



## Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
20640	12/02/2024	Water Corporation	Water Across Shire Facilities to 30/01/2024	-19073.21
20641	19/02/2024	CANCELLED	(Printing Error)	0.00
20642	19/02/2024	Water Corporation	Water Across Shire Facilities to 30/01/2024	-13099.32
20643	19/02/2024	Pivotel	GPS Tracking Service - Grader and Transfer Station Feb2024	-62.00
20644	19/02/2024	Shire Of Donnybrook / Balingup	Recovery Coordinator Training	-1028.85
20645	19/02/2024	CANCELLED	(Printing Error)	0.00
<b>TOTAL MUNI CHEQUES to 29 February 2024</b>				<b>-33,263.38</b>



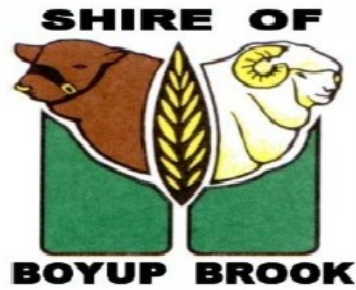
Chq/EFT	Date	Name	Description	Amount
EFT15260	05/02/2024	AMD Audit & Assurance Pty Ltd	Regulation 5 Audit Review	-8492.00
EFT15261	05/02/2024	Employee	Reimburse Training	-10.00
EFT15262	05/02/2024	Australian Services Union	Payroll Deductions	-26.50
EFT15263	05/02/2024	BP Medical	Medical Supplies	-680.85
EFT15264	05/02/2024	Blackwood Plant Hire	Grave Preparation	-2970.00
EFT15265	05/02/2024	Boyup Brook Medical Services	Pre-Employment Medical	-170.00
EFT15266	05/02/2024	Darren Long Consulting	Assistance with Annual Financial Report Dec2023	-2337.50
EFT15267	05/02/2024	G&M Detergents and Hygiene Services Albany	Swimming Pool - Cleaning Supplies	-64.00
EFT15268	05/02/2024	Gillies Shearing	Rylington Park - Ram Shearing	-445.50
EFT15269	05/02/2024	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training	-4647.50
EFT15270	05/02/2024	KA & LJ Chambers	Floral Arrangement	-80.00
EFT15271	05/02/2024	Macco Feeds Australia (The Bessell Trust t/as)	Rylington Park - Sheep Minerals	-547.80
EFT15272	05/02/2024	ML Stanton	Rylington Park - Shearer Training	-3969.20
EFT15273	05/02/2024	Neverfail Springwater Limited	Medical Centre Drinking Water	-61.45
EFT15274	05/02/2024	Employee	National Australia Day Council Grant - Reimburse Catering Supplies	-219.97
EFT15275	05/02/2024	Officeworks Ltd	Medical Centre Stationery	-181.62
EFT15275	05/02/2024	Officeworks Ltd	Admin Stationery	-607.88
EFT15276	05/02/2024	PD Hick	Rylington Park - Shearer Training	-4308.70
EFT15277	05/02/2024	Prime Supplies	Workshop PPE	-277.71
EFT15278	05/02/2024	Sheridan's	Honorary Freeman Lapel Pins	-235.40
EFT15279	05/02/2024	Team Global Express	Freight Dec2023	-164.75
EFT15280	05/02/2024	Telstra Limited	Telephone Across Shire Facilities to 24/01/2024	-301.86
EFT15281	05/02/2024	The Quality Shop	Framing of Councillor Portrait 2023	-100.00
EFT15282	05/02/2024	The Trustee for the Harley Trust (Harley Transport Pty Ltd)	Rylington Park - Wool Freight	-651.20
EFT15283	05/02/2024	Western Australian Electoral Commission	2023 Local Government Election Costs	-16898.51
EFT15284	12/02/2024	AFGRI Equipment Australia Pty Ltd	P224 John Deere 622GP Motor Grader - Parts	-18.23
EFT15285	12/02/2024	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2024	-4899.91
EFT15286	12/02/2024	Asset Valuation Advisory	Infrastructure Assets Valuation	-17930.00
EFT15287	12/02/2024	Australia Post	Postage Jan2024	-394.00
EFT15288	12/02/2024	BOC Limited	Gas Cylinder Rental Jan2024	-64.80
EFT15289	12/02/2024	BP Medical	Medical Supplies	-769.27
EFT15290	12/02/2024	Blackwood Plant Hire	Cemetery - Sand	-330.00
EFT15291	12/02/2024	Boyup Brook IGA	Rylington Park - Shearing School Catering Jan2024	-1601.29
EFT15292	12/02/2024	Boyup Brook Medical Services	Pre-employment Medical	-170.00
EFT15293	12/02/2024	Boyup Brook Tyre Service	P196 Komatsu 555 Grader (2015) - Repairs	-178.00
EFT15294	12/02/2024	Bridgetown Boarding Kennels & Cattery	Animal Impound Fees Jan2024	-143.00
EFT15295	12/02/2024	Building and Construction Industry Training Fund BCITF	BCITF Collected Jan2024	-109.15
EFT15296	12/02/2024	Bunbury Auto One	P206 Mitsubishi Triton Tip Tray Gardens 2 - Parts	-269.00
EFT15297	12/02/2024	Co-operative Bulk Handling Limited	Rylington Park - Destination Freight Fees Dec2023	-103.40
EFT15298	12/02/2024	Country Landscaping & Irrigator	Connelly St - Reticulation Repairs	-3900.83
EFT15298	12/02/2024	Country Landscaping & Irrigator	Music Park - Reticulation Repairs	-1095.20
EFT15299	12/02/2024	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Jan2024	-188.72
EFT15300	12/02/2024	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Jan2024	-826.65
EFT15301	12/02/2024	Kinnect Training Pty Ltd	Medical Centre - Spirometry Training	-550.00
EFT15302	12/02/2024	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Jan2024	-3200.00
EFT15303	12/02/2024	Employee	Reimburse Chambers Oven Mitts	-33.00
EFT15304	12/02/2024	Neverfail Springwater Limited	Staff Drinking Water	-91.55
EFT15305	12/02/2024	Officeworks Ltd	Depot Stationery	-279.00
EFT15305	12/02/2024	Officeworks Ltd	Admin Stationery	-51.29
EFT15306	12/02/2024	Old Dog Dirt & Diesel	P193 Mitsubishi MN Triton 4x4 GLX Club Cab Utility - Repair	-717.95
EFT15307	12/02/2024	Prime Supplies	Expendable Tools	-396.00
EFT15308	12/02/2024	Rusty's Plumbing and Gas	Depot - Water Filter System	-1843.80
EFT15309	12/02/2024	SOS Office Equipment	Photocopier Billing Jan2024	-553.32
EFT15310	12/02/2024	Shire of Boyup Brook	BSL and BCITF Commission Jan2024	-23.25
EFT15311	12/02/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/01/2024	-13.08
EFT15312	12/02/2024	T-Quip	P228 Toro ZMaster 7000 Mower Plus Z600 - Parts	-392.21
EFT15312	12/02/2024	T-Quip	P218 Peruzzo Panther 1800 Flail Mower Hi Lift 2018 - Parts	-425.79
EFT15313	12/02/2024	Team Global Express	Freight Jan2024	-423.49
EFT15314	12/02/2024	Telstra Limited	Telephone Across Shire Facilities to 01/02/2024	-1082.68
EFT15315	12/02/2024	Treehouse Coffee Lounge	Catering Feb2024	-150.00
EFT15316	12/02/2024	WR White & Son	Rylington Park - Rams	-4620.00
EFT15317	12/02/2024	activ8me (Australian Private Networks Pty Ltd)	Various Shire Properties - Internet and Phone Feb2024	-341.56
EFT15318	19/02/2024	Afex Technology (NZ) Ltd	Swimming Pool - Blower	-358.05
EFT15318	19/02/2024	Afex Technology (NZ) Ltd	Swimming Pool - Signage	-824.45
EFT15319	19/02/2024	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2024	-3981.08
EFT15320	19/02/2024	Arcus Australia Pty Ltd	Swimming Pool - Water Cooler	-3047.00
EFT15321	19/02/2024	Australian Services Union	Payroll Deductions	-26.50
EFT15322	19/02/2024	Australian Taxation Office	PAYG Jan2024	-73186.06
EFT15323	19/02/2024	B&B Street Sweeping Pty Ltd	Australia Day Town Street Sweeping	-2046.00
EFT15324	19/02/2024	BP Medical	Medical Supplies	-15.97
EFT15325	19/02/2024	Black Box Control Pty Ltd	Monthly Grader Tracking Service Feb2024	-101.85
EFT15326	19/02/2024	Blackwood Valley Building	Rylington Park - Roof Replacement Final Payment	-14268.87
EFT15327	19/02/2024	Boyup Brook IGA	Purchases Jan2024	-381.82
EFT15327	19/02/2024	Boyup Brook IGA	National Australia Day Council Grant - Breakfast Catering	-1092.53
EFT15328	19/02/2024	Boyup Brook Tyre Service	P201 Isuzu NHPR 65190 3Tn Dual Cab Truck - Tyres	-1760.00
EFT15328	19/02/2024	Boyup Brook Tyre Service	P202 Isuzu 4Tn Tip Truck 2016 - Tyres	-960.00
EFT15329	19/02/2024	Employee	Reimburse Training Costs	-41.00
EFT15330	19/02/2024	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jan2024	-277.12
EFT15331	19/02/2024	Country Landscaping & Irrigator	Reticulation Parts	-460.63
EFT15331	19/02/2024	Country Landscaping & Irrigator	Music Park - Reticulation Repairs	-266.35
EFT15332	19/02/2024	Cutting Edges	Grader Blades	-978.00
EFT15333	19/02/2024	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	BBCRC - Paint	-273.59
EFT15334	19/02/2024	MJ&E Deas	Rylington Park - Reimburse Thermomix Repairs	-134.00
EFT15334	19/02/2024	MJ&E Deas	Rylington Park - Reimburse Camp Kitchen Equipment	-39.60
EFT15335	19/02/2024	Focus Networks	Monthly MPS Support - Excluded Services	-720.50
EFT15335	19/02/2024	Focus Networks	Monthly Device Management Fees Jan2024	-3193.30
EFT15335	19/02/2024	Focus Networks	UPS Management Adaptor	-544.50
EFT15335	19/02/2024	Focus Networks	VMWare Annual Renewal 04/02/2024-03/02/2025	-222.20



Chq/EFT	Date	Name	Description	Amount
EFT15335	19/02/2024	Focus Networks	Admin HP Elitebook and Accessories	-3437.03
EFT15336	19/02/2024	Ratepayer	Rates Refund A958	-459.50
EFT15337	19/02/2024	Fulton Hogan Industries Pty Ltd	RRG210 Boyup Brook-Arthur Road - Sealing	-62363.84
EFT15338	19/02/2024	Hersey's Safety Pty Ltd	Road Maintenance Supplies	-114.40
EFT15338	19/02/2024	Hersey's Safety Pty Ltd	Expendable Tools	-406.55
EFT15338	19/02/2024	Hersey's Safety Pty Ltd	PPE	-759.17
EFT15338	19/02/2024	Hersey's Safety Pty Ltd	P146 Small Plant - Parts	-135.58
EFT15339	19/02/2024	Interfire Agencies	ESL VBFB PPE	-7523.17
EFT15340	19/02/2024	Jtagz	Dog and Cat Registration Tags	-418.00
EFT15341	19/02/2024	Kojonup Agricultural Supplies	P139 Roadside Spray Trailer - Parts	-233.17
EFT15342	19/02/2024	Ratepayer	Rates Refund A1220	-2597.38
EFT15343	19/02/2024	MR Gifford	Rylington Park - Contract Harvesting	-16390.00
EFT15344	19/02/2024	McLeods Barristers and Solicitors	Minor Case Claim Advice	-228.80
EFT15345	19/02/2024	Officeworks Ltd	Depot Stationery	-190.61
EFT15346	19/02/2024	Old Dog Dirt & Diesel	P225 Isuzu GIGA CXY 2012 Prime Mover - Parts	-20.85
EFT15347	19/02/2024	Employee	Reimburse PPE	-205.00
EFT15348	19/02/2024	Rusty's Plumbing and Gas	Tourist Centre - Plumbing Repairs	-241.52
EFT15349	19/02/2024	Property Owner	3 Reid PI Water Usage 29/11/2023-30/01/2024	-134.76
EFT15350	19/02/2024	Team Global Express	Freight Jan2024	-253.76
EFT15351	19/02/2024	The Right Stuff for Landholders	Town Hall Gardens - Reticulation Parts	-131.49
EFT15351	19/02/2024	The Right Stuff for Landholders	Tennis Courts - Reticulation Parts	-280.04
EFT15352	19/02/2024	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Jan2024	-1547.29
EFT15353	26/02/2024	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Feb2024	-515.00
EFT15353	26/02/2024	Boyup Brook Community Resource Centre	BBCRC - Reimburse Engineering Inspection for Solar Panels	-2019.60
EFT15354	26/02/2024	D & L Bleachmore Haulage	Rylington Park - Sheep Freight Jan2024	-1848.00
EFT15355	26/02/2024	Focus Networks	Monthly Managed IT Services and Microsoft Office Subscriptions Feb2024	-3593.26
EFT15356	26/02/2024	Fuel Brothers WA.Com Pty Ltd	Fuel Jan2024	-198.78
EFT15356	26/02/2024	Fuel Brothers WA.Com Pty Ltd	VBFB Catering Jan2024	-128.00
EFT15357	26/02/2024	Internode Pty Ltd	Depot, Admin and BBELC Internet Mar2024	-329.97
EFT15358	26/02/2024	Node1 Pty Ltd	Admin NBN Mar2024	-227.00
EFT15359	26/02/2024	Officeworks Ltd	Admin Stationery	-244.46
EFT15360	26/02/2024	Safe Farms WA	Rylington Park - Safety System Annual Renewal to 28/02/2024	-550.00
EFT15361	26/02/2024	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 15/02/2024	-11930.11
EFT15362	26/02/2024	Tribe Perth (ttft 4 Walker Avenue Unit Trust t/as)	Accommodation - Employee Training	-390.00
<b>TOTAL EFT PAYMENTS to 29 February 2024</b>				<b>-325,876.38</b>



Chq/EFT	Date	Name	Description	Amount
DD8636.1	01/02/2024	Salary & Wages	Payroll 31Jan2024	-113745.96
DD8661.1	14/02/2024	Employee Super Func	Payroll Deductions	-942.07
DD8661.2	14/02/2024	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-378.85
DD8661.3	14/02/2024	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-309.57
DD8661.4	14/02/2024	HOSTPLUS Superannuation Func	Superannuation Contribution:	-15.52
DD8661.5	14/02/2024	CBUS (Construction & Building Industry Super	Superannuation Contribution:	-66.74
DD8661.6	14/02/2024	MLC Super Fund Plum Super	Superannuation Contribution:	-129.91
DD8661.7	14/02/2024	Aware Super	Payroll Deductions	-8451.40
DD8661.8	14/02/2024	Rest Superannuator	Superannuation Contribution:	-2000.26
DD8661.9	14/02/2024	Australian Super	Superannuation Contribution:	-1543.84
DD8663.1	15/02/2024	Salary & Wages	Payroll 14Feb2024	-115563.57
DD8677.1	14/02/2024	CBUS (Construction & Building Industry Super	Superannuation Contribution:	-37.85
DD8679.1	20/02/2024	Salary & Wages	Payroll 20Feb2024	-270.05
DD8686.1	02/02/2024	Commonwealth Bank	Bank Fees Feb2024	-335.01
DD8686.2	15/02/2024	Commonwealth Bank	Bank Fees Feb2024	-192.67
DD8687.1	01/02/2024	Westnet	Admin, Medical Centre and Swimming Pool Internet Feb2024	-289.85
DD8687.2	23/02/2024	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-54.00
DD8687.3	08/02/2024	Property Owner	Rent 3 Reid Pl 10/02/2024-23/02/2024	-800.00
DD8687.4	08/02/2024	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	Rent GP House 18 Barron St 16/02/2024-29/02/2024	-600.00
DD8687.5	09/02/2024	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Feb2024	-184.80
DD8687.6	12/02/2024	Western Australian Treasury Corporation	Loan 114 Pool Bowl Upgrade	-8575.72
DD8687.7	21/02/2024	BP Australia Pty Ltd	CEO Fuel Purchases Jan2024	-481.45
DD8687.8	22/02/2024	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	Rent GP House 18 Barron St 01/03/2024-14/03/2024	-660.00
DD8687.9	22/02/2024	Property Owner	Rent 3 Reid Pl (Ranger) 24/02/2024-08/03/2024	-800.00
DD8692.1	28/02/2024	Employee Super Func	Payroll Deductions	-957.30
DD8692.2	28/02/2024	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-401.22
DD8692.3	28/02/2024	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-309.57
DD8692.4	28/02/2024	CBUS (Construction & Building Industry Super	Superannuation Contribution:	-182.05
DD8692.5	28/02/2024	MLC Super Fund Plum Super	Superannuation Contribution:	-45.91
DD8692.6	28/02/2024	HESTA	Superannuation Contribution:	-122.43
DD8692.7	28/02/2024	Aware Super	Payroll Deductions	-8424.58
DD8692.8	28/02/2024	Rest Superannuator	Superannuation Contribution:	-1939.46
DD8692.9	28/02/2024	Australian Super	Superannuation Contribution:	-1428.31
DD8694.1	29/02/2024	Salary & Wages	Payroll 28Feb2024	-116965.63
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	ChatGPT Subscription Jan2024	-31.43
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	National Australia Day Council Grant - Bunnings - Trestle Table:	-888.00
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	My Post Business - Unknown Transaction (Dispute Raised	-213.45
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	Starlink - CEO House Internet 11/01/2024-10/02/2024	-139.00
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	Seton - Swimming Pool Chlorination System Supplie:	-186.56
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	Adobe Acrobat Pro DC Monthly Subscription 20/01/2024-19/02/2024	-209.95
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	Philip Grey Otolaryngology - Work Cover Assessment	-865.00
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	Pivotel - Transfer Station GPS Tracker	-227.05
DD8708.1	15/02/2024	Shire of Boyup Brook Credit Carc	Pool Controls - Swimming Pool Pump Parts	-317.08
DD8661.10	14/02/2024	Commonwealth Essential Super	Superannuation Contribution:	-637.86
DD8661.11	14/02/2024	AMP Super Fund - SignatureSuper	Superannuation Contribution:	-885.06
DD8661.12	14/02/2024	Colonial First State Superannuator	Superannuation Contribution:	-952.48
DD8661.13	14/02/2024	UniSuper	Superannuation Contribution:	-2767.94
DD8661.14	14/02/2024	Australian Retirement Trust	Superannuation Contribution:	-519.47
DD8692.10	28/02/2024	Commonwealth Essential Super	Superannuation Contribution:	-627.18
DD8692.11	28/02/2024	AMP Super Fund - SignatureSuper	Superannuation Contribution:	-966.56
DD8692.12	28/02/2024	Colonial First State Superannuator	Superannuation Contribution:	-1007.15
DD8692.13	28/02/2024	UniSuper	Superannuation Contribution:	-3157.62
DD8692.14	28/02/2024	Australian Retirement Trust	Superannuation Contribution:	-790.85
<b>TOTAL DD MUNI ACCOUNT TO 29 February 2024</b>				<b>-402,655.24</b>
DD290224	29/02/2024	Police Licensing	Police Licensing Feb24	-50923.75
<b>TOTAL DD POLICE LICENSING ACCOUNT TO 29 February 2024</b>				<b>-50,923.75</b>
<b>TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 29 February 2024</b>				<b>0.00</b>
<b>SUMMARY</b>				
<b>CHQ (Muni Account)</b>				<b>-33,263.38</b>
<b>EFT</b>				<b>-325,876.38</b>
<b>DD</b>				<b>-402,655.24</b>
<b>MUNI TOTAL</b>				<b>-761,795.00</b>
<b>ALL MUNI TRANS TO 29 February 2024</b>				<b>-761,795.00</b>
<b>DD (Police Licensing Account) TO 29 February 2024</b>				<b>-50,923.75</b>
<b>DD (Boyup Brook Early Learning Centre) TO 29 February 2024</b>				<b>0.00</b>
<b>GRAND TOTAL 1 - 29 February 2024</b>				<b>-812,718.75</b>



# MONTHLY FINANCIAL REPORT

29 FEBRUARY 2024

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**SHIRE OF BOYUP BROOK  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	NOTES	2023-24 ANNUAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$		\$	
General Purpose Funding		(158,533)	(96,526)	(84,697)	-12%
Governance		(524,085)	(385,370)	(298,310)	-23%
Law, Order, Public Safety		(463,236)	(299,147)	(286,896)	-4%
Health		(1,567,566)	(946,081)	(933,061)	-1%
Education and Welfare		(454,620)	(327,393)	-244,297	-25%
Housing		(306,843)	(207,768)	(87,418)	-58%
Community Amenities		(527,452)	(349,169)	(276,245)	-21%
Recreation and Culture		(1,415,292)	(987,444)	(628,115)	-36%
Transport		(4,491,015)	(2,995,627)	(1,004,241)	-66%
Economic Services		(684,442)	(393,018)	(344,331)	-12%
Other Property and Services		(831,171)	(553,489)	(260,953)	-53%
<b>Total Operating Expenditure</b>		<b>(11,424,255)</b>	<b>(7,541,032)</b>	<b>(4,448,563)</b>	
<b>REVENUE</b>					
General Purpose Funding		3,628,819	3,609,188	3,929,135	9%
Governance		0	0	8,606	0%
Law, Order, Public Safety		125,900	94,277	103,690	10%
Health		1,180,900	759,592	823,004	8%
Education and Welfare		210,000	157,794	178,954	13%
Housing		216,940	49,003	45,343	-7%
Community Amenities		231,300	227,072	243,440	7%
Recreation and Culture		62,900	61,943	76,465	23%
Transport		230,577	219,674	229,894	5%
Economic Services		122,555	91,702	94,277	3%
Other Property & Services		765,209	516,238	575,431	11%
<b>Total Operating Revenue</b>		<b>6,775,100</b>	<b>5,786,484</b>	<b>6,308,239</b>	
<b>Sub-Total</b>		<b>(4,649,155)</b>	<b>(1,754,548)</b>	<b>1,859,676</b>	
<b>FINANCE COSTS</b>					
Housing		(1,388)	(752)	(752)	0%
Recreation & Culture		(3,305)	(3,046)	(3,167)	4%
<b>Total Finance Costs</b>		<b>(4,693)</b>	<b>(3,798)</b>	<b>(3,919)</b>	
<b>NON-OPERATING REVENUE</b>					
General Purpose Funding	No.3	0		0	
Law, Order & Public Safety	No.5	0	0	14,200	0%
Education & Welfare	No.8	0		0	0%
Recreation & Culture	No.11	95,714	0	5,715	0%
Transport	No.12	1,688,825	656,841	309,583	-53%
Economic Services	No.13	0	0	0	0%
<b>Total Non-Operating Revenue</b>		<b>1,784,539</b>	<b>656,841</b>	<b>329,498</b>	
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>					
Housing Profit		0	0	0	
Transport Profit		0	0	0	
Transport Loss		0	0	0	
<b>Total Profit/(Loss)</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>NET RESULT</b>		<b>(2,869,309)</b>	<b>(1,101,505)</b>	<b>2,185,255</b>	
<b>Other Comprehensive Income</b>					
Changes on revaluation of non-current assets		0	0	0	
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(2,869,309)</b>	<b>(1,101,505)</b>	<b>2,185,255</b>	

**"Traffic Lights" Colour Coding:**

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula in Council Policy 2.1.6 (see also Variance Report in these Statements).

To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

**Revenue:**

Green = Actual Revenue is greater than Year-to-Date budgeted revenue by 10% or more

Red = Variance between Actual Revenue and Year-to-Date budget is greater than 10% (lower)

**Expenditure:**

Green = Actual Expenditure is less than Year-to-Date budgeted expenditure

Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET	2023-24 YTD ACTUAL	VARIANCE
<b>Expenses</b>				
Employee Costs	(3,912,622)	(2,527,543)	(2,992,854)	18%
Materials and Contracts	(3,050,034)	(1,975,533)	(753,832)	-62%
Utility Charges	(213,715)	(139,975)	(143,114)	2%
Depreciation on Non-Current Assets	(3,586,909)	(2,315,808)	0	-100%
Interest Expenses	(4,693)	(3,798)	(3,919)	3%
Insurance Expenses	(328,313)	(314,590)	(282,769)	-10%
Other Expenditure	(332,662)	(267,584)	(275,994)	3%
<b>Total Operating Expenses</b>	<b>(11,428,948)</b>	<b>(7,544,830)</b>	<b>(4,452,482)</b>	
<b>Revenue</b>				
Rates	3,579,069	3,578,619	3,582,610	0%
Operating Grants, Subsidies and Contributions	495,917	297,577	385,768	30%
Fees and Charges	1,879,735	1,359,893	1,463,109	8%
Interest Earnings	27,750	20,769	263,622	1169%
Other Revenue	792,629	529,626	613,131	16%
<b>Total Operating Revenue</b>	<b>6,775,100</b>	<b>5,786,484</b>	<b>6,308,239</b>	
<b>Sub-Total</b>	<b>(4,653,848)</b>	<b>(1,758,346)</b>	<b>1,855,757</b>	
Non-Operating Grants, Subsidies & Contributions	1,784,539	656,841	329,498	-50%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
	1,784,539	656,841	329,498	
<b>Net Result</b>	<b>(2,869,309)</b>	<b>(1,101,505)</b>	<b>2,185,255</b>	
<b>Other Comprehensive Income</b>				
Changes on revaluation of non-current assets	0	0	0	
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(2,869,309)</b>	<b>(1,101,505)</b>	<b>2,185,255</b>	

**SHIRE OF BOYUP BROOK**  
**FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE**  
**FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
Ex-Gratia Rates & Write-offs	2,140	1,690	1390	Within Threshold	(17.75%)	
Operating Grants, Subsidies and Contributions	495,917	297,577	385,768	88,191	29.64%	▲
Fees and Charges	1,879,735	1,359,893	1,463,109	103,216	Within Threshold	
Interest Earnings	27,750	20,769	263,622	242,853	1169.28%	▲
Other Revenue	792,629	529,626	613,131	83,505	15.77%	▲
Profit on Disposal of Asset	0	0	0	Within Threshold	0%	
<b>Total Operating Revenue</b>	<b>3,198,171</b>	<b>2,209,555</b>	<b>2,727,020</b>	<b>517,765</b>		
<b>LESS OPERATING EXPENDITURE</b>						
Employee Costs	(3,912,622)	(2,527,543)	(2,729,857)	(202,314)	Within Threshold	
Materials and Contracts	(3,050,034)	(1,975,533)	(1,016,829)	958,704	48.53%	
Utility Charges	(213,715)	(139,975)	(143,114)	Within Threshold	Within Threshold	
Depreciation on Non-Current Assets	(3,586,909)	(2,315,808)	0	2,315,808	100.00%	
Interest Expenses	(4,693)	(3,798)	(3,919)	Within Threshold	Within Threshold	
Insurance Expenses	(328,313)	(314,590)	(282,769)	31,821	10.12%	
Other Expenditure	(332,662)	(267,584)	(275,994)	Within Threshold	Within Threshold	
Loss on Disposal of Asset	0	0	0	Within Threshold	0%	
<b>Total Operating Expenses</b>	<b>(11,428,948)</b>	<b>(7,544,830)</b>	<b>(4,452,482)</b>	<b>3,104,018</b>		
Sub-Total	<b>(8,230,777)</b>	<b>(5,335,275)</b>	<b>(1,725,462)</b>	<b>3,621,783</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses		0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	2,315,808	0	(2,315,808)	(100.00%)	▼
<b>Operating Activities Excluded from Budget</b>	<b>3,631,544</b>	<b>2,315,808</b>	<b>0</b>	<b>(2,315,808)</b>		
<b>Sub Total</b>	<b>(4,599,233)</b>	<b>(3,019,467)</b>	<b>(1,725,462)</b>	<b>1,305,975</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(452,190)	(544,059)	(91,869)	(20.32%)	
Purchase Plant and Equipment	(891,660)	(851,660)	(107,212)	744,448	87.41%	
Purchase Furniture and Equipment	(25,000)	(25,000)	0	25,000	100.00%	
Infrastructure Assets - Roads	(1,950,962)	(1,417,640)	(952,538)	465,102	32.81%	
Infrastructure Assets - Footpaths	(75,075)	0	0	Within Threshold	0%	
Infrastructure Assets - Aerodromes	(53,056)	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(70,798)	(11,932)	(20.27%)	
Infrastructure Assets - Parks & Ovals	(200,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Recreation	(150,000)	(150,000)	(133,137)	16,863	11.24%	
Infrastructure Assets - Other	(344,313)	(259,313)	(39,826)	219,487	84.64%	
Proceeds from Sale of Assets	310,000	305,000	51,819	(253,181)	(83.01%)	▼
Contributions for the Development of Assets	1,784,539	656,841	329,498	(329,343)	(49.84%)	▼
<b>Amount Attributable to Investing Activities</b>	<b>(2,543,548)</b>	<b>(2,252,829)</b>	<b>(1,466,253)</b>	<b>786,576</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(22,660)	(18,583)	(18,583)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(13,200)	(14,794)	Within Threshold	(12.08%)	
Transfer to Reserves	(270,000)	(3,333)	(70,034)	(66,701)	(2001.10%)	
<b>Amount Attributable to Financing Activities</b>	<b>(312,460)</b>	<b>(35,116)</b>	<b>(103,411)</b>	<b>(66,701)</b>		
Sub Total	<b>(7,455,241)</b>	<b>(5,307,412)</b>	<b>(3,295,126)</b>	<b>2,025,850</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	250,000	0	(250,000)	(100.00%)	▼
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,815,098	324,786	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,581,220	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
	<b>7,455,241</b>	<b>7,317,241</b>	<b>7,396,318</b>	<b>74,786</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>2,009,829</b>	<b>4,101,192</b>			



**SHIRE OF BOYUP BROOK**  
**BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM**  
**FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	2023-24 ORIGINAL BUDGET	2023-24 YTD BUDGET (a)	2023-24 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
General Purpose Funding	51,890	32,259	347,915	315,656	978.49%	▲
Governance	0	0	8,606	8,606	0%	
Law, Order Public Safety	125,900	94,277	103,690	Within Threshold	Within Threshold	
Health	1,180,900	759,592	823,004	63,412	Within Threshold	
Education and Welfare	210,000	157,794	178,954	21,160	13.41%	▲
Housing	216,940	49,003	45,343	Within Threshold	Within Threshold	
Community Amenities	231,300	227,072	243,440	16,368	Within Threshold	
Recreation and Culture	62,900	61,943	76,465	14,521	23.44%	▲
Transport	230,577	219,674	229,894	10,220	Within Threshold	
Economic Services	122,555	91,702	94,277	Within Threshold	Within Threshold	
Other Property and Services	765,209	516,238	575,432	59,194	11.47%	▲
<b>Total Operating Revenue</b>	<b>3,198,171</b>	<b>2,209,555</b>	<b>2,727,020</b>	<b>500,530</b>		
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(158,533)	(96,526)	(84,697)	11,828	12.25%	
Governance	(524,085)	(385,370)	(298,310)	87,059	22.59%	
Law, Order, Public Safety	(463,236)	(299,147)	(286,896)	12,250	Within Threshold	
Health	(1,567,566)	(946,081)	(933,061)	13,020	Within Threshold	
Education and Welfare	(454,620)	(327,393)	(244,297)	83,097	25.38%	
Housing	(308,231)	(208,520)	(88,170)	120,350	57.72%	
Community Amenities	(527,452)	(349,169)	(276,245)	72,924	20.89%	
Recreation and Culture	(1,418,597)	(990,490)	(631,282)	359,208	36.27%	
Transport	(4,491,015)	(2,995,627)	(1,004,241)	1,991,386	66.48%	
Economic Services	(684,442)	(393,018)	(344,331)	48,687	12.39%	
Other Property & Services	(831,171)	(553,489)	(260,953)	292,537	52.85%	
<b>Total operating Expenses</b>	<b>(11,428,948)</b>	<b>(7,544,830)</b>	<b>(4,452,482)</b>	<b>3,092,348</b>		
Sub-Total	<b>(8,230,777)</b>	<b>(5,335,275)</b>	<b>(1,725,462)</b>	<b>3,592,878</b>		
<b>NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Expenses	0	0	0	Within Threshold	0%	
Depreciation Written Back	3,586,909	2,315,808	0	(2,315,808)	(100.00%)	
<b>Operating Activities Excluded from Budget</b>	<b>3,631,544</b>	<b>2,315,808</b>	<b>0</b>	<b>(2,315,808)</b>		
Sub Total	<b>(4,599,233)</b>	<b>(3,019,467)</b>	<b>(1,725,462)</b>	<b>1,277,070</b>		
<b>INVESTING ACTIVITIES</b>						
Purchase of Land	0	0	0	Within Threshold	0%	
Purchase Buildings	(889,155)	(452,190)	(544,059)	(91,869)	(20.32%)	
Purchase Plant and Equipment	(891,660)	(851,660)	(107,212)	744,448	87.41%	
Purchase Furniture and Equipment	(25,000)	(25,000)	0	25,000	100.00%	
Infrastructure Assets - Roads	(1,950,962)	(1,417,640)	(952,538)	465,102	32.81%	
Infrastructure Assets - Footpaths	(75,075)	0	0	Within Threshold	0%	
Infrastructure Assets - Aerodromes	(53,056)	0	0	Within Threshold	0%	
Infrastructure Assets - Drainage	(58,866)	(58,866)	(70,798)	(11,932)	(20.27%)	
Infrastructure Assets - Parks & Ovals	(200,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Recreation	(150,000)	(150,000)	(133,137)	16,863	11.24%	
Infrastructure Assets - Other	(344,313)	(259,313)	(39,826)	219,487	84.64%	
Proceeds from Sale of Assets	310,000	305,000	51,819	(253,181)	(83.01%)	▼
Contributions for the Development of Assets	1,784,539	656,841	329,498	(327,343)	(49.84%)	
<b>Amount Attributable to Investing Activities</b>	<b>(2,543,548)</b>	<b>(2,252,829)</b>	<b>(1,466,253)</b>	<b>786,576</b>		
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(22,660)	(18,583)	(18,583)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(19,800)	(13,200)	(14,794)	Within Threshold	12.08%	
Transfer to Reserves	(270,000)	(3,333)	(70,034)	(66,701)	(2001.10%)	
<b>Amount Attributable to Financing Activities</b>	<b>(312,460)</b>	<b>(35,116)</b>	<b>(103,411)</b>	<b>(66,701)</b>		
Sub Total	<b>(7,455,241)</b>	<b>(5,307,412)</b>	<b>(3,295,126)</b>	<b>1,996,945</b>		
<b>FUNDING FROM</b>						
Transfer from Reserves	138,000	0	0	Within Threshold	0%	
Loans Raised	250,000	250,000	0	(250,000)	(100.00%)	▼
Estimated Opening Surplus at 1 July	3,490,312	3,490,312	3,815,098	324,786	Within Threshold	
Amount Raised from General Rates	3,576,929	3,576,929	3,581,220	Within Threshold	Within Threshold	
Closing Funds	0	0	0	Within Threshold	0%	
Sub Total	<b>7,455,241</b>	<b>7,317,241</b>	<b>7,396,318</b>	<b>74,786</b>		
<b>NET SURPLUS/(DEFICIT)</b>	<b>(0)</b>	<b>2,009,829</b>	<b>4,101,192</b>			

**SHIRE OF BOYUP BROOK**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	<b>ACTUAL</b> <b>29 FEBRUARY 2024</b>	<b>ACTUAL</b> <b>30/06/2023</b>
<b>Current Assets</b>		
Cash at bank and on Hand	5,674,200	4,557,417
Restricted Cash	24,636	16,044
Restricted Cash Reserves	2,819,523	2,749,490
Trade Receivables	866,941	992,734
Stock on Hand/Inventory/Biological Assets	308,640	308,640
Other Assets	59,885	59,885
<b>Total Current Assets</b>	<b>9,753,825</b>	<b>8,684,210</b>
<b>Current Liabilities</b>		
Trade Creditors	(\$303,814)	(\$1,036,436)
Bonds and Deposits	(\$46,470)	(\$51,709)
Accrued Wages	(\$116,377)	(\$116,377)
Accrued Interest on Loans	(\$1,517)	(\$1,517)
Accrued Expense	(\$39,700)	(\$39,700)
ATO Liabilities	(\$1,300)	(\$1,300)
Contract Liability	(\$1,771,356)	(\$320,008)
Loan Liability	(\$4,077)	(\$22,660)
Finance Lease Liability	(\$5,006)	(\$19,800)
Provisions	(\$401,529)	(\$401,529)
<b>Total Current Liabilities</b>	<b>(\$2,691,148)</b>	<b>(\$2,011,037)</b>
<b>Sub-Total</b>	<b>7,062,677</b>	<b>6,673,173</b>
<b>Adjustments</b>		
LESS Cash Backed Reserves	(\$2,819,523)	(\$2,749,490)
LESS Restricted Cash	\$0	\$0
LESS Inventory	(\$308,640)	(\$308,640)
LESS Prepaid Expenses	\$0	\$0
ADD: Employee Leave Provisions	\$0	\$0
ADD: Accrued Interest	\$1,517	\$1,517
ADD: Accrued Salaries & Wages	\$116,377	\$116,377
ADD: Accrued Expenses	\$39,700	\$39,700
ADD: Current Loan Liability	\$4,077	\$22,660
ADD: Current Finance Lease Liability	\$5,006	\$19,800
Rounding	0	0
<b>Net Current Position</b>	<b>4,101,192</b>	<b>3,815,098</b>

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**EXPLANATION OF MATERIAL VARIANCES**

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AASS, to be used in statements of financial activity for reporting material variances.

For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants & Contributions	297,577	385,768	88,191	30%	TIMING/ PERMANENT	Increase in General Purpose grant of \$31k, Increase in Local Road grant of \$31k, Increase in Australia Day grant \$8k, Increase in MAF grant of \$5k, Increase in Other Culture income of \$5k, Increase in MRWA Road Maintenance grant of \$5k.
Fees & Charges	1,359,893	1,463,109	103,216	Within Threshold	TIMING	Increase in Rates Reimbursement Fees \$8k, Increase in medical surgery fees of \$64k, Increase in Early Learning Centre fees \$21k, Increase in Cemetery Fees \$5k, Increase in Pool Fees \$5k, Increase in Standpipe Fees \$6k, Decrease in Private Works Fees \$8k.
Interest Earnings	20,769	263,622	242,853	1169%	TIMING /PERMANENT	Increase in Rates Instalment Interest \$5k, Increase in Rates late penalty interest \$13k, Increase in Municipal Fund interest of \$155k, increase in Reserve account interest of \$67k.
Other Revenue	529,626	613,131	83,505	16%	TIMING	Increase in Sale of Recyclables \$9k, Increase in workers compensation reimbursements of \$24k, Increase in diesel fuel rebate of \$12k, Increase in Admin Reimbursements of \$16k, Increase in Rylington Park income of \$15k.

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**EXPLANATION OF MATERIAL VARIANCES**

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For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(2,527,543)	(2,729,857)	(202,314)	Within Threshold	TIMING	Increase in Fire Prevention wages \$49k, Decrease in Ranger Salaries \$32k, Decrease in Health Administration salaries \$12k, Increase in Medical Centre wages \$81k, Decrease in Townsite Garden Wages \$6, Decrease in Reserves and Parks wages \$4k, Decrease in Rural Road wages of \$76k, Increase in Maintenance Grading Wages \$46k, Increase in Supervision wages of \$157k.
Materials & Contracts	(1,975,533)	(1,016,829)	958,704	49%	TIMING	Increase in Members Refreshment expenses \$10k, Increase in Fire Vehicle maintenance \$15k, Decrease in Medical Centre Computer expenses \$23k, Decrease in Ambulance Contribution expenses \$13k, Decrease in Early Learning Centre expenses \$28k, Decrease in Aged Needs Strategy \$50k, Decrease in Community Housing maintenance \$86k, Decrease in Town Planning expenses \$23k, Decrease in Swimming Pool operating expenses \$44k, Decrease in Support for Sandakan expenses \$7k, Decrease in Bridge Repairs & Maintenance expenses \$57k, Decrease in Maintenance Grading expenses \$10k, Decrease in Verge Pruning expenses \$33k, Decrease in Romans Data Collection \$119k, Decrease in Consulting Engineer expenses \$20k, Decrease in Minor Asset purchases \$11k, Decrease in Promotion Activities \$13k, Decrease in Flaxmill Operations expense \$8k, Decrease in Building Control expenses \$31k, Decrease in Economic Development project expenses \$16k, Decrease in Country Music Festival expenses \$15k, Decrease in Audit expenses \$50k, Decrease in Administration Building expenses \$9k, Decrease in Admin Consultant expenses \$106k, Decrease in Admin Legal expenses \$10k, Decrease in IT expenses \$58k, Decrease in Rylington Park Operational expenses \$85k.
Depreciation on Assets	(2,315,808)	0	2,315,808	100%	TIMING	Depreciation not able to be raised until after audit.
Insurance Expenses	(314,590)	(282,769)	31,821	10%	TIMING	Decrease in Medical Centre Insurances \$29k.

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**EXPLANATION OF MATERIAL VARIANCES**

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each month's financial statements. The information contained within the 'Statement of Financial Activity' on page 3 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on this page will be reported below.

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AASS, to be used in statements of financial activity for reporting material variances.

For the Shire of Boyup Brook, material variances are to be reported when exceeding 10%, and a minimum of \$10,000.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Investing Activities</b>						
Purchase Buildings	(452,190)	(544,059)	(91,869)	-20%	TIMING	Decrease in Medical Centre Building project expenses \$10k, Decrease in Early Learning Centre Building expenses \$5k, Decrease in CEO Residence project expenses \$13k, Decrease in Tonebridge Hall project expenses \$4k, Decrease in Dinninup Hall project expenses \$6k, Decrease in Kulikup Hall project expenses \$9k, Increase in Boyup Brook Hall refurbishment \$136k, Increase in Tourist Centre building project \$18k, Decrease in Rylington Park House project expenses \$12k.
Purchase Plant and Equipment	(851,660)	(107,212)	744,448	87%	TIMING	Decrease in ESL Plant & Equipment \$22k, Decrease in Portable traffic lights \$10k, Decrease in Heavy Plant purchases \$711k, Increase in Minor Equipment purchases \$9k, Decrease in Pool vehicle expense \$12k.
Infrastructure Assets - Roads	(1,417,640)	(952,538)	465,102	33%	TIMING	Decrease in RTR Craigie Rd project \$349k, Decrease in RTR Lodge Rd project \$5k, Decrease in Boyup Brook-Arthur River RRG project \$163k, Decrease in Boyup Brook-Cranbrook Rd RRG project \$74k, Increase in Winter grading expenses \$117k.
Infrastructure Assets - Drainage	(58,866)	(70,798)	(11,932)	-20%	TIMING	Increase in Boyup Brook hall drainage works \$12k.
Infrastructure Assets - Recreation	(150,000)	(133,137)	16,863	11%	TIMING	Decrease in Oval reticulation project expenses \$17k.
Infrastructure Assets - Other	(259,313)	(39,826)	219,487	85%	TIMING	Increase in Landfill fencing works \$30k, Increase in Cemetery project works \$5k, Decrease in Town Hall Car Park project expenses \$214k, Decrease in Standpipe Cardswipe project expenses \$40k, Increase in Blackwood River Access Path project expenses \$5k.
Non-Operating Grants, Subsidies for the Development of Assets	656,841	329,498	(327,343)	-50%	TIMING	Increase in DFES AWARE funding \$14k, Decrease in Regional Road Group grant spent \$352k, Decrease in Roads to Recovery grant spent \$99k, Increase in LRCI3 grant funding received \$103k.
<b>Financing Activities</b>						
Transfer to Reserves	(3,333)	(70,034)	(66,701)	-2001%		Increase in interest earned transferred to Reserves \$64k.

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	Note	2022-23 ACTUAL \$	2023-24 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		4,557,704	5,675,942	1,118,238
Restricted Cash - Reserves		2,749,490	2,819,523	70,034
Restricted Cash - Other		15,757	22,895	7,138
Trade and other receivables		1,000,602	874,809	-125,793
Inventories		308,640	308,640	0
Other assets		52,017	52,017	0
<b>Total current assets</b>		<b>8,684,209</b>	<b>9,753,826</b>	1,069,616
<b>Non-current assets</b>				
Trade and other receivables		43,363	43,363	0
LG House Unit Trust		81,490	81,490	0
Land		4,630,000	4,578,181	-51,819
Buildings		18,077,533	18,621,592	544,059
Furniture & Equipment		21,570	21,570	0
Plant & Equipment		2,527,851	2,635,063	107,212
Right of use Assets - Plant		51,620	51,620	0
Infrastructure Assets - Roads		93,057,859	94,011,238	953,378
Infrastructure Assets - Bridges		22,352,500	22,352,500	0
Infrastructure Assets - Footpaths		634,869	634,869	0
Infrastructure Assets - Recreation		2,392,520	2,525,657	133,137
Infrastructure Assets - Drainage		9,955,431	10,026,229	70,798
Infrastructure Assets - Parks/Ovals		0	0	0
Infrastructure Assets - Other		5,683,556	5,722,541	38,985
<b>Total non-current assets</b>		<b>159,510,161</b>	<b>161,305,911</b>	1,795,751
<b>Total assets</b>		<b>168,194,370</b>	<b>171,059,737</b>	2,865,367
<b>Current liabilities</b>				
Trade and other payables		1,195,330	462,709	732,621
Bonds and deposits		51,709	46,471	5,238
Contract Liabilities		320,008	1,771,356	-1,451,348
Interest-bearing loans and borrowings		22,660	4,077	18,583
Finance Lease Liability - Current		19,800	5,006	14,794
Provisions		401,529	401,529	0
<b>Total current liabilities</b>		<b>2,011,037</b>	<b>2,691,148</b>	-680,112
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		49,459	49,459	0
Finance Lease Liability - Non Current		15,241	15,241	0
Provisions		63,440	63,440	0
<b>Total non-current liabilities</b>		<b>128,141</b>	<b>128,141</b>	0
<b>Total liabilities</b>		<b>2,139,177</b>	<b>2,819,289</b>	-680,112
<b>Net assets</b>		<b>166,055,193</b>	<b>168,240,448</b>	2,185,255
<b>Equity</b>				
Retained surplus		58,926,505	58,856,472	-70,033
Net Result		0	2,185,255	2,185,255
Reserve - asset revaluation		104,379,198	104,379,198	0
Reserve - Cash backed		2,749,490	2,819,523	70,033
<b>Total equity</b>		<b>166,055,193</b>	<b>168,240,448</b>	2,185,255

This statement is to be read in conjunction with the accompanying notes

**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

	Note	2022-23 ACTUAL \$	2023-24 BUDGET \$	2023-24 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(3,736,341)	(3,867,987)	(3,480,126)
Materials & Contracts		(2,044,971)	(3,050,034)	(900,206)
Utilities (gas, electricity, water, etc)		(201,834)	(213,715)	(143,114)
Insurance		(293,827)	(328,313)	(282,769)
Interest Expense		(6,096)	(4,693)	(3,919)
Goods and Services Tax Paid		0	0	(303,296)
Other Expenses		(467,138)	(332,662)	(275,994)
		<b>(6,750,207)</b>	<b>(7,797,404)</b>	<b>(5,389,424)</b>
<b>Receipts</b>				
Rates		3,244,858	3,579,069	3,262,431
Operating Grants & Subsidies		2,543,882	495,917	385,768
Fees and Charges		1,924,985	1,879,735	1,463,109
Interest Earnings		173,534	27,750	263,622
Goods and Services Tax		119,116	0	379,129
Other		1,024,432	792,629	607,892
		<b>9,030,807</b>	<b>6,775,100</b>	<b>6,361,951</b>
<b>Net Cash flows from Operating Activities</b>		<b>2,280,600</b>	<b>(1,022,304)</b>	<b>972,527</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		0	0	0
Purchase of Buildings		(254,783)	(899,155)	(544,059)
Purchase Plant and Equipment		(260,838)	(891,660)	(107,212)
Purchase Furniture and Equipment		(21,321)	(25,000)	0
Purchase Road Infrastructure Assets		(1,877,878)	(1,950,962)	(952,538)
Purchase of Bridges Assets		(170,000)	0	0
Purchase of Footpath Assets		0	(75,075)	0
Purchase Drainage Assets		(153,133)	(58,866)	(70,798)
Purchase Parks & Ovals Assets		0	(200,000)	0
Purchase Recreation Assets		(17,468)	(150,000)	(133,137)
Purchase Infrastructure Other Assets		(78,467)	(397,369)	(39,826)
<b>Receipts</b>				
Proceeds from Sale of Assets		95,455	310,000	51,819
Non-Operating grants used for Development of Assets		1,549,321	1,464,531	2,052,009
		<b>(1,189,112)</b>	<b>(2,873,556)</b>	<b>256,258</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(21,383)	(22,660)	(18,583)
Principal elements of lease payments		(19,224)	(19,800)	(14,794)
Proceeds from New Debentures		0	250,000	0
<b>Net cash flows from financing activities</b>		<b>(40,607)</b>	<b>207,540</b>	<b>(33,377)</b>
<b>Net increase/(decrease) in cash held</b>		<b>1,050,881</b>	<b>(3,688,320)</b>	<b>1,195,408</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>6,272,070</b>	<b>7,192,814</b>	<b>7,322,951</b>
<b>Cash at the End of Reporting Period</b>		<b>7,322,951</b>	<b>3,504,494</b>	<b>8,518,359</b>

**SHIRE OF BOYUP BROOK  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**Notes**

	<b>2022-23 ACTUAL \$</b>	<b>2023-24 BUDGET \$</b>	<b>2023-24 ACTUAL \$</b>
<b>RECONCILIATION OF CASH</b>			
Cash at Bank	4,541,090	57,821	5,670,934
Restricted Cash	2,765,961	2,532,180	2,846,675
Cash on Hand	15,900	5,950	750
<b>TOTAL CASH</b>	<b>7,322,951</b>	<b>2,595,951</b>	<b>8,518,359</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	317,687	(2,869,309)	2,185,255
Add back Depreciation	3,871,686	3,586,939	0
(Gain)/Loss on Disposal of Assets	26,985	-	0
LG House Unit trust	(3,686)	-	0
Self Supporting Loan Principal Reimbursements	0	-	0
Contributions for the Development of Assets	(1,549,321)	(2,895,601)	(329,498)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(11,929)	0	0
(Increase)/Decrease in Receivables	(78,095)	(30)	(1,596,718)
Increase/(Decrease) in Accounts Payable	51,355	-	713,488
Increase/(Decrease) in Contract Liability	(362,993)	(683,001)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	18,911	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	-	0	0
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>2,280,600</b>	<b>(2,816,367)</b>	<b>972,527</b>



**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**CAPITAL EXPENDITURE PROGRAM**

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Budget	2023/24 YTD Actuals	% of Annual Budget
<b>Law Order &amp; Public Safety</b>								
051600	ESL Plant & Equipment - Wash station and fastfill trailer	MWS	P&E	New	21,660	21,660	0	0.0%
					<b>21,660</b>	<b>21,660</b>	<b>0</b>	
<b>Health</b>								
074600	Medical Centre - Telehealth setup	DCEO	F&E	New	25,000	25,000	0	0.0%
074400	Medical Centre Building - Design for internal layout, internal painting, new flooring, blinds, external painting and structural work	BMC	L&B	Renewal	75,000	10,000	0	0.0%
					<b>100,000</b>	<b>35,000</b>	<b>0</b>	
<b>Education &amp; Welfare</b>								
081400	Community Resource Centre - External painting, balustrades, decking & restumping, internal paint	BMC	L&B	Renewal	40,000	0	0	0.0%
081401	Early Learning Centre - External painting, kitchen cabinetry & irrigation install	BMC	L&B	Renewal	23,000	5,000	0	0.0%
					<b>63,000</b>	<b>5,000</b>	<b>0</b>	
<b>Housing</b>								
091400	CEO Residence - Replace fencing	BMC	L&B	Renewal	30,000	30,000	17,447	58.2%
					<b>30,000</b>	<b>30,000</b>	<b>17,447</b>	
<b>Community Amenities</b>								
101400	Landfill/Transfer Station - Fencing	MWS	Other	Renewal	35,000	0	30,256	86.4%
107900	Cemetery Other Infrastructure	MWS	Other	Upgrade	0	0	5,050	0.0%
					<b>35,000</b>	<b>0</b>	<b>35,306</b>	
<b>Recreation &amp; Culture</b>								
LRC018	Mayanup Hall - Refurbishment	BMC	L&B	Renewal	9,741	5,001	3,839	39.4%
LRC019	Tonebridge Hall Refurbishment	BMC	L&B	Renewal	13,673	13,673	9,064	66.3%
LRC022	Dinninup Hall Refurbishment & Drainage Works	MWS	L&B	Renewal	35,126	10,126	4,780	13.6%
LRC021	Wilga Hall Refurbishment	BMC	L&B	Renewal	1,818	1,818	0	0.0%
LRC023	Kulikup Hall Refurbishment	BMC	L&B	Renewal	11,797	9,797	0	0.0%
LRC027	McAlinden Hall Refurbishment	BMC	L&B	Renewal	12,436	6,400	4,310	34.7%
LRC017	Boyup Brook Hall Refurbishment	BMC	L&B	Upgrade	217,377	217,377	353,244	162.5%
LRC006	Swimming Pool - Upgrade Entrance	MWS	L&B	Renewal	11,187	0	0	0.0%
LRC024	Boyup Brook Hall Drainage	MWS	DRAIN	Renewal	58,866	58,866	70,798	120.3%
LRC026	Sandakan Playground Upgrade	MWS	PARK	Upgrade	200,000	0	0	0.0%
113906	Recreation Oval - Reticulation	MWS	REC	Upgrade	150,000	150,000	133,137	88.8%
LRC025	Boyup Brook Town Hall Car Park & Landscaping	MWS	OTHER	Upgrade	214,313	214,313	0	0.0%
					<b>936,334</b>	<b>687,370</b>	<b>579,171</b>	
<b>Transport</b>								
123609	Light Plant Replacements	MWS	P&E	Renewal	22,000	22,000	12,322	56.0%
123610	Heavy Plant Replacements	MWS	P&E	Renewal	738,000	738,000	27,500	3.7%
123619	Minor Equipment - Pressure Cleaner	MWS	P&E	Renewal	0	0	9,015	0.0%
RTR037	Roads to Recovery - Craigie Road	MWS	ROAD	Renewal	357,116	357,116	7,700	2.2%
RTR038	Roads to Recovery - Lodge Road	MWS	ROAD	Renewal	216,445	11,000	6,260	2.9%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	0	0	9,204	0.0%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	377,283	232,933	158,728	42.1%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	589,118	589,116	426,128	72.3%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	20,000	0	382	1.9%
121401	Gravel Sheeting Road Projects	MWS	ROAD	Renewal	54,000	0	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	337,000	227,475	344,136	102.1%
FP111	Inglis Street Footpath	MWS	FOOT	Upgrade	75,075	0	0	0.0%
126400	Aerodrome Infrastructure - Gravel resheet	MWS	OTHER	Renewal	53,056	0	0	0.0%
					<b>2,839,093</b>	<b>2,177,640</b>	<b>1,001,374</b>	
<b>Economic Services</b>								
132400	Tourist Centre - Upgrade Septic system	MWS	L&B	New	90,000	89,999	107,572	119.5%
132405	Flaxmill Caravan Park Ablution Block	MWS	L&B	New	250,000	0	1,860	0.7%
135401	80 Abel St - Pharmacy expansion to upgrade septic	MWS	L&B	Renewal	15,000	0	0	0.0%
135402	Standpipe - Card Swipe Facilities x 2	MWS	OTHER	Upgrade	40,000	40,000	0	0.0%
135403	Blackwood River Access Path	MWS	OTHER	Upgrade	50,000	0	4,520	9.0%
132901	Flaxmill Caravan Park Fence & Water Supply Upgrade	MWS	OTHER	Upgrade	5,000	5,000	0	0.0%
					<b>450,000</b>	<b>134,999</b>	<b>113,952</b>	

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**CAPITAL EXPENDITURE PROGRAM**

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2023/24 Total Budget	2023/24 YTD Budget	2023/24 YTD Actuals	% of Annual Budget
<b>Other Property &amp; Services</b>								
146500	Administration Vehicle replacements	MWS	P&E	Renewal	110,000	70,000	58,375	53.1%
149503	Rylington Park - Water filtration & replace house roof	MWS	L&B	Renewal	53,000	53,000	41,944	79.1%
					<b>163,000</b>	<b>123,000</b>	<b>100,319</b>	
	<b>Total Capital Expenditure</b>				<b>4,638,087</b>	<b>3,214,670</b>	<b>1,847,570</b>	

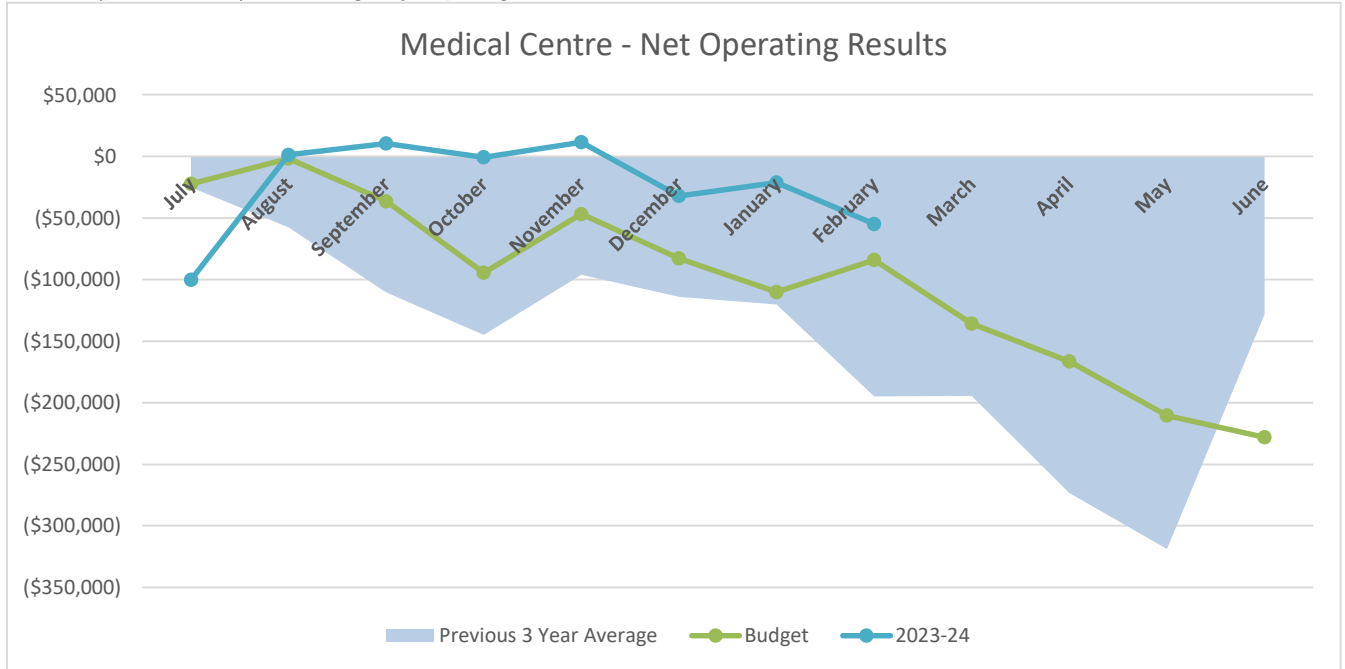
<b>SUMMARIES:</b>				
Land & Buildings	889,155	452,190	544,059	61.2%
Plant & Equipment	891,660	851,660	107,212	12.0%
Furniture & Equipment	25,000	25,000	0	0.0%
Road Infrastructure	1,950,962	1,417,640	952,538	48.8%
Footpath Infrastructure	75,075	0	0	0.0%
Bridge Infrastructure	0	0	0	0.0%
Drainage Infrastructure	58,866	58,866	70,798	120.3%
Parks & Reserves Infrastructure	200,000	0	0	0.0%
Recreation Infrastructure	150,000	150,000	133,137	88.8%
Other Infrastructure	397,369	259,313	39,826	10.0%
	<b>4,638,087</b>	<b>3,214,670</b>	<b>1,847,570</b>	<b>39.8%</b>
At No Cost	0	0	0	0.0%
Asset Renewal	2,333,261	1,629,272	648,128	27.8%
New Asset	386,660	136,659	109,432	28.3%
Upgrading Asset	1,918,166	1,448,739	1,090,010	56.8%
	<b>4,638,087</b>	<b>3,214,670</b>	<b>1,847,570</b>	<b>39.8%</b>
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	25,000	25,000	0	0.0%
Manager Works & Services	4,178,245	2,890,604	1,459,666	34.9%
Building Maintenance Coordinator	434,842	299,065	387,904	89.2%
	<b>4,638,087</b>	<b>3,214,670</b>	<b>1,847,570</b>	<b>39.8%</b>

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**MAJOR BUSINESS UNITS**

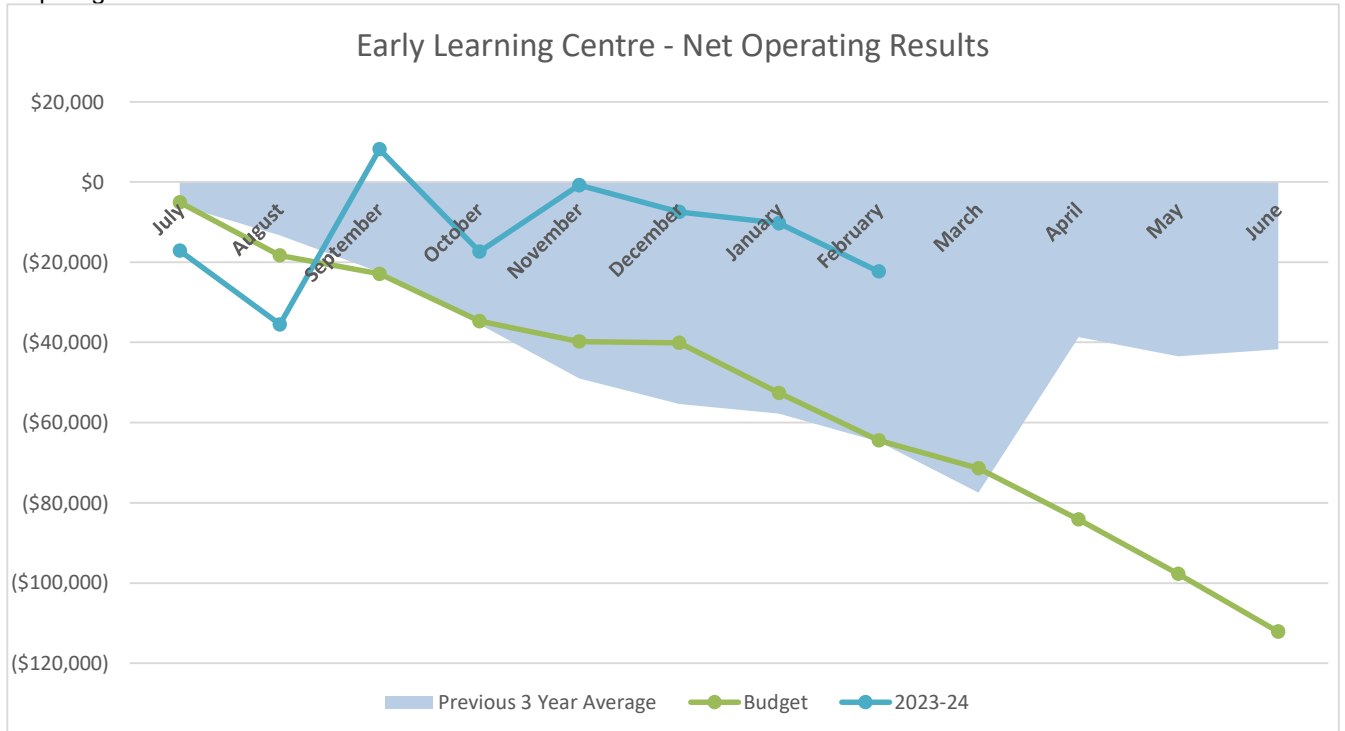
**Medical Centre**

The Shire of Boyup Brook owns and operates a medical centre that employs 2 doctors, a practice manager, nurses and reception staff, to provide medical services to the community. The following graph shows the operations of the Medical Centre (profit or loss), excluding any capital grants.



**Early Learning Centre**

The Shire of Boyup Brook owns and operates an early learning centre in Boyup Brook that provides child care services to the community. The following graph shows the operations of the Early Learning Centre (profit or loss), excluding capital grants.

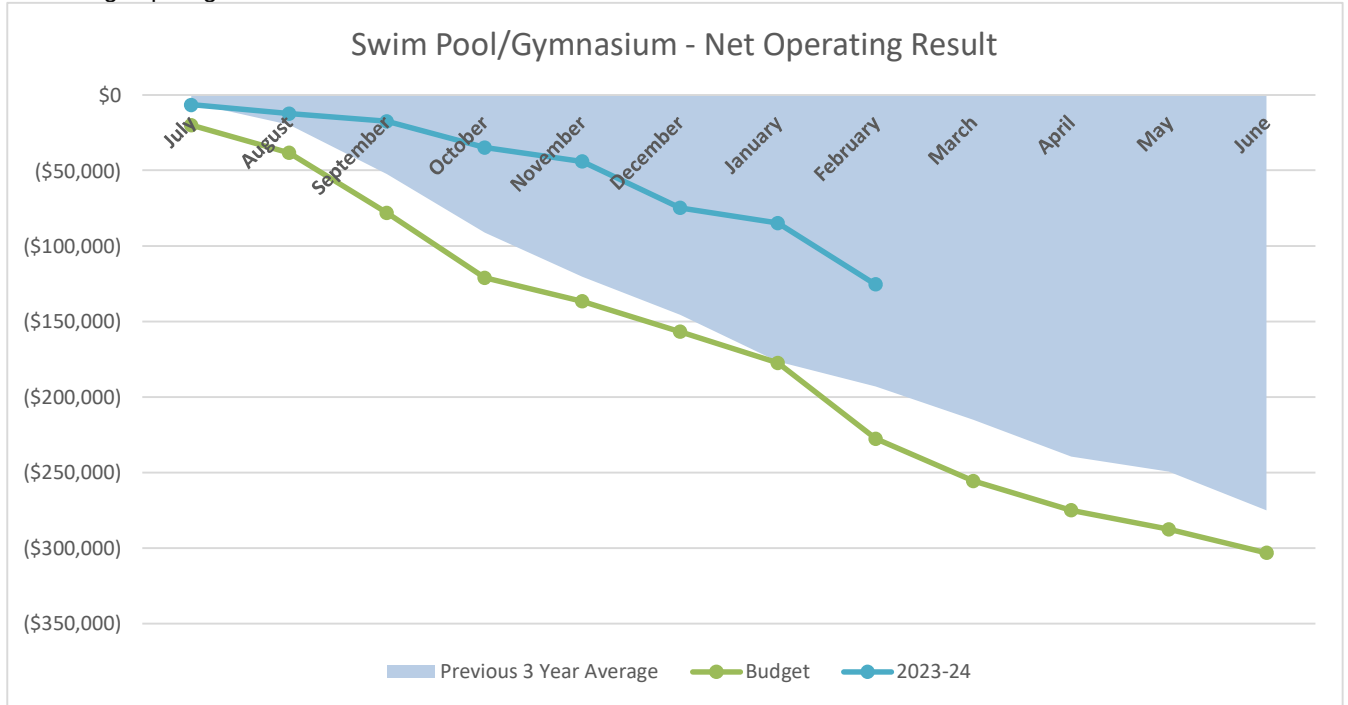


**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

**MAJOR BUSINESS UNITS**

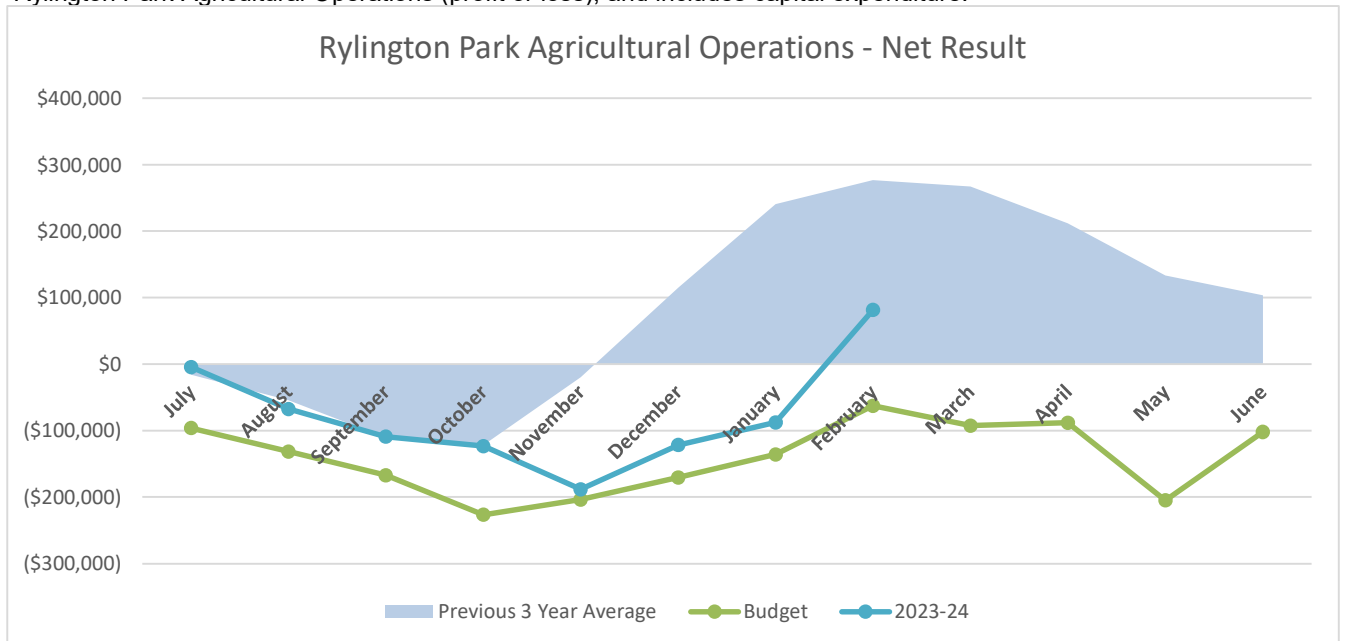
**Swimming Pool/Gymnasium**

The Shire of Boyup Brook owns and operating a swimming pool and gymnasium complex that provides leisure services to the community. The following graph shows the operations of the Swimming Pool/Gymnasium (profit or loss), excluding capital grants.



**Rylington Park Agricultural Operations**

The Shire of Boyup Brook assumed ownership and operation of Rylington Park farm on 7 May 2020 as a commercial farming activity that provides educational farming opportunities. The following graph shows the total operations of Rylington Park Agricultural Operations (profit or loss), and includes capital expenditure.



**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

<b>RESERVES - CASH BACKED</b>	<b>2024 Actual Opening Balance</b>	<b>2024 Actual Transfer to</b>	<b>2024 Actual Transfer (from)</b>	<b>2024 Actual Closing Balance</b>	<b>2024 Budget Opening Balance</b>	<b>2024 Budget Transfer to</b>	<b>2024 Budget Transfer (from)</b>	<b>2024 Budget Closing Balance</b>
Leave Reserve	34,375	876	0	35,251	34,375	63	0	34,438
Plant Reserve	231,351	5,893	0	237,244	231,351	100,421	0	331,772
Building Reserve	759,976	19,358	0	779,334	759,976	11,383	0	771,359
Community Housing Reserve	220,560	5,618	0	226,178	220,560	401	0	220,961
Emergency Reserve	12,830	327	0	13,157	12,830	23	0	12,853
Insurance Claim Reserve	15,636	398	0	16,034	15,636	28	0	15,664
Other Recreation Reserve	51,981	1,324	0	53,305	51,982	15,095	0	67,077
Commercial Reserve	464,312	11,827	0	476,139	464,312	844	0	465,156
Bridges Reserve	160	4	0	164	160	30,000	0	30,160
Aged Accommodation Reserve	32,498	1,687	0	34,185	32,498	59	0	32,557
Road Contributions Reserve	29,415	749	0	30,164	29,415	53	0	29,468
IT/Office Equipment Reserve	41,041	1,045	0	42,086	41,041	75	0	41,116
Civic Receptions Reserve	17,249	439	0	17,688	17,249	31	0	17,280
Unspent Grants Reserve	82	2	0	84	82	0	0	82
Unspent Community Grants Reserve	126	3	0	129	126	0	0	126
Rylington Park Working Capital Reserve	363,752	9,265	0	373,017	363,752	661	(138,000)	226,413
Rylington Park Community Projects Reserve	474,145	11,218	0	485,363	474,145	863	0	475,008
Co-Contributions Reserve	0	0	0	0	0	100,000	0	100,000
Waste Reserve	0	0	0	0	0	10,000	0	10,000
	<b>2,749,489</b>	<b>70,033</b>	<b>0</b>	<b>2,819,522</b>	<b>2,749,490</b>	<b>270,000</b>	<b>(138,000)</b>	<b>2,881,490</b>

**SHIRE OF BOYUP BROOK  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 29 FEBRUARY 2024**

<b>LOAN REPAYMENTS</b>	<b>Loan Number</b>	<b>2024 Actual Principal 1 July 2023</b>	<b>2024 New New Loans</b>	<b>2024 New Principal Repayments</b>	<b>2024 Actual Interest Repayments</b>	<b>2024 Actual Principal Outstanding</b>	<b>2024 Budget Principal 1 July 2023</b>	<b>2024 Budget New Loans</b>	<b>2024 Budget Principal Repayments</b>	<b>2024 Budget Interest Repayments</b>	<b>2024 Budget Principal Outstanding</b>
<b>Housing</b>											
Staff House	115	17,994	0	(3,961)	(752)	14,033	17,994	0	(8,038)	(1,388)	9,956
<b>Recreation and culture</b>											
Swimming Pool	114	32,742	0	(14,622)	(2,529)	18,120	32,742	0	(14,622)	(2,529)	18,120
<b>Economic services</b>											
Caravan Park Ablutions	119	0	0	0	0	0	0	250,000	0	0	250,000
		50,736	0	(18,583)	(3,281)	32,153	50,736	250,000	(22,660)	(3,917)	278,076

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

		YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
G/L	JOB				
<b>Proceeds Sale of Assets</b>					
123001	Proceeds Sale of Plant Assets	(\$305,000)	\$0	(\$310,000)	\$0
092020	Proceeds - Sale of Land Assets	\$0	(\$51,819)	\$0	\$0
<b>PROCEEDS FROM SALE OF ASSETS</b>		(\$305,000)	(\$51,819)	(\$310,000)	\$0
<b>Written Down Value</b>					
092600	Written Down Value - Disposal of Assets	\$305,000	\$0	\$0	\$310,000
<b>Sub Total - WDV ON DISPOSAL OF ASSET</b>		\$305,000	\$0	\$0	\$310,000
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>		\$0	(\$51,819)	(\$310,000)	\$310,000
<b>Total - OPERATING STATEMENT</b>		\$0	(\$51,819)	(\$310,000)	\$310,000

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>RATES</b>					
<b>OPERATING EXPENDITURE</b>					
031103	Rates Administration Activity Costs	\$84,390	\$70,897	\$0	\$126,636
031101	Collection Costs	\$3,332	\$8,692	\$0	\$5,000
031100	Valuation Charges	\$3,160	\$408	\$0	\$18,200
031102	Search Costs	\$48	\$0	\$0	\$300
<b>Sub Total - GENERAL RATES OP EXP</b>		<b>\$90,930</b>	<b>\$79,997</b>	<b>\$0</b>	<b>\$150,136</b>
<b>OPERATING INCOME</b>					
031001	Rates - GRV	(\$545,845)	\$997	(\$545,845)	\$0
031002	Rates - UV	(\$2,555,332)	\$0	(\$2,555,332)	\$0
031003	Rates - GRV - Minimum	(\$66,024)	\$0	(\$66,024)	\$0
031004	Rates - UV - Minimum	(\$409,728)	\$0	(\$409,728)	\$0
031006	Rates - Ex-Gratia Rates	(\$1,390)	(\$1,390)	(\$1,390)	\$0
031013	Rates Administration Fee	\$0	(\$40)	(\$3,000)	\$0
031005	Rates - Instalment Interest	(\$3,000)	(\$8,105)	(\$3,000)	\$0
031007	Rates - Non Payment Penalty - LG	(\$12,750)	(\$26,390)	(\$17,000)	\$0
031008	Rates - Rate Enquiries	(\$5,800)	(\$7,860)	(\$10,000)	\$0
031009	Rates - ESL Administration Fee	(\$4,000)	(\$4,000)	(\$4,000)	\$0
031010	Rates - Reimbursements	\$0	(\$8,390)	(\$5,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$600)	(\$1,087)	(\$600)	\$0
031012	Rates - Rates Interims	(\$300)	(\$3,582,217)	(\$1,000)	\$0
031104	Rates Written Off	\$0	\$0	\$250	\$0
<b>Sub Total - GENERAL RATES OP INC</b>		<b>(\$3,604,769)</b>	<b>(\$3,638,481)</b>	<b>(\$3,621,669)</b>	<b>\$0</b>
<b>Total - GENERAL RATES</b>		<b>(\$3,513,839)</b>	<b>(\$3,558,485)</b>	<b>(\$3,621,669)</b>	<b>\$150,136</b>
<b>OTHER GENERAL PURPOSE FUNDING</b>					
<b>OPERATING EXPENDITURE</b>					
032100	General Purpose Funding - Administration Allocated	\$5,596	\$4,701	\$0	\$8,397
032101	General Purpose Funding - Doubtful Debts Expense	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>		<b>\$5,596</b>	<b>\$4,701</b>	<b>\$0</b>	<b>\$8,397</b>
<b>OPERATING INCOME</b>					
032001	General Purpose Grants Federal Commission (OP)	\$0	(\$31,603)	\$0	\$0
032002	General Purpose Grants Federal - Roads (OP)	\$0	(\$31,144)	\$0	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account	(\$1,533)	(\$157,238)	(\$2,100)	\$0
032004	Interest on Investments - Reserves Account	(\$2,850)	(\$70,033)	(\$5,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds	\$0	(\$636)	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Online	\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term Depos	(\$37)	\$0	(\$50)	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>		<b>(\$4,419)</b>	<b>(\$290,654)</b>	<b>(\$7,150)</b>	<b>\$0</b>
<b>Total - OTHER GENERAL PURPOSE FUNDING</b>		<b>\$1,176</b>	<b>(\$285,953)</b>	<b>(\$7,150)</b>	<b>\$8,397</b>
<b>Total - GENERAL PURPOSE FUNDING</b>		<b>(\$3,512,663)</b>	<b>(\$3,844,438)</b>	<b>(\$3,628,819)</b>	<b>\$158,533</b>



**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		29 FEBRUARY 2024		2023-2024	
		Budget	Actual	Income	Expenditure
<b>MEMBERS OF COUNCIL</b>					
<b>OPERATING EXPENDITURE</b>					
041100	Members - Sitting Fees.	\$50,880	\$39,624	\$0	\$76,350
041119	Website Expenses	\$20,859	\$15,482	\$0	\$26,530
041101	Members - Training Costs	\$7,452	\$480	\$0	\$10,800
041102	Members - Travelling Costs	\$2,346	\$3,256	\$0	\$3,400
041103	Members - Telecommunications Reimbursements	\$8,270	\$6,126	\$0	\$11,985
041104	Members - Other Expenses	\$4,400	\$2,986	\$0	\$4,400
041105	Members - Conferences/Seminars Costs	\$20,988	\$5,208	\$0	\$23,850
041106	Members - President's Allowance	\$4,934	\$5,140	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$1,259	\$1,285	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$31,714	(\$560)	\$0	\$32,063
041109	Members - Refreshments & Receptions	\$15,954	\$24,684	\$0	\$23,940
041111	Members - Insurance Costs For Members	\$7,326	\$6,402	\$0	\$7,326
041112	Members - Subscriptions	\$8,510	\$9,110	\$0	\$8,510
041113	Members - Election Expenses	\$0	\$16,236	\$0	\$23,000
041114	Members - Donations	\$61,350	\$47,653	\$0	\$61,350
041118	ICT - Councillors	\$14,047	\$10,687	\$0	\$16,341
041120	Warren Blackwood Alliance Expenses	\$12,600	\$8,015	\$0	\$12,600
041150	Members - Admin Allocation	\$44,993	\$37,799	\$0	\$67,516
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>		<b>\$317,881</b>	<b>\$241,612</b>	<b>\$0</b>	<b>\$422,811</b>
<b>OPERATING INCOME</b>					
041001	Members - Reimbursements Income	\$0	(\$606)	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>		<b>\$0</b>	<b>(\$8,606)</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - MEMBERS OF COUNCIL</b>		<b>\$317,881</b>	<b>\$233,006</b>	<b>\$0</b>	<b>\$422,811</b>
<b>GOVERNANCE</b>					
<b>OPERATING EXPENDITURE</b>					
042100	Other Governance - Admin Allocated	\$67,489	\$56,698	\$0	\$101,274
<b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>		<b>\$67,489</b>	<b>\$56,698</b>	<b>\$0</b>	<b>\$101,274</b>
<b>OPERATING INCOME</b>					
<b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - GOVERNANCE - GENERAL</b>		<b>\$67,489</b>	<b>\$56,698</b>	<b>\$0</b>	<b>\$101,274</b>
<b>Total - GOVERNANCE</b>		<b>\$385,370</b>	<b>\$289,704</b>	<b>\$0</b>	<b>\$524,085</b>

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAW, ORDER AND PUBLIC SAFETY</b>					
<b>FIRE PREVENTION</b>					
<b>OPERATING EXPENDITURE</b>					
051109	ESL - Insurances Fire Appliances and Personnel	\$36,920	\$35,115	\$0	\$36,920
051112	Fire Prevention And Support	\$15,769	\$62,285	\$0	\$15,770
051101	Fire Break Inspection Expenses	\$2,655	\$3,017	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$7,629	\$5,563	\$0	\$11,056
051104	Minor Fire Plant & Equipment Purchases non ESL	\$367	\$0	\$0	\$550
051105	Fire Plant & Equipment Maintenance - Non ESL	\$333	\$466	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs	\$6,150	\$21,869	\$0	\$15,000
051107	ESL - Brigade Utilities, rates and taxes	\$492	\$0	\$0	\$1,200
051108	ESL - Other Goods & Services relating to Fires	\$0	\$3,888	\$0	\$7,000
051110	ESL - Fire Plant & Equip over \$1500	\$17,000	\$13,784	\$0	\$17,000
051111	ESL - Minor Fire Plant/Equip Under \$1500	\$5,250	\$6,349	\$0	\$15,000
051114	ESL - Land & Building Maintenance	\$1,469	\$641	\$0	\$3,582
051115	ESL - Clothing and Accessories	\$18,450	\$11,769	\$0	\$45,000
051116	ESL - Plant and Equipment Maintenance	\$6,196	\$429	\$0	\$12,760
051117	BFRC - Bushfire Risk Planning	\$14,326	\$13,764	\$0	\$23,214
051118	DFES Fire Defence Grant Expenses	\$4,326	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$0	\$3,300	\$0	\$0
051150	Admin Allocation - Fire Control	\$44,993	\$37,799	\$0	\$67,516
051190	Depreciation - Fire Control	\$670	\$0	\$0	\$670
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		\$182,994	\$220,037	\$0	\$289,798
<b>OPERATING INCOME</b>					
050600	ESL & DFES Non Operating Grants	\$0	(\$14,200)	\$0	\$0
051001	Fire Infringements/Fines Income	\$0	\$0	\$0	\$0
051002	Sale Of Fire Maps Income	(\$100)	(\$82)	(\$100)	\$0
051003	LGIS Fire Reimbursement Income	\$0	(\$539)	\$0	\$0
051004	ESL - Funding Operating Grant Income	(\$90,000)	(\$95,420)	(\$120,000)	\$0
051005	Fire Hazard Reduction Income	\$0	(\$586)	\$0	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		(\$90,100)	(\$110,828)	(\$120,100)	\$0
<b>Total - FIRE PREVENTION</b>		\$92,894	\$109,209	(\$120,100)	\$289,798
<b>ANIMAL CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
052100	Ranger Services Operation Costs	\$1,284	\$1,772	\$0	\$2,431
052005	Trap Hire Refunds	\$50	\$0	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$333	\$1,330	\$0	\$500
052102	Dog License Discs Costs	\$300	\$190	\$0	\$300
052103	Other Control Expenses	\$1,557	\$103	\$0	\$2,028
052104	Animal Impounding Costs	\$4,000	\$1,855	\$0	\$5,000
052109	Cat License Tags Expense	\$100	\$190	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs	\$55,932	\$19,976	\$0	\$84,262
052111	Ranger Services Provision for Leave Accruals	\$0	\$0	\$0	\$0
052150	Admin Allocation - Animal Control	\$16,907	\$14,198	\$0	\$25,361
052190	Depreciation	\$267	\$0	\$0	\$400
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>		\$80,729	\$39,614	\$0	\$120,432
<b>OPERATING INCOME</b>					
052001	Animal Fines & Penalties Income	(\$300)	(\$169)	(\$500)	\$0
052002	Animal Impounding Fees Income	(\$300)	(\$595)	(\$300)	\$0
052003	Dog Registrations Charges	(\$3,577)	(\$6,299)	(\$5,000)	\$0
052008	Cat Sterilisation Program Grant Income	\$0	\$0	\$0	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>		(\$4,177)	(\$7,062)	(\$5,800)	\$0
<b>Total - ANIMAL CONTROL</b>		\$76,553	\$32,552	(\$5,800)	\$120,432

