-based, and that agreed changes to performance arrangements should be documented.

Accordingly, there is no statutory requirement for all individual KPIs to have a common commencement date.

It is therefore considered appropriate for Council and the CEO to agree that the assessment period for budget-dependent KPIs commence from the adoption of the relevant Annual Budget.

This approach would not affect the statutory requirement to undertake an annual performance review. Any change to agreed KPI timeframes must also be consistent with the CEO's employment contract and documented performance arrangements.

Sustainability and Risk Consideration

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

The CEO's KPIs include several projects intended to support economic development and improve the Shire's financial sustainability.

The Corporate Business Plan and Land Disposal / Development Strategy will assist Council in identifying future investment and development opportunities.

The Independent Living Units, Recreation Centre and Caravan Park Master Plan have the potential to support local economic activity through improved infrastructure, tourism, and accommodation opportunities.

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

The KPIs support the delivery of projects and services intended to improve the quality of life for the Boyup brook community.

The review of the Strategic Community Plan and community satisfaction survey will provide opportunities for residents to contribute to Council's future priorities.

Projects such as the Independent Living Units, Skate Park and Pump Track, Recreation Centre and Tourist / Information Bay upgrade are intended to improve community facilities and recreational opportunities.

The Boyup Brook Caravan Park Master Plan will also assist in planning the future development of the facility, subject to the necessary consultation and approvals.

Policy Implications

The report relates to the Shire's adopted CEO performance management arrangements and Standards for CEO Recruitment, Performance and Termination.

Any amendments to agreed KPI timeframes should be formally documented and agreed between Council and the CEO.

Risk Management Implications

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

Risk Level	Comment
Moderate	The principal risk relates to assessing CEO performance against delivery timeframes that do not adequately recognise budget approval requirements or external dependencies. Several KPIs could not reasonably commence until Council adopted the 2026/27 Annual Budget. Assessing these projects from March 2026 would reduce the time available for delivery, despite the delay being associated with the budget approval process. KPI 2 Boyup Brook Caravan Park Master Plan presents an additional risk because progression of the draft Master Plan is dependent upon consultation and feedback from the Wagyl Kaip Southern Noongar Aboriginal Corporation. Despite the preparation of a draft Master Plan and attempts to arrange consultation, the timing of the Corporation's involvement remains uncertain. There is therefore a risk that this KPI may not be achieved within the agreed period due to circumstances outside the CEO's direct control.

	These risks can be managed through clearly documented assessment periods, acknowledgement of external dependencies and evidence-based performance assessments.

Consultation

The report provides Council with an update on the progress of the CEO's KPIs, and the consultation undertaken in progressing individual projects.

Community engagement undertaken by the Co-op is being incorporated into the Strategic Community Plan review and preparation of the Corporate Business Plan.

Further consultation with the community and Councillors is planned between November 2026 and January 2027.

Consultation with the Wagyl Kaip Southern Noongar Aboriginal Corporation regarding the Boyup Brook Caravan Park Master Plan remains outstanding.

The Shire President and the CEO have attempted to arrange discussions with the Corporation, with a preliminary meeting date of 20 October 2026 identified but not yet confirmed at the time of preparing this report.

Resource Implications

Financial

There are no financial implications arising from Council receiving this progress report.

Several KPIs are dependent upon funding approved through the 2026/27 Annual Budget.

The proposed adjustment to the assessment period does not require additional funding or alter existing budget allocations.

Any further financial commitments associated with individual projects will be considered separately by Council.

Workforce

The implementation of the CEO's KPIs requires coordination across several areas of the Shire's operations, together with the engagement of external consultants and contractors.

The delivery of these projects must be managed alongside existing operational responsibilities and available workforce resources.

Recognising budget dependencies and external consultation requirements will assist Council in establishing realistic performance expectations and delivery timeframes.

End

10.5 Planning Services

Nil

11. Minutes of Committees

11.1 South West Regional Road Group Meeting Minutes, 27 July 2026

Moved: Cr. King Seconded: Cr. Moore

Council Decision CM 26/10/222

That Council receives the unconfirmed minutes of the South West Regional Road Group Meeting held on 27 July 2026.

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

12. Motions of which previous notice has been given

Nil

13. Late Items / Urgent Business Matters

13.1 Consideration of Late Item

Moved: Cr. Matthews Seconded: Cr. King

Procedural Motion – Admission of Late Item CM 26/10/223

That Council, in accordance with clause 2.3 of the Shire of Boyup Brook Standing Orders Local Law, agrees to consider the late item titled "Offer to Purchase Lot 34 Bridge Street, Boyup Brook" at the Ordinary Council Meeting held on 29 October 2026.

