SHIRE OF BOYUP BROOK

Shire of Boyup Brook

Payments 01/02/2025 - 28/02/2025

(GST Inclusive Accordingly)

Attachment 9.2.1A

Chq/EFT	Date	Name	Description	Amount
EFT16905	03/02/2025	Australian Services Union	Payroll Deductions	-79.50
EFT16906	03/02/2025	Blackwood Plant Hire	Emergency Fire Control - Firebreaks	-2420.00
EFT16907	03/02/2025	Boyup Brook Accommodation	Swimming Pool - Relief Pool Manager Accommodation Jan2025	-660.00
EFT16908	03/02/2025	Bunbury Nissan	P241 Nissan Navara 4x4 2.3DSL CrewCab - 40,000km Service	-1314.49
EFT16909	03/02/2025	Employee	Reimburse Rylington Park Ladies Day Magnets	-276.00
EFT16910	03/02/2025	Everlon & Co Trust (ttf)	Niche Wall Single Plaque	-452.10
EFT16911	03/02/2025	Employee	Reimburse Admin Refreshments	-146.00
EFT16912	03/02/2025	MAGIQ Software Ltd	MagiQ Software Annual Licence Fee 22/01/2025-21/01/2026	-46200.00
EFT16913	03/02/2025	Employee	Reimburse Medical Centre Training	-485.00
EFT16914	03/02/2025	Employee	Reimburse Medical Centre Training	-300.00
EFT16915	03/02/2025	Roney Earthworks	Emergency Fire Control - Firebreaks	-3322.00
EFT16916	03/02/2025	Councillor	Councillor Sitting Fees and Allowances Jul-Dec2024	-4917.50
EFT16917	03/02/2025	Sip Social Co	National Australia Day Grant - Breakfast Catering	-700.00
EFT16918	03/02/2025	Squeak & Bean Cafe	Councillor and Staff Christmas Lunch Catering - Balance Payment	-1468.00
EFT16919	03/02/2025	WA Concrete Pty Ltd	LRCI Footpath Maintenance - Progress Payment	-20777.98
EFT16920	10/02/2025	AFGRI Equipment Australia Pty Ltd	P239 AVANT Pressure Cleaner HOT21/20A - Parts	-97.46
EFT16920	10/02/2025	AFGRI Equipment Australia Pty Ltd	P224 John Deere 622GP Motor Grader - Parts	-266.99
EFT16920	10/02/2025	AFGRI Equipment Australia Pty Ltd	P146 Small Plant - Parts	-491.50
EFT16920	10/02/2025	AFGRI Equipment Australia Pty Ltd	P230 Toro Ground Master 7210 - Parts	-52.36
EFT16921	10/02/2025	Amity Signs	Road and Traffic Signs	-2898.50
EFT16922	10/02/2025	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2025	-8892.30
EFT16923	10/02/2025	Australia Post	Postage Jan2025	-704.10
EFT16924	10/02/2025	B&B Street Sweeping Pty Ltd	Australia Day Street Sweeping	-2046.00
EFT16925	10/02/2025	BOC Limited	Gas Cylinder Rental Jan2025	-66.86
EFT16926	10/02/2025	Black Box Control Pty Ltd	Monthly Grader Tracking Service Feb2025	-99.00
EFT16927	10/02/2025	Boyup Brook Community Resource Centre	Medical Centre Training	-20.00
EFT16927	10/02/2025	Boyup Brook Community Resource Centre	SLWA Grant - Technology & Digital Inclusion	-5000.00
EFT16928	10/02/2025	Boyup Brook Medical Services	Pre-employment Medical	-180.00
EFT16929	10/02/2025	Boyup Brook Tyre Service	Fuel Dec2024	-70.01
EFT16929	10/02/2025	Boyup Brook Tyre Service	Fuel Jan2025	-147.49
EFT16930	10/02/2025	Boyup Brook Workshop (Got'em Group)	Rural Verge Pruning - Traffic Management	-19536.00
EFT16931	10/02/2025	Breeze Connect Pty Ltd	Medical Centre VOIP and NBN Jan2025	-266.48
EFT16932	10/02/2025	Bridgetown Paint Sales	Building Maintenance Tools	-195.00
EFT16933	10/02/2025	Coates Hire Operations Pty Limited	RRG148 Boyup Brook-Cranbrook Rd - Pump Hire Jan2025	-1066.90
EFT16934	10/02/2025	Country Landscaping & Irrigation	Rec Grounds - Reticulation Repairs	-378.29
EFT16934	10/02/2025	Country Landscaping & Irrigation	Flax Mill Caravan Park - Reticulation Repairs	-471.79
EFT16935	10/02/2025	Ratepayer	Refund Rates Payment Made in Error	-50.00
EFT16936	10/02/2025	EM Squire & RI Squire	Flax Mill Caravan Park - Ablutions External Taps	-145.20
EFT16937	10/02/2025	Echo Field Pty Ltd T/as SprayMow Services	Town Verge Spraying	-2079.00
EFT16938	10/02/2025	Finishing WA	Council Minute Book Binding	-693.00
EFT16939	10/02/2025	Fulton Hogan Industries Pty Ltd	Road Maintenance - Asphalt	-709.50
EFT16940	10/02/2025	H+H Architects	Evacuation Centre Plans and Documentation - Progress Payment	-10947.75
EFT16941	10/02/2025	HC Jones & Co	Flax Mill Caravan Park - Tap Washers	-52.80
EFT16942	10/02/2025	Haycom Technology Pty Ltd	Medical Centre IT Support Fees Jan2025	-1584.00
EFT16943	10/02/2025	JLT Risk Solutions Pty Ltd (LGIS Insurance Broking)	Sandakan Playground Upgrade - Material Damage Insurance	-4292.22
EFT16944	10/02/2025	Resident	Refund BBELC Account Credit	-297.00
EFT16945	10/02/2025	KJF South West Floor Covering Service	Flax Mill Caravan Park - Replace Ablutions Flooring	-13420.00
EFT16946	10/02/2025	Resident	Refund BBELC Account Credit	-118.75
EFT16947	10/02/2025	Living Springs Water Pty Ltd	Staff Drinking Water	-65.00
EFT16948	10/02/2025	Manjimup Freight Distributors & BMI Logistics	Freight Jan2025	-26.68
EFT16949	10/02/2025	Node1 Pty Ltd	Admin NBN Feb2025	-227.00
EFT16950	10/02/2025	Officeworks Ltd	Admin Stationery	-472.48
EFT16950	10/02/2025	Officeworks Ltd	Medical Centre Stationery	-60.39
EFT16951	10/02/2025	Employee	Reimburse Rylington Park Internet 27/01/2025-27/02/2025	-139.00
EFT16952	10/02/2025	Prime Supplies	Flax Mill Caravan Park - Cleaning Supplies	-112.42
EFT16953	10/02/2025	Procurement Plus	Panel Contract Development Assistance	-2009.70
EFT16954	10/02/2025	QHSE Integrated Solutions Pty Ltd (Skytrust)	Skytrust Intelligence System (WHS) - Monthly Subscription 11/02/2025-10/03/2025	-493.90
EFT16955	10/02/2025	Resident	Refund Medical Centre Duplicate Payment	-10.00
EFT16956	10/02/2025	SOS Office Equipment	Photocopier Billing Jan2025	-450.96
EFT16957	10/02/2025	Southern Lock & Security	16A Forrest St - Door Locks	-50.00
EFT16958	10/02/2025	Team Global Express	Freight Jan2025	-41.02
EFT16959	10/02/2025	Telstra Limited	Telephone Across Shire Facilities to 24/01/2025	-1175.91
EFT16959	10/02/2025	Telstra Limited	Admin NBN to 24/01/2025	-1212.74
EFT16960	10/02/2025	The Print Shop Online	Shire Teardrop Banners	-910.80
EFT16961	10/02/2025	The Right Stuff for Landholders	16A Forrest St - Reticulation Parts	-90.42
EFT16962	10/02/2025	Traffic Force (TMSW Unit Trust t/as)	RRG210 Boyup Brook-Arthur Rd - TMP	-2156.55
EFT16963	10/02/2025	Truckline (Bunbury)	P224 John Deere 622GP Motor Grader - Parts	-25.45
EFT16964	10/02/2025	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Jan2025	-812.33
EFT16965	10/02/2025	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Jan2025	-4441.25
EFT16966	10/02/2025	Zone 50 Engineering Surveys Pty Ltd	RRG210 Boyup Brook-Arthur Road - Survey Design Setout Progress Claim	-5721.10
EFT16967	10/02/2025	activ8me (Australian Private Networks Pty Ltd)	GP House and Swimming Pool Internet Feb2025	-144.90
EFT16968	17/02/2025	Australian Services Union	Payroll Deductions	-53.00
EFT16969	17/02/2025	Boyup Brook Co-operative Company Limited	Purchases Jan2025	-2832.70
EFT16969	17/02/2025	Boyup Brook Co-operative Company Limited	Rebate 2023-24	2494.00
EFT16970	17/02/2025	Boyup Brook Workshop (Got'em Group)	Transfer Station - Container Levelling	-418.00
EFT16970	17/02/2025	Boyup Brook Workshop (Got'em Group)	Depot - Chemical Bunding	-1308.41
EFT16971	17/02/2025	Bridgetown Timber & Hardware	Building Maintenance Tools	-478.80
EFT16971	17/02/2025	Bridgetown Timber & Hardware	Swimming Pool - Pump Repairs	-17.90
EFT16971	17/02/2025	Bridgetown Timber & Hardware	Admin Office Upgrades	-116.11
EFT16971	17/02/2025	Bridgetown Timber & Hardware	18 Barron St - Privacy Door Set	-31.32
EFT16972	17/02/2025	Hersey's Safety Pty Ltd	Depot PPE	-407.47
EFT16972	17/02/2025	Hersey's Safety Pty Ltd	Depot Expendable Tools	-458.70
EFT16972	17/02/2025	Hersey's Safety Pty Ltd	RRG148 Boyup Brook-Cranbrook Rd - Materials	-288.20
EFT16973	17/02/2025	Intelife Group Ltd	Boyup Brook-Arthur Rd - Verge Pruning and Mulching	-21235.50
EFT16974	17/02/2025	Ratepayer	152 Ridge View Ave - Crossover and Culvert Contribution	-1053.00
EFT16975	17/02/2025	Sprint Express	Freight Jan2025	-99.00
EFT16976	17/02/2025	Survey South Pty Ltd	Reservoir Pipeline Project - Contour and Feature Survey	-3300.00
EFT16977	20/02/2025	Internode Pty Ltd	Depot and BBELC Internet Feb-Mar2025	-439.96
EFT16978	20/02/2025	Lamat Cleaning	Medical Centre Cleaning Jan2025	-1200.00
EFT16979	20/02/2025	Landgate	Gross Rental Valuations Nov-Dec2024	-100.62
EFT16980	20/02/2025	Living Springs Water Pty Ltd	Council and Staff Drinking Water	-299.00

Shire of Boyup Brook

Payments 01/02/2025 - 28/02/2025

(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
EFT16981	20/02/2025	Officeworks Ltd	Medical Centre Stationery	-85.00
EFT16982	20/02/2025	Peppercorn Percy	Employee Floral Arrangement	-85.00
EFT16983	20/02/2025	Resident	ESL - Reimburse Mayanup VBFB Fuel	-226.62
EFT16984	20/02/2025	St John Ambulance Western Australia Ltd (South West)	Medical Centre - Defibrillator Parts	-331.50
EFT16985	20/02/2025	Property Owner	3 Reid Pl - Water Usage 25/11/2024-04/02/2025	-66.07
EFT16986	20/02/2025	Synergy	Electricity Across Shire Facilities to 27/01/2025	-4574.08
EFT16987	20/02/2025	Telstra Limited	Telephone Across Shire Facilities to 01/02/2025	-519.34
EFT16988	21/02/2025	Australian Taxation Office	BAS PAYG Jan2025	-72603.00
EFT16989	24/02/2025	Ampol Petroleum Distributors Pty Ltd	Fuel Feb2025	-10492.26
EFT16990	24/02/2025	Argos Fire Safety Pty Ltd	ESL - Annual Safety Equipment Testing	-2299.00
EFT16991	24/02/2025	B&B Street Sweeping Pty Ltd	Country Music Muster - Street Sweeping	-3874.75
EFT16992	24/02/2025	BP Medical	Medical Supplies	-981.88
EFT16993	24/02/2025	Blackwood Plant Hire	Emergency Fire Works per CFCO	-1100.00
EFT16994	24/02/2025	Boyup Brook IGA	Purchases Jan2025	-794.19
EFT16995	24/02/2025	Boyup Brook Tyre Service	P207 Mitsubishi Triton Dual Cab - Parts	-700.00
EFT16995	24/02/2025	Boyup Brook Tyre Service	P155 Bomag Multi Tyre Roller - Repairs	-116.00
EFT16995	24/02/2025	Boyup Brook Tyre Service	P246 FUSO Canter 815 Crew Cab 4t Truck - Repairs	-55.00
EFT16996	24/02/2025	Boyup Brook Workshop (Got'em Group)	RRG148 Boyup Brook-Cranbrook Rd - Traffic Management	-19,899.00
EFT16997	24/02/2025	Bridgetown Timber & Hardware	Cowley St Standpipe - Bollard Materials	-120.41
EFT16998	24/02/2025	Bunbury Auto One	P211 Isuzu D-Max Dual Cab Tray Back Utility - Parts	-54.16
EFT16999	24/02/2025	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jan2025	-272.03
EFT17000	24/02/2025	Country Music Club Of Boyup Brook WA Inc	Contribution for Operating Assistance Jan-Mar2025 per MoU 2024-2027	-2,750.00
EFT17001	24/02/2025	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	7 Knapp St - Replacement Dishwasher	-739.10
EFT17002	24/02/2025	Councillor	Cr Sitting Fees and Allowances Jul-Dec2024	-6,012.39
EFT17003	24/02/2025	EM Squire & RI Squire	Swimming Pool - Repair Pump Shed Leak	-387.72
EFT17003	24/02/2025	EM Squire & RI Squire	Flax Mill Caravan Park - Ablutions Tap Repairs	-248.95
EFT17003	24/02/2025	EM Squire & RI Squire	Flax Mill Overflow - Connect Ablution Block	-245.16
EFT17003	24/02/2025	EM Squire & RI Squire	Hockey Ground Toilets - HWS	-1,650.00
EFT17004	24/02/2025	Electro Grange Pty Ltd	Medical Centre - Replace Room 3 Airconditioner	-1,595.00
EFT17004	24/02/2025	Electro Grange Pty Ltd	Depot - Replace Workshop Office Airconditioner	-1,705.00
EFT17005	24/02/2025	Fitz Gerald Strategies	EBA Preparation and Lodgement	-6,908.96
EFT17006	24/02/2025	Focus Networks	Strategic IT Plan - Document Creation	-3,300.00
EFT17006	24/02/2025	Focus Networks	Monthly Device Management Fees Jan2025	-3,191.10
EFT17006	24/02/2025	Focus Networks	Infrastructure Software Upgrades	-170.50
EFT17006	24/02/2025	Focus Networks	VMWare Annual Licence Renewal 04/02/2025-03/02/2026	-3,454.00
EFT17006	24/02/2025	Focus Networks	Microsoft Defender and Huntress Threat Protection - Deposit	-1,926.76
EFT17007	24/02/2025	G&M Detergents and Hygiene Services Albany	Swimming Pool Cleaning Supplies	-121.60
EFT17008	24/02/2025	Hastie Waste Pty Ltd	Rylington Park - Bulk Waste Collection Feb2025	-120.00
EFT17009	24/02/2025	Employee	NADC Grant - Australia Day Breakfast Catering	-700.00
EFT17010	24/02/2025	Interfire Agencies	ESL VBFB PPE	-262.96
EFT17011	24/02/2025	JB Hi-Fi Business	Cowley St Standpipe - Solar Security System	-769.00
EFT17011	24/02/2025	JB Hi-Fi Business	WHS - iPad and Case	-3,900.64
EFT17011	24/02/2025	JB Hi-Fi Business	Admin - Ultra Wide Monitors	-1,750.43
EFT17012	24/02/2025	Johnson's Food Services	Various Shire Buildings - Cleaning Supplies	-862.31
EFT17013	24/02/2025	Employee	Reimburse DLGSC Lunch Meeting	-135.92
EFT17014	24/02/2025	Employee	Reimburse Chambers Catering Supplies	-13.00
EFT17015	24/02/2025	Manjimup Freight Distributors & BMI Logistics	Freight Feb2025	-55.15
EFT17016	24/02/2025	Modus Australia	LRCI Cemetery Upgrades - Enviro Toilet Final Payment	-60,535.20
EFT17017	24/02/2025	Old Dog Motors	P229 Mitsubishi Triton MR GLX 2.4L - Repairs	-102.50
EFT17018	24/02/2025	PFI Supplies	Various Shire Buildings - Cleaning Supplies	-343.40
EFT17019	24/02/2025	QHSE Integrated Solutions Pty Ltd (Skytrust)	Skytrust Intelligence System (WHS) - Monthly Subscription 11/03/2025-10/04/2025	-493.90
EFT17020	24/02/2025	Rear's Electrical & Mechanical Services Pty Ltd	Hockey Ground Toilets - Replace GPO	-165.00
EFT17021	24/02/2025	Redfish Technologies Pty Ltd	Chambers - AV System Repairs	-1,788.60
EFT17022	24/02/2025	Roney Earthworks	RRG004 Winnejup Rd - Gravel Pit Rehabilitation	-19,002.50
EFT17022	24/02/2025	Roney Earthworks	RRG148 Cranbrook Rd - Push Up Gravel	-11,550.00
EFT17023	24/02/2025	South West Counselling Incorporated	Employee Assistance Program Feb2025	-170.50
EFT17024	24/02/2025	Southern Lock & Security	Flax Mill Caravan Park - Ensuite Door Lock	-175.25
EFT17024	24/02/2025	Southern Lock & Security	Medical Centre - Door Lock	-208.99
EFT17025	24/02/2025	Southwest Hoist & Crane	P232 Precision Rotary LongBody 4 Post Hoist - Quarterly Service	-976.80
EFT17026	24/02/2025	St John Ambulance Western Australia Ltd (South West)	Admin First Aid Supplies	-66.00
EFT17027	24/02/2025	Synergy	Electricity Across Shire Facilities to 20/01/2025	-3,384.76
EFT17028	24/02/2025	Resident	Refund Standpipe Access Card Bond	-50.00
EFT17029	24/02/2025	Team Global Express	Freight Feb2025	-40.36
EFT17030	24/02/2025	Traffic Force (TMSW Unit Trust t/as)	ANZAC Day - TMP	-1,339.80
EFT17031	24/02/2025	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Dec2024	-12,200.56
EFT17032	24/02/2025	WA Contract Ranger Services Pty Ltd	Contract Ranger Services Feb2025	-1,985.50
EFT17033	24/02/2025	Winc Australia Pty Limited	BBELC Cleaning Supplies	-193.91
EFT17034	24/02/2025	Winnijup Grazing Trust	RRG004 Winnejup Rd - Gravel	-1,023.00
			TOTAL EFT PAYMENTS to 28 February 2025	**-491,369.98**
20681	10/02/2025	DPIRD	CANCELLED - Payment not required	0.00
20682	10/02/2025	Pivotel	GPS Tracking Service - Grader and Transfer Station Feb2025	-62.00
20683	10/02/2025	Water Corporation	Water Across Shire Facilities to 04/02/2025	-7,287.62
20684	24/02/2025	Shire of Bridgetown-Greenbushes	Bushfire Risk Mitigation Coordinator Jul-Dec2024	-14,243.36
20685	24/02/2025	Water Corporation	Water Across Shire Facilities to 07/02/2025	-16,250.32
			TOTAL MUNI CHEQUES to 28 February 2025	**-37,843.30**

Shire of Boyup Brook

Payments 01/02/2025 - 28/02/2025

(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
DD9341.1	03/02/2025	Aware Super	Payroll Deductions	-1,681.75
DD9341.2	03/02/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-209.33
DD9341.3	03/02/2025	Rest Superannuatior	Superannuation Contributions	-132.86
DD9341.4	03/02/2025	Commonwealth Essential Super	Superannuation Contributions	-107.97
DD9341.5	03/02/2025	CBUS (Construction & Building Industry Super	Superannuation Contributions	-127.64
DD9341.6	03/02/2025	Australian Super	Superannuation Contributions	-108.54
DD9341.7	03/02/2025	HOSTPLUS Superannuation Func	Superannuation Contributions	-75.50
DD9343.1	04/02/2025	Salary & Wages	Payroll 03Feb2025	-11,642.56
DD9361.1	12/02/2025	Employee Super Func	Payroll Deductions	-1,002.61
DD9361.2	12/02/2025	Australian Super	Payroll Deductions	-1,703.59
DD9361.3	12/02/2025	CBUS (Construction & Building Industry Super	Superannuation Contributions	-457.33
DD9361.4	12/02/2025	MLC Super Fund Plum Super	Superannuation Contributions	-67.40
DD9361.5	12/02/2025	HESTA	Superannuation Contributions	-294.40
DD9361.6	12/02/2025	HOSTPLUS Superannuation Func	Superannuation Contributions	-1,399.55
DD9361.7	12/02/2025	Aware Super	Payroll Deductions	-8,931.22
DD9361.8	12/02/2025	Rest Superannuatior	Superannuation Contributions	-2,216.26
DD9361.9	12/02/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-944.13
DD9363.1	13/02/2025	Salary & Wages	Payroll 12Feb2025	-122,577.62
DD9385.1	02/02/2025	Commonwealth Bank	Bank Fees Feb2025	-355.58
DD9385.2	07/02/2025	Property Owner	3 Reid Pl - Rent 21/02/2025-06/03/2025	-900.00
DD9385.3	21/02/2025	Property Owner	3 Reid Pl - Rent 07/03/2025-20/03/2025	-900.00
DD9385.4	17/02/2025	Commonwealth Bank	Bank Fees Feb2025	-210.62
DD9385.5	03/02/2025	Westnet	Swimming Pool and Medical Centre Internet Feb2025	-199.90
DD9385.6	10/02/2025	Western Australian Treasury Corporation	Loan 114 Pool Bowl Upgrade	-8,575.72
DD9385.7	10/02/2025	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Feb2025	-184.80
DD9385.9	07/02/2025	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 14/02/2025-27/02/2025	-720.00
DD9385.10	21/02/2025	The Bunbury Diocesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 28/02/2025-13/03/2025	-720.00
DD9387.1	26/02/2025	Employee Super Func	Payroll Deductions	-1,002.61
DD9387.2	26/02/2025	Australian Super	Payroll Deductions	-1,631.69
DD9387.3	26/02/2025	CBUS (Construction & Building Industry Super	Superannuation Contributions	-356.26
DD9387.4	26/02/2025	MLC Super Fund Plum Super	Superannuation Contributions	-88.84
DD9387.5	26/02/2025	HESTA	Superannuation Contributions	-294.40
DD9387.6	26/02/2025	HOSTPLUS Superannuation Func	Superannuation Contributions	-1,399.55
DD9387.7	26/02/2025	Aware Super	Payroll Deductions	-8,514.04
DD9387.8	26/02/2025	Rest Superannuatior	Superannuation Contributions	-2,217.19
DD9387.9	26/02/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-881.01
DD9389.1	27/02/2025	Salary & Wages	Payroll 26Feb2025	-118,266.14
DD9393.1	28/02/2025	AMP Super Fund - SignatureSuper	Payroll Deductions	-84.20
DD9393.2	28/02/2025	CBUS (Construction & Building Industry Super	Superannuation Contributions	-23.29
DD9393.3	28/02/2025	Mercer Super Trust (TTF) - Mercer SmartSuper Plan	Superannuation Contributions	-158.88
DD9395.1	28/02/2025	Salary & Wages	Payroll 28Feb2025	-2,359.66
DD9361.10	12/02/2025	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3,609.22
DD9361.11	12/02/2025	Commonwealth Essential Super	Superannuation Contributions	-685.24
DD9361.12	12/02/2025	Colonial First State Superannuatior	Superannuation Contributions	-1,028.58
DD9361.13	12/02/2025	Australian Retirement Trust	Superannuation Contributions	-563.42
DD9361.14	12/02/2025	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-346.30
DD9387.10	26/02/2025	AMP Super Fund - SignatureSuper	Superannuation Contributions	-2,934.18
DD9387.11	26/02/2025	Commonwealth Essential Super	Superannuation Contributions	-679.29
DD9387.12	26/02/2025	Colonial First State Superannuatior	Superannuation Contributions	-1,056.20
DD9387.13	26/02/2025	Australian Retirement Trust	Superannuation Contributions	-563.42
DD9387.14	26/02/2025	Panorama Super (Asgard Independence Plan Division Two)	Superannuation Contributions	-346.30
			TOTAL DIRECT DEBITS TO 28 February 2025	**-315,536.79**
DD9370.1	13/02/2025	Shire of Boyup Brook Credit Card - CEO	BioPak - NADC Grant - Australia Day Catering Supplies	-554.63
			TOTAL CEO CREDIT CARD TO 28 February 2025	**-554.63**
DD9370.1	13/02/2025	Shire of Boyup Brook Credit Card - EMCS	Adobe Acrobat Pro DC Monthly Subscription 20/01/2025-19/02/2025	-244.94
			TOTAL EMCS CREDIT CARD TO 28 February 2025	**-244.94**
DD9385.8	21/02/2025	BP Australia Pty Ltd	CEO Fuel Jan2025	-89.14
DD9385.8	21/02/2025	BP Australia Pty Ltd	CEO Fuel Jan2025	-98.59
			TOTAL CEO BP FUEL CARD TO 28 February 2025	**-187.73**

DD9385.8	21/02/2025 BP Australia Pty Ltd	MCS Fuel Jan2025	-77.71
		TOTAL MCS BP FUEL CARD TO 28 February 2025	**-77.71**
		TOTAL DD MUNI ACCOUNT TO 28 February 2025	**-316,601.80**
DD9399.1	28/02/2025 Police Licensing	Police Licensing Feb2025	-44500.35
		TOTAL DD POLICE LICENSING ACCOUNT TO 28 February 2025	**-44,500.35**
		TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO	**0.00**

SUMMARY

EFT	-491,369.98
CHQ (Muni Account)	-37,843.30
DD	-316,601.80
MUNI TOTAL	**-845,815.08**
ALL MUNI TRANS TO 28 February 2025	**-845,815.08**
DD (Police Licensing Account) TO 28 February 2025	**-44,500.35**
GRAND TOTAL 1 - 28 February 2025	**-890,315.43**

Attachment 9.2.2A

SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

28 FEBRUARY 2025

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SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2025

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 FEBRUARY 2025

Prepared by: Darren Long (Finance Consultant)
Reviewed by: Malcolm Armstrong (MFS)

BASIS OF PREPARATION

REPORT PURPOSE
This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING
This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY
All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement. The Shire currently has no monies held in Trust.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

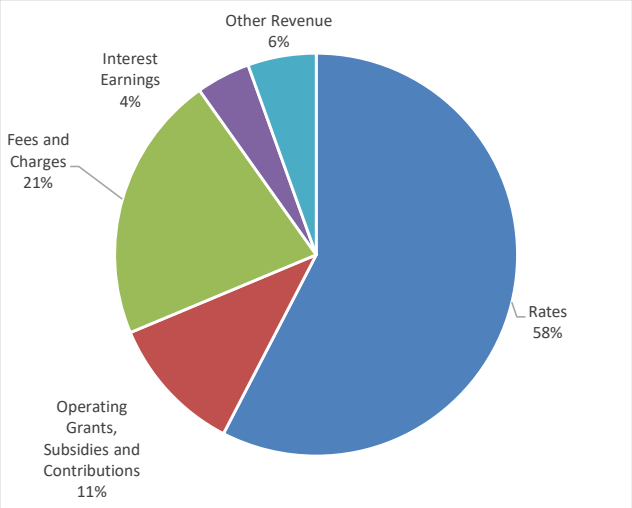
CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES
All figures shown in this statement are rounded to the nearest dollar.

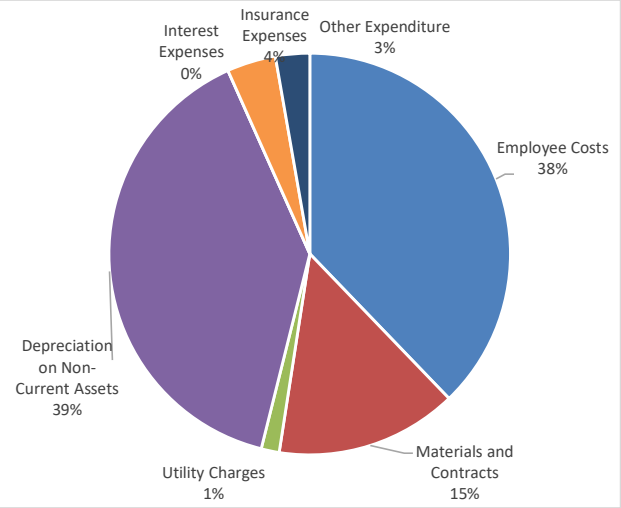
SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2025

SUMMARY GRAPHS

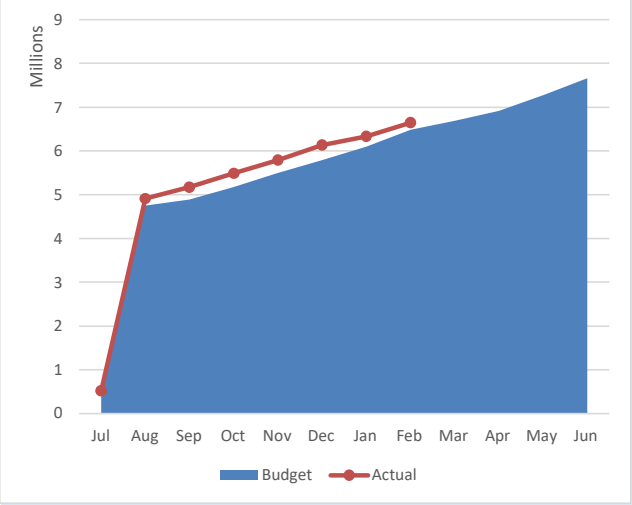
OPERATING REVENUE



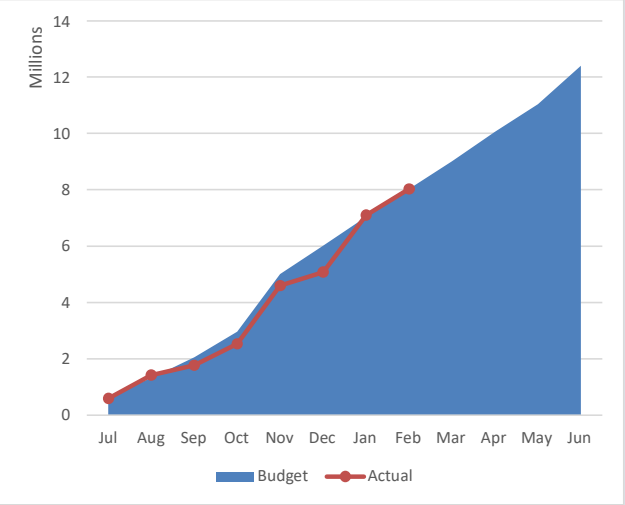
OPERATING EXPENSES



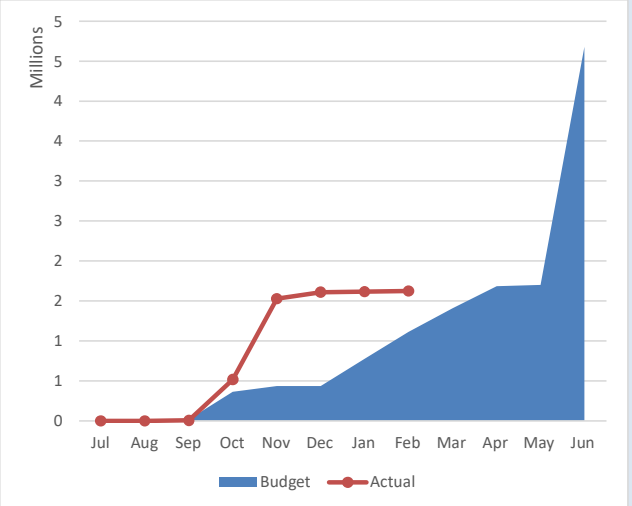
OPERATING REVENUE - Budget-v-YTD Actual



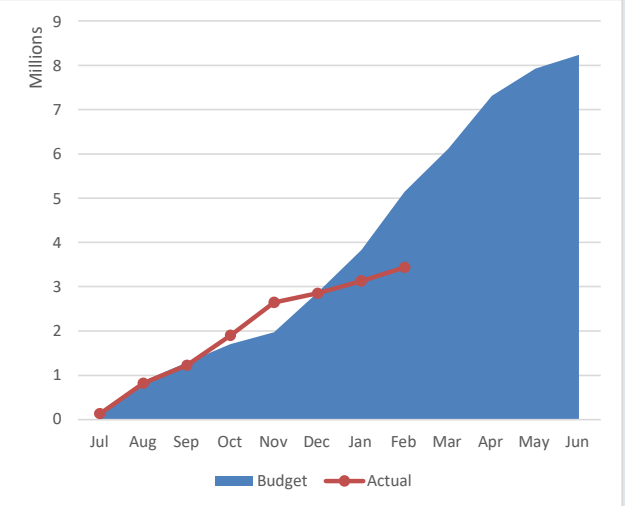
OPERATING EXPENSES - Budget-v-YTD Actual



CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2025

STATUTORY REPORTING PROGRAMS

The local governments operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
GOVERNANCE	
To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of the Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which are which are not directly related to specific shire services.
GENERAL PURPOSEFUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH	
To provide an operational framework for good community health.	Food and water quality, pest control, immunisation services, child health services and health education.
EDUCATION AND WELFARE	
To meet the needs of the community in these areas.	Management and support for families, children, youth and the aged within the community by providing Youth, Aged and Family Centres, Home and Community Aged Care Programs and assistance to schools.
HOUSING	
To help ensure adequate housing.	Provision of residential housing for council staff. Provision of housing for aged persons, low income families, government and semi government employees.
COMMUNITY AMENITIES	
Provide services required by the community.	Rubbish collection services and disposal of waste, stormwater drainage, protection of the environment, town planning and regional development and other community amenities (cemeteries and public toilets).
RECREATION AND CULTURE	
To establish and manage efficiently infrastructure and resources which will help the social wellbeing of the community.	Public halls, recreation and aquatic centres, parks and reserves, libraries, heritage and culture.
TRANSPORT	
To provide effective and efficient transport services to the community.	Construction and maintenance of roads, footpaths, bridges, street cleaning and lighting, road verges, streetscaping and depot maintenance.
ECONOMIC SERVICES	
To help promote the Shire and its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.
OTHER PROPERTY AND SERVICES	
To monitor and control Shire's overhead operating accounts.	Private works, public works overheads, plant and equipment operations, town planning schemes and activities not reported in the above programs.

SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	**$**		**$**
General Purpose Funding	(187,102)	(105,924)	(96,888)
Governance	(506,944)	(386,571)	(271,693)
Law, Order, Public Safety	(613,638)	(371,550)	(337,685)
Health	(1,556,766)	(934,154)	(1,005,634)
Education and Welfare	(491,583)	(341,750)	-254,082
Housing	(315,164)	(270,101)	(313,354)
Community Amenities	(507,502)	(340,927)	(316,240)
Recreation and Culture	(1,500,340)	(1,050,664)	(1,054,435)
Transport	(4,980,636)	(3,104,262)	(3,473,862)
Economic Services	(778,236)	(525,182)	(418,858)
Other Property and Services	(965,694)	(593,880)	(485,148)
Total Operating Expenditure	(12,403,605)	(8,024,967)	(8,027,877)
REVENUE			
General Purpose Funding	4,269,261	4,140,367	4,264,561
Governance	0	0	8,910
Law, Order, Public Safety	238,727	178,934	190,271
Health	1,152,100	757,224	758,304
Education and Welfare	225,000	169,065	163,741
Housing	226,540	54,970	197,180
Community Amenities	254,382	251,490	262,659
Recreation and Culture	62,490	61,551	65,409
Transport	237,670	226,237	286,505
Economic Services	160,840	123,314	106,409
Other Property & Services	833,233	516,936	340,869
Total Operating Revenue	7,660,243	6,480,089	6,644,818
Sub-Total	(4,743,362)	(1,544,878)	(1,383,059)
FINANCE COSTS			
Housing	(908)	(752)	(207)
Recreation & Culture	(1,845)	(2,656)	(1,010)
Total Finance Costs	(2,753)	(3,408)	(1,218)
NON-OPERATING REVENUE			
Law, Order & Public Safety	835,545	0	97,427
Education & Welfare	0		2,700
Community Amenities	0	0	343,186
Recreation & Culture	1,716,000	0	522,669
Transport	1,845,663	831,491	682,825
Economic Services	0	0	15,534
Total Non-Operating Revenue	4,397,208	831,491	1,664,341
PROFIT/(LOSS) ON SALE OF ASSETS			
Housing Profit	0	0	0
Transport Profit	0	0	36,052
Transport Loss	0	0	(34,809)
Total Profit/(Loss)	0	0	1,243
NET RESULT	**(348,907)**	**(716,795)**	**281,308**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
	0	0	0
TOTAL COMPREHENSIVE INCOME	**(348,907)**	**(716,795)**	**281,308**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION
Depreciation expense raised on all classes of assets.

FINANCE COSTS
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME BY NATURE & TYPE
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
Expenses			
Employee Costs	(4,471,406)	(2,913,755)	(3,034,719)
Materials and Contracts	(3,387,919)	(1,929,928)	(1,175,027)
Utility Charges	(235,560)	(154,472)	(117,703)
Depreciation on Non-Current Assets	(3,622,898)	(2,415,166)	(3,165,053)
Interest Expenses	(2,753)	(3,408)	(1,218)
Insurance Expenses	(327,312)	(322,327)	(315,160)
Other Expenditure	(358,509)	(289,320)	(220,214)
Total Operating Expenses	(12,406,357)	(8,028,375)	(8,029,095)
Revenue			
Rates	3,825,765	3,826,354	3,827,048
Operating Grants, Subsidies and Contributions	805,683	548,284	737,622
Fees and Charges	1,962,497	1,432,765	1,427,219
Interest Earnings	201,300	136,847	288,412
Other Revenue	864,998	535,839	364,517
Total Operating Revenue	7,660,243	6,480,089	6,644,818
Sub-Total	(4,746,114)	(1,548,286)	(1,384,276)
Non-Operating Grants, Subsidies & Contributions	4,397,208	831,491	1,664,341
Profit on Asset Disposals	0	0	36,052
Loss on Asset Disposals	0	0	(34,809)
	4,397,208	831,491	1,665,584
Net Result	**(348,906)**	**(716,795)**	**281,308**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(348,906)**	**(716,795)**	**281,308**

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	2024-2025 ORIGINAL BUDGET	2024-2025 AMENDED BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	VARIANCE $ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	$	$	$	$			
Ex-Gratia Rates & Write-offs	(678)	(1,194)	(89)	1592	Within Threshold	(1879.96%)	
Operating Grants, Subsidies and Contributions	805,683	852,157	548,284	737,622	189,338	34.53%	▲
Fees and Charges	1,962,497	1,996,749	1,432,765	1,427,219	Within Threshold	Within Threshold	
Interest Earnings	201,300	322,339	136,847	288,412	151,565	110.76%	▲
Other Revenue	864,998	846,606	535,839	364,517	(171,322)	(31.97%)	▼
Profit on Disposal of Asset	0	0	0	36,052	36,052	0%	▲
Total Operating Revenue	**3,833,800**	**4,016,657**	**2,653,646**	**2,855,414**	**205,633**		
LESS OPERATING EXPENDITURE							
Employee Costs	(4,471,406)	(4,092,583)	(2,913,755)	(2,709,434)	204,321	Within Threshold	
Materials and Contracts	(3,387,919)	(2,836,147)	(1,929,928)	(1,500,313)	429,615	22.26%	
Utility Charges	(235,560)	(186,604)	(154,472)	(117,703)	36,769	23.80%	
Depreciation on Non-Current Assets	(3,622,898)	(4,585,054)	(2,415,166)	(3,165,053)	(749,887)	(31.05%)	
Interest Expenses	(2,753)	(2,753)	(3,408)	(1,218)	Within Threshold	(64.26%)	
Insurance Expenses	(327,312)	(341,881)	(322,327)	(315,160)	Within Threshold	Within Threshold	
Other Expenditure	(358,510)	(316,455)	(289,320)	(220,214)	69,106	23.89%	
Loss on Disposal of Asset	0	0	0	(34,809)	(34,809)	0%	▼
Total Operating Expenses	**(12,406,358)**	**(12,361,477)**	**(8,028,375)**	**(8,063,904)**	**(44,886)**		
Sub-Total	**(8,572,558)**	**(8,344,820)**	**(5,374,729)**	**(5,208,490)**	**160,747**		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
Movement in Employee Provisions (Non-current)	44,635	44,635	0	0	Within Threshold	0%	
Movement in Accrued Interest Expense	0	0	0	(1,042)	Within Threshold	0%	
Movement in Accrued Interest Income		0		6,806	Within Threshold	0%	
Movement in Accrued Expenses		0	0	(46,257)	(46,257)	0.00%	
Movement in Accrued Wages		0	0	(132,058)	(132,058)	0%	
Depreciation Written Back	3,622,898	4,585,054	2,415,166	3,165,053	749,887	31.05%	▲
Operating Activities Excluded from Budget	**3,667,533**	**4,629,689**	**2,415,166**	**2,991,259**	**571,572**		
Sub Total	**(4,905,025)**	**(3,715,131)**	**(2,959,563)**	**(2,217,231)**	**732,319**		
INVESTING ACTIVITIES							
Outflows from investing activities							
Purchase of Land	0		0	0	Within Threshold	0%	
Purchase Buildings	(1,979,933)	(2,032,688)	(1,216,240)	(275,052)	941,188	77.39%	
Purchase Plant and Equipment	(620,386)	(601,979)	(602,386)	(559,010)	43,376	Within Threshold	
Purchase Furniture and Equipment	0	(40,640)	0	(40,640)	(40,640)	0.00%	▼
Infrastructure Assets - Roads	(2,434,101)	(2,434,708)	(1,363,449)	(1,101,660)	261,789	19.20%	
Infrastructure Assets - Footpaths	(216,620)	(216,620)	(216,624)	(130,318)	86,306	39.84%	
Infrastructure Assets - Aerodromes	(70,000)	(70,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(1,966,000)	(1,967,103)	(1,179,600)	(515,903)	663,697	56.26%	
Infrastructure Assets - Recreation	0	0	0	(3,902)	Within Threshold	0.00%	
Infrastructure Assets - Other	(487,331)	(487,331)	(487,331)	(369,887)	117,444	(24.10%)	
Inflows from investing activites							
Proceeds from Sale of Assets	282,000	467,455	282,000	165,455	(116,545)	(41.33%)	▼
Contributions for the Development of Assets	4,397,208	4,736,070	831,491	1,664,341	832,850	100.16%	▲
Amount Attributable to Investing Activities	**(3,095,163)**	**(2,647,544)**	**(3,952,139)**	**(1,166,576)**	**2,789,465**		
FINANCING ACTIVITIES							
Outflows from financing activities							
Repayment of Debt - Loan Principal	(24,014)	(24,014)	(19,694)	(19,693)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(15,241)	(15,241)	(10,122)	(10,199)	Within Threshold	Within Threshold	
Transfer to Reserves	(421,000)	(721,000)	(49,998)	(411,223)	(361,225)	(722.48%)	
Inflows from financing activities							
Transfer from Reserves	1,034,000	1,034,000	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	**573,745**	**(760,255)**	**(79,814)**	**(441,115)**	**(361,225)**		
Sub Total	**(7,426,443)**	**(7,122,930)**	**(6,991,516)**	**(3,824,922)**	**3,160,560**		
FUNDING FROM							
Estimated Opening Surplus at 1 July	3,600,000	3,679,906	3,600,000	3,679,906	79,906	Within Threshold	
Amount Raised from General Rates	3,826,443	3,826,445	3,826,443	3,825,456	Within Threshold	Within Threshold	
Closing Funds	0	0	0	0	Within Threshold	0%	
	7,426,443	**657,166**	**7,426,443**	**7,505,362**	**2,879,241**		
NET SURPLUS/(DEFICIT)	**0**	**(6,465,764)**	**434,927**	**3,680,440**			

SHIRE OF BOYUP BROOK
BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	VARIANCE $ (b)-(a)	VARIANCE % (b)-(a)/(a)	Var ▲▼
OPERATING REVENUE	**$**	**$**	**$**			
General Purpose Funding	442,818	313,924	439,105	125,181	39.88%	▲
Governance	0	0	8,910	Within Threshold	0%	
Law, Order Public Safety	238,727	178,934	190,271	11,337	Within Threshold	
Health	1,152,100	757,224	758,304	Within Threshold	Within Threshold	
Education and Welfare	225,000	169,065	163,741	Within Threshold	Within Threshold	
Housing	226,540	54,970	197,180	142,210	258.70%	▲
Community Amenities	254,382	251,490	262,659	11,169	Within Threshold	
Recreation and Culture	62,490	61,551	65,409	Within Threshold	Within Threshold	
Transport	237,670	226,237	322,557	96,320	42.57%	▲
Economic Services	160,840	123,314	106,409	(16,905)	(13.71%)	▼
Other Property and Services	833,233	516,936	340,869	(176,067)	(34.06%)	▼
Total Operating Revenue	**3,833,800**	**2,653,646**	**2,855,414**	**193,245**		
LESS OPERATING EXPENDITURE						
General Purpose Funding	(187,102)	(105,924)	(96,888)	Within Threshold	Within Threshold	
Governance	(506,944)	(386,571)	(271,693)	114,878	29.72%	
Law, Order, Public Safety	(613,638)	(371,550)	(337,685)	33,865	Within Threshold	
Health	(1,556,766)	(934,154)	(1,005,634)	(71,480)	Within Threshold	
Education and Welfare	(491,583)	(341,750)	(254,082)	87,668	25.65%	
Housing	(316,072)	(270,853)	(313,561)	(42,708)	(15.77%)	
Community Amenities	(507,502)	(340,927)	(316,240)	24,687	Within Threshold	
Recreation and Culture	(1,502,185)	(1,053,319)	(1,055,445)	Within Threshold	Within Threshold	
Transport	(4,980,636)	(3,104,262)	(3,508,670)	(404,408)	(13.03%)	
Economic Services	(778,236)	(525,182)	(418,858)	106,324	20.25%	
Other Property & Services	(965,694)	(593,880)	(485,148)	108,733	18.31%	
Total operating Expenses	**(12,406,358)**	**(8,028,375)**	**(8,063,904)**	**(42,440)**		
Sub-Total	**(8,572,558)**	**(5,374,729)**	**(5,208,490)**	**150,805**		
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	Within Threshold	0%	
Movement in Accrued Interest Expense	0	0	(1,042)	Within Threshold	0%	
Movement in Accrued Interest Income	0	0	6,806	Within Threshold	0%	
Movement in Accrued Expenses	0	0	(46,257)	(46,257)	0%	
Movement in Accrued Wages	0	0	(132,058)	(132,058)	0%	
Depreciation Written Back	3,622,898	2,415,166	3,165,053	749,887	31.05%	
Operating Activities Excluded from Budget	**3,667,533**	**2,415,166**	**2,991,259**	**571,572**		
Sub Total	**(4,905,025)**	**(2,959,563)**	**(2,217,231)**	**722,377**		
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(1,979,933)	(1,216,240)	(275,052)	941,188	77.39%	
Purchase Plant and Equipment	(620,386)	(602,386)	(559,010)	43,376	Within Threshold	
Purchase Furniture and Equipment	0	0	(40,640)	(40,640)	0.00%	▼
Infrastructure Assets - Roads	(2,434,101)	(1,363,449)	(1,101,660)	261,789	19.20%	
Infrastructure Assets - Footpaths	(216,620)	(216,624)	(130,318)	86,306	39.84%	
Infrastructure Assets - Aerodromes	(70,000)	0	0	Within Threshold	0%	
Infrastructure Assets - Parks & Ovals	(1,966,000)	(1,179,600)	(515,903)	663,697	56.26%	
Infrastructure Assets - Recreation	0	0	(3,902)	Within Threshold	0.00%	
Infrastructure Assets - Other	(487,331)	(487,331)	(369,887)	117,444	24.10%	
Inflows from investing activites						
Proceeds from Sale of Assets	282,000	282,000	165,455	(116,545)	(41.33%)	▼
Contributions for the Development of Assets	4,397,208	831,491	1,664,341	832,850	100.16%	
Amount Attributable to Investing Activities	**(3,095,163)**	**(3,952,139)**	**(1,166,576)**	**2,789,465**		
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(24,014)	(19,694)	(19,693)	Within Threshold	Within Threshold	
Repayment of Debt - Lease Principal	(15,241)	(10,122)	(10,199)	Within Threshold	Within Threshold	
Transfer to Reserves	(421,000)	(49,998)	(411,223)	(361,225)	(722.48%)	
Inflows from financing activites						
Transfer from Reserves	1,034,000	0	0	Within Threshold	0%	
Amount Attributable to Financing Activities	**573,745**	**(79,814)**	**(441,115)**	**(361,225)**		
Sub Total	**(7,426,443)**	**(6,991,516)**	**(3,824,922)**	**3,150,618**		
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,600,000	3,600,000	3,679,906	79,906	Within Threshold	
Amount Raised from General Rates	3,826,443	3,826,443	3,825,456	Within Threshold	Within Threshold	
Sub Total	**7,426,443**	**7,426,443**	**7,505,362**	**79,906**		
NET SURPLUS/(DEFICIT)	**0**	**434,927**	**3,680,440**			

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	ACTUAL YTD	ACTUAL 30/06/2024
Current Assets		
Cash at bank and on Hand	6,997,294	5,997,802
Restricted Cash	20,023	23,331
Restricted Cash Reserves	3,447,021	3,035,799
Trade Receivables	862,637	971,096
Stock on Hand/Inventory/Biological Assets	190,671	190,671
Other Assets	1,200	24,247
Total Current Assets	**11,518,845**	**10,242,946**
Current Liabilities		
Trade Creditors	(364,267)	($463,311)
Bonds and Deposits	(45,741)	($44,905)
Accrued Wages	0	($132,058)
Accrued Interest on Loans	0	($1,042)
Accrued Expense	0	($46,257)
ATO Liabilities	0	$0
Contract Liability	(3,351,011)	($2,381,855)
Loan Liability	(4,320)	($24,014)
Finance Lease Liability	(5,042)	($15,241)
Provisions	(439,694)	($439,694)
Total Current Liabilities	**(4,210,076)**	**(3,548,378)**
Sub-Total	**7,309,869**	**6,694,568**
Adjustments		
LESS Cash Backed Reserves	(3,447,021)	(3,035,799)
LESS Restricted Cash	0	0
LESS Inventory	(190,671)	(190,671)
LESS Accrued Interest Income	0	(6,806)
LESS Prepaid Expenses	0	0
ADD: Employee Leave Provisions	0	0
ADD: Accrued Interest on Loans	0	1,042
ADD: Accrued Salaries & Wages	0	132,058
ADD: Accrued Expenses	0	46,257
ADD: Current Loan Liability	4,320	24,014
ADD: Current Finance Lease Liability	5,042	15,241
Rounding	0	1
Net Current Position	**3,680,440**	**3,679,906**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

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 Statement of Financial Activity for each months financial statements.

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 AAS5, 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
Operating Revenue						
Operating Grants & Contributions	548,284	737,622	189,338	35%	TIMING/ PERMANENT	Decrease in General Purpose Grants $56k, Increase in Local Road grant $25k, Increase in ESL and DFES Funding Operating Grant Income $11k, Increase in Community Housing Maintenance Grant $143k, Increase in MRWA Maintenance Grant $45k, Increase in Rylington Events Income by $13k.
Fees & Charges	1,432,765	1,427,219	Within Threshold	Within Threshold	TIMING	Decrease in Caravan Park Fees $12k, Decrease in Standpipe Water Charges by $13k.
Interest Earnings	136,847	288,412	151,565	111%	TIMING /PERMANENT	Increase in Rates Non Payment Penalty $10k, Increase in Interest on Investment- municipal Account by $118k, Increase in Interest On Investment - Reserve Account by $16k.

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Expenses						
Employee Costs	(2,913,755)	(2,709,434)	204,321	Within Threshold	TIMING	Increase In DFES Risk Planning $27k, Decrease in Ranger Services Operation Costs $28k, Decrease in Emergency Management Coordination Expenses $50k, Increase in Medical Service Employee Cost $128k, Increase in Medical CTR-Subscriptions $16k, Increase in Medical CTR - Superannuation $10k, Decrease in Early Learning Centre - Employee Costs $41k, Increase in Other Housing Operating & Mtce Expenses $11k, Decrease in Transfer Station Employee costs $15k, Decrease in Swimming Pool Employee Costs $10k, Decrease in Reserves and Parks Operations $13k, Decrease in Support for Others $36k, Decrease in Rural Road Maintenance $180k, Increase in Maintenance Grading $16k, Decrease in Town Services - Tree Pruning $9k, Increase in Community Development Officer $13k, Decrease in Tourist Centre $13k, Increase in Caravan Park / Flax Mill Complex Building Operation $11k, Increase in Supervision $65k, Decrease in PWOH Leave - Depot $54k, Decrease in Less PWOH Allocated $54k, Decrease in Administration Staff Employee Costs $26k, Decrease in Administration -Superannuation $21k, Decrease in Rylington Park Operation Expenses $28k.

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

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
Materials & Contracts	(1,929,928)	(1,500,313)	429,615	22%	TIMING	Decrease in Members Council Chamber expenses $23k, Increase in ESL-Fire Vehicle Maintenance Costs $25K, Increase in ESL- Fire Plant and Equipment Maintenance $11k, Decrease in Bush Fire- Mitigation Activity expenses $38k, Increase in Ranger Services Operation Costs $24k, Decrease in Health Administration Services expenses $67k, Decrease in Medical Centre Computer expenses $18k, Decrease in Medical Supplies & Equipment $12k, Decrease in Aged Needs Strategy Project $29k, Increase in Community Housing Maintenance expenses $15k, Decrease in Refuse Collection Boyup Brook Townsite expense $11k, Decrease in Swimming Pool & Gym General Operations $11k, Increase in Rural Road Maintenance $35k, Decrease in Repairs & Maint- Bridges $13k, Increase in Maintenance Grading $37k, Decrease in Verge Pruning (Rural) $72k, Decrease in Consulting Engineer expenses $22k, Decrease in Fuel and Oil $46k, Increase in Licenses $12k, Decrease in Audit fees $34k, Decrease in Consultants $14k, Increase in IT System Operation & Maintenance $97k, Decrease in Rylington Stock Program expenses $11k, Decrease in Rylington Cropping Program expenses $35k, Decrease in Rylington Education Program expenses $47k.
Utility Charges	(154,472)	(117,703)	36,769	24%	TIMING	Decrease in Standpipe water $17k.
Depreciation on Assets	(2,415,166)	(3,165,053)	(749,887)	-31%	TIMING	Increase in Boyup Brook Citizen Lodge $16k, Increase in Public Halls $34k, Increase in Recreation Building & Other $25k, Increase in Parks & Gardens depreciation $14k, Increase in Transport depreciation $504k, Increase in Bridges depreciation $180k, Decrease in Drainage depreciation$74k.
Other Expenses	(289,320)	(220,214)	69,106	24%	TIMING	Decrease in Sitting Fee expenses $29k, Increase in Family Stop Centre Admin Allocated $10.

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

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 Statement of Financial Activity for each months financial statements.

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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
Investing Activities						
Purchase Buildings	(1,216,240)	(275,052)	941,188	77%	TIMING	Decrease in Evacuation Centre Building project $949k, Decrease Town Hall Project $68k, Decrease in Flaxmill Scrutching Shed $10k, Increase in Caravan Parks Building $14k, Increase in Administration Building Capital Expenditure by 92k.
Purchase Plant and Equipment	(602,386)	(559,010)	43,376	Within Threshold	TIMING	Decrease in Swimming Pool - Plant & Equipment $10K, Decrease in Plant & Equipment - Parks & Gardens $33K, Increase in Rylington Park Plant & Equipment $11k,
Purchase Furniture and Equipment	0	(40,640)	(40,640)	0%	TIMING	Increase in Furniture & Equipment -Acquisitions by $ 32k.
Infrastructure Assets - Roads	(1,363,449)	(1,101,660)	261,789	19%	TIMING	Decrease in RTR009 RTR-Six Mile Road by $ 276k, Decrease in RTR Craigie Road by $ 27k, Increase in RGR Boyup Brook - Cranbrook Rd by $ 272k, Decrease in RGR Boyup Brook - Arthur River Rd by $ 252k, Decrease in RRG Winnejup Road by $ 50k, Increase in MU501 Gravel Pit Rehabilitation by $11k
Infrastructure Assets - Footpaths	(216,624)	(130,318)	86,306	40%	TIMING	Decrease in Abel St Footpath project $18K, Decrease in Bridge St Footpath project $59K.
Infrastructure Assets - Parks & Ovals	(1,179,600)	(515,903)	663,697	56%	TIMING	Decrease in Sandakan Playground - Tallison by $665k.
Infrastructure Assets - Other	(487,331)	(369,887)	117,444	-24%	TIMING	Decrease in Cemetery Other Infrastructure by $114k.
Proceeds from Sale of Assets	282,000	165,455	(116,545)	-41%	TIMING	Increase for Sale of Isuzu Truck $7k, Decrease for Sale of Komatsu Grader $113k, Decrease for Sale of Komatsu Loader $9k.
Non-Operating Grants, Subsidies for the Development of Assets	831,491	1,664,341	832,850	100%	TIMING	Increase in DFES SES Trailer Grant $23k, Increase in Evacuation Centre Grant $75, Increase in LRCI Cemetery grant $343k, Increase in Tallison contribution for playground $515k, Decrease in Regional Road Group grants $406k, Decrease in Road To Recovery Grant $148k, Increase in Capital Grants Other & Road Contributions $405k, Increase in Economic Services Grants $16k.
Financing Activities						
Transfer to Reserves	(49,998)	(411,223)	(361,225)	-722%		Increase in Transfer To Reserves by $361k

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	2023-24 ACTUAL	2024-25 ACTUAL	Variance
	$	$	$
Current assets			
Unrestricted Cash & Cash Equivalents	5,998,756	6,997,888	999,132
Restricted Cash - Reserves	3,035,798	3,447,021	411,223
Restricted Cash - Other	22,378	19,429	-2,949
Trade and other receivables	974,163	862,637	-111,526
Inventories	190,671	190,671	0
Other assets	21,181	1,200	-19,981
Total current assets	**10,242,947**	**11,518,846**	1,275,899
Non-current assets			
Trade and other receivables	62,416	62,416	0
LG House Unit Trust	83,171	83,171	0
Land	4,570,000	4,644,882	74,882
Buildings	18,311,715	18,245,481	-66,234
Furniture & Equipment	19,556	58,865	39,310
Plant & Equipment	2,582,543	2,690,559	108,016
Right of use Assets - Plant	45,721	41,793	-3,927
Infrastructure Assets - Roads	92,944,335	92,442,897	-501,438
Infrastructure Assets - Bridges	21,435,894	20,825,660	-610,234
Infrastructure Assets - Footpaths	621,245	742,329	121,084
Infrastructure Assets - Recreation	2,372,053	2,268,764	-103,289
Infrastructure Assets - Drainage	8,938,514	8,831,662	-106,852
Infrastructure Assets - Parks/Ovals	0	514,800	514,800
Infrastructure Assets - Other	5,511,382	5,712,372	200,990
Total non-current assets	**157,498,544**	**157,165,650**	-332,894
Total assets	**167,741,491**	**168,684,496**	943,005
Current liabilities			
Trade and other payables	642,668	364,267	278,401
Bonds and deposits	44,906	45,741	-835
Contract Liabilities	2,381,855	3,351,011	-969,156
Interest-bearing loans and borrowings	24,014	4,320	19,694
Finance Lease Liability - Current	15,241	5,042	10,199
Provisions	439,694	439,694	0
Total current liabilities	**3,548,379**	**4,210,076**	-661,697
Non-current liabilities			
Interest-bearing loans and borrowings	25,445	25,445	0
Finance Lease Liability - Non Current	0	0	0
Provisions	63,671	63,671	0
Total non-current liabilities	**89,116**	**89,116**	0
Total liabilities	**3,637,495**	**4,299,192**	-661,697
Net assets	**164,103,996**	**164,385,304**	281,308
Equity			
Retained surplus	57,662,523	57,251,301	-411,222
Net Result	0	281,308	281,308
Reserve - asset revaluation	103,405,674	103,405,674	0
Reserve - Cash backed	3,035,799	3,447,021	411,222
Total equity	**164,103,996**	**164,385,304**	281,308

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

SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 28 FEBRUARY 2025

	2023-2024 ACTUAL $	2024-2025 BUDGET $	2024-2025 ACTUAL $
Cash Flows from operating activities			
Payments			
Employee Costs	(4,645,824)	(4,426,771)	(3,162,820)
Materials & Contracts	(1,708,127)	(3,387,919)	(1,304,536)
Utilities (gas, electricity, water, etc)	(251,198)	(235,560)	(117,703)
Insurance	(4,217)	(2,753)	(315,160)
Interest Expense	(282,769)	(327,312)	(2,260)
Goods and Services Tax Paid	(409,414)	0	(230,145)
Other Expenses	(488,234)	(358,511)	(220,214)
	(7,789,783)	**(8,738,826)**	**(5,352,837)**
Receipts			
Rates	3,611,469	3,825,765	3,523,718
Operating Grants & Subsidies	1,996,691	662,343	736,167
Fees and Charges	2,151,995	1,962,497	1,427,219
Interest Earnings	398,741	201,300	295,217
Goods and Services Tax	375,526	0	236,117
Other	861,952	864,998	369,874
	9,396,374	**7,516,903**	**6,588,312**
Net Cash flows from Operating Activities	**1,606,591**	**(1,221,923)**	**1,235,475**
Cash flows from investing activities			
Payments			
Purchase of Land	0	0	0
Purchase of Buildings	(621,140)	(1,979,933)	(275,052)
Purchase Plant and Equipment	(454,979)	(620,386)	(559,010)
Purchase Furniture and Equipment	0	0	(40,640)
Purchase Road Infrastructure Assets	(2,226,902)	(2,434,101)	(1,101,660)
Purchase of Bridges Assets	0	0	0
Purchase of Footpath Assets	(243)	(216,620)	(130,318)
Purchase Drainage Assets	(115,658)	0	0
Purchase Parks & Ovals Assets	0	(1,966,000)	(515,903)
Purchase Recreation Assets	(126,105)	0	(3,902)
Purchase Infrastructure Other Assets	(79,253)	(557,331)	(369,887)
Receipts			
Proceeds from Sale of Assets	51,818	282,000	165,455
Non-Operating grants used for Development of Assets	3,742,312	3,490,693	3,032,740
	169,850	**(4,001,678)**	**201,823**
Cash flows from financing activities			
Repayment of Debentures	(22,660)	(24,014)	(19,693)
Principal elements of lease payments	(19,800)	(15,242)	(10,199)
Proceeds from New Debentures	0	0	0
Net cash flows from financing activities	**(42,460)**	**(39,256)**	**(29,893)**
Net increase/(decrease) in cash held	**1,733,981**	**(5,262,857)**	**1,407,406**
Cash at the Beginning of Reporting Period	**7,322,951**	**9,056,932**	**9,056,932**
Cash at the End of Reporting Period	**9,056,932**	**3,794,075**	**10,464,338**

SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 28 FEBRUARY 2025

Notes

	2023-2024 ACTUAL $	2024-2025 BUDGET $	2024-2025 ACTUAL $
RECONCILIATION OF CASH			
Cash at Bank	3,578,473	21,821	6,993,953
Restricted Cash	5,462,559	3,766,304	3,469,635
Cash on Hand	15,900	5,950	750
TOTAL CASH	**9,056,932**	**3,794,075**	**10,464,338**
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	(988,611)	(348,908)	281,308
Add back Depreciation	4,623,109	3,622,898	3,165,053
(Gain)/Loss on Disposal of Assets	8,182	0	(1,243)
LG House Unit trust	0	0	0
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	(1,680,465)	(3,490,693)	(1,664,341)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(235)	0	0
(Increase)/Decrease in Receivables	(1,892,320)	0	(1,236,892)
Increase/(Decrease) in Accounts Payable	1,498,536	0	691,590
Increase/(Decrease) in Contract Liability	0	(1,049,855)	0
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	38,396	44,635	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	**1,606,591**	**(1,221,923)**	**1,235,475**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2024-25 Total Budget	2024-25 YTD Budget	2024-25 YTD Actuals	% of Annual Budget
Governance								
041401	Members Furniture & Equipment - Acquisitions	MWS	F&E	New	0	0	32,199	0.0%
					0	**0**	**32,199**	
Law Order & Public Safety								
053401	Other Law - Evaucation Centre Building Capital Expenditure	MWS	L&B	New	1,707,000	1,024,200	74,882	4.4%
051600	ESL Plant & Equipment - SES LED Trailers	MWS	P&E	New	45,090	45,090	45,090	100.0%
					1,752,090	**1,069,290**	**119,972**	
Education & Welfare								
081400	Community Resource Centre - External painting, balustrades, decking & restumping, internal paint	BMC	L&B	Renewal	20,000	0	0	0.0%
081401	Early Learning Centre - External painting, kitchen cabinetry & irrigation install	BMC	L&B	Renewal	5,000	5,000	0	0.0%
					25,000	**5,000**	**0**	
Housing								
091400	CEO Residence - Replace fencing	BMC	L&B	Renewal	10,000	10,000	4,529	45.3%
					10,000	**10,000**	4,529	
Community Amenities								
107900	Cemetery Other Infrastructure	MWS	Other	Upgrade	457,331	457,331	343,186	75.0%
					457,331	**457,331**	**343,186**	
Recreation & Culture								
LRC017	Boyup Brook Hall Refurbishment	BMC	L&B	Upgrade	0	0	0	0.0%
BU1501	Town Hall Building Capital Expenditure	MWS	L&B	New	75,000	75,000	6,655	8.9%
BC5500	Swimming Pool Buildings Air Conditioning	MWS	L&B	New	10,000	10,000	6,947	69.5%
BR5052	Craft Hut Capital Expenditure	MWS	L&B	New	14,000	14,000	8,066	57.6%
112500	Swimming Pool - Plant & Equipment	MWS	P&E	New	22,696	22,696	12,769	56.3%
113907	Plant & Equipment - Parks & Gardens	MWS	P&E	New	32,600	32,600	0	0.0%
PKS01	Sandakan Playground Upgrade - Tallison	MWS	PARK	New	1,966,000	1,179,600	514,800	26.2%
113903	Capital Improvements - Other Infrastr - Sandakan Memorial	MWS	PARK	New	0	0	1,103	0.0%
113906	Parks and Gardens Infrastructure - Fence	MWS	REC	New	0	0	3,902	0.0%
					2,120,296	**1,333,896**	**554,242**	
Transport								
123603	DWS - Fleet Vehicles	MWS	P&E	New	70,000	70,000	64,975	92.8%
123610	Heavy Plant Replacements	MWS	P&E	Renewal	375,000	375,000	375,359	100.1%
RTR009	RTR - Six Mile Road	MWS	ROAD	New	276,467	276,467	847	0.3%
RTR037	Roads to Recovery - Craigie Road	MWS	ROAD	Renewal	270,450	27,045	240	0.1%
RRG004	Regional Road Group - Winnejup Road	MWS	ROAD	Upgrade	420,000	420,003	370,336	88.2%
RRG148	Regional Road Group - Boyup Brook Cranbrook Road	MWS	ROAD	Upgrade	390,000	0	272,235	69.8%
RRG210	Regional Road Group - Boyup Brook Arthur River Road	MWS	ROAD	Upgrade	465,000	310,000	58,018	12.5%
MU501	Gravel Pits Rehabilitation	MWS	ROAD	Renewal	20,000	0	10,611	53.1%
121401	Gravel Sheeting Road Projects	MWS	ROAD	Renewal	103,395	0	0	0.0%
121410	Winter Road Grading	MWS	ROAD	Renewal	488,789	329,934	389,373	79.7%
126400	Aerodrome Infrastructure - Gravel resheet	MWS	OTHER	Renewal	70,000	0	0	0.0%
122895	Depot - Buildings	MWS	L&B	New	0	0	963	0.0%
LFC106	LRCI - Abel St Footpath	MWS	FOOT	New	23,060	23,061	5,593	24.3%
LFC107	LRCI - Bridge St Footpath	MWS	FOOT	New	76,380	76,381	17,630	23.1%
LFC109	LRCI - Forrest St Footpath	MWS	FOOT	New	12,875	12,875	5,245	40.7%
LFC111	LRCI - Inglis St Footpath	MWS	FOOT	New	21,950	21,951	22,859	104.1%
LFC114	LRCI - Cailes St Footpath	MWS	FOOT	New	4,200	4,200	4,200	100.0%
LFC115	LRCI - Beatty St Footpath	MWS	FOOT	New	71,974	71,974	70,610	98.1%
LFC123	LRCI - Dickson St Footpath	MWS	FOOT	New	6,181	6,182	4,181	67.6%
					3,165,721	**2,025,073**	**1,673,275**	
Economic Services								
135402	Standpipe - Card Swipe Facilities x 2	MWS	OTHER	Upgrade	30,000	30,000	26,701	89.0%
132404	Flaxmill Scrutching Shed	MWS	L&B	New	16,200	10,200	0	0.0%
132409	Caravan Parks Buildings (Laundry, Ablutions etc)	MWS	L&B	New	35,000	0	13,827	39.5%
					81,200	**40,200**	**40,528**	

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

CAPITAL EXPENDITURE PROGRAM

COA	Description	Resp. Officer	Asset Class	Asset Invest. Type	2024-25 Total Budget	2024-25 YTD Budget	2024-25 YTD Actuals	% of Annual Budget
Other Property & Services								
146500	Administration Vehicle replacements	MWS	P&E	Renewal	45,000	45,000	37,459	83.2%
149502	Rylington Park Plant & Equipment	MWS	P&E	New	30,000	12,000	23,357	77.9%
149503	Rylington Park - Water filtration & replace house roof	MWS	L&B	Renewal	30,000	30,000	29,066	96.9%
146605	Administration Building Capital Expenditure	MWS	L&B	New	57,733	37,840	130,117	225.4%
146601	ICT Upgrades & Renewals (Furniture & Equipment)	MWS	F&E	New	0	0	8,441	0.0%
					162,733	**124,840**	**228,441**	
	Total Capital Expenditure				**7,774,371**	**5,065,630**	**2,996,371**	

SUMMARIES:				
Land & Buildings	1,979,933	1,216,240	275,052	13.9%
Plant & Equipment	620,386	602,386	559,010	90.1%
Furniture & Equipment	0	0	40,640	0.0%
Road Infrastructure	2,434,101	1,363,449	1,101,660	45.3%
Footpath Infrastructure	216,620	216,624	130,318	60.2%
Bridge Infrastructure	0	0	0	0.0%
Drainage Infrastructure	0	0	0	0.0%
Recreation Infrastructure	1,966,000	1,179,600	515,903	26.2%
Parks & Reserves Infrastructure	0	0	3,902	0.0%
Other Infrastructure	557,331	487,331	369,887	66.4%
	7,774,371	**5,065,630**	**2,996,371**	**38.5%**
At No Cost	0	0	0	0.0%
Asset Renewal	1,437,634	821,979	846,637	58.9%
New Asset	4,574,406	3,026,317	1,079,257	23.6%
Upgrading Asset	1,762,331	1,217,334	1,070,476	60.7%
	7,774,371	**5,065,630**	**2,996,371**	**38.5%**
Chief Executive Officer	0	0	0	0.0%
Deputy CEO	0	0	0	0.0%
Manager Works & Services	7,739,371	5,050,630	2,991,842	38.7%
Building Maintenance Coordinator	35,000	15,000	4,529	12.9%
	7,774,371	**5,065,630**	**2,996,371**	**38.5%**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 28 FEBRUARY 2025

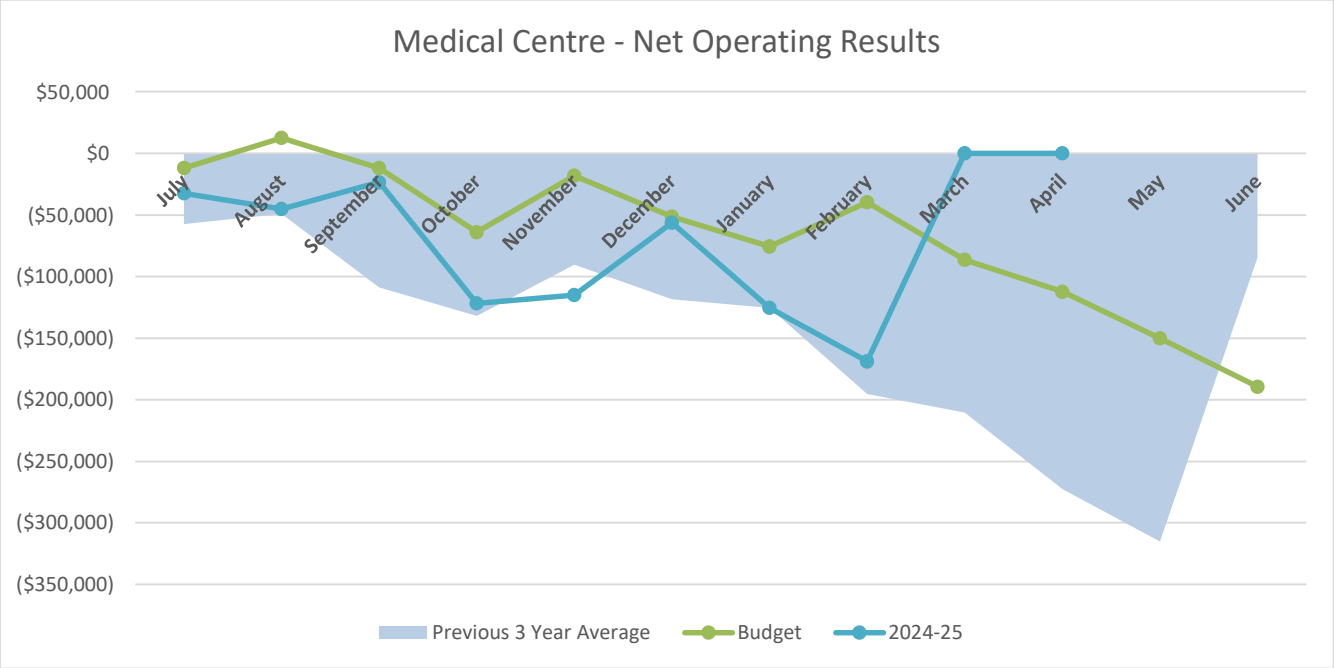
UNSPENT CAPITAL GRANTS Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue
Law, Order & Public Safety								
DFES - Evauation Centre Grant	406,500	-	(46,277)	360,223	813,000	-	-	74,882
DFES - SES LED Trailers Grant	-	-	-	-	22,545	-	-	22,545
Community Amenities								
DITRDC - LRCI Phase 4A	432,867	-	(285,947)	146,920	-	-	-	343,186
Recreation & Culture								
Talison - Sandakan Playground	-	858,000	(514,800)	343,200	1,716,000	-	-	514,800
						-		
Transport								
DITRDC - LRCI Phase 2 Grant	3,948	-	-	3,948	7,646	-	-	408,807
DITRDC - LRCI Phase 3 Grant	-	-	-	-	366,025	-	-	-
DITRDC - LRCI Phase 4B	-	-	-	-	75,075	-	3,823	-
MRWA - Boyup Brook-Winnejup Road Grant Job 30000537	63,200	-	-	63,200	-	-	-	-
MRWA - Regional Road Group Funding	-	340,000	(117,868)	222,132	850,000	-	680,000	274,018
DITRDC - Roads to Recovery Grant	-	-	-	-	546,917	-	147,668	-
WALGGC - Special Bridge Funding	1,332,000	-	-	1,332,000	-	-	-	-
WALGGC - Special Bridge Funding	-	724,999	-	724,999	-	-	-	-
Total Unspent Capital Grants	**2,238,515**	**1,922,999**	**(964,892)**	**3,196,622**	**4,397,208**	**-**	**831,491**	**1,638,238**

CONTRACT LIABILITIES Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue
Housing								
DoC - SHERP Grant Funding	143,340	0	(143,340)	-	143,340	-	-	143,340
Total Contract Liabilities	**143,340**	**-**	**(143,340)**	**-**	**143,340**	**-**	**-**	**143,340**
TOTAL LIABILITIES & REVENUE	**2,381,855**	**1,922,999**	**(1,108,232)**	**3,196,622**	**4,540,548**	**0**	**831,491**	**1,781,578**

MAJOR BUSINESS UNITS

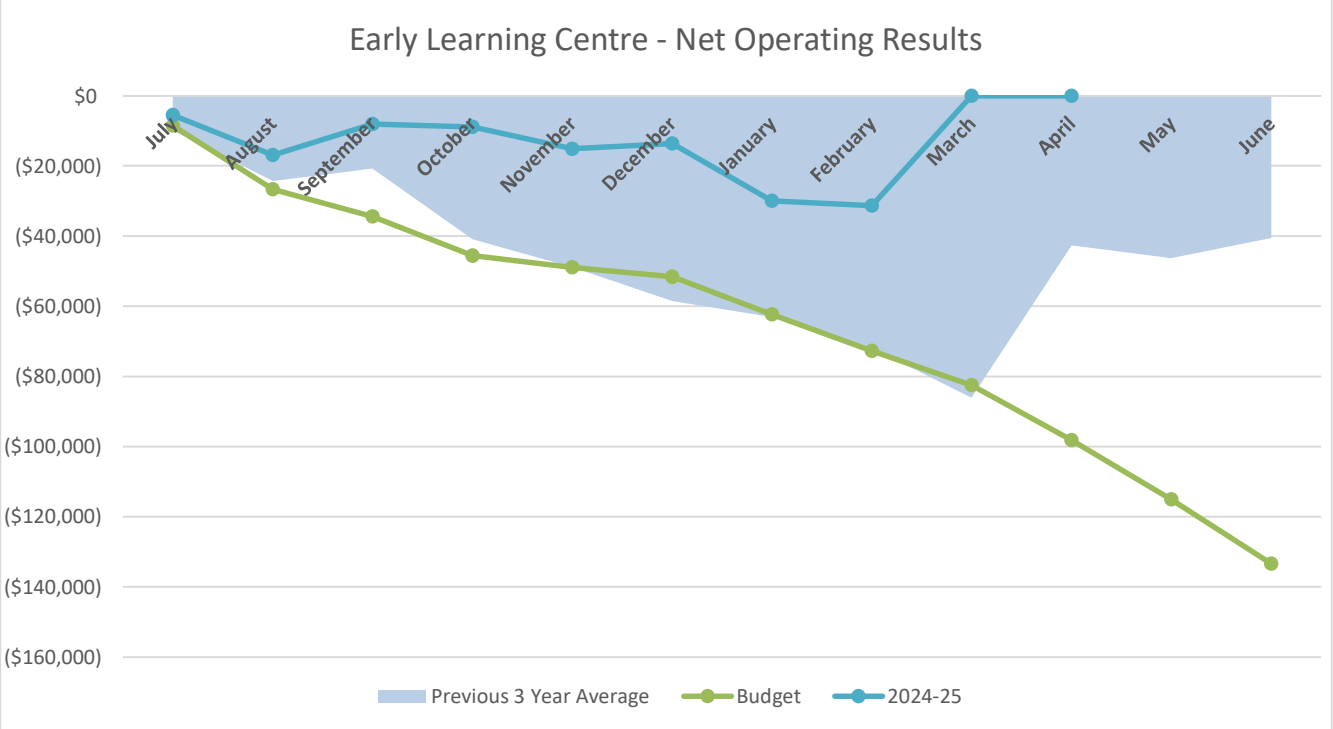
Medical Centre

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

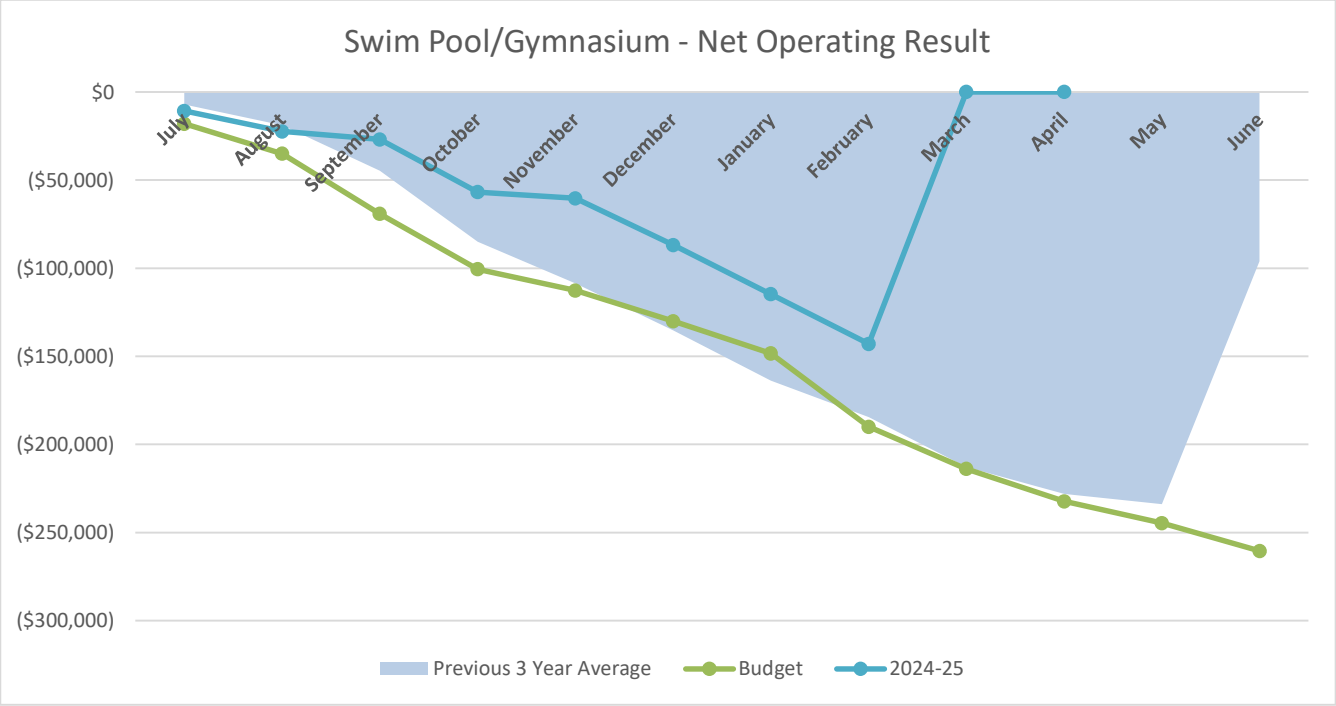
The Shire of Boyup Brook owns and operates an early learning centre in Boyup Brook that provides child care services to the community. The following graph shows the operations of the Early Learning Centre (profit or loss), excluding capital grants.