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>OTHER LAW ORDER &amp; PUBLIC SAFETY</b>					
<b>OPERATING EXPENDITURE</b>					
053100	Local Emergency Management Committee Expenses	\$300	\$0	\$0	\$300
053150	Administration Allocated - Emergency Mgt	\$16,901	\$14,198	\$0	\$25,361
053152	Other Costs	\$0	\$0	\$0	\$0
053103	Emergency Management Coordination Expenses	\$0	\$12,812	\$0	\$0
053190	Depreciation	\$18,223	\$0	\$0	\$27,345
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP/EXP</b>		\$35,423	\$27,245	\$0	\$53,006
<b>OPERATING INCOME</b>					
053002	Non-Operating Grants	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER LAW ORDER &amp; PUBLIC SAFETY OP /INC</b>		\$0	\$0	\$0	\$0
<b>Total - OTHER LAW ORDER PUBLIC SAFETY</b>		\$35,423	\$27,245	\$0	\$53,006
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		\$204,870	\$169,007	<b>(\$125,900)</b>	<b>\$463,236</b>

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme			YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
G/L	JOB		Budget	Actual	Income	Expenditure
<b>HEALTH FAMILY STOP CENTRE</b>						
<b>OPERATING EXPENDITURE</b>						
071100	B0101	Family Stop Centre - Operation	\$11,831	\$9,268	\$0	\$14,475
071150		Admin Allocated - Family Stop Centre	\$11,305	\$9,498	\$0	\$16,965
071190		Depreciation - Family Stop Centre	\$2,466	\$0	\$0	\$3,700
<b>Sub Total - HEALTH FAMILY STOP OP/EXP</b>			<b>\$25,602</b>	<b>\$18,765</b>	<b>\$0</b>	<b>\$35,140</b>
<b>OPERATING INCOME</b>						
<b>Sub Total - HEALTH FAMILY STOP OP/INC</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - HEALTH FAMILY STOP</b>			<b>\$25,602</b>	<b>\$18,765</b>	<b>\$0</b>	<b>\$35,140</b>
<b>HEALTH ADMINISTRATION &amp; INSPECTION</b>						
<b>OPERATING EXPENDITURE</b>						
072100		Health Administration Services Expenses	\$42,347	\$20,394	\$0	\$65,523
072101		Other Health Administration Expenses	\$109	\$73	\$0	\$150
072102		Provision for Leave Accruals	\$0	\$0	\$0	\$0
072103		Health Administration Superannuation	\$0	\$0	\$0	\$0
072150		Admin Allocation - Other Health	\$11,310	\$9,498	\$0	\$16,965
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP</b>			<b>\$53,765</b>	<b>\$29,965</b>	<b>\$0</b>	<b>\$82,638</b>
<b>OPERATING INCOME</b>						
072001		Food Stall Permit Charges	(\$600)	(\$1,190)	(\$600)	\$0
072002		Temporary Camping Site Permit Charges	(\$500)	(\$800)	(\$500)	\$0
072003		Food Business Registration Fee	(\$1,192)	(\$153)	(\$2,000)	\$0
072004		Annual Inspections	\$0	(\$110)	\$0	\$0
072005		Lodging House Registration Fees	\$0	\$0	\$0	\$0
<b>Sub Total - HEALTH ADMIN AND INSPECTION OP/INC</b>			<b>(\$2,292)</b>	<b>(\$2,253)</b>	<b>(\$3,100)</b>	<b>\$0</b>
<b>Total - HEALTH ADMIN AND INSPECTION</b>			<b>\$51,474</b>	<b>\$27,713</b>	<b>(\$3,100)</b>	<b>\$82,638</b>

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB		YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
			Budget	Actual	Income	Expenditure
<b>OTHER HEALTH - MEDICAL SERVICES</b>						
<b>OPERATING EXPENDITURE</b>						
074100	B0105	Housing General Practitioner - Medical Service	\$9,167	\$11,050	\$0	\$14,478
074102		Boyup Brook Medical Services Building Costs	\$20,614	\$21,317	\$0	\$34,310
074101		Medical Services General Operations	\$897	\$40	\$0	\$2,050
074103		Medical Service Employee Costs	\$593,876	\$676,739	\$0	\$967,957
074105		Postage, Printing & Stationery	\$2,648	\$3,938	\$0	\$5,000
074106		Medical Ctr - Telephones	\$4,598	\$2,868	\$0	\$6,900
074107		Medical Ctr - Subscriptions	\$4,816	\$3,765	\$0	\$5,936
074108		Medical Ctr - Insurances	\$29,965	\$425	\$0	\$29,965
074109		Medical Bank Fees	\$450	\$0	\$0	\$675
074110		Medical Ctr - Computer Expenses	\$32,630	\$14,356	\$0	\$39,936
074111		Medical Ctr - Medical Supplies & Equipt	\$14,894	\$15,614	\$0	\$22,350
074112		Medical Ctr - Locum Doctor	\$0	\$0	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$53,506	\$72,089	\$0	\$87,485
074114		Medical Ctr - Training	\$5,000	\$2,961	\$0	\$5,000
074115		Medical Ctr - Sundry Expenses	\$7,030	\$3,944	\$0	\$10,650
074116		Medical Service Provision for Leave Accruals	\$0	\$0	\$0	\$31,245
074117		Medical - Fringe Benefit Tax	\$500	\$1,927	\$0	\$1,000
074118		Medical Employee (Packaging) Costs	\$0	\$0	\$0	\$1,200
074120		Medical Ctr - Bank Merchant Fees	\$0	\$335	\$0	\$0
074150		Admin Allocated - Boyup Brook Medical Services	\$50,588	\$42,500	\$0	\$75,913
074191		Depreciation - Medical Centre	\$5,664	\$0	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$4,532	\$0	\$0	\$6,800
<b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>			\$841,375	\$873,867	\$0	\$1,405,950
<b>OPERATING INCOME</b>						
074001		Surgery Turnover	(\$755,435)	(\$819,025)	(\$1,150,000)	\$0
074002		Surgery Rental Income	(\$1,866)	(\$182)	(\$2,800)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	(\$25,000)	\$0
<b>Sub Total - PREVENTIVE SRVS - OP/INC</b>			(\$757,301)	(\$820,751)	(\$1,177,800)	\$0
<b>Total - PREVENTIVE SERVICES</b>			\$84,074	\$53,116	(\$1,177,800)	\$1,405,950
<b>PREVENTIVE SERVICE - OTHER</b>						
<b>OPERATING EXPENDITURE</b>						
073100		Analytical Expenses	\$500	\$463	\$0	\$500
<b>Sub Total - PREVENTIVE SRVS - OTHER OP/EXP</b>			\$500	\$463	\$0	\$500
<b>Total - PREVENTIVE SERVICES - OTHER</b>			\$500	\$463	\$0	\$500
<b>OTHER HEALTH</b>						
<b>OPERATING EXPENDITURE</b>						
075100		Ambulance Centre Operation	\$13,533	\$502	\$0	\$26,373
075150		Admin Allocated - Other Health	\$11,305	\$9,498	\$0	\$16,965
<b>Sub Total - OTHER HEALTH OP/EXP</b>			\$24,838	\$10,000	\$0	\$43,338
<b>OPERATING INCOME</b>						
<b>Sub Total - OTHER HEALTH OP/INC</b>			\$0	\$0	\$0	\$0
<b>Total - OTHER HEALTH</b>			\$24,838	\$10,000	\$0	\$43,338
<b>Total - HEALTH</b>			\$186,489	\$110,057	(\$1,180,900)	\$1,567,566

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>OTHER EDUCATION</b>					
<b>OPERATING EXPENDITURE</b>					
081100	Community Resource Centre	\$5,389	\$8,424	\$0	\$7,039
081101	Rylington Park Farm Complex	\$0	\$0	\$0	\$0
081102	Donations - Other Education	\$250	\$250	\$0	\$250
081103	Early Learning Centre - Employee Costs	\$169,099	\$171,628	\$0	\$252,522
081104	Early Learning Centre - Operating Costs	\$41,847	\$11,493	\$0	\$54,086
081106	ECU Joint Research Support	\$0	\$0	\$0	\$0
081150	Admin Allocation - Other Education	\$11,310	\$9,498	\$0	\$16,965
081190	Depreciation - Community Resource Centre	\$3,347	\$0	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/EXP</b>		<b>\$231,241</b>	<b>\$201,293</b>	<b>\$0</b>	<b>\$335,882</b>
<b>OPERATING INCOME</b>					
081003	Early Learning Centre - Fees & Charges	(\$157,794)	(\$178,821)	(\$210,000)	\$0
081004	Early Learning Centre -Operating Income	\$0	(\$133)	\$0	\$0
<b>Sub Total - OTHER EDUCATION OP/INC</b>		<b>(\$157,794)</b>	<b>(\$178,954)</b>	<b>(\$210,000)</b>	<b>\$0</b>
<b>Total - OTHER EDUCATION</b>		<b>\$73,447</b>	<b>\$22,339</b>	<b>(\$210,000)</b>	<b>\$335,882</b>
<b>AGED &amp; DISABLED</b>					
<b>OPERATING EXPENDITURE</b>					
082100	Support for Seniors Christmas Lunch	\$1,000	\$909	\$0	\$1,000
082101	Aged Needs Strategy Project	\$50,000	\$4,200	\$0	\$50,000
082150	Admin Allocated - Aged & Disabled	\$11,305	\$9,498	\$0	\$16,965
<b>Sub Total - AGED &amp; DISABLED OP/EXP</b>		<b>\$62,305</b>	<b>\$14,607</b>	<b>\$0</b>	<b>\$67,965</b>
<b>OPERATING INCOME</b>					
<b>Sub Total - AGED &amp; DISABLED OP/INC</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - AGED &amp; DISABLED</b>		<b>\$62,305</b>	<b>\$14,607</b>	<b>\$0</b>	<b>\$67,965</b>
<b>OTHER WELFARE</b>					
<b>OPERATING EXPENDITURE</b>					
083100	Other Welfare Expenses	\$0	\$0	\$0	\$0
083104	Depreciation	\$33	\$0	\$0	\$50
083150	Admin Allocated - Other Welfare	\$33,814	\$28,397	\$0	\$50,773
<b>Sub Total - OTHER WELFARE OP/EXP</b>		<b>\$33,847</b>	<b>\$28,397</b>	<b>\$0</b>	<b>\$50,773</b>
<b>OPERATING INCOME</b>					
<b>Sub Total - OTHER WELFARE OP/INC</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - OTHER WELFARE</b>		<b>\$33,847</b>	<b>\$28,397</b>	<b>\$0</b>	<b>\$50,773</b>
<b>Total - EDUCATION &amp; WELFARE</b>		<b>\$169,599</b>	<b>\$65,342</b>	<b>(\$210,000)</b>	<b>\$454,620</b>

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		29 FEBRUARY 2024		2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
<b>STAFF HOUSING</b>					
<b>OPERATING EXPENDITURE</b>					
091100	Staff Housing	\$0	\$0	\$0	\$0
091130	Interest Paid Loan 115 - Staff House	\$752	\$752	\$0	\$1,388
091190	Depreciation - Staff Housing	\$3,822	\$0	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$11,305	\$9,498	\$0	\$16,965
<b>Sub Total - STAFF HOUSING OP/EXP</b>		\$15,879	\$10,250	\$0	\$24,088
<b>Total - STAFF HOUSING</b>		\$15,879	\$10,250	\$0	\$24,088
<b>HOUSING OTHER</b>					
<b>OPERATING EXPENDITURE</b>					
092101	Boyup Brook Citizens Lodge	\$26,038	\$15,875	\$0	\$27,288
092102	Community Housing - Units	\$17,887	\$15,741	\$0	\$23,188
092103	Other	\$3,528	\$1,425	\$0	\$5,199
092105	House - 1 Rogers Ave	\$11,736	\$20,833	\$0	\$16,203
092107	7 Knapp Street - Operating & Mtce Expense	\$7,826	\$4,820	\$0	\$9,469
092108	Property Selling Expenses	\$0	\$9,634	\$0	\$0
092109	Community Housing Maintenance - Grant Funded	\$86,004	\$0	\$0	\$143,340
092150	Admin Allocation - Other Housing	\$11,419	\$9,594	\$0	\$17,136
092191	Depreciation - Other Housing	\$3,712	\$0	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$2,909	\$0	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$21,581	\$0	\$0	\$32,385
<b>Sub Total - HOUSING OTHER OP/EXP</b>		\$192,641	\$77,920	\$0	\$284,143
<b>HOUSING OPERATING INCOME</b>					
092001	Rent 24A Proctor St	(\$7,266)	(\$7,234)	(\$10,900)	\$0
092002	Rent 24B Proctor St	(\$6,400)	(\$4,226)	(\$9,600)	\$0
092003	Rent 16A Forrest St	(\$6,133)	(\$8,081)	(\$9,200)	\$0
092004	Rent 16B Forrest St	(\$6,933)	(\$8,285)	(\$10,400)	\$0
092005	Rent 1 Rogers St	\$0	\$0	\$0	\$0
092007	Housing Reimbursements	(\$272)	(\$3,310)	(\$500)	\$0
092009	Other Housing: 7 Knapp St	(\$21,999)	(\$14,207)	(\$33,000)	\$0
092011	Community Housing Maintenance Grant	\$0	\$0	(\$143,340)	\$0
<b>Sub Total - HOUSING OTHER OP/INC</b>		(\$49,003)	(\$45,343)	(\$216,940)	\$0
<b>Total - HOUSING OTHER</b>		\$143,638	\$32,577	(\$216,940)	\$284,143
<b>Total - HOUSING</b>		\$159,517	\$42,826	(\$216,940)	\$308,231

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>SANITATION - HOUSEHOLD REFUSE</b>					
<b>OPERATING EXPENDITURE</b>					
101100		Refuse Collection Boyup Brook Townsite Expense	\$37,399	\$32,919	\$0 \$56,100
101101		Recycling Collection Boyup Brook Town Site	\$22,586	\$19,154	\$0 \$33,880
101106		Transfer Station Employee Costs	\$22,108	\$21,858	\$0 \$29,391
101102	B0400	Boyup Brook Transfer Station Costs	\$45,011	\$50,525	\$0 \$68,233
101103		Land Fill Disposal Site	\$30,814	\$31,470	\$0 \$48,040
101104		Townsite Street Bins Collection	\$9,578	\$7,494	\$0 \$14,521
101107		Drum Muster Expenses	\$2,660	\$0	\$0 \$2,660
101108		BB Transfer Station Superannuation	\$1,638	\$1,796	\$0 \$2,453
101119		Waste Bin Maintenance and Delivery	\$3,970	\$5,476	\$0 \$6,304
101150		Admin Allocated - Waste Management	\$22,496	\$18,899	\$0 \$33,758
101190		Depreciation - Waste Management	\$14,707	\$0	\$0 \$22,070
<b>Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP</b>			\$212,966	\$189,592	\$0 \$317,410
<b>SANITATION OPERATING INCOME</b>					
101001		Refuse Collection Charges	(\$208,500)	(\$210,214)	(\$208,500) \$0
101002		Waste Disposal Charges	(\$4,500)	(\$7,009)	(\$4,500) \$0
101003		Recycling Scheme Income	(\$350)	(\$8,687)	(\$700) \$0
101004		Scrap Metal Income	(\$3,300)	\$0	(\$5,000) \$0
<b>Sub Total - SANITATION H/HOLD REFUSE OP/INC</b>			(\$216,650)	(\$225,910)	(\$218,700) \$0
<b>Total - SANITATION HOUSEHOLD REFUSE</b>			(\$3,684)	(\$36,318)	(\$218,700) \$317,410
<b>EFFLUENT DRAINAGE SYSTEM</b>					
<b>OPERATING EXPENDITURE</b>					
103100		Septic Tank Inspection Expenses	\$200	\$0	\$0 \$200
103101		Liquid Waste Disposal Site (Stanton Road)	\$3,460	\$1,055	\$0 \$3,460
<b>Sub Total - SEWERAGE OP/EXP</b>			\$3,660	\$1,055	\$0 \$3,660
<b>OPERATING INCOME</b>					
103002		Septic Licence Fees	(\$2,408)	(\$1,652)	(\$2,800) \$0
<b>Sub Total - SEWERAGE OP/INC</b>			(\$2,408)	(\$1,652)	(\$2,800) \$0
<b>Total - SEWERAGE</b>			\$1,252	(\$597)	(\$2,800) \$3,660
<b>PROTECTION OF THE ENVIRONMENT</b>					
<b>OPERATING EXPENDITURE</b>					
107100		Landcare Expenses	\$0	\$0	\$0 \$0
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>			\$0	\$0	\$0 \$0
<b>OPERATING INCOME</b>					
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>			\$0	\$0	\$0 \$0
<b>Total - PROTECTION OF THE ENVIRONMENT</b>			\$0	\$0	\$0 \$0



**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>					
<b>OPERATING EXPENDITURE</b>					
105100	Town Planning Admin & Control	\$46,730	\$21,208	\$0	\$78,954
105101	Admin Allocation - Town Planning	\$22,504	\$18,899	\$0	\$33,758
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/EXP</b>		\$69,234	\$40,108	\$0	\$112,712
<b>OPERATING INCOME</b>					
105001	Planning Application Fees	(\$4,214)	(\$5,570)	(\$6,000)	\$0
<b>Sub Total - TOWN PLAN &amp; REG DEV OP/INC</b>		(\$4,214)	(\$5,570)	(\$6,000)	\$0
<b>Total - TOWN PLANNING &amp; REGIONAL DEVELOPMENT</b>		\$65,021	\$34,537	(\$6,000)	\$112,712
<b>OTHER COMMUNITY AMENITIES</b>					
<b>OPERATING EXPENDITURE</b>					
106101	<b>Cemetery - Operation</b>	\$24,318	\$22,537	\$0	\$0
106101	B0420 Cemetery - Operation		\$0	\$0	\$36,492
106101	B0421 Niche Wall Plaques Operations	\$2,318	\$0	\$0	\$2,318
106101	G314 Cemetery Grounds	\$7,561	\$0	\$0	\$11,160
106102	<b>Public Toilets - Operation</b>		\$12,400	\$0	\$0
106102	B0450 Toilets - Lions Park Costs	\$2,446	\$0	\$0	\$3,676
106102	B0451 Toilets - Tourist Centre Costs	\$4,758	\$0	\$0	\$6,349
106102	B0452 Toilets - Town Hall (External) Costs	\$6,214	\$0	\$0	\$10,350
106103	Street Furniture	\$430	\$0	\$0	\$430
106150	Admin Allocation - Other Community Amenities	\$11,310	\$9,498	\$0	\$16,965
106151	Admin Allocation - Cemetery	\$1,257	\$1,055	\$0	\$1,885
106191	Depreciation - Public Toilets	\$673	\$0	\$0	\$1,010
106192	Depreciation - Other Community Service's	\$2,023	\$0	\$0	\$3,035
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/EXP</b>		\$63,308	\$45,490	\$0	\$93,670
<b>OPERATING INCOME</b>					
106001	Cemetery Burial Fees	(\$1,200)	(\$7,335)	(\$1,200)	\$0
106002	License/Other Fees BB Cemetery	(\$2,000)	(\$2,054)	(\$2,000)	\$0
106003	Cemetery - Reservation Fees	\$0	\$0	\$0	\$0
106004	Niche Wall Fees	(\$600)	(\$918)	(\$600)	\$0
<b>Sub Total - OTHER COMMUNITY AMENITIES OP/INC</b>		(\$3,800)	(\$10,307)	(\$3,800)	\$0
<b>Total - OTHER COMMUNITY AMENITIES</b>		\$59,508	\$35,182	(\$3,800)	\$93,670
<b>Total - COMMUNITY AMENITIES</b>		\$122,097	\$32,805	(\$231,300)	\$527,452

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>PUBLIC HALL &amp; CIVIC CENTRES</b>					
<b>OPERATING EXPENDITURE</b>					
111100	Boyup Brook Hall - Operation	\$29,105	\$28,790	\$0	\$41,971
111102	Halls - Other Public Halls	\$11,710	\$11,244	\$0	\$17,809
111150	Admin Allocation - Public Halls	\$22,504	\$18,899	\$0	\$33,758
111190	Depreciation - Public Halls	\$34,255	\$0	\$0	\$51,384
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/EXP</b>		<b>\$97,575</b>	<b>\$58,933</b>	<b>\$0</b>	<b>\$144,922</b>
<b>OPERATING INCOME</b>					
111001	Hall Hire Fees	\$0	(\$200)	\$0	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/INC</b>		<b>\$0</b>	<b>(\$200)</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - PUBLIC HALL &amp; CIVIC CENTRES</b>		<b>\$97,575</b>	<b>\$58,733</b>	<b>\$0</b>	<b>\$144,922</b>
<b>OTHER RECREATION &amp; SPORT</b>					
<b>OPERATING EXPENDITURE</b>					
113100	Recreation Complex	\$82,062	\$81,230	\$0	\$104,512
113109	Walk Trails	\$4,704	\$3,120	\$0	\$6,272
113110	Townsite Gardens	\$70,380	\$54,132	\$0	\$94,825
113112	Reserves and Parks Operations	\$58,440	\$40,826	\$0	\$85,669
113119	Other Recreation Facilities	\$19,038	\$15,428	\$0	\$30,254
113120	War Memorial	\$4,192	\$4,961	\$0	\$5,872
113150	Admin Allocation - Other Recreation	\$38,155	\$32,043	\$0	\$57,235
113124	Support for UBAS	\$4,466	\$5,275	\$0	\$4,466
113122	Support for ANZAC Day	\$0	\$0	\$0	\$13,460
113125	Support for Others	\$26,578	\$49,814	\$0	\$40,212
113140	Sundry Plant Items	\$0	\$660	\$0	\$11,000
113190	Depreciation - Other Recreation	\$146,941	\$0	\$0	\$220,420
113191	Depreciation - Parks & Gardens	\$33,352	\$0	\$0	\$50,030
113192	Depreciation: Plant & Equipment	\$10,993	\$0	\$0	\$16,490
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>		<b>\$499,301</b>	<b>\$287,488</b>	<b>\$0</b>	<b>\$740,717</b>
<b>OPERATING INCOME</b>					
113003	Rec Ground Use Hire Fees	(\$3,500)	(\$3,754)	(\$3,500)	\$0
113002	Reimbursements - Other Rec	\$0	\$0	\$0	\$0
113022	Recreation - Capital Grants & Contributions	\$0	(\$5,715)	(\$95,714)	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>		<b>(\$3,500)</b>	<b>(\$12,992)</b>	<b>(\$99,214)</b>	<b>\$0</b>
<b>Total - OTHER RECREATION &amp; SPORT</b>		<b>\$495,801</b>	<b>\$274,496</b>	<b>(\$99,214)</b>	<b>\$740,717</b>

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>SWIMMING POOL</b>					
<b>OPERATING EXPENDITURE</b>					
112100	Swimming Pool & Gymnasium General Operations	\$86,718	\$33,054	\$0	\$103,866
112101	Swimming Pool Building Costs	\$46,932	\$39,808	\$0	\$66,255
112102	Swimming Pool Employee Costs	\$86,531	\$71,521	\$0	\$105,802
112103	Interest on Loan 114 - upgrade pool bowl	\$2,529	\$2,529	\$0	\$2,529
112104	Swimming Pool Employee Superannuation	\$7,958	\$4,608	\$0	\$9,515
112106	Pool Staff - Fringe Benefits Tax	\$0	\$0	\$0	\$0
112108	Gym Employee Costs	\$2,509	\$1,399	\$0	\$3,000
112109	Interest Paid Gym Lease	\$517	\$638	\$0	\$776
112150	Admin Allocation - Swimming Pool	\$24,895	\$20,914	\$0	\$37,357
112190	Depreciation - Swimming Pool	\$11,822	\$0	\$0	\$17,740
<b>Sub Total - SWIMMING POOL OP/EXP</b>		\$270,411	\$174,472	\$0	\$346,840
<b>OPERATING INCOME</b>					
112003	Pool Daily Admission Fees	(\$9,561)	(\$10,028)	(\$10,500)	\$0
112004	Season Tickets Fees	(\$19,300)	(\$18,313)	(\$19,300)	\$0
112005	Pool Hire Fees	(\$182)	(\$3)	(\$200)	\$0
112006	Gym Equipment Hire Fees	(\$10,000)	(\$12,494)	(\$10,000)	\$0
112007	Pool Teaching Programme Fees	(\$3,000)	(\$7,481)	(\$3,000)	\$0
112008	Vacation Swimming Passes	(\$700)	(\$709)	(\$700)	\$0
112009	Capital Grants and Contributions	\$0	\$0	\$0	\$0
<b>Sub Total - SWIMMING POOL OP/INC</b>		(\$42,743)	(\$49,028)	(\$43,700)	\$0
<b>Total - SWIMMING POOL</b>		\$227,667	\$125,444	(\$43,700)	\$346,840
<b>TELEVISION &amp; RADIO REBROADCASTING</b>					
<b>OPERATING EXPENDITURE</b>					
114005	Telecommunications Tower	\$4,110	\$1,190	\$0	\$5,303
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/EXP</b>		\$4,110	\$1,190	\$0	\$5,303
<b>OPERATING INCOME</b>					
114010	Radio & Mobile Tower Site (Including NBN) Fees or Charges	(\$9,700)	(\$9,991)	(\$9,700)	\$0
<b>Sub Total - TV &amp; RADIO REBROADCASTING OP/INC</b>		(\$9,700)	(\$9,991)	(\$9,700)	\$0
<b>Total - TV &amp; RADIO REBROADCASTING</b>		(\$5,590)	(\$8,801)	(\$9,700)	\$5,303
<b>LIBRARIES</b>					
<b>OPERATING EXPENDITURE</b>					
115100	Library Operations	\$14,868	\$17,357	\$0	\$27,743
115101	State Library Grant Expenditure	\$0	\$5,860	\$0	\$6,000
115150	Admin Allocation - Libraries	\$61,916	\$51,997	\$0	\$92,878
<b>Sub Total - LIBRARIES OP/EXP</b>		\$76,784	\$75,215	\$0	\$126,621
<b>OPERATING INCOME</b>					
115001	State Library Grant Income	(\$6,000)	(\$5,423)	(\$6,000)	\$0
<b>Sub Total - LIBRARIES OP/INC</b>		(\$6,000)	(\$5,423)	(\$6,000)	\$0
<b>Total - LIBRARIES</b>		\$70,784	\$69,792	(\$6,000)	\$126,621

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G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		29 FEBRUARY 2024		2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
<b>OTHER CULTURE</b>					
<b>OPERATING EXPENDITURE</b>					
116100	Museum	\$7,190	\$5,958	\$0	\$8,775
116101	Craft Hut	\$2,710	\$1,555	\$0	\$3,388
116102	Support for Sandakan (Ceremony)	\$13,171	\$6,799	\$0	\$13,171
116103	Other Culture - Community Expenses	\$0	\$10,174	\$0	\$0
116150	Admin Allocated - Other Culture	\$11,310	\$9,498	\$0	\$16,965
116190	Depreciation - Other Culture	\$7,930	\$0	\$0	\$11,895
<b>Sub Total - OTHER CULTURE OP/EXP</b>		\$42,310	\$33,984	\$0	\$54,194
<b>OPERATING INCOME</b>					
116001	Reimbursements - Other Culture	\$0	\$0	\$0	\$0
116002	Other Culture - Operating Grants, Subsidies & Contributions	\$0	(\$4,545)	\$0	\$0
<b>Sub Total - OTHER CULTURE OP/INC</b>		\$0	(\$4,545)	\$0	\$0
<b>Total - OTHER CULTURE</b>		\$42,310	\$29,438	\$0	\$54,194
<b>Total - RECREATION AND CULTURE</b>		\$928,547	\$549,102	(\$158,614)	\$1,418,597

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Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION</b>					
<b>OPERATING EXPENDITURE</b>					
<b>Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP</b>		\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>					
121001	RRG Project Grants	(\$543,248)	(\$191,678)	(\$631,700)	\$0
121002	Grants Direct - State - MRD - (OP)	(\$201,577)	(\$206,109)	(\$201,577)	\$0
121003	Grants - Federal - Roads to Recovery Grant (Cap)	(\$113,593)	(\$14,100)	(\$420,714)	\$0
121004	Capital Grants Other & Road Contributions	\$0	(\$103,805)	(\$636,411)	\$0
121007	Special Bridge Funding	\$0	\$0	\$0	\$0
<b>Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC</b>		(\$858,418)	(\$515,692)	(\$1,890,402)	\$0
<b>Total - ST,RDS,BRIDGES,DEPOT - CONST</b>		(\$858,418)	(\$515,692)	(\$1,890,402)	\$0
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>					
<b>OPERATING EXPENDITURE</b>					
122100	B0695 Depot Building - Building Costs	\$29,999	\$26,901	\$0	\$58,755
122101	OPSDPT Depot General Operations	\$15,380	\$7,221	\$0	\$23,414
122103	Road Maintenance & Repairs	\$234,618	\$155,720	\$0	\$304,514
122104	Roads Vegetation Clearing Offset Costs	\$1,000	\$0	\$0	\$1,000
122107	Maintenance Grading	\$42,386	\$143,016	\$0	\$117,055
122105	Repairs & Maint - Bridges	\$116,362	\$67,284	\$0	\$181,412
122106	Shire Radio Network Costs	\$95	\$128	\$0	\$4,374
122108	Drains & Culverts	\$14,454	\$27,354	\$0	\$55,380
122109	Verge Pruning	\$123,555	\$129,946	\$0	\$130,140
122110	Verge Spraying	\$3,065	\$9,919	\$0	\$19,240
122111	Crossovers Maintenance	\$1,100	\$2,252	\$0	\$1,100
122112	Town Services Drainage	\$2,525	\$5,652	\$0	\$3,440
122113	Town Services - Footpaths	\$5,847	\$1,852	\$0	\$6,880
122114	Town Services Road Repairs	\$18,857	\$11,229	\$0	\$23,350
122115	Town Services - Tree Pruning	\$18,239	\$20,036	\$0	\$23,660
122116	Street Lighting	\$18,766	\$20,902	\$0	\$32,090
122117	Traffic Signs	\$4,123	\$0	\$0	\$6,329
122120	Roman Road Data Pickup	\$130,347	\$19,669	\$0	\$130,477
122121	Town Services - Verge Spraying	\$15,111	\$12,201	\$0	\$32,644
122122	Road Sweeping	\$7,063	\$5,088	\$0	\$14,125
122123	Emergency Services	\$15,250	\$20,094	\$0	\$26,900
122125	Bridge Contribution Expenditure	\$0	\$0	\$0	\$0
122126	Streetscaping Expenses	\$8,127	\$179	\$0	\$19,400
122127	Consulting Engineer Expenses	\$19,998	\$0	\$0	\$40,000
122131	Rural Street Addressing	\$338	\$3,015	\$0	\$732
122150	Admin Allocated - Road Maintenance	\$281,478	\$236,386	\$0	\$422,234
122190	Depreciation - Transport Other	\$14,249	\$0	\$0	\$21,375
122191	Depreciation - Infrastructure	\$17,296	\$0	\$0	\$25,945
122192	Depreciation Roads	\$1,098,299	\$0	\$0	\$1,647,515
122193	Depreciation - Bridges	\$430,349	\$0	\$0	\$645,550
122194	Depreciation - Footpaths	\$11,503	\$0	\$0	\$17,255
122195	Depreciation - Drainage	\$181,179	\$0	\$0	\$271,780
123119	Minor Assets and Sundry Items	\$12,500	\$1,243	\$0	\$25,000
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>		\$2,893,460	\$927,285	\$0	\$4,333,065
<b>OPERATING INCOME</b>					
122001	Reimbursements - Roads Mtce	\$0	(\$45)	\$0	\$0
122002	Profit on Disposal of Assets	\$0	\$0	\$0	\$0
122003	Sale of Old Materials and Minor Items	\$0	(\$45)	\$0	\$0
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/INC</b>		\$0	(\$89)	\$0	\$0
<b>Total - MTCE STREETS ROADS DEPOTS</b>		\$2,893,460	\$927,196	\$0	\$4,333,065

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>TRAFFIC CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
125150	Administration Allocated - Traffic Control	\$84,421	\$70,897	\$0	\$126,636
<b>Sub Total - TRAFFIC CONTROL OP/EXP</b>		\$84,421	\$70,897	\$0	\$126,636
<b>OPERATING INCOME</b>					
125001	Licensing Service	(\$17,405)	(\$20,902)	(\$28,000)	\$0
125002	Motor Vehicle Plates	(\$692)	(\$549)	(\$1,000)	\$0
125005	Sundry Receipts - Heavy Haulage Permits etc	\$0	(\$2,245)	\$0	\$0
<b>Sub Total - TRAFFIC CONTROL OP/INC</b>		(\$18,097)	(\$23,696)	(\$29,000)	\$0
<b>Total - TRAFFIC CONTROL</b>		\$66,324	\$47,200	(\$29,000)	\$126,636
<b>AERODROMES</b>					
<b>OPERATING EXPENDITURE</b>					
126100	Airstrip	\$2,593	\$6,059	\$0	\$8,584
126190	Depreciation - Airport	\$15,153	\$0	\$0	\$22,730
<b>Sub Total - AERODROMES OP/EXP</b>		\$17,746	\$6,059	\$0	\$31,314
<b>OPERATING INCOME</b>					
126003	Non-Operating Grants & Subsidies	\$0	\$0	\$0	\$0
<b>Sub Total - AERODROMES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - AERODROMES</b>		\$17,746	\$6,059	\$0	\$31,314
<b>Total - TRANSPORT</b>		\$2,119,112	\$464,763	(\$1,919,402)	\$4,491,015

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES		ADOPTED BUDGET	
		Budget	Actual	Income	Expenditure
<b>RURAL SERVICES</b>					
<b>OPERATING EXPENDITURE</b>					
131001	Rural Services Expenses	\$0	\$0	\$0	\$0
<b>Sub Total - RURAL SERVICES OP/EXP</b>		\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>					
<b>Sub Total - RURAL SERVICES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - RURAL SERVICES</b>		\$0	\$0	\$0	\$0
<b>TOURISM AND AREA PROMOTION</b>					
<b>OPERATING EXPENDITURE</b>					
132110	Tourist Bay	\$1,039	\$626	\$0	\$2,078
132103	Community Development Officer	\$14,405	\$64,993	\$0	\$22,756
132104	Tourist Centre	\$59,528	\$59,225	\$0	\$74,291
132106	Promotion Activities	\$14,926	\$14,390	\$0	\$24,120
132107	OPFMIL Flax Mill Complex General Operations	\$32,951	\$25,698	\$0	\$50,057
132108	B0665 Caravan Park/Flax Mill Complex Building Operation	\$44,313	\$62,405	\$0	\$90,873
132111	Carnaby Beetle Collection	\$100	\$89	\$0	\$100
132114	Community Development Expenses	\$150	\$0	\$0	\$150
132116	CDO Vehicle Op Costs GEN	\$3,594	\$2,823	\$0	\$5,000
132150	Admin Allocated Tourism	\$39,412	\$33,098	\$0	\$59,120
132151	Admin Allocated Caravan Pk	\$11,310	\$9,498	\$0	\$16,965
132190	Depreciation - Tourism/Area Promotion	\$2,860	\$0	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax	\$30,082	\$0	\$0	\$45,125
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/EXP</b>		\$254,668	\$272,844	\$0	\$394,925
<b>OPERATING INCOME</b>					
132002	Caravan Park & Complex Fees & Charges	(\$51,204)	(\$50,270)	(\$60,000)	\$0
132003	Flax Mill Sheds Storage Charges	(\$7,196)	(\$9,457)	(\$12,000)	\$0
132006	Event - Reimbursements	\$0	\$0	\$0	\$0
132007	Other Income	(\$1,498)	(\$1,387)	(\$4,000)	\$0
132010	Non-Operating Grants, Subsidies & Contributions	\$0	\$0	\$0	\$0
<b>Sub Total - TOURISM &amp; AREA PROMOTION OP/INC</b>		(\$59,899)	(\$61,115)	(\$76,000)	\$0
<b>Total - TOURISM &amp; AREA PROMOTION</b>		\$194,769	\$211,729	(\$76,000)	\$394,925
<b>BUILDING CONTROL</b>					
<b>OPERATING EXPENDITURE</b>					
133100	Building Control	\$14,897	\$7,147	\$0	\$22,347
133101	Building Control - Other Costs	\$33,850	\$2,157	\$0	\$33,850
133102	Building Control Superannuation	\$1,385	\$184	\$0	\$2,078
133103	Building Control - BMO	\$6,641	\$793	\$0	\$7,000
133150	Admin Allocated - Building Control Expenses	\$11,310	\$9,498	\$0	\$16,965
<b>Sub Total - BUILDING CONTROL OP/EXP</b>		\$68,083	\$19,778	\$0	\$82,240
<b>BUILDING CONTROL OP/INC</b>					
133001	Building Licences (UFEE)	(\$8,576)	(\$4,968)	(\$12,000)	\$0
133002	BCITF Levy - Commission	(\$86)	(\$71)	(\$120)	\$0
133003	Builders Services Levy - Commission	(\$139)	(\$102)	(\$195)	\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>		(\$8,802)	(\$5,140)	(\$12,315)	\$0
<b>Total - BUILDING CONTROL</b>		\$59,282	\$14,638	(\$12,315)	\$82,240

**Shire of Boyup Brook**  
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Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>SALEYARDS &amp; MARKETS</b>					
<b>OPERATING EXPENDITURE</b>					
134100	Saleyards	\$9,304	\$7,018	\$0	\$11,680
134190	Depreciation - Saleyards & Markets	\$0	\$0	\$0	\$113,345
<b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>		\$9,304	\$7,018	\$0	\$125,025
<b>OPERATING INCOME</b>					
134001	Reimbursements - Saleyards	\$0	(\$1,244)	\$0	\$0
<b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>		\$0	(\$1,244)	\$0	\$0
<b>Total - SALEYARDS &amp; MARKETS</b>		\$9,304	\$5,775	\$0	\$125,025
<b>OTHER ECONOMIC SERVICES</b>					
<b>OPERATING EXPENDITURE</b>					
135100	Standpipes Expenses	\$17,120	\$19,887	\$0	\$26,214
135102	Economic Development Projects	\$6,000	\$0	\$0	\$7,500
135103	Country Music Festival Expenses	\$15,000	\$8,788	\$0	\$15,000
135105	Abel Street Shop	\$8,957	\$6,518	\$0	\$12,708
135150	Admin Allocated - Other Economic Development	\$11,310	\$9,498	\$0	\$16,965
135190	Depreciation - Develop/Facilities	\$2,577	\$0	\$0	\$3,865
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>		\$60,963	\$44,690	\$0	\$82,252
<b>OPERATING INCOME</b>					
135001	Standpipe Water	(\$10,176)	(\$16,442)	(\$15,000)	\$0
135005	Abel Street Shop Rental	(\$12,826)	(\$10,336)	(\$19,240)	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>		(\$23,002)	(\$26,778)	(\$34,240)	\$0
<b>Total - OTHER ECONOMIC SERVICES</b>		\$37,961	\$17,912	(\$34,240)	\$82,252
<b>Total - ECONOMIC SERVICES</b>		\$301,316	\$250,054	(\$122,555)	\$684,442



**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		29 FEBRUARY 2024		2023-2024	
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Budget	Actual	Income	Expenditure
<b>PRIVATE WORKS</b>					
<b>OPERATING EXPENDITURE</b>					
141100	Private Works - Costs	\$7,480	\$621	\$0	\$10,080
<b>Sub Total - PRIVATE WORKS OP/EXP</b>		\$7,480	\$621	\$0	\$10,080
<b>OPERATING INCOME</b>					
141001	Private Works - Recoup Charges	(\$9,087)	(\$564)	(\$10,080)	\$0
<b>Sub Total - PRIVATE WORKS OP/INC</b>		(\$9,087)	(\$564)	(\$10,080)	\$0
<b>Total - PRIVATE WORKS</b>		(\$1,607)	\$57	(\$10,080)	\$10,080
<b>PUBLIC WORKS OVERHEADS</b>					
<b>OPERATING EXPENDITURE</b>					
143100	Supervision	\$101,305	\$258,338	\$0	\$181,355
143101	Consultant Engineer	\$0	\$0	\$0	\$0
143102	Works Manager Vehicle Op Costs	\$1,418	\$0	\$0	\$2,380
143103	FBT Works Staff	\$1,800	\$3,212	\$0	\$3,600
143104	Insurance on Works	\$21,953	\$32,906	\$0	\$21,953
143105	Superannuation of Workmen	\$92,985	\$110,416	\$0	\$140,525
143106	PWOH Leave - Depot	\$135,423	\$156,253	\$0	\$197,467
143107	Protective Clothing	\$1,600	\$3,746	\$0	\$8,000
143108	Uniforms	\$1,211	\$598	\$0	\$1,615
143109	Training & Meeting Expenses	\$32,926	\$16,135	\$0	\$61,190
143110	Occupational Health & Safety	\$30,582	\$29,139	\$0	\$66,744
143111	Other Expenses	\$78	\$342	\$0	\$1,015
143113	Waste Oil Disposal Costs	\$0	\$15	\$0	\$20
143115	Provision for Leave Accruals	\$0	\$0	\$0	\$9,780
143116	Conferences and Training Courses (MOW)	\$1,875	\$301	\$0	\$2,500
143117	Works Manager Housing	\$0	\$0	\$0	\$0
143150	Admin Allocated - Works Overhead	\$22,504	\$18,899	\$0	\$33,758
143180	LESS PWOH ALLOCATED - PROJECTS	(\$445,662)	(\$551,230)	\$0	(\$731,902)
<b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>		\$0	\$79,071	\$0	\$0
<b>OPERATING INCOME</b>					
143001	Workers Compensation Reimbursements	\$0	(\$23,712)	(\$600)	\$0
<b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>		\$0	(\$23,712)	(\$600)	\$0
<b>Total - PUBLIC WORKS OVERHEADS</b>		\$0	\$55,358	(\$600)	\$0

**Shire of Boyup Brook**  
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Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>PLANT OPERATIONS COSTS</b>					
<b>OPERATING EXPENDITURE</b>					
144100	Repair Wages	\$40,970	\$46,771	\$0	\$54,546
144101	Fuel & Oil	\$169,892	\$145,735	\$0	\$265,000
144102	Tyres & Tubes	\$4,557	\$10,176	\$0	\$16,500
144103	Parts and Repairs	\$43,302	\$55,495	\$0	\$147,890
144104	Licenses	\$425	\$542	\$0	\$8,500
144105	Insurance	\$50,589	\$41,450	\$0	\$50,589
144106	Blades & Points	\$8,450	\$3,947	\$0	\$13,000
144107	Expendable Tools	\$8,066	\$6,770	\$0	\$12,100
144108	Freight Costs	\$0	\$0	\$0	\$0
144110	Superannuation - Mechanic	\$0	\$6,852	\$0	\$0
144150	Admin Allocated POC	\$6,740	\$5,660	\$0	\$10,110
144190	Depreciation - Plant	\$154,044	\$0	\$0	\$231,075
144180	LESS POC ALLOCATED - PROJECTS	(\$487,034)	(\$618,041)	\$0	(\$809,310)
<b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>		\$0	(\$294,641)	\$0	\$0
<b>OPERATING INCOME</b>					
144001	Diesel Rebate	(\$23,471)	(\$36,336)	(\$35,000)	\$0
144002	Reimbursements - Operating	\$0	\$0	\$0	\$0
<b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>		(\$23,471)	(\$36,336)	(\$35,000)	\$0
<b>Total - PLANT OPERATIONS COSTS</b>		(\$23,471)	(\$330,977)	(\$35,000)	\$0
<b>SALARIES AND WAGES</b>					
<b>OPERATING EXPENDITURE</b>					
145100	Gross Total Salaries and Wages	\$2,677,556	\$2,824,521	\$0	\$4,016,494
145130	LESS SALS/WAGES ALLOCATED	(\$2,677,556)	(\$2,798,011)	\$0	(\$4,016,494)
145101	Workers Compensation Expenses	\$0	\$13,352	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>		\$0	\$39,862	\$0	\$0
<b>OPERATING INCOME</b>					
145001	Reimbursements - Administration	\$0	\$0	\$0	\$0
<b>Sub Total - SALARIES AND WAGES OP/INC</b>		\$0	\$0	\$0	\$0
<b>Total - SALARIES AND WAGES</b>		\$0	\$39,862	\$0	\$0

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES		ADOPTED BUDGET	
		Budget	Actual	Income	Expenditure
<b>ADMINISTRATION</b>					
<b>OPERATING EXPENDITURE</b>					
146100	Advertising	\$5,575	\$4,882	\$0	\$11,900
146101	Audit Fees	\$50,000	\$313	\$0	\$50,000
146102	Bank Fees	\$11,123	\$25,463	\$0	\$13,500
146103	Administration Building Costs	\$38,644	\$33,102	\$0	\$69,464
146105	Administration Staff Employee Costs	\$551,962	\$515,579	\$0	\$867,667
146106	Consultants	\$93,948	\$62,009	\$0	\$182,000
146108	Insurance	\$16,598	\$16,209	\$0	\$16,598
146109	Legal Expenses	\$14,640	\$5,416	\$0	\$30,000
146110	IT System Operation & maintenance	\$117,102	\$147,174	\$0	\$154,680
146111	Office Equipment Maintenance	\$3,750	\$0	\$0	\$5,000
146112	Administration - Postage & Freight	\$3,128	\$3,476	\$0	\$5,500
146113	Printing and Stationery	\$10,376	\$7,297	\$0	\$12,700
146114	Administration Vehicle Costs	\$800	\$0	\$0	\$800
146115	Administration - Fringe Benefits Tax	\$7,200	\$10,921	\$0	\$9,600
146117	Employers Indemnity Insurance	\$39,065	\$40,403	\$0	\$39,065
146118	Subscriptions	\$10,319	\$11,458	\$0	\$10,319
146119	Administration Staff Housing	\$14,510	\$12,589	\$0	\$19,964
146120	Uniform Allowance	\$990	\$1,582	\$0	\$3,000
146121	Telephones	\$5,333	\$3,450	\$0	\$8,000
146122	Minor Furniture & Equip Under \$2000	\$9,000	\$5,319	\$0	\$15,000
146123	Conferences/Training/Professional Development	\$9,270	\$9,500	\$0	\$17,500
146124	Superannuation	\$63,519	\$58,575	\$0	\$89,590
146125	Admin Provision for Leave Accruals	\$0	\$0	\$0	\$0
146126	Employee (Packaging) Costs	\$0	\$0	\$0	\$725
146128	Administration - OSH	\$44,050	\$952	\$0	\$59,030
146130	Administration - Bank Merchant Fees	\$0	\$2,977	\$0	\$0
146190	Depreciation - Administration	\$14,673	\$0	\$0	\$22,010
146300	Rounding Account		(\$0)	\$0	\$0
146150	Less Administration Costs Alloc	(\$1,135,575)	(\$959,358)	\$0	(\$1,713,612)
<b>Sub Total - ADMINISTRATION OP/EXP</b>		\$0	\$19,288	\$0	\$0
<b>OPERATING INCOME - ADMINISTRATION</b>					
146001	Reimbursements - Administration	(\$300)	(\$16,312)	(\$300)	\$0
<b>Sub Total - ADMINISTRATION OP/INC</b>		(\$300)	(\$16,312)	(\$300)	\$0
<b>Total - ADMINISTRATION</b>		(\$300)	\$2,977	(\$300)	\$0
<b>UNCLASSIFIED</b>					
<b>OPERATING EXPENDITURE</b>					
149001	Rylington Park Operational Expenses	\$534,773	\$416,752	\$0	\$804,236
149002	Rylington Park Asset Depreciation	\$11,236	\$0	\$0	\$16,855
<b>Sub Total - UNCLASSIFIED OP/EXP</b>		\$546,009	\$416,752	\$0	\$821,091
<b>OPERATING INCOME</b>					
147100	Revaluation Profit on Local Govt House Unit Trust	\$0	\$0		
149101	Rylington Park Income	(\$483,380)	(\$498,507)	(\$719,229)	\$0
149104	Rylington Park Operating Grant Income	\$0	\$0	\$0	\$0
<b>Sub Total - UNCLASSIFIED OP/INC</b>		(\$483,380)	(\$498,507)	(\$719,229)	\$0
<b>Total - UNCLASSIFIED</b>		\$62,629	(\$81,755)	(\$719,229)	\$821,091
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$37,251	(\$314,478)	(\$765,209)	\$831,171

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>TRANSFERS TO/FROM RESERVES</b>					
<b>EXPENDITURE</b>					
300101	Transfer to Reserves	\$3,333	\$70,033	\$0	\$270,000
<b>Sub Total - TRANSFER TO OTHER COUNCIL FUNDS</b>		\$3,333	\$70,033	\$0	\$270,000
<b>INCOME</b>					
300102	Transfer from Reserves	\$0	\$0	(\$138,000)	\$0
<b>Total - TRANSFER FROM OTHER COUNCIL FUNDS</b>		\$0	\$0	(\$138,000)	\$0
<b>Total - FUND TRANSFER</b>		\$3,333	\$70,033	(\$138,000)	\$270,000
000000	(Surplus) / Deficit - Carried Forward	(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
<b>Sub Total - SURPLUS C/FWD</b>		(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
<b>Total - SURPLUS</b>		(\$3,490,312)	(\$3,815,098)	(\$3,490,312)	\$0
<b>NEW LONG TERM LOANS</b>					
<b>INCOME</b>					
132300	New Loan - Caravan Park Ablutions	(\$250,000)	\$0	(\$250,000)	\$0
<b>Sub Total - LONG TERM LOANS</b>		(\$250,000)	\$0	(\$250,000)	\$0
<b>Total - DEFERRED ASSETS</b>		(\$250,000)	\$0	(\$250,000)	\$0
<b>LOANS &amp; FINANCE LEASES - PRINCIPAL REPAYMENTS</b>					
<b>CAPITAL EXPENDITURE</b>					
146800	Principal Repayment on Loans	\$18,583	\$18,583	\$0	\$22,660
146801	Principal Repayments - Finance Leases	\$13,200	\$14,794	\$0	\$19,800
<b>Sub Total - LOAN REPAYMENTS</b>		\$31,783	\$33,377	\$0	\$42,460
<b>CAPITAL INCOME</b>					
<b>Sub Total - LOANS RAISED</b>		\$0	\$0	\$0	\$0
<b>Total - NON CURRENT LIABILITIES</b>		\$31,783	\$33,377	\$0	\$42,460
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>					
000000	Depreciation Written Back	(\$2,315,808)	\$0	\$0	(\$3,586,909)
000000	Realisation Value of Assets Sold Written Back	(\$305,000)	\$0	\$0	(\$310,000)
000000	Profit/Loss on Sale of Asset Written Back	\$0	\$0	\$0	\$0
	Movement in Accrued Interest on Loans	\$0	\$0	\$0	\$0
	Movement in Accrued Interest on investments	\$0	\$0	\$0	\$0
	Movement in Stock On Hand	\$0	\$0	\$0	\$0
	Movement in Accrued Expenses	\$0	\$0	\$0	\$0
	Movement in Accrued Wages	\$0	\$0	\$0	\$0
	Movement in Employee Benefits (Current)	\$0	\$0	\$0	\$0
000000	Long Service Leave - Non Cash	\$0	\$0	\$0	(\$44,635)
000000	Deferred Pensioner Rates	\$0	\$0	\$0	\$0
<b>Sub Total - OPERATING ACTIVITIES EXCLUDED</b>		(\$2,620,808)	\$0	\$0	(\$3,941,544)
<b>Total - OPERATING ACTIVITIES EXCLUDED</b>		(\$2,620,808)	\$0	\$0	(\$3,941,544)

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>FURNITURE &amp; EQUIPMENT</b>					
<b>HEALTH</b>					
<b>CAPITAL EXPENDITURE</b>					
074600	Surgery Equipment - Capital - (F&E)	\$25,000	\$0	\$0	\$25,000
<b>Sub Total - CAPITAL WORKS</b>		\$25,000	\$0	\$0	\$25,000
<b>Total - HEALTH</b>		\$25,000	\$0	\$0	\$25,000
<b>FURNITURE AND EQUIPMENT</b>					
<b>OTHER PROPERTY &amp; SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
146600	Administration Building - Furniture & Equipment Renewals	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$0	\$0	\$0	\$0
<b>Total - OTHER PROPERTY</b>		\$0	\$0	\$0	\$0
<b>Total - FURNITURE AND EQUIPMENT</b>		\$25,000	\$0	\$0	\$25,000

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAND AND BUILDINGS</b>					
<b>HEALTH</b>					
<b>CAPITAL EXPENDITURE</b>					
074400	Medical Centre Building Capital	\$10,000	\$0	\$0	\$75,000
<b>Sub Total - CAPITAL WORKS</b>		\$10,000	\$0	\$0	\$75,000
<b>TOTAL - HEALTH</b>		\$10,000	\$0	\$0	\$75,000
<b>LAND AND BUILDINGS</b>					
<b>EDUCATION &amp; WELFARE</b>					
<b>EXPENDITURE</b>					
081400	Land & Buildings - CRC Capital Renewal	\$0	\$0	\$0	\$40,000
081401	Buildings - Early Learning Centre Capital	\$5,000	\$0	\$0	\$23,000
083400 BC300	Other Welfare Building Capital - COMHAT	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$5,000	\$0	\$0	\$63,000
<b>TOTAL - EDUCATION &amp; WELFARE</b>		\$5,000	\$0	\$0	\$63,000
<b>LAND AND BUILDINGS</b>					
<b>HOUSING</b>					
<b>CAPITAL EXPENDITURE</b>					
091400	CEO Residence Building Capital Expenditure	\$30,000	\$17,447	\$0	\$30,000
<b>Sub Total - CAPITAL WORKS</b>		\$30,000	\$17,447	\$0	\$30,000
<b>Total - HOUSING</b>		\$30,000	\$17,447	\$0	\$30,000
<b>LAND AND BUILDINGS</b>					
<b>RECREATION AND CULTURE</b>					
<b>CAPITAL EXPENDITURE</b>					
111400	<b>Other Halls - Land &amp; Buildings (L&amp;B)</b>				
111400 LRC018	Mayanup Hall Building Refurbishment	\$5,001	\$3,839	\$0	\$9,741
111400 LRC019	Tonebridge Hall Refurbishment	\$13,673	\$9,064	\$0	\$13,673
111400 LRC022	Dinninup Hall Refurbishment	\$10,126	\$4,780	\$0	\$35,126
111400 LRC021	Wilga Hall Refurbishment	\$1,818	\$0	\$0	\$1,818
111400 LRC023	Kulikup Hall Refurbishment	\$9,797	\$0	\$0	\$11,797
111400 LRC027	McAlinden Hall Refurbishment	\$6,400	\$4,310	\$0	\$12,436
111403	<b>Town Hall - Building Upgrades &amp; Refurbishments</b>				
111403 LRC017	Town Hall Building Refurbishment	\$217,377	\$353,244	\$0	\$217,377
112504	<b>LRCI - Swimming Pool Building</b>				
112504 LRC006	LRCI 2/3 - Swimming Pool Building - Upgrade Entrance	\$0	\$0	\$0	\$11,187
<b>Sub Total - CAPITAL WORKS</b>		\$264,191	\$375,236	\$0	\$313,155
<b>Total - RECREATION AND CULTURE</b>		\$264,191	\$375,236	\$0	\$313,155

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

G/L JOB		YTD COMPARATIVES		ADOPTED BUDGET	
		29 FEBRUARY 2024		2023-2024	
		Budget	Actual	Income	Expenditure
<b>LAND AND BUILDINGS</b>					
<b>ECONOMIC SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
132400	Tourist Centre - Building Capital Expenditure	\$89,999	\$107,572	\$0	\$90,000
132405	Flaxmill Caravan Park Ablution Block	\$0	\$1,860	\$0	\$250,000
132408	Flax Mill Cottage & Camp Kitchen	\$0	\$0	\$0	\$0
132411 LRC004	Local Roads & Community Building Projects - FlaxMill	\$0	\$0	\$0	\$0
135401	Capital - 80 Abel Street Shops	\$0	\$0	\$0	\$15,000
<b>Sub Total - CAPITAL WORKS</b>		\$89,999	\$109,432	\$0	\$355,000
<b>Total - ECONOMIC SERVICES</b>		\$89,999	\$109,432	\$0	\$355,000
<b>LAND AND BUILDINGS</b>					
<b>OTHER PROPERTY AND SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
149503	Rylington Park House Capital	\$53,000	\$41,944	\$0	\$53,000
<b>Sub Total - CAPITAL WORKS</b>		\$53,000	\$41,944	\$0	\$53,000
<b>Total - OTHER PROPERTY AND SERVICES</b>		\$53,000	\$41,944	\$0	\$53,000
<b>Total - LAND AND BUILDINGS</b>		\$452,190	\$544,059	\$0	\$889,155

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>PLANT AND EQUIPMENT</b>					
<b>LAW ORDER &amp; PUBLIC SAFETY</b>					
<b>CAPITAL EXPENDITURE</b>					
051600	ESL Plant & Equipment	\$21,660	\$0	\$0	\$21,660
<b>Sub Total - CAPITAL WORKS</b>		\$21,660	\$0	\$0	\$21,660
<b>Total - LAW ORDER &amp; PUBLIC SAFETY</b>		\$21,660	\$0	\$0	\$21,660
<b>Total - RECREATION AND CULTURE</b>		\$0	\$0	\$0	\$0
<b>PLANT AND EQUIPMENT</b>					
<b>TRANSPORT</b>					
<b>CAPITAL EXPENDITURE</b>					
123603	DWS - Fleet Vehicles	\$0	\$0	\$0	\$0
123609	Light Plant (eg Portable Traffic Lights) - Plant & Equip	\$22,000	\$12,322	\$0	\$22,000
123610	Heavy Plant (Graders etc) Purchases	\$738,000	\$27,500	\$0	\$738,000
123619	Miscellaneous Small Plant	\$0	\$9,015	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>		\$760,000	\$48,837	\$0	\$760,000
<b>Total - TRANSPORT</b>		\$760,000	\$48,837	\$0	\$760,000
<b>PLANT AND EQUIPMENT</b>					
<b>OTHER PROPERTY &amp; SERVICES</b>					
<b>CAPITAL EXPENDITURE</b>					
146500	Pool Vehicle	\$70,000	\$58,375	\$0	\$110,000
<b>Sub Total - CAPITAL WORKS</b>		\$70,000	\$58,375	\$0	\$110,000
<b>Total - OTHER PROPERTY &amp; SERVICES</b>		\$70,000	\$58,375	\$0	\$110,000
<b>Total - PLANT AND EQUIPMENT</b>		<b>\$851,660</b>	<b>\$107,212</b>	<b>\$0</b>	<b>\$891,660</b>



**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024	
		Budget	Actual	Income	Expenditure
<b>ROAD INFRASTRUCTURE CAPITAL</b>					
<b>ROAD CONSTRUCTION</b>					
121403	x	<b>ROADS TO RECOVERY PROJECTS</b>			
121403	RTR007	Kulikup Rd South	\$0	\$0	\$0 \$0
121403	RTR008	Jayes Road	\$0	\$0	\$0 \$0
121403	RTR037	RTR - Craigie Road	\$357,116	\$7,700	\$0 \$357,116
121403	RTR038	Lodge Road	\$11,000	\$6,260	\$0 \$216,445
121404	xx	<b>REGIONAL ROAD GROUP</b>			
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	\$232,933	\$158,728	\$0 \$377,283
121404	RGA148	RRG Boyup Brook-Cranbrook Rd 21-22 C/Fwd	\$0	\$0	\$0 \$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd	\$589,116	\$426,128	\$0 \$589,118
121404	RRG004	RRG Winnejuj Road	\$0	\$9,204	\$0 \$0
121404	RGA004	RRG Winnejuj Road 21-22 C/Fwd	\$0	\$0	\$0 \$0
121400		<b>MUNICIPAL ROAD PROJECTS</b>			
121400	MU501	Muni - Gravel Pit Rehabilitation	\$0	\$382	\$0 \$20,000
121401		Municipal Funded Gravel Sheeting Road Projects	\$0	\$0	\$0 \$54,000
121410		Municipal Funded - Winter Grading	\$227,475	\$344,136	\$0 \$337,000
121450	MR0741	BRIDGES - Bridge 0741 - Boree Gully Rd	\$0	\$0	\$0 \$0
121451		CROSSOVER CONSTRUCTION	\$0	\$0	\$0 \$0
<b>Sub Total - CAPITAL WORKS</b>			<b>\$1,417,640</b>	<b>\$952,538</b>	<b>\$0 \$1,950,962</b>
<b>Total - ROADS</b>			<b>\$1,417,640</b>	<b>\$952,538</b>	<b>\$0 \$1,950,962</b>
<b>Total - INFRASTRUCTURE ASSETS ROADS</b>			<b>\$1,417,640</b>	<b>\$952,538</b>	<b>\$0 \$1,950,962</b>

**Shire of Boyup Brook**  
**MONTHLY FINANCIAL REPORT**

Details By Function Under The Following Program Titles  
And Type Of Activities Within The Programme

G/L	JOB	YTD COMPARATIVES 29 FEBRUARY 2024		ADOPTED BUDGET 2023-2024		
		Budget	Actual	Income	Expenditure	
<b>FOOTPATHS</b>						
121700	FP111	Footpath Construction	\$0	\$0	\$0	\$75,075
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$75,075
<b>Total - TRANSPORT - FOOTPATHS</b>			\$0	\$0	\$0	\$75,075
<b>Total - FOOTPATH ASSETS</b>			\$0	\$0	\$0	\$75,075
<b>AIRPORT</b>						
126400		Aerodrome Infrastructure	\$0	\$0	\$0	\$53,056
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$53,056
<b>Total - TRANSPORT - AERODROMES</b>			\$0	\$0	\$0	\$53,056
<b>Total - AERODROME ASSETS</b>			\$0	\$0	\$0	\$53,056
<b>DRAINAGE</b>						
111800		<b>Drainage - Town Hall</b>				
111800	LRC024	Drainage Works - Town Hall Surrounds	\$58,866	\$70,798	\$0	\$58,866
121411		<b>Drainage Projects - Municipal Funded</b>				
121411	DC163	Spencer Road Culvert	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>			\$58,866	\$70,798	\$0	\$58,866
<b>Total - TRANSPORT - DRAINAGE</b>			\$58,866	\$70,798	\$0	\$58,866
<b>Total - DRAINAGE ASSETS</b>			\$58,866	\$70,798	\$0	\$58,866
<b>PARKS &amp; GARDENS INFRASTRUCTURE</b>						
113909		<b>Parks &amp; Gardens Infrastructure</b>				
113909	LRC026	Sandakan Playground Upgrade	\$0	\$0	\$0	\$200,000
<b>Sub Total - CAPITAL WORKS</b>			\$0	\$0	\$0	\$200,000
<b>Total - OTHER SPORT &amp; RECREATION - PARKS &amp; OVALS</b>			\$0	\$0	\$0	\$200,000
<b>Total - PARKS &amp; OVALS ASSETS</b>			\$0	\$0	\$0	\$200,000



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**Letter for Scholarship**

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To:

Mon, 29 Jan at 08:00

Thanks

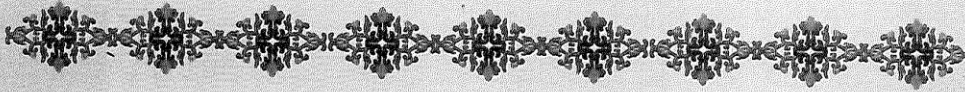
Below letter regarding scholarships.

To Chairman &amp; Committe,

We are writing to ask that you consider our Son Charlie Goerling who is attending Harvey Ag College as a Year 11 Student in 2024 for the Scholarships you have available, unfortunately we missed the cut off date before Christmas. Charlie has already completed Year 10 at Harvey Ag College, he is a upstanding student who enjoys all aspects of the agriculture industry and looking forward to studying further this year.

Regards

Paul &amp; Jen Goerling



**MEMORANDUM OF UNDERSTANDING OF FRIENDSHIP BETWEEN  
SHIRE OF BOYUP BROOK,  
WESTERN AUSTRALIA  
AND  
MUNICIPAL COUNCIL OF SANDAKAN,  
SABAH, MALAYSIA**

WHEREAS the Shire of Boyup Brook, Western Australia and the Municipal Council of Sandakan, Sabah, Malaysia (hereinafter referred to as 'the two Councils') have in pursuance of their declared desire to promote goodwill and understanding as well as favourable cooperation between the people of the two Municipalities.

AND WHEREAS recognizing the importance of the principals of equity and mutual benefits, the two Council's have agreed to enter into this Memorandum of Understanding of Friendship.

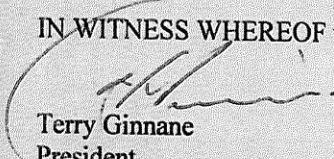
NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSETH  
as follows:

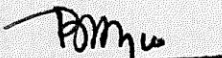
That the two Council's do hereby extend friendship and co-operation to one another in accordance with their prevailing laws and regulations in the following fields;

1. Exchange of experts in order to improve the management of the two Council's;
2. Commerce, trade and tourism
3. Administration and information;
4. Culture, arts and relic of the war;
5. Youth and sports.

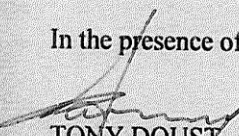
That this Memorandum of Understanding has been authorized by their respective authorities and shall come into force on the date of execution hereof.

IN WITNESS WHEREOF the two Council's have hereunto set their seals.

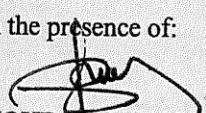
  
Terry Ginnane  
President  
Shire of Boyup Brook, Australia

  
YEO BOON HAI  
President  
Sandakan Municipal Council

In the presence of:

  
TONY DOUST  
Chief Executive Officer  
Shire of Boyup Brook

In the presence of:

  
MOHD.HAMSAN.HJ.AG SUPAIN  
Secretary,  
Sandakan Municipal Council

*Dated 22nd October 2007.*





Policy Manual

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## INTRODUCTION

This manual is an essential component of Council’s governance framework and guides Council, Management, and residents in the context of Council’s decision making.

The Policies in this Manual are designed to:

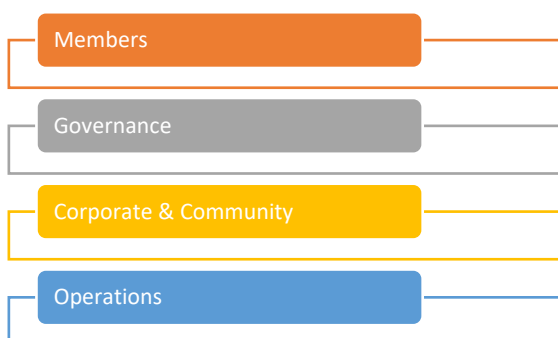
- Outline positions on matters;
- Provide consistency and equity in decision making;
- Provide promptness in responding to customer needs; and
- Support operational efficiency.

Policies arise generally in response to:

- Legislative requirements;
- Discretionary legislated powers; and / or
- Non-legislated functions / activities of Council, e.g. provision of Services and mainly relates to powers under the *Local Government Act 1995*.

Reports to Council must detail relevant Policies as this provides general guidance to Council Members to assist in their deliberations on the matter in hand, and information for residents.

The index to this Manual follows the Organisational Structure:



Complementing and to be read in conjunction with this Manual are the following corporate documents:

- Long Term Financial Plan (under review)
- Asset Management Plan (to be prepared)
- Corporate Business Plan (under review)
- Local Planning Policies
- Delegation of Authority Registers
- Model Standards for the CEO Recruitment, Performance and Termination
- Code of Conduct for Council Members, Committee Members and Candidates; and
- Code of Conduct for Local Government Employees.

## PART 1 – MEMBERS



### POLICY M1 – COUNCIL MEMBERS ACCESS TO INFORMATION

#### 1. Policy Intent

To provide guidance for Council Members to access Council information.

#### 2. Policy

2.1. It is Policy that-

- Council members have access to certain documents over and above the rights of ratepayers. Such additional access is granted to enable a Council Member to discharge adequately the function of his or her elected office.
- Council member may only seek such information from Council records and files in the pursuit of Council business; and
- It is not open to a Council Member to obtain special information and then use it for his or her own or another's ends unconnected with Council activities.

2.2. All Staff are answerable to the Chief Executive Officer (CEO) who is answerable to Council. Council Members channels for communications with the administration will be through the CEO.

2.3. At the CEO's discretion, Council Members may deal directly with the Executive Managers.

Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY M2 – COUNCIL MEMBERS AND CHIEF EXECUTIVE OFFICER PUBLIC STATEMENTS

---

### 1. Policy Intent

The *Local Government Act 1995* (the Act) (as amended), Section 2.8 provides that the Shire President speaks on behalf of the Local Government. Section 5.4(f) provides for the Chief Executive Officer (CEO) to speak on the day-to-day matters and / or when the Shire President authorises.

Council Members, outside their official capacity as members of Council, have the right to speak in public within the limits of the law. The performance of a role as a Council Member overlaps with a role of the public, and imposes limitations on what would otherwise be a normal right to speak in public on local government affairs.

The principal limitation is that a Council Member, who is not Shire President, cannot speak on behalf of the Council, as per the Act, Section 2.8.

### 2. Policy

#### 2.1. The Shire President

- a. When speaking to the media, or otherwise in public, the Shire President is the only Council Member who may speak on behalf of Council.
- b. When the Shire President is speaking to the media, or otherwise in public, but not officially speaking on behalf of the Council, the Shire President must make it clear that he / she is not speaking as the Shire President or in any other Council capacity.

#### 2.2. The Deputy Shire President

- a. The Deputy Shire President may only speak to the media, or otherwise in public, on behalf of the Council in the circumstances set out in s5.34 of the Act being:
  - If the Shire President role is vacant.
  - The Shire President is not available or is unable or unwilling to perform the functions of the Shire President.
- b. The Deputy Shire President must otherwise comply with the limits on the role of a Councillor when speaking to the media.

#### 2.3. Councillors

- a. A Councillor may not speak to the media or otherwise in public on behalf of the Council or the operations of the Shire of Boyup Brook.
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- b. When a Councillor is speaking to the media or otherwise in public, he / she must make it clear that he / she is not speaking on behalf of the Council, rather in the role of a Council member.
- c. A Councillor speaking on Council matters to the media, or otherwise in public, may identify themselves as a Council Member, but must avoid any suggestion or appearance of speaking on behalf of the Council.

#### 2.4. Chief Executive Officer

- a. It is part of the function of the CEO to speak on behalf of the Council if the Shire President agrees.
- b. The Shire President may give agreement to the CEO speaking on behalf of the Council:
  - On a specific occasion.
  - On a specific subject matter; or
  - On a specified category of occasions or a specified category of subjects when they arise.
- c. Further to the above, the CEO may speak to the media, or otherwise in public, as to the Shire's affairs in performance of the CEO's functions under s5.41 of the Act, including that of managing the day-to-day operations of the Shire. The CEO only requires the agreement of the Shire President when making statements of the kind which would ordinarily fall within the role of the Shire President as spokesperson of the Council.
- d. Where appropriate, the CEO can further delegate the role to speak on a specific issue to an officer if it is related to their area of expertise and is deemed to add value, provided that:
  - The CEO has already been given the authority to speak by the Shire President; or
  - It is within the day-to-day affairs of the Shire, for example community event promotions.

#### 2.5 Written, oral and electronic statements

This Policy applies equally to statements in public whether they are communicated orally, in writing, electronically, or by any other means.

#### 2.6 Media Releases

All written media releases must be approved by the CEO in consultation with the Shire President prior to release. Where one or the other is unavailable, responsibility is passed through to the next in line (i.e. Acting CEO and Deputy Shire President).

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Document Control		
Previous Policy Reference	M.02	
Related Legislation	<i>Local Government Act 1995</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY M3 – COMMUNICATIONS

### 1. Policy Intent

To provide clear guideline for Council Members when liaising with Council staff.

### 2. Policy

Council Members / Staff Communication Strategy – Relationship between the Shire President and the Chief Executive Officer (CEO).

The Shire President and CEO are the two main links of communication between Council Members and staff. No Council Member may direct a staff member to undertake any project or task. This is a matter for the CEO only.

Regarding communications between the CEO, Executive Managers, Managers and Staff:

- a. The CEO will be copied in on any written communications that may occur between Council Members and Staff.
- b. If staff have a concern, of any kind, with any communication from a Council Member, they will raise it with the CEO.
- c. If a Council Members have any problem with communications with any Executive Manager, they will raise it with the CEO.
- d. Where a question from a Council Member relates to business before the Council, any subsequent response must be copied to all Council Members.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY M4 – COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT

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### 1. Policy Intent

To ensure Council Members meet and comply with the prescribed professional development requirements, under the *Local Government Act 1995* (the Act), the *Local Government (Administration) Regulations 1996* (the Regulations), and to further encourage participation in other conferences or training specifically designed to enhance skills and knowledge relating to roles and responsibilities as a Council Member of the Shire of Boyup Brook (Shire).

### 2. Policy

#### 2.1. It is Policy that:

Council Members undertake and successfully complete the following prescribed professional development training modules titled “Council Member Essentials” within the period of 12 months from the day the Council Member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

Council Members are also encouraged to nominate to attend other conferences or training opportunities, to enhance and broaden their knowledge of local government issues to support the community.

Council may authorise, subject to the available funds in the adopted budget, attendance at other conferences or training opportunities, by more than the number of specified delegates, if a particular purpose or need arises provided that:

- The conference or training is organised by an identified industry recognised training provider.

#### 2.2. Travel Arrangements

All booking arrangements for conferences or training for Council members are coordinated through the CEO’s Office. Council Members should note the Act precludes a Council Member to pre-spend Shire Funds.

Any airline travel for a Council Member is to be booked at economy level, any upgrade is permissible provided the Council Members funds the difference in cost.

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### 2.3. Expenses

Expenses relating to conferences or training, as approved, will be paid directly by the Shire. Expenses may include the following items:

- Air fare
- Travel Insurance
- Travel to and from all airport destinations
- Travel to and from the conference or training venue.
- Conference registration
- Room accommodation
- Meals in the hotel where registered, if not provided during the conference or training. If meals are had elsewhere the Council Member is to provide the CEO with a copy of the receipt to obtain a refund.

All costs associated for prescribed professional development training, including travel, accommodation and meals will be fully funded by the Shire. Prescribed training will be arranged by the office of the CEO to ensure statutory timeframes are achieved.

### 2.4. Council Member / Delegate Accompanying Person

Where a Council Member or Shire officer is accompanied to other conferences or training, all costs for / or incurred by the accompanying person are to be borne by the Council Member, Shire officer or accompanying person and not by the Shire.

The exception to the above being the cost of attending any official event dinner where partners would normally attend. An example of an official event is the WA Annual Local Government Conference Gala dinner or ‘sundowner’ drinks at the event opening.

Document Control		
Previous Policy Reference	M.14	
Related Legislation	Reg 35 of the <i>Local Government (Administration) Regulations 1996</i> . Sections 5.126, 5.127 and 5.128 of the <i>Local Government Act 1995</i> .	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record		

End





## POLICY M5 – COUNCIL MEMBERS RECOGNITION OF CONTINUOUS SERVICE

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### 1. Policy Intent

To provide guidelines for the recognition of Council Members who achieve a significant milestone with continuous service.

### 2. Policy

It is policy to recognise and show appreciation to long serving Council Members. Eligibility is based upon years of continuous service with the Shire of Boyup Brook (Shire). The Shire provides recognition in appreciation of ongoing loyalty and commitment to the Boyup Brook community.

#### 2.1. Council Members Continuous Service:

Council Members with eight, twelve, sixteen and twenty plus years continuous service, from the date of their commencement with Council are eligible for service recognition, as follows:

- a. Each Council Member who achieves eight, twelve, sixteen and twenty plus years continuous service from the date of their commencement with Council, will be recognised by the presentation of a certificate and an engraved award.

#### 2.2. Retiring Council Members

- a. A retiring Council Member that has completed at least two consecutive four-year terms, subject to the approval of the Shire President, be eligible to receive a gift of their choice from Council up to the value of \$50 for each year of service as a Council Member, up to a maximum amount of \$500. Where the Shire President is the retiring Council Member the CEO in conjunction with the Deputy Shire President shall determine the matter.

Cash is not deemed to be an appropriate gift.

#### 2.3. General Information

The following are not deemed to be gifts to Council Member.

**“Implicit entitlements”** a benefit to which a Council Member is entitled because it is implicit in the performance of the duties / functions of the Council Member. An example of this type of entitlement includes meals provided at meetings and official functions and the provision of office and electronic equipment.

**“Express entitlements”** a benefit to which a Council Member is entitled, pursuant to the local government legislation, or because of the exercise by the local government

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of a ‘discretionary authority’ which is itself something authorised (expressly or implicitly) by the legislation.

This category would include necessary travel and accommodation, and the use of council vehicles.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government (Administration) Regulations 1996.</i> <i>Local Government Act 1995.</i>	
Related Documents	Department of Local Government Circular 8 - 2011	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY M6 – ATTENDANCE AT EVENTS AND FUNCTIONS

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### 1. Introduction

Section 5.90A of the *Local Government Act 1995* (the Act) provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

### 2. Policy Intention

This policy provides a framework for Council Members and the Chief Executive Officer (CEO) attendance at any events, including concerts, conferences, functions or sporting events or other prescribed occasions, whether free of charge, part of a sponsorship agreement, or paid for by the local government.

An effective framework provides transparency about the attendance at events by Council Members and the CEO.

### 3. Policy

This policy applies to Council Members and the CEO of the Shire of Boyup Brook (Shire).

### 4. Policy Statement

In accordance with Section 5.90A of the Act an event is defined as:

- a concert
- a conference
- a function
- a sporting event; or
- an occasion prescribed by the *Local Government (Administration) Regulations 1996* (the Regulations).

#### 4.1. Pre-approved Events

To meet the policy requirements, tickets and / or invitations to events must still be received by the Shire as outlined in clause 4.2(a)(l) in the case of any external groups or organisations, notwithstanding attendance at the following by Council Members and the CEO is pre-approved:

- any public free event held within the Shire district.
  - events hosted by Clubs or Not for Profit Organisations within the Shire district.
  - Shire hosted or run ceremonies, functions, tournaments, or events.
  - Shire sponsored ceremonies, functions, tournaments, or events.
  - Any Business Awards or similar awards for local businesses held within or outside the Shire district.
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- Community cultural events / festivals within the Shire district
- Opening or launch of an event or facility within the Shire district.
- Other events where the Shire representation has been formally requested by invitation, including events from:
  - Western Australian Local Government Association
  - Australian Local Government Association Limited (ABN 31 008 613 876)
  - Local Government Professionals Australia WA (ABN 91 208 607 072)
  - LG Professionals Australia (ABN 85 004 221 818)
  - Department of the Public Service
  - Government department of another State, a Territory, or the Commonwealth; or
  - a local government or regional local government.

All Council Members and the CEO are entitled to attend pre-approved events. If there are more Council Members than tickets or invitations provided, then the CEO, after consultation with the Shire President, shall determine attendance at their discretion.

Any costs relating to accompanying partners to any pre-approved event will be the responsibility of the relevant Council Member or the CEO.

#### **4.2. Non-Pre-Approved Events**

##### **a. Provision of Tickets (Invitations)**

- I. All invitations or offers of tickets for Council Members or the CEO to attend an event must be in writing, (no later than five business days prior to the event or the RSVP date, whichever occurs first), addressed to the Shire, using formal position titles and sent by mail to PO Box 2, Boyup Brook, WA 6244 or by e-mail to [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au).
- II. Any invitation or offer of tickets not addressed to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act and the associated Regulations.

##### **b. Approval of Attendance**

- I. Events addressed to Council Members will be assessed and authorised by the CEO and Shire President.
- II. Events for the CEO will be assessed and authorised by the Shire President.
- III. Events for the Shire President will be assessed and authorised by the Deputy Shire President in consultation with the CEO.

#### **5. Excluded Matters**

- a. Where a Council Member is appointed by Council to be directly involved with a local community/sporting group or not for profit organisation in an official capacity, this policy does not apply to the groups or organisations normal business activities.

- b. The attendance by Shire employees at pre-approved or non-approved events is determined by the CEO and this policy is not applicable. However, the gift and travel reporting requirements under the Act and the associated Regulations remain applicable, as are any legislative provisions relating to conflict of interests.
- c. Council Member ongoing professional development and mandatory training paid for the Shire.
- d. CEO attendance at conferences or training paid for by the Shire to assist in achieving the organisations goals and objectives.

## 6. Disclosure of Interests

Any gift received over \$300 is specifically excluded from the conflict-of-interest provisions if:

- the gift relates to attendance at an event where attendance has been approved under this policy; or
- the gift is from the pre-approved specified entities.

Regulation 20B of the Regulations prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of Council Member or CEO.

## 7. Gifts Generally

The policy provides guidance to Council Members and the CEO when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered.

Any contribution to travel or the provision of tickets, subject to the exceptions in section 5.83 of the Act, must still be disclosed in writing to the CEO within 10 days of receipt, if over the value of \$300.

## 8. Legislative and Strategic Context

The Act and the associated subsidiary legalisation provides the broad framework within which this policy operates.

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Document Control		
Previous Policy Reference	M.16	
Related Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>	
Related Documents	Code of Conduct for Council Members, Committee Members and Candidates Council Policy M4 – Council Members Continuing Professional Development	
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY M7 – COUNCIL MEMBERS INFORMATION, COMMUNICATIONS AND TECHNOLOGY

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### 1. Policy Intent

To provide an annual allowance to Council Members to adequately cover fixed and usage related telecommunications and information technology fees and the cost of consumables for printers. In addition, to set a position on the provision of computer equipment.

### 2. Issues

The *Local Government Act 1995* provides for Information, Communications and Technology allowance as an alternative to reimbursement of costs.

The annual allowance is less costly to administer than the cost reimbursement option and does not rely on claims being lodged. It should more adequately meet Council Members' costs relating to communication with the community, each other, and administration.

For the full value of Councillors being accessible via email, having the ability to provide information electronically, etc, it is important that Councillors have suitable computer equipment and standard programs.

### 3. Policy

#### 3.1. Information, Communications and Technology Allowance

Council Members will be paid an annual telecommunications and technology allowance in accordance with the salaries and tribunal allowances. This allowance is to be reviewed annually as part of the budget process. However, this excludes the issuing of a Shire laptop.

#### 3.2. Equipment

- a. The Shire will provide Council Members with a suitable laptop / tablet for official Council use only.
  - b. A replacement laptop / tablet will (subject to budget constraints) be issued every four years to coincide with a Council Members term in office. If a Council Member retires or is not re-elected the laptop / tablet will be handed back to the Chief Executive Officer to be re-issued to the incoming Council Member.
  - c. All maintenance on the laptop / tablet shall be the responsibility of the Shire. Council Members are to report maintenance and technical issues to the Chief Executive Officer.
  - d. All software and applications installed on the laptop are to be approved by the Chief Executive Officer before installation, by the Shire's IT Support provider.
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- e. The laptop / tablet is to be used for official Shire purposes only.
- f. It is a requirement that laptops / tablets be password protected to prevent unauthorised access. Council Members are not to make their device available to anyone else to use and shall not divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.
- g. Council Members acknowledge all information and documents contained at any time on the laptop remain the property of the Shire, and at any time may be the subject of a Freedom of Information, police, Crime and Corruption Commission or other competent authority inquiry, and as such may need to be made available to any of these investigating bodies.
- h. Only Shire issued laptops / tablets shall be permitted to remotely access the Shire's Council Members Portal for security purposes.
- i. Shire Laptops / tablets shall be administrator locked to prevent any compromise to the Shire system should the laptop / tablet be lost or stolen.

#### 4. Lost or Stolen Laptops / Tablets

In the event a Council Member's laptop / tablet is lost or stolen, the Council Member will be required to cover any excess payment required by the Shire's insurer.

Document Control	
Previous Policy Reference	M.10
Related Legislation	<i>Local Government Act 1995</i>
Related Documents	
Initial Adoption Resolution	17 June 2004
Amendment Record	9 August 2006
	20 May 2010
	15 December 2011
	July 2011
	Res 28 September 2023
	28 March 2024 Res 24/03/041

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End

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## **POLICY M8 – COUNCIL MEMBERS FEES, ALLOWANCES AND REIMBURSEMENT OF EXPENSES**

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### **1. Policy Intention**

The purpose of this policy is to establish the parameters for the payment of Council Members fees, allowances, and reimbursement of expenses.

### **2. Policy**

#### **2.1. Annual Attendance Fee**

That Council Members are to be paid fees for attending meetings, in two payments made in the financial year, June (payment for January – June) and December (payment for July - December), the amount to be determined in the annual budget.

#### **2.2. Shire President / Deputy Shire President Allowance**

The allowance for the Shire President and Deputy Shire President is to be paid in two payments made in the financial year, June (payment for January – June) and December (payment for July - December), the amount to be determined in the annual budget.

#### **2.3. Information and Communications Technology Allowance**

- a. Council Members are to be paid an Information and Communication Technology Allowance in lieu of a reimbursement of expenses, the amount to be determined in the annual budget.
- b. The Information and Communications Technology Allowance is to be paid to Council Members in two payments made in the financial year, June (payment for January – June) and December (payment for July - December).

#### **2.4. Travel Allowance**

- a. Council Members are to be paid a Travel Allowance in lieu of a reimbursement of expenses, the amount at be determined in the annual budget.
- b. The Travel Allowance is to be paid to Council Members in two payments made in the financial year, June (payment for January – June) and December (payment for July - December).