CARRIED 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

13.1.1 Proposed Disposal of Property Lot 34 Bridge Street Boyup Brook – Offer to Purchase	
File Ref:	A40307
Previous Items:	Council Decision CM 26/07/159
Applicant:	Andrew Smart
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachment Number:	Nil

Moved: Cr. King **Seconded: Cr. Matthews**

Council Decision CM 26/10/224

That Council:

1. **Receives the offer of $299,000 for the purchase of Lot 34 Bridge Street, Boyup Brook.**

2. **Authorises the Chief Executive Officer to obtain an independent market valuation of Lot 34 Bridge Street, Boyup Brook.**

3. **Authorises the Chief Executive Officer, following receipt of the valuation, to negotiate with the prospective purchaser regarding the purchase price and terms of the proposed sale.**

4. **Authorises the Chief Executive Officer, to undertake the statutory public notification process in accordance with section 3.58(3) and (4) of the *Local Government Act 1995*.**

5. **Requests the Chief Executive Officer to present a further report to Council following completion of the statutory public notification process, including any submissions received, for Council to make a final determination regarding the proposed disposal.**

6. **Notes that, in accordance with Council Decision CM 26/07/159, the net proceeds from any subsequent sale, after deduction of costs associated with the disposal, be transferred to the Building Maintenance Reserve.**

7. **Notes that, this resolution does not constitute acceptance of the offer or an agreement to dispose of the property.**

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr O'Connell, Cr King, Cr Moore, Cr Inglis, Cr Hack, Cr Wright, Cr Matthews
Against: Nil

Summary

Council has received an offer of $299,000 to purchase Lot 34 Bridge Street, Boyup Brook.

The property was purchased by the Shire in November 2021 for $149,000, with the intention of developing independent living accommodation to address the future accommodation needs of older residents within the community.

Subsequent investigations into the proposed development have identified significant costs associated with developing the site, raising concerns regarding the financial viability of progressing the development at this location.

As a consequence, the Shire has been investigating alternative opportunities for the development of independent living accommodation on vacant land surrounding the existing lodge, which may provide a more financially sustainable development option.

At its Ordinary Council Meeting held on 30 July 2026, Council resolved to authorise the Chief Executive Officer to commence the disposal process for Lots 32 and 34 Bridge Street, Boyup Brook.

Following the marketing of the property, an offer of $299,000 has been received from Andrew Smart, with a proposed settlement date on or before 21 December 2026.

The report is being presented as a late item due to the limited period for which the offer remains valid and the timing of Council's scheduled meetings.

The Shire does not hold an Ordinary Council Meeting during December, and delaying consideration of the offer until the November meeting may result in the offer expiring or being withdrawn before Council can provide the necessary direction.

The report recommends that Council receive the offer and authorise the Chief Executive Officer to obtain an independent market valuation, undertake any appropriate negotiations and progress the statutory disposal process before seeking Council's final approval.

Background

In November 2021, the Shire of Boyup Brook purchased Lot 34 Bridge Street, Boyup Brook, for $149,000.

The property was acquired to support the proposed development of independent living accommodation within Boyup Brook.

The acquisition formed part of the Shire's broader objective of providing appropriate accommodation options for older residents wishing to remain within the community while maintaining their independence.

The property's location, in proximity to the Boyup Brook Hospital and existing aged accommodation facilities, was considered advantageous for the proposed development.

Following the acquisition, the Shire undertook further investigations into the suitability of the property for the proposed independent living accommodation development.

These investigations identified that the site would be particularly costly to develop, with significant expenditure required to prepare the land and provide the infrastructure necessary to accommodate the proposed development.

The additional costs associated with developing the property have raised concerns regarding the financial viability of proceeding at this location.

Consequently, the Shire has been investigating alternative development opportunities on vacant land surrounding the existing lodge.

The alternative location may provide opportunities for a more financially sustainable development through its proximity to existing accommodation and infrastructure, as well as the potential for staged development.

While the Shire remains committed to investigating the provision of additional independent living accommodation, the significant development costs identified at the Bridge Street property have resulted in a reconsideration of whether its continued ownership represents the most appropriate use of Council's financial resources.

At its Ordinary Council Meeting held on 30 July 2026, Council considered Item 10.5.3, Proposed Disposal of Lot 32 and Lot 34 Bridge Street, Boyup Brook.

Council resolved as follows:

Council Decision CM 26/07/159

“That Council:

1. *Authorise the Chief Executive Officer to commence the disposal process in accordance with section 3.58 of the Local Government Act 1995 for:*

    - *Lot 32 Bridge Street, Boyup Brook; and*
    - *Lot 34 Bridge Street, Boyup Brook.*

2. *Determine that the net proceeds from the sale of the properties, after deduction of all costs associated with the disposal, be transferred to the Building Maintenance Reserve.*

CARRIED 7/0”

In accordance with this resolution, the Shire commenced the process of marketing the properties for sale.

An offer has subsequently been received for Lot 34 Bridge Street, which is now presented to Council for consideration

Report Detail

The report is being presented as a late item due to the recent receipt of an offer to purchase Lot 34 Bridge Street and the limited period for which the offer remains valid.

The offer was not available for inclusion in the published October 2026 Ordinary Council Meeting agenda.

The Shire's next scheduled Ordinary Council Meeting is on 26 November 2026, with no Ordinary Council Meeting scheduled during December. Consequently, should the matter not be considered at the October meeting, there would be a significant delay before Council could provide direction regarding the offer and the proposed disposal process.

Given that the offer is only valid for a limited period, delaying consideration until November presents a risk that the prospective purchaser may withdraw the offer or allow it to lapse.