MAJOR BUSINESS UNITS

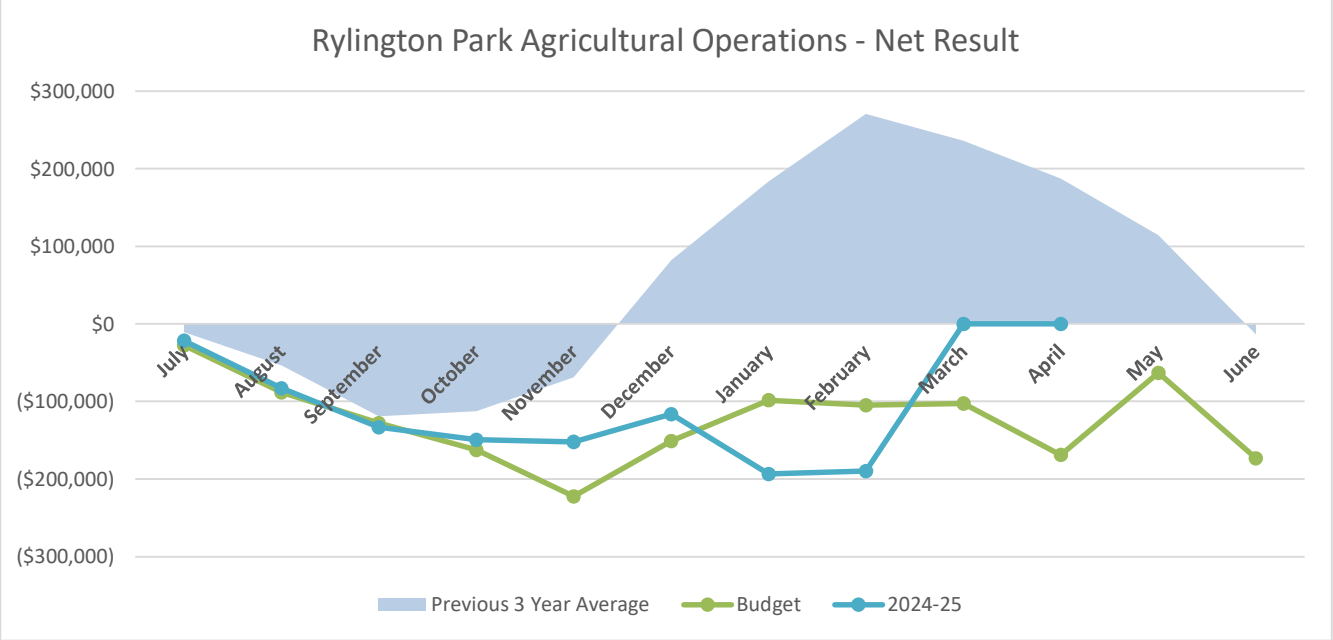
Swimming Pool/Gymnasium

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 28 FEBRUARY 2025

RESERVES - CASH BACKED	2024-25 Actual Opening Balance	2024-25 Actual Transfer to	2024-25 Actual Transfer (from)	2024-25 Actual Closing Balance	2024-25 Budget Opening Balance	2024-25 Budget Transfer to	2024-25 Budget Transfer (from)	2024-25 Budget Closing Balance
Leave Reserve	35,745	714	0	36,459	35,745	848	0	36,593
Plant Reserve	340,571	36,694	0	377,265	340,572	37,566	0	378,138
Building Reserve	800,266	66,651	0	866,917	800,265	68,952	(447,000)	422,217
Community Housing Reserve	229,350	4,583	0	233,933	229,351	5,430	0	234,781
Emergency Reserve	13,341	267	0	13,608	13,341	315	0	13,656
Insurance Claim Reserve	16,259	325	0	16,584	16,259	383	0	16,642
Other Recreation Reserve	69,053	21,380	0	90,433	69,053	21,635	0	90,688
Commercial Reserve	482,817	9,649	0	492,466	482,817	11,438	0	494,255
Bridges Reserve	30,166	30,998	0	61,164	30,166	30,713	0	60,879
Aged Accommodation Reserve	34,665	693	0	35,358	34,665	818	0	35,483
Road Contributions Reserve	30,588	611	0	31,199	30,588	728	0	31,316
IT/Office Equipment Reserve	42,677	102,169	0	144,846	42,677	101,013	0	143,690
Civic Receptions Reserve	17,936	358	0	18,294	17,936	428	0	18,364
Unspent Grants Reserve	85	2	0	87	85	0	0	85
Unspent Community Grants Reserve	131	3	0	134	131	0	0	131
Rylington Park Working Capital Reserve	247,210	4,940	0	252,150	378,250	8,955	(140,000)	247,205
Rylington Park Community Projects Reserve	534,938	10,691	0	545,629	534,938	12,668	(447,000)	100,606
Co-Contributions Reserve	100,000	52,657	0	152,657	100,000	52,370	0	152,370
Waste Reserve	10,000	10,331	0	20,331	10,000	10,240	0	20,240
Reserved Equity: Rylington Park Scholarship Fund	0	6,586	0	6,586	0	6,500	0	0
Asset Design and Development Reserve	0	50,658	0	50,658	0	50,000	0	0
Swimming Pool Reserve	0	263	0	263	0	0	0	0
	3,035,798	411,223	0	3,447,021	3,166,839	421,000	(1,034,000)	2,497,339

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 28 FEBRUARY 2025

LOAN REPAYMENTS	Loan Number	2024-25 Actual Principal 1 July 2023	2024-25 New New Loans	2024-25 New Principal Repayments	2024-25 Actual Interest Repayments	2024-25 Actual Principal Outstanding	2024-25 Budget Principal 1 July 2023	2024-25 Budget New Loans	2024-25 Budget Principal Repayments	2024-25 Budget Interest Repayments	2024-25 Budget Principal Outstanding
Housing											
Staff House	115	17,994	0	(3,961)	(207)	14,033	17,994	0	(8,038)	(1,388)	9,956
Recreation and culture											
Swimming Pool	114	32,742	0	(14,622)	(922)	18,120	32,742	0	(14,622)	(2,529)	18,120
		50,736	0	(18,583)	(1,129)	32,153	50,736	250,000	(22,660)	(3,917)	278,076

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure
Proceeds Sale of Assets								
123001		Proceeds Sale of Plant Assets	($282,000)	($165,455)	($165,454.55)	$0	($282,000)	$0
092020		Proceeds - Sale of Land Assets	$0	$0	$0	$0	$0	$0
PROCEEDS FROM SALE OF ASSETS			($282,000)	($165,455)	($165,455)	$0	($282,000)	$0
		Written Down Value						
092600		Written Down Value - Disposal of Assets	$282,000	$0	$0	$0	$0	$282,000
Sub Total - WDV ON DISPOSAL OF ASSET			$282,000	$0	$0	$0	$0	$282,000
Total - GAIN/LOSS ON DISPOSAL OF ASSET			$0	($165,455)	($165,455)	$0	**($282,000)**	**$282,000**
Total - OPERATING STATEMENT			**$0**	**($165,455)**	**($165,455)**	**$0**	**($282,000)**	$282,000

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
RATES								
OPERATING EXPENDITURE								
031103		Rates Administration Activity Costs	$93,089	$89,258	$0	$89,258	$0	$139,690
031101		Collection Costs	$3,332	$33	$0	$33	$0	$5,000
031100		Valuation Charges	$3,283	$1,679	$0	$1,679	$0	$32,850
031102		Search Costs	$48	$0	$0	$0	$0	$300
Sub Total - GENERAL RATES OP EXP			$99,752	$90,969	$0	$90,969	$0	$177,840
OPERATING INCOME								
031001		Rates · GRV	($582,295)	$0	$0	$0	($582,295)	$0
031002		Rates · UV	($2,690,290)	$0	$0	$0	($2,690,290)	$0
031003		Rates · GRV - Minimum	($71,934)	$0	$0	$0	($71,934)	$0
031004		Rates · UV - Minimum	($481,924)	$0	$0	$0	($481,924)	$0
031006		Rates · Ex-Gratia Rates	($1,390)	($1,592)	($1,592)	$0	($1,390)	$0
031013		Rates Administration Fee	$0	($3,380)	($3,380)	$0	($40)	$0
031005		Rates · Instalment Interest	($5,000)	($10,963)	($10,963)	$0	($5,000)	$0
031007		Rates · Non Payment Penalty - LG	($15,000)	($24,897)	($24,897)	$0	($20,000)	$0
031008		Rates · Rate Enquiries	($5,800)	($5,451)	($5,451)	$0	($10,000)	$0
031009		Rates - ESL Administration Fee	($4,000)	($4,000)	($4,000)	$0	($4,000)	$0
031010		Rates - Reimbursements	$0	$0	$0	$0	($5,000)	$0
031011		Rates · Penalty Interest - DFES	($600)	($855)	($855)	$0	($600)	$0
031012		Rates · Rates Interims	($300)	($3,830,116)	($3,830,116)	$0	($1,000)	$0
031016		Rates - Concessions	$1,750	$0	$0	$0	$3,018	$0
031017		Rates - Deferred Rates - Interest Grant	$0	($1,861)	($1,861)	$0	$0	$0
031104		Rates Written Off	$29	$4,659	$4,659	$0	$50	$0
Sub Total - GENERAL RATES OP INC			($3,856,754)	($3,878,455)	($3,878,455)	$0	($3,870,405)	$0
Total - GENERAL RATES			($3,757,002)	($3,787,485)	($3,878,455)	$90,969	($3,870,405)	$177,840

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
OTHER GENERAL PURPOSE FUNDING								
OPERATING EXPENDITURE								
032100		General Purpose Funding - Administration Allocated	$6,172	$5,918	$0	$5,918	$0	$9,262
032101		General Purpose Funding - Doubtful Debts Expense	$0	$0	$0	$0	$0	$0
032110		General Purpose Funding - Bad Debts Written Off			$0	$0	$0	$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			$6,172	$5,918	$0	$5,918	$0	$9,262
OPERATING INCOME								
032001		General Purpose Grants Federal Commission (OP)	($132,525)	($76,446)	($76,446)	$0	($176,701)	$0
032002		General Purpose Grants Federal - Roads (OP)	($34,841)	($59,954)	($59,954)	$0	($46,455)	$0
032003		General Purpose Funding - Interest On Investments - Municipal Accour	($73,000)	($190,636)	($190,636)	$0	($100,000)	$0
032004		Interest on Investments - Reserves Account	($42,750)	($58,417)	($58,417)	$0	($75,000)	$0
032006		General Purpose Funding - Interest on Investments - Medical Funds	($497)	($545)	($545)	$0	($700)	$0
032007		General Purpose Funding - Interest on Investments - Business Online	$0	$0	$0	$0	$0	$0
032008		General Purpose Funding - Interest on Investments - Short Term Depos	$0	$0	$0	$0	$0	$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			($283,613)	($386,106)	($386,106)	$0	($398,856)	$0
Total - OTHER GENERAL PURPOSE FUNDING			($277,441)	($380,188)	($386,106)	$5,918	($398,856)	$9,262
Total - GENERAL PURPOSE FUNDING			($4,034,443)	($4,167,673)	**($4,264,561)**	**$96,888**	**($4,269,261)**	**$187,102**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
MEMBERS OF COUNCIL								
OPERATING EXPENDITURE								
041100		Members - Sitting Fees.	$49,619	$20,988	$0	$20,988	$0	$74,458
041119		Website Expenses	$8,860	$8,860	$0	$8,860	$0	$8,860
041101		Members - Training Costs	$6,900	$0	$0	$0	$0	$10,000
041102		Members - Travelling Costs	$3,105	$2,977	$0	$2,977	$0	$4,500
041103		Members - Telecommunications Reimbursements	$7,949	$3,600	$0	$3,600	$0	$11,520
041104		Members - Other Expenses	$4,400	$1,207	$0	$1,207	$0	$4,400
041105		Members - Conferences/Seminars Costs	$13,640	$6,183	$0	$6,183	$0	$15,500
041106		Members - President's Allowance	$4,934	$0	$0	$0	$0	$10,280
041107		Members - Deputy President's Allowance	$1,259	$1,285	$0	$1,285	$0	$2,570
041108		Members - Council Chamber Expenses	$43,423	$12,979	$0	$12,979	$0	$45,440
041109		Members - Refreshments & Receptions	$31,329	$19,445	$0	$19,445	$0	$44,510
041110		Members - Bunbury Wellington GOC Projects	$2,000	$2,000	$0	$2,000	$0	$2,000
041111		Members - Insurance Costs For Members	$6,916	$7,074	$0	$7,074	$0	$6,916
041112		Members - Subscriptions	$9,103	$9,703	$0	$9,703	$0	$9,103
041113		Members - Election Expenses	$0	$0	$0	$0	$0	$0
041114		Members - Donations	$27,000	$18,973	$0	$18,973	$0	$27,000
041118		ICT - Councillors	$12,980	$8,374	$0	$8,374	$0	$14,620
041120		Warren Blackwood Alliance Expenses	$29,077	$29,077	$0	$29,077	$0	$29,077
041150		Members - Admin Allocation	$49,631	$47,588	$0	$47,588	$0	$74,476
Sub Total - MEMBERS OF COUNCIL OP/EXP			$312,125	$200,311	$0	$200,311	$0	$395,230
OPERATING INCOME								
041001		Members - Reimbursements Income	$0	($910)	($910)	$0	$0	$0
041002		Other Governance - Sundry Reimbursements Income	$0	$0	$0	$0	$0	$0
041004		Members - Operating Grants and Contributions	$0	($8,000)	($8,000)	$0	$0	$0
Sub Total - MEMBERS OF COUNCIL OP/INC			$0	($8,910)	($8,910)	$0	$0	$0
Total - MEMBERS OF COUNCIL			$312,125	$191,401	($8,910)	$200,311	$0	$395,230

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
GOVERNANCE								
OPERATING EXPENDITURE								
042100		Other Governance - Admin Allocated	$74,446	$71,382	$0	$71,382	$0	$111,714
Sub Total - GOVERNANCE - GENERAL OP/EXP			$74,446	$71,382	$0	$71,382	$0	$111,714
OPERATING INCOME								
Sub Total - GOVERNANCE - GENERAL OP/INC			$0	$0	$0	$0	$0	$0
Total - GOVERNANCE - GENERAL			$74,446	$71,382	$0	$71,382	$0	$111,714
Total - GOVERNANCE			$386,571	$262,783	($8,910)	$271,693	**$0**	**$506,944**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
LAW, ORDER AND PUBLIC SAFETY								
FIRE PREVENTION								
OPERATING EXPENDITURE								
051109		ESL - Insurances Fire Appliances and Personnel	$40,793	$39,068	$0	$39,068	$0	$40,793
051112		Fire Prevention And Support	$23,062	$35,574	$0	$35,574	$0	$29,558
051101		Fire Break Inspection Expenses	$2,655	$3,570	$0	$3,570	$0	$3,540
051102		Fire Hazard Reductions Expenses	$6,680	$4,619	$0	$4,619	$0	$9,681
051104		Minor Fire Plant & Equipment Purchases non ESL	$367	$0	$0	$0	$0	$550
051105		Fire Plant & Equipment Maintenance - Non ESL	$566	$0	$0	$0	$0	$850
051106		ESL - Fire Vehicle Maintenance Costs	$7,626	$32,721	$0	$32,721	$0	$18,600
051107		ESL - Brigade Utilities, rates and taxes	$1,025	$0	$0	$0	$0	$2,500
051108		ESL - Other Goods & Services relating to Fires	$0	$2,401	$0	$2,401	$0	$12,561
051110		ESL - Fire Plant & Equip over $1500	$9,375	$0	$0	$0	$0	$9,375
051111		ESL - Minor Fire Plant/Equip Under $1500	$4,431	$4,866	$0	$4,866	$0	$12,660
051114		ESL - Land & Building Maintenance	$478	$447	$0	$447	$0	$1,166
051115		ESL - Clothing and Accessories	$13,858	$6,777	$0	$6,777	$0	$33,800
051116		ESL - Plant and Equipment Maintenance	$3,586	$14,361	$0	$14,361	$0	$8,100
051117		BFRC - Bushfire Risk Planning	$14,064	$40,898	$0	$40,898	$0	$22,890
051118		DFES Fire Defence Grant Expenses	$4,326	$0	$0	$0	$0	$13,520
051120		Bush Fire - Mitigation Activity Funded	$38,344	$23	$0	$23	$0	$93,522
051150		Admin Allocation - Fire Control	$49,631	$47,588	$0	$47,588	$0	$74,476
051190		Depreciation - Fire Control	$447	$1,733	$0	$1,733	$0	$670
Sub Total - FIRE PREVENTION OP/EXP			$221,315	$234,645	$0	$234,645	$0	$388,812
OPERATING INCOME								
050600		ESL & DFES Non Operating Grants	$0	($22,545)	($22,545)	$0	$0	$0
051001		Fire Infringements/Fines Income	$0	($385)	($385)	$0	$0	$0
051002		Sale Of Fire Maps Income	($100)	($45)	($45)	$0	($100)	$0
051003		LGIS Fire Reimbursement Income	$0	$0	$0	$0	$0	$0
051004		Operating Grants and Subsidies Income	($174,808)	($185,373)	($185,373)	$0	($233,077)	$0
051005		Fire Hazard Reduction Income	$0	$0	$0	$0	$0	$0
Sub Total - FIRE PREVENTION OP/INC			($174,908)	($208,348)	($208,348)	$0	($233,177)	$0
Total - FIRE PREVENTION			$46,408	$26,297	($208,348)	$234,645	($233,177)	$388,812

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
ANIMAL CONTROL								
OPERATING EXPENDITURE								
052100		Ranger Services Operation Costs	$29,154	$24,349	$0	$24,349	$0	$44,237
052005		Trap Hire Refunds	$50	$0	$0	$0	$0	$50
052101		Ranger Vehicle Operating Expenses	$1,023	$0	$0	$0	$0	$1,535
052102		Dog License Discs Costs	$300	$0	$0	$0	$0	$300
052103		Other Control Expenses	$829	$0	$0	$0	$0	$900
052104		Animal Impounding Costs	$4,000	$0	$0	$0	$0	$5,000
052109		Cat License Tags Expense	$200	$0	$0	$0	$0	$200
052110		Ranger Services Salary Super and Employee Costs	$4,526	$2,808	$0	$2,808	$0	$4,526
052111		Ranger Services Provision for Leave Accruals	$0	$0	$0	$0	$0	$0
052150		Admin Allocation - Animal Control	$18,650	$17,876	$0	$17,876	$0	$27,976
052190		Depreciation	$266	$5,501	$0	$5,501	$0	$400
Sub Total - ANIMAL CONTROL OP/EXP			$58,998	$50,534	$0	$50,534	$0	$85,124
OPERATING INCOME								
052001		Animal Fines & Penalties Income	($150)	($400)	($400)	$0	($250)	$0
052002		Animal Impounding Fees Income	($300)	$0	$0	$0	($300)	$0
052003		Dog Registrations Charges	($3,577)	($4,068)	($4,068)	$0	($5,000)	$0
052004		Cat Registration Charges	$0	$0	$0	$0	$0	$0
Sub Total - ANIMAL CONTROL OP/INC			($4,027)	($4,468)	($4,468)	$0	($5,550)	$0
Total - ANIMAL CONTROL			$54,971	$46,067	($4,468)	$50,534	($5,550)	$85,124

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OTHER LAW ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
053100		Local Emergency Management Committee Expenses	$1,000	$0	$0	$0	$0	$1,000
053150		Administration Allocated - Emergency Mgt	$18,643	$17,876	$0	$17,876	$0	$27,976
053152		Other Costs	$0	$419	$0	$419	$0	$0
053103		Emergency Management Coordination Expenses	$53,364	$2,529	$0	$2,529	$0	$83,381
053190		Depreciation	$18,230	$31,682	$0	$31,682	$0	$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			$91,237	$52,506	$0	$52,506	$0	$139,702
OPERATING INCOME								
053002		Non-Operating Grants	$0	($74,882)	($74,882)	$0	($835,545)	$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			$0	($74,882)	($74,882)	$0	($835,545)	$0
Total - OTHER LAW ORDER PUBLIC SAFETY			$91,237	($22,376)	($74,882)	$52,506	($835,545)	$139,702
Total - LAW ORDER & PUBLIC SAFETY			$192,616	$49,987	($287,698)	$337,685	**($1,074,272)**	**$613,638**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
HEALTH -FAMILY AND OTHER HEALTH								
OPERATING EXPENDITURE								
071100	B0101	Family Stop Centre - Operation	$0	$421	$0	$421	$0	$0
071100	G300	Family Stop Centre - Grounds	$0	$0	$0	$0	$0	$0
071150		Admin Allocated - Family Stop Centre	$0	$10,484	$0	$10,484	$0	$0
071190		Depreciation - Family Stop Centre	$0	$0	$0	$0	$0	$0
Sub Total - HEALTH FAMILY STOP OP/EXP			$0	$10,905	$0	$10,905	$0	$0
OPERATING INCOME								
Sub Total - HEALTH FAMILY STOP OP/INC			$0	$0	$0	$0	$0	$0
Total - HEALTH FAMILY STOP			$0	$10,905	$0	$10,905	$0	$0
HEALTH ADMINISTRATION & INSPECTION								
OPERATING EXPENDITURE								
072100		Health Administration Services Expenses	$97,171	$24,853	$0	$24,853	$0	$147,762
072101		Other Health Administration Expenses	$109	$238	$0	$238	$0	$150
072150		Admin Allocation - Other Health	$12,475	$11,957	$0	$11,957	$0	$18,713
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			$109,754	$37,048	$0	$37,048	$0	$166,625
OPERATING INCOME								
072001		Food Stall Permit Charges	($700)	($793)	($793)	$0	($700)	$0
072002		Temporary Camping Site Permit Charges	($500)	($800)	($800)	$0	($500)	$0
072003		Food Business Registration Fee	($89)	($1,845)	($1,845)	$0	($150)	$0
072004		Annual Inspections	$0	$0	$0	$0	$0	$0
072005		Lodging House Registration Fees	$0	$0	$0	$0	$0	$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			($1,289)	($3,437)	($3,437)	$0	($1,350)	$0
Total - HEALTH ADMIN AND INSPECTION			$108,465	$33,611	($3,437)	$37,048	($1,350)	$166,625

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OTHER HEALTH - MEDICAL SERVICES								
OPERATING EXPENDITURE								
074100	B0105	Housing General Practitioner - Medical Service	$10,080	$9,517	$0	$9,517	$0	$15,607
074102		Boyup Brook Medical Services Building Costs	$21,484	$30,734	$0	$30,734	$0	$33,915
074101		Medical Services General Operations	$856	$807	$0	$807	$0	$1,968
074103		Medical Service Employee Costs	$547,642	$676,010	$0	$676,010	$0	$891,943
074105		Postage, Printing & Stationery	$3,071	$3,204	$0	$3,204	$0	$5,800
074106		Medical Ctr - Telephones	$4,598	$2,959	$0	$2,959	$0	$6,900
074107		Medical Ctr - Subscriptions	$6,606	$17,682	$0	$17,682	$0	$9,031
074108		Medical Ctr - Insurances	$17,490	$8,433	$0	$8,433	$0	$17,490
074109		Medical Bank Fees	$0	$0	$0	$0	$0	$0
074110		Medical Ctr - Computer Expenses	$27,776	$18,617	$0	$18,617	$0	$35,656
074111		Medical Ctr - Medical Supplies & Equipt	$15,194	$12,557	$0	$12,557	$0	$22,800
074112		Medical Ctr - Locum Doctor	$0	$0	$0	$0	$0	$48,600
074113		Medical Ctr - Superannuation	$62,112	$72,387	$0	$72,387	$0	$101,557
074114		Medical Ctr - Training	$5,000	$945	$0	$945	$0	$5,000
074115		Medical Ctr - Sundry Expenses	$6,097	$2,131	$0	$2,131	$0	$9,250
074116		Medical Service Provision for Leave Accruals	$0	$0	$0	$0	$0	$31,245
074117		Medical - Fringe Benefit Tax	$1,325	$327	$0	$327	$0	$2,650
074118		Medical Employee (Packaging) Costs	$0	$0	$0	$0	$0	$1,200
074119		Medical Doubtful Debts Expense	$0	$0	$0	$0	$0	$0
074120		Medical Ctr - Bank Merchant Fees	$367	$487	$0	$487	$0	$550
074150		Admin Allocated - Boyup Brook Medical Services	$55,803	$53,506	$0	$53,506	$0	$83,738
074191		Depreciation - Medical Centre	$5,666	$6,770	$0	$6,770	$0	$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	$4,534	$4,660	$0	$4,660	$0	$6,800
074192		Depreciation - Ultrasound Machine	$0	$475	$0	$475	$0	$0
Sub Total - PREVENTIVE SRVS - OP/EXP			$795,701	$922,211	$0	$922,211	$0	$1,340,200
OPERATING INCOME								
074001		Surgery Turnover	($755,435)	($753,267)	($753,267)	$0	($1,150,000)	$0
074002		Surgery Rental Income	($500)	($1,600)	($1,600)	$0	($750)	$0
074003		Medical - Reimbursement	$0	$0	$0	$0	$0	$0
Sub Total - PREVENTIVE SRVS - OP/INC			($755,935)	($754,867)	($754,867)	$0	($1,150,750)	$0
Total - PREVENTIVE SERVICES			$39,767	$167,344	($754,867)	$922,211	($1,150,750)	$1,340,200

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PREVENTIVE SERVICE - OTHER								
OPERATING EXPENDITURE								
073100		Analytical Expenses	$500	$479	$0	$479	$0	$500
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			$500	$479	$0	$479	$0	$500
Total - PREVENTIVE SERVICES - OTHER			$500	$479	$0	$479	$0	$500
OTHER HEALTH								
OPERATING EXPENDITURE								
075100		Ambulance Centre Operation	$15,728	$23,033	$0	$23,033	$0	$30,728
075150		Admin Allocated - Other Health	$12,470	$11,957	$0	$11,957	$0	$18,713
Sub Total - OTHER HEALTH OP/EXP			$28,198	$34,990	$0	$34,990	$0	$49,441
OPERATING INCOME								
Sub Total - OTHER HEALTH OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER HEALTH			$28,198	$34,990	$0	$34,990	$0	$49,441
Total - HEALTH			$176,930	$247,330	**($758,304)**	**$1,005,634**	**($1,152,100)**	**$1,556,766**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
OTHER EDUCATION								
OPERATING EXPENDITURE								
081100		Community Resource Centre	$5,897	$6,167	$0	$6,167	$0	$7,556
081102		Donations - Other Education	$250	$0	$0	$0	$0	$250
081103		Early Learning Centre - Employee Costs	$194,330	$153,621	$0	$153,621	$0	$289,911
081104		Early Learning Centre - Operating Costs	$12,105	$8,624	$0	$8,624	$0	$18,400
081105		Early Learning Centre Provision of Leave Accrual	$0	$0	$0	$0	$0	$0
081107		**Early Learning Centre Building & Grounds**						
081107		Early Learning Centre Building Maintenance Expenses	$7,745	$6,360	$0	$6,360	$0	$11,770
081107	G316	Early Learning Centre Grounds Maintenance Expenses	$2,624	$0	$0	$0	$0	$3,988
081150		Admin Allocation - Other Education	$24,950	$13,430	$0	$13,430	$0	$37,427
081190		Depreciation - Other Education	$7,046	$9,601	$0	$9,601	$0	$10,567
Sub Total - OTHER EDUCATION OP/EXP			$254,948	$197,804	$0	$197,804	$0	$379,869
OPERATING INCOME								
081003		Early Learning Centre - Fees & Charges	($169,065)	($163,612)	($163,612)	$0	($225,000)	$0
081004		Early Learning Centre -Operating Income	$0	($129)	($129)	$0	$0	$0
081005		Early Learning Centre - Non operating grants	$0	($2,700)	($2,700)	$0	$0	$0
Sub Total - OTHER EDUCATION OP/INC			($169,065)	($166,441)	($166,441)	$0	($225,000)	$0
Total - OTHER EDUCATION			$85,883	$31,363	($166,441)	$197,804	($225,000)	$379,869
AGED & DISABLED								
OPERATING EXPENDITURE								
082100		Support for Seniors Christmas Lunch	$2,000	$1,679	$0	$1,679	$0	$2,000
082101		Aged Needs Strategy Project	$35,000	$6,293	$0	$6,293	$0	$35,000
082150		Admin Allocated - Aged & Disabled	$12,470	$11,957	$0	$11,957	$0	$18,713
Sub Total - AGED & DISABLED OP/EXP			$49,470	$19,929	$0	$19,929	$0	$55,713
OPERATING INCOME								
Sub Total - AGED & DISABLED OP/INC			$0	$0	$0	$0	$0	$0
Total - AGED & DISABLED			$49,470	$19,929	$0	$19,929	$0	$55,713

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OTHER WELFARE								
OPERATING EXPENDITURE								
083104		Depreciation	$33	$598	$0	$598	$0	$50
083150		Admin Allocated - Other Welfare	$37,299	$35,751	$0	$35,751	$0	$55,951
Sub Total - OTHER WELFARE OP/EXP			$37,332	$36,349	$0	$36,349	$0	$56,001
OPERATING INCOME								
Sub Total - OTHER WELFARE OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER WELFARE			$37,332	$36,349	$0	$36,349	$0	$56,001
Total - EDUCATION & WELFARE			$172,685	$87,641	**($166,441)**	**$254,082**	**($225,000)**	**$491,583**

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STAFF HOUSING								
OPERATING EXPENDITURE								
091130		Interest Paid Loan 115 - Staff House	$752	$207	$0	$207	$0	$908
091190		Depreciation - Staff Housing	$3,823	$6,129	$0	$6,129	$0	$5,735
091150		Staff Housing - Less Amt Allocated to Admin.	$12,470	$11,957	$0	$11,957	$0	$18,713
Sub Total - STAFF HOUSING OP/EXP			$17,045	$18,398	$0	$18,398	$0	$25,356
Total - STAFF HOUSING			$17,045	$18,398	$0	$18,398	$0	$25,356

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HOUSING OTHER								
OPERATING EXPENDITURE								
092101		Boyup Brook Citizens Lodge	$25,216	$17,953	$0	$17,953	$0	$25,841
092102		Community Housing - Units	$17,845	$20,882	$0	$20,882	$0	$23,074
092103		Other	$3,725	$1,540	$0	$1,540	$0	$5,451
092105		House - 1 Rogers Ave	$15,423	$12,032	$0	$12,032	$0	$22,720
092107		7 Knapp Street - Operating & Mtce Expense	$7,448	$6,315	$0	$6,315	$0	$9,067
092108		Property Selling Expenses	$0	$0	$0	$0	$0	$0
092109		Community Housing Maintenance - Grant Funded	$143,340	$161,306	$0	$161,306	$0	$143,340
092115		Other Housing - Operating & Mtce Expense	$0	$13,792	$0	$13,792	$0	$0
092140		Loss on Disposal of Asset			$0	$0	$0	$0
092150		Admin Allocation - Other Housing	$12,597	$12,078	$0	$12,078	$0	$18,903
092191		Depreciation - Other Housing	$3,713	$6,857	$0	$6,857	$0	$5,570
092192		Depreciation - House - 1 Rogers Ave	$2,911	$5,126	$0	$5,126	$0	$4,365
092190		Depreciation - Boyup Brook Citizens Lodge	$21,590	$37,282	$0	$37,282	$0	$32,385
Sub Total - HOUSING OTHER OP/EXP			$253,808	$295,163	$0	$295,163	$0	$290,716
HOUSING OPERATING INCOME								
092001		Rent 24A Proctor St	($7,266)	($7,863)	($7,863)	$0	($10,900)	$0
092002		Rent 24B Proctor St	($6,400)	($8,087)	($8,087)	$0	($9,600)	$0
092003		Rent 16A Forrest St	($7,933)	($4,377)	($4,377)	$0	($11,900)	$0
092004		Rent 16B Forrest St	($8,600)	($7,905)	($7,905)	$0	($12,900)	$0
092007		Housing Reimbursements	($2,172)	($3,044)	($3,044)	$0	($4,000)	$0
092009		Other Housing: 7 Knapp St	($22,599)	($22,564)	($22,564)	$0	($33,900)	$0
092011		Community Housing Maintenance Grant	$0	($143,340)	($143,340)	$0	($143,340)	$0
Sub Total - HOUSING OTHER OP/INC			($54,970)	($197,180)	($197,180)	$0	($226,540)	$0
Total - HOUSING OTHER			$198,838	$97,983	($197,180)	$295,163	($226,540)	$290,716
Total - HOUSING			$215,883	$116,382	($197,180)	$313,561	**($226,540)**	**$316,072**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
SANITATION - HOUSEHOLD REFUSE								
OPERATING EXPENDITURE								
101100		Refuse Collection Boyup Brook Townsite Expense	$45,332	$33,999	$0	$33,999	$0	$68,000
101101		Recycling Collection Boyup Brook Town Site	$24,666	$25,770	$0	$25,770	$0	$37,000
101106		Transfer Station Employee Costs	$34,909	$19,976	$0	$19,976	$0	$46,675
101102	B0400	Boyup Brook Transfer Station Costs	$47,579	$62,958	$0	$62,958	$0	$71,576
101103		Land Fill Disposal Site	$22,062	$34,868	$0	$34,868	$0	$33,235
101104		Townsite Street Bins Collection	$8,211	$6,134	$0	$6,134	$0	$12,449
101107		Drum Muster Expenses	$500	$256	$0	$256	$0	$500
101108		BB Transfer Station Superannuation	$1,637	$1,776	$0	$1,776	$0	$2,452
101119		Waste Bin Maintenance and Delivery	$4,251	$1,429	$0	$1,429	$0	$6,790
101150		Admin Allocated - Waste Management	$24,815	$23,794	$0	$23,794	$0	$37,238
101190		Depreciation - Waste Management	$14,716	$17,296	$0	$17,296	$0	$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			$228,678	$228,254	$0	$228,254	$0	$337,985
SANITATION OPERATING INCOME								
101001		Refuse Collection Charges	($232,007)	($232,305)	($232,305)	$0	($232,007)	$0
101002		Waste Disposal Charges	($8,075)	($7,811)	($7,811)	$0	($8,075)	$0
101003		Recycling Scheme Income	($500)	($4,811)	($4,811)	$0	($1,000)	$0
101004		Scrap Metal Income	$0	$0	$0	$0	$0	$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC			($240,582)	($244,927)	($244,927)	$0	($241,082)	$0
Total - SANITATION HOUSEHOLD REFUSE			($11,904)	($16,673)	($244,927)	$228,254	($241,082)	$337,985

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
EFFLUENT DRAINAGE SYSTEM								
OPERATING EXPENDITURE								
103100		Septic Tank Inspection Expenses	$200	$0	$0	$0	$0	$200
103101		Liquid Waste Disposal Site (Stanton Road)	$3,555	$652	$0	$652	$0	$3,555
Sub Total - SEWERAGE OP/EXP			$3,755	$652	$0	$652	$0	$3,755
OPERATING INCOME								
103002		Septic Licence Fees	($1,892)	($2,124)	($2,124)	$0	($2,200)	$0
Sub Total - SEWERAGE OP/INC			($1,892)	($2,124)	($2,124)	$0	($2,200)	$0
Total - SEWERAGE			$1,863	($1,472)	($2,124)	$652	($2,200)	$3,755
PROTECTION OF THE ENVIRONMENT								
OPERATING EXPENDITURE								
107100		Landcare Expenses	$0	$0	$0	$0	$0	$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP			$0	$0	$0	$0	$0	$0
OPERATING INCOME								
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC			$0	$0	$0	$0	$0	$0
Total - PROTECTION OF THE ENVIRONMENT			$0	$0	$0	$0	$0	$0

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
TOWN PLANNING & REGIONAL DEVELOPMENT								
OPERATING EXPENDITURE								
105100		Town Planning Admin & Control	$20,193	$16,028	$0	$16,028	$0	$35,191
105101		Admin Allocation - Town Planning	$24,824	$23,794	$0	$23,794	$0	$37,238
Sub Total - TOWN PLAN & REG DEV OP/EXP			$45,017	$39,822	$0	$39,822	$0	$72,429
OPERATING INCOME								
105001		Planning Application Fees	($4,916)	($2,988)	($2,988)	$0	($7,000)	$0
Sub Total - TOWN PLAN & REG DEV OP/INC			($4,916)	($2,988)	($2,988)	$0	($7,000)	$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			$40,101	$36,834	($2,988)	$39,822	($7,000)	$72,429

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
OTHER COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
106101		**Cemetery - Operation**	$20,662	$24,991	$0	$24,991	$0	$0
106101	B0420	Cemetery - Operation		$0	$0	$0	$0	$30,998
106101	B0421	Niche Wall Plaques Operations	$2,718	$0	$0	$0	$0	$2,718
106101	G314	Cemetery Grounds	$8,130	$0	$0	$0	$0	$12,015
106102		**Public Toilets - Operation**		$7,282	$0	$7,282	$0	$0
106102	B0450	Toilets - Lions Park Costs	$2,446	$0	$0	$0	$0	$3,686
106102	B0451	Toilets - Tourist Centre Costs	$4,140	$0	$0	$0	$0	$5,973
106102	B0452	Toilets - Town Hall (External) Costs	$5,558	$0	$0	$0	$0	$9,275
106102	B0454	Toilets - Tone Bridge Reserve Costs	$1,134	$0	$0	$0	$0	$1,701
106103		Street Furniture	$2,130	$0	$0	$0	$0	$2,130
106150		Admin Allocation - Other Community Amenities	$12,475	$11,957	$0	$11,957	$0	$18,713
106151		Admin Allocation - Cemetery	$1,386	$1,328	$0	$1,328	$0	$2,079
106191		Depreciation - Public Toilets	$673	$112	$0	$112	$0	$1,010
106192		Depreciation - Other Community Service's	$2,024	$1,840	$0	$1,840	$0	$3,035
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			$63,476	$47,512	$0	$47,512	$0	$93,333
OPERATING INCOME								
106001		Cemetery Burial Fees	($1,500)	($5,644)	($5,644)	$0	($1,500)	$0
106002		License/Other Fees BB Cemetery	($2,000)	($3,270)	($3,270)	$0	($2,000)	$0
106003		Cemetery - Reservation Fees	$0	($667)	($667)	$0	$0	$0
106004		Niche Wall Fees	($600)	($3,038)	($3,038)	$0	($600)	$0
106005		Non-Operating Grants	$0	($343,186)	($343,186)	$0	$0	$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			($4,100)	($355,805)	($355,805)	$0	($4,100)	$0
Total - OTHER COMMUNITY AMENITIES			$59,376	($308,294)	($355,805)	$47,512	($4,100)	$93,333
Total - COMMUNITY AMENITIES			$89,436	($289,605)	**($605,845)**	**$316,240**	**($254,382)**	**$507,502**

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MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
PUBLIC HALL & CIVIC CENTRES								
OPERATING EXPENDITURE								
111100		Boyup Brook Hall - Operation	$30,119	$42,172	$0	$42,172	$0	$43,272
111102		Halls - Other Public Halls	$12,158	$17,834	$0	$17,834	$0	$19,851
111150		Admin Allocation - Public Halls	$24,824	$23,794	$0	$23,794	$0	$37,238
111190		Depreciation - Public Halls	$34,255	$67,669	$0	$67,669	$0	$51,384
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			$101,356	$151,470	$0	$151,470	$0	$151,745
OPERATING INCOME								
111001		Hall Hire Fees	$0	$0	$0	$0	$0	$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			$0	$0	$0	$0	$0	$0
Total - PUBLIC HALL & CIVIC CENTRES			$101,356	$151,470	$0	$151,470	$0	$151,745

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
OTHER RECREATION & SPORT								
OPERATING EXPENDITURE								
113100		Recreation Complex	$78,177	$76,258	$0	$76,258	$0	$102,052
113109		Walk Trails	$4,600	$2,503	$0	$2,503	$0	$6,133
113110		Townsite Gardens	$75,026	$66,515	$0	$66,515	$0	$101,235
113112		Reserves and Parks Operations	$44,481	$28,527	$0	$28,527	$0	$65,042
113119		**Other Recreation Facilities**	$22,706	$19,715	$0	$19,715		
113119	B0595	Pistol Club			$0	$0	$0	$600
113119	B0600	Skate Park Buildings & Ramps			$0	$0	$0	$1,329
113119	B0620	Tone Bridge Country Club			$0	$0	$0	$4,071
113119	B0625	Dinninup UBAS Complex Buildings			$0	$0	$0	$9,669
113119	B0630	Mayanup Progress Association Complex Buildings			$0	$0	$0	$3,845
113119	G306	Dinninup UBAS Complex Grounds			$0	$0	$0	$7,709
113119	G307	Mayanup Progress Association Grounds			$0	$0	$0	$386
113120	B0605	War Memorial	$4,499	$4,187	$0	$4,187	$0	$6,290
113150		Admin Allocation - Other Recreation	$42,088	$38,883	$0	$38,883	$0	$63,134
113124		Support for UBAS	$6,116	$3,603	$0	$3,603	$0	$6,116
113122		Support for ANZAC Day	$0	$1,218	$0	$1,218	$0	$7,797
113125		Support for Others	$86,901	$50,493	$0	$50,493	$0	$131,369
113140		Sundry Plant Items	$0	$319	$0	$319	$0	$7,000
113190		Depreciation - Other Recreation	$146,939	$176,986	$0	$176,986	$0	$220,420
113191		Depreciation - Parks & Gardens	$33,352	$47,717	$0	$47,717	$0	$50,030
113192		Depreciation: Plant & Equipment	$10,993	$5,079	$0	$5,079	$0	$16,490
Sub Total - OTHER RECREATION & SPORT OP/EXP			$555,877	$523,461	$0	$523,461	$0	$810,717
OPERATING INCOME								
113003		Rec Ground Use Hire Fees	($3,500)	($3,963)	($3,963)	$0	($3,500)	$0
113002		Reimbursements - Other Rec	$0	($18)	($18)	$0	$0	$0
113005		Operating Grants: State Government	$0	$0	$0	$0	$0	$0
113022		Recreation - Capital Grants & Contributions	$0	($514,800)	($514,800)	$0	($1,716,000)	$0
Sub Total - OTHER RECREATION & SPORT OP/INC			($3,500)	($518,781)	($518,781)	$0	($1,719,500)	$0
Total - OTHER RECREATION & SPORT			$552,377	$4,680	($518,781)	$523,461	($1,719,500)	$810,717

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
SWIMMING POOL								
OPERATING EXPENDITURE								
112100		Swimming Pool & Gymnasium General Operations	$57,844	$41,305	$0	$41,305	$0	$71,516
112101		Swimming Pool Building Costs	$47,131	$50,971	$0	$50,971	$0	$64,890
112102		Swimming Pool Employee Costs	$76,641	$67,017	$0	$67,017	$0	$93,439
112103		Interest on Loan 114 - upgrade pool bowl	$2,529	$922	$0	$922	$0	$1,655
112104		Swimming Pool Employee Superannuation	$7,754	$4,336	$0	$4,336	$0	$9,271
112106		Pool Staff - Fringe Benefits Tax	$0	$0	$0	$0	$0	$0
112108		Gym Employee Costs	$2,509	$958	$0	$958	$0	$3,000
112109		Interest Paid Gym Lease	$127	$89	$0	$89	$0	$190
112150		Admin Allocation - Swimming Pool	$27,460	$26,330	$0	$26,330	$0	$41,207
112190		Depreciation - Swimming Pool	$11,825	$13,775	$0	$13,775	$0	$17,740
112191		Depreciation - Right of Use Asset P&E	$4,330	$3,927	$0	$3,927	$0	$6,497
Sub Total - SWIMMING POOL OP/EXP			$238,151	$209,630	$0	$209,630	$0	$309,405
OPERATING INCOME								
112003		Pool Daily Admission Fees	($9,561)	($8,255)	($8,255)	$0	($10,500)	$0
112004		Season Tickets Fees	($19,300)	($19,208)	($19,208)	$0	($19,300)	$0
112005		Pool Hire Fees	$0	($11)	($11)	$0	$0	$0
112006		Gym Equipment Hire Fees	($13,500)	($10,830)	($10,830)	$0	($13,500)	$0
112007		Pool Teaching Programme Fees	($5,000)	($6,764)	($6,764)	$0	($5,000)	$0
112008		Vacation Swimming Passes	($700)	($5,801)	($5,801)	$0	($700)	$0
112009		Capital Grants and Contributions	$0	($7,869)	($7,869)	$0	$0	$0
Sub Total - SWIMMING POOL OP/INC			($48,061)	($58,871)	($58,871)	$0	($49,000)	$0
Total - SWIMMING POOL			$190,089	$150,759	($58,871)	$209,630	($49,000)	$309,405

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TELEVISION & RADIO REBROADCASTING								
OPERATING EXPENDITURE								
114005		Telecommunications Tower	$4,189	$3,645	$0	$3,645	$0	$5,383
Sub Total - TV & RADIO REBROADCASTING OP/EXP			$4,189	$3,645	$0	$3,645	$0	$5,383
OPERATING INCOME								
114010		Radio & Mobile Tower Site (Including NBN) Fees or Charges	($9,990)	($10,241)	($10,241)	$0	($9,990)	$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			($9,990)	($10,241)	($10,241)	$0	($9,990)	$0
Total - TV & RADIO REBROADCASTING			($5,801)	($6,595)	($10,241)	$3,645	($9,990)	$5,383
LIBRARIES								
OPERATING EXPENDITURE								
115100		Library Operations	$24,843	$33,935	$0	$33,935	$0	$47,718
115101		State Library Grant Expenditure	$0	$5,185	$0	$5,185	$0	$0
115150		Admin Allocation - Libraries	$68,299	$65,464	$0	$65,464	$0	$102,452
Sub Total - LIBRARIES OP/EXP			$93,142	$104,584	$0	$104,584	$0	$150,170
OPERATING INCOME								
115001		State Library Grant Income	$0	($185)	($185)	$0	$0	$0
Sub Total - LIBRARIES OP/INC			$0	($185)	($185)	$0	$0	$0
Total - LIBRARIES			$93,142	$104,399	($185)	$104,584	$0	$150,170

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OTHER CULTURE								
OPERATING EXPENDITURE								
116100		Museum	$15,042	$11,602	$0	$11,602	$0	$16,481
116101		Craft Hut	$2,727	$2,391	$0	$2,391	$0	$3,869
116102		Support for Sandakan (Ceremony)	$10,732	$12,063	$0	$12,063	$0	$12,107
116103		Other Culture - Community Expenses	$11,700	$8,465	$0	$8,465	$0	$11,700
116150		Admin Allocated - Other Culture	$12,475	$11,957	$0	$11,957	$0	$18,713
116190		Depreciation - Other Culture	$7,929	$16,175	$0	$16,175	$0	$11,895
Sub Total - OTHER CULTURE OP/EXP			$60,605	$62,654	$0	$62,654	$0	$74,765
OPERATING INCOME								
116001		Reimbursements - Other Culture	$0	$0	$0	$0	$0	$0
116002		Other Culture - Operating Grants, Subsidies & Contributions	$0	$0	$0	$0	$0	$0
Sub Total - OTHER CULTURE OP/INC			$0	$0	$0	$0	$0	$0
Total - OTHER CULTURE			$60,605	$62,654	$0	$62,654	$0	$74,765
Total - RECREATION AND CULTURE			**$991,768**	**$467,367**	**($588,078)**	**$1,055,445**	**($1,778,490)**	**$1,502,185**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION								
OPERATING EXPENDITURE								
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP			$0	$0	$0	$0	$0	$0
OPERATING INCOME								
121001		RRG Project Grants	($680,000)	($274,018)	($274,018)	$0	($850,000)	$0
121002		Grants Direct - State - MRD - (OP)	($206,110)	($251,051)	($251,051)	$0	($206,110)	$0
121003		Grants - Federal - Roads to Recovery Grant (Cap)	($147,668)	$0	$0	$0	($546,917)	$0
121004		Capital Grants Other & Road Contributions	($3,823)	($408,807)	($408,807)	$0	($448,746)	$0
121007		Special Bridge Funding	$0	$0	$0	$0	$0	$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			($1,037,601)	($933,876)	($933,876)	$0	($2,051,773)	$0
Total - ST,RDS,BRIDGES,DEPOT - CONST			($1,037,601)	($933,876)	($933,876)	$0	($2,051,773)	$0

SHIRE OF BOYUP BROOK
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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE								
		OPERATING EXPENDITURE						
122100	B0695	Depot Building - Building Costs	$25,593	$33,068	$0	$33,068	$0	$51,123
122101	OPSDPT	Depot General Operations	$9,598	$5,063	$0	$5,063	$0	$14,621
122103		Road Maintenance & Repairs	$344,591	$200,135	$0	$200,135	$0	$443,974
122104		Roads Vegetation Clearing Offset Costs	$1,000	$0	$0	$0	$0	$1,000
122107		Maintenance Grading	$66,660	$107,930	$0	$107,930	$0	$184,092
122105		Repairs & Maint - Bridges	$106,817	$97,479	$0	$97,479	$0	$412,850
122106		Shire Radio Network Costs	$59	$174	$0	$174	$0	$2,821
122108		Drains & Culverts	$23,764	$34,845	$0	$34,845	$0	$91,050
122109		Verge Pruning	$178,107	$65,596	$0	$65,596	$0	$187,600
122110		Verge Spraying	$3,740	$11,546	$0	$11,546	$0	$23,480
122111		Crossovers Maintenance	$4,078	$3,467	$0	$3,467	$0	$4,078
122112		Town Services Drainage	$3,490	$5,836	$0	$5,836	$0	$4,755
122113		Town Services - Footpaths	$2,609	$1,738	$0	$1,738	$0	$3,070
122114		Town Services Road Repairs	$17,242	$27,907	$0	$27,907	$0	$21,350
122115		Town Services - Tree Pruning	$31,985	$27,519	$0	$27,519	$0	$41,490
122116		Street Lighting	$18,714	$18,981	$0	$18,981	$0	$32,000
122117		Traffic Signs	$3,718	$0	$0	$0	$0	$5,707
122120		Roman Road Data Pickup	$8,950	$8,385	$0	$8,385	$0	$9,018
122121		Town Services - Verge Spraying	$11,992	$11,173	$0	$11,173	$0	$25,906
122122		Road Sweeping	$7,063	$7,398	$0	$7,398	$0	$14,125
122123		Emergency Services	$16,270	$17,712	$0	$17,712	$0	$28,700
122126		Streetscaping Expenses	$1,461	$0	$0	$0	$0	$10,350
122127		Consulting Engineer Expenses	$25,002	$3,497	$0	$3,497	$0	$50,000
122131		Rural Street Addressing	$1,452	$2,076	$0	$2,076	$0	$3,141
122150		Admin Allocated - Road Maintenance	$310,496	$297,607	$0	$297,607	$0	$465,763
122190		Depreciation - Transport Other	$14,252	$9,254	$0	$9,254	$0	$21,375
122191		Depreciation - Infrastructure	$17,296	$17,574	$0	$17,574	$0	$25,945
122192		Depreciation Roads	$1,098,298	$1,603,098	$0	$1,603,098	$0	$1,647,515
122193		Depreciation - Bridges	$430,350	$610,234	$0	$610,234	$0	$645,550
122194		Depreciation - Footpaths	$11,503	$9,234	$0	$9,234	$0	$17,255
122195		Depreciation - Drainage	$181,178	$106,852	$0	$106,852	$0	$271,780
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			$2,977,327	$3,345,376	$0	$3,345,376	$0	$4,761,484

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
OPERATING INCOME - STREETS, ROADS, DEPOTS								
122001		Reimbursements - Roads Mtce	$0	($12,087)	($12,087)	$0	$0	$0
122003		Sale of Old Materials and Minor Items	$0	$0	$0	$0	$0	$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			$0	($11,342)	($11,342)	$0	$0	$0
Total - MTCE STREETS ROADS DEPOTS			$2,977,327	$3,334,034	($11,342)	$3,345,376	$0	$4,761,484

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ROAD PLANT PURCHASES								
OPERATING EXPENDITURE								
123119		Minor Equiupment and Sundry Items	$5,750	$5,954	$0	$5,954	$0	$11,500
123120		Plant Auction Selling Expenses	$0	$5,510	$0	$5,510	$0	$0
Sub Total - ROAD PLANT PURCHASES OP/EXP			$5,750	$46,272	$0	$46,272	$0	$11,500
OPERATING INCOME - ROAD PLANT PURCHASES								
122002		Profit on Disposal of Assets	$0	($36,052)	($36,052)	$0	$0	$0
Sub Total - ROAD PLANT PURCHASES OP/INC			$0	($36,052)	($36,052)	$0	$0	$0
Total - ROAD PLANT PURCHASES			$5,750	$10,220	($36,052)	$46,272	$0	$11,500
TRAFFIC CONTROL								
OPERATING EXPENDITURE								
125150		Administration Allocated - Traffic Control	$93,123	$89,258	$0	$89,258	$0	$139,690
Sub Total - TRAFFIC CONTROL OP/EXP			$93,123	$89,258	$0	$89,258	$0	$139,690
OPERATING INCOME								
125001		Licensing Service	($18,026)	($22,188)	($22,188)	$0	($29,000)	$0
125002		Motor Vehicle Plates	($388)	($243)	($243)	$0	($560)	$0
125005		Sundry Receipts - Heavy Haulage Permits etc	($1,713)	($990)	($990)	$0	($2,000)	$0
Sub Total - TRAFFIC CONTROL OP/INC			($20,127)	($23,421)	($23,421)	$0	($31,560)	$0
Total - TRAFFIC CONTROL			$72,996	$65,837	($23,421)	$89,258	($31,560)	$139,690

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AERODROMES								
OPERATING EXPENDITURE								
126100		**Airstrip Maintenance**	$12,910	$1,919	$0	$1,919		
126100	B0650	Airstrip Building Operation			$0	$0	$0	$1,052
126100	B0652	Airstrip Runway & Surrounds			$0	$0	$0	$44,180
126190		Depreciation - Airport	$15,152	$25,845	$0	$25,845	$0	$22,730
Sub Total - AERODROMES OP/EXP			$28,062	$27,765	$0	$27,765	$0	$67,962
OPERATING INCOME								
126001		Hire Charges - Hangar	$0	($691)	($691)	$0	$0	$0
126003		Non-Operating Grants & Subsidies	$0	$0	$0	$0	$0	$0
Sub Total - AERODROMES OP/INC			$0	($691)	($691)	$0	$0	$0
Total - AERODROMES			$28,062	$27,074	($691)	$27,765	$0	$67,962
Total - TRANSPORT			**$2,046,535**	**$2,503,289**	**($1,005,382)**	**$3,508,671**	**($2,083,333)**	**$4,980,636**

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
TOURISM AND AREA PROMOTION								
OPERATING EXPENDITURE								
132110		Tourist Bay	$1,096	$226	$0	$226	$0	$2,192
132103		Community Development Officer	$67,294	$80,175	$0	$80,175	$0	$106,309
132104		**Tourist Centre Operations**	$57,726	$41,293	$0	$41,293	$0	$25,000
132104	B0660	Tourist Centre Building			$0	$0	$0	$28,838
132104	G304	Tourist Centre Grounds & Gardens			$0	$0	$0	$21,732
132106		Promotion Activities	$11,071	$250	$0	$250	$0	$17,750
132107	OPFMIL	Flax Mill Complex General Operations	$33,061	$31,432	$0	$31,432	$0	$50,022
132108		**Caravan Park/Flax Mill Complex Building Operation**	$69,655	$83,044	$0	$83,044		
132108	B0665	Caravan Park Building Operations			$0	$0	$0	$41,885
132108	B0666	Caravan Park Overflow Area			$0	$0	$0	$14,480
132108	B0667	Flaxmill Building Operations			$0	$0	$0	$20,896
132108	B0669	Country Music Festival			$0	$0	$0	$17,798
132108	B0670	Flaxmill Storage Shed (Large)			$0	$0	$0	$2,731
132108	B0671	Flaxmill Storage Shed (Open)			$0	$0	$0	$1,360
132108	G305	Caravan Park/Flaxmill Grounds Maintenance			$0	$0	$0	$13,163
132108	G313	Caravan Park Overflow Grounds Maint			$0	$0	$0	$1,440
132111		Carnaby Beetle Collection	$90	$101	$0	$101	$0	$90
132116		CDO Vehicle Op Costs GEN	$1,437	$0	$0	$0	$0	$2,000
132150		Admin Allocated Tourism	$43,474	$41,670	$0	$41,670	$0	$65,214
132151		Admin Allocated Caravan Pk	$12,475	$11,957	$0	$11,957	$0	$18,713
132190		Depreciation - Tourism/Area Promotion	$2,858	$10,161	$0	$10,161	$0	$4,290
132191		Depreciation - Caravan Pk/Flax	$30,081	$25,970	$0	$25,970	$0	$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP			$330,320	$326,278	$0	$326,278	$0	$501,028
OPERATING INCOME								
132002		Caravan Park & Complex Fees & Charges	($72,539)	($60,630)	($60,630)	$0	($85,000)	$0
132003		Flax Mill Sheds Storage Charges	($7,196)	($9,694)	($9,694)	$0	($12,000)	$0
132006		Event - Reimbursements	$0	$0	$0	$0	$0	$0
132007		Other Income	$0	($2,404)	($2,404)	$0	$0	$0
Sub Total - TOURISM & AREA PROMOTION OP/INC			($79,735)	($72,728)	($72,728)	$0	($97,000)	$0
Total - TOURISM & AREA PROMOTION			$250,584	$253,551	($72,728)	$326,278	($97,000)	$501,028

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BUILDING CONTROL								
OPERATING EXPENDITURE								
133100		Building Control	$15,863	$13,528	$0	$13,528	$0	$23,795
133101		Building Control - Other Costs	$3,150	$5,439	$0	$5,439	$0	$3,150
133102		Building Control Superannuation	$1,824	$0	$0	$0	$0	$2,736
133103		Building Control - BMO	$3,993	$786	$0	$786	$0	$4,548
133150		Admin Allocated - Building Control Expenses	$12,475	$11,957	$0	$11,957	$0	$18,713
Sub Total - BUILDING CONTROL OP/EXP			$37,304	$31,711	$0	$31,711	$0	$52,942
BUILDING CONTROL OP/INC								
133001		Building Licences (UFEE)	($4,431)	($8,028)	($8,028)	$0	($6,200)	$0
133002		BCITF Levy - Commission	($64)	($50)	($50)	$0	($90)	$0
133003		Builders Services Levy - Commission	($107)	($110)	($110)	$0	($150)	$0
Sub Total - BUILDING CONTROL OP/INC			($4,603)	($8,188)	($8,188)	$0	($6,440)	$0
Total - BUILDING CONTROL			$32,701	$23,523	($8,188)	$31,711	($6,440)	$52,942

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SALEYARDS & MARKETS								
OPERATING EXPENDITURE								
134100		Saleyards	$9,420	$2,245	$0	$2,245	$0	$11,840
134190		Depreciation - Saleyards & Markets	$75,560	$14,606	$0	$14,606	$0	$113,345
Sub Total - SALEYARDS & MARKETS OP/EXP			$84,980	$16,851	$0	$16,851	$0	$125,185
OPERATING INCOME								
134001		Reimbursements - Saleyards	($1,440)	($669)	($669)	$0	($1,800)	$0
Sub Total - SALEYARDS & MARKETING OP/INC			($1,440)	($669)	($669)	$0	($1,800)	$0
Total - SALEYARDS & MARKETS			$83,540	$16,182	($669)	$16,851	($1,800)	$125,185
OTHER ECONOMIC SERVICES								
OPERATING EXPENDITURE								
135100		Standpipes Expenses	$27,872	$12,108	$0	$12,108	$0	$42,196
135102		Economic Development Projects	$6,000	$0	$0	$0	$0	$7,500
135103		Country Music Festival Expenses	$14,326	$7,500	$0	$7,500	$0	$14,326
135105		Abel Street Shop	$9,330	$10,114	$0	$10,114	$0	$12,481
135150		Admin Allocated - Other Economic Development	$12,475	$11,957	$0	$11,957	$0	$18,713
135190		Depreciation - Develop/Facilities	$2,576	$2,339	$0	$2,339	$0	$3,865
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			$72,579	$44,018	$0	$44,018	$0	$99,081
OPERATING INCOME								
135001		Standpipe Water	($27,136)	($14,370)	($14,370)	$0	($40,000)	$0
135005		Abel Street Shop Rental	($10,400)	($10,455)	($10,455)	$0	($15,600)	$0
135006		Non-Operating Grants & Contributions	$0	($15,534)	($15,534)	$0	$0	$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC			($37,536)	($40,359)	($40,359)	$0	($55,600)	$0
Total - OTHER ECONOMIC SERVICES			$35,043	$3,659	($40,359)	$44,018	($55,600)	$99,081
Total - ECONOMIC SERVICES			$401,869	$296,915	($121,943)	$418,858	**($160,840)**	**$778,236**

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PRIVATE WORKS								
OPERATING EXPENDITURE								
141100		Private Works - Costs	$2,252	$0	$0	$0	$0	$3,035
Sub Total - PRIVATE WORKS OP/EXP			$2,252	$0	$0	$0	$0	$3,035
OPERATING INCOME								
141001		Private Works - Recoup Charges	($2,736)	($8,447)	($8,447)	$0	($3,035)	$0
Sub Total - PRIVATE WORKS OP/INC			($2,736)	($8,447)	($8,447)	$0	($3,035)	$0
Total - PRIVATE WORKS			($484)	($8,447)	($8,447)	$0	($3,035)	$3,035

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PUBLIC WORKS OVERHEADS								
OPERATING EXPENDITURE								
143100		Supervision	$186,953	$248,048	$0	$248,048	$0	$334,682
143102		Works Manager Vehicle Op Costs	$1,418	$5,528	$0	$5,528	$0	$2,380
143103		FBT Works Staff	$2,250	$3,484	$0	$3,484	$0	$4,500
143104		Insurance on Works	$35,540	$38,619	$0	$38,619	$0	$35,540
143105		Superannuation of Workmen	$122,846	$120,198	$0	$120,198	$0	$185,652
143106		PWOH Leave - Depot	$197,722	$144,095	$0	$144,095	$0	$288,309
143107		Protective Clothing	$1,600	$2,492	$0	$2,492	$0	$8,000
143108		Uniforms	$1,125	$0	$0	$0	$0	$1,500
143109		Training & Meeting Expenses	$27,362	$37,115	$0	$37,115	$0	$50,850
143110		Occupational Health & Safety	$30,443	$27,462	$0	$27,462	$0	$66,440
143111		Other Expenses	$101	$406	$0	$406	$0	$1,315
143113		Waste Oil Disposal Costs	$0	$415	$0	$415	$0	$20
143115		Provision for Leave Accruals	$0	$0	$0	$0	$0	$9,780
143116		Conferences and Training Courses (MOW)	$1,875	$0	$0	$0	$0	$2,500
143117		Works Manager Housing	$0	$0	$0	$0	$0	$0
143150		Admin Allocated - Works Overhead	$24,824	$23,794	$0	$23,794	$0	$37,238
143180		LESS PWOH ALLOCATED - PROJECTS	($634,061)	($596,786)	$0	($596,786)	$0	($1,028,706)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			$0	$57,869	$0	$57,869	$0	$0
OPERATING INCOME								
143001		Workers Compensation Reimbursements	$0	($51,946)	($51,946)	$0	$0	$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC			$0	($51,946)	($51,946)	$0	$0	$0
Total - PUBLIC WORKS OVERHEADS			$0	$5,923	($51,946)	$57,869	$0	$0

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PLANT OPERATIONS COSTS								
OPERATING EXPENDITURE								
144100		Repair Wages	$79,065	$36,679	$0	$36,679	$0	$105,265
144101		Fuel & Oil	$169,892	$124,269	$0	$124,269	$0	$265,000
144102		Tyres & Tubes	$5,524	$3,692	$0	$3,692	$0	$20,000
144103		Parts and Repairs	$32,877	$46,941	$0	$46,941	$0	$112,285
144104		Licenses	$490	$12,458	$0	$12,458	$0	$9,800
144105		Insurance	$44,800	$37,600	$0	$37,600	$0	$44,800
144106		Blades & Points	$5,005	$8,053	$0	$8,053	$0	$7,700
144107		Expendable Tools	$6,000	$4,228	$0	$4,228	$0	$9,000
144110		Superannuation - Mechanic	$8,044	$7,070	$0	$7,070	$0	$10,709
144150		Admin Allocated POC	$7,434	$7,126	$0	$7,126	$0	$11,152
144190		Depreciation - Plant	$154,042	$212,008	$0	$212,008	$0	$231,075
144180		LESS POC ALLOCATED - PROJECTS	($513,172)	($586,292)	$0	($586,292)	$0	($826,786)
Sub Total - PLANT OPERATIONS COSTS OP/EXP			$0	($86,169)	$0	($86,169)	$0	$0
OPERATING INCOME								
144001		Diesel Rebate	($26,824)	($20,502)	($20,502)	$0	($40,000)	$0
144002		Reimbursements - Operating	$0	$0	$0	$0	$0	$0
Sub Total - PLANT OPERATIONS COSTS OP/INC			($26,824)	($20,502)	($20,502)	$0	($40,000)	$0
Total - PLANT OPERATIONS COSTS			($26,824)	($106,671)	($20,502)	($86,169)	($40,000)	$0

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SALARIES AND WAGES								
OPERATING EXPENDITURE								
145100		Gross Total Salaries and Wages	$2,866,011	$2,920,370	$0	$2,920,370	$0	$4,299,189
145130		LESS SALS/WAGES ALLOCATED	($2,866,011)	($2,920,370)	$0	($2,920,370)	$0	($4,299,189)
145101		Workers Compensation Expenses	$0	$60,143	$0	$60,143	$0	$0
Sub Total - SALARIES AND WAGES OP/EXP			$0	$60,143	$0	$60,143	$0	$0
OPERATING INCOME								
145001		Reimbursements - Administration	$0	$0	$0	$0	$0	$0
Sub Total - SALARIES AND WAGES OP/INC			$0	$0	$0	$0	$0	$0
Total - SALARIES AND WAGES			$0	$60,143	$0	$60,143	$0	$0

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
ADMINISTRATION								
OPERATING EXPENDITURE								
146100		Advertising	$5,575	$7,127	$0	$7,127	$0	$11,900
146101		Audit Fees	$50,000	$16,290	$0	$16,290	$0	$50,000
146102		Bank Fees	$6,179	$918	$0	$918	$0	$7,500
146103		**Administration Building Costs**	$55,204	$51,934	$0	$51,934		
146103	B0690	Admin Building Operations			$0	$0	$0	$73,584
146103	G308	Admin Building Gardens Maintenance			$0	$0	$0	$10,359
146105		Administration Staff Employee Costs	$618,357	$592,826	$0	$592,826	$0	$972,644
146106		Consultants	$74,614	$60,876	$0	$60,876	$0	$162,035
146108		Insurance	$16,888	$16,749	$0	$16,749	$0	$16,888
146109		Legal Expenses	$12,200	$11,142	$0	$11,142	$0	$25,000
146110		IT System Operation & maintenance	$147,154	$244,452	$0	$244,452	$0	$234,544
146111		Office Equipment Maintenance	$3,750	$0	$0	$0	$0	$5,000
146112		Administration - Postage & Freight	$3,128	$1,844	$0	$1,844	$0	$5,500
146113		Printing and Stationery	$10,376	$6,489	$0	$6,489	$0	$12,700
146114		Administration Vehicle Costs	$800	$5,978	$0	$5,978	$0	$800
146115		Administration - Fringe Benefits Tax	$11,250	$7,077	$0	$7,077	$0	$15,000
146117		Employers Indemnity Insurance	$43,742	$43,443	$0	$43,443	$0	$43,742
146118		Subscriptions	$12,163	$13,298	$0	$13,298	$0	$12,163
146119		Administration Staff Housing	$16,056	$11,119	$0	$11,119	$0	$22,082
146120		Uniform Allowance	$990	$570	$0	$570	$0	$3,000
146121		Telephones	$4,333	$1,743	$0	$1,743	$0	$6,500
146122		Minor Furniture & Equip under $5,000	$9,300	$1,245	$0	$1,245	$0	$15,500
146123		Conferences/Training/Professional Development	$9,270	$11,557	$0	$11,557	$0	$17,500
146124		Superannuation	$91,479	$70,965	$0	$70,965	$0	$129,026
146125		Admin Provision for Leave Accruals	$0	$0	$0	$0	$0	$0
146126		Employee (Packaging) Costs	$0	$0	$0	$0	$0	$725
146128		Administration - OSH	$14,280	$14,241	$0	$14,241	$0	$14,550
146130		Administration - Bank Merchant Fees	$0	$3,868	$0	$3,868	$0	$0
146190		Depreciation - Administration	$14,674	$15,444	$0	$15,444	$0	$22,010
146300		Rounding Account		$2	$0	$2	$0	$0
146150		Less Administration Costs Alloc	($1,231,763)	($1,207,820)	$0	($1,207,820)	$0	($1,890,252)
Sub Total - ADMINISTRATION OP/EXP			$0	$3,379	$0	$3,379	$0	$0

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OPERATING INCOME - ADMINISTRATION								
146001		Reimbursements - Administration	($500)	$2,270	$2,270	$0	($500)	$0
Sub Total - ADMINISTRATION OP/INC			($500)	$470	$470	$0	($500)	$0
Total - ADMINISTRATION			($500)	$3,850	$470	$3,379	($500)	$0
UNCLASSIFIED								
OPERATING EXPENDITURE								
149001		Rylington Park Operational Expenses	$162,163	$123,125	$0	$123,125	$0	$232,006
149002		Rylington Park Asset Depreciation	$29,665	$33,077	$0	$33,077	$0	$44,500
149005		Rylington Stock Program Expenses	$137,700	$106,829	$0	$106,829	$0	$198,808
149006		Rylington Crop Program Expenses	$188,564	$140,115	$0	$140,115	$0	$359,945
149007		Rylington Education Program Expenses	$65,066	$24,439	$0	$24,439	$0	$103,800
149008		Rylington Events Program Expenses	$8,470	$22,339	$0	$22,339	$0	$23,600
Sub Total - UNCLASSIFIED OP/EXP			$591,628	$449,925	$0	$449,925	$0	$962,659
OPERATING INCOME								
147100		Revaluation Profit on Local Govt House Unit Trust	$0	$0	$0	$0	$0	$0
149101		Rylington Park Other Income	$0	($13,131)	($13,131)	$0	$0	$0
149104		Rylington Park Operating Grant Income	$0	$0	$0	$0	$0	$0
149105		Rylington Stock Program Income	($235,925)	($198,813)	($198,813)	$0	($424,446)	$0
149106		Rylington Crop Program Income	($154,337)	($2,530)	($2,530)	$0	($221,174)	$0
149107		Rylington Education Program Income	($81,008)	($23,056)	($23,056)	$0	($121,518)	$0
149108		Rylington Event Program Income	($15,606)	($22,915)	($22,915)	$0	($22,560)	$0
Sub Total - UNCLASSIFIED OP/INC			($486,876)	($260,444)	($260,444)	$0	($789,698)	$0
Total - UNCLASSIFIED			$104,752	$189,481	($260,444)	$449,925	($789,698)	$962,659
Total - OTHER PROPERTY AND SERVICES			**$76,944**	**$144,278**	**($340,869)**	**$485,148**	**($833,233)**	**$965,694**