#### **2.5. Review of Fees and Allowances**

Council will review all fees and allowances at least once annually.

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Document Control		
Previous Policy Reference	M.05	
Related Legislation	<i>Local Government Act 1995 Salaries and Allowances Act 1975 (Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members)</i>	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record		

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End



## **POLICY M9 – ELECTRONIC ATTENDANCE AT MEETINGS BY COUNCIL MEMBERS / COMMITTEE MEMBERS.**

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### **1. Policy Intention**

The purpose of this policy is to establish the parameters for when Council Members / Committee Members may attend meetings electronically.

### **2. Policy**

Electronic Attendance at Council Meetings by Elected Members

#### **2.1. Request to attend a Council Meeting electronically**

- a. Requests to attend a Council Meeting electronically are to be sent to the President with a copy to the CEO and Executive Officer at least 24 hours prior to the relevant meeting.
- b. In the request, the Member is to outline the following:
  - i. Details of the location the Member will be attending from.
  - ii. Details of the equipment to be used (if not Shire equipment) and electronic connection method.
  - iii. Confirmation that confidentiality can be maintained; and
  - iv. Any declarations of interest that are to be made for the relevant meeting.
- c. The Presidents authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
- d. Approval is to be provided in writing by the President with a copy to the CEO and Executive Officer to record the approval in the Shire's record keeping system.
- e. Should the request be denied or made later than midday of the relevant meeting, the request will be put to Council for consideration.
- f. Should the President wish to attend a Council meeting electronically, this request is to be forwarded to the Deputy President following the process outlined in clauses 1(a) to (d).

#### **2.2. Request to attend a Committee Meeting electronically**

- a. Requests to attend a Committee Meeting electronically are to be sent to the President / Presiding Member with a copy to the CEO and Executive Officer at least 24 hours prior to the relevant meeting.
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- b. In the request, the Member is to outline the following:
  - i. Details of the location the Member will be attending from.
  - ii. Details of the equipment to be used (if not Shire equipment) and electronic connection method.
  - iii. Confirmation that confidentiality can be maintained; and
  - iv. Any declarations of interest that are to be made for the relevant meeting.
- c. The President's / Presiding Members authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
- d. Approval is to be provided in writing by the President / Presiding Member with a copy to the CEO and Executive Officer to record the approval in the Shire's record keeping system.
- e. Should the President / Presiding Member wish to attend a committee meeting electronically, this request is to be forwarded to the Deputy President / Deputy Presiding Member with a copy to the CEO and Executive Officer following the process outlined in clauses 2.2(a) to (d).

### **3. Location**

- a. The Member is to ensure that the location is indoors, quiet, and private.
- b. The location must have suitable controls (such as closing a door to an enclosed room) to ensure that confidentiality (where required) is not breached.

### **4. Electronic Means**

- a. The Shire will conduct electronic meetings preferably utilising the platform known as Microsoft Teams.
- b. All meeting invitations will include a link to join the meeting electronically.
- c. Members attending electronically are to join the meeting preferably at least 15 minutes prior to allow for sufficient testing of equipment and to resolve any technical issues.
- d. Members must use a suitable network connection such as private home Wi-Fi or a mobile hotspot from a trusted personal device.
- e. Due to increased cyber security risks, Members are not permitted to connect via public Wi-Fi (such as connections at cafes, airports, hotels, and restaurants).

### **5. Equipment**

Where practical, Members attending meetings electronically are to use equipment provided by the Shire.

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## 6. 50% Cap

- a. Members may only attend a Legislated Meeting by electronic means provided they have attended less than half of Legislated meetings in the previous (12) months by this method.
- b. Members meeting attendance will be recorded by the Administration in the minutes of the relevant meeting.
- c. The Administration will advise the President and the relevant Member when they have attended 40% (or the percentage closest to 40%) of meetings electronically.
- d. The 50% cap does not apply to a member who is a person with a disability as defined in Section 3 of the *Disability Services Act 1993 (WA)*.

## 7. Definition

**Electronic or electronically** means telephone, video conference or other instantaneous communication, as determined by —

- a. the president; or
- b. the council.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995, Section 5.25</i> <i>Local Government (Administration) Regulations 1996 - r.14C – r.14E</i>	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY M10 – CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

### Schedule 1 — Model code of conduct

#### Division 1 — Preliminary provisions

##### 1. Citation

This is the Shire of Boyup Brook Code of Conduct for Council Members, Committee Members and Candidates.

##### 2. Terms used

- (1) In this code —  
**Act** means the Local Government Act 1995;  
**candidate** means a candidate for election as a council member;  
**complaint** means a complaint made under clause 11(1);  
**publish** includes to publish on a social media platform.
- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

#### Division 2 — General principles

##### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

##### 4. Personal integrity

- (1) A council member, committee member or candidate should —
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest; and
  - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
  - (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision making in an honest, fair, impartial and timely manner; and

- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## 5. Relationship with others

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## 6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
  - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
  - (c) read all agenda papers given to them in relation to council or committee meetings; and
  - (d) be open and accountable to, and represent, the community in the district.

## Division 3 — Behaviour

### 7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### 8. Personal integrity

- (1) A council member, committee member or candidate —
    - (a) must ensure that their use of social media and other forms of communication complies with this code; and
    - (b) must only publish material that is factually correct.
  - (2) A council member or committee member —
    - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
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- (b) must comply with all policies, procedures and resolutions of the local government.

## 9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## 11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.



## 12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

## 13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or

- (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

#### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

#### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

### **Division 4 — Rules of conduct**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

#### **16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

#### **17. Misuse of local government resources**

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918;

**resources of a local government** includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## **18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

## **19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## **20. Relationship with local government employees**

- (1) In this clause —

**local government employee** means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

- (2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or

- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —
  - interest —
    - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
    - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

### 23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995, Section 5.25</i> <i>Local Government (Administration) Regulations 1996 - r.14C – r.14E</i>	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record		

End

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## PART 2 – GOVERNANCE



### POLICY G1 – EXECUTION OF DOCUMENTS

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#### 1. Policy Intention

To ensure that the Shire's common seal is used, and documents are executed in accordance with the provisions of the *Local Government Act 1995 (Act)*.

#### 2. Application

This Policy applies to all Shire of Boyup Brook officers who have been authorised through the provisions of this policy to execute documents on behalf of Council and the Chief Executive Officer.

The following take precedence over this Policy:

- a. Legislation
- b. The formal requirements of a Commonwealth or State department, authority, or agency (as described in a Policy or procedure)
- c. A Council decision that expressly specifies a particular way in which a document is to be executed.

#### 3. Policy

Council is required to comply with sections 9.49A (Execution of Documents) and 9.49 (Documents, how authenticated) of the Act. These sections detail the requirements for documents to be duly executed by a local government.

Under the Act, for a document to be considered duly executed, the document must be executed in one of the following ways:

- a. By affixing the Common Seal of the Shire in the presence of the Shire President and Chief Executive Officer [s9.49A(3) of the Act
- b. Without affixing the Common Seal, signed by the Chief Executive Officer, another employee or agent of the Shire who has been authorised by resolution of Council to sign documents on behalf of the Shire. [s9.49A(4) of the Act.

Three document categories have been established to assist in determining the appropriate signing authority.

##### 3.1. Category 1 Documents – Common Seal

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The affixing of the Common Seal is authorised for documents that are ceremonial in nature, where there is a statutory requirement or where the other party requires the use of the Common Seal.

Category 1 documents require a specific resolution of Council to execute the document with the Common Seal. Category 1 documents are as follows:

- a. Local Laws – new or amendments
- b. Local Planning Schemes – new or amendments
- c. Mortgages and loan documents (Outside of the WA Treasury Corporation (WATC) Master Lending Agreement)
- d. Landgate Transfer of Landforms
- e. Documents required by other party to be duly executed by Common Seal; and
- f. Documents of a Ceremonial Nature (e.g. Sister City Agreements)

### 3.2. Category 2 Documents – No Common Seal

Under section 9.49A(4) Council authorises the officers listed in the Table below to sign documents on behalf of the Shire. Only Executive Managers and other officers with delegated authority from the Chief Executive Officer may sign (execute) documents relevant to matters within the scope of their department.

### 3.3. Category 3 Documents

Category 3 documents are created in the normal course of business and are consistent with the Shire's policies and procedures. Category 3 documents are to be executed by the Chief Executive Officer, Executive Manager, or a Shire officer where the authority has been extended to that officer through an authorisation, policy, procedure, protocol, or a function in a position description.

These documents include, but are not limited to the following:

- a. General letters and other correspondence, documents that reflect operational or procedural actions required in the ordinary course of business
- b. Agreements for the purchase of goods and services identified within the directorates budget (other than tenders) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies
- c. Contracts for grant funding with private agencies (incoming and outgoing)
- d. Regular hire agreements for Shire facilities
- e. Notices under section 3.25 of the Act
- f. Prosecution and Court Hearing Notices.



### 3.4. Roles and Responsibilities

The common seal is in the custody of the Office of the Chief Executive Officer which is responsible for arranging the affixing of the common seal on documents.

The responsible officer is to ensure that they fully understand what is being executed on behalf of Council. If it is unclear what category a document is, then the higher category is to take precedence.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995</i> - s.9.49A Execution of documents and s.9.49 Documents, how authenticated.	
Related Documents	Shire of Boyup Brook Delegation and Sub-Delegation Register	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G2 – SENIOR EMPLOYEES

### 1. Policy Intention

To designate Senior Employees in accordance with Section 5.37 of the Local Government Act 1995 (the Act).

### 2. Policy

The Chief Executive Officer is the sole Senior Employee of the Shire of Boyup Brook for the purposes of Section 5.37 of the Act.

Document Control		
Previous Policy Reference	A.01	
Related Legislation	<i>Local Government Act 1995</i>	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY G3 – HONORARY FREEMAN OF THE SHIRE OF BOYUP BROOK

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### 1. Policy Intention

The policy seeks to recognise and honour individuals who have rendered distinguished services to the community.

The Shire will recognise the distinguished services of an individual by awarding them the title of “Honorary Freeman of the Shire of Boyup Brook”. This is a rare and exceptional award to be bestowed on any individual, recipients will be selected according to the criteria in this policy.

### 2. Policy Statement

The process for nomination and selection of a person for the award of the title shall be as follows:

#### a. Eligibility

a. A nominee shall have been a resident in the Shire of Boyup Brook for a minimum of 20 years and must have given distinguished service to the community in a recognised capacity.

b. A nominee may have been a Council Member for a minimum of 20 years.

A current serving Council Member or employee of the Shire may not be nominated for the award.

#### b. Selection Criteria

The following selection criteria will be used in the consideration of bestowing this distinguished award:

a. Length of service in a field of activity.

b. Length of commitment to the field of activity.

c. Leadership qualities.

d. Benefits to the community of the Shire of Boyup Brook but also more broadly to the State of Western Australia.

e. Special achievements of the nominee

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### 3. Nomination Procedure

- a. A nomination for the award may be made by the following and must be submitted in writing to the Chief Executive Officer:
  - I. A Council Member and must be supported by another Council Member.
  - II. An individual member of the community and must be sponsored by a Council Member.
  - III. An organisation and must be sponsored by a Council Member.
- b. Nominations must be kept in the strictest of confidence without the knowledge of the nominee.
- c. On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to Council Members.
- d. Council Members are provided with a maximum of 5 working days to provide a response to the Chief Executive Officer.
- e. Council Members who do not respond within the timeframe stipulated in (d.) above shall be presumed to not have any objection to the nomination.
- f. If a Council Member is not in favour of the proposal the Council Member must lodge a written submission to the Chief Executive Officer, outlining the reasons why the nomination should not be supported. The Chief Executive Officer will provide a copy of the submission to all Council Members.

### 4. Confidentiality

Following compliance with 3(d.) and 3(e.) above the Chief Executive Officer is to present the nomination to the next Ordinary Council Meeting as a confidential item, or to a Special Council Meeting if requested by the Shire President.

The Elected Members shall consider the recommendation which requires an 'Absolute Majority' behind closed doors.

No record of the nominee's name shall be recorded in the Council minutes whether supported or not by Council.

The report as well as the minutes shall be deemed to be confidential items pursuant to section 5.95(3) of the *Local Government Act 1995*.

### 5. Awarding the Title

If the nomination is approved by an 'Absolute Majority' of Council, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to confirm the award will be accepted. Should the nominee decline the award the Chief Executive Officer shall inform all Council Members that the matter will be closed.

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## 6. Conferral of the Title

Conferral of the title shall be carried out a formal Council function. The Chief Executive Officer, in consultation with the Shire President and Deputy Shire President will decide the occasion and format of the Conferral ceremony.

## 7. Entitlements

A person who is bestowed the title Honorary Freeman of the Shire of Boyup Brook shall be:

- a. Presented with a special badge identifying the individual as an 'Honorary Freeman of the Shire' along with a certificate to commemorate receiving the award.
- b. Invited as a special guest of Council to all civic events and function of Council.
- c. Honorary Freeman of the Shire attending events or functions at the invitation of the Shire President, will behave in a manner befitting the honour bestowed and will always:
  - Conduct themselves in an honourable / respectful manner.

## 8. Rescission / Revocation of the Award

The Shire reserves the right, at its absolute discretion, to rescind / revoke the award of Honorary Freeman. Such decision shall be taken by an 'Absolute Majority' of Council.

The process required to be followed to rescind / revoke the award is as follows:

- A written complaint is to be submitted to the Chief Executive Officer.
- The Chief Executive Officer will confer with the Shire President and Deputy Shire President to determine if the complaint is valid and requires Council consideration.
- The Chief Executive Officer will submit a confidential report together with any supporting documents to substantiate the complaint to Council for consideration.

Document Control		
Previous Policy Reference	O.14	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G4 – COMPLAINTS

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### 1. Policy Intention

The intent of this policy is to establish the position of the Shire of Boyup Brook (Shire) in regard to complaints received and the approach to be taken in their resolution.

### 2. Definition

**'Complaint'** means for the purpose of this policy, an expression of dissatisfaction about:

- A decision of the Council or Shire staff:
  - the standard or quality of a Shire service, action, or lack of action; or
  - the behaviour of Shire representatives.
- A complaint is not:
  - a first request for action or a service
  - a request for information or explanation of Shire policies, practices, or procedures; or
  - the lodging of an appeal in accordance with procedures prescribed by statute or regulation or Shire policy.

### 3. Policy

The Shire wishes to ensure it is easy for any person who feels aggrieved to make a complaint. The Shire wishes to treat complaints positively, to learn from complaints received and where possible to satisfy complainants about their experience in making a complaint.

The Shire will endeavour to ensure that:

- anyone who is dissatisfied about a Shire service or product can easily and simply make a complaint.
- complaints no matter how they are submitted are treated with equal importance.
- complaints are responded to quickly and in any event within prescribed timescales.
- complaints are addressed in a courteous, helpful, and open manner.
- appropriate assistance is given to any complainant in the making of a complaint including the completion of any pro forma or other paperwork; and
- complaints are properly monitored and where relevant the Shire learns from them in order that:
  - unacceptable conduct or behaviour does not re-occur; and
  - policies, practices, and procedures are improved to accommodate the needs of our customers.

### 4. Particular Cases

#### 4.1. Anonymous Complaints

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Anonymous complaints shall only be considered to the extent that they involve safety or security issues. Otherwise, anonymous complaints shall be disregarded.

#### 4.2. Vexatious or Abusive Complaints

The Chief Executive Officer (CEO) may decide (having regard to the nature, subject or number of complaints received) that a complainant is vexatious or abusive, and further complaints received from the person concerned or about a particular subject shall not be entertained.

- 4.2.1. Where a determination is made by the CEO that a complaint is vexatious or abusive, staff may be directed not to deal with the matter.

#### 4.3. Allegations of Serious Misconduct

Allegations concerning criminal, corrupt or serious improper conduct will be dealt with independently of the Complaint Handling process. In the first instance they will be referred directly to the CEO for determination including whether there are reasonable grounds for notification to the Anti-Corruption Commission or referral to the Police. Reference is made to Policy G6 (Public Interest Disclosure).

#### 4.4. Repetitive Complaints

The CEO may determine a complaint to be repetitive in nature and direct staff not to deal with the matter.

### 5. Applying the Policy

If not satisfied with a Shire service or action involving Shire staff, a complainant is to be encouraged through the application of relevant procedures:

- 5.1. in the first instance, to raise the matter with the person most able to resolve the complaint. This may be the person named in the complaint, or their line manager.
- 5.2. If not satisfied with the response at the first point of contact, or if the complainant feels uncomfortable about talking to that person, contact the person's line manager. This may in some cases include the relevant Executive Manager.
  - 5.2.1. If still unsatisfied, write to the CEO about the matter.
  - 5.2.2. If not satisfied with the CEO's response, raise the concern with either the Western Australian Ombudsman or the Department of Local Government, Sport, and Cultural Industries.
- 5.3. If the complaint concerns a Council Member it shall be referred in the first instance to the CEO for appropriate directions and/or action.
- 5.4. Where considered appropriate the CEO may authorise referral of a particular complaint to an external arbitrator or mediator for consideration.
- 5.5. Staff are authorised to handle complaints on behalf of the Shire in accordance with the roles and responsibilities of their positions.

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Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G5 – PUBLIC INTEREST DISCLOSURE

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### 1. Policy Intention

To detail internal procedures describing the way the Shire of Boyup Brook (Shire) will comply with its obligations under the *Public Interest Disclosure Act 2003* (the Act).

### 2. Policy

Council acknowledges its obligations under the Act, and in doing so:

2.1. Will ensure that staff are supported, and that Council:

- Does not tolerate corrupt or other improper conduct, including mismanagement of community resources in the exercise of the public functions of the Shire and its officers, employees, and contractors.
- is committed to the aims and objectives of the Act. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct.
- will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure; and
- does not tolerate any of its officers, employees, or contractors, engaging in acts of victimisation or reprisal against those who make public interest disclosures.

2.2. Has in place an internal procedure that describes the way:

- Disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer) of the Council.
  - The person, from time to time, holding or acting in the position of Executive Manager Corporate and Community Services is designated as the PID Officer of the Shire.
  - The PID Officer shall investigate the information disclosed or cause that information to be investigated.
  - The PID Officer may take-action following the completion of the investigation.
  - The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
  - The confidentiality of the informant, and any person who may be the subject of a public interest disclosure, shall be maintained; and
  - Records as to public interest disclosure shall be maintained and reporting obligations complied with
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Document Control		
Previous Policy Reference	A.12	
Related Legislation	<i>Public Interest Disclosure Act 2003,</i> <i>Public Disclosure Regulations 2003</i>	
Related Documents	Public Interest Disclosure Management Practice – GOV002 - D12/45969	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G6 – RISK MANAGEMENT

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### 1. Policy Intention

The Shire of Boyup Brook (Shire) is committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. The key objective of this policy is to ensure that sound Risk Management practice and procedures are fully integrated into the Council's strategic and operational planning processes.

This Policy will be supported by a Risk Management Strategy.

### 2. Policy

The Shire recognises that risk is the possibility of unplanned or unanticipated events having an adverse effect on the achievement of the organisation's objectives and recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers, and visitors.

The Shire considers risk management to be an essential management function in its operation as a progressive Local Government and recognises risk management responsibility lies with the person who has the responsibility for the function, service or activity that gives rise to the risk.

The risk management framework proposed aligns with the principles as outlined in the current International Standard (AS/NZS/ISO 31000:2009).

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks.

It will be applied to decision making through all levels of Council and the Shire in relation to planning or executing any function, service, or activity. It will be applied to:

- expenditure of large amounts of money.
- new strategies and procedures.
- managing a project.
- introducing significant change; and
- the management of sensitive issues

#### 2.1. Risk Management Objective

- The achievement of organisational goals and objectives.
  - To ensure community and employee health and safety within the Shire's jurisdiction is not compromised.
  - Limited loss or damage to property and other assets.
  - Limited interruption to business continuity.
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- To define the Shire's tolerance to risk and communicate it throughout the Shire.
- To communicate with the community about the Shire's approach to risk; and
- To protect the reputation of Council.

## 2.2. Responsibilities

- Council members are responsible for:
  - Ensuring a Risk Management Policy has been developed, adopted, and communicated throughout the Shire.
  - reviewing the Risk Management Policy annually.
  - providing a vision on which sound risk management practices and procedures can be based; and
  - providing adequate budgetary provision for the maintenance of risk management plans and procedures.
- Chief Executive Officer and Executive Management Team are responsible for:
  - Establishing the risk tolerance level of the Shire for adoption by Council; and
  - Ensuring the development and management of the risk management plan for the Shire.
- Management is responsible for:
  - identifying and assessing all the potential risks in their area of responsibility.
  - encouraging openness and honesty in the reporting and escalation of risks; and
  - ensuring all staff manage risks within their own work area.
- Employees are responsible for:
  - actively participating in the risk management program and organisational performance review and evaluation program.
  - complying with all policies, procedures and practice's relating to risk management.
  - attending risk management training.
  - conducting risk assessments during the performance of their daily duties, as required; and
  - alerting management to the risks that exist within their area.

## 2.3. Monitor and Review

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented, and monitored.

Document Control		
Previous Policy Reference	F.08	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY G7 – LEGAL REPRESENTATION – COST INDEMNIFICATION

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### 1. Policy Intention

This policy is designed to protect the interests of Council Members and employees (including past members and former employees) where they become involved in legal proceedings as a result of performing their normal duties.

In most situations the Shire of Boyup Brook (Shire) may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to these proceedings.

### 2. Definitions

**‘Approved lawyer’** means a ‘certified practitioner’ (as defined in the Legal Practice Act 2003) who is from a law firm on the Shire’s panel of legal service providers, unless the Council or Chief Executive Officer (CEO) considers that this is not appropriate – for example, where there is or may be a conflict of interest.

**‘Shire’** means the Shire of Boyup Brook.

**‘Council Member’** means the current Shire President, Deputy Shire President, and Councillors.

**‘Employee’** means a current employee of the Shire.

**‘Improper conduct’** means a breach of the standards of conduct that a reasonable person would expect of a person knowing their duties, powers, and authority.

**‘Legal proceedings’** may be civil or criminal.

**‘Legal representation’** means the provision of legal services, to or on behalf of a Council Member or employee, by an approved lawyer that is in respect of:

- a matter or matters arising from the performance of the functions of the Council Member or employee; and
- legal proceedings involving the Council Member or employee that have been, or may be, commenced.

**‘Legal representation costs’** are the costs, including fees and disbursements, properly incurred in providing legal representation.

**‘Legal services’** includes advice, representation or documentation that is provided by an approved lawyer.

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### 3. Policy

It is policy to facilitate Council Members and employee's access to legal advice in such cases where enabled in legislation and where the matter falls within the scope and application of this policy as stated below.

The objective of this policy is to ensure Council Members and employees of the Shire are represented in legal action relating to their roles and functions subject to considerations set out below.

Council Members and employees of the Shire performing their statutory roles and functions, may occasionally in the course of their duties, be exposed to legal action initiated by third parties. In these circumstances Council Members and employees may require legal advice and/or representation and should be able to expect their local government will provide financial assistance to meet the cost of the advice or representation. Accordingly, it is appropriate and prudent for the Shire to be able to assist members and employees by adopting a policy to fund or partly fund the cost of providing legal services in appropriate circumstances.

#### 3.1. Legislative Framework

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a Council Member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.

However, the legislation does not preclude people taking action against individual Council Members or employees if they believe that the Council Member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) of the Act provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions a local government can expend funds to provide legal representation for Council Members and employees if it believes the expenditure falls within the scope of the local government's function.

#### 3.2. Scope

This Policy is applicable to all current Council Members and employees where the following may apply:

##### 3.2.1. Criteria for determining application for legal representation.

There are four criteria for determining whether an application for the payment of the legal representation costs of a Council Member or employee will be approved:

1. The legal representation costs must relate to a matter that arises from the performance, by the Council Member or employee, of his or her functions.
2. The legal representation costs must be in respect of legal proceedings that have been, or may be, commenced.
3. In performing his or her functions, to which the legal representation relates, the Council Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
4. The legal representation costs do not relate to a matter that is of a personal or private nature.

### 3.2.2. **Examples of legal representation costs that may be approved.**

If the criteria in clause 3.2.1 are satisfied, approval may be given for the payment of legal representation costs:

- a. Where legal proceedings are brought against a Council Member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or employee; or
- b. To enable proceedings to be commenced and/or maintained by a Council Member or employee to permit him or her to carry out his or her functions – for example where a Council Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or employee; or
- c. Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or employees.

### 3.3. **Application**

- 3.3.1. An application by a Council Member, or the (CEO), must be made in writing to the Council which may approve or decline the application.
- 3.3.2. An application by an employee must be made in writing to the CEO who may approve or decline the application.
- 3.3.3. The application must give details of:
  - a. The matter for which legal representation is sought.
  - b. How that matter relates to the functions of the Council Member or employee making the application.
  - c. The nature of the legal representation being sought (such as advice, representation in court, preparation of documents etc).



- d. The lawyer (or law firm) who is to be requested to provide the legal representation.
  - e. An estimate of the cost of the legal representation; and
  - f. Why it is in the interests of the Shire for payment to be made.
- 3.3.4. The application must contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.3.5. As far as possible the application is to be made before commencement of the legal proceedings to which the application relates.
- 3.3.6. The application must be accompanied by a statement signed by the applicant that he or she:
- a. Has read and understands the terms of this Policy.
  - b. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3 and any other conditions to which the approval is subject; and
  - c. Undertakes to repay to the Shire any legal representation costs in accordance with clause 3.
- 3.3.7. In relation to clause 3.3.6(c), a person who receives payment of legal representation costs shall sign a document acknowledging that repayment may be required by the Shire under the terms of this Policy.
- 3.3.8. An application must be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate employee nominated by the Shire President.

#### **3.4. Limit on Legal Representation Costs**

- 3.4.1. When approving an application, the Council or CEO shall set a limit on the amount of costs to be paid, based on the nature of the matter and on the estimate of costs in the application.
- 3.4.2. A Council Member or employee may make a further application to the Council or CEO in respect of the same matter.

#### **3.5. Assessing the Application**

- 3.5.1. The Council or CEO may:
- a. Refuse.
  - b. Grant; or

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- c. Grant subject to conditions, an application for payment of legal representation costs
- 3.5.2. Conditions under clause 3.2.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment of legal representation costs.
- 3.5.3. In assessing an application, the Council or CEO may have regard to any insurance benefits that may be available to the applicant under the Shire's Council Members or employee's insurance policy or its equivalent.
- 3.5.4. The Council or CEO may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 3.5.5. The Council or CEO may determine, after an application has been approved, that a Council Member or employee:
- a. Has not acted in good faith, has acted unlawfully, or has acted in a way that constitutes improper conduct; or
  - b. Has given false or misleading information in respect of the application.
- 3.5.6. A determination under clause 3.2.2 may be made by the Council or CEO on the basis of and consistent with the findings of any court of competent jurisdiction, the State Administrative Tribunal or of an inquiry conducted pursuant to Part 8 of the Act.
- 3.5.7. Where a determination is made under clause 3.2.2, the legal representation costs paid by the Shire are to be repaid by the Council Member or employee in accordance with clause 3.3.

### **3.6. Repayment of Legal Representation Costs**

- 3.6.1. A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire:
- a. All or part of those costs – in accordance with a determination by the Council or CEO under clause 3.2.1; or
  - b. As much of those costs as are available to be paid by way of set-off:
    - where the Council Member or employee receives monies paid for costs: and/or
    - damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 3.6.2. The Shire may take action in any court of competent jurisdiction to recover any monies due to it under this Policy.
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Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Legal Practice Act 2003,</i> <i>Local Government Act 1995</i>	
Related Documents	Department of Local Government Operational Guidelines No. 14 – Legal Representation for Council Members and Employees	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G8 – TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

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### 1. Policy Intention

The objective is to establish the processes for appointing an Acting CEO or Temporary CEO for periods of less than twelve months and to ensure effective management of the administration and Council is always maintained.

### 2. Scope

This policy applies to the statutory position of Chief Executive Officer at the Shire of Boyup Brook and has been prepared to comply with the provisions of section 5.39C of the *Local Government Act 1995* regarding the appointment of an Acting CEO or Temporary CEO

### 3. Definitions

**Act** means the *Local Government Act 1995*.

**Acting CEO** means a person appointed to fulfil the statutory position of CEO during a period where the CEO remains employed but is on planned or unplanned leave.

**CEO** means the Chief Executive Officer of the Shire.

**Shire** means the Shire of Boyup Brook.

**Temporary CEO** means a person appointed to fulfil the statutory position of CEO for the period between the end of the CEO's employment and the appointment and commencement of the newly appointed CEO.

### 4. Policy

The role of the CEO is crucial to achieving good governance and for fulfilling the functions prescribed in s.5.41 of the Act.

The opportunity to act, from time to time, in that position is useful in the development of executive leadership.

The Council recognise that the Executive Managers employed by the Shire of Boyup Brook (Shire) under contract are suitably qualified and skilled to act in the position of CEO under this policy.

#### 4.1. Details

##### 4.1.1. Acting CEO and Temporary CEO Requirements and Qualifications

- a. When the CEO is on planned or unplanned leave, or the CEO's employment with the Shire has ended, an Acting CEO or Temporary CEO,
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is to be appointed in accordance with this Policy to fulfil the functions and perform the duties of CEO under the Act or any other written law.

- b. Any employee holding the substantive role of:
  - i. Executive Manager Corporate and Community Services.
  - ii. Executive Manager Operational Services.
- c. An employee appointed to temporarily act in an Executive Manager's position referred to in clause 4.1.1(b) is not considered to be suitably qualified to perform the role of Acting CEO or Temporary CEO.

#### 4.1.2. **Appointment of Acting CEO – periods of up to 30 working days**

- a. The CEO is authorised to appoint in writing one of the employees identified in clause 4.1.1(b) as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 30 working days, subject to the CEO's consideration of that employee's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- b. The CEO must appoint an Acting CEO for any planned or unplanned leave periods between 7 working days and 30 working days, this will be:
  - i. on annual, sick, or long services leave for a period exceeding one week;
  - ii. not within the State of Western Australia for a period of more than one week; or
  - iii. during other absences, as determined necessary by the CEO, but in any case, not for a period exceeding 30 consecutive working days in any one occasion.
- c. Nothing in clause 4.1.2(a) prevents the CEO from appointing more than one employee detailed in clause 4.1.1(b) to share the duties of Acting CEO for the planned or unplanned leave period.
- d. Following an appointment under clause 4.1.2(a), the CEO is to advise Council Members which employee (or employees) has been appointed as Acting CEO and for what duration, as soon as possible.
- e. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with clause 4.1.2(a), then the following line of succession shall apply:
  - i. The Executive Manager Corporate and Community Services will be appointed as Acting CEO; or
  - ii. If the Executive Manager Corporate and Community Services is unable or unwilling to act, the Executive Manager Operational Services will be appointed as Acting CEO.

Council may, by resolution, extend an Acting CEO period under clause 4.1.3 beyond 30 working days if the substantive CEO remains unavailable or unable to perform their functions and duties.

**4.1.3. Appointment of Acting CEO – periods greater than 30 working days but less than 12 months.**

- a. Where the CEO's extended period of leave is greater than 30 working days but less than 12 months, Council is to appoint an Acting CEO in accordance with one of the following options:
  - i. Extend any Acting CEO appointment made by the CEO under clause 4.1.2(a).
  - ii. Appoint another employee, or multiple employees listed in clause 4.1.1(b) for a defined period to ensure the CEO position is filled continuously for the extended period of leave; or
  - iii. Commence an external recruitment process in accordance with clause 4.1.4(b)(iii).
- b. For the purposes of clause 4.1.3(a) extended leave may arise by way of:
  - i. The CEO clearing extended planned leave which may include accumulated or combined annual leave, long service leave, or personal leave; or
  - ii. The CEO taking unplanned leave or is absent from duty which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- c. The Shire President will liaise with the CEO, or in their unplanned absence, the Executive Manager Corporate and Community Services to coordinate the necessary Council reports to facilitate an Acting CEO appointment.
- d. Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the Executive Manager Corporate and Community Services.

**4.1.4. Appointment of Temporary CEO – Substantive Vacancy**

- a. In the event the CEO's employment with the Shire is ending, Council may appoint a Temporary CEO.
- b. Council when determining to appoint a Temporary CEO, may either:
  - i. appoint an employee identified in clause 4.1.1(b) to be Temporary CEO until such time a new substantive CEO has commenced their employment with the Shire;
  - ii. appoint multiple employees listed in clause 4.1.1(b) as the Temporary CEO for a defined period, and until such time that a new substantive CEO has commenced their employment with the Shire;
  - iii. appoint a Temporary CEO following an external recruitment process for a Temporary CEO in accordance with principles of merit and equity prescribed in section 5.40 of the Act; or

- iv. appoint an employee identified in clause 4.1.1(b) to be an interim Temporary CEO until an external recruitment process for a Temporary CEO can be completed under clause 4.1.4(b)(iii) and their employment with the Shire as Temporary CEO has commenced.
- c. The Shire President will liaise with the Executive Manager Corporate and Community Services to coordinate the necessary Council reports to facilitate a Temporary CEO appointment.
- d. The Shire President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution with administrative assistance from the Executive Manager Corporate and Community Services.

#### **4.1.5. Remuneration of Acting CEO**

An Executive Manager's employment conditions are not varied when acting in the role of CEO, other than the appointed Executive Manager is entitled, at the CEO's discretion, to no greater than the salary equivalent to that of the CEO, during the acting period.

#### **4.1.6. Remuneration and conditions of Acting CEO or Temporary CEO**

- a. Unless Council otherwise resolves, an employee Acting as CEO shall be remunerated (if the role is to be undertaken for 30 working days or more) at 75% of the substantive CEO cash remuneration only, with other benefits already provided to the Acting CEO in their substantive role remaining in effect.
- b. Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO that is not a current Shire employee when entering a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- c. Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Temporary CEO appointment.

#### **4.1.7. Emergency Provisions**

In the case of the unavailability of the CEO due to an emergency, the Executive Manager Corporate and Community Services is automatically appointed as the A/CEO for a period of not more than 30 consecutive working days from commencement, and continuation is then subject to determination by the Council, under requirements of the Act.

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Document Control		
Previous Policy Reference	A.02	
Related Legislation	<i>Local Government Act 1995, Local Government (Administration Regulations) 1996.</i>	
Related Documents	Model Standards for CEO Recruitment, Performance and Termination	
Initial Adoption Resolution Absolute Majority Required	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G9 – PURCHASING

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### 1. Policy Objective

The objectives of this Policy are to ensure that all Shire of Boyup Brook (Shire) purchasing activities:

- demonstrate that best value for money is attained.
- demonstrate support for purchasing local at every opportunity within the guidelines of this Policy.
- are compliant with relevant legislations, including the Act and Regulations.
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures.
- mitigate probity risk by establishing consistent and demonstrated processes that promote openness, transparency, fairness, and equity to all potential suppliers.
- ensure that the sustainable benefits, such as environmental, social, and local economic factors are considered in the overall value for money assessment.
- are conducted in a consistent and efficient manner; and
- that ethical decision making is demonstrated.

### 2. Policy

The Shire is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity, and good governance and that comply with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (the Regulations).

Procurement processes and practices to be complied with are defined within this Policy.

### 3. Ethics & Integrity

#### 3.1. Code of Conduct

All purchasing officers and employees undertaking purchasing activities must have regard for the Shire of Boyup Brook Code of Conduct Local Government Employees requirements and shall always observe the highest standards of ethics and integrity. All officers and employees must always act in an honest and professional manner which supports the community standing of the Shire.

#### 3.2. Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money.
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- all purchasing practices shall comply with relevant Acts, Regulations, and requirements consistent with the Shire of Boyup Brook policies and the Code of Conduct Local Government Employees.
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly, and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and procedures, audit requirements and relevant legislation.
- any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed; and
- any information provided by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

## **4. Value for Money**

### **4.1. Overview**

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved.

As such, purchasing decisions must be made with greater consideration than obtaining the lowest price, but also to incorporate qualitative and risk factors into the decision- making process.

### **4.2. Application**

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant total costs of ownership and benefits including transaction costs associated with acquisition, delivery, and distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance, and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications, etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers.

- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire’s boundaries to be given the opportunity to quote for providing goods and services wherever possible.

## **5. Purchasing Requirements**

### **5.1. Legislative / Regulatory Requirements**

The requirements that must be complied with, including purchasing thresholds and processes, are prescribed within the Acts, Regulations, this Policy and associated purchasing procedures in effect.

### **5.2. Purchasing Generally**

Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.5 of this Policy.

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender unless it is determined that a regulatory Tender exemption in the Act or Regulations is provided, or as stated in this Policy.

### **5.3. Purchasing Value Definition**

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST).
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply; and
- Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

### **5.4. Purchasing from Existing Contracts**

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Record Management System in the first instance before seeking to obtain quotes and tenders on its own accord.

### **5.5. Purchasing Thresholds**

The following table prescribes the purchasing process that approved purchasing officers must follow, based on the purchase value:

Purchase Value Threshold Excl GST	Purchasing Requirement
Up to \$10,000	Quotations are not required for purchases in this category. Officers are required to adhere to the overarching principles of policy objectives
Over \$10,000 and up to \$100,000	Seek at <b>least two written quotations</b> from suppliers following specified written requirements, from: <ol style="list-style-type: none"> <li>1. the open market, supporting buy local, where possible and practicable.</li> <li>2. an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>3. pre-qualified suppliers on the WALGA Preferred Supply Program or State Government CUA.</li> </ol>
Over \$100,000 and up to \$250,000	Seek at <b>least three written quotations</b> (with adequate consideration supporting buy local) from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. <p>Quotations within this threshold are to be sourced as follows, with the order of preference being from:</p> <ol style="list-style-type: none"> <li>1. the open market generally.</li> <li>2. the open market using the Shire’s online procurement portal.</li> <li>3. an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>4. a pre-qualified supplier on the WALGA Preferred Supply Program, or State Government CUA; or</li> <li>5. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government (CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</li> </ol>
Over \$250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangements as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire’s tender procedures. The procurement decision is to be based on pre-determined evaluation criteria (as determined by the Chief Executive Officer under Delegated Authority or by Council where a Delegation does not apply) that assesses all value for money considerations in accordance with the definition stated within this Policy

## 5.6. Determination of Approved Purchasing Officers / Process and Procedures

The Chief Executive Officer (CEO) is responsible for determining the employees permitted to procure goods and services under this Policy and for determining associated expenditure approval levels and the associated processes and procedures.

## 5.7. Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government.
- the purchase is from a pre-qualified supplier under a Panel established; in accordance with the Act and Regulations; and
- any of the other exclusions under Regulation 11 of the Regulations apply.

## 5.8. Inviting Tenders under the Tender Threshold (\$250,000 or less)

Where considered appropriate and beneficial, the CEO may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, and compliance requirements and whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

## 5.9. Sole Source of Supply

Where the purchasing requirement is over the value of \$10,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can show evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the relevant Executive Manager, prior to a contract being entered into.

From time to time, expression of interest may be publicly invited to effectively determine that one sole source of supply still genuinely exists.

## 5.10. Anti-Avoidance

The Shire shall not enter two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase

below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

## Emergency Purchases

“**Emergency Purchase**” is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency as provided for in the Act.

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken and purchases in these circumstances are to be facilitated by the CEO or the appointed Local Recovery Coordinator.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## 6. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire of Boyup Brook Records Management Policy and associated procedures and procurement practices.

For each procurement activity, such documents may include:

- The procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable).
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract.
- Request for Quotation/Tender documentation.
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable).
- Copies of quotes/tenders received.
- Evaluation documentation, including individual evaluators note and clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to respondents notifying of the outcome to award a contract.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

## 7. Buy Local Policy (Excluding Tenders)

As much as practicable, the Shire must:

- Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- Ensure that procurement planning addresses local business capability and local content.

- Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- Avoid bias in the design and specifications for Requests for Quotation and Tenders. All Requests must be structured to encourage local businesses to bid; and
- Provide adequate and consistent information to potential suppliers.

To this extent and for the purposes of supporting buying local, as a demonstrated benefit or contribution to the local economy, suppliers based within the boundaries of the Shire, for at least six (6) months prior to a Request for Quotation being sought are afforded the following buy local price preference, for the purposes of assessment:

- 15% for purchases up to \$100,000 (ex GST).
- A flat \$15,000 for all purchases between \$100,000 and \$150,000 (ex GST) during a State of Emergency declaration as defined in the *Emergency Management Act 2005*, section 3.
- A flat \$20,000 for all purchases between \$150,001 and \$250,000, (ex GST) during a State of Emergency declaration as defined in the *Emergency Management Act 2005*, section 3.

A regional price preference in accordance with Policy F1 is afforded for procurement by way of Tender.

## 8. Pre-Qualified Suppliers

To further support effective procurement in accordance with this Policy, Council or the CEO may under Delegated Authority approve the creation of a Panel of Pre-qualified Suppliers (Panel) under Regulation 24AC of the Regulations.

The following factors are to apply if a Panel is to be created:

- A determination is to be made that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money'.
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- The Panel will streamline and will improve procurement processes; and
- A capability and capacity exist to establish, manage the risks, and achieve the benefits expected of the proposed Panel.

## 9. Establishing a Panel

Should it be determined that a Panel would be beneficial to be created, it must be created in accordance with Part 4, Division 3 of the Regulations.

- a. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- b. Panels may be established for a minimum of two (2) years and for a maximum length of time formally determined.

- c. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.
- d. Where a Panel is to be established at least three (3) suppliers to each category will be endeavoured to be appointed, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, a category is not to be established.
- e. In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), a clear statement is to be provided to indicate the expected number of suppliers to put on the panel.
- f. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) of the Regulations when establishing the Panel.

## 10. Distributing Work amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of prequalified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether it is intended to:

- Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 12 of this policy; or
- Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- Develop a ranking system for selection to the Panel.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded based on value for money in every instance; or
- Work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) of the Regulations when establishing the Panel.

An invitation is to be sent to the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, an invitation to suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy.

When a ranking system is established, the Panel must not operate for a period exceeding 12 months.



In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

## **11. Purchasing from the Panel**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be recorded in the Shires Record Keeping System.

## **12. Recordkeeping**

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept. For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created.
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel.
- Request for Applications documentation.
- Copy of public advertisement inviting applications.
- Copies of applications received.
- Evaluation documentation, including clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs
- Approval of award documentation.
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

Itemised records of all requests for quotation, including quotations received from prequalified suppliers and contracts awarded to Panel members must be kept. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under any subsequent contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees.

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Document Control		
Previous Policy Reference	F.03	
Related Legislation	<i>Local Government Act 1995, Local Government (Functions and General) Regulations 1996, State Records Act 2000, Emergency Management Act 2005</i>	
Related Documents	State Government Common Use Arrangements	
Initial Adoption Resolution Absolute Majority Required	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G10 – DISPOSAL OF PROPERTY

### 1. Policy Intention

To improve the process and time frame involved to:

- a. Dispose of Shire of Boyup Brook (Shire) property where the market value of the property to be disposed of (which does not include land) is less than \$20,000 or where the property that is disposed of as part of the consideration for other property that the local government is acquiring for a consideration where the total value of which is not more, or worth more, than \$75,000.
- b. Dispose of abandoned vehicles.

### 2. Policy

#### 2.1. Shire Property

The disposal of Council owned property with a market value of less than \$20,000 or where the property that is disposed of as part of the consideration for other property that the local government is acquiring for a consideration where the total value of which is not more, or worth more, than \$75,000 shall be carried out in accordance with the following schedule:

Current Market Value of Property	Method of Disposal
\$501 - \$75,000 or less, per item	<ul style="list-style-type: none"> <li>• To the highest bidder at public auction; or</li> <li>• To the most acceptable tender, whether or not it is the highest tender through the public tender process; or</li> <li>• To an external party at market value.</li> </ul>
\$1 - \$500 per item	<ul style="list-style-type: none"> <li>• To the highest bidder through an internal bidding process for staff and Council Members whereby bids are sealed and placed in the Shire tender box, or</li> <li>• Property may be donated to community groups through Expressions of Interest.</li> </ul>
Nil Value	<ul style="list-style-type: none"> <li>• At the direction of the CEO</li> </ul>

- 2.1.1. Part 2.1 of this policy prescribes the method of disposal of Shire property with a market value of less than \$20,000 or where the property that is disposed of as part of the consideration for other property that the local government is acquiring for a consideration where the total value of which is not more, or worth more, than \$75,000 and the disposition of which shall be an exempt disposition pursuant to Regulation 30(3).
- 2.1.2. A written register is to be kept of all bids received and purchases made including a register of any property that is donated to local service organisations.

- 2.1.3. The disposal of property exceeding the value prescribed shall be in accordance with requirements of the *Local Government Act 1995* (the Act).

## 2.2. Abandoned Vehicles

Value of Abandoned Vehicle	Method of Disposal
Greater than \$501	At the expiry of sixty days from impounding, if not claimed – <ul style="list-style-type: none"> <li>to the highest bidder via formal offer and acceptance advertised locally;</li> <li>by public auction by a licenced auctioneer;</li> <li>by tender in accordance with the Act; or</li> <li>if unsold, by the most cost-effective means.</li> </ul>
\$1 - \$500 per item	After seven days from impounding, if the owner is unknown or after seven days from the giving a notice of impounding – <ul style="list-style-type: none"> <li>by offering the vehicle to local emergency service groups for training; or</li> <li>by offering the vehicle to local vehicle dismantlers at best value; or</li> <li>if unwanted, by the most cost-effective means.</li> </ul>

## 3. Reference

Monetary amounts referenced in this Policy are Goods and Services Tax (GST) exclusive.

Document Control		
Previous Policy Reference	F.15	
Related Legislation	<i>Local Government Act 1995 – s3.58, 3.39, 340A, 3.45 and 3.47. Local Government (Functions and General) Regulations 1996,</i>	
Related Documents	Shire of Boyup Brook Delegation of Authority Register	
Initial Adoption Resolution Absolute Majority Required	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY G11 – CITIZEN EVENT DRESS STANDARDS

### 1. Policy Intention

To encourage and outline the reasonable dress standards for persons attending Citizenship Events conducted by the Shire of Boyup Brook (Shire).

### 2. Policy

It is Policy that the dress standard for persons attending Citizenship Events conducted by the Shire is:

- smart casual attire that is appropriate to the significance and importance of the occasion, and this includes:
  - attire that celebrates the history and cultural identity that participants bring to Australia.

Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY G12 – FRAUD AND CORRUPTION CONTROL

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### 1. Policy Intention

The Shire of Boyup Brook (Shire) is committed to the prevention, detection, investigation, response and monitoring of fraud and corruption related activities. The objective of this Policy is to ensure that the Shire actively seeks to identify and limit its exposure to fraud and corruption and provide an avenue for the reporting of fraud and corruption related activities.

This Policy is consistent with, and supported by Council's legislative and policy obligations, and the Fraud and Corruption Control Strategy.

### 2. Policy

As Council is the custodian of significant public funds and assets, it is important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring, and reporting, and aims to ensure that strategies to control fraud and corruption related risks are integrated into existing and new work practices.

This Policy applies to all employees, Council Members, Committee Members, Contractors, Consultants, and other persons who perform functions on behalf of the Shire, such as Volunteers.

### 3. Definitions

#### 3.1. Fraud

**'Fraud'** is defined by Australian Standard AS8001-2021 as:

Dishonest activity causing actual or potential financial loss to any person or agency including theft of monies or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

Examples of fraud include but are not limited to:

- evasion of payments owing to the Shire.
  - false invoicing.
  - obtaining by deceit, benefits to which the recipient is not entitled such as improper reimbursement of expenses or travel allowances.
  - charging for goods or services not delivered or only part delivered.
  - false timesheet claims or misrepresenting time and work commitments.
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- theft of Council property, resources, inventory, or cash.
- theft, misuse, or wrongful use of information for financial or other gain.
- abuse of position or discretion such as accepting gifts or bribes to facilitate an outcome or gain some form of financial advantage.
- false accounting.
- credit card fraud.
- abuse of local government facilities or assets for personal use.
- disclosing confidential information for personal gain
- making false statements or altering signatures or other information and materials to mislead or misrepresent a position or hide wrongdoing; and
- destroying or removing records without approval for personal gain or to conceal fraudulent activity.

### 3.2. Corruption

**‘Corruption’** is defined by Australian Standard AS8001 – 2021 as:

Dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of ‘corruption’ can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, to secure some form of improper advantage for the entity.

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest, or fraudulent and may include:

- conflict of interest.
- failure to disclose acceptance of gifts or hospitality.
- acceptance of a bribe.
- payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver and may relate to a specific decision or action by the receiver or generally.
- release of confidential information in exchange for some form of non-financial benefit or advantage to the employee releasing the information.
- collusive tendering.
- payment or solicitation of donations for an improper political purpose.
- serious conflict of interest involving any local government employee, Council Members, Committee Member, Contractor, Consultant, and other persons who perform functions on behalf of the Shire, such as Volunteers, acting in his or her own self-interest rather than the interests of the Shire.
- serious nepotism or cronyism where the appointee is inadequately qualified to perform the role to which appointed.
- manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers.
- Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short- to long-term – an essential element rendering conduct of this type corrupt would be that it is in breach of the entity’s values, behavioural code, or gifts policy or that it was done without the appropriate transparency.
- bribing officials to secure a contract for the supply of goods or services; and

- facilitation payments – small one-off payments in cash or in kind intended to secure prompt delivery of goods or services.

## 4. Responsibilities

### 4.1. Council Members are responsible for:

- a. Effective fraud governance.
- b. Setting the strategic direction and monitoring management actions for fraud and corruption risk; and
- c. Adopting and adhering to the Fraud and Corruption Control Policy.

### 4.2. Chief Executive Officer and Executive Managers are responsible for:

- a. Maintaining a corporate governance framework, which includes policies and procedures, such as the Fraud and Corruption Control Policy and applicable Codes of Conduct to minimise Council's vulnerability to fraud and corruption.
- b. Ensuring protection of Shire staff who report suspected fraud and corruption.
- c. Providing leadership, guidance, and support to employees in preventing fraud and corruption.
- d. Identifying high fraud risk areas; and
- e. Participating in fraud and corruption risk reviews.

The Chief Executive Officer, under the *Corruption, Crime and Misconduct Act 2003* must also notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

### 4.3. Executive Managers are responsible for:

- a. Ensuring all employees adhere to the Shire of Boyup Brook Code of Conduct Local Government Employees and Fraud and Corruption Control Policy.
- b. Establishing, maintaining, and reviewing control systems to ensure the Shire's resources are protected and the risk of fraud or corruption occurring is minimised.
- c. Setting up effective internal controls to detect fraudulent and corrupt activities, and regularly reviewing these controls.
- d. Establishing adequate segregation of duties for all functions where the potential for fraud or corruption risk has been assessed as high.
- e. Reinforcing the requirement for all staff to not engage in corrupt conduct, fraudulent activities, or maladministration; and



- f. Encouraging the reporting of any suspected fraud, corrupt conduct, or maladministration.

#### **4.4. Employees are responsible for:**

- a. Contributing to preventing fraud and corruption by following the Shire of Boyup Brook Code of Conduct Local Government Employees, complying with controls, policies, and processes, and resisting opportunities to engage in fraudulent or corrupt behaviour.
- b. Acting appropriately when using official resources and handling and using public funds, whether they are involved with cash or payment systems, receipts or dealing with suppliers.
- c. Being alert to the possibility that unusual events or transactions could be indicators of fraud or corruption.
- d. Reporting details immediately if they suspect that a fraudulent or corrupt act has been committed or see any suspicious acts or events; and
- e. Co-operating fully with whoever is conducting internal checks, reviews, or investigations into possible acts of fraud or corruption.

#### **4.5. Contractors, Consultant, Volunteers, and any other person who perform public official functions on behalf of Council are responsible for:**

- a. Supporting the Shire's commitment to preventing fraud and corruption through reporting suspicious behaviour; and
- b. Complying with Council policies and refraining from engaging in fraudulent and corrupt conduct.

### **5. Detecting, Reporting and Responding to Fraud and Corruption.**

Strategies used to detect fraud and corruption include audits, internal reviews, and reports of suspected breaches. Any person who has reason to believe that a Council Member, Committee Member, or an employee of the Shire has committed a breach of any adopted Code of Conduct (including engaging in fraud or corruption), may complain about the breach to the Shire's designated complaints officer.

Disclosures being made about fraud, corruption or other improper conduct can be done so in accordance with Policy G6 – Public Interest Disclosure.

Alternatively, reports of fraud or corruption can be made directly to external parties, such as the Office of the Auditor General, Corruption and Crime Commission, Public Sector Commission and Western Australian Police Force.

Any instances of detected or reported fraud or corruption will be investigated.

## 6. Fraud and Corruption Control Strategy

The Fraud and Corruption Control Strategy has been developed to assist the Shire to meet the objectives of this Policy, and aims to:

- reduce the potential for fraud and corruption within and against the Shire.
- create a culture which seeks to prevent fraud and corruption.
- dedicate resources to the prevention of fraud and corruption.
- implement processes to manage fraud and corruption through risk management practices; and
- provide guidance regarding how to manage suspected instances of fraud or corruption.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Corruption, Crime and Misconduct Act 2003</i> <i>Public Interest Disclosure Act 2003</i> <i>AS 8001 - 2021 Fraud and Corruption Control</i> <i>AS 8003 - 2003 Good Governance Principals</i>	
Related Documents	Policy G6 - Public Interest Disclosure Policy G7 – Risk Management Shire of Boyup Brook Code of Conduct Local Government Employees	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G13 – COMMUNITY ENGAGEMENT

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### 1. Policy Intention

To ensure that Shire of Boyup Brook (Shire) community engagement is meaningful, consistent across the entire organisation and undertaken in accordance with industry best practice.

This Policy outlines minimum standards and requirements to ensure that:

- a. Community members and other stakeholders are influential and involved in decision-making that affects their lives and/or business operations.
- b. Community engagement is inclusive; and
- c. Community members and other stakeholders feel their input has been considered and appropriately reflected in the decisions made and actions taken.

The Shire is committed to establishing a co-working relationship whereby the community, other stakeholders and the Shire collaborate to build resilient communities and places. The Shire is committed to achieving transparency and accountability in our engagement endeavours to improve community trust especially in the perception that the Shire, its Council Members and staff, always act in the best interest of the community.

### 2. Policy Scope

The policy applies to Shire Council Members, staff and all consultants and contractors acting on the Shire's behalf.

### 3. Definitions

**Community engagement** - Any undertaking by the Shire, its contractors, and consultants, to work across organisations, stakeholders, and communities to shape decisions or actions in relation to a problem, opportunity, or outcome. (Adapted definition of the International Association for Public Participation).

**Community** - An individual or business, group, association, committee representative or otherwise, residing, working, or operating in the Shire of Boyup Brook local government district.

**Stakeholder** - An individual, business, group, association, committee, not-for-profit organisation, government entity or otherwise, with an interest, concern, or association with, or that may be affected by a decision, action, project, or service within the Shire of Boyup Brook local government district or wider Southwest Region. Community is a sub-set of "Stakeholder".

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## 4. Policy Statement

This Policy is separated into the following categories:

- a. Introduction
- b. How the Shire of Boyup Brook will engage
- c. When the Shire of Boyup Brook will engage.
- d. How long the Shire of Boyup Brook will engage.
- e. Roles of Council Members, Staff and Stakeholders.

### 4.1. Introduction

The Shire is committed to ensuring:

- community engagement is a strategic consideration that guides Shire decision making.
- community engagement is undertaken in accordance with the International Association for Public Participation (IAP2) standards and framework.
- community engagement is built into work practices and remains an integral part of operations.
- staff are equipped with the skills and knowledge to undertake engagement in line with best practice and work to ensure continual improvement.
- consultants and contractors undertaking community engagement on the Shire's behalf are adequately qualified and experienced; and
- appropriate funds and capacity are availed for community engagement.

The Shire, its consultants, or contractors, will ensure:

- community engagement is a cornerstone of all Shire undertakings and commences as early in the life of the undertaking as practicable.
- all stakeholders with an interest, association, or concern in the topic of engagement are fairly and equally informed about and provided with an opportunity to influence the matters that affect/are of importance to them.
- the purpose and aim of the engagement are well communicated.
- the Shire's role and that of other participants in the engagement process is explained.
- the limitations or parameters within which the decision is being made and the level of influence that the stakeholder has in the decision-making process, are communicated.
- stakeholders are provided with sufficient information to enable them to provide informed input.
- communication materials are easy to understand, written in plain English i.e. using simpler and more direct language.
- due consideration is given to commercially sensitive or personal information, and that the provision of information complies with privacy legislation and record keeping requirements.
- community engagement is inclusive, accessible and it is easy for stakeholders to provide comment.

- sufficient time is allowed for stakeholder responses.
- all comments received are duly considered by decision-makers and appropriately reflected in decisions made or actions taken.
- all respondents are informed of the outcome of the engagement and how their input affected the decisions made or actions taken.
- decision-makers are receptive and responsive to alternative or opposing views and ideas.
- all reasonable attempts are made to resolve conflicts and reach acceptable solutions; and
- sufficient time is allowed to debate and investigate unanticipated and consequential issues.

All community engagement will be communicated on the Shire website, Shire Media Platforms, Boyup Brook Gazette, Notice Board at the Administration Building and Notice Board at the Community Resource Centre. All personal details will be redacted.

#### **4.2. How the Shire of Boyup Brook will Engage**

Unless specified by legislation the Shire will engage with the community on:

- the Shire website.
- Shire Social Media Platforms.
- Boyup Brook Gazette.
- Notice Board at the Administration Building.
- Notice Board at the Community Resource Centre.

#### **4.3. When the Shire of Boyup Brook will Engage**

The Shire will engage with stakeholders when new plans, strategies, projects and/or services are initiated or existing plans, strategies, projects and/or services are revised, where appropriate and especially where the decision being made or action being taken impacts stakeholders.

The Shire will also engage when required under legislative requirements, particularly the *Local Government Act 1995* (the Act) as it pertains to participation, consultation, and engagement.

This commitment affects relationship building, community development, planning and building obligations, capacity building, community action, project management, behaviour change, research and furthering the achievements of partnerships.

There are instances where community engagement may not occur. These include but are not limited to:

- a final decision having already been made by Council or another agency – however every effort will be made to engage prior to decision-making.
- Council not having the jurisdiction to influence a decision being made by another agency/organisation/party etc.
- insufficient time due to legislative or legal constraints.
- Ministerial exemptions; and

- health, safety, and wellbeing concerns in which the Shire may need to respond quickly e.g. emergency situations.

The Shire will endeavour to avoid conducting any community engagement after the last Ordinary Council Meeting of the year (December) until at least mid-January the following year, recognising that in some instances this may be unavoidable such as where required by legislation. In these circumstances and where appropriate, the Shire will endeavour to extend the response period.

#### **4.4. How long the Shire of Boyup Brook will Engage**

Unless specified by legislation or in an emergency the minimum period the community will be engaged will be thirty calendar days.

#### **4.5. Roles of Council Members, Staff and Stakeholders**

##### **Council Members:**

- have the responsibility to encourage active community member participation in community engagement activities.
- listen to, understand, and consider stakeholder input, allowing the input to influence the decisions made or actions taken; and
- be advocates of the community based on sound engagement outcomes.

##### **Chief Executive Officer:**

- drive Shire officers to embrace best practice community engagement as a core element of Shire culture; and
- ensure Council adequately resources the commitment to best practice community engagement.

##### **Executive Managers:**

- lead sections to adopt best practice community engagement by ensuring:
  - the Shire's commitment to meaningful community engagement remains at the forefront of all officers' frame of reference.
  - Officers adopt and adhere to the IAP2 Core Values and Code of Ethics; and
  - Officers adopt and maintain a positive attitude toward meaningful community engagement.
- be supportive and encourage sufficient allocation of resources to community engagement processes.

##### **Shire Officers:**

- adopt and adhere to the IAP2 Core Values and Code of Ethics.
- must appropriately allocate funds and capacity to undertake effective community engagement including the development of Community Engagement Plans for each undertaking.
- apply the IAP2 Quality Assurance Standard to all engagement processes.
- ensure that engagement processes result in outcomes influencing decision or action.
- empower (see IAP2 spectrum) stakeholders wherever possible in engagement processes, so as not to disempower community energy or activation.
- provide feedback to participants; and

- commit to continually improve the Shire’s community engagement efforts.

**Stakeholders:**

- ensure contact details are kept up to date with the Shire.
- participate actively, openly, and positively in engagement processes; and
- collaborate with the Shire to ensure continual improvement of engagement practices.

Document Control		
Previous Policy Reference	O.14	
Related Legislation	<i>Local Government Act 1995</i> <i>Local Planning Scheme</i> <i>Planning and Development Act 2005</i>	
Related Documents	Shire of Boyup Brook Strategic Community Plan IAP2 Core Values and Code of Ethics	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G14 – ACCESS AND INCLUSION

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### 1. Policy

The Access & Inclusion Plan (hereafter referred to as 'the Plan'), endorsed by 21 June 2018, is crafted in alignment with the *Disability Services Act 1993* (WA). It equips the Shire's governing Council with the necessary strategies to advance and advocate for accessibility and inclusion. The Plan lays out a strategic direction and framework for addressing long-term planning needs.

### 2. Implementation

The execution of the Access & Inclusion Plan is not only a legislative mandate from the Department of Communities but also a commitment by the Shire to foster a community that welcomes everyone, including individuals with disabilities.

This commitment underscores the Shire's dedication to providing services that cater to diverse needs and expectations, ensuring equitable access for all community members, irrespective of race, heritage, gender, belief, nationality, family background, age, disability, or sexuality.

The Plan meticulously outlines the wide array of community members who might face obstacles to accessing services and participating fully in community life.

### 3. Requirements

The Access and Inclusion Policy and Plan are developed in compliance with the *Disability Services Act 1993* (WA), which mandates local government bodies to craft and execute Access & Inclusion Plans.

In adherence to the Act, the Shire is obligated to:

- Develop a Plan that satisfies the seven Standards (or Outcomes) listed in Schedule 2 of the *Disability Services Regulations 2004*.
  - Submit the current Plan to the Department of Communities for review.
  - Employ all feasible measures to guarantee the Plan's implementation by the Shire, including its officers, employees, and relevant agents and contractors, as well as Elected Members and volunteers.
  - Conduct a review of the Plan at minimum every five years.
  - Engage in public consultations as outlined in the regulations, during the preparation, review, or amendment of the Plan.
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Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Disability Services Act 1993 (WA), National Standards for Disability Services, Commonwealth Community Standards, and Shire of Boyup Brook Access and Inclusion Plan</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY G15 – STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

### Division 1 – Preliminary provisions

#### 1. Citation

These are the Shire of Boyup Brook Standards for CEO Recruitment, Performance and Termination.

#### 2. Terms used

(1) In these standards –

**Act** means *Local Government Act 1995*

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Boyup Brook;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

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## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEO's.

### 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

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- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## 8. Establishment of selection panel for employment of CEO

- (1) In this clause —

***independent person*** means a person other than any of the following —

- (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
- (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## 9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

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- (4) The selection panel must act under subclauses (1), (2) and (3) —
    - (a) in an impartial and transparent manner; and
    - (b) in accordance with the principles set out in section 5.40 of the Act.
  - (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
    - (a) assessed the applicant as having demonstrated that the applicant’s knowledge, experience, qualifications and skills meet the selection criteria; and
    - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
    - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant’s character, work history, skills, performance and any other claims made by the applicant.
  - (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause

#### **10. Application of cl.5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process

#### **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
  - (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.
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## 12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

## 13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

***commencement day*** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

## 14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process

## 15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEO's

## 16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

## 17. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

## 18. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 17, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO, how the local government proposes to address and manage those issues.

### Division 4 — Standards for termination of employment of CEO's

## 19. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEO's.

## 20. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations

## **21. Additional principles applying to termination for performance – related reason**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

## **22. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **23. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
  - (2) The notice must set out the local government's reasons for terminating the employment of the CEO.
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Document Control		
Previous Policy Reference	Currently a stand alone document	
Related Legislation	<i>Local Government Act 1995</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## PART 3 – CORPORATE AND COMMUNITY



### POLICY C1 – CUSTOMER SERVICE CHARTER

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#### 1. Policy Intention

To outline the Customer Service Charter that defines our commitment to customer service excellence. It establishes a set of standards that outline the level of service you can expect from us, and equally what you can do to assist us to achieve these standards.

#### 2. Policy

##### 2.1. Who are our customers?

Any person or organisation who has dealings with the Shire of Boyup Brook (Shire).

##### 2.2. Our Commitment

- a. guided by our corporate values:
  - i. **Proactive** – We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.
  - ii. **Leadership & Teamwork** - We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.
  - iii. **Accountability & Integrity** - We are respectful, open, transparent, honest and inclusive in our dealings with the Community.
  - iv. **Commitment** - We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.
  - v. **Engaging Community** - Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes.
- b. innovative and accessible.
- c. efficient and responsive; and
- d. delivered by skilled, motivated, and professional staff.

We also commit to

- a. treating you individually and in a timely manner.
  - b. providing you with accurate, concise, and relevant information.
  - c. respecting and protecting your personal information; and
  - d. implementing a program of continuous improvement in service delivery.
-

## 2.3. Our Service Standard

### 2.3.1. In Person

We aim to resolve face-to-face enquiries immediately; when this is not possible, we will phone or write to you with a response. We will also:

- provide a professional, polite, and respectful service
- clearly identify ourselves verbally or using a name badge; and
- be well presented.

### 2.3.2. On the Telephone

We will answer calls promptly and aim to resolve enquiries immediately. When your enquiry needs specialist attention, we will endeavour not to transfer your call more than once. We will also:

- introduce ourselves using our name and our business unit name.
- take personal ownership of your enquiry.
- closely monitor the amount of time you are on hold and advise you of any delays; and
- respond to all messages within three business days.

### 2.3.3. In Writing (including email)

For routine enquiries we will resolve them within ten working days. For technical enquiries that cannot be resolved within ten days we will contact you to advise when we expect to have a resolution. We will also:

- acknowledge your enquiry within three working days in writing.
- acknowledge all emails sent to [shire@boyuprbook.wa.gov.au](mailto:shire@boyuprbook.wa.gov.au) with a delivery notification; and
- write to you in a clear, concise language that is easy to understand.

Note: Service standards do not apply to unsolicited mail, sales, or promotional material.

## 2.4. Access and Inclusion

The Shire will provide the following services for customers who have difficulty accessing the Shire due to a disability or where English is a second language.

- a. AUSLAN interpreters and language translators. Please advise us at the time of your enquiry should you require these services.
- b. National Relay Service at no charge on 133 677 for TTY users, for speak & listen users 1300 555 727 or visit [www.relayservice.com.au](http://www.relayservice.com.au).
- c. Public documents in alternative formats. Please contact 9765 1200 or email [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au) with your specific request and contact details.

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Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## **POLICY C2 – ANNUAL CLOSURE OF THE SHIRE OF BOYUP BROOK ADMINISTRATION OFFICE AND DEPOT**

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### **1. Policy Intention**

To confirm Council's support for the annual closure of the Shire of Boyup Brook (Shire) Administration Office and Depot over the Christmas – New Year period.

### **2. Policy**

#### **2.1. Shire Administration Office**

The Shire Administration Office will close annually between Christmas Day and New Year's Day.

The Administration Office will close from close of business on the last working day before Christmas, and re-open on the first working day following New Year's Day public service holiday.

#### **2.2. Depot**

The Depot will be closed annually 2 days before Christmas and reopen the day following New Year's Day public service holiday, subject to

- a. A minimum crew of two staff working over the closure period, apart from public holidays)

### **3. Leave Requirements**

A staff member will be required to apply for leave for the closure period, and will be permitted to use the following types of leave:

- a. Annual Leave
- b. Accumulated Rostered Days Off, a maximum of three rostered days off may be accumulated at any one time.
- c. Executive Time Off:
  - i. Executive Managers to be approved by the CEO; and
  - ii. CEO to be approved by the Shire President.

### **4. Public Notification**

To ensure the community are aware of the closure:

- advertising shall be published in the local Gazette in the October and November editions each year.
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- notice is to be placed at the Community Resource Centre notice board and the Shire Administration Office Notice board once published, as above.

Document Control		
Previous Policy Reference	A.10	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C3 – RECORDS MANAGEMENT

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### 1. Policy Intention

To ensure that records of all activities and decisions of Council are created, accessed, managed, and retained or disposed of appropriately, and in accordance with relevant legislation.

### 2. Policy

The Shire of Boyup Brook (Shire) is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel and contractors are to be managed in accordance with the Shire's Approved Record Keeping Plan, this Policy, and the associated Procedure Manual.

#### 2.1. Ownership

The Shire's records are a government owned asset. The records created during the course of business belong to the Shire by virtue of their possession, not to the individuals who created such records during their time as a public officer or Council Member at the Shire. Officers or Council Members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of such records is vested in the Shire.

##### 2.1.1. Creation

It is the responsibility of all staff, contractors, and Council Members to ensure that full and accurate records are created of the Shire's business, operational and administrative activities in accordance with legislative requirements.

##### 2.1.2. Capture and Control of Records

All records created and received in the course of Shire business are to be captured at the point of creation, with required metadata into appropriate record keeping and business systems, which are managed in accordance with sound record keeping principles.

##### 2.1.3. Security and Protection of Records

All records to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access, or destruction, and kept in accordance with necessary retrieval, preservation, and storage requirements.

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#### 2.1.4. Access to Records

Access to the Shire's records by individual staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the Shire's records by Council Members will be through the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*.

#### 2.1.5. Appraisal, Retention and Disposal of Records

Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office, and following authorisation from the Records Manager and the Chief Executive Officer.

#### 2.1.6. Council Member Records

Council Members records must be created and kept which properly and adequately record the performance of the Council Members functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Council Member which constitute evidence affecting the accountability of Council and the discharge of its business. Electioneering (or party-political information) and personal records which are not related to a Council Members official duty are exempt. Any correspondence received as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system.

#### 2.1.7. All staff Including Contractors

All staff are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

### 2.2. Definitions

**'Record'** - A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

- anything on which there is writing or Braille.
- a map, plan, diagram, or graph.
- a drawing, pictorial, graphic work, or photograph.
- anything on which there are figures, marks, perforations or symbols, having a meaning for persons qualified to interpret them.



- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and/or
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Records may be categorised as:

- **‘Ephemeral Records’** are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential, or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.
- **‘Significant Records’** contain information which is of administrative, legal, fiscal, evidential, or historical value and are not recorded elsewhere on the Public Record. They may describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Note:

Distinguishing between significant and ephemeral records is a matter of judgement and the above definitions can only act as a guide. Reference to “Records” in this document should read as relating to significant public records unless otherwise stated.

- **‘Vital Records’** are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are absolutely essential for the Shire’s reconstruction in the event of a disaster.
  - **‘Non Records’** are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire’s activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a public directory, or a training manual of a third party; or
  - **‘Records Disposal’** is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with the “General Disposal Schedule for Local Government Records”.
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Document Control		
Previous Policy Reference	A.13	
Related Legislation	<i>State Records Act 2000,  Evidence Act 1906,  Limitation Act 1935,  Freedom of Information 1992,  Local Government Act 1995,  Financial Administrative &amp; Audit Act 1985,  Criminal Code 1913 (Section 85),  Electronic Transactions Act 2000,  Privacy Act 1988</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C4 – INFORMATION SERVICES

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### 1. Policy Intention

This policy outlines the conditions governing the use of all Information Services facilities provided by the Shire of Boyup Brook (Shire). The policy applies to Council Members, staff and to others to whom access to Information Services will be provided.

### 2. Policy

#### 2.1. General Use

- 2.1.1. The Shire reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 2.1.2. The Shire has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage to ensure compliance with this Policy.
- 2.1.3. Any facilities provided to users are for the business purposes of the Shire. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business-related purposes.
- 2.1.4. The Shire supports only those facilities which it provides for business purposes. Hardware, software, operating systems, and networking protocols not in use at, or provided and approved by the CEO or Executive Manager Corporate and Community Services, are not supported.

#### 2.2. Storage

- 2.2.1. All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Electronic Document Management System (EDMS). This is consistent with the legislative requirements of the *State Records Act 2000*.
  - 2.2.2. E-mails and faxes sent and received, and of corporate nature, must be captured and stored in the EDMS. This is consistent with the legislative requirements of the *State Records Act 2000*.
  - 2.2.3. Hard copy documents must be scanned and registered into the EDMS immediately upon receipt.
  - 2.2.4. Corporate documents must not be stored on desktop computers, or on portable media or uploaded to personal cloud storage platforms (e.g. Dropbox, OneDrive).
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2.2.5. Users will be responsible for any loss of data stored on local drives or on portable media.

2.2.6. Duplication of data is to be avoided. Any documents stored in the EDMS should not be stored elsewhere unless access to EDMS is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

### **2.3. Installing Unauthorised Software or Files**

2.3.1. Users must not purchase, install, copy, or use any software without prior written approval from the CEO or Executive Manager Corporate and Community Services.

2.3.2. The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on the Shire system.

### **2.4. Access to Computer Facilities**

2.4.1. Users may use only those facilities to which they have been properly authorised to use by the relevant Executive Manager or CEO. Authorisation must be provided to Information Services Consultant in writing before access is provided and/or modified.

2.4.2. Users may not use any of the facilities provided by the Shire in such a way as to reflect poorly upon the Shire either in part or as a whole.

2.4.3. Users may not use any of the facilities provided to them by the Shire in such a way as to achieve personal gain or to earn income external to their employment at the Shire.

2.4.4. Where the use of any Information Services facility is governed by a password, the password must not be inappropriately divulged to any other person.

2.4.5. Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the relevant Executive Manager or CEO.

2.4.6. Any wilful damage sustained to IT equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment because of neglect may result in the costs of repair or replacement being sought from the user of the equipment.

2.4.7. Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire will not be responsible for any excessive costs incurred.

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## 2.5. Security

- 2.5.1. Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use or is stored on a shared medium for which they have been granted access.
- 2.5.2. Users must not attempt to rename, delete, or modify the data of another user without prior authorisation, except in the following circumstances:
  - 2.5.2.1. For data or files stored on a shared network facility or transferred in/out via a shared network facility.
  - 2.5.2.2. Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 2.5.3. Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to Information Services Consultant and Executive Manager Corporate and Community Services.
- 2.5.4. Users are encouraged to log out of their workstations when they are not in use. An auto-locking should be in place that locks computers if not used for more than 15 minutes.
- 2.5.5. Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by Information Services Consultant or Executive Manager Corporate and Community Services.
- 2.5.6. Users must report to the Executive Manager Corporate and Community Services, without delay, any breaches (either real or perceived) of security.
- 2.5.7. Users must take every reasonable precaution to ensure that their passwords, accounts, software, and data are adequately protected. The password should also meet complexity requirements and never be stored in plain text. A password manager should be used for this purpose (e.g. KeePass).
- 2.5.8. Users will be responsible for protecting company information from external threats by remaining vigilant and maintaining good cyber security awareness practice.

## 2.6. Voice Mail

- 2.6.1. Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible telephones should be diverted to another officer.
  - 2.6.2. The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff are on leave.
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- 2.6.3. Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

## **2.7. IT Support**

- 2.7.1. Requests for new systems will be formal and such requests will be treated in order of priority or in accordance with a directive from the Chief Executive Officer.
- 2.7.2. Information Services Consultant has an Electronic Helpdesk system which users should use to report problems or requests to Information Services. This system allows Information Services Consultant to attend to service calls in a fair sequence and by level of priority.

## **2.8. Internet and E-mail**

- 2.8.1. E-mail users must delete any unnecessary messages promptly and manage their e-mail files wisely to ensure compliance with limits that are set on mailbox sizes; therefore, users should make sure e-mails are registered into the EDMS.
- 2.8.2. When commencing leave, staff should utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence or set an out of office message.
- 2.8.3. Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

## **2.9. What is Acceptable Use in regard to Internet and E-mail?**

- 2.9.1. Subject to the balance of this policy, employees may use the Internet access provided by the Shire for:
- 2.9.1.1. Work-related purposes.
  - 2.9.1.2. Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Boyup Brook email address in the from: or Reply To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Shire.
  - 2.9.1.3. Accessing the World Wide Web for limited personal purposes, provided in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues.
  - 2.9.1.4. Utilising any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Executive Manager Corporate and Community Services or the CEO.
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2.9.2. E-mail messages of a corporate nature that leave the Shire destined for an external organisation are public records and must be captured in the EDMS. Any corporate e-mail messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the EDMS themselves such messages should be forwarded to Records staff to facilitate this legislative (*State Records Act 2000*) requirement.

## **2.10. What is Not Acceptable Use in regard to Internet and E-mail?**

2.10.1. Except during an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for:

- 2.10.1.1. Personal commercial purposes.
  - 2.10.1.2. Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group.
  - 2.10.1.3. Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chainmail, spam, harassing colleagues or knowingly sending or forwarding virus-infected emails.
  - 2.10.1.4. Disseminating confidential information of the Shire.
  - 2.10.1.5. Any illegal purpose.
  - 2.10.1.6. Knowingly causing interference with or disruption to any network, information service, equipment, or any user thereof.
  - 2.10.1.7. Disseminating personal contact information of officers or employees of the Shire without their consent.
  - 2.10.1.8. Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
  - 2.10.1.9. The use of real-time messaging services such as ICQ, MSN, Yahoo, or similar programs.
  - 2.10.1.10. Web sites including but not limited to those of the following nature:
    - Adult Entertainment.
    - Pornography; and
    - Chat Rooms / Channels
  - 2.10.1.11. Reference the Shire of Boyup Brook Code of Conduct Local Government Employees for information relating to accessing and using social media.
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Document Control		
Previous Policy Reference	A.14	
Related Legislation	<i>State Records Act 2000</i>	
Related Documents	Shire of Boyup Brook Code of Conduct Local Government Employees	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C5 – CLOSED CIRCUIT TELEVISION (CCTV)

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### 1. Policy Intention

To outline a position on the operation of Shire of Boyup Brook (Shire) owned Closed Circuit Television (CCTV) systems and equipment.

This Policy applies to any Shire owned fixed CCTV systems and any mobile CCTV trailers. It does not apply to the operation and use of Body Worn Cameras and/or any vehicle dash mounted camera systems.

This Policy should be read in conjunction with any associated internal CCTV Procedures and/or Guidelines, approved by the Chief Executive Officer.

### 2. Policy

#### 2.1. Objectives

The general objective of CCTV systems is to:

- enhance safety by assisting in the prevention of crime by acting as a deterrent to potential offenders.
- assist with the identification of crime and/or inappropriate behaviour and support evidence gathering for prosecuting authorities.
- support security at remote locations or sites that are not staffed outside of normal business hours; and
- to contribute to an integrated multi-agency approach to crime prevention and community safety.

#### 2.2. Partnership Approach

A partnership approach with the Western Australia Police Force (WAPF) is supported to consider future fixed CCTV system needs within the district and to support monitoring of existing and new fixed CCTV systems within local Police stations.

WAPF are involved in the broad decision-making process for future fixed CCTV system in the district.

WAPF also contribute to the decision-making process for the deployment of mobile CCTV trailers, where required in the local Police district, subject to the Shire's own operational needs not being compromised.

Formal arrangements to document the partnership approach with WAPF will be through Memorandums of Understandings (MOU)

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### **2.3. Assessment of Fixed CCTV System Requests**

New fixed CCTV systems on Shire or private land in the district will be considered where community need is formally identified and substantiated or for operational purposes, where funding is available through budget or via grants for equipment and installation, and through budget for ongoing operational costs.

All requests for the installation of fixed CCTV systems will be assessed via a formal Needs Assessment Matrix. Where fixed Shire CCTV is to be installed on private land, documented arrangements by MOU will be applied.

### **2.4. General Principles**

Fixed CCTV systems and any mobile CCTV will not be used to intentionally monitor adjacent or nearby premises or buildings, although it is acknowledged that data captured may generally include some exterior vision of other land. Reasonable advisory signage is to be displayed in the vicinity of fixed CCTV systems to ensure public awareness.

Advisory signage is not required where covert or mobile CCTV are in use.

### **2.5. Registering Fixed CCTV Systems**

Registering fixed CCTV systems located in the public domain through the Office of Crime Prevention is supported, as location information is automatically provided to the WAFP to assist in investigations.

### **2.6. Release of CCTV**

CCTV recordings or images captured by fixed CCTV systems or mobile CCTV trailers will be released to WAPF or the Australian Federal Police on written request or as otherwise required by written law.

The release of CCTV recordings or images captured on any fixed CCTV system or mobile CCTV trailer to any other person or entity is generally not supported and is at the absolute discretion of the CEO or delegate and in accordance with Privacy Principles outlined in Schedule 1 of the *Privacy Act 1988*.

Copies of any released recording and images will be retained for record keeping purposes as required by the *State Records Act 2000*. The request to release CCTV recordings and images is dependent on time frames for retaining captured data.

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Document Control		
Previous Policy Reference	A.19	
Related Legislation	<i>Privacy Act 1988,</i> <i>Surveillance Devices Act 1998</i>	
Related Documents	CCTV Technical Advice and Western Australian CCTV Guidelines - Office of Crime Prevention	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C6 – WORK HEALTH AND SAFETY

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### 1. Policy Intention

The Shire of Boyup Brook is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors, and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

### 2. Policy

The responsibility for managing health and safety ultimately rests with the Chief Executive Officer (**CEO**) as the person in control of the business or undertaking (PCBU), and together with other management personnel.

**Workers** also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2022*, the *Work Health and Safety Regulation 2023*, *codes of practice* and other safety guidance material.

#### **Management will:**

- Ensure the business complies with all legislation relating to Workplace Health and Safety.
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable.
- Provide information, instruction, and training to enable all workers to work safely.
- Provide competent Supervision of workers to ensure work activities are performed safely.
- Implement strategies to Ensure all workers are fit to carry out their role in the job safely and competently (***Fitness for work***)
- Consult with and involve workers on matters relating to health, safety, and wellbeing.
- Provide appropriate safety equipment and personal protective equipment (PPE).
- Provide resources for first aid treatment.
- Provide a suitable injury management and return to work program.

#### **Workers will:**

- Take reasonable care for their own health and safety and that of others.
  - Report fit for work.
  - Follow safe work procedures, instructions, and rules.
  - Participate in safety training.
  - Report health and safety hazards.
  - Report all injuries and incidents.
  - Use safety equipment and personal protective equipment as instructed.
-

The goal of the Boyup Brook Shire is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation, and commitment of everyone in the workplace.

Document Control		
Previous Policy Reference	A.16	
Related Legislation	<i>Work Health and Safety Act 2022</i> <i>Work Health and Safety Regulations 2023</i>	
Related Documents	Procedure manual to be prepared.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C7 – EQUAL EMPLOYMENT OPPORTUNITY

### 1. Policy Intention

To ensure the workplace is free of discrimination and harassment. Council is dedicated to providing a harmonious and safe working environment and encourages good working relationships between all employees. All recruitment, selection and employment decisions will be based on the individual merit of applicants and employees.

### 2. Policy

The Shire of Boyup Brook (Shire) considers discrimination to be a serious issue and the aim of this policy is to highlight to employees the types of conduct deemed discriminatory and to explain what is meant by discrimination to assist in creating a harmonious work environment.

This means that the Shire will endeavour to ensure:

- job and career progression will be based on performance and potential to perform effectively.
- the workplace is free from any form of discrimination, bullying, sexual harassment, and racial harassment.
- the philosophy and principles of Equal Employment Opportunity (EEO) will apply at all levels of the organisation, including any persons visiting/working on the Shire premises.
- employees with supervisory responsibility at all levels receive compulsory training in EEO awareness.
- employees receive regular EEO awareness training; and
- Human Resources will be available as a point of contact for anyone who wishes to raise any issues regarding EEO and will be treated/held in the strictest confidence.

The following instructions have been designed to comply with:

- the Shire of Boyup Brook Code of Conduct Local Government Employees.
- applicable Management Practices; and
- the relevant state and federal legislation, as detailed.

#### 2.1. Roles and Responsibilities

It is the responsibility of all employees to report any kind of harassment or discrimination to their Manager/Supervisor or Human Resources.

All parties involved are to act professionally, maintain confidentiality and respect the privacy of employees who report harassment or discrimination.

##### Employers/Managers/Supervisors

Legal responsibility rests with the Shire to take all reasonable steps to promote and protect a non-discriminatory and harassment free work environment for all current

and prospective employees. The Shire's management and supervisors must therefore make it a part of their duties to ensure that all staff in their care are treated within EEO guidelines.

### Employees

Whilst it is the responsibility of management and supervisors to ensure proper standards of conduct are always maintained in the workplace, the Shire is of the view that these standards cannot be successfully achieved unless employees at all levels cooperate by refusing to condone or participate in behaviour which may harass other employees.

These instructions have been designed with the aim of informing all employees of:

- conduct constituting harassment and discrimination; and
- action that should be taken to prevent harassment and discrimination.

The Complaint Handling Procedure below takes into consideration the sensitive nature of harassment, the need for confidentiality and the protection of the rights and reputation of both parties.

## **2.2. What the Law States**

The law attempts to ensure equal employment opportunity in the following ways:

- prohibiting individual acts of discrimination on the basis of irrelevant characteristics by eliminating existing discrimination. For example, it is unlawful for an employer to refuse to promote an employee because she is female. This is dealt with in antidiscrimination legislation; and
- requiring employers to take affirmative action to overcome the effects of past discrimination against women and minority groups. This is required under the *Equal Opportunity for Women in the Workplace Act 1999*

## **2.3. Anti-Discrimination**

The Shire aims to create an environment free from all forms of discrimination, including but not limited to:

Gender history	Race	Age
Religious conviction	Pregnancy	Family status
Impairment	Trade union activity or inactivity	Gender
Marital status	Family responsibility	Sexual orientation
Political conviction	Spent conviction	

These instructions aim to identify the different types of discrimination and the procedures to follow if you believe you are a victim of discrimination.