Furthermore, the proposed disposal remains subject to the statutory requirements of section 3.58 of the *Local Government Act 1995*, including obtaining a market valuation, undertaking the prescribed public notification process and considering any submissions received before a final decision can be made.

These requirements introduce additional timeframes that need to be accommodated before the proposed disposal can be finalised.

While the prospective purchaser has indicated some flexibility regarding the proposed settlement date of 21 December 2026, this does not necessarily extend the validity period of the offer.

Consideration of the matter at the October Ordinary Council Meeting would enable Council to provide timely direction to the Chief Executive Officer and allow the necessary valuation, negotiations and statutory processes to commence without unnecessary delay.

The urgency is therefore based on the limited validity of the offer, the statutory processes required and the absence of an Ordinary Council Meeting in December.

It is considered appropriate for Council to consider the matter as a late item to minimise the risk of losing a genuine offer to purchase the property while ensuring that any

subsequent disposal remains subject to the requirements of the *Local Government Act 1995*.

Offer to Purchase

The Shire's appointed selling agent has advised that a signed offer has been received from Andrew Smart to purchase Lot 34 Bridge Street, Boyup Brook.

The details of the offer are summarised below.

- Property: Lot 34 Bridge Street, Boyup Brook
- Prospective purchaser: Andrew Smart
- Offer amount: $299,000
- Offer type: Cash
- Proposed settlement: On or before 21 December 2026
- Intended use: Construction of a family residence

The prospective purchaser currently resides in Kalgoorlie and has indicated an intention to construct a family home on the property.

The purchaser has also expressed an interest in the potential future subdivision of the land to accommodate additional residences for family members.

Any future subdivision or development of the property would be subject to the relevant planning and statutory approval processes.

The selling agent has advised the purchaser that the property is owned by a local government and that any proposed disposal must comply with the requirements of the *Local Government Act 1995*.

The Shire purchased Lot 34 Bridge Street in November 2021 for $149,000.

The current offer of $299,000 represents a gross increase of $150,000 over the original purchase price.

While the offer represents a substantial increase over the amount originally paid, the property's purchase price does not necessarily reflect its current market value.

In addition, the difference between the original purchase price and the current offer does not represent the net financial return to the Shire, as consideration must be given to acquisition, holding and disposal costs.

An independent market valuation is therefore required to enable Council to determine whether the offer represents an appropriate financial outcome.

The valuation will also provide a basis for any subsequent negotiations regarding the proposed sale price.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

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

Other Strategic Links

Nil

Statutory Environment

Local Government Act 1995

Section 3.58 — Disposing of property

Section 3.58 establishes the statutory framework for the disposal of local government property.

Under section 3.58(2), property may generally be disposed of through public auction or public tender.

Section 3.58(3) provides for disposal by another method, including private treaty, subject to compliance with the prescribed public notification and submission requirements before agreeing to dispose of the property.

These requirements include:

- Giving local public notice of the proposed disposition.
- Describing the property and providing details of the proposed disposal.
- Inviting submissions for a period of not less than two weeks after the notice is first given.
- Considering submissions received before agreeing to dispose of the property.
- Recording the decision and reasons in the minutes where the final decision is made by Council or a committee.

Section 3.58(4) requires the public notice to identify the parties involved, the consideration to be received and the market value of the property.

The market value must be established through a valuation undertaken within six months before the proposed disposition or through a Council resolution recognising an earlier valuation as a true indication of current market value.

Sustainability and Risk Consideration

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

The proposed disposal may provide an opportunity to release funds currently invested in land that is no longer considered the preferred location for independent living accommodation development.

The offer of $299,000 represents a potential capital receipt for the Shire, subject to successful negotiations, statutory compliance and Council's final approval.

The development of the property for private residential purposes may also support local economic activity through construction and associated services.

The potential future subdivision of the property, should it be pursued and approved, may provide additional residential development opportunities within Boyup Brook.

Policy Implications

Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	Due to the time limited placed on the offer, should Council not resolve to receive the offer, the offer may lapse.

Consultation

No statutory public consultation is required merely to receive the offer or authorise an independent market valuation.

Should the proposed disposal proceed by private treaty, local public notice will be undertaken in accordance with section 3.58(3) of the *Local Government Act 1995*.

Any submissions received will be presented to Council for consideration before a final determination regarding the disposal

Resource Implications

Financial

The actual financial return to the Shire will depend on the final sale price and the costs associated with the disposal.

These costs may include:

- Independent market valuation.
- Real estate agent commission.
- Legal and conveyancing expenses.
- Advertising and statutory notification costs.
- Other applicable transaction expenses.

An independent valuation will be obtained to determine the property's current market value before the proposed disposal is progressed.

In accordance with Council Decision CM 26/07/159, the net proceeds of any subsequent sale, after deduction of the costs associated with the disposal, are to be transferred to the Building Maintenance Reserve.

No sale proceeds will be realised unless Council subsequently approves the disposal and settlement occurs.

Workforce

Nil

End

14. Confidential Items of Business

    Nil

15. Closure

    There being no further business the meeting closed at 6:49pm.

_____ _____

Presiding Member Date