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TRANSFERS TO/FROM RESERVES								
EXPENDITURE								
300101		Transfer to Reserves	$49,998	$411,223	$0	$411,223	$0	$421,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			$49,998	$411,223	$0	$411,223	$0	$421,000
INCOME								
300102		Transfer from Reserves	$0	$0	$0	$0	($1,034,000)	$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS			$0	$0	$0	$0	($1,034,000)	$0
Total - FUND TRANSFER			$49,998	$411,223	$0	$411,223	**($1,034,000)**	**$421,000**
000000		(Surplus) / Deficit - Carried Forward	($3,600,000)	($3,679,906)	($3,679,906)	$0	($3,600,000)	$0
Sub Total - SURPLUS C/FWD			($3,600,000)	($3,679,906)	($3,679,906)	$0	($3,600,000)	$0
Total - SURPLUS			($3,600,000)	($3,679,906)	($3,679,906)	$0	($3,600,000)	$0
NEW LONG TERM LOANS								
INCOME								
132300		New Loan - Caravan Park Ablutions	$0	$0	$0	$0	$0	$0
Sub Total - LONG TERM LOANS			$0	$0	$0	$0	$0	$0
Total - DEFERRED ASSETS			$0	$0	$0	$0	**$0**	**$0**

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LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS								
CAPITAL EXPENDITURE								
146800		Principal Repayment on Loans	$19,694	$19,693	$0	$19,693	$0	$24,014
146801		Principal Repayments - Finance Leases	$10,122	$10,199	$0	$10,199	$0	$15,241
Sub Total - LOAN REPAYMENTS			$29,816	$29,892	$0	$29,893	$0	$39,255
CAPITAL INCOME								
Sub Total - LOANS RAISED			$0	$0	$0	$0	$0	$0
Total - NON CURRENT LIABILITIES			$29,816	$29,892	$0	$29,893	**$0**	**$39,255**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET								
000000		Depreciation Written Back	($2,415,166)	($3,165,053)	$0	($3,165,053)	$0	($3,622,898)
000000		Realisation Value of Assets Sold Written Back	($282,000)	$0	$0	$0	$0	($282,000)
00000		Loss on Sale of Asset Written Back	$0	($34,809)	$0	($34,809)	$0	$0
00000		Profit on Sale of Asset Written Back	$0	$36,052	$36,052	$0	$0	$0
		Movement in Accrued Interest on Loans	$0	$1,042	$0	$1,042	$0	$0
		Movement in Accrued Interest on investments	$0	($6,806)	($6,806)	$0	$0	$0
		Movement in Stock On Hand	$0	$0	$0	$0	$0	$0
		Movement in Accrued Expenses	$0	$46,257	$0	$46,257	$0	$0
		Movement in Accrued Wages	$0	$132,058	$0	$132,058	$0	$0
		Movement in Employee Benefits (Current)	$0	$0	$0	$0	$0	$0
		Movement in LG House Unit Trust	$0	$0	$0	$0	$0	$0
000000		Long Service Leave - Non Cash	$0	$0	$0	$0	$0	($44,635)
000000		Deferred Pensioner Rates	$0	$0	$0	$0	$0	$0
Sub Total - OPERATING ACTIVITIES EXCLUDED			($2,697,166)	($2,991,259)	$29,247	($3,020,505)	$0	($3,949,533)
Total - OPERATING ACTIVITIES EXCLUDED			($2,697,166)	($2,991,259)	$29,247	($3,020,505)	$0	($3,949,533)

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FURNITURE & EQUIPMENT								
GOVERNANCE - CAPITAL EXPENDITURE								
042402		Furniture & Equipment - Capital Renewals	$0	$0				
041401		Members Furniture & Equipment	$0	$32,199	$0	$32,199	$0	$0
Sub Total - CAPITAL WORKS			$0	$32,199	$0	$32,199	$0	$0
Total - GOVERNANCE			$0	$32,199	$0	$32,199	$0	$0
FURNITURE AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146601		ICT Upgrades & Renewals Capital	$0	$8,441	$0	$8,441	$0	$0
Sub Total - CAPITAL WORKS			$0	$8,441	$0	$8,441	$0	$0
Total - OTHER PROPERTY			$0	$8,441	$0	$8,441	$0	$0
Total - FURNITURE AND EQUIPMENT			**$0**	**$40,640**	**$0**	**$40,640**	**$0**	**$0**

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BUILDINGS								
LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE								
053401		Other Law - Evaucation Centre Building Capital Expenditure	$1,024,200	$74,882	$0	$74,882	$0	$1,707,000
Sub Total - CAPITAL WORKS			$1,024,200	$74,882	$0	$74,882	$0	$1,707,000
TOTAL - LAW ORDER AND PUBLIC SAFETY			$1,024,200	$74,882	$0	$74,882	$0	$1,707,000
BUILDINGS								
EDUCATION & WELFARE - CAPITAL EXPENDITURE								
081400		Land & Buildings - CRC Capital Renewal	$0	$0	$0	$0	$0	$20,000
081401		Buildings - Early Learning Centre Capital	$5,000	$0	$0	$0	$0	$5,000
Sub Total - CAPITAL WORKS			$5,000	$0	$0	$0	$0	$25,000
TOTAL - EDUCATION & WELFARE			$5,000	$0	$0	$0	$0	$25,000
BUILDINGS								
HOUSING - CAPITAL EXPENDITURE								
091400		1 Rogers Avenue Building Capital Expenditure	$10,000	$4,529	$0	$4,529	$0	$10,000
Sub Total - CAPITAL WORKS			$10,000	$4,529	$0	$4,529	$0	$10,000
Total - HOUSING			$10,000	$4,529	$0	$4,529	$0	$10,000

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BUILDINGS								
RECREATION AND CULTURE - CAPITAL EXPENDITURE								
111403		**Town Hall - Building Upgrades & Refurbishments**						
111403	BU1501	Town Hall Building Capital Expenditure	$75,000	$6,655	$0	$6,655	$0	$75,000
112400		**Swimming Pool Buildings Capital**						
112400	BC5500	Swimming Pool Buildings Air Conditioning	$10,000	$6,947	$0	$6,947	$0	$10,000
116400		**Other Culture Buildings Capital Expenditure**						
116400	BR5052	Craft Hut Capital Expenditure	$14,000	$8,066	$0	$8,066	$0	$14,000
Sub Total - CAPITAL WORKS			$99,000	$21,668	$0	$21,668	$0	$99,000
Total - RECREATION AND CULTURE			$99,000	$21,668	$0	$21,668	$0	$99,000
LAND AND BUILDINGS								
TRANSPORT								
CAPITAL EXPENDITURE								
122895		Depot - Buildings	$0	$963	$0	$963	$0	$0
Sub Total - CAPITAL WORKS			$0	$963	$0	$963	$0	$0
Total - TRANSPORT			$0	$963	$0	$963	$0	$0
BUILDINGS								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
132404		**Flaxmill Buildings Capital Expenditure**						
132404	BC5000	Flaxmill Scrutching Shed	$10,200	$0	$0	$0	$0	$16,200
132409		Caravan Parks Buildings (Laundry, Ablutions etc)	$0	$13,827	$0	$13,827	$0	$35,000
Sub Total - CAPITAL WORKS			$10,200	$13,827	$0	$13,827	$0	$51,200
Total - ECONOMIC SERVICES			$10,200	$13,827	$0	$13,827	$0	$51,200

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BUILDINGS								
OTHER PROPERTY AND SERVICES - CAPITAL EXPENDITURE								
146605		Administration Building Capital Expenditure	$37,840	$130,117	$0	$130,117	$0	$57,733
149503		Rylington Park House Capital	$30,000	$29,066	$0	$29,066	$0	$30,000
Sub Total - CAPITAL WORKS			$67,840	$159,184	$0	$159,184	$0	$87,733
Total - OTHER PROPERTY AND SERVICES			$67,840	$159,184	$0	$159,184	$0	$87,733
Total - BUILDINGS			**$1,216,240**	**$275,052**	**$0**	**$275,052**	**$0**	**$1,979,933**

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PLANT AND EQUIPMENT								
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE								
051600		ESL Plant & Equipment	$45,090	$45,090	$0	$45,090	$0	$45,090
Sub Total - CAPITAL WORKS			$45,090	$45,090	$0	$45,090	$0	$45,090
Total - LAW ORDER & PUBLIC SAFETY			$45,090	$45,090	$0	$45,090	$0	$45,090
PLANT AND EQUIPMENT								
RECREATION AND CULTURE - CAPITAL EXPENDITURE								
112500		Swimming Pool - Plant & Equipment	$22,696	$12,769	$0	$12,769	$0	$22,696
113907		Plant & Equipment - Parks & Gardens	$32,600	$0	$0	$0	$0	$32,600
Sub Total - CAPITAL WORKS			$55,296	$12,769	$0	$12,769	$0	$55,296
Total - RECREATION AND CULTURE			$55,296	$12,769	$0	$12,769	$0	$55,296
PLANT AND EQUIPMENT								
TRANSPORT - CAPITAL EXPENDITURE								
123603		DWS - Fleet Vehicles	$70,000	$64,975	$0	$64,975	$0	$70,000
123610		Heavy Plant (Graders etc) Purchases	$375,000	$375,359	$0	$375,359	$0	$375,000
Sub Total - CAPITAL WORKS			$445,000	$440,335	$0	$440,335	$0	$445,000
Total - TRANSPORT			$445,000	$440,335	$0	$440,335	$0	$445,000

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PLANT AND EQUIPMENT								
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE								
146500		Pool Vehicle	$45,000	$37,459	$0	$37,459	$0	$45,000
149502		Rylington Park Plant & Equipment	$12,000	$23,357	$0	$23,357	$0	$30,000
Sub Total - CAPITAL WORKS			$57,000	$60,816	$0	$60,816	$0	$75,000
Total - OTHER PROPERTY & SERVICES			$57,000	$60,816	$0	$60,816	$0	$75,000
Total - PLANT AND EQUIPMENT			**$602,386**	**$559,010**	**$0**	**$559,010**	**$0**	**$620,386**

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ROAD INFRASTRUCTURE CAPITAL								
TRANSPORT - ROAD CONSTRUCTION CAPITAL EXPENDITURE								
121403		**ROADS TO RECOVERY PROJECTS**						
121403	RTR009	RTR - Six Mile Road	$276,467	$847	$0	$847	$0	$276,467
121403	RTR037	RTR - Craigie Road	$27,045	$240	$0	$240	$0	$270,450
121404		**REGIONAL ROAD GROUP**						
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	$0	$272,235	$0	$272,235	$0	$390,000
121404	RRG210	RRG Boyup Brook-Arthur River Rd	$310,000	$58,018	$0	$58,018	$0	$465,000
121404	RRG004	RRG Winnejup Road	$420,003	$370,336	$0	$370,336	$0	$420,000
121400		**MUNICIPAL ROAD PROJECTS**					$0	$0
121400	MU501	Muni - Gravel Pit Rehabilitation	$0	$10,611	$0	$10,611	$0	$20,000
121401		Municipal Funded Gravel Sheeting Road Projects	$0	$0	$0	$0	$0	$103,395
121410		Municipal Funded - Winter Grading	$329,934	$389,373	$0	$389,373	$0	$488,789
Sub Total - CAPITAL WORKS			$1,363,449	$1,101,660	$0	$1,101,660	$0	$2,434,101
Total - ROADS			$1,363,449	$1,101,660	$0	$1,101,660	$0	$2,434,101
Total - INFRASTRUCTURE ASSETS ROADS			**$1,363,449**	**$1,101,660**	**$0**	**$1,101,660**	**$0**	**$2,434,101**

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FOOTPATHS								
TRANSPORT - CAPITAL EXPENDITURE								
121700	FP111	Footpath Construction	$0	$0	$0	$0	$0	$0
121702		**Local Roads & Community Infrastructure Footpath Construction**						
121702	LFC106	LRCI - Abel St Footpath	$23,061	$5,593		$5,593	$0	$23,060
121702	LFC107	LRCI - Bridge St Footpath	$76,381	$17,630		$17,630	$0	$76,380
121702	LFC109	LRCI - Forrest St Footpath	$12,875	$5,245		$5,245	$0	$12,875
121702	LFC111	LRCI - Inglis St Footpath	$21,951	$22,859		$22,859	$0	$21,950
121702	LFC114	LRCI - Cailes St Footpath	$4,200	$4,200		$4,200	$0	$4,200
121702	LFC115	LRCI - Beatty St Footpath	$71,974	$70,610		$70,610	$0	$71,974
121702	LFC123	LRCI - Dickson St Footpath	$6,182	$4,181		$4,181	$0	$6,181
Sub Total - CAPITAL WORKS			$216,624	$130,318	$0	$130,318	$0	$216,620
Total - TRANSPORT - FOOTPATHS			$216,624	$130,318	$0	$130,318	$0	$216,620
Total - FOOTPATH ASSETS			**$216,624**	**$130,318**	**$0**	**$130,318**	**$0**	**$216,620**
AIRPORT								
TRANSPORT - CAPITAL EXPENDITURE								
126400		Aerodrome Infrastructure	$0	$0	$0	$0	$0	$70,000
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$70,000
Total - TRANSPORT - AERODROMES			$0	$0	$0	$0	$0	$70,000
Total - AERODROME ASSETS			**$0**	**$0**	**$0**	**$0**	**$0**	**$70,000**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
PARKS & GARDENS INFRASTRUCTURE								
RECREATION - CAPITAL EXPENDITURE								
113903		Sandakan Memorial Capital Improvements	$0	$1,103	$0	$1,103	$0	$0
113909		**Parks & Gardens Infrastructure**						
113909	PKS01	Sandakan Playground Upgrade - Tallison	$1,179,600	$514,800	$0	$514,800	$0	$1,966,000
Sub Total - CAPITAL WORKS			$1,179,600	$515,903	$0	$515,903	$0	$1,966,000
Total - OTHER SPORT & RECREATION - PARKS & OVALS			$1,179,600	$515,903	$0	$515,903	$0	$1,966,000
Total - PARKS & OVALS ASSETS			**$1,179,600**	**$515,903**	**$0**	**$515,903**	**$0**	**$1,966,000**

SHIRE OF BOYUP BROOK
MONTHLY FINANCIAL REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	YTD COMPARATIVES 28 FEBRUARY 2025 Budget	YTD COMPARATIVES 28 FEBRUARY 2025 Actual	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Income	CURRENT YEAR YTD ACTUALS 28 FEBRUARY 2025 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure
RECREATION INFRASTRUCTURE								
113906		Recreation Infrastructure - Capital Renewals - Oval Reticulation	$0	$3,902	$0	$3,902	$0	$0
INFRASTRUCTURE OTHER								
COMMUNITY AMENITIES - CAPITAL EXPENDITURE								
107900	LRC038	Cemetery Other Infrastructure	$457,331	$343,186	$0	$343,186	$0	$457,331
Sub Total - CAPITAL WORKS			$457,331	$343,186	$0	$343,186	$0	$457,331
Total - COMMUNITY AMENITIES			$457,331	$343,186	$0	$343,186	$0	$457,331
INFRASTRUCTURE OTHER								
ECONOMIC SERVICES - CAPITAL EXPENDITURE								
135402		Standpipe Capital Expenditure	$30,000	$26,701	$0	$26,701	$0	$30,000
Sub Total - CAPITAL WORKS			$30,000	$26,701	$0	$26,701	$0	$30,000
Total - ECONOMIC SERVICES			$30,000	$26,701	$0	$26,701	$0	$30,000
Total - INFRASTRUCTURE ASSETS - OTHER			**$487,331**	**$369,887**	**$0**	**$369,887**	**$0**	**$487,331**
GRAND TOTALS			($434,927)	($3,680,442)	($12,161,325)	$8,480,885	**($16,973,451)**	**$16,973,451**

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.

Attachment 9.3.7A

SHIRE OF

BOYUP BROOK

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 in response to:

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

Reports to Council must detail relevant Policies as this provides general guidance to Elected 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 Elected Members, Committee Members and Candidates; and
- Code of Conduct for Local Government Employees.

PART 1 – MEMBERS

POLICY M1 – ELECTED MEMBERS ACCESS TO INFORMATION

1. Policy Intent

To establish clear guidelines for Elected Members' access to Council information, ensuring transparency, accountability, and compliance with the Local Government Act 1995.

2. Policy

2.1. Access to Information

- Elected Members have access to specific documents beyond those available to the public to enable them to fulfil their duties effectively.
- Access to such information is governed by Section 5.92 and Section 5.94 of the Local Government Act 1995.Elected Members must only access information necessary for Council-related business and must not use privileged information for personal or external purposes.

2.2. Communication Channels

- All staff report to the Chief Executive Officer (CEO), who is responsible for managing operations and ensuring the Council receives accurate information.
- Elected Members must direct inquiries through the CEO.

2.3. At the CEO's discretion, Elected Members may liaise with Executive Managers for operational matters or specific projects.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY M2 – ELECTED MEMBERS AND CHIEF EXECUTIVE OFFICER PUBLIC STATEMENTS

1. Policy Intent

The *Local Government Act 1995* (the Act) (as amended), Section 2.8(1)(d) provides that the Shire President speaks on behalf of the Local Government unless otherwise delegated under the Act. Section 5.41(f) provides for the Chief Executive Officer (CEO) to speak on behalf of the Council when the Shire President agrees.

Elected 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 an Elected Member overlaps with the role of a member 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 an Elected 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 Elected Member who may speak on behalf of Council, unless otherwise delegated under Section 5.34 or Section 5.41(f) of the Act.

b. When the Shire President is speaking to the media or otherwise in public but not officially on behalf of the Council, they must make it clear that they are 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 Section 5.34 of the Act being:

- If the role of Shire President 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 limitations on the role of a Elected Members when speaking to the media.

2.3. Elected Members

a. A Elected Members must not speak to the media or otherwise in public on behalf of the Council or the operations of the Shire of Boyup Brook.

b. When a Elected Members is speaking to the media or otherwise in public, they must make it clear that they are not speaking on behalf of the Council but rather in the role of an Elected Member. Elected Members speaking publicly must include a disclaimer such as: 'The views expressed are my own and do not necessarily reflect those of the Shire of Boyup Brook.'

c. A Elected Members speaking on Council matters to the media, or otherwise in public, may identify themselves as an Elected Member, but must avoid any suggestion or appearance of speaking on behalf of the Council.

d. Statements made by Elected Members on social media must adhere to the same principles outlined in this policy. Elected Members must not imply they are speaking on behalf of the Shire unless authorised to do so.

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, as per Section 5.41(f) of the Act.

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 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 Section 5.41(f) of the Act, including that of managing the day-to-day operations of the Shire. The CEO requires the agreement of the Shire President only when making statements that would ordinarily fall within the role of the Shire President as spokesperson for the Council.

- Any delegation of authority to an officer to speak on behalf of the Shire must be documented in writing and approved by the CEO.

2.5 Written, oral and electronic statements

This policy applies equally to statements made in public, whether communicated orally, in writing, electronically, or by any other means.

2.6 Media Releases

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

b. To ensure timely communication, media releases must be reviewed and approved within 48 hours of submission to the CEO and Shire President.

c. If one or the other is unavailable, responsibility passes to the next in line (i.e., Acting CEO or Deputy Shire President).

2.7 Compliance

a. Any breach of this policy may be addressed under the Local Government Act 1995 or the Code of Conduct for Elected Members, including potential disciplinary action.

Document Control		
Previous Policy Reference	M.02	
Related Legislation	*Local Government Act 1995, Section 2.8, Section 5.41.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Corrected legal references.		2.4a, 2.4c
Clarified that the Shire President speaks on Behalf of Council unless delegated under the Act.		2.1a
Strengthened requirement for Elected Members to provide a disclaimer when speaking publicly.		2.3b
Added section clarifying social media communication rules for Elected Members.		2.3d
Ensured that the CEO delegations to officers must be in writing.		2.4d
Set a 48-hour timeframe for media release approvals.		2.6b
Introduced a compliance clause specifying consequences for breaches.		2.7a

End

POLICY M3 – COMMUNICATIONS

1. Policy Intent

This policy provides clear guidelines on appropriate communication between Elected Members and staff in accordance with the *Local Government Act 1995*.

Under Section 5.41, the CEO is responsible for the day-to-day management of staff and operations. Section 2.7(1) outlines the Council's role in governing, and Section 2.10 defines Elected Members' roles, including liaising with the community and participating in decision-making.

Elected Members must not direct staff in their work, nor should they interfere in operational matters.

2. Communication Protocols

2.1. Communication between Elected Members and Staff

a. All formal requests for information or action must be directed through the CEO or an Executive Manager.

b. Elected Members may communicate informally with staff for general discussions but must not give directions or interfere with staff duties.

c. The CEO must be informed of any concerns or complaints arising from communication between staff and Elected Members.

2.2. Written Communication

a. Emails and other official correspondence between Elected Members and staff must be professional and comply with Shire policies.

b. The CEO must be copied on all formal requests for information.

2.3. Confidentiality and Conduct

a. Elected Members must not share confidential information obtained through staff interactions.

b. All communication must comply with the Code of Conduct for Elected Members and Local Government Officers.

2.4. Handling of Concerns and Disputes

a. If a staff member has a concern about a communication from an Elected Member, they must report it to the CEO.

b. If an Elected Member has a concern about a staff member, they must raise it with the CEO rather than approaching the staff member directly.

c. If the concern is not resolved, it may be escalated to the Shire President or handled through formal dispute resolution procedures.

2.5. Social Media and Electronic Communication

a. Elected Members must not use social media or private messaging to discuss operational matters with staff.

b. Emails and text messages between Elected Members and staff must be professional and comply with official communication protocols.

c. Any media inquiries must be directed to the Shire President or CEO, as outlined in the Media and Public Communication Policy.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Added reference to the *Local Government Act 1995* – Policy Intent.		1.
Clarified that requests must go through the CEO.		2.1a
Defined acceptable informal communication.		2.1b
Introduced confidentiality obligations.		2.3a & 2.3b
Strengthened dispute resolution processes.		2.4
Added social media and electronic communication policy.		2.5

End

POLICY M4 – ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT

1. Policy Intent

This policy ensures that all Elected Members meet and comply with the mandatory professional development requirements under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* (WA).

2. Policy

2.1. Mandatory Training

a. Elected Members must complete the following prescribed training modules within 12 months of election:

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

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

c. 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:

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

2.2. Travel Arrangements

a. All travel arrangements for training must be coordinated through the CEO's Office.

b. Pre-approval is required for all conference or training-related travel.

c. Travel expenses, including flights and accommodation, will be booked at economy level. Upgrades may be permitted at the Elected Member's personal expense.

d. Elected Members must not independently commit or incur expenditure on behalf of the Shire without prior approval.

e. Reimbursement requests must be submitted with receipt.

2.3. Accompanying Person

a. Any costs associated with an accompanying person (e.g., travel, accommodation) must be borne by the Elected Member or the accompanying person.

b. The Shire may cover the cost of official event dinners (e.g., WA Local Government Conference Gala dinner).

c. Elected Members must seek prior approval for any other exceptions.

2.4. Reporting and Compliance

a. The CEO must prepare an annual report detailing Elected Member training completed in the financial year.

b. This report must be published on the Shire's website, in accordance with Section 5.127 of the Act.

c. Non-compliance must be reported to the Council for consideration

Document Control		
Previous Policy Reference	M.14	
Related Legislation	Reg 35 of the *Local Government (Administration) Regulations 1996,* Sections 5.126, 5.127 5.128 and 5.129 of the *Local Government Act 1995.*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Clarified travel expenses approval.		2.2
Improved accompanying persons policy.		2.3
Established reporting obligations.		2.4

End

POLICY M5 – ELECTED MEMBERS RECOGNITION OF CONTINUOUS SERVICE

1. Policy Intent

To provide clear guidelines for the recognition and appreciation of long-serving Elected Members who achieve significant milestones of continuous service with the Shire of Boyup Brook (Shire).

This policy aligns with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* (WA) to ensure that all service recognition and gifts comply with legislative requirements and financial accountability.

2. Policy

2.1. Recognition of Continuous Service

Elected Members who reach significant milestones in continuous service will be formally recognised by the Shire, in accordance with this policy.

Eligible service milestones are:

- 10 years – Certificate of recognition and engraved award.
- 20 years – WALGA Long Service Award and engraved award.
- 25+ years – State-level recognition at the discretion of Council.

The awards will be presented at an official Council Meeting or civic function, as determined by the Shire President.

2.2. Recognition for Retiring Elected Members

An Elected Member who has served at least one full term of office (four years) and is retiring from Council may receive a gift in recognition of their service.

The value of the gift will be $50 per year of service, up to a maximum of $500, in line with Regulation 34AC of the *Local Government (Administration) Regulations 1996*.

The Shire President and CEO will determine eligibility and approve the gift. If the Shire President is the retiring member, the CEO and Deputy Shire President will make the decision.

Cash payments are not permitted as a form of recognition under this policy.

2.3. Definition of Gifts and Entitlements

The following are not considered gifts under this policy:

a. Implicit Entitlements

Elected Members are entitled to certain benefits as part of their role, which are not considered gifts. These include:

- Meals provided at meetings or official functions.
- Office supplies and electronic equipment provided for Council duties.
- Travel and accommodation for Council-related activities.

b. Express Entitlements

Certain benefits arise from discretionary authority under the Local Government Act. These include:

- Council-funded travel & accommodation for official duties.
- Use of Council vehicles for official business.

Legislative Reference: These entitlements do not fall under the gift disclosure requirements of Sections 5.57, 5.87A & 5.87B of the *Local Government Act 1995* unless they exceed $300.

2.4. Gift Disclosure and Transparency

To ensure public accountability, the Shire will maintain a public register of all gifts given under this policy.

- The CEO must keep a register of all service recognition awards and gifts provided to retiring Elected Members.
- In accordance with Section 5.127 of the Local Government Act 1995, this register must be published annually on the Shire's website.
- If an Elected Member receives any gift exceeding $300, they must disclose it as per Sections 5.87A & 5.87B of the Act.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government (Administration) Regulations 1996, Local Government Act 1995.*	
Related Documents	Department of Local Government Circular 8 - 2011	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/

Added explicit legislative references from the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* (WA).	1.
Changed milestones to 10, 20, and 25+ years, aligning with WALGA's Long Service Awards.	2.1
Ensures compliance with *Local Government Regulations 1996.*	2.2
Retained the existing approval structure, but clarified the process for transparency.	2.2.
Explicitly defined "Implicit" and "Express" entitlements and referenced Section 5.57 of the *Local Government Act 1995*.	2.3.
Added a requirement for a public gift register, ensuring compliance with Sections 5.87A & 5.87B of the *Local Government Act 1995*.	2.4.

End

POLICY M6 – ATTENDANCE AT EVENTS AND FUNCTIONS

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 Intent

This policy provides a framework for Elected Members and the Chief Executive Officer (CEO) to attend 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 ensures transparency regarding the attendance at events by Elected Members and the CEO.

3. Policy

This policy applies to Elected 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)(I) in the case of any external groups or organisations. However, attendance at the following events by Elected 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 Shire-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.
- 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 (excluding LGIS).
  - 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 Western Australian Public Service.
  - Government department of another State, a Territory, or the Commonwealth; or
  - A local government or regional local government.

All Elected Members and the CEO are entitled to attend pre-approved events. If demand exceeds ticket availability, 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 Elected Member or the CEO.

4.2. Non-Pre-Approved Events

a. Provision of Tickets (Invitations)

I. All invitations or offers of tickets for Elected 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), and addressed to the Shire, using formal position titles. These should be sent by mail to PO Box 2, Boyup Brook, WA 6244 or by e-mail to 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 associated Regulations.

b. Approval of Attendance

I. Events addressed to Elected 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

The following matters are excluded from this policy:

a. Where an Elected 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 is not subject to this policy. However, the gift and travel reporting requirements under the Act and the associated Regulations remain applicable, as do any legislative provisions relating to conflict of interests.

c. Elected Members' ongoing professional development and mandatory training funded by the Shire.

d. CEO attendance at conferences or training funded by the Shire to achieve organisational 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 listed in Regulation 20B of the *Local Government (Administration) Regulations 1996*.

However, excluded gifts must still be disclosed and published on the Shire's gifts register if their value exceeds $300 and they are received in the capacity of Elected Member or CEO.

7. Gifts and Event Invitations

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

Any contribution to travel or the provision of tickets must be disclosed in writing to the CEO within 10 days of receipt if the value exceeds $300, in accordance with Sections 5.87A and 5.87B of the Act.

All disclosed gifts will be published in the publicly accessible gifts register, as required by the Act.

8. Ethical Considerations

Elected Members and the CEO should consider whether accepting attendance at an event may create a perception of bias or undue influence, even where the gift is allowable under this policy. Where uncertainty arises, guidance should be sought from the Shire President or CEO.

9. Legislative and Strategic Context

This policy operates within the framework of the *Local Government Act 1995* and the associated *Local Government (Administration) Regulations 1996*.

Document Control		
Previous Policy Reference	M.16	
Related Legislation	*Local Government Act 1995,* Section 5.90A, 5.87*Local Government (Administration) Regulations 1996* Regulation 20B.	
Related Documents	Code of Conduct for Elected Members, Committee Members and Candidates Council Policy M4 – Elected Members Continuing Professional Development.	
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
References to Section 5.83 (which was deleted) were replaced with Sections 5.87A and 5.87B.		Various

End

POLICY M7 – ELECTED MEMBERS INFORMATION, COMMUNICATIONS AND TECHNOLOGY

1. Policy Intent

To provide an annual allowance to Elected Members to adequately cover fixed and usage-related telecommunications and information technology fees, as well as the cost of consumables for printers. Additionally, this policy established guidelines for the provision and usage of Council-issued computer equipment.

2. Issues

The *Local Government Act 1995*, specifically Sections 5.98,5.99 and 5.99A provides for an Information, Communications and Technology (ICT) allowance as an alternative to reimbursement of costs.

The annual allowance is more efficient to administer than the cost reimbursement option and does not rely on claims being lodged. It is designed to adequately meet Elected Members' costs related to communication with the community, each other, and administration.

To ensure Elected Members can effectively engage with the community and Council operations, it is critical they have access to suitable computer equipment and standard software programs.

3. Policy

3.1. Information, Communications and Technology Allowance

- Elected Members will be paid an annual telecommunications and technology allowance in accordance with the latest determination by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*.
- This allowance will be reviewed annually as part of the budget process.
- Elected Members who incur costs exceeding the allowance due to extraordinary circumstances may apply for additional reimbursement, subject to CEO approval.
- This policy excludes the automatic issuing of a Shire laptop, which is covered separately under Section 3.2.

3.2. Equipment

a. **Provision of Equipment**

- The Shire will provide each Elected Member with a Council-issued laptop or tablet for official use only.
- A replacement device will (subject to budget constraints) be issued every four years, coinciding with an Elected Member's term in office.
- If an Elected Member retires or is not re-elected, the laptop or tablet must be returned to the Chief Executive Officer (CEO) for refurbishment and reallocation.
- Departing Elected Members may apply to purchase their device at a depreciated cost, subject to Council approval.

b. Maintenance and Security

- The Shire is responsible for all maintenance and technical support on the provided laptop or tablet.
- Elected Members must report any maintenance or technical issues to the CEO or the designated IT support provider within a reasonable timeframe.
- All devices must have security software, including remote wipe capability, to protect against data breaches.
- Multi-Factor Authentication (MFA) must be enabled for remote access to the Elected Members Portal.
- All software and applications installed on the laptop must be pre-approved by the CEO or IT provider to ensure compliance with security protocols.

c. Usage Restrictions

- The laptop or tablet is for official Shire purposes only.
- Elected Members must ensure their devices remain password-protected and must not share passwords with any individual.
- Elected Members must report any suspected unauthorised access or data breach immediately to the CEO.
- Forwarding, sharing, or allowing third-party access to confidential materials on Council-issued devices is strictly prohibited.
- Only Shire-issued devices are permitted to access the Elected Members Portal remotely

d. Data Ownership and Compliance

- All information and documents stored on Council-issued laptops remain the property of the Shire.

- Devices and data may be subject to review under Freedom of Information (FOI) requests, police investigations, or oversight by the Crime and Corruption Commission (CCC).
- Any breaches of confidentiality may be subject to disciplinary action

4. Lost or Stolen Laptops / Tablets

- If an Elected Member's laptop or tablet is lost or stolen, they must report the loss to the CEO immediately.
- The Elected Member will be responsible for covering the insurance excess, which will be set at a predetermined amount in accordance with the Shire's insurance policy.
- A replacement device will be issued as soon as practicable, subject to availability and security clearance procedures.
- If a device is recovered, it must be returned to IT support for inspection before reuse

Document Control		
Previous Policy Reference	M.10	
Related Legislation	*Local Government Act 1995, Section 5.98.*	
Related Documents		
Initial Adoption Resolution		17 June 2004
Amendment Record		9 August 2006
		20 May 2010
		15 Dec 2011
		July 2011
	Res	28 Sep 2023
	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Legislative references improved.		Various
Added a provision for additional reimbursement if an Elected Member incurs costs exceeding the allowance due to extraordinary circumstances.		3.1
Allowed departing Elected Members to apply to purchase their device at depreciated cost.		3.2(a)
Mandated security measures including remote wipe capability, multi-factor authentication (MFA), and breach reporting.		3.2(b)
Expanded to include Freedom of Information (FOI) requests, Crime and Corruption Commission (CCC) inquiries, and potential disciplinary actions.		3.2(d)

End

POLICY M8 – ELECTED MEMBERS FEES, ALLOWANCES AND REIMBURSEMENT OF EXPENSES

1. Policy Intent

The purpose of this policy is to establish the parameters for the payment of Elected Members' fees, allowances, and reimbursement of expenses in accordance with the *Local Government Act 1995, Local Government (Administration) Regulations 1996*, and determinations issued by the Salaries and Allowances Tribunal (SAT).

2. Policy

2.1. Annual Attendance Fee

- Elected Members shall be paid an annual attendance fee in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).
- The amount shall be determined in the annual budget and shall not exceed the maximum set by the Salaries and Allowances Tribunal (SAT).
- If an Elected Member is elected or vacates their position partway through a payment period, the applicable fees will be prorated accordingly.

2.2. Shire President / Deputy Shire President Allowance

- The Shire President and Deputy Shire President shall be paid an allowance in two equal payments made in the financial year: June (covering January – June) and December (covering July – December).
- The amount shall be determined in the annual budget and shall not exceed the maximum set by the SAT.

2.3. Information and Communications Technology Allowance

- Elected Members shall be paid an ICT Allowance in lieu of reimbursement of expenses, with the amount determined in the annual budget and subject to SAT determinations.
- The ICT Allowance shall be paid in two equal payments made in the financial year: June (covering January – June) and December (covering July – December).

2.4. Travel Allowance

- Elected Members shall be paid a Travel Allowance for official duties, in accordance with Regulation 31 of the Local Government (Administration) Regulations 1996.
- The amount shall be determined in the annual budget and based on the applicable SAT determination.
- If an Elected Member incurs travel expenses beyond the set allowance, they may claim reimbursement in accordance with Regulation 31

2.5. Payment Process and Oversight

- All payments shall be processed by the Shire's Finance Department, subject to approval by the Chief Executive Officer (CEO) or delegate.
- Payments will be made via electronic transfer to Elected Members' nominated bank accounts

2.6. Review of Fees and Allowances

- Council shall review all fees and allowances at least once annually as part of the budget preparation process and in accordance with the latest SAT Determination.
- Any amendments shall be approved by an absolute majority resolution of the Council.

Document Control		
Previous Policy Reference	M.05	
Related Legislation	*Local Government Act 1995, Section 5.98, Salaries and Allowances Act 1975, Section 7B (Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members).*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Added explicit references to *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and Salaries and Allowances Tribunal (SAT) for clarity.		1
Added provision for prorated payments if an Elected Member joins or leaves mid-term.		2.1
Stated that the allowance is in accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*.		2.4

Added a provision allowing reimbursement beyond the set allowance for eligible travel expenses.	2.4
New section added to specify that all payments must be approved by the CEO or delegate and processed electronically.	2.5
New payment dates - Elected Members shall be paid an annual attendance fee in two equal payments made in the financial year: April (covering October - March) and October (covering April – September).	2.1

End

POLICY M9 – ELECTRONIC ATTENDANCE AT MEETINGS BY ELECTED MEMBERS / COMMITTEE MEMBERS

1. Policy Intent

The purpose of this policy is to establish the parameters for when Elected 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. In cases of emergencies or unforeseen circumstances, requests may be considered with a shorter notice period at the discretion of the President.

b. In the request, the Elected Member is to outline the following:

   i. Details of the location the Elected 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 Regulation 14C(2), (3), and 14CA(5) of the Local Government (Administration) Regulations 1996.

2.2. Request to attend a Committee Meeting electronically

a. Requests to attend a 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. In cases of emergencies or unforeseen circumstances, requests may be considered with a shorter notice period at the discretion of the President / Presiding Member.

b. In the request, the Elected Member is to outline the following:

   i. Details of the location the Elected 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 Elected Member intends to attend the meeting, and the equipment to be used are suitable to enable the Elected 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 Elected 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, with alternative platforms permitted in case of technical issues or Member preference.

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 five 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, which is defined as a device with up-to-date security software and controlled access.

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

6. 50% Cap

a. Elected 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. Elected 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 Elected Member when they have attended 40% (or the percentage closest to 40%) of meetings electronically.

d. The 50% cap does not apply to an Elected 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	*Local Government Act 1995, Section 5.25(1)(ba),* *Local Government (Administration) Regulations 1996 - Regulation.14C – .14E,* *Disability Services Act 1993* (WA).	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Updated legislative reference to Regulation 14C(2), (3) and 14CA(5) of LG Act.		2.1(f)
Added flexibility for emergency or unforeseen circumstances for electronic attendance.		2.1(a)
Allowed alternative platforms in case of technical issues.		4(a)
Made it mandatory for elected members to join five minutes prior to meeting.		4(c)
Defined ‘trusted personal device’.		4(d)
Clarified elected members seeking exemption due to disability may need to provide.		6(d)

End

POLICY M10 – CODE OF CONDUCT FOR ELECTED 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 Elected 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 an Elected 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 Elected Members, committee members and candidates.

4. Personal integrity

(1) An Elected 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) An Elected Member or committee member should —

(a) act in accordance with the trust placed in Elected 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) An Elected Member, committee member or candidate should —

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) An Elected Member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

An Elected 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 Elected Members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) An Elected 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) An Elected Member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

An Elected 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 Elected 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 Elected 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, an Elected 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 an Elected 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 an Elected Member commits a minor breach if the Elected Member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the Elected 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 Elected Members and candidates.

(2) A reference in this Division to an Elected Member includes an Elected 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 include —

(a) local government property; and

(b) services provided, or paid for, by a local government.

(2) An Elected 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) An Elected Member must not make improper use of their office —

(a) to gain, directly or indirectly, an advantage for the Elected 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) An Elected 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 an Elected 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) An Elected 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 an Elected Member does as part of the deliberations at a council or committee meeting.

(4) If an Elected Member or candidate, in their capacity as an Elected Member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the Elected 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) An Elected Member must not disclose information that the Elected 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 an Elected 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 Elected Member who has an interest in any matter to be discussed at a council or committee meeting attended by the Elected 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 an Elected Member fails to disclose an interest because the Elected 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 Elected Member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), an Elected 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 an Elected Member includes a requirement referred to in clause 12(6), the Elected Member must comply with the requirement.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995, Sections 5.104, 5.105(1), 5.110, 5.93, 5.36(1), 5.23(2) and 5.60.*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041

Amendment Record	27 March 2025	Res 25/03/
Nil		

End

PART 2 – GOVERNANCE

POLICY G1 – EXECUTION OF DOCUMENTS

1. Policy Intent

This policy establishes the framework for the execution of documents by the Shire of Boyup Brook, including the correct use of the common seal and authorisations for signing documents without the common seal, in accordance with the *Local Government Act 1995 (Act).*

2. Definitions

- Execution of a document: Signing a document to give it legal effect, either with or without the common seal.
- Authentication: The process of verifying the legitimacy of a document's execution.
- Category 1 Documents: Documents requiring the common seal and specific Council resolution.
- Category 2 Documents: Documents requiring authorisation by the CEO or designated officers without the common seal.
- Category 3 Documents: Routine operational documents executed in the normal course of business by authorised officers

3. 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.

d. In cases where external legislative or regulatory requirements conflict with this policy, the requirements of the higher authority shall prevail. If uncertainty arises, legal or governance advice should be sought.

4. 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.

4.1. Category 1 Documents – Common Seal

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)

4.2. 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.

4.3. 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 department's 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.

g. Standard employee contracts.

h. Operational Memorandums of Understanding (MOUs).

i. Minor Licences and permits.

4.4. 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	*Local Government Act 1995* - *Section*.9.49A Execution of documents.	
Related Documents	Shire of Boyup Brook Delegation and Sub-Delegation Register.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Expanded to include both the use of the Common Seal and general document execution procedures.		1
Introduced definitions for key terms such as "Execution of a document," "Authentication," and different document categories.		2
Added explicit process for handling conflicts with external legislative requirements, including seeking legal or governance advice.		3
Expanded the list to include employment contracts, operational Memorandums of Understanding (MOUs), and minor licences.		4

End

POLICY G2 – SENIOR EMPLOYEES

1. Policy Intent

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

2. Policy Statement

- In accordance with Section 5.37 of the Act, the Shire of Boyup Brook designates the Chief Executive Officer as the sole Senior Employee.
- Any proposed changes to the designation of Senior Employees shall be reported to the Council in compliance with Section 5.37(2) of the Act.
- This policy shall be reviewed periodically to ensure alignment with legislative requirements and organisational needs.

Document Control		
Previous Policy Reference	A.01	
Related Legislation	*Local Government Act 1995 Section 5.37.*	
Related Documents		
Initial Adoption Resolution (Absolute Majority Required)	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY G3 – HONORARY FREEMAN OF THE SHIRE OF BOYUP BROOK

1. Policy Intent

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.” his is a rare and exceptional award, and recipients will be selected according to the criteria outlined in this policy.

2. Policy Statement

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

(i) Eligibility

1. A nominee must have been a resident of the Shire of Boyup Brook for a minimum of 20 years and must have provided sustained and exceptional service to the community in a recognised capacity, including but not limited to:

    - Local government service,
    - Business leadership,
    - Volunteer or community leadership, or
    - Contributions to the cultural, social, or economic well-being of the Shire.

2. A nominee must have served as an Elected Member for a minimum of 20 years to be considered under this category.

3. A current serving Elected Member or employee of the Shire is not eligible for nomination

(ii) Selection Criteria

The following selection criteria will be used in evaluating nominations:

- Demonstrated impact: Measurable benefits to the community within the Shire of Boyup Brook and, where applicable, broader contributions to Western Australia.
- Length of service and commitment: The extent and duration of the nominee’s contributions.

- Leadership and influence: The nominee's ability to inspire and lead within their field.
- Recognised achievements: Awards, recognitions, and other notable accomplishments

3. Nomination Procedure

a. A nomination for the award may be made in writing to the Chief Executive Officer (CEO) by:

- An Elected Member (with the support of another Elected Member),
- An individual community member (with sponsorship from an Elected Member), or
- An organisation (with sponsorship from an Elected Member).

b. Nominations must be kept strictly confidential without the knowledge of the nominee.

c. On receipt of a nomination, the CEO will circulate it, along with supporting information, to Elected Members for consideration.

d. Elected Members must respond within five (5) working days. A nomination will only proceed if a quorum of responses is received within the timeframe.

e. Elected Members opposing a nomination must submit a written objection to the CEO, outlining their reasons. The CEO will provide a copy of objections to all Elected Members.

(i) A nomination for the award may be made by the following and must be submitted in writing to the Chief Executive Officer:

- An Elected Member and must be supported by another Elected Member.
- An individual member of the community and must be sponsored by an Elected Member.
- An organisation and must be sponsored by an Elected Member.

(ii) Nominations must be kept in the strictest of confidence without the knowledge of the nominee.

(iii) On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to Elected Members.

(iv) Elected Members are provided with a maximum of five working days to provide a response to the Chief Executive Officer.

(v) Elected Members who do not respond within the timeframe stipulated in (d.) above shall be presumed to not have any objection to the nomination.

(vi) If an Elected Member is not in favour of the proposal the Elected 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 Elected Members.

4. Confidentiality

a. Following compliance with Section 3, the CEO shall present the nomination as a confidential item at the next Ordinary Council Meeting or a Special Council Meeting if requested by the Shire President.

b. Council will consider the recommendation behind closed doors, requiring an Absolute Majority decision.

c. No record of the nominee's name shall be included in public Council minutes whether or not the nomination is successful.

d. The nomination report and minutes shall be deemed confidential under Section 5.95(3) of the *Local Government Act 1995* and applicable provisions of the *Freedom of Information Act 1992* (WA).

5. Awarding the Title

a. If the nomination is approved by an Absolute Majority of Council, the CEO shall contact the nominee confidentially to confirm acceptance.

b. If the nominee declines, the matter will be closed, and no further action will be taken.

6. Conferral of the Title

a. Conferral of the title shall take place at a formal Council event.

b. The CEO, Shire President, and Deputy Shire President shall determine the occasion and format of the conferral ceremony.

7. Entitlements

A person granted the title of Honorary Freeman of the Shire of Boyup Brook shall:

a. Receive a badge and certificate commemorating the award.

b. Be invited as a special guest to all civic events and functions of the Council.

c. Conduct themselves in a manner befitting the honour, including:

- Maintaining respectful behaviour at all times when representing the title.

8. Rescission / Revocation of the Award

a. The Shire reserves the right to rescind the award if the recipient's actions bring the Shire into disrepute. Examples of grounds for revocation include:

- Conviction of a serious criminal offence,
- Gross misconduct,
- Conduct inconsistent with the values of the Shire.

b. Process for revocation:

- A written complaint must be submitted to the CEO.
- The CEO, Shire President, and Deputy Shire President shall assess the complaint.
- If deemed valid, a confidential report will be prepared for Council consideration.
- Council may revoke the award by Absolute Majority.

Document Control		
Previous Policy Reference	O.14	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
"Clarified 'distinguished service' and explicitly stated that a nominee must have served as an Elected Member for 20 years to be considered under that category."		2(i)
Added 'Demonstrated impact', 'Recognised achievements', and measurable benefits to the community as criteria for nomination.		2(ii)
Introduced quorum requirement for Elected Member responses and specified that nominations must proceed only if a quorum of responses is received.		3
Specified that no record of the nominee's name will be included in public Council minutes and referenced the *Freedom of Information Act 1992* (WA).		4
Clarified that if a nominee declines the award, the matter will be closed with no further action.		5
Specified that the event format will be determined by the CEO, Shire President, and Deputy Shire President.		6

Added a requirement that the recipient must maintain respectful behaviour when representing the title.	7
Outlined specific reasons for revocation, including criminal offences and misconduct, and detailed the complaint process.	8

End

POLICY G4 – COMPLAINTS

1. Policy Intent

The intent of this policy is to establish the position of the Shire of Boyup Brook (Shire) regarding complaints received and the approach to be taken in their resolution. This policy ensures fairness, transparency, and accountability in the handling of complaints.

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 Statement

The Shire is committed to ensuring that complaints are handled fairly, efficiently, and effectively. The Shire will:

- Ensure complaints can be easily lodged through multiple channels (in person, online, by phone, or in writing).
- Treat all complaints with equal importance, regardless of how they are submitted.
- Acknowledge complaints within five (5) working days.
- Provide an initial response within ten (10) working days and aim to resolve complaints within thirty (30) working days.
- Respond to complaints in a courteous, helpful, and transparent manner.
- Provide reasonable assistance to complainants, including those requiring help due to language barriers or disabilities.
- Monitor complaints and learn from them to:

- Prevent recurring issues.
- Improve policies, practices, and procedures, and
- Enhance service delivery.
-

4. Particular Cases

4.1. Anonymous Complaints

Anonymous complaints will be assessed on their merits. Complaints concerning safety, security, or serious misconduct will be investigated. If insufficient information is provided, the Shire may be unable to take further action.

4.2. Vexatious or Abusive Complaints

If a complainant's behaviour is deemed vexatious or abusive, the Chief Executive Officer (CEO) may determine that further complaints from the individual or concerning the same matter will not be entertained.

4.2.1. Criteria for Vexatious Complaints

- Repeated complaints with no new evidence.
- Unreasonable demands or harassment of staff.
- Use of aggressive, abusive, or offensive language

Where a determination is made by the CEO, staff may be directed not to engage with the complainant regarding the matter.

4.3. Allegations of Serious Misconduct

Allegations concerning criminal, corrupt, or serious improper conduct will be handled independently of the Complaint Handling process. These allegations will be referred directly to the CEO for determination, including referral to:

- The Corruption and Crime Commission (CCC) under the Corruption, Crime and *Misconduct Act 2003* (WA).
- The Western Australia Police Force, if criminal activity is suspected.
- The Ombudsman Western Australia, if related to administrative action.

Reference is made to Policy G5 (Public Interest Disclosure), which aligns with the *Public Interest Disclosure Act 2003* (WA).

4.4. Repetitive Complaints

The CEO may determine a complaint to be repetitive in nature and direct staff not to process it further. However, complainants will be informed of their right

to escalate the matter to the Ombudsman Western Australia or the Department of Local Government, Sport, and Cultural Industries.

5. Complaint Resolution Process

Complainants are encouraged to follow these steps to seek resolution:

5.1 Internal Resolution

- First Contact: Complainants should attempt to resolve concerns with the relevant Shire officer or their direct manager.
- Escalation: If unresolved, the complaint should be referred to the relevant Executive Manager.
- CEO Review: If dissatisfaction persists, a formal written complaint may be submitted to the CEO for review.

5.2 External Review

If a complainant is not satisfied with the CEO's response, they may escalate the matter to:

- Ombudsman Western Australia (for matters of administrative fairness).
- Department of Local Government, Sport, and Cultural Industries (for local government governance concerns).
- Corruption and Crime Commission (CCC) (for serious misconduct or corruption allegations)

5.3 Complaints Concerning Elected Members

If the complaint relates to an Elected Member, it shall be referred to the CEO for determination. If the complaint concerns a breach of conduct, it may be escalated under the *Local Government Act 1995*.

5.4 Alternative Dispute Resolution (ADS)

Where appropriate, the CEO may authorise referral of a complaint to an external arbitrator or mediator before further escalation

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

Amendment Record	27 March 2025	Res 25/03/
Expanded to highlight fairness, transparency, and accountability.		1
Clarified definition and separated what is and is not a complaint.		2
Specific timeframes added for acknowledgment and resolution.		3
Risk-based approach to consider all anonymous complaints on merit.		4.1
Defined criteria for vexatious complaints and included review rights.		4.2
Updated references to Corruption and Crime Commission and relevant laws.		4.3
Allows complainants to escalate if a complaint is deemed repetitive.		4.4
Structured steps added: First contact, escalation, CEO review, external options.		5
Clarified process under *Local Government Act 1995*.		5.3
Introduced ADR as an option before external.		5.4

End

POLICY G5 – PUBLIC INTEREST DISCLOSURE

1. Policy Intent

This policy outlines the internal procedures for ensuring compliance with the *Public Interest Disclosure Act 2003* (the Act) and describes how the Shire of Boyup Brook (Shire) manages public interest disclosures (PIDs) effectively and in accordance with legislative requirements.

2. Policy Statement

The Shire is committed to upholding the highest standards of integrity and accountability. It recognises the importance of public interest disclosures in identifying and addressing corrupt or improper conduct, mismanagement of public resources, and other forms of misconduct within the organisation.

- To support this commitment, the Shire will:
- Encourage and support disclosures from employees, contractors, and other stakeholders about corrupt or improper conduct.
- Ensure confidentiality of the informant and all parties involved in a public interest disclosure, as far as reasonably practicable.
- Protect informants from detrimental action in reprisal for making a disclosure.
- Ensure fair, independent, and thorough investigations of all disclosures.
- Comply with all reporting obligations under the Act

3. Key Definitions

- Public Interest Disclosure (PID): A disclosure made under the Act about suspected improper or corrupt conduct by public officers or agencies.
- Improper Conduct: Includes corruption, fraud, misconduct, mismanagement of public resources, or any action that is unlawful or unethical.
- Detrimental Action: Any action that causes harm, intimidation, harassment, or discrimination against a person making a PID.
- Victimisation: Any act of retribution or retaliation against a person who has made a PID

4. Reporting a Public Interest Disclosure

4.1 Who Can Make a Disclosure?

Any person, including employees, contractors, and members of the public, may make a public interest disclosure if they reasonably believe improper conduct has occurred

4.2 How to Make a Disclosure

A disclosure can be made to the Public Interest Disclosure Officer (PID Officer) in one of the following ways:

- In person – By scheduling a confidential meeting with the PID Officer.
- In writing – Via email or a sealed letter marked “Confidential – Public Interest Disclosure” and addressed to the PID Officer.
- By phone – Providing relevant information to the PID Officer and following up with written confirmation.
- Anonymously – Anonymous disclosures will be accepted and treated in accordance with the Act, but communication may be limited

4.3 Designated Public Interest Disclosure Officer

The Executive Manager Corporate and Community Services is designated as the PID Officer. If this person is the subject of the disclosure, the complaint should be directed to an alternate senior officer or the Public Sector Commission.

5. Investigation Process

- The PID Officer will assess all disclosures to determine if they fall within the scope of the Act.
- If an investigation is warranted, it will be conducted fairly and impartially, with appropriate action taken based on findings.
- The informant will be kept updated on the progress and outcome of the investigation unless they have chosen to remain anonymous.

6. Protections and Confidentiality

- The Shire will take all reasonable steps to prevent and respond to victimisation or retaliation against informants.
- The identity of the informant and any subject of the disclosure will be kept strictly confidential, except as required by law.
- If detrimental action is taken against an informant, the Shire will take appropriate action against the offending party

Document Control	
Previous Policy Reference	A.12
Related Legislation	*Public Interest Disclosure Act 2003,* *Public Disclosure Regulations 2003.*
Related Documents	Public Interest Disclosure Management Practice – GOV002 - D12/45969.

Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Expanded to clarify the purpose of the policy and reinforce the Shire's commitment to integrity.		1
Clearly outlines the Shire's commitment to public interest disclosures, including confidentiality, protection, and fair investigations.		2
Added definitions for "Public Interest Disclosure," "Improper Conduct," "Detrimental Action," and "Victimisation."		3
Clearly defines who can make a disclosure, how disclosures can be made (e.g., in writing, in person, anonymously), and alternative reporting routes if the PID Officer is the subject of the complaint.		4
Confirmed this designation but added an alternative reporting mechanism if the PID Officer is implicated.		4.3
Outlined step-by-step assessment and investigation procedures, including informing the discloser of progress.		5
Clearly defines measures to prevent victimisation, protect confidentiality, and respond to reprisals.		6

End

POLICY G6 – RISK MANAGEMENT

1. Policy Intent

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 practices and procedures are fully integrated into the Council's strategic and operational planning processes.

This policy will be supported by a Risk Management Strategy and is developed in accordance with the *Local Government Act 1995*, the *Work Health and Safety Act 2020* (WA), the *Work Health and Safety Regulations 2022* (WA), and the *Local Government (Financial Management) Regulations 1996* (WA).

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 in accordance with the Work Health and Safety Act 2020 (WA) and associated regulations.

The Shire considers risk management to be an essential management function in its operation as a progressive local government and recognises that 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 aligns with the principles outlined in AS ISO 31000:2018 Risk Management – Guidelines.

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks, as required under the *Work Health and Safety Act 2020* (WA) and the *Local Government (Financial Management) Regulations 1996* (WA).

Risk management will be applied to decision-making at 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, in line with the *Work Health and Safety Act 2020* (WA).
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- To define the Shire's tolerance to risk and communicate it throughout the organisation.
- To communicate with the community about the Shire's approach to risk; and
- To protect the reputation of Council.

2.2. Responsibilities

- Elected 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 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 in accordance with the *Work Health and Safety Act 2020* (WA).

- Employees are responsible for:
    - Actively participating in the risk management program and organisational performance review and evaluation program.
    - Complying with all policies, procedures, and practices 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 the 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 in line with legislative requirements under the *Local Government Act 1995*, the *Work Health and Safety Act 2020* (WA), and the *Local Government (Financial Management) Regulations 1996* (WA).

Document Control		
Previous Policy Reference	F.08	
Related Legislation	International Standard (AS/NZS/ISO 31000:2009).	
Related Documents	Risk Management Strategy.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Now explicitly references *Local Government Act 1995*, *Work Health and Safety Act 2020* (WA), Work Health and Safety Regulations 2022 (WA), and *Local Government (Financial Management) Regulations 1996* (WA).		1
Now includes legal responsibility references under *Work Health and Safety Act 2020* (WA).		2
Updated to align with AS ISO 31000:2018 Risk Management – Guidelines.		2.1
Now explicitly aligns with *Work Health and Safety Act 2020* (WA).		2.1
Responsibilities section updated to include legal obligations under WA legislation.		2.2
Clarifies alignment with *Local Government (Financial Management) Regulations 1996* (WA).		2.3

End

POLICY G7 – LEGAL REPRESENTATION – COST INDEMNIFICATION

1. Policy Intent

This policy is designed to protect the interests of Elected Members and employees (including past members and former employees) where they become involved in legal proceedings because 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 Profession Act 2008*) 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.

'Elected Member' means the current Shire President, Deputy Shire President, and Elected Members.

'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 an Elected 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 Elected Member or employee; and
- legal proceedings involving the Elected 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.

3. Policy

It is policy to facilitate Elected Members and employee's access to legal advice in such cases were 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 Elected Members and employees of the Shire are represented in legal action relating to their roles and functions subject to considerations set out below.

Elected 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 Elected 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 an Elected 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 Elected Members or employees if they believe that the Elected 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 Elected 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 Elected 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 an Elected Member or employee will be approved:

1. The legal representation costs must relate to a matter that arises from the performance, by the Elected 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 Elected 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 an Elected 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 Elected Member or employee; or

b. To enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions – for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected 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 Elected Members or employees.

3.3. **Application**

3.3.1. An application by an Elected 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 Elected 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. An Elected 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

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 Elected 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 an Elected 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 Elected Member or employee in accordance with clause 3.3.

3.6. Repayment of Legal Representation Costs

3.6.1. An Elected 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 Elected 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.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Legal Profession Act 2008,* *Local Government Act 1995 Sections 9.56, 3.1, 6.7(2),* State Administrative Tribunal or of an inquiry conducted pursuant to Part 8 of the Act.	
Related Documents	Department of Local Government Operational Guidelines No. 14 – Legal Representation for Elected Members and Employees.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Legal Practice Act 2003: This Act has been repealed and replaced by the *Legal Profession Act 2008.*		2

End

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

1. Policy Intent

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 Section.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, 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 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 5 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 Elected 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 Services will be appointed as Acting CEO; or

ii. If the Executive Manager Corporate 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 thirty 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 thirty working days but less than 12 months.**

a. Where the CEO's extended period of leave is greater than thirty 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 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 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 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 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 be undertaken for five (5) 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 Services is automatically appointed as the A/CEO for a period of not more than thirty consecutive working days from commencement, and continuation is then subject to determination by the Council, under requirements of the Act.

Document Control		
Previous Policy Reference	A.02	
Related Legislation	*Local Government Act 1995 Sections 5.39C, 5.39 and 5.41,* *Local Government (Administration Regulations) 1996.*	
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	27 March 2025	Res 25/03/
Update position description of Executive Manager Corporate Services.		Various
Amended minimum time from 7 days to 5 days to align with rest of the policy.		4.1.2b
Amended (if the role is be undertaken for thirty working days or more) to reflect 5 days to align with the policy.		4.1.6a

End

POLICY G9 – PURCHASING

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* (WA) 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.
- 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 **least two written quotations** from suppliers following specified written requirements, from: **1.** the open market, supporting buy local, where possible and practicable. **2.** an existing panel of pre-qualified suppliers administered by the Shire; or **3.** pre-qualified suppliers on the WALGA Preferred Supply Program or State Government CUA.
Over $100,000 and up to $250,000	Seek at **least three written quotations** (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. Quotations within this threshold are to be sourced as follows, with the order of preference being from: 1. the open market generally. 2. the open market using the Shire's online procurement portal. 3. an existing panel of pre-qualified suppliers administered by the Shire; or

	4. a pre-qualified supplier on the WALGA Preferred Supply Program, or State Government CUA; or 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.
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 *Local Government (Functions and General) Regulations 1996*, 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.

5.11. 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.

Document Control		
Previous Policy Reference	F.03	
Related Legislation	*Local Government Act 1995,* *Local Government (Functions and General) Regulations 1996,* *State Records Act 2000* (WA), *Emergency Management Act 2005.*	
Related Documents	State Government Common Use Arrangements.	
Initial Adoption Resolution Absolute Majority Required	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY G10 – DISPOSAL OF PROPERTY

1. Policy Intent

To improve the process and time frame involved to:

a. Dispose of Shire of Boyup Brook (Shire) property (excluding land) with a market value of less than $20,000, or as part of an acquisition where the total value is not greater 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 as part of an acquisition where the total value is not greater 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	• To the highest bidder at public auction; or • To the most acceptable tender, whether or not it is the highest tender through the public tender process; or • To an external party at market value.
$1 - $500 per item	• To the highest bidder through an internal bidding process for staff and Elected Members whereby bids are sealed and placed in the Shire tender box, or • Property may be donated to community groups through Expressions of Interest.
Nil Value	• At the direction of the CEO

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 – • to the highest bidder via formal offer and acceptance advertised locally. • by public auction by a licenced auctioneer. • by tender in accordance with the Act; or • if unsold, by the most cost-effective means.
$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 – • by offering the vehicle to local emergency service groups for training; or • by offering the vehicle to local vehicle dismantlers at best value; or • if unwanted, by the most cost-effective means.

2.3 Disposal of IT Equipment including phones and tablets.

a) Prior to disposing of any computer equipment:

i. Ensure all hard drives have been removed and destroyed by a specialist. (a certificate of destruction is required).

ii. Ensure all memory cards have been removed and either repurposed or destroyed.

b) At the CEO's discretion any redundant or broken IT equipment (subject to (a) above) may be donated to a community group for recycling.

1. Reference

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

Document Control		
Previous Policy Reference	F.15	
Related Legislation	*Local Government Act 1995 – Sections 3.58, 3.39, 340A, 3.45 and 3.47,* *Local Government (Functions and General) Regulations 1996 Regulation 30(3).*	
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	Inclusion of Section 2.3 IT Disposal	Res 24/10/227
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY G11 – CITIZENSHIP EVENT DRESS STANDARDS

1. Policy Intent

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	27 March 2025	Res 25/03/
Nil		

End

POLICY G12 – FRAUD AND CORRUPTION CONTROL

1. Policy Intent

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, Elected 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.
- 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, Elected 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. Elected 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 an Elected 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 G5 – 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	*Corruption, Crime and Misconduct Act 2003,* *Public Interest Disclosure Act 2003,* *AS 8001 - 2021 Fraud and Corruption Control,* *AS 8003 - 2003 Good Governance Principals.*

Related Documents	Policy G5 - Public Interest Disclosure Policy G6 – Risk Management Shire of Boyup Brook Code of Conduct Local Government Employees, Fraud and Corruption Control Strategy.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY G13 – COMMUNITY ENGAGEMENT

1. Policy Intent

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 Elected Members and staff, always act in the best interest of the community.

2. Policy Scope

The policy applies to Shire Elected 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”.

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 Elected 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 Elected Members, Staff and Stakeholders

Elected 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 departments 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.

Previous Policy Reference	O.14	
Related Legislation	*Local Government Act 1995,* *Local Planning Scheme,* *Planning and Development Act 2005.*	
Related Documents	Shire of Boyup Brook Strategic Community Plan, IAP2 Core Values and Code of Ethics, International Association for Public Participation (IAP2) standards and framework.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY G14 – ACCESS AND INCLUSION

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.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Disability Services Act 1993* (WA), *National Standards for Disability Services,* Schedule 2 of the *Disability Services Regulations 2004,* *Commonwealth Community Standards,* *Shire of Boyup Brook Access and Inclusion Plan.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

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.

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 forms 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 —

(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 —

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

(a) an Elected 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) Elected 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.

(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 forms 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 applicants.

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.

Document Control		
Previous Policy Reference	Currently a stand-alone document	
Related Legislation	*Local Government Act 1995 Sections 5.39, 5.36, 5.38, 5.40,* *Local Government (Administration) Regulations 1996* regulation 18A, *Local Government (Administration) Amendment Regulations 2021.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY G16 – INTERNAL CONTROL

1. Policy Intent

The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.

2. Policy

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the *Local Government Act 1995*, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

a) The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.

b) This policy applies to all aspects of the Shire of Boyup Brook operations.

c) This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.

d) This policy documents Council's commitment to appropriate and effective internal controls and their importance to the organisation.

e) The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.

f) Internal Control- Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and

organisational processes both internally and externally, staff management and error handling.

g) Principles-

i. A risk-based approach to address and reduce the risk of loss caused by fraud, error or misstatement.

ii. Protection of the Shire of Boyup Brook's assets – people, property, reputation, financial sustainability and information.

iii. On-going audit and identification of system gaps and improvement of internal controls at the Shire of Boyup Brook.

h) Roles and Responsibilities

i. An appropriate and effective internal control framework is the responsibility of all employees.

ii. All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.

iii. The Audit Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.

iv. The Chief Executive Officer will report at least three yearly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

i) Monitoring, Reviewing and Reporting –

A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995,* *Local Government (Audit) Regulations 1996,* *Local Government (Financial Management) Regulations 1996.*	
Related Documents		
Initial Adoption Resolution	31 October 2024	Res 24/10/227
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

PART 3 – CORPORATE AND COMMUNITY

POLICY C1 – CUSTOMER SERVICE CHARTER

1. Policy Intent

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 yourselves 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 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.

c. Public documents in alternative formats. Please contact 9765 1200 or email shire@boyupbrook.wa.gov.au with your specific request and contact details.

Document Control		
Previous Policy Reference	New	
Related Legislation		
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

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

1. Policy Intent

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.
- 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	27 March 2025	Res 25/03/
Nil		

End

POLICY C3 – RECORDS MANAGEMENT

1. Policy Intent

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 Elected Member at the Shire. Officers or Elected 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 Elected 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.

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 Elected 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. Elected Member Records

Elected Members records must be created and kept which properly and adequately record the performance of the Elected 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 Elected 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 an Elected 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".

Document Control		
Previous Policy Reference	A.13	
Related Legislation	*State Records Act 2000,* *Evidence Act 1906,* *Limitation Act 2005,* *Freedom of Information 1992,* *Local Government Act 1995,* *Financial Management Act 2006,* *Auditor General Act 2006,* *Criminal Code 1913 (Section 85),* *Electronic Transactions Act 2000,* *Privacy Act 1988.*	
Related Documents	Shire's Approved Record Keeping Plan, this policy, and the associated Procedure Manual.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Updated related legislation reference		Various

End

POLICY C4 – INFORMATION SERVICES

1. Policy Intent

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 Elected 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 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).

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 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.

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 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 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.

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 Services or the CEO.

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, WhatsApp, Facebook Messenger 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.

Document Control		
Previous Policy Reference	A.14	
Related Legislation	*State Records Act 2000.*	
Related Documents	Shire of Boyup Brook Code of Conduct Local Government Employees.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Updated position description of Executive Manager Corporate Services.		Various

End

POLICY C5 – CLOSED CIRCUIT TELEVISION (CCTV)

1. Policy Intent

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.

WAFP 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 WAFP will be through Memorandums of Understandings (MOU).

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.

Document Control		
Previous Policy Reference	A.19	
Related Legislation	*Privacy Act 1988,* *Surveillance Devices Act 1998,* *State Records Act 2000.*	
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	27 March 2025	Res 25/03/
Nil		

End

POLICY C6 – WORK HEALTH AND SAFETY

1. Policy Intent

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 2020*, the *Work Health and Safety Regulation 2022*, *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	*Work Health and Safety Act 2020,* *Work Health and Safety Regulations 2022.*	
Related Documents	Procedure manual to be prepared.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Corrected reference to legislation.		Various

End

POLICY C7 – EQUAL EMPLOYMENT OPPORTUNITY

1. Policy Intent

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 *Workplace Gender Equality Act 2012 (Cth).*

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:

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	*Equal Opportunity Act 1984* (WA), *Workplace Gender Equality Act 2012 (Cth),* *Age Discrimination Act 2004 (Cth),* *Disability Discrimination Act 1992 (Cth),* *Racial Discrimination Act 1975 (Cth),* *Sex Discrimination Act 1984 (Cth),* *Australian Human Rights Commission Act 1986,* *Work Health and Safety Act 2020.*	
Related Documents	Complaints handling procedure.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041

Amendment Record	27 March 2025	Res 25/03/
Equal Opportunity for Women in the Workplace Act 1999 (Cth): This Act was replaced by the Workplace Gender Equality Act 2012 (Cth).		Various
Disability Discrimination Act 1975 (Cth): correct reference should be the *Disability Discrimination Act 1992*.		Various
Human Rights and Equal Opportunity Commission Act 1986: This Act was renamed the *Australian Human Rights Commission Act 1986.*		Various

End

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

1. Policy Intent

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 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 if they:

- Have been dismissed due to misconduct, serious breach of contract, or disciplinary action.
- Resign following commencement of a disciplinary, investigation, or performance management process.

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 the 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.
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.
Continuous service greater than 40 years	A recognition plaque of Service and a monetary payment up to the value of $2,000.

A **Statement of Service** will include details of the employee's tenure, roles held, and key contributions to the Shire. It will be signed by the CEO or an authorised officer

6. Determining Continuous Service

For the purposes of this policy, 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.
- Any period of absence supported by an approved workers' compensation claim, up to a maximum absence of 12 months.
- Continuous service does not include:

Included in Continuous Service	Not Included in Continuous Service
Approved paid leave (annual, personal/carer's, long service)	Unauthorised absences
Public holidays	Unpaid leave (unless determined by Council)
Paid workers' compensation leave (up to 12 months)	Unpaid parental leave

Unless otherwise determined by Council resolution, periods of unauthorised absences, unpaid leave, or unpaid parental leave do not count toward continuous service.

7. Financial Liability for Taxation

An employee who receives a gratuity payment is responsible for any personal taxation obligations. The Shire will process payments in accordance with ATO guidelines, including PAYG deductions where applicable.

8. Payments in additional to this policy

The Council may, by resolution, approve a gratuity payment that exceeds the amounts outlined in Section 5 of this policy. However, under Regulation 19A, the total gratuity payment made to an employee shall not exceed $5,000. Any such payment beyond policy limits requires Local Public Notice, as per 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 that exceeds the amount prescribed in Administration Regulation 19A, which is $5,000.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Local Government Act 1995, Section 5.50,* *Local Government (Administration) Regulations 1996, Regulation 19A,* *Code of Conduct for Local Government Employees, Department of Local Government Operational Guidelines.*	
Related Documents	Code of Conduct for Local Government Employees	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Explicitly mentioned that "the total gratuity payment made to an employee shall not exceed $5,000" to avoid ambiguity.		8

An employee is not eligible to receive a gratuity payment under this policy if they have been dismissed due to misconduct, serious breach of contract, or disciplinary action.	4
Added a new explanation: A Statement of Service will include details of the employee's tenure, roles held, and key contributions to the Shire. It will be signed by the CEO or an authorised officer.	5
Converted eligibility into a table for easier readability.	6
An employee who receives a gratuity payment is responsible for any personal taxation obligations. The Shire will process payments in accordance with ATO guidelines, including PAYG deductions where applicable.	7

End

POLICY C9 – STAFF USAGE OF SHIRE VEHICLES

1. Policy Intent

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	27 March 2025	Res 25/03/
Nil		

End

POLICY C10 – LETTING OF COUNCIL PROPERTIES

1. Policy Intent

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	*Local Government Act 1995,* *Residential Tenancies Act 1987.*
Related Documents	

Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C11 – ASSETS MANAGEMENT

1. Policy Intent

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 ISO 55000:2024, 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 lifestyle 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	*Adopted Asset Management Plans, International Standard ISO 55000:2024.*	
Related Documents	Institute of Public Works Engineering Australia's (IPWEA) International Infrastructure Manual.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
AS/NZS/ISO 55000:2014: This standard was published in 2014. However, it has been withdrawn and replaced by ISO 55000:2024.		1

End

POLICY C12 – SANDAKAN MUNICIPALITY FRIENDSHIP

1. Policy Intent

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**.**

Document Control		
Previous Policy Reference	M.09	
Related Legislation		
Related Documents	Memorandum of Friendship.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C13 – CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY BY OUTSIDE BODIES

1. Policy Intent

To regulate the consumption and sale of liquor on Council-controlled properties by external groups and organisations, ensuring compliance with relevant legislation, responsible alcohol management, and public safety.

2. Policy

2.1 Application for Consumption of Alcohol

- Any individual, group, or organisation wishing to consume alcohol at a function or event on Council-controlled property must obtain prior written approval from the Shire of Boyup Brook (Shire).
- A written application must be submitted at least fourteen (14) days prior to the event, including:
    - Event date, time, and location.
    - Estimated number of attendees.
    - Purpose of the function; and
    - Any other details requested by the Shire.
- Applications shall be assessed in accordance with the Register of Delegations and may be subject to additional conditions, such as security requirements, responsible service of alcohol (RSA) compliance, or public liability insurance.

2.2 Sale or Supply of Alcohol

- If alcohol is to be sold or supplied at a function or event on Council property, the applicant must:
    - Obtain the necessary liquor licence from the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor; and
    - Provide a copy of the approved liquor licence to the Shire before the event.
- The Shire reserves the right to impose additional conditions on events involving the sale or supply of alcohol, including but not limited to:
    - Ensuring that RSA-certified staff serve alcohol.
    - Requiring event security or crowd control measures.

- Limiting alcohol service times or areas

2.3 Compliance and Enforcement

- The event organiser is responsible for ensuring compliance with all conditions set by the Shire and relevant legislation, including:
  - The Liquor Control Act 1988.
  - The Consolidated Local Laws 1999.
- Non-compliance may result in:
  - Event cancellation or withdrawal of permission.
  - Future applications being denied.
  - Reporting to relevant authorities for further action

Document Control		
Previous Policy Reference	O.12	
Related Legislation	*Consolidated Local Laws 1999,* *Liquor Control Act 1988.*	
Related Documents	Register of Delegations.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
To regulate the consumption and sale of liquor on Council-controlled properties by external groups and organisations, ensuring compliance with relevant legislation, responsible alcohol management, and public safety.		1.
separates key requirements into distinct sections: 2.1 Application for Consumption of Alcohol 2.2 Sale or Supply of Alcohol 2.3 Compliance and Enforcement.		
Applications must include: Event date, time, and location Estimated number of attendees Purpose of the function.		2.1
added a minimum timeframe for applications (e.g., 14 days before the event) to allow proper review.		2.1

End

1. Policy Intent

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.

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 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	*Childcare Services Act 2007,* *Children and Community Services Act 2004.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C15 – SUPERANNUATION

1. Policy Intent

This policy applies to all employees whether 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	*Superannuation Guarantee (Administration) Act 1992.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C16 – DRUGS AND ALCOHOL

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, volunteers and any person performing work for or with the Shire in any capacity, as per the Work Health and Safety Act 2020.
- 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.

3. Employee 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 illicit 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 (alcohol abuse, substance misuse or being under the influence of impairing side effects of prescription and/or over the counter medications) 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.

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/NZS 4308:2023 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.

e. Consumption of Alcohol at Work Sponsored Functions. Requirement within the procedure that all events where alcohol is approved to be consumed, especially group bonding style events such as at the completion of a project, be approved via email and noted on a register.

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 4308:2023 – 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.

16. Resources for Assistance with Drugs and Alcohol Issues

Organisation - WA	Phone Number
Alcohol and Drug Support Service (WA)	1800 198 024
Next Step Outpatient Service (WA)	(08) 9219 1919
Work Safety	1300 307 877
Alcoholics Anonymous	(08) 9325 3566
Lifeline	13 11 14

Document Control	
Previous Policy Reference	New
Related Legislation	*Work Health and Safety Act 2020.*

Related Documents	Australian Standard AS/NZS 4308:2023– Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, WorkSafe WA Information Sheet Medical Cannabis in the workplace (WSDec24_1437).	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Updated Australian Standard to AS/NZS 4308:2023.		Various
Added Resources for Assistance with Drugs and Alcohol Issues.		16
Added Consumption of Alcohol at Work Sponsored Functions. Requirement within the procedure that all events where alcohol is approved to be consumed, especially group bonding style events such as at the completion of a project, be approved via email and noted on a register.		8(e)

End

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:

Community Grant	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.
Community Grants Program	An annual application based, contestable funding opportunity for once off Community Grants.
Individual	A resident of the Shire of Boyup Brook.
Organisation	An incorporated body under the *Associations Incorporation Act 2015* or a recognised corporate body created by government with an Australian Companies Number (ACN).
Sponsorship	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 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	*Associations Incorporation Act 2015.*
Related Documents	

Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C18 – SMOKE-FREE WORKPLACE

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.