## **2.4. What is Discrimination?**

Discrimination is essentially any practice that makes distinctions between individuals or groups of individuals on unlawful grounds to treat some less favourably than others.

It can take two forms:

- direct discrimination – treating someone less favourably than another because of a characteristic, which applies or is assumed to apply, to a group to which that person belongs; or
- indirect discrimination – comes from a policy, procedure, rule, or practice which appears to treat everyone equally, but which has the effect of disadvantaging individuals or groups.

## **2.5. Equal Opportunity in the Workplace**

The Shire aims to ensure that minority groups in our organisation are given freedom and equality in the workplace. This involves:

- taking steps to identify and overcome discrimination; and
- reviewing our human resources policies and practices to ensure they provide adequate support for the career progression of women and minority groups.

## **2.6. Harassment**

The Shire is committed to providing a workplace where ethical and professional standards of behaviour are maintained. Harassment of any nature is considered to be unacceptable behaviour and will not be tolerated.

These administrative instructions aim to identify the different types of harassment and the processes to follow if you believe you are a victim of harassment of any kind.

### General Principles

Harassment is an unacceptable form of behaviour that will not be tolerated under any circumstances.

Everyone needs to work in an environment where they are free from harassment.

Disciplinary action will be taken against anyone found to be guilty of harassing a coworker.

## **2.7. What is Harassment?**

Harassment comes in many forms including sexual, racial, and bullying. It can be identified as physical, verbal, written or otherwise indicated. It is anything that is inappropriate unwanted behaviour towards another person. Parties to harassment can be anyone that comes in contact with the Shire.

It is important to recognise behaviour that may be acceptable and inoffensive to one person can be unacceptable and deeply offensive and intimidating to another. Unintentional or misinterpreted behaviour may cause feelings of harassment.

## **2.8. Sexual Harassment**

What the Law States:

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### Federal Law

Sexual harassment is a type of sex discrimination. Sexual harassment is any unwanted or unwelcome sexual behaviour, which makes a person feel offended or humiliated and that reaction is reasonable in the circumstances. It has nothing to do with mutual attraction or friendship.

### State Law

The behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct, they will be disadvantaged (for example dismissed, demoted, or denied benefits).

### Definition of Sexual Harassment

Sexual harassment does not need to be repeated or continuous, it can involve a single incident. The harassment must be directed towards the person making the complaint. Some examples of harassment in the workplace include:

- deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing.
- constant requests for drinks or dates, especially after prior refusal.
- requests for sexual favours, gestures, or body movements of a sexual or intimidating nature.
- displays of offensive material, including posters, pictures, calendars, cartoons, graffiti, or messages left on boards or desks.
- remarks about a person's sexual activities or private life.
- "humour" such as smutty or sexist jokes or comments.
- crude comments and suggestions.
- electronic mail messages, including offensive or discriminatory videos, graphics, jokes, messages, and pornographic material downloaded from the Internet.
- telephone messages, contact through social media, screen savers (words and images), offensive telephone calls or faxes, gifts; and
- innuendo, including sexually provocative remarks, suggestive or derogative comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance.

It is important to be able to ascertain the difference between sexual harassment and consensual behaviour. Sexual harassment does not arise in the context of mutual attraction and friendship, which is based on mutual choice and consent.

## **2.9. Racial Harassment**

What the Law States:

### Federal Law

Racial harassment is a type of race discrimination. Racial harassment is any unwanted or unwelcome behaviour, in whole or in part, because of the race, colour, or national or ethnic origin of a person or group and reasonably likely in all circumstances to offend, insult, humiliate or intimidate that person or group.

## State Law

Race includes colour, descent, ethnic or national origin or nationality and may comprise of two or more distinct races. This means no one can harass someone else because of his/her colour, descent, national origin, or nationality. It is also unlawful to harass a person because a relative or associate of that person is of a different racial identity.

## Definition of Racial Harassment

Racial harassment may take many forms including threats, abuse, insults, and taunts based on a person's race or a characteristic belonging to, or generally believed to belong to, a particular race.

If a person is threatened, abused, insulted, or taunted about their race, colour, descent, ethnic or national origin or nationality, and if they reasonably believe by objecting to that behaviour they will be disadvantaged in terms of their employment, education, or accommodation, then they have been racially harassed under the *Equal Opportunity Act 1984 (WA)*. It is the use of inappropriate language including jokes etc., visual material or physical behaviour against a person or persons to:

- express hostility against a person or bring a person into contempt or ridicule on the grounds of that person's colour, race or ethnic or national origins, and the behaviour is hurtful or offensive to the recipient; and/or
- incite racial disharmony.

## **2.10. Bullying**

Bullying is any unsought behaviour, which humiliates, offends, or intimidates someone. It includes verbal taunts and threats, physical taunts and abuse and ostracism.

The emphasis is on repetition of the conduct. The behaviour is unwelcome, unsolicited, and usually not reciprocated.

In some instances, the level of bullying may constitute criminal activity.

Examples of behaviour that constitutes bullying include, but are not limited to:

- recurring shouting, verbal abuse, insults, intimidating language, sarcasm, or innuendo.
- constant criticism, denigration, or demeaning conduct, either in private or in front of others.
- continually isolating and excluding a person from various work activities or groups.
- attempts to make competent employees appear incompetent, in the hope that they will resign or be demoted or dismissed.
- damaging or interfering with an employee's property or work equipment.
- exposing an employee to offensive pictures, signs, slogans, graffiti, etc.
- leaving offensive messages on email, voicemail, social media etc.
- threats of violence, or actual incidents of violence

- overloading with work, shortening deadlines and/or reducing resources available to do the work.
- attempting to block an employee's promotion opportunities.
- "initiation" rituals, in some cases involving violence.
- constant sexual or racial harassment.
- stalking, following, or loitering.
- giving regular ultimatums and/or threats of dismissal.
- repeated practical jokes, taunts, ridicule, or humiliation; and
- providing ambiguous or constantly changing work instructions.

Bullying behaviour does not always involve the ill treatment of subordinates by supervisors/managers. The reverse may also apply, or it may involve employees bullying their peers, older employees bullying younger ones (and vice versa), members of one sex bullying members of the other one, or longer-serving employees bullying new ones such as apprentices.

## **2.11. EEO Complaint Handling Procedure**

This procedure should act as a guideline for all staff in identifying and addressing issues of harassment, discrimination, and bullying.

### Informal Procedure

- a. Any employee who is subjected to any form of harassment, discrimination or bullying is encouraged to take direct action by making it clear to the offender that the unwanted behaviour is unwelcome, unacceptable, and offensive.
- b. Where an employee feels that they are unable to tell the harasser(s) that their behaviour is unacceptable or if the harassment does not stop when requested, the person should raise the matter with their direct supervisor/manager.
- c. It is the duty of supervisors/managers to deal with any allegation of harassment.
- d. In instances where the alleged harassment is by a direct supervisor or manager, the matter should be reported to another supervisor/manager or the CEO.
- e. Where possible, and with the agreement of the employee, the matter will be dealt with by informal mediation with a person of the employee's choice.
- f. Mediation will emphasise resolution and be held in the strictest confidence.

### Formal Procedure

- a. If the issue remains unresolved following the mediation, or either of the parties is not prepared to attend mediation, a formal and impartial investigation process will be commenced by an HR officer not directly involved with the issue and/or the Shire's Industrial Relations Consultant. All discussions will be fully documented.

- b. The HR officer and/or the Shire’s Industrial Relations Consultant will forward their recommendations to CEO for review and a decision will be advised to all parties involved after careful and thorough consideration and consultation.
- c. Employees found to have breached this policy will be counselled and where necessary, disciplinary action will be taken. This action may include dismissal.
- d. Where harassment has occurred by a person visiting any of the Shire’s premises, they will be asked to leave the premises. Where harassment has occurred by a person not employed directly by the Shire working on the Shire’s premises, they will be asked to leave, and the issue will be taken up with their direct employer.
- e. Nothing in the above procedure prevents an employee from instituting a formal complaint with the Equal Opportunity Commission in the event that they are not satisfied with the results or believe that the issue was not handled appropriately.
- f. Any employee or witness will not be disadvantaged having in good faith reported an allegation of harassment or discrimination.
- g. Disciplinary action may be taken in respect to malicious reporting of harassment.

All staff are expected as a condition of employment, to conduct themselves in a manner to avoid any conduct or statement which could be misconstrued. Refer to the Shire of Boyup Brook’s Code of Conduct Local Government Employees for further information.

Document Control	
Previous Policy Reference	A.20
Related Legislation	<i>Equal Opportunity Act 1984 (WA), Equal Opportunity for Women in the Workplace Act 1999 (Cth), Age Discrimination Act 2004 (Cth), Disability Discrimination Act 1975 (Cth), Racial Discrimination Act 1975 (Cth), Sex Discrimination Act 1984 (Cth), Human Rights and Equal Opportunity Commission Act 1986, Work Health and Safety Act 2020.</i>
Related Documents	
Initial Adoption Resolution	28 March 2024
Amendment Record	Res 24/03/041

End



## **POLICY C8 – PAYMENTS TO EMPLOYEES IN ADDITION TO A CONTRACT OR AWARD – STAFF FAREWELL AND PRESENTATION.**

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### **1. Policy Intention**

To give effect to Section 5.50 of the *Local Government Act 1995* in relation to payments to employees in addition to a contract or award, upon leaving the organisation.

### **2. Application**

This Policy applies to all employees of the Shire of Boyup Brook (Shire).

A gratuity payment, in the form of a monetary payment or gift(s) to an equivalent value may be given as a token of appreciation for an employee's commitment and service to the Shire, when the employee reaches the number of years' service outlined in clause 5 below.

This policy outlines the circumstances in which gratuity payments may be made to an employee.

A gratuity payment may be paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument.

This policy does not form a contractual entitlement for any employee of the Shire or impact or change an employee's contractual entitlements under legislation or an industrial instrument.

This policy is to be read in conjunction with section 5.50 of the *Local Government Act 1995* and Regulation 19A of the *Local Government (Administration) Regulations 1996*.

### **3. Commitment**

The Shire is committed to recognising long serving employees within the parameters prescribed in the Act and Regulations

### **4. Eligibility for gratuity payments**

A gratuity payment entitlement is subject to completed years of continuous service as detailed in clause 6 below and is payable at the time an employee when the employee reaches the number of years' service outlined in clause 5 below.

An employee is not eligible to receive a gratuity payment under this policy where an employee:

- has been dismissed for any reason.
  - resigns following commencement of a disciplinary, investigation or performance management process.
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The Council will allocate funds for the purpose of gratuity payments in the Annual Budget. The Chief Executive Officer (CEO) is authorised to approve expenditure for the purpose of gratuity payments in accordance with this policy. The CEO may determine the form of gratuity payments including a monetary payment or gift(s) of an equivalent value.

This policy is not applicable to Executive Managers and CEO.

## 5. Prescribed amounts for gratuity payments

Number of years' service	Amount of gratuity
Continuous service greater than 10 years	A Statement of Service and a monetary payment, to the value of \$500.00.
Continuous service greater than 20 years	A recognition plaque of Service and a monetary payment, to the value of \$1,000.
Continuous service greater than 30 years	A recognition plaque of Service and a monetary payment, up to the value of \$1,500.00.
Continuous service greater than 40 years	A recognition plaque of Service and a monetary payment up to the value of \$2,000.00.

## 6. Determining Continuous Service

Continuous service includes:

- any period of absence from duty on approved annual leave, long service leave, paid compassionate leave, paid personal/carer's leave and public holidays, and
- any period of absence that has been supported by an approved workers' compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, unless otherwise determined by Council resolution, continuous service does not include:

- any period of unauthorised absence from duty.
- any period of unpaid leave, or
- any period of absence from duty on unpaid parental leave

## 7. Financial Liability for Taxation

An employee who accepts a gratuity payment, is responsible for any attributable tax liability arising for the employee and/or the Local Government.

## 8. Payments in additional to this policy

The Council may, by resolution, determine to make a gratuity payment that is greater than prescribed in this policy, but does not exceed the amount prescribed in Administration Regulation 19A, subject to Local Public Notice requirements prescribed in section 5.50(2) of the Act.

The Local Government is prohibited by section 5.50 of the Act from making any payment to an employee, which exceeds the amount prescribed in Administration Regulation 19A, which is \$5,000.

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Document Control		
Previous Policy Reference	New	
Related Legislation	<i>s.5.50 Local Government Act 1995 and Regulation 19A of the Local Government (Administration) Regulations 1996</i>	
Related Documents	Code of Conduct for Local Government Employees	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C9 – STAFF USAGE OF SHIRE VEHICLES

### 1. Policy Intention

To establish the parameters relating to the use of vehicles provided and to the Shire of Boyup Brook (Shire) Shire Officers.

### 2. Application

The Chief Executive Officer may provide private use to Shire Officers subject to the guidelines in clause 3. Shire Officers who receive a vehicle allowance are required to utilise their own vehicles when undertaking Shire business.

### 3. Guidelines

3.1. All employees who have the privilege of taking a Shire vehicle home are expected to keep the vehicle clean and under proper surveillance.

3.2. All Shire vehicles are to be available for Shire use while at Shire premises.

3.3. A Shire vehicle is to be driven by Shire employees only, except in the case of an emergency or having obtained the Chief Executive Officers' written approval.

3.4. Any existing arrangement relating to vehicle usage that does not comply with this Policy is to continue until the relevant employee leaves.

3.5. The Chief Executive Officer has authority to vary the terms of this Policy to cater for any temporary situation.

Document Control		
Previous Policy Reference	A.05	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End





## POLICY C10 – LETTING OF COUNCIL PROPERTIES

### 1. Policy Intention

Council wishes to maintain continuous lease of its properties at fair rental.

### 2. Policy

2.1. That the Chief Executive Officer be responsible for arranging tenancies of Council residential properties and, if the letting of properties requires tenders to be called, be authorised to call, and accept lease tenders or a letting fee subject to the amount being within the limit determined by Council under section 5.43 (b) and (d) of the *Local Government Act 1995*.

For the purposes of the Sections 5.43(b) and (d) of the Act, the determined amount is \$500 per week.

2.2. A review of all rentals takes place with the budget process each year.

2.3. The maximum period for lease for residential properties be one year.

2.4. When Council enters into a residential lease with an employee of Council, the rental shall be assessed having regard for any time spent on caretaker duties outside of normal working hours. Council will pay the water account as determined in the annual budget. Any remainder of each account will be the responsibility of the tenant.

2.5. Where Council enters into a residential lease with a person who is not an employee of Council, the amount of each water account shall be divided equally between Council and the tenant.

2.6. In recognition of clauses (2.4) and (2.5) the tenant is required to maintain the gardens in a clean and tidy state.

2.7. Occupiers of Council property are required to obtain approval before entering into any agreement to sub-lease that property.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995, Residential Tenancies Act 1987</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY C11 – ASSETS MANAGEMENT

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### 1. Policy Intention

The key objective of this policy is to ensure that services delivered by the Shire of Boyup Brook (Shire) continue to be sustainably delivered. This will be achieved by managing infrastructure assets, so they provide the desired level of service to meet the community's needs and expectations in a financially sustainable manner. The policy will also provide clear direction as to how the Shire, as custodians of community assets, will manage those assets within a consistent management framework that is aligned to International Standard AS/NZS/ISO 55000:2014, integrated with the Shire's business practices, and is consistent with the State Government's integrated planning and reporting requirements.

### 2. Policy

#### 2.1. Background

Infrastructure forms the basis of the Shire's service delivery. The importance of this infrastructure to communities and its significance in terms of the Shire's budgets and operational strategies, means that asset management must be at the centre of the Shire's overall financial and strategic planning. To achieve the policy objective, the Shire is committed to ensuring that Asset Management is recognised as a major business function within the Shire.

This policy, together with individual Asset Management Plans and associated working procedures and practices, will put in place a comprehensive, accountable, and transparent asset management framework for the Shire. This framework will outline the undertaking of Asset Management in a structured, coordinated, cost effective and financially sustainable manner across the whole of the organisation.

#### 2.2. Asset Planning

Prior to making a commitment to acquire new infrastructure, the Shire will consider the following key principles:

- philosophy of renewing assets before acquiring new assets, with an emphasis on integrating services while maintaining / upgrading / replacing existing assets rather than adding new assets to Asset Management Strategy/Plans, unless cost benefit analysis justifies otherwise.
  - prior to consideration of any acquisition or major improvement to an asset, a critical review of the following will occur as part of the evaluation process:
    - demonstrated need and asset function.
    - level of service.
    - community benefits.
    - overall community value of asset ownership.
    - risk implications.
    - statutory obligations.
-

- opportunities for rationalisation including multiple use; and
- whole of life cost.

### **2.3. Asset Management Plans**

Council will adopt Asset Management Plans for all major classes of infrastructure. These Plans will form part of the Shire's Day to day business practices and will be used to make informed decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing assets, or dispose of existing assets.

Asset Management Plans will be prepared in accordance with the recommended format of the Institute of Public Works Engineering Australia's (IPWEA) International Infrastructure Manual. This will include long term financial modelling of the renewal profile of each asset class which will inform the Shire's Long-Term Financial Plan and Strategic Plan.

The Plans will:

- define service levels for Council services in terms of availability and standard.
- consider factors including legislative requirements, financial and risk management.
- determine what assets, if any, are required to support the provision of the service at the defined service level.
- determine the most appropriate method of providing the assets required to deliver the service.
- use full lifecycle costing to determine the particular actions and resources required.
- determine potential asset renewal funding gap and develop responses to address any such gap that are responsible, affordable, and meet reasonable community expectations, and
- be informed by relevant local government asset and financial management frameworks.

### **3. Strategic Integration**

This policy links to the following organisational strategic documentation, that is in effect:

- Boyup Brook Strategic Community Plan.
- Corporate Business Plan (draft).
- Long Term Financial Plan (pending).
- Asset Management Improvement Strategy (pending).
- Asset Management Plans.
- Annual Report; and
- Workforce Plan (pending).

### **4. Roles and Responsibilities**

To achieve this policy, the following key roles and responsibilities are identified:

#### **4.1. Council**

- a. to approve the Asset Management Policy.
- b. to act as stewards for infrastructure assets.
- c. to ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management policies, strategies, and Asset Management Plans into the corporate governance framework.
- d. to promote and raise awareness of Asset Management to the Community.
- e. to approve the Long-Term Financial Plan.

#### 4.2. Chief Executive Officer and Executive Managers

- a. to provide strategic direction and leadership.
- b. to ensure asset management improvement.
- c. to review existing policies and develop new policies related to asset management.
- d. to monitor and review performance of the Shire’s management and staff in achieving the Asset Management Strategy; and
- e. to ensure that accurate and reliable information is presented to Council for decision-making.

#### 4.3. Staff

- a. to develop and implement maintenance, refurbishment, and capital works programs in accordance with Asset Management Plans, Annual Plan and Budget.
- b. to deliver levels of service to agreed risk and cost standards.
- c. to manage infrastructure assets in consideration of long-term sustainability.

Document Control		
Previous Policy Reference	F.07	
Related Legislation	<i>Adopted Asset Management Plans, International Standard AS/NZS/ISO 55000:2014</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C12 – SANDAKAN MUNICIPALITY FRIENDSHIP

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### 1. Policy Intention

To foster and enhance the Memorandum of Friendship between Sandakan Municipal Council and Boyup Brook Shire Council, aiming for mutual development and cooperation.

### 2. Policy

#### 2.1. Background

The Memorandum of Friendship, established between the two municipalities in October 2007, seeks to bolster council management, promote commerce, trade, and tourism, and facilitate cultural exchanges and information sharing on World War II history, arts, and relics, as well as encourage youth and sports interactions.

#### 2.2. Application

To honour the memorandum, the following actions are undertaken:

- The Council Representative (typically the Shire President of Boyup Brook) and their partner participate in either the Anzac Day Service or the Sandakan Memorial Day Service in Sandakan annually.
- The Boyup Brook Shire Council invites representatives from the Sandakan Municipal Council and two high school students, chosen by the Sandakan Municipal Council, to the Boyup Brook Anzac Day Service or the Sandakan Memorial service each year.

#### 2.3. Cost

- The Shire covers all reasonable and direct expenses for the Shire Representative and their partner.

### 3. Measurement of Success

To evaluate the effectiveness of this partnership in achieving the goals set forth in the Memorandum of Friendship, the Council representative and the scholarship recipient are required to submit a detailed report to the Council. This report should highlight progress in the five critical areas identified in the Memorandum, providing a clear measure of the relationship's success and areas for further improvement.

Policy implementation is dependent on the allocation of funds in the annual budget.

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Document Control		
Previous Policy Reference	F.07	
Related Legislation	<i>Adopted Asset Management Plans, International Standard AS/NZS/ISO 55000:2014</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C13 – CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY BY OUTSIDE BODIES

### 1. Policy Intention

To control the consumption of liquor on Council properties by outside bodies using Council premises.

### 2. Policy

All users of Council controlled property must make written application to the Shire of Boyup Brook (Shire) if they wish to consume liquor at a function or event on that property detailing date, time, approximate number of persons, and reason for the function.

Applications to consume alcohol at a function or event on Council property shall be submitted in the manner and form required, from time to time, and approvals shall be granted in accordance with the Register of Delegations and may be subject to conditions.

Where a group or body wishes to sell or supply alcohol from a Shire property a liquor licence is to be obtained from the relevant authority.

Document Control		
Previous Policy Reference	F.07	
Related Legislation	<i>Consolidated Local Laws 1999, Liquor Control Act 1998</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY C14 – CHILD SAFE AWARENESS POLICY

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### 1. Policy Intention

The Shire of Boyup Brook (Shire) supports and values all children and young people. The Shire makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire will promote the safety and wellbeing of children across the community.

### 2. Policy

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire, regardless of whether their work is related to children or young people. It applies to occupants of the Shire's facilities and venues, including visitors, contractors, and suppliers.

### 3. Definitions

**Abuse:** Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, and sexual abuse, and neglect.

**Child/Children:** Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

**Child Safe Organisation:** is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
  - places emphasis on genuine engagement with and valuing of children and young people.
  - creates conditions that reduce the likelihood of harm to children and young people.
  - creates conditions that increase the likelihood of identifying any harm; and
  - responds to any concerns, disclosures, allegations, or suspicions of harm.
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Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

**Child safe:** For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

#### 4. Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

#### 5. Functions

The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at the Shire's venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

#### 6. Responsibilities

The Shire has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices. Although the Shire is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable

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steps to engage with persons who utilise the Shire’s facilities to operate in alignment with the Child Safe Awareness policy.

The Shire’s Chief Executive Officer will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy and provide administrative resources and training to employees where required, to ensure its success.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Childcare Services Act 2007</i> <i>Children and Community Services Act 2004</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C15 – SUPERANNUATION

### 1. Policy

This Policy applies to all employees whether the full-time, part-time, or casual.

### 2. Superannuation Benefit

- a. Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Charge (SGC) are paid into.
- b. The superannuation default fund shall be the Aware Super.
- c. Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).
- d. The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, that is – SGC component plus matching component not to exceed 15.0%.

Note that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

- e. Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.
- f. The additional contribution and the voluntary contribution can be deposited into the employee's fund of choice.

### 3. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

Document Control		
Previous Policy Reference	A.03	
Related Legislation	<i>Superannuation Guarantee (Administration) Act 1992</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY C16 – DRUGS AND ALCOHOL

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### 1. Policy

This policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace.

Alcohol and other drug usage becomes a work safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

### 2. Application

For the purpose of this policy –

- the term “employee” shall extend to cover contractors as per the *Work Health and Safety Act 2020*, volunteers and any person performing work for or with the Shire in any capacity.
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

### 24. Responsibility

Under the *Work Health and Safety Act 2020*, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely affected, possibly because of the night before, in addition to consumption at work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to always comply with the Code of Conduct for Employees. They should carry out their duties in a professional, responsible, and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

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#### **4. Drug Use in a Shire Workplace**

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

#### **5. Prescribed and Over the Counter Medications**

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task, they must advise their supervisor or manager.

Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

#### **6. Consumption of Alcohol on the Premises**

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work-related function.

#### **7. Responsibilities**

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

#### **8. Managements Responsibilities – Consumption of Alcohol at Work Sponsored Functions**

Executive Managers shall –

- a. encourage their staff to make alternative arrangements for transport to and from the function.
  - b. ensure that the following is made available: - Low alcohol beer, soft drinks, and water  
- Beverages: tea, coffee, and food.
-

- c. if the Executive Manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d. if the Executive Manager must leave the function early, the teams Supervisor is delegated to oversee the rest of the function.

## **9. Drug / Alcohol Treatment Programs**

Where an employee acknowledges they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

- a. the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and.
- b. the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

## **10. Pre-Employment Medical Test**

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

## **11. Random Testing**

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery, or selection through coloured marbles in a bag drawn by each employee.

All staff on site must participate in the random selection.

## **12. Identification of Impairment & Testing**

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out in response to all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties.
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as PathWest) at the direction of the Shire.
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result.
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

### **13. Testing in the event of an accident / incident**

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

### **14. Testing Provider**

Drug and alcohol testing may be undertaken by PathWest Laboratories, Boyup Brook or another provider if required.

## 15. Consequence of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Work Health and Safety Act 2020</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C17 – COMMUNITY GRANTS

### 1. Policy

The Council will provide financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annually through the Community Grants Program.

### 2. Definitions

The following definitions apply to this policy:

<b>Community Grant</b>	The provision of a set amount of funds, up to \$5,000.00, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
<b>Community Grants Program</b>	An annual application based, contestable funding opportunity for once off Community Grants.
<b>Individual</b>	A resident of the Shire of Boyup Brook.
<b>Organisation</b>	An incorporated body under the <i>Associations Incorporation Act 2015</i> or a recognised corporate body created by government with an Australian Companies Number (ACN).
<b>Sponsorship</b>	The provision of cash, in-kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for the Shire. Sponsorship requests are made in writing to the CEO and will be assessed on a case-by-case basis separate to the Community Grants process.

### 3. Community Grants Program

An annual application based, contestable funding opportunity for a once off contribution for a specific purpose. The Community Grants Program opens in March each year and closes on the last Friday of April. Applications are reviewed in May by Council for consideration during the adoption of the annual budget.

Funding support will be based on specific and once off initiatives, and annual support to assist organisations to become self-sufficient.

Large events such as, but not limited to, the Boyup Brook Country Music Festival are not eligible under this program and will need to negotiate a Service Agreement (projects occurring annually over a three-year period) with the Shire.

Organisations are encouraged to seek funding from other sources and not rely on Shire funding support. Council may consider providing only a portion of the total funds

requested. Preference will be given to applications that leverage funds and demonstrate a larger percentage of contribution.

#### **4. Eligibility**

- Applicant organisations must be local community groups (preferably incorporated) that provide community benefit.
- Funds may be used for construction, equipment, contract services, operational expenses and marketing expenses.
- Only one application per year may be funded for any one organisation.
- The funding is not to be used for direct profit or financial gain to the organisation.
- The proposal must align with the Shire of Boyup Brook Strategic Community Plan.
- Applications must reach the Shire by 4:00pm on the last Friday in April. Late applications will not be accepted.
- The applicant organisation must be able to demonstrate the capacity to manage and be accountable for the funds and the project.
- Grants will not be provided retrospectively (for a project that is already complete or underway).

#### **5. Funding Conditions**

- Council will only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances.
- Applicants shall agree that they do not represent the Shire in any capacity.
- Council may require applicants to seek part funding from other sources.
- The Shire of Boyup Brook will determine terms of payment.
- All funded entities will be required to enter into a Funding Agreement with the Shire of Boyup Brook which will detail specific conditions and terms relevant to that project.
- Funding must only be used for the purposes specified in the Funding Agreement. Any change to the purpose of the funding cannot proceed without a formal resolution from Council. The applicant will be required to make their request in writing, this will be considered by Council and a determination made.
- An acquittal of the project must be provided to the Shire within 60 days of the project being completed and no later than 30 June in the financial year of the successful grant. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Any funds that have not been spent and acquitted by 30 June shall be returned to the Shire of Boyup Brook as per the Funding Agreement.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- The applicant is responsible for applying for all relevant permissions and licences associated with the project. If the project involves Shire property, the applicant must also complete the relevant hire processes and/or obtain written permission from the Shire and abide by all associated lease conditions.
- All grant and sponsorship recipients are bound by the Shire of Boyup Brook Employee Code of Conduct.
- Applicants can use the Shire's logo with permission and must acknowledge Shire's support in its advertising, promotion and any media publicity in regard to the funded project.

## 6. Assessment of Applications

Council will assess all eligible applications using the following assessment criteria:

1. Applications will be assessed on their merit in relation to whole of community benefit.
2. Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council to deliver strategic objectives and actions (as identified in the Strategic Community Plan) will be assessed as having higher merit than applications that do not.
4. Council will consider funding projects which do not have direct links to the Strategic Community Plan based on the applicant's ability to explain how the project will benefit the community and why they believe their project should be funded.

Council will make the final decision and include these grant allocations in the Annual Budget. Successful applicants will be notified after the adoption of the budget. Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

## 7. Council Funding Allocation

Council will set aside an amount of up to \$25,000.00 in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grants requests that exceed the budgeted amount.

Document Control		
Previous Policy Reference	F.02	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY C18 – SMOKE-FREE WORKPLACE

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### 1. Policy Intent

The Shire of Boyup Brook recognises that passive smoking is hazardous to health and is committed to ensuring that all employees, elected members, visitors, and contractors are not exposed to tobacco smoke or vapours from e-cigarettes (vapes) in the workplace, including enclosed and outdoor spaces and Shire vehicles.

### 2. Objective

This policy aims to:

- Ensure provision of a smoke-free environment
- Provide a safe work environment for employees, elected members, contractors, volunteers and visitors.

### 3. Scope

This policy applies to all:

- Employees, elected members, contractors and volunteers performing work at the Shire of Boyup Brook workplaces.
- Visitors to the Shire of Boyup Brook Workplaces.
- Shire of Boyup Brook workplace sponsored functions.

### 4. Guidelines

Smoking is NOT permitted in:

- a. All enclosed spaces that are either owned or leased by the Shire, including but not limited to:
    - Office spaces
    - Carparks
    - Toilets
    - Lunchrooms
    - Common areas
    - Sheds / Depots
  - b. Outdoor spaces, including but not limited to:
    - Outdoor areas where food or drinks are provided
    - Thoroughfares
    - Loading bays
    - Within ten metres of children's play equipment open to the public
  - c. All Shire vehicles and plant.
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- d. Hazardous areas, where flammable gases or dusts may be present.
- e. Smoking breaks are not an entitlement and do not constitute paid work.

## 5. Assistance to quit smoking

Council may provide support to employees who require assistance in giving up smoking with the provision of individual health consults within the LGIS health and well being program.

For assistance with giving up smoking, employees may also seek free support resources from:

- WA Quitline by phoning 13 78 48 or visit [www.quit.org.au](http://www.quit.org.au)
- My Quit Buddy: Download the free app
- Quit Now Calculator: available at [quitnow.gov.au](http://quitnow.gov.au)

## 6. Consequences of breaching this policy

All Shire employees, visitors, volunteers and contractors may report breaches of the Smoking in the Workplace Policy by completing an incident Report form and provide it to their respective Executive Manager / Chief Executive Officer.

Breaches of the policy must be managed in accordance with the Employee Code of Conduct.

## 7. Definitions

**Enclosed** means if it has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings. A vehicle meets the definition of an 'enclosed' workplace.

**Smoking** means inhaling tobacco from a cigarette, cigar and pipe, as well as inhaling vapour from an e-cigarette (vape).

## 8. Roles and responsibilities

- The Shire has a duty of care to provide a safe workplace to its employees, as per health and safety legislation and common law.
- Employees, elected members, contractors, volunteers and visitors are responsible for maintaining a smoke-free work environment and report any breaches to management.
- All staff are responsible for ensuring adherence to this policy.

## 9. Variation to this policy

This policy may be cancelled or amended periodically. Employees will be notified of any variation through standard correspondence methods.

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Document Control		
Previous Policy Reference	A.18	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY C19 – CODE OF CONDUCT FOR EMPLOYEES

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### 1. Introduction

The Shire of Boyup Brook Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Boyup Brook's commitment to high standards of ethical and professional behaviour and outlines the principles on which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- a. better decision-making by local governments;
- b. greater community participation in the decisions and affairs of local governments;
- c. greater accountability of local governments to their communities; and
- d. more efficient and effective local government.

#### 1.1. Objective

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

#### 1.2 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Boyup Brook or engaged by the Shire of Boyup Brook under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities. The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Boyup Brook's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

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- a. better decision-making by local governments;
- b. greater community participation in the decisions and affairs of local governments;
- c. greater accountability of local governments to their communities; and
- d. more efficient and effective local government.

### 1.3 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

### 1.4 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Boyup Brook or engaged by the Shire of Boyup Brook under a contract for services.

The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

## 2 Code of Conduct

### 2.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act:

#### 5.41. Functions of CEO

The CEO's functions are to:

- a. advise the council in relation to the functions of a local government under this Act and other written laws;
- b. ensure that advice and information is available to the council so that informed decisions can be made;
- c. cause council decisions to be implemented;
- d. manage the day to day operations of the local government;
- e. liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- f. speak on behalf of the local government if the mayor or president agrees;
- g. be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- h. ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and



- i. perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

*Local Government Act 1995*

## **2.2 Principles affecting employment by the Shire of Boyup Brook**

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Boyup Brook's employees:

### **5.40. Principles affecting employment by local governments**

The following principles apply to a local government in respect of its employees —

- a. employees are to be selected and promoted in accordance with the principles of merit and equity; and
- b. no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- c. employees are to be treated fairly and consistently; and
- d. there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- e. employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety Act 2022*; and
- f. such other principles, not inconsistent with this Division, as may be prescribed.

*Local Government Act 1995*

## **2.3 Personal Behaviour**

Employees will:

- a. act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Boyup Brook; perform their duties impartially and in the best interests of the Shire of Boyup Brook, uninfluenced by fear or favour;
- b. act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Boyup Brook and the community;
- c. make no allegations which are improper or derogatory (unless true and in the public interest);
- d. refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- e. always act in accordance with their obligation of fidelity to the Shire of Boyup Brook.

## **2.4 Honesty and Integrity**

Employees will:

- a. observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b. be frank and honest in their official dealing with each other; and
- c. report any dishonesty or possible dishonesty on the part of any other employee to their Supervisor or the CEO in accordance with this Code and the Shire of Boyup Brook's policies.

## **2.5 Performance of Duties**

While on duty, employees will give their whole time and attention to the Shire of Boyup Brook's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Boyup Brook.

## **2.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies**

- a. Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their supervisor or the CEO.
- b. Employees will give effect to the lawful decisions and policies of the Shire of Boyup Brook, whether or not they agree with or approve of them.

## **2.7 Administrative and Management Practices**

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

## **2.8 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Boyup Brook upon its creation unless otherwise agreed by separate contract.

## **2.9 Recordkeeping**

Employees will ensure complete and accurate local government records are created and maintained in accordance with Shire of Boyup Brook's Recordkeeping Plan.

## **2.10 Dealing with Other Employees**

- a. Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- b. Employees must be aware of, and comply with their obligations under relevant law and the Shire of Boyup Brook's policies regarding workplace behaviour and Work Health and Safety, including:
  - Workplace Bullying Policy
  - Fitness for Work Policy

- c. Employee behaviour should reflect the Shire of Boyup Brook’s values and contribute towards creating and maintaining a safe and supportive workplace.

### 2.11 Dealing with community

Employees will treat all members of the community with respect, courtesy and professionalism.

### 2.12 Professional Communications

- a. All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Boyup Brook’s activities should reflect the status, values and objectives of the Shire of Boyup Brook.
- b. Communications should be accurate, polite and professional.

### 2.13 Personal Communications and Social Media

- a. Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- b. Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Boyup Brook, its Council Members, employees or contractors, which breach this Code.
- c. Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

### 2.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Boyup Brook’s relevant policies and procedures.

### 2.15 Gifts

- a. Application

This clause does not apply to the CEO.

- b. Definitions

In this clause

**activity involving a local government discretion** has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

**activity involving a local government discretion** means an activity —

- a. that cannot be undertaken without an authorisation from the local government; or
- b. by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**associated person** has the meaning given to it in the *Local Government (Administration) Regulations 1996*; **associated person** means a person who:

- a. is undertaking or seeking to undertake an activity involving a local government discretion; or
- b. it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**gift** has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

**gift** —

- a. has the meaning given in section 5.57 [of the *Local Government Act 1995*];
- b. but does not include —
  - i. a gift from a relative as defined in section 5.74(1); or
  - ii. a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
  - iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
  - iv. a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**gift** means —

- a. a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- b. a travel contribution; travel includes accommodation incidental to a journey; travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.

[Section 5.57 of the **Local Government Act 1995**]

**relative**, in relation to a relevant person, means any of the following —

- a. a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- b. the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

**prohibited gift** has the meaning given to it in the *Local Government (Administration) Regulations 1996*:

**prohibited gift**, in relation to a local government employee, means —

- a. a gift worth the threshold amount or more; or
- b. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**reportable gift means:**

- a. a gift worth more than \$50 but less than \$300, or
- b. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50 but less than \$300.

**threshold amount** has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c):

**threshold amount**, for a prohibited gift, means —

- a. a gift worth the threshold amount or more; or
  - b. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;
-

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- c. **Determination** In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$50 as the threshold amount for prohibited gifts.
- d. Employees must not accept a prohibited gift from an associated person.
- e. An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- f. The notification of the acceptance of a reportable gift must be in writing and include:
  - i. the name of the person who gave the gift; and
  - ii. the date on which the gift was accepted; and
  - iii. a description, and the estimated value, of the gift; and
  - iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - v. if the gift is one of two or more accepted from the same person within a period of one year:
    - a description;
    - the estimated value; and
    - the date of acceptance,of each other gift accepted within the one year period.
- g. The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- h. The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Boyup Brook's official website.
  - As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

## 2.16 Conflict of Interest

- a. Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b. Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Boyup Brook, without first disclosing the interest to the CEO. In this respect, it does not matter

whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- c. Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Boyup Brook, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d. Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- e. Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

## 2.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

## 2.18 Disclosure of Financial Interests

- a. All employees will apply the principles of disclosure of financial interest as contained within the Act.
- b. Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

## 2.19 Disclosure of Interests Relating to Impartiality

In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

**interest** —

- a. means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- b. includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- c. An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
  - in a written notice given to the CEO before the meeting; or

- at the meeting immediately before the matter is discussed.
- d. An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
- in a written notice given to the CEO before the meeting; or
  - at the time the advice is given.
- e. A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act. An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
- that they had an interest in the matter; or
  - that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- f. If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
- before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- g. If:
- to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
  - a disclosure is made as described in item (e) at a meeting; or
  - to comply with a requirement made under item (f), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
- the nature of the interest is to be recorded in the minutes of the meeting.

## **2.20 Use and Disclosure of Information**

- a. Employees must not access, use or disclose information held by the Shire of Boyup Brook except as directly required for, and in the course of, the performance of their duties.
- b. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Boyup Brook's policies and procedures.
- c. Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are



inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Boyup Brook.

- d. Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- e. Nothing in this section prevents an employee from disclosing information if the disclosure:
  - is authorised by the CEO or the CEO's delegate; or
  - is permitted or required by law.

## 2.21 Improper or Undue Influence

- a. Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- b. Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- c. Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

## 2.22 Use of Shire of Boyup Brook Resources

- a. In this clause –

**Shire of Boyup Brook** resources includes local government property and services provided or paid for by the Shire of Boyup Brook;

**local government property** has the meaning given to it in the Act.

**local government property** means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- b. Employees will:
  - be honest in their use of the Shire of Boyup Brook resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
  - use the Shire of Boyup Brook resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
  - not use the Shire of Boyup Brook's resources (including the services of employees) for private purposes (other than when supplied as part of a

contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

### **2.23 Use of Shire of Boyup Brook Finances**

- a. Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Boyup Brook's finances.
- b. Employees will use Shire of Boyup Brook's finances only within the scope of their authority, as defined in relevant financial management delegations and policies.
- c. Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- d. Employees exercising purchasing authority will comply with the Shire of Boyup Brook's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- e. Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- f. Employees will ensure that any use of Shire of Boyup Brook's finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Boyup Brook's Recordkeeping Plan.

### **2.24 Reporting of Suspected Breaches of the Code of Conduct**

Employees may report suspected breaches of the Code to a Supervisor or to the CEO.

### **2.25 Handling of Suspected Breaches of the Code of Conduct**

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Boyup Brook's policies and procedures, depending on the nature of the suspected breach.

### **2.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour**

- a. Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor.
- b. In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
  - i. the Corruption and Crime Commission, in the case of serious misconduct;  
or

- ii. the Public Sector Commissioner, in the case of minor misconduct.
- c. Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- d. Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Boyup Brook’s Public Interest Disclosure Procedures, published on the Shire of Boyup Brook’s website.

## **2.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour**

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Boyup Brook’s policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control		
Previous Policy Reference		
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## PART 4 – FINANCE (CORPORATE AND COMMUNITY)



### POLICY F1 – REGIONAL PRICE PREFERENCE

#### 1. Policy Intention

To promote the growth development and retention of local and regional businesses employing local people to assist in generating economic benefits by maximising the use of competitive local and regional content in the supply of goods and services or for construction (building services) sourced by way of Tender on behalf of the Shire of Boyup Brook (Shire).

#### 2. Policy

2.1. That a price preference will apply to tenders invited for procurement over \$75,000 by the Shire as detailed in clause 2.2, unless Council resolves that this policy not apply to a particular tender invited.

2.2. The following levels of preference for the purposes of assessment will be applied under this policy:

##### Shire of Boyup Brook Businesses

- a. 10% where the contract is for goods and services up to a maximum price assessment reduction of \$50,000; and
- b. 5% where the contract is for construction (building services) up to a maximum price assessment reduction of \$50,000.

##### Southwest Region Businesses

- a. 5% where the contract is for goods and services up to a maximum price assessment reduction of \$50,000; and
- b. 2.5% where the contract is for construction (building services) up to a maximum price assessment reduction of \$50,000.

The levels of preference outlined in clause 2.2, will only apply to businesses that are located within the Shire or the Southwest Region for at least six (6) months prior to the closing date of tender invited.

The level of preference outlined is to be applied as either a Shire Business or Southwest Region Business, not both.

The Southwest Region Businesses preference can only be applied if it does not affect the overall evaluation outcomes for a business from the Shire, on the

condition that the Shire Business has submitted an equally competitive bid in terms of evaluated quality i.e.: overall qualitative scores are in the same range/s.

Only the cost of those goods and services clearly identified in the tender submission as being supplied locally or from the Southwest Region regionally (regardless of their origin) will be included in the calculation that forms a part of the assessment of a tender. Travel or accommodate costs are excluded.

It should be noted that price is only one factor to be considered when the Shire assesses tender submissions. Value for money principles will be used to achieve the best possible outcome for every dollar spent. This is achieved by assessing all costs and benefits rather than simply selecting the lowest purchase price.

### 3. Definition

**‘Southwest Region’** includes Boyup Brook, Bridgetown, Greenbushes, Nannup, Manjimup, Collie, Capel, Bunbury, Busselton, Dardanup, Donnybrook, Balingup, Margaret River, Augusta and Harvey.

Document Control		
Previous Policy Reference	F.12	
Related Legislation	<i>Part 4 A – Local Government (Functions and General) Regulations 1996.</i>	
Related Documents	Policy G9 – Purchasing	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY F2 – INVESTMENT OF FUNDS

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### 1. Policy Intention

To invest the Shire of Boyup Brook surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time for that investment type, while ensuring that Council's liquidity requirements are met.

### 2. Policy

2.1. While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that considers Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

#### 2.2. Prudent Person

In accordance with the *Trustees' Act 1962* all surplus funds will be invested in accordance with the prudent person rule. The main features of the prudent person rule include:

- Exercising the care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons; and
- A duty to invest funds in investments that are not speculative or hazardous.

#### 2.3. Approved Investments

As per the *Local Government (Financial Management) Regulations 1996*, Regulation 19C, any investment placed shall be subject to the following restrictions:

- A deposit can only be placed with an authorised institution as defined in the *Banking Act 1959 (Commonwealth)* section 5 or with the Western Australian Treasury Corporation.
  - A deposit cannot be placed for a fixed term of more than 3 years.
  - Any bonds must be guaranteed by a Commonwealth, State or Territory government and may not be placed with a term to maturity of more than 3 years; and
-

- Council may not invest in foreign currency.

#### 2.4. Reporting and Review

A report on current investments under this Policy is to be included in the monthly financial report presented to Council each month. Documented evidence must be held for each investment and details thereof maintained in an Investment Register for the period required under the *Records Act 2000*.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as of 30 June each year and reconciled to the Investment Register.

Document Control		
Previous Policy Reference	F.01	
Related Legislation	<i>Local Government Act 1995.</i> <i>Local Government (Financial Management) Regulations 1996.</i> <i>Trustees Act 1962.</i> <i>Australian Accounting Standards.</i> <i>Records Act 2000.</i> <i>Banking Act 1959.</i>	
Related Documents	Internal Investment Register (to be prepared), Shire of Boyup Brook Delegation of Authority Register	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY F3 – RELATED PARTY DISCLOSURE

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### 1. Policy Intention

To ensure compliance with the Australian Accounting Standard AASB124 (AASB124) related party disclosures and the *Local Government Act 1995* (the Act) to prepare financial accountability documents, including general purpose financial statements.

### 2. Scope

This policy provides a framework for the identification of related party relationships and the disclosure of related party transactions with Council.

### 3. Definitions

To assist in interpretation the following definitions shall apply:

**‘Close family members of a person’** shall mean those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council.

**‘Control’** shall mean the ability to direct the business activities of an entity through rights or exposure to returns from its involvement with the entity.

**‘Council Member’** shall mean the Shire President, Deputy Shire President, and Councillors of the Shire of Boyup Brook.

**‘Ordinary Citizen Transactions’** shall mean transactions with a related party that are made on terms that are considered reasonable if the parties were dealing at ‘arm’s length’.

**‘Key Management Personnel’** shall mean those persons having authority and responsibility for planning, directing, and controlling the activities of Council or Council entities, directly or indirectly. This shall include Council Members, Chief Executive Officer, and Executive Management Team.

**‘Related Party Transaction’** shall mean the transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

**‘Executive Manager’** shall mean an employee of the local government, (a) who reports directly to the Chief Executive Officer and (b) whose position would be a senior position in the local government’s corporate structure.

### 4. Background

Under the Act and *Local Government Financial Management Regulation 1996* all local governments in Western Australia must produce annual financial statements that comply with Australian Accounting Standards.

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From 1 July 2016, the Australian Accounting Standards Board has determined that AASB124 Related Party Disclosures will apply to government entities, including local governments.

The objective of the accounting standard is to ensure that annual financial statements contain “disclosures” necessary for stakeholders to draw attention to the possibility that the financial position and financial performance may have been affected by transactions and outstanding balances with related parties.

This information will be audited as part of the annual external audit.

The related party policy seeks to reduce the risk that Council’s transactions may be influenced by the interests of parties related to the transaction. This occurs where the parties can influence the decision of whether a benefit is provided to them and the terms of the provision of that benefit.

It is therefore important that Key Management Personnel (KMP) act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that KMP of the Council are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

## **5. Policy Statement**

### **5.1. Related Parties**

A related party is a person or entity that is related to the Council. The following are determined to be related parties of Council.

- KMP.
- close family members of KMP.
- any entities controlled or jointly controlled by KMP or their close family members;  
or
- a subsidiary, associate, or joint venture of Council.

Other parties may be assessed to be related parties, from time to time, depending upon Councils structure and delegations or in accordance with the requirements of the AASB124.

KMP and other persons occupying or acting in the positions disclosed are required to complete a related party declaration to assist Council in compliance with its statutory obligations.

Declarations are required bi-annually each financial year. Should an individual’s circumstances materially change between these periods a new declaration will be required to be completed.

Management will implement and maintain a suitable system to identify related parties.

## 5.2. Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. Disclosure of these transactions within the annual financial statements will be determined in accordance with materiality by assessment against nature and size when considered individually and collectively.

Materiality thresholds are reviewed annually as part of the audit process and reported related party disclosures will be in compliance with the framework of the AASB124 and other relevant standards, as required.

Related party transactions excluded from disclosure requirements based on ordinary citizen transactions are:

- any valid discounts and fee waivers that are available to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance; and
- any service or benefit provided as part of the normal Council business operation to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance.

Transactions that may be disclosed if between related parties include:

- any infrastructure charges,
- special waivers or reduction of fees, discounts provided despite late payments, waivers of interest on debts, or any other benefit not excluded that has been provided to the party.
- include outstanding balances owed to Council by KMP and their related parties; and
- other transactions as required by the AASB124.

Council will be cognisant of privacy and right to information requirements when dealing with the identification, retention, and disclosure of related party transactions.

Document Control	
Previous Policy Reference	F.09
Related Legislation	<i>Local Government Act 1995, Local Government (Financial Management Regulations) 1996, Local Government (Audit) Regulations 1996, Australian Accounting Standard AASB124.</i>
Related Documents	Annual Financial Report
Initial Adoption Resolution	28 March 2024
Amendment Record	Res 24/03/041

End



## POLICY F4 – CORPORATE CREDIT CARD

### 1. Policy Intention

To enable flexibility in purchasing procedures and to provide information on the use and responsibilities of Council Corporate Credit Cards by approved Council Officers.

### 2. Policy

The Shire of Boyup Brook (Shire) is committed to:

- Providing a useful resource to enable purchasing in remote and emergency situations.
- Assist with purchasing where account facilities are not readily available, reducing the need for nominated staff to carry cash; and
- Providing an effective means of auditing expenditure incurred.

It is policy:

- To provide the Chief Executive Officer (CEO) with a corporate credit card with an expenditure limit of \$4,000.
- For the CEO to authorise the provision of corporate credit cards to other staff as determined necessary, with an expenditure limit not exceeding \$2,000.

#### 2.1. Scope or Application

This policy applies in the following circumstances:

- an agreement shall be signed by the cardholder and the Shire which sets out the cardholder's responsibilities and legal obligations when using the credit card.
- credit cards should only be used for purchasing goods and services on behalf of the Shire.
- personal expenditure is prohibited; and
- a credit card is not to be used for cash withdrawals or for the payment of fines.

#### 2.2. Auditing

Sufficient and robust auditing processes are to be implemented and maintained to ensure the proper and accountable use of Shire Credit Cards.

Document Control	
Previous Policy Reference	F.05
Related Legislation	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996 Australian Accounting Standard AASB124.</i>

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Related Documents	Annual Financial Report	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

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End

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## POLICY F5 – DEBT COLLECTION

### 1. Policy Intention

To outline clear and appropriate debt recovery procedures which will be undertaken by the Shire of Boyup Brook (Shire) to ensure effective control over all invoiced debts owed to the Shire whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.

### 2. Policy

#### 2.1. Rates

- 2.1.1. Where rates remain outstanding fourteen days after the due date shown on the Rate Notice, and the ratepayer has not elected to pay by an approved payment option, a Final Notice shall be issued requesting full payment within seven days.
- 2.1.2. Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Collection Letter.
- 2.1.3. Where payment remains outstanding despite the issue of a Collection Letter and the ratepayer has not entered a payment arrangement, a Claim will be issued for recovery.
- 2.1.4. Following the issue of a Claim and the addition of legal costs, as provided in *Section 6.56 of the Local Government Act 1995* (the Act), a reasonable offer to discharge a rate account will not be refused.

Any instalment arrangement will be calculated so that the minimum repaid over a full year will equal 100% of annual levies and any costs associated with debt collection charges.

- 2.1.5. Where a Claim has been issued and served but remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency, to secure payment of the debt.
- 2.1.6. Legal proceedings will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order (PSSO) against goods and land if necessary.
  - a. If a PSSO against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
  - b. PSSOs against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.

2.1.7. In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of Section 6.60 of the Act, requiring the lessee to pay to Council the rent due under the lease / tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

2.1.8. Where the owner is registered for a pensioner rebate on rates and ESL (where the deferment option may be available) or where the owner is registered for a senior's rebate (25% rebate and no deferment option); debt recovery may proceed for the collection of unpaid charges which are not subject to a rebate or deferment e.g. rubbish collection charges.

## 2.2. Sundry Debtors

2.2.1. Sundry debtor accounts are overdue if not paid within seven days of the issuing of the account.

2.2.2. The Shire may stop the provision of credit facilities to sundry debtors when an account is overdue for more than thirty days.

2.2.3. The Shire will take recovery action of overdue sundry debtor accounts within sixty days of the account becoming overdue unless the debtor enters and complies with an overdue payment agreement. Any such agreement will not exceed 6 months unless exceptional circumstances exist.

## 2.3. Variation

The Chief Executive Officer may determine other suitable treatment options to deal with sundry debtors in the case of demonstrated hardship or other situations.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995,</i>	
Related Documents	Annual Financial Report	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY F6 – FINANCIAL HARDSHIP

---

### 1. Policy Intention

To give effect to our commitment to support the whole community to meet the unprecedented financial challenges, the Shire of Boyup Brook (Shire) recognises these challenges of our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

### 2. Policy

It is a reasonable community expectation, as we deal with the overall financial hardships that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* (the Act), and *Local Government (Financial Management) Regulations 1996* (the Regulations) will apply.

#### 2.1. Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

#### 2.2. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- recent unemployment or under-employment.
  - sickness or recovery from sickness.
  - low income or loss of income; or
  - unanticipated circumstances such as caring for and supporting extended family.
- Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering
-

a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

### 2.3. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- that a ratepayer has made genuine effort to meet rate and service charge obligations in the past.
- the payment arrangement will establish a known end date that is realistic and achievable; and
- the ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

### 2.4. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

### 2.5. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid.
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### 2.6. Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding we will offer the

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ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the financial year.

Rates and service charge debts that remain outstanding at the end of the financial year, will then be subject to the rates debt recovery procedures prescribed in the Act.

## 2.7. Communication and Confidentiality

We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stress and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End

## PART 5 – OPERATIONAL SERVICES



### POLICY 01 – PRIVATE WORKS

#### 1. Policy Intention

To confirm support for private works requests from residents, organisations or others located in the Shire of Boyup Brook.

#### 2. Policy

Private works will only be carried out when the Shire's plant and staff are available. Where private works are undertaken full cost recovery, inclusive of labour, material, plant and on costs, plus 30% will be applied to limit direct impact on local contractors.

Wherever possible, all private works are to be carried out after normal working hours on an overtime basis. Requests for private works and the documentation of each private work are to be in writing and records retained for future reference.

#### 3. Work Health and Safety

All work Health and Safety requirements must be always adhered to while undertaking private works.

Document Control		
Previous Policy Reference	W.04	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End

## PART 5 – EMERGENCY MANAGEMENT (CORPORATE & COMMUNITY)



### POLICY EM1 – BUSHFIRE PREPAREDNESS, PREVENTION, PLANNING AND ENFORCEMENT

#### 1. Policy Intention

To confirm the critical importance of bushfire preparedness and prevention activities and appropriate planning to adequately prepare for or mitigate the spread or extension of bushfires in the district and acknowledge enforcement of the approved compliance standards or for additional notices (Special Works Orders).

#### 2. Policy

To enhance community safety and assist in reducing bushfires or the impact of bushfires, the Shire of Boyup Brook is committed to:

- actively encouraging property owners and occupiers throughout the district to meet the requirements and obligations outlined in the Shire of Boyup Brook Firebreak Notice made pursuant to the provisions of the *Bush Fires Act 1954*.
- supporting the issue of Special Works Order to individual property owners and occupiers by employees appointed as Fire Control Officers to formally direct additional preventative or preparedness (bushfire hazard reduction) work, where specific hazards are identified.
- enforcing the provisions of the *Bush Fires Act 1954* generally, and where noncompliance with the Firebreak Notice or Special Work Orders occur, inclusive of completing bushfire hazard reduction work on private land, at the landowners/occupier cost; and
- supporting the rigorous application of the States Bushfire Policy Framework prepared by the Western Australian Planning Commission under Part 3 of the *Planning and Development Act 2005* with the Support of the Department of Fire and Emergency Service, inclusive of but not limited to:
  - State Planning Policy 3.7 Planning in Bushfire Prone Areas; and
  - Guidelines for Planning in Bushfire Prone Areas.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Bush Fires Act 1954,</i> <i>Planning and Development Act 2005</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



## POLICY EM2 – EMERGENCY MANAGEMENT

### 1. Policy Intention

To outline a commitment by the Shire of Boyup Brook (Shire) for the broad principles of Emergency Management in the district to support the community.

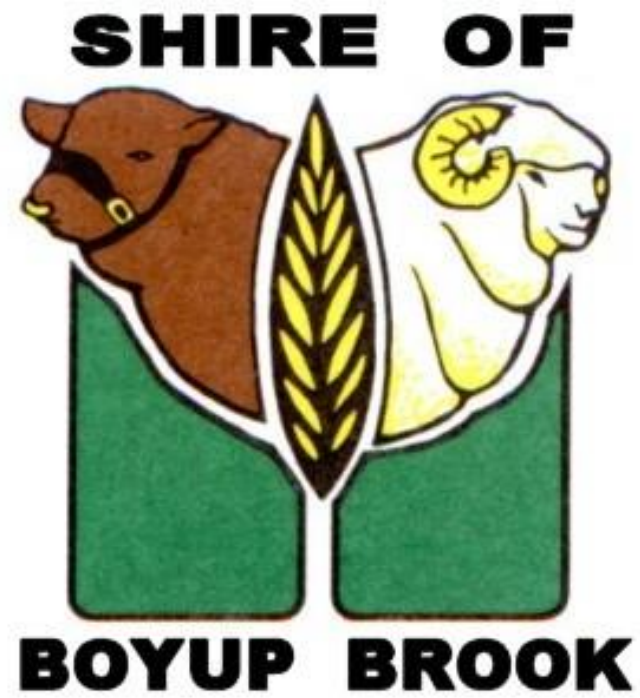
### 2. Policy

To achieve the policy intention the Shire will, through the Chief Executive Officer:

- a. Ensure committees/groups are established and functioning to meet the Shire's statutory emergency management responsibilities, such as:
  - Local Emergency Management Committee.
  - Local Recovery Coordinating Group; and
  - appropriate representation on the District Emergency Management Committee.
- b. Develop and maintain emergency management arrangements that meet the Shire's statutory emergency management responsibilities and provide for operational effectiveness, including but not limited to:
  - Local Emergency Management Plan.
  - Local Recovery Plan.
  - Local Animal Welfare Plan.
  - Local Resource Recovery Manual.
  - Local Bushfire Management Arrangements.
  - Bushfire Risk Management Plan; and
  - Emergency Risk Management Plan.
- c. Actively encourage arrangements being developed and maintained to:
  - Enable business continuity preparedness, training and exercising to build and maintain individual and organisational confidence and capacity that promotes a smooth and rapid restoration of normal business functions following a disaster; and
  - support neighbouring local governments for the purpose of local and regional response and/or recovery.

Document Control		
Previous Policy Reference	New	
Related Legislation	<i>Emergency Management Act 2005</i>	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record		

End



# Policy Manual

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Updated 26 October 2023

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**Section 1**  
***ADMINISTRATION***

## **Policy A.01** **Senior Employees**

---

### **Objective**

To determine Senior employees which includes Director of Corporate Services and Director of Works & Services as required by section 5.37 of the Local Government Act 1995.

### **Statement**

For the purposes of Section 5.37 of the Local Government Act 1995, the Council designates the position(s) of General Practitioner; Director of Corporate Services; and Director of Works & Services to be “senior employees”.

<b>POLICY NO.</b>	A.01
<b>POLICY SUBJECT</b>	<b>Senior Employees</b>
<b>ADOPTION DATE</b>	17 June 2004,
<b>VARIATION DATE</b>	21 December 2007, 15 September 2016, 20 September 2018,
<b>LAST REVIEW DATE</b>	18 June 2020

## **Policy A.02**

### **Deputy Chief Executive Officer – Authority to Act**

---

#### **Objective**

To determine which officer will act as CEO when the Chief Executive Officer is absent.

#### **Statement**

It is Council policy that the Deputy Chief Executive Officer act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Manager of Works and Services is unable or unwilling to act as the Chief Executive Officer, the Director of Corporate Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

<b>POLICY NO.</b>	A.02
<b>POLICY SUBJECT</b>	<b>Deputy Chief Executive Officer – Authority to Act</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007, 25 August 2016, 25 August 2022
<b>LAST REVIEW DATE</b>	18 June 2020, 25 August 2022

## Policy A.03 Superannuation

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### **Objective**

To determine the maximum contribution rates for basic superannuation.

### **Statement**

The total superannuation component provided by the Shire is a maximum of 12% of an employee's salary.

<b>POLICY NO</b>	A.03
<b>POLICY SUBJECT</b>	<b>Superannuation</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	22 December 2007
<b>LAST REVIEW DATE</b>	18 June 2020

## Policy A.04

### Bushfire Control – Operational Issues

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#### **Objective**

To determine procedures and practices relating to bush fire control matters.

#### **Statement**

##### **It is Council's policy that:-**

A telephone is to be provided in the principal place of residence for both the Chief Bush Fire Control Officer and the Communications Officer. The telephone is to have a silent number and all costs of rental and calls made are to be paid by the Shire;

- an annual aerial firebreak inspection is to be undertaken, followed up with a ground inspection by the Ranger with the date of the inspection determined by the CEO in consultation with the Chief Bush Fire Control Officer;
- the Chief Bushfire Control Officer shall be reimbursed the same rate of reimbursement for use of a private vehicle as Councillors, to a maximum value of \$500 annually;
- a minimum of 10 drums of firefighting foam is to be maintained in stock, funded by the Shire, with the use of the foam being approved by the Chief Bush Fire Control Officer or his deputy;
- subject to approval by the Chief Executive Officer or the Manager of Works and Services, the Chief Bushfire Control Officer is empowered to utilise Shire owned plant and equipment for the purpose of suppressing Bushfires.
- The format of having a Fire Advisory Annual General meeting and Brigades Annual General meeting on the same date be replaced by having a Fire Advisory Annual General meeting in May. This meeting will be open to all Brigade members and will conduct all business of an Annual General meeting. Each Brigade will only be entitled to have two voting delegates at this meeting.
- The Shire is responsible for the maintenance of the Bush Fire Tower, Receiver/Transmitter, base sets operated by the Chief Fire Control Officer, Deputies and Fire Weather Officer. Repairs to any of these items are to be undertaken at Shire cost following an assessment by the Communications Officer. All other sets are to be maintained by the brigades or individual owners;
- Prosecutions and infringements for firebreak contraventions are to be instigated by the CEO or his delegated officer.
- No track chaining will be permitted during prohibited burning times and on harvest ban days.
- Where there is any conflict between this policy and the Bushfire Brigade Local Laws, the local law shall apply.
- Council shall make every endeavour to, where possible, keep all incidents under the control of local volunteers and staff.

<b>POLICY NO.</b>	A. 04
<b>POLICY SUBJECT</b>	<b>Bushfire Control – Operational Issues</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	17 November 2016
<b>REVIEW DATE</b>	18 June 2020

## **Policy A.05**

### **Shire Vehicles – Private Use**

---

#### **Policy**

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, the Local Government may provide private use of vehicles for employees and therefore the Local Government has adopted the following policies to outline the employee's responsibilities.

#### **Objective**

This policy is designed to provide clear guidelines for employees with respect to private use of Local Government vehicles.

#### **Procedure**

Private use of the Local Government vehicles is restricted to the State of Western Australia.

#### **Designated Driver**

Vehicles shall only be driven for private use by a driver who-

- Has been assigned the vehicle as part of their duties and/or conditions of employment;
- Holds an appropriate licence;
- Has private use of the vehicle in accordance with this policy; and
- Is responsible for the care and management of the vehicle

#### **Authorised Drivers**

The following persons holding an appropriate driving licence shall be authorised drivers of any Local Government vehicle available for private use:

Any Councillor or Employee other than the Designated Driver on Local Government business and acting with the prior knowledge of the CEO-

- Any other person authorised in writing by the CEO; or
- Any other person provided a Designated Driver is physically present in the vehicle.

#### **Standard of Vehicles**

It shall be by agreement between the Chief Executive Officer and the employee concerned, what type of vehicle is suitable for the employee's private use having regard to:

- The needs of the employee;
- What type of vehicle is more suitable to the work being performed during business hours by the employee;
- The operational costs associated with purchasing and maintaining the vehicle;
- Road and driving conditions or any other health or safety needs of the employee; and
- Individual physical requirements or needs of the employee/s.

#### **Contribution by Drivers**

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, after having regard to the needs of the Local Government and associated costs,

whether or not the employee is able to retain the use of the vehicle during periods of absence from work including paid or unpaid leave.

The designated driver will be responsible for operating costs during periods of authorised leave.

### General Conditions

A vehicle used for private use must be made available for use for Local Government purposes during normal business hours, and for Councillors' use for Local Government purposes at any time by prior arrangement with the Chief Executive Officer.

Drivers and passengers are not permitted to smoke within a Local Government vehicle at any time and it is the responsibility of the driver to ensure that no occupant smokes whilst in the vehicle.

No animals to be allowed in the vehicle at any time.

No person is allowed to operate a motor vehicle whilst over the legal alcohol limit or whilst under the influence of drugs before, during or after normal working hours

The vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Local Government policies. All drivers are financially responsible for any fines or infringements received during the operating of a vehicle during business hours or private use.

The Local Government shall be financially responsible for the maintenance of the vehicle but it is the responsibility of the driver to ensure that the vehicle has sufficient oil and water in between scheduled servicing.

Where the vehicle has been fitted with a first aid kit, it is the responsibility of the driver to ensure that the kit is adequately stocked at all times or replacement stock is ordered when used.

Drivers shall comply with the following conditions with respect to the vehicle in their care:

- Arrange for scheduled servicing when necessary in accordance with the warrant requirements;
- Clean and vacuum the vehicle as often as required;
- Drive it responsibly and legally, observing all rules and regulations;
- Secure it when parked in public places;
- Examine the vehicle prior to use for damage, operation of lights and signalling lights;
- Report all accidents immediately; and
- Avoid damage caused by unsealed roads.

The usage of the Local Government vehicles for private use is a privilege and not an automatic or established right.

Failure to comply with any of these conditions of this policy may result in the withdrawal of private use.

### Variation to Policy

This policy may be varied or cancelled at any time at the discretion of Council.



All employees will be notified by the normal correspondence method of any variation to this policy.

It is the responsibility of all employees to read this policy prior to using Local Government vehicles.

Contracts of employment which are current when this policy was adopted on 19 October 2006 will take precedence for the term of the contract.

<b>POLICY NO.</b>	A.05
<b>POLICY SUBJECT</b>	<b>Shire Vehicles – Private Use</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	19 October 2006
<b>REVIEW DATE</b>	18 June 2020

**Policy A.06**  
Advertising – Statutory and General

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## **Policy A.07**

### **Shire Facilities Hire – Exempt Groups**

---

#### **Objective**

To indicate those organisations that the Council will exempt from being charged hire fees without the need for a donation/sponsorship application.

#### **Statement**

Fees for the use of the facilities and equipment are to be charged in accordance with the fees adopted by the Council annually.

The Council will exempt Town Hall hire fees for-

- Anzac Day services
- Remembrance Day services
- Sandakan Memorial services
- community groups rehearsing in the Town Hall for one-off events (whether for fundraising purposes or not) on condition that they rehearse for no more than three (3) hours per session per week and a maximum of one (1) event per year.

The Council will exempt Flax Mill hire fees for-

- Lions Auctions held in the 'grain shed' (2 months' notice is required - booked accommodation in this area takes precedence over any auction).'

<b>POLICY NO.</b>	A.07
<b>POLICY SUBJECT</b>	<b>Shire Facilities Hire – Exempt Groups</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>LAST REVIEW DATE</b>	18 June 2020

**Policy A.08**  
Policy Manual – Maintenance of

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## Policy A.09

### Use of Common Seal and the Signatories for Contract Execution

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#### **Objective**

To set out the procedures to be followed when there is a requirement to use the common seal.

#### **Statement**

The following applies to the use of the common seal and signatures when a document requires this method of completion:-

1. is to be used only when Council has previously authorised the action contained within the document being signed;
2. be affixed in the presence of the Shire President and Chief Executive Officer.

The document is to be completed in the following manner:-

*The common seal of Shire of Boyup Brook was hereunto affixed and signed by the authority of a resolution of the Council in the presence of:*

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Shire President

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Chief Executive Officer

<b>POLICY NO.</b>	A.09
<b>POLICY SUBJECT</b>	<b>Use of Common Seal and the Signatories for Contract Execution</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	22 December 2007
<b>LAST REVIEW DATE</b>	18 June 2020

## **Policy A.10**

### **Leave – Christmas Period**

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#### **Objective**

To determine the period for which the Administrative Office and Depot operations may be substantially closed during the festive period, in recognition of the disruption to efficient operations which occurs during the festive period.

#### **Statement**

The Administrative Office and Depot operations may be substantially closed at the discretion of the CEO for the period immediately prior to Christmas Day until after New Years Day subject to:

- leave is to be deducted from accrued leave entitlements (with the exception of appropriate Award public holiday provisions);
- notice of the closure period being displayed at the Administration Office, in the Boyup Gazette and recorded on the telephone messaging system at least one month prior to the closure occurring.

The administration office shall be closed for a maximum of four (4) working days, excluding public holidays, over this period.

Shire depot staff shall have a maximum of eight (8) working days, excluding public holidays, off over this period. This is subject to a skeleton crew of at least two (2) staff members working for at least five (5) of the working days.

The EBA roster system still applies.

<b>POLICY NO.</b>	A.10
<b>POLICY SUBJECT</b>	<b>Leave - Christmas Period</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>LAST REVIEW DATE</b>	18 June 2020

**Policy A.11**  
Leave – Upper Blackwood Show

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

**Objective**

To provide procedures for the compliance with Public Interest Disclosure legislation.

**Statement**

**Support for Staff who make Public Interest Disclosures**

The Shire of Boyup Brook does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Boyup Brook and its Councillors, employees and contractors.

The Shire of Boyup Brook is committed to the aims and objectives of the Public Interest Disclosure Act 2003. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made as to corrupt or other improper conduct.

The Shire of Boyup Brook will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for making a public interest disclosure.

The Shire of Boyup Brook does not tolerate any of its Councillors, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

**Purpose of this Policy**

The internal procedures providing the manner in which the Shire of Boyup Brook will comply with its obligations that are based on the Office of the Public Interest Disclosure Act 2003 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide for the manner in which:

- Disclosure of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall investigate the information disclosed or cause that information to be investigated.
- The PID Officer may take action following the completion of the investigation.
- The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the informant, and any person who maybe the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosure shall be maintained and reporting obligations complied with.

***Designation of Public Interest Disclosure (PID) Officer***

The person from time to time holding or acting in the position of Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Boyup Brook.



The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Boyup Brook.

<b>POLICY NO.</b>	A.12
<b>POLICY SUBJECT</b>	<b>Public Interest Disclosure</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>LAST REVIEW DATE</b>	18 June 2020

### **Objective**

To ensure the Shire meets its statutory obligations consistent with the State Records Act 2000 by ensuring all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

### **Statement**

This policy establishes the Shire's position in relation to appropriate definitions, accessibility to records, destruction of records, management of ephemeral records, education and training.

Records are recognised as an important information resource within the Shire of Boyup Brook, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

## **ROLES AND RESPONSIBILITIES**

### **Elected Members**

Elected Members are required to create and maintain records which relate to their role as a Council Member for Shire of Boyup Brook in line with Policy M.11 Shire of Boyup Brook Councillor Record Keeping Policy.

### **Chief Executive Officer**

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to 'Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

### **Executive and Management**

Executive and Managers are to ensure that all employees under their supervision comply with this Policy and associated records management procedures and the Shire's Recordkeeping Plan.

### **All Employees**

All employees, including consultants, contractors and volunteers are to create, manage and retain records relating to the business activities they perform. They are required to:

- a. Make records to document and support business activities.
- b. Make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions.
- c. Ensure that records are secure at all times.
- d. Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government as approved by the State Records Commission – Government of Western Australia.

Refer to Shire of Boyup Brook Recordkeeping Plan and Shire of Boyup Brook Recordkeeping Procedures for Staff.

## **DETAILS**

### **Ownership**

All records created or received during the course of business, whether on site, off site or working from home, belong to the Shire of Boyup Brook and not to the individuals who created them.

### **Creation, Capture and Control of Records**

All records created and received in the course of the Shire of Boyup Brook's business are to be registered in the Shire's recordkeeping system.

### **Storage and Security**

All Shire records are to be maintained in an appropriate safe and secure environment therefore ensuring their reliability, authenticity, usability, and preservation.

Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited. Records are not to be removed from any Shire site unless in accordance with the approved retention and disposal schedule or they are in the custody of an officer performing official business.

### **Access to Records**

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications in accordance with the requirements of their role.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer and in accordance with Section 5.92 of the *Local Government Act 1995*.

Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*.

### **Disposal and Destruction**

All records kept by the Shire of Boyup Brook will be disposed of in accordance with the General Disposal Authority for Local Government Records following authorisation by the Chief Executive Officer. Staff and Elected members must not personally undertake destruction of any records.

### **Legislation**

Legislation and standards applicable:

*State Records Act 2000*

*Local Government Act 1995*

*Freedom of Information Act 1992*

*Electronic Transactions Act 2011*

*Evidence Act 1906*

*Corruption and Crime Commission Act 2003*

*Financial Management Act 2006*

State Records Commission: Principles and Standards

Australian Standards on Records Management: AS ISO 15489

SRO Records Management Advice Working Remotely ('Work from Home')

<b>POLICY NO.</b>	A.13
<b>POLICY SUBJECT</b>	<b>Record Keeping Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	22 December 2007, 18 April 2019
<b>LAST REVIEWED</b>	22 December 2007, 18 April 2019, 25 August 2022

**Objectives**

To provide guidelines for the use of the Shire 's electronic mail (email) and establish procedures for the creation, retention, management and disposal of email.

**Statement**

1. The Shire's email system and the messages sent through it are part of the Shire 's formal communication network. This means that Shire records now include information kept in electronic form.

Email messages must be kept as Shire records if they provide evidence of Shire business and activities, are needed for use by others or affect the work of others.

2. The email system is part of Shire 's computer network and all the information processes, transmitted or stored in the system is the property of the Shire.
3. Email messages which become Shire records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government (1994) published by the WA State Records Office.
4. Access to email is limited to Shire staff, or other authorised persons, who have been given a user identification and password.
5. Email is a business tool. Staff must make sure that all email messages are brief, concise and business related and are kept in the system only as long as required.
6. Email messages that are retained as Shire records are accessible to the public under Freedom on Information and Privacy legislation.
7. Email systems should not be assumed to be secure. Staff must be aware of the potential risks involved in sending confidential or sensitive information by email.

**Procedures for the use of electronic mail**

1. Email should be treated with the same significance as the signed letter. The password and the ability to send an email message has the same authority as signed correspondence.
2. Email must be accessed at least once a day by each employee with access to a networked personal computer. Any unwanted email should be deleted.
3. Staff can maintain their own email address book.
4. Personal or private information such as personal notes or invitations, staff appraisals or job applications should not be included in an email message because it could be read by, or misdirected to, unauthorised persons. Messages may also continue to exist long after the sender has deleted them. Deletion eliminates the message or file name from your computer directory but the information itself exists in the backup system until it has been overwritten.

5. A copy of all incoming and outgoing email messages will be received by the Records Officer and electronically registered. A copy of the email will be printed onto green paper and filed in the Central Records System.
6. Remember that email is admissible as evidence in court so use good judgment and think carefully about what is written.
7. Make sure to follow email etiquette. Keep the message polite and don't write in upper case as this is considered as 'shouting'. Only send information that is of value to the received and don't make messages High Priority unless they are truly urgent.
8. All discs loaded onto Shire equipment are to be virus scanned. No attachments should be opened or stored unless the employee can positively identify the sender.

<b>POLICY NO.</b>	A.14
<b>POLICY SUBJECT</b>	<b>Email Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>LAST REVIEW DATE</b>	18 June 2020

# **Policy A.15**

## **Boyup Brook Medical Service – Use of Consulting Rooms**

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### **Objective**

To provide guidelines for the use of the consulting room by visiting health professionals.

### **Statement**

The room has been provided for the purpose of encouraging the provision of health and medical services not currently available within the community or are only available through the public health system.

Private practitioners have a limited number of facilities that can be used for consulting purposes. This room at the medical centre will provide them with an option of being able to a modern and pleasant environment for both practitioner and patient alike.

The general conditions of use are:-

1. room hire subject to the approval of the GP
2. practitioners providing evidence of public liability insurance of not less than ten million dollars (\$10,000,000) for their activities prior to use of room .

### **Responsibilities of the Chief Executive Officer**

The CEO will ensure that the use of the room is monitored via a register.

The CEO will ensure keys to the room will not be issued by staff without prior arrangement.

The CEO will ensure the room allocation register details each and every occasion that the key is obtained and returned.

<b>POLICY NO.</b>	A.15
<b>POLICY SUBJECT</b>	<b>Boyup Brook Medical Service - Use of Consulting Rooms</b>
<b>ADOPTION DATE</b>	16 November 2006
<b>VARIATION DATE</b>	21 December 2007, 18 July 2019
<b>LAST REVIEW DATE</b>	18 June 2020

# Policy A.16

## Occupational Safety & Health Policy

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### **Objective**

To formalise the Shire's obligation to provide and maintain, so far as is reasonably practical, a safe and healthy work environment for all shire employees, contractors, volunteers and visitors, as required by the *Occupational Safety and Health Act 1984, as amended*.

### **Statement**

The Shire of Boyup Brook is committed to working together with all stakeholders to prevent accidents and personal injury by maintaining a high standard of job safety awareness. To facilitate this, Council will provide acceptable resources and finance to allow the objectives of this policy to be achieved.

As part of this process the Shire will establish realistic, measurable objectives and targets as part of the safety management system, which will ensure continued improvement.

The Chief Executive Officer is responsible for driving all safety and health strategies by promoting a safety culture that is based on:

- Safe work practices & systems of work
- Safe plant and machinery
- Identification, assessment & control of hazards
- Information, training and supervision
- Competent & knowledgeable sub-contractors
- Consultation on all matters affecting personal safety
- Monitoring and control of environmental factors in the workplace
- Implementation of wellness programs
- Provision of resources for first aid treatment
- Ensuring personal protective clothing and equipment is provided and worn where risks cannot be reasonably controlled

To assist in achieving these objectives, managers and supervisors are expected to support the policy by providing supervision and instruction to employees under their control and enforcing safe work procedures. All employees and contractors of the shire are expected to have a positive commitment and attitude towards safety in the workplace.

Employees, contractors and volunteers are expected to understand risk and take reasonable care of themselves and contribute to this process by utilising the mechanisms in place that allow them as individuals to provide input where changes are likely to affect their safety at work. They are also expected to be directly involved by reporting workplace hazards and where practical, take action to remove any identified risk.

This policy will take effect as of the date of adoption and will be reviewed as part of the safety review process conducted by the Shire's insurer to ensure currency and compliance with regulatory requirements.



<b>POLICY NO.</b>	A.16
<b>POLICY SUBJECT</b>	<b>Occupational Safety &amp; Health Policy</b>
<b>ADOPTION DATE</b>	15 October 2009
<b>VARIATION DATE</b>	17 March 2011, 21 November 2013, 17 November 2016, 18 April 2019, 19 March 2020
<b>LAST REVIEW DATE</b>	18 June 2020

## **Policy A.17**

### **Children in the Workplace**

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#### **Purpose**

To ensure the Council fulfils its duty of care under the Occupational Safety & Health Act 1984, with respect to children in the workplace by the provision of consistent guidelines that consider an individual's circumstances, and that of other employees in the workplace.

#### **Objective**

To promote a culture that supports the needs of carers with family responsibilities and acknowledge that as an employer they need to remain flexible in their approach by the provision of fair guidelines that consider each individual situation on presentation of the facts, in line with the written procedure.

#### **Scope**

This policy applies to:

- Councillors, workers, contractors and visitors who are performing work for or with the Shire in any capacity.

#### **Statement**

The Boyup Brook Shire is committed to promoting a culture which is supportive of the needs and aspirations of Councillors, employees, and contractors with family responsibilities. This includes the concept of flexible work practices, various types of leave, and the provision of rostered days off to assist employees balance work and family life.

Regardless of the reason children are in the workplace, Safety & Health legislation provides for their protection, therefore various factors need to be considered when a request to bring children into the workplace is made.

Generally, the circumstances fall into three categories:

- Brief visits (eg employee bringing grandchild, or the other minor into the workplace to be introduced to co-workers)
- Specific events (eg combined Christmas party) where family are invited
- In the event of an emergency.
- Children with an infectious disease must not be brought into the workplace and as an alternative, provision for leave is made within the terms of employment which include personal days, rostered days off, annual leave or unpaid leave.

#### **Responsibility/Implementation**

The Chief Executive Officer will ensure that:

- A process is available to allow requests to be made to the employees' line Manager who will assess the request based on the circumstances and factors listed in this policy. No reasonable request will be refused.
- Management has the right to revoke previously granted permission where it has become apparent that the level of supervision is not appropriate, or the behavior of the child is disruptive to others in the workplace.

Employees are responsible to supervise any child they have permission to bring into the workplace at all times and ensure compliance with workplace safety policy and procedures.

**Review**

This policy will be reviewed annually to ensure compliance and currency with legislation, and to consider amendments or inclusions raised by the Safety and Health Committee, the Chief Executive Officer or Council.

<b>POLICY NO.</b>	A.17
<b>POLICY SUBJECT</b>	<b>Children in the workplace</b>
<b>ADOPTION DATE</b>	16 February 2017
<b>AMENDED</b>	19 March 2020
<b>LAST REVIEW DATE</b>	18 June 2020

# Policy A.18

## Smoke Free Workplace

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### **Purpose**

To facilitate a smoke-free workplace for all employees, and ensure compliance with *the Tobacco Products Control Act 2006*, and associated legislation that prevents smoking in enclosed public places and workplaces, as well as protecting all employees from passive smoke.

### **Objectives**

The Shire of Boyup Brook will;

- Clearly state where smoking is not permitted on workplace grounds
- Provide information and practical cessation support for workers who contemplate quitting
- Promote awareness of key health issues and the benefits of quitting smoking.
- Encourage workers to provide input into health and wellbeing activities.

### **Scope**

This policy applies to all workers, contractors and visitors who are performing work for or with the Shire in any capacity.

### **Policy Statement**

The Shire recognises that the choice to smoke is an individual's choice, however is committed to ensuring that people are not exposed to the hazards of environmental tobacco smoke in its workplace, which includes all buildings and vehicles.

Smoking is therefore not permitted within 5 metres of any entrance of any workplace, owned by the Shire, and is restricted to designated outdoor areas.

Smoking is only permitted during designated breaks and scheduled rest periods. Smoking is prohibited in all vehicles owned or leased by the Shire.

Signage will be erected and maintained at all sites and building entrances and in vehicles owned or leased to identify areas where smoking is and is not permitted.

Employees are not permitted to smoke when they are acting in an official capacity/or working off-site.

Workers should encourage and support colleagues who smoke to participate in a range of initiatives that are available to assist with the cessation of smoking, these include:

- various education tools and self-help materials.
- information resources, such as posters and flyers will be distributed that assist reduce cigarette consumption
- distribution of quit kits to employees who wish to quit smoking

<b>POLICY NO.</b>	A.18
<b>POLICY SUBJECT</b>	<b>Smoke free Workplace Policy</b>
<b>ADOPTION DATE</b>	19 March 2020
<b>LAST REVIEW DATE</b>	18 June 2020

# Policy A.19

## Surveillance Cameras

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### **Objective**

To provide guidance for the operation of surveillance cameras operated and controlled by the Shire of Boyup Brook.  
within, on or around Shire buildings;  
installed in public spaces; and

### **Policy**

1. This policy applies to The Shire of Boyup Brook owned, leased and operated surveillance cameras only.
2. Reducing crime and improving safety are key priorities for the Shire. The Shire of Boyup Brook is committed to 'working' in partnership to progress Crime reduction and community safety within the Shire' a Community Safety and Crime Prevention Plan is to be developed.
3. This Policy deals with the installation of surveillance cameras as a strategic element of the Shire's commitment to safety and crime reduction.

### **Guidelines and Policy Procedures for use of Surveillance Cameras**

#### 1. Principles

The Shire of Boyup Brook recognizes best practice in administering operation of all Shire owned operated, leased surveillance cameras.

All systems will comply and meet minimum standards as prescribed in:

*Surveillance Devices Act 1998*

*Telecommunications (Interception) Western Australia Act 1996*

The surveillance cameras will attain an appropriate balance between the personal privacy of individuals utilizing Shire infrastructure or public spaces with the objective of recording incidents of alleged criminal or unwanted behaviour.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

#### 2. Code of Practice

### **Signage**

Prominent and appropriate signage will be permanently displayed in the general location of camera coverage to notify employees, council members and members of public of the presence of surveillance cameras.

### **Access to surveillance cameras equipment**

All surveillance camera equipment will be located within secure areas and not accessible to unauthorized persons.

### **Recording and Storage of information**

Recording of video images or still photographs will only occur if the Chief Executive Officer or his delegated representative is of the opinion that an offence against a Statute Law is being or is likely to be committed. At no time shall the surveillance cameras be used with the intent to examine individuals going about their lawful business.

Any person requesting a video recording shall apply in writing to the Chief Executive Officer or his delegated representative and give reasons for such requests.

At no time shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

### **Liaison with WA Police**

Members of the WA Police may request the cooperation of the Shire of Boyup Brook and usage of surveillance cameras.