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 wellbeing 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
- My Quit Buddy: Download the free app
- Quit Now Calculator: available at 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.

Document Control		
Previous Policy Reference	A.18	
Related Legislation		
Related Documents	LGIS health and wellbeing program.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C19 – CODE OF CONDUCT FOR EMPLOYEES

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.

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.

1.3 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

2.4 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 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 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.

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.

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:

(i) observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards.

(ii) be frank and honest in their official dealing with each other; and

(iii) 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, it's Elected 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.

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.

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.

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.

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 Elected 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	New	
Related Legislation	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Local Government (Elections) Regulations 1997,* *Corruption, Crime and Misconduct Act 2003.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C20 – FITNESS FOR WORK

1. Policy Intent

The Shire of Boyup Brook (Shire) is committed to providing a safe, working environment where employees present to work in a physically and mentally fit state to perform their job duties safely.

Fit for duty means that a person is in a physical, mental and emotional state that enables him/her to perform their assigned tasks completely and in a manner that does not compromise or threaten the well-being of themselves or others.

By effectively implementing this policy the Local Government will attract and retain talented workers and ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Application

The Shire's primary aim is to build a safe and secure work environment.

This policy applies to all workers which includes all employees, including managers, full-time, part-time or casual, temporary or permanent employees, student placements, apprentices, trainees, contractors, sub-contractors and volunteers.

The application of this policy extends to:

- Improving and maintaining safety and health knowledge among personnel.
- Improving and maintaining an organization's ability to meet their fitness for work duty of care obligations.
- Improving and maintaining an awareness of the responsibilities for being fit for work.
- Monitoring compliance with and the enforcement of the fitness for work policy and its procedures.
- Conducting random and as required drug and alcohol testing to improve fitness for work.
- Providing the appropriate assistance to overcome difficulties that could impair a person's fitness for work.
- Providing effective, fair and constructive processes for dealing with people who are unfit for work.

3. Definitions

Alcohol includes all food, beverages, medications and any other substance containing alcohol.
Blood Alcohol Concentration (BAC) is a measurement of the amount of alcohol in a person's body. It is measured in grams of alcohol per 100 millilitres of blood. For example, a measurement of 0.05 per cent BAC means a person's body contains 50 milligrams of alcohol per 100 millilitres of blood.

Drugs are any substance, article, preparation or mixture (with the exception of alcohol), whether gaseous, liquid, solid or in any form, which when consumed by any person, may alter their fitness for work. Drugs include prescription drugs, over the counter medications and illicit drugs.

Fatigue is a state of mental and / or physical exhaustion which reduces a person's ability to perform work safely and effectively. It can occur because of prolonged mental or physical activity, sleep loss and / or disruption of the internal body clock.

Fitness for Work means that a person is in a state or condition (physical, psychological, mental and emotional) which enables them to perform assigned tasks completely and in a manner that does not compromise or threaten the safety or health of themselves or others.

Over the Counter Medication includes any drugs and / or medicines available through a pharmacy or other establishment without the need for a prescription, including complementary medicine produces such as herbals," or similar.

Prescription Medication is prescribed by a registered medical or health practitioner.

4. Employees Obligations

Employees are obliged as a condition of their employment, to present to work in a fit state. In carrying out normal work activities, this includes:

- Not subjecting themselves, their co-workers, contractors, trainees, volunteers or the general public to unnecessary health and safety risks.
- Disclosing the consumption of medication that may be identified by testing or may inhibit their ability to fulfil the inherent requirements of their position (i.e. medication that may cause drowsiness); and / or
- Ensuring that any medication is taken in accordance with the instructions from their Doctor or a Pharmacist, or the information included on the packaging of such medication.

Employees are not permitted to commence duty when it is reasonable to assume that the Employee:

- Is exhibiting signs of being intoxicated.
- Is under the influence of any illegal or prohibited drug (which, for the purpose of this policy includes taking unauthorised prescription drugs); and / or
- Is in any other condition (physical, psychological, mental or emotional) which may reasonably be considered to endanger the health and safety of the Employee and / or other persons in the workplace.

Any person who has reason to believe that another person on Shire premises may not be fit for duty, has an obligation to immediately notify the relevant supervisor / manager.

5. Fitness for Work

5.1 Medical Examinations

Employees may be required to undergo a medical examination prior to commencement of employment to assess fitness for work.

5.2 Alcohol & Drugs

Please see the Drug & Alcohol Policy (C16).

5.3 Fatigue

The following signs or symptoms may indicate an Employee is fatigued:

- Excessive yawning or falling asleep at work.
- Short term memory problems and an inability to concentrate.
- Noticeably reduced capacity to engage in effective interpersonal communication.
- Impaired decision making and judgment.
- Reduced hand-eye coordination or slow reflexes.
- Other Changes in behaviour, for example repeatedly arriving late for work, and / or
- Increased rates of unplanned absence.

If an Employee believes they are impaired by fatigue, they are obligated to immediately inform their supervisor / manager. If an employee believes that one of their co-workers may be suffering from fatigue, they must immediately report this to their supervisor / manager.

If an employee is exhibiting signs of fatigue or has reported the symptoms of fatigue, the supervisor / manager shall conduct a fatigue assessment and take steps to manage the risk to an acceptable level.

Supervisors / manager have a general duty to manage the risk of the potential onset of fatigue or illness. Control measures for fatigue risks may include, but not limited to:

- Developing procedures to manage and limit excessive working hours.
- Ensuring Employees have and take adequate and regular breaks to rest, eat and rehydrate.
- Encouraging Employees to report concerns they may have about work related fatigue.
- Allocating alternate or temporary suitable duties, as required.

5.4 Physical and Psychological impairment

It is recognised that a person can cause harm to themselves or others due to physical or psychological impairment.

If an employee believes they are suffering from a physical or psychological impairment, they are obligated to immediately inform their supervisor / manager. If an employee believes that one of their co-workers may be suffering from a physical or psychological impairment, they must immediately report this to their supervisor / manager.

If an employee is suspected of suffering from a physical or psychological problem that may cause harm or problems to others, they shall undergo a compulsory assessment performed by a qualified medical practitioner.

Supervisors / management have a general duty to manage any risks associated with physical or psychological impairment. In circumstances where an employee expresses or shows signs of grief or overwhelming stress, supervisors / manager shall be prepared to help the employee to the extent possible by providing transportation home, leave referral to the EAP or alternative rostering arrangements (temporary or permanent).

Any physical impairment identified as part of a Workers Compensation Claim must abide by the restrictions identified in the Progress Certificates and/or Return to Work Programme.

6 Not Fit for Work

When it is evident or reported that an employee is identified as not being in a fit state to carry out their normal duties, the Shire reserves the right to remove the employee from the premises and to seek advice from a medical practitioner on the employee's fitness for work.

Supervisors / managers are to follow the below procedure:

- Assess the situation to determine whether prescribed or over the counter medication may be producing their behaviour.
- Assess the impact of work duties that may contribute to increased levels of stress and/or fatigue.
- Obtain advice from specialist personnel, senior management and/or a medical practitioner, as required and determined by the circumstances.
- Inform the employee they will be stood down from work pending a full investigation, if necessary.
- Arrange for testing of alcohol and/or other drugs, if appropriate.
- Arrange suitable transport home, where necessary.
- Obtain witness statements of any incidents involving the affected employee, where necessary and practicable; and
- Submit an incident report.

Employees will not be able to return to work until they provide suitable medical certification indicating they are fit for duty

7 Awareness and Training

Training and education in this policy will be provided to employees. This training may cover:

- The effects of drug and alcohol use on health, safety and work performance.
- The consequences for employees who fail to comply with this policy.
- Workplace and personal lifestyle stressors that can contribute to drug and alcohol abuse.
- Personal stress reduction methods.
- What constitutes harmful drug and alcohol use.
- Ways of dealing with harmful alcohol and drug use.
- Who to approach in the workplace for assistance.
- Skills for supervisors/managers in identifying conditions that may diminish fitness for duty; and/or
- Counselling, treatment and rehabilitation services available both in the workplace and externally.

This policy will be made available for all employees to access and review. This policy will also be regularly reviewed for compliance and relevance

8 Privacy and Confidentiality

Where possible and in accordance with the relevant legislation, all matters relating to fitness for duty, including any associated meetings, correspondence, testing, results and/or appointments, will be kept strictly confidential.

9 Reasonable management action

The Local Government has the right to take reasonable management action to direct the way in which work is conducted and to give workers lawful and reasonable directions to complete work in a certain manner.

10 All workers must

- follow the standards of behaviour outlined in this policy and the related policies listed at the end of this policy including the Code of Conduct.
- avoid gossip and respect the confidentiality of complaint and grievance resolution procedures; and
- treat everyone with dignity, courtesy, inclusivity, and respect

11 Employee assistance program

The Local Government workers are entitled to a certain amount of free, professional counselling from our employee assistance provider. To access the employee assistance program, contact the Wellness Officer for details.

Employee assistance provider counselling is confidential, and nothing discussed with a counsellor will be communicated back to the Local Government. Employee assistance provider counselling is available free to workers

12 Related documents

Workers, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant policies, including:

- Code of Conduct for Employees.
- Disciplinary Policy.
- Grievance Resolution Policy and Procedure.
- Corporate values statements of the Local Government.
- Drugs & Alcohol Policy.
- Work Health and Safety Policy.
- Smoke free workplace.
- Health & Wellness Policy.

13 More information

If you have a query about this policy or need more information, please contact your line manager, Human Resources or CEO.

14 Variation to this policy

This policy may be amended from time to time and all workers will be notified of any variation to this policy

15 Resources for Assistance with Drug and Alcohol Issues.

Organisation - WA	Phone Number
Alcohol and Drug Support Service (WA)	1800 198 024
Next Step Outpatient Service (WA)	(08) 9219 1919
Work Safety	1300 307 877
Alcoholics Anonymous	(08) 9325 3566
Lifeline	13 11 14

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020.*	
Related Documents		
Initial Adoption Resolution	25 July 2024	Res 24/07/147
Amendment Record	27 March 2025	Res 25/03/
Conducting random and as required drug and alcohol testing to improve fitness for work.		2
Over the Counter Medication includes any drugs and / or medicines available through a pharmacy or other establishment without the need for a prescription, including complementary medicine produces such as herbals," or similar.		3

End

POLICY C21 – HEALTH AND WELLNESS

1. Purpose

We are committed to promoting a positive work environment where the health, safety and wellbeing of our employees is acknowledged and supported. We will ensure that all work practices value, enhance and protect the health and wellbeing of all employees.

Promoting wellbeing can help prevent stress and create a positive working environment where individuals and organisations thrive. Wellness is more than just an active process of becoming aware of and learning to make healthy choices for our mental, physical and social needs to ensure our body is maintained and works efficiently. Wellness is “about our overall state of wellbeing that enables us to live and function at our best.”

This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages healthy choices every day.

2. Application

This wellness program policy applies to all permanent staff. We may offer our wellness program as part of a group health plan or separately.

3. Policy Objective

- To encourage workers to be more physically active.
- To provide healthy eating choices in the workplace through addressing healthy physical settings, such as food storage and preparation (where suitable).
- To provide a smoke free workplace environment.
- To promote worker social and emotional wellbeing through workplace practices and policies, a positive culture and leadership, and access to Wellbeing Officer and resources.

4. Policy Elements

Our company provides a wellness program that promotes employee health and disease prevention.

Our regular programs include:

- Hearing tests for those exposed to noise.
- Free flu vaccinations.

- Skin cancer screening.
- Access to limited free Counselling services.
- Other wellness resources are available that align with the Shire's organisational annual priorities. These can include:

    - Access to a Wellness Officer.
    - Programs that promote Exercise and fitness and a Healthy Lifestyle.
    - Mental Health Awareness

Some training or courses aim to prevent occupational accidents and promote correct use of equipment and material on the job. These fall under the purview of our Workplace Health & Safety Policy.

5. Responsibilities

Employees have a responsibility to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing Shire of Boyup Brook.
- Support fellow employees in their awareness of this policy and ensuing activities.
- Support and contribute to Shire of Boyup Brook's aim of providing a safe, healthy and supportive environment for all employees.
- Seek opportunities for involvement and advancement of ideas and planning where able and willing

Team Leader Responsibility:

Team Leaders should work with Management to communicate our wellness initiatives to their team members. They should tell their team members:

- That our company offers a wellness program.
- How and when they can use our wellness resources.
- Who employees can refer to for more details

Management will:

- Demonstrate commitment to ongoing collaboration and engagement to create a workplace Wellness Program.
- Consult with employees to ensure workplace strategies meet the needs of the workplace.
- Support employee's participation in the Wellness Program.
- Acknowledge stressful situations for employees, both at work and at home.

- Recognise that an employee's health is determined by several factors, both work and non-work related.
- Regularly provide employees with information about the importance of health and wellness (newsletters, brochures, readings, etc).
- Ensure employees take their required breaks (eg morning tea, lunch).
- Provide access to support agencies, including counselling services.
- Encourage employees to support colleagues during difficult situations

6. Communication

The Shire of Boyup Brook will ensure that:

- All employees receive a copy of this policy during induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are informed when a particular activity or change to worksite environment or practice aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

7. Monitoring and review

The Shire of Boyup Brook will review this policy six months after implementation and annually thereafter. This will be carried out by the Wellness Officer and Management.

Effectiveness of the policy will be assessed through:

- Feedback from employees, the Wellbeing Officer and management.
- Review of the policy by management and Wellness Officer to determine if all objectives have been met.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020.*	
Related Documents		
Initial Adoption Resolution	25 July 2024	Res 24/07/147
Amendment Record	27 March 2025	Res 25/03/
Nil		

End

POLICY C22 – DISCRIMINATION, HARASSMENT AND WORKPLACE BULLYING

1. Policy Intent

The Shire of Boyup Brook (Shire) is committed to providing a safe, flexible, inclusive, and respectful working environment for workers free from all forms of discrimination, bullying, sexual harassment and victimisation.

All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.

By effectively implementing this policy the Local Government will attract and retain talented workers, create a positive environment for workers and ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Policy

This wellness program policy applies to all permanent staff. We may offer our wellness program as part of a group health plan or separately.

2.1 Policy Objective

This policy applies to all workers which includes all employees, including managers, full-time, part-time or casual, temporary or permanent employees, student placements, apprentices, trainees, contractors, sub-contractors and volunteers.

The application of this policy extends to:

- how the Local Government provides services to ratepayers, customers and how it interacts with other members of the public.
- all aspects of employment including recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport.
- on-site, off-site, or after-hours interactions between workers, work-related social functions, conferences including wherever and whenever workers may be as a result of their Local Government duties; and
- a worker's treatment of other workers and of other members of the public encountered during their Local Government duties.

2.2 Our Commitment

Guided by our Corporate Values:

a) **Proactive –** We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

b) **Leadership & Teamwork -** We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

c) **Accountability & Integrity** - We are respectful, open, transparent, honest and inclusive in our dealings with the Community.

d) **Commitment** - We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

e) **Engaging Community** - Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes.

3. Workers' rights and responsibilities

All workers are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- work free from discrimination, bullying and sexual harassment.
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised; and
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs, or culture.

All workers must:

- follow the standards of behaviour outlined in this policy and the related policies listed at the end of this policy including the Code of Conduct.
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint or a grievance, intervening where appropriate when they witness such behaviour, and not victimising any person who makes a complaint, lodges a grievance or is involved in an investigation about a complaint or grievance.

- avoid gossip and respect the confidentiality of complaint and grievance resolution procedures; and
- treat everyone with dignity, courtesy, inclusivity, and respect.

3.1 Additional responsibilities of managers

Managers must also:

- model appropriate standards of behaviour.
- take steps to educate and make workers aware of their obligations under this policy and the law.
- intervene quickly and appropriately when they become aware of inappropriate behaviour whether or not a complaint or grievance has been lodged.
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- help workers resolve complaints informally.
- refer formal complaints about breaches of this policy to the CEO for investigation.
- provide appropriate support services or referral to support services for workers including to the employee assistance program.
- ensure workers who raise an issue or make a complaint are not victimised.
- take suitable disciplinary action which may include termination of employment against any worker who is found to have sexually harassed, discriminated, bullied, or victimised another worker.
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made; and
- seriously consider requests for flexible work arrangements without discrimination.

4. Unacceptable workplace conduct

Discrimination, bullying, and sexual harassment are unacceptable at the Local Government and are unlawful under the following legislation and regulations:

- *Sex Discrimination Act 1984* (Cth)
- *Racial Discrimination Act 1975* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Age Discrimination Act 2004* (Cth)
- *Australian Human Rights Commission Act 1986* (Cth)
- *Equal Opportunity Act 1984* (WA)

- *Industrial Relations Act 1979* (WA)
- *Work Health and Safety Act 2020* (WA)
- *Work Health and Safety (General) Regulations 2022* (WA).

Workers (including senior staff) found to have engaged in such conduct may be counselled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

4.1 Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race, or disability.

Discrimination can occur:
Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).
For example, a worker is harassed and humiliated because of their race, or a worker is refused promotion because of their age.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).
For example, if redundancies are decided based on workers who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under law include:

- a disability, disease, or injury, including work-related injury.
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members.
- race, colour, descent, national origin, or ethnic background.
- age, whether young or old, or because of age in general.
- sex.
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union.
- Religion.
- pregnancy and breastfeeding;
- sexual orientation, intersex status, or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer, and heterosexual.

- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship.
- political opinion.
- social origin.
- medical record; and
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

4.2 Bullying

Bullying is unacceptable at the Local Government and may also be unlawful.

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination. Under Federal discrimination law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Bullying can adversely affect the health and safety of workers therefore it is unlawful under the *Work Health and Safety Act 2020 (*WA) and the *Work Health and Safety (General) Regulations 2022* (WA). Bullying under industrial relations and health and safety legislation is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating, or threatening.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation, ignoring people, or unfair work practices. Behaviours that may constitute bullying include but are not limited to:

- sarcasm, threats, loud, abusive, offensive, and other forms of demeaning language.
- coercion.
- inappropriate blaming.
- ganging up.
- constant unconstructive and unjustified criticism.
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements or acts of sabotaging another's work.

- unjustified threats of dismissal or other disciplinary action.
- spreading malicious rumours or misinformation.
- inappropriate comments about a worker's appearance, lifestyle or family.
- deliberately excluding a worker from workplace meetings or activities.
- unreasonable refusal of requests for leave, training, or other workplace benefits.
- constantly changing targets or work guidelines.
- overloading a worker with work and impossible deadlines.
- threats of or actual, assault or violence.
- teasing and practical jokes; and
- isolating or ignoring a worker on a constant basis.

Where a worker makes a threat of violence or assaults another worker, the police should be called.

Reasonable management action

The Local Government has the right to take reasonable management action to direct the way in which work is conducted and to give workers lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- the establishment and regular use of performance management systems.
- the setting of reasonable performance targets and deadlines.
- providing workers with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour.
- issuing a lawful and reasonable direction to a worker to complete a work task.
- preparing and amending a roster for workers.
- transferring a worker to a different work location for operational reasons.
- implementing organisational change.
- informing a worker about inappropriate behaviour in a confidential manner; and
- taking disciplinary action against a worker.

4.3 Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel

offended, humiliated, or intimidated. Sexual harassment can be physical, spoken, written, or communicated electronically such as by email, text, messages, or social media posts. It can include:

- comments about a person's private life or the way they look.
- sexually suggestive behaviour, such as leering or staring.
- brushing up against someone, touching, fondling, or hugging.
- sexually suggestive comments or jokes.
- displaying offensive screen savers, photos, calendars, or objects.
- repeated unwanted requests to go out.
- requests for sex.
- sexually explicit posts on social networking sites.
- insults or taunts of a sexual nature.
- intrusive questions or statements about a person's private life.
- sending sexually explicit emails or text messages.
- inappropriate advances on social networking sites.
- accessing sexually explicit internet sites; and
- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

The Local Government recognises that comments and behaviour that do not offend one person can offend another. This policy requires all workers to respect other people.

Sexual harassment is not an action or behaviour where there is a mutual friendship attraction and respect which is consensual. If two workers, or a worker and a customer or supplier of a Local Government are engaged in a consensual relationship, that relationship may result in a conflict of interest or perceived conflict of interest meaning that the workers concerned will need to declare the relationship to the CEO.

A breach of this policy may occur even if a complaint about the behaviour has not been made (for example, offensive screen savers, photos, objects,

calendars, or emails) or a complaint is withdrawn such actions may also be in breach of other Local Government policies and/or the Code of Conduct.

4.4 Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment, or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

The Local Government has a zero-tolerance approach to victimisation

5. Merit at the Local Government

All recruitment and job selection decisions at the Local Government will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

6. Resolving issues at the Local Government

6.1 Lodging complaints under the Grievance Resolution Policy and Procedures

Local Government strongly encourages any worker who believes they have been discriminated against, bullied, sexually harassed, or victimised to take appropriate action by making a complaint about the inappropriate behaviour to their manager and/or CEO in accordance with the Local Government's Grievance Resolution Policy and Procedure. The complaint will be investigated and resolved in accordance with that policy in a confidential manner. If a breach of this policy is found to have occurred a worker will be disciplined (and if appropriate, dismissed) in accordance with the Disciplinary Policy.

Workers who do not feel safe or confident to take such action under the Grievance Resolution Policy and Procedure may seek assistance from the

Equal Opportunity Commission in Western Australia or the Australian Human Rights Commission for advice and support

6.2 Confidentiality of complaints

It is unacceptable for workers at the Local Government to talk with other workers, Elected Members, customers, rate payers, or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal grievance investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to disciplinary action including termination of employment.

Records of complaints and investigations completed under this policy and the Grievance Resolution Policy and Procedure will be kept confidential except where access to those records is required to be provided by law, for the provision of professional advice, or for the health and safety of a worker.

6.3 Employee assistance program

The Local Government workers are entitled to a certain amount of free, professional counselling from our employee assistance provider. To access the employee assistance program, contact the Wellness Officer for details.

Employee assistance provider counselling is confidential, and nothing discussed with a counsellor will be communicated back to the Local Government. Employee assistance provider counselling is available free to workers.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Work Health and Safety Act 2020*	
Related Documents	Code of Conduct for Employees (C19), Disciplinary Policy, Grievance Resolution Policy and Procedure, Corporate values statements of the Local Government, Equal Employment Opportunity Policy (C7), Work Health and Safety Policy (C6).	
Initial Adoption Resolution (New Policy)	27 March 2025	Res 25/03/

End

POLICY C23 – EMPLOYEE GRIEVANCE AND DISPUTE RESOLUTION AND PROCEDURE

1. Policy Intent

The Shire of Boyup Brook (Local Government) is committed to a fair and effective process for the resolution of grievances and disputes. Our process aims to resolve grievance through discussion, consultation, cooperation and mediation.

All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.

By effectively implementing this policy the Local Government will attract and retain talented workers, create a positive environment for workers and ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Policy

2.1 Application

This policy applies to grievances or disputes raised by employees, contractors and volunteers engaged or appointed by the Shire of Boyup Brook in relation to employment or workplace matters. This Policy does not apply to complaints about the Chief Executive Officer (CEO) as there are other provisions in place.

The application of this policy extends to:

- all aspects of employment including recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport.
- on-site, off-site, or after-hours interactions between workers, work-related social functions, conferences including wherever and whenever workers may be as a result of their Local Government duties; and
- a worker's treatment of other workers.

2.2 Our Commitment

Guided by our Corporate Values:

a) **Proactive –** We embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

b) **Leadership & Teamwork -** We lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

c) **Accountability & Integrity** - We are respectful, open, transparent, honest and inclusive in our dealings with the Community.

d) **Commitment** - We build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

e) **Engaging Community** - Showing respect, understanding and compassion for others and working collaboratively with community for better outcomes.

3. Principles

3.1 Privacy and confidentiality

Privacy and confidentiality must be strictly observed at all times during the grievance and dispute resolution process. Information regarding to the grievance must only be passed on where necessary to deal with the grievance or dispute fairly and effectively.

This applies to everyone involved in each grievance or dispute, including the parties involved, witnesses, support people and the staff handling the grievance or dispute

3.2 Fairness and impartiality

All grievances will be handled fairly and impartially, observing the principles of natural justice and procedural fairness.

This means that:

- Any person who is the subject of a grievance or disputes (respondent) is entitled to full details about the grievance or dispute.
- The respondent must be given a full opportunity to respond to the grievances; and
- The parties to a grievance or dispute must have a full opportunity to respond to allegations and statements made by the other party and by witnesses.

If anyone involved in handling a grievance or dispute has a bias or conflict of interest that may affect their ability to be fair and impartial, they must declare this to the parties and to the staff member handling the grievance or dispute. One or both of the parties may also perceive a bias or conflict of interest even if the officer handling the grievance or dispute does not. In these cases, the

grievance or dispute should be handled by another officer or appoint an external investigator.

3.3 Freedom from Victimisation

Victimisation is when a person is harassed, treated unfairly or intimidated because they have lodged a grievance or dispute, assisted someone else with a grievance or dispute or been a witness in an investigation.

3.4 Timeliness

The Shire will take all reasonable steps to prevent the victimization of anyone connected with a grievance. Victimisation constitutes a breach of this directive and may result in disciplinary action.

3.5 Ease of use and trustworthiness

This Policy and Procedure will be accessible to everyone working at/for the Shire and implemented appropriately. The Shire will take all reasonable steps to ensure that the contents of this policy and procedure are understood by all employees.

3.6 Seriousness and sensitivity

All grievances or disputes will be taken seriously and handled with sensitivity, taking into account the individual background and values of each party and any differences between them.

3.7 Internal and external support

All parties to a grievance have the right to have a support person of their choice at meetings relating to the grievance.

At any stage of the grievance procedure, the employee may be represented by their union or its local representatives/delegate and the employer represented by their Industrial Relations consultant. The union delegate shall have reasonable time, without a loss of pay, to discuss a grievance or dispute with management at the local level where prior approval is sought. Such approval shall not be unreasonably withheld.

The parties to the grievance can contact an external agency for information, advice or help at any time during the grievance procedure

4. Malicious or vexatious complaints

The Shire encourages employees to raise all genuine concerns. Employees should not be put off from raising concerns because they are afraid that they may be wrong, or they won't be able to prove their claims.

However, making allegations that are not true, or making a complaint solely to cause trouble for others, may be serious misconduct. Employees making such malicious and vexatious complaints will be subject to disciplinary action.
If it is alleged during the grievance or dispute process that the grievance or dispute is malicious or vexatious, this will be investigated at the same time as the original grievance or dispute.

5. Procedure

5.1 There are two procedures available to staff members who wish to make a complaint; formal and informal. A staff member with a complaint can nominate which procedure they wish to follow (informal or formal) and can change their nomination after initiating a particular procedure.

Providing that complaint must be dealt with formally where:

- The complaint involves serious allegations, including but not limited to, sexual harassment, discrimination, criminal conduct, serious or multiple breaches of the Shire's policies and procedures, or breach of the *Local Government Act 1995*.
- The complaint involves a particularly sensitive or personal matter; or
- A formal complaint procedure is deemed appropriate in the circumstances by the Governance Officers

5.2 Complainants may exercise their right to nominate and involve a third person during the grievance/dispute resolution process. This applies to both informal and formal processes.

5.3 While a grievance/dispute resolution process is being conducted, normal work must continue unless there is an imminent risk to the health and safety of any persons.

5.4 The informal process is aimed at conciliating or mediating an acceptable outcome with speed, fairness and confidentiality.

5.5 For informal grievances/disputes relating to Discrimination, Harassment or Bullying:

- The complainant tells the persons who is exhibiting discriminatory, harassing or bullying behaviour that they find their behaviour unacceptable and want it to stop.

- If the complainant feels that they cannot tell the person directly, or the unwelcome behaviours continues, the complainant may discuss the complaint with their Manager/Supervisor.
- Options for resolving the situation are discussed between the complainant and their Manager/Supervisor with the aim of resolving the issue's satisfactorily, equitably, and in accordance with the Shire's responsibilities to provide a workplace free of discrimination, harassment and bullying. The manager/supervisor can either:

    - Arrange for a mediation between the complainant and the respondent.
    - Meet with the complainant and the respondent separately to discuss the issues and explore possible solutions; and/or
    - Write to the complainant and the respondent to obtain further information about the complaint and to explore potential solutions

5.6 For informal grievances/disputes relating to general issues

- The complainant discusses the grievance/dispute with their manager/supervisor.
- Options for resolving the situation are discussed between the complainant and their manager/supervisor with the aim of resolving the issue/s speedily, satisfactory and equitably. The manager/supervisor can either:

    - Arrange for a mediation between the complainant and the respondent.
    - Meet with the complainant and the respondent separately to discuss the issues and explore possible solutions; and/or
    - Write to the complainant and the respondent to obtain further information about the complaint and to explore potential solutions.

5.7 Outcome from an informal grievance/dispute

- It the matter is resolved to the satisfaction of all parties; the matter will be conducted.
- If a suitable resolution is not achieved, or if the complainant is not satisfied with the outcome of the informal process, they may choose to make a formal complaint.
- All meetings with the complainant and the respondent should be documented and any correspondence between the parties should be retained on a confidential basis by Human Resources.

5.8 The formal grievance/dispute procedure involves written complaints, formal interviews of the parties and witnesses, and the preparation of a written report and recommendation to the relevant manager or CEO for his/her action.

5.9 For formal grievances/disputes relating to Discrimination, Harassment or Bullying or General issues:

- The complainant contacts the Chief Executive Officer stating the substance of their complaint and if required an Employee Grievance Form should be completed with any remedy sought.
- The Chief Executive Officer advises the relevant Director of the nature of the formal complaint and may conduct a preliminary inquiry. The purpose of a preliminary enquiry is to:

    - Obtain details about the complaint and assess the seriousness of the allegations.
    - Determine the level of factual dispute.
    - Assess whether there is sufficient evidence to proceed to a formal investigation; and
    - Determine whether the Local Government should proceed with an investigation or refer the matter to an external authority.

It may be appropriate to refer a matter to an external authority where the alleged conduct is potentially of a criminal nature, breaches the *Local Government Act 1995* or may need to be dealt with by the Corruption and Crime Commission.

- The Chief Executive Officer (CEO) or appropriate officer conducts/coordinates an impartial investigation (as per clause 6), meeting with all parties to the grievance (including the respondent).
- At the completion of the investigation process (detailed or otherwise) the CEO or appropriate officer handling the grievance will document agreed upon resolutions or make recommendations (where agreement cannot be reached) for resolving the grievance.
- This recommendation is reviewed by the manager or CEO, then discussed with the parties to the grievance.
- If agreement to the proposed resolution is reached, then all proposed actions will be implemented in a timely manner.
- If agreement to the proposed resolution is not reached, a decision on necessary resolutions will be made by the CEO. These resolutions will be implemented in a timely manner.
- At any stage during the formal process the employee may request a meeting with the relevant manager, CEO or other authorized officer for discussion.
- The complainant will be notified in writing of the outcome of the grievance. Any required actions by the respondent or any other parties to the agreement will be detailed in writing.
- The officer handling the grievance will monitor the implemented resolutions for an appropriate time period to ensure that the resolutions are effective

6. Investigation procedure

The role of an investigator is to collect information about the complaint and make findings about whether any allegations are substantiated. The investigator is responsible for ascertaining facts, reviewing documentation, interviewing parties and making a determination about whether or not the allegations are substantiated.

In conducting an investigation, the investigator should comply with this Policy, particularly the principals of procedural fairness. The depth and scope of the investigation will depend on the nature of the complaint however, as a general guide the following should be covered by the investigation report:

The circumstances of any allegations made:

- A list of allegations made by the complainant, the respondent's response to the allegations and whether any of the allegations are substantiated.
- Outline where any policies, organizational directives or legislation have been breached.
- Evidence related to the complaint include any documentation such as emails, letters and witness statements; and
- Any mitigating circumstances that have been presented through the investigation on behalf of the respondent.

7. Possible actions to resolve a grievance

Joint Agreement

Many grievances will be able to be settled by joint agreement between the parties to the grievance. Any agreement should be confirmed in writing. Such agreements may contain once or more of the following:

- Outline of required action e.g. written apology.
- Required changes in work practices.
- Further training or education requirements.
- Commitment statements from parties to the grievance.
- Transfer, demotion or termination of the respondent's employment; or
- Counselling or mediation requirements.

Disciplinary action
The outcome of the investigation will dictate whether disciplinary action is taken. What disciplinary action is taken is a matter of discretion for the Shire and must be considered in accordance with the Policy, Disciplinary Action and Performance Management.

Performance concerns
If the complaint involves a performance issue, the line manager of the respondent may commence a formal or informal performance management process with the respondent or discipline the respondent.

8. Lack of proof and/or information to enable an appropriate decision

In grievance where there is limited proof and not enough information to make an appropriate decision or come to a meaningful resolution, no disciplinary action will be taken. This will be explained to all parties to the grievance. However, it may be appropriate to retrain staff and ensure that all staff understand their rights and responsibilities. The Shire will then monitor the parties to the grievance.

9. Internal appeals

Any party to the grievance may appeal the outcome of the grievance or the proposed resolutions. All appeals should be directed to the CEO.

The CEO will then determine the appropriate officer to review the grievance process and decision.

This review may be conducted by:

- The relevant Manager.
- CEO
- Other appropriate Officer; or
- External agency or consultant

The person performing the review may confirm the original decision or make a different decision. The ultimate decision on any internal appeal will rest with the CEO.

10. Withdrawing a complaint

A grievance can be withdrawn at any time, unless it is considered to be too serious to be withdrawn. For example, it may involve a serious breach of the Shires policies or a risk to workplace health and safety.

If a complaint is withdrawn it cannot be raised again, unless there is victimization, the behaviour is repeated, or new facts come to light

11. Reporting obligations

The Local Government must comply with its obligations to report minor or serious misconduct to either the Public Sector Commission or Corruption and Crime Commissioner in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003* (WA).

12. Record Keeping

All complaint or dispute investigations will be documented. In formal grievance or dispute processes, records will be kept of all documents collected and drafted as part of that process. For more informal processes a file note or note in a diary will be sufficient.

Information or details relating to a grievance must only be discussed with or released to those individuals directly involved in the grievance or resolution. It is however, acceptable to seek advice and discuss grievance issues with an appropriate Manager or Human Resources when required even if they are not directly involved in the grievance.

It is essential that all individuals involved in the investigation process are informed that all matters discussed must remain confidential and that any breach of confidentiality will be treated as a disciplinary matter. This includes the individual submitting the grievance.

All documents and correspondence relating to the grievance will be placed on an appropriate security-controlled file in the Shire's document management system. Access to this file will be restricted to the CEO, and only those staff directly involved in the grievance investigation and resolution

13. Definitions

Complaint – the grievance relating to employment or workplace matters raised by the complainant.

Complainant – the person who lodges a grievance or dispute.

Respondent – an employee, contractor or volunteer who is alleged to have acted in a manner the subject of the complaint.

Support Person – a person chosen by the complainant and respondent to attend meetings with them, where practicable. The role of a support person is not to advocate on behalf of anyone, but to provide emotional and practical support.

Witness – anyone who can provide information that is relevant to a grievance or dispute or its resolution

Document Control		
Previous Policy Reference	New	
Related Legislation	*Fair Work Act 2009,* *Corruption, Crime and Misconduct Act 2003* (WA), *Public Interest Disclosure Act 2003* (WA), *Local Government Act 1995.*	
Related Documents	Local Government Industry Award 2020 (State), Shire of Boyup Brook Outside Employees Enterprise Agreement, Local Government Officers (WA) Award 2021, Municipal Employees' (WA) Award 2021, Code of Conduct for Employees, Code of Conduct for Elected Members, Committee Members and Candidates, Fraud and Corruption Control - Policy G12, Employee Grievance Form.	
Initial Adoption Resolution (New Policy)	27 March 2025	Res 25/03/

End

POLICY C24 – EMPLOYEE DISCIPLINARY AND PROCEDURE

1. Policy Intent

The Shire of Boyup Brook (Local Government) is committed to a fair and effective process for the procedure for disciplinary action. Disciplinary action, except in cases of serious misconduct, fraud and corruption, is an incremental process and can be terminated at any stage.

All Local Government workers are required to treat others with equality, fairness, dignity, courtesy, and respect.

By effectively implementing this policy the Local Government will ensure that the Local Government complies with its responsibilities under relevant legislation.

2. Policy

2.1 Application

This policy applies to disciplinary action for employees, appointed by the Shire of Boyup Brook in relation to employment or workplace matters. This Policy does not apply to actions about the Chief Executive Officer (CEO) as there are other provisions in place.

3. Privacy and confidentiality

Privacy and confidentiality must be strictly observed at all times during the disciplinary process. Information regarding the disciplinary process must only be passed on where necessary to deal with the disciplinary action fairly and effectively.

4. Procedure for Implementing Disciplinary Action

Step 1 – Verbal Warning, Guidance, Counselling

Where an employee's work performance or conduct is unsatisfactory, the employee shall be informed, in the first instance of the nature of the unsatisfactory performance or conduct and of the standard that is required to be achieved.

The employee will be interviewed by their immediate supervisor/manager. The employee has the option of having their on-site Union delegate present at this interview. The employee will have an opportunity to respond to the allegation(s).

The purpose of the interview will be to identify the causes of the problem and agree on solutions. Where the problem is acknowledged by the employee, a corrective action/performance management plan will be agreed by the employee.

A review date will also need to be agreed upon to allow reassessment of the employee to be discussed and assessed.

Should the requisite improvement be forthcoming, it will be acknowledged by the supervisor/manager and no further action will be taken. If no satisfactory improvement occurs, then the matter will proceed to step 2
.
A written record of the interview must be kept by the Chief Executive Officer or other authorised officer and a copy of the report is to be given to the employee concerned for their own records

Step 2 – Formal Written Warning

Where there is a recurrence of unsatisfactory work performance or conduct, the employee shall be warned formally in writing by the employee's departmental manager. The Chief Executive Officer is to be fully briefed on the situation.

The employee shall also be counselled. Counselling should reinforce the standard of work or conduct that is expected and advise the severity of the situation and whether disciplinary action will follow if the employee's work performance or conduct does not improve. A suitable review period for monitoring the employee's performance will be set at this time.

A written record shall be kept of this formal warning and counselling. The employee will be entitled to sight and sign this written record and add any notations regarding the contents of such record

Step 3 - Final Written Warning

If the employee's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.

Step 4 – Disciplinary Action

If, after careful consideration and investigation, the Chief Executive Officer reaches the conclusion that the alleged offender is guilty of a breach of discipline which warrants penalty, the Chief Executive Officer may impose one or more of the following:

- A change of duties/role
- Closer supervision

- Lateral transfer
- Demotion
- Suspension or termination of employment

5. Serious Misconduct Disciplinary Process

In such situations, the Chief Executive Officer may suspend or terminate the employee as per the policy (refer to C7 – Equal Employment Opportunity, C16 – Drugs and Alcohol and C19 - Code of Conduct for Employees).

5.1. Investigation

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:

- the Corruption and Crime Commission, in the case of serious misconduct; or
- the Public Sector Commissioner, in the case of minor misconduct.

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	New	
Related Legislation	*Fair Work Act 2009,* *Corruption, Crime and Misconduct Act 2003* (WA), *Public Interest Disclosure Act 2003* (WA), *Local Government Act 1995.*	
Related Documents	Local Government Industry Award 2020 (State), Shire of Boyup Brook Outside Employees Enterprise Agreement, Local Government Officers (WA) Award 2021, Municipal Employees' (WA) Award 2021, Code of Conduct for Employees, Code of Conduct for Elected Members, Committee.	
Initial Adoption Resolution (New Policy)	27 March 2025	Res 25/03/

End

PART 4 – FINANCE (CORPORATE AND COMMUNITY)

POLICY F1 – REGIONAL PRICE PREFERENCE

1. Policy Intent

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	*Part 4 A – Local Government (Functions and General) Regulations 1996.*	
Related Documents	Policy G9 – Purchasing.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY F2 – INVESTMENT OF FUNDS

1. Policy Intent

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 *State 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	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Trustees Act 1962,* *Australian Accounting Standards,* *State Records Act 2000,* *Banking Act 1959.*	
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	27 March 2025	CM 25/03/
Correctly reference *State Records Act 2000*.		2.4

End

POLICY F3 – RELATED PARTY DISCLOSURE

1. Policy Intent

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.

'Elected Member' shall mean the Shire President, Deputy Shire President, and Elected Members 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 Elected 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.

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	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Local Government (Audit) Regulations 1996,* *Australian Accounting Standard AASB124.*	
Related Documents	Annual Financial Report.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY F4 – CORPORATE CREDIT CARD

1. Policy Intent

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:

a. To provide the Chief Executive Officer (CEO) with a corporate credit card with an expenditure limit of $5,000.

b. 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	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996,* *Australian Accounting Standard AASB124.*	
Related Documents	Annual Financial Report.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/
Update CEO CC limit as per bank approval.		2

End

POLICY F5 – DEBT COLLECTION

1. Policy Intent

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	*Local Government Act 1995.*	
Related Documents	Annual Financial Report.	
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY F6 – FINANCIAL HARDSHIP

1. Policy Intent

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 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	*Local Government Act 1995,* *Local Government (Financial Management) Regulations 1996.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

PART 5 – OPERATIONAL SERVICES

POLICY O1 – PRIVATE WORKS

1. Policy Intent

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	27 March 2025	CM 25/03/
Nil		

End

PART 5 – EMERGENCY MANAGEMENT (CORPORATE & COMMUNITY)

POLICY EM1 – BUSHFIRE PREPAREDNESS, PREVENTION, PLANNING AND ENFORCEMENT

1. Policy Intent

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	*Bush Fires Act 1954,* *Planning and Development Act 2005.*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/

Nil		

End

POLICY EM2 – EMERGENCY MANAGEMENT

1. Policy Intent

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	*Emergency Management Act 2005.*
Related Documents	

Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

PART 6 – PLANNING AND DEVELOPMENT

POLICY PD1 – LANDSCAPING PROVISIONS – COMMERCIAL AND INDUSTRIAL

1. Policy Intent

To ensure the appearance of commercial and industrial zones is improved or maintained to a minimum standard.

2. Policy

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.

Document Control		
Previous Policy Reference	P.01	
Related Legislation	*Planning and Development Act 2005.*	
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Included into the policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD2 – SUBDIVISION – DRAIN AND FILL CONDITIONS

1. Policy Intent

To provide guidelines for subdivisions which require drain and fill.

2. Policy

2.1 Fill Levels

a) In flood prone areas land should be filled only in flood fringe areas where defined or were 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.

2.2 Compaction

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.

2.3 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:

- Area of Catchment
- Maximum flow rates
- Quality of run offs
- Surrounding land uses
- 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.

3. 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.

Document Control		
Previous Policy Reference	P.02	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Included in the policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD3 – OUTBUILDINGS

1. Policy Intent

1.1. 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.

1.2. This policy also seeks to minimise adverse impacts outbuildings may have on a locality.

2. Policy

2.1 Scope

a) This policy seeks to cater for a need for larger outbuilding space to accommodate intensive uses (commercial and industrial).

b) This policy does not apply to:

- Structures without a solid roof (shade cloth and arbours).
- Structures attached to a dwelling; and
- One structure (garden shed) with a floor area of 10m² or less and under 2.4m in height.

2.2 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, gazeboes, 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.

2.2 Policy Provisions

2.2.1 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).

2.2.2 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.

2.2.3 With the exception of 'Rural' zone properties, outbuildings exceeding 80m^2 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: Zincalume' Galvabond, White, Off-white, and Surfmist.

2.2.4 Sea containers may be considered where:

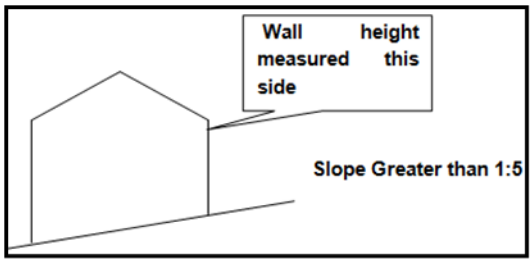
a) Plans indicate measures to make more visually appealing such as:

- 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.

2.2.5 For mono-pitched roofs, the height of the wall on the high side may be relaxed by up to 400mm.

2.2.6 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.



2.2.7 Where demonstrated proof of ownership of vehicle/vessel, a relaxation of the height of the wall and/or ridge may be supported.

2.2.8 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					
Zoning	**Max. Wall Height**	**Max. Ridge Height**	**Maximum individual outbuilding area (m^2)**	**Maximum total outbuilding area (m^2)**	**Set-backs**
Residential and Urban Zone (Lots <500m^2)	3m	4.2m	80	100	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 500m^2 – 1000m^2)	3m	4.2m	100	120	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 1000m^2 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

Document Control	
Previous Policy Reference	P.04
Related Legislation	

Related Documents	Western Australian Planning Commission (2012) Residential Design Codes.	
Initial Adoption Resolution		18 June 2020
Amendment Record	Included in the policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD4 – BED AND BREAKFAST ACCOMMODATION

1. Policy Intent

To facilitate alternative tourist accommodation types for a range of locations whilst maintaining the amenity of those locations for permanent residents.

2. Policy

2.1 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 six 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.

2.2 Minimum Standards / Conditions

2.2.1 The owner / manager of the Bed and Breakfast accommodation will reside on-site.

2.2.2 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.

2.2.3 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 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.*

2.2.4 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.

2.2.5 Minimum Lot Size

The minimum lot size of a Bed and Breakfast accommodation in residential and urban zones is 800m$^{2.}$

2.2.6 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-streetcar 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^{o} 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 Operational Services.

2.2.7 Guest Lounge Room

The Shire encourages provision of a separate guest lounge room although this is not a mandatory requirement.

2.2.8 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 2.5kg dry powder fire extinguisher and fire blanket shall be supplied in the kitchen.

2.2.9 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

2.2.10 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.

Document Control		
Previous Policy Reference	P.05	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Include into the Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD5 – FARM CHALET

1. Policy Intent

To determine the requirements and standards relating to the development of Farm Chalets in the 'Rural' zones.

2. Minimum Standards / Conditions

2.1 Maximum Density

The proponent shall provide for a minimum of two (2) ha per chalet.

2.2 Access and Car Parking

The proponent shall provide appropriate access and carparking:-

a) 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 (CEO).

b) Access being approved by the CEO and crossovers constructed to the Council's design specifications and levels.

2.3 Water Supply

The proponent shall provide a minimum of eighty thousand (80 000) litres per annum per chalet.

2.4 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.

2.5 Stormwater

All stormwater run-off from impervious surfaces being disposed of to the satisfaction of the Chief Executive Officer.

2.6 Waste Water

The provision of a wastewater and effluent disposal system in compliance with the Health Department of Western Australia's regulations and policies.

2.7 Building Code

The buildings shall comply with the Building Code of Australia.

2.8 Fire Management

A Fire Management Plan to the satisfaction of the Chief Bushfire Control Officer will be required for the land.

2.9 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.

2.10 Location

Proponents are encouraged to locate chalets at least 100 metres away from neighbouring rural property boundaries to reduce any future potential conflict.

Document Control		
Previous Policy Reference	P.06	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD6 – FEEDLOTS ANIMAL HUSBANDRY - INTENSIVE

1. Policy Intent

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.

2. 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 definition

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

.5.2 Where an application is made for planning approval to commence or carry out development which involves an '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.

.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.

3. 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.

4. Site Selection

a) Not within 5 kms of a gazetted Townsite with the Council having discretionary powers to approve sites less than 5 kms.

b) Gently sloping land, generally no greater than 1:20 but not less than 1:100.

c) Sandy loam soils with sufficient infiltration to avoid surface ponding and reduce run-off. Coarse sand is not suitable.

d) Minimum groundwater clearance of 3m.

5. Establishment and Management Requirements

a) Establish trees and shrubs in dense belts so as to create a windbreak and general screen.

b) For cattle, the recommended stocking rate of area will be 9-25m^2 /head, dependent on soil types and rainfall.

c) Drainage should be designed to divert all uncontaminated stormwater from the general waste stream.

d) Solid and liquid waste shall be disposed of so as not to be detrimental to the environment.

5.1. 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 does not exceed 30 tonnes/ha/yr.

6. Buffer Distances

Separation distances (Including Waste Disposal Areas)

Townsites	5000m
Residence	1000m – less by Council approval
Road	50m
Property Boundaries	50m
Designated Water Catchment Area	Not Permitted
Water Courses – Major	300m
Water Courses – Minor	100m
Stock and domestic supplies	300m

Document Control		
Previous Policy Reference	P.07	
Related Legislation	*Shire of Boyup Brook Health Local Law 2004.*	
Related Documents	Shire's Town Planning Scheme 2.	
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD7 – NAMING NEW ROADS

1. Policy Intent

To determine the process for naming new roads.

2. Policy

a) Name duplication with local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.

b) Names of living individuals shall not be used.

c) 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.

d) Preferred sources of names include:

Aboriginal names; pioneers of the State or area; war casualty list; thematic names e.g. fauna, ships etc.

e) Road names shall not be approved unless the origin of the name is clearly stated.

3. Names

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 – Elected Members 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 – Elected Members 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.

Sinnot 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.

Document Control		
Previous Policy Reference	P.08	
Related Legislation		
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into policy manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD8 – EXTRACTIVE INDUSTRY

1. Policy Intent

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.

2. Policy

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.

3. 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:

i. Development approval for all extractive industries may only be considered for properties zoned 'Rural'.

ii. 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.*

4. 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.

5. 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) 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:

   i. Re- instatement of fill and/or topsoil.

   ii. Weed management.

   iii. Repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic resulting from the extractive industry; and

   iv. Erosion resulting from stormwater and wind.

b) 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.

c) A ‘Permit for Vehicle Crossover Construction’ may-be required and the crossover constructed, prior to any extraction.

d) 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:

a) The owner/applicant is to ensure that operations occur in accordance with the approved ‘Development Plan’ and development conditions. Compliance includes:

   i. Staying within Development Area boundaries – as per plan.

   ii. Extraction on a per hectare basis (1 hectare at a time).

   iii. Measures taken to suppress and minimise erosion; and

   iv. Progress of rehabilitation undertaken and completed per 1 hectare.

b) Any offsite fill, used to facilitate rehabilitation, must be clean fill, which includes material that will have no harmful effects on the environment.

c) 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 sulphate 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.

Document Control		
Previous Policy Reference	P.09	
Related Legislation	*Mining Act 1978,* *Public Works Act 1902.*	
Related Documents		
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Nil		

End

POLICY PD9 – CONTAINER DEPOSIT SCHEME INFRASTRUCTURE

1. 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.

2. 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.

3. 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.

4. Definitions

The Heritage Act Means the *Heritage of Western Australia Act 2018*.
The Regulations Means the *Planning and Development (Local Planning Schemes) Regulations 2015* prepared under the *Planning and Development Act 2005*.
The Noise Regulations Means *Environmental Protection (Noise) Regulations 1997* (as amended) prepared under the *Environmental Protection Act 1986*.
The Scheme Means the Shire of Boyup Brook Local Planning Scheme No.2.
Container Deposit Scheme Infrastructure Means a reverse vending machine or a container collection cage.
Reverse vending machine Means a permanently located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
Container collection cage Means a cage, or other structure, that is designed to store containers deposited at return points and is incidental to the predominant land use.
Total lot area Means the total land area of a freehold or survey strata lot.

5. Statutory Provisions

a) 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:

i. Entered in the Register of Heritage Places under the *Heritage Act 2018*; or

ii. The subject of an order under Part 6 of the *Heritage Act 2018*; or

iii. Included on a heritage list prepared in accordance with the Scheme; or

iv. Within an area designated under the Scheme as a heritage area; or

v. The subject of a heritage agreement entered into under Section 29 of the *Heritage Act 2018*.

b) 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

c) 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:

i. Residential; and

ii. Rural, special rural, and rural smallholding zones.

d) 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:

i. Civic use.

ii. Community purpose; and / or

iii. Educational establishment.

Development Standards

General

e) 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

f) 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.

g) 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.

h) 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.

i) 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

j) 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.

k) 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.

l) 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.

m) 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

n) 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.

o) 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:

i. Between 7:00 am and 7:00 pm Monday to Saturday; and

ii. Between 9:00 am and 7:00 pm on Sunday and public holidays.

p) 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.

q) 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).

r) 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

s) Where the development of a container collection cage is proposed outdoors, the cage must not:

i. Have a development footprint of more than eight (8) square metres; or

ii. Be more than two (2) metres in height.

t) Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:

i. Have a development footprint of more than 45 square metres, and

ii. Be more than three (3) metres in height or have dimensions greater than eight (8) metres by six (6) metres.

u) 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:

i. The area comprising four (4) car parking spaces; or

ii. 45m^2 where the car park contains 200 car parking spaces or less; or

iii. 74m^2 where the car park contains 200 or more car parking spaces.

v) 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:

i. Container collections cage – one (1) per lot.

ii. Large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or

iii. Large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.

Document Control		
Previous Policy Reference	P.11	
Related Legislation	*Heritage Act 2018,* AS/NZS 1158.3.1: 2005, *Planning and Development Act 2005,* *Planning and Development (Local Planning Schemes) Regulations 2015,* *Environmental Protection (Noise) Regulations 1997* (as amended), *Environmental Protection Act 1986.*	
Related Documents	Shire of Boyup Brook Local Planning Scheme No.2.	
Initial Adoption Resolution		18 June 2020
Amendment Record	Inclusion into Policy Manual	Res 24/10/227
Amendment Record	27 March 2025	CM 25/03/
Revised: *Heritage Act 2018* (Reflects the current legislation that replaced the 1990 Act on 1 July 2019).		Various
Revised: Updated all references to the *Heritage Act 2018*, including in: Clause 6(a)(i) to (v), updating all provisions related to heritage-listed sites.		Various

End

Shire of Boyup Brook
Local Planning Scheme No. 2
Scheme Amendment No. 24

Lots 51, 1007 & 1118
Boyup Brook – Arthur Road, Boyup Brook

www.edgeplanning.com.au

July 2024

PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME

SHIRE OF BOYUP BROOK LOCAL PLANNING SCHEME No. 2

AMENDMENT No. 24

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from the 'Rural' zone to the 'Special Use (SU2)' zone.

2. Inserting the following provisions in Table 5 - Special Use Zones in Scheme Area:

No.	Description of land	Special use	Conditions
SU2	Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook	A future residential estate, contemplating both residential R5 and rural residential zones, where the mix of lots is to be addressed via a structure plan. Permissibility: Uses permitted within the areas designated as 'Residential' are as per the Zoning Table. Uses permitted within the areas designated as 'Rural Residential' are: Ancillary Dwelling 'P' Art Gallery 'D' Bed & Breakfast 'D' Community Purpose 'D' Family Day Care 'A' Holiday House 'D' Holiday Accommodation 'A' Home Business 'D' Home Occupation 'P' Home Office 'P' Home Store 'D' Industry – Cottage 'D' Recreation – Private 'A' Repurposed Dwelling 'D' Residential Building 'A' Rural Home Business 'A' Second Hand Dwelling 'D' Single House 'P' Telecommunications Infrastructure 'D' Wayside Stall 'D' All other uses are 'X' (prohibited).	**General application** 1. The conditions in this schedule apply to SU2 in addition to all other relevant provisions in the Scheme. 2. If there is a conflict between any other provision in the Scheme, this Schedule prevails. **Structure Plan** 3. Prior to subdivision and development, a structure plan is to be prepared and endorsed by the WAPC. 4. Proposed future zones and reserves in the structure plan are to accord with the zones and reserves of the Scheme. 5. In addition to the matters required in clause 16 of the deemed provisions, the structure plan is to address the below: i. Arrangements for licensed electricity supply; ii. Provision of a licensed water supply for lots designated for residential purposes with a minimum lot size of 2000m^2; or iii. If a licensed water supply is not to be provided, lots are to be designated as rural residential with a minimum lot size of 1 hectare; iv. Site and soil evaluation to determine: (a) Areas where depth to groundwater is less than 0.5m which are to contain lots with a 1 hectare minimum lot size; and (b) Land application area locations not subject to inundation; v. Water management and protection as per a Local Water Management Strategy report including nutrient balance modelling and mitigation; vi. Foreshore management, including: (a) Identification of flood prone areas;

No.	Description of land	Special use	Conditions
			(b) Allocation, management and design of river and seasonal creek foreshore reserves and areas of public open space; (c) Proposed arrangements for weed control, revegetation, fencing, pedestrian access and restrictions on vehicular access; vii. Protection of endangered black cockatoo habitat trees and suitable significant trees to the satisfaction of the local government and responsible agencies; viii. Bushfire risk criteria including access and egress for various subdivision stages; ix. Traffic Impact Assessment, including potential upgrades to existing roads and intersections servicing the proposed estate; x. A movement network that provides suitable transport options for vehicle, bicycles and pedestrians. **Subdivision** 6. Future subdivision shall generally be in accordance with a structure plan endorsed by the WAPC. 7. Aboriginal heritage protection as per an ethnographic and archaeological survey by a qualified consultant. 8. Based on a Foreshore Management Plan, the WAPC may impose conditions relating to revegetation and management of seasonal creeks. 9. The WAPC may impose conditions relating to: i. Revegetation and landscape planning addressing buffer strip planting adjoining Boyup Brook – Arthur Road/Bode Street and surrounding rural use land; ii. Ongoing separation of lots to remaining rural use land within the structure plan area to be staged as applicable; iii. Restrictive covenants for prevention of direct vehicular access between lots and Boyup Brook – Arthur Road/Bode Street; iv. Notifications on Title relating to: (a) Nuisance impact to residential amenity from adjacent rural operations; or (b) The Shire's resource recovery centre. *Note: Structure plan areas are to be zoned progressively, as land is subdivided, and when opportunities arise for scheme amendments.*

3. Amending the Scheme Map accordingly.

Determines Amendment No. 24 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- An amendment relating to a zone that is consistent with the objectives in the scheme for that zone;
- The amendment is consistent with the Local Planning Strategy;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this 30 day of July 2024

Chief Executive Officer

30.07.2024
Date

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PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

1.	**LOCAL GOVERNMENT:**	Shire of Boyup Brook
2.	**DESCRIPTION OF LOCAL PLANNING SCHEME:**	Local Planning Scheme No.2
3.	**TYPE OF SCHEME:**	Local Planning Scheme
4.	**SERIAL NUMBER OF AMENDMENT:**	24
5.	**PROPOSAL:**	i) Rezoning Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from the Rural zone to the Special Use (SU2) zone. ii) Adding provisions to Table 5. iii) Amending the Scheme Map accordingly.

REPORT BY THE SHIRE OF BOYUP BROOK

1. INTRODUCTION

The Shire of Boyup Brook seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to rezone Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook (the 'site') from 'Rural' to 'Special Use (SU2)'.

In order to progress subdivision and development of the site, in a manner that reflects the strategic direction of the *Shire of Boyup Brook Local Planning Strategy*, it is proposed to rezone the site to 'Special Use'.

The purpose of this report, supporting technical reports and associated plans are to explain the proposal and set out the planning merits of the Amendment which is consistent with the planning framework including the *Shire of Boyup Brook Local Planning Strategy*.

The Amendment is supported by various technical investigations and a Concept Plan.

The site's suitability for residential and rural residential development includes that it essentially adjoins the Boyup Brook townsite and the technical investigations reveal the site is capable of accommodating residential and rural residential development. More detailed planning and investigations will occur at the structure plan, subdivision application, development application and building permit stages.

The site offers the potential to provide a significant supply of residential and rural residential lots in the short to medium term which are consistent with the Shire's Strategic Community Plan.

Photo 1: central location

2. BACKGROUND

2.1 Cadastral details

A copy of the Certificates of Title are provided in **Attachment 1**.

Cadastral details for the site are summarised below in Table 1.

Table 1 – Cadastral Details

Lot	Diagram	Volume	Folio	Area	Owner
51	62150	2727	332	110.2788 hectares	Leafield Pty Ltd
1007	103924	2618	816	107.4556 hectares	Leafield Pty Ltd
1118	103925	1194	20	4.0481 hectares	Leafield Pty Ltd

The site has a total area of 221.78 hectares.

2.2 Regional context

The site is located in the Shire of Boyup Brook and adjoins the Boyup Brook townsite. Boyup Brook is located approximately 260 kilometres south of Perth and 100 kilometres south-east of Bunbury. Boyup Brook is a district centre in the Warren-Blackwood Region. The town provides a range of services and facilities to residents and visitors.

2.3 Local context

The site's location is set out in **Attachment 2** while **Attachment 3** shows the Amendment site.

As outlined above, the site comprises three separate land parcels being Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook.

The western boundary of the site is around 1.5km north-east of the Boyup Brook townsite. Nearby uses include rural living development, the Country Music Festival site (including tourist accommodation), public uses and rural uses. **Attachment 4** outlines the Context, Opportunities and Constraints Plan. This also shows that most of the site is unconstrained for development.

The site borders the Blackwood River which adds to the site's attractiveness.

2.4 Physical characteristics

The site is outlined in **Attachments 3** and **4** and has the following characteristics and features:

- It is an attractive site bounded by Bode Street to the west, Boyup Brook – Arthur Road to the north, the Blackwood River to the east and south, rural land to the north-east and rural zoned land used for rural living purposes to the south-west. As outlined on the Existing Scheme Map, a Structure Plan Area is identified opposite the site on the southern side of the Blackwood River;
- It is used for rural (grazing) purposes;
- It contains several dams;
- It is predominantly cleared with small pockets of native vegetation, which have been parkland cleared;
- The site contains a range of slopes. It is overall moderately sloping. Elevation varies across the site from approximately 185 metres AHD at the lowest point near the Blackwood River, to approximately 262 metres AHD in a central part of the site. There are some smaller steeper sections as outlined in **Attachment 4**;
- There are seasonal watercourses and some drainage lines. Details relating to surface and groundwater are outlined in **Attachment 5**;
- It has extensive frontage to the Blackwood River;
- Lot 51 contains a dwelling and several outbuildings;
- The soils are overall conducive for on-site sewage disposal as evidenced by **Attachment 6**. Some parts of the site, including the western section, are however, constrained and need appropriate mitigation strategies;
- There are various soil types which generally relate to the associated

vegetation. Details are in **Attachments 5** and **6**; and

- It is not on the Department of Water and Environmental Regulation's Contaminated Site Database.

The site attributes are considered overall favourable to generous sized residential and rural residential development. More detailed investigations will occur at future planning and design stages.

Overall, the site has considerable opportunities and manageable constraints to accommodate residential and rural residential development in the range of 2000m^2 to around 7.5 hectares.

2.5 Existing services

2.5.1 Overview

The site is currently provided with relevant services appropriate for rural land. Infrastructure is required to be extended, provided or as required upgraded to facilitate residential and rural residential development.

2.5.2 Roads

The site adjoins the sealed Bode Street and Boyup Brook – Arthur Road, which are Shire managed roads, and also has access to an unconstructed road reserve near the southern boundary.

2.5.3 Drainage

The site contains three seasonal watercourses. The site drains to the Blackwood River which is located to the east and south of the site. There is no nearby Shire piped drainage systems.

2.5.4 Water supply

The site is not connected to Boyup Brook's reticulated water system operated by Water Corporation. The site is currently located outside of Water Corporation's planned water supply area given the current 'Rural' zoning.

2.5.5 Wastewater disposal

The site is not connected to the reticulated sewerage system noting that there is no reticulated sewerage system in the Shire of Boyup Brook. The site contains a dwelling, which is serviced by on-site sewage disposal.

2.5.6 Power and telecommunications

Power and telephone services are currently available to the site.

2.6 Heritage

The Department of Planning, Lands and Heritage's database reveals there is a Registered Aboriginal Heritage Site (ID 20434) applying to the property. The Registered Aboriginal Heritage Site has mythological significance associated with the Blackwood River and tributaries. Preliminary contact has been made with the South-West Aboriginal Land and Sea Council and the Department of Planning, Lands and Heritage's Aboriginal Heritage team to ensure Aboriginal heritage values are respected, are appropriately addressed and to understand how to respectfully develop the property. Additionally, land developers have an obligation under the *Aboriginal Heritage Act 1972*, to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

The proposed Scheme provisions for SU2 set out the need to prepare an ethnographic and archaeological survey (by a qualified consultant) at the subdivision stage.

The site does not contain any structure or place of non-indigenous heritage significance on the Shire of Boyup Brook Municipal Inventory (heritage survey) or on the Shire's Heritage List.

2.7 Council resolution, and EPA Services advice and additional technical investigations

The Council at its Ordinary Meeting on 16 February 2023 adopted Amendment No. 24 in rezoning the site from 'Rural' to 'Special Use (SU2)', inserting provisions in Table 5 – Special Use Zones in Scheme

Area and determining it is a standard amendment.

EPA Services then considered the Amendment and wrote to the Shire on 16 March 2023. In summary, EPA Services required further information and technical investigations relating to:

- Local Water Management Strategy (incorporating nutrient modelling);
- Site and Soil Evaluation; and
- Targeted Black Cockatoo Habit Survey Report.

Following receipt of the EPA Services advice:

- South Environmental prepared the Local Water Management Strategy (incorporating nutrient modelling) and Site and Soil Evaluation (also includes nutrient modelling) and have worked through matters with the Department of Health and the Department of Water and Environmental Regulation;
- Bio Diverse Solutions prepared the Targeted Black Cockatoo Habit Survey Report;
- Based on Department of Planning, Lands and Heritage and Shire advice, the Structure Plan is now 'uncoupled' from the Amendment. The Structure Plan is a proposed statutory requirement. The Structure Plan will be separately progressed should the Minister for Planning's approval be obtained for the Amendment;
- Water Corporation have confirmed there is sufficient scheme water to service subdivision and development of the site; and
- A Concept Plan has been prepared based on initial and additional technical investigations. This has resulted in the expected lot yield reducing from 360 lots to 284 lots. Lot sizes in the western portion of the site and near seasonal watercourses have increased from the initial concept considered by Council on 16 February 2023.

Photo 2: extensive views

3. PLANNING FRAMEWORK

3.1 Overview

The site and proposed residential and rural residential subdivision/development are subject to a range of State Planning Policies, WAPC publications and bulletins, WAPC regional strategies, along with Environmental Protection Authority (EPA) bulletins, various Shire strategies and policies, along with the *Shire of Boyup Brook Local Planning Scheme No. 2 (*LPS2).

The following section will outline how the proposed Amendment suitably addresses relevant planning policies, strategies, plans and LPS2. These documents consider key planning, environmental, servicing and economic development matters. In summary, the Amendment is consistent with the State, regional and local planning framework which support residential and rural residential subdivision in areas which are in close proximity to towns and where land suitability and capability are appropriately addressed.

3.2 State planning framework

3.2.1 Overview

The following strategies and policies are of relevance to the Amendment:

- *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy highlights the importance of job creation and supports developing strong and

resilient regions. The Strategy also supports a diverse, liveable, connected and collaborative State;

- *State Planning Policy 1 State Planning Framework Policy;*
- *State Planning Policy 2 Environment and Natural Resources;*
- *State Planning Policy 2.5 Rural Planning;*
- *State Planning Policy No. 2.9 Water Resources* - a Local Water Management Strategy is set out in **Attachment 5**;
- *State Planning Policy No. 3 Urban Growth and Settlement;*
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas* – the site is partly classified as a Bushfire Prone Area as shown at https://maps.slip.wa.gov.au/landgate/bushfireprone/. A Bushfire Management Plan is set out in **Attachment 7**. This assessment addresses SPP 3.7 and the *Guidelines for Planning in Bushfire Prone Areas;*
- *State Planning Policy 5.4 Road and Rail Noise* – the site is not within the 'trigger distance';
- *Residential Design Codes – Volume 1;*
- *Operational Policy 1.1 Subdivision of Land – General Principles;*
- *Development Control Policy 2.2 Residential Subdivision* – residential lots are required to be capable of development, be located within an area which is suitable for subdivision in terms of its physical characteristics and be provided with an appropriate vehicle movement network;
- *Development Control Policy 2.6 Road Planning;*
- Liveable Neighbourhoods;
- *Government Sewerage Policy*; and
- EPA Guidance Statements including *Guidance Statement 33 – Environmental Guidance for Planning and Development* and *Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses.*

3.2.2 State Planning Strategy 2050

The *State Planning Strategy 2050* sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The vision (page 20) is:

Sustained growth and prosperity

'The vision of sustained growth and prosperity envisages a future where Western Australians enjoy high standards of living, improved public health and an excellent quality of life for present and future generations.'

Sustained growth (page 20) consists of:

- 'A diverse state; offering a diversity of ecosystems, landscapes, enterprises, people and cultures.'
- 'A liveable state; the place of choice for the brightest and best.'
- 'A connected state; as connected to the rest of the world as any other place.'
- 'A collaborative state; enabling alignments that progress the State's sustained growth and prosperity.'

The Strategy (page 20) seeks the following:

> 'By 2050, Western Australia will have a diverse range of interconnected and vibrant local communities and regional centres. The people in these communities will be healthy, resilient, active, prosperous, respectful of cultural difference and participate in the public domain.
>
> Standards of living will continue to be amongst the highest in the world. Improved connections and smarter technologies will enhance the State's ability to attract global and domestic investment capital where and when it is most needed.
>
> A 'can do' attitude will prevail, inspiring new ways of thinking and working, which will deliver optimal outcomes for the economy and communities of Western Australia.'

The Strategy establishes objective and the strategic approach in relation to economic development, physical infrastructure, social infrastructure, environment and security. The Strategy is the lead strategic planning document within Government which informs all other State, regional and local planning strategies, policies and approvals.

The Amendment is consistent with the Strategy. This includes that it supports sustained growth and economic development in Boyup Brook, it promotes development adjoining the townsite and it promotes liveability.

3.2.3 State Planning Policy 1 – State Planning Framework Policy

The State Planning Framework Policy (Variation No. 2) applies to all land within Western Australia. It is an amalgamation of all planning policies, strategies and guidelines that provide direction on the form and methods of growth and development throughout the State. It identifies that the primary aim of planning is to provide for the sustainable use and development of land. The Amendment and the associated Concept Plan have taken consideration of SPP1.

3.2.4 State Planning Policy 2 – Environment and Natural Resources Policy

The Policy defines the principles and considerations that represent good and responsible planning, in terms of environment and natural resource issues, within the framework of the State Planning Strategy. The Policy is supplemented by more detailed planning policies on particular natural resources matters that require additional information and guidance. Noting the site is largely cleared and remaining native vegetation is sought to be conserved, **Attachment 5** considers and addresses matters arising from SPP2.

3.2.5 State Planning Policy No. 2.9 Water Resources

The Policy provides guidance in the planning, protection and management of surface and groundwater catchments, including implementation of total water cycle management principles in the land use planning system.

Attachment 5 sets out the approach to managing stormwater for the site. The Local Water Management Strategy adopts water sensitive urban design which is consistent with the Policy. Further details will be addressed at the subdivision stage through preparation and implementation of an Urban Water Management Plan.

The Local Water Management Strategy was informed by pre-development surface water and groundwater monitoring and also contains a nutrient modelling report (**Attachment 5**).

3.2.6 State Planning Policy No. 3 – Urban Growth and Settlement

This Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. In summary, the policy objectives are to:

- Promote a sustainable settlement pattern including providing sufficient and suitable land for a wide variety of housing;
- Build on existing communities with established services and infrastructure and to promote local economies;
- Address environmental, heritage and community considerations;
- Promote accessibility, housing choice and an identifiable sense of place; and
- Ensure appropriate servicing which is provided in an efficient manner.

The Policy sets out requirements for sustainable communities. This includes using land efficiently, convenient access to employment, retail and community facilities, quality design, addressing environmental considerations and supporting a positive planning framework which seeks to facilitate and promote quality development.

The consolidation and expansion of existing settlements is preferred to the development of new settlements. The Amendment is consistent with the Policy given the site is close to the Boyup Brook townsite, a wide variety of housing lot sizes are proposed and it will be appropriately serviced.

3.2.7 Residential Design Codes (Volume 1)

A range of lot sizes will be created to address site conditions with the smallest lot size being 2000m^2 (Residential R5 which has a 30 metre frontage) to approximately 7.5 hectares. Future subdivision will be guided by the Local Structure Plan. Future residential development will be guided by the R-Codes including setbacks, site planning and design, and car parking. Rural residential development will be guided by LPS2. To support the Amendment, a Concept Plan has been prepared (**Attachment 8**).

3.2.8 State Planning Policy 3.7 Planning in Bushfire Prone Areas

Portions of the site are classified as bushfire prone. Accordingly, *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)* relates to a portion of the site. SPP3.7 is complemented by *Guidelines for Planning in Bushfire Prone Areas.*

A Bushfire Management Plan is set out in **Attachment 7** to address SPP 3.7 and the Guidelines.

3.2.9 Development Control Policy 1.1 Subdivision of Land – General Principles

This Policy sets out the general principles used by the WAPC in determining subdivision applications. It indicates the WAPC's key requirements for the creation of new lots. Policy objectives include to:

- Ensure that the subdivision of land is consistent with *State Planning Policy No. 1 State Planning Framework* and relevant WAPC policies and plans;
- Ensure the subdivision pattern is responsive to the characteristics of the site and the local planning context;
- Ensure that the subdivision is consistent with orderly and proper planning and the character of the area; and
- Facilitate development which achieves appropriate community standards of health, safety and amenity.

The Amendment is consistent with Policy objectives.

3.2.10 Liveable Neighbourhoods

Liveable Neighbourhoods is an operational policy of the WAPC, which implements *State Planning Strategy* objectives, to guide sustainable urban development. The principal aim of *Liveable Neighbourhoods* is to provide for walkable neighbourhoods which are located around activity centres of compatible mixed uses in order to reduce car dependence and foster a strong local identity.

Liveable Neighbourhoods provides guidance on a number of design elements including the movement network, lot layout, public parkland, urban water management and utility planning. The objectives of community design are a balance between urban and environmental outcomes.

The Amendment and associated Concept Plan (**Attachment 8**) have regard to relevant elements of *Liveable Neighbourhoods* noting that *Liveable Neighbourhoods* has generally been applied to the Perth Metropolitan region and large regional centres. The Concept Plan has considered the movement network, range of housing types and lot sizes, lot layout, provision of environmental conservation/public parkland, and effectively managing stormwater. These details will be refined at the subdivision stage.

Proposed residential development on the site is located 1.5 kilometres from the Boyup Brook townsite. No activity centres are proposed for the Amendment site. Instead, proposed development is intended to support the existing town

centre and other services/facilities in Boyup Brook.

The site adjoins the Blackwood River and it contains seasonal watercourses. Accordingly, there are environmental and recreational assets in close proximity (walking distance) of proposed lots. The Amendment will promote walkable communities and cycling.

3.2.11 Planning for Bush Fire Protection Guidelines

The document forms the foundation for fire risk management planning on private land in Western Australia. As set out in **Attachment 7**, proposed residential and rural residential development can address management issues including development location, vehicular access, water, siting of development, and design of development.

The site is located in an area of predominantly moderate bushfire hazard level on cleared land. There are two small areas within the site which have an extreme bushfire hazard level. Bushfire levels can be suitably addressed to enable suitable development in these areas.

At this stage, a subdivision design is not finalised. BAL contour mapping will be prepared at the subdivision stage to demonstrate compliance with the Guidelines including each lot having sufficient areas of BAL-29 or below.

Further details relating to fire management are set out in section 5.6 and **Attachment 8**.

3.2.12 Visual Landscape Planning in Western Australia Manual

This document was released by the WAPC and the former Department for Planning and Infrastructure in November 2007. Amongst matters, it provides principles and guidelines for the location, siting and design of buildings, structures and new planting. Page 3 states 'The aim should be to accommodate change while maintaining and, where possible, enhancing the quality of our landscapes.'

It is appreciated that portions of the site can in part be viewed from Bode Street/Boyup Brook-Arthur Road. The Concept Plan and this Amendment consider landscape impacts including in section 5.7.

3.2.13 EPA Guidance Statements

The EPA has prepared a series of Guidance Statements. These statements address specific issues, and sometimes set preferred limits for various activities. The statements provide assistance to proponents of development and other decision-making authorities on the expectations of the EPA. Of particular note to the Amendment are *Guidance Statement 33 – Environmental Guidance for Planning and Development* and *Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses* (2005). Guidance Statement 3 is further considered in section 5.5.2.

3.2.14 Government Sewerage Policy

The *Government Sewerage Policy* establishes the Western Australian Government's position on the provision of sewerage services in the State through the planning and development of land.

Noting the proposed large lot sizes and the site conditions, the Site and Soil Evaluation prepared by South Environmental (**Attachment 6**) addresses the *Government Sewerage Policy* for this stage of the planning process. This sets out the property is suitable for on-site disposal based on the report recommendations including on siting. Further details are outlined in section 5.12.3.

3.3 Regional planning framework

3.3.1 South-West Regional Planning and Infrastructure Framework

The Framework supports a diverse and adaptive economy and supporting population growth. The Framework identifies Boyup Brook as a 'town'.