All requests made by the WA Police or any other law enforcement agency should be referred to the Chief Executive Officer.

### **Privacy principles**

Surveillance camera usage in the Shire will be guided by confidentiality and privacy provisions in Western Australian law included within the:

- Freedom of Information Act 1992
- Surveillance Devices Act 1998
- Telecommunications (Interception) Western Australia Act 1996

### **Complaints**

All complaints will be investigated and reviewed and where requested, complainants will be notified of the results of the investigation, in accordance with Council's Customer Service Charter.

### **Responsibility**

The Chief Executive Officer or his delegated representative is responsible for the management of the Shire's surveillance cameras, including maintenance of the devices and protection of privacy interests of individual members, the Shire of Boyup Brook council members, staff and members of public from invasive monitoring.

The Chief Executive Officer will ensure that all employees involved in recording, observation and capture of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimize reoccurrence. Inappropriate use of the surveillance cameras will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

<b>POLICY NO.</b>	A.19
<b>POLICY SUBJECT</b>	<b>Surveillance Cameras</b>
<b>ADOPTION DATE</b>	21 February 2013
<b>LAST REVIEW DATE</b>	18 June 2020



# Equal Employment Opportunity and Diversity Management Planning

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### **Preamble**

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

#### **2.7 Role of council**

(2) ... the council is to –

- (a) oversee the allocation of the local government's ... resources; and
- (b) determine the local government's policies.

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

The State Equal Opportunity Act 1984, Criminal Code (Chapter XI) and Spent Convictions Act 1988 legislation and Commonwealth Human Rights and Equal Opportunity Commission Act 1986, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Age Discrimination Act 2004, Fair Work Act 2009, Gender Equality Act 2012, render workplace discrimination and harassment (and other circumstances) unlawful on the following grounds:

- Race or racial vilification
- Colour
- National or ethnic origin
- Gender
- Sexual orientation
- Mental status
- Religious or political conviction
- Physical and/or intellectual impairment
- Age
- Marital status
- Pregnancy and/or potential pregnancy
- Family responsibilities
- Disability
- Spent convictions
- Sexual History

Under the State Equal Opportunity Act 1984 (and its subsequent amendments), it is the responsibility of Local Government to prepare and implement an equal employment opportunity management plan in order to achieve the objects of the Act. The legislation prescribes (Part IX – Division 3) that each management plan includes certain provisions, which detail the following:

- Policies and programs to achieve the objects of the Act;
- The means of communicating these policies and programmes to employees;
- The means of collecting and recording appropriate information;
- The review of human resource practices within the Council (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification to any discriminatory practices;

- Goals and targets against which the success of the management plan in achieving the objects of the Act can be assessed;
- A means of revising and amending the management plan; and
- The appointment of people within the Council to implement the provision of the management plan.

### **Objective**

The purpose of this policy is to provide a strategic focus to maximise human resource potential and enhance productivity to meet core business goals. The specific objectives are:

- To maximise the potential of all councillors and staff in order that the Council can better meet its core business goals.
- To maintain satisfactory staff morale and commitment by fostering mutual trust in all matters employment related.
- To ensure that all Council workplaces are free from all forms of unlawful discrimination and harassment.
- To ensure that all human resource policies and practices give all staff (or those seeking employment with the Council) a “fair go” and are afforded equal opportunity, procedural fairness and natural justice.
- To ensure staff have access to relevant training and development; and
- That the Council promotes a workplace culture that displays fair workplace practices and behaviours.

### **Statement**

The Shire of Boyup Brook is committed to and promotes the principle of equal opportunity for all staff and those seeking employment with the Shire. The Council accepts that it has a responsibility to create an environment free from discrimination and harassment. In achieving this objective, the Shire will continue to develop policies, practices and guidelines consistent with the principles of equity, fair play and ethical conduct. Diversity management strategies demonstrate the Council’s commitment to both the spirit and intent of anti-discrimination and equal opportunity.

In order to assure that the Equal Opportunity and Diversity Management Planning is effectively implemented, the following roles and responsibilities apply:

#### **Council:**

- Sets overall policy directing Council in terms of diversity management.
- Compliance with legislative requirements relating to EEO and anti-discrimination legislation.
- Formation of community feedback mechanisms such as the Disability Access and Inclusion Plan.

#### **Chief Executive Officer:**

- Ensures that Diversity Management and EEO policies and procedures are communicated, embedded and adhered to throughout the organisation.
- Ensures that EEO and diversity outcomes are included in business planning.
- Supports and signs the Equal Employment Opportunity Plan and ensures that relevant policies and achievements are communicated to all staff under CEO endorsement.
- Sets measurable EEO and diversity accountabilities for Directors and evaluates progress at regular executive meetings.

### **Review Plan**

This policy is to be reviewed every four years, review by date September 2020.

<b>POLICY NO.</b>	A.20
<b>POLICY SUBJECT</b>	<b>Equal Employment Opportunity and Diversity Management Planning</b>
<b>ADOPTION DATE</b>	15 September 2016
<b>LAST REVIEW DATE</b>	18 June 2020

**Policy A.21**  
Staff Establishment Levels

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

**OBJECTIVES:**

Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality. Council is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Council is committed to an effective and professional method of selecting employees that is consistent with its organisational values.

**POLICY STATEMENT/S:**

Council's aim is to attract, select, employ, and retain quality employees who will contribute to Council's culture and values.

All recruitment and selection will be made using merit, confidentiality, and equal employment principles. A fair, equitable, consistent, and transparent recruitment process will be undertaken to appoint all employees of the Shire.

**Definitions**

**Recruitment** refers to the process commencing with the decision to recruit an individual already employed by the Shire who may have the appropriate skillset and knowledge through to attracting and seeking a pool of applications e.g. by a way of advertisement.

**Selection process** involves choosing from the pool or available applicants resulting in the selection of an individual who is most likely to perform successfully in the job.

**1. POLICY**

**1.1 Recruitment and Selection Principles**

The following are the Shire's recruitment and selection principles:

- Merit

The Shire ensures the best applicant is appointed to a vacant position based on merit. The selection panel use several selection techniques to determine the best suited applicant for the role, comparing each applicant's skills, experience, and organisational fit. The selection panel will assess each applicant's suitability against Council's business requirements and the requirements of the vacant position.

- Equal Employment Opportunity

The Shire is an equal employment opportunity employer and is committed to ensuring all applicants are not discriminated against and are treated in a manner consistent with Council's Equal Employment Opportunity Policy.

- Confidentiality

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Selection panels are not to share details regarding applicants, their assessments/scoring or any interview notes taken during the interview process.

The panel may disclose applicant details to the manager of the vacant position to aid in the decision making and approval process. The manager is also required to keep applicant and recruitment details confidential. The appointment of employees must be made based on the individual capacity of the person having regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

### **1.2 Advertising Practices**

Council is committed to fostering a process of developing and promoting within the organisation, where possible to give employees every opportunity to advance and develop to their full potential. However, where it is assessed that the skill level or suitable candidate may not be available in the Shire's workforce, the position shall be advertised both internally and externally simultaneously.

### **1.3 Conflict of Interest**

A conflict of interest may arise where a selection panel member has either a social or personal connection with an applicant and/or a perception may exist that the conflict of interest may impact the recruitment decision making process.

If a selection panel member believes a conflict of interest exists or may exist, the panel member must notify the other members of the selection panel immediately including informing them of their potential/perceived conflict. If a panel member is unsure if a potential/perceived conflict of interest exists, the panel member must discuss the individual situation with their supervisor and the Chief Executive Officer prior to commencing the recruitment process. If a potential/perceived conflict of interest has been raised, the panel member must not progress with the recruitment process until a decision has been made and they have been notified by the Chief Executive Officer.

### **1.4 Approval to Appoint**

In accordance with the Local Government Act 2009, The Chief Executive Officer is the only person who can appoint local government employees.

## **2. RELATED DOCUMENTS AND LEGISLATION**

- Anti-Discrimination Act 1991
- Age Discrimination Act 2004 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Information Privacy Act 2009
- Local Government Act 2009
- Local Government Regulation 2012
- Racial Discrimination Act 1975 (Commonwealth)
- Right to Information Act 2009
- Sex Discrimination Act 1984(Commonwealth)
- Workplace Gender Equality Act 2012 (Commonwealth)
- Code of Conduct
- Equal Employment Opportunity
- Industrial Instruments
- Recruitment and Selection Procedure

<b>POLICY NO</b>	A.22
<b>POLICY SUBJECT</b>	Recruitment and Selection
<b>ADOPTION DATE</b>	27 August 2020
<b>REVIEW DATE</b>	

**Section 2**  
***BUILDING***



**Policy B.01**  
Building Permit Fees

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## **Policy B.02**

### **Building Permits – Kerb Deposit**

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#### **Objective**

To provide a mechanism for the recovery of any likely damage to roads, kerbing or footpaths as a result of building works.

#### **Statement**

It is the Council policy to require recipients of a building permit to lodge a bond to cover any likely damage that may be caused to Shire's roads, kerbing and or footpaths during the time of construction. The bond is to be lodged prior to the issue of a building permit.

The Council will establish the amount of bond and include the same in its annual schedule of fees and charges. The amount of the bond will be reviewed annually as part of the budget process.

<b>POLICY NO.</b>	B.02
<b>POLICY SUBJECT</b>	<b>Building Permits – Kerb Deposit</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>LAST REVIEW DATE</b>	18 June 2020

**Policy B.03**  
Building Approvals – Variations of “R” Codes

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

**Policy B.04**  
Building Stormwater Drainage

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<b>POLICY NO.</b>	B.04
<b>POLICY SUBJECT</b>	<b>Building Stormwater Drainage</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	16 May 2013
<b>LAST REVIEW DATE</b>	18 June 2020
<b>RESCINDED</b>	26 October 2023

## **Policy B.05**

### **Building with Bush Timber**

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#### **Objective**

To determine requirements for the use of bush timber for external uprights on buildings.

#### **Statement**

Should a building application be submitted for a dwelling whereby the applicant wishes to utilise 'bush timber' for any external uprights on the building then that timber shall comply with the following :-

1. Timber may only be selected from the following:
  - White Gum (Wandoo)
  - Jarrah
  - Karri
2. All timber upon erection is to have no more than 0.5 degree variance from the straight perpendicular which is equivalent to 20 mm distance from the perpendicular at 2400 mm above ground level.
3. All timber is to be of uniform size and length.
4. All bark shall be removed, and branches shall be cut off at the main trunk to render a smooth surface.
5. Timber shall be sealed to render a finished surface which is impervious (to water).

<b>POLICY NO.</b>	B.05
<b>POLICY SUBJECT</b>	<b>Building with Bush Timber</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>LAST REVIEW DATE</b>	18 June 2020

## **Policy B.06**

### **Building Application – Land without Legal Access**

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#### **Objective**

To ensure applicants are informed of land which has no legal access.

#### **Statement**

Should the Building Surveyor become aware of legal access not being provided to a property, the applicant shall be advised in writing that:-

1. As far as the Council is aware no legal access to the land exists;
2. He/she should seek legal opinion on the position regarding access to the land, prior to the commencement of building operations;
3. Be advised that the Shire is under no obligation to provide legal access to the land at present or any time in the future.

<b>POLICY NO.</b>	B.06
<b>POLICY SUBJECT</b>	<b>Building Application – Land without Legal Access</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>LAST REVIEW DATE</b>	18 June 2020

**Policy B.07**  
Sub-Standard Buildings

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## **Policy B.08**

### **Resited Transportable Residences**

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#### **Objective**

To determine requirements relating to resited/transportable residences.

#### **Statement**

Relocated houses may not be brought into the shire until a building permit is issued.

The re-erection of a second-hand building that has been removed and transported from another site or from another location on the same site shall be regarded as being the erection of a new building. A demolition permit shall be obtained from the local government in which the building is located prior to removal.

Houses clad with asbestos cement sheeting will be permitted, provided the cladding is undamaged and the relocation complies with the Health (Asbestos) Regulations, 2012, specifically:

1. That part of the building built wholly or partly with asbestos cement sheet is not substantially dismantled.
2. A person shall not cut or deliberately break asbestos cement sheet for the purpose, or in the course of moving a dwelling/house built wholly or partly with asbestos cement sheet. (See note 2 - Conditions).

A building application will comply with clause 5.17 of Town Planning Scheme No 2 and clause 1.7 of the Residential Planning Codes.

The visual amenity of the building shall be brought up to the required standard within three (3) months of being placed on the lot.

The application shall include:-

1. **STRUCTURAL ENGINEER'S REPORT:** The dwelling is to be inspected by a practising Structural Engineer who is to issue a full report, stating that the proposed dwelling is in a sound structural condition and can be transported and relocated on a stump floor system. The report must also detail any defects in relation to cladding, roofing, etc and repairs necessary to bring the house up to the required standard.
2. **PHOTOGRAPHS** of each elevation.
3. **BUILDING PLANS** of the dwelling as per the Building Regulations, 2012.
4. **SEPTIC TANK** application form and plans.
5. The **BUILDING Permit FEE** and bond (cash or bank guarantee) must be paid prior to the issuing of a building permit. The Chief Executive Officer is authorised to make progressive refunds (a maximum of 2 refunds) of the bond as the required works are finished.

*NOTE: Relocation into the Shire prior to the permit fee and bond being paid may result in prosecution and the offender will be required to remove the house and relocate it outside the Shire boundary.*



## CONDITIONS

1. Stumps may be of timber, steel or concrete. All timber stumps and sole plates to be of new jarrah or other hardwood approved by the Building Surveyor. No second-hand wood stumps or sole plates to be used.
2. All damaged sections of external wall cladding, and roof sheeting shall be replaced with new material to match existing.
3. If more than 10% of roofing sheets, gutters, ridge caps or flashings are affected by rust then those sheets or materials must be replaced with new roofing materials to match existing.
4. Any damaged or rusted gutters or downpipes are to be replaced with new materials to match existing.
5. Any damaged tiles to be replaced with new tiles of the same colour and design as the existing tiles.
6. All external items (architraves, fascia's, barge boards etc) are to be replaced with new material where necessary due to damage incurred in transit, splitting, rot or other reason, to match existing.
7. All windows and openings are to comply with the Building Code of Australia. All broken glass in the dwelling is to be replaced, all windows and doors to open freely and locks and catches are to be easily operable.
8. The dwelling to give an aesthetically pleasing and professionally finished appearance.
9. The building is not to be occupied prior to final inspection by the Building Surveyor.
10. The Shire at all times reserves the right to revoke the above building permit and require the building to be removed from the site, in the circumstances where damage sustained by the dwelling during sectioning, transport or re-erection renders the building to be, in the opinion of the Shire, of an unacceptable standard for relocation to the site.
11. Cement tiled roofs shall be replaced with new material being either clay tiles, zincalume or colourbond sheeting.
12. Clay tiled roofs shall be cleaned to the satisfaction of the Building Surveyor.
13. Applicants are encouraged to erect verandahs over all external doors and a full length patio, a minimum of 2.4 metres wide, to the rear of the building. Materials shall be new.
14. Other conditions may be imposed as the Shire sees fit.

<b>POLICY NO.</b>	B.08
<b>POLICY SUBJECT</b>	<b>Resited Transportable Residences</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>LAST REVIEW DATE</b>	18 June 2020

**Policy B.09**  
Buildings – Set out by Licensed Surveyor

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

**Building Materials Standards in Industrial and Light Industrial Areas**

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

**Policy B.11**  
Wood Encouragement Policy

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

**Section 3**  
***FINANCE***

## **Policy F.01**

### **Investments and Surplus Funds**

---

#### **Preamble**

The Local Government Act prescribes that the role of Council includes:

#### **2.7 The role of the Council**

- (2) Without limiting subsection (1), the council is to-
- (a) oversees the allocation of the local government's
  - (b) determine the local government policies.

#### **Objective**

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of the real value of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

#### **Policy Scope**

This policy applies to all funds invested by the Shire. It is to be noted that the type of investments that the Shire has the power to invest in, is limited by prescriptive legislation provisions as outlined in the *Legislative Requirements* section below:-

#### **Legislative Requirements**

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *The Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19 and 19C, Regulation 28, and Regulation 49; and
- Australian Accounting Standards

Section 6.14(1) provides that 'Money held in the municipal fund or trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds (sic) under the Trustees Act 1962 Part III'.

Section 6.14(1) provides that 'A local government is to comply with the regulations when investing money referred to in subsection (1)'.

### **Delegation of Authority**

While authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995, the CEO may in turn on-delegate the day-to-day management of Council's Investment to senior staff or Principal Financial Officer subject to regular reviews.

### **Prudent Person Standard**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### **Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

### **Approved Investments**

Without referral to Council, investments are limited to institutions that meet this Policy's guidelines and include:

- State, Territory or Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills; and
- Bank negotiable Certificate of Deposits.

For every investment event, officers will appraise at least 2 interest rate quotes – and these quotes are to include any from ADI's located in the district of Boyup Brook.

### **Prohibited Investments**

Investing officers shall not:

- a) Deposit with an institution except an authorised (deposit-taking) institution (ADI) as defined by the Banking Act 1959 (Commonwealth) section 5;
- b) Deposit for a fixed term of more than three years;
- c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory;
- d) Invest in bonds with a term to maturity of more than 3 years;
- e) Invest in foreign currency.

Further, this investment policy prohibits any investment carried out for speculative purposes e.g. Principal only investments that provide potentially nil or negative cash flow.

Finally, this policy prohibits the use of leveraging (borrowing to invest) of an investment.

### **Risk Management Guidelines**

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P – Long Term Rating	S&P – Short Term Rating	Direct Investment – Max %	Managed Funds – Max %
AAA	A – 1+	100%	100%
AA	A – 1	100%	100%
BBB	A-2	85%	85%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P – Long Term Rating	S&P – Short Term Rating	Direct Investment – Max %	Managed Funds – Max %
AAA	A – 1+	85%	85%
AA	A – 1	85%	85%
A	A-2	15%	15%

Where an Australian authorised (deposit-taking) institution (ADI) has a branch or agency located in the Boyup Brook townsite, an individual institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P – Long Term Rating	S&P – Short Term Rating	Direct Investment – Max %	Managed Funds – Max %
AAA	A – 1+	85%	85%
AA	A – 1	85%	85%
BBB	A-2	85%	85%

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

<b>Overall Portfolio Term to Maturity Limits</b>	
Portfolio % <1 year	100% Max; 40% Min
Portfolio % >1 year and <3 years	60%
<b>Individual Portfolio Term to Maturity Limits</b>	
ADI	Up to 3 years
Non ADI (e.g. Bonds)	3 years

**Measurements**



The investment return for the portfolio is to be regularly reviewed by assessing the market value of the portfolio. The market value is to be assessed by officers each month, and this is to coincide with monthly financial reporting.

### **Benchmarking**

Performance benchmarks need to be established.

<b>Investment</b>	<b>Performance Benchmark</b>
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

### **Investment Strategy and Review**

Due to the limited range of investments now available to Council, and the term to maturity limits, the value of an investment strategy too, would be limited. Prior to investing in Government Bonds, however, a strategy will be prepared and will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six months with a more formal review once a year.

The Strategy will outline:

- Council's cash flow expectations.
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for Council's portfolio.

The Policy will be reviewed at least once every 2 years or as required in the event of legislative changes.

<b>POLICY NO.</b>	F.01
<b>POLICY SUBJECT</b>	<b>Investments and Surplus Funds</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	27 August 2015, 16 November 2017, 21 May 2020
<b>POLICY REVIEWED</b>	18 June 2020

## **Policy F.02**

### **Guidelines for Community Grants**

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#### **Objective**

The Council will provide the provision of financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annually through the Community Grants Program.

#### **Definitions**

The following definitions apply to this policy:

<b>Community Grant</b>	The provision of a set amount of funds, \$1,001 and over, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
<b>Community Donation</b>	The provision of a set amount of funds, \$1,000 and under, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
<b>Community Grants Program</b>	An annual application based, contestable funding opportunity for once off Community Donations and Grants.
<b>Extraordinary donation requests</b>	Requests made to the CEO and Shire President in writing for cash or in-kind support outside of the Community Grants Program. Requests to hire Shire facilities such as the town hall or oval as well as Shire plant and equipment are considered extraordinary donation requests.
<b>Individual</b>	A resident of the Shire of Boyup Brook.
<b>Organisation</b>	An incorporated body under the Associations Incorporation Act 2015 or a recognised corporate body created by government with an Australian Companies Number (ACN).
<b>Sponsorship</b>	The provision of cash, in-kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for the Shire. Sponsorship requests are made in writing to the CEO and will be assessed on a case by case basis separate to the Community Grants process.

#### **Policy Statement:**

##### **1. Community Grants Program**

This is an annual application based, contestable funding opportunity for a once off contribution for a specific purpose.

The Community Grants Program opens in March each year and closes the last Friday of April. The Humanities Committee reviews the submitted applications in May and the

recommendations go to Council for consideration during the adoption of the annual budget.

Funding support will be on the basis of:

- specific and once off initiatives.
- annual support for organisations for specific ongoing initiatives.
- annual support to assist organisations to become self-sufficient.

Organisations are encouraged to seek funding from other sources and not just rely on Shire funding support. Council may consider providing only a portion of the total funds requested. Preference will be given to applications that leverage funds and demonstrate a larger percentage of contribution.

## **2. Eligibility**

- Applicant organisations must be local community (including sporting) groups that provide community benefit.
- Funds may be used for construction, equipment, salaries, contract services, operational expenses, marketing expenses, consumables and administration expenses.
- Only one application per year may be funded for any one organisation.
- The funding is not to be used for direct profit or financial gain to the organisation.
- The proposal must support the mission statement, values and strategic direction of the Shire.
- Applications \$1,000 and under must be made via letter, outlining the project, community benefit and applicants contribution. Applications over \$1,001 must complete the application form and provide additional supporting information. Only complete applications will be considered.
- Applications must reach the Shire by 5pm on the final Friday in April. Late applications will not be considered.
- The applicant organisation must be able to demonstrate the capacity to manage and be accountable for the funds and the project.
- Grants will not be provided retrospectively (for a project that is already complete or underway).

## **3. Funding Conditions**

- Council will only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances.
- Applicants shall agree that they do not represent the Shire in any capacity.
- Council may require applicants to seek part funding from other sources.
- The Shire of Boyup Brook will determine terms of payment.
- All funded entities will be required to enter into a Funding Agreement with the Shire of Boyup Brook which will detail specific conditions and terms relevant to that project.
- Funding must only be used for the purposes specified in the Funding Agreement. Any change to the purpose of the funding cannot proceed without a formal

resolution from Council. The applicant will be required to make their request in writing, this will be considered by Council and a determination made.

- An acquittal of the project must be provided to the Shire 60 days after the project has been completed and no later than 30 June in the financial year, of the successful grant. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Any funds that have not been spent and acquitted by the 30 June shall be returned to the Shire of Boyup Brook.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- The applicant is responsible for applying for all relevant permissions and licences associated with the project. If the project involves Shire property the applicant must also complete the relevant hire processes and/or obtain written permission from the Shire and abide by all associated lease conditions.
- All grant and donation recipients are bound by the Shire of Boyup Brook Employee Code of Conduct.
- Applicants are able to use the Shire's logo with permission and must acknowledge Shire's support in its advertising, promotion and any media publicity in regards to the funded project.

#### **4. Assessment of Applications**

A Committee comprising of Councillor representation will assess all of the eligible applications. This Committee will then make recommendations to Council in accordance with the following assessment criteria:

1. The Committee will assess each application received in the Community Grants process on its merit, and determine the value of the application in relation to whole of community benefit.
2. Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan) will generally be assessed as having higher merit than applications that do not.
4. The Committee will consider funding projects which do not have direct links to Council's strategic objectives based on the applicant's ability to explain how the project will benefit the community and why they believe their project should be funded.

Council will make the final decision and include these grant allocations in the Annual Budget. Successful applicants will be notified during September after the adoption of the budget. Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

#### **5. Extraordinary Requests**

The Chief Executive Officer may in consultation with the Shire President approve combined extraordinary requests of up to \$1,000 cash or in-kind (excluding administrative support eg. photocopying), to local community groups throughout the year when requested.

Annual Budgets shall include \$1,000 per year inclusive of cash and in-kind for this purpose.

Extraordinary in-kind support may be carried out during normal working hours where there is no impact on work programs.

Extraordinary requests are once off requests for waiving hall or outdoor space hire fees, hiring shire equipment or asking for additional support outside of the Community Grants Program timeframe.

The process to apply for an extraordinary request:

1. Applicant applies in writing to the CEO and Shire President, outlining the request, community benefit, total cost and any other relevant details.
2. The CEO and Shire President set the conditions and approve the request in writing.
3. The applicant agrees to the conditions and completes either a Hire Form or Miscellaneous Hire Agreement and pays any associated bond or fees.
4. The applicant abides by the conditions of agreement and completes the project.

Alternatively, the CEO shall put to Council requests received throughout the year and outside of the Community Grants process.

### **Responsibility of Council:**

#### **1. Funding Allocations**

Council will set aside an amount of up to 2% of budgeted rate revenue as set out in the Rate Revenue Note (usually Note \*) in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed, in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grant and donation requests in excess of 2% of budgeted rate revenue.

#### **2. Funding Categories**

Council will determine an annual funding allocation within the following categories:

- Community Donation (\$1,000 and under)
- Community Grant (\$1,001 and over)

Extraordinary donation

### **Responsibility of the CEO**

- Extraordinary requests, either they be cash or in-kind use of facilities or plant, or in-kind provision of materials or labour, are to be recorded separately in the shire's chart of accounts (COA);
- Information about each extraordinary in-kind request recorded in the shire's COA shall include: the beneficiary of the in-kind request; a brief scope of the works or benefit; and the total cost of the benefit.
- An Extraordinary Requests Register (the Register) be kept covering the period 01 July to 30 June of a financial year, and shall include the information itemised in dot points 1 and 2 above; and

- the Register shall be made available to the Committee prior to the next year's budget deliberations.

<b>POLICY NO.</b>	F.02
<b>POLICY SUBJECT</b>	<b>Guidelines for Community Grants</b>
<b>ADOPTION DATE</b>	21 February 2019
<b>VARIATION DATE</b>	21 December 2007, 18 May 2017, 9 July 2018, 20 February 2020
<b>LAST REVIEW DATE</b>	18 June 2020

### **Preamble**

The *Local Government Act 1995* (the Act) prescribes that the role of Council includes:

#### **2.8 Role of council**

- (2) Without limiting subsection (1), the council is to –
- (c) oversee the allocation of the local government's finances and resources; and
  - (d) determine the local government's policies.

#### **3.57 Tenders for providing goods or services**

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

### **Objectives**

- To ensure compliance with the Act and the *Local Government (Functions and General) Regulations 1996* (as amended in March 2007).
- To deliver a best practice approach, and internal procedures when purchasing for the Shire of Boyup Brook (the Shire).
- To ensure all purchasing activities that integrates consistently across all of the Shire's operational areas.

The Shire of Boyup Brook is committed to establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This policy will:

- provide the Shire with effective processes for purchasing goods and services;
- ensure that purchasing transactions are carried out in a fair and equitable manner;
- strengthen integrity and confidence in the Shire's purchasing system;
- ensure that the Shire receives value for money in its purchasing;
- ensure that the Shire considers both the: staff and community health and safety; and environmental impacts of the procurement process across the life cycle of goods and services;
- ensure the Shire is compliant with all regulatory obligations;
- promote effective governance and definition of roles and responsibilities; and
- uphold respect from the public and industry for the Shire's purchasing practices which withstand probity.

### **Policy**

Where the value of procurement (excluding GST) for the value of the contract over the full contract period\* (including options to extend) is, or is expected to be:-

<b>Amount of Purchase</b>	<b>Model Policy</b>
Up to \$5,000	Quotations not required.
\$5,001 - \$39,999	By reference to WALGA's Preferred Supply Panels or obtain at least two written quotations.
\$40,000 - \$150,000	By reference to WALGA's Preferred Supply Panels or obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
More than \$150,000	By reference to WALGA's Preferred Supply Panels or Conduct a public tender process.

\* The "contract period" can mean "a one off purchase" or "a pre-defined period".

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases at, or under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of \$150,000 or less, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed.

## **Process**

### **1.6.1 Up to \$5,000**

Where the value of procurement of goods or services does not exceed \$5,000, quotations will not be required. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

### **1.6.2 \$5,001 to \$39,999**

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$39,999.

If not accessing WALGA's Preferred Supply Panels, at least two written quotations are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining written quotations are:

- An appropriately detailed specification should communicate the requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.



- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with the any record keeping and audit requirements.

Record keeping requirements must be maintained in accordance with record keeping policies.

### **1.6.3 \$40,000 to \$150,000**

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999 - if not accessing WALGA's Preferred Supply Panels, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

## **Process Cntd – Regulatory Compliance**

### **1.7.1 Tender Exemption**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

### **1.7.2 Sole Source of Supply (Monopoly Suppliers)**

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

### **1.7.3 Anti-Avoidance**

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of more than \$150,000, thereby avoiding the need to publicly tender.

### **1.7.4 Tender Criteria**

The Shire shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- above \$150,000, the panel must contain a minimum of 2 members.

### **1.7.5 Advertising Tenders**

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

1. a brief description of the goods or services required;
2. information as to where and how tenders may be submitted;
3. the date and time after which tenders cannot be submitted;
4. particulars identifying a person from who more detailed information as to tendering may be obtained;
5. detailed information shall include;
  - such information as the Shire decides should be disclosed to those interested in submitting a tender;
  - where detailed specifications of the goods or services required can be obtained;
  - where the criteria for deciding which tender should be accepted can be obtained;
  - whether or not the Shire has decided to submit a tender; and
  - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

### **1.7.6 Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal

access to this information in order for the Shire not to compromise its Duty to be Fair.

**1.7.7 Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

**1.7.8 Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire Officers present at the opening of tenders.

**1.7.9 No Tenders Received**

Where the Shire has invited tenders, however no compliant submissions were received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

**1.7.10 Tender Evaluation**

Tenders that have not been rejected shall be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

**1.7.11 Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

**1.7.12 Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a Contract, a minor variation may be made by the Shire.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

#### **1.7.13 Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

#### **1.7.14 Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

### **Process Cntd – Ethics & Integrity**

All officers and employees of the Shire of Boyup Brook shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

### **Process Cntd – Value for Money**

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- The Shire of Boyup Brook Local Purchasing Preference (below), and Sale of Goods and Services Policy (Copy attached as Addendum 1).

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### **Process Cntd – Sustainable Procurement**

Sustainable Procurement is defined as the procurement of goods and services that have fewer adverse environmental, occupational and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders so as to focus toward goods, services and/or processes that minimise environmental and adverse occupational (as per the Shire of Boyup Brook OSH Manual's *Purchasing and Hire Guidance Note*) and social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;

- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – the most suitable vehicle for the proposed use having regards for fuel efficiency, vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies and their suitability on each occasion.

### **Head of Power**

*Local Government Act 1995, Sections 2.7(2)(a) & (b) and 3.57(1).*

### **Review Plan**

This policy is to be reviewed every four years, review by date April 2019.

<b>POLICY NO.</b>	F.03
<b>POLICY SUBJECT</b>	<b>Purchasing Policy</b>
<b>ADOPTION DATE</b>	15 March 2007
<b>VARIATION DATE</b>	27 August 2015, 16 June 2016
<b>REVIEW DATE</b>	18 June 2020

## **Preamble**

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

### **2.9 Role of council**

- (2) *Without limiting subsection (1), the council is to –*
- (e) oversee the allocation of the local government's finances and resources; and*
  - (f) determine the local government's policies.*

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer (CEO) has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

The Act identifies the duties of the CEO to include:

### **6.5 Accounts and records**

*The CEO has a duty –*

- (a) to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;*

Further, the *Local Government (Financial Management) Regulations 1996* (the Regulations) require the local government to develop procedures for the authorization of, and payment of accounts;

### **11. Payment of accounts**

- (1) A local government is to develop procedures for the authorization of, and the payment of, accounts to ensure that there is effective security for, and properly authorized use of –*
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
  - (b) petty cash systems.*
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorized to do so.*

## **Objective**

To object of the *Authority to Make Payments* Policy is to minimise risk and ensure that payments made by the local government accord with the Act and the Regulations.

## **Statement**

The CEO will make certain that appropriate systems and procedures are in place to ensure:

- that approved accounts for payment were incurred by properly authorised persons;
- goods or services to which each account relates were provided to a satisfactory standard and/or condition;
- that the payment of the local government's accounts occurs in a secure and properly authorised manner; and
- payments are made in a manner which allows identification of the person(s) who made the payment.

Payments made by cheque must be signed by two properly authorised signatories. In instances where one of the signatories is not the Chief Executive Officer (or Acting CEO) or Shire President (or Deputy Shire President), payments will not exceed \$150,000.00 (including GST).

Payments made by electronic funds transfer (EFT) or BPay must be processed by any two properly authorised Commbiz (the shire's Commonwealth Bank of Australia electronic banking software) password holders. In instances where one of the password holders is not the CEO (or Acting CEO) or Shire President (or Deputy Shire President), payments will not exceed \$200,000.00 (including GST).

Payments made by credit card must be authorised by the designated officer and usage will accord with the shire's *Use of Corporate Credit Cards Policy*.

## **Review Plan**

This policy is to be reviewed every four years, review by date being June 2020.

<b>POLICY NO.</b>	F.04
<b>POLICY SUBJECT</b>	<b>Authority to Make Payments</b>
<b>ADOPTION DATE</b>	16 October 2008, 16 April 2015
<b>VARIATION DATE</b>	27 August 2015, 16 June 2016
<b>REVIEW DATES</b>	16 October 2015, 20 April 2015, 16 June 2016, 18 June 2020



**Preamble**

The *Local Government Act 1995* (the Act) prescribes that the role of Council includes:

**2.10 Role of council**

- (2) Without limiting subsection (1), the council is to –
- (g) oversee the allocation of the local government's finances and resources; and
  - (h) determine the local government's policies.

The Act also prescribes that the CEO has a duty to keep records:

**6.6 Accounts and records**

*The CEO has a duty –*

- (b) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;*

Further, the *Local Government (Financial Management) Regulations 1996* (the Regulations) require Council to develop procedures for authorization and payment of accounts;

**12. Payment of accounts**

- (1) *A local government is to develop procedures for the authorization of, and the payment of, accounts to ensure that there is effective security for, and properly authorized use of –*
  - (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*

Corporate credit cards are being used more extensively in local government, and when used correctly can streamline the time spent on paper based ordering and payments.

Further, credit cards provide a useful resource in emergency situations, and when it is not possible to raise a purchase order (i.e. when it is impractical to for a goods/ service provider to create the shire as a creditor), and at the same time provides an effective audit trail of expenses.

**Objective**

To ensure proper controls are in place for the issue to, and use of Corporate Credit Cards issued by Senior and Executive Staff on behalf of the Shire.

**Policy**

An agreement will be signed by the cardholder and the Shire (in the case of the Chief Executive Officer being the cardholder, the Shire President will sign the agreement on behalf of the Shire and in the case of other staff the Chief Executive Officer will sign on behalf of

the Shire) which sets out the cardholder’s responsibilities and legal obligations when using the credit card, including:

- The corporate credit card shall only be used for purchasing goods and services on behalf of the Shire. The card is not to be used for personal or non-business use.
- What the cardholder shall do in the event their employment terminates, or they moved to a position which does not require the use of a credit card.
- What the cardholder shall do if they lose or misplace their credit card.
- Credit cards are not transferable to other users, and all surrendered credit or expired cards are to be returned to the Director of Corporate Services for cancellation and destruction, which will be recorded in the register.
- What action is to be taken in the event that a cardholder fails to comply with this policy.

A register will be established to list all cardholders, which will include the card number, expiry date of the card, credit limit and details of the goods and services the cardholder has authority to purchase.

### **Head of Power**

*Local Government Act 1995, Section 2.7(2)(a) & (b) and Section 6.5(a). Local Government (Financial Management) Regulations 1996 11(1)(a).*

### **Review Plan**

This policy is to be reviewed every four years, review by date 16 April 2019.

**Note:** *The Local Government Act 1995, does not make provision for the issuing of credit cards to Elected Members as a local government can only pay allowances or reimburse expenses.*

<b>POLICY NO.</b>	F.05
<b>POLICY SUBJECT</b>	<b>Use of Credit Cards</b>
<b>ADOPTION DATE</b>	16 April 2015
<b>VARIATION DATE</b>	20 June 2019
<b>REVIEW DATE</b>	27 August 2015, 20 June 2019, 18 June 2020

# Policy F.06

## Sundry Debt (Other than Rates) Management

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### **Preamble**

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

#### **2.11 Role of council**

(2) ... the council is to –

- (i) oversee the allocation of the local government's finances and resources; and
- (j) determine the local government's policies.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

Further, the Act identifies the duties of the Chief Executive Officer to include:

#### **6.7 Accounts and records**

*The CEO has a duty –*

- (c) to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;

Whilst carrying out its responsibility to ensure monies owed to it are recovered in a timely, effective and efficient manner, the local government will:

- treat all people fairly and consistently under this policy;
- treat all matters under this policy confidentially; and
- treat people with respect and sensitivity in considering their circumstances.

### **Objective**

The object of the Sundry Debt (other than Rates) Management Policy is to minimize risk, provide a framework for the efficient and effective collection of outstanding sundry debts, and fulfill statutory requirements in relation to the recovery of fees, charges, and other debts (e.g. fines and grants).

### **Statement**

Sundry Debtor credit accounts will not be routinely established for the following services:

- Private Works;
- Facilities Hire or Entry Fees; and
- Cemetery Fees.

So while credit can be approved for the provision of such services, the administration will routinely seek payment in advance and/or upon their delivery.

Prior to extending credit, prospective Sundry Debtors must complete a Credit Application Form. Thereafter, the administration is responsible for the design and implementation of systems and procedures for:

- extending or denying credit to prospective Sundry Debtors;
- setting standardised payment terms for Debtors generally;
- the debt collection process; and
- stop credit actions where applicable.

Where the recovery of debt is unlikely, a provision for doubtful debts must be made in accordance with Australian Accounting Standards, and a bad debts register will be maintained and reviewed on a regular basis.

Proposed write-off of bad sundry debts greater than \$500.00 (excluding GST), must be reported to Council on a quarterly basis and will include:

- name of Debtor;
- amount to be written off;
- description of invoice; and
- reason for write-off.

For a debt to be written off either by Council or the administration, one of the following conditions must be satisfied:

- the Debtor cannot be located;
- uneconomical to pursue the debt;
- the hardship circumstances of the debtor do not warrant the taking or continuation of recovery action; or
- legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful.

Where a debt is recommended to Council for write-off as a result of hardship circumstances, the name of the Debtor will be reported to Council in confidence.

### **Review Plan**

This policy is to be reviewed every four years, review by date June 2020.

<b>POLICY NO.</b>	F.06
<b>POLICY SUBJECT</b>	<b>Sundry Debt (Other than Rates) Management</b>
<b>ADOPTION DATE</b>	16 June 2016
<b>REVIEW DATE</b>	18 June 2020

## **Preamble**

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

### **2.12 Role of council**

(2) ... the council is to –

- |     |  |
|-----|--|
| (k) | <i>oversee the allocation of the local government's ... resources; and</i> |
| (l) | <i>determine the local government's policies.</i>                          |

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

Asset management includes the taking of a systematic approach to managing assets through all lifecycle phases, and involves applying a combination of engineering, financial and other technical practices to the management of: an (infrastructure/ built) asset; costs; opportunities; risks; and performance.

## **Guiding Principles to Asset Management**

### **1. Accountability and Direction**

The management of assets shall:

- align with Council's vision and policy, strategy and plans for the provision of asset based services to the community;
- ensure an enterprise first, multi-disciplinary and consistent approach is taken to asset management in accordance with Council's Asset Management Framework;
- ensure that accountability for the management of Council owned or controlled assets is unambiguous, accepted and met; and
- ensure that asset management industry standards are used where appropriate and adapted if necessary to maintain organisation wide consistency.

### **2. Information Management**

The management of assets information shall ensure:

- asset information is managed in accordance with Council's information management and asset management standards and policies;
- assets under the control of Council are identified and recorded in a register with the level of detail and accuracy being based on: statutory requirements; risk management requirements; and then cost/benefit; and
- statutory requirements for external reporting are met (as a minimum).

### **3. Lifecycle Management**

Assets are managed:

- from a whole-of-life perspective (i.e. from planning and design to disposal);

- to achieve the lowest possible whole-of-life cost whilst controlling exposure to risk and loss of service;
- in support of the development of sustainable communities and are capable of adapting to changing environmental and social conditions; and
- such that statutory requirements for asset management planning are met (as a minimum).

#### 4. Service Level Management

Assets are managed such that:

- a planned approach is taken to the impacts of growth and demographic change through demand management and asset investment using an agreed growth and demographic (model) approach;
- current and desired levels of service are defined for asset based services that consider: community expectations; legislative and technical requirements; the cost of service and economic, environmental and social sustainability;
- Council commits to funding, within its means, infrastructure renewal requirements stated in asset management plans, so as to ensure the sustainability of the shire's infrastructure base; and
- investment decisions for new/upgraded infrastructure consider whole-of-life costs, including specifying additional annual operations and maintenance costs as part of the defined approval process.

#### Objective

The purpose of this policy is to provide a strategic focus to optimising the management of Council assets so as to: inform the local government of how capable it is to deliver the services and assets required by the community; and enhance productivity. Policy objectives include:

- specifies Council's overarching intentions and guiding principles for asset management;
- informs Council's strategic asset management planning and enables the development and implementation of long term Asset Management Plans; and
- includes commitments to funding infrastructure renewal requirements, legislative compliance and to the continual improvement of Council's asset management performance.

#### Statement

Council acknowledges that assets (particularly infrastructure assets) support its core business of delivering services to the Boyup Brook community. Council is committed to ensuring that infrastructure and services are provided in a sustainable manner, with appropriate levels of service to residents and visitors and taking due regard of the environment.

It is the intention of Council that the management of its assets will encompass the economic, environmental and social sustainability of both the built and natural environment whilst ensuring the most appropriate and cost effective methods of delivery of Council services for the benefit of the community. It follows therefore, that Council is committed to adopting sound asset management practices and processes so as to contribute to the achievement of the Council's vision.

Given that substantial and on-going expenditure will be required to maintain existing infrastructure, as required Council will engage high-level asset management skills and

practices to ensure that its asset-intensive services (i.e. road and associated infrastructure) are delivered economically and sustainably.

Council:

- Will set the overarching policy(s) and strategy (s) directing the local government in terms of asset management.
- Oversee compliance with legislative requirements as they relate to asset management.
- Commits to funding, within its means, infrastructure renewal requirements stated in long term asset management plans.
- Formation of community feedback mechanisms such as the Building Structures Asset Management Plan and Roads Bridges Assets Management Plan.

Chief Executive Officer

- Ensures that asset management policy(s) and procedures are communicated, embedded and adhered to throughout the organisation.
- Ensures that whole of life asset management outcomes are included in business planning.
- Ensures that timely review of Council's long term asset management plans.
- Sets measurable asset management and service level accountabilities for Directors and evaluates progress at regular executive meetings.

Review Plan

This policy is to be reviewed every two years, review by date October 2020.

<b>POLICY NO.</b>	F.07
<b>POLICY SUBJECT</b>	<b>Asset Management Policy</b>
<b>ADOPTION DATE</b>	20 October 2016
<b>VARIATION DATE</b>	15 November 2018
<b>REVIEW DATE</b>	18 June 2020

### **Preamble**

The Shire of Boyup Brook is an energetic local government in the south west of Western Australia providing infrastructure and services to its community under the auspices of the *Local Government Act 1995*. The Shire delivers diverse business activities including infrastructure, planning and building, health, bushfire control, and programming and community services with a range of issues requiring oversight, management and response. These issues cover compliance, operational, strategic and governance risks.

### **Objective**

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

### **Statement**

Risk management is a critical contributor to the manner in which the Shire conducts its business and makes decisions. Reports to Council and Committees or Working Groups will include the risk impacts of decisions and Administration's view of the significance of these.

A Council approved, robust and consistently applied risk management methodology will be used to identify, prioritise and respond to risk management issues and Council will review the risk profile of the Shire every two years. The Council determines the risk responsiveness appropriate to the achievement of the City's objectives (as detailed in **Appendix 1**) and will review this every two years in line with a review of the risk profile.

### **Process**

The Shire's Enterprise Risk Management team (comprising the CEO, Director Works and Services and Director Corporate Services) will manage and monitor the implementation of the Risk Management Policy and associated Risk Management Framework. The Administration will progress the work required to ensure that risk management processes are appropriately embedded into operational activities to enable appropriate risk reporting to the Audit and Finance Committee.

### **Roles and Responsibilities**

#### **Council**

The Council determines the risk responsiveness appropriate to the achievement of the Shire's objectives and will review this every two years in line with a review of the risk profile. The Council approves the risk management methodology which will be used by Administration to identify, prioritise and respond to risk management issues.

#### **Audit Committee**

The Audit and Finance Committee will oversee and make recommendations to Council on the Shire's responses to risk issues, and emerging risks. The Committee will also consider if the risk management methodology is sufficiently robust, applicable and still relevant to Council.



### **Executive Management Team (EMT)**

The Executive Management Team will review and reports on the Shire's responses to managing risks.

### **All Employees / Contractors / Consultants**

Every employee within the Shire is recognised as having a role in risk management. This involves vigilance in the identification and ongoing management of risks and participating in the risk management process.

(The detail of all roles and responsibilities is to be captured in the Shire's Risk Management Framework)

### **Review Plan**

The Risk Policy and relevant components of the Risk Management Framework will be reviewed every two years in accordance with the requirements of this Policy. Regular performance reporting on the effectiveness of the Shire's systems and controls in relation to management of risks will be presented to the Audit and Finance Committee.

### **References**

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

Amendments to the *Local Government (Audit) Regulations 1996* came into effect on 9 February 2013. Specifically, clause 17 which states:

*"17. CEO to review certain systems and procedures*

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

*(a) risk management; and*

*(b) internal control; and*

*(c) legislative compliance*

*(2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

*(3) The CEO is to report to the audit committee the results of that review."*

In addition to the requirement for the CEO to prepare a report as outlined in clause 17, the Regulation also stipulates an additional responsibility for the Audit Committee as detailed in clause 16(c) which states:

*"(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –*

*(i) report to the council the results of that review; and*

*(ii) give a copy of the CEO's report to the council."*

### **APPENDIX 1**

#### **RISK RESPONSIVENESS STATEMENT**

Local government is expected to take a conservative approach to risk management and the Shire of Boyup Brook prudently manages its business while exploring opportunities that create value for the community.

The following statements articulate the Shire's responsiveness for risk:

### **Totally unacceptable risks**

The Shire will not undertake any strategy, activity, service or project which may involve or result in:

- Insolvency;
- Deliberate violation of Australian law and regulations;
- Serious injury to employees, volunteers, contractors and visitors;
- Serious injury in the public realm arising from the Shire's negligence.

### **Financial**

- Current Ratio: not less than 0.600:1
- Cash Balance: sufficient cash to fund 2 months operation;
- Reserves: total balance not less than 10% of progressive balance in the Shire's Long-Term Financial Plan;
- Asset Renewal: an asset renewal 'backlog' of no greater than \$500k measured over a three year average.

### **Strategic**

The City will encourage opportunities to attract investment and infrastructure development that supports significant population growth, consistent with the Shire's Strategic Community Plan.

### **Operational risks (service delivery)**

- Customer satisfaction levels will not fall below 75%;
- Staff retention levels will not fall below 85%;
- Service delivery will be conducted consistent with the Corporate Business Plan.
- Service delivery interruptions cannot exceed one week where these are within the control of the Shire.

<b>POLICY NO</b>	F.08
<b>POLICY SUBJECT</b>	<b>Risk Management</b>
<b>ADOPTION DATE</b>	27 August 2015
<b>REVIEW DATE</b>	18 June 2020

## Policy F.09 Related Party Disclosure

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### **Introduction**

Under the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia will produce annual financial statements that comply with Australian Accounting Standards.

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities, including local governments. So the Shire is now required to disclose Related Party Relationships and Key Management Personnel compensation in its Annual Financial Statements.

Policy F.10 defines the parameters for Related Party Relationships and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures.

This Policy addresses the four (4) different types of related party that are to be considered by Council:

1. Entities related to Council;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

### **Definitions**

The following definitions apply to this policy:

<b>AASB 124</b>	Australian Accounting Standards Board, Related Party Disclosures Standard 124.
<b>Close family members of Key Management Personnel (KMP)</b>	Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Boyup Brook and include: <ul style="list-style-type: none"><li>- the KMP's children, and spouse or (domestic) partner;</li><li>- children of that KMP's spouse or (domestic) partner; and</li><li>- dependants of the KMP or the KMP's spouse or (domestic) partner.</li></ul>
<b>Entity</b>	Can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body. <i>Entity Related to a KMP</i> - Related Entities to Key Management Personnel are entities that are: <ul style="list-style-type: none"><li>- *controlled or jointly controlled by a KMP;</li><li>- apart from Council, where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity; or</li><li>- controlled or jointly controlled by a close family member of a KMP of Council.</li></ul>

\*A person or entity is deemed to have *control* if they have:

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; or
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity would have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

**Entity Related to Council**

This includes any entity that is either controlled, jointly controlled or over which Council has a significant influence. A person or entity is a Related Party of Council if any of the following apply: they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others); they are an associate or belong to a joint venture of which Council is part of;

- they and Council are joint ventures of the same third party;
- they are part of a joint venture of a third party and Council is an associate of the third party;
- they are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- they are controlled or jointly controlled by close family members of the family of a KMP;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council; or
- they, or any member of a group of which they are a part, provide KMP services to Council.

**Key Management Personnel (KMP)**

AASB 124 defines KMP as “*those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity*”.

- Key Management Personnel for the Shire of Boyup Brook are:
  - o elected Council Members (including the President); and
  - o persons employed under s5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer, Senior Employee or Director.

**Material (materiality)**

Means the assessment of whether a transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Ordinary Citizen Transaction**

A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Boyup Brook.

<b>Related Party</b>	A person or entity that is related to the entity preparing its financial statements.
<b>Related Party Transaction</b>	A transfer of resources, services or obligations between the Shire of Boyup Brook and a related party, regardless of whether a price is charged.
<b>Significant (significance)</b>	Likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

## **Objective**

The objective of this Policy is to provide guidance on:

- the identification of Council's related parties;
- management of related party transactions;
- recording such transactions; and
- disclosure of the transactions in the Shire of Boyup Brook annual financial statements in accordance with AASB 124.

## **Policy Statements**

### **1. Key Management Personnel (KMP)**

All Key Management Personnel (KMP) are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with Council. All related parties will be included in the self-assessment. A disclosure form is provided as an Attachment to this Policy.

### **2. Related Party Transactions**

#### **2.1 Ordinary Citizen Transaction**

For the purpose of this Policy, an Ordinary Citizen Transaction is one that occurs between Council and KMP and/or related parties which satisfy the following criteria. The transaction would:

- occur during the normal course of Council delivering its public service goals;
- be under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with Council.

This includes for example facility hire, and the payment of rates and dog registrations.

There is no obligation to disclose Ordinary Citizen Transactions.

Transactions between Council and Related Parties that would normally be considered Ordinary Citizen Transactions but where the terms and conditions differ from normal practice however, will be disclosed.

#### **2.2 Non-ordinary Citizen Transactions**

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) will be disclosed in accordance with AASB 124.

The following are examples of transactions that will be disclosed if they are with a related party and are not an Ordinary Citizen Transaction:

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of Council or by Council on behalf of the related party.

### **3. Disclosure of Information**

#### 3.1 Council disclosure

AASB 124 provides that Council will disclose the following financial information in its financial statements for each financial year period:

- the nature of any related party relationships;
- the amount of the transactions;
- the amount of outstanding balances, including commitments, including:
  - (i) their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
  - (ii) details of any guarantees given or received;
- provisions for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters will be considered in determining the materiality and significance of any related party transactions:

- significance of transaction in terms of size;
- whether the transaction was carried out on non-market terms;
- whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- whether the transaction is disclosed to regulatory or supervisory authorities;
- whether the transaction has been reported to senior management; and
- whether the transaction was subject to Council approval.

Regard will also be given for transactions that are collectively, but not individually significant.

All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

### 3.2 Key Management Personnel disclosure

In accordance with this Policy, KMP will provide a Related Party Disclosure in the form set out in the Attachment twice yearly, no later than the following dates each financial year:

- 30 December each year; and
- 30 June each year.

## **4. Review of Related Parties**

A review of KMP's and their related parties will be completed every 12 months. Particular events, such as a change of Councillors, Chief Executive Officer, Senior Employee(s) or Director(s) or a corporate restructure will also trigger a review of Council's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

The Chief Executive Officer shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- transactions occurring via Council's accounting and electronic records management systems;
- other transactions not passing through Council's electronic accounting / management systems;
- the identification of the associated terms and conditions of the related party transactions;
- declarations in the Financial Interests Register; and
- information provided in Primary and Annual Returns.

If any elected member or employee believes a transaction may constitute a related party transaction they will notify the Chief Executive Officer who shall, in consultation with the Director Corporate Services, make a determination on the matter.

## **5. Privacy & Confidentiality**

### 5.1 Access to information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of 5.2.

- the Chief Executive Officer;
- Executive Assistant;
- Director Corporate Services;
- Manager Finance;
- an Auditor of Council (including an Auditor from the WA Auditor General's Office); and
- other officers as determined by the Chief Executive Officer.

## 5.2 Permitted purposes

Persons specified in 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- assess and verify the disclosed related party transaction;
- reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
- comply with the disclosure requirements of AASB 124; or
- verify compliance with the disclosure requirements of AASB 124.

## 5.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

- information (including personal information) provided by a KMP in a related party disclosure; and
- personal information contained in a register of related party transactions.

## **Policy Application**

This policy applies to Key Management Personnel and Related Parties of the Shire of Boyup Brook.

<b>POLICY NO:</b>	F.09
<b>POLICY SUBJECT:</b>	<b>Related Party Disclosure</b>
<b>ADOPTION DATE:</b>	20 July 2017
<b>REVIEW DATE:</b>	June 2018, 18 June 2020



### **Preamble**

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for this smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (The Act) identifies the role of Council to include:

#### 2.7 Role of council

- (2) the council is to-
- (a) oversee the allocation of the local government's finances and resources;
  - (b) determine the local government's policies.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

### **Objective**

The object of this Rates Strategy Policy is to guide both the shire's Corporate Business Plan and Long Term Financial Plan as they relate to the levying of rates in the district.

### **Statement**

#### **Rating Principles**

The principles to be observed when implementing Councils rating policy are:

- Objectiveness
- Fairness and equity
- Consistency
- Transparency
- Administrative efficiency

The key premise upon which the Rating Strategy Policy is structured is that rates will be based on the predominant "use" of a property.

#### **Rating based on the "use" of a property**

Rates will be based on the "use" of a property.

Where the predominant use is rural or mining, the basis of rating will be Unimproved Value (UV). UV Urban and Special Rural properties are also captured in this property category.

Sub-classes within this rate category might be UV - Rural, UV - Mining, UV - Special Rural, or UV - Other.

Where the predominant use is neither rural nor mining, the basis of rating will be Gross Rental Value (GRV). Residential, Commercial, industrial, and Special Rural properties are captured in this property category.

### **Differential Rating**

Differential rating is supported, e.g. As guided by the Western Australian Local Government Grants Commission's (The Grants Commission) Balanced Budgets, and will be applied in the Shire of Boyup Brook where the project benefit, e.g. increase in rate revenue, or a more equitable distribution of the rate burden, is likely to exceed the cost of undertaking the differential rating.

### **Spot or split rating**

Spot rating, of a portion or portions within rateable parcels of land, will not normally be applied.

For rate assessments that are for one lot or location only, the predominant use of that property must be determined. For rate assessments that are for more than one lot or location the predominant use of the whole property must be considered.

Where the predominant use cannot be clearly identified or where two or more significant activities occur, Council may apply split rating (in circumstances where the projected increase in rates revenue is likely to exceed the cost of undertaking that split).

The predominant use of land is to be determined by:

- If one of the activities is more noticeable or imposing than the other activities occurring on the land.
- The nature, scale, frequency and duration of the activities on the land.
- Locality in which the land is situated.
- The size of the property.
- The zoning of the land.
- Promotion of the activity being conducted on the land.

Where land is zoned as Special Rural, that land is prima facie presumed to be used for non rural purposes, and if rated on its UV, it may subsequently be rated on its GRV as the underlying characteristics of the land is for residential purposes.

### **The Rates Revenue Pool of Moneys Levied**

When levying rates the shire will have regard for the percentage split of revenue contributed to the total rates pool by each of the rates categories (rural, mining and other i.e. GRV) as assessed by the Grants Commission.

In determining its *Rates Standards* (for each of the rates categories), the Grants Commission uses data from the Information Return provided by local governments. The Commission uses a three year average to provide a more stable result. Landgate provides the Commission with information on the number of assessments, valuations and area for each local government. The Commission also averages this data over a three year period.

The Grants Commission uses a regression analysis to determine the best mathematical fit, however it adjusts this formula to accommodate the unique circumstances of WA Local Governments.

For the 2016/17 grants determinations, the Grants Commission used the following formula:

\$272.90 per assessment + \$0.00154 x valuations + \$2.84 per ha =rural contributions.

\$1260/61 x assessments +\$0.2653 x area + \$0.0636 x valuations = mining contributions.

\$824.11 per assessment +\$0.0316 in the dollar = GRV contributions.

### **Rates Concessions**

In the instance where: a rateable unit of land straddles the Boyup Brook district and an adjoining district; and the land is rated by both the Shire of Boyup Brook and the adjoining district, that land shall receive a 50% concession on its rates regardless of whether the adjoining district affords the land a concession or not.

### **Review Plan**

This policy is to be reviewed every year, review by date June 2020..

### **Dates Reviewed**

21 June 2018

20 June 2019

<b>POLICY NO</b>	F.10
<b>POLICY SUBJECT</b>	<b>Rating Strategy</b>
<b>ADOPTION DATE</b>	15 June 2017
<b>VARIATION DATE</b>	20 June 2019
<b>REVIEW DATE</b>	21 June 2018, 20 June 2019, 18 June 2020

# Policy F.11

## Guidelines for Community and Commercial Lease Negotiations Policy

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### **Policy Objective**

This policy establishes protocols for the CEO to negotiate community and commercial leases. Through the implementation of this Policy, Council aims to maximise the benefit to the community whilst ensuring responsible management of community assets.

### **Policy Scope**

This policy applies to all new leases and licences, including the renewal of leases and licences for community, sporting groups and commercial entities.

### **Policy**

Leases are to include a range of standard clauses such as: Indemnity; Statutory Obligations and Notices; Breach; Governing Law; Disputes; Goods and Services Tax; and, and the Schedule.

The below table i.e. the framework, outlines the matters to be negotiated in a community or commercial lease, and identifies who will be responsible for each of the costs.

### **CEO's Responsibility**

**The CEO is responsible for managing lease negotiations under this framework.**

Other clauses that may be negotiated by the CEO include:

- Alterations and capital improvements - e.g. the Lessee is to obtain prior written consent from Council.
- Casual hire - Lessee is to obtain prior written consent from the CEO.
- Assignment, Subletting and Charging - Lessee is to obtain prior written consent from the CEO.
- The term of the lease or licence.

### **Council's Responsibility**

Should a prospective lessee wish to deviate from these standard requirements, they are to put a written request to Council for approval. Once a lease has been negotiated, the final draft lease will be presented to Council for approval.

### **Standard Lease Charges:**

Item	Description	Who is responsible for payment - Community Lease		Who is responsible for payment - Commercial Lease	
		Shire	Lessee	Shire	Lessee
*Rates	local government services and other charges	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*ESL	local government services and other charges	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Item	Description	Who is responsible for payment - Community Lease		Who is responsible for payment - Commercial Lease	
*Bins (based on fees and charges)	local government services and other charges		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Electricity	Utility		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Gas	Utility - replacing gas bottle		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Septic Tank	Emptying of Septic Tank		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
*Water Rates	local government services and other charges	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Water Charges	Utility		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Telephone	Outgoings		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Building/Property Insurance	Insurance: Shire is on charge.		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Public Liability Insurance	Insurance		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Contents Insurance	Insurance		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Termite	Public building safety inspection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Electrical inspection RCD only	Public building safety inspection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Fire equipment	Public building safety inspection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Cost to prepare the lease	legal fees	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Legal action in regards to lessee breach, work done at lessee request in regards to lease.	legal fees		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

*\*These costs are as per the Fees and Charges in the Annual Budget.*

<b>POLICY NO.</b>	F.11
<b>POLICY SUBJECT</b>	<b>Guidelines for Community and Commercial Lease Negotiations Policy</b>
<b>ADOPTION DATE</b>	15 November 2018
<b>VARIATION DATE</b>	21 February 2019
<b>REVIEW DATE</b>	November 2019, 18 June 2020

# Policy F.12

## Regional Price Preference

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### **Preamble**

The responsibility for good governance including control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounts Manual).

The Local Government Act 1995 (the Act) identifies the role of Council to include:

#### *2.7 Role of Council*

*(2) Without limiting subsection (1), the council is to-*

*(a) oversee the allocation of the local government's financial and resources; and (b) determine the local government's policies.*

With Councils's role focused on the broader governance and financial responsibilities, the Chief Executive Officer (CEO) has substantial operational responsibility to ensure that human resource and finance matters are handles effectively and efficiently.

### **Objective**

To promote local business partnerships within the Shire of Boyup Brook by recognising that the overheads of regional (local) suppliers (i.e. those suppliers operating a business continuously for 6 months or more out of premises located in the district of Boyup Brook) might be higher than some non-regional suppliers.

### **Definitions**

In the policy the following words have the following meanings:

<b>Construction</b>	Is the carrying out of any works that are construction, reconstruction, renovation or alternation to any structure where these is a design element that has been initiated by the Shire. This includes but is not limited to residential buildings, commercial buildings, shelters and civil construction.
<b>Goods</b>	Includes tangible and quantifiable material requirements, usually prefabricated and capable of being moved or transported.
<b>Local Supplier</b>	Is a business within the Shire which conforms to the definition of a 'regional tenderer/respondent' under this policy.
<b>Premises</b>	Means a physical location within the Shire's boundaries, which includes residential property that is registered with the Shire as a 'home occupation' or 'home business'.
<b>Price Preference</b>	Is defined as the willingness to pay a higher price for the procurement of goods or services that are supplied by a 'regional tenderer/respondent' by assessment their tender/quotation deadline and submits a tender/quotation for the supply of goods or services.

**Regional Tenderer/Respondent** Is a supplier that has been operating a business continuously out of premises within the Shire for a period of no less than six (6) months prior to the tender/quotation deadline and submits a tender/quotation for the supply of goods or services

**Services** Means any task, consultancy, work or advice to be performed or provided to the Shire. This includes but is not limited to services such as consultancies, installations, maintenance works, repairs, cleaning, waste removal, external auditors etc.

### **Statement**

The Shire of Boyup Brook will encourage local suppliers to do business with Council through the provision of a regional price preference advantage in conjunction with standard tender/quotation considerations. This policy applies to all Shire tenders and quotations above \$5,000 (excluding GST).

A preference will be given to a regional tenderer/respondent by assessing their tender/quotation as if the price bids were reduced by:

- a) 10% (up to a maximum price reduction of \$50,000 (excluding GST) for goods or services;
- b) 5% (up to a maximum price reduction of \$50,000 (excluding GST) for construction (building) services; or
- c) 10% (up to a maximum price reduction of \$500,000 (excluding GST) for goods or services (including construction building services) if tenders/quotations are being sought for the first time for goods or services currently undertaken by Council.

### **Proof of Eligibility**

Regional tenderers/respondents that intend to claim a regional price preference under this policy will be required to submit suitable proof of eligibility with their tender/quotation. To be eligible to claim a price preference regional tenderers/respondents must intend to manage/deliver the majority of the contract outcomes from premises within the Shire.

If, in the opinion of the Shire, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their tender/quotation may be considered non-conforming and as such may be excluded from evaluation.

### **Competitive Purchasing**

Whilst price is a competitive consideration in the provision of goods or services via tender/quotation, it is only one aspect of the evaluation process. Value for money principles, as described within Council's F.03 Purchasing Policy, will be employed by assessing the price component in conjunction with the selection criteria and requirements.

The tender/quotation that is determined to be both cost effective and advantageous to the Shire will be the most likely to be accepted.

### **Roles and Responsibility**

The CEO will implement procedures to ensure that employees with purchasing authority use a competitive market for their local tender/quotation requirements so as to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

The CEO will ensure that the application of a regional price preference is clearly identified within tender/quotation documents to which the preference is to be applied and that this policy is made available to local suppliers.

**Reference and Related Documents**

- F.03 Purchasing Policy
- Shire of Boyup Brook Code of Conduct
- Local Government (Functions and General) Regulations 1996

<b>POLICY NO.</b>	F.12
<b>POLICY SUBJECT</b>	<b>Regional Price Preference</b>
<b>ADOPTION DATE</b>	18 April 2019
<b>REVIEW DATE</b>	18 June 2020



### **Preamble**

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

#### **2.13 Role of council**

(2) ... the council is to –

- (a) oversee the allocation of the local government's ... resources; and
- (b) determine the local government's policies.

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

### **Objective**

The Vetting Policy has been established to ensure that: all staff and volunteers of the Shire of Boyup Brook meet 'Proof of Identity' criteria; and that the shire's employees have the right to work in Australia.

Vetting Procedures minimum requirements are:

- Right To Work (in Australia)
- National Police Clearance
- 100 Point Proof of Identity
- Working with Children (where applicable)

### **Statement**

In order to assure that the Vetting policy is effectively implemented, the following roles and responsibilities apply:

#### **Council**

- Sets overall policy and a framework for the administration to work within.

.

#### **Chief Executive Officer**

- Ensures the Vetting policy, and any procedures that derive from it, are communicated, embedded and adhered to.
- Ensures that policy objectives and outcomes are communicated to shire Human Resource and Payroll staff.
- Sets measurable Vetting procedure accountabilities for senior staff, and evaluates progress at regular executive meetings.

### **Review Plan**

This policy is to be reviewed every four years, review by date September 2023.

<b>POLICY NO.</b>	F.13
<b>POLICY SUBJECT</b>	<b>Vetting Policy</b>
<b>ADOPTION DATE</b>	19 September 2019
<b>REVIEW DATE</b>	18 June 2020

## **Policy F.14**

### **Financial Hardship Policy**

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#### **Objective**

Council acknowledges that due to exceptional circumstances ratepayers may at times encounter difficulty in paying rates and service charges as they fall due.

It is not the intention of Council to cause hardship to any ratepayer through the Council's recovery procedures and consideration will be given to acceptable arrangements to clear any debt, where possible, prior to the end of the current financial year.

Council recognises there are cases of genuine extreme financial hardship where the interest on outstanding rates will cause the ratepayer further hardship. The guideline below outlines the scope and criteria for assessing applications of cases of extreme financial hardship and to write off interest of up to \$500 on outstanding rates.

#### **Statement**

On 21st May 2020, the Council delegated to the Chief Executive Officer (CEO) the power under s6.12(1)(c) of the *Local Government Act 1995* to write off interest on outstanding rates incurred in respect of the current financial year, subject to the conditions outlined below. Financial hardship relief policy is to continue each financial year until revoked by Council.

The Chief Executive may waive interest charges and/or write off interest on outstanding rates subject to the following conditions:

- a) In the opinion of the Director Corporate Services (DCS) or other delegated officer, the ratepayer is experiencing extreme and genuine financial hardship.
- b) The ratepayer's circumstances are supported by an original hardship letter from a financial counsellor.
- c) The ratepayer is not a corporation or trustee.
- d) The ratepayer is not bankrupt or subject to a bankruptcy petition.
- e) The maximum interest amount to be written off without reference to Council is \$500.
- f) The property is the principal place of residence.
- g) The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.
- h) The applicant enters into a payment plan for the payment of rates and charges.

<b>POLICY NO.</b>	F.14
<b>POLICY SUBJECT</b>	<b>Financial Hardship</b>
<b>ADOPTION DATE</b>	21 May 2020
<b>REVIEW DATE</b>	18 June 2020

## Policy F.15 Disposal of Property

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### **Objective**

This policy is intended to provide guidelines for the disposal of Shire of Boyup Brook owned property deemed surplus to the Shire requirements.

The Shires Disposal of Property Policy sets the direction for disposition of all property, including the conditions relating to plant and vehicles trade-ins, machinery, furniture, equipment, miscellaneous items abandoned vehicles, building/construction materials, animals and land or buildings.

### **Statement**

To ensure full compliance with applicable legislative obligations and principles of transparency:

- Assets disposal decisions, including reasons for such action are to be recorded in the Shires assets registers and associated account records;
- Under no circumstances are items to be donated to staff.

To clarify, the terms “Property” and “Asset” are interchangeable to ensure alignment with the Local Government Act 1995. The following definitions, extracted from Section 3.58 of the Local Government Act 1995 are also relevant:

- Disposal: includes to sell, lease or otherwise dispose of, whether absolutely or not; and
- Property: includes the whole or any part of the interest of a local government in property but does not include money.

Where assets have been identified as being surplus to the Shires requirements, due for replacement or is deemed appropriate for disposal through the relevant act, the following procedures will apply to the disposal of that asset:

- Section 3.58 of the Local Government Act 1995 requires Council to dispose (sell, lease or otherwise dispose) of property assets by public auction, public tender or local public notice in accordance with the legislated requirements. Section 3.58(d) allows for certain dispositions to be exempted from these requirements through regulation.
- The disposition of which shall be an exempt disposition pursuant to Regulation 30(2) and (3) of the Local Government (Functions and General) Regulations 1996.

### **1. Disposal of Land and Buildings**

1.1 includes the sale, lease or assignment of all or any part of the land.

Shire of Boyup Brook owned land and buildings is to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995* by either of the following:

- a) The highest bidder at a Public auction; or

- b) Public tender
- c) Before agreeing to dispose of the property it gives local public notice of intention to dispose-
  - i. Describing the property concerned; and
  - ii. The names of all other parties concerned; and
  - iii. The consideration to be received by the local government for the disposition; and
  - iv. The market value of the disposition
  - v. Inviting submission to be made to the shire before a date not less than 2 weeks after the notice is first given
  - vi. And it considers any submission made to it before the date specified in the notice and if its decision is made by the council, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

1.2 Under Regulation 30 of the Local Government (Functions and General) Regulations, an exemption applies where land is disposed of:

- a) To an owner or adjoining land (subject to value less than \$5,000);
- b) To a charitable or not for profit body;
- c) To the Crown;
- d) Is leased to an employee of the local government for use as the employees residence; or
- e) Is residential property leased to a person.

1.3 Notwithstanding the provisions of the Act or the Regulations, any disposal of the Shire of Boyup Brook land is to:

- Have regard to the commercial value of the land being disposed as determined by a qualified valuer and or the Valuer Generals Office; and
- Be brought before Council for consideration.

**2. Disposal of confiscated or uncollected goods (including animals)**

2.1 Confiscated or uncollected goods are to be disposed of in accordance with Section 3.47 of the *Local Government Act 1995*.

The property is to be disposed of as if it were the property of the Shire of Boyup Brooks and therefore subject to the provisions of Section 3.58 of the *Local Government Act 1995*.

**3. Disposal of Plant, Machinery, Furniture, Equipment and Miscellaneous Items**

3.1 The Shire of Boyup Brook plant, machinery, furniture, equipment, and miscellaneous items are to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995* by either of the following:

- a) The highest bidder at a Public auction; or
- b) Public tender
- c) Before agreeing to dispose of the property is gives local public notice of intention to dispose-
  - i. Describing the property concerned; and

- ii. The names of all other parties concerned; and
- iii. The consideration to be received by the local government for the disposition; and
- iv. The market value of the disposition
- v. Inviting submission to be made to the shire before a date not less than 2 weeks after the notice is first given
- vi. And it considers any submission made to it before the date specified in the notice and if its decision is made by the council, the decision, and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

<b>POLICY NO.</b>	<b>F.15</b>
<b>POLICY SUBJECT</b>	<b>Disposal of Property</b>
<b>ADOPTION DATE</b>	25 August 2022
<b>REVIEW DATE</b>	

# **Section 4**

## ***MEMBERS***

### **Policy M.01** Seminars, Conferences and Training

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#### **Objective**

To provide for the continuing professional development of Elected Members and Employees through attendance at appropriate seminars, conferences and other training opportunities.

#### **Statement**

It is Council policy to have the Shire of Boyup Brook represented at any conference or seminar where it is evident that some benefit will accrue to the Council and/or the district.

It is Council policy that:-

1. Attendance

The Shire President and or Chief Executive Officer may approve elected members and partners attendance at seminars, conferences and other training sources held intra and interstate, provided funds are available in the members conference/training budget.

The Chief Executive Officer may approve attendance and payment of associated costs at seminars, conferences and other training sources, within budget provision for all employees.

2. The following shall apply for Councillors authorised and/or appointed as delegates under this policy to attend Conferences:

- a) Registration

The Council will pay all normal registration costs for Councillors and partners that are charged by organizers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

- b) Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors and partners including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

- c) Travel

All reasonable travel costs for Councillors to and from the conference location/venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class at the cost of the attendee. Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the CEO.

The Council will reimburse the costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences. Councillors using private vehicles in accordance with this Policy may claim the "kilometre" allowance payable under the Local Government Officers Award, but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.

The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organizers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate conference/training provider.

The Council may, in accordance with s5.102 of the Act, make a cash advance not exceeding one hundred dollars (\$100) per day per member, prior to an expense being incurred. The advance is made subject to an acquittal being completed upon the return of the member from the conference or training, fully accounting for the advance.



<b>POLICY NO.</b>	M.01
<b>POLICY SUBJECT</b>	<b>Seminars, Conferences and Training</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	19 June 2008
<b>REVIEW DATE</b>	18 June 2020

**Objective**

To determine procedures for responding to requests from the media.

**Statement**

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with the Shire President (or Deputy Shire President in his absence) to determine who will respond/comment and the nature of the response/comment. If either is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President, Staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

<b>POLICY NO.</b>	M.02
<b>POLICY SUBJECT</b>	<b>Public Relations – Press Releases</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

## Policy M.03 Council Meeting Dates

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### **Objective**

To confirm the preferred timing of ordinary meetings of the Council.

### **Statement**

That the Council meet on the third Thursday of each month of the year with the exception of January unless resolved otherwise.

<b>POLICY NO.</b>	M.03
<b>POLICY SUBJECT</b>	<b>Council Meeting Dates</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## **Policy M.04**

### Council Chambers – Use of

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#### **Objective**

To determine the permitted use of the Council Chamber for purposes other than Shire related activities.

#### **Statement**

That the Council Chambers not be made available for functions and meetings for the general public.

The Council Chambers are to be used only for Shire related activities and activities not clearly meeting this criteria be decided upon by the Shire President in consultation with the Chief Executive Officer.

<b>POLICY NO.</b>	M.04
<b>POLICY SUBJECT</b>	<b>Council Chambers – Use of</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

**Councillors – Expenses Reimbursements and Loss of Earnings**

---

**Objective**

To determine the extent to which expenses incurred by an Elected Member while performing their duties will be reimbursed.

**Statement**

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Shire will meet costs associated with: -

1. childcare incurred by the elected member where that member attends at a Council meeting or a Committee meeting, where he or she is a member. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
2. travel costs where an Elected Member attends a Council meeting or a meeting as a member of Council appointed to a management or advisory Committee;
3. where an Elected Member attends other meetings as a nominated delegate of the Council;
4. In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particular area of travel and nature of business, distance travelled and vehicle engine displacement;
5. The Travel Log register to be completed by Councillors. Travel reimbursement will be paid automatically on a 6 monthly basis;
6. Details of other expenses, should also be submitted on the appropriate claim form, supported by actual invoices or receipts;
7. The amount payable in respect of travelling expenses shall be that assessed at the applicable rate per kilometre as detailed in the Local Government Officer's Award;
8. Wherever possible, the use of a Shire owned vehicle should be made by prior arrangement with the Chief Executive Officer to attend meetings;
9. Where a Shire vehicle is available and not used by Councillors, travel will not be claimable.

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation.

<b>POLICY NO.</b>	M.05
<b>POLICY SUBJECT</b>	<b>Councillors – Expenses Reimbursement and Loss of Earnings</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	09 August 2006, 20 May 2010
<b>REVIEW DATE</b>	18 June 2020

**Policy M.06**  
Tape Recordings of Council

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## **Policy M.07**

### Well Wishes from the Council

---

#### **Objective**

To recognise personal significant events of staff, Councillors (present and former) and close affiliates of the Council or their families.

#### **Statement**

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of the Council or their families.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

<b>POLICY NO.</b>	M.07
<b>POLICY SUBJECT</b>	<b>Well Wishes from the Council</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

**Policy M.08**  
Meetings of Council – Guest Speakers

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24



## Policy M.09 Sandakan Relationship

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### **Objective**

To promote and develop the Memorandum of Friendship between the Sandakan Municipal Council and the Boyup Brook Shire Council.

### **Statement**

The Memorandum of Friendship between the two Municipalities was signed in October 2007. The aims of the Memorandum are to improve the management of the two councils; to encourage commerce, trade and tourism; exchange of administration and information on culture, arts and relics of World War II; and exchange of youth and sport matters.

To uphold the memorandum-

- the Council Representative (usually the Shire President) and partner of the Shire of Boyup Brook attend either the Anzac Day Service or the Sandakan Memorial Day Service in Sandakan each calendar year.
- Council offer financial assistance to the Boyup Brook Lions Club in their annual school scholarship programme to send a student to the Sandakan Anzac Day Ceremony.
- the Boyup Brook Shire Council invite representatives from the Sandakan Municipal Council and two High School students, nominated by the Sandakan Municipal Council, to attend the Boyup Brook Sandakan Memorial service each year.

It is Council policy that all reasonable and direct expenses incurred by the Shire Representative and partner are met by the Shire.

To assist Council and the Community to monitor the success of the relationship in respect to the aims of the Memorandum of Friendship the Council representative and the scholarship recipient provide a written report to Council outlining progress in the five key areas of the Memorandum of Friendship.

Implementation of this policy is subject to annual budget considerations.

<b>POLICY NO.</b>	M.09
<b>POLICY SUBJECT</b>	<b>Sandakan Relationship</b>
<b>ADOPTION DATE</b>	19 June 2008
<b>VARIATION DATE</b>	17 September 2009, 21 October 2010
<b>REVIEW DATE</b>	18 June 2020

# **Policy M.10**

## **Councillors Telecommunications and Information Technology Allowance Policy**

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### **Objective**

To provide an annual allowance to Members to adequately cover fixed and usage related telecommunications and information technology fees and the cost of consumables for printers. In addition, to set a position on the provision of computer equipment.

### **Principles**

To meet Member's telecommunication costs relevant to their Membership on Council.

### **Issues**

The local Government Act provides for telecommunication and information technology allowances as an alternative to reimbursement of costs. The annual allowance is less costly to administer than the cost reimbursement option and does not rely on claims being lodged. It should more adequately meet Members' costs relating to communication with the community, each other and administration. The provision of a mobile telephone or smart phone and internet connection will facilitate the electronic distribution of minutes, information and other otherwise printed matter. It will also provide a research and general information-gathering tool. In order for the full value of Councillors being accessible via email, having the ability to provide information electronically etc it is important that Councillors have suitable computer equipment and standard programs. Also that they are able to print out material as need be. The plan is that the equipment be replaced every four years and it is noted that there would be advantages to the organisation if it did not have to deal with the used equipment should the Councillor leave, not be re-elected or otherwise no longer hold office. The policy therefore provides for Councillors with the option to acquire the equipment under these circumstances. The acquisition arrangements take into account the limited value of used IT equipment.

### **Policy**

- 4.1 Telecommunications and Information Technology Allowance
  - 4.1.1 Members will be paid an annual telecommunications and technology allowance of between \$500 and \$3,500. This allowance is to be reviewed annually as part of the budget process to ensure that it keeps pace with costs.
  - 4.1.2 Councillors may opt to have Telstra phone accounts in the Shire's name with the Councillor being required to reimburse the Shire for 100% of all charges (the fixed and variable charges)."
- 4.2 Equipment – Communication Purposes
  - 4.2.1 Council will provide a suitable portable computer, smart phone and printer (the equipment) for Members' use."
  - 4.2.2 Ownership of the equipment may be transferred to a member upon resignation or retirement or when it is four years old."

<b>POLICY NO.</b>	M.10
<b>POLICY SUBJECT</b>	<b>Councillors Telecommunications and Information Technology Allowance Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	09 August 2006, 20 May 2010, 15 December 2011, July 2017
<b>REVIEW DATE</b>	21 June 2018, 18 June 2020

## **Policy M.11**

### **Support for Community Seniors Christmas Lunch**

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#### **Policy Objective**

This policy establishes the support that the Shire of Boyup Brook will provide towards the annual Community Seniors Christmas Lunch event in Boyup Brook.

#### **Statement**

The annual Community Seniors Christmas Lunch is an event organised by volunteers to encourage a sense of community and inclusion for the ageing residents of Boyup Brook.

In support of their endeavour Council will:

- Each year make budget provision of \$1,000 (not including facility hire costs) to contribute to the Community Seniors Christmas lunch; and
- Provide the Town Hall free of charge.

Community Seniors Christmas Lunch organisers will:

- Use the funding for hosting this lunch event only;
- Provide the Shire of Boyup Brook with a letter of request, supported by invoice(s), for the sponsorship payment.
- Agree to acknowledge the Council's sponsorship through any promotional, verbal or public address announcements.

Any additional requests for in-kind support for this event will need to be addressed in writing to the CEO, three months prior to the event. Any additional support will be at the discretion of the CEO.

Implementation of this policy is subject to annual budget considerations.

<b>POLICY NO.</b>	M.11
<b>POLICY SUBJECT</b>	<b>Support for Community Seniors Christmas Lunch</b>
<b>ADOPTION DATE</b>	June 2018
<b>REVIEW DATE</b>	18 June 2020

### **Policy Objective**

This policy establishes protocols for the Shire of Boyup Brook's official communications with our community to ensure the Shire of Boyup Brook is professionally and accurately represented and to maximise a positive public perception of the Shire.

### **Policy Scope**

This policy applies to:

1. Communications initiated or responded to by the Shire of Boyup Brook with our community; and
2. Elected Members when making comment in either their Shire role or in a personal capacity.

### **Policy**

#### ***Official Communications***

The purposes of the Shire of Boyup Brook's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Boyup Brook's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

#### ***Speaking on behalf of the Shire of Boyup Brook***

The Shire President is the official spokesperson for the Shire of Boyup Brook and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. [ s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Boyup Brook where authorised to do so by the Shire President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Boyup Brook into disrepute,
- compromise the person's effectiveness in their role with the Shire of Boyup Brook,
- imply the Shire's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Boyup Brook.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

### ***Responding to Media Enquiries***

All enquiries from the Media for an official Shire of Boyup Brook comment, whether made to an individual Elected Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Boyup Brook.

### ***Website***

The Shire of Boyup Brook will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

### ***Social Media***

The Shire uses Social Media to facilitate information sharing to our community. Social Media will not however, be used by the Shire to communicate matters that are complex or relate to a person's or entity's private affairs.

The Shire of Boyup Brook may maintain the following Social Media accounts:

- Social networks, including - Facebook, Yammer, LinkedIn and Google+;
- Media Sharing networks, including – Snapchat, Instagram, Flickr, Soundcloud, YouTube and Podcasts;
- Blogging networks, including – Wordpress or newshub;
- Micro-blogging networks, including – Twitter and Tumblr

- Apps (applications), including – Localeye, Report It, iCouncil, Go2Guides, My Local Services, Snap Send Solve, NearStreets

The Shire of Boyup Brook may also post to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

### ***Shire President's Social Media Official Accounts***

The Shire of Boyup Brook supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire accounts must not be used by the Shire President for personal communications.

### ***Use of Social Media in Emergency Management and Response***

The Shire of Boyup Brook will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook and/or any other active social media platforms.

### ***Record Keeping and Freedom of Information***

Official communications undertaken on behalf of the Shire of Boyup Brook including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

### ***Personal Communications***

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

### ***Elected Member Statements on Shire Matters***

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Boyup Brook.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire of Boyup Brook.
2. Be made with reasonable care and diligence;

3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

<b>POLICY NO.</b>	M.12
<b>POLICY SUBJECT</b>	<b>Social Media</b>
<b>ADOPTION DATE</b>	21 June 2018
<b>VARIATION DATE</b>	13 December 2018
<b>REVIEW DATE</b>	18 June 2020



## **Policy M.13**

### **Elected Member Continuing Professional Development**

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#### **Objective**

To ensure that Elected Members of the Shire of Boyup Brook receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations

#### **Statement**

The Shire of Boyup Brook recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected members must complete Council member essentials which incorporate the following training units.

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Reports and Budgets

Council's preferred provider for the training is WALGA

All units and associated costs will be paid by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and / or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Consideration of attendance at professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Considerations for approval of the professional development activity include:

- The cost of the attendance including registration, travel and accommodation, if required;
- The budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the Elected member attending
- Alignment to the Shire’s strategic objectives; and
- The number of Elected members already approved to attend.

Note: Any expenditure commitments associated with Elected Member professional development must be performed by and authorised through the CEO.

<b>POLICY NO.</b>	M.13
<b>POLICY SUBJECT</b>	<b>Elected Member Continuing Professional Development</b>
<b>ADOPTION DATE</b>	24 September 2020

## **Policy M.14**

### **Council Agenda Briefing and Strategic/Concept forums**

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#### **Objective**

This policy provides the purpose, procedures and conduct of briefings and forums involving Councillors, other than ordinary and special meetings and meetings of standing or occasional committees established under section 5.9 of the Act.

#### **Scope**

This policy applies to all Councillors, staff and members of the public that attend Council briefings and forums convened by the Shire.

#### **Policy**

##### General Provisions

- The Shire President or Deputy Shire President in his or her absence will preside at agenda briefing and strategic/concept forums. If neither President nor Deputy is present, a Councillor will be chosen by those Councillors present.
- No formal minutes are required to be taken. Records will only be kept of attendance, conflict of interest disclosures and items / topics discussed.
- No decisions are to be made as decisions will be made at the Council meeting.

##### Agenda Briefing

- The start time of agenda briefing is to be advertised on the shire website, facebook and other mediums where necessary.
- Agenda briefings are open to members of the public, except where items are confidential in nature under the Act. Confidential items will be discussed once the open briefing has closed and members of the public have left.
- The presiding member will manage receiving of questions from the public. Public questions are to be confined to five minutes per person and a maximum of 15 minutes and are limited to questions regarding items in the agenda briefing. Public questions that members of the public wish to be recorded in the minutes of the ordinary meeting of Council will be required to ask that question at the ordinary meeting of council.
- All questions and answers must be through the chair and relate to the upcoming ordinary council meeting agenda.
- There is to be no free-flowing discussion between Councillors and debate is strictly prohibited.

- The legislation does not require disclosure of conflicts of interest at agenda briefings however in the interest of transparency and accountability and the provisions of the rules of conduct, it is considered not acceptable to participate in a matter if there is a conflict of interest.
- Councillors and officers will therefore be required to declare an interest in accordance with the provision of the Act as it applies to ordinary council meetings.

### Strategic / Concept forums

- Strategic / Concept forums are a mechanism by which Shire employees can confidentially update councillors on developments related to specific projects, strategic, conceptual or sensitive matters.
- In these circumstances it is important for Councillors to be involved and to be able to speak freely without members of the public in attendance.
- The forums allow a free flowing discussion between Councillors and staff, however there is to be no debate on any matter.
- Council may decide to, at a future date, open the discussion on major projects and or to invite members of the public to participate in workshops.

### **Definitions**

Agenda Briefing - a monthly briefing to discuss the agenda for the following council meeting.

Strategic / Concept forums – a briefing to update Councillors on strategically significant issues or projects that are in a concept stage.

### **Relevant Policies / Administration Practice**

Nil

### **Legislative / Local Law requirement**

Section 5.23 Local Government Act 1995

Rules of Conduct regulations 2007

<b>POLICY NO.</b>	M.14
<b>POLICY SUBJECT</b>	<b>Council Agenda Briefing and Strategic/Concept forums Policy</b>
<b>ADOPTION DATE</b>	26 November 2020

## **Policy M.15**

### **Attendance at Events**

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#### **Objective**

The Shire of Boyup Brook is required under section 5.90A of the Local Government Act 1995 to adopt a policy on attendance at events.

#### **Scope**

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Boyup Brook in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or an invitation to attend an event to represent the Shire to fulfill their leadership roles in the community, generally from a third party.

Attendance at an event in accordance with this policy will not exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

#### **Policy**

##### 1 – Permitted Events

All Elected Members, the Chief Executive Officer and employees with the approval of the CEO are entitled to attend permitted events to represent the Shire of Boyup Brook.

Any fee associated with a permitted event, the fee including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

Any donated or discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provision of this policy:

- i. Advocacy, lobbying or members of parliament or ministerial briefings;
- ii. Meetings of clubs or organisations within the Shire of Boyup Brook;
- iii. Any free event held within the Shire of Boyup Brook;
- iv. Australian or West Australian Local Government events;
- v. Events hosted by Clubs or Not for Profit Organisations within the Shire of Boyup Brook to which the Shire President, Elected Members, Chief Executive Officer or employee has been officially invited;
- vi. Shire hosted ceremonies and functions;
- vii. Shire hosted events with employees;
- viii. Shire sponsored functions or events;
- ix. Shire run tournament or events;

- x. Cultural events / festivals within the Shire of Boyup Brook or the district;
- xi. Events run by a Local, State or Federal Government;
- xii. Events run by schools and educational facilities within the Shire of Boyup Brook;
- xiii. Major professional bodies associated with local government at a local, state and federal level;
- xiv. Opening or launch of an event or facility within the Shire of Boyup Brook or the district;
- xv. Recognition of Service events within the Shire of Boyup Brook or the district;
- xvi. RSL events with the Shire of Boyup Brook or the district;
- xvii. Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
- xviii. Where the Shire President, Elected Member or Chief Executive Officer representation has formally been requested.
- xix. Where attendance at the event forms part of the Chief Executive Officer or other Shire employee's contract of employment or relates to that Officer's role.

## 2. Approval Process

Where events are listed as prohibited, no attendance is permitted.

Where events are permitted, no approval is required for all other events the approval process is as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employee's may be approved by the Chief Executive Officer.

Consideration for approval of the event include:

- Justification provided by the applicant when the application to attend the event is submitted for approval
- The benefit to the Shire of the person attending
- Alignment with the Shire's strategic objectives
- The number of shire representative already approved to attend.

## 3. Other matters

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pay the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate or is provided with a free ticket(s) with a discount value, the recipient must disclose receipt of the tickets (\*any other associated hospitality) within 10 days to the Chief Executive Officer (or Shire President in the case of the CEO being the recipient) if the discount or free value is greater than \$50 for employees, (excluding CEO) and greater than \$300 for Elected Members and the CEO.

#### 4. Conference Registration

Conference registration, booking, payments and expenses shall be dealt with in accordance with council policy M.01 – seminars, conference and training.

#### 5) Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Member and the Chief Executive Officer, and the CEO in relation to employees.

#### 6. Procedure

Organisations that desire attendance at an event by a particular person(s) such as the President, Deputy President, Elected Members, Chief Executive Officer or a particular employee of the Shire, should clearly indicate that on the offer, together with what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted invitations / offers of tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the Shire in attending the event, the overall cost in attending the event, inclusive of travel or accommodation availability of representative, and the expected role of the relevant Elected member or employee.

#### **Definitions**

District: is defined as the South West region of Western Australia

Elected members: includes the Shire President and all Councillors

Shire: is the local government - the Shire of Boyup Brook

#### **Relevant Polices / Administration Practices**

Policy M.01 Seminars Conference and training

#### **Legislation / Local Law requirement**

Local Government Act 1995 - S5.90A policy for attendance at events

Local Government (Administration) Regulations 1996 – r34B- required code of conduct contents about gifts to employees

<b>POLICY NO.</b>	M.15
<b>POLICY SUBJECT</b>	<b>Attendance at Events</b>
<b>ADOPTION DATE</b>	17 December 2020

**Section 5**  
***PLANNING***



## **Policy P.01**

### **Landscaping Provisions – Commercial and Industrial Building**

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#### **Objective**

To ensure the appearance of commercial and industrial zones is improved or maintained to a minimum standard.

#### **Statement**

That planning applications for development of commercial or industrial sites, landscaping 5% of the lot in keeping with surrounding adjacent areas, to the satisfaction of the Shire within one year of completion of the building, be included as a condition of approval of the application.

<b>POLICY NO.</b>	P.01
<b>POLICY SUBJECT</b>	<b>Landscaping Provisions – Commercial and Industrial Buildings</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## Policy P.02

### Subdivisions – Drain and Fill Conditions

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#### **Objective**

To provide guidelines for subdivisions which require drain and fill.

#### **Statement**

##### 1. Fill Levels

- (a) In flood prone areas land should be filled only in flood fringe areas where defined or where permitted by the Water and Rivers Commission. Authority to a level above designated flood levels (usually the 1% flood event) or the level advised by the Commission. In areas protected by levels or other mitigation works other levels will be specified. These are determined by the local government in conjunction with the Water and Rivers Commission.

No fill shall be placed in areas designated as flood ways.

- (b) Surface depressions likely to retain ponded water and areas of high water table intersecting ground level should be filled or drained except where such water bodies have significant beneficial uses and consequently need to be retained as areas of Public Open Space.
- (c) Where deep sewage is not a condition of subdivision the Local Government Authority should ensure that adequate clearance can be achieved between the highest known water table and the septic tank/leach drain system. Where appropriate, Local Government Authorities may consider the use of inverted leach drains to reduce fill requirements. The Health Department of Western Australia requires a minimum separation of 1.2 metres between the maximum ground water level and development level where on-site effluent disposal is utilised.
- (d) Where filling is required it should not be to the detriment of adjoining landowners. All fill should be retained on the lot by the use of retaining walls or ensuring the nature angle of repose is not exceeded. Development approval and a Building Permit, may be required for any retaining walls over 0.5m from natural ground level. Retaining walls exceeding 1m in height require structural certification. Retaining walls shall be entirely contained within the boundaries of a single lot. Appropriate drainage is to be installed behind retaining walls.
- (e) In many instances land to be vested as Public Open Space will be best left in its natural state, however, the Shire should, when it is in the best interest of the community, have a POS reserve or portion of POS reserve filled to the same standard as the balance of the subdivision.
- (f) Where substantial vegetation exists on an area to be filled, Council should give careful consideration to the standards imposed. Fill not only destroys shrubs and ground cover but may in the longer term result in more established trees dying. The effects that a reduction in vegetation may have on the water table should also be considered by Council.

2. Compaction

- (a) Fill placed on a lot to meet Local Government Authority standards should be compacted to a degree that will allow typical development for that zone to be commenced without any additional earthworks being necessary. The Commission acknowledges that in some circumstances it will be necessary for Council to vary this requirement.

3. Drainage

- (a) Stormwater management shall be in accordance with the Department of Water 'Stormwater Management Manual' and address the following:
- Re-use of stormwater;
  - Stormwater discharge to the Shire's drainage system must be at or below predevelopment rates;
  - Post-development flow rates are to be attenuated to pre-development flow rates through the provision of adequate temporary detention storage;
  - Discharge to the Shire's system is to be via a silt trap located within the property;
  - Connection to the Shire's system is to be via a 90mm Stormwater Grade PVC pipe to a manhole located in the verge fronting the lot;
  - Treatment of the 1 year average recurrence interval event;
  - Sizing of pipe systems to accommodate the 5 year average recurrence interval event;
  - Provision of storage infrastructure sized to attenuate the 10 year average recurrence interval event to predevelopment flow rates to protect the downstream drainage system;
  - Overland flood route for the 100 year average recurrence interval event; Specific requirements of downstream receiving waters and existing upstream catchment.
- (b) A drain and fill condition may be used to require the deviation or upgrading of creeks or drains which runs through land, the subject of a subdivision application.
- (c) Land may be drained to help achieve the necessary separation between the highest known water table and ground level, or where septic tanks are used, leach drains.
- (d) The standard of drain construction required is best left to the Local Government Authority to determine after considering the following factors:-
1. Area of Catchment
  2. Maximum flow rates
  3. Quality of run offs
  4. Surrounding land uses
  5. Aesthetics

In general, however, piped drains are preferred in urban areas.

- (e) Where a comprehensive drainage system exists or is proposed, a subdivider should be required to contribute to the cost of that scheme. Generally such contribution should be a proportion of the total cost equal to that which the area of land being subdivided bears to the total area covered by the comprehensive drainage system.

- (f) Drainage easements on reserves required as a result of subdivision should be provided free of cost to the Local Government Authority. If required, a condition to this effect should be requested of the Commission when a subdivision is referred to the Local Government Authority.

5. *Drain and Fill in Non Urban Areas*

The relative isolation of development in non urban areas makes the imposition of a drain and fill condition at the subdivision stage unwarranted. Such a condition would be more appropriately applied to a building licence application at which stage the location and type of development can be evaluated.

Notwithstanding these comments the Commission acknowledges that in particular instances there may be grounds for a Local Government Authority to request a drain and fill condition in non urban areas. Such cases should be justified by the Local Government Authority in its response to the Commission's referral.

*Note: Refer also to Shire Policies B04 - Stormwater Drainage and W13 - Connection of Private Landholders Stormwater into Councils Stormwater Drainage System.*

<b>POLICY NO.</b>	P.02
<b>POLICY SUBJECT</b>	<b>Subdivisions – Drain and Fill Conditions</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	16 February 2017
<b>REVIEW DATE</b>	18 June 2020

## Policy P.03 Subdivisions and Amalgamations

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### **Objective**

The following provisions should form the basis of comments and recommendation to the Western Australian Planning Commission prior to the determination of the subdivision of rural land.

### **Statement**

1. In considering a plan of subdivision submitted to it for support, the Council shall have regard to the following matters:
  - a) The size, dimensions and shape of each lot;
  - b) The situation and planning of each lot in relation to services, both present and prospective.

*Note: A statement of undertaking, advice to prospective purchasers or a Section 70A Title notification may be required in relation to the sale of any new lots with regard to provision of existing Shire services or development issues.*

- c) The existing and proposed access to the subject land and to each lot. The Council will have regards to:-
  - i) the provisions of the "Road Contribution" Policy;
  - ii) the likely impact of the proposal on the Council road construction program;
  - iii) the ability to reduce the potential upgrading of existing roads by utilising an alternative subdivision design or battleaxe access legs which shall be constructed and designed to the satisfaction of the Chief Executive Officer;
  - iv) sight distances;
  - v) provision of school bus pick –up and let-down points.
- d) The drainage of land and whether the land for drainage is to be vested in the local government or some public body or a government department.
- e) Whether the land has been declared unfit for building under the provisions of the Health Act 1911.
- f) The provisions of Town Planning Scheme No 2, any regulations under the Act made by the Minister, and / or any town planning by-laws by the local government wherein the land to be subdivided or amalgamated is situated.
- g) Any other matter relating to the proposed subdivision or amalgamation which the Council in its opinion considers necessary or desirable in relation thereto including:-
  - Bush Fire Protection measures;
  - Flood prone land;
  - Battleaxe blocks; and
  - Subdivision boundary to suit topography.

- h) Council may object to the application where it is not accompanied by a commitment from the applicant to construct or upgrade the road to a suitable standard.
- i) Where the construction/upgrading of a road involves the clearing of vegetation the Commission be advised that this may require approval under the Environmental Protection Act 1986 and the Environmental Protection and Biodiversity Conservation Act 1999 and there is no certainty that such approvals will be given.

<b>POLICY NO.</b>	P.03
<b>POLICY SUBJECT</b>	<b>Subdivisions and Amalgamation</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	16 February 2017
<b>REVIEW DATE</b>	18 June 2020

**Objective**

1. This policy seeks to guide the development of outbuildings proposed to be used for:
  - a. Domestic storage incidental to a dwelling; and
  - b. Where appropriate in accordance with Scheme 2, intensive uses such as cottage industry, commercial, rural industry, light industry, transport depot and stables.
2. This policy also seeks to minimise adverse impacts outbuildings may have on a locality.

**Scope**

1. This policy seeks to cater for a need for larger outbuilding space to accommodate intensive uses (commercial and industrial).
2. This policy does not apply to:
  - a. Structures without a solid roof (shade cloth and arbours);
  - b. Structures attached to a dwelling; and
  - c. One structure (garden shed) with a floor area of 10m<sup>2</sup> or less and under 2.4m in height.

**Definitions**

**Outbuilding** For the purpose of this policy and in keeping with the Western Australian Planning Commission (2012) Residential Design Codes, outbuildings are structures that are non-habitable and not attached to a dwelling and may include sheds, gazebos, carports, sea-containers and shade houses.

**Height** When measuring the height of an outbuilding, measurements are to be taken from the natural ground level to the highest point of the wall or roof top, whichever is applicable.

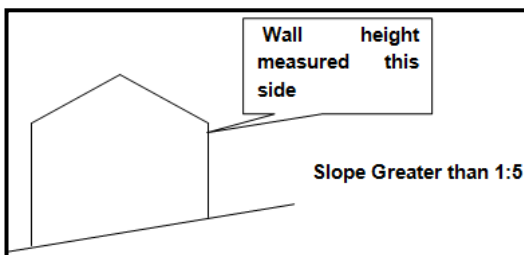
**Maximum Area** The maximum area of an outbuilding is the combined total roof area of all existing and proposed outbuildings.

**Policy Provisions**

1. Outbuildings shall not be considered on a 'Residential' zone lot unless:-
  - a. There is an existing Class 1 residential dwelling constructed on the lot; or
  - b. The outbuilding application is concurrent with an application for a habitable structure (dwelling).
2. Outbuildings shall be located away from the primary or secondary street towards the rear of the lot and where possible away from neighbouring dwellings. The exception to this rule applies to outbuildings fronting a street on 'Light Industrial', 'General Industrial' and 'Commercial' zone properties. In this situation, the fascia of the building

is to incorporate a mixture of materials such as brick, glass and steel and design features (awnings) to improve the street appeal.

3. With the exception of 'Rural' zone properties, outbuildings exceeding 80m<sup>2</sup> shall be constructed out of low-reflective materials that blend with the landscape (dark blue, green, brown or red). The following colours are to be avoided as they are deemed to detract from the landscape and are considered highly reflective: Zincolume' Galvabond, White, Off-white, and Surfmist.
4. Sea containers may be considered where:
  - a. Plans indicate measures to make more visually appealing such as:
    - painting and/or re-cladding to a colour and design similar to surrounding development; and
    - Screening by planting trees or shrubs or by locating behind other development.
  - b. Neighbours have been consulted and comments considered manageable.
5. For mono-pitched roofs, the height of the wall on the high side may be relaxed by up to 400mm.
6. For slopes greater than 1 in 5, the max wall height may be determined at the higher point of the site where the land has not been subject to cut and/or fill.



7. Where demonstrated proof of ownership of vehicle/vessel, a relaxation of the height of the wall and/or ridge may be supported.
8. The design and location of outbuildings shall comply with the following Table 1. Relaxations for setbacks may be considered subject to written confirmation by the adjoining landowner/s that they have no objection to the proposal.



**TABLE 1: OUTBUILDING SPECIFICATIONS**

<b>Zoning</b>	<b>Max. Wall Height</b>	<b>Max. Ridge Height</b>	<b>Maximum individual outbuilding area (m<sup>2</sup>)</b>	<b>Maximum total outbuilding area (m<sup>2</sup>)</b>	<b>Set-backs</b>
Residential and Urban Zone (Lots <500m <sup>2</sup> )	3m	4.2m	80	100	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 500m <sup>2</sup> – 1000m <sup>2</sup> )	3m	4.2m	100	120	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 1000m <sup>2</sup> or >)	3m	4.2m	120	200	6m – Front & Secondary 1m – Side & Rear
Special Rural Zone (Lots < 2ha)	4.2m	4.8m	200	300	Per Scheme Requirements
Special Rural Zone (Lots 2ha and >)	4.2m	4.8m	200	400	Per Scheme Requirements
Rural Small Holding	4.2m	4.8m	300	600	Per Scheme Requirements
Commercial Zone	6m	10m	Plot Ratio 1.0	Plot Ratio 1.0	Front - Per street character 5m – One Side 0m – Other Side and Rear (3m setback does not require fire wall)
Light Industrial Zone	6m	10m	Plot Ratio 0.5	Plot Ratio 0.5	5m Front 3m Rear 3m Side } }
General Industrial Zone	6m	10m	Plot Ratio 0.5	Plot Ratio 0.5	11m Front 10m Rear 5m Side } }
Rural Zone	Judged on merit				Per Scheme Requirements
Special Use Zone	Judged on merit				Per Scheme Requirements

<b>POLICY NO.</b>	P.04
<b>POLICY SUBJECT</b>	<b>Outbuildings</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007, 16 April 2015
<b>REVIEW DATE</b>	18 June 2020

## Policy P.05

### Bed and Breakfast Accommodation

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#### **Objective**

To facilitate alternative tourist accommodation types for a range of locations whilst maintaining the amenity of those locations for permanent residents.

#### **Statement**

#### **Definition**

**"Bed and Breakfast Accommodation"** means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast.

A short-term basis means that the accommodation may not be occupied by the same tenant/s for a continuous period of more than 4 months, or more than 4 months in a 12 month period.

A maximum of 6 guests shall occupy the premises at any one time dependent upon the maximum number of bedrooms approved by the Shire.

The Shire permits an exemption from this policy for residences which are used as Bed and Breakfast accommodation for special events held in the Shire, limited to a maximum of 10 days per annum for no more than 3 consecutive days and a maximum of two bedrooms being used.

#### ***Appearance of Dwelling***

The use of Bed and Breakfast accommodation shall be incidental to the predominant use and nature of the dwelling. The appearance of the dwelling shall remain residential and shall not impact adversely on surrounding properties.

#### ***Minimum Standards/Conditions***

- 1) The owner/manager of the Bed and Breakfast accommodation will reside on-site.
- 2) Bedrooms
  - (a) Maximum 3 bedrooms for guest purposes. (maximum of 2 guests per room)
  - (b) No guest bedroom shall have openings to any other bedroom or facilities not for the use of guests.
  - (c) Rooms to be suitably furnished for number of guests.
  - (d) Rooms to be kept clean at all times and supplied with clean linen.
  - (e) Rooms to be provided with lockable door.
  - (f) Guest bedrooms shall be for guest purposes only.
- 3) Bathroom/WC
  - (a) Bathrooms/WC to be either shared facility for exclusive use by guests only, or private en-suite facility off bedrooms, or a combination of the both.
  - (b) Bathroom/WC to have smooth and impervious surfaces throughout and shall be kept clean at all times.
  - (c) Hot and cold water shall be supplied at all times.
  - (d) Minimum facilities shall include bath and/or shower, hand basin and WC.

- (e) Any shared bathroom or WC to be provided with lockable doors (please note that all WC doors should open outwards or be fitted with lift-off hinges).

*NOTE: Upgrading of plumbing and wastewater disposal systems may be required if existing system is inadequate or substandard.*

- 4) Kitchen
  - (a) All floor, wall, bench, door, working area and ceiling surfaces shall be smooth, impervious and free of cracks and crevices at all times.
  - (b) Suitable facilities for the hygienic preparation, storage and cooking of food shall be provided to cater for the maximum number of guests likely to be accommodated (dependent upon room numbers).
  - (c) Preparation of meals to be the sole responsibility of the proprietor. Self service cooking by guests is not permitted. The preparation of hot and cold beverages by guests is permitted.

### **Minimum Lot Size**

The minimum lot size of a Bed and Breakfast accommodation in residential and urban zones is 800m<sup>2</sup>.

### **Car Parking**

Any application for Bed and Breakfast accommodation shall be accompanied with a plan of a proposed car parking layout and demonstrate that adequate guest car parking facilities can be provided on the lot and in close proximity to guestrooms. No on-street car parking will be permitted for guest vehicles.

Two car parking spaces will be required for permanent residential use. One additional car-parking bay will be required for each guestroom. All car parking must be located behind the front setback.

The car parking bay shall not be less than 2.5m x 5.5m with a 6.0 metre wide manoeuvring area in the case of 90° parking.

Establishments located on major arterial or distributor roads and/or within 40 metres of any intersection will require a car parking area that is signed so vehicles can leave and enter the site in forward gear. In other locations this is encouraged but not essential.

Car parking and access areas are to be constructed and drained to the satisfaction of the Manager of Works and Services.

### **Guest Lounge Room**

The Shire encourages provision of a separate guest lounge room although this is not a mandatory requirement.

### **Fire Protection**

The dwelling shall be provided with smoke alarms as per the Building Code of Australia. Required smoke alarms must comply with AS3786, be connected to the mains power and installed in every bedroom used by the guests and in all associated hallways leading to the guest bedrooms.

A 2.5 kg dry powder fire extinguisher and fire blanket shall be supplied in the kitchen.

### ***Application***

Written application for approval with accompanying site and floor plans shall be made in the form prescribed by the Scheme giving full details of number and type of rooms, total number of beds, all facilities provided for guests and car parking arrangements. The application must also include a drawing of the entire dwelling, demarcating area of guest facilities, car parking and locations for smoke alarms.

A preliminary inspection of the premises will be carried out prior to the application being presented to the Council.

An application fee as set in the Shire's budget shall be attached to the application.

### ***Licence***

A Bed and Breakfast accommodation may be subject to an annual inspection.

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the Council sees fit to impose shall be complied with prior to the accommodation being occupied. The planning consent shall be regarded as the licence.

The applicant shall arrange for a final inspection to be carried out so that compliance of all conditions can be determined.

Any building extensions, additions or alterations to increase the number of guest rooms within the scope of this policy will require the licence conditions to be modified to reflect the increase in the maximum number of guests permitted.

The planning consent and approval shall not be transferable to another site.

<b>POLICY NO.</b>	P.05
<b>POLICY SUBJECT</b>	<b>Bed and Breakfast Accommodation</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	16 February 2017
<b>REVIEW DATE</b>	18 June 2020

**Objective**

To determine the requirements and standards relating to the development of Farm Chalets in the 'Rural' zones.

**Minimum Standards/Conditions**

***Maximum Density:***

The property shall provide for a minimum of two (2) ha per chalet.

***Access and Car Parking:***

The proponent shall provide appropriate access and carparking:-

1. two car parking spaces being provided for each chalet and constructed to a gravel pavement finish (currently worded: 'constructed, properly drained and sealed') and properly drained to the satisfaction of the Chief Executive Officer;
2. access being approved by the Chief Executive Officer and crossovers constructed to the Council's design specifications and levels.

***Water Supply:***

The proponent shall provide a minimum of eighty thousand (80 000) litres per annum per chalet.

***Fire Prevention Measures:***

The proponent shall comply with the Shire's Firebreak Order. A 2.5 kg dry powder fire extinguisher and fire blanket shall be provided in each individual kitchen.

***Stormwater:***

All stormwater run off from impervious surfaces being disposed of to the satisfaction of the Chief Executive Officer.

***Waste Water:***

The provision of a waste water and effluent disposal system in compliance with the Health Department of Western Australia's regulations and policies.

***Building Code:***

The buildings shall comply with the Building Code of Australia.

***Fire Management:***

A Fire Management Plan to the satisfaction of the Chief Bushfire Control Officer will be required for the land.

***Minimum Facilities:***

The following minimum facilities shall be provided in each chalet:-

- ◆ Toilet
- ◆ Bathroom (may be combined with toilet)
- ◆ Kitchen
- ◆ Living Area

- ◆ Laundry facilities (may be provided as a single detached facility for common use where more than one (1) chalet is approved) a maximum of fifty (50) metres from each chalet.

**Location:**

Proponents are encouraged to locate chalets at least 100 metres away from neighbouring rural property boundaries to reduce any future potential conflict.

<b>POLICY NO.</b>	P.06
<b>POLICY SUBJECT</b>	<b>Farm Chalets</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	16 February 2017
<b>REVIEW DATE</b>	18 June 2020

# Policy P.07

## Feedlots Animal Husbandry – Intensive

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### **Objective**

This policy applies to an application for a feedlot in the Rural Zone.

This policy builds on the Shire's Scheme objective in clause 1.5 to protect the potential of agricultural land for primary production and to preserve the landscape and character of rural areas.

As rural land within the Shire is a limited resource, the natural environment and the amenity of people's lifestyle need to be maintained.

This policy aims to ensure that feedlots do not adversely impact on the rural activities carried out on the land and neighbouring farms.

### **Definition**

Section 5.5.1 of the *Shire of Boyup Brook Health Local Law 2004* (the Health Local Law) interprets, for the purpose of Division 5 of the Health Local Law, feedlot and animals to mean as follows:

*5.5.1 For the purpose of this division—*

*“feedlot” means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;*

*“animal” includes sheep, lambs, goats, deer, cattle and buffalo; “birds” includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.*

Clause 2 in the Shire's Town Planning Scheme 2 (the Scheme) defines animal husbandry - intensive as follows:

## **2. LAND USE DEFINITIONS**

In the Scheme-

***“animal husbandry - intensive”*** means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots;

For the purpose of this policy, a feedlot is a confined yard area with watering and feeding facilities where the raw material (the stock animals), is completely hand or mechanically fed for the purpose of production, i.e. to add muscle/meat to their frame and optimise fat cover in preparation for slaughter (finishing).

This expanded definition of a feedlot excludes:

- the feeding or penning of (stock) animals in this way for weaning or dipping;
- maintenance feeding, e.g. confining and feeding to maintain the condition of, e.g. breeding (stock) animals; or
- similar husbandry purposes e.g. for drought or emergency feeding; or
- at a slaughtering place or in recognised saleyards.

### Development

This type of land use deemed by Council to be a 'AA' use under the Scheme defined as:

'AA' A use which Council, in exercising the discretionary powers available to it. may approve under this scheme which may require that the following to be carried out:

#### **3.5. ADVERTISING OF APPLICATIONS**

3.5.2 Where an application is made for planning approval to commence or carry out development which involves a 'AA' use, or any other development which requires the planning approval of the Council, the Council may give notice of the application in accordance with the provisions of sub-clause 3.5.3.

3.5.3 Where the Council is required or decided to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

- a) Notice of the proposed development to be served on the owners and occupiers as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice.
- b) Notice of the proposed development to be published in a newspaper circulating in the Scheme area stating that submissions may be made to the Council within twenty-one days from the publication thereof.
- c) A sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date of publication of the notice referred to in paragraph b) of this sub-clause.

### Application

Applications shall be made to the Council in the form required by the Scheme and must include an accurate map of the property with all relevant distances indicated.

### Site Selection

1. Not within 5 kms of a gazetted Townsite with the Council having discretionary powers to approve sites less than 5 kms.
2. Gently sloping land, generally no greater than 1:20 but not less than 1:100.
3. Sandy loam soils with sufficient infiltration to avoid surface ponding and reduce run-off. Coarse sand is not suitable.
4. Minimum groundwater clearance of 3m.

### Establishment and Management Requirements

1. Establish trees and shrubs in dense belts so as to create a windbreak and general screen.
2. For cattle, the recommended stocking rate of area will be 9-25m<sup>2</sup> /head, dependent on soil types and rainfall.
3. Drainage should be designed to divert all uncontaminated stormwater from the general waste stream.
4. Solid and liquid waste shall be disposed of so as not to be detrimental to the environment.



1. Dependent on stock numbers the following methods of disposal may need to be incorporated.

- (a) Liquids
  - (i) Evaporation ponds
  - (ii) Irrigation dependent on soil's ability to absorb nutrient, maximum infiltration rate in winter and nutrient loading the wastewater.
  - (iii) Disposal area to be rested at least 14 days after application.

It should be emphasised that liquid wastes produce considerable odour when aerated by spray irrigation which may limit some methods.

- b) Solids:
  - i) Spread evenly by suitably designed machinery so as not to create a nuisance (flies, odours).
  - ii) Area to maintain vegetation cover and application rate not exceed 30 tonnes/ha/yr.

### Buffer Distances

Separation distances (Including Waste Disposal Areas)

Townsites	5000m
Residence	1000m- less by Council approval.
Road	50m
Property Boundaries	50m
Designated Water Catchment Areas	Not Permitted
Water Courses – Major	300m
Water Courses - Minor	100m
Stock and domestic watering supplies	300m

<b>POLICY NO.</b>	P.07
<b>POLICY SUBJECT</b>	<b>Feedlots Animal Husbandry - Intensive</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007, 16 May 2019, 18 July 2019
<b>REVIEW DATE</b>	18 June 2020

**Objective**

To determine the process for naming new roads.

**Statement**

- Name duplication with local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.
- Names of living individuals shall not be used.
  - Names characterised as follows are to be avoided:-  
Incongruous; given/first names\*; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminating names; company names; or, commercialised names.
  - Preferred sources of names include:  
Aboriginal names; pioneers of the State or area; war casualty list; thematic names e.g. fauna, ships etc.
  - Road names shall not be approved unless the origin of the name is clearly stated.

*\*Use of given/first names may be acceptable in special circumstances, e.g. when to people with the same name are valid sources for a road name, or a surname is not appropriate for some reason.*

*But: Use of the surname will normally have priority.*

*Particular attention will be paid to explanation of origins.*

*Honouring the same person more than once will be avoided.*

Further research into local history and identities has resulted in the following suggestions as an initial schedule of suggestions:-

That Council endeavours to add “suggested names” to its policy P.08 by advertising for submissions in the Boyup Brook Gazette and by survey of honour boards and memorials in the Shire of Boyup Brook. The updated list is then to be submitted to Landgate for approval.

**Hales**            The ‘Hales’ name has been synonymous with the district for 100 years. Mr Wally Hales was a major contributor to promoting Boyup Brook as a tourist destination for many decades. (Name added in November 2005)

**Fuller**            Harry Fuller took up 700 acres in the district in 1902. He was an excellent teamster and carted regularly by contract. His team of horses was commented on favourably for many years. He and his wife raised ten children.

Geographic names may not accept the use of Fuller Road due to the proximity of Fullerton Road, Catterick – previous request to approve denied by Geographic Names.

**Gregory**          After AC Gregory – first white man to the District and Famous Explorer.

Geographic Names may not accept the use of Gregory Road due to the proximity of Gregory Street in Dinninup – previous request to approve denied by Geographic Names.

- Lloyd** After JR Lloyd – Councillor 1961-67, 68-89, 91-93,  
Shire President 1976-1982  
Geographic Names may not accept the use of Lloyd Road due to the proximity of Lloyd Road in Darkan – previous request to approve denied by Geographic Names.
- Moore** After CL Moore – Councillor 1974 – 1988  
Shire President 1982-1987  
Geographic Names may not accept the use of Moore Road due to the proximity of Moore Street in Wilga – previous request to approve denied by Geographic Names.
- Moulton** Matt Moulton took a position of Land Guide in the Scott's Brook area of the Upper Blackwood District in 1892. He took up land there and developed it. He was an excellent horseman and expert bushman and is credited with providing sound advice to new settlers.  
Geographic Names may not accept the use of Moulton due to the proximity of Moulton Road in Bridgetown – previous request to approve denied by Geographic Names.
- Smith** Harry Smith and his family arrived in the district in 1909 and took up land at Scotts Brook. Before the land became productive he earned a living carting and dam sinking with a bullock team. His daughter Amy married Charles Jennings and the family remain in the district today.  
Geographic Names may not accept the use of Smith due to the proximity of 12 other uses in adjoining Shires – previous request to approve denied by Geographic Names.
- Sinnott** William Sinnott came to the Upper Blackwood district in 1896 and settled near Mayanup. He was a public minded person, involved in sport, business associations and a member of the Roads Board from 1918-1934.
- Wauchope** Mr Wauchope was one of the best known teachers at the Boyup Brook School in the early days. He taught there from 1903-1912 and again 1917-1925. He assisted Mr Proctor put down the first tennis courts in town in 1904. Mrs Wauchope ran the first unofficial post office in Boyup Brook from the school house.
- Cailes** Mr Albert Cailes, the grandfather of Clifford Cailes was an early settler to the Shire of Boyup Brook. The name Cailes was approved at the October 2008 Council Meeting.
- Millington** Ray & Ivy Millington and their three children moved to Boyup Brook in 1948. Ray commenced employment with the Upper Blackwood Road Board as grader driver, relief engineer and mechanic. Their first home was situated in Bridge Street Boyup Brook.
- Letchford** The Letchford family have been farming over 100 years in the Boyup Brook District.

Henry George Letchford was a public minded person who was President of the Soccer Association and instigated the establishment of the Boronia Gully School for local children. Mr Letchford developed a top Jersey dairy herd and won several Champion trophies at local shows.

**Bode** Harry Arnold Bode arrived in the Boyup Brook District as part of a crew contracted to erect telegraph poles and install telephone switch boards in the Bridgetown, Boyup Brook and Kulikup area. From the years 1935 to and including 1938, Harry Bode was the local APB officer. After WW2 during the years 1947 through to 1951 Harry had a milk round in town delivering milk from his own dairy. From 1951 he worked at the Flax Mill until it closed down. The stones that you see around the streets of Boyup Brook come from "Coolangatta" Farm.

**Dent** George Perkins Dent saw huge potential in the Boyup Brook area and bought many thousands of acres of farmland on the banks of the Blackwood River. He funded moving the rest of his family from SA to Boyup Brook. His parents and remaining 5 siblings and 1 foster child, all packed up and moved to the prospering area and became early settlers of the town of Boyup Brook.

**Affleck** The Affleck family have lived in and around Wilga since at least 1909, when William and Isobella married in the new Wilga Hall. The Affleck family have owned land in Wilga since 1914. Members of the Affleck family have fought in many of the Wars that Australia was involved with. Five members of the Affleck family played in the Wilga Tennis, Cricket and Golf Clubs.

**Broadhurst** **John Heslop Broadhurst** (1904 – 1984)

**1929** - In partnership with Mr. Tom Brockman, began farming *Bushley Park*. The farm gate was situated on Parson's Swamp Road (RMB 141) and then consisted of locations 1831 (homestead block), 1832, 1833, 1864, 2132, 2251 and 2291.

**1934** – Married Bessie (known as Betty) Earnestine Randall, bought Tom Brockman out by **1936** and continued to farm the property till **1976**.

**1939** – **Manpowered during the war and seconded to manage the property know as Roxburgh** owned by Bill Inglis who was called up and reinstated as an officer in the army for the duration of the war.

**1946** – Foundation member and Vice President of the **Mayanup Progress Association**.

**1950** – Foundation member and President of the combined Mayanup Progress Association and **Farmers Union**

- **Foundation Member of the Mayanup Race Club**
  - Chief Judge and Secretary for many years
  - Judged horse racing at Kulikup
- Long standing member of the **School Bus Committee**

- Played **tennis** both at Mayanup and Boyup Brook.
- Played **golf** at *Brancaster* (the Whistler farm, Whistler Road Mayanup).
- **Foundation** Member of the present **Boyup Brook Golf Club Inc.**
  - President for a number of years
  - Executive member in various other roles
- **Foundation** Member of the **Boyup Brook Bowling Club**
  - Served as an executive member in various roles over a number of years and Captain
  - Remained a playing member to his death
- **Foundation and Life member** of the **Boyup Brook Club Inc.**
  - Served on Committee for many years.
  - Remained a member to his death
- Member of the **CO-OP Board** for several years.
- Ran a **Corriedale stud** for 10 years.
- **1984-11-11** - Died in the Boyup Brook Soldiers Memorial Hospital from chronic bronchitis.

<b>POLICY NO.</b>	P.08
<b>POLICY SUBJECT</b>	<b>Naming New Roads</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007, 15 August 2013, 12 December 2013, 21 August 2014, 19 May 2016, 20 October 2016, 16 May 2019
<b>REVIEW DATE</b>	18 June 2020

### **Objective**

The objectives of the Extractive Industry policy are:

- a) To minimise the operational impacts of extractive industry including erosion, dust, noise, spread of dieback, vibration, drainage (stormwater, flooding, dewatering and pollution) and land clearing on neighbouring land uses and infrastructure (roads) by the application of development standards and operational requirements;
- b) To protect and maintain, wherever reasonable, the existing landscape character, groundwater and surface water resources, natural resources, general amenity of the Shire of Boyup Brook and productive agricultural land use by the appropriate location and operation of extractive industries;
- c) To allow extractive industries in areas where the road infrastructure is compatible with the expected road usage, or the road network can be upgraded by the proponent to meet appropriate standards.

### **Statement**

The extraction of materials such as sand, limestone, rock or gravel is administered by the Local Government through the granting of Development Approval under *Local Planning Scheme No.2*.

Approvals are granted to the land/Lot(s) and responsibility for compliance with any conditions, rests with the landowner.

This Policy does not apply to:

- a) Mineral extraction under the Mining Act 1978;
- b) Extraction of basic raw materials on Crown land vested for that purpose;
- c) Extraction of materials exempt under the Public Works Act 1902;
- d) Materials extracted from a lot and then used at the same lot for general purposes such as, re-sheeting internal farm access roads, re-contouring the land to fulfil a subdivision approval or for housing construction.

*Note:*

**Minerals** means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include:

(a) soil; or

(b) a substance the recovery of which is governed by the Petroleum and Geothermal Energy Resources Act 1967 or the Petroleum (Submerged Lands) Act 1982; or

(ba) without limiting paragraph (b), geothermal energy resources as defined in the Petroleum and Geothermal Energy Resources Act 1967 section 5(1); or

(c) a meteorite as defined in the Museum Act 1969; or

(d) any of the following substances if it occurs on private land —

(i) limestone, rock or gravel; or

(ii) shale, other than oil shale; or

(iii) sand, other than mineral sand, silica sand or garnet sand; or

(iv) clay, other than kaolin, bentonite, attapulgite or montmorillonite.

Landholder obligations in relation to a development approval for an extractive industry are

transferred to any new owners of the land. Responsibility rests with the landholder to notify prospective landholders of obligations in relation to any extractive industry and to resolve any bond agreements.

### **Legislative Context**

The following documents apply to extractive industries:

- a) State Planning Policy No.2.4 – Basic Raw Materials;
- b) EPA Guidance Statements No.3, 51 & 56;
- c) Department of Environment and Conservation Guideline for the Development and Implementation of a Dust Management Program 2008;
- d) EPA Guidelines for the Prevention of Dust and Smoke from Land Development Sites in Western Australia 1996;
- e) Environmental Protection (Noise) Regulations 1997;
- f) Environmental Protection (Clearing of Native Vegetation) Regulations 2004;
- g) WAPC – Basic Raw Materials Proponents’ Manual 2009;
- h) Rights in Water and Irrigation Act 1914;
- i) Country Areas Water Supply Act 1947;
- j) Water Agencies (Powers) Act 1984;
- k) State Planning Policy 2.9 Water Resources;
- l) Operational policy 4.3: Identifying and establishing waterways foreshore areas (DoW September 2012);
- m) Decision process for stormwater management in WA;
- n) Stormwater Management Manual for Western Australia (DoW 2004–2007);
- o) Water resource considerations for extractive industries (DoW June 2014);
- p) Water quality protection note 15 - Extractive industries near sensitive water resources (DoW August 2013);
- q) State Planning Policy 2.8 – Bush Forever; and
- r) Local Planning Scheme No.2, which requires:

Development approval for all extractive industries may only be considered for properties zoned ‘Rural’.

The Council resolved to delegate the Chief Executive Officer of the Shire of Boyup the authority to deal with application(s) for Development Approval made for an extractive industry subject to complying with the following condition:

- a) The Chief Executive Officer exercising the power delegated pursuant to the granting of Development Approval for an application for an Extractive Industry, shall comply with the provisions of the Scheme and Extractive Industry Policy governing the exercise of the power by the Council, insofar as such provisions are reasonably applicable.

*Note: This delegation is valid until such time that the Council passes a resolution to revoke or amend the delegation.*

### **Definitions**

**Extractive Industry** (scheme definition); means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining.

### **Procedures**

## Information To Be Provided On Application

An application for planning approval must include the following matters:

✓ Tick box to verify completion.

- Complete Development Application Form
- Attach a 'Development Plan' to the application form:
- Development Plan illustrating proposed development including:
  - Operation Area (includes area for truck movement, area for storage of materials and topsoil and extractive area;
  - Stages of extraction and rehabilitation of resource area, ordinarily occurring on a per hectare basis.
  - Preferably min setback of 200m from dwelling(s) located on neighbouring properties (not inclusive for dwellings on property where extraction proposed);
  - 40m setback to roads;
  - 20m setback to neighbouring boundaries; and
  - 50m setback to creeks/rivers/waterbodies/dams, unless a greater or lesser setback is determined in accordance with the Department of Water's Operational policy 4.3: Identifying and establishing waterways foreshore areas (DoW September 2012).

## Refer To (Example) Development Plan Attached

- Where vegetation needs to be cleared, attach an approval notice from the Department of Environment Regulation. Note that clearing exemptions do not apply to extractive industries.
- For extractive industry proposals in water source protection areas, information should be sought from the Department of Water as to appropriate development and operational standards.

*Note:*

*Stages proposed for extraction and rehabilitation may be restricted at the discretion of the Shire to appropriately manage:*

- *Rehabilitation;*
- *Scarring of the landscape; and*
- *Erosion.*

## Action Having Obtained Approval And Prior To The Extraction Of Resources

A Development Approval may include conditions to be completed prior to commencing development. Conditions may pertain to the following:

- A bond/bank guarantee, may be requested by the Shire. The Shire will determine the bond/bank guarantee amount. The bond/bank guarantee may be used to resolve environment and road impediments resulting from the extractive industry. Impediments may include:
  - a) Re-instatement of fill and/or topsoil;
  - b) Weed management;
  - c) Repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic resulting from the extractive industry; and



- d) Erosion resulting from storm-water and wind.
- Top soil to a depth of 150mm (unless otherwise approved by the works manager) is to be removed in stages from the resource area, and stored for use in staged rehabilitation.
- A 'Permit for Vehicle Crossover Construction' may-be required and the crossover constructed, prior to any extraction.
- Where clearing of vegetation is necessary to accommodate the extractive industry, clearing is to occur in accordance with a permit issued by the *Department of Environment Regulation*.

## Ongoing Conditions

A Development Approval may include conditions that run for the life of an extractive industry. Conditions may pertain to the following:

- The owner/applicant is to ensure that operations occur in accordance with the approved 'Development Plan' and development conditions. Compliance includes:
  - a) Staying within Development Area boundaries – as per plan;
  - b) Extraction on a per hectare basis (1 hectare at a time);
  - c) Measures taken to suppress and minimise erosion; and
  - d) Progress of rehabilitation undertaken and completed per 1 hectare.
- Any offsite fill, used to facilitate rehabilitation, must be clean fill, which includes material that will have no harmful effects on the environment.
- If the extraction site is located within a Priority Water Catchment Area, rehabilitation shall not be achieved through importing fill. Rehabilitation of landfills should be conducted primarily with sand and loam to a depth generally not exceeding two metres and may involve the use of neutralised peat or acid sulfate soils or other organic matter to aid soil structure, but not as the main ingredients.

## Completion Of Extraction

At the completion of extraction, the site is to be rehabilitated to the satisfaction of the Shire of Boyup Brook. At the discretion of the Shire of Boyup Brook, the bond/bank guarantee is either:

- a) Returned to the proponent once rehabilitation is completed to the satisfaction of the Shire of Boyup Brook; or
- b) Used to rehabilitate the site to the satisfaction of the Shire of Boyup Brook.

<b>POLICY NO.</b>	P.09
<b>POLICY SUBJECT</b>	<b>Extractive Industry Policy</b>
<b>ADOPTION DATE</b>	18 May 2017
<b>REVIEW DATE</b>	18 June 2020

### **Statement**

1. This Policy has been adopted in accordance with Part 9.6 of the Shire of Boyup Brook District Planning Scheme 2.
2. Bush fire hazard issues are to be considered in the assessment of all proposals and applications. Proponents are encouraged to discuss bush fire management implications for their proposal with the local government administration early on in the planning/design process and prior to the formal lodgement of the application/request.
3. The policy provisions apply to proposals for scheme amendments, structure planning, subdivision, building envelope relocation, planning consent and building permit applications.
4. Where there are differences between the policy or Western Australian Planning Commission requirements and Australian Standards 3959-2009, Australian Standards 3959-2009 prevails.

### **Objective**

To assist in reducing the probability and impact of fire.

### **Scope**

1. This Policy applies to applications for scheme amendment, structure planning, subdivision and development on land within;
  - a) Bushfire prone areas;
  - b) 50 metres of unmanaged grassland;
  - c) 100m of vegetation that's greater in area than 1ha; and/or
  - d) 100m of vegetation that's between 0.25ha and 1ha and within 100m of other identified veg that's >1ha.
2. The Policy provisions apply to the following types of development:
  - a) New dwellings;
  - b) Additions to existing dwellings; and
  - c) Outbuildings located (Class 10a) within 6m of a dwelling.
3. This Policy does not apply to commercial development.

### **Definitions**

**Bushfire Hazard** – The flammability, arrangement and quantity of vegetation, dead or alive, that can be burnt in a bush fire.

(source: Planning for Bushfire Protection Guidelines, 2010).

**Bushfire Risk** – The chance of a bush fire occurring that will have harmful consequences on life and property. It is measured in terms of consequences and likelihood, and arises from the interaction of hazards, communities and the environment.

(source: Planning for Bushfire Protection Guidelines, 2010).

**Bushfire Prone Area** – A bush fire prone area is an area that has been declared as such by the relevant local government responsible for an area (inclusive of 100m buffer). Once an area is declared bush fire prone, then AS 3959 applies to new residential development in it.

(source: Planning for Bushfire Protection Guidelines, 2010).

Note: Bushfire prone areas may be derived from:

- Aerial photography; Local level verification; Interpretation; Validation; and Combination of above.

The following is low threat vegetation:

- Vegetation of any type at a distance greater than 100m from a site;
- Strips of veg < 20m in width regardless of length and not within 20m of each other;
- Veg < 1ha and not within 100m of other parcels;
- Multiple areas of veg <0.25ha and not within 20m of each other;
- Managed grassland, maintained lawns, golf courses, maintained public reserves and parklands, botanical gardens, vineyards, orchards, cultivated ornamental gardens, commercial nurseries, nature strips and wind breaks (Source: AS 3959).

**Bushfire Attack Level (BAL)** – is a means of measuring a buildings potential exposure to ember attack, radiant heat and direct flame contact, in a bushfire event. Takes into account number factors including fire danger index, slope, type of vegetation and proximity to vegetation.

Note: There are six levels of bushfire attack under the Australian Standard 3959, ranging from low to flame zone.

<b>BAL</b> Low	Minor requirements warranted
<b>BAL</b> 12.5	Requirements to deal with Ember Attack
<b>BAL</b> 19	Requirements dealing with increased levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 12.5 and 19 kW m <sup>2</sup>
<b>BAL</b> 29	Requirements dealing with increased levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 19 and 29 kW m <sup>2</sup>
<b>BAL</b> 40	Requirements dealing with increased levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames.
<b>BAL</b> FZ	Requirements dealing with direct exposure to flames from fire front in addition to heat flux and ember attack.

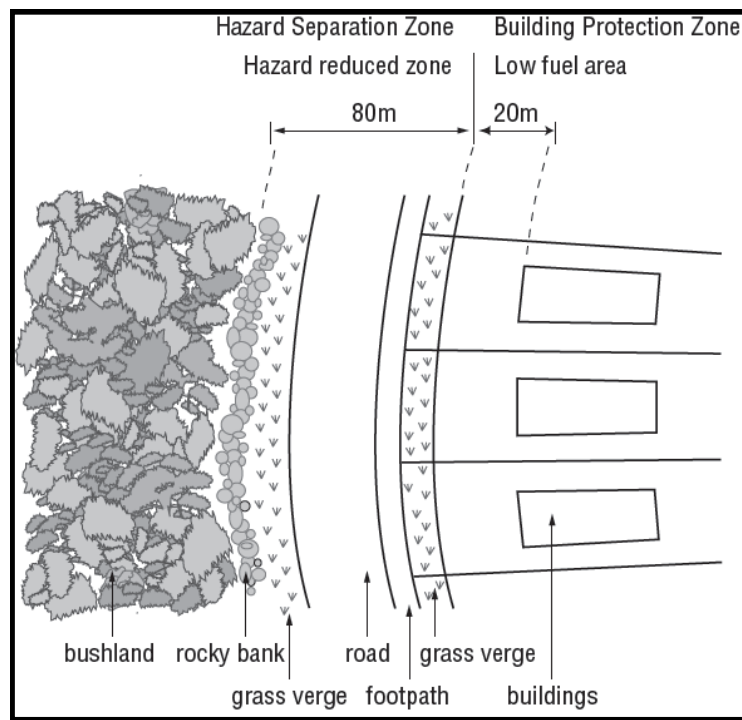
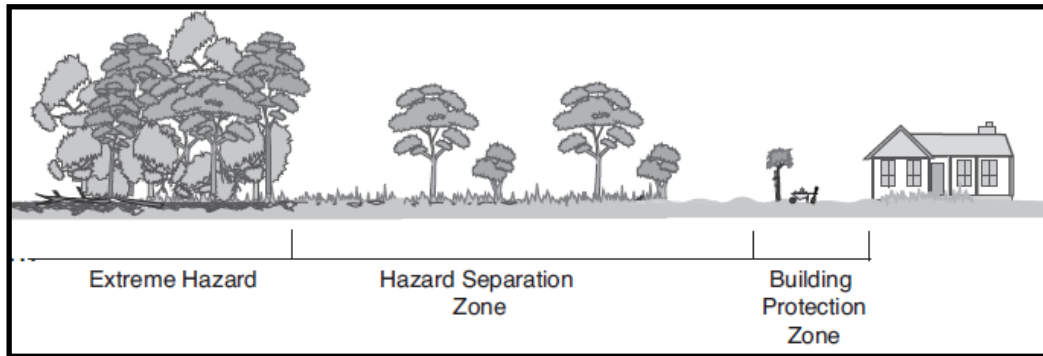
**Bushfire Management Plan** - sets out medium to long-term mitigation strategies for managing bushfire hazards and risk. These plans are usually required in the early stages of planning (re-zoning, structure planning or subdividing).

**Fire Consultant** - A person with expertise in fire management, who is eligible for certification under an applicable accreditation scheme.

**Building Protection Zone** – defensible space around buildings (Min 20m): – Roads, tracks, slashed grass, lawn.

**Hazard Separation Zone** – fuel reduced area between bush and buildings (100m or 80m if associated with BPZ).

## Examples - Building Protection and Hazard Zones



### Legislative Context

The **State Planning Policy 3.7: Planning for Bushfire Risk Management** assists in reducing the risk of bushfire to people, property and infrastructure by encouraging a conservative approach to strategic planning, subdivision, development and other planning decisions proposed in bushfire-prone areas.

The **Australian Standards 3959 – Construction of Buildings in Bushfire-prone-areas** covers the methodology for determining the bushfire attack level (BAL) for an allotment and goes on to provide the construction requirements for each level of BAL, including for floors, roofs, external walls and windows, verandahs and carports.

The Western Australian Planning Commission and Fire and Emergency Services Authority of Western Australia endorsed the **Planning for Bush Fire Protection Guidelines (edition)** in May 2010 to outline a range of matters that need to be addressed at various stages of the planning process, to provide an appropriate level of protection to life and property from bush fires and avoid inappropriately located or designed land use, subdivision and development on land where a bush fire risk is identified.

The **State Emergency Management Policy 2.4 (SEMC, 2001)** identifies Local Governments as the hazard management agency for both urban and rural fires, in areas other than Gazetted Fire Districts and DPAW estate.

Local Governments are responsible for the administration and implementation of the **Bush Fires Act 1954**, **Fire Brigades Act 1942** and **Land Administration Act 1997**.

**Building Regulations 2012** - Building surveyors required to ensure that, before they sign compliance certificates for relevant buildings or decks, a BAL assessment has been undertaken.

*Note: Relevant Acts allow, as authorized:*

- *Burning to reduce fire hazard (Bush Fires Act 1954);*
- *Clearing to construct firebreaks or to control or prevent the spread of fire (Fire Brigades Act 1942); and*
- *Clearing for fire management on Crown Land (Land Administration Act 1997).*

*Clearing exemptions may not apply to classified Environmentally Sensitive Areas.*

## **Policy Provisions**

*Note: Where possible, development should be located in already cleared areas away (>100m) from areas of bush fire risk.*

## **Applications**

Scheme amendment, structure planning and subdivision proposals on land within:

- a) Bushfire prone areas;
- b) 50 metres of unmanaged grassland;
- c) 100m of vegetation that's greater in area than 1ha; or
- d) 100m of vegetation that's between 0.25ha and 1ha and within 100m of other identified veg that's >1ha, shall be accompanied by a **Fire Management Plan**. At the discretion and satisfaction of the Local Government, a Fire Management Plan shall be registered as a S70A notification on the title of the affected property or properties.

Dwellings and including additions and Class 10a outbuildings and decks within 6m of a dwelling, on land within:

- a) Bushfire prone areas;
- b) 50 metres of unmanaged grassland;
- c) 100m of vegetation that's greater in area than 1ha; or
- d) 100m of vegetation that's between 0.25ha and 1ha and within 100m of other identified veg that's >1ha, shall be accompanied by a:
  - 'Bushfire Attack Level Assessment'; and
  - Plan showing:
    - I. Proposed building envelope with 20m cleared building protection zone surrounding all development (20m is to be measured on the horizontal plain);
    - II. Proposed hazard separation zone (must be located within subject property boundaries);
    - III. For non-reticulated areas, a water tank designed to hold at least 30,000l for firefighting purposes; and
    - IV. Applicable construction standard in accordance with Australian Standards 3959.

## **Fire Management Plan**

Fire Management Plans are to determine:

- a) Bushfire prone areas;
- b) Bushfire attack level;
- c) Clearing or burning necessary for firebreaks, fire access tracks (x2) and other hazard reduction measures in accordance with relevant legislation;
- d) Active defence and/or escape plans; and
- e) Provision of water – in consultation with DFES.

## **Bushfire Attack Level Assessment**

Bushfire Attack Level assessments are to determine:

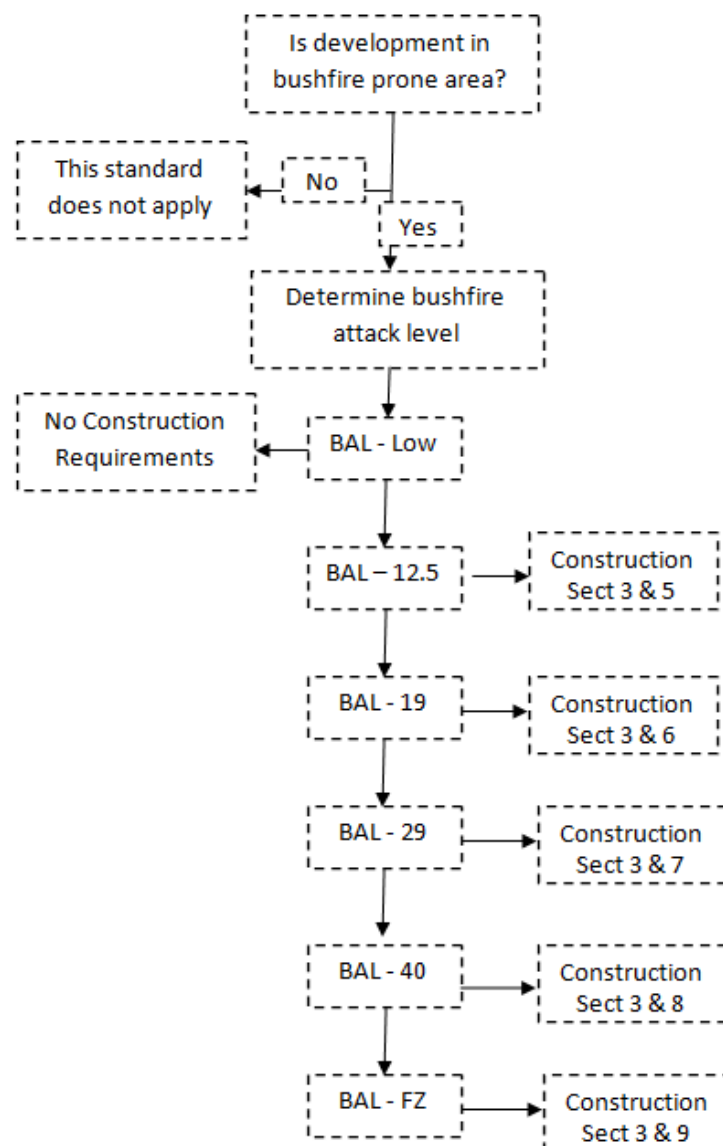
- a) Class of vegetation (refer to AS3959);
- b) Distance of the site from classified vegetation;
- c) Effective slope;
- d) Bushfire Attack Level; and
- e) Construction standard.

### Consideration for Environmental Values

Developers are to ensure that:

- a) Fire Management Plans and Bushfire Attack Level Assessments balance bushfire risk management with biodiversity and conservation values.
- b) Where possible, development is located away from vegetation;
- c) Where appropriate setback from vegetation cannot be achieved, developers are to apply a minimum Bushfire Attack Level 19 Standard (BAL-19), hence minimizing the extent of clearing to establish a hazard separation zone.

### Determining Construction Standards



## Determining Bushfire Attack Level

Vegetation classification	Bush fire Attack Levels (BALs)				
	BAL—FZ	BAL—40	BAL—29	BAL—19	BAL—12.5
	Distance (m) of the site from the predominant vegetation class				
	Vegetation is upslope and flat land (0 degrees)				
A. Forest	<16	16–<21	21–<31	31–<42	42–<100
B. Woodland	<10	10–<14	14–<20	20–<29	29–<100
C. Shrubland	<10	10–<13	13–<19	19–<27	27–<100
D. Scrub	<7	7–<9	9–<13	13–<19	19–<100
E. Mallee/Mulga	<6	6–<8	8–<12	12–<17	17–<100
F. Rainforest	<6	6–<9	9–<13	13–<19	19–<100
	Vegetation is downslope (building is upslope) >0 to 5 degrees				
A. Forest	<20	20–<27	27–<37	37–<50	50–<100
B. Woodland	<13	13–<17	17–<25	25–<35	35–<100
C. Shrubland	<11	11–<15	15–<22	22–<31	31–<100
D. Scrub	<7	7–<10	10–<15	15–<22	22–<100
E. Mallee/Mulga	<7	7–<9	9–<13	13–<20	20–<100
F. Rainforest	<8	8–<11	11–<17	17–<24	24–<100
	Vegetation is downslope (building is upslope) >5 to 10 degrees				
A. Forest	<26	26–<33	33–<46	46–<61	61–<100
B. Woodland	<16	16–<22	22–<31	31–<43	43–<100
C. Shrubland	<12	12–<17	17–<24	24–<35	35–<100
D. Scrub	<8	8–<11	11–<17	17–<25	25–<100
E. Mallee/Mulga	<7	7–<10	10–<15	15–<23	23–<100
F. Rainforest	<11	11–<15	15–<22	22–<31	31–<100
	Vegetation is downslope (building is upslope) >10 to 15 degrees				
A. Forest	<33	33–<42	42–<56	56–<73	73–<100
B. Woodland	<21	21–<28	28–<39	39–<53	53–<100
C. Shrubland	<14	14–<19	19–<28	28–<39	39–<100
D. Scrub	<9	9–<13	13–<19	19–<28	28–<100
E. Mallee/Mulga	<8	8–<11	11–<18	18–<26	26–<100
F. Rainforest	<14	14–<19	19–<28	28–<39	39–<100
	Downslope >15 to 20 degrees				
A. Forest	<42	42–<52	52–<68	68–<87	87–<100
B. Woodland	<27	27–<35	35–<48	48–<64	64–<100
C. Shrubland	<15	15–<21	21–<31	31–<43	43–<100
D. Scrub	<10	10–<15	15–<22	22–<31	31–<100
E. Mallee/Mulga	<9	9–<13	13–<20	20–<29	29–<100
F. Rainforest	<18	18–<25	25–<36	36–<48	48–<100

<b>POLICY NO.</b>	P.10
<b>POLICY SUBJECT</b>	<b>Fire</b>
<b>ADOPTION DATE</b>	27 August 2015
<b>REVIEW DATE</b>	18 June 2020

# Policy P.11

## Container Deposit Scheme Infrastructure Policy

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### **Background**

Local governments were encouraged by the State Government (Position Statement – May 2019) to adopt a local planning policy to ensure that specified infrastructure associated with depositing containers (for recycling purposes) are exempt from the requirement to obtain development approval.

There are broadly five types of infrastructure to facilitate the return of containers in WA. These are:

- Container collection cages: - donation points associated with schools etc
- In shop / over-the-counter / bag drop return points: - retail outlet where participants can deposit individual containers or bags of containers that are collected and returned to a retailer.
- Reverse vending machines:
- Container deposit recycling centres: and
- Large – scale facilities.

### **Purpose**

The purpose of this policy is to:

- Provide guidance around the development of infrastructure associated with recycling products (Containers); and
- To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015* from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

### **Building Approval**

Notwithstanding that development approval may not be required for the development of some forms of Container Deposit Scheme (CDS) infrastructure, a building permit may be required to be sought and issued prior to container deposit scheme infrastructure being erected on site.

Accordingly, proponents should liaise with the relevant local government noting that a Building Permit is required for any building or structure not listed by Schedule 4 of the Building Regulations 2012, which deals with building work for which a building permit is not required.

### **Objectives**

The objectives of this policy are to:

- Ensure the location, design and siting of infrastructure associated with depositing containers (CDS), is complementary to the character, functionality and amenity of urban localities.
- Prevent negative impacts on local amenity from the operation of CDS infrastructure.
- Enable the timely, cost effective delivery of essential CDS infrastructure.
- Provide conveniently located infrastructure to ensure the CDS' effective reduction of litter, increased recycling and protection of the environment



## **Definitions**

<b>The Heritage Act</b>	Means the Heritage of Western Australia Act 1990.
<b>The Regulations</b>	Means the Planning and Development (Local Planning Schemes) Regulations 2015 prepared under the Planning and development Act 2005.
<b>The Noise Regulations</b>	Means Environmental Protection (Noise) Regulations 1997 (as amended) prepared under the Environmental Protection Act 1986.
<b>The Scheme</b>	Means the Shire of Boyup Brook Local Planning Scheme No.2.
<b>Container deposit scheme infrastructure</b>	Means a reverse vending machine or a container collection cage.
<b>Reverse vending machine</b>	Means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
<b>Container collection cage</b>	Means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use.
<b>Total lot area</b>	Means the total land area of a freehold or survey strata lot.

## **Statutory provisions**

1. Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:
  - Entered in the Register of Heritage Places under the Heritage Act; or
  - The subject of an order under Part 6 of the Heritage Act; or
  - Included on a heritage list prepared in accordance with the Scheme; or
  - Within an area designated under the Scheme as a heritage area; or
  - The subject of a heritage agreement entered into under section 29 of the Heritage Act.
2. Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

## **Specified exemption**

3. The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:
  - a) Residential; and
  - b) rural, special rural, and rural smallholding zones.

4. The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:
  - a) Civic use;
  - b) Community purpose; and/or
  - c) Educational establishment.

## **Development standards**

### ***General***

5. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.

### ***Location***

6. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.
7. Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
8. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
9. Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within two (2) metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.
10. Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.

### ***Visual Amenity***

11. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
12. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti resistant materials, which provide protection from the

elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.

13. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
14. Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10 square metres of development footprint.

### ***Operational Amenity***

15. Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.
16. Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use:
  - a) Between 7.00 am and 7.00 pm Monday to Saturday; and
  - b) Between 9.00 am and 7.00 pm on Sunday and public holidays.
17. Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
18. Where the development or operation of a large reverse vending machine and/ or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting—Performance and design requirements (as amended).
19. Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.

### ***Development Footprint***

20. Where the development of a container collection cage is proposed outdoors, the cage must not:
  - a) Have a development footprint of more than eight (8) square metres; or
  - b) Be more than two (2) metres in height.

21. Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:
- Have a development footprint of more than 45 square metres, and
  - Be more than three (3) metres in height, or have dimensions greater than eight (8) metres by six (6) metres.
22. Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas:
- The area comprising four (4) car parking spaces; or
  - 45 square metres, where the car park contains 200 car parking spaces or less; or
  - 75 square metres, where the car park contains 200 or more car parking spaces.
23. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than:
- Container collections cage – one (1) per lot;
  - Large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or
  - Large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.

<b>POLICY NO.</b>	P.11
<b>POLICY SUBJECT</b>	<b>Container Deposit Scheme Infrastructure Policy</b>
<b>ADOPTION DATE</b>	17 October 2019
<b>REVIEW DATE</b>	18 June 2020

**Section 6**  
***WORKS***

## **Policy W.01**

### **Material on Shire Reserves**

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#### **Objective**

To ensure all reserves including roads and thoroughfares are free of materials including fencing and hay/silage rolls.

#### **Statement**

No materials including fencing and hay/silage rolls shall be left on reserves and road verges within the Shire.

Offenders shall be written to requesting that the material be removed within 14 days.

<b>POLICY NO.</b>	W.01
<b>POLICY SUBJECT</b>	<b>Material on Shire Reserves</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

**Policy W.02**  
Preservation of Gazetted Roads

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## **Policy W.03**

### **Roadside Burning Policy**

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#### **Objective**

To provide guidelines for the burning of roadside debris.

#### **Statement**

##### **Aim:**

1. Reduce the leaf and limb debris on the road verges and gutters.
2. To overcome current road maintenance problems with regrowth close to road drains.
3. Create a pattern of burning which will have minimised impact on Native flora and Fauna.
4. Have all burning carried out in safe and responsible manner.
5. Liaise with local roadside interest groups about the burning of roadside.
6. Assessment of roadside to be burnt is to be carried out by the Shire and a priority list provided for the Chief Fire Control Officer.
7. Roads to be put into three categories:
  - (a). Annual burn - where only grasses exist.
  - (b). 2-5 years - moderate to heavy infestation and build up of grasses and tree litter on roadsides.
  - (c). 6 years upwards - minimal infestation of grasses and tree litter build up.

##### **Burning Practice:**

1. No burning until after opening rain in April - May.
2. Verges to be lit only as directed.
3. The use of criss/cross burning pattern down roadsides where possible.
4. A written permit is to be obtained from the Chief Fire Control Officer.
5. That local Roadside interest groups be required to provide details of rare and endangered plants on road verges listed for burning.
6. Burning is to be under the control of the local brigade.

<b>POLICY NO.</b>	W.03
<b>POLICY SUBJECT</b>	<b>Roadside Burning Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020



## Policy W.04 Private Works

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### **Objective**

To provide procedures for requests for private works.

### **Statement**

It is Council's policy to carry out private works when the Shire's plant is available. All private works are to be carried out with a 20% profit allowance so that all ratepayers can benefit from the utilisation of the Shire's plant. Wherever possible, all private works are to be carried out after normal working hours on an overtime basis. Requests for private works and the documentation of each private work are to be in writing and records retained for future reference.

Where Shire equipment is used to carry out an undertaking which benefits a community group, the Shire will recoup the cost of fuel used, provided the plant is operated in the personal time of a Shire staff member trained in the use of that equipment.

If arrangements cannot be reached with Shire staff under such an arrangement, normal rates will apply.

<b>POLICY NO.</b>	W.04
<b>POLICY SUBJECT</b>	<b>Private Works</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24

## Policy W.06

### Road Verge Development Criteria

---

#### **Objective**

To determine guidelines for the development of road verges.

#### **Statement**

Council's policy is to encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.

The preferred style is the fully grassed option with irrigation and up to two trees/20m of frontage. Any irrigation system is to be installed and operated to avoid nuisance to the public. All pipes are to be installed at a minimum depth of 400mm and approved pop-up type sprinkler equipment is preferred.

The trees shall not be planted on the 3.5m offset so as to avoid electrical power lines and all other services. No trees are to be planted within 15m of street corners or within 7m of crossovers.

Subject to keeping the verge clear for the first 2.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non frangible items can be placed on the road reserve. Weed control using plastic sheeting with aggregate, tan bark, pine chips, pea gravel overlay is acceptable.

Any improvements placed or constructed on the verge is placed there at the risk of the property owner. The Shire will endeavour to preserve the layout, but no guarantee can be given.

No assistance can be given by the Shire for development, ongoing operation or maintenance costs.

The Shire will supply up to two trees of a mutually agreed species, provided the property owner agrees to plant and maintain them in a caring manner. Large trees are not to be planted in residential areas where the verge is less than 10m wide. Spreading varieties also are not supported unless they can be set well back to avoid intrusion into traffic safety sight lines. Poisonous trees and shrubs are not permitted to be planted on any road verge.

The Shire does not approve the full gravelling of verges in urban areas because:

1. This is not in keeping with the amenity of the area.
2. The action will tend to encourage undesirable verge parking on a semi-permanent basis.

The levels of new verge areas shall be compatible with properties on either side and shall slope toward the kerb at a 1 in 40 grade approximately or the property line level should be 150mm above the top of the kerb. Where the Shire has designated one side of the road for a future footpath or dual use path levels are to be provided by Shire's staff.

<b>POLICY NO.</b>	W.06
<b>POLICY SUBJECT</b>	<b>Road Verge Development Criteria</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## Policy W.07 Road Contribution

### **Objective**

The following provisions will apply where a proposal is presented to the Council where that proposal be it subdivision, planning applications or other development will impact on local roads.

### **Statement**

#### ***Construction Standard***

1. The standard of road construction shall be in accordance with Table 1 unless otherwise determined by Council.
2. Unless otherwise approved by Council design and construction of roads (including procedures, contract administration, site preparation, drainage and streetscape) shall be in accordance with the Institution of Public Works Engineering Australia (WA Division Inc) Subdivisional Guidelines Edition No.2 July 2009

Table 1 Road Construction Standards

<b>Zone</b>	<b>Construction Standard</b>	<b>Reserve Width</b>	<b>Pavement Width</b>	<b>Shoulders</b>
Residential (1) (2)	Asphalt	20m	6m	Mountable kerb
Special Rural (rural residential).	Two coat spray seal	20m	6m	1.2m
Rural small holdings	Two coat spray seal	20m	6m	1.2m
Rural (3)	Formed gravel	20m	6m	1.2m
Other (4)	As determined by Council			
<b>Notes:</b> 1 - Council may vary these having regard to the Liveable Neighbourhoods Policy 2 - Council may elect to apply the Special Rural standards to low density residential lots greater than 2,000m <sup>2</sup> 3 - Subject to site conditions, slope etc 4 - "Other" means all other zones within the Planning Scheme				

### ***Subdivision and Amalgamation***

The Shire will require the proponent of a subdivision/amalgamation to contribute towards the upgrading and construction of roads in the rural areas in accordance with the following: -

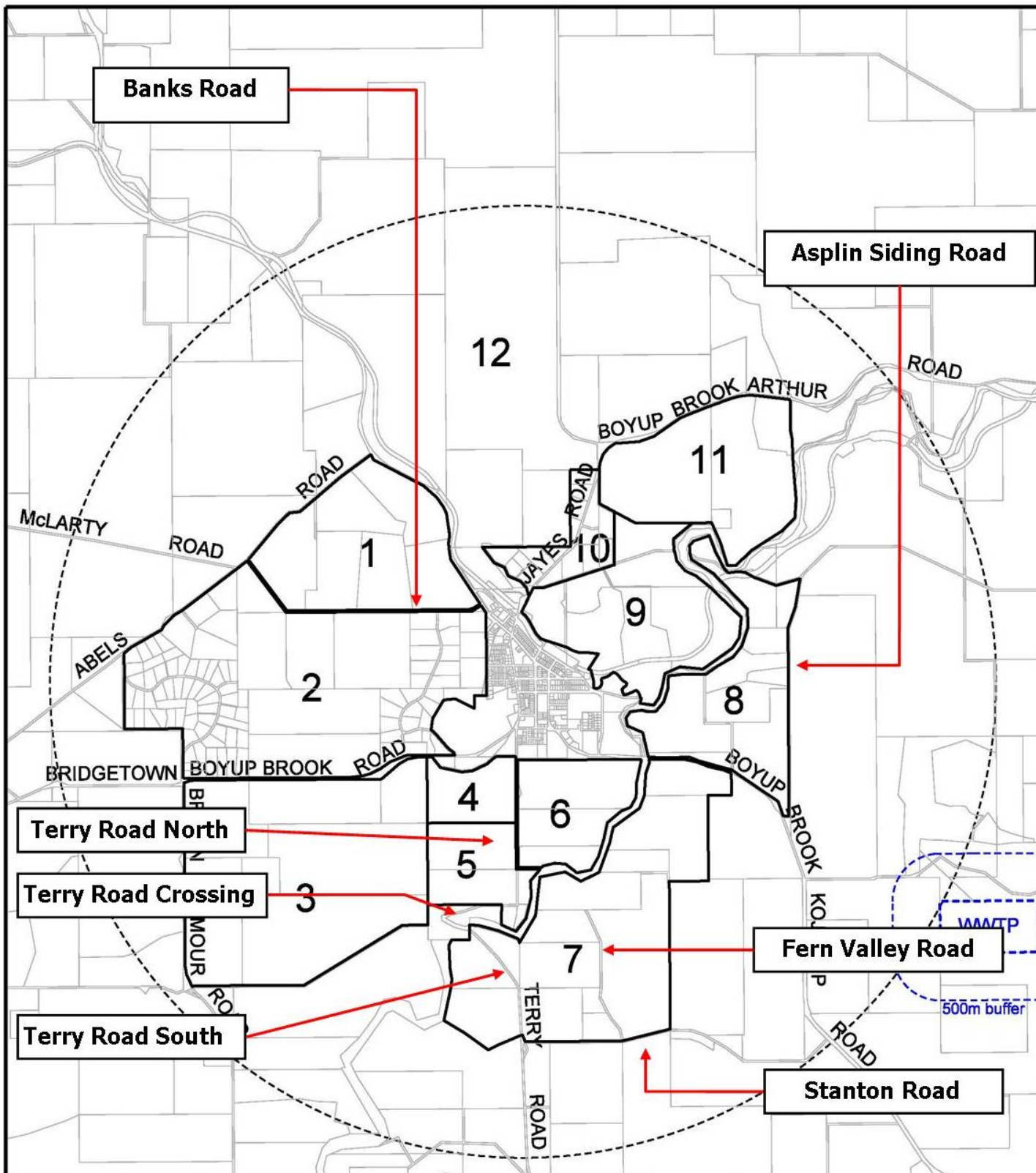
1. The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve.
2. The minimum standard of road construction for Special Rural (Rural Residential) zones and Rural Small Holdings subdivisions is a six (6) metre formed and sealed surface (two coat spray seal) with roadside drainage and cross overs. The Shire may consider a reduced road width under extraordinary or special circumstances.

3. The construction of a Special Rural and Rural Small Holdings subdivisions (internal) road in point 2 above shall be at the full cost of the proponent.
4. The upgrading of roads within and adjoining Special Rural and Rural Small Holdings policy areas is documented in Table 1 and the attached figure.
5. The Shire may contribute up to a maximum of 50% towards the cost of upgrading of other existing roads; where such upgrading is considered by the Council to be in the interests of the community and its road construction programme.
6. The construction or upgrading costs may include the following:
  - Field and feature surveys;
  - Soil testing;
  - Preparation of the road design;
  - Application to the EPA for the removal of any remnant vegetation;
  - Confirming the absence declared rare flora with DEC;
  - Compliance with Native Title and Future Act requirements;
  - Relocation of existing services (if required);
  - Fencing and signage (if required);
  - Twelve month maintenance bond and supervision fees.
7. Any contribution will have regard to the existing and other potential users of the road and will be based upon the following:-
  - Determine the standard to which the road is to be constructed
  - Determine the total cost of the upgrading
  - Calculate the total number and length of total road frontage of properties that will benefit from the upgrading. This can include both existing and potential properties.
  - Divide the total cost by the number of lots and length of total road frontage.
  - The proponent's relative proportion shall be the greater of the two calculations.

*Note: This calculation may include a penalty amount where works are to be done outside of the Shire's adopted construction programme. The Shire will also consider the availability of local gravel supplies in calculating the cost of construction.*

Table 2 Rural Strategy Special Rural and Rural Small Holdings policy areas

Road	Rural Strategy Figure 3 Policy Area	Subdivision Type	Contributions to upgrade
<b>Banks Road</b>	Area 1 on the northern side.	Rural	50% contribution from landowners for the frontage of the properties on the southern side when subdivision occurs.
	Area 2 on the southern side	Rural Residential	
<b>Terry Road North</b> (from river crossing to townsite)	Areas 4 & 5 on the western side.	Rural Residential	Depending upon the scale of development in Area 6 a 100% contribution will be required if Terry Road is the main access road.
	Area 6 on the eastern side.	Potential Urban	50% contribution from landowners for the frontage of the properties in Areas 4 & 5 when if they develop before Area 6.
<b>Terry Road Crossing</b>	Area 7 and rural areas.	Rural Small Holdings	Will need further investigation to determine what type of crossing is required. Contributions will be based upon the subdivision lot yield which will be assessed in structure plan for the Area.
<b>Terry Road South</b> (To Stanton Rd)	Area 7 and rural areas.	Rural Small Holdings	Functions as a rural distributor road. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
<b>Fern Valley Road</b>	Area 7	Rural Small Holdings	100% contribution from landowners based upon the subdivision lot yield which will be assessed in structure plan for the Area.
<b>Stanton Road West</b> (Fern Valley to Terry Rd)	Area 7 to the north.	Rural Small Holdings	May need sealing depending final road configuration in Area 7.
	Rural to the south.	Rural	Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
<b>Stanton Road West</b> (Fern Valley to Kojonup Rd)	Part Area 7 to the north.	Rural	Standard would depend upon the upgrading of Terry Road and final road pattern in Area 7.
	Rural to the south.		Any contribution would be from properties in Terry Rd and Fern Valley Road and would be 50% based upon lot yield to be assessed in structure plan.
<b>Asplin Siding Road</b>	Area 8 on the western side.	Rural Small Holdings	Functions as a rural distributor road. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
	Rural to the east.	Rural	



**SUMMARY OF OBJECTIVES  
(SEE TABLE 1 FOR DETAILED PROVISIONS)**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. MAINTAIN RURAL CHARACTER      | 7. RURAL SMALL HOLDINGS           |
| 2. RURAL RESIDENTIAL DEVELOPMENT | 8. RURAL SMALL HOLDINGS           |
| 3. MAINTAIN RURAL CHARACTER      | 9. MAINTAIN RURAL CHARACTER       |
| 4. RURAL RESIDENTIAL DEVELOPMENT | 10. RURAL RESIDENTIAL DEVELOPMENT |
| 5. RURAL RESIDENTIAL DEVELOPMENT | 11. POTENTIAL TOWNSITE EXPANSION  |
| 6. POTENTIAL TOWNSITE EXPANSION  | 12. RURAL USES                    |

**RURAL RESIDENTIAL & RURAL  
SMALL HOLDINGS  
ROAD UPGRADING PLAN**

**A1** ORIGINAL  
THIS PLAN HAS BEEN PREPARED FOR PLANNING PURPOSES. AREAS, BOUNDARIES AND DIMENSIONS SHOWN ARE SUBJECT TO SURVEY.

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PLANNER: G.L.	DRAFTER: K.S.
SCALE: 1:20 000 at A1 1:40 000 at A3	DATE: 08.04.2010
PLAN No. 04240P-03B	



8. Where a subdivision application (including amalgamations or boundary re-alignments) requires the construction of a vacant road reserve the Shire will require the proponent to pay the total cost. In calculating the contribution the Shire will assess the likely traffic increase from the application.
9. All contributions payable under this Policy shall be placed in a Trust Fund prior to expenditure.
10. The Shire may elect to require as a condition of approval, for the applicant to sign a declaration acknowledging that the Shire has not given any undertaking to upgrade the road.
11. If the unconstructed road is not on the Council's road construction programme, any determination of a development application, or advice to the WAPC on a subdivision application, will not bind the Council into "fast tracking" the inclusion of the unconstructed road on future road construction programmes.
12. The Council recommends that prospective purchasers of land should take account of this Policy when contemplating the purchase of land that does not have front a constructed public road and/or has no gazetted public road access.

#### Unconstructed and Substandard Roads

#### **Where the use of a lot is subject to a Shire planning approval and is modified or intensified such as to require the unconstructed or substandard road access to the lot to be constructed or improved:-**

1. The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve. The Shire may consider a reduced road width or standard under extraordinary or special circumstances.
2. A substandard road is defined as a road which does not comply with the above standard. This includes where a road is not wholly contained within a road reserve.
3. The Shire may contribute up to a maximum of 50% towards the cost of upgrading an existing constructed road; where such upgrading is considered by the Shire to be in the interests of the community and its road construction programme.
4. Any contribution will have regard to the existing and other potential users of the road and will be based upon the following:
  - Determine the standard to which the road is to be constructed
  - Determine the total cost of the upgrading
  - Calculate the total number and length of total road frontage of properties that will benefit from the upgrading. This can include both existing and potential properties.
  - Divide the total cost by the number of lots and length of total road frontage.
  - The proponent's relative proportion shall be the greater of the two calculations.
5. Where the construction of a vacant road reserve is required the proponent shall pay the total cost.
6. All contributions payable under this policy shall be placed in a Trust Fund prior to expenditure.



7. That in determining development applications, the Shire will have regard to the access to the site; its current and required standard. Where it is considered that the road requires to be upgraded as a direct result of the development, the Shire will consider refusing the proposal on the grounds that the development has inadequate access (unless the proponent agrees to pay the total cost of this upgrading).

Harvesting of Plantations -

The following statement shall be a development condition of approval:

*‘Entering into an agreement with the Shire providing for the reimbursement of costs from the repair of damage of roads under the Shire’s control, where such damage arises from the use of such roads by heavy vehicles used in conjunction with the plantation’*

Background

In recent years, rural areas have been dominated by the rapid expansion of plantation farming, which is having and will have a major long term impact on traditional patterns of rural land use, local roads and traffic and land management within the Shire.

The general yield from blue gum plantations is ten times more than the equivalent cereal crop over a ten year period. Harvesting of plantations, approximately once every ten years, also results in a very intense period of activity on the site and local road use. Therefore, a higher standard of road is required for the removal of the product to its preferred market. This will require a large portion of the road network to be upgraded. Scattered locations of plantations throughout the Shire also adds to this problem.

As the Shire cannot afford to construct and maintain these special purpose roads, it will be necessary for the plantation companies to contribute to the road upgrading.

A combination of heavy haulage vehicles for plantation harvesting along with school bus and general vehicles on the Shire’s road network has raised an increased concern over motorist’s safety. Generally, the Shire will not support plantations where it considers public safety is or will be at risk due to heavy vehicles entering Shire roads creating potential serious conflict with local and visitor traffic. In determining the suitability of roads for plantation traffic the Shire will have regard to the current standard of the roads affected. Planning applications for plantations will also be referred to Main Roads Western Australia if considered necessary.

The Council will resolve specific road traffic and safety issues relating to individual plantations following the submission of harvesting plans.”

<b>POLICY NO.</b>	W.07
<b>POLICY SUBJECT</b>	<b>Road Contribution</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	15 July 2004, 21 December 2007, 19 May 2011
<b>REVIEW DATE</b>	18 June 2020

### Objective

To provide design criteria that is uniform and practical;  
To provide safe access for vehicle and pedestrian traffic with minimal impact to road infrastructure assets and streetscape aesthetics;  
To ensure best practice for storm water management;  
To outline compliance requirements for subsidy eligibility.