The Framework's vision is expressed through objectives and an agreed strategic direction for economic growth, population and sustainable settlements, transport, community infrastructure, essential services, natural assets, and culture, heritage and visual landscape. There is also a list of regional planning initiatives, a list of committed projects, a list of anticipated directions for regional infrastructure, and a framework map.
The Framework highlights there are opportunities for in-migration from retirees and tree-changers. The Framework promotes development in or near existing communities. Accordingly, the Amendment is consistent with the Framework.

3.3.2 Warren-Blackwood Regional Planning Strategy

Boyup Brook is identified as a 'district centre'. The site is located in Planning Unit BR3 – Tweed and parts of BR3 are suitable for townsite and rural residential development.

3.3.3 Warren-Blackwood Rural Strategy

The Strategy provides in-principle support for rural residential development (page 53) and rural smallholdings development (page 55) within 5km of an urban area. The site is located within Planning Unit BR3 Tweed. The site is broadly outlined for non-rural use on Map 9.

3.3.4 South West Regional Blueprint

The Blueprint establishes priorities for economic development and growth of the South West region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint supports growing the region's population, promoting a vibrant economy and growing the economy. The Amendment is consistent with the Blueprint.

3.4 Local planning framework

3.4.1 Shire of Boyup Brook Local Planning Strategy

The *Shire of Boyup Local Planning Strategy* includes the site in a Planning Area as 'Residential & Rural Residential' (see **Attachment 9**). The Strategy also summarises planning considerations and issues/opportunities for the site.

The Strategy recognises that the Boyup Brook townsite will not be provided with infill sewerage. The lack of infill sewerage is expected to result in only modest growth prospects for the existing townsite. Most of the proposed growth will occur on greenfield land close to the townsite (including on the Amendment site).

The Strategy notes that people are moving to the region and taking up residence on the fringes of the Boyup Brook townsite, on rural lifestyle properties.

The Strategy notes that Boyup Brook needs more lots in the vicinity of around 2000m^2 – 5000m^2. The Strategy supports a diversity of lot sizes including 4000m^2 – 5000m^2.

The inclusion of the site as a Planning Area recognises that subject to suitable technical investigations, the site is broadly suitable and capable for development. The site:

- Is cleared and has low environmental impacts and will deliver high economic and community outcomes;
- Will comply with *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and the *Guidelines for Planning in Bushfire Prone Areas*. This includes access routes in different directions;
- Adjoins a sealed road which enhances viability compared to an unsealed road;
- Is an attractive and marketable property, including that it adjoins the Blackwood River and has a range of views/aspects; and
- Is owned by a landowner who has the will, experience and financial capacity to develop the site.

The Amendment site provides a realistic opportunity to grow and complement the Boyup Brook townsite with lot sizes and pricing that are appropriate for a country town and for market expectations.

Without landowners/developers willing to 'play the long game', committing to investing in Boyup Brook over the long-term and having experience in delivering larger scale subdivisions, it is expected that lot creation and associated population growth (if any) will be low. Practically, there are considerable risks, high upfront costs and a delay in generating a profit in undertaking land development in Boyup Brook.

3.4.2 Shire of Boyup Brook Local Planning Scheme No. 2

The site is zoned 'Rural' in the *Shire of Boyup Brook Local Planning Scheme No. 2* (LPS2). The 'Rural' zone is intended for primarily agricultural pursuits with permitted uses within the Zoning Table including extensive and intensive agriculture. The existing Rural zoning is not applicable to the use and development of the site as envisaged by the Local Planning Strategy.

The current LPS2 zonings and reservations relating to the site and adjoining land are shown on the Existing Scheme Map. Surrounding land is zoned 'Rural' and 'Rural Residential' while land to the south and east is reserved as 'Public Open Space'. A Structure Plan Area is located on the opposite side of the Blackwood River.

Boyup Brook – Arthur Road and Bode Street are reserved as a 'Regional Distributor Road'.

The aims of the Scheme are outlined in clause 9. This includes to 'provide for reasonable expansion of residential, industrial and commercial uses based on the District's established structure'.

Other sections of LPS2 relevant to the Amendment include:

- Clause 16 - zone objectives;
- Table 3 – Zoning Table; and
- Clause 21 and Table 5 – Special Use zones.

Given the above, the Amendment is consistent with LPS2 aims, objectives and future development can achieve required standards. The Amendment will assist to create an appropriate interface zoning between the townsite and existing Rural Residential zoned land and agricultural uses. The site is appropriately located for residential and rural residential development and it will address the aims and objectives of LPS2.
The proposed Special Use zoning can accommodate envisaged uses including low-key employment and tourism accommodation uses.

3.4.3 Local Planning Policies

The Council has endorsed a number of planning policies and various policies are of relevance to the future subdivision and development of the site including drain and fill, naming new roads and fire. The Concept Plan and Amendment have taken into account relevant Local Planning Policies.

3.4.4 Shire of Boyup Brook Strategic Community Plan 2021-2031

The Plan recognises the importance of population growth, maintaining and upgrading facilities and infrastructure, increasing new housing, supporting economic development and creating new jobs.

The Strategic Community Plan sets the community's vision for the future and is the principal strategic guide for the Council's future planning and activities. The vision for Boyup Brook is:

> 'Growing our community together. Our Shire will be:
>
> A place for people, with a sense of community, one that is active, vibrant, engaged and connected.

A place with community and visitor facilities that are well maintained and further developed as required.

A place that is safe and secure. An inclusive place that nurtures local youth and aging population and retains local health and medical services.

A place that grows housing and employment opportunities through economic development based on our local comparative advantage.'

The Amendment is consistent with the vision and objectives of the Strategic Community Plan. Key implications for the Amendment include promoting new investment and new housing, protecting natural resources, supporting economic development and the appropriate provision of infrastructure.

3.5 Planning framework implications for Amendment

Common themes of the policies, strategies, plans and LPS2 and their implications for the Amendment include:

- Expansion of the Boyup Brook townsite has been anticipated and supported in the Local Planning Strategy;
- Boyup Brook will remain the Shire's key centre and a focus for employment and population growth;
- Promoting residential and rural residential development in appropriate locations;
- Ensuring that key environmental assets are conserved or enhanced;
- Addressing key environmental assets and bush fire risk;
- Addressing land use compatibility;
- Consolidation of existing settlements, including Boyup Brook, is preferable to isolated 'stand-alone' developments;
- Support for a variety of housing and promoting liveability;
- Appropriate servicing including addressing stormwater management;
- Addressing landscape impact;
- Supporting local communities and local economies;
- The need for structure planning and adopting relevant principles of *Liveable Neighbourhoods;* and
- A requirement for sustainable and quality design.

Based on the above, the Amendment and associated Concept Plan are consistent with the planning framework. In particular, the Amendment promotes a sustainable settlement pattern as it builds onto a district centre, environmental assets will be conserved and the subdivision will be appropriately serviced.

4. AMENDMENT PROPOSAL

4.1 Overview

The intent of the Amendment is to provide for a range of residential and rural residential lot sizes which complement the Boyup Brook townsite. The purpose of the Amendment is to:

- Facilitate new lots and dwellings in Boyup Brook;
- Provide for the orderly and proper planning of the site in terms of land use, servicing and design;
- Address the planning requirements set out in LPS2 and in the planning framework; and
- Require a structure plan prior to subdivision.

The Amendment is supported by a Concept Plan. The Concept Plan (**Attachment 8**) provides a framework for the site to be subdivided and developed. Future subdivision and development is required to be in accordance with a Local Structure Plan.

4.2 Proposed scheme amendment

The Amendment proposes to rezone the site from the 'Rural' zone to the 'Special Use (SU2)' zone. The Amendment will facilitate subdivision/development between 2000m^2 and approximately 7.5 hectares. To control and guide subdivision

and development, various planning provisions are proposed to apply to Special Use (SU2). To address site opportunities and constraints, development will be setback from the Blackwood River and seasonal watercourses.

The Amendment requires a structure plan to be prepared and endorsed by the WAPC prior to subdivision.

4.3 Concept Plan

In support of the Amendment, a Concept Plan is provided in **Attachment 8** which provides a broad framework for future subdivision and development. The Concept Plan has been informed by various technical investigations, has considered the site's context, including adjoining and nearby land uses, bushfire management, servicing, environmental assets, landscape considerations and market requirements.

It is highlighted the Concept Plan has no planning 'status'. It is also highlighted that all road alignments and lots are conceptual and are subject to further investigation. The Concept Plan will be refined at the Structure Plan and subdivision stages.

The development of the site requires some degree of flexibility relating to design details. Factors that may alter the design include servicing requirements and market demand.

The Concept Plan has been informed by technical investigations which includes servicing (water management, sewage assessment), environmental, bushfire, and land management considerations.

The Concept Plan assesses the future subdivision/development of the land having considered its physical form and relationship with its context and physical attributes. The Concept Plan provides a broad framework to develop the site for residential and rural residential land use which is consistent with the Shire's strategic planning vision.

The Concept Plan provides land for housing (residential and rural residential), public open space/foreshore reserve and infrastructure. The predominant land use is residential followed by rural residential. The Concept Plan guides land uses, densities and the estimated lot yield of 284 lots. The Concept Plan supports a variety of lot sizes, budgets and lifestyles.

The proposed land uses are complementary with adjoining and nearby uses. More detailed planning and investigations will occur at the structure plan, subdivision, development application and building permit stages.

The Concept Plan addresses key development considerations for the site and outlines:

- Residential and rural residential lots ranging between 2000m^2 – 7.5 hectares;
- A highly connective design with linkages to the surrounding properties and roads;
- Roads which are aligned to avoid native vegetation wherever possible and significant Black Cockatoo habitat trees in particular. The road reserves are indicatively 20 metres wide and will incorporate stormwater pipes or swales for managing stormwater;
- Buildings can be located on cleared land which are setback from Boyup Brook-Arthur Road, the Blackwood River and the seasonal watercourses/drainage lines;
- Building envelopes are provided on some lots to address matters such as land use compatibility, flood risk, and setbacks for on-site sewage disposal from the Blackwood River and seasonal watercourses. Development on other lots will be guided by the R-Codes and LPS2 standards;
- Future dwellings and buildings are to be located within building envelopes to address setback standards in LPS2;

- Provide for approximately 284lots with any new lot to be least 2000m^2 in area. It is expected that a range of lot sizes will be provided based on market requirements and feasibility considerations; and
- Future dwellings can achieve BAL-29 or below.

4.4 Rational for Concept Plan Design

The Concept Plan (**Attachment 8**) responds to the site's context, opportunities and constraints, appropriate linkages to surrounding properties (**Attachment 4**) and the planning framework. In particular, key planning and design considerations include:

- Taking account of site characteristics soil types and overall gentle to moderate gradients;
- Technical investigations;
- Considering key environmental assets and conserving the majority of the site's native vegetation;
- Taking account of *State Planning Policy 3.7: Planning in Bushfire Prone Areas,* the *Guidelines for Planning in Bushfire Prone Areas* and the Bushfire Management Plan including the provision of multiple access routes;
- Considering seasonal drainage lines and stormwater management. The road pattern is integrated with stormwater management;
- Generous lots sizes on the boundaries of the site to address land use compatibility between off-site uses including the resource recovery facility to the north-west and with agricultural uses to the north and east along with the provision of smaller lots internally;
- Providing a range of lot sizes to enhance attractiveness to the market and to promote feasibility;
- Proposing no direct vehicle access between lots and Bode Street/Boyup Brook – Arthur Road;
- Appropriate access to Bode Street/Boyup Brook-Arthur Road to satisfy Shire requirements and provide suitable sight distances;
- Proposing an interconnected network of streets which facilitate safe, efficient and pleasant walking, cycling and driving;
- Road linkages to adjoining land;
- Ensuring there are suitable areas, on each proposed lot, to locate a dwelling and outbuilding and also to appropriately dispose of sewage;
- Responding to the site's landform with no need for retaining walls on property boundaries; and
- Seeking to create regularly shaped lots with generous frontages, that generally orientate north-south or east-west to promote opportunities for passive solar building design.

The Concept Plan seeks to adopt principles including connectivity, walkability, affordability and quality of life. The Concept Plan seeks to integrate with surrounding uses and development. Future design should seek to promote the site's 'sense of place' and create a built form that is site responsive. To promote a sense of place, the following is proposed:

- Street trees – likely to be suitable exotics that address Boyup Brook's climate, enhance amenity, and minimise increased bushfire risks;
- Entry statements onto new roads intersecting Bode Street/Boyup Brook – Arthur Road;
- Signage to meet Shire requirements; and
- Restrictive covenants.

4.5 Local Structure Plan

The preparation and approval of a Local Structure Plan is a separate statutory process to the rezoning of the site. The Regulations outline the requirements and procedure for the preparation and approval of Structure Plans. The Local Structure Plan will be subject to community and stakeholder consultation.

The Local Structure Plan will provide for a range of lot sizes including those not currently available in Boyup Brook. The lot sizes will reflect Boyup Brook's non-

metropolitan lifestyle. The aim is to provide choice, to create an estate with its own identity and to enhance liveability in Boyup Brook.

The Local Structure Plan is a proposed statutory requirement. The Local Structure Plan will be separately progressed should Minister for Planning approval be obtained for the Amendment.

4.6 Future servicing and more detailed planning

Future lots and development will be appropriately serviced for low density residential and rural residential development in accordance with Shire, WAPC and other government agency requirements. This includes for on-site sewage disposal, stormwater management, underground power and telecommunication services. Further details are outlined in **Attachment 10** and later sections of this report, with more detailed planning to occur at the subdivision, development application and building permit stages.

The future subdivision and development will consist of:

- Sealed roads;
- Reticulated scheme water;
- On-site sewage disposal;
- Enhanced stormwater management;
- Underground power;
- Telecommunication services;
- Upgraded fire management measures including fire hydrants;
- New and upgraded fencing; and
- Appropriate replanting.

Most lots will require no fill. There may be a need for modest fill, on some lots, to address the findings in the Site and Soil Evaluation.

Based on Water Corporation's recent advice, the Boyup Brook townsite and proposed subdivision development on the Amendment site have a sufficient and secure scheme water supply. This includes to service planned development in the townsite along with servicing the Amendment site.

The provision of sufficient scheme water and storage capacity for the Boyup Brook townsite is strategically important to the Shire, the local community and to the landowner. This will assist to support planned growth and development in Boyup Brook. Some of the benefits include:

- Supporting new development and housing. This includes making a significant contribution to providing lots and housing for Talison Lithium;
- Supporting the local and regional economy to complement the State Government's Just Transition Fund;
- Facilitating population growth, job creation and economic development along with assisting to create a more sustainable local economy and sustaining local facilities and services; and
- Assisting to 'rebrand' Boyup Brook through providing a different product including a range of lot sizes, lifestyle opportunities, affordability and housing choices to suit a wide range of people. This includes lot sizes not currently available in Boyup Brook.

Further details are outlined in later sections of this report.

4.7 Scheme provisions

The proposed residential and rural residential subdivision/development and land use will be controlled by existing and proposed LPS2 provisions plus provisions in the Local Structure Plan. The proposed scheme provisions will address subdivision, development and land use, servicing requirements, bushfire management and purchaser notification.

Photo 3: view of Blackwood River and future public open space

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes and the planning framework in considering key planning considerations and justifying the requested zoning for Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from 'Rural' to 'Special Use (SU2)' zone.

5.2 Planning suitability for residential and rural residential development

The Concept Plan proposes predominantly Residential R5 (minimum lot size of 2000m^2) plus rural residential lots, along with public open space land uses consistent with those proposed by the Local Planning Strategy.

The Concept Plan shows additional details and illustrates that approximately 284residential and rural residential lots could be established on the site, with a minimum lot size of 2000m^2. There is additional land set aside for foreshore reserve and public open space/community purposes.

Lots adjoining Boyup Brook – Arthur Road and Bode Street will have a landscape buffer that will maintain the 'low key' rural feel for the area.

The site is suitable to be rezoned to Special Use (SU2) to facilitate residential and rural residential subdivision/development. The reasons include:

- It is consistent with the planning framework. Various planning policies and strategies support residential and rural residential subdivision adjoining or close proximity to existing towns. The site adjoins the Boyup Brook townsite and accordingly is near the town's associated educational, medical, community, recreational and retail services;
- It promotes and delivers on new investment and population growth which is consistent with the vision of the Local Planning Strategy and the Council's Strategic Community Plan;
- It will integrate with and complement the Boyup Brook townsite;
- The site provides a realistic opportunity to grow and complement the Boyup Brook townsite with lot sizes and pricing that are appropriate for a country town and market expectations;
- The site provides a suitable interface between the Boyup Brook townsite and rural residential development and agricultural areas;
- Development will be compatible with adjoining and surrounding land uses;
- Appropriate buffers can be provided to adjoining and nearby uses;
- Most the site has been previously cleared. Remaining environmental assets, focused on riparian vegetation and water resources, can be appropriately conserved;
- There are opportunities for revegetation/environmental repair;
- The technical investigations confirm subdivision/development will address on-site sewage disposal requirements and bushfire risks;
- It is overall moderately sloping land, with suitable soil types for development;

- It will be appropriately serviced in accordance with local government and State Government guidelines;
- Traffic impacts will be manageable, and traffic can readily be accommodated on Bode Street/Boyup Brook – Arthur Road as outlined in the Traffic Management Assessment;
- There is no direct access between lots and Bode Street/Boyup Brook – Arthur Road;
- The site is not located in a public drinking water source area;
- Bushfire management measures will comply with the objectives of *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and the *Guidelines for Planning in Bushfire Prone Areas*. This includes access routes in different directions;
- There will be manageable landscape impacts, when associated with the preparation and implementation of a landscape plan. The site's attributes, along with landscaping and design guidelines will create a unique 'sense of place';
- It assists to provide a variety of housing and lifestyle choices near Boyup Brook;
- It is near the town centre and there are opportunities for enhanced walking and cycling connections including along the Blackwood River and Ritson Street;
- There will be enhanced public access to the Blackwood River;
- The proposal will complement Boyup Brook increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided;
- Approval and implementation will assist to support the viability and sustainability of local services, facilities and businesses;
- It assists to 'rebrand' Boyup Brook through providing a different product including a range of lot sizes, lifestyle opportunities, affordability and housing choices to suit a wide range of people. This includes lot sizes not currently available in Boyup Brook;
- It provides families, empty nesters, first homebuyers and others wishing to relocate to Boyup Brook with greater spaciousness and lifestyle options;
- The site is attractively located on the Blackwood River and there are a range of views which will be attractive to the market;
- It provides community benefits including, if required by the Shire, ceding land adjoining the Blackwood River free-of-cost to the Crown. Securing public land adjacent to the Blackwood River offers conservation, recreation and accessibility opportunities to the community; and
- It will provide a new standard of subdivision in Boyup Brook.

Further details relating to the site's suitability for the residential and rural residential uses are outlined in this section and summarised in Table 2.

5.3 Range of lot sizes

It is acknowledged that the Local Planning Strategy identifies the site as a Planning Area 'Residential & Rural Residential'. Accordingly, the Concept Plan propose lot sizes between 2000m^2 – 7.5 hectares. The reasons for the range of lots include:

- The requirement to provide reticulated water and address associated feasibility;
- To provide a range of lifestyle opportunities to meet anticipated market demand;
- Boyup Brook does not have many lots in the range of 2000m^2 to 1 hectare. These lots are generally favoured by the market for reasons including space for growing families, they are more manageable than lot sizes between 1 – 2 hectares and they are expected to be provided in a country town;
- It more efficiently uses land adjoining the Boyup Brook town site; and
- It follows technical investigations which reveal the need for different lot

sizes over the site to address opportunities and constraints.

5.4 Consistency with planning framework

As outlined in Section 3 of this report, the Amendment is consistent with the State, regional and local planning framework. For instance:

- The Amendment will support implementing a sustainable use of the land consistent with the objectives of the *State Planning Policy 3: Urban Growth* and the Local Planning Strategy in terms of accommodating additional residential and rural residential development near an established district centre;
- The Amendment will facilitate development that meets the vision outlined in the Local Planning Strategy. The subdivision/development will conserve local environmental assets and character whilst providing increased opportunities for new residents to experience a tree-change lifestyle;
- The site is identified as a Planning Area 'Residential & Rural Residential' in the Local Planning Strategy. The intent of the Amendment is to implement the recommendations of the Local Planning Strategy by rezoning the site to 'Special Use (SU2)' under LPS2;
- The creation of residential and rural residential lots will facilitate increased population in close proximity to existing services and facilities provided in the Boyup Brook townsite. These include retail/commercial, services and health, education and recreational facilities. The additional population will assist in supporting and increasing the provision of such services and facilities in the district; and
- Key matters such as bushfire risks, stormwater management, traffic impact and on-site sewerage disposal are addressed in the technical investigations.

From a spatial perspective, the rezoning of the site will provide a logical extension to providing additional residential and rural residential lots near the Boyup Brook townsite without causing adverse amenity impacts to the locality. **Attachment 4** shows the Context, Opportunities and Constraints Plan. The proposed Special Use (SU2) zone provides an appropriate transition use between the Boyup Brook townsite and rural residential areas and agricultural operations.

Development of the site will significantly assist to address the need for additional residential and rural residential land in Boyup Brook.

5.5 Compatibility with adjoining and nearby land uses

5.5.1 Overview

A key planning requirement is separating potentially conflicting land uses. The Amendment and supporting Concept Plan have considered the site's context, including adjoining and nearby land uses, and considered the compatibility of future subdivision/development.

The proposed residential and rural residential uses are compatible with adjoining and nearby land uses/development as outlined in **Attachment 4**. The reasons include:

- There is rural residential land to the south-west;
- It is consistent with community/public uses to the west including the cemetery and the resource recovery facility. If required, a notification on the title can be included on lots within the resource recovery facility buffer;
- Generous sized lots and an appropriate buffer are provided to the farming land to the north and north-east;
- The Local Planning Strategy recognises the existing and proposed co-existence of multiple land uses nearby including residential, rural residential, industry and agriculture;

- Proposed revegetation will be undertaken adjoining the Bode Street/Boyup Brook - Arthur Road boundary including to the resource recovery facility. This will assist in conserving local amenity.

Environmental Protection Authority Guidance Statement No. 3 provides recommendations on separation distances for industrial and sensitive land uses.

5.5.2 Resource recovery facility

The Concept Plan provides appropriate buffers between proposed future dwellings and the resource recovery facility.

The Shire's resource recovery facility is located on Reserve 15706 (No. 184 Bode Street). An appropriate separation distance will be provided between the resource recovery facility and new dwellings (sensitive uses) on the site. The EPA's Separation Distances between Industrial and Sensitive Land Uses (2005) outlines the buffer distance is determined 'case by case'. The Concept Plan shows a buffer of 200 metres with future dwellings to be appropriately setback which is achieved via rural residential lots and appropriately locating a building envelope. Planting on the site, near the resource recovery facility, will complement the native vegetation in the Unallocated Crown Land and assist to screen and lower impacts from the facility.

It is expected there will be a notification placed on the titles for lots within the resource recovery facility buffer.

5.5.3 Buffers to agricultural operations

It is recognised that there can be issues at the interface between agricultural and residential/rural residential development, including spraying, the use of machinery, or that farmers can be required to adopt different practices. While noting this, the Amendment and associated Concept Plan can minimise possible or perceived impacts of agricultural operations through appropriate buffers. This in part includes the provision of generous sized lots adjoining Bode Street/Boyup Brook – Arthur Road and to the north-east. The vegetated Bode Street/Boyup Brook – Arthur Road reserve will be complemented with proposed replanting to assist in screening and assisting to minimise potential impacts.

In order to ensure that appropriate setbacks to nearby agricultural land is undertaken, there will be generous sized lots fronting Boyup Brook - Arthur Road. Dwellings are expected to be set back to agricultural land by approximately 50 metres from the north side of Boyup Brook - Arthur Road to future dwellings.

Accordingly, future dwellings will not impact existing agricultural operations including for properties to the north of Boyup Brook – Arthur Road. This is complemented with proposed revegetation (indicatively 5m width) along with a vegetated road reserve to the north. There will also be a suitable buffer to off-site agricultural areas (grazing/cropping) through larger lots to the north-east and south-west.

It is proposed that notifications are placed on the titles which alert prospective purchasers that there are nearby farming operations.

While noting the above, farming operations also have a requirement to contain impacts on their own land and follow established best practice.

5.6 Bushfire management

A portion of the site is designated by the Fire and Emergency Services Commissioner as a 'Bushfire Prone Area' at https://maps.slip.wa.gov.au/landgate/bushfireprone/. To address *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and the *Guidelines for Planning in Bushfire Prone Areas,* Smith Consulting have assessed bushfire risks and have prepared a Bushfire Management Plan (**Attachment 7**).

As outlined in **Attachment 7,** the site is overall classified as having a moderate bushfire hazard level given the site is generally cleared, has low fuel levels, is well separated from vegetated areas and has moderate slopes.

Based on the Smith Consulting assessment, the Amendment and future subdivision can meet the 'Acceptable Solutions' of each element of the bushfire mitigation measures as per the *Guidelines for Planning in Bushfire Prone Areas.* Accordingly, based on the Smith Consulting assessment, acceptable protection can be offered to future residents from bushfire hazards within acceptable limits.
To address the Guidelines, there will be:

- The provision of multiple access routes via the public road network;
- A fire service access route is proposed adjacent to the Blackwood River. The proposed fire service access route will be 6m wide;
- Provision of a reticulated water supply and fire hydrants (for lots below 1 hectare); and
- The establishment of 20m Asset Protection Zones around future dwellings. This can be readily achieved, as part of detailed subdivision design, given the site is largely cleared and fuel levels are generally low;
- Boyup Brook is serviced by fire response units located in the Boyup Brook townsite which are close to the site. It is understood they have heavy duty and fast response vehicles that could readily service the site;
- A permeable road network is proposed;
- Advising prospective purchasers of bushfire risk, their obligations and relevant publications addressing bush fire safety; and
- For lots within the bushfire prone area, building construction and protection standards pursuant to the Building Code of Australia and if required to Australian Standard 3959-2009 *Construction of Buildings in Bushfire Prone Areas*.

There will be a need to prepare a Bushfire Management Plan to support a subdivision application(s) with associated BAL-Contour mapping. Future development can achieve a BAL rating between BAL – Low to BAL 29.

Additional more detailed bushfire investigations will occur at the subdivision, development and building permit stages.

5.7 Landscape enhancement

The site and area are characterised by a mix of land uses including agricultural, rural residential, tourism and community uses. Agricultural operations are primarily cropping and grazing. There is some native vegetation on the site which includes on rocky outcrops, along the seasonal watercourses and adjoining the Blackwood River.

The site's landscape, when viewed from Bode Street/Boyup Brook-Arthur Road, forms part of the 'gateway' into Boyup Brook. The site presents as an open cropping landscape which is complemented with areas of native vegetation.

The site is partially screened from Bode Street/Boyup Brook-Arthur Road by existing vegetation.

There is a need to retain the 'rural' character of the site adjoining Bode Street/Boyup Brook - Arthur Road.

The site will assist to accommodate a sizeable component of the future growth of Boyup Brook. As such, it is not intended that development be invisible, but development will be sensitively integrated with the landscape. The landscape impact of new development will be mitigated by measures including:

- Retaining existing native vegetation where possible;

- Revegetation will enhance the amenity of the site. Revegetation will be undertaken at the subdivision stage particularly adjoining Bode Street/Boyup Brook-Arthur Road, to provide a vegetated entrance into Boyup Brook;
- It is proposed to undertake planting with a depth of 5m adjoining Bode Street/Boyup Brook-Arthur Road. While details are proposed to be addressed as a subdivision condition, it is expected there will be a mix of trees and shrubs of different heights. The proposed planting, when combined with the existing vegetation in the road reserves, will effectively filter future development when viewed from Bode Street/Boyup Brook-Arthur Road;
- The Amendment and resulting subdivision/development will have manageable landscape impacts given future lots will be spacious. There will be generous sized lots adjoining Bode Street/Boyup Brook – Arthur Road will be at least 1 hectare in area. Accordingly, there will be a sensitive interface between future development and Bode Street/Boyup Brook - Arthur Road;
- Future dwellings will have generous setbacks from Bode Street/Boyup Brook - Arthur Road of approximately 50 metres;
- LPS2 provisions will control new development including building materials and outbuildings;
- LPS2 provisions and the Residential Design Codes only permit only one house on each lot. This is considered appropriate in the context of spaciousness and minimising visual impact; and
- There are opportunities to establish restrictive covenants to control building design. This matter is further considered in section 5.13.

There is landowner support for a landscaping theme for the estate along with consideration of long term management of the vegetation.

The landowner supports planting suitable street trees along with planting near Bode Street/Boyup Brook-Arthur Road. At this early stage of the planning/design process, the preference is London Plane trees given they have lower bushfire risks than native trees. It is proposed to enhance the site through street trees in road reserves to enhance the area's amenity which is done in a way that does not impact BAL ratings. There will also be replanting on future lots.

It is considered that the above measures adequately serve to maintain the desired landscape character for the site and for Boyup Brook.

5.8 Environmental impact

5.8.1 Overview

Various technical assessments relating to environmental land management considerations were proposed to support the Amendment including:

- Local Water Management Strategy (**Attachment 5**);
- Site Soil Assessment (**Attachment 6**); and
- Targeted Black Cockatoo Habit Survey Report (**Attachment 11**).

Both **Attachments 5** and **6** include a nutrient modelling report.

Based on these assessments and the resulting design of the Concept Plan (**Attachment 8**), it is expected that the Amendment and associated subdivision/development will have negligible environmental impacts for reasons including:

- The site has been generally cleared. The remaining native vegetation can be conserved through larger lots containing important areas of native vegetation, building envelopes and carefully designing roads and locating development on cleared land and avoiding significant/Black Cockatoo habitat trees in particular;

- Most native vegetation is degraded due to past stocking. While noting this, there are opportunities for appropriate revegetation/landscaping on portions of the site including the seasonal watercourses, additional planting adjoining Bode Street and Boyup Brook-Arthur Road, in road reserves and planting undertaken by landowners;
- Key environmental assets, including water resources, can be suitably addressed through appropriate servicing, design and management;
- The site is not within a public drinking water source area;
- Groundwater is well below the natural ground level for most of the site (**Attachments 5** and **6**);
- Detailed design, at the subdivision and development stages, will address road design, lot layout and orientation, on-site stormwater management and ensure there is minimal disturbance of the topography;
- The site is not within the trigger distance area of SPP 5.4 Road and Rail Noise;
- There will be appropriate setbacks between future development areas and Bode Street/Boyup Brook – Arthur Road to further reduce noise impacts;
- Site conditions are overall appropriate for on-site sewerage disposal (refer to **Attachment 6**);
- Nutrient modelling reveals the subdivision/development will have similar or lower nutrients than existing rural activities (**Attachments 5** and **6**);
- It will be appropriately serviced including that stormwater will be effectively managed in accordance with the Local Water Management Strategy (**Attachment 7**);
- The site is not classified as a contaminated site by the Department of Water and Environmental Regulation (DWER);
- There is low acid sulphate soil risk;
- The site adjoins the Boyup Brook townsite reducing the need for motorised transport and providing opportunities for cycling; and
- It will be subject to subdivision and development conditions.

There are no significant impediments to the future subdivision and development of this site as evidenced by the supporting technical investigations. This is subject to an appropriate design response and adopting appropriate mitigation measures. Accordingly, it is suggested that subject to addressing subdivision and development conditions, future subdivision/development should result in minimal on-site or off-site environmental impacts.

5.8.2 Flora and fauna

The majority of the site has been cleared and used for cropping. Remaining native vegetation is focused in a few smaller sections of the site. It is proposed to incorporate these areas into public open space or larger lots.

A Targeted Black Cockatoo Habit Survey (**Attachment 11**) has informed the Amendment and Concept Plan.

It is proposed to limit clearing of native vegetation where possible and practical.

It is proposed to conserve all significant/Black Cockatoo habitat trees.

5.8.3 Flood risks

A small portion of the site, near the Blackwood River, is subject to flood risk (**Attachment 5**). While there is no available flood mapping, a precautionary approach has been adopted based on DWER advice.

At the subdivision stage, the detailed design will provide building envelopes. This will ensure that all lots have a suitably sized building envelope located outside of the 1 in 100 ARI floodplain. This is reflected in the provision of public open space and generous residential lots near the Blackwood River. Future buildings are required to be appropriately setback from the Blackwood River and seasonal

watercourses. There is also a need for a minimum floor level of 190.5m AHD based on DWER advice (be outside of the 190m AHD plus development to have a freeboard of 0.5m).

5.8.4 Hydrology

The site adjoins the Blackwood River. There are three seasonal watercourses on the site which drain into the Blackwood River.

The site is not located within a Public Drinking Water Source Area.

5.8.5 Road noise

State Planning Policy 5.4 Road and Rail Noise (SPP 5.4) does not apply to the site with no part within the 'trigger distance'.

5.9 On-site sewage disposal

The Concept Plan responds to the characteristics of the site (including in **Attachment 6**) and sets out a range of lot sizes and other design elements. In particular, larger lots are provided in the western section, adjoining the Blackwood River and adjoining seasonal watercourses.

South Environmental have undertaken a Site Soil Evaluation which is provided in **Attachment 6**. In summary, the assessment reveals:

- There are three soil types which are all capable to accommodate residential development;
- 13 test holes were undertaken throughout the site to a depth of 2 metres. Only 2 test holes encountered groundwater. Typically, the test holes revealed soils consisting of silty sand over deep sands or over sandy loam/sandy clay loam;
- There was no evidence of acid sulphate soils;
- The site is physically capable of residential subdivision/development. In particular, the site contains soils that are conducive for on-site sewage disposal, stormwater management and building construction; and
- South Environmental conclude that the site is physically capable of unsewered residential and rural residential subdivision/development.

5.10 Movement Networks

5.10.1 Overview

Proposed roads are required to be designed and constructed to meet Shire requirements. Detailed design will occur at the subdivision stage and will be required to address topography, drainage, erosion and other requirements. In particular, all roads and intersections will be designed and constructed in accordance with the Austroads Design Guidelines to the Shire's satisfaction.

5.10.2 Roads

The Amendment site adjoins the sealed Bode Street and Boyup Brook - Arthur Road.

There is a high level of connectivity between the Amendment site and the Boyup Brook townsite which will ensure convenient vehicular and cycling access.

The Traffic Impact Assessment prepared by Donald Veal Consultants (Attachment 12) sets out that future subdivision to create 360 lots will not introduce any significant traffic or road safety issues. Since preparation of the Traffic Impact Assessment, the Concept Plan now proposes 284 lots.

The existing road network has sufficient capacity to address the additional traffic generation from the proposed subdivision/development. The subdivision/development will have manageable impacts on local roads, including on traffic flow. Additionally, there are appropriate vehicle sight distances at the intersections.

Anticipated traffic volumes from the development will not have a detrimental impact on the role or functioning of the existing road network.

The Concept Plan proposes:

- Three subdivision roads connecting with Bode Street/Boyup Brook-Arthur Road plus connections to properties to the south and east;
- Appropriate vehicular sight distances at the intersection of proposed access roads and Bode Street/Boyup Brook – Arthur Road which will facilitate safety for road users;
- No direct vehicular access between future lots and Bode Street/Boyup Brook-Arthur Road;
- Convenient vehicular access which will meet safety and amenity objectives; and
- Road reserves will be a width of 20 metres.

The Concept Plan outlines a connected and legible system which is responsive to landform. It will spread the traffic load across a number of routes. As part of detailed design, the road alignment will seek to reflect site conditions and topography and aims to minimise road construction costs by considering drainage and earthworks. It is expected that the design will incorporate measures to create an appropriate speed environment throughout the development. This may in part include some round-a-bouts, median islands, change of road construction materials and the use of street trees.

The internal road network will be designed to meet the *Liveable Neighbourhoods* standards.

The alignment and orientation of roads will cater for stormwater management requirements as well as seeking to create where possible, lots orientated north-south or east-west to maximise solar access.

As outlined in the Traffic Impact Assessment, the intersection of Bode Street/Access Road 1 is unlikely to require auxiliary right turn lane treatment (when turning right from Bode Street into Access Road 1) as subdivision/development proceeds.

At the subdivision stage, crossovers to be suitably located and designed.

5.10.3 Walking and cycling

The site's location and attributes provide opportunities for cycling and walking.

Walking and cycling will be promoted through the provision of low-speed roads to encourage convenient and safe pedestrian and cycling movement.

It is intended to provide opportunities for informal walking/cycling within generous sized road reserves (20 metres wide) with overall low traffic volumes. There will be opportunities for looped walking/cycling circuits.

At the subdivision stage, a dual use path may be constructed by the developer along Road 1 (west of Road 2) as set out in the Traffic Impact Assessment.

A pedestrian/cyclist link is proposed, in-time, to be established between the site and the Boyup Brook townsite, via the trail to Skeleton Bridge with a connection to the site. There will also be a path near the Blackwood River adjoining the Amendment site. The link will be appropriately aligned to minimise clearing. It will be a valuable recreation resource for residents and visitors.

5.10.4 Connectivity to adjoining land

As outlined in earlier sections, the Concept Plan provides a high degree of connectivity to adjoining land. The Concept Plan proposes various road connections to the east and south. These measures provide appropriate connectivity between future development on the site and surrounding areas.

5.11 Development setbacks and building exclusion areas

Most lots will rely on Scheme setbacks.

At the subdivision stage, it is expected there will be a need to set building envelopes for rural residential lots and for

some residential lots that have site specific constraints including flood impacted land, rock outcrops or seasonal waterlogging. Additionally, wastewater exclusion areas may be required for lots to address setbacks from the Blackwood River and seasonal watercourses.

Building envelopes are generally not sought to be established unless practically justified to account for sewage disposal, visual buffering or other requirements.

In most instances building setbacks will specifically relate to the *Residential Design Codes* for the R5 code, however where the physical site characteristics dictate building envelopes will be established.

The key development considerations are shown on Attachment 4, in particular setbacks for lots near the resource recovery facility, near the Blackwood River and adjoining seasonal watercourses. These development considerations have guided the Concept Plan (**Attachment 11**).

5.12 Services

5.12.1 Overview

The Servicing Report by Peter Eastlake Consulting Engineer is outlined in **Attachment 12**.

The site is capable of being serviced by all necessary utilities required for subdivision/development. Since preparation of the Servicing Report, Water Corporation have advised there is sufficient scheme water available for growth of the Boyup Brook townsite plus subdivision/development of the Amendment site. It is understood that capacity allowances have been made to provide services to the locality. There is a need for more detailed investigations and design to ensure there is capacity of these services for the subdivision/development. The capacity of infrastructure to service future subdivision will need to be determined prior to the issue of titles.

Future subdivision will be appropriately serviced in accordance with Shire, WAPC and other government agency requirements. Future subdivision will require the extension and upgrading of essential civil infrastructure such as reticulated water and power.

Given the moderate slopes and generous lot sizes, it is expected that retaining walls on property boundaries can be avoided. There may be minor filling and retaining associated with the house and shed pads or in some instances, the land application area for on-site wastewater disposal. Houses should be suitably raised above the natural ground level.

5.12.2 Stormwater management

The site is located at the top of the catchment and it contains parts of separate smaller sub-catchments.

A Local Water Management Strategy (LWMS), see **Attachment 7**, has been prepared by South Environmental to support the Amendment and associated Concept Plan. The LWMS sets out:

- Groundwater and surface water considerations can be suitably addressed;
- Stormwater from future subdivision/development is required to be effectively managed and appropriately implemented. The details will be progressed through addressing subdivision conditions;
- The proposed lots are generous in size can accommodate stormwater drainage detention on-site;
- Future dwellings and sheds will require drainage to be contained on-site for relevant rainfall events. This is expected to occur through a combination of soakwells and rainwater tanks;
- Each lot is provided with a stormwater connection;
- It is proposed that there will be piped drainage in the road reserves which will be detained in basins; and
- To accommodate major events, the roads will be designed to safely

convey runoff from large storm events (up to 1% AEP).

The LWMS outlines that stormwater can be appropriately managed to achieve the water quality objectives outlined in *State Planning Policy 2.9 Water Resources* and associated guidelines *Better Urban Water Management*. In particular, there is a need to adopt a water sensitive design that seeks to retain, treat and use water, to minimise runoff and to promote at source infiltration.

Stormwater is required to be effectively designed, constructed and managed to the satisfaction of the Shire and DWER to meet publications such as *State Planning Policy 2.9 Water Resources*, *Better Urban Water Management* and *Stormwater Management Manual for Western Australia.* This will require a water sensitive design that seeks to detain, slow down and treat peak flows that especially addresses 'first flush' run off treatment. This includes that post development hydrology is required to be designed to be as close as possible to the pre-development hydrology.

The LWMS has informed the Concept Subdivision Plan, including proposed lot sizes.

Noting the proposed generous lot sizes, future subdivision/development will create manageable stormwater implications. There is also the opportunity to revegetate where appropriate.

Based on **Attachment 7**, it is suggested that stormwater can be effectively managed on the site. For instance, there are opportunities for infiltration on the site. Additional runoff generated by the development will be detained within the site and managed through the use of rainwater tanks, soak wells, vegetated swales and detention basins.

In addition to reticulated water supplies, onsite rainwater capture and storage is encouraged as a sustainability measure and will assist in stormwater attenuation.

A key matter for the detailed civil design stage is treating and controlling runoff from roads.

The LWMS identifies that an Urban Water Management Plan (UWMP) is required as a condition of subdivision approval. The UWMP will need to address relevant matters to support detailed design. The UWMP:

- Is required to ensure that peak discharge from the subdivision/development does not exceed the pre-development levels;
- Will outline management arrangements to improve water quality leaving the site, as a result of the proposed development and the associated drainage strategy, compared to the current situation;
- Address the extent of localised flooding on the site and ensure that no development is located in flood impacted areas;
- Give appropriate consideration for 'wet' sections of the site and their future use and management and should development be proposed in these areas, this will need to appropriately address land capability and suitability, provide engineering designs/certification;
- Give careful consideration to the retention and future management of existing dams and unless required as part of an approved drainage system for on-site detention;
- Ensure that any dams not required for drainage purposes should be privately owned and managed with responsibilities known to all stakeholders 'up-front'; and
- Ensure that any new dams, relocating existing dams and generally altering watercourses will be determined in close association with DWER.

5.12.3 On-site sewage disposal

The *Government Sewerage Policy* outlines the general requirement to connect new subdivision and/or development to, or provide for, reticulated sewerage in accordance with the provisions of 5.1.1.

Where provisions 5.1.1 do not apply, such as future subdivision and development proposed on this site, on-site sewage disposal may be considered where the responsible authority is satisfied that:

- Each lot is capable of accommodate on-site sewage disposal without endangering public health or the environment; and
- The minimum site requirements for on-site sewage disposal are met.

The site is remote from the reticulated sewerage network.

Reticulated sewerage is not available in the Shire of Boyup Brook, feasible or necessary. Instead, future subdivision/development will be serviced by on-site sewerage disposal. As reflected in the *Local Planning Strategy,* connection to reticulated sewerage will not be required.

Given the proposed generous lot sizes, future subdivision/development will be serviced by on-site sewage disposal to comply with the *Government Sewerage Policy*.

Attachment 6 sets out the Site Soil Evaluation, from South Environmental, which addresses the *Government Sewerage Policy* for this stage of the planning process. Other than the more constrained western section, the assessment demonstrates that the proposed residential and rural-residential uses and anticipated lot sizes are capable of accommodating on-site sewage disposal.

South Environmental note that:

- The site is considered to be suitable for receiving wastewater for onsite disposal using conventional wastewater systems for most of the property;
- Future lots will be generous in area which will provide space to accommodate and treat on-site sewage disposal (land application area). In more constrained areas, lot sizes will be above 1 hectare and will require secondary treatment systems;
- The site is not within a Public Drinking Water Source Area and is not classified as sewage sensitive;
- The minimum lot size for residential development is one dwelling per 2,000m^2;
- There are three seasonal watercourses which traverse the site. On-site sewage disposal systems within 100m of the seasonal watercourses are required to be secondary treatment systems;
- Site conditions have appropriate capability for residential and rural residential subdivision/development; and
- There will be a further need to address on-site sewage and gain relevant approvals at the subdivision, development and building permit stages.

There may be a need to provide modest fill to accommodate a land application area for a small portion of the site. This is in order to ensure suitable clearances between the natural ground level and late winter ground water levels to accommodate on-site sewage disposal.

The Concept Plan has been informed by the Site and Soil Evaluation through generous lots sizes and appropriate setbacks from the Blackwood River and seasonal watercourses.

5.12.4 Water supply

Rural residential lots will be serviced with rainwater tanks that are a minimum of 92,000 litres.

Proposed lots below 1 hectare are required to be connected to the reticulated (scheme) water system based on WAPC requirements.

Water Corporation has confirmed there is sufficient reticulated water supply network to serve the Boyup Brook townsite. There is a need to extend the network and also construct a high-level water tank to

maintain minimum water pressure requirements.

Water Corporation's advice confirms there is sufficient capacity to service the proposed subdivision/development on the Amendment site. It is expected there will be a need to create an elevated tank on the site.

At the subdivision stage, the developer's consulting engineer will again approach Water Corporation for information about system capacity and constraints and will conduct engineering investigations to determine the viability of water servicing, from both an engineering and cost perspective. The developer's consulting engineer is required to determine if the system pressure and tank elevation is sufficient to supply the proposed subdivision/development. Proposed lots are required to have sufficient pressure to meet Water Corporation's licence conditions and it's Customer Charter.

The subdivision will also be serviced by fire hydrants.

In addition to reticulated water, there are opportunities for additional water supply provision such as landowner's installing rainwater tanks which have sustainability and stormwater management benefits.

5.12.5 Power supply and telecommunications

All proposed lots will be serviced with underground power and required telecommunication infrastructure.
Subject to State Government policy and project feasibility, there may be scope for 'green' energy provision and/or battery storage. Alternatively, it is expected that the electrical network will be extended and designed to service future lots. The subdivision will be serviced with underground power. Transformer(s) will be suitably located and will distribute power to the lots by means of low voltage cabling and pillar units (green domes).

It should be noted that due to the dynamic nature of Western Power's network, infrastructure requirements and connection points referred to in the Engineering Servicing Report may differ when applications are placed in the future.

It would be preferable that there is no street lighting but instead to promote 'dark sky' principles.

Based on **Attachment 10**, it is expected NBN will be provided by fixed wireless.

5.12.6 Gas

Reticulated gas is not available in this locality. If required, it will be provided by bottled gas.

5.13 Restrictive covenants

Restrictive covenants will be required to limit direct vehicular access between lots and Bode Street/Boyup Brook – Arthur Road.

It is expected that the developer will establish restrictive covenants prior to the issue of titles. The restrictive covenants will assist to promote suitable building design to maintain the area's amenity.

5.14 Land supply

There is a shortage of available and serviced residential and rural residential lots in Boyup Brook.

The planning framework supports the on-going growth of Boyup Brook as a district centre. The site forms part of Boyup Brook's 'development footprint' as established by the planning framework including the Local Planning Strategy which identifies the site in a Planning Area of 'Residential & Rural Residential'.

The Local Planning Strategy sets out a need to provide additional residential and rural residential land in Boyup Brook. The Amendment site will provide an important supply of lots in Boyup Brook. The site provides an opportunity for a wide range of lot sizes and housing choices.

5.15 Foreshore reserve and public open space

A foreshore reserve of approximately 5.2 hectares is outlined on the Concept Plan. Additionally, a centrally located area of public open space/community purpose site of approximately 2 hectares is provided.

The foreshore will have recreation 'nodes' along with a continuous reserve adjoining the Blackwood River for the site's entire frontage.

The proposed Scheme provisions set out the need for appropriate management of the foreshore. A Foreshore Management Plan will be required (preparation and implementation) as a subdivision condition. The foreshore reserve will be ceded free of cost by the subdivider.

The subdivider will be responsible for defining, likely through suitable fencing (that does not impede flood waters) the boundary between freehold lots and the foreshore reserve. The Concept Plan shows indicative walk/cycle on the foreshore.

There is a need to work through matters including weed control, revegetation and restricting vehicular access to the foreshore (other than a Fire Service Access Route and to designated public carparks).

Most proposed lots are within 400 metres of future POS (centrally located or on the foreshore). A range of recreational facilities are nearby in Boyup Brook.

It is noted the generous lot sizes (minimum lot size of 2000m^2 to 2 hectares) also provide opportunities for on-site recreation.

There will be cycling paths linking the site to the Boyup Brook townsite via Ritson Street and along the former railway line.

The Concept Plan provides for convenient cyclist and pedestrian links throughout the site. It is intended to provide opportunities for informal walking/cycling within generous sized road reserves (20 metres wide) with overall low traffic volumes. There will be opportunities for looped walking/cycling circuits.

5.16 Staging

A staged development will occur. The first stage is expected to be the northern section given this reduces upfront servicing costs due to proximity to services. The staging will be dependant on a number of factors including pre-sales/demand, feasibility, detailed servicing considerations and ensuring there is two-way vehicular access to address *State Planning Policy 3.7 Planning in Bushfire Prone Areas.*

5.17 Supporting the local economy and community

Approval and implementation of the Amendment will have various economic and community benefits including:

- Supporting local employment through the construction of subdivision works and new dwellings;
- Supporting existing or additional local services and community infrastructure;
- Assisting in a more sustainable local economy;
- Increasing population in Boyup Brook which assists in its overall viability, vitality and prosperity;
- Building onto an existing community with established facilities, services and infrastructure and assist to strengthen and sustain Boyup Brook;
- Providing a greater choice for those wishing to buy lots in Boyup Brook in an attractive locality close to the townsite; and
- Broadening the Shire's economic base to assist with increasing local resilience.

The Amendment is consistent with the planning framework which promotes employment and economic growth in Boyup Brook.

5.18 Planning justification

The planning justification for the Amendment is summarised in Table 2. Given the below, the Amendment and associated Concept Plan are considered consistent with the planning framework and the principles of orderly and proper planning.

Table 2 – Summarised Planning Justification

Strategic	Land Use Planning	Environment and Landscape	Transport and Servicing	Economic and Community
The Amendment is consistent with the planning framework. The site adjoins the Boyup Brook townsite which will reinforce Boyup Brook as a district centre. The site is well located for residential and rural residential uses including it is compatible with adjoining and nearby uses. The proposed Special Use zone, between the townsite and rural uses, represents orderly and proper planning. It assists to meet the demand for residential and rural residential development in Boyup Brook in a planned, orderly and sustainable manner. It will provide opportunities for a significant supply of land offering a range of lifestyle choices close to the Boyup Brook townsite. The proposal will provide a new form of lot sizes and lifestyle opportunities in Boyup Brook.	The site is suitable and capable of residential and rural residential uses. Development will be effectively controlled through LPS2 provisions. The Concept Plan provides a co-ordinated approach to future subdivision/ development. The site is well located for the proposed land uses. There are appropriate buffers and mitigation measures to the resource recovery facility and to farming operations. Aboriginal heritage constraints are acknowledged and will be reviewed in greater detail at the subdivision stage.	The majority of the site has been previously cleared. Remaining environmental assets, in particular native vegetation, can be appropriately conserved and there are opportunities for environmental repair/replanting. Subject to suitably addressing stormwater management, future development is unlikely to create any adverse environmental impacts. Bushfire management measures will comply with the objectives of SPP 3.7 and the *Guidelines for Planning in Bushfire Prone Areas*. The site is not located in a public drinking water source area. There are manageable landscape impacts when viewed from Bode Street/ Boyup Brook-Arthur Road and opportunities to enhance the site's appearance including through replanting.	The site has excellent road connectivity and easy access to Boyup Brook and other areas. Traffic impacts can be readily accommodated on Bode Street/Boyup Brook - Arthur Road. Safe vehicular access can be achieved between the site and Bode Street/Boyup Brook - Arthur Road. There is no direct access between lots and Bode Street/Boyup Brook - Arthur Road. The Concept Plan facilitates opportunities for cycling and walking. The subdivision/ development will be appropriately serviced. On-site sewage disposal and stormwater management can be appropriately located and designed to the satisfaction of the WAPC, Shire and relevant agencies. The site is suitable and capable for the intended use including achieving realistic building, effluent disposal and stormwater outcomes.	It will promote job creation by supporting the development of Boyup Brook and assist to diversify and grow the local economy. This includes adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided. Approval and implementation of the application will assist to increase population in Boyup Brook and in-turn support economic activity and support local services. The site is close to the Boyup Brook townsite and will complement Boyup Brook and supporting businesses, facilities and services.

6. CONCLUSION

This report confirms that the Amendment is consistent with the planning framework and that the site is both suitable and capable of accommodating residential and rural residential subdivision/development.

The Amendment will facilitate the development of the site into generous sized lots that will complement the Boyup Brook townsite. The preceding sections have examined various planning principles, statutory and policy considerations, environmental and servicing matters regarding the proposed rezoning.

The Amendment will establish the appropriate zoning for the site and future subdivision/development will be guided by the Concept Plan and a required Local Structure Plan. Existing and proposed LPS2 provisions will ensure that subdivision and development will be effectively controlled.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment to rezone the site from 'Rural' to 'Special Use (SU2)'.

Photo 4: central location

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF BOYUP BROOK

LOCAL PLANNING SCHEME No. 2

AMENDMENT No. 24

The Shire of Boyup Brook under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above Local Planning Scheme by:

1. Rezoning Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from the 'Rural' zone to the 'Special Use (SU2)' zone.

2. Inserting provisions in Table 5 - Special Use Zones in Scheme Area:

No.	Description of land	Special use	Conditions
SU2	Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook	A future residential estate, contemplating both residential R5 and rural residential zones, where the mix of lots is to be addressed via a structure plan. Permissibility: Uses permitted within the areas designated as 'Residential' are as per the Zoning Table. Uses permitted within the areas designated as 'Rural Residential' are: Ancillary Dwelling 'P' Art Gallery 'D' Bed & Breakfast 'D' Community Purpose 'D' Family Day Care 'A' Holiday House 'D' Holiday Accommodation 'A' Home Business 'D' Home Occupation 'P' Home Office 'P' Home Store 'D' Industry – Cottage 'D' Recreation – Private 'A' Repurposed Dwelling 'D' Residential Building 'A' Rural Home Business 'A' Second Hand Dwelling 'D' Single House 'P' Telecommunications Infrastructure 'D' Wayside Stall 'D' All other uses are 'X' (prohibited).	**General application** 1. The conditions in this schedule apply to SU2 in addition to all other relevant provisions in the Scheme. 2. If there is a conflict between any other provision in the Scheme, this Schedule prevails. **Structure Plan** 3. Prior to subdivision and development, a structure plan is to be prepared and endorsed by the WAPC. 4. Proposed future zones and reserves in the structure plan are to accord with the zones and reserves of the Scheme. 5. In addition to the matters required in clause 16 of the deemed provisions, the structure plan is to address the below: i. Arrangements for licensed electricity supply; ii. Provision of a licensed water supply for lots designated for residential purposes with a minimum lot size of 2000m^2; or iii. If a licensed water supply is not to be provided, lots are to be designated as rural residential with a minimum lot size of 1 hectare; iv. Site and soil evaluation to determine: (a) Areas where depth to groundwater is less than 0.5m which are to contain lots with a 1 hectare minimum lot size; and (b) Land application area locations not subject to inundation; v. Water management and protection as per a Local Water Management Strategy report including nutrient balance modelling and mitigation; vi. Foreshore management, including:

No.	Description of land	Special use	Conditions
			(d) Identification of flood prone areas; (e) Allocation, management and design of river and seasonal creek foreshore reserves and areas of public open space; (f) Proposed arrangements for weed control, revegetation, fencing, pedestrian access and restrictions on vehicular access; vii. Protection of endangered black cockatoo habitat trees and suitable significant trees to the satisfaction of the local government and responsible agencies; viii. Bushfire risk criteria including access and egress for various subdivision stages; ix. Traffic Impact Assessment, including potential upgrades to existing roads and intersections servicing the proposed estate; x. A movement network that provides suitable transport options for vehicle, bicycles and pedestrians. **Subdivision** 6. Future subdivision shall generally be in accordance with a structure plan endorsed by the WAPC. 7. Aboriginal heritage protection as per an ethnographic and archaeological survey by a qualified consultant. 8. Based on a Foreshore Management Plan, the WAPC may impose conditions relating to revegetation and management of seasonal creeks. 9. The WAPC may impose conditions relating to: v. Revegetation and landscape planning addressing buffer strip planting adjoining Boyup Brook – Arthur Road/Bode Street and surrounding rural use land; vi. Ongoing separation of lots to remaining rural use land within the structure plan area to be staged as applicable; vii. Restrictive covenants for prevention of direct vehicular access between lots and Boyup Brook – Arthur Road/Bode Street; viii. Notifications on Title relating to: (c) Nuisance impact to residential amenity from adjacent rural operations; or (d) The Shire's resource recovery centre.

No.	Description of land	Special use	Conditions
			Note: Structure plan areas are to be zoned progressively, as land is subdivided, and when opportunities arise for scheme amendments.

3. Amending the Scheme Map accordingly.

Determines Amendment No. 24 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- An amendment relating to a zone that is consistent with the objectives in the scheme for that zone;
- The amendment is consistent with the Local Planning Strategy;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

COUNCIL ADOPTION FOR ADVERTISING

This Standard Amendment was adopted by resolution of the Council of the Shire of Boyup Brook at the …… Meeting of the Council held on the ..... day of ..... 20…..

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

This Amendment is recommended for approval by resolution of the Shire of Boyup Brook at the Ordinary Meeting of the Council held on the ……... day of ……..…… 20..… and the Common Seal of the Shire of Boyup Brook was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

DATE…….....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE…….....

ATTACHMENT 1

WESTERN AUSTRALIA

REGISTER NUMBER	
51/DP62150	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	18/9/2009

VOLUME 2727 FOLIO 332

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 51 ON DEPOSITED PLAN 62150

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

LEAFIELD PTY LTD OF POST OFFICE BOX 799, FREMANTLE

(AF L067594) REGISTERED 8/9/2009

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

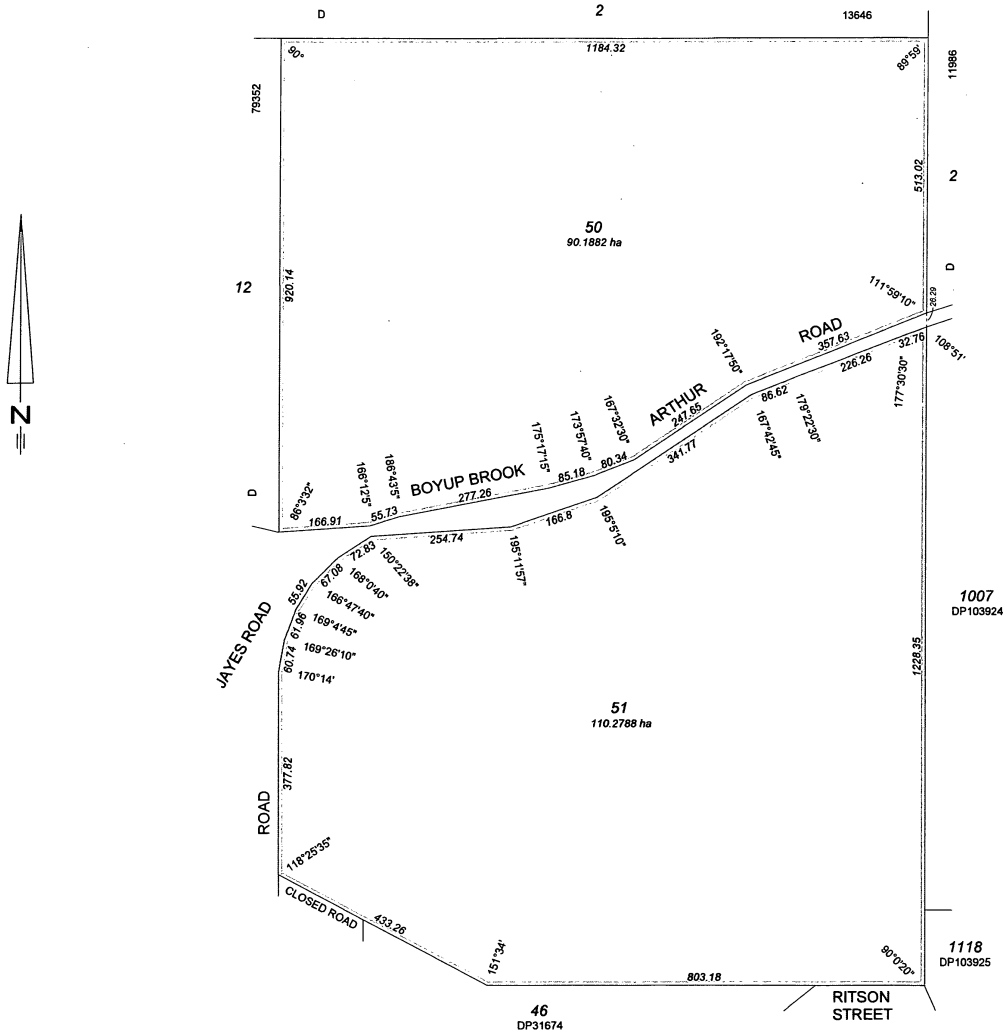
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	DP62150
PREVIOUS TITLE:	68-144A
PROPERTY STREET ADDRESS:	54 BOYUP BROOK-ARTHUR RD, BOYUP BROOK.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF BOYUP BROOK

LANDGATE COPY OF ORIGINAL NOT TO SCALE 17/11/2022 07:35 AM Request number: 64384170

Landgate
www.landgate.wa.gov.au

VERSION	AMENDMENT	AUTHORISED BY	DATE



N

COMPILED FROM DP's 103924 , 103925 , 124044 , 130070 ,144392 , 207577, 215402 , 252763 , & D's 11986 , 13646 & 79352

KEVIN MOIR
LICENSED SURVEYOR
BOX 8 , WILGA , W.A. 6243 .
PH - 97661046
FAX - 97661076

TYPE FREEHOLD
PURPOSE SUBDIVISION

PLAN OF

LOTS 50 AND 51

SSA YES / NO

DISTRICT NELSON
TOWNSITE
FILE
LOCAL AUTHORITY SHIRE OF BOYUP BROOK
LOCALITY BOYUP BROOK

FORMER TENURE: LOT 441 ON DP252763 C/T 68 - 144A
ON INDEX: BH29 (10) 1.4

SCALE: 1 : 6000 at A2
ALL DISTANCE ARE IN METRES
0 100 200

FIELD BOOK: COMPILED

SURVEYOR'S CERTIFICATE - Reg 54
I ..... hereby certify that this plan is accurate and is a correct representation of the -
(a) * survey; and / or
(b) * calculations from measurements .
(* delete if inapplicable)
undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.

Licensed Surveyor ..... Date .....

SURVEYOR'S CERTIFICATE - Compiled
I K. J. MOIR
hereby certify that this compiled plan
(a) is a correct and accurate representation of the survey(s) of subject land ; and
(b) is in accordance with the relevant law in in relation to which it is lodged

✓ K J Moir
Licensed Surveyor ..... Date .....

APPROVED BY
WESTERN AUSTRALIAN PLANNING COMMISSION
FILE 131324
DELEGATED UNDER S.16 OF THE P & D ACT 2005
DATE 9/7/2009

LODGED
DATE 29-Jun-09
FEE PAID $305.00
ASSESS No. 5442266

TYPE OF VALIDATION
FULL AUDIT
LEGAL COMPONENT G.G.M.
DOCKET 1170-2005/19
CERTIFIED CORRECT George Method 7 July 2009
LS.C.
P.S.C.

IN ORDER FOR DEALINGS
SUBJECT TO

FOR INSPECTOR OF PLANS & SURVEYS AUTHORIZED LAND OFFICER
DATE 14.7.2009

APPROVED
Approved 8.9.2009
INSPECTOR OF PLANS & SURVEYS AUTHORIZED LAND OFFICER
DATE

Landgate
Western Australian Land Information Authority

DEPOSITED PLAN
62150
ORIGINAL
SHEET 1 OF 1
VERSION 1

DP 62150

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WESTERN AUSTRALIA

REGISTER NUMBER	
1007/DP103924	
DUPLICATE EDITION **5**	DATE DUPLICATE ISSUED **18/9/2009**

VOLUME **2618** FOLIO **816**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 1007 ON DEPOSITED PLAN 103924

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

LEAFIELD PTY LTD OF POST OFFICE BOX 799, FREMANTLE

(AN L067593) REGISTERED 8/9/2009

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS O F THE LOT DESCRIBED ABOVE EXCEPT THAT PORTIN SHOWN IN THE SKETCH OF THE SUPERCEDED PAPER VERSION OF TITLE 1075-905

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	1075-905 (1007/DP103924)
PREVIOUS TITLE:	1075-905
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF BOYUP BROOK

LANDGATE COPY OF ORIGINAL NOT TO SCALE 17/11/2022 07:35 AM Request number: 64384170

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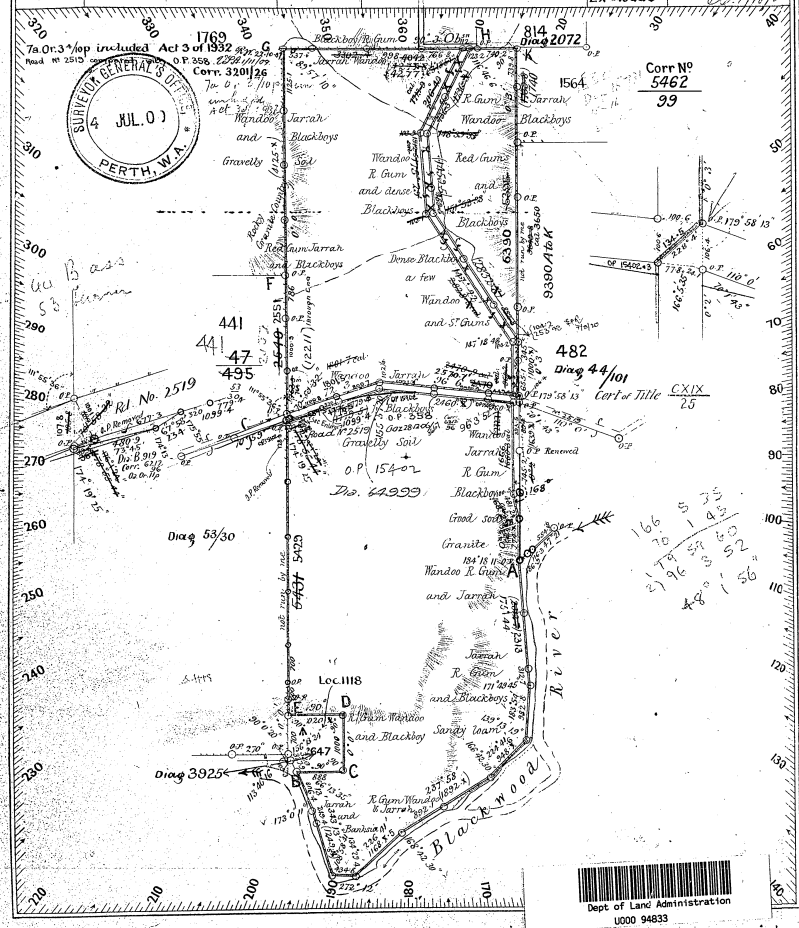
LANDGATE COPY OF ORIGINAL NOT TO SCALE 17/11/2022 07:35 AM Request number: 64384170
www.landgate.wa.gov.au

c/t 1075/904

Locn No	District or Town	C.P. No	Name of Lessee or Grantee	Acreage	Original Plan No
1007	Nelson	~~170~~ 69	George F Dickson	~~588·0·3 rm~~ 581 22·10·12 Ex Roads	102 a 142



Calculations for Area of Locn 1007

216. 2 05

No & Page of Field Book	True Bearing	Distance	N.	S.	E.	W.	Multipliers	Double Areas		
44 9	0 0'	1221·1	1221·1				0·0	1221·1		
10	90 3	4277·8		5·7	4277·8		4277·0	5·7		15825
11 Reverse	180 3	6389·7		6389·7		5·6	8548·4	6389·7	54·6	21711
12 13	180 2	2000·9		2000·9		1·7	8541·1	2000·9	256	30987
5	175 44	2312·7		2306·3	172·1		2711·5	2306·3	200	91332
5	183 54	982·8		980·5		66·8	8816·8	980·5	86	44872
6	224 41	948·7		674·5		667·1	8052·8	674·5	54	51849
	237 58	1892·1		1003·6		1604·0	5811·3	1003·6	58	32221
	226 41	1168·7		801·8		850·3	3356·5	801·8	26	91242
7	272 12	434·8	16·7			434·1	2071·4	16·7	3	1459 2
	34 3	1249·4	1196·2			360·8	1276·4	1196·2	15	26351
	336 13	806·4	737·9			325·2	590·0	737·9	4	3361
14	90 0	888·0			888·0		1152·8	0·0		
	0 0	1000·0	1000·0				3040·8	1000·0	20	110800
15	270 0	1020·2				1020·2	1020·2	0·0		
									40	37104 1229 80039
Total area excluding roads 581·32 16 25/9/01										40 37104
Portion Jarrah River										1189 42935
Close H + 27 E + 04							Portion NE corner			594 21467
Angles -0°8'23"							Close H-1 E-1		Roads	13 2931
Portion NW corner							Angles 0°0'23"			581 42157
Close K-2·5 E + 1·2										
Angles -0°0'53"										

Survey Approved as adjusted
Surveyor General
Date 6.8.1901

REFERENCE TO TREES FROM CORNERS

Corner	Bearing	Dist in Links	No & Mark on Tree	Descn of Tree	Corner	Bearing	Dist in Links	No & Mark on Tree	Descn of Tree
A	62° 20'	79·6	T 1919 1007	R. Gum	F	338° 8'	8·1	∧ 47 495	Jarrah
B	217° 21'	14·5	B 2647 1007	"	G	328° 18'	67·8	∧ 1007	"
C	158° 34'	80·2	" "	Jarrah	H	140° 4'	15·5	∧ 814	R. Gum
D	262° 15'	54·8	" "	Wandoo	J				
E	63° 35'	11·6	" "	Jarrah	K				

Azimuth observed at A and H
or assumed from
Date of Survey 13-20 June 1900
Field Book No 44 Pages 5-14
Scale 16 Chains to an Inch

I hereby certify that I personally performed the Survey represented on this diagram which to the best of my belief is accurate, and the work has been executed in accordance with the Regulations for the guidance of Surveyors.

A.G. Lewis Licensed Surveyor
Date 29 June 1900

Account passed
Calculation Bk No 1 Folio 11
Compared with F.B. 3.12.00 J.H.B.
Examined R.A. Crawford 7.12.00
Diagram passed S. E. Smith
Acting S. of Plans
1/8/01

On Standard 123 of 1901
415 50 Plan No 3415
If Plan 25.6.01
Registered 25.12.01
5/1/05

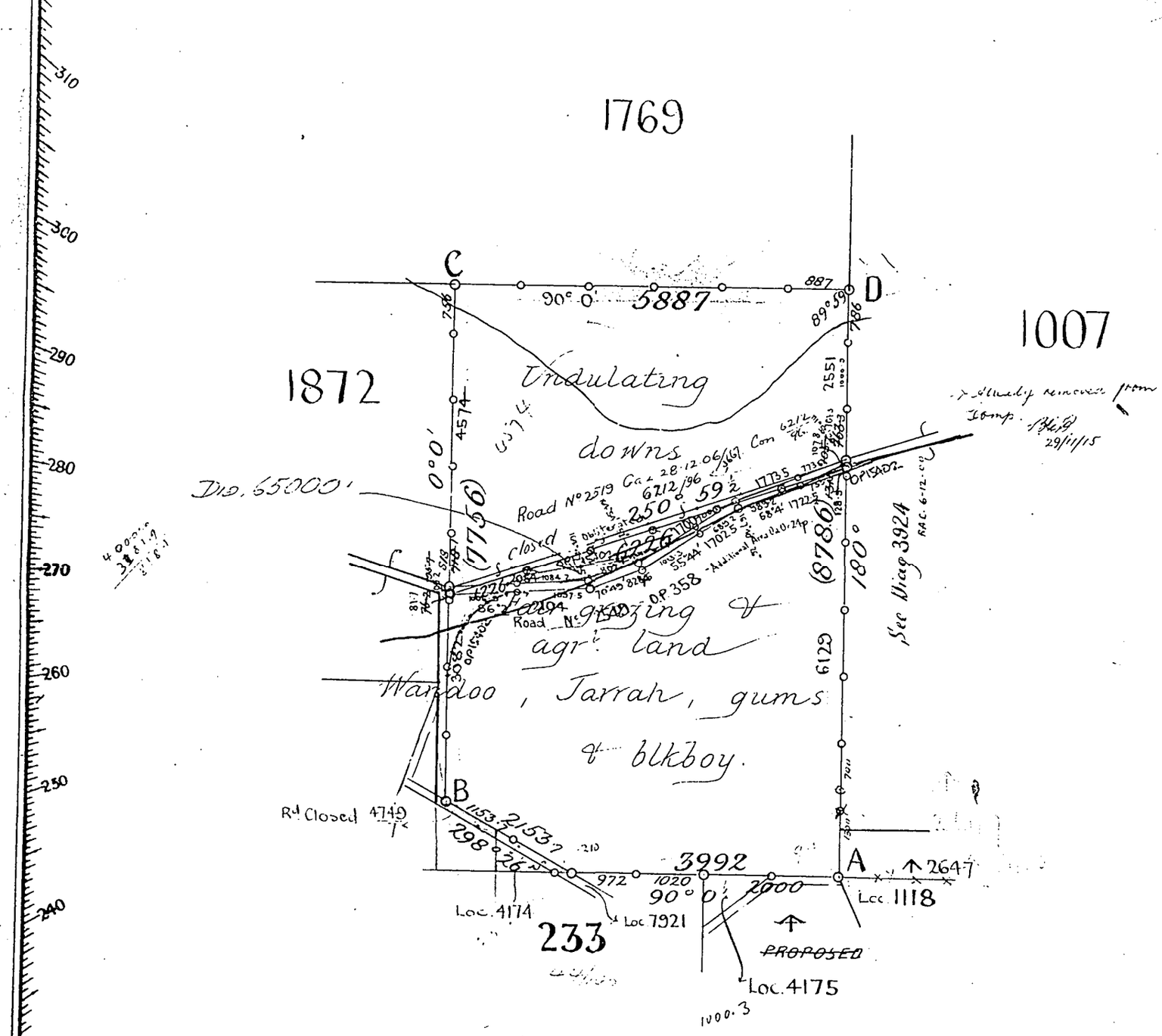
Diagram No 3924

ble Areas.

Class of holding	Name of Grantee or Lessee	No	Acreage	District or County	Original Plan No	Diagram No
Loc. ~~C.P.~~	G.F. Dickson	~~47~~ ~~495~~ 441	500 ex Road 2519	Nelson	102	53/20

352/91

Dev^n of Road No 2519 compared with OP 358 [illegible] 11/11/09



REFERENCE TO CORNERS									
Corner	Bearing	Dist. in Links	No & Mark on Tree	Descn of Tree	Corner	Bearing	Dist. in Links	No & Mark on Tree	Descn of Tree
A	329°56	70.5	47/495	B.gm	H				
B	349°5	34½	—"—	—"—	I				
C	135°33	35.7	—"—	Jarrah	J				
D	335°0'	8	—"—	—"—	K				
E					L				
F					M				
G					N				

Azimuth Observed from 233
Date of Survey Aug 1892
Field Book No 45 Page 5
Scale 20 Chains to an Inch
G.R. Cummins
Surveyor. 31.10.92

Examined & Passed 4/2/95 William Rowley Inspecting Surveyor.

On Standard Plan S.23 Cdph 22-4-95

Registered W.I.C.