### Scope

This policy applies to the construction of all new crossovers, and the modification to an existing crossover for the purpose of accessing a property within the Shire of Boyup Brook.

### Statement

The following is the Council's policy in relation to crossovers.

### Introduction

Approval must be sought and obtained from the Shire of Boyup Brook for crossovers prior to the commencement of any construction. The design and construction requirements outlined in this Policy have been developed in reference to the "WALGA" Guidelines and Specifications for "Residential, Industrial and Rural Crossovers", with minor variations made to suit local conditions.

### Crossover Subsidy

Owner/Builder shall arrange for the construction of the crossovers by a nominated private contractor. The Shire will subsidise half the cost 50% of a standard **3.0m** wide crossover (measured at boundary /6.0m at road edge) per Urban property (*to a maximum value of \$800 for a new crossover without culvert or to a maximum of \$1500 for a new crossover with new culvert & headwalls*) subject to the crossover conforming to the Shire of Boyup Brook specifications.

- The crossover has been constructed in accordance with the Shire of Boyup Brook requirements and has received approval prior to construction;
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance.

Crossover subsidy will not be available for gravel crossovers without a culvert.

Owner/Builder shall arrange for the construction of the crossovers by a nominated private contractor. The Shire will subsidise half the cost 50% of a standard **4.0m** wide crossover (measured at boundary /6.0m at road edge) per Industrial/Commercial property (*to a maximum value of \$1000 for a new crossover without culvert or to a maximum of \$1700 for a new crossover with new culvert & headwalls*) subject to the crossover conforming to the Shire of Boyup Brook specifications.

- The crossover has been constructed in accordance with the Shire of Boyup Brook requirements and has received approval prior to construction;

- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance. Crossover subsidy will not be available for gravel crossovers without a culvert.

Owner/Builder shall arrange for the construction of the crossovers by a nominated private contractor. The Shire will contribute a maximum of **8.0** metres of stormwater pipes (if required) as its half contribution towards the first crossover off a gravel road (measured at the boundary /10.0m at the road edge) per Rural property (*to a maximum of 8.0 metres stormwater pipes for a new crossover with new culverts & headwalls*) subject to the crossover conforming to the Shire of Boyup Brook specifications.

Where a crossover is proposed off a sealed road, the crossover shall also be sealed and drained and the subsidy will be as per gravel crossovers. All special rural developments require a sealed crossover where a sealed road frontage exists.

- The crossover has been constructed in accordance with the Shire of Boyup Brook requirements and has received approval prior to construction;
- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance. Crossover subsidy will not be available for gravel crossovers without a culvert.

No subsidy will be paid for the construction of crossovers on non-rateable properties.

### **Number of Crossovers**

One crossover per single title property is permitted with the following exceptions subject to the Manager Works Services approval.

- Properties located on street corners;
- Group dwellings and non-residential areas where additional crossovers have been approved as part of a planning application;
- Rural Properties, such as farms;
- Properties which require a second access for off street parking on private property.

In these cases, assessment of a second crossover request will give consideration to the following:

- A second crossover does not obstruct sight distance of the primary crossover;
- A second crossover does not have obstructed sight distance by verge vegetation, structures or road geometry;
- Footpath pedestrian users are not at any additional safety risk;
- The property is not group rated where single titles apply.

In the case where a second crossover is approved, no crossover subsidy will be provided.

Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area may be required to be removed at the discretion of the Manager Works Services and at the cost of the property owner.

### **Footpaths**

All crossovers proposed to be built on a verge which is identified to have a footpath constructed by Council must be constructed in a material that is approved by Shire of Boyup Brook. When the Shire constructs new footpaths that intersect existing crossovers the footpath will be constructed through the crossover unless:

- The crossover is not built to the Shire's specification;
- The crossover will inhibit the footpath being constructed to relevant standards and guidelines;
- In the opinion of the Shire the crossover is unsafe or does not provide a fit for purpose use.

### **Street Trees**

Crossovers should not be constructed closer than 1.5 metres from the base of the tree when fully mature. Any damage caused to crossovers by street trees shall be rectified by the Shire of Boyup Brook at the Shire's cost unless:

- The crossover has been built closer than 1.5 metres to the tree;
- The tree has been planted without permission from the Shire of Boyup Brook;
- The damage caused by the tree is not considered by the Shire of Boyup Brook to be a safety hazard or affect the structural integrity of the crossover (where applicable). In these cases, the cost to rectify will be borne by the property owner.

### **Crossover Maintenance**

The property owner is responsible for the maintenance of crossovers. Any footpath that intersects the crossover will be maintained by the Shire of Boyup Brook.

### **Conflict with Asset Infrastructure**

Any relocation or amendment cost to Shire owned assets and underground services resulting from the construction of the proposed crossover will be borne by the property owner.

### **Rural Access**

Acceptable Material:

- Compacted Gravel - min150mm  
Gravel material is expected to achieve a compaction to 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetative matter;
- Two coat bituminous seal – 14/7mm or 10/5mm  
Width: 3.0 metres (minimum)  
11 metres (maximum)  
Drainage: A culvert including headwalls must be provided if the vehicle crossover prevents stormwater flow within the table drains. Reinforced concrete drainage pipes shall be Class "4" unless otherwise required by Council with a minimum diameter of 375mm. Minimum cover over the pipes must be 300mm;  
Taper: 2m at 45 degrees both sides from road edge (optional).

## Urban Access

### Acceptable Material:

- Concrete - 150mm (Residential) 25Mpa Min Concrete Strength, steel reinforcing may be used to reduce cracking or increase strength for crossovers that will have heavy vehicles on them;
- Concrete - 150mm reinforced (Industrial & Commercial) 25Mpa Min Concrete Strength;
- Brick Paved - Trafficable 50mm (Residential);
- Asphalt – 30mm;
- Two coat bituminous seal – 14/7mm or 10/5mm

Width: 3 metres minimum, 6 metres maximum (Residential)

3 metres minimum, 10 metres maximum – (Industrial & Commercial)

Drainage: 375dia (min) Concrete reinforced pipe with (if applicable) Precast concrete headwalls. Kerbing: Mountable kerb type (if applicable)

Taper: 2m at 45 degrees both sides from road edge (optional)

### General Conditions

- All variations to be approved by Manager Works Services and paid in full by owner/applicant;
- Maximum dimensions of access apply;
- Crossovers are to be constructed perpendicular to the property boundary with a minimum clearance of 0.75 metres from a side boundary;
- Any alteration to the verge, path or crossover that encroaches onto the land of a neighbouring property will be carried out at the proponent's cost. The applicant must notify the neighbour of the proposed works prior to applying to Council for approval. Council must be provided with a copy of the written agreement from the neighbour with the application for the crossover;
- Approved multiple access to be separated by a minimum of 10 metres at the roadside;
- On corner locations, no crossover, or any portion of the crossover including splays is to be constructed closer than 6.0m from the line of the intersection of the road reserve boundary alignments;
- Crossovers shall be located at a minimum distance to obstructions as follows:

Side-entry pits: 1.0m

Street trees: 1.5m

Utility boxes: 1.0m

Street Lights: 1.0m (as required by Western Power's Guidelines for Placement of Power Poles within Road Reserves in Built-Up Areas, 2006)

- If crossovers must be constructed within this distance, the obstruction shall be relocated wherever possible. Where an existing tree is within 1.5 metres of a proposed crossover, advice shall be obtained from Manager Works Services on the future size of the tree and the advisability of it being retained. The written approval of the Shire is required for all street tree removals;
- Sufficient storage length must be provided (crossover length) for a vehicle to stand clear of the carriageway. Where the entrance has a gate, the set back from the edge of the carriageway to the gate shall be a minimum of 6m to allow for this;

- Path construction guidelines dictate a maximum crossfall of 2.5% to cater for people who have a disability (Austroads Guide to Road Design 6A, Clause 7.6). To allow the path to shed water and to avoid ponding, a crossfall of 2.0-2.5% is recommended;
- To provide smooth transition from the road edge to the crossover and particularly to the pedestrian path in the most highly constrained situation, the kerb profile must provide 160mm vertical rise from the invert of the kerb, over a 500mm distance. Alternatively, a standard mountable kerb profile shall be used;
- Cross fall of the crossover to be such that any storm water falling onto surface will drain off sides into crossover margin which is to be directed to road table drains. No storm water is to flow from crossover directly onto the road surface;
- Where the combined width of residential crossover exceeds 6.0 metres, the two (2) crossovers shall be separated by a minimum 2.0 metres in width, unless specifically approved by the Manager Works Services;
- Applicant is responsible for the cost of any traffic management that may be required to ensure the safety of road users, contractors and pedestrians during the construction of the crossover. Only qualified traffic management personnel shall be used, and all traffic management shall be in accordance with Main Roads Western Australia’s code of Practice “Traffic Management for Roadworks” and Australian Standard AS 1742.3 – 2002.

### **Specifications & Guidelines**

For further information, the Shire of Boyup Brook has developed information packages and guidance criteria which outline allowable design and construction standards for crossovers, as well as information on how to apply for the crossover subsidy.

<b>POLICY NO.</b>	W.08
<b>POLICY SUBJECT</b>	<b>Crossovers</b>
<b>ADOPTION DATE</b>	17 June 2004, 16 June 2016
<b>REVISED DATE</b>	27 <sup>th</sup> August 2020

## **Policy W.09**

### **Road Works/Fire Prevention**

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#### **Objective**

To provide adequate fire protection for construction works undertaken within a road reserve.

#### **Statement**

Any persons undertaking construction works within a road reserve must comply with the relevant Firebreak order.

#### **Construction works within a road reserve**

Building a bridge construction works undertaken within a road reserve between 09 October and 01 May shall be subject to the requirements of:-

- (a) All flammable materials being removed within a 5 meter radius of the working site;
- (b) A Fire unit with an adequate water supply being on-site during construction;
- (c) Notification of the Local Fire Control Officer prior to construction.

POLICY NO.	W.09
POLICY SUBJECT	<b>Road Works/Fire Prevention</b>
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

**Policy W.10**  
Shire Equipment

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<b>Version Control</b>		
<b>Date</b>	<b>Details</b>	<b>Resolution</b>
26 October 2023	Rescinded	23/10/24



### Road Contributions – Other than situations covered in Policy W.07

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#### **Background**

Landowners in rural areas whose residences are constructed alongside un-sealed roads encounter the issue of dust generated by passing vehicles and approach the Shire in order to have the road upgraded to overcome these issues. Council funds are limited and priority is given to maintaining the major road network with the result that these minor works have not met the selection criteria and are excluded from the construction program.

#### **Objective**

This policy gives the provision for property owners/occupiers to have a section of road considered on a more favourable basis for sealing or other improvement works in Council's Annual Works Program under a scheme whereby Council contributes up to 50% of the cost of upgrading the road with the remainder to be borne by the land holder/occupier.

#### **Policy**

Council will consider as part of the Annual Works Program, requests to upgrade existing roads, which are not required to be upgraded by Council and are not in Councils 10 year plan, generally in accordance with the following:

1. Formal request is lodged stating the type of upgrade required and the reason for the upgrade
2. Landowner contribution is up to 100% of the cost (minimum of 50%) of capital works including:
  - Survey pickup, road design and survey setout
  - Widening pavements to meet policy W07 requirements
  - Clearing of native vegetation to facilitate the widening, including the costs of obtaining then clearing permits and to carry out the requirements of the clearing permit (offsets etc)
  - Shaping the road including placement of drains, drainage pipes and culverts
  - Forming the road and placement of gravel subgrade and basecourse
  - Sealing of road (if requested)
  - Placement of signage and warning devices
3. Council will base its contribution, up to 50%, on a score calculated from the following 3 areas:
  - Safety: 20%
  - Environmental: 20%
  - Contamination 10%

The ratepayers contribution will be reduced by the assessed saving to Council arising out of any road realignment relevant to the improvements.

Work will only proceed if sufficient funds exist within the budget. Work may be referred to the 10 year Works Programme

4. Where multiple dwellings exist in close proximity and all request the same upgrade to a road, each landowners contribution will be a proportion of the unfunded portions cost, calculated as the proportion of road in front of each landowners property over the total of all property lengths on the road to be upgraded

Requests for sealing or upgrading roads on a shared cost basis will be referred to Council in the form of an agenda item.

<b>POLICY NO.</b>	W.11
<b>POLICY SUBJECT</b>	<b>Road Contributions – Other than situations covered in Policy W07</b>
<b>ADOPTION DATE</b>	16 May 2013
<b>REVIEW DATE</b>	18 June 2020

# Policy W.12

## Movement of Stock on Shire Controlled Roads

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### **Objective**

To clarify the requirements for the movement of stock on roads under the control of the Shire of Boyup Brook.

### **Background**

The Main Roads of Western Australia has a policy for the movement of Stock on Roads on roads under their control.

Roads under the control of Main Roads of WA are as follows;

Road M13	Boyup Brook – Donnybrook Road
Road M13	Boyup Brook – Kojonup Road
Road M6	Boyup Brook – Bridgetown Road

All other roads within the Shire of Boyup Brook not mentioned above are those for which this policy applies with the exclusion of private streets or thoroughfares and other agency controlled roads or thoroughfares i.e.; DEC.

The movement of Stock on Roads is also covered in the Road Traffic Code 2000 and relevant regulations.

The policy uses the MRWA guideline and Road Traffic Code 2000 as a basis and is as follows;

### **Statement**

#### **1. Stock On Roads**

Main Roads will provide guidance on reasonable precautions that should be taken when driving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting Main Roads requirements.

Council will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting Main Roads requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

#### **2. Application & approval guidelines**

##### **2.1. Definitions**

Unless otherwise indicated in the text of this policy:

<b>AS</b>	Australian Standards
<b>Local Road</b>	A road under the control of the Local Government
<b>Main Roads</b>	The Main Roads of Australia

<b>RTC 2000</b>	The Road Traffic Code 2000
<b>State Roads</b>	A road under the control of Main Roads
<b>Traffic Signs</b>	A sign recognised in the Australian Standards or Main Road Signs Index

## 2.2. Background

The purpose of this policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads.

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:

For roads with declared Control of Access the consent of Main Roads is required. (Main Roads Act 1930, Section 28A (4)), and

- For roads within a town the permission of the Director General is required. (RTC 2000 Regulation 277).

A person driving stock on roads shall;

- not leave stock unattended (RTC 2000 Regulation 275), and
- provide reasonable warning and not cause unreasonable delay to approaching traffic (RTC 2000 Regulations 276).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (Regulations 297 & 276), and to display an orange flashing warning light on a vehicle (Regulation 289).

## 2.3. Application

### 2.3.1. Precautions for Taking Stock onto a Local Road

#### 2.3.1.1. General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock, and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

#### 2.3.1.2. Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the Technical Guideline (Section 3).

#### 2.3.1.3. Unreasonable Delay

The following circumstances are considered to be cause for unreasonable delay:

- The duration of road closure is greater than 5 minutes; and for multiple crossing movements, all queued vehicles are not cleared before the commencement of the next crossing movement,
- The stock movement is on a dual carriageway road,
- The crossing is closer than 1 km to a stock underpass servicing the same landowner, or

- The road's annual average daily traffic volume is greater than 500 vehicles per day.

#### 2.3.1.4. Costs

The person in charge of the stock is responsible of the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

#### 2.3.1.5. Roads with High Traffic Volumes

Where a road's annual average daily traffic volume is greater than 500 vehicles per day, a stock underpass is the preferred method of moving stock across the road.

### 2.3.2. Stock Underpasses under Local Roads

#### 2.3.2.1. General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

#### 2.3.2.2. Costs

There is no fee for Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

#### 2.3.2.3. Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by Council and the construction shall be undertaken by Council approved consultants/contractors.

#### 2.3.2.4. Maintenance

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of fouling and repair of any damage to the road infrastructure within the road reserve.

### 2.4. Approval - stock underpasses

#### 2.4.1. Applications

A person wishing to install a stock underpass must submit an application to Council.

#### 2.4.2. Approval

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and Council before commencement of any work in the road reserve and shall indicate the extent, if any, of Council contribution of funding the underpass.

## 3. **Technical guidelines**

### 1.1. General

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding important warnings. Signs should be covered such that they are not visible in all light conditions.

### 3.2. Stock crossings

#### 3.2.1. Stock Crossings - Visibility

A stock crossing where possible should be located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per Figure 1. Signs should always be visible for more than 300m before the stock crossing point.

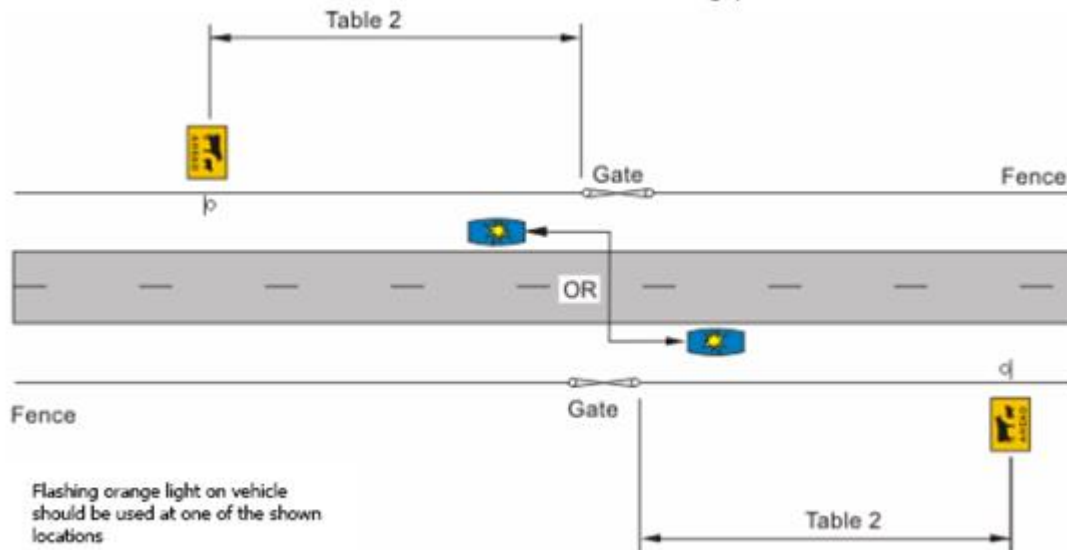


FIGURE 1 - Typical Stock Crossing Site – for bitumen roads.

*NOTE: Gravel roads – there is no requirement for orange flashing lights*

*The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.*

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in Table 2.

POSTED SPEED LIMIT - KM/HR	MINIMUM SPACING DISTANCE - METRES
60	120
70	140
80	160
90	180
100	200
110/ STATE LIMIT	220

Table 2 – Placement of STOCK AHEAD Signs

#### 3.2.2. Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (See also Sections 3.4 and 3.5),

- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
- Floodlighting shall be provided at the crossing point. The lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point. If the road reserve is wider than 30m then floodlights should be placed on both sides of the road reserve, and
- The Council sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use. With reference to Figure 1, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

### 3.3. Droving of stock along a road

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with Figure 2. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in Table 2.

*NOTE: On gravel roads no orange flashing light is required.*

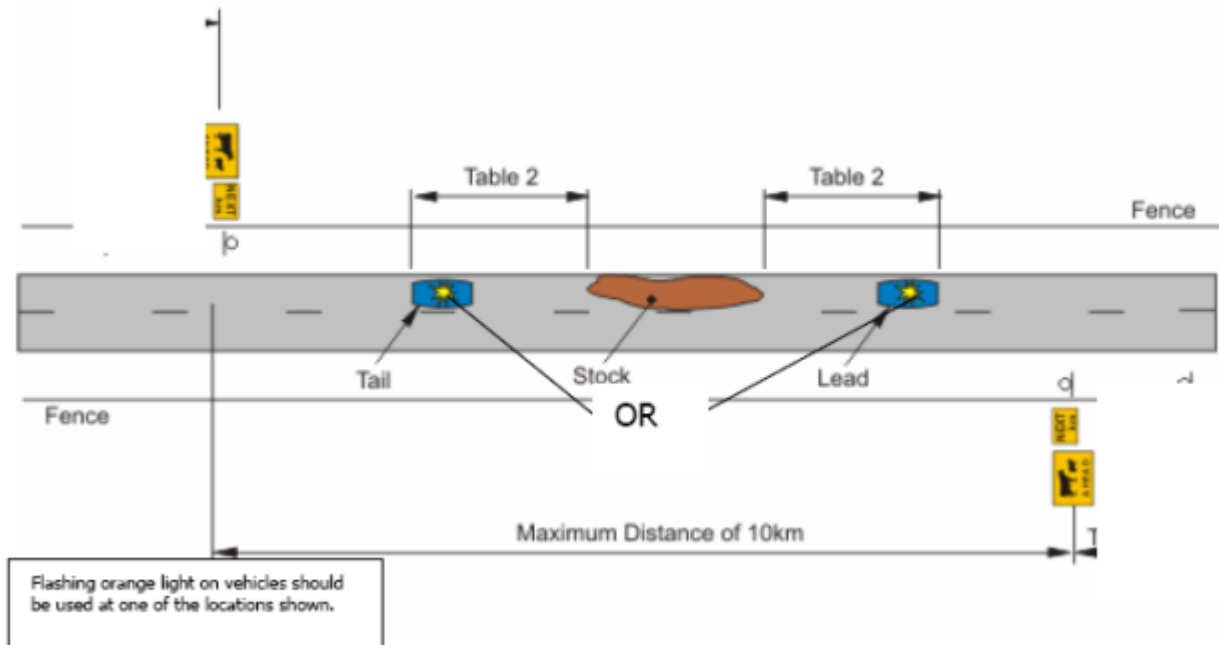


FIGURE 2 - Signing for droving of stock

*NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 2.*

### 3.4. Signs

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with these guidelines and Main Roads Standard Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1. Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:

- Signs are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and
- Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve, as per Section 3.1 .

Signs are a specified treatment in this guideline, and typical signs are listed in Table 3.






<p><b>"STOCK AHEAD"</b>  AS 1742.2 Designation T1-19B  Sign Size: 1200 x 900mm (sealed roads)  OR 900 x 600mm (unsealed roads)</p>	
<p><b>"REDUCE SPEED"</b>  AS 1742.2 Designation G9-9A  Sign Size: 1500 x 750mm</p>	
<p><b>"NEXT ... KM"</b>  AS 1742.2 Designation W8-17-1B  Sign Size: 750 x 450mm</p>	
<p><b>"ON SIDE ROAD"</b>  AS 1742.2 Designation W8-3B  Sign Size: 750 x 500mm</p>	
<p><b>"STOCK AHEAD PREPARE TO STOP"</b>  (With Flashing Yellow)"  Main Roads Designation MR-WAW-6B  (See Section 2.3)  Sign Size: 1100 x 1600mm  Sign Dimensions  Sign Post Dimensions</p>	

TABLE 3 - List of typical signs for Stock Crossings and Droving of Stock

*Note: Permanent signs/flashing lights on Council controlled roads will not be permitted, Council reserves the right to remove signage or structures that do not comply with this policy.*



### 3.5. Vehicle mounted warning device

The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle Standards) Regulations 2002. Vehicle indicator lights do not constitute a flashing orange warning light.

### 3.6. Stock underpasses

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

Fencing erected for the underpass shall prevent stock from entering the road.

<b>POLICY NO.</b>	W.12
<b>POLICY SUBJECT</b>	<b>Movement of Stock on Shire Controlled Roads</b>
<b>ADOPTION DATE</b>	16 May 2013
<b>REVIEW DATE</b>	18 June 2020

# Connection of Private Landholders Stormwater into Councils Stormwater Drainage System

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### **Objective**

This policy clarifies the procedure and requirements for the connection of private landholders stormwater, collected from their land, into Councils Stormwater Drainage System.

### **Background**

Council has a stormwater drainage system that currently copes with the requirements of containing and directing stormwater collected from Council reserves, land, footpaths and streets and directing into either Councils storage dams or into the Blackwood River (via the Boyup Brook).

The addition of additional stormwater to the system from private landholdings can often have adverse effects downstream in the form of overloading the capacity of the pipework resulting in localised flooding. This policy will alleviate these issues ensuring that any additional stormwater systems will not overload Councils system and that they are constructed in a manner that will benefit the system as a whole and allow for future maintenance works as required.

### **Policy**

Council will consider allowing the connection of private landholders stormwater to Councils stormwater system as long as no adverse effects are caused by the connection and no costs are incurred by Council. A connection is considered to be either a direct connection via pipework and a manhole or via "bubble up pits" in the street. Landowners will need to conform with the following:

1. Formal request is made to Council in writing requesting the type and location of the connection.
2. The formal request is accompanied by a plan by a competent person showing:
  - a. the location of the land holding
  - b. the size of the land holding,
  - c. the area of the landholding that will contribute to the stormwater run off and the type of land that contributes eg shed roof, paved carpark, grassed area
  - d. the proposed connection method and point – note all connections into Council system will need to be via a silt trapped manhole on the property and a silt trapped manhole in Councils System, to allow maintenance and cleaning of pipes.
  - e. All manholes within Council reserves and roadways will need appropriate trafficable lids
  - f. The landholdings internal stormwater system including 'peak flow' storage if any
3. Agree to and pay for a consulting engineer of Council's choice to check and ensure that the proposed "private system" will not cause adverse effects to Council's stormwater system. The Council's engineer will ensure the new system complies with Council's "Boyup Brook Drainage Study".
4. Agree to pay a fee of 1.5% of construction costs to cover the costs of Council inspections. This fee does not cover the supervision of the installation of the drainage system, which must be done by a competent and experienced person.

5. All service relocation costs to be borne by the landholder along with payment of any damages to the services caused by the landholders contractor.
6. All works connecting into or through roads and footpaths must be done with an approved Traffic Management Plan.

<b>POLICY NO.</b>	W.13
<b>POLICY SUBJECT</b>	<b>Connection of Private Landholders Stormwater into Councils Stormwater Drainage System</b>
<b>ADOPTION DATE</b>	16 May 2013
<b>REVIEW DATE</b>	18 June 2020

## **Policy W.14**

### **Weed Control in and on Shire Controlled Reserved by Organisations Other Than the Shire of Boyup Brook**

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#### **Objective**

To provide a guideline for interested individuals, groups and organisations who wish to contribute to the control of weeds on and within the reserves within the Shire of Boyup Brook.

#### **Statement**

The Shire of Boyup Brook fully supports individuals, groups and organisations who wish to undertake weed control in and on Shire controlled reserves within the Shire of Boyup Brook as it recognises that it has insufficient resources to perform this weed eradication itself.

The Shire of Boyup Brook has a 'Roadside Conservation Value' report compiled in May 2013 by the DEC, which gives a summary of roadside weeds at the date of capture.

Any persons undertaking or considering to undertake weed control in or on Shire controlled reserves within the Shire of Boyup Brook must first obtain permission in writing from the Chief Executive Officer. The letter of permission must include:

1. Name of individual/group or organization undertaking work
2. Location of works including reserve number or road name
3. Date of works (if over several years state expected duration)
4. Species to be controlled
5. Method of Control. Include physical and chemical measures as well as details of any safety requirements that will be utilized during eradication.

<b>POLICY NO.</b>	W.14
<b>POLICY SUBJECT</b>	<b>Weed Control in and on Shire Controlled reserved by organisations other than the Shire of Boyup Brook</b>
<b>ADOPTION DATE</b>	12 December 2013
<b>REVIEW DATE</b>	18 June 2020

# Charging of Fees for Heavy Haulage (RAV) Permission Letters

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### **Preamble**

Restricted access vehicles are regulated by Mainroads WA under the Road Traffic (Vehicles) Act 2012 and subsidiary legislation. A vehicle is classed as a restricted access vehicle (RAV) if it exceeds certain mass, length, height, or width limits. RAV's can only be used on Mainroads approved roads, which collectively are known as the RAV network, under a permit or class order. RAV network roads often have usage conditions attached and one that applies to the majority the Shire's roads is a requirement to obtain current written approval (permission letters) from the road owner (the Shire) endorsing use of the road.

The intention of this condition is to provide local governments with the means to manage heavy haulage vehicles on roads that were not designed for such vehicles. In particular, frequent RAV use of unsealed roads will cause premature deterioration which leads to more frequent maintenance and associated costs. This is most often the case with logging operations where unsealed roads are subject to multiple daily RAV journeys.

The Shire issues permission letters to logging operators on a plantation by plantation basis. The letters specify the roads that may be used and permission expires when harvest operations cease. The operator is held accountable for the condition of the road and is expected to maintain it in original condition at their cost. In order to administer this, the road condition is assess prior to issuing the approval letter. Ongoing inspections are then undertaken to ensure the road is being maintained. When harvest operations have ceased, a final inspection is done to ensure the road has been returned to original condition. Overall, there is significant Shire resources involved with the management of this type of intensive RAV operation.

Contrasting with logging operators, general transport companies that operate RAV's within the Shire also require current written approval to use RAV network roads. These operations typically involve infrequent use of any road as needed. In light of this, permission letters issued to general transport companies do not indicate specific roads, and they expire after 12 months. Targeted road inspections in relation to the approval are not conducted, and so Shire resources are only used to issue the letter.

### **Objective**

To outline the circumstances under which a fee should be charged for the issuing of letters of approval for RAV (Restricted Access Vehicle) use on Shire controlled road by distinguishing between road-specific intensive heavy haulage and general infrequent heavy haulage activity.

### **Policy**

The fees, as listed under the Shire of Boyup Brook Fees and Charges as Heavy Haulage Permit – Application and Heavy Haulage Permit – Renewal, shall apply when the haulage activity is considered road intensive according to the following:

1. The applicant has requested use of specific RAV network Shire roads.
2. The applicant's haulage activity triggers: a pre-activity road(s) inspection; and ongoing monitoring for the term of the permission letter.

The listed fees shall not apply when the haulage activity is considered road infrequent according to the following:

1. The applicant has requested general use of any RAV network Shire roads.
2. The applicant's haulage activity does not require: a pre-activity road(s) inspection; nor ongoing monitoring for the term of the permission letter.

For applications where it is uncertain if the haulage activity is road intensive or road infrequent, the charging of the listed fees shall be at the discretion of the CEO.

<b>POLICY NO.</b>	W.15
<b>POLICY SUBJECT</b>	<b>Charging of Fees for Heavy Haulage (RAV) Permission Letters</b>
<b>ADOPTION DATE</b>	21 February 2019
<b>REVIEW DATE</b>	18 June 2020

## **Policy W.16**

### **Acquisition of Construction and Maintenance Materials**

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#### **Preamble**

The Shire is experiencing some challenges in securing adequate gravel road building supplies for the annual road construction program; this policy is a binding agreement that gives landowners confidence to work with the Shire for a mutual benefit.

#### **Objective**

To ensure that the Shire of Boyup Brook provides fair and equitable compensation to all landowners for the acquisition of road building material.

#### **Policy**

When sourcing materials for construction and maintenance purposes from private land the Shire will do so in consultation with the landowner or his/her authorised representative. Where such negotiations are successful the Shire will:

- a) Satisfactorily rehabilitate pit areas if requested, including drainage, upon completion of extraction;
- b) Construct where necessary and repair affected haul roads, gates, fences or other structures; and
- c) Negotiate compensation with the landowner for materials extracted from within the Shire district, up to a rate as listed in the prevalent Shire of Boyup Brook fees and charges listing. Payment for gravel/sand royalties will be by normal bank payment processes.

The Shire of Boyup Brook will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, the Shire is prepared to undertake private works for the landowner in accordance with the private works rate set by Council and at a time best suited for the Shire. Landowners will be invoiced for private works undertaken and payment made to the Shire as per all other private works activities.

Should an agreement for the removal of gravel not be reached with the landowner and the Chief Executive Officer (CEO) considers the acquisition of these materials in the best interest of the public, the CEO is to provide such notices, and takes such actions, as are prescribed by the Local Government Act 1995 to secure these materials

<b>POLICY NO.</b>	W.16
<b>POLICY SUBJECT</b>	<b>Acquisition of Construction and Maintenance Materials</b>
<b>ADOPTED</b>	25 November 2021
<b>REVIEW DATE</b>	25 November 2023

**Section 7**  
***OTHER***



## **Policy O.01**

### **Receptions and Functions**

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#### **Objective**

To clarify procedures for the conduct of functions held in the Council Chambers.

#### **Statement**

Requests for civic receptions are to be referred to the Shire President who is empowered to approve or reject the request provided that a specific or general budget authority exists.

Arrangements for civic receptions (format, invitation list, etc) are to be made by the Shire President and Chief Executive Officer without referral to Council.

Catering for Council functions, including the provision of afternoon tea for monthly meetings, is to be left to the Shire President and Chief Executive Officer to organise.

<b>POLICY NO.</b>	O.01
<b>POLICY SUBJECT</b>	<b>Receptions and Functions</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

**Recreation grounds- Addition and Removal of Fixtures**

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**Objective**

To provide guidelines for the installation or removal of fixtures at the Recreation grounds.

**Statement**

That no building fixtures (for example basketball/football and hockey goals, lighting etc.) are to be installed or removed from the Recreation grounds by any sporting organisation without consulting the Shire.

<b>POLICY NO.</b>	O.02
<b>POLICY SUBJECT</b>	<b>Recreation Grounds – Addition and Removal of Fixtures</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## **Policy O.03**

### Tourism and Area Promotion Policy

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#### **Objective**

To provide an indication of support for local tourism.

#### **Statement**

This Council recognises tourism as an industry in the Shire.

All private tourist operators will be encouraged in their venture, providing they comply with local laws and policies.

An annual review will be undertaken of Shire's financial and "in kind" contributions to tourism and area promotion. Of the order of 70% of the annual Community Grants pool (2.0% of rates) shall be allocated to tourism and area promotion to fund tourism and area promotion Memoranda of Understandings and one-off grants. This will ensure funds are allocated fairly and in the best interest of tourism and ratepayers.

#### **Policy Implications**

Policy F.02 Guidelines for Community Grants should be read in conjunction with this policy.

<b>POLICY NO.</b>	O.03
<b>POLICY SUBJECT</b>	<b>Tourism and Area Promotion Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	20 June 2019
<b>REVIEW DATE</b>	21 December 2007, 20 June 2019, 18 June 2020

**Insurances – Professional Indemnity – Use of Disclaimers**

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**Objective**

To limit potential claims against professional indemnity.

**Statement**

Council adopts as policy the use of disclaimers (where appropriate) when providing advice or information to either the public or other statutory bodies. The wording of such disclaimers is to be as recommended from time to time, in consultation with Shire 's insurers.

<b>POLICY NO.</b>	O.04
<b>POLICY SUBJECT</b>	<b>Insurances – Professional Indemnity – Use of Disclaimers</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

## **Policy O.05**

### Complaints Against Third Party

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#### **Objective**

To provide procedures for the laying of complaints against a third party.

#### **Statement**

That any member of the public wishing to making a complaint against a third party may do so either verbally or in writing but must provide full details including identity.

The Chief Executive Officer may use his/her discretion in considering the investigation of anonymous complaints where the premise of the complaint is of an urgent or exceptional nature.

Where this policy conflicts with state legislation, then that legislation shall apply.

<b>POLICY NO.</b>	O.05
<b>POLICY SUBJECT</b>	<b>Complaints Against Third Parties</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>REVIEW DATE</b>	18 June 2020

## Policy O.06 Temporary Toilets

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### **Objective**

To provide guidelines for the approval of temporary toilet facilities.

### **Statement**

That in the case of applications being received by the Shire for approval to use a bore hole or other type of temporary toilets in larger public and/or private functions, the Chief Executive Officer be authorised to approve such applications where the Environmental Health Officer is satisfied that such approval will not give rise to health problems.

<b>POLICY NO.</b>	O.06
<b>POLICY SUBJECT</b>	<b>Temporary Toilets</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATES</b>	18 June 2020

## Policy O.07

### Temporary Accommodation – Owner Builder

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#### **Objective**

To provide guidelines for owners/builders seeking temporary accommodation on a rural or special rural property.

#### **Statement**

##### Out Building

Applications for the use of an outbuilding as temporary accommodation on a person's rural or special rural property during construction by the owner/builder of a dwelling on that land, may do so under the following conditions: -

1. That the accommodation is inspected and approved by the Environmental Health Officer/Building Surveyor prior to occupation whereby the following minimum Health and Building Standards shall apply: -
  - (a) the outbuilding is in good structural condition and a building licence has been issued for it;
  - (b) suitable waste water disposal system has been installed ie a septic tank and leach drain apparatus;
  - (c) a kitchen sink, laundry trough, bath and / or shower all supplied with a continuous supply of hot and cold water;
  - (d) there is adequate lighting and ventilation for the size of the outbuilding for habitable purposes.
2. The applicant submits a building application for any structural works carried out on the outbuilding to render it habitable and must receive a building licence prior to it being occupied.
3. A building licence shall be issued for the proposed dwelling within 3 months of the temporary accommodation approval date.
4. The approval shall be initially for a 6 month period, however, should reasonable progress be made on the proposed dwelling a further 6 month period will be granted.
5. All cases where the dwelling remains incomplete after 12 months are to be referred to the Council for further approval, however, the Council will only approve a final extension of 6 months therefore allowing the outbuilding to be utilised for a maximum period of 18 months.

##### Caravan

The use of a caravan for temporary accommodation purposes will be approved for a maximum period of 12 months.

The Council's approval when given will require as a condition that clauses 1, 2 and 3 above are complied with.

<b>POLICY NO.</b>	O.07
<b>POLICY SUBJECT</b>	<b>Temporary Accommodation – Owner Builder</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020



## Temporary Caravan Parks and Camping Grounds

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### **Objective**

To clarify the requirements of the *Caravan Parks and Camping Grounds Act 1995* and *Regulations 1997*, where a local government is empowered to approve a Temporary Facility (i.e. Caravan Park and/or Camping Ground).

### **Statement**

Clause 6 of the Caravan Parks and Camping Grounds Act 1995 requires that any person who operates a caravan park or camping ground (including a Temporary Facility) must be licensed. The *Caravan Parks and Camping Grounds Regulations 1997* provide that a Local Government may issue a license for a Temporary Facility for a stipulated period under 12 months. Prior to giving this written approval the Local Government must be satisfied that the land is a suitable place for camping especially with respect to:-

- safety and health; and
- access to services

### **Application for Temporary License**

Application for approval shall be made in the form prescribed in the Regulations, together with a site plan and prescribed application fee (minimum \$100.00). Full details of the toilet/ablution facilities for caravans/camps, vehicle roadways, provision of potable water, refuse collection and disposal, supervisory arrangements and any other information required by the Shire, must be provided.

A licence for a Temporary Facility will stipulate the period/s of license and shall be issued for no more than one year prior to a license period.

### **Minimum Standards/Conditions**

1. Limit to Number of People on a Site  
No more than ten people are to camp on a site at any one time.
2. Distances between Caravans, Camps, Buildings etc  
There is to be a least 3 metres between a caravan, annex or camp on a site and;
  - a caravan, annexe or camp or any other site;
  - any building on the facility; or
  - an access road.
3. Tent/Camping Sites  
A tent or camping site must have a minimum area of 25 square metres.
4. Access  
Access to all caravan or camping sites shall be at least 6 metres wide.
5. Fire Prevention and Protection
  - The lot shall comply with the Shire's Fire Break Order (or variations thereof).
  - There shall be an adequate volume of water on-site with appropriate appliances, or alternative arrangements for fire fighting purposes.
6. Ablution and Toilet Facilities  
The number of showers, toilets and hand basins shall be as per the following table. This table relates to a Nature based Park, which may be occupied for up to 3

consecutive nights. For occupation beyond 3 consecutive nights, the number of toilet/ablution fixtures will be derived from Schedule 7 of the *Regulations*.

No. of Sites	Toilets			No. of Showers (each sex)	No. of Hand Basins (each sex)
	Male		Female		
	No. of pedestals	mm of urinal trough	No. of pedestals		
1-10	1	0	1	1	1
11-17	1	600	1	1	1
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1200	2	2	2
35-50	2	1200	3	2	2
51-75	3	1800	4	3	3
76-100	4	2400	5	4	4

- In calculating the number of sites above, two camping sites are equal to one caravan site and for each 600mm or urinal trough, a toilet may be provided instead.
- Caravans or Recreational Vehicles containing independent toilet and ablution fixtures, with sufficient fresh water and waste-water storage capability can be excluded from calculations based on the above table. However, such vehicles shall be generally accommodated in a dedicated area and the supervisor must record the vehicle type and registration number.
- At least one hand basin must be provided in a toilet block for the use of each gender.
- Where the lot is used for no more than two consecutive nights per license period, the requirements for showers will not apply.
- An adequate supply of running water must be provided for all ablution facilities.

7. Rubbish

There is to be at least one rubbish bin with a capacity of not less than 80 litres for every five sites. Bins will be emptied as necessary to prevent overflow of refuse or a nuisance being created.

8. Waste Water Disposal

Having regard for the temporary nature of the Facility, there shall be an adequate number of septic tank and leach drains servicing the ablution and toilet facilities as per the Health Department of Western Australia regulations.

9. Supervision

The Temporary Caravan Park or Camping Ground will be provided with suitable on-site supervision. As a minimum, supervision must be provided when clients are booking-in and a phone help/contact number, which is accessible throughout the license period, must be posted for the notice of all patrons.

The supervisor must record the number of caravan and camping sites allocated and the number of vehicles with independent sanitary fixtures (see item 6 above).

### **Exemptions**

A rural lot may be used as a Caravan Park and Camping Ground without seeking the approval from the Local Government if the lot is used for no more than three consecutive nights and not more than ten nights per year.

A Shire owned lot or land vested in the Shire which is formally controlled by a community organisation may be used as a Caravan Park and Camping Ground without seeking the approval from the Local Government if the lot is used for no more than three consecutive nights and not more than ten nights per year. .

These exemptions only apply on condition that the use of that land for a Caravan Park and Camping Ground is in compliance with the above minimum standards.

### **Licence**

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the Council sees fit to impose shall be complied with prior to the grounds being occupied. The planning consent shall be regarded as the licence.

A licence for a Temporary Caravan Park and Camping Ground shall be applied for on an annual basis.

<b>POLICY NO.</b>	O.08
<b>POLICY SUBJECT</b>	<b>Temporary Caravan Parks and Camping Grounds</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>VARIATION DATE</b>	18 June 2009

## **Policy O.09**

### Recreation Grounds and Parks – Use Of

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#### **Objective**

To provide direction for the use of Recreation Grounds and Parks by various groups.

#### **Statement**

The grounds covered under this policy include-

- \* Recreation Oval
- \* Hockey grounds
- \* Music Park
- \* Basketball/netball courts
- \* Sandakan Park
- \* Visitor Centre grounds
- \* Other areas at the discretion of the CEO

The use of the shire grounds by any locally based community organisation or club is permitted without reference to the Council provided that booking details in written format are forwarded to the shire CEO at least two months (previously one month) prior to the event/s. Shire staff are responsible for registering the usage to avoid double bookings.

The use of the grounds by any other organisation is subject to the Council's approval. The request for approval shall be in written format and forwarded to the shire at least two months prior to the event/s. Should the event be approved, registration shall take place.

Sporting clubs shall pay an annual fee for the regular use of the facilities.

Schools are exempt from paying hire fees where fund-raising does not take place (intent the same but wording improved)

Subject to the Council's approval, other community organisations may be exempt from paying hire fees for one-off annual events and festivals subject to applications being in written format and forwarded to the shire at least 2 months prior to the event.

Commercial entities and non-exempt community organisations are subject to paying the private hire fees as set in the Shire's Annual Budget.

All organisations shall comply with the 'conditions of approval' for the use/hire of the grounds as determined by the CEO. These conditions shall include a clause whereby groups/clubs shall provide, at the discretion of the CEO, written proof of holding public liability insurance for their activities

All organisations are required to pay a bond prior to using the facility as set in the Shire's Annual Budget.

<b>POLICY NO.</b>	O.09
<b>POLICY SUBJECT</b>	<b>Recreation Grounds and Parks – Use of</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June

## **Policy O.10**

### **School Bus Bays Application Criteria**

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#### **Objective**

To provide the criteria for assessing requests for “turn around” and “pull over” bays on bus routes to provide safe access and egress to and from school buses by schoolchildren.

#### **Statement**

##### **Assessment Criteria**

Applications for “turn around” and “pull over” bays on School bus routes will be assessed by the Chief Executive Officer and the School Bus Coordinator from the Boyup Brook High School, based upon the following criteria:

1. Safety – Children must not be subject to unnecessary danger from traffic when boarding or alighting from a school bus.
2. Visibility – Traffic sight distances must be maintained when determining access locations for school buses.
3. Topography - Sight distances and verge conditions (batters, vegetation, table drains) influence the access locations.

Service considerations – Numbers of children accessing a location and the expected usage (years left at school) by the children should also be considered for access locations.

##### **Outcome of Requests**

The CEO will determine whether requests should be declined or supported upon submission of a report by the Manager of Works, which shall include estimated construction costs based upon one of the following solutions:-

1. Pick-up and Set-down points
2. Pull over bay
3. Turn-around Bay

<b>POLICY NO.</b>	O.10
<b>POLICY SUBJECT</b>	<b>School Bus Bays Application Criteria</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007
<b>REVIEW DATE</b>	18 June 2020

**Objective**

To determine guidelines for acknowledging distinguished performance/outstanding achievement/positive contributions to the community by residents.

**Committee**

Following the general elections every two years, Council will establish an Annual Awards Committee and the Committee shall comprise a minimum of four (4) Councillors.

**Advertisement and Promotion**

The Shire should actively promote Australia Day and the Awards, and the Committee is to determine the mode of advertising within budgetary constraints.

Award nomination forms to be available from the Shire Office, Shire website, and from public places 6 months before the closing date.

**Nominations**

The Shire will annually invite nominations for the following Awards:

- Citizen of the Year
- Young Achiever of the Year
- Sports Person of the Year
- Kevin Henderson Memorial Award – Volunteer Award

The Committee may also:

- Invite nominations for an additional category which it feels is significant to the community.
- Recommend to the Shire President that a President's Award could be made to a person who was a resident in the Shire for a substantial amount of time, and whilst here made a significant contribution or achievement, or who subsequently made a significant achievement in any field or location.
- To review policy, forms and may make changes as it sees fit. (Policy changes to be drafted to be submitted to council).
- Nominations may not come from a member of this committee however Shire Councillors are eligible to submit a nomination.

**Notes:**

***Nominations will be open to be received from the 1<sup>st</sup> August.***

- (1) *The committee may make an award to more than one person in a category if they are from the same family, or in a group.*
- (2) *There is no restriction on the number of nominations in a category which must be received before an award can be made.*
- (3) *An Awardee may receive another award in the same category at a later date.*
- (4) *An Awardee may receive an award in a different category at a later date.*
- (5) *It is assumed that recommendations regarding a President's Award will be rare.*

*Nominations must be in a sealed envelope marked "confidential", and received by the Chief Executive Officer no later than 4.00pm on the 1<sup>st</sup> day of November of each year.*

### **Selection of Awardees**

Following the close of award nominations, the Committee will meet in camera at least once each year to select Awardees.

The Committee may seek additional information about nominees.

Names of Awardees are to remain confidential until awards are made. The minutes of Awards Committee meetings are to be reported to Council at the February meeting each year, following the presentation of awards.

### **Selection Criteria**

The following selection criteria shall be used by the Committee to determine the most suitable nominee:

#### **Citizen of the Year**

- A resident who has achieved the most distinguished performance/most outstanding achievement/ most positive contribution to the community, during the preceding year, or consistently over a number of years

#### **Young Achiever of the Year**

- A resident no older than 25 years of age on January 26 of the presentation year, who has achieved the most distinguished performance /most outstanding achievement/ most positive contribution to the community, during the preceding year, or over a number of years

#### **Sports Person of the Year**

- A resident (of any age) who has made the most distinguished performance or outstanding achievement during the preceding year, or number of years active participation, coaching, promotion, leadership, sportsmanship, consistent achievement at a high level and service to sport are all factors which can be considered

#### **Kevin Henderson Memorial Award-Volunteer**

- Open to volunteers over the age of 5. The volunteer/nominee must be a current resident in the Shire of Boyup Brook
- The nominee has been a volunteer for a minimum of 5 years within the Shire of Boyup Brook, not necessarily with the same organisation for the whole time
- The volunteer should be from a recognised organisation

### **Nature of Awards**

The successful nominee(s), if any, shall be announced at the Australia Day Breakfast function hosted annually by the Shire. At that function, or one subsequently organised by the Shire, each awardee will be presented with an appropriate certificate (engraved plaque).

### **Eligibility Criteria**



- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of achievements.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

<b>POLICY NO.</b>	O.11
<b>POLICY SUBJECT</b>	<b>Annual Awards - Process</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007,
	18 July 2013, 19 May 2016, 21 June 2018
<b>REVIEW DATE</b>	18 June 2020

# Policy O.12

## Event Management and Approval Process Guidelines

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### **Preamble**

The council supports events that provide an opportunity for people to connect with and enjoy the atmosphere created within its community during any event.

We have provided a simple approval process and checklist, which ensures all relevant documents are provided to address the necessary safety, health and environmental issues.

The shire is committed to working with all event organisers to assist in the delivery of a well-managed safe, secure and quality event for everyone involved.

### **Policy Intent**

The intent of this policy is:

- To establish Council's role in facilitating and supporting community events
- To establish council roles in staging its own events
- To achieve a balance between the rights of event participants and those of local residents
- To establish the management framework for the conduct of events on Council owned or managed public open space
- To ensure compliance with relevant legislation, local laws and guidance material

### **Objective**

This policy:

- Supports the conduct of celebrations, festivals and events that benefit the community and promote access and inclusion for all
- Ensures there is a consistent, transparent, simple and equitable process for the approval process of events and the issue of approvals
- Encourages safe, high quality and sustainable events.

### **Scope**

This Policy applies to commercial or community group event organisers who stage events within the Shire of Boyup Brook for the enjoyment of the community, and includes events such as:

- Festivals,
- Markets,
- Sporting events such as marathons and cross country running

And applies to events held in the following locations;

- Events held on Shire owned and managed land
- Events on public roadways, or where public roadways are crossed
- Events on private land where public space is required to be utilised
- Events on private land where temporary structures are erected
- Any event that may have an impact on the broader community and/or the environment.

The policy does not cover small events that take place on private property, events that are part of the core business of the facility, family gatherings or those held in shire owned buildings within the scope of that building's use.

## **Statement**

Events play an important role in community life and provide opportunities for people to come together and build strong community relationships that contribute to community health and wellbeing.

The Council acknowledges that community events actively engage the community in all aspects of event planning and skill development, as well as providing an opportunity for volunteerism.

Successful events also contribute to economic development, help build the image of the local government, and strengthen participation in cultural activities.

As the guardian of public spaces within the local government boundaries, Council has a role in facilitating and supporting community events, while also managing and mitigating risks and minimising any adverse impacts on residents, businesses and visitors. Council will assist event organisers with compliance of Council and other authorities' legislative requirements to achieve these outcomes.

As such Council has a complex role in balancing the rights and responsibilities of all stakeholders which includes event organisers, participants, and community members.

The Event Organiser must ensure that the event meets all statutory requirements as is set out in written law. This Policy and application procedure will in effect guide the applicant through their statutory obligations. The main pieces of legislation and local laws that may be applicable to an event are as follows:

- Health Act 1911.
- Health (Public Buildings) Regulations 1992.
- Food Act 2008 and the Australia New Zealand Food Standards Code.
- Explosives and Dangerous Goods Act 1961.
- Building Code of Australia.
- Local Government Act 1995.
- Occupational Health Safety and Welfare Act and Regulations.
- Environmental Protection (Noise) Regulations 1997.
- Liquor Licensing Act 1988.
- Security and Related Activities (Control) Act 1996.
- State Disability Services Act (1993)
- Disability Discrimination Act (1992)
- Main Roads –Traffic Management for Events – Code of Practice
- Shire of Boyup Brook Local Laws.
- Shire of Boyup Brook Disability Access and Inclusion Plan 2013-2018

Legislation is available from the State Law Publisher's Office, Ground Floor, 10 William Street, Perth 6000 or by visiting [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

## **Event Approval Process**

The event approval process is designed to ensure that events conducted in Boyup Brook are safe, secure, quality events, that are held in suitable locations and do not unduly impact on residents, businesses or the environment.

To achieve this Council requires event organisers to complete an Event Approval Application, templates and checklists will be provided to assist event organisers where required. Applications will be assessed and where appropriate, organisers will be issued with formal approval to host the event within agreed parameters.

All events conducted throughout the local government are strongly encouraged to operate in accordance with best practice risk management principles.

To receive Event Approval from Council all event organisers are required to have in place (but not limited to):

- An Event Management Plan
- Public Liability Insurance
- A Site Map and Risk Assessment (Safety Management Plan).

Where applicable the following may also be required.

- Traffic Management Plan (as per Main Roads Instrument of Authority procedure manual)
- Place of Public Entertainment permits,
- Liquor licences, planning permits, and food permits
- Other permits, licences or permissions from Council and/or other authorities as required.

### **Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

<b>POLICY NO.</b>	O.12
<b>POLICY SUBJECT</b>	<b>Event Management and Approval Process Guidelines</b>
<b>ADOPTION DATE</b>	21 April 2016
<b>REVIEW DATE</b>	18 June 2020

#### **Preamble**

The foundation for this policy is based on significant evidence that:

- Plastic pollution contributes substantially to global environmental degradation and species decline;
- The pollution and greenhouse gas emissions associated with Single Use Plastics inequitably burdens future generations;
- The production of plastics relies on non-renewable resources;
- Plastic pollution persisting in the environment has deleterious effects on human health;
- There is growing community concern about the use of Single Use Plastics; and
- Viable alternatives exist to replace single use plastic products with reusable or compostable items.

#### **Objective**

The main objectives of this policy are to ensure that–

1. Council held meetings and events anywhere, be it on land under the control of the Council and public spaces, will adhere to the Single Use Plastic Policy.
2. Organisers of Council held meetings and events will prohibit the sale and/or distribution of single use plastic products and single use plastics such as, but not limited to: sachets; polystyrene; plastic bags; plastic straws; and/or plastic balloons.
3. Where practical, Shire offices will not stock single use plastics.

#### **Statement**

This policy applies to all Shire of Boyup Brook personnel (Councillors, employees, contractors and volunteers) planning, organising, supporting or approving events or meetings for Council on land owned or under the control of Council.

Plastic products required to meet health and safety requirements or where there is no other practical alternative product or distribution method available are exempt.

Events and gatherings held on Council managed land will need to commit to comply with the policy before Council sponsorship for that event is approved.

#### **Responsibility of the Council**

Council will take a leadership role in the elimination of Single Use Plastics by eliminating single use plastic at Council events and meetings, advocating for legislative change, and influencing and enabling responsible plastics consumption practices throughout the community.

#### **Responsibility of the CEO**

The CEO will ensure that organisations or individuals organising Council sponsored events or meetings will receive support and assistance to comply with this policy.

<b>POLICY NO.</b>	O.13
<b>POLICY SUBJECT</b>	<b>Single Use Plastics</b>
<b>ADOPTION DATE</b>	21 February 2019
<b>REVIEW DATE</b>	18 June 2020

### **Purpose**

This policy sets out the governing principles for community engagement and consultation that underpin the Integrated Planning and Reporting framework to ensure the strategic direction of the organisation is with in keeping with community values and aspirations.

### **Objectives**

The objective of this policy is to provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This will ensure informed decision-making, transparency, timely and effective communication with key stakeholders and the general community.

### **Adopted Policy**

- Council is committed to providing leadership and a strong commitment to information sharing, consultation and active participation of the community in contributing to the decision-making process.
- Council acknowledges the right of the community to access information, provide feedback, be consulted and actively participate in strategic planning or in key projects of service development. Council's obligations to respond to the community when exercising these rights will be clearly stated in specific consultation processes.
- Objectives for, and limits to, information, consultation and active participation during planning, project and key service development will be defined from the outset. The respective roles and responsibilities of the community (including individuals and groups) and Council (including Councillors and officers) will be made clear as well as to who makes final decisions once the information is analysed.
- The approach for specific consultations will be tailored to the target audiences and consider all other factors outlined in this policy.
- Consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will be made available for consultation to be effective.
- Information provided by Council during planning, project and key service development will be objective, complete and accessible. All those involved in a consultation process will have equal treatment when exercising their rights of access to information and participation.
- Council will ensure adequate financial, human and technical resources are available to make a consultation initiative effective. The allocation of resources will be considered in relation to broader budgetary restraints and the implications to existing priorities. Council will support its officers in consultation initiatives.

- Consultation on specific planning, project and key service development will be coordinated across Council to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of “consultation fatigue” within the community.
- Council will be accountable for the use made of input from a consultation process. Council will ensure consultation processes are open, transparent and amenable to external scrutiny and review.
- Council will actively and openly evaluate its consultation processes and practices in planning, project and key service development. The results of evaluation will directly impact upon future consultation initiatives.

### **Outcomes**

Measures of success of consultation will include assessments of whether:

- The interests of all parties have been served;
- Expectations concerning the process have been met;
- Consensus, consent and commitment have emerged;
- The process has encouraged generation of the best options;
- Objective criteria have been used to assess the different options under consideration;
- Understanding has been enhanced;
- Relationships between Council and the community and within the community have been enhanced.
- The decision resulting from the consultation has been stable and enduring.

### **Legislative Environment**

Local Government Act (1995) – Regulation S5.56(2)

### **Associated Policies or Frameworks**

DLGSCI WA Integrated Planning and Reporting Framework 2011

<b>POLICY NO.</b>	O.14
<b>POLICY SUBJECT</b>	<b>Community Consultation</b>
<b>ADOPTION DATE</b>	27 August 2020
<b>REVIEW DATE</b>	



### **Objective**

The policy seeks to recognise and honour individuals who have rendered distinguished services to the community.

The Shire will recognise the distinguished services of an individual by awarding them the title of "Honorary Freeman of the Shire of Boyup Brook".. This is a rare and exceptional award to be bestowed on any individual, recipients will be selected according to the criteria in this policy.

### **Policy Statement**

The process for nomination and selection of a person for the award of the title shall be as follows:

#### **1. Eligibility**

- a) A nominee shall have been a resident in the Shire of Boyup Brook for a minimum of 20 years and must have given distinguished service to the community in a recognised capacity.
- b) A nominee may have been an Elected Member for a minimum of 20 years.

#### **2. Selection Criteria**

The following selection criteria will be used in the consideration of bestowing this distinguished award:

- a) Length of service in a field of activity.
- b) Length of commitment to the field of activity.
- c) Leadership qualities.
- d) Benefits to the community of the Shire of Boyup Brook but also more broadly to the State of Western Australia.
- e) Special achievements of the nominee.

#### **3. Nomination Procedure**

- a) A nomination for the award may be made by the following and must be submitted in writing to the Chief Executive Officer:
  - i) An Elected member and must be supported by another Elected Member.
  - ii) An individual member of the community and must be sponsored by an Elected Member.
  - iii) An organisation and must be sponsored by an Elected Member.
- b) Nominations must be kept in the strictest of confidence without the knowledge of the nominee.

- c) On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination any any supporting informaiton to Councillors.
- d) Elected Members are provided with a maximum of 5 working days to provide a response to the Chief Executive Officer.
- e) Elected members sho do not respond within the timeframe stipulated in (d.) above shall be presumed to not have any objection to the nomination.
- f) If an Elected Members is not in favour of the proposal the Elected Members must lodge a written submission to the Chief Executive Officer, outlining the reasons why the nomination should not be supported. The Chief Executive Officer will provide a copy of the submission to all Elected members.

**4. Confidentiality**

Following compliance with 3(e) above the Shire President shall request the Chief Executive Officer to arrange for a Special Council Meeting. The Elected Members shall consider the recommendation which requires an “Absolute Majority” behind closed doors.

No record of the nominee’s name shall be recorded in the Council minutes whether supported or not by Council.

The report as well as the minutes shall be deemed to be confidential items pursuant to section 5.95(3) of the *Local Government Act 1995*.

**5. Awarded the Title**

- a) If the nomination is approved by an ‘Absolute Majority’ of Council, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to confirm the aware will be accepted. Should the nominee decline the award the Chief Executive Officer shall inform all Elected Members that the matter will be closed.
- b) On confirmation from the nominee that the ward will be accepted, a media statement mat be prepared for release under the President’s name.

**6. Conferral of the Title**

Conferral of the title shall be carried out a formal Council function. The Chief Executive Officer, in consultation with the Shire President and Deputy Shire President will decide the occasion and format of the Conferral ceremony.

**7. Rescission/Revocation of the Award**

The Shire reserves the right, at its absolute discretion, to rescind/ revoke the award of Honorary Freeman. Such decision shall be taken by an absolute majority of Council.

POLICY NO.	O.15
POLICY SUBJECT	<b>Honorary Freeman of the Shire of Boyup Brook</b>
ADOPTION DATE	28 September 2023

## *Mayanup Horse and Pony Club*

The Secretary, RMB 133, Boyup Brook WA 6244, [vnix@iinet.net.au](mailto:vnix@iinet.net.au)

14 March 2024

The CEO: Mr Leonard Long  
Shire of Boyup Brook  
PO Box 2  
Boyup Brook WA 6244

Dear Mr Long

Mayanup Horse and Pony Club (MHPC) are applying to locate a 40ft (12.19M) High-cube sea container on the Mayanup Recreation Reserve (Reserve 20039), 41 Boyup Brook- Cranbrook Rd Mayanup as per site plan (see attached). The sea container is intended for the secure storage of our equipment and has been acquired partly by using the Shire community fund grant, awarded to MHPC last year. After consulting with a structural engineer we have a plan for the groundwork and footings in line with building regulations.

In accordance with our grant application, the sea container will be cleaned up and painted to make it aesthetically pleasing. The colour will be colourbond Wilderness or similar to match in with neighbouring shed. Its proposed location is obscured from the public by an existing shed and will be located close to one of our main riding areas.

Having a suitable storage facility will be beneficial to the Mayanup Horse and Pony Club (MHPC) members and the wider community as it will provide a dedicated storage area for our equipment which is lockable, weatherproof and organized. A major issue faced by MHPC is that we currently store our equipment in a shared clubrooms facility, this is not secure, or organised and clutters the facility. The clubrooms is often shared by Lions, Boyup Brook Working Horse Club, Best of the West Stockman's Challenge, Girl Guides, Mobrur Riding School, Mayanup Campdraft and HamCampton.

Yours Sincerely



Veronica Nix  
Secretary / Treasurer  
Mayanup Horse and Pony Club



## APPLICATION FOR DEVELOPMENT APPROVAL

PLEASE NOTE THAT PAYMENT MUST BE MADE BEFORE PROCESSING THIS APPLICATION

Owner Details					
Name	Shire of Boyup Brook				
ABN (if applicable)	95 583 688 034				
Address	PO Box 2 Boyup Brook			Postcode	6244
Phone	9765 1200	Mobile		Work	
Contact person for correspondence	CEO				
Signature	X			Date	
Signature				Date	
<i>The signature of the owner(s) is required on all applications. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2 clause 62(2)</i>					
Applicant Details (if different from the owner)					
Name	MAYANUP HORSE AND PONY CLUB				
ABN (if applicable)	23962949539				
Address	304 Dwalganup RD MAYANUP			Postcode	6244
Phone		Mobile	0409684083	Work	
Contact person for correspondence	VERONICA NIX				
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Signature	V Nix			Date	08/03/2023
Property Details					
Lot No.	385	House No.	41	Location No.	
Diagram/Plan No.	74331	Title Vol. No.	3162	Folio No.	80
Title encumbrances (eg easements, restrictive covenants)					
Recreation Reserve 20039 Management order M10061XE Recreation					
Street Name				Suburb	MAYANUP
Nearest Street Intersection	Boyup Brook Cranbrook rd/ BoyupBrook Kojonup rd				



Proposed Development				
Nature of development	Works <input type="checkbox"/>	Use <input type="checkbox"/>	Works & Use <input checked="" type="checkbox"/>	Signage <input type="checkbox"/>
Is an exemption from development claimed for part of the development?				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, is the exemption for	Works <input type="checkbox"/>	Use <input type="checkbox"/>		
Description of proposed works and/or land use				
Installation of a 40' Hi-cube Sea Container for the purpose of recreation equipment storage (12.19M)				
Description of exemption is claimed				
Nature of any existing buildings and or land used				
Recreation Reserve #20039 existing clubrooms, bar shed, pump shed, ablutions, Storage Shed, arenas and stalls				
Approximate cost of proposed development				
\$8000				
Estimated time of completion				
30 June 2024				
Office Use Only				
TPS No.		Zone		Other
Use Type				
Description				
Assessment No.		Building Licence No		
Acceptance Officer's initials			Date received	
Local Government reference No.				
Cashier				
Application No.			Reception Received Stamp	
Receipt No.				
Amount				
Signature				
Date				

## DEVELOPMENT APPLICATION CHECKLIST

All sections to be ticked  where relevant or crossed **X** where not applicable

### Development Application Form

- All required sections completed
- Signature of Applicant
- Signature(s) of each Owner/Registered Proprietor(s) of subject land  
*To be completed by Shire*

### Covering Letter (may be waived for compliant or minor proposals)

- Addressed to the Chief Executive Officer
- Thoroughly, accurately and truthfully outlines details of the proposal
- If applicable, justification why the proposal does not comply with requirements of the Residential Design Codes (see Part 3 of the R-Codes), relevant Town Planning Scheme or Shire Policy  
*N/A*

### Development Application Checklist (this form)

- All required section completed
- Signature of Applicant

### Site Plan x 2 (A4 or A3 only)

- N/A* For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100 or 1:200 (Residential, Commercial, Industrial), 1:1000 (Rural)
- Full Address: Lot No, Street No. (urban or rural), Street Name and Suburb/Locality
- North Point and Scale Bar
- Natural features (e.g., streams, lakes, rock outcrops)
- Setbacks of all structures from lot boundaries or building envelope
- Stream or Landscape Protection Area
- Full site area and all lot boundaries
- N/A* Dimensions of all boundaries (Rural and Special Rural zones exempt)
- N/A* Site area by survey
- N/A* Location of any easements and services (i.e. power lines, water lines, service lines)
- Vehicle entrance and exit points
- Vehicle access ways and parking bays, all pedestrian areas
- Location and description of open space areas, landscaped areas, types of screening or fencing
- Proximity of adjoining buildings and their uses
- Existing and proposed buildings and structures
- N/A* Structures and vegetation proposed to be removed
- Height Contours and Spot Levels
- N/A* Finished Ground Levels and Finished Floor Levels
- N/A* Height of Cut and Fill and Location of Embankments
- N/A* Onsite effluent disposal system

### Floor Plan x 2 (A4 or A3 only)

- For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100
- Finished Floor Levels
- Proposed and existing buildings
- All windows, doors and other entryways
- Use of buildings clearly indicated

**Elevations x 2 (A4 or A3 only)**

- N/A* For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100
- N/A* All elevations (views)
- Proposed buildings and signage
- Windows, doors and other entryways
- Materials, colours and finishes of exterior construction
- Natural and Finished Ground Levels (cross section)
- Wall and Roof Heights (above natural and finished ground levels)
- N/A* Dimensions of Patios, Verandahs and Balconies, etc.

**Heritage Issues**

- Desktop assessment of Aboriginal Heritage Issues (any findings)
- Desktop assessment of Post-Settlement Heritage Issues (any findings)  
*None evident.*

**Bushfire Issues**

- Desktop assessment of property located within bushfire prone area
- Desktop assessment of development site located within bushfire prone area
- Bushfire Attack Level (BAL) Assessment (including BAL Basic)
- Bushfire Management Plan/Statement

*Class 10 Building - exempt.*

**Development Application Fees**

- Refer to Town Planning section of the Shire's Schedule of Fees and Charges

By signing the development application form and the development application checklist, the applicant acknowledges, without prejudice, the accuracy and content of the forms, plans and supporting information submitted with or subsequent to lodgement of the development application.

Applicant's Signature: \_\_\_\_\_

*lyn i*

Date: \_\_\_\_\_

*14/5/2024*

Email copies of applications may be accepted initially however an original copy bearing all signatures is required, unless otherwise agreed.

Incomplete applications may be returned or suspended pending receipt of all required information. Additional information not stipulated above may also be required.

The information is required as part of the assessment process for an application and compliance with the checklist does not necessarily mean that a proposal will be supported.



# HIGH CUBE

## External

Length: 40' 0.00" (12.19m)

Width: 8' 0.00" (2.44m)

Height: 9' 6.00" (2.90m)

## Internal

Length: 39' 5.70" (12.07m)

Width: 7' 7.00" (2.31m)

Height: 8' 9.00" (2.67m)

## Door

Width: 7' 6.00" (2.29m)

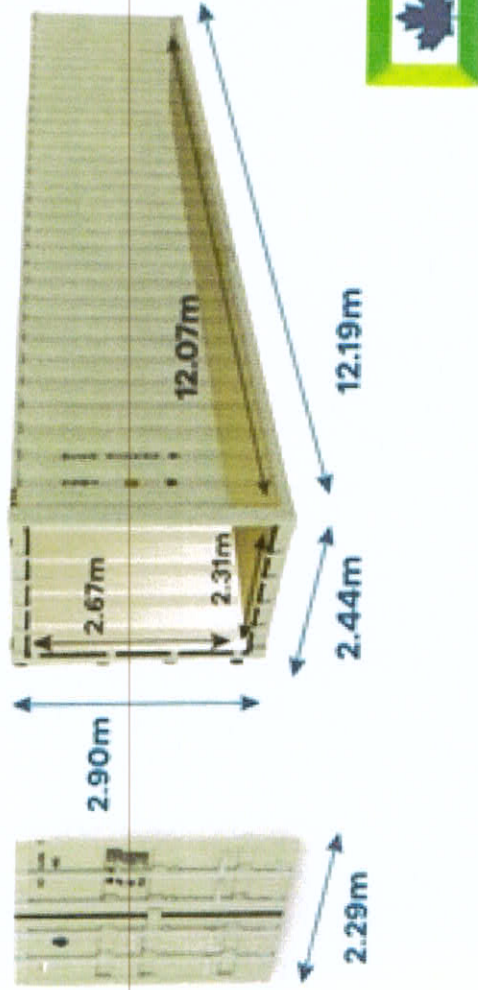
Height: 8' 5.00" (2.57m)

## Capacity

Cubic Volume: 2,660 ft. (75.32m)

Empty Weight: 8,598 lbs. (3,900 kg)

Load Capacity: 58,598 lbs. (26,580 kg)



## x 40' High Cube Container Dimensions

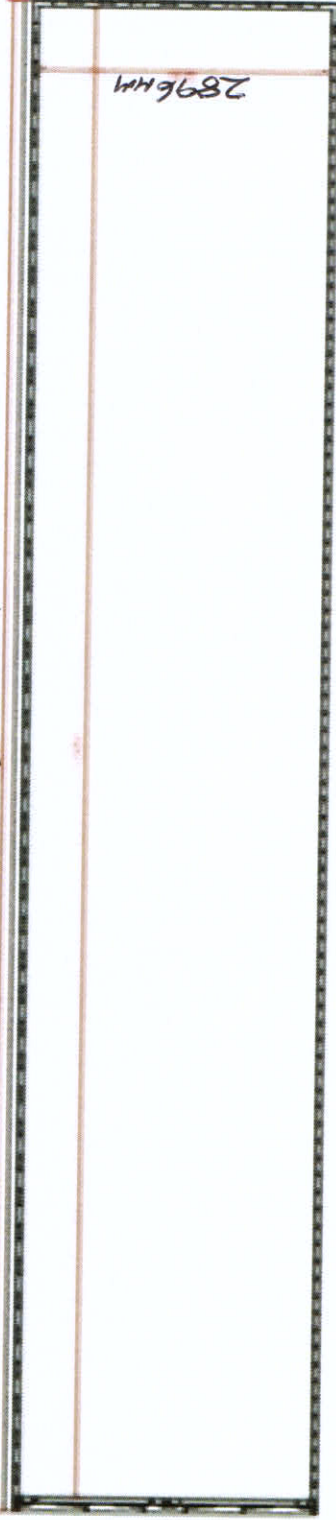
(metric)



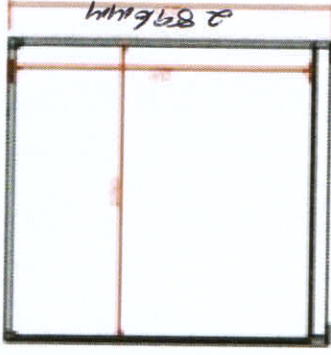
# HIGH CUBE

40ft Shipping Container - Plan

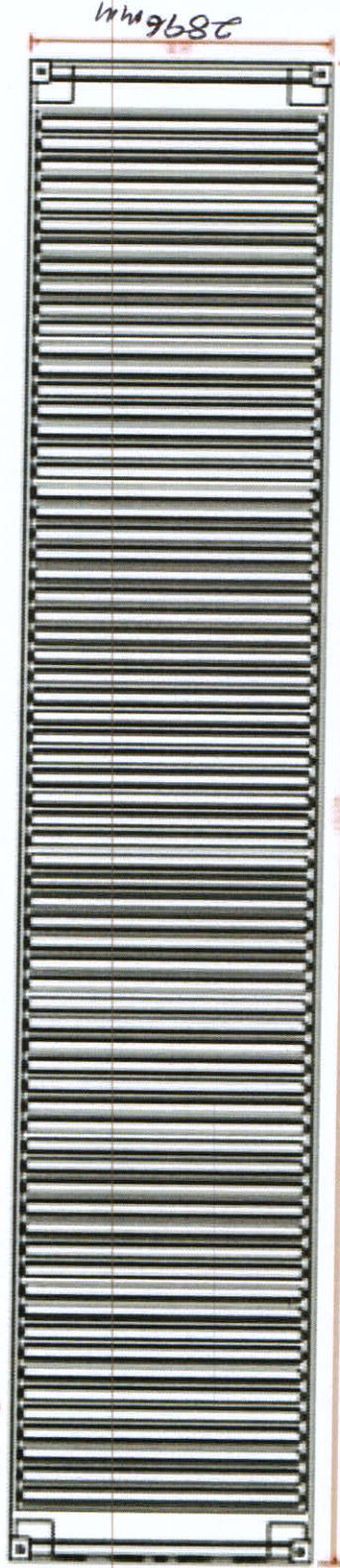
12192mm



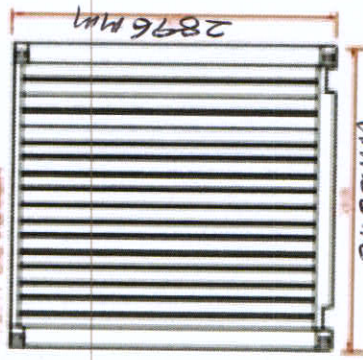
40ft Shipping Container - Section



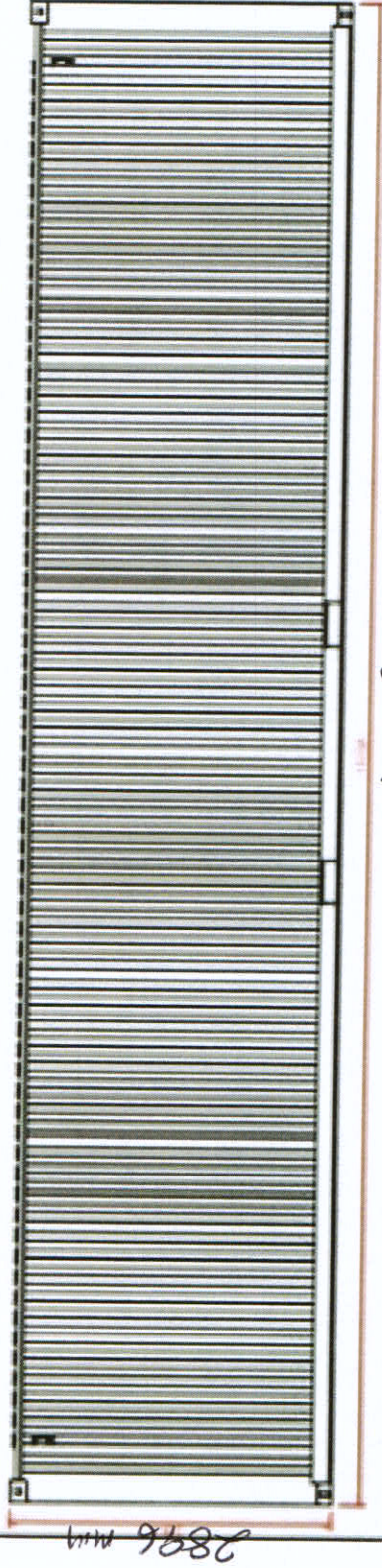
40ft Shipping Container - Roof Plan



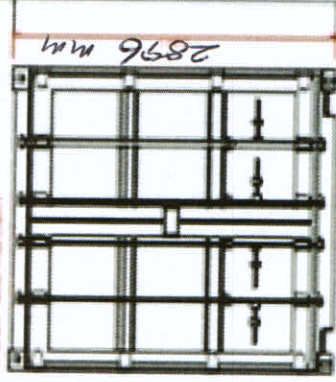
40ft Shipping Container - Front Elevation



40ft Shipping Container - Side Elevation



40ft Shipping Container - Door Elevation



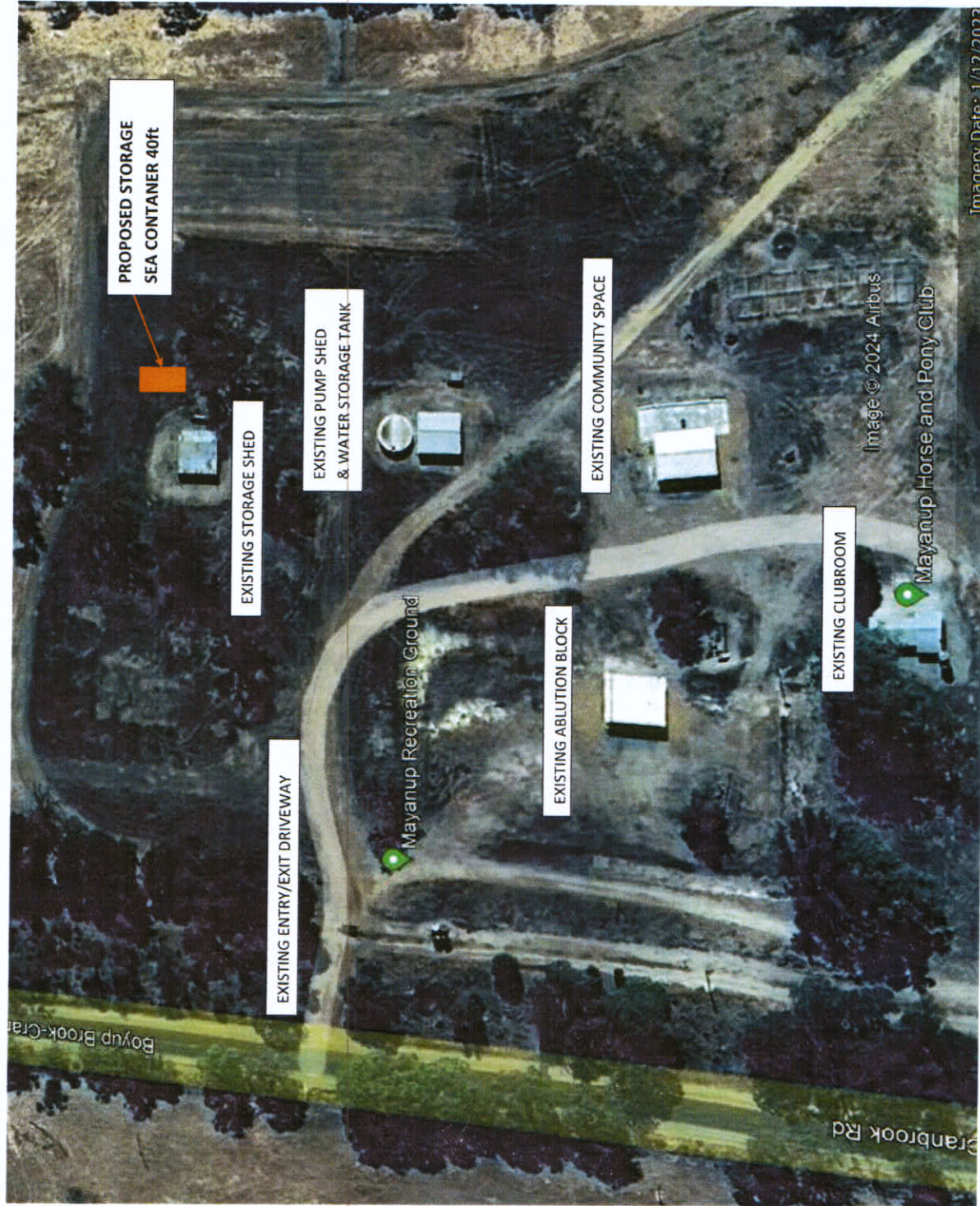


SITE PLAN - PROPOSED STORAGE SEA CONTAINER 40ft

PLAN 2 of 3

41

LOCATED AT THE MAYANUP RECREATION GROUND, BOYUP BROOK - CRANBROOK ROAD MAYANUP IN THE SHIRE OF BOYUP BROOK



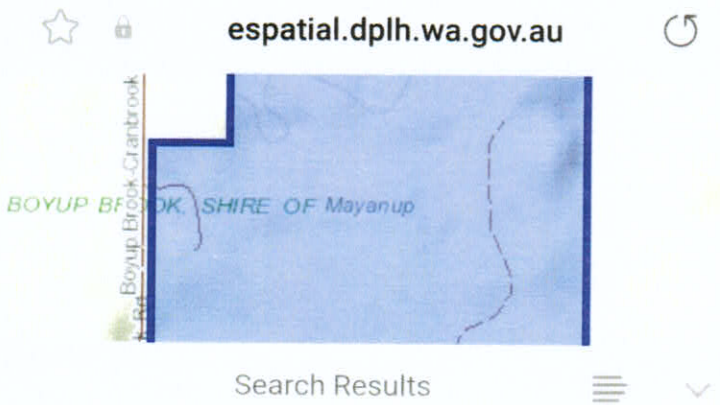
DESIGNATED BUSHFIRE PRONE AREA PLAN - PROPOSED STORAGE SEA CONTAINER 40ft

PLAN 3 of 3

LOCATED AT THE MAYANUP RECREATION GROUND, BOYUP BROOK - CRANBROOK ROAD MAYANUP IN THE SHIRE OF BOYUP BROOK



A search of the Aboriginal Cultural Heritage register for 41 Boyup Brook Cranbrook road was conducted. This search found there was no Aboriginal Cultural Heritage registered on this address.



No Aboriginal Cultural Heritage (ACH) Register in Address... X

Items appear after you perform a valid search or other task that returns results.



# **PLANTATION MANAGEMENT PLAN**

## ***Drapers*** ***6250 Condinup Road PROPERTY***

P 2024

Prepared by

**BUNBURY FIBRE EXPORTS**

# Bunbury Fibre Exports Plantation Management Plan

## Introduction

Mitsui Bussan Woodchips Oceania Pty Ltd (MWO) is in the process of purchasing a property in the district of Dinninup. This property is ex-cropping and pasture with an area of approximately 260 hectares to be established with pine softwood (*P radiata*).

Establishment and maintenance of the pine plantation will be conducted by Bunbury Fibre Exports Ptd Ltd.) as MWO's appointed property management company.

Situated in the Boyup Brook Shire, the property is located approximately 16km north of Boyup Brook.

This document outlines the following in relation to this plantation –

1. Property summary
2. Land information
3. Plantation Establishment Plan
4. Plantation Tending Plan
5. Fire Management Plan
6. Timber Harvesting Plan

All relevant maps and plans are attached.

Proposed Planting Map

*References:*

- *Code of Practice for Timber Plantations in Western Australia*
- *Guidelines for Plantation Fire Protection 2011*
- *Local Shire Council Firebreak Orders*
- *Plantation Managers Fire Agreement*

## 1 PROPERTY SUMMARY

<b>Plantation Name:</b>	Drapers
<b>Landowner:</b>	Mitsui Bussan Woodchip Oceania Pty Ltd
<b>Planting Year:</b>	2024
<b>Area:</b>	Approximately 260 ha ( <i>Pinus radiata</i> )
<b>Location Number:</b>	Nelson Locations Title: - Lot 6250 on Deposited Plan 81878
<b>Catchment:</b>	Blackwood River
<b>Avg Annual Rainfall:</b>	645 mm (Boyup Brook Weather Station Ref. No: 9504)
<b>Landscape Position:</b>	Lower to upper slopes
<b>Topography:</b>	Flat to moderate. Total elevation change, 50 metres
<b>Aspect:</b>	Mostly northerly with some easterly



## 2 LAND INFORMATION

### 2.1 Area

The general area is zoned for the purpose of agriculture/plantations. The area is currently under canola, barley / crop and pasture with areas of native remnant vegetation within the property boundary.

A change from cropping and pasture to pine sawlog plantation is proposed. A total land area of 404 hectares on one certificate of title, of which approximately 260 hectares is considered arable, excluding some non-arable areas defined below.

### 2.2 Locality plan and access roads

A location plan is attached. Access to the property is from Condinup Road.

### 2.3 Natural features

#### 2.3.1 **Principle soil types:**

The soils are predominantly a clayey loam ranging to gravelly loams.

#### 2.3.2 **Areas of native vegetation:**

This property includes areas of native vegetation and paddock trees.

These areas will be maintained and excluded from the planting area.

Fuel reduction burns of native vegetation areas will be planned as part of maintaining a low fuel load over the plantation areas. No information is available on a time from last fuel reduction burn. However, stock have been present in this property, and as such the fuel load in native vegetation areas is low due to browsing.