LANDGATE COPY OF ORIGINAL NOT TO SCALE Wed Aug 12 16:19:39 2009 JOB 32743599

WESTERN AUSTRALIA

REGISTER NUMBER	
1118/DP103925	
DUPLICATE EDITION **2**	DATE DUPLICATE ISSUED **18/9/2009**

VOLUME **1194** FOLIO **20**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 1118 ON DEPOSITED PLAN 103925

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

LEAFIELD PTY LTD OF POST OFFICE BOX 799, FREMANTLE

(AN L067593) REGISTERED 8/9/2009

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	1194-20 (1118/DP103925)
PREVIOUS TITLE:	238-8
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF BOYUP BROOK

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF NELSON LOCATION 1118 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 1118 ON DEPOSITED PLAN 103925 ON 02-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 17/11/2022 07:35 AM Request number: 64384170

Landgate
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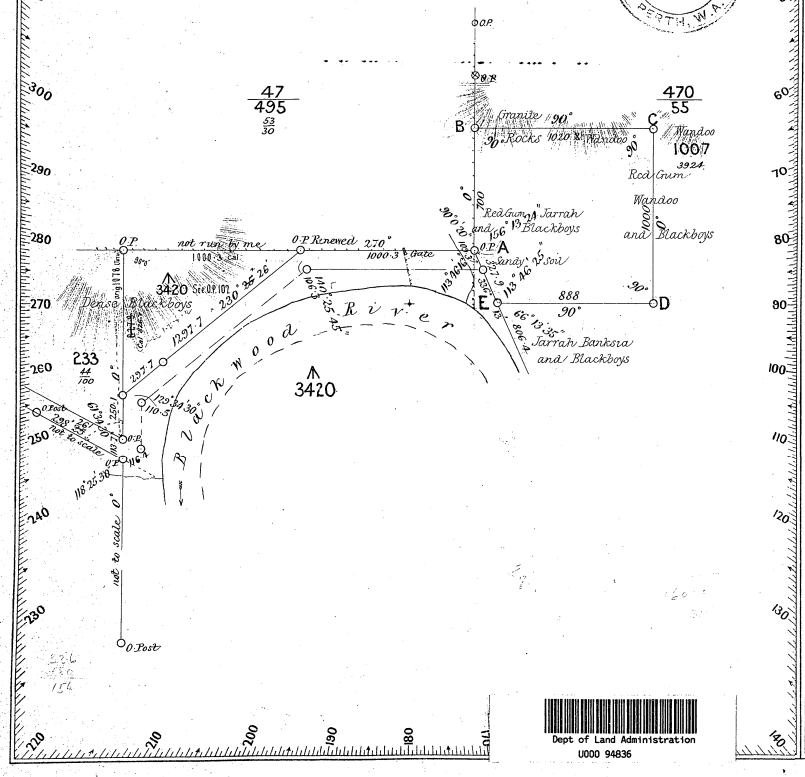
LANDGATE COPY OF ORIGINAL NOT TO SCALE 17/11/2022 07:35 AM Request number: 64384170
www.landgate.wa.gov.au

Res. ~~Locⁿ~~ Nº	District or Town	C.P. Nº	Name of Lessee or Grantee	Acreage	Original Plan Nº
Loc 1118 A ~~2647~~ (School)	Nelson		Church of England School Site	10	102

Gaz. 9. 11. 94

Corr Nº 2545/94

SURVEYOR GENERAL'S OFFICE 4 JUL 00 PERTH, W.A.



Dept of Land Administration
U000 94836

Calculations for Area of A 2647

Nº & Page of Field Book	True Bearing	Distance	N.	S.	E.	W.	Multipliers		Double Areas	
44 13	0 0	700	700					700		
"	90 0	1020·2			1020·2		1020·2			
14	180 0	1000·		1000			2040·4	1000		20 4004
"	270 0	888				888	1152·4			
"	336 11	327·9	300·1			132·2	132·2	300·1	39673	
									20 4004	
									39673	
									20 00727	
									10 00363	

Area 10.0.0 a r p
Close N 0° x E 1·0·2 Links
Angles + 0·9"

Survey approved as adjusted ✓
Harry F Edmiston Surveyor General
Date 21. 9. 1900

REFERENCE TO TREES FROM CORNERS

Corner	Bearing	Dist in Links	Nº & Mark on Tree	Descⁿ of Tree	Corner	Bearing	Dist in Links	Nº & Mark on Tree	Descⁿ of Tree
A	329° 59'	70·3	A 2647	Ma Tree (not noted)	F				
B	63° 39'	11·6	A 2647 1007	Jarrah	G				
C	262° 45'	54·8	" "	Wandoo	H				
D	158° 34'	80·2	" "	Jarrah	J				
E	217° 21'	14·5	" "	R Gum	K				

Azimuth observed at
or assumed from survey of Loc 1007
Date of Survey 20 June 1900
Field Book Nº 44 Pages 13 & 14
Scale 5 Chains to an Inch

I hereby certify that I personally performed the Survey represented on this diagram which to the best of my belief is accurate, and the work has been executed in accordance with the Regulations for the guidance of Surveyors.

Alfred Lewis Licensed Surveyor
Date 29 June 1900

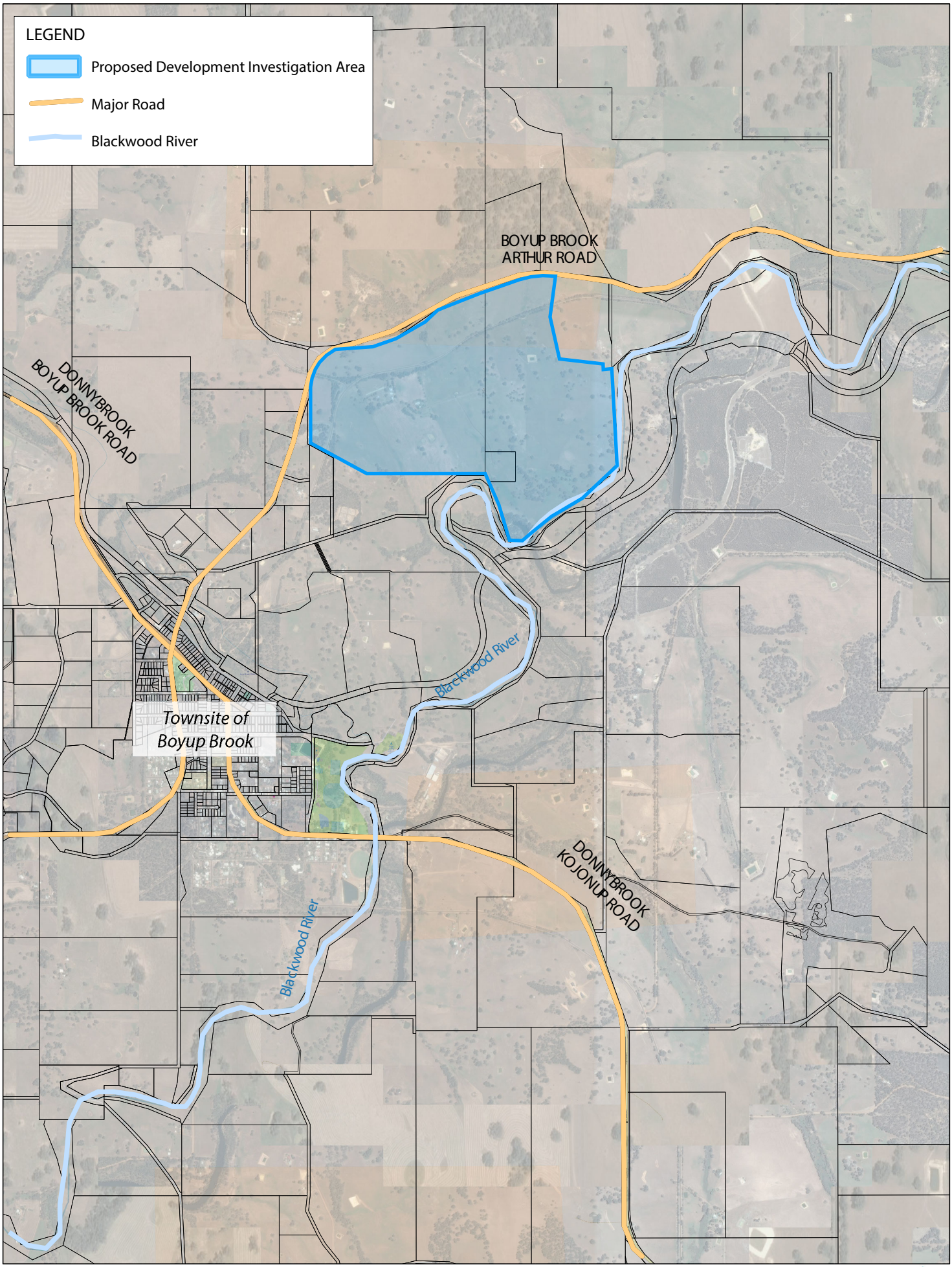
Account passed
Calculation Bk Nº 17 Folio 42
Compared with F.B. C.P. Hardy 1.9.00
Examined C.M.R.U. 20.9.00
Diagram passed William Rowly 20.9.00

On Standard Plan A 8 & 9 & 15 & 20 & 21 Diagram Nº 3925

Registered 10 & Paid 5.7.00.

3925

ATTACHMENT 2



LOCATION PLAN - PROPOSED DEVELOPMENT INVESTIGATION AREA
Boyup Brook - Arthur Road
Boyup Brook

N

0 500 1000 1500 m

1:40,000

edge PLANNING & PROPERTY
Edge Planning & Property
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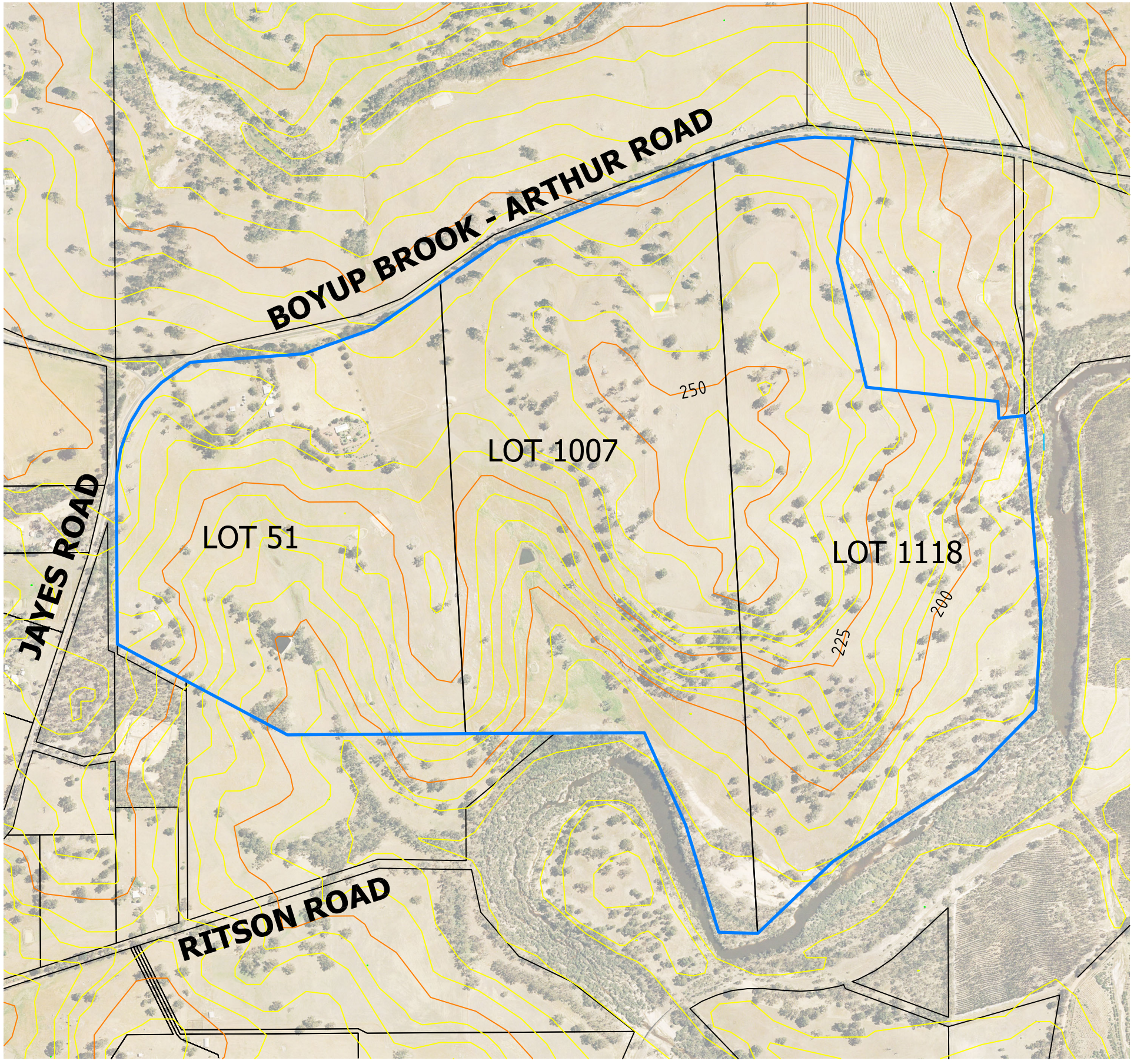
ATTACHMENT 3



LEGEND

- Local Structure Plan Boundary
- Existing Lot Boundary
- Contours

SITE PLAN
LOT 51, 1007 and 1118.
BOYUP BROOK-ARTHUR ROAD, BOYUP BROOK
SHIRE OF BOYUP BROOK

N
SCALE APPROX. 1/10000
DATE 12th OCTOBER 2021

edge PLANNING & PROPERTY

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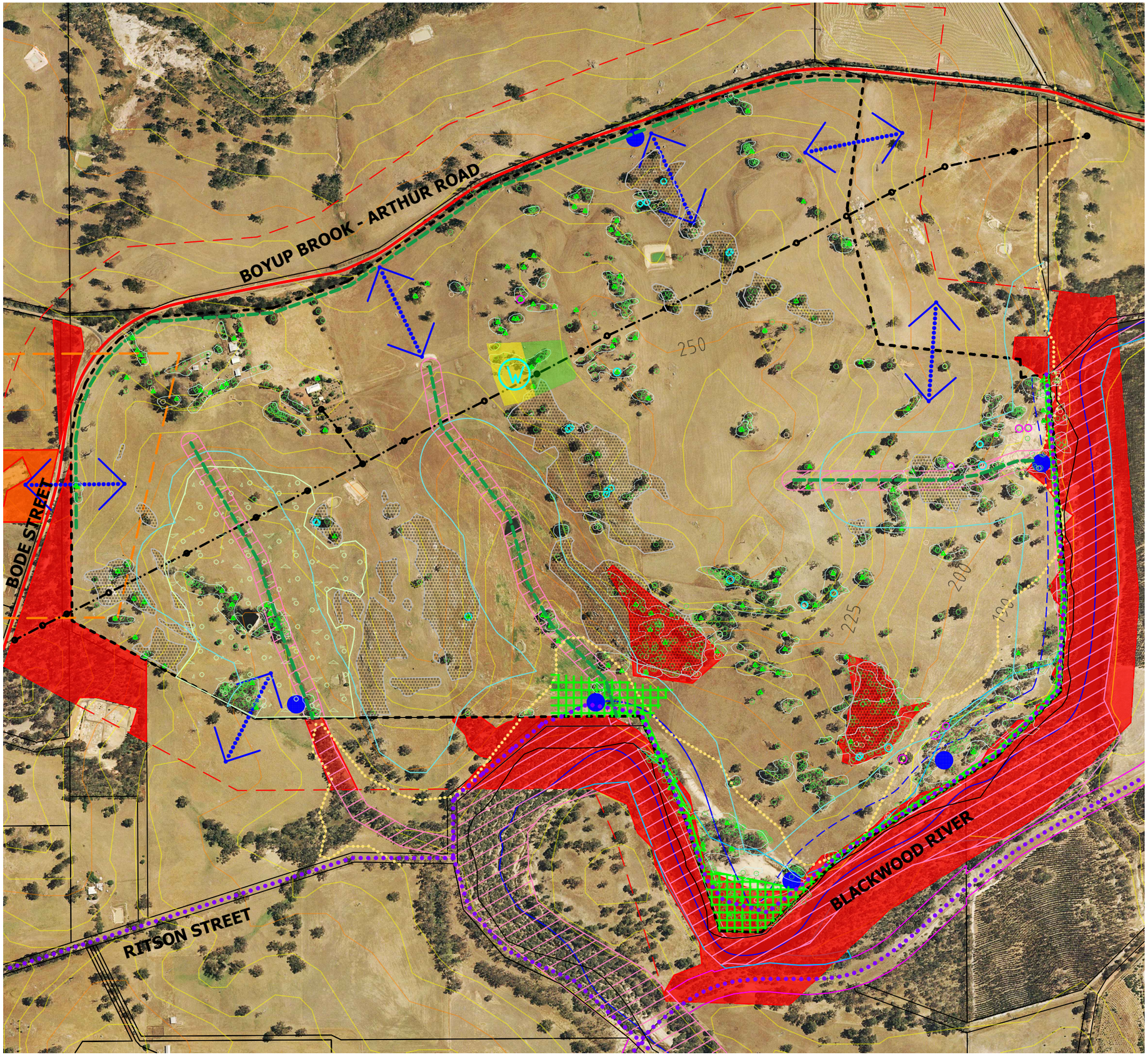
ATTACHMENT 4



LEGEND

- Subject Land
- Indicative High Level Water Tank Site
- Resource Recovery Centre with 200m buffer
- Stormwater Storage Area
- River and Watercourses
- Proposed Foreshore Reserve
- Proposed Public Open Space
- Proposed Public Purpose
- Replanting (Indicative)
- Walk/Cycle Trail
- Aboriginal Heritage Site
- Contours
- 100m Setback from River/Watercourses
- 190m AHD - Extent of 1% Annual Exceedance Probability (AEP) Flood Level
- Indicative Road/Intersection Connection
- Western Power Asset (Line and Poles)
- Suitable Significant Trees
- Potential Significant Trees
- Black Cockatoo Habitat Trees
- Fauna Habitat Trees
- Seasonal Waterlogging
- Rocky Outcrop

BUSHFIRE

- Extreme Bushfire Risk Area

Most of the Site has a moderate Bushfire Hazard Level.

CONTEXT, OPPORTUNITIES AND CONSTRAINTS PLAN
LOT 51, 1007 and 1118.
BOYUP BROOK-ARTHUR ROAD, BOYUP BROOK
SHIRE OF BOYUP BROOK

0 80 160 240 320 400m

1:8000(A3)

N

SCALE APPROX. 1/8000

DATE 23rd May 2024

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ATTACHMENT 5

Local Water Management Strategy

Lot 51, 1007, 1118 Boyup Brook – Arthur Rd, Boyup Brook, WA

5th July 2024

SOUTH ENVIRONMENTAL

Document Control

Title: Local Water Management Strategy: Lot 51, 1007, 1118 Boyup Brook – Arthur Rd, Boyup Brook WA
Author: Chiquita Cramer
Job No.: A002
Client: Leafield Pty Ltd

Revision Record – South Environmental

Revision	Summary	Prepared by	Revised/Comments Received by	Date
Final LWMS 05/07/24	LWMS updated to include revised Local Structure Plan/Subdivision Concept Plan.	C. Cramer	DPLH & SoBB	05/07/2024

Revision Record – Bio Diverse Solutions

Revision	Summary	Prepared by	Revised/Comments Received by	Date
Draft Id 23/08/21	Internal QA review	C. Cramer	B. Theyer K. Kinnear	23/08/2021
Draft Id 24/08/21	Sent to client for comment	C. Cramer	P. Eastlake	24/08/2021
Final Id 06/09/21	Final report issued to client	C. Cramer	-	06/09/2021
Draft Id 26/06/23	Updated to include LSP updates and additional monitoring data	C. Cramer	S. Thompson	01/07/2023
Draft Id 11/07/23	Technical Review	C. Cramer	K. Kinnear	11/07/2023
Final Id 12/07/23	Final report issued to client	C. Cramer	-	12/07/2023
Final Id 09/02/23	Final report updated to address DoH and DWER comments	C. Cramer	DoH & DWER	09/02/2024

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1 Introduction

Lots 51, 1007 and 1118 Boyup Brook-Arthur Road Local Water Management Strategy (LWMS) has been prepared by Bio Diverse Solutions on behalf of Leafield Pty Ltd ('The Client') in support of an amendment to the Local Planning Scheme and to provide guidance to the Local Structure Plan (LSP) prepared for the site.

The LWMS provides the framework for the application of total water cycle management to the proposed urban structure. This is consistent with the Department of Water and Environmental Regulation (DWER) principles of Water Sensitive Urban Design (WSUD) described in the Stormwater Management Manual (DoW, 2007).

The information presented in this LWMS has been derived from the previously prepared Local Water Management Strategy – Lot 51, 1007, 1118 Boyup Brook-Arthur Road, Boyup Brook (Bio Diverse Solutions, 2024). The LWMS has been updated by South Environmental, upon the direction of the client, to include recent modifications to the Local Structure Plan/Subdivision Concept Plan and to address comments from the Department of Planning, Lands and Heritage (DPLH) and the Shire of Boyup Brook. This SSE prepared by South Environmental supersedes the previous SSE prepared by Bio Diverse Solutions.

1.1 Key Design Principles and Objectives

The LWMS employs the following key documents to define its content, key principles and objectives:

- Stormwater Management Manual for Western Australia (DoW, 2007).
- Better Urban Water Management (WAPC, 2008).

A summary of the key design principles and objectives from these documents is summarised below and provided in Table 1.

1.1.1 Stormwater Management Manual (DoW 2007)

The Department of Water (DoW) (now Department of Water and Environmental Regulation (DWER)) released *A Manual for Managing Urban Stormwater Quality in Western Australia* in 1998. The manual defines and practically describes Best Management Practices (BMP's) to reduce pollutant and nutrient inputs to stormwater drainage systems. The Manual also aims to provide guidelines for the incorporation of water sensitive design principles into urban planning and design, which would enable the achievement of improved water quality from urban development.

The document was released to provide a guideline for best planning and management practices and was intended for use by the DoW (now DWER), but also by other State and Local Government Authorities and sectors of the urban development industry.

DoW completed a major review of the manual in consultation with a working team comprising industry and government representatives. The revised manual was officially launched in August 2007.

DWER's current position on urban stormwater management in Western Australia is outlined in Chapter 2: *Understanding the Context of the Stormwater Management Manual for Western Australia* (DoW, 2007), which details the management objectives, principles and a stormwater delivery approach for WA. Principle objectives for managing urban water in WA are stated as:

- Water Quality: To maintain or improve the surface and groundwater quality within development areas relative to pre-development conditions.
- Water Quantity: To maintain the total water cycle balance within development areas relative to the pre-development conditions.
- Water Conservation: To maximise the reuse of stormwater.
- Ecosystem Health: To retain natural drainage systems and protect ecosystem health.
- Economic Viability: To implement stormwater systems that are economically viable in the long-term.
- Public Health: To minimise public risk, including risk of injury or loss of life to the community.

- Protection of Property: To protect the built environment from flooding and water logging.
- Social Values: To ensure that social aesthetic and cultural values are recognised and maintained when managing stormwater.
- Development: To ensure the delivery of best practice stormwater management through planning and development of high-quality developed areas in accordance with sustainability and precautionary principles.

1.1.2 Better Urban Water Management (WAPC, 2008)

The guideline document Better Urban Water Management (WAPC, 2008), focuses on the process of integration between land use and water planning. The document specifies the level of investigation and documentation required at various decision points in the planning process, rather than the provision of any specific design objectives and criteria for urban water management. This LWMS complies with the BUWM process.

Table 1: Summary of design principles and objectives

Key Guiding Principles		
• Facilitate implementation of sustainable best practice urban water management. • Provide integration with planning processes and clarity for agencies involved with implementation. • To minimise public risk, including risk of injury or loss of life. • Protection of infrastructure and assets from flooding and inundation. • Encourage environmentally responsible development. • Facilitate adaptive management responses to the monitored outcomes of development.		
Category	**Key Design Principles & Objectives**	**LWMS Criteria**
Surface Water Management	• Minimise changes in hydrology to prevent impacts on receiving environments. • Manage water flows from major events to protect infrastructure and assets. • Apply the principles of WSUD. • Adopt nutrient load reduction design objectives for stormwater runoff. • Floodplain management and urban drainage. • Adopt treatment train approach.	• Post-development critical peak flows will be consistent with pre-development peak flow at the discharge point of each catchment within the Subject Site up to the 20% AEP storm event. • First 15mm of rainfall from storm events will be treated at source where possible. • Manage surface water flows from major events to protect infrastructure and assets from flooding and inundation. • An adopted Blackwood River 1% AEP flood level fronting the Subject Site of 190m AHD based on flood levels recorded in 1982.
Groundwater Management	• Manage groundwater levels to protect infrastructure and assets. • Maintain groundwater regimes for the protection of groundwater-dependent ecosystems. • Protect the value of groundwater resources. • Adopt nutrient load reduction design objectives for discharges to groundwater.	• Managing and minimising changes in groundwater levels and groundwater quality following development.
Monitoring and Implementation	• Adopt an adaptive management approach. • Maintain drainage and treatment structures.	• Design based on methodology in Stormwater Management Manual of adopting a treatment train including: • structural treatment measures (infiltration storages, plus bio-retention treatment structures). • Non-structural measures to reduce applied nutrient loads. • Maintain groundwater quality at pre-development levels (median winter concentrations) and, if possible, improve the quality of water leaving the development area to maintain and restore ecological systems.
Water Conservation	• Adopt drinking water consumption target. • Ensure that non-potable water supply systems deliver a net benefit to the community. • Ensure that non-potable water supply systems are designed as part of an integrated water supply.	• Aim to achieve the State Water Plan target for water use and reduce water use where possible. • Consider alternative fit for purpose water sources where appropriate and cost-effective.

1.2 Suitable Qualified Hydrologist

This LWMS has been prepared by Chiquita Cramer, who has 15 years of experience working as a hydrologist and hydrogeologist.

Chiquita Cramer currently has the following tertiary qualifications:

- Bachelor of Science in Natural Resource Management (University of Western Australia); and
- Graduate Certificate in Hydrogeology (University of Western Australia).

Chiquita completed a Bachelor of Science in Natural Resource Management in 2008 at the University of Western Australia. She then went on to work as a hydrologist and senior hydrologist at JDA Consultant Hydrologists in Perth where she worked for 8 years. Chiquita furthered her studies in 2012 by completing a Graduate Certificate in Hydrogeology, in 2017 she joined Bio Diverse Solutions to provide expertise in hydrology and hydrogeology to the company, and in 2024 she founded South Environmental in Albany WA. Chiquita's experience includes the preparation of local and urban water management strategies, hydrological and hydraulic investigations, surface water and groundwater monitoring reports and hydrogeological reports.

1.3 Location

Lots 51, 1007 and 1118 Boyup Brook-Arthur Road (herein referred to as the Subject Site) comprises of 221.8 ha and is located approximately 2.5 km northeast of the Boyup Brook town centre. The Subject Site is bound by Boyup Brook-Arthur River Road to the north, the Blackwood River to the east and southeast and adjoins cleared agricultural land to the east, west and southwest. The location of the Subject Site is shown on Figure 1.

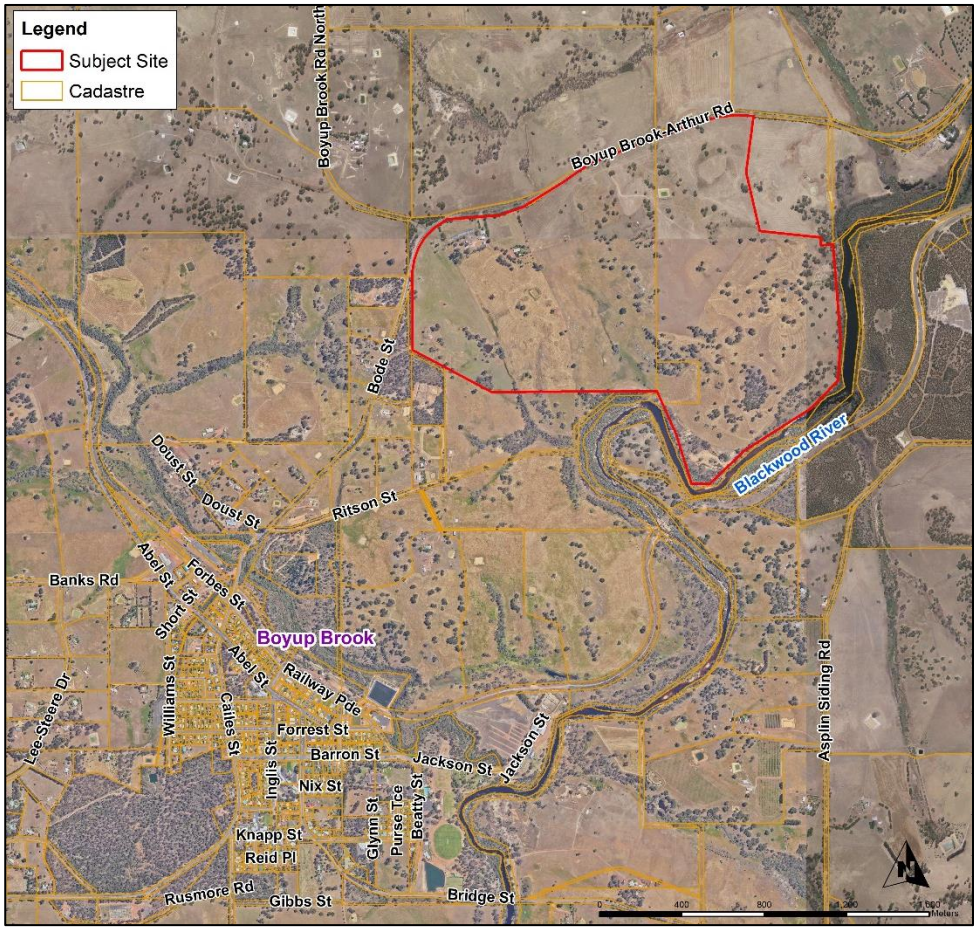

Figure 1: Location Plan

2 Proposed Development

The Subject Site is situated within the Shire of Boyup Brook and zoned *Rural* under the Shire of Boyup Brook Local Planning Scheme No. 2. It is proposed to rezone the Subject Site from *Rural* to *Special Rural* to allow for residential and rural residential lots ranging in size from 2,000m^2 up to ~5 ha. A LSP and subdivision concept plan showing the planning proposal for the Subject Site is shown in Figure 2.

Key elements of the rezoning and future development proposal relating to water management includes:

- Use of bio-retention treatment systems for detention and treatment of stormwater runoff from internal roads;
- Building finished levels shall be a minimum 300 mm above the 1% AEP flood levels in stormwater storages and road reserves, and 500 mm above the 1% AEP flood level (190.0 mAHD) within the Blackwood River, which is based on flood levels recorded in 1982;
- A 50 m setback between building envelopes and the outer edges of the Blackwood River riparian zone or creek lines; and
- Promotion of the use of local native plants for gardens, streetscaping and Public Open Spaces (POS). Any non-local species will be selected for drought tolerance and low fertiliser requirements.

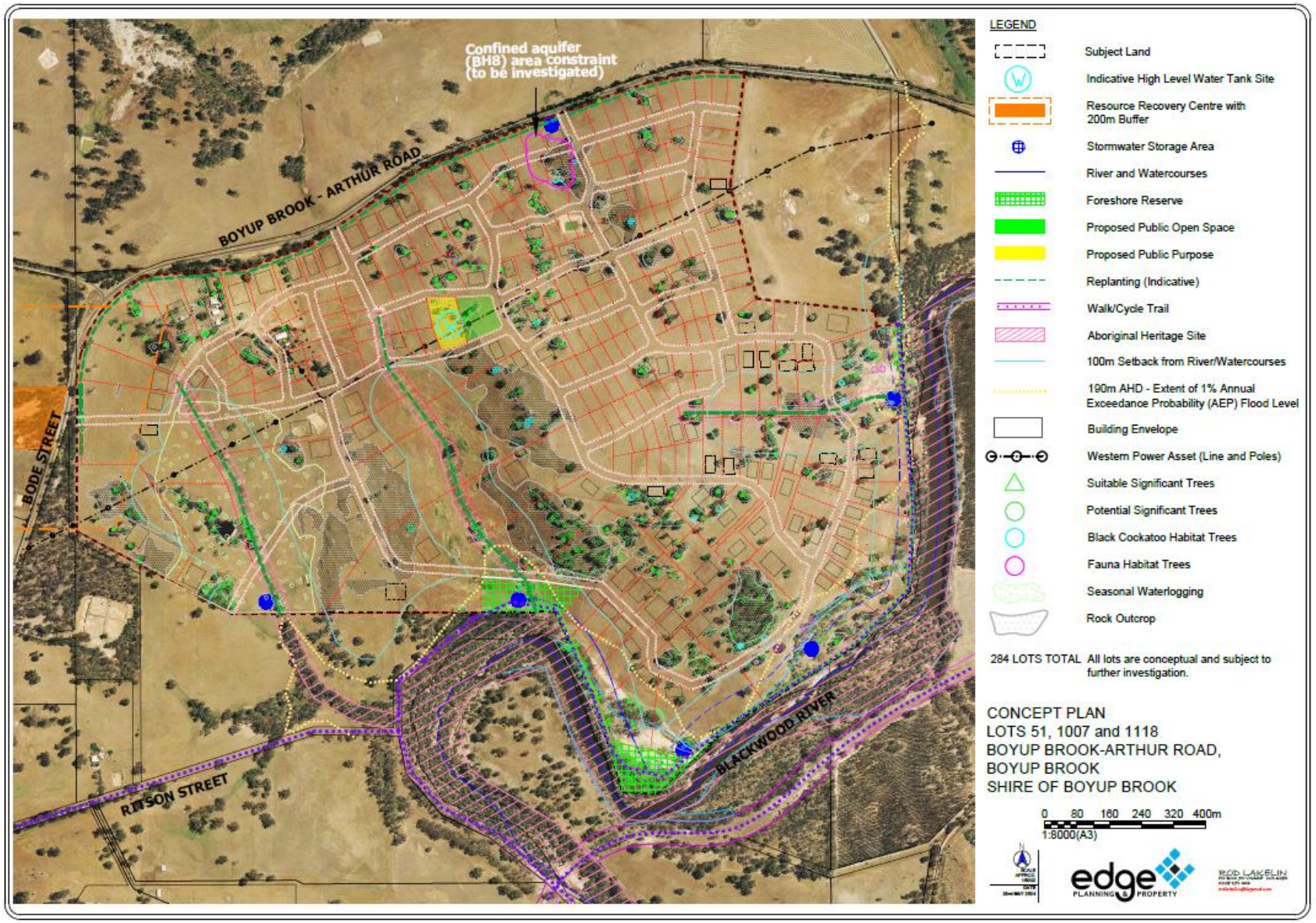

Figure 2: Concept Plan (Edge Planning & Property, 2024)

3 Pre-development Environment

3.1 Existing Land Use

The site currently consists of agricultural land used for mixed cropping and livestock. There is one dwelling located in the northwest of the site, which consists of a house and several machinery sheds. The eastern and south-eastern boundary of the Subject Site fronts the Blackwood River, which is the largest river in the southwest extending from the township of Wagin through the southwest to Augusta.

3.2 Topography

The Subject Site generally slopes from northwest to southeast towards the Blackwood River, from a high point of 255 m AHD in the central portion of the site to 180m AHD along the Blackwood River foreshore in the southeast and east of the site. A smaller northern portion of the site slopes down towards the Boyup Brook-Arthur Road which lies at approximately 225 m AHD. Topographic contours (5 m contours) for the Subject Site are shown on Figure 3.

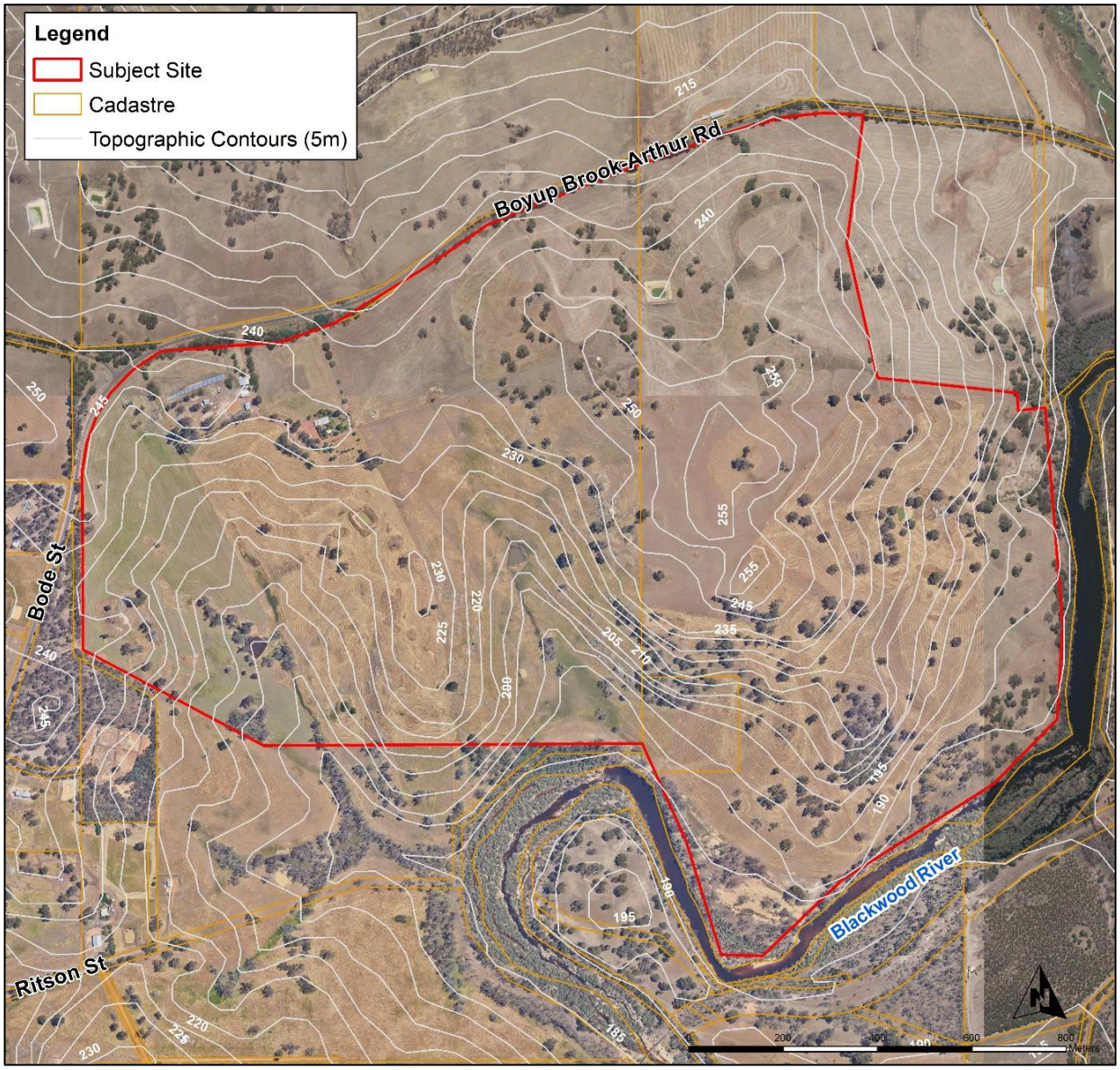

Figure 3: Topography

3.3 Climate

The Boyup Brook area is characterised by a Mediterranean climate with warm dry summers and cool wet winters. Rainfall data is from the nearby Bureau of Meteorology (BoM, 2021) Boyup Brook Station (Site No. 9504). The long-term average annual rainfall is 646 mm (1914 to 2020), there was no BoM data available at this site for 2021 and 2023. This average has decreased between 2000 to 2020, to an average annual rainfall of 542mm, reflecting a 16% reduction compared to the long-term average, consistent with a general drying trend in the Southwest of WA. The total rainfall distribution has also altered, with a reduction of average winter monthly rainfall, but no significant reduction in average summer monthly rainfall (BoM, 2023).

The average annual pan evaporation for the Boyup Brook area is approximately 1399 mm (Luke et al 1988).

3.4 Remnant Vegetation

The Subject Site predominantly consists of cleared agricultural land with scattered paddock trees (eucalyptus), and small patches/strips of remnant vegetation along the river foreshore.

The Subject Site lies within the JF02 – Jarrah Forrest Interim Bio-geographic Regional Area (IBRA).

The vegetation has been mapped on a broad scale by J.S. Beard (Shepherd et al 2002) in the 1970's, where a system was devised for state-wide mapping and vegetation classification based on geographic, geological, soil, climate structure, life form and vegetation characteristics. A GIS search of J.S. Beards vegetation classification places the Subject Site within one System and Vegetation Association (DPIRD, 2017a):

- **System Association Name**: Bridgetown.
- **Vegetation Association Number:** 992 & 3.
- **Vegetation Description:** Mainly jarrah and marri *Eucalyptus marginata*, *Corymbia calophylla*.

There are no Conservation Parks or Class "A" Reserves within the Subject Site or within the vicinity of the Subject Site. A Black Cockatoo Survey of the existing site trees was conducted by BDS in June 2023, results of the Black Cockatoo Survey are provided in a separate report.

3.5 Acid Sulphate Soils

Acid sulphate soils (ASS) are naturally occurring soils and sediments containing sulphide minerals, predominantly pyrite (an iron sulphide). When undisturbed below the water table, these soils are benign and not acidic (potential acid sulphate soils). However, if the soils are drained, excavated or exposed by lowering of the water table, the sulphides will react with oxygen to form sulphuric acid. Acid Sulphate Soil (ASS) Risk Mapping indicates the Subject Site does not lie within any known areas of ASS (DWER, 2017).

3.6 Geology and Soils

Soil mapping – Zones (DPIRD, 2017a) shows the Subject Site lies within one soil zone being; the Eastern Darling Range Zone (253). The Eastern Darling Range Zone is described as; '*Moderately to strongly dissected lateritic plateau on granite with eastward-flowing streams in broad shallow valleys, some surficial Eocene sediments. Soils are formed in laterite colluvium or weathered in-situ granite.'* (DPIRD, 2017a).

Soil mapping – Systems (DPIRD, 2018) shows the Subject Site lies within one soil systems being; the Boyup Brook Valleys System (253Bv). The Boyup Brook Valleys System is described as *'Valleys, in the south of the Eastern Darling Range (Blackwood Catchment). Gravel, sandy duplex loamy duplex. Jarrah-marri-wandoo forest and woodland.'* (DPIRD, 2018).

The Subject Site is also located within four sub-systems of the Boyup Brook Valley Systems as defined by DPIRD (2017b). The sub-systems are described in Table 1 shown and shown in Figure 4.

Table 2: Soil Sub-systems

Map Unit Symbol	Map Unit Name	Map Unit Description
253BvNWg	Newlgalup granitic slopes phase	Relief 30-50 m, slopes 5-20%. Soil parent material is granite and gneiss. Soils are deep loamy duplex soils, deep sandy duplex soils, loamy and sandy gravels, with some loamy earths and shallow loamy duplex soils.
253BvNW4	Newlgalup moderate slopes phase	Deeply incised valleys. Relief 60-100 m, slopes 15-35%. Soil parent material is gneiss and granite. Soils are deep loamy duplex soils, and yellow loamy earths with some shallow loamy duplex soils.
253BvDM	Dalmore subsystem	Undulating ridges and hill crests on laterite and granite. Relief 5-20 m, slopes 5-15%. Soils are gravels, loamy duplex and sandy duplex soils.
253BvCP	Condinup subsystem	River channel, flood plain and raised alluvial terraces, soils are brown deep sands.

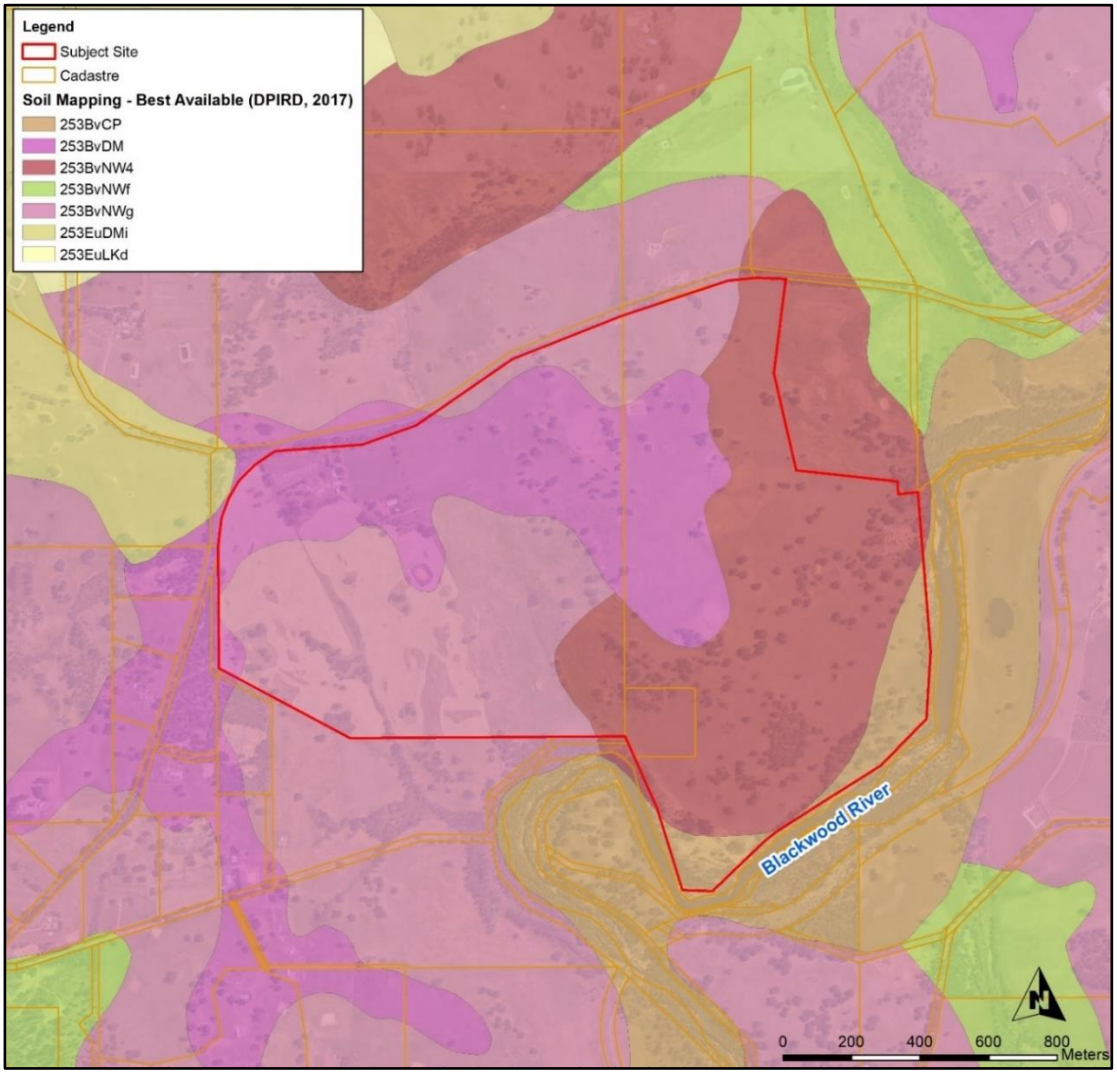

Figure 4: Soil Mapping (DPIRD, 2018)

3.6.1 Site Soil Investigation

A site soil investigation was conducted on the 3rd August 2021 by Bio Diverse Solutions. The site investigation included the construction of 13 test holes to a depth of up to 2 metres, logging of soils to the depth of the hole and inspection and measuring of the water table.

The test holes were constructed using a 75 mm diameter hand auger and were left open for 1hr for inspections of water table depth. The location of the 13 test holes is shown in Figure 5.

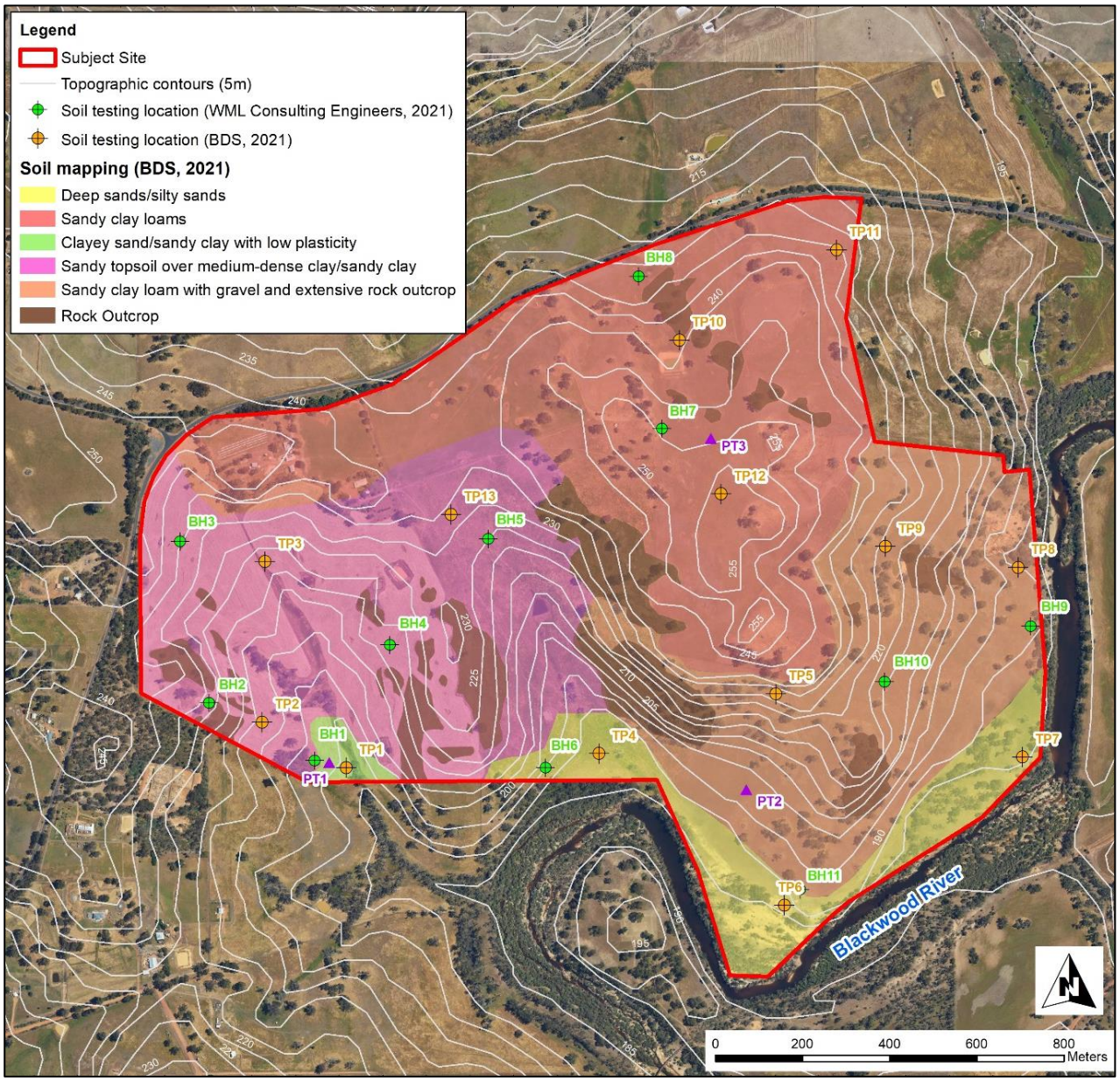

Figure 5: Soil testing and mapping

The site soil investigation by BDS revealed that soils across the site comprised of six main soil types:

1. Silty sand topsoil over deep sands, no groundwater encountered to 2 metres (found along the Blackwood River foreshore);
2. Silty sand over clay with medium to high plasticity, a perched water table encountered in the lower reaches following heavy winter rainfall (found in the western portion of the site);
3. Silty sand over moderately to poorly sorted sandy loam and sandy clay loam with low plasticity and generally no groundwater encountered to 2 metres (found in the higher elevations in the northeast of the site);
4. Gravelly sandy clays/clayey sands. Low plasticity clays, no groundwater encountered to 2m (found in the southeast of the Subject Site).
5. Well sorted clayey sand/sandy clay with low plasticity. Includes a small area in the southwest in the lower reaches of the valley system; and
6. Granite outcrop (scattered throughout the site, predominantly situated on the elevated hill slopes).

The estimated boundaries of the six main soil types are shown in Figure 5 with the BDS soil testing results presented in Table 3.

Table 3: Soil Testing Results

Test Hole	Depth	Soil Type	Soil Description
TP1	0-150mm 150-1000mm 1000-1300mm 1300-1500mm 1500mm +	Sand with silt Sand with silt Sandy clay Sand with silt Bedrock	Grey, fine, roots and root fibres (Topsoil), moist. Dark grey, medium, well sorted, saturated. Low plasticity, dark grey, medium grained sand, saturated. Orange, fine, well sorted, saturated. Refusal, granite rock. **Water table encountered at 0.3m BGL.**
TP2	0-150mm 150-500mm 500-800mm 800mm+	Sand with silt Sandy loam Sandy loam Clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, medium, well sorted, moist. Brown, medium, well sorted, saturated. High plasticity, orange brown mottled, saturated. **Water table encountered at 0.17m BGL.**
TP3	0-150mm 150-500mm 500mm+	Sand with silt Sandy loam Clay	Grey, fine, roots and root fibres (topsoil), moist. Brown, medium, well sorted, moist. High plasticity, red/orange, moist. **Water table encountered at 0.5m BGL.**
TP4	0-300mm 300-1800mm	Sand with silt Sand with silt	Grey, fine, roots and root fibres (topsoil), moist. Brown/orange, fine, well sorted, moist-saturated. **Water table encountered at 0.65m BGL.**
TP5	0-300mm 300-1500mm	Sand with silt Gravelly clay	Grey, fine, roots and root fibres (topsoil), moist. Low plasticity, cemented layer, red/brown, coarse gravel, moist. **No water table encountered.**
TP6	0-300mm 300-2000mm	Sand Sand	Dark brown, fine, well sorted, roots and root fibres (topsoil), dry. Yellow, fine, well sorted, dry. **No water table encountered.**
TP7	0-300mm 300-2000mm	Sand Sand	Brown, fine, well sorted, roots and root fibres (topsoil), dry. Brown-yellow, fine, well sorted, dry. **No water table encountered.**
TP8	0-150mm 150-300mm 300-800mm 800-1500mm	Sand with silt Sandy loam Sandy clay Sandy loam	Grey, fine, roots and root fibres (topsoil), moist. Orange/brown, fine, well sorted, moist. Low plasticity, yellow/brown, medium sand, moist. Yellow/brown, medium, well sorted, moist. **No water table encountered.**
TP9	0-150mm 150-300mm 300-800mm 800-1500mm	Sand with silt Sandy loam Sandy clay loam Sandy clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, well sorted, moist. Orange/brown, medium, poorly sorted, moist. Low plasticity, orange, medium-coarse sand, moist. **No water table encountered.**
TP10	0-150mm 150-300mm 300-700mm 700-1300mm	Sand with silt Sandy loam Sandy clay loam Sandy clay loam with gravel Gravelly clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, moderately sorted, moist. Dark brown, fine-coarse, moderately sorted, moist. Red-brown, fine-coarse, poorly sorted, moist. Low plasticity, orange/red, moist. **No water table encountered.**
TP11	0-150mm 150-300mm 300-700mm 700-1500mm	Sand with silt Sandy loam Sandy loam Sandy clay loam	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, moderately sorted, moist. Orange/brown, fine-coarse, poorly sorted, moist. Orange, fine-coarse, poorly sorted, moist. **No water table encountered.**

Table 3 continued.

Test Hole	Depth	Soil Type	Soil Description
TP12	0-150mm 150-300mm 300-600mm 600-1500mm	Sand with silt Sandy loam Sandy clay loam Sandy clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, well sorted, moist. Dark brown, fine, moderately sorted, moist. Low plasticity, orange/brow, moist. **No water table encountered.**
TP13	0-150mm 150-600mm 600mm+	Sand with silt Sandy clay Clay	Grey, fine, roots and root fibres (topsoil), moist. Moderate plasticity, black, moist. High plasticity, orange, moist. **No water table encountered.**

A further soil investigation was conducted from 30th of September to 1st October 2021 by WML Consulting Engineers as part of the installation of 11 groundwater monitoring bores across the Subject Site, the soil investigation report including bore logs is presented in Appendix A. Generally, the WML Consulting Engineers soil investigation showed similar soil types to BDS with deep sands found in a band fronting the Blackwood River and medium - dense clays in the west of the site. Unlike BDS, WML encountered medium - dense clays across the northeast of the Subject Site whereas BDS encountered sandy loams/clay loams with low plasticity, which also corresponded to the in-situ permeability testing conducted in this area. The WML Consulting Engineers (2021) soil testing results are shown in Table 4.

Table 4: Soil Testing Results (WML Consulting Engineers, 2021)

Bore Hole	Depth	Soil Type	Soil Description
BH1	0 – 200mm	Sand	Moist, dark brown, loose, fine to medium grained, **SAND** with a trace of clay and a trace of fine roots and a trace of organics.
	200 – 4200mm	Clay	Moist, orange brown mottled grey, very stiff, **CLAY** with a trace of fine-grained sand.
	4200 – 5200mm	Clay	Moist, grey, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.* **Water-table encountered at 4.9 m BGL**
BH2	0 – 200mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 600mm	Sandy clay	Moist, brown mottled orange white, firm, **sandy CLAY**.
	600 – 1600mm	Clayey sand	Dry, orange, very dense, fine to medium grained, **clayey SAND**.
	1600 – 2200mm	Clayey sandy gravel	Dry, grey orange, very dense, fine to medium, **clayey sandy GRAVEL**. *Highly cemented, potentially granite rock.* **Water-table encountered at 2.0 m BGL**
BH3	0 – 300mm	Sand	Dry, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	300 – 1000mm	Clay	Dry, orange, firm, **CLAY** with a trace of fine gravel and some fine to coarse grained sand.
	1000 – 3100mm	Clay	Dry, red brown, very stiff, **CLAY** with a trace of fine to medium grained sand.
	3100 – 3700mm	Clay	Moist, yellow brown, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	3700 – 4200mm	Clay	Moist, red brown, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	4200 – 6600mm	Clay	Moist, pale brown mottled red white, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	6600– 10000mm	Clay	Moist, pale brown grey, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	10000 - 10800mm	Clay	Wet, pale brown grey, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.* **Water-table encountered at 10.5 m BGL**

Table 4 continued.

Bore Hole	Depth	Soil Type	Soil Description
BH4	0 – 300mm	Sand	Moist, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	300 – 2300mm	Clay	Moist, grey, firm, **CLAY** with some fine-grained sand.
	2300 – 2600mm	Clay	Moist, grey, firm, **CLAY** with some fine-grained sand.
			Water-table encountered at 0.25 m BGL
BH5	0 – 300mm	Sand	Moist, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	300 – 800mm	Clayey Gravel	Moist, brown, medium dense, fine, **clayey GRAVEL** with a trace of organics and some fine to coarse grained sand.
	800 – 1300mm	Gravelly clay	Moist, pale brown, firm, **gravelly CLAY** with some fine to coarse grained sand.
	1300 – 1800mm	Clay	Moist, brown slightly mottled dark brown orange, firm, **CLAY** with some fine to coarse grained sand and some fine to medium gravel.
	1800 – 2500mm	Clay	Moist, pale brown, stiff, **CLAY** with some fine to coarse grained sand.
			Water-table encountered at 1.4 m BGL
BH6	0 – 100mm	Sand	Moist, dark brown, loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	100 – 3000mm	Sand	Moist, pale brown, medium dense, fine to medium grained, **SAND**.
			Water-table encountered at 1.5 m BGL
BH7	0 – 300mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics and a trace of fine to coarse gravel.
	300 – 1300mm	Clay	Dry, orange, stiff, **CLAY** with some fine to medium gravel and a trace of fine to coarse grained sand.
	1300 – 2600mm	Clay	Dry, orange slightly mottled white red, stiff, **CLAY** with a trace of fine to coarse gravel and a trace of fine to coarse grained sand.
	2600 – 3500mm	Clay	Dry, red cream, stiff, **CLAY** with a trace of fine to medium grained sand.
			Water-table encountered at 10.5 m BGL
BH8	0 – 200mm	Sand	Moist, grey, very loose, fine to medium grained, **SAND** with a trace of clay and a trace of fine gravel.
	200 – 400mm	Sandy Clay	Moist, orange mottled grey, soft, **sandy CLAY** with a trace of fine to medium gravel.
	400 – 600mm	Clay	Moist, orange, firm, **CLAY** with some fine to coarse grained sand and a trace of fine to medium gravel.
	600 – 7000mm	Clay	Moist, orange, stiff, **CLAY** with some fine to medium grained sand.
	7000 – 10000mm	Clay	Moist, grey, stiff, **CLAY** with some fine-grained sand.
			Water-table encountered at 0.1 m BGL
BH9	0 – 200mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 4000mm	Gravelly clay	Dry, brown, very stiff, **gravelly CLAY** with a trace of fine to coarse grained sand.
			No water-table encountered

Table 4 continued.

Bore Hole	Depth	Soil Type	Soil Description
BH10	0 – 200mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 1500mm	Gravelly clay	Dry, brown red, stiff, **gravelly CLAY** with a trace of fine to coarse grained sand.
	1500 – 4500mm	Clay	Dry, brown orange, very stiff, **CLAY** with some fine to coarse grained sand.
	4500 – 6000mm	Clay	Dry, orange, very stiff, **CLAY** with a trace of fine to coarse grained sand.
	6000 – 10000mm	Clay	Dry, orange, very stiff, **CLAY**.
			Water-table encountered at 3.3 m BGL
BH11	0 – 200mm	Sand	Moist, dark brown, loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 1700mm	Sand	Dry, yellow grey, medium dense, fine to medium grained, **SAND** with some silt.
	1700 – 3000mm	Sandy clay	Dry, brown orange, stiff, **sandy CLAY**.
			No water-table encountered

Phosphorous Retention Index

Phosphorous Retention Index (PRI) is the ability of soils to absorb nutrients and heavy metals within the soil (i.e. Soil microbe disinfecting ability). Soils with a PRI less than 1 have a very poor ability to retain nutrients and heavy metals, whilst soils with a PRI of >5 having a high ability to retain nutrients and heavy metals. PRI testing was conducted on samples from soil testing holes TP1, TP4, TP6, TP8 and TP11 with analysis conducted by CSBP Soil Laboratories. PRI results are presented in Table 5.

Table 5: Phosphorus Retention Index

Soil Testing Hole	Depth (mm)	Soil Type	PRI
TP1	150-1000	Sand with silt	27.2
TP4	300-1800	Sand with silt	5.9
TP6	300-2000	Sand	3.6
TP8	800-1500	Sandy loam	79.0
TP11	700-1500	Sandy clay loam	129.7

The PRI test results indicate that the site soils have a moderate to very high ability of fixing nutrients and contaminants consistent with soil types found across the site. As expected, the lowest PRI was found at TP4 and TP6 in the south of the site within the deep sands. Whilst the PRI was found to be lowest fronting the Blackwood River the PRI found at TP4 (5.9) and TP6 (3.6) was found to be greater than 1 and considered to provide some ability to fix nutrients and contaminants. A higher PRI was found in the clays and loams across the more elevated portions of the site, with the highest level found in the sandy clay loam at TP11 in the northeast of the site.

Soil Permeability

Silts and clay soils generally record poor permeability results whereas coarse sands and loose gravels generally record high permeability, as shown in Figure 6.

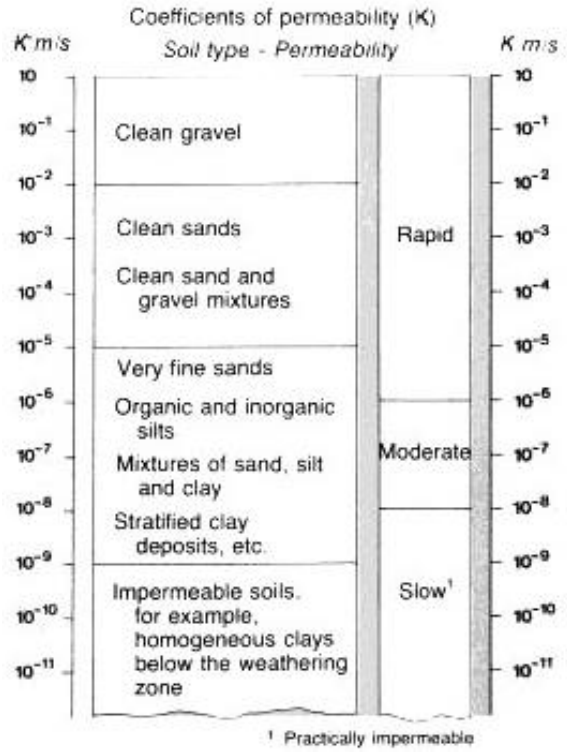

Figure 6: Hydraulic Conductivity of Soil Types (Artiola et al*, 2004)*

In-field permeability testing was conducted at three locations during the site soil investigation by BDS, the location of the permeability tests is shown in Figure 5. Permeability testing was conducted using the Talsma-Hallam method. The Talsma-Hallam permeameter is suitable for use in soils with permeability in the range 0.009 to 2.9 metres/day ($1x10^{-7}$ to $3x10^{-5}$ m/s). The permeability (hydraulic conductivity) recorded at the three testing locations is shown in Table 6.

Table 6: Permeability Results

Permeability Testing Site	Soil Type	Hydraulic conductivity (m/d)	Hydraulic conductivity (m/s)
PT1	Clayey sand	0.15	1.7×10^{-6}
PT2	Sandy clay loam with gravel	0.12	1.4×10^{-6}
PT3	Sandy loam	0.25	2.8×10^{-6}

Despite the permeability testing conducted in differing soil types including clayey sand, sandy clay loam with gravel and sandy loam, the permeability at all three testing sites was found to be moderate, as shown in Figure 6.

3.7 Surface Water Hydrology

There are no major drainage networks or water bodies within the Subject Site. Surface water generally runs off the site in a south easterly direction towards the Blackwood River, which runs along the southern boundary of the Subject Site. The Blackwood River is the largest river in the southwest of Western Australia with a catchment area of 28,100 km^2. The river begins near the township of Wagin and flows through many small towns in the southwest prior to discharging to the coast line near Augusta.

There are three seasonal creek lines located across the Subject Site that flow in a southeasterly and easterly direction towards the Blackwood River. A relatively smaller portion of the site in the north drains in a northerly direction towards Boyup Brook-Arthur Road and in an easterly direction towards an adjacent agricultural property, which ultimately drains to the Blackwood River.

The Subject Site is located within the Hardy Estuary – Blackwood River Hydrographic Catchment and the Middle Blackwood Sub-catchment (DWER, 2018a).

The pre-development surface water hydrology of the site and surrounding areas is shown in Figure 7. The general surface water hydrology of the site shall be maintained post-development.

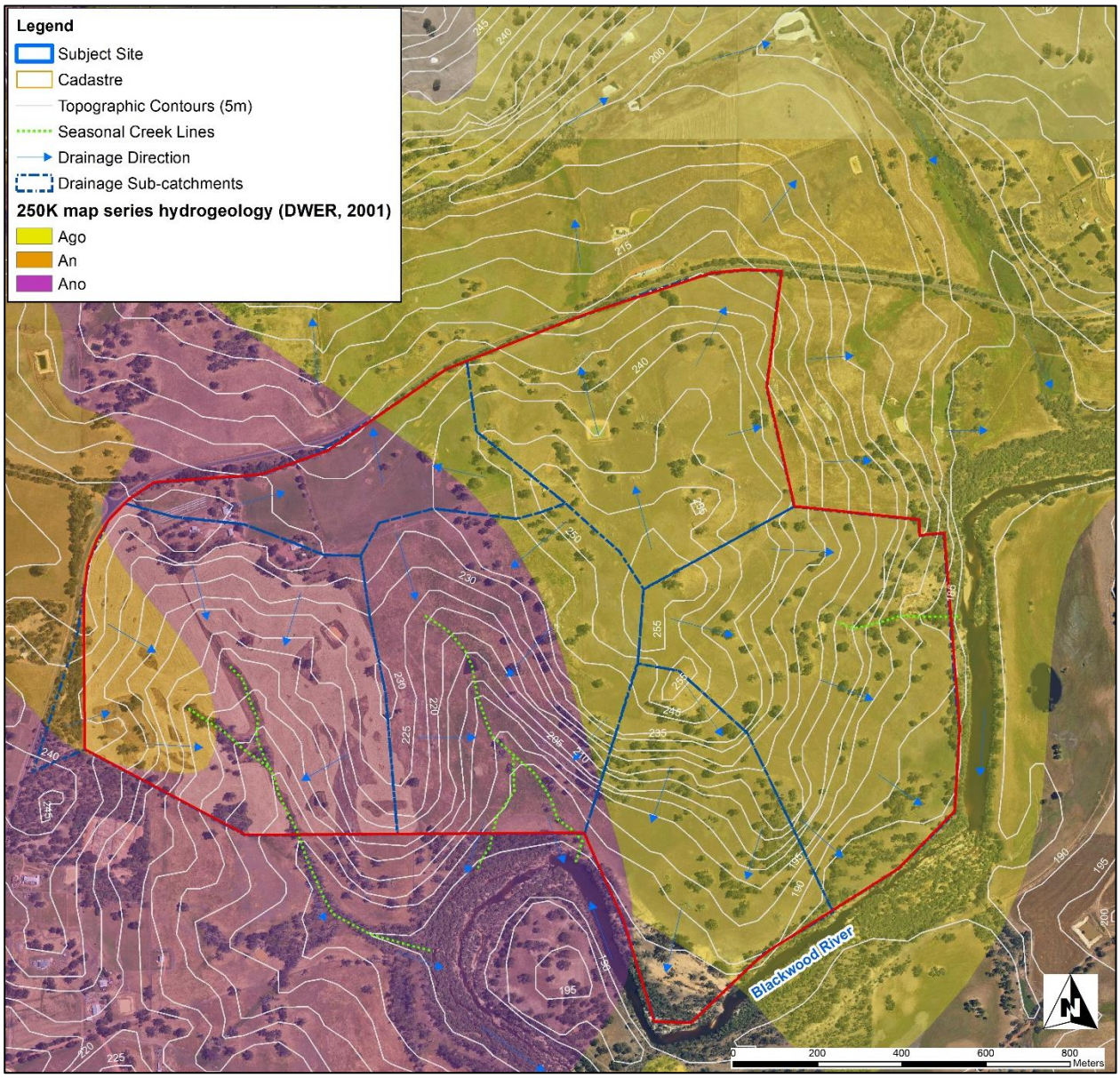

Figure 7: Pre-development Surface Water Hydrology

3.7.1 Surface water site investigation

A hydrological investigation across the site was conducted on the 3rd August 2021 to confirm the surface water hydrology of the site and guide the development to establish a post development surface water management strategy and a suitable onsite effluent disposal management plan focused on waterway protection. Rainfall prior to the site investigation was significantly higher than average for the period between February – July 2021, as shown in Table 7.

Table 7: 2021 monthly rainfall prior to site investigation

Month	Average rainfall for Boyup Brook (mm)	2021 Rainfall for Boyup Brook (mm)
February	15.4	68.0
March	21.6	32.0
April	37.3	92.5
May	83.9	96.0
June	115.9	94.0
July	115.0	139.4
Total (Feb-July)	389.1	521.9

Rainfall taken from BoM Boyup Brook Station (No. 9504) Feb - May.
Rainfall taken from BoM Newbicup Station (No. 9587) Jun – Jul.

Seasonal Creek Lines

The presence of three seasonal creek lines was confirmed across the site, all discharging to the Blackwood River (Figure 8). The western and eastern creeks at the time of the investigation had a trickle flow of water discharging to the Blackwood River. The central creek was not flowing, it did have standing water within its lower reaches. Photographs of the seasonal creek lines are shown in Photographs 1 to 6. There were no other waterways, water bodies (other than farm dams) or seasonally inundated areas found across the site.

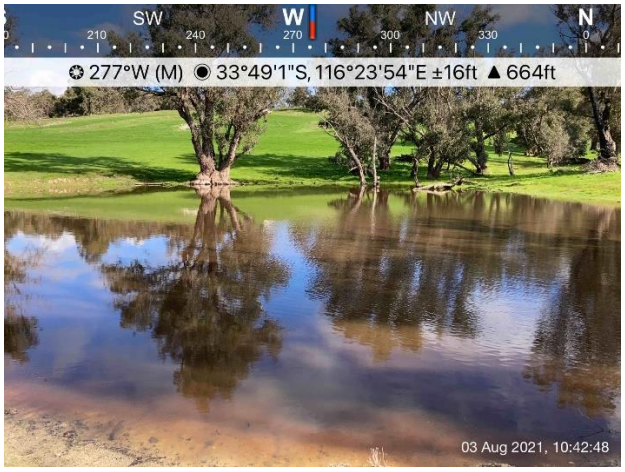

Photo 1: A dam located in the upper reaches of the western creek line, which provided a trickle flow of water to the lower reaches of the creek during the site investigation.

Photo 2: The lower reaches of the western creek, with trickle flow to neighboring property to the south and ultimately the Blackwood River.

Photo 3: Upper reaches of the central creek, not flowing at the time of site investigation.

Photo 4: The lower reaches of the central creek, with standing water adjacent to the Blackwood River.

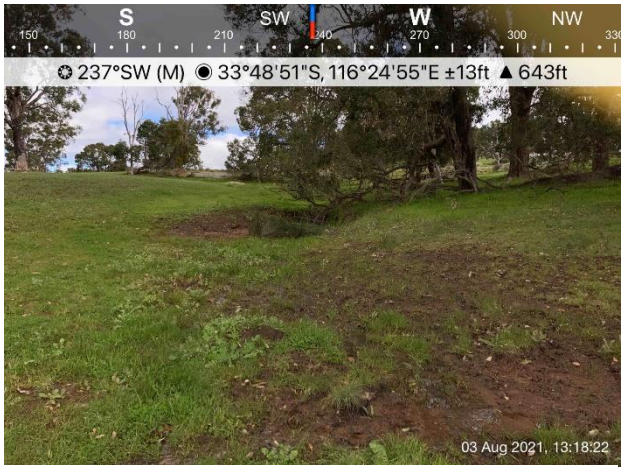

Photo 5: View from downstream to upstream of eastern creek line, with trickle flow towards the Blackwood River.

Photo 6: The lower reaches of the eastern creek line, characterized by deep eroded creek banks and trickle flow towards Blackwood River.

In-situ water quality testing was conducted within the three seasonal creeks using a Horiba-50 Water Quality Meter as part of the August 2021 site investigation. In-situ water quality testing and laboratory analysis was also conducted in Jun/Jul and Oct 2023 as part of the site's pre-development groundwater and surface water monitoring program (discussed in Section 6.4). The in-situ physiochemical water quality testing results for August 21 are shown in Table 8. The creek in-situ and laboratory water quality results for Jun/Jul and Oct 23 are presented and discussed in the Pre-development Surface Water and Groundwater Monitoring Report, included as Appendix B.

Table 8: In-situ water quality results of seasonal creeks (Aug 21)

Parameters	Guideline[1]	Western Creek	Central Creek	Eastern Creek
Physiochemical				
Temperature		10.74	13.73	11.02
pH	6.5 to 8.5	7.99	6.54	7.54
Electrical Conductivity (µS/cm)	120 - 300	1950	2360	1610
Dissolved Oxygen (mg/L)		11.40	5.31	10.90
Dissolved Oxygen (%)	90	105	49	101
Total Dissolved Solids (mg/L)	<1	1.25	1.51	1.25

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for upland river system; target exceedance shaded red.

Physiochemical water quality testing results recorded on the 3rd Aug 2021 found that the surface water within the creeks was slightly saline with a reasonably neutral pH. The electrical conductivity at all three creeks was found to be above the ANZECC and ARMCANZ (2000) upper trigger value for upland rivers in the Southwest of Australia (300uS/cm). The dissolved oxygen in the Central Creek was found to be below the ANZECC and ARMCANZ (2000) trigger value for upland rivers in Southwest Australia (90%). This is likely due to the presence of sediment and decaying organic matter, and the stagnant nature of the water body sitting within the lower reaches of the creek line (not flowing at the time of sampling).

Blackwood River

Flood levels in the Blackwood River during the site investigation were higher than at the same time on an average year due to the higher-than-average rainfall experienced from February – July 2021 in the southwest of the state. Flood levels in the river fronting the Subject Site extended to the outer edge of the river's riparian zone. There was only one location along the river where the flood levels of the river encroached into the Subject Site at the time of the site investigation, this was adjacent to where the eastern creek meets the river. The flood levels seen in the Blackwood River during late

July and early August were the highest seen in recent times according to the longtime local farmer at the Subject Site (M. Hardey 2021 pers. Comms., 3 August). Photographs of the Blackwood River fronting the Subject Site are shown in Photographs 7 and 8.

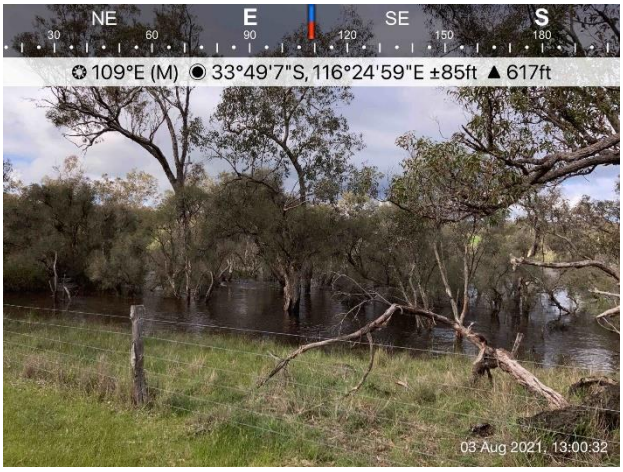

Photo 7: The Blackwood River fronting the Subject Site near the location of soil testing site TP6. Flood levels extend to the outer edges of the riparian zone outside of the Subject Site.

Photo 8: The Blackwood River fronting the Subject Site near the location of TP4. Flood levels extend beyond the river channel to the outer edges of the riparian zone outside of the Subject Site.