#### 2.3.3 **Significant landscape, cultural and heritage values:**

Searches of the relevant databases has determined the property falls within the Gnaala Karla Booja Indigenous Land Use Agreement Area. The property has Mythological heritage values identified associated with the Wagul/Waugal/Waagal.

These identified areas will be excluded from plant areas and identified as exclusion areas on all plantation maps.

### 2.4 Improvements

#### 2.4.1 **Buildings**

There are no buildings within the plantation establishment area.

#### 2.4.2 **Roads, bridges, creek crossings**

Current roading is restricted to the firebreaks. Internal roads will be established at time of plantation establishment. These roads will also act as firebreaks between compartments.

One crossing of an internal creek identified. This stream is dry in summer. Indicated on attached Proposed Plantation Map.

#### **2.4.3 Fences, gates and dams**

No internal fences remain on the property due to its previous cropping history.

External fences are in good condition.

The southern boundary fence adjoins Condinup Road.

There are dams on the property which hold water throughout the year. These are accessed via gates to the property from Condinup Road.

#### **2.4.4 Powerlines, Telstra cables etc.**

There are no powerlines on the property.

There is a Telstra cable running along the road reserve side of the fence line adjoining Condinup Road.

### **3 PLANTATION ESTABLISHMENT PLAN – (Summary)**

#### **3.1 Areas of native vegetation, including paddock trees to be cleared**

There is no native vegetation that requires removal as part of the establishment.

#### **3.2 Management of harvest residue (cropping)**

This may involve the burning of paddock stubble by BFE.

#### **3.3 Control of vermin and declared weeds**

BFE will take all reasonable steps to control rabbits and other pests.

They will also be responsible for the control of declared plants within the property.

BFE will participate in any community/neighbour based joint fox control.

The site has been checked for the presence of declared weeds.

#### **3.4 Areas to be planted, compartment sizes**

The plan attached shows the plantation area; the area has been divided into compartments according to the Guidelines for Plantation Protection.

No compartments will be greater than 30ha.

#### **3.5 Species to be planted and source of seedlings**

The site will be planted with *Pinus radiata* sourced from Tree Breeding Australia seed orchards and raised in a local nursery.

#### **3.6 Direction of planting lines in relation to contours and natural drainage**

The direction of the planting lines will be dictated by the existing cropping areas and most favourable aspect.

#### **3.7 Description of soil preparation methods**

The site will be ripped or mounded where necessary using a 4x4-tractor / plough configuration at 4 metre rowing spacing (1111spha) utilizing existing stump lines. Weed control will follow the ripping/mounding operations prior or post planting.

### **3.8 Description of weed control methods, including herbicide application rates and buffer zones**

#### *Pre-planting Broad Spray*

The presence of difficult weeds will determine the requirement for a broad spray pre ripping of the plantable area.

Broad spray using 1 litre per hectare of Glyphosate mixed with 40 grams of Metsulfuron-methyl and 200ml of Pulse per hectare with a wetting agent in 100 litres per hectare of water.

#### *Strip spraying*

To control the occurrence of annual grasses across the site, the post-plant strip spray prescription for mounds/rips is 2 litres per hectare of Amitrole – T, 3kg per hectare of Atrazine and 20g per hectare of Sulfometuron Methyl in 100 litres of water per hectare.

Appropriate buffer zones, in line with label requirements and “Code of Practice for Timber Plantations in Western Australia” guidelines will be observed in order to prevent contamination of waterways. All operations will be carried out in accordance with the weed control guidelines stated in the “Code of Practice for Timber Plantations in Western Australia” by licensed contractors.

### **3.9 Planting technique**

Trees will be planted using a hand-held tree planter. Planting contractors will carry plants from a central plant dump from within the property to sections within the proposed planting area by 4x4 utilities and 4x4 ATV motorbikes.

The proposed plantation is to be planted at 1111 stems per hectare in a 4m x 2.25m configuration.

### **3.10 Access roads and firebreaks**

Access roads and firebreaks are shown on the plans attached. External firebreaks are 15 metres wide with 6 metre wide access roads / firebreaks internally.

Firebreak maintenance to Local Authority guidelines is the responsibility of BFE on behalf of the landowner.

## **4 PLANTATION TENDING PLAN**

### **4.1 Grazing strategy**

The planting area is suitable for grazing by livestock however the pine trees are required to be minimum three years old prior to the introduction of stock.

The aim of grazing is to reduce the amount of grasses present on fire breaks and under the tree canopy, thus reducing the fire risk. This will be done by offering neighbouring landowners the opportunity to graze livestock on appropriate areas within the property.

### **4.2 Pruning and thinning schedule**

Tree branches that intrude onto designated firebreaks will be mechanically pruned to meet Local Authority guidelines.

Crop trees will be thinned twice before the final harvest but no other pruning is scheduled.

**4.3 Fertilising schedule**

There will be an initial fertilizer application, banded form pre mounding to prevent nitrification of waterways, to raise soil conditions to an appropriate nutrient level for tree establishment. Type and rates of fertilizer used will be determined following nutrient analysis of soil samples.

Fertiliser applications to sustain tree vigour and health will be applied at 15 years of age or post first thinning. The fertiliser will be applied by ground or air. Rates and types of fertilisers will be dependent on results from soil and folia sample analysis.

**4.4 Weed management**

As part of the ongoing maintenance to the tree crop area a second weed control application will occur during the next winter of the year following planting. (ie winter of year 2025). Weed types will determine the weed control prescription.

**4.5 Monitoring and contingencies for diseases and pests**

Early Growth Monitoring will occur weekly from the end of planting through to the end of February in the following year. It is not envisaged that any diseases will be found that will affect the plantation or surrounding native vegetation. Upon detection of any pest found to be causing damage to the plantation, an appropriate bait and/or spray will be applied where required.

**4.6 Road and break maintenance**

Access roads and firebreaks are shown on the plans attached. External firebreaks are 15 metres wide with 6 metre wide access roads / firebreaks internally. Firebreak maintenance to Local Authority guidelines is the responsibility of BFE on behalf of the landowner. BFE will monitor firebreak maintenance to ensure compliance.

**5 FIRE MANAGEMENT PLAN**

**5.1 Landowner property details**

<b>NAME</b>	Mitsui Bussan Woodchip Oceania Pty Ltd
<b>ADDRESS</b>	Level 15, 101 Collins Street, Melbourne VIC 3000
<b>PHONE NUMBER</b>	MEL: 03 9605 8800 Bunbury: 08 9781 4500
<b>24 HOUR FIRELINE NUMBER</b>	<b>08 9721 5963</b>
<b>PLANTATION MANAGER</b>	Rayna Barr 0402 067 664
<b>LOCATION NUMBER(S)</b>	Lot 6250 on Deposited Plan 81878
<b>SPECIES OF TREES PLANTED</b>	<i>P radiata</i>
<b>TOTAL AREA PLANTED</b>	260 hectares pines plus any native plantings

<b>PREVIOUS LAND USE AND CONDITION (ie pasture, ex bush)</b>	Cropping and Pasture
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### **5.2 Property details of neighbouring locations**

NAME	Phone Number	LOCATION NUMBER(S)
Nippon Paper Resources and Mitsui Plantation Development	08 9781 4500	Lot 13 on Deposited Plan 23118
John & Lynne Lawson	0431 988 439	Lot 1528 on Deposited Plan 114615
Mitsui Bussan Woodchip Oceania Pty Ltd	03 9605 8800	Lot 2 on Diagram 83703 Lot 3 on Diagram 83703
Mark and Leith Stretch	0487 871 112	Lot 12205 of Deposited Plan 163040
Cagebend Pty Ltd	TBA	Lot 4 on Plan 23117
Hugh Sutherland Rodgers	TBA	Lot 6 on Deposited Plan 52348

### **5.3 Local fire agencies**

AGENCY	ADDRESS	PHONE NUMBER	CONTACT PERSON
DBCA Blackwood District	Kirup	9731 6232	Duty Officer
BFE Pty Ltd	Berth 8 Leschenault Drive Bunbury WA 6230	9781 4500	Manager
Boyup Brook Shire Office	Abel Street Boyup Brook WA 6244	9765 1200	Reception
Chief Bush Fire Control Officer Boyup Brook	Abel Street Boyup Brook WA 6244	0427 673 072	Ben Thompson
Deputy Chief Bush Fire Control Officer Boyup Brook	Abel Street Boyup Brook WA 6244	0497 671 340	Tristan Mead

### **5.4 Risk of ignition**

Potential ignition sources are mainly restricted to lightning strikes, adjoining roads and escapes from burning operations on surrounding land plus machinery caused fires from both plantation and cereal harvesting operations.

### **5.5 Detection of fires**

The landowner, neighbours and passersby, and the existing brigade system will undertake fire detection.

On days identified as extreme fire danger BFE will ensure increased monitoring of plantations.

In addition, Department of Biodiversity, Conservation and Attractions (DBCA) spotter aircraft regularly fly within smoke spotting distance of the area and will report all smokes sighted. In the event of a fire, 000 should be immediately called, then the Shire Chief Fire Control Officer should be notified. The CFCO should in turn contact Bunbury Fibre Exports.

BFE as plantation managers and all contractors will abide by all harvest, vehicle movement and fire bans as issued by the Boyup Brook Shire.

**5.6 Training**

BFE staff have undertaken DFES0995 Bushfire Safety Awareness and DFES1023 Firefighting Skills or equivalent, as a minimum requirement.

All contractors engaged for firefighting will also hold these minimum requirements.

**5.7 Location Of Fire Control Equipment.**

Fire units that may be available are both privately owned and volunteer brigade units derived from neighbouring properties and central depots, as well as plantation industry firefighting resources.

In addition, the plantation industry as a whole has recognised the importance of a unified approach to the control and management of fires within or close to its plantation estate and has developed the Plantation Managers Fire Agreement to ensure the most efficient and effective responses are made to wildfires. BFE are one of nine plantation industry signatories to this Agreement. The combined resources of the industry in terms of both manpower and equipment are extensive and are strategically located both in major centres and on or near plantations throughout the South West and Great Southern Regions. In the event of a fire on or threatening these properties BFE can call on the combined resources of the plantation industry in accordance with the protocols laid out in the Agreement. Information relating to suppression resources at an industry level are also tabled below.

Location and capacity of Brigade fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
Dinninup			1

Location and capacity of fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
Ents Forestry Bunbury	2		1
PF Olsen Collie	1		1
WAPRES Manjimup and Bunbury	2		2
BFE Bunbury	3		

BFE Collie	2		2
FPC Mcalinden			1

Note: WAPRES also have a 950 loader and 10,000 litre water truck located at Manjimup

Location and capacity of DBCA fire appliances:

Location	Light Units Min. 450L	Med. Duty Units Min. 1900L	HD Units Min. 2700L
DBCA Blackwood & Wellington Districts Collie and Kirup	8	2	8

### **5.8 Initial attacks on fires**

In the event that BFE becomes aware of a fire within, adjacent to or approaching the property, staff must first alert the relevant authorities by calling triple zero.

Staff should then identify the most appropriate and available fire attack options, which are likely to be those in closest proximity to the fire, being those located in Boyup Brook or Mcalinden (both within 30 minutes of the plantation). The most appropriate attack option must also consider the suitability of the equipment and personnel in the context of the particular incident.

As the landowner, Bunbury Fibre Exports will be the primary firefighting source supported by other plantation industry operators through its plantation industry agreement and utilising the FPC McAlinden based fire appliance.

Initial attack on fires will be via the Bush Fire Brigade system coordinated by the local Fire Control Officer, Boyup Brook Shire and FESA. The Boyup Brook Shire have advised that they will not enter plantations or forests on private land but are likely to attend the boundary of the property to assist with fire which is burning in adjacent grassland. BFE and the plantation industry will also supply units for fire suppression, mop-up and control.

Initial attack on a fire will be dependent on head fire rates of spread and fire intensities. It is proposed experienced personnel will assess each fire, in response to the following values in order of priority.

1. Human Life.
2. Community assets, property or special values (including environmental values).
3. Cost of suppression in relation to values threatened.

With fire behaviour and values in mind response strategies should follow this order of priority as a guide -

- 1 Direct attack on headfires where (Head Fire Forward Rate of spread) HFROS allows.
- 2 Indirect attack on headfire by extinguishing flank fire working towards the headfire.
- 3 Limit fire spread to pre-determined internal strategic firebreaks.
- 4 Limit fire spread to compartment breaks.
- 5 Limit fire spread to property boundary firebreaks where property is block planted.
- 6 Fall back to neighbouring properties, roads or where fire can be safely extinguished.

### **5.9 Access in and around plantation**

Access to the plantation is via Condinup Road.

The plantation will have trafficable firebreaks in and around the perimeter in accordance with Shire by laws and Guidelines for Plantation Fire Protection.

External breaks will be 15 metres wide, internal 6 metres. Access will also be maintained to water supplies. (See map for details)



**5.10 Method of road, track and firebreak maintenance**

Most firebreaks will be sprayed in early spring to ensure the appropriate width of mineral earth break is obtained prior to the fire season. Appropriate buffer zones will be observed in order to prevent contamination of waterways.

Grading will be used if required to improve trafficability on the roads and firebreaks and to construct water barriers if required to manage water-flow on the firebreaks and to minimise the potential for erosion

**5.11 Measures to protect powerlines and gas pipelines**

No powerlines exist within the property. No gas pipelines exist within the property.and/or

**5.12 Direction indicators of water points, road signs and other features**

Water points will be marked on the fire control plan, and will be sign posted in the field with regard to direction and position.

Copies of the maps will also be placed in a waterproof canister at the access to the property on Condinup Road.

**5.13 Water supplies**

During establishment of the plantation, 50,000L water tank/s will be installed as a dedicated firefighting water supply adjacent to the main entrance. This will be established in consultation with the Shire of Boyup Brook.

The water points on the property will be maintained to provide permanent water supplies throughout the summer months for fire control purposes.

Portable pumps may be required to access water during dry seasons.

Offsite water supply is available in the form of 50,000L in tanks at each address 415 Condinup Road and Lot 12179 Condinup Road. Both locations within less than five minutes of driving.

**5.14 Surrounding fuels**

There are no plans, at this stage, to carry out a fuel reduction program on adjoining property.

However, if neighbouring owners wish to conduct fuel reduction burns, BFE as the property manager, are open to assisting.

**5.15 Fire breaks**

Firebreaks will be maintained in accordance with Shire regulations and the Guidelines for Plantation Fire Protection, as shown on the attached map by the landowner.

**5.16 Existing plantations in the area**

This plantation is bounded on the West and East by existing Mitsui pine plantations. These plantations are managed by BFE.

**5.17 Surrounding values**

The closest house is located over 1 kilometre from the eastern boundary.

Local shire boundary is in excess of 10 kilometres from property boundary.

**5.18 Proximity to townsites**

The plantation is approximately 16 km north of the Boyup Brook town centre via the North Boyup Brook and the Condinup Roads.

## **6. TIMBER HARVESTING PLAN**

### **6.1 Location of harvesting operation**

The first and second harvesting or thinning operations on this proposed plantation will take place over the entire area of the plantation as shown on the attached map and will be based on a harvesting plan to be developed closer to the time of harvesting which will be in about 2038. Haulage route will be via Condinup Road.

BFE will liaise with the Shire when submitting application for Shire Endorsement to use Multi Combination Vehicle (MCV) for road haulage.

Condinup Road is currently on the Main Roads WA HVS Rav Network for Network 3 and Network 4 Vehicles with Conditions

### **6.2 Timetable**

Thinning will occur when the plantation is approximately 15 years of age, and a further thinning at 22 years of age with the final harvest at 30 years of age.

### **6.3 Harvesting operations**

Harvesting will be carried out using conventional plantation harvesting equipment. This currently consists of track mounted harvesters fitted with a felling / debarking head which leave processed logs in the plantation to be picked up by an all-wheel drive rubber tyred forwarder which are later loaded on to trucks. The operation will be a clear fall, which means all standing trees will be removed.

Post harvest management and monitoring will continue whilst property is continued to be under Mitsui ownership.

### **6.4 Machinery and transport**

Transport will be by truck configurations, which are legal and permitted by Main Roads and Local Authorities.

Condinup Road is currently on the Main Roads WA HVS Rav Network for Network 3 and Network 4 Vehicles with Conditions

### **6.5 Environmental safeguards**

The extraction of timber will be carried out using appropriate equipment for the plantation and soil conditions and competent personnel to achieve the standards of safety, environmental care and economic efficiency.

BFE as plantation managers and all contractors will abide by all harvest, vehicle movement and fire bans as issued by the Boyup Brook Shire.

### **6.6 Safety**

Plantation operations will be as safe as possible and comply with occupational health and safety legislation, and the Safety Code for Western Australian Logging Operations must be observed.

Note: A map including areas to be planted, fire breaks, water points, initial access points and other protective measures will accompany the plan.

**Updated by:** Rayna Barr

26/02/2024

**Approved by Plantation Manager:**

\_\_R.Barr\_\_\_\_\_

26/02/2024

**Proposed Planting -  
 Drapers (6250 Condinup Rd)**

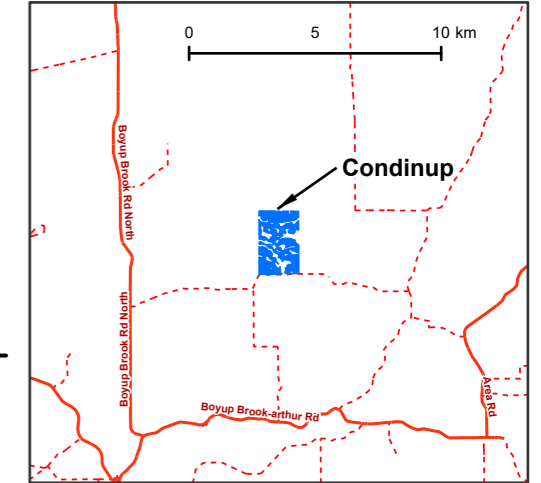
**Plantation Details**  
 Address: 6250 Condinup Rd Dinninup WA 6244  
 Title: Lot 6250/DP81878  
 Title Area: 403ha  
 Land Owner: Mitsui Bussan Woodchip Oceania  
 Contact: Rayna Barr  
 Phone: 0402 067 664  
 Plantation Manager: Bunbury Fibre Exports  
 Contact: Rayna Barr  
 Phone: 0402 067 664  
 Fire Contact: 08 9721 5963  
 Shire: Boyup Brook

**Plantation Area**  
 Productive Area - Proposed  
 Proposed Pine Plantation Area = 235.9ha  
 Potential Additional Pine Plantation Area = 26.8ha  
 Proposed Environmental Planting = 2.7ha  
**Total Plantation Area: 264.2ha**

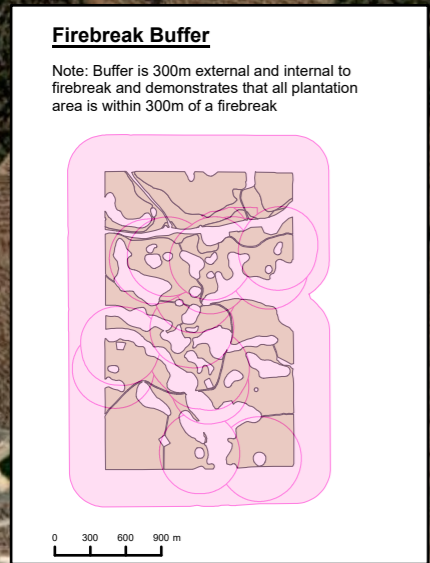
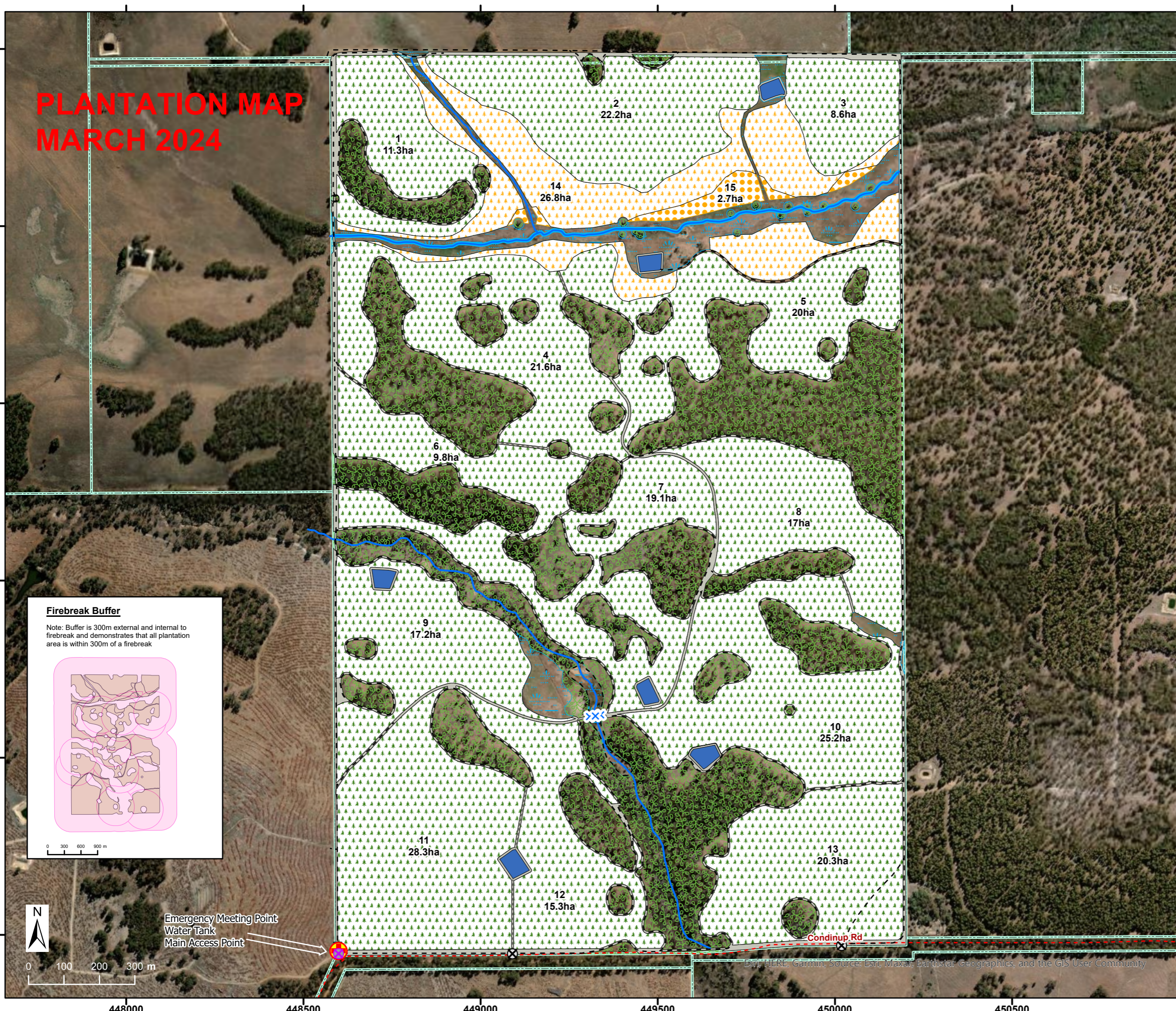
- Legend**
- Native Vegetation
  - Wetland
  - Firebreak
  - Watercourse
  - Dam
  - Infrastructure
  - Stream
  - Access Track
  - Water Tank
  - Emergency Assembly
  - Main Access Gate
  - Access Gate
  - Culvert Crossing
  - Sealed Road - 2 Lanes
  - Unsealed Road - 2 Lanes
  - Unsealed Track - 1 Lane
  - Cadastral
  - Shire Boundaries
  - Powerlines

Note: External firebreaks are a minimum of 15m wide and internal breaks are a minimum 6m wide, with a minimum 6m trafficable and 4.5m vertically. All breaks do not exceed a maximum grade of 1 in 8, or a maximum cross fall of 1 in 33. Internal tracks are a minimum 3m clearance on either side of the pavement with (total 6m) have a minimum 4m vertical clearance and a minimum load limit of 15 tonnes. Turnarounds have a minimum inner radius of 12m.

Map Scale: 1:10,000@ A3  
 Projection GDA94 Zone 50  
 Author: H.Nermut, Esk Spatial  
 Date: 28/02/2024



**PLANTATION MAP  
 MARCH 2024**



Emergency Meeting Point  
 Water Tank  
 Main Access Point



# Mitsui Bussan Woodchip Oceania Pty. Ltd

## ECONOMIC AND SOCIAL IMPACT STATEMENT

### Supporting Drapers (6250 Condinup Road) plantation proposal

January 2024

#### 1. Background and Scope

The Shire of Boyup Brook has requested Mitsui Bussan Woodchip Oceania (MWO) provide, as part of its planning application to convert Drapers (6250 Condinup Rd) to pine plantation in Dinninup, an Economic and Social Impact Statement (ESIO) with a specific reference to the number of jobs lost or created and the resulting social impact.

The Shire has stated preference to avoid broadscale plantations, to protect the agricultural sector and to promote small-scale forestry / farm forestry within the Shire. While MWO respects the Shire's position to avoid perceived adverse impacts of plantation establishment, MWO agrees with the *FESA Guidelines for Plantation Fire Protection* and other authorities who state that "tree plantings are considered a legitimate rural land use activity".

The scope for preparing any ESIO is broad. In context of the proposed Condinup Road plantation, which has been used for agriculture, MWO has considered two land uses for comparison in this ESIO. Based on MWO's local experience owning, managing, and disposing of land in the Shire, the two most likely land uses for the Condinup Road plantation, given its circumstances and that of the sector, would be:

- Broadacre farming; and
- Conversion to long rotation (pine) plantation.

The land in question does not include any habitable structures, sheds, or power supply. Considering this, and the general trend of land use discussed further below, "lifestyle" or "mixed farming" is not considered to be a likely land use for this property.

While MWO agrees that small scale forestry / farm forestry would be a positive strategy for the Shire to attract investment, diversify farm incomes, achieve environmental benefits, and enhance productivity of existing farms, the merits of farm forestry as a standalone land use are outside the scope of this ESIO. This said, the viability of small-scale forestry becomes more viable when it is located close to larger scale forestry operations.

#### 2. Approach

MWO has drawn on published reputable information sources to provide an analysis of regional land use trends, to identify and broadly compare the two most likely land uses for the subject property, and finally to describe the contribution of plantation forestry to regional employment and economies. Also provided is some project specific employment and economic contributions.

#### 3. Project contributions to employment and investment

The Drapers project will contribute significant employment and investment into the region and to the Shire of Boyup Brook. MWO plans to invest approximately \$500,000 in operational expenditure in the first year, and considerably more than that over the life of



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the project. An indicative sum to be paid to harvest and haulage contractors for thinning and final harvest operations over the rotation of the plantation is over \$7 million. Further spending in value adding the logs will occur post-harvest. The project will pay various other contractors for additional services during the rotation.

A summary of the expected employment contribution of the project is provided below. Employment beyond the property in value adding and the building industry is massive, and this is discussed further in this report.

Operation	Employment	Timing	Location
Planning	In-house	Full time	Local and National
Seed growing	Service provider	Continuous	State/National
Nursery (seedlings)	Service provider	Continuous	Local
Weed control	Service provider	Seasonal	Local
Fire break maintenance	Service provider	Seasonal	Local
Planting	Service provider	Seasonal	Local/State
Monitoring	In-house	Continuous	Local
Forest inventory	Service provider	Years 10,15,20	Local/State/National
Thinning/haulage	Service provider	Years 12,18	Local/State
Road maintenance	Service provider	Age 12,18,30	Local
Harvest/haulage	Service provider	Year 30	Local/State
Harvest supervision	In-house	Year 30	Local
Business management	In-house	Full time	Local/State/National
Property maintenance	Service provider	Continuous	Local

MWO (or its subsidiary Bunbury Fibre Exports) has employed full time staff to manage the Drapers property and it is noted that MWO have similar intentions for the other existing plantations they own within the Shire.

## 4. Societal and land use trends

Trends which MWO considers particularly pertinent to this ESIO are:

- Regional demand for building and forest products; and
- Broadacre farm size and production.

### 4.1 Housing and demand for timber products

Domestic demand for pine sawlogs is growing rapidly. Lumber for Australian housing is predominantly supplied by domestic sawmills, with the balance supplied by imports. The domestic sawn timber industry cannot currently keep pace with demand, which is leading to timber shortages and construction delays (ABARES 2019).

Dwelling unit commencements and new private sector house commencements in the June Quarter 2021 are both up over 50% compared to the same period in 2020 (Australian Bureau of Statistics, Building Activity, Australia June 2021), and this trend is anecdotally continuing with strength. Imports are also currently unable to supply the shortfall of lumber to the Australian building industry.

Given that the building industry generates massive employment and economic activity for WA, and the declining availability of pine sawlogs, the Government of Western Australia has decided to invest \$350m into growing the pine plantation estate. The State Government



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funds are mentioned only to highlight the acute need for additional plantations in WA, MWO is not currently a recipient of any of these funds.

## *4.2 Broadacre farm size and production*

It is well understood that across regional Australia, production farms are consolidating. The number of farms has dropped by over 50% between 1978 and 2018, while production has continued to grow (ABARES) – meaning less farms producing more output.

The trend of farm consolidation is widely considered to be the result of farmers pursuing economies of scale. This economy of scale is demonstrated by data produced by ABARES in 2021 that showed “the largest 10% of broadacre farms produced around half of total output, while the smallest 50% of farms produced around 10% of total output.” Farms are getting bigger and more efficient, and for good reason.

## **5. Agriculture and Forestry compatibility**

While it is the case that farming and forestry compete for land in some regions, the two industries can be compatible and even complimentary.

### *5.1 Farm forestry*

Using livestock to manage fuel loads beneath plantation trees is common. In a plantation nearby the subject plantation, the Forest Products Commission of WA (FPC) has an agreement with a neighbouring farmer to allow stock within the plantation for the mutual benefit of both farmer and forester. Mitsui is open to a similar approach at a point where trees have grown to a stage which would allow grazing to occur without damaging plantation trees and when doing so doesn't threaten the health of remnant vegetation.

Farm forestry can improve a farms productivity, profitability, resilience, and sustainability. A multi-year or multi-decade crop like a tree plantation allows farmers to diversify their income and adjust the harvest year to when it suits their cash needs or when timber markets are stronger. Successful small scale farm forestry requires forestry expertise, quality seedlings, professional management and efficient operations and logistics.

Small, poorly managed plantations are commonly unsuccessful and financially unviable. Larger plantations such as the one proposed at Drapers provide the scale necessary to attract and retain the expertise and efficiency to ensure affiliated financially viable small scale farm forestry. MWO is committed to working with local farmers in the region to help them establish farm forestry plantings and assist them to access the Australian Carbon Credit Unit (ACCU) market.

### *5.2 Posts and poles*

There exists two post and pole producers in South West WA. These are Koppers Wood Products in Picton and Timber Treaters in Bridgetown. The posts and poles are an important source of materials for agricultural businesses in the region. Pine posts and poles are a light, durable and cost competitive fencing material for farmers. Without the pine plantation industry, farmers may be forced to use relatively heavy and expensive concrete or steel posts.



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## 6. Likely land use and employment impact

The trend of consolidation of Australian farms, and the local experience of Mitsui in regional Australia indicates that if the Drapers site, at approximately 300ha was to remain in agriculture, it would likely be absorbed into a larger agricultural enterprise. Even if it was not consolidated into a larger enterprise, combined with the parallel trend of increasing farm machinery size and efficiency, it is unlikely any additional or a greater amount of agricultural employment would be generated than compared to the current circumstances.

As a standalone plantation, it is also likely Drapier could only be feasibly developed as a new pine plantation as part of a broader plantation business. Beyond the property level, however, is the multiplier effect of the product being harvested. Virtually all pine sawlogs in the region are processed in South West WA and final timber products consumed by Australian businesses and families. Considering the full life cycle of a pine plantation from seed production to wall-stud installation, Australian employment is generated at every step, mostly regional employment, and a large proportion in South West WA.

The flow on employment of pine saw logs, which are used almost exclusively for domestic processing and consumption - compared to agriculture, from which 70% of products are exported (ABARES), MWO contends that the total employment on a regional scale is arguably greater for pine plantation than broadacre farming.

The quality of employment is also a consideration. Based on ABARES data and research by Schirmer et al. 2017, the plantation forestry industry generates a greater proportion of full-time employment than other sectors of the economy (84% Vs 68% respectively). On a national scale, less than 30% of jobs generated by broadacre farming are full time jobs (ABARES). As a result of plantation forestry's high proportion of full-time employment, plantation forestry workers in WA are less likely to earn lower incomes and more likely to earn higher incomes. This research demonstrates that plantation forestry jobs are of a high quality, providing workers with reliable, disposable income to spend in the wider economy and community.

## 7. Social impact

Given that it is most likely that both broadacre farming and a standalone plantation forestry project would absorb this property into a larger enterprise, the employment generated by either land use is unlikely to be significant enough to have a material impact on society in proximity of the property. MWO contends that social impact at a local scale is more likely to be connected to the quality of employment generated by the land use. Given that plantation forestry generates more full time, high paying jobs than other sectors in WA (Schirmer et al. 2017), it is unlikely that any negative social impact would result from the plantation being established.

As has occurred before, MWO remains committed to positive social impacts and can again sponsor within the local community via its subsidiary Bunbury Fibre Exports.

## 8. Economic and employment impacts of the pine plantation sector

This section considers two key publications based on social and economic research. One is WA specific and the other considers the South West Slopes region of NSW – where a large and mature pine plantation sector exists. The periods covered by both publications overlap





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because they coincide with the publication of, among other things: the ABS' 2016 *Census of Population and Housing*, and the 2016 *Regional Wellbeing Survey*.

The University of Canberra and Econsearch were commissioned by Forest and Wood Products Australia to complete a socio-economic impact study of Western Australia in 2017 (Schirmer et. al. 2017). The report considers employment from *primary production* (growing and harvesting timber), *primary processing* (sawmilling etc.) and *secondary processing* (cabinetry, etc.). The paper does not include peripheral economic activity generated by plantations such as livestock grazing, seed production, recycling timber products after use, recreation etc. A summary of the findings of Schirmer et al. (2017) are presented here.

### *8.1 Economic value*

The total direct and indirect value of output generated by the WA forest industry at the point of sale of primary processed products in 2015-16 was approximately \$1.4 billion. Of this, the greatest share was generated by the pine plantation sector. Using another measure- Gross Regional Product (GRP)- the contribution was \$643m generated by the WA forest industry. The greatest proportion was, again, delivered by the pine plantation sector.

The South West of WA (which includes Boyup Brook shire) contributed \$327m which represented more than half of the total GRP figure and the greatest share. The pine plantation sector generated the greatest proportion of GRP in the WA forest industry.

### *8.2 Direct expenditure*

Total direct expenditure by the WA forest industry by growing, harvesting and primary processing in 2015-16 was \$979m. South West WA accounted for around 60% of this expenditure. Of the nearly \$1b of expenditure, the pine plantation sector accounted for \$366m. Given the push by industry and the State and Federal governments for an increased investment in softwood plantations, the share of expenditure in the pine plantation sector is expected by MWO to significantly increase in coming years.

### *8.3 Household income*

The WA forest industry generated \$354m in household income in 2015-16. Of the three WA regions considered in the research, South West WA received the greatest share of household income at \$196m (56%).

### *8.4 Employment*

The WA forest industry contributed 4,570 direct and indirect jobs to the WA economy in the 2015-16. An additional 1,495 jobs were contributed by secondary processing in 2016. Combined, the total employment contribution is around 6,000 jobs in WA. Of these, almost half, or 2,763 jobs were generated in South West WA. A large proportion of jobs are generated during primary processing.

South West WA is a hub for processing, so the proposed plantation will not only generate jobs at a property level, but the harvested logs will also support many more jobs in the region. Although these might not all be for people who reside within the Shire of Boyup Brook, neither are secondary agricultural jobs all self-contained within the Shire boundaries.



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Of the total jobs generated by primary processing in the WA forest industry, the greatest proportion of jobs were generated by the pine plantation sector and the greatest proportion were also generated in South West WA.

## *8.5 Working conditions*

The WA forest industry generates more full-time jobs than other industries. The forest industry employs 84% as full-time staff, compared to the broader workforce which employs 68% as full-time staff. The trend for full-time proportion has remained reasonably steady between 2006-2016 for the forest industry and consistent with the trend of the broader workforce of other industries in WA.

In 2016, forest industry workers were less likely than those in other industries to earn lower incomes (less than \$649 per week), and more likely to earn higher incomes (more than \$1,250 per week). The relatively better incomes are likely to be linked to the high rates of full-time work. The trend between 2006 and 2016 was also positive for both the above metrics – with less workers earning lower incomes and more workers earning higher incomes. Of those earning full-time incomes, the proportion on lower incomes has declined between 2006-2016 and the proportion earning higher incomes has grown over the same period – these are both positive trends.

## **9. Economic and social impacts of the NSW pine plantation sector**

A report published and funded by the NSW Department of Industry and Forest and Wood Products Australia (DPI 2017) investigated the contribution of the large, mature pine industry in the South West Slopes region of NSW in 2015-16. Some key findings are presented below.

- The direct gross output from timber processors in the SW Slopes region was over \$1 billion.
- The total gross output by the agricultural sector to the point of farm gate in the same region was approximately half the above.
- The total expenditure of the tourism sector in the Snowy Mountains region (including ski resorts in the Kosciusko region) was less than half the pine plantation sectors direct gross output.
- When indirect gross output is added in the SW Slopes region, the total output by the pine plantation industry doubles to over \$2 billion.
- The gross regional product of the pine plantation sector was over \$1 billion.
- The household income generated by pine plantation sector was almost \$470 million.
- The greatest proportion of forestry industry expenditure (21%) was wages and salaries.
- The above figures are further evidence that the pine plantation sector is a significant contributor to regional and state economies.

## **10. Summary**

MWO is not aware of any evidence that would suggest maintaining this land as agriculture would generate any more jobs than the conversion proposed to long rotation pine. Jobs are retained by conversion of the Drapers plantation and the pine plantation sector as a whole, and these jobs are likely to be of a higher quality than other industries in terms of job security (full-time) and income level.



# Mitsui Bussan Woodchip Oceania Pty. Ltd

The Drapers project converts an existing agriculture operation into a long rotation (pine) plantation. The project relies on significant investment into the Drapers property, predominantly paid to local contractors. The project will also generate significant employment during its establishment, ongoing management, and harvesting.

The benefits of relatively high and stable incomes flowing to forestry workers will increase the likelihood of workers having disposable income to spend in the community.

The proposed plantation development will contribute to the pine plantation sector, generating significant ongoing economic activity, employment, and household income for regional WA. The products from the proposed plantation are likely to be processed in South West WA and the products used by the WA building industry to build housing for West Australians.

If agriculture can be incorporated into the management of the property (livestock to control fuel loads etc.), and if the plantation can provide a level of scale which enables smaller farm forestry to also be developed on neighbouring farms, the social, environmental, and economic benefits are likely to be multiplied again.

## 11. References

Decline in Farm numbers and increase in production:

<https://www.awe.gov.au/abares/products/insights/snapshot-of-australian-agriculture-2021#employment-on-australian-farms-is-significant-and-varies-throughout-the-year>

Production and farm size: <https://www.awe.gov.au/abares/research-topics/surveys/disaggregating-farm-size>

Schirmer et al 2017. Forestry impact WA:

[https://www.fwpa.com.au/images/WA\\_Report\\_Dec2017\\_Final.pdf](https://www.fwpa.com.au/images/WA_Report_Dec2017_Final.pdf)

WA government investment in plantations:

<https://www.wa.gov.au/government/announcements/premier-announces-softwood-investment#:~:text=The%20Honourable%20Mark%20McGowan%20MLA,Australia's%20soft%20wood%20plantation%20timber%20industry.&text=The%20softwood%20processing%20industry%20currently,State's%20housing%20and%20construction%20market.>

ABARES 2019. Demand for timber.

[https://www.awe.gov.au/sites/default/files/abares/documents/PlantationEstablishmentOutlook2050\\_v1.0.0.pdf](https://www.awe.gov.au/sites/default/files/abares/documents/PlantationEstablishmentOutlook2050_v1.0.0.pdf)

DPI 2017. SW slopes economic contribution.

[https://www.dpi.nsw.gov.au/data/assets/pdf\\_file/0005/721724/socio-economic-impacts-of-the-softwood-plantation-industry.pdf](https://www.dpi.nsw.gov.au/data/assets/pdf_file/0005/721724/socio-economic-impacts-of-the-softwood-plantation-industry.pdf)

RECEIVED 16 FEB 2024

Attachment 9.4.2D

Shire of Boyup Brook  
PO Box 2  
Boyup Brook WA 6244

To Whom it May Concern,

As requested, my comments on the proposal by MITSUI BUSSAN  
WOODCHIP OCEANIA PTY LTD (MWO) to develop a Radiata Pine  
Plantation on Lot 6250 Condinup Road, Dinninup via Boyup Brook, W.A.

## Background and Scope.

Shire's stated preference is to avoid broadscale plantations within the Shire of Boyup Brook.

MWO states that it respects the Shire's held position **but** agrees with FESA Guidelines for Fire Plantation Protection which state –

<u>Quote</u>	<b>Tree Plantings</b> are considered a legitimate rural land use activity
MP	There is a huge difference between ' <b>tree plantings</b> ' as stated by FESA and wall to wall commercial pine plantations that MWO propose at Lot 6250 (Drapers)
MWO	Considers most likely land use for Drapers to be: Broadacre Farming and conversion to Long Rotation Pine Plantation and that the land is not suitable for lifestyle or mixed farming operations.
MP	Boyup Brook is high rainfall country and is used exactly for that – lifestyle and farming
MWO	State that they would bring considerable investment to the district of Boyup Brook. Year one spend \$500,000 establishing the pine plantation.
MP	Family farms in the district spend that year in, year out.
MWO	Say that <b>farm forestry</b> can improve farms' productivity, profitability, resilience and sustainability
MP	We're not talking about <b>farm forestry</b> , we are talking about pine plantations wall to wall, that's what MWO are proposing.
MWO	Speak of the multiplier effect – harvest, then downstream employment
MP	What do you think agriculture does? What brought Boyup Brook into being? High rainfall – 645mm; reliable seasons; good soils = intensive agriculture Agriculture exports help Australia's balance of trade which affects the living standards of all Australians.
MWO	Contends that the total employment for a plantation on a regional scale ( <b>not local</b> ) is greater than <b>broadacre farming</b> .
MP	We come back to <b>broadacre farming</b> again. Boyup Brook is not <b>broadacre farming</b> . There are many examples of lifestyle blocks and intensive farming within the Shire, e.g. beef; sheep (meat, wool), feedlots, viticulture, olive groves, grains

MWO maintain carbon capture plan in their introduction

- Where is it?
- What is it?

MP Each time a farm is sold to a company that plans to establish a pine plantation, that company must seek approval from the Boyup Brook Shire. Is this correct?

Where does the Shire stand on this issue?

One by one, farms will be pine plantations: Less jobs – nurses, doctor, secretaries, teachers, police, services, Shire employees, mechanics – the list goes on and on. Boyup Brook will wither and die.

No one has mentioned how many jobs will be displaced as these farms become plantations and people leave the district, seeking employment elsewhere.

MWO With Drapers (Lot 6250) going into pine, MWO will have approximately 3,800 acres in one block, wall to wall pines on the Condinup Road, 16km from town.

The Shire should engage someone to do a cost price analysis comparing what a 3,800 acre pine plantation will bring to Boyup Brook and the community, versus what a 3,800 acre mixed farming operating with bring to the Shire of Boyup Brook.

MP OBSERVATIONS

1) Mustering sheep from a 3 year pine plantation will require help from the wife and kids. This will lead to a divorce from the wife and being estranged from the children.

2) When a bluegum plantation next door was converted to a pine plantation, the kangaroos started to eat the pine seedlings. A shooter was engaged and I'm led to believe that 156 kangaroos were shot over three nights.

Does that indicate that the plantation managers were controlling vermin in their plantations previously? No! They only acted when it affected their bottom line.

15/01/2024 A fire started by lightning on my property. All neighbours attended. NOT MWO

09/02/2024 Fire started on MWO property known as Giles. Again all locals turned out to assist. MWO arrived from Bunbury 2 hours later in a ute.

Their bushfire statement seems to be hollow words and no action. They rely on neighbours and locals.

I've tried to contact Rayna Barr (forester) for over a month but no response  
– 0402 067 664

If plantation companies can afford to outbid farmers for local farms, then they should have to pay for vermin-proof boundary fences. i.e. 50/50 traditional stock boundary – added cost to make vermin-proof to be borne by the tree companies.

MWO

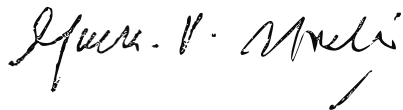
Have fiddled with words to make their case for pine plantations.

Most things in the plantation management plan can be refuted.

There's more than one point of view.

There is a much stronger case for agriculture – the Shire depends on it to grow and prosper into the future.

Kind regards,

A handwritten signature in black ink, appearing to read "Stuart V. Meli". The signature is written in a cursive style with a long horizontal stroke at the end.



Our Ref: D32832  
Your Ref: A4170

Adrian Nicoll  
Shire of Boyup Brook  
[shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)

Dear Mr Nicoll

**RE: LOT 6250 CONDINUP ROAD, DINNINUP – PROPOSED TREE FARM – PINE (MITSU BUSSAN WOODCHIP OCEANIA PTY LTD) – DEVELOPMENT APPLICATION**

I refer to your letter dated 18 January 2024 regarding the submission of a Plantation Management Plan (PMP) (Version P 2024), prepared by Bunbury Fibre Exports and dated 8 December 2024, for the above development application (DA).

This advice relates only to the *FESA Guidelines for Plantation Fire Protection 2011* (Plantation Guidelines).

It is the responsibility of the proponent to ensure the proposal complies with relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining approvals that apply to the proposal including planning, building, health or any other approvals required by a relevant authority under written laws.

**Assessment**

- The DA is situated in an area designated as bushfire prone.
- The DA involves an intensification of land use due to the change in use, presence of onsite workers and maturity of vegetation over long time frames.
- The submitted Plantation Management Plan references the 1998 version of the Guidelines for Plantation Fire Protection. This document has been superseded by the 2011 Guidelines for Plantation Fire Protection (FESA). As such several elements of the Guidelines have not been assessed. DFES notes that as the proposal has been prepared referencing an outdated version of the PMP Guidelines, it is unclear if all areas have been adequately addressed, as the format is not consistent across both versions of the Guidelines.
- On this basis DFES has completed a brief review only, noting that an updated PMP will be required to provide additional information to allow for a full assessment.

**Assessment against the FESA Guidelines for Plantation Fire Protection 2011 (Plantation Guidelines)**

An updated PMP should be submitted that adequately addresses all management responsibilities for the plantation and covers all elements raised from section 1 onwards in the Plantation Guidelines.

DFES notes from a brief review that the following areas require further detail. (Please note that this is not an exhaustive list, and the updated PMP submission should ensure that all sections of the 2011 Guidelines have been addressed.)



- Detail of on-site managers, 24 hour contacts, and best contacts during emergencies (it is unclear if Rayna Barr is the ongoing plantation manager and if they will be present on site).
- Assessment of surrounding buildings (both habitable and non-habitable), land uses and any local government boundaries close to the site.
- Detail of proposed on site fuel management, fire protection/hazard mitigation measures, surrounding vegetation, fire history etc.
- Assessment and comment on the impacts of the natural features of the site. DFES notes that slopes and streams are present on the site, however it is unclear how all areas will be accessed. DFES recommends additional figures if required to detail how each area of the site can be accessed from the public road network.
- The updated Guidelines require submission of a map of the site using an industry standardised legend.
- Location of water tanks, and offsite water supply (including location and driving time).
- Additional information regarding the firefighting equipment, including storage location, likely time for equipment to arrive to site and the potential impact of harvest/vehicle movement bans. The PMP does not include comment on the training provided to staff

**Recommendation - Compliance with Guidelines not demonstrated – further information required**

As per section 3.2.2 of the Guidelines for Planning in Bushfire Prone Areas, the decision maker should inform the Office of Bushfire Risk Assessment (OBRM) at email address - [obrm@dfes.wa.gov.au](mailto:obrm@dfes.wa.gov.au), of any approval of a development that increases the area of bushfire hazard for consideration in the next revision of the map of bushfire prone areas.

If you require further information, please contact Senior Land Use Planner Officer – Michael Ball on telephone number 9395 9819.

Yours sincerely



**Naomi Mynott**  
**DIRECTOR LAND USE PLANNING**

20 February 2024

CC: [anicoll@plancreate.com.au](mailto:anicoll@plancreate.com.au)

This fact sheet clarifies the planning arrangements for tree farms, as set out in *State Planning Policy 2.5 - Rural Planning (SPP 2.5)* and the *Rural Planning Guidelines*. It provides information about the planning issues relevant to tree farming, for application by local governments and other decision-makers.

## What is a tree farm?

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) defines tree farms as *“land used for commercial tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003, section 5”*.

This definition is applied in local planning schemes as they are reviewed and updated. Schemes that have not been updated may still include historic definitions such as ‘plantation’ or ‘agroforestry’. However, the intent is for a single land use definition, that caters for tree farms for harvesting for timber products and/or in sequestration of carbon, as the land use planning considerations are similar.

## Planning context

### Where are the current tree farms?

In September 2021 the State Government announced a \$350 million investment over 10 years to bolster the State’s softwood plantation estate. This was estimated to require an additional 33,000 ha of land for pine trees to support the forestry industry, and provide timber products to the construction industry, while also contributing to carbon capture and storage.

In WA, existing pine tree farms are mostly in the Donnybrook, Bridgetown, Nannup and Margaret River areas. They currently represent approximately 30% of harvestable tree farming, with blue gums comprising 70%. Blue gum plantations make up approximately 160,000 ha with two thirds of plantations planted in the Plantagenet and Albany areas.

## Where are the most suitable locations for pine tree farms?

The most suitable location for new pine tree farms is on land with rainfall generally exceeding 600mm and within an approximate 150km radius to the timber processing hub in the Shire of Dardanup.

## What are the land use planning considerations with tree farms?

Growing of trees for timber is similar to other crops, however there are some planning issues associated with tree farming that may require further assessment and management, if relevant. As set out in SPP 2.5, these include:

- **Bushfire risk** - tree farms may establish a bushfire risk where not occurring before. The Department of Fire and Emergency Services has published guidelines to assist in the management of bushfire risk for tree farms. Any development conditions to manage bushfire risk should accord with these guidelines.
- **Environmental and economic issues, including planting thresholds** - the location of tree farms relative to environmental and/or biodiversity assets, and management of potential impacts (eg wildling spread). So too, ensuring there is a balanced supply of rural land for other economic activity can be addressed in local planning strategies.
- **Water availability and recharge** - potential impacts on groundwater and surface water systems may need to be considered.
- **Visual landscape impacts** - local governments may identify rural prominent landscapes to exclude tree farms for visual reasons. While the converse

# TREE FARMS

may occur, these areas can be identified in keeping with the Western Australian Planning Commission's (WAPC) Visual Landscape [planning manual](#).

- **Transport impacts** - where tree farming involves harvesting, local governments may need to make arrangements with developers for road and/or intersection upgrades to manage potential haulage impacts.
- **Separation from sensitive land uses** - local governments may establish buffers to exclude tree farming around these land uses eg. electrical substations or transmission lines.

## Interpretation of SPP 2.5 Policy measures

SPP 2.5 sets out seven key policy positions to facilitate a co-ordinated approach to tree farms in WA. For the purpose of clarifying the WAPC's position, the intent of each policy statement is explained below:

1. *tree farming is supported and encouraged on rural land as a means of diversifying rural economies and providing economic and environmental benefit* - this means the WAPC supports tree farms in rural areas and will implement this approach in assessment of local planning strategies and schemes;
2. *tree farming should generally not occur on priority agricultural land* - generally, land that is identified for horticultural or food production purposes;
3. *tree farming should generally be a permitted use on rural land, except where development of a tree farm would create an extreme or unacceptable bushfire risk or when responding to specific*

*local circumstances as identified in a strategy or scheme* - this means that tree farms should be a 'P', 'D' or 'A' (permitted or discretionary) uses in local planning schemes, with the local planning strategies and schemes providing additional guidance (as required) to address local planning issues listed below in this fact sheet;

4. *local governments should manage the location, extent and application requirements for tree farming in their communities through local planning strategies, schemes and/or local planning policies* - this means that local governments should use their local planning frameworks to regulate tree farming in their municipality, in keeping with the intent of SPP 2.5, which is to support and encourage tree farms;
5. *in planning for tree farming, local government considerations should include but are not limited to, potential bushfire risk, environmental and economic factors, water availability and recharge, visual landscape impacts, transport impacts of tree farming (where harvesting is proposed), planting thresholds, appropriate buffers, and location relative to conservation estates and sensitive land uses* - this means that local governments should consider tree farms in the context of other existing and proposed land uses in their municipality, and set planning controls as required, based on demonstrated evidence that the control is needed;
6. *where tree farm proposals are integrated with farm management for the purpose of natural resource management and occupy no more than 10 per cent of the farm, the proposal should not require local government development approval* - this means that local governments may consider

exemptions for integrated tree farms, related to natural resource management, due to their minimal impact and environmental benefit; and

7. *the establishment of tree farms does not warrant the creation of new or smaller rural lots* - this means that future subdivision of rural land is not warranted based on a tree farm proposal or development.

While the above policy measures relate to all tree farm species and types in Western Australia, **Map 1** shows the main focus area of tree farming in the State.

## Do tree farms have an impact on agricultural communities?

The Australian economy has been forced to adjust structurally over time, which has seen ongoing change in the agricultural sector. Research by Rural Industries Research and Development Corporation (RIRDC) in 2001 and 2007 highlights the impacts of globalised economic rationalism on family farms and subsequent issues of their declining viability, leading to farm amalgamation, reduced labour hire and the contraction of local economies.

Tree farms are part of the ever changing agricultural sector. But they are not the underlying cause of the population or economic changes.

For local governments where pine tree farms are likely to be developed, population change data from the Australian Bureau of Statistics (Census 2001 to 2021), indicates that the general trend is for increasing or stable population figures, and the 'family' makeup of households has remained steady at around 70%. Family composition or population has not significantly declined in the last 20 years.

# TREE FARMS

## Can a local government seek to prohibit or mandate what percentage of a lot can be used for tree farming?

WAPC policy is that tree farms should be supported and encouraged on rural land. Therefore, any local planning strategies or schemes seeking to prohibit or severely restrict tree farming would not be in keeping with State policy.

Some local governments have local planning policies expressing a preference for tree farms to occupy a percentage of the overall land area eg. 10% or 30% of a lot or property. However, if a land use is capable of being approved in a local planning scheme, and a development application has addressed relevant scheme requirements, it may not be open to a local government to prevent a landowner from using the landholding for an approvable land use. Any local planning policy seeking to prohibit or restrict the extent of tree farms would need to have a planning reason for taking such an approach.

In the absence of this, limiting the ability of a landowner to use their land as zoned, may be unreasonable. Local planning policies that refer to a percentage a tree farm cover may also conflict with a local planning scheme, which would render the local planning policy as having no effect. Should a local government refuse a development application for a tree farm, this decision can be reviewed by the State Administrative Tribunal. Such a review provides an independent test of the effectiveness of the WAPC's policy, and its application at a local level.

## Local planning approaches

Examples of local planning approaches are included in this section.

### Local planning strategy and tree farms:

Local governments may include information about tree farms in their local planning strategies. This could consider:

- the location and extent of existing tree farms;
- analysis of available rural land to support tree farms relative to other rural land uses;
- areas where tree farms may provide environmental benefits such as use of less productive farm land and addressing land degradation such as soil erosion or salinity; and
- areas where tree farms might be unsuitable eg. priority agriculture land, bushfire buffers to sensitive land uses or visual landscape protection.

### Local planning scheme and tree farms:

The Planning and Development (Local Planning Schemes) Regulations 2015 requires local planning schemes to use the model definition for tree farm.

In keeping with SPP 2.5, the permissibility of tree farms use in schemes would need to be a 'P' (permitted), 'D' (discretionary) or 'A' (discretionary subject to advertising). For small scale plantings, related to natural resource management, it may be appropriate to exempt tree farms from requiring development approval, as is recommended in SPP 2.5.

The various local planning framework mechanisms to control tree farms can include:

- permissibility in the zoning table, including for rural and priority agricultural land;
- use of Special Control Areas to identify suitable areas, or exclusion areas in and around townsites or areas where viewsheds may be protected;
- exemptions from seeking development approval; or
- local planning policy guidance on discretion, where tree farms are a 'D' or 'A' use, regarding management of bushfire risk, visual landscape amenity or road haulage impacts.

## Additional resources

### Plantation Management and Industry overview:

- *Code of Practice for Timber Plantations in Western Australia*, Forest Industries Federation of WA (FIFWA). (2014). [Code of practice for timber plantations in Western Australia \(www.wa.gov.au\)](http://www.wa.gov.au)
- *Guidelines for Plantation Fire Protection*, DFES 2022. (in preparation).
- *Guidelines for Plantation Fire Protection*, DFES 2011. (current at time of publication). [Guidelines Plantation Fire Prctn 2011 P.indd \(website-files.com\)](http://www.wa.gov.au)
- *Plantation fire management and protection*. Plantation information series. Forest Products Commission - Western Australia (2020). [Plantation-fire-management-and-protection.pdf \(www.wa.gov.au\)](http://www.wa.gov.au)

# TREE FARMS

- *Western Australia Plantations: the Missing Piece of the Puzzle*, Forest Industries Federation of WA (FIFWA), (2016).  
<https://www.forestindustries.com.au/uploads/1/2/3/2/123273289/fifwa-wa-plantations-missing-piece-of-the-puzzle-2016-min.pdf>

## Structural change and socio-economic impact:

- *Drivers of Structural Change in Australian Agriculture*, Australian Bureau of Agricultural and Resource Economics, Commonwealth of Australia. Rural Industries Research and Development Corporation (2007).  
[07-057.pdf \(agrifutures.com.au\)](#)
- *Rural restructuring, policy change and uneven development in the Central Wheatbelt of Western Australia*, School of Social Sciences and Asian Languages, Curtin University of Technology. Tonts, M.A. (1998).  
[Rural restructuring, policy change and uneven development in the central wheatbelt of Western Australia \(curtin.edu.au\)](#)
- *Socio-Economic Impacts of Farm Forestry*, Rural Industries Research and Development Corporation. Tonts, M. A., Campbell, C. and Black, A. (2001).  
[01-045.pdf \(agrifutures.com.au\)](#)
- *Socio-Economic Impacts of Plantation Forestry in the Great Southern Region (WA)*, Forest and Wood Products Research and Development Corporation, Australian Government, (2005).  
[Pn04.4007 great southern region \(WA\).pdf \(fwpa.com.au\)](#)

## Local Government example local planning policies:

- Shire of Donnybrook-Balingup: road haulage impacts, bushfire protection, water quality impact of works and visual landscape amenity (exclude term 'agroforestry')  
[LPP 9 3 Private Tree Plantations Agroforestry.pdf \(donnybrook-balingup.wa.gov.au\)](#)
- Shire of Plantagenet: special control areas surrounding townsites for full or partial exclusion; bushfire, amenity and environmental impacts.  
[Microsoft Word - Policy 15 - Commercial Plantations.doc \(plantagenet.wa.gov.au\)](#)
- Shire Bridgetown-Greenbushes: plantation management plan, minimum application content, example conditions and approval renewal guidance.  
[Microsoft Word - 08 - Policy Manual - Town Planning \(bridgetown.wa.gov.au\)](#)

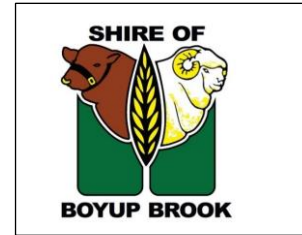
# TREE FARMS



Map 1: Area of main tree farm focus

Date: 20 February 2024

To: Shire President  
Deputy Shire President  
Councillors  
Community



MINUTES – RYLINGTON PARK COMMITTEE MEETING

19 FEBRUARY 2024

A handwritten signature in black ink, which appears to read "Leonard Long". The signature is written in a cursive style with a large, sweeping initial "L".

Leonard Long  
Chief Executive Officer

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## **AGENDA**

### **1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 6:20pm.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee Meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

May I ask everyone here today, to make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes.

### **2. RECORD OF ATTENDANCE**

#### **2.1 ATTENDANCE**

##### **Councillors**

Shire President	Cr Richard Walker
Deputy Shire President	Cr Helen O'Connell
Councillors	Cr Charles Caldwell
	Cr Darren King
	Cr David Inglis

Community Members	Mr Andy McElroy
	Mr Joshua Stretch

##### **Council Officers**

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Rylington Park Farm Manager	Marc Deas
Rylington Park Coordinator	Erlanda Deas

##### **Observers / Public Members**

Nil

**2.2 APOLOGIES**

Councillor

Community Member

Cr Michael Wright

Prof Kerry Brown

**2.3 REQUEST FOR LEAVE OF ABSENCE**

Nil

**3. DEPUTATIONS, PETITIONS AND PRESENTATIONS****3.1 DEPUTATIONS**

Nil

**3.2 PETITIONS**

Nil

**3.3 PRESENTATIONS**

Nil

**4. PUBLIC QUESTIONS TIME****4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.2 PUBLIC QUESTION TIME**

Nil

**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 COMMITTEE MEETING MINUTES / OUT OF SESSION CONFIRMATIONS****6.1 COMMITTEE MEETING MINUTES – 8 FEBRUARY 2024**

Moved: Cr. Inglis

Seconded: Mr A. McElroy

**COMMITTEE DECISION RP 24/02/014**

That the minutes of the Rylington Park Committee Meeting held on 8 February 2024 be confirmed as being a true and accurate record.

**CARRIED 7/0****For: Cr Walker, Cr O’Connell, Cr Inglis, Mr Stretch, Cr King, Mr McElroy,****Cr Caldwell****Against: Nil**



**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Inglis, Mr Stretch, Cr King,  
Mr McElroy, Cr Caldwell**

**Against: Nil**

**SUMMARY**

The Rylington Park Scholarship, founded by the Rylington Park Management Committee Inc., embodies Eric Farley's vision of engaging and nurturing Boyup Brook's youth in agricultural endeavours. Supported by the Shire of Boyup Brook, which continued its commitment after assuming management of Rylington Park farm, the scholarship aims to sustain the agricultural heritage of the community.

**BACKGROUND**

In the past the scholarship has been approved for any student residing in Boyup Brook who applied and provided a short essay and attended an interview.

**REPORT DETAIL**

It is proposed to tighten up scholarship criteria which aims to support the Boyup Brook Schools in retaining year 10 students, by providing significant support.


The scholarship is proposed to be awarded to two deserving year 10 students, the proposal to not include year 9 students is to try retain year 10 students. Currently year 9 students who are successful with the scholarship leave Boyup Brook to attend agricultural schools outside of Boyup Brook.

This has resulted in the high school not having any year 10 students this year. It is hoped by providing a substantial scholarship student will remain in a Boyup Brook School until the end of year 10 to be able to apply for the scholarship.

The scholarship not only benefits the selected students but also ensures the ongoing vitality of Boyup Brook schools.

- The first Scholarship valued at up to \$5,000, covers the tuition fees for the recipient’s Years 11 and 12 education at the Agricultural school of their choice.
- The second Scholarship valued at up to \$2,500, covers portion of the tuition fees for the recipient’s Years 11 and 12 education at the Agricultural school of their choice

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 – 2031**

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

		reflects the level of associated risk, and is adequately explained to the community
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**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATION**

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

The proposed scholarship aimed at retaining Year 10 students in Boyup Brook Schools presents multiple economic benefits for the Shire, including boosting local spending, attracting new residents, and fostering a skilled workforce in agriculture.

By encouraging students to stay through significant financial support, this initiative not only stabilises school enrolments but also stimulates local economic activity and contributes to long-term regional development.

The scholarships represent an investment in the community's youth and future, enhancing educational outcomes, supporting the agricultural sector, and promoting community cohesion and pride. This strategic approach addresses educational retention, economic stimulation, and sustainable growth, benefiting the entire region.

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

The proposed scholarship could significantly enhance community life by fostering a culture of educational engagement and strengthening community cohesion.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
Medium	If the current scholarship program format is not changed, it faces several risks, including continued declines in local school enrolments and the potential exacerbation of youth outmigration. Without the scholarship as an incentive for students to stay, Boyup Brook could see a further reduction in community engagement and economic activity, as families might move to areas with better educational opportunities.

### **CONSULTATION**

- Community Development Officer
- Rylington Park Farm Coordinator
- Chief Executive Officer

### **RESOURCE IMPLICATIONS**

#### **Financial**

The scholarship is funded annually through Rylington Park.

#### **Workforce**

Nil

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End

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<b>7.1.2 RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2023 AND JANUARY 2024</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Erlanda Deas, Rylington Park Farm Coordinator
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	Nil

**Moved: Mr J. Stretch**

**Seconded: Mr A. McElroy**

**COMMITTEE DECISION RP 24/02/018**

**That the Committee:**

- 1. Receives the monthly activity report for the Rylington Park Farm for the months of December 2023 and January 2024.**
- 2. Authorises the Farm Manager to sell:**
  - a. Approximately 125 cull-for-age ewes;**
  - b. Approximately 750 wethers;**
  - c. Approximately 200 tail-end ewe lambs;**
  - d. Approximately 440 cull ewe hoggets.**
- 3. Amend the financial figures to include the opening and closing balances and provide the Phoenix Profit and Loss statement.**

**CARRIED 6/1**

**For: Cr Walker, Cr O'Connell, Cr Inglis, Mr Stretch, Cr King, Mr McElroy**  
**Against: Cr Caldwell**

**SUMMARY**

The monthly report is to provide Council with an update on the operations at the Rylington Park Farm.

**BACKGROUND**

The Rylington Park Institute for Agricultural Training and Research, known as Rylington Park, is a key agricultural asset located 27km from Boyup Brook, in Mayanup.

This 650-hectare property was donated to the Shire of Boyup Brook in 1985 by Mr. Eric Farleigh for agricultural research and training, aimed at the betterment of the Boyup Brook community. Managed by the Shire, the property runs various agricultural programs, including shearing schools and fertiliser and seed trials.

It also offers scholarships to youth in agriculture and has a strategic relationship with Edith Cowan University for research and education, with the intent to share findings with the local farming community. Rylington Park is committed to supporting the agricultural industry and the regional community through its various initiatives.

## **REPORT DETAIL**

### Weed Control

- Sprayed around building as well as crops for thistles
- Pulling out and spraying melons

### Infrastructure and Equipment Maintenance

- Installation of the new house roof will be finished this week
- Installed new water trough
- Fencing maintenance
- Keep fixing water leaks and pumping water for the trough system

### Crop Management

- Harvest completed
- 135 barley straw bales were rolled and carted
- Canola 89.71 tonnes unsold at CBH
- GM Canola 46.7 tonnes unsold at CBH
- Barley 51.65 tonnes unsold at Bunge
- Barley 216.71 tonnes kept on farm as feed
- Canola 50 tonnes sold at \$822.53/tonne
- Barley 19.64 tonnes sold at \$340.00/tonne

### Livestock Sales

- Prospective Sales Transactions for February:
  - 150 XB lambs at \$2/kg
  - 600 cull for age ewes

### Livestock Handling and Management

- Feeding sheep grain, hay and mineral lick. Bought 26 tonnes lupins
- Still have all cull-for-age ewes, “cull” hoggets and blue tag wethers to sell
- Drenched all merino lambs
- Rams were put in with the ewes
- Bought 7 White Suffolk rams from Blackwood White Suffolk Stud which were put in with the cull hoggets’ to be sold as mated, after scanning

### Livestock Inventory as of 31 January 2024

- White Suffolk: 23
- XB Lambs: 170
- Merino: 4,738


### Wool and Shearing

- Hosted Shearing Schools:
  - 13-17 November 2023,
  - 18-20 December 2023 (advanced school)



- 15-19 January 2024
- Future Shearing Schools:
  - 26 February – 1 March 2024
  - 15-19 April 2024
- Sold 61 wool bales
- 5 unsold bales to be sold in February 2024.

**SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031**

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

**OTHER STRATEGIC LINKS**

Nil

**STATUTORY ENVIRONMENT**

Nil

**SUSTAINABILITY AND RISK CONSIDERATIONS**

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

Rylington Park Farm contributes economically to both the Shire and Region by providing education and skill development in agriculture which can enhance the workforce, leading to more efficient and innovative farming practices.

Conducting agricultural research can lead to better farming techniques and increased productivity, positively impacting the local economy. The farm also hosting field days and the event draws visitors locally and regionally which can stimulate local spending.

Offering scholarships encourages local youth to pursue careers in agriculture, potentially leading to a more skilled labour pool. Shearing schools support the sheep industry, vital for the local economy. These activities can lead to job creation, increased productivity, and the overall growth of Boyup Brook's agricultural sector.

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

Rylington Park Farm can impact the quality of life in the Boyup Brook community by enhancing access to agricultural training and education, boosting local economy through job creation and agricultural advancements.

The farm also brings community members together during events and field days, and through its training encourages young people to consider futures in agriculture, aiding in community retention.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

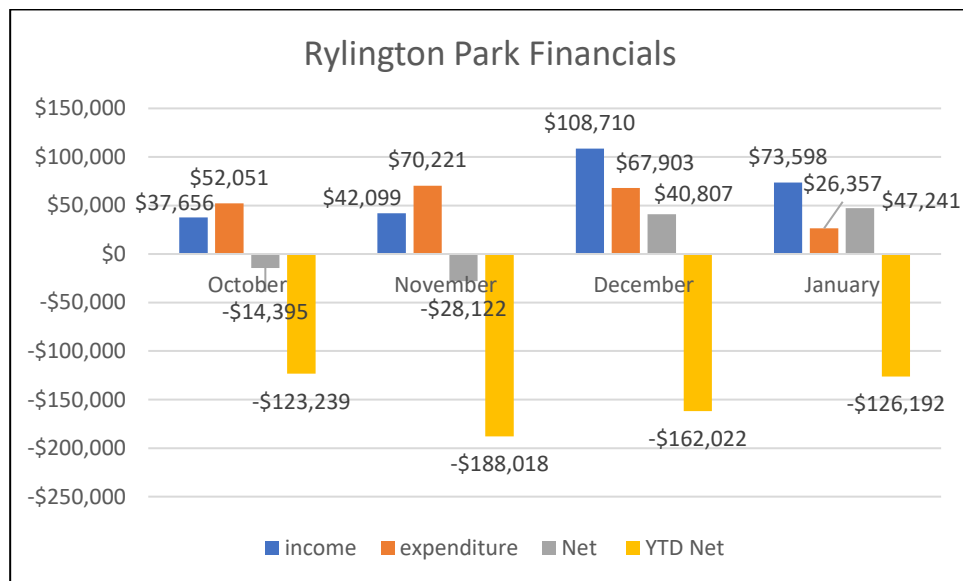
Risk Level	Comment
<b>Moderate</b>	<p>The Shire's risks regarding Rylington Park Farm include costs of operating the farm and funding programs may not always be covered by revenue or grants. Fluctuations in agricultural markets can affect the farm's economic viability.</p> <p>Extreme weather events could impact farm operations and ensuring all farming practices meet regulatory standards.</p>

**CONSULTATION**

Nil

**RESOURCE IMPLICATIONS**

**Financial**



**Workforce**

Nil

End

<b>7.1.3 RYLINGTON PARK CROPPING REPORT</b>	
<b>File Ref:</b>	RP/01/002
<b>Previous Items:</b>	Nil
<b>Applicant:</b>	Nil
<b>Author and Title:</b>	Marc Deas, Rylington Park Farm Manager
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Attachment Number:</b>	7.1.3A Cropping Plan

**Moved: Cr. Caldwell                      Seconded: Cr. Inglis**

**COMMITTEE DECISION RP 24/02/019**

**That Council move into a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No.1 to allow free and open discussion on the matter.**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Inglis, Mr Stretch, Cr King,  
Mr McElroy, Cr Caldwell  
Against: Nil**

**Moved: Cr. Caldwell                      Seconded: Cr. Inglis**

**COMMITTEE DECISION RP 24/02/020**

**That Council move out of a Committee of the Whole as per clause 15.6 of the Standing Orders Local Law No.1.**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Inglis, Mr Stretch, Cr King,  
Mr McElroy, Cr Caldwell  
Against: Nil**

**Moved: Cr. Caldwell                      Seconded: Cr. Inglis**

**COMMITTEE DECISION RP 24/02/021**

**That the Committee:**

- 1. Authorises the Farm Manager to place an order for the following fertilisers:**
  - a. Up to 12.75 tonnes Super Potash 4:1 with selenium (mixing rate 50kg/ha);**
  - b. Cropping blend as proposed by the current cropping plan as per attachment 7.1.3A;**
  - c. Up to 27 tonnes Flexi-N;**
  - d. Up to 17 tonnes Gran NS.**
- 2. Requests the Farm Manager to provide the sub-committee/Committee with an amended cropping plan.**

**3. Request the Farm Manger to provide the sub-committee/Committee with the soil test results once received.**

**CARRIED 7/0**

**For: Cr Walker, Cr O’Connell, Cr Inglis, Mr Stretch, Cr King,  
Mr McElroy, Cr Caldwell  
Against: Nil**

### **SUMMARY**

The Committee is requested to consider the annual cropping report to enable the farm Manager to commence purchasing and preparations.

### **BACKGROUND**

The purpose of an annual cropping management system for farmers is multifaceted, aiming to optimise agricultural production, ensure sustainability, and maximise economic returns.

The key objectives:

- **Maximising Crop Yields:** by planning the types of crops to grow each year and determining their planting and harvest schedules, farmers can make the most of their land and resources. This involves selecting crop varieties that are well-suited to the local climate and soil conditions, as well as timing plantings to take advantage of the optimal growing condition.
- **Improving Soil Health:** Annual cropping management involves rotating crops to prevent soil depletion, reduce pest and disease buildup, and improve soil structure and fertility. Crop rotation is a key element, as different crops have varying nutrient needs and effects on the soil, helping to maintain or improve soil health over time.
- **Resource Efficiency:** Effective management helps in the efficient use of resources such as water, fertilizers, and pesticides. By planning ahead, farmers can adopt practices like precision agriculture to apply inputs where they are most needed, reducing waste and minimising environmental impacts.


### **REPORT DETAIL**

Refer to the proposed Cropping Plan, Attachment 7.1.3A.

Further to the attached Cropping Plan the following fertiliser price update has been received and should be read in conjunction with the cropping plan.

		Price in crop plan	Current price
AgNP 68% MOP 12% AgMn 20% (9-17-6-2, Cu, ZN, Mn) incl 2% Selenium	27.35 ton @ 120kg/Ha on reseeded pasture, 130kg/Ha on hay, barley & canola	\$1200/ton	\$1155/ton
Super Extra incl 2% selenium	38.25 ton @ 150kg/Ha on pasture	\$700/ton	\$550/ton
Gran NS	9 ton = 100kg/Ha @ 100kg/Ha on barley	\$520/ton	\$467/ton
Gran NS 60% Super Phos 40% (11-4-0-17, Ca)	12.4 ton @ 200kg/Ha on canola	\$540/ton	\$478/ton
Urea 60% MOP 40% (28-0-20)	23.82 ton @ 169kg/Ha on barley, 120kg/Ha on reseeded pasture, 180kg/Ha on hay	\$890/ton	\$770/ton
Flexi N	49 670 litres = 39.11 ton @ 40 litre/Ha barley, 50 litre/Ha pasture and 75 litre/Ha pasture, 50 litre/Ha canola	\$0.94/L = \$1.19/ton8 = \$1194/ton	\$650/ton
Urea	26.78 ton @150kg/Ha on hay, 160kg/Ha on barley, 150kg/Ha on canola	\$880/ton	Didn't get up to date price.
Canola NKS (25-0-15-3)	10.54 ton @ 170kg/Ha canola	\$790/ton	\$724/ton

## **SHIRE OF BOYUP BROOK STRATEGIC COMMUNITY PLAN 2021 - 2031**

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

### **OTHER STRATEGIC LINKS**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **SUSTAINABILITY AND RISK CONSIDERATIONS**

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

The Rylington Park Farm is poised to bring substantial economic benefits to the community and region, serving as a catalyst for growth and innovation in the agricultural sector.

By acting as a hub for agricultural research, education, and demonstration, Rylington Park can attract professionals, students, and visitors, thus increasing local spending. The farm's focus on cutting-edge agricultural practices and technology transfer is expected to enhance productivity and sustainability for local farmers, potentially leading to higher yields and profits.

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

Rylington Park Farm is likely to significantly enrich the community's quality of life. Through its focus on agricultural innovation and education, the farm can offer educational opportunities and workshops for local residents, fostering a deeper understanding and appreciation of sustainable farming practices.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

<b>Risk Level</b>	<b>Comment</b>
<b>Moderate</b>	The income derived from cropping is considerable. A crop failure could lead to a direct financial loss for the farm, potentially reducing the farm's ability to contribute to local economic activities and investments. This situation may also diminish the farm's role as an educational and innovation hub, thereby affecting its capacity to attract visitors, students, and professionals.

**CONSULTATION**

- David Lane – Agronomist
- Dan Glover, CSBP

**RESOURCE IMPLICATIONS****Financial**

The cropping plan forms an integral part of the budget preparations for the 2023/2024 financial year.

**Workforce**

Nil

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End

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**8. MEMBERS QUESTIONS ON NOTICE**

Nil

**9. LATE ITEMS / URGENT BUSINESS MATTERS**

Nil

**10. CONFIDENTIAL ITEMS OF BUSINESS**

Nil

**11. CLOSURE**

There being no further business the meeting closed at 9:21pm.

Next meeting to be held on Thursday 21 March 2024 at 6pm at the Council Chambers.

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date

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<b>Outstanding Committee Resolutions</b>		
<b>Res #</b>	<b>Resolution</b>	<b>Status</b>
RP 24/02/013	LATE APPLICATION FOR THE 2023 RYLINGTON PARK SCHOLARSHIP Requests the Chief Executive Officer to advise Mr. Goerling that the application cannot be considered as the scholarship submissions for 2023 were awarded in November 2023.	Completed
RP 24/02/012	RYLINGTON PARK LADIES DAY 2024 Approves donating all funds obtained through the Ladies Days auction to the Ronald McDonald House.	Completed
RP 24/02/011	RYLINGTON PARK DECEMBER 2023 / JANUARY 2024 CROP REPORT Authorises the Farm Manager to: <ul style="list-style-type: none"> <li>a. Sell the 89.71 tonnes of Canola held in storage at CBH at a price of \$680.00 per tonne, allowing for a 10% variance.</li> <li>b. Sell the 51.65 tonnes of Barley held in storage at Bunge at a price of \$342.00 per tonne, allowing for a 10% variance</li> </ul>	Completed
RP 24/02/010	PROPOSED HEMP TRIALS AT RYLINGTON PARK Notes the update and requests Prof Brown to provide a further update on the matter at the next Rylington Park Committee meeting	Pending
RP 24/02/009	RYLINGTON PARK WORK HEALTH AND SAFETY Request the Rylington Park Farm Manager to provide the committee with the outcome and recommendations of the Safe Farms Health and Safety Assessment at the next Rylington Park Committee meeting	Pending
RP 24/02/008	RYLINGTON PARK POTENTIAL SCHOOL PROGRAM Provides in principle support for the potential school program involving Rylington Park Farm and requests Prof Brown to provide further updates on the matter when additional information is available.	Pending
RP 24/02/006	RYLINGTON PARK FIELD DAY Notes the report and request the Rylington Park Farm Coordinator to provide a further update at the April Committee meeting.	Pending
RP 24/02/005	ECU DRONE USAGE Notes the report and requests Prof Brown to provide a further update at the next Rylington Park Committee meeting.	Pending
RP 24/02/004	WESTERN AUSTRALIAN AGRICULTURAL RESEARCH COLLABORATION (WAARC) RESEARCH FUNDING OPPORTUNITIES Provides in principle support for the use of the Rylington Park Farm should the Edith Cowan University's project on Soil Health be successful with its grant submission to the Western Australian Agricultural Research Collaboration.	Pending



RP 24/02/002	<p>OUT OF SESSION CONFIRMATION - SUB-COMMITTEE RESOLUTION – APPROVAL TO PURCHASE RAMS</p> <p>Approve the purchase of seven (7) young White Suffolk rams from Blackwood White Suffolk Stud.</p>	Completed
RP 24/02/017	<p>PROPOSED RYLINGTON PARK ANNUAL SCHOLARSHIP APPLICATION</p> <p>Lay the item on the table to allow the Chief Executive Officer to amend the scholarship application form and to bring back to a subsequent meeting.</p>	Pending
RP 24/02/018	<p>RYLINGTON PARK MONTHLY ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2023 AND JANUARY 2024</p> <p>Authorises the Farm Manager to sell:</p> <ol style="list-style-type: none"> <li>a. Approximately 125 cull-for-age ewes;</li> <li>b. Approximately 750 wethers;</li> <li>c. Approximately 200 tail-end ewe lambs;</li> <li>d. Approximately 440 cull ewe hoggets.</li> </ol> <p>Amend the financial figures to include the opening and closing balances and provide the Phoenix Profit and Loss statement.</p>	Pending
RP 24/02/021	<p>RYLINGTON PARK CROPPING REPORT</p> <p>Authorises the Farm Manager to place an order for the following fertilisers:</p> <ol style="list-style-type: none"> <li>a. Up to 12.75 tonnes Super Potash 4:1 with selenium (mixing rate 50kg/ha);</li> <li>b. Cropping blend as proposed by the current cropping plan as per attachment 7.1.3A;</li> <li>c. Up to 27 tonnes Flexi-N;</li> <li>d. Up to 17 tonnes Gran NS.</li> </ol> <ol style="list-style-type: none"> <li>4. Requests the Farm Manager to provide the Committee with an amended cropping plan.</li> <li>5. Request the Farm Manger to provide the Committee with the soil test results once received.</li> </ol>	Pending

**Confidential Correspondence**

**Confidential Advise**

**Extract from uncorrected *Hansard***  
[COUNCIL — Wednesday, 29 November 2023]  
p34d-35a  
Hon Dr Steve Thomas; Hon Jackie Jarvis

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FOREST PRODUCTS COMMISSION — SOFTWOOD PLANTATION ESTATE

**1541. Hon Dr STEVE THOMAS to the Minister for Forestry:**

- (1) Given that private commercial enterprises are not able to claim public works exemptions from local government planning regulations, is the government renegeing on its commitment to the Competition Principles Agreement?
- (2) Does the development of a public commercial enterprise for profit, such as the Forest Products Commission's softwood estate, which is competing with private commercial enterprise for the same purpose, qualify as a public work?
- (3) If yes to (2), why?

**Hon JACKIE JARVIS replied:**

I thank the Leader of the Opposition for some notice of the question.

- (1)–(3) The Cook Labor government, through its \$350 million softwood investment program, is acting and investing in the future of the state's softwood estate to ensure that the construction and housing industry in Western Australia will have the resource that it will require into the future. This investment is being made following years of inaction under the previous Liberal–National government. The Forest Products Commission has proceeded in accordance with appropriate legal advice.

A 3200

OCR 18190

3/11/23



FPC Chair Ms Debra Blaskett  
Locked Bag 888  
Perth Business Centre  
WA 6849

**Attachment 12.2D**

# Shire of Boyup Brook

Dear Ms Blaskett

## **CONCERNS AND DISAPPOINTMENT REGARDING DEVELOPMENT APPLICATION AT CUNNINGHAM ROAD, WILGA TOWNSHIP BOYUP BROOK.**

I am writing on behalf of the Shire of Boyup Brook to express our deep concern and disappointment with the advice received from the Forest Products Commission (FPC) regarding the proposed development application at Cunningham Road, Wilga, Boyup Brook and its approach to future Tree Farm developments within the Boyup Brook Shire. The FPC's decision to proceed with this development has raised several critical issues we believe require careful consideration and clarification.

First and foremost, we would like to bring to your attention our concerns regarding the application of Section 6 of the *Planning and Development Act 2005* as the basis for proceeding with the development applications in the future. The Shire believes the use of Section 6 should be thoroughly justified and transparently communicated to the relevant stakeholders, including our local community.

*country  
choice*

Furthermore, we are deeply committed to ensuring any development within our Shire aligns with State Government policies, including the principle of competitive neutrality. We understand FPC plays a role in the forest industry and is engaged in commercial activities. As such, we kindly request the FPC to provide clarity on how it intends to comply with State Government Policy on Competitive Neutrality with future Tree Farm developments within the Shire.

Competitive neutrality is essential to maintain a level playing field for all stakeholders in the industry, and it is our belief the FPC should operate in accordance with this policy. We are keen to understand the specific measures and strategies the FPC will put in place to ensure its activities do not inadvertently disadvantage other industry participants and adhere to the principles of competitive neutrality.

Abel Street  
PO Box 2  
BOYUP BROOK  
WA 6244

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08 9765 1200

Facsimile:  
08 9765 1592

E-mail:  
shire@boyupbrook.wa.gov.au

[www.boyupbrook.wa.com.au](http://www.boyupbrook.wa.com.au)

ABN: 95 583 688 034

We kindly request a response from the FPC addressing our concerns and providing clarification on the points mentioned above. We believe open and constructive dialogue is essential in addressing any potential issues that may arise during the development process.

We value the positive relationship we have had with the FPC over the years and hope we can work together to find mutually beneficial solutions that uphold the interests of our community and the broader goals of sustainable development and competitive neutrality.

Kind Regards



Leonard Long

**Chief Executive Officer**

3 November 2023

Cc: Mr Stuart West General Manager