In accordance with advice received from Department of Water and Environmental Regulation on the 1st April 2021 the 1982 flood levels recorded within the Blackwood River shall be utilised as the 1% AEP flood level and be utilised to determine building habitable floor levels. The 1982 estimated flood level within the Blackwood River fronting the Subject Site is estimated to be 190m AHD, with a recommended habitable floor level of 190.5 mAHD required to ensure adequate flood protection (DWER, Greening, L. (2021) email to Steve Thompson, 1st April).

In-situ water quality testing was conducted at one location within the Blackwood River, adjacent to soil testing location TP4 (Figure 5). Water quality testing was conducted using a Horiba-50 Water Quality Meter. Testing results are presented in Table 9.

Table 9: Water quality testing of the Blackwood River

	Temperature (°C)	pH	Electrical Conductivity (µS/cm)	Dissolved Oxygen (mg/L)	Total Dissolved Solids (g/L)
Blackwood River	10.96	7.15	3650	8.99	2.38

Water quality testing results found that the surface water within the Blackwood River fronting the Subject Site was slightly saline to brackish with a neutral pH. The dissolved oxygen was consistent with fresh flowing water and the total dissolved solids were found to be elevated, consistent with the EC, when compared to ANZECC and ARMCANZ (2000) water quality guidelines. Impacts to the water quality of the Blackwood River is a primary concern for the development, and the post-development scenario shall ensure maintenance or improvement of the water quality of the river.

3.8 Hydrogeology and Groundwater

Australian Geoscience Mapping and Department of Water 250K Hydrogeological mapping places the Subject Site within three hydrogeological zones, being:

Archaean (Ano) – with the geology described as '*Granitoid gneiss, migmatite and minor schist; subsurface generally weathered to clay (indicated by lighter colour) (outcrop)'* and the aquifer described as; '*Fractured and weathered rocks - local aquifer, very minor or no groundwater resources'.* and

Archaean (Ago) – with the geology described as '*Granitoid rock, porphyritic and even-grained; subsurface generally weathered to clayey sand (indicated by lighter clour) (outcrop)'* and the aquifer described as; *'Fractured and weathered rocks - local aquifer, minor groundwater resources'. and*

Archaean (An) – with the geology described as '*Granitoid gneiss, migmatite and minor schist; subsurface generally weathered to clay (indicated by lighter colour)'* and the aquifer described as; '*Fractured and weathered rocks - local aquifer, very minor or no groundwater resources'.*

Hydrogeological mapping for the Subject Site is shown on Figure 7.

Groundwater levels across the site were measured as part of the BDS site soil investigation. The investigation found groundwater was encountered near surface (<0.5m) in the western portion of the site where medium to dense clays were found to be present. Groundwater levels here ranged between 0.17 and 0.65 m below ground level. The groundwater encountered in the west of the site is not likely an indication of the true local surficial groundwater table rather a perched water table, with recent rainfall perching on the medium - dense clays below. Groundwater was not encountered to 2 metres depth in the southern, eastern or northern portions of the site during the August 2021 investigation further indicating the groundwater encountered in the west is a result of a perched water table.

WML Consulting Engineers installed 11 groundwater monitoring bores as part of the pre-development monitoring program, details of the groundwater monitoring bores are presented in Table 10, with the lithology of the bores to determine aquifer characteristics shown in Table 4. Groundwater was measured initially by WML Consultant Engineers in Oct 21 and again monthly from Jun 22 to Oct 22. Bio Diverse Solutions continued to monitor the bores monthly from Jun 23 to Oct 23. Groundwater levels across the site varied from 0.5 m above ground level at BH8 in Aug 23 to 10.5 m BGL at BH3 and BH7 in Oct 21. Groundwater levels across the site generally fluctuated consistent with seasonal rainfall. The groundwater levels recorded in the bores for the Oct 21 to Oct 23 monitoring period are shown in Table 11, with the highest recorded groundwater level at each bore also added to Figure 8. Groundwater levels are also presented and discussed in the Pre-development Surface Water and Groundwater Monitoring (Appendix B).

Groundwater was found to be above ground level or close to ground level at BH8 in the north of the site during each monitoring event. The ground surface here was not found to be waterlogged (groundwater <0.5m BGL) and therefore it is assumed that the high groundwater levels at BH8 are a result of a deeper confined aquifer and/or a preferred groundwater flow path.

The Subject Site is not located within a Public Drinking Water Source Area (PDWSA; DWER, 2018). The nearest PDWSA is the Boyup Brook Dam Catchment Area which is located approximately 3.3km southeast of the Subject Site. The Subject Site does not form part of the Boyup Brook Dam catchment area.

Table 10: Details of monitoring wells (WML Consultant Engineering, 2021)

Monitoring well	Co-ordinates		Monitoring well Screening depth (m)	Depth of hole (m)
	Easting	Northing		
BH1	444344.1	6257799.7	2.2-5.2	5.95
BH2	444101.9	6257932.5	0.5-2.0	3.34
BH3	444034.9	6258303.2	4.3-7.3	8.47
BH4	444516.5	6258065.0	2.0-3.0	3.97
BH5	444742.8	6258308.2	1.0-4.0	5.10
BH6	444874.4	6257783.5	1.6-2.6	3.97
BH7	445140.9	6258561.9	1.9-4.9	5.88
BH8	445087.5	6258910.6	6.0-9.0	10.0
BH9	445987.9	6258107.7	0.6-2.6	3.93
BH10	445652.3	6257980.3	7.5-10.5	11.14
BH11	445458.5	6257503.9	0.6-2.6	3.99

Table 11: Groundwater level readings (WML Consultant Engineering, 2021)

Monitoring Bore	Groundwater level (m BGL)									
	Oct 21	Jun 22	Jul 22	Aug 22	Oct 22	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23
BH1	4.9	2.5	3.3	2.8	3.0	3.5	dry	2.8	3.0	3.2
BH2	2	dry	dry	dry	1.5	dry	dry	dry	dry	dry
BH3	10.5	3.0	dry	dry	dry	dry	dry	dry	dry	dry
BH4	0.2	dry	2.3	2.3	1.5	2.5	dry	0.99	1.0	dry
BH5	1.4	3.0	1.8	3.0	1.8	3.2	3.3	0.6	1.4	2.0
BH6	1.5	dry	dry	dry	2.3	dry	dry	dry	dry	dry
BH7	10.5	dry	dry	dry	dry	4.8	4.8	4.8	4.8	dry
BH8	0.1	-0.2*	-0.3*	-0.3*	-0.5*	0.1*	0.1*	-0.5*	-0.3*	dry
BH9	dry	dry	dry	dry	dry	dry	dry	3.4	dry	dry
BH10	3.3	3.9	4.1	3.9	3.2	4.1	4.3	3.6	3.8	4.0
BH11	dry	dry	dry	dry	2.5	dry	dry	dry	1.3	dry

Notes: * Groundwater level is above ground level

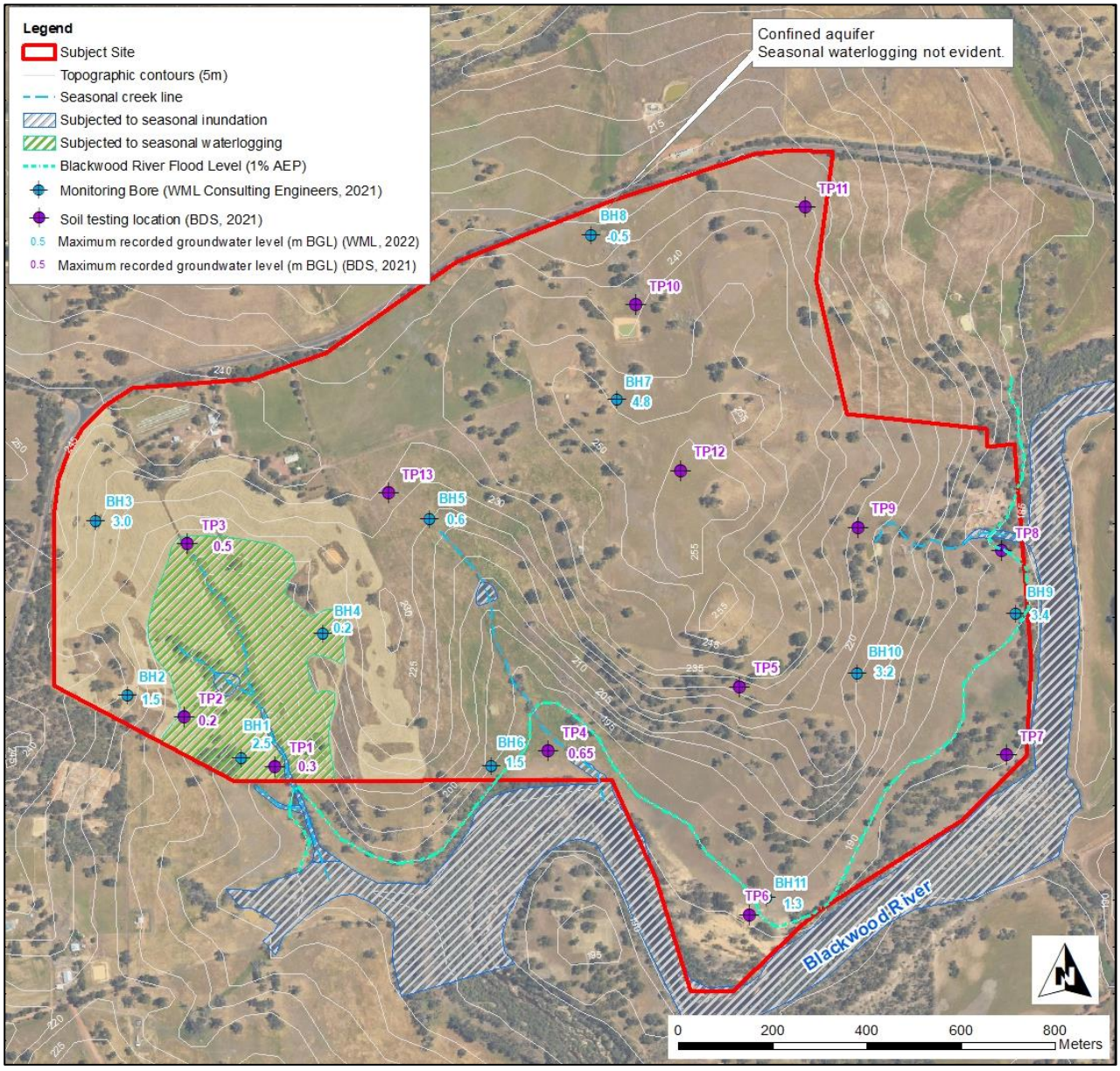

Figure 8: Maximum groundwater levels, waterlogging and seasonal inundation

3.9 Wetlands

There are no Conservation Category Wetlands (CCW) or classified Environmentally Sensitive Areas (ESA) within the Subject Site or within the vicinity of the Subject Site. The Blackwood River, whilst not classified by Government Departments as a CCW or ESA is a major drainage network and resource that passes through much of the southwest of the state. Long-term maintenance of the river's biological diversity, soil structure and water quality and quantity shall be a primary consideration.

4 Wastewater Management

The Subject Site is situated in an area that does not have access to deep or reticulated sewerage. The health and environmental requirements for wastewater treatment and disposal for developments not serviced by deep sewerage systems are contained in the *Government Sewerage Policy*, (DPLH, 2019). The *Government Sewerage Policy* (DPLH, 2019) states minimum requirements apply for all on-site sewage disposal systems.

A Site Soil Evaluation (SSE) (BDS, 2023) has been prepared for the Subject Site. The SSE details the site soils under late winter conditions and assesses the suitability and constraints for on-site effluent disposal across the site in relation to the proposed rezoning and future development.

In summary, the SSE identifies the majority of the site as suitable for onsite effluent disposal (BDS, 2023). Given the shallow depth to clay in the west of the site special design requirements and distribution techniques or soil modification procedures are necessary to ensure the rate of percolation of effluent through the soil is less than the effluent generation rate. Several areas of exposed granite outcrop were identified at the subject Site, these areas shall be avoided for effluent disposal.

The minimum required separation to groundwater was achievable across the majority of the Subject Site. There was a perched water table evident in the west of the site following winter rainfall which did not achieve the minimum separation requirements, as such special consideration and potentially imported fill will be required to achieve minimum requirements here.

A 100m setback to the outer edges of the riparian zone of the Blackwood River shall be established for future Land Application Areas (LAAs). A setback of 100 m between LAAs and the western or central creek line shall generally be established, where lots encompassing the western or central creek line cannot achieve a 100m setback, a reduced setback between 70 and 100m may be sought to achieve site feasibility, with the approval of the reduced setback to be at the discretion of approving government agencies. The downstream reaches of the shorter eastern creek line are highly eroded, likely contributing to sedimentation within the Blackwood River. It is proposed the eastern creek line be stabilised and runoff redirected to an engineered drainage system. The stormwater storage and storage outlet pipe proposed adjacent to the eastern creek line will convey runoff up to the 20% AEP from the incoming sub-catchment, with a strategic break conveying storm events greater than the 20% AEP storm event. Therefore a 100 m setback is not required to the eastern creek, instead a 30 m setback to all strategic breaks shall apply.

Typical leach drains or irrigation systems (surface or subsurface) have been identified as the most suitable systems for future lots depending on the soil category determined for each lot. The soil category for each future proposed lot shall be confirmed at subdivision application stage.

Secondary treatment systems shall be utilised on lots within the Subject Site in alignment with the Government Sewerage Policy, this includes;

- All lots less than 4000m^2 located in Soil Category 5 – Light Clays; and
- All lots located within Soil Category 6 – Medium/Heavy Clays.

More information relating to effluent disposal management at the Subject Site is presented in the SSE (South Environmental, 2024).

5 Local Water Management Strategy

5.1 Water Sustainability Initiatives

5.1.1 Water Supply

Water supply to households is to be via an extension of the Boyup Brook scheme water system. The project civil engineer shall negotiate the extension of the scheme water system with Water Corporation Western Australia.

WCWA have indicated that an extension of the existing scheme water system is achievable and will require the following infrastructure:

- 2.2km of DN100 water main;
- 80kL elevated tank on a 12m stand on ground at 255m AHD; and
- 7L/s transfer pump connecting pipework to the existing scheme water system.

Funding for the above infrastructure shall be provided by the developer. There is also potential for Infrastructure Development Fund assistance given the development allows for significant regional benefits in facilitating new housing for key workers and benefitting the Boyup Brook townsite.

5.1.2 Water Efficiency Measures

To achieve water efficiency targets, households are to be built consistent with current BCA water efficiency standards. Water efficiency initiatives are proposed to reduce potable water demand for irrigation of residential lots. These include encouragement of:

- Selection of predominantly local native, drought tolerant plants;
- Use of waterwise gardens, restricted lawn areas and water wise lawn varieties;
- Use of rainwater tanks, and
- Community education initiatives on water conservation and reuse.

5.1.3 Public Open Space

Based on the Shire of Boyup Brook's direction to limit on-going maintenance costs to the Shire, the proposed foreshore reserve and POS areas are modest in scale. The foreshore reserve is expected to remain in a largely natural state with limited landscaped areas. There are opportunities for the installation of a bore to irrigate the foreshore POS, with watering here limited to the establishment of native vegetation. There are also opportunities to utilise a bore and/or to capture surface water runoff to irrigate the small centrally located area of POS. Other than a possible modest playing field within the central POS, it is expected that most of the public POS at the Subject Site will comprise of native vegetation.

5.2 River Foreshore Management

As part of the LWMS the following key measures will be implemented to ensure the adjacent Blackwood River will not be negatively impacted by the proposed development;

- The general post-development hydrology of the site will be consistent with the pre-development hydrology;
- Up to the 20% Annual Exceedance Probability (AEP) storm event from the internal road network and Subject Site will be retained and treated within the Subject Site outside of the Blackwood River and its riparian zone;
- Post development outflows from storm events up to the peak 20% AEP will be maintained to pre-development outflows;
- Building envelopes shall be situated a minimum of 50m from the outer edges of the riparian zone of the Blackwood River; and

- Land application areas for onsite effluent disposal will be located a minimum of 100m from the outer edges of the riparian zone of the Blackwood River.

5.3 Stormwater Management

5.3.1 Design Capacity

The stormwater management system for the development has been designed in accordance with the guidelines of the DWER through the Better Urban Water Management framework and the requirements of the Shire of Boyup Brook. The stormwater drainage system has been designed using a major/minor approach.

The stormwater drainage system is designed to manage a range of rainfall events up to 1% AEP. The major drainage system is designed for rainfall events greater than the 20% AEP, up to the 1% AEP.

The minor drainage system has capacity for frequent rainfall events up to the 20% AEP and includes the pipe drainage system, soak wells and bioretention storage areas. The minor drainage system is designed to also provide the structural controls for water quality treatment.

The major system uses overland flow paths, which includes grading the road network to direct flow to the lowest point of the catchment for flood mitigation.

5.3.2 Stormwater Modelling

The stormwater modelling has been completed utilising the Rational Method and the Boyd Equation. A critical design criterion for both these methods includes the runoff coefficients. The pre-development and post-development runoff coefficients assumed for the Subject Site are shown in Table 12.

Table 12: Runoff coefficients

LAND USE	RUN OFF COEFFICIENT		
	First 15mm	20% AEP	1% AEP
Agricultural land	0	0.20	0.25
Road Reserve	0.80	0.80	0.90
Lots – <R1	0	0.25	0.30
Lots – R1 to R3	0	0.35	0.40
Lots – R5	0	0.40	0.45
Public Open Space (POS)	0	0.30	0.35

The general pre-development hydrological regime (Figure 7) is maintained in the post-development scenario, with the majority of the Subject Site proposed to discharge towards the Blackwood River either directly, via the internal road network or via the three creek lines.

Future residential/rural residential areas fronting the Blackwood River and the Boyup Brook – Arthur Road will runoff unattenuated consistent with the existing hydrological regime. Lots fronting the Blackwood River and the Boyup Brook – Arthur Road are proposed to be either Rural Residential (<R1) or Residential (R1 - R3) and are likely to remain grassed and/or vegetated with roofed areas connected to rainwater tanks and/or soakwells/rain gardens. Therefore, there is expected to be little change in the runoff coefficient of these areas compared to the pre-development scenario. Where lots are upgradient of the internal road network, the road network will intercept runoff from the lots and direct it to the road's drainage system. Lot areas that discharge to the internal road network therefore form part of the site's post-development drainage sub-catchments, as shown in Figure 9. The total area of each sub-catchment and the estimated land use area for each sub-catchment is presented in Table 13.

Table 13: Post-development sub-catchment areas

Land Use (ha)	Catchment						
	A	B	C	D	E	F	G
Pre-development							
Agricultural land (ha)	39.3	5.2	44.3	11.8	14.8	18.2	15.3
Total Area (ha)	**39.3**	**5.2**	**44.3**	**11.8**	**14.8**	**18.2**	**15.3**
Post-development							
Road Reserve (ha)	4.5	1.2	5.6	0.8	3.0	3.7	3.8
Lots – Rural Residential (ha)	11.9	0	0	0	0	0	0
Lots – R1-R3 (ha)	18.1	0	22.3	11.0	11.3	7.6	0
Lots – R5 (ha)	3.5	4.0	14.4	0	0.5	6.9	11.5
POS/Bushland (ha)	2.0	0	2.0	0	0	0	0
Total Area (ha)	**39.3**	**5.2**	**44.3**	**11.8**	**14.8**	**18.2**	**15.3**

Multiple storm events have been modelled utilising the Rational Method as described in Australian Rainfall and Runoff (AR & R) (Engineering Australia, 2001). Predevelopment outflow rates have been calculated based upon peak flow stream discharge as determined by Section 1.4 of AR & R.

Rainfall intensities for the various storm events and storm durations are calculated and provided by the Bureau of Meteorology (BoM) computerised design IFD Data System (www.bom.gov.au). Calculations have been undertaken utilising up to date IFD charts.

The Boyd equation has been utilised to calculate the stormwater storage volume required for each sub-catchment based on the post-development runoff from each sub-catchment and the allowable outflows set for the stormwater storages based on the peak pre-development outflow. The Boyd equation is considered a conservative estimate of stormwater storage volume calculation.

5.3.3 Drainage System Requirements

Key elements of the minor drainage system strategy are as follows:

Lot Attenuation

- It shall be the landowner's responsibility to manage stormwater runoff from buildings, hard stand (impervious) areas and gardens within the property boundary. In the absence of lot attenuation guidelines for the Shire of Boyup Brook 0.5m³ of storage is required per 100m² of impervious area. Lot stormwater management systems should be assessed and approved by the Shire of Boyup Brook upon Development Application.
- Soakwells shall only be utilised where there is adequate separation to the peak annual water-table from the base of the soakwell (>300 mm), adequate gradient for graduated pipe overflow pipes, and where soils allow suitable infiltration rate (not suitable in medium to heavy clays). In areas with shallow depth to groundwater or medium to heavy clays, as encountered in the west of the Subject Site, attenuation basins integrated into the garden landscaping will provide the most effective attenuation mechanism. When designing lot stormwater management systems, overland flow routes directing runoff away from buildings and adjoining properties shall be considered. Lot stormwater management systems should be assessed and approved by the Shire of Boyup Brook upon Development Application.

Stormwater Conveyance

- Pit and pipe network installed within the road reserve sized to convey runoff from the Subject Site for storm events up to the critical 20% AEP. Alternatively, in lower density areas (R1 to R3) road side swales designed to convey up to the 20% AEP may be utilised.
- Road drainage for storm events greater than the peak 20% AEP event, up to the peak 1% AEP event, will be directed to the lowest point in each catchment via overland flow along the road pavement. The ultimate road low point will be located adjacent to the Blackwood River or the Boyup Brook – Arthur Road to ensure road runoff is directed off site during storm events greater than the 20% AEP. Runoff from storm events greater than the 20% AEP event will be directed off site unattenuated. Attenuation of flows for storm events greater than the peak 20% AEP event, up to the peak 1% AEP event will have negligible impact on the flood regime of the general area, as per comments received from DWER on the 16th December 2023.
- Where the low point of a sub-catchment is not directly adjacent to the Blackwood River a strategic break/flood route allowing runoff from the road to the river shall be provided. The strategic breaks shall be sized to convey up to the 1% AEP storm event from the road network. Measures shall be taken at the downstream end of the strategic breaks all the way to the Blackwood River to ensure scouring and movement of sediment does not occur. This may include rock pitching and stabilisation matting. The Shire of Boyup Brook shall ensure that when the landowners adjacent to the strategic break are developing their lots that the stormwater flood route is not compromised.

Bio-retention and Stormwater Storage

- Drainage treatment train utilising bio-retention storages designed to treat the first 15mm of rainfall, by providing infiltration at source or close to source. Bio-retention storages shall be designed to convey up to the 20% AEP storm event. Storages shall be located at the low point of the sub-catchments (outside of the Blackwood River foreshore area), to direct runoff away from infrastructure in the case that the capacity of the storage is exceeded. The bio-retention storages shall be located outside of the Blackwood River and its flood/riparian vegetation zone.
- The base of the bio-retention storages shall be underlain with 0.4m depth of amended soil, 0.15m depth of a transition layer (coarse sand) and 0.15m depth of a drainage layer with 100mm (maximum) perforated collection pipes (subsoils). The base of the bio-retention storages shall also be planted. The specifications for the amended soil and the planting are provided in Section 5.4.
- Each bio-retention storage shall have a sediment trap at the inlet to the storage. Junction pits may also be used through the development to increase infiltration at source, in hand reducing the size of the bio-retention storage. Junction pits are not proposed in heavy clays or sands with a low PRI and the use of junction pits shall be confirmed in the subsequent Urban Water Management.
- Outflow from the bio-retention storages will be set at the top water level of the first 15mm runoff event, this is set at a maximum depth of 0.4m to allow for adequate water quality treatment across a larger surface area. Outflow from storages will be via an overflow/outflow pit sized to match the peak pre-development outflow from the 20% AEP event.
- The maximum side slopes of the bio-retention storages shall be 1:6, with at least 0.3m of freeboard provided between the 20% AEP top water level and top of bank. A stabilised low point in the bank shall be provided at the 20% AEP top water level, located downstream in the bio-retention storage so that overflow is directed off site when/if the capacity of the storage is exceeded.

ATTACHMENT 6

Site Soil Evaluation

Lot 51, 1007, 1118 Boyup Brook – Arthur Rd, Boyup Brook, WA

8th July 2024

SOUTH ENVIRONMENTAL

Document Control

Title: Site Soil Evaluation: Lot 51, 1007, 1118 Boyup Brook – Arthur Rd, Boyup Brook WA
Author: Chiquita Cramer
Job No.: A002
Client: Leafield Pty Ltd

Revision Record – South Environmental

Revision	Summary	Prepared by	Revised/Comments Received by	Date
Final SSE 08/07/24	SSE updated to include revised Local Structure Plan/Subdivision Concept Plan.	C. Cramer	DPLH & SoBB	08/07/2024

Revision Record – Bio Diverse Solutions

Revision	Summary	Prepared by	Revised/Comments Received by	Date
Draft Id 22/06/23	Internal QA Review	C. Cramer	M. Wearing	22/06/2023
Draft Id 26/06/23	Issued to project team for comment	C. Cramer	S. Thompson	26/06/2023
Draft Id 11/07/23	Technical Review	C. Cramer	K. Kinnear	11/07/2023
Final Id 11/07/23	Final Report issued to client	C. Cramer	-	11/07/2023
Final Id 09/02/23	Updated to address DWER and DoH comments	C. Cramer	C. Cramer	09/02/2023

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1. Introduction

Lots 51, 1007 and 1118 Boyup Brook-Arthur Road Site Soil Evaluation (SSE) has been prepared by South Environmental on behalf of Leafield Pty Ltd (the client) in support of an amendment to the Local Planning Scheme and to provide guidance to the Local Structure Plan (LSP) prepared for the site.

The SSE details the site soils and suitability for on-site effluent disposal across the Subject Site (as defined in Section 1.3) in relation to the planning proposal. The SSE has been prepared in alignment with the Government Sewerage Policy (DPLH, 2019a).

The information presented in this SSE has been derived from the previously prepared *Site Soil Evaluation – Lot 51, 1007, 1118 Boyup Brook-Arthur Road, Boyup Brook* (Bio Diverse Solutions, 2024). The SSE has been updated by South Environmental, upon the direction of the client, to include recent modifications to the Local Structure Plan Concept Plan and to address comments from the Department of Planning, Lands and Heritage (DPLH) and the Shire of Boyup Brook. This SSE prepared by South Environmental supersedes the previously prepared SSE prepared by Bio Diverse Solutions.

1.1. Alignment to Legislation, Policy and Guidelines

South Environmental has prepared this report aligned to the following legislation, policy and guidelines:

- *Government Sewerage Policy (2019);*
- *Health Act (1911)* and the *Public Health Act (2016);*
- *Country Area Water Supply Act 1947;* and
- Australian Standard (AS)1547-2012.

1.2. Suitable Qualified Hydrologist

This SSE has been prepared by Chiquita Cramer, who has 15 years of experience working as a hydrologist, hydrogeologist and environmental consultant.

Chiquita Cramer has the following tertiary qualifications:

- Bachelor of Science in Natural Resource Management (University of Western Australia); and
- Graduate Certificate in Hydrogeology (University of Western Australia).

Chiquita worked as a hydrologist and senior hydrologist at JDA Consultant Hydrologists in Perth for 8 years, during this time she also completed a Graduate Certificate in Hydrogeology. In 2017 she joined Bio Diverse Solutions (BDS) to provide expertise in hydrology and hydrogeology to the company and in 2024 she established South Environmental. Chiquita's experience includes preparation of local and urban water management strategies, hydrological and hydraulic investigations, surface water and groundwater monitoring reports, hydrogeological reports and site soil evaluations for onsite disposal suitability. Chiquita has successfully completed numerous SSE reports for a range of developments at various planning stages. Chiquita also attended a workshop on SSE reporting organised by the Department of Health in 2021.

1.3. Location

Lots 51, 1007 and 1118 Boyup Brook-Arthur Road (herein referred to as the Subject Site) comprises of approximately 221.8 ha and is located approximately 2.5 km northeast of the Boyup Brook town centre. The Subject Site is bound by Boyup Brook-Arthur River Road to the north, the Blackwood River to the east and southeast and adjoins cleared agricultural land to the northeast, west and southwest. The location of the Subject Site is shown in Figure 1.

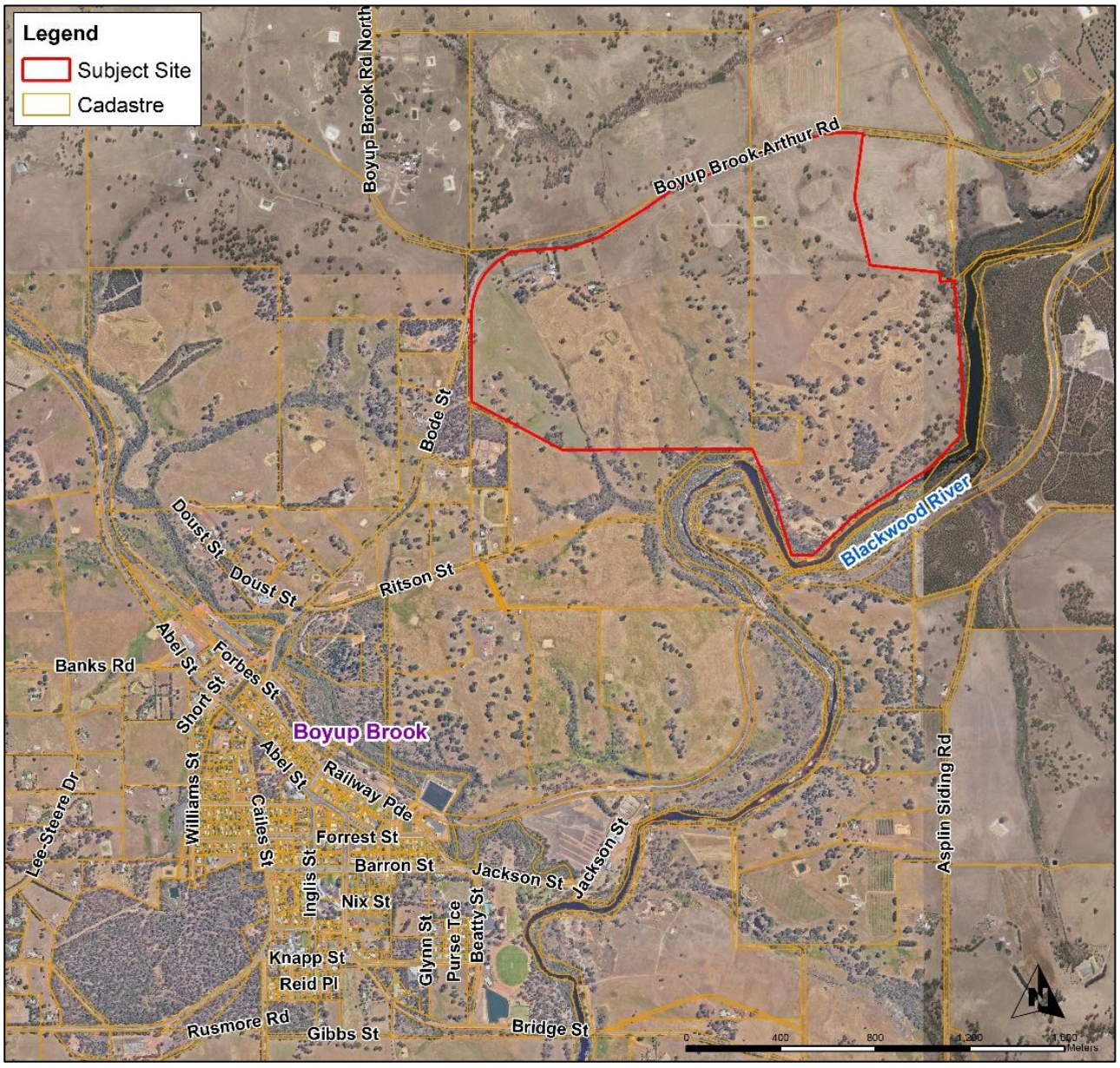


Figure 1: Location Plan

2. Development Proposal

The Subject Site is situated within the Shire of Boyup Brook and zoned *Rural* under the existing Shire of Boyup Brook Local Planning Scheme (No. 2). It is proposed to rezone the Subject Site from *Rural* to *Special Use Zone 2 (SU2)* to allow for residential and rural residential lots ranging in size from 2,000 m^2 up to ~5 ha. A Local Structure Plan and subdivision concept plan showing the planning proposal for the Subject Site is shown in Figure 2.

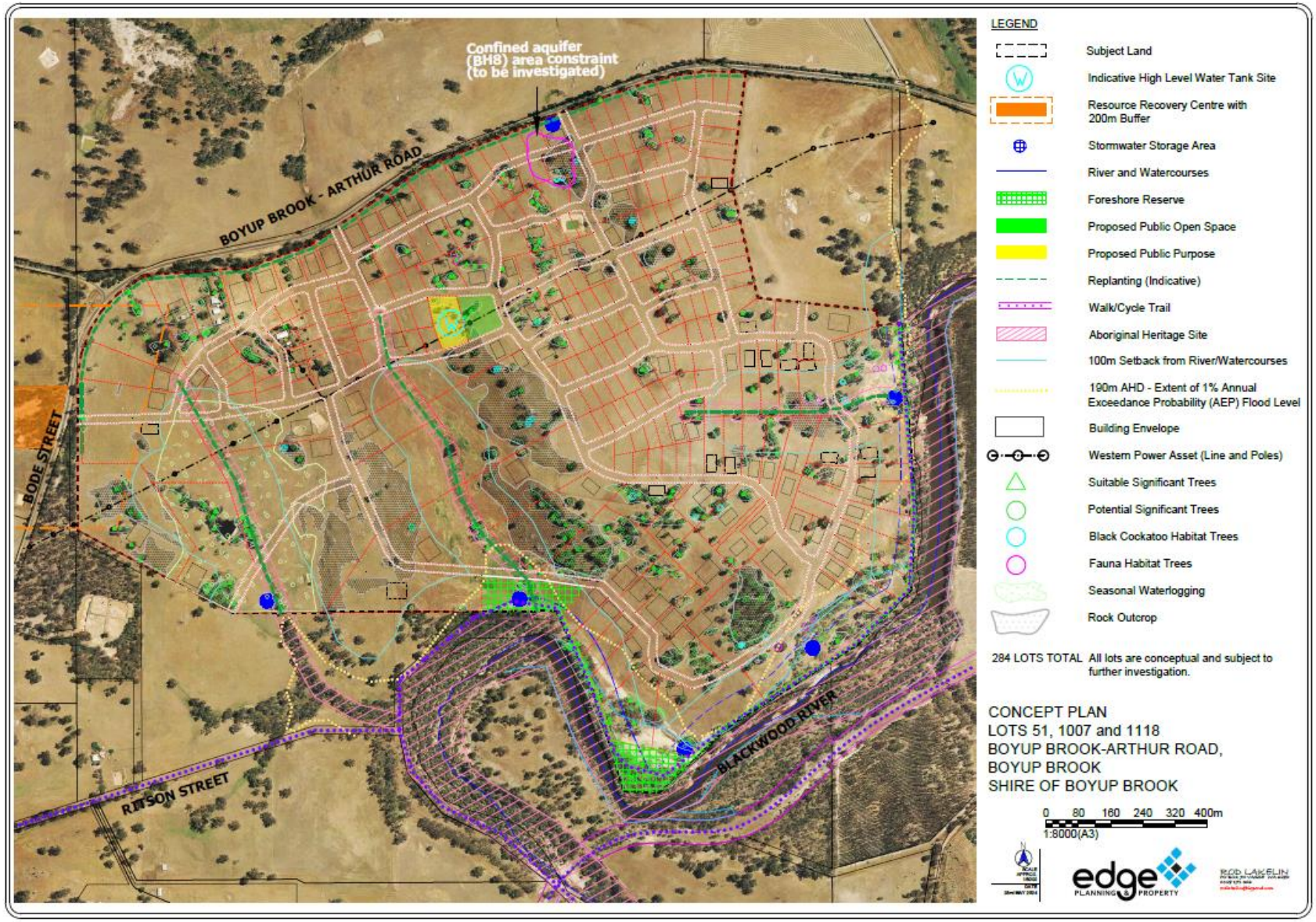


Figure 2: Local Structure Plan & Subdivision Concept Plan (Edge Planning & Property, 2024)

3. Desktop Assessment

3.1. Topography

The Subject Site generally slopes from northwest to southeast towards the Blackwood River, from a high point of 255 m AHD in the central portion of the site to 180 m AHD along the Blackwood River foreshore in the southeast and east of the site. A smaller portion of land in the north of the site slopes back towards the Boyup Brook-Arthur Road which lies at approximately 225 m AHD. Topographic contours (5 metre) for the Subject Site are shown in Figure 3.

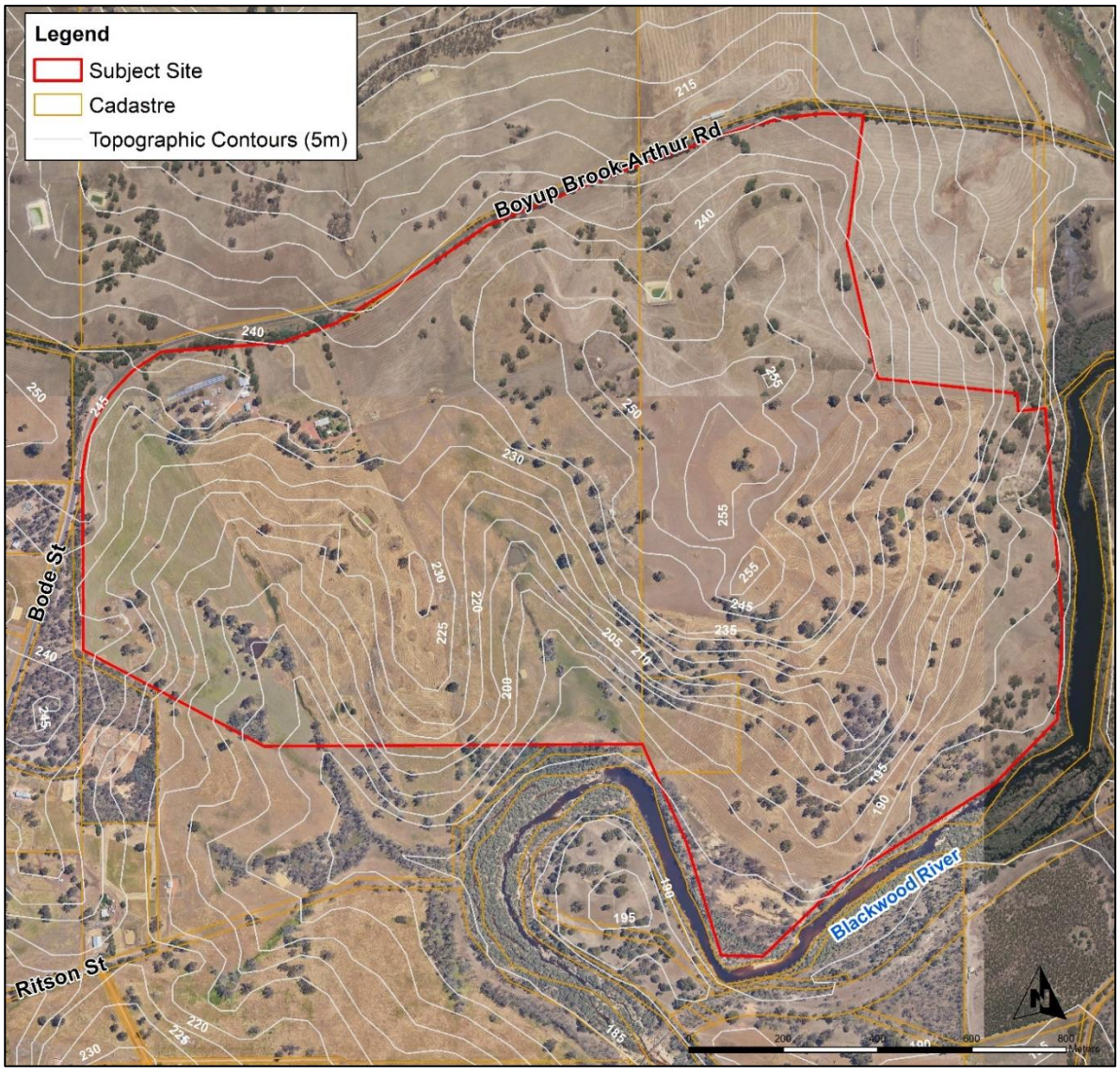


Figure 3: Topography

3.2. Climate

The Boyup Brook area is characterised by a Mediterranean climate with warm dry summers and cool wet winters. Rainfall data is from the nearby Bureau of Meteorology (BoM, 2024) Boyup Brook Station (Site No. 9504). The long-term average annual rainfall is 646mm (1914 to 2020), there was no BoM data available at this site for 2021 to 2023. This average has decreased between 2000 to 2020, to an average annual rainfall of 542 mm, reflecting a 16% reduction compared to the long-term average, consistent with a general drying trend in the Southwest of WA.

The total rainfall distribution has also altered, with a reduction of average winter monthly rainfall, but no significant reduction in average summer monthly rainfall (BoM, 2023).

The average annual pan evaporation for the Boyup Brook area is approximately 1399 mm (Luke et al 1988).

3.3. Remnant Vegetation

The Subject Site predominantly consists of cleared agricultural land with scattered paddock trees (predominantly jarrah and marri), there are small patches/strips of remnant vegetation, predominantly located in the southeast of the Subject Site adjacent to the Blackwood River.

The Subject Site lies within the JF02 – Jarrah Forrest Interim Bio-geographic Regional Area (IBRA).

The vegetation has been mapped on a broad scale by J.S. Beard (Shepherd et al 2002) in the 1970's, where a system was devised for state-wide mapping and vegetation classification based on geographic, geological, soil, climate structure, life form and vegetation characteristics. A GIS search of J.S. Beards vegetation classification places the Subject Site within one System and Vegetation Association (DPIRD, 2017a):

- **System Association Name**: Bridgetown.
- **Vegetation Association Number:** 992 & 3.
- **Vegetation Description:** Mainly jarrah and marri *Eucalyptus marginata*, *Corymbia calophylla*.

There are no Conservation Parks or Class "A" Reserves within the Subject Site or within the vicinity of the Subject Site. A Black Cockatoo Survey of the existing site trees was conducted by Bio Diverse Solutions in June 2023, results of the Black Cockatoo Survey are provided in a separate report.

3.4. Acid Sulphate Soils

Acid sulphate soils (ASS) are naturally occurring soils and sediments containing sulphide minerals, predominantly pyrite (an iron sulphide). When undisturbed below the water table, these soils are benign and not acidic (potential acid sulphate soils). However, if the soils are drained, excavated or exposed by lowering of the water table, the sulphides will react with oxygen to form sulphuric acid. Acid Sulphate Soil (ASS) Risk Mapping indicates the Subject Site does not lie within any known areas of ASS (DWER, 2017).

3.5. Geology and Soils

Soil mapping – Zones (DPIRD, 2017a) shows the Subject Site lies within one soil zone being the Eastern Darling Range Zone (253). The Eastern Darling Range Zone is described as '*Moderately to strongly dissected lateritic plateau on granite with eastward-flowing streams in broad shallow valleys, some surficial Eocene sediments. Soils are formed in laterite colluvium or weathered in-situ granite.'*

Soil mapping – Systems (DPIRD, 2018a) shows the Subject Site lies within one soil system being the Boyup Brook Valleys System (253Bv). The Boyup Brook Valleys System is described as *'Valleys, in the south of the Eastern Darling Range (Blackwood Catchment). Gravel, sandy duplex loamy duplex. Jarrah-marri-wandoo forest and woodland.'*

The Subject Site is also located within four sub-systems of the Boyup Brook Valley System as defined by DPIRD (2017b). The sub-systems are described in Table 1 and shown in Figure 4.

Table 1: Soil Sub-systems

Map Unit Symbol	Map Unit Name	Map Unit Description
253BvNWg	Newlgalup granitic slopes phase	Relief 30-50 m, slopes 5-20%. Soil parent material is granite and gneiss. Soils are deep loamy duplex soils, deep sandy duplex soils, loamy and sandy gravels, with some loamy earths and shallow loamy duplex soils.
253BvNW4	Newlgalup moderate slopes phase	Deeply incised valleys. Relief 60-100 m, slopes 15-35%. Soil parent material is gneiss and granite. Soils are deep loamy duplex soils, and yellow loamy earths with some shallow loamy duplex soils.
253BvDM	Dalmore subsystem	Undulating ridges and hill crests on laterite and granite. Relief 5-20 m, slopes 5-15%. Soils are gravels, loamy duplex and sandy duplex soils.
253BvCP	Condinup subsystem	River channel, flood plain and raised alluvial terraces, soils are brown deep sands.

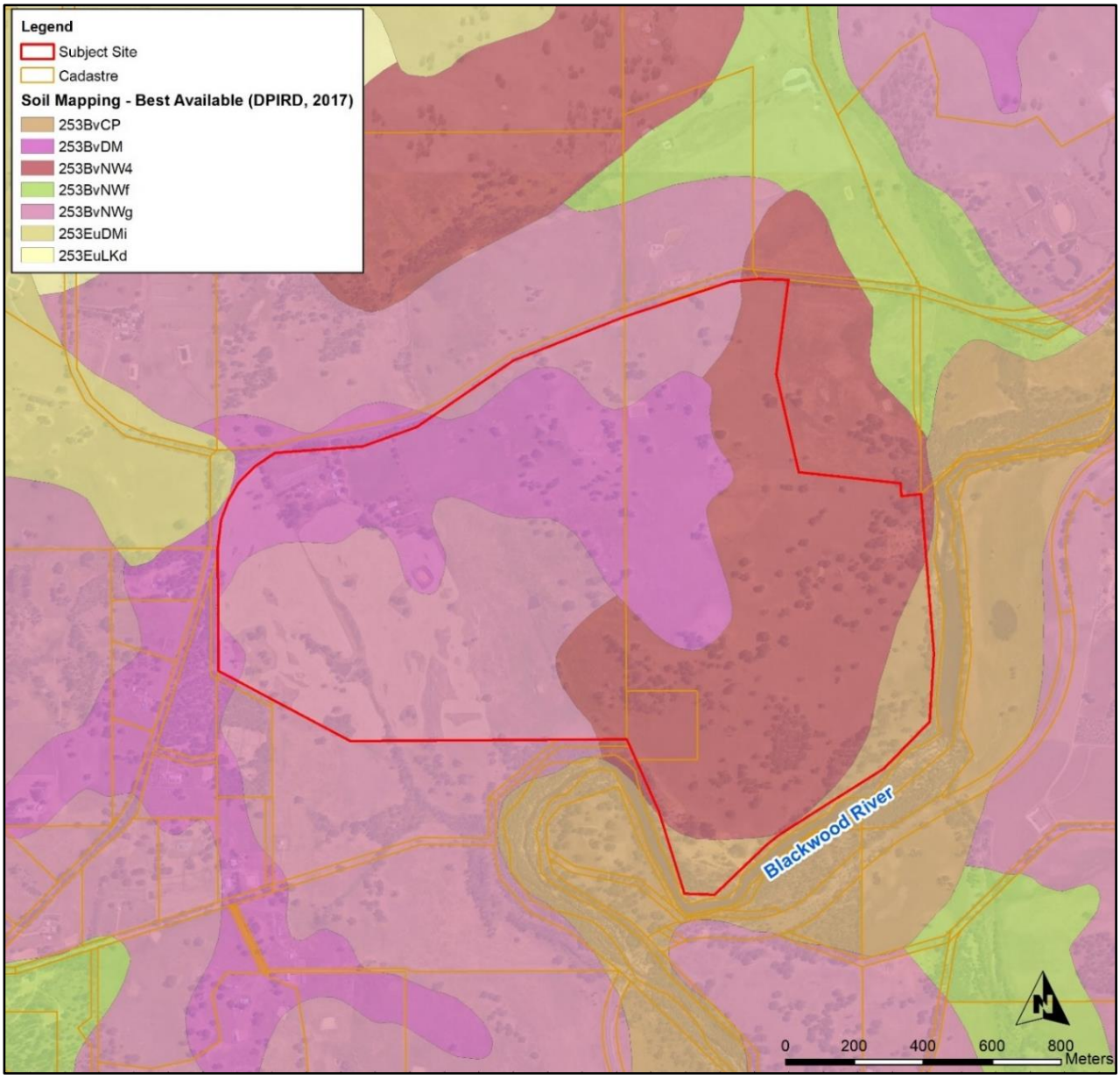


Figure 4: Soil Mapping

3.6. Surface Hydrology

There are no major drainage networks or water bodies within the Subject Site. Surface water generally runs off the site in a southeasterly direction towards the Blackwood River. The Blackwood River is the largest river in the southwest of Western Australia with a catchment area of 28,100 km^2. The river begins near the township of Wagin and flows through many small towns in the southwest prior to discharging to the coast line near Augusta.

There are three seasonal creek lines located across the site that flow in a southeasterly and easterly direction towards the Blackwood River. A relatively smaller portion of the site in the north drains in a northerly direction towards the Boyup Brook-Arthur Road, before discharging to an adjacent agricultural property, with runoff here ultimately draining to the Blackwood River further to the east. The pre-development surface water hydrology of the site and surrounding areas is shown in Figure 5.

The Subject Site is located within the Hardy Estuary – Blackwood River Hydrographic Catchment and the Middle Blackwood Sub-catchment (DWER, 2018a).

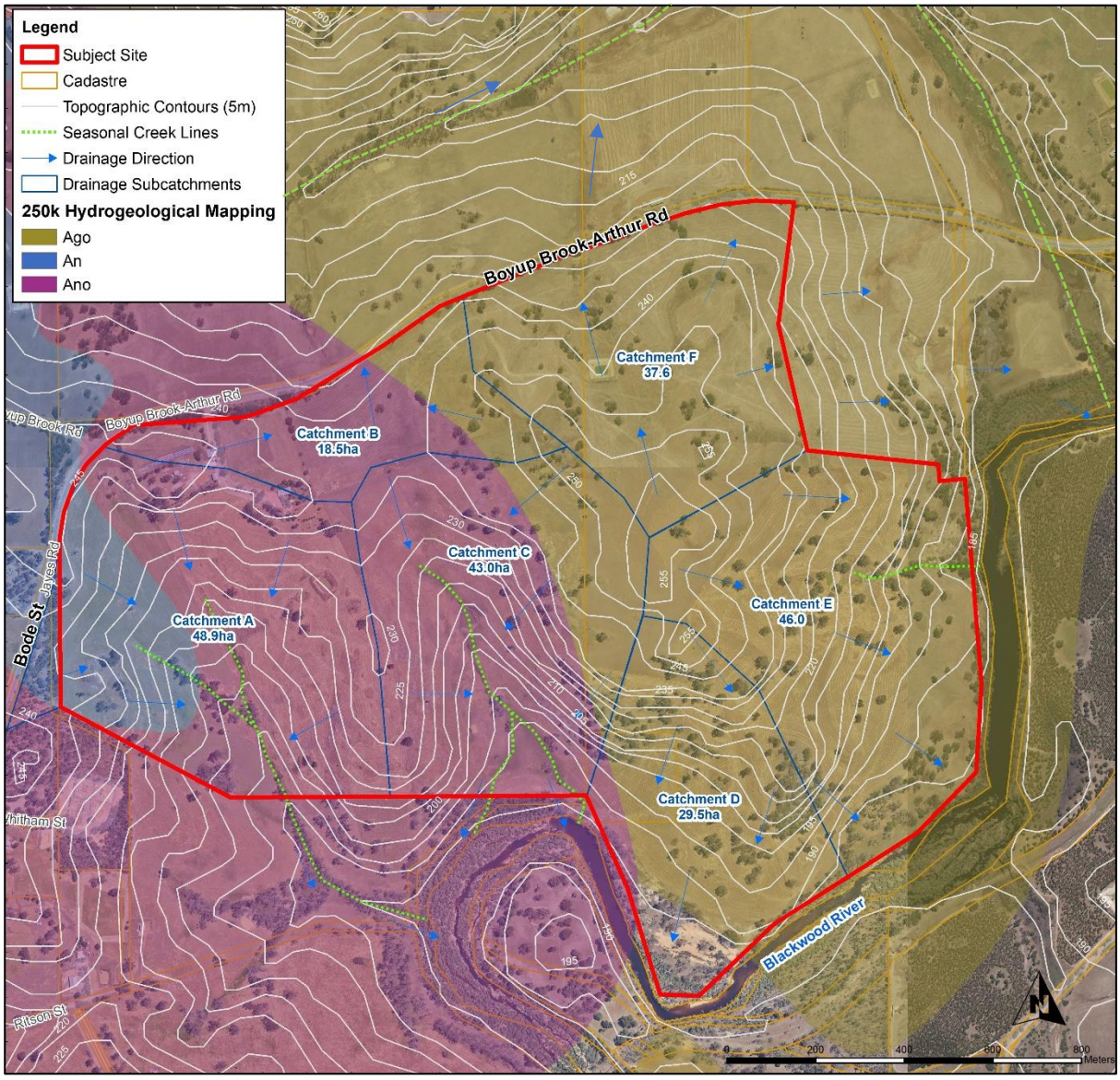


Figure 5: Surface Water Hydrology

3.7. Hydrogeology and Groundwater

Australian Geoscience Mapping and Department of Water and Environmental Regulation 250K Hydrogeological mapping (DWER, 2001) places the Subject Site within three hydrogeological zones as described in Table 2 and mapped in Figure 5.

Table 2: 250K Hydrogeological zones within Subject Site

Geology Unit	Geology Time	Aquifer Description	Geology Description
Ano	Archaean	Fractured and weathered rocks - local aquifer, very minor or no groundwater resources'	Granitoid gneiss, migmatite and minor schist; subsurface generally weathered to clay (indicated by lighter colour) (outcrop).
Ago	Archaean	Fractured and weathered rocks - local aquifer, minor groundwater resources	Granitoid rock, porphyritic and even-grained; subsurface generally weathered to clayey sand (indicated by lighter colour) (outcrop)
An	Archaean	Fractured and weathered rocks - local aquifer, very minor or no groundwater resources	Granitoid gneiss, migmatite and minor schist; subsurface generally weathered to clay (indicated by lighter colour)

3.8. Public Drinking Water Source Area

The Subject Site is not located within a Public Drinking Water Source Area (PDWSA; DWER, 2018b). The nearest PDWSA is the Boyup Brook Dam Catchment Area which is located approximately 3.3 km southeast of the Subject Site. The Subject Site does not form part of the Boyup Brook Dam catchment area.

3.9. Environmentally Sensitive Areas

There are no Environmentally Sensitive Areas (ESA) within the Subject Site or within a 10 km radius of the Subject Site (DWER, 2018c).

3.10. Wetlands

There are no Conservation Category Wetlands (CCW) within the Subject Site or within the vicinity of the Subject Site. The Blackwood River, whilst not classified by government departments as a CCW or ESA is a major drainage network and resource that passes through much of the southwest of the state. Long-term maintenance of the river's biological diversity, soil structure and water quality and quantity shall be a primary consideration in relation to development of the Subject Site.

3.11. Sewage Sensitive Areas

The Subject Site is not located in a Sewage Sensitive Area according to the Department of Planning, Lands and Heritage Sewage Sensitive Area Mapping (DPLH, 2019b).

3.12. Nutrient Modelling

Nutrient modelling showing and discussing the expected impact to nitrogen and phosphorus inputs and exports due to the changes in land use are shown in Appendix C.

4. Site Investigation

4.1. Soils

A site soil investigation was conducted on the 3rd August 2021 by Bio Diverse Solutions. The site investigation included the construction of 13 test holes to a depth of up to 2 metres, logging of soils to the depth of the hole and inspection and measuring of the water table.

The test holes were constructed using a 75 mm diameter hand auger and were left open for 1 hr for inspections of water table depth. The location of the 13 test holes is shown in Figure 6.

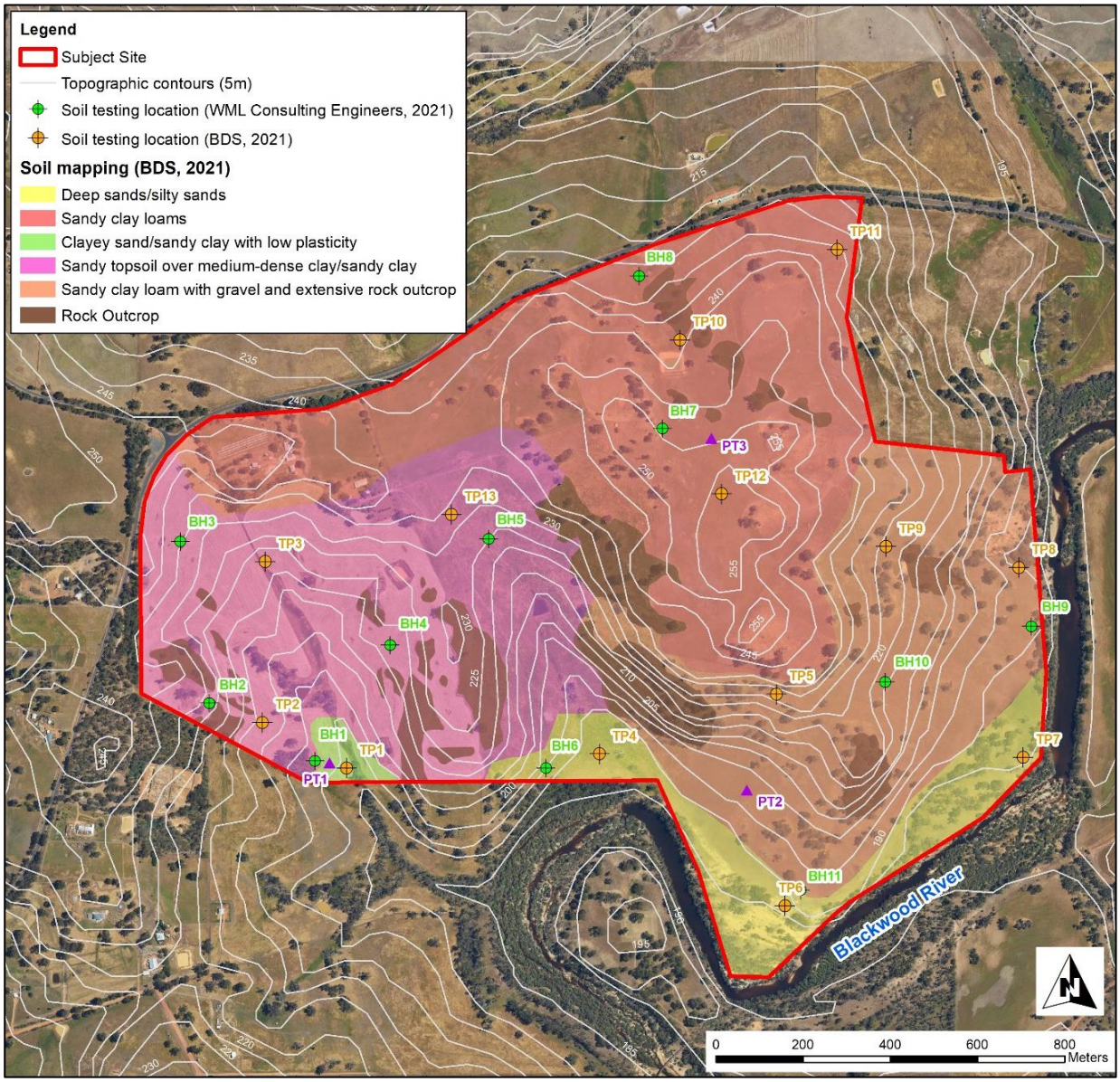


Figure 6: Soil testing and mapping

The site soil investigation by Bio Diverse Solutions revealed that soils across the site comprised of six main soil types:

1. Silty sand topsoil over deep sands, no groundwater encountered to 2 metres (found along the Blackwood River foreshore);
2. Silty sand over clay with medium to high plasticity, a perched water table encountered in the lower reaches following heavy winter rainfall (found in the west and central portion of the site);

3. Silty sand over moderately to poorly sorted sandy loam and sandy clay loam with low plasticity and generally no groundwater encountered to 2 metres (found in the higher elevations in the northeast of the site);
4. Gravelly sandy clays/clayey sands. Low plasticity clays, no groundwater encountered to 2 m (found in the southeast of the Subject Site);
5. Well sorted clayey sand/sandy clay with low plasticity. Includes a small area in the southwest in the lower reaches of the valley system; and
6. Granite outcrop (scattered throughout the site, predominantly situated on the elevated hill slopes).

The estimated boundaries of the six identified soil types are shown in Figure 6 with the Bio Diverse Solutions soil testing results presented in Table 3.

Table 3: Soil Testing Results (Bio Diverse Solutions, 2021)

Test Hole	Depth	Soil Type	Soil Description
TP1	0-150mm 150-1000mm 1000-1300mm 1300-1500mm 1500mm +	Sand with silt Sand with silt Sandy clay Sand with silt Bedrock	Grey, fine, roots and root fibres (Topsoil), moist. Dark grey, medium, well sorted, saturated. Low plasticity, dark grey, medium grained sand, saturated. Orange, fine, well sorted, saturated. Refusal, granite rock. **Water table was encountered 0.3 m BGL.**
TP2	0-150mm 150-500mm 500-800mm 800mm+	Sand with silt Sandy loam Sandy loam Clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, medium, well sorted, moist. Brown, medium, well sorted, saturated. High plasticity, orange brown mottled, saturated. **Water table was encountered 0.17 m BGL.**
TP3	0-150mm 150-500mm 500mm+	Sand with silt Sandy loam Clay	Grey, fine, roots and root fibres (topsoil), moist. Brown, medium, well sorted, moist. High plasticity, red/orange, moist. **Water table was encountered 0.5 m BGL.**
TP4	0-300mm 300-1800mm	Sand with silt Sand with silt	Grey, fine, roots and root fibres (topsoil), moist. Brown/orange, fine, well sorted, moist-saturated. **Water table was encountered 0.65 m BGL.**
TP5	0-300mm 300-1500mm	Sand with silt Gravelly clay	Grey, fine, roots and root fibres (topsoil), moist. Low plasticity, cemented layer, red/brown, coarse gravel, moist. **No water table was encountered.**
TP6	0-300mm 300-2000mm	Sand Sand	Dark brown, fine, well sorted, roots and root fibres (topsoil), dry. Yellow, fine, well sorted, dry. **No water table was encountered.**
TP7	0-300mm 300-2000mm	Sand Sand	Brown, fine, well sorted, roots and root fibres (topsoil), dry. Brown-yellow, fine, well sorted, dry. **No water table was encountered.**
TP8	0-150mm 150-300mm 300-800mm 800-1500mm	Sand with silt Sandy loam Sandy clay Sandy loam	Grey, fine, roots and root fibres (topsoil), moist. Orange/brown, fine, well sorted, moist. Low plasticity, yellow/brown, medium sand, moist. Yellow/brown, medium, well sorted, moist. **No water table was encountered.**

Table 3 continued.

Test Hole	Depth	Soil Type	Soil Description
TP9	0-150mm 150-300mm 300-800mm 800-1500mm	Sand with silt Sandy loam Sandy clay loam Sandy clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, well sorted, moist. Orange/brown, medium, poorly sorted, moist. Low plasticity, orange, medium-coarse sand, moist. **No water table was encountered.**
TP10	0-150mm 150-300mm 300-700mm 700-1300mm	Sand with silt Sandy loam Sandy clay loam Sandy clay loam with gravel Gravelly clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, moderately sorted, moist. Dark brown, fine-coarse, moderately sorted, moist. Red-brown, fine-coarse, poorly sorted, moist. Low plasticity, orange/red, moist. **No water table was encountered.**
TP11	0-150mm 150-300mm 300-700mm 700-1500mm	Sand with silt Sandy loam Sandy loam Sandy clay loam	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, moderately sorted, moist. Orange/brown, fine-coarse, poorly sorted, moist. Orange, fine-coarse, poorly sorted, moist. **No water table was encountered.**
TP12	0-150mm 150-300mm 300-600mm 600-1500mm	Sand with silt Sandy loam Sandy clay loam Sandy clay	Grey, fine, roots and root fibres (topsoil), moist. Dark brown, fine, well sorted, moist. Dark brown, fine, moderately sorted, moist. Low plasticity, orange/brow, moist. **No water table was encountered.**
TP13	0-150mm 150-600mm 600mm+	Sand with silt Sandy clay Clay	Grey, fine, roots and root fibres (topsoil), moist. Moderate plasticity, black, moist. High plasticity, orange, moist. **No water table was encountered.**

A further soil investigation was conducted from the 30th of September to the 1st October 2021 by WML Consulting Engineers as part of the installation of 11 groundwater monitoring bores across the Subject Site, the soil investigation report including bore logs is presented in Appendix A. Generally, the WML Consulting Engineers Soil Investigation showed similar soil types to BDS with deep sands found in a band fronting the Blackwood River and shallow depths (~0.2 m) to medium - dense clay in the west of the site. Unlike Bio Diverse Solutions, WML encountered medium - dense clays across the northeast of the Subject Site whereas Bo Diverse Solutions encountered sandy loams/clay loams with low plasticity, which was also evident through the permeability testing in this area. The WML Consulting Engineers (2021) soil testing results are shown in Table 4.

Table 4: Soil Testing Results (WML Consulting Engineers, 2021)

Bore Hole	Depth	Soil Type	Soil Description
BH1	0 – 200mm	Sand	Moist, dark brown, loose, fine to medium grained, **SAND** with a trace of clay and a trace of fine roots and a trace of organics.
	200 – 4200mm	Clay	Moist, orange brown mottled grey, very stiff, **CLAY** with a trace of fine-grained sand.
	4200 – 5200mm	Clay	Moist, grey, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
			Water-table encountered at 4.9 m BGL
BH2	0 – 200mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 600mm	Sandy clay	Moist, brown mottled orange white, firm, **sandy CLAY**.
	600 – 1600mm	Clayey sand	Dry, orange, very dense, fine to medium grained, **clayey SAND**.
	1600 – 2200mm	Clayey sandy gravel	Dry, grey orange, very dense, fine to medium, **clayey sandy GRAVEL**. *Highly cemented, potentially granite rock.*
			Water-table encountered at 2.0 m BGL
BH3	0 – 300mm	Sand	Dry, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	300 – 1000mm	Clay	Dry, orange, firm, **CLAY** with a trace of fine gravel and some fine to coarse grained sand.
	1000 – 3100mm	Clay	Dry, red brown, very stiff, **CLAY** with a trace of fine to medium grained sand.
	3100 – 3700mm	Clay	Moist, yellow brown, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	3700 – 4200mm	Clay	Moist, red brown, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	4200 – 6600mm	Clay	Moist, pale brown mottled red white, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	6600– 10000mm	Clay	Moist, pale brown grey, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
	10000 - 10800mm	Clay	Wet, pale brown grey, very stiff, **CLAY** with a trace of fine-grained sand. *significant presence of mica.*
			Water-table encountered at 10.5 m BGL
BH4	0 – 300mm	Sand	Moist, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	300 – 2300mm	Clay	Moist, grey, firm, **CLAY** with some fine-grained sand.
	2300 – 2600mm	Clay	Moist, grey, firm, **CLAY** with some fine-grained sand.
			Water-table encountered at 0.25 m BGL
BH5	0 – 300mm	Sand	Moist, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	300 – 800mm	Clayey Gravel	Moist, brown, medium dense, fine, **clayey GRAVEL** with a trace of organics and some fine to coarse grained sand.
	800 – 1300mm	Gravelly clay	Moist, pale brown, firm, **gravelly CLAY** with some fine to coarse grained sand.
	1300 – 1800mm	Clay	Moist, brown slightly mottled dark brown orange, firm, **CLAY** with some fine to coarse grained sand and some fine to medium gravel.
	1800 – 2500mm	Clay	Moist, pale brown, stiff, **CLAY** with some fine to coarse grained sand.
			Water-table encountered at 1.4 m BGL
BH6	0 – 100mm	Sand	Moist, dark brown, loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	100 – 3000mm	Sand	Moist, pale brown, medium dense, fine to medium grained, **SAND**.
			Water-table encountered at 1.5 m BGL

Table 4 continued.

Bore Hole	Depth	Soil Type	Soil Description
BH7	0 – 300mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics and a trace of fine to coarse gravel.
	300 – 1300mm	Clay	Dry, orange, stiff, **CLAY** with some fine to medium gravel and a trace of fine to coarse grained sand.
	1300 – 2600mm	Clay	Dry, orange slightly mottled white red, stiff, **CLAY** with a trace of fine to coarse gravel and a trace of fine to coarse grained sand.
	2600 – 3500mm	Clay	Dry, red cream, stiff, **CLAY** with a trace of fine to medium grained sand.
			Water-table encountered at 10.5 m BGL
BH8	0 – 200mm	Sand	Moist, grey, very loose, fine to medium grained, **SAND** with a trace of clay and a trace of fine gravel.
	200 – 400mm	Sandy Clay	Moist, orange mottled grey, soft, **sandy CLAY** with a trace of fine to medium gravel.
	400 – 600mm	Clay	Moist, orange, firm, **CLAY** with some fine to coarse grained sand and a trace of fine to medium gravel.
	600 – 7000mm	Clay	Moist, orange, stiff, **CLAY** with some fine to medium grained sand.
	7000 – 10000mm	Clay	Moist, grey, stiff, **CLAY** with some fine-grained sand.
			Water-table encountered at 0.1 m BGL
BH9	0 – 200mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 4000mm	Gravelly clay	Dry, brown, very stiff, **gravelly CLAY** with a trace of fine to coarse grained sand.
			No water-table encountered
BH10	0 – 200mm	Sand	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 1500mm	Gravelly clay	Dry, brown red, stiff, **gravelly CLAY** with a trace of fine to coarse grained sand.
	1500 – 4500mm	Clay	Dry, brown orange, very stiff, **CLAY** with some fine to coarse grained sand.
	4500 – 6000mm	Clay	Dry, orange, very stiff, **CLAY** with a trace of fine to coarse grained sand.
	6000 – 10000mm	Clay	Dry, orange, very stiff, **CLAY**.
			Water-table encountered at 3.3 m BGL
BH11	0 – 200mm	Sand	Moist, dark brown, loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	200 – 1700mm	Sand	Dry, yellow grey, medium dense, fine to medium grained, **SAND** with some silt.
	1700 – 3000mm	Sandy clay	Dry, brown orange, stiff, **sandy CLAY**.
			No water-table encountered

Phosphorous Retention Index

Phosphorous Retention Index (PRI) is the ability of soils to absorb nutrients and heavy metals within the soil (i.e. Soil microbe disinfecting ability). Soils with a PRI less than 1 have a very poor ability to retain nutrients and heavy metals, whilst soils with a PRI of >5 having a high ability to retain nutrients and heavy metals. PRI testing was conducted on samples from soil testing holes TP1, TP4, TP6, TP8 and TP11 with analysis conducted by CSBP Soil Laboratories. PRI results are presented in Table 5.

Table 5: Phosphorus Retention Index

Soil Testing Hole	Depth (mm)	Soil Type	PRI
TP1	150-1000	Sand with silt	27.2
TP4	300-1800	Sand with silt	5.9
TP6	300-2000	Sand	3.6
TP8	800-1500	Sandy loam	79.0
TP11	700-1500	Sandy clay loam	129.7

The PRI test results indicate that the site soils have a moderate to very high ability of fixing nutrients and contaminants consistent with soil types found across the site. As expected, the lowest PRI was found at TP4 and TP6 in the south of the site within the deep sands. Whilst the PRI was found to be lowest fronting the Blackwood River the PRI found at TP4 (5.9) and TP6 (3.6) was found to be greater than 1 and considered to provide ability to fix nutrients and contaminants. A higher PRI was found in the clays and loams across the more elevated portions of the site, with the highest PRI found in the sandy clay loam at TP11 in the northeast of the site.

Soil Permeability

Silts and clay soils generally record poor permeability results whereas coarse sands and loose gravels generally record high permeability, as shown in Figure 7.

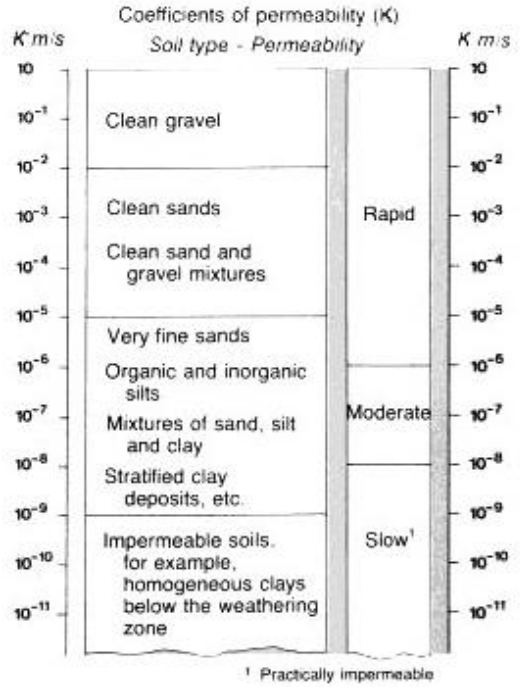


Figure 7: Hydraulic Conductivity of Soil Types (Artiola et al*, 2004)*

In-field permeability testing was conducted at three locations during the site soil investigation by Bio Diverse Solutions, the location of the permeability tests is shown in Figure 6. Permeability testing was conducted using the Talsma-Hallam method. The Talsma-Hallam permeameter is suitable for use in soils with permeability in the range 0.009 to 2.9 metres/day ($1x10^{-7}$ to $3x10^{-5}$m/s). This covers the range of soils to which treated effluent is typically applied. The permeability (hydraulic conductivity) recorded at the three testing locations is shown in Table 6.

Table 6: Permeability Results

Permeability Testing Site	Soil Type	Hydraulic conductivity (m/d)	Hydraulic conductivity (m/s)
PT1	Clayey sand	0.15	1.7×10^{-6}
PT2	Sandy clay loam with gravel	0.12	1.4×10^{-6}
PT3	Sandy loam	0.25	2.8×10^{-6}

Despite the permeability testing conducted in differing soil types including clayey sand, sandy clay loam with gravel and sandy loam, the permeability at all three testing sites was found to be similar, which was a moderate permeability, as shown in Figure 7. The permeability at all three testing locations was also found to be equivalent to that of Soil Category 4 - Clay Loams (weakly structured) as specified in Table L1 of AS/NZS 1547:2012.

4.2. Surface Hydrology

A hydrological investigation across the site was conducted on the 3rd August 2021 to confirm the surface water hydrology of the site and guide the development to establish a suitable onsite effluent disposal management plan focused on waterway protection. Rainfall prior to the site investigation was significantly higher than average for the months of February – July 2021, as shown in Table 7.

Table 7: 2021 monthly rainfall prior to site investigation

Month	Average Rainfall for Boyup Brook* (mm)	2021 Rainfall for Boyup Brook* (mm)
February	15.4	68.0*
March	21.6	32.0*
April	37.3	92.5*
May	83.9	96.0*
June	115.9	94.0^
July	115.0	139.4^
Total (Feb-July)	389.1	521.9

***** Rainfall taken from BoM Boyup Brook Station (No. 9504).

^Rainfall taken from Newbicup Station (No. 9587)

Seasonal Creek Lines

The presence of three seasonal creek lines was confirmed across the site, all discharging to the Blackwood River (Figure 8). The western and eastern creeks at the time of the investigation had a trickle flow of water discharging to the Blackwood River. The central creek was not flowing, it did have standing water within its lower reaches. Photographs of the seasonal creek lines are shown in Photographs 1 to 6. There were no other waterways, water bodies (other than farm dams) or seasonally inundated areas found across the site.

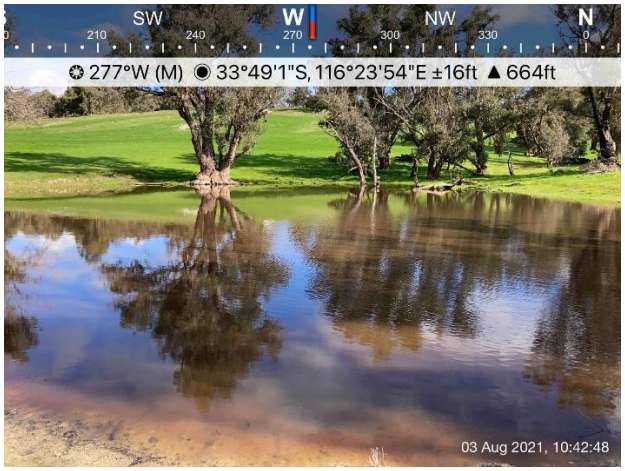


Photo 1: A dam located in the upper reaches of the western creek line, which provided a trickle flow of water to the lower reaches of the creek during the site investigation.

Photo 2: The lower reaches of the western creek, with trickle flow to neighboring property to the south and ultimately the Blackwood River.

Photo 3: Upper reaches of the central creek, not flowing at the time of site investigation.

Photo 4: The lower reaches of the central creek, with standing water adjacent to the Blackwood River.

Photo 5: View from downstream to upstream of eastern creek line, with trickle flow towards the Blackwood River.

Photo 6: The lower reaches of the eastern creek line, characterized by deep eroded creek banks and trickle flow towards Blackwood River.

In-situ water quality testing was conducted within the three seasonal creeks using a Horiba-50 Water Quality Meter as part of the August 2021 site investigation. In-situ water quality testing and laboratory analysis was also conducted in Jun/Jul and Oct 2023 as part of the site's pre-development groundwater and surface water monitoring program (discussed in Section 7). The in-situ physiochemical water quality testing results for Aug 21 are shown in Table 8. The creek in-situ and laboratory water quality results for Jun/Jul and Oct 23 are presented and discussed in the Pre-development Surface Water and Groundwater Monitoring Report, included as Appendix B.

Table 8: In-situ water quality results for seasonal creeks (Aug 21)

Parameters	Guideline[1]	Western Creek	Central Creek	Eastern Creek
Physiochemical				
Temperature		10.74	13.73	11.02
pH	6.5 to 8.5	7.99	6.54	7.54
Electrical Conductivity (µS/cm)	120 - 300	1950	2360	1610
Dissolved Oxygen (mg/L)		11.40	5.31	10.90
Dissolved Oxygen (%)	90	105	49	101
Total Dissolved Solids (mg/L)	<1	1.25	1.51	1.25

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for upland river system; target exceedance shaded red.

Physiochemical water quality testing results recorded on the 3rd Aug 2021 found that the surface water within the creeks was slightly saline with a reasonably neutral pH. The electrical conductivity at all three creeks was found to be above the ANZECC and ARMCANZ (2000) upper trigger value for upland rivers in the Southwest of Australia (300uS/cm). The dissolved oxygen in the Central Creek was found to be below the ANZECC and ARMCANZ (2000) trigger value for upland rivers in Southwest Australia (90%). This is likely due to the presence of sediment and decaying organic matter, and the stagnant nature of the water body sitting within the lower reaches of the creek line (not flowing at the time of sampling).

Blackwood River

Flood levels in the Blackwood River during the site investigation were higher than at the same time on an average year due to the higher-than-average rainfall experienced from February – July 2021 in the southwest of the state. Flood levels in the river fronting the Subject Site extended to the outer edge of the river's riparian zone. There was only one location along the river where the flood levels of the river encroached into the Subject Site at the time of the site investigation, this was adjacent to where the eastern creek meets the river. The flood levels seen in the Blackwood River during late July and early August were the highest seen in recent times according to the longtime local farmer at the Subject Site (M. Hardey 2021 pers. Comms., 3 August). Photographs of the Blackwood River fronting the Subject Site are shown in Photographs 7 and 8.

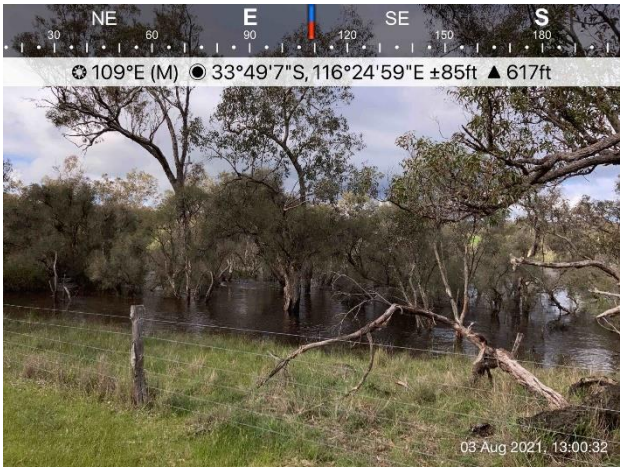


Photo 7: The Blackwood River fronting the Subject Site near the location of soil testing site TP6. Flood levels extend to the outer edges of the riparian zone outside of the Subject Site.

Photo 8: The Blackwood River fronting the Subject Site near the location of TP4. Flood levels extend beyond the river channel to the outer edges of the riparian zone outside of the Subject Site.

In accordance with advice received from Department of Water and Environmental Regulation on the 1st April 2021 the 1982 flood levels recorded within the Blackwood River shall be utilised as the 1% AEP flood level and to determine building habitable floor levels. The 1982 estimated flood level within the Blackwood River fronting the Subject Site is 190m AHD, with a recommended habitable floor level of 190.5 mAHD required to ensure adequate flood protection (DWER, Greening, L. (2021) email to Steve Thompson, 1st April).

In-situ water quality testing was conducted at one location within the Blackwood River, adjacent to soil testing location TP4 (Figure 6). Water quality testing was conducted using a Horiba-50 Water Quality Meter. Testing results are presented in Table 9.

Table 9: Water quality Testing of the Blackwood River

	Temperature (°C)	pH	Electrical Conductivity (µS/cm)	Dissolved Oxygen (mg/L)	Total Dissolved Solids (g/L)
Blackwood River	10.96	7.15	3.65	8.99	2.38

Water quality testing results found that the surface water within the Blackwood River fronting the Subject Site was slightly saline to brackish with a neutral pH. The dissolved oxygen was consistent with fresh flowing water and the total dissolved solids were found to be elevated, consistent with the EC, when compared to the ANZECC and ARMCANZ (2000) water quality guidelines. Impacts to the water quality of the Blackwood River is a primary concern for the development, and the post-development scenario shall ensure maintenance or improvement of the water quality of the river.

4.3. Groundwater levels

Groundwater levels across the site were measured as part of the Bio Diverse Solutions site soil investigation. The investigation found groundwater was encountered near surface (<0.5m) in the western portion of the site where medium to dense clays were found to be present. Groundwater levels here ranged between 0.17 and 0.65 m below ground level. The groundwater encountered in the west of the site is not likely an indication of the true local surficial groundwater table rather a perched water table, with recent rainfall perching on the medium - dense clays below. Groundwater was not encountered to 2 metres depth in the southern, eastern or northern portions of the site during the August 2021 investigation further indicating the groundwater encountered in the west is a result of a perched water table.

WML Consulting Engineers installed 11 groundwater monitoring bores as part of the pre-development monitoring program, details of the groundwater monitoring bores are presented in Table 10, with the lithology of the bores to determine aquifer characteristics are shown in Table 4. Groundwater was measured initially by WML Consultant Engineers in Oct 21 and again monthly from Jun 22 to Oct 22. Bio Diverse Solutions continued to monitor the bores monthly from Jun 23 to Oct 23. Groundwater levels across the site varied from 0.5 m above ground level at BH8 in Aug 23 to 10.5 m BGL at BH3 and BH7 in Oct 21. Groundwater levels across the site generally fluctuated consistent with seasonal rainfall. The groundwater levels recorded in the bores for the Oct 21 to Oct 23 monitoring period are shown in Table 11, with the highest recorded groundwater level at each bore also added to Figure 8. Groundwater levels are also presented and discussed in the Pre-development Surface Water and Groundwater Monitoring (Appendix B).

Table 10: Details of monitoring wells (WML Consultant Engineering, 2021)

Monitoring well	Co-ordinates		Monitoring well Screening depth (m)	Depth of hole (m)
	Easting	Northing		
BH1	444344.1	6257799.7	2.2-5.2	5.95
BH2	444101.9	6257932.5	0.5-2.0	3.34
BH3	444034.9	6258303.2	4.3-7.3	8.47
BH4	444516.5	6258065.0	2.0-3.0	3.97
BH5	444742.8	6258308.2	1.0-4.0	5.10
BH6	444874.4	6257783.5	1.6-2.6	3.97
BH7	445140.9	6258561.9	1.9-4.9	5.88
BH8	445087.5	6258910.6	6.0-9.0	10.0
BH9	445987.9	6258107.7	0.6-2.6	3.93
BH10	445652.3	6257980.3	7.5-10.5	11.14
BH11	445458.5	6257503.9	0.6-2.6	3.99

Table 11: Groundwater level readings (WML Consultant Engineering, 2021)

Monitoring Bore	Groundwater level (m BGL)									
	Oct 21	Jun 22	Jul 22	Aug 22	Oct 22	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23
BH1	4.9	2.5	3.3	2.8	3.0	3.5	dry	2.8	3.0	3.2
BH2	2	dry	dry	dry	1.5	dry	dry	dry	dry	dry
BH3	10.5	3.0	dry	dry	dry	dry	dry	dry	dry	dry
BH4	0.2	dry	2.3	2.3	1.5	2.5	dry	0.99	1.0	dry
BH5	1.4	3.0	1.8	3.0	1.8	3.2	3.3	0.6	1.4	2.0
BH6	1.5	dry	dry	dry	2.3	dry	dry	dry	dry	dry
BH7	10.5	dry	dry	dry	dry	4.8	4.8	4.8	4.8	dry
BH8	0.1	-0.2*	-0.3*	-0.3*	-0.5*	0.1*	0.1*	-0.5*	-0.3*	dry
BH9	dry	dry	dry	dry	dry	dry	dry	3.4	dry	dry
BH10	3.3	3.9	4.1	3.9	3.2	4.1	4.3	3.6	3.8	4.0
BH11	dry	dry	dry	dry	2.5	dry	dry	dry	1.3	dry

Notes: * Groundwater level is above ground level.

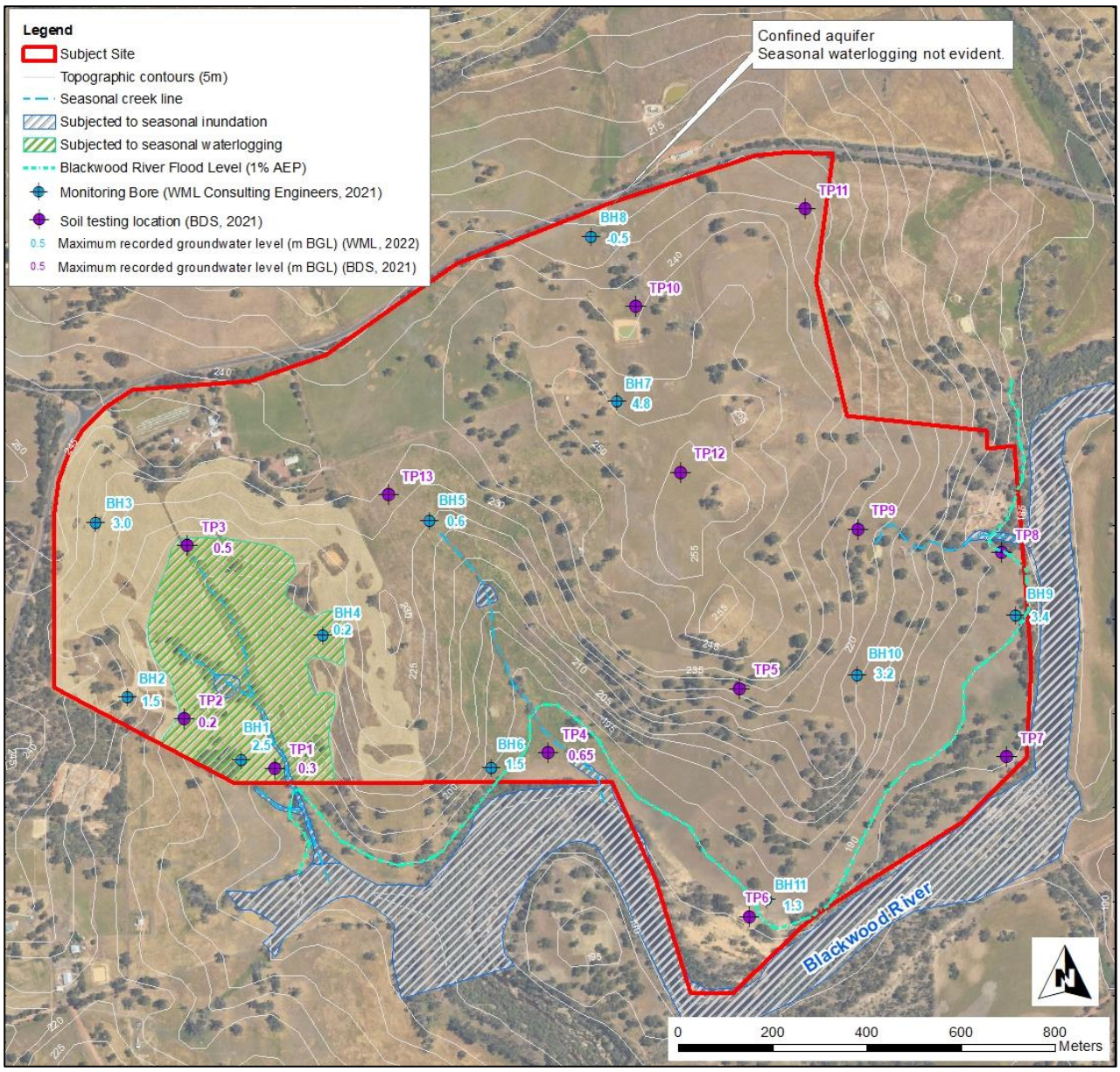


Figure 8: Maximum groundwater levels, waterlogging and seasonal inundation

Groundwater was found to be above ground level or close to ground level at BH8 in the north of the site during each monitoring event. The ground surface here was not found to be waterlogged (groundwater <0.5m BGL) and therefore it is assumed that the high groundwater levels at BH8 are a result of a deeper confined aquifer and preferred groundwater flow path.

5. Site Suitability

The Subject Site is situated in an area that does not have access to deep or reticulated sewerage. The health and environmental requirements for wastewater treatment and disposal for developments not serviced by deep sewerage systems are contained in the *Government Sewerage Policy*, (GSP; DPLH, 2019b). The GSP (DPLH, 2019b) states minimum requirements apply for all on-site sewage disposal systems.

This Site Soil Evaluation (SSE) utilises the findings from the desktop assessment, site investigation (Bio Diverse Solutions, 2021) and the geotechnical investigation (WML Consulting Engineers, 2021) to determine the suitability and constraints for effluent disposal across the Subject Site. The site suitability and constraints for onsite effluent disposal across the Subject Site is discussed in the following sections and shown in Figure 9. Table 12 outlines a summary of policy and compliance of the site to minimum requirements.

5.1. Soils

As discussed in Section 4.1 soils across the Subject Site were found to comprise of:

1. Silty sand topsoil over deep sands (found along the river foreshore);
2. Silty sand over clay with medium to high plasticity (found in the west and central portion of the site);
3. Silty sand over moderate to poorly sorted sandy loam and sandy clay loam with low plasticity (found in the higher elevations in the northeast of site;
4. Gravelly sandy clays/clayey sands (found in the southeast);
5. Well sorted clayey sand/sandy clay with low plasticity (Includes a small area in the southwest in the lower reaches of the valley); and
6. Granite outcrop (scattered throughout the site, predominantly situated on the elevated hill slopes).

Generally, soils across the Subject Site are considered suitable for onsite effluent disposal with proposed lots situated within soils with medium to dense clays requiring special design requirements and consideration (as discussed in Section 6) to achieve effluent disposal in alignment with the GSP (DPLH, 2019b) and AS/NZS 1547:2012. Special design requirements will also be required where there is <1.2m separation to granite rock. Areas of exposed granite outcrop are not considered suitable for effluent disposal and each lot shall ensure it has a sufficient Land Application Area (LAA) away from areas of exposed granite outcrop (as discussed in Section 6).

Despite the soil logs from soil testing locations within Soil Types 3, 4 and 5 (as listed above) showing differing soil types, the soil permeability rate was found to be similar in these areas and equivalent to Soil Category 4 – Clay loams (weakly structured) in accordance with Table L1 of AS/NZS 1547:2012. It is assumed areas within Soil type 1 will have a soil permeability rate equivalent to Soil Category 1 – Gravel/Sands or Soil Category 2 – Sandy loams and areas within Soil Type 2 (as listed above) will have a soil permeability rate equivalent to Soil Category 5 – Light Clays or Soil Category 6 – Medium to Heavy Clays depending on the location within the soil type area.

PRI results were found to be moderate to very high across the majority of the Subject Site. PRI within the deep sands fronting the Blackwood River were found to be lower compared to the remainder of the Subject Site. However, the PRI here is still likely to provide sufficient removal of nutrients and contaminants without the need for the addition of amended soil. Additionally, LAAs are required to be setback a minimum of 100m from the Blackwood River riparian zone where the soil type begins to change, likely having a higher clay content and therefore a higher PRI.

It is recommended that further soil testing including soil logging, soil permeability testing and PRI testing (within proposed lots fronting the Blackwood River) be conducted at subdivision application stage to better define the soil type boundaries and confirm each proposed lot within the Subject Site can support onsite effluent disposal in alignment with the GSP (DPLH, 2019b) and AS/NZS 1547:2012.

5.2. Groundwater and waterlogging

A perched groundwater table/water logging (groundwater less than 0.5 m BGL) was evident in the lower lying areas in the southwest of the Subject Site during the August 2021 Bio Diverse Solutions site investigation. Fill and special design requirements will be required in this area to ensure the minimum separation requirement of 0.6 m (in clay) between groundwater and onsite effluent disposal is achieved. Further investigation shall be conducted at subdivision application stage to further define the area susceptible to waterlogging and quantify the amount of fill required for LAAs proposed in this area. It shall be ensured that, prior to subdivision, lots located wholly within waterlogged areas can achieve adequately functioning LAAs without impacting the surrounding environment. In alignment with advice from the Department of Health lots located wholly within the area deemed as waterlogged shall have a minimum size of 1 ha.

Monitoring of groundwater in the east of the site generally found levels to be greater than 1.5 m BGL with the exception of groundwater levels at BH8 in the northeast of the Subject Site, here levels were found to be higher than or just below ground level. This area was not found to be waterlogged (groundwater <0.5m BGL) during the August 2021 site investigation and it is likely the high groundwater levels are a result of a confined aquifer in the area. Further investigation shall be conducted in the vicinity of BH8 at subdivision application stage to ensure the GSP minimum separation to groundwater requirement is met. Other than the area encompassing BH8 and the area susceptible to waterlogging in the west, it is unlikely significant amounts of fill will be required across the remainder of the site to achieve the minimum separation to groundwater requirement as stipulated in the GSP (DPLH, 2029b).

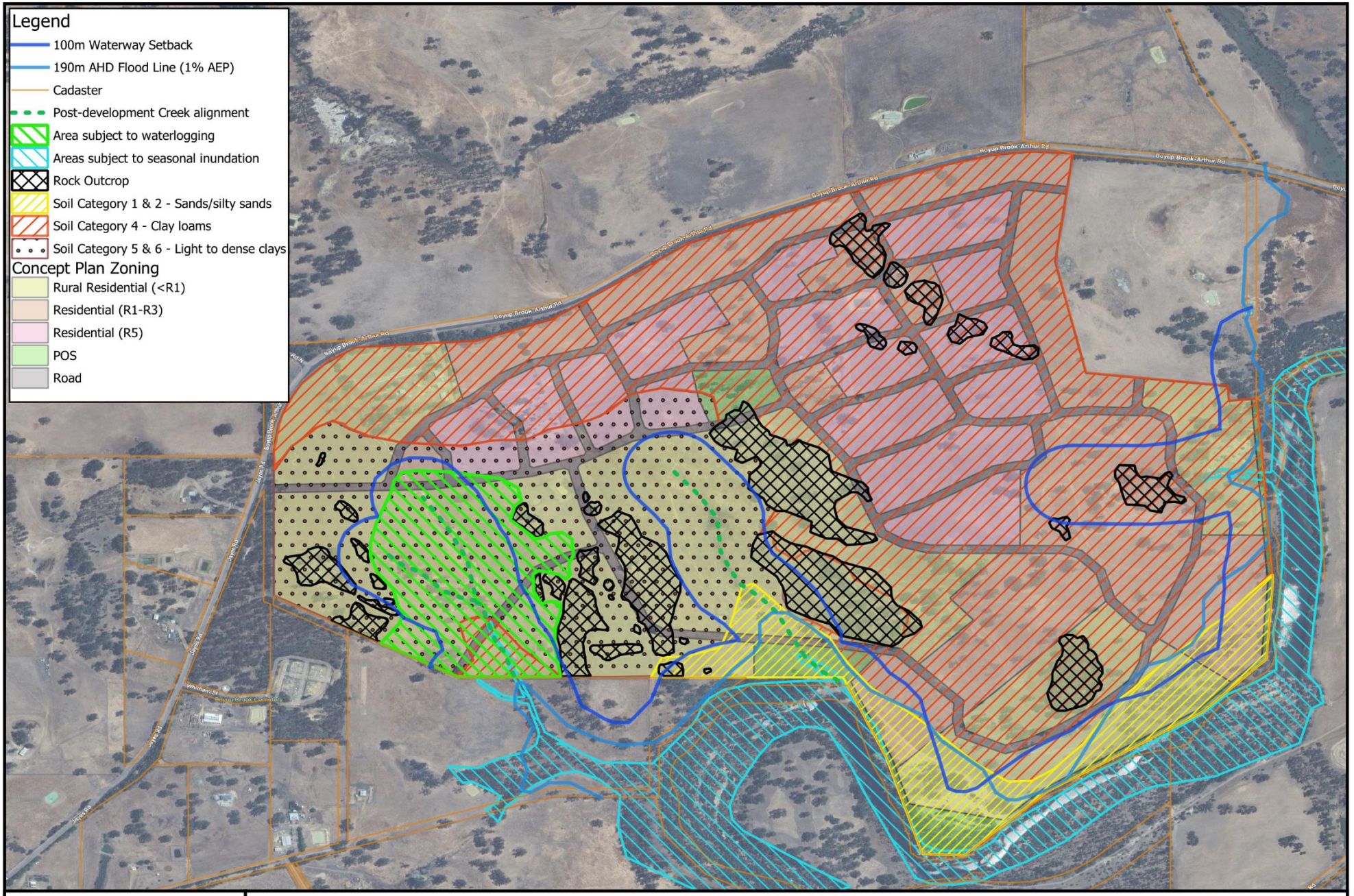
5.3. Setback to waterways/water bodies

A minimum setback of 100 m between LAAs and the outer edges of the Blackwood River riparian zone shall be established. A setback of 100 m between LAAs and the western or central creek line shall generally be established, where lots encompassing the western or central creek line cannot achieve a 100 m setback, a reduced setback between 70 and 100 m may be sought to achieve site feasibility, with the approval of the reduced setback to be at the discretion of approving government agencies.

The downstream reaches of the shorter eastern creek line are highly eroded, with the potential to contribute to sedimentation within the Blackwood River. It is proposed the eastern creek line be stabilised (earth worked, rock pitching and planting) and runoff redirected to an engineered drainage system. The stormwater storage and storage outlet pipe proposed adjacent to the eastern creek line will convey runoff up to the 20% AEP from the incoming sub-catchment, with a constructed strategic break conveying runoff from storm events greater than the 20% AEP storm event. Therefore a setback is not required to the eastern creek as the LAAs will not be hydrologically connected to the drainage system, instead a 30 m setback to all strategic breaks shall apply.

5.4. Topography

The Subject Site whilst undulating in topography generally does not exceed the minimum grade requirements (1:5) for onsite disposal as outlined in Table 3 of the Government Sewerage Policy (2019b). Most areas that do have steep slopes across the site also have exposed granite outcrop and therefore are not suitable for effluent disposal. LAAs shall be avoided on slopes with a grade of 1:5 or more. It shall be ensured prior to subdivision that all lots have a sufficient area to achieve LAA away from slopes with a grade 1:5 or less.



SOUTH ENVIRONMENTAL

Figure 9: Site Suitability & Constraints for LAAs

5th July 2024

0 100 200 300 400 m

Table 12: Minimum requirements for on-site wastewater disposal systems and design specific standards (DPLH, 2019b)

Site Feature	Minimum Requirement	Requirement met
Separation from waterways	A wellhead protection zone or on Crown land within a reservoir protection zone; 100 metres of the high-water mark of a reservoir or 100 metres of any bore used for public drinking water supply where: — a wellhead protection zone or reservoir protection zone has not been assigned; or — where existing lots would be rendered undevelopable by the wellhead protection zone.	Yes The Subject Site is not located within the vicinity of a Priority Drinking Water Source Area (PDWSA) and associated wellheads. The nearest PDWSA is the Boyup Brook Dam Catchment Area which is located approximately 3.3 km southeast of the Subject Site and has no associated wellheads.
	30 metres of a private bore used for household/ drinking water purposes.	Yes According to the Water Information Reporting tool there are no known private production bores at the Subject Site or within the vicinity of the Subject Site. Any bore constructed on site shall be >30 m from LAAs.
	100 metres of a waterway or significant wetland and not within a waterway foreshore area or wetland buffer. The separation distance should be measured outwards from the outer edge of riparian or wetland vegetation.	Yes A 100 m setback shall be established between the outer edges of the Blackwood River and LAAs. A 100 m setback to post-development creek alignment will generally be established, where lots encompassing the western or central creek line cannot achieve a 100 m setback, a reduced setback between 70 and 100 m may be sought.
	100 metres of a drainage system that discharges directly into a waterway or significant wetland without treatment.	Yes Additional to the waterways mentioned above, a 30 m setback to both stormwater storages and strategic breaks shall be established. A reduced setback is considered appropriate between LAAs and stormwater storages/strategic breaks as generally they are not hydrogeologically or hydrologically connected to LAAs and designed to retain and/or infiltrate stormwater runoff.
	Any area subject to inundation and/or flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.	Yes The only areas subjected to possible flooding are those adjacent to the Blackwood River, a 100 m setback between the outer edges of the Blackwood River riparian zone and LAAs shall apply.
Separation from groundwater – outside of public drinking water source areas.	Where land is not within a public drinking water source area or a sewage sensitive area, the discharge point of the on-site sewage system should be located the following distances above the highest groundwater level: • for loams and heavy soils, at least 0.6 metres. • for gravels, at least one metre. • for sands, at least 1.5 metres. Where a nutrient retentive secondary treatment system is used, at least 0.6 metres.	Yes The groundwater was not encountered <1.5 m BGL across the majority of the Subject Site under late winter conditions. A perched water table was encountered <0.6 m BGL in the west of the site, special design requirements including the importation of fill may be required here to achieve the minimum separation to groundwater requirement. Lots wholly within the area deemed as waterlogged shall have a minimum size of 1 ha.

Table 12 continued.

Site Feature	Minimum Requirement	Requirement met
Land Application Area	A LAA should be provided for all development in accordance with tables 2 and 3 of this schedule for the disposal of sewage.	Yes Suitable envelopes for LAAs shall be determined for each proposed lot prior to subdivision and shall be in accordance with the GSP (2019b) and AS/NZS 1547:2012.
	The LAA includes the area restricted to the distribution of treated sewage only and should be kept free of any temporary or permanent structures.	Yes Future proposed LAAs shall be kept free of any temporary or permanent structures. All future LAAs shall be placed in an area so that requirements are met. Site plan to be forwarded to the Shire of Boyup Brook (SoBB) and Department of Health (DoH) prior to Development Application (DA) approval.
	Activities within the LAA shall not interfere with the function of the current and future land application system and people should avoid potential contact with effluent residues. Unless allowed for in the design, the land application area) should: • not be built on or paved in a manner which precludes reasonable access; • not be subject to vehicular traffic (other than a pedestrian-controlled lawnmower); • not be subject to regular foot traffic such as pathways and clothes line areas; and • should be kept in a manner which enables servicing and maintenance of the disposal system.	Yes The future proposed LAAs shall be a sufficient distance to areas that are utilized for activity or pedestrian traffic. Future LAAs shall be placed in an area so that requirements are met. Site plan to be forwarded to the SoBB and DoH prior to DA approval.
Gradient of the land application area	Where slope exceeds one in five (1:5), the LAA should be engineered to prevent run-off from the land application area. Surface contours should be provided on the site plan.	Yes Future proposed LAAs shall be situated on land that does not exceed 1:5 gradient. Natural and finished gradients of LAAs shall not exceed 1:5 gradient. Site plan to be forwarded to SoBB and DoH prior to DA approval.
Location of land application area within building envelope	Local government may approve the location of LAAs outside building envelopes where proposed location meets requirements outlined above.	Noted

6. Implementation

6.1. Subdivision Application Stage

As a condition of subdivision and prior to any subdivision activities this SSE shall be updated to reflect the requirements of an SSE for subdivision approval and demonstrate that each individual lot can achieve adequate LAAs in accordance with the GSP (DPLH, 2019) and AS/NZS 1547-2012.

Further works that are identified for inclusion in the SSE at subdivision application stage include:

- Further soil and groundwater testing to be conducted across the site to determine a soil category and subsequently propose an appropriate LAA system for each proposed lot. The construction and logging of up to 42 additional soil test pits, 4 additional permeability tests and 3 additional PRI tests (along the Blackwood River) are proposed. Soil test pits shall be constructed under late winter conditions to capture the seasonal high water-table. It is also proposed that one groundwater monitoring bore be installed in the location of BH8 (Figure 8) and measured monthly for one wet season to confirm groundwater conditions at this location. The proposed soil test pit plan for the SSE prior to subdivision approval is shown in Figure 10. This SSE shall be updated with the results of the proposed soil testing and each lot shall be allocated a soil category based on the results, and subsequently an appropriate LAA system for each lot recommended.

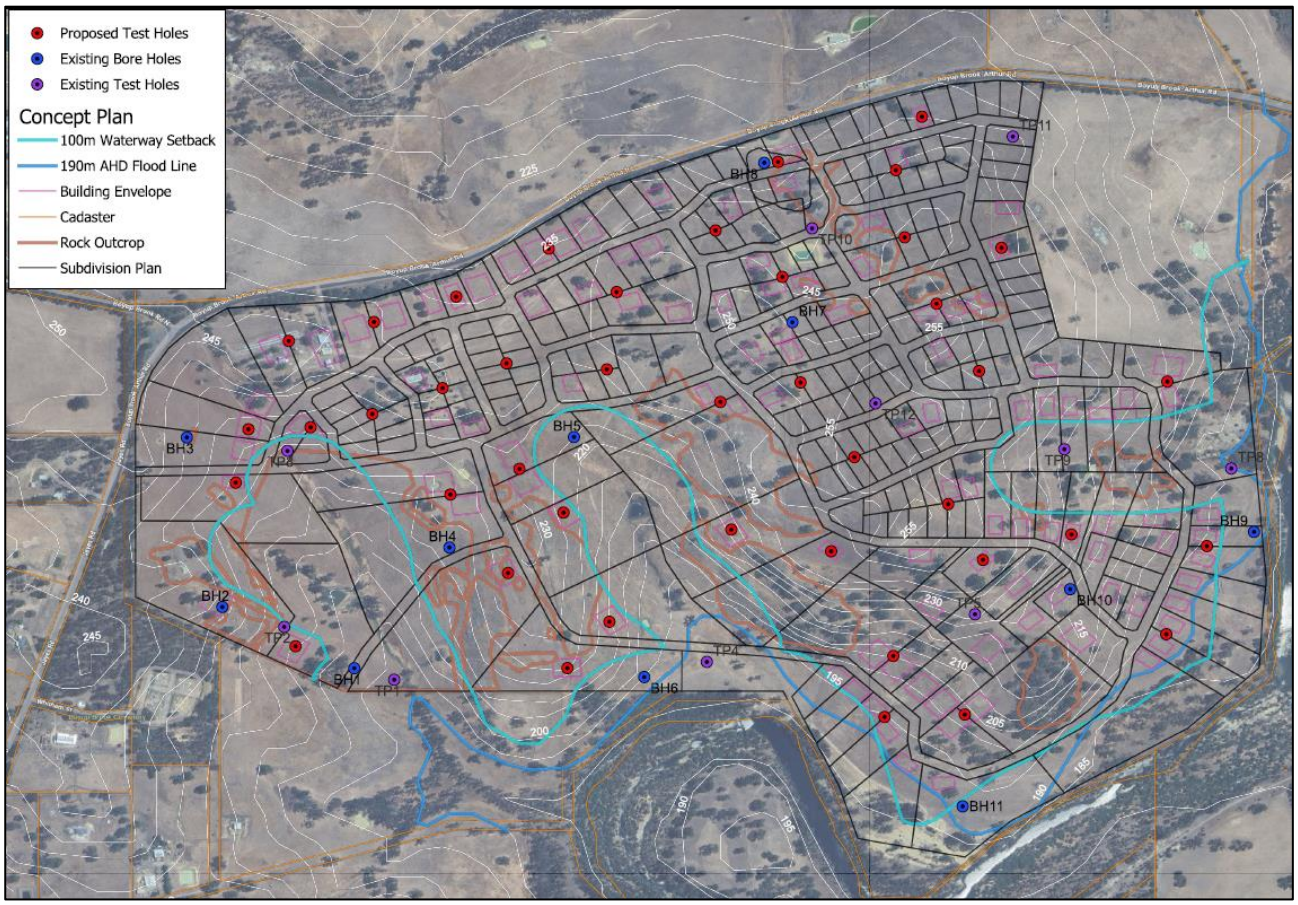


Figure 10: Proposed Soil Test Pit Plan

- An additional site assessment shall be conducted to map the extent of the exposed rock outcrops. The outskirts of the exposed rock outcrops shall be tracked and mapped using satellite technology. This SSE shall be updated to show the mapping of the exposed rock outcrop to ensure that each proposed lot can achieve an adequate LAA outside of the areas of exposed rock outcrop.

- It is proposed that the SSE be updated with a plan of each subdivision stage prior to the release of the relevant stage. Included with each stage plan shall be a list of all proposed lots within the stage and a corresponding list of LAA requirements for each lot. This is to ensure it is easily identifiable to local and government departments which lots require Section 70A notices on titles regarding their LAA requirements.

6.2. LAA Systems

In response to the site soil conditions, depth to groundwater and environmental constraints of the site, it is recommended that Land Application Areas (LAAs) for onsite effluent disposal be located within the areas deemed as suitable to receive effluent disposal as discussed in Section 5. Standard leach drains or subsurface irrigation systems are both suitable land application methods for the Subject Site depending on localised site constraints.

Standard leach drain systems may be utilised at the Subject Site in areas that are found to have a Soil Category from 1-5, in accordance with Table L1 of AS/NZS 1547:2012. This is likely to include the majority of the Subject Site with the exception of lots located within the west/southwest. It is recommended lots located within Soil Category 6 - Medium/Heavy Clays utilise a subsurface irrigation system. In impermeable layers or layers with low permeability, movement of water is restricted and effluent will move away from the disposal field very slowly. In this situation, standard leach drains are subjected to failure because the rate of percolation of effluent through the soil is less than the effluent generation rate.

A subsurface irrigation system utilises shallow trenches laid in a suitable depth of good quality topsoil and perforated pressure lines which are nestled in a distribution pipe within the trenches. The dosed flow into the distribution pipe facilitates the longitudinal distribution of effluent into the soil along the full length of each shallow trench, thus avoiding spot loading of effluent at each perforation. Additional sand fill with appropriate PRI (>5) may be required in the topsoil to improve infiltration and evapotranspiration.

Subsurface irrigation systems are also recommended in areas that do not have adequate separation to the peak annual water-table (including a perched water table). A subsurface irrigation system is installed closer to the surface compared to standard leach drains, therefore less fill is required to achieve the minimum separation to groundwater requirement. In addition, the evapotranspiration of effluent water and uptake of nutrients by plants in the subsurface irrigation system will further prevent the leaching of any potential nutrients and contaminants within the wastewater to the groundwater.

Soil modification/amendment may be required for LAAs within lots fronting the Blackwood River if a PRI of <1 is found. Further soil and PRI testing in this area shall be conducted at the subdivision application stage.

6.3. Secondary Treatment Systems

Secondary treatment systems shall be utilised on lots within the Subject Site in alignment with the Government Sewerage Policy, this includes;

- All lots less than 4000 m^2 located in Soil Category 5 – Light Clays; and
- All lots located within Soil Category 6 – Medium/Heavy Clays.

This is to ensure all lots can accommodate an unencumbered LAA and to reduce the cumulative impacts of onsite effluent disposal given the number of lots proposed in the area. Secondary treatment systems are required to generate wastewater of a secondary standard (BOD <20 mg/L, TSS <30 mg/L & E Coli <10cfu/100 mL). Only secondary treatment systems certified to AS 1546.3:2017 – On-site domestic wastewater treatment units and approved by the Chief Health Officer shall be utilised at the Subject Site. A list of approved systems is available on the DoH's website.

6.4. LAA Sizing

The size of the LAA on each future proposed lot shall be in accordance with Table 3 of the GSP (2019b). The LAA required on individual lots based on a single household (up to 5 bedrooms) using either a secondary or primary treatment system is shown in Table 13. This has been determined in conjunction with loading rates outlined in Table L1 of AS/NZS 1547:2012.

Table 13: Land application areas for single houses

Soil category	Soil texture	Land Application Area (m^2)	
		Primary Treatment (Includes area required for setback)	Secondary treatment (Excludes setbacks)
1	Gravels and sands	339	180
2	Sandy loams	339	180
3	Loams	429	225
4	Clay loams	620	257
5	Light clays	1,156	300
6	Medium to heavy clays	Special Design	450

It shall be determined at subdivision application stage that each lot can achieve a LAA in accordance with Table 13 based on the determined Soil Category of the lot. It shall also be ensured that the required LAA for each lot is achievable outside of any waterway setbacks, areas of exposed rock outcrop or areas deemed as unsuitable for LAA, as discussed in Section 6. Given the minimum lot size is 2000 m^2, there will be sufficient space on all lots to accommodate a LAA. Where a Special Design LAA is required, it is expected the lot size will be at least 1 ha.

6.5. Development Application Stage

At Development Application stage, upon final placement of the house and permanent infrastructure the new lot owner is to provide all applicable information (e.g., land application area, on-site effluent system etc.) to the Shire of Boyup Brook and the Department of Health for approval prior to installation of the onsite effluent disposal system (as shown in Figure 11).

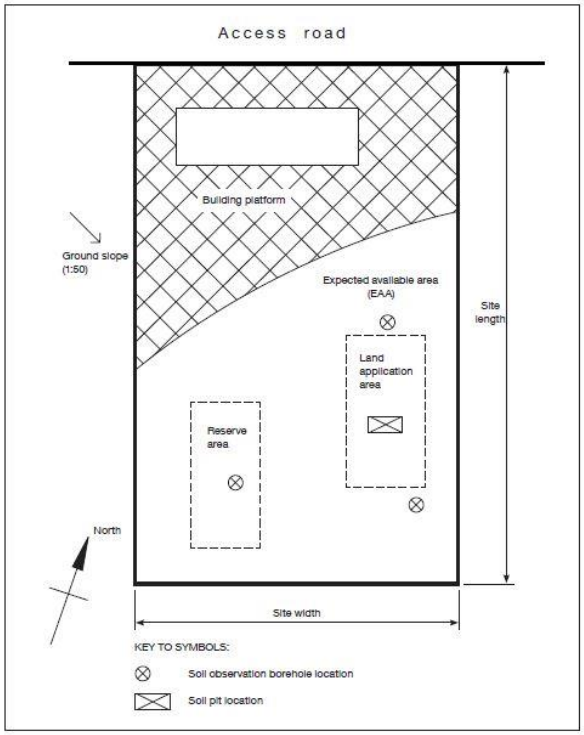


Figure 11: Generalised site plan for a single lot (AS/AZS 1547: 2012)

7. Monitoring

A surface water and groundwater monitoring program has been devised as part of the Local Water Management Strategy for the site, as shown in Appendix B. This program may also assist to determine the effectiveness of the effluent disposal management across the site.

A series of groundwater monitoring wells (BH1-BH11) have been established across the Subject Site to determine pre-development groundwater levels. The location of the monitoring wells is shown in Figure 8 and details of the monitoring wells are summarised in Table 10 with more detail on the wells presented in Appendix A.

Groundwater was measured initially by WML Consultant Engineers in Oct 21 and again monthly from Jun 22 to Oct 22. Bio Diverse Solutions continued to monitor the bores monthly from Jun 23 to Oct 23. Groundwater and three surface water sites (one in each of the three creek lines) was also monitored for water quality. Water quality monitoring was conducted twice annually in Jun/Jul 23 and Oct 23 (likely highest and lowest groundwater levels) to ascertain baseline groundwater and surface water quality conditions for the Subject Site. Groundwater quality monitoring parameters included:

- In-situ: pH, EC and TDS;
- Thermotolerant coliforms & E. coli;
- Nutrient suite;
- Dissolved metals; and
- TRH (C6-C10), MBTEXN & PAH.

Groundwater quality testing was conducted by a certified and NATA accredited laboratory. Pre-development groundwater monitoring results are shown in Appendix B.

Two years of quarterly post-development groundwater level and quality monitoring at the same sample sites as the pre-development monitoring, shall be conducted upon completion of the subdivision or relevant stage of the subdivision. Results shall be compared to pre-development levels, if groundwater levels are found to exceed pre-development groundwater levels by more than 500 mm with no significant change in rainfall, a review of the development design and operations will be required and alterations/modifications to the development will be conducted to reduce groundwater levels accordingly. If groundwater or surface water quality results are found to exceed pre-development water quality results by more than 10%, a review of the development design, land use and if necessary, effluent disposal practices will be required and alterations/modifications to the development will be conducted to reduce water quality parameters accordingly.

6. References

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WML Consulting Engineers (2022) Site Soil Investigation – Lot 51, 1007, 1118 Boyup Brook – Arthur Road, Boyup Brook.

Appendix A

Groundwater monitoring bore details and site soil investigation
(WML Consulting Engineers, 2022)

Our Ref: 10189-G-LR-001-0

5 January 2022

Attention: Mark Bombara

Roma Pty Ltd
30 Hutchinson Avenue
MOSMAN PARK WA 6012

Dear Mark

BOYUP BROOK SUBDIVISION GROUNDWATER MONITORING BORES – FACTUAL REPORT

1 INTRODUCTION

Roma Pty Ltd (Client) engaged WML Consultants (WML) to undertake a detailed geotechnical investigation for the proposed Boyup Brook subdivision, including the installation of groundwater monitoring bores. WML installed eleven monitoring bores to provide relevant information on long-term groundwater levels. This factual report presents the results of the geotechnical investigation.

2 SITE SETTING

The Boyup Brook Subdivision is located in the southwest of Western Australia, 270 kilometres south-southeast of Perth and 30 kilometres northeast of Bridgetown.

The current use of the land is for farming, which includes growing crops and rearing cattle. The site is comprised of large paddocks with frequent rocky outcrops and large trees present in uncleared land. The site generally slopes from the northwest to the southeast, with the Blackwood river located to the East and South of the proposed lots forming a natural boundary for the current property and forming the lowest point of the site. A high amount of undulation is present throughout the property, with natural valleys in several locations, along with man-made dams.

3 SITE INVESTIGATION

3.1 Fieldwork

Fieldwork was carried out on the 30th of September and 1st of October 2021, and consisted of:

- Drilling and logging of eleven boreholes at the approximate location of the subdivision lots designated BH1-BH11 to depths of 0.5-11m. The machinery used for drilling was Drillman GT 10, with a 105 mm solid stem auger.

WML Consultants Pty Ltd
ABN 36 092 471 531
Level 3
1 Prowse Street West Perth WA 6005
(08) 9722 3566 wml@wml.com.au
wml.com.au

- 10 Dynamic Cone Penetrometer (DCP) test within the subdivision lots to determine the characteristics of the material to the depth of 1m.
- Installation of monitoring wells and recording preliminary depths to groundwater.

The investigation was undertaken in general accordance with Australian Standard AS 1726:2017 '*Geotechnical Site Investigations*'. A qualified geotechnical engineer from WML completed the fieldwork, logged the materials encountered in the boreholes and took record photographs. The locations of the boreholes were provided to WML by the client and are presented on the site map, 10189-G-001, which is appended to this letter.

As some of the monitoring bores were required to be installed in paddocks where existing crops were present, disturbance to the area was minimised as much as possible. This included tracking around the perimeter of the fields (cleared areas) and only driving through crops at the shortest distance from the fence to the monitoring bore location. The same path taken into the area was also used to leave the area to avoid unnecessary tracks.

Monitoring bores were left high, sticking out the ground so that they could be easily identified within the crops and subsequently avoid damage during harvesting of the crops. Star pickets were placed around each monitoring bore (except monitoring bore 1) as added protection during site works and for the presence of cows as they are rotated through the paddocks.

3.2 Borehole Drilling

Eleven machine excavated boreholes were drilled and installation of eleven monitoring wells within the boreholes was allowed. The boreholes were logged to AS 1726:2017 and photographed. The drilling was done with Drillman GT 10, with a 105 mm solid stem auger. The drilling was undertaken to the target depth or until groundwater levels were reached. This required multiple passes to clear the Boreholes and allow installation of Monitoring wells. The arisings from the boreholes were spread out evenly around the boreholes to prevent mounds of material from being present.

3.3 Dynamic cone penetrometer (DCP) testing

The DCP tests were completed in accordance with AS 1289.6.3.3-1997. DCP blow counts are included on the borehole log profiles, which are appended to this report (Appendix C) and a summary of the results are presented in Table 1 below.

Table 1: Summary of DCP results

Depth (m below existing ground level)	DCP1	DCP2	DCP3	DCP4	DCP5	DCP6	DCP7	DCP8	DCP9	DCP10	DCP11
0.00 - 0.15	-	3	1	1	1	2	5	1	4	3	2
0.15 - 0.30	-	4	1	1	1	2	5	2	5	3	4
0.30 - 0.45	-	4	2	2	4	2	7	2	4	3	4
0.45 - 0.60	-	2	3	6	10	3	6	7	7	5	3
0.60 - 0.75	-	4	6	11	9	3	6	11	5	7	4
0.75 - 0.90	-	7	30	5	6	4	14	14	15	8	6
0.90 – 1.05	-	7	30	3	7	4	14	15	10	11	6

3.4 Personnel

A senior geotechnical engineer and a geotechnical engineer from WML positioned the test locations within the subdivision footprint, logged the soil encountered in the boreholes, carried out the DCP testing and installed monitoring wells.

4 SUBSURFACE CONDITION

4.1 Published Geology

Based on the 1:250,000 Geological Series map sheet 'Collie-Bridgetown', the near-surface geology consists of:

- 'A_{ge}'- comprising even-grained granite rocks- fine to coarse-grained granodiorite, adamellite, and granite
- 'A_m'- Migmatite- banded and nebulitic, often strongly contorted
- 'Q_{ra}'- Alluvium-clay, sand, and loam

4.2 Subsurface Profile

The sub-surface profile can be generally divided into two zones, Zone A and Zone B, as detailed below. Zone A is typically represented by BH1, BH3, BH8 and BH10. Zone B is typically represented by BH6 and BH11. The sub-surface profile is variable across the site due to the topography which includes large rocky outcrops and natural valleys, and therefore each proposed lot should be assessed based on the subsurface profile identified in the nearest borehole and following a detailed geotechnical investigation.

<u>Zone A</u>

1. Topsoil, SP, Poorly graded **SAND**, fine-grained, dark brown, with a trace of fine roots and a trace of organics, Dry, medium dense
2. CL, **CLAY**, low plasticity, orange, with a trace of fine gravel and some fine to coarse-grained sand, dry, firm
3. CL-CI, **CLAY**, low/medium plasticity, red brown tending grey with depth, with a trace of fine-grained sand with presence of mica, moist, stiff

<u>Zone B</u>

1. Topsoil, SP, Poorly graded **SAND**, fine-grained, dark brown, with a trace of fine roots and a trace of organics, moist, medium dense
2. SP, Poorly graded **SAND**, pale brown, fine to medium-grained, moist, medium dense
3. CL, **sandy CLAY**, brown-orange, dry, stiff

4.3 Groundwater

Table 2: Summary of Groundwater Levels

Borehole	Groundwater Depth	Comment
BH1	4.9	-
BH2	2	-
BH3	10.5	-
BH4	0.25	-
BH5	1.4	-
BH6	1.5	-

BH7	10.5	Indicated during drilling, the well was installed to shallower depth due to borehole collapse.
BH8	0.1	Likely due to drilling into an aquifer and creating an artesian well.
BH9	-	Not Encountered
BH10	3.3	-
BH11	-	Not Encountered

5 FINDINGS

This site is generally suitable for further residential development; however, a detailed geotechnical site investigation is recommended to inform detailed design, site classification and site preparation and recommendations.

The lots investigated can be expected to have a site classification vary between an 'M' class and an 'H' class, dependant on the groundwater levels and thickness/presence of clay materials for each specific development area.

The groundwater levels varied across the site and were typically consistent with natural ground formation. Within natural valleys and low points, higher ground water levels were recorded, as represented by BH4, BH5 and BH6. Within higher elevation areas, lower ground water levels were noted, represented by BH3 and BH7. Artisanal groundwater was encountered in BH8, located in a lower area at the base of a rocky outcrop/hill. Ongoing recording of groundwater levels should be conducted over several seasonal changes to determine the peak levels, and typical fluctuations between wet and dry periods.

Areas located within natural depressions/valleys contained superficial soft to firm clays, presenting a geotechnical risk for development. Further investigation of the behaviour and strength of these materials would need to be conducted to assess the extent of remediation required to lower this risk.

6 CLOSURE

We draw your attention to the attached "Report Limitations" included with this letter report. This information sheet is intended to provide additional information about this letter report and information included within it. This information is provided not to reduce the level of responsibility accepted by WML but to ensure that all parties that rely on this report, and the information contained herein, are aware of the responsibilities that each assumes in so doing.

If you have any queries in relation to the above, please contact the undersigned.

Yours faithfully,

Bidhan Bajgain
Civil / Geotechnical Engineer
Author

Pierce Taylor
Geotechnical Engineer
Reviewer

For and on behalf of WML Consultants Pty Ltd

REFERENCES

- Geological Series Map 1:250,000 Scale 'Collie-Bridgetown'
- Standards Australia. 1997. *Determination of the Penetration Resistance of a Soil – 9 kg Dynamic Cone Penetrometer Test*. AS 1289.6.3.2:1997. SAI Global.
- Standards Australia. 2017. *Geotechnical Site Investigations*. AS 1726:2017. SAI Global.

ATTACHED

- Report Limitations
- Appendix A – Site Map
- Appendix B – Photographic Record
- Appendix C – Soil Logs

LIMITATIONS

REPORT LIMITATIONS

WML have undertaken investigations, performed consulting services, and prepared this report based on the Client's specific requirements, documents and information supplied, and previous experience. If changes occur in the nature or design of the project, we should be allowed to review this report and provide additional recommendations, if any. It is the responsibility of the Client to transmit the information and recommendations of this report to the appropriate organisations or people involved in design of the project, including but not limited to developers, owners, buyers, architects, engineers, and designers.

We performed our professional services in accordance with generally accepted geotechnical engineering principles and practices currently employed in the area; no warranty, expressed or implied, is made as to the professional advice included in this report.

Any data provided by third parties including, but not limited to: sub-consultants, published data, and the Client, may not be verified and WML assumes no responsibility for the adequacy, incompleteness, inaccuracies, or reliability of this information. WML does not assume any responsibility for assessments made partly or entirely based on information provided by third parties.

This repot has been prepared based on investigation locations which are explicitly representative of the specific sample or test points. Interpretation of conditions between such points cannot be assumed to represent actual subsurface information and there are unknowns or variations in ground conditions between test locations that cannot be inferred or predicted.

This report is based upon field and other conditions encountered at the time of report preparation. If unexpected subsurface conditions are encountered, WML shall be notified immediately to review those conditions and provide additional and/or modified recommendations, as necessary.

Our services did not include any contamination or environmental assessment of the site or adjacent sites. The nature of geotechnical investigation differs from the environmental investigation practice. If you require any environmental considerations to be applied to your project, WML can advise on further steps to be undertaken.

Geotechnical assessments are typically based on judgment of the investigation data and visual observations of the site and materials.

This document must not be subject to unauthorised use that is, reusing without written authorisation of WML. Such authorisation is essential because it requires WML to evaluate the document's applicability given new circumstances, not the least of which is passage of time.

APPENDIX A

SITE MAP

10189-G-001

Borehole Locations - Boyup Brook Subdivision

WML accessible expertise

Legend

- Boreholes (BH)

APPENDIX B

PHOTOGRAPHS

PHOTOGRAPHIC RECORD

Client:	Roma Pty Ltd
Job Number:	10189
Job Description:	Boyup Brook Subdivision Groundwater Monitoring Bores
Location ID:	54 Boyup Brook, Arthur Road

Figure 1: General view around the site

Figure 2: Installation of monitoring wells

PHOTOGRAPHIC RECORD

Client:	Roma Pty Ltd
Job Number:	10189
Job Description:	Boyup Brook Subdivision Groundwater Monitoring Bores
Location ID:	54 Boyup Brook, Arthur Road

Figure 3: Tip of drill rig auger

Figure 4: Spoil of clay from holes

PHOTOGRAPHIC RECORD

Client:	Roma Pty Ltd
Job Number:	10189
Job Description:	Boyup Brook Subdivision Groundwater Monitoring Bores
Location ID:	54 Boyup Brook, Arthur Road

Figure 5: Installation of monitoring wells

Figure 6: Drill rig used for boreholes

APPENDIX C

LOGS

WML accessible expertise	**BOREHOLE: BH1**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 444344.1 m E 6257799.7 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
	0.0			SP	Moist, dark brown, loose, fine to medium grained, **SAND** with a trace of clay and a trace of fine roots and a trace of organics.
					Moist, orange brown mottled grey, very stiff, **CLAY** with a trace of fine grained sand.
	1.0				
	2.0			CI	
	3.0				
	4.0				
4.9m	5.0			CI	Moist, grey, very stiff, **CLAY** with a trace of fine grained sand. *significant presence of mica.*
					Hole Terminated at 5.20 m Target Depth; Screened from 2.2m - 5.2m below ground level, Top of well 1m above ground level
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

WML LIB 1.08.GLB Log WML SOIL 10189 LOGS.GPJ <<DrawingFile>> 05/01/2022 13:55 10.02.00.04 Developed by Datgel

WML accessible expertise	**BOREHOLE: BH2**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 444101.9 m E 6257932.5 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
		9 kg Dynamic Cone Penetrometer		SP	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
		Depth (m) Blows		CI	Moist, brown mottled orange white, firm, **sandy CLAY**.
	1.0	0.00 - 0.15 3 0.15 - 0.30 4 0.30 - 0.45 4 0.45 - 0.60 2 0.60 - 0.75 4 0.75 - 0.90 7 0.90 - 1.05 7		SP	Dry, orange, very dense, fine to medium grained, **clayey SAND**.
2m	2.0			GP	Dry, grey orange, very dense, fine to medium, **clayey sandy GRAVEL**. *Highly cemented, potentially granite rock.*
	3.0				Hole Terminated at 2.20 m Refusal; Hard digging on highly cemented, potentially granite rock. Screened from 0.5 m to 2.0m bgl. Top of well 1.5m above ground level
	4.0				
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

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WML accessible expertise	**BOREHOLE: BH3**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 444034.9 m E 6258303.2 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 1 0.15 - 0.30 1 0.30 - 0.45 2 0.45 - 0.60 3 0.60 - 0.75 6 0.75 - 0.90 30 0.90 - 1.05 30		CL	Dry, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
				Cl	Dry, orange, firm, **CLAY** with a trace of fine gravel and some fine to coarse grained sand.
	1.0			Cl	Dry, red brown, very stiff, **CLAY** with a trace of fine to medium grained sand.
	2.0				
	3.0			Cl	Moist, yellow brown, very stiff, **CLAY** with a trace of fine grained sand. *significant presence of mica.*
	4.0			Cl	Moist, red brown, very stiff, **CLAY** with a trace of fine grained sand. *significant presence of mica.*
	5.0			Cl	Moist, pale brown mottled red white, very stiff, **CLAY** with a trace of fine grained sand. *significant presence of mica.*
	6.0				
	7.0			Cl	Moist, pale brown grey, very stiff, **CLAY** with a trace of fine grained sand. *significant presence of mica.*
	8.0				
	9.0				
▽ 10.5m	10.0			Cl	Wet, pale brown grey, very stiff, **CLAY** with a trace of fine grained sand. *significant presence of mica.*
	11.0				Hole Terminated at 10.80 m Target Depth; Screened from 4.3m - 7.30 m below ground level. Top of well 1.2m above ground level

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BOREHOLE: BH4

SHEET: 1 OF 1

CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 444516.5 m E 6258065.0 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
0.25m		9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 1 0.15 - 0.30 1 0.30 - 0.45 2 0.45 - 0.60 6 0.60 - 0.75 11 0.75 - 0.90 5 0.90 - 1.05 3		SP	Moist, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	1.0			CL	Moist, grey, firm, **CLAY** with some fine grained sand.
	2.0			CL	Moist, grey, firm, **CLAY** with some fine grained sand.
	3.0				Hole Terminated at 2.60 m Target Depth; Screened from 2.0m - 3.0m below ground level. Top of well 1.25m above ground level
	4.0				
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

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WML accessible expertise	**BOREHOLE: BH5**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 444742.8 m E 6258308.2 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
1.4m ▽	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 1 0.15 - 0.30 1 0.30 - 0.45 4 0.45 - 0.60 10 0.60 - 0.75 9 0.75 - 0.90 6 0.90 - 1.05 7		SP	Moist, dark brown, very loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
				SW	Moist, brown, medium dense, fine, **clayey GRAVEL** with a trace of organics and some fine to coarse grained sand.
	1.0			GC	Moist, pale brown, firm, **gravelly CLAY** with some fine to coarse grained sand.
				CH	Moist, brown slightly mottled dark brown orange, firm, **CLAY** with some fine to coarse grained sand and some fine to medium gravel.
	2.0			CH	Moist, pale brown, stiff, **CLAY** with some fine to coarse grained sand.
	3.0				Hole Terminated at 2.50 m Target Depth; Screened from 1m - 4m below ground level. Top of well 1m above ground level
	4.0				
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

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BOREHOLE: BH6

SHEET: 1 OF 1

CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 444874.4 m E 6257783.5 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
1.5m	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 2 0.15 - 0.30 2 0.30 - 0.45 2 0.45 - 0.60 3 0.60 - 0.75 3 0.75 - 0.90 4 0.90 - 1.05 4		SP	Moist, dark brown, loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	1.0			SP	Moist, pale brown, medium dense, fine to medium grained, **SAND**.
	2.0				
	3.0				Hole Terminated at 3.00 m Target Depth; Screened from 1.6m - 2.6m below ground level, Top of well 1.4m above ground level
	4.0				
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

WML LIB 1.08.GLB Log WML SOIL 10189 LOGS.GPJ <<DrawingFile>> 05/01/2022 13:55 10.02.00.04 Developed by Datgel

WML accessible expertise	**BOREHOLE: BH7**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 445140.9 m E 6258561.9 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 5 0.15 - 0.30 5 0.30 - 0.45 7 0.45 - 0.60 6 0.60 - 0.75 6 0.75 - 0.90 14 0.90 - 1.05 14		SP	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics and a trace of fine to coarse gravel.
	1.0			CI	Dry, orange, stiff, **CLAY** with some fine to medium gravel and a trace of fine to coarse grained sand.
	2.0			CL	Dry, orange slightly mottled white red, stiff, **CLAY** with a trace of fine to coarse gravel and a trace of fine to coarse grained sand.
	3.0			CL	Dry, red cream, stiff, **CLAY** with a trace of fine to medium grained sand.
	4.0				Hole Terminated at 3.50 m Hard Digging; Screened from 1.9m - 4.9m below ground level. Top of well 1.1m above ground level
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
▽ 10.5m	11.0				

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WML accessible expertise	**BOREHOLE: BH8**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 445087.5 m E 6258910.6 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
0.1m		9 kg Dynamic Cone Penetrometer		SP	Moist, grey, very loose, fine to medium grained, **SAND** with a trace of clay and a trace of fine gravel.
				Cl	Moist, orange mottled grey, soft, **sandy CLAY** with a trace of fine to medium gravel.
		Depth (m) Blows		Cl	Moist, orange, firm, **CLAY** with some fine to coarse grained sand and a trace of fine to medium gravel.
		0.00 - 0.15 1 0.15 - 0.30 2 0.30 - 0.45 2 0.45 - 0.60 7 0.60 - 0.75 11 0.75 - 0.90 14 0.90 - 1.05 15			Moist, orange, stiff, **CLAY** with some fine to medium grained sand.
	1.0				
	2.0				
	3.0				
	4.0			CH	
	5.0				
	6.0				
	7.0				Moist, grey, stiff, **CLAY** with some fine grained sand.
	8.0			CL	
	9.0				
	10.0				Hole Terminated at 10.00 m Target Depth; Likely spring encountered. Screened from 6.0m - 9.0m below ground level. Top of well 1m above ground level
	11.0				

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BOREHOLE: BH9

SHEET: 1 OF 1

CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 445987.9 m E 6258107.7 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 4 0.15 - 0.30 5 0.30 - 0.45 4 0.45 - 0.60 7 0.60 - 0.75 5 0.75 - 0.90 15 0.90 - 1.05 10		SP	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	1.0				Dry, brown, very stiff, **gravelly CLAY** with a trace of fine to coarse grained sand.
	2.0			CI	
	3.0				
	4.0				Hole Terminated at 4.00 m Refusal; Screened from 0.6m - 2.6m below ground level. Top of well 1.3m above ground level
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

WML LIB 1.08.GLB Log WML SOIL 10189 LOGS.GPJ <<DrawingFile>> 05/01/2022 13:55 10.02.00.04 Developed by Datgel

WML accessible expertise	**BOREHOLE: BH10**	SHEET: 1 OF 1
CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 445652.3 m E 6257980.3 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 3 0.15 - 0.30 3 0.30 - 0.45 3 0.45 - 0.60 5 0.60 - 0.75 7 0.75 - 0.90 8 0.90 - 1.05 11		SP	Moist, dark brown, medium dense, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	1.0			CI	Dry, brown red, stiff, **gravelly CLAY** with a trace of fine to coarse grained sand.
	2.0			CI	Dry, brown orange, very stiff, **CLAY** with some fine to coarse grained sand.
▽ 3.3m	3.0				
	4.0				
	5.0			CI	Dry, orange, very stiff, **CLAY** with a trace of fine to coarse grained sand.
	6.0			CI	Dry, orange, very stiff, **CLAY**.
	7.0				
	8.0				
	9.0				
	10.0				Hole Terminated at 10.00 m Target Depth; Screened from 7.5m - 10.5m below ground level. Top of well 1.5m above ground level
	11.0				

WML LIB 1.08.GLB Log WML SOIL 10189 LOGS.GPJ <<DrawingFile>> 05/01/2022 13:55 10.02.00.04 Developed by Datgel

BOREHOLE: BH11

SHEET: 1 OF 1

CLIENT: Roma Pty Ltd	CONTRACTOR: WML Consultants	LOGGED: PT
PROJECT: Boyup Brook Subdivision - Groundwater Monitoring Wells	MACHINE: Drill Rig	LOGGED DATE: 01/10/2021
LOCATION: 54 Boyup Brook-Arthur Road	CO-ORD SYSTEM: MGA94 Zone 50	SURFACE RL:
JOB NO.: 10189	POSITION: 445458.5 m E 6257503.9 m N	CHAINAGE:

WATER	DEPTH (m)	SAMPLES OR FIELD TEST	GRAPHIC LOG	CLASSIFICATION SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION
	0.0	9 kg Dynamic Cone Penetrometer Depth (m) Blows 0.00 - 0.15 2 0.15 - 0.30 4 0.30 - 0.45 4 0.45 - 0.60 3 0.60 - 0.75 4 0.75 - 0.90 6 0.90 - 1.05 6		SP	Moist, dark brown, loose, fine grained, **SAND** with a trace of fine roots and a trace of organics.
	1.0			SP	Dry, yellow grey, medium dense, fine to medium grained, **SAND** with some silt.
	2.0			CI	Dry, brown orange, stiff, **sandy CLAY**.
	3.0				Hole Terminated at 3.00 m Dry Collapse; Screened from 0.6m - 2.6m below ground level. Top of well 1.5m above ground level
	4.0				
	5.0				
	6.0				
	7.0				
	8.0				
	9.0				
	10.0				
	11.0				

WML LIB 1.08.GLB Log WML SOIL 10189 LOGS.GPJ <<DrawingFile>> 05/01/2022 13:55 10.02.00.04 Developed by Datgel

Appendix B

Pre-development Groundwater and Surface Water Monitoring Report
(Bio Diverse Solutions, 2023)

Pre-development Surface Water and Groundwater Monitoring

Leafield Boyup Brook

Lots 51, 1007 & 1118 Boyup Brook Arthur Road,

Boyup Brook WA

EPP0010-003

24/11/2023

BUSHFIRE | ENVIRONMENTAL | WATER | GIS

DOCUMENT CONTROL

Title: Pre-development Surface Water and Groundwater Monitoring

Author (s): C. Cramer & M. Wearing

Reviewer (s): B. Theyer

Job No.: EPP0010-003

Client: Leafield Pty Ltd

REVISION RECORD

Revision	Summary	Revised By	Date
Draft ID 22-11-23	Internal QA Review	B. Theyer	22-11-2023
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1. Introduction

Pre-development groundwater and surface water monitoring was conducted by Bio Diverse Solutions on behalf of Leafield Pty Ltd at Lots 51, 1007 and 1118 Boyup Brook-Arthur Road (Leafield Boyup Brook) from June 2023 to October 2023. Monitoring included 5 rounds of water level monitoring (Jun, Jul, Aug, Sep and Oct 23) and 2 rounds of water quality monitoring (Jun/Jul and Oct 23), with the Jun/Jul water quality monitoring round conducted over 2 days, one in June and one in July 2023. Three surface water sites and eleven groundwater bores were monitored as part of the monitoring program. The groundwater monitoring bores were installed by WML Consultant Engineers, whom also captured 5 rounds of groundwater level monitoring from Oct 21 until Oct 22. A plan showing the location of the monitoring sites is shown in Appendix A.

This report summarises the findings of the pre-development surface water and groundwater quality and levels results. Water quality results are compared to relevant trigger values where available. Laboratory testing was conducted by NATA accredited laboratory; MPL Laboratories.

Groundwater monitoring bores BH1, BH2, BH3, BH4, BH6, BH9 and BH11 were found to be dry during both the Jun/Jul 23 and Oct 23 water quality monitoring rounds and BH8 was found to be dry during the Oct 23 only water quality monitoring round.

2. Groundwater Levels

2.1. Groundwater levels

WML Consulting Engineers installed 11 groundwater monitoring bores in Oct 21 as part of the pre-development groundwater monitoring program, details of the groundwater monitoring bores are presented in Table 1.

Table 1: Details of monitoring bores (WML Consultant Engineering, 2022)

Monitoring well	Co-ordinates		Stick up (m)	Depth of hole (m)
	Easting	Northing		
BH1	444344	6257800	1.07	5.95
BH2	444102	6257932	1.2	3.34
BH3	444035	6258303	1.3	8.47
BH4	444516	6258065	1.28	3.97
BH5	444743	6258308	0.96	5.1
BH6	444874	6257784	1.38	3.97
BH7	445141	6258562	1.12	5.88
BH8	445088	6258911	0.64	10
BH9	445988	6258108	0.3	3.93
BH10	445652	6257980	0.28	11.14
BH11	445458	6257504	1.37	3.99

Groundwater was measured initially by WML Consultant Engineers in Oct 21 and again monthly from Jun 22 to Oct 22. Bio Diverse Solutions continued to monitor the bores monthly from Jun 23 to Oct 23. Groundwater levels across the site varied from 0.5 m above ground level at BH8 in Aug 23 to 10.5 m BGL at BH3 and BH7 in Oct 21. Groundwater levels across the site generally fluctuated consistent with seasonal rainfall. The groundwater levels recorded in the bores for the Oct 21 to Oct 23 monitoring period are shown in Table 2 and Figure 1, with the highest recorded groundwater level at each bore also added to the monitoring location plan in Appendix A.

Table 2: Groundwater levels Oct 21 to Oct 23

Monitoring bore	Groundwater level (m BGL)									
	Oct 21	Jun 22	Jul 22	Aug 22	Oct 22	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23
BH1	4.9	2.5	3.3	2.8	3.0	3.5	dry	2.8	3.0	3.2
BH2	2	dry	dry	dry	1.5	dry	dry	dry	dry	dry
BH3	10.5	3.0	dry	dry	dry	dry	dry	dry	dry	dry
BH4	0.2	dry	2.3	2.3	1.5	2.5	dry	0.99	1.0	dry
BH5	1.4	3.0	1.8	3.0	1.8	3.2	3.3	0.5	1.4	2.0
BH6	1.5	dry	dry	dry	2.3	dry	dry	dry	dry	dry
BH7	10.5	dry	dry	dry	dry	4.8	4.8	4.8	4.8	dry
BH8	0.1	-0.2*	-0.3*	-0.3*	-0.5*	0.1*	0.1*	-0.5*	-0.3*	dry
BH9	dry	dry	dry	dry	dry	dry	dry	3.4	dry	dry
BH10	3.3	3.9	4.1	3.9	3.2	4.1	4.3	3.6	3.8	4.0
BH11	dry	dry	dry	dry	2.5	dry	dry	dry	1.3	dry

Notes: * Groundwater level is above ground level.

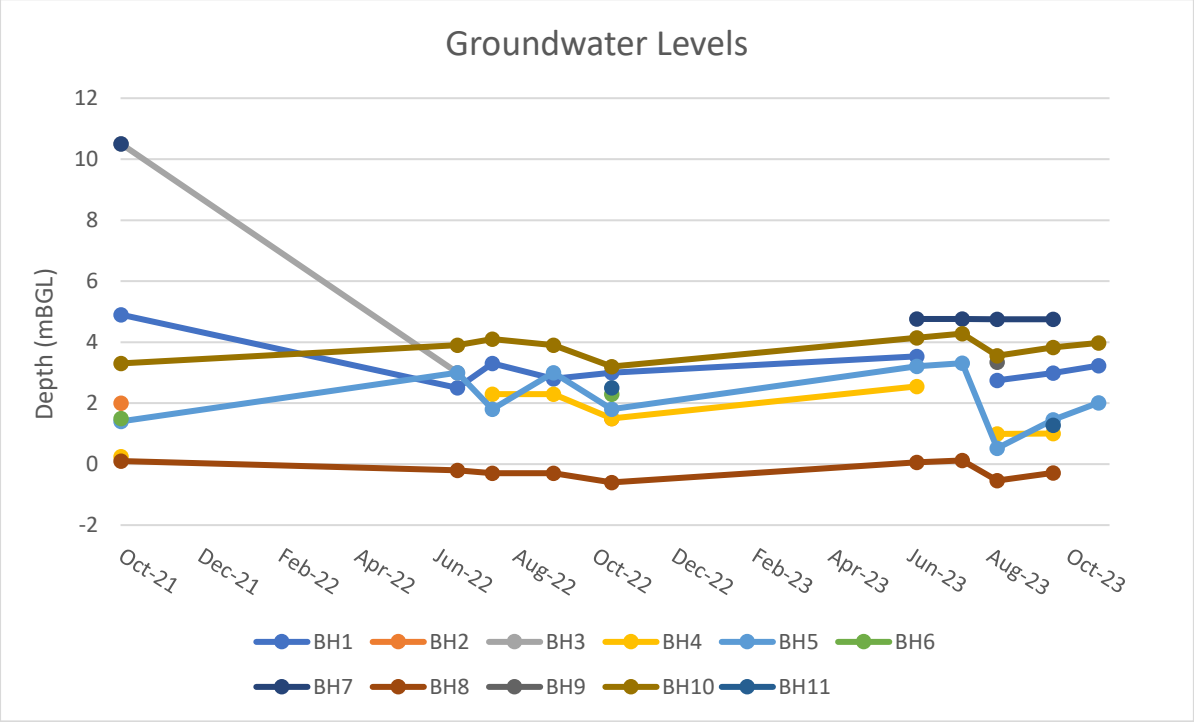


Figure 1: Groundwater levels Dec 21 to Oct 23

3. Water quality

3.1. pH

The pH levels at the surface water sites were generally within the ANZECC and ARMCANZ (2000) trigger value range for upland rivers in the southwest of Australia (6.5 - 8.0), with the exception of CS2, which had a pH reading of 9.23 in Oct 23. The pH levels of the groundwater were found to be neutral to slightly acidic, with pH levels at BH5 (6.3) and BH10 (5.6) in Oct 23 being below the ANZECC and ARMCANZ (2000) lower trigger value. The pH levels for the monitoring sites during the two monitoring rounds are presented in Figure 2, with the pH data shown in Appendix B.

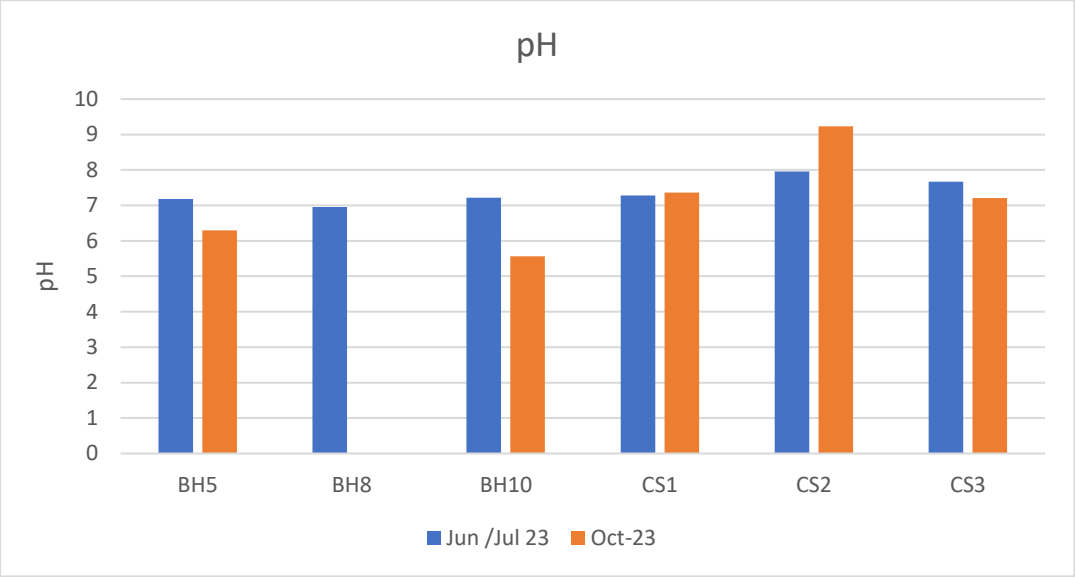


Figure 2: Surface water and groundwater pH

3.2. Electrical Conductivity

The Electrical Conductivity (EC) at the monitoring sites varied with both monitoring location and event. EC levels were found to be slightly elevated at BH5, high at BH10, CS2 and CS3, and very high at BH8 and CS1. EC levels were found to be above the ANZECC and ARMCANZ (2000) upper trigger value for upland rivers in the Southwest of Australia (300uS/cm) at all monitoring sites that had groundwater/surface water. EC levels at each of the monitoring sites during the two monitoring rounds are shown in Figure 3, with the EC data shown in Appendix B.

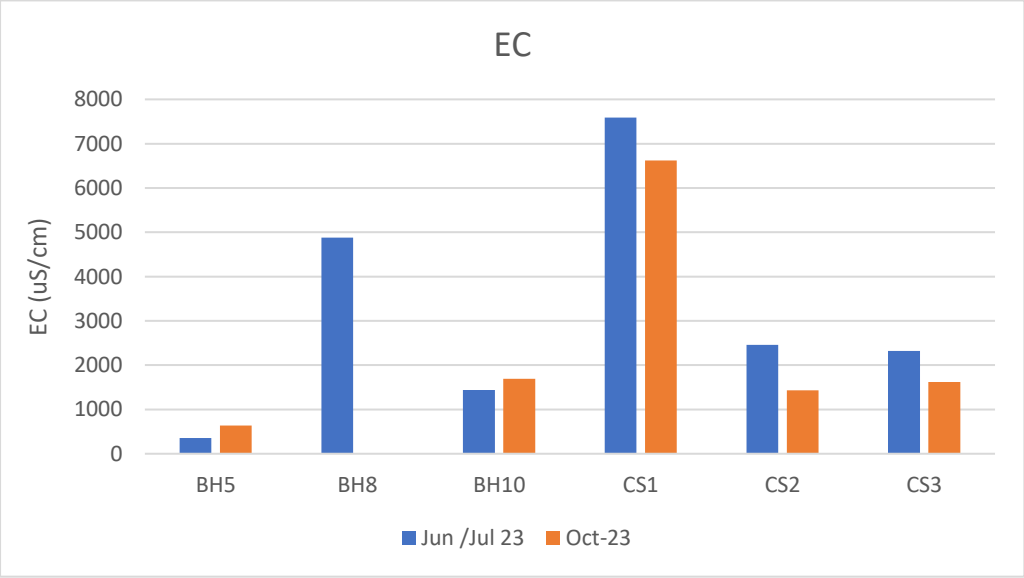


Figure 3: Surface water and groundwater EC

3.3. Total Dissolved Solids

TDS levels across the site were found to be slightly elevated at BH10, CS2 and CS3 and high at BH8 and CS1. TDS levels were found to be above the ANZECC and ARMCANZ (2000) upper trigger value (1 g/L) at all monitoring sites except for BH5, BH10 (Jun/Jul 23 only) and CS2 (Oct 23 only). TDS levels at each of the monitoring sites during the two monitoring rounds are shown in Figure 4, with the TDS data shown in Appendix B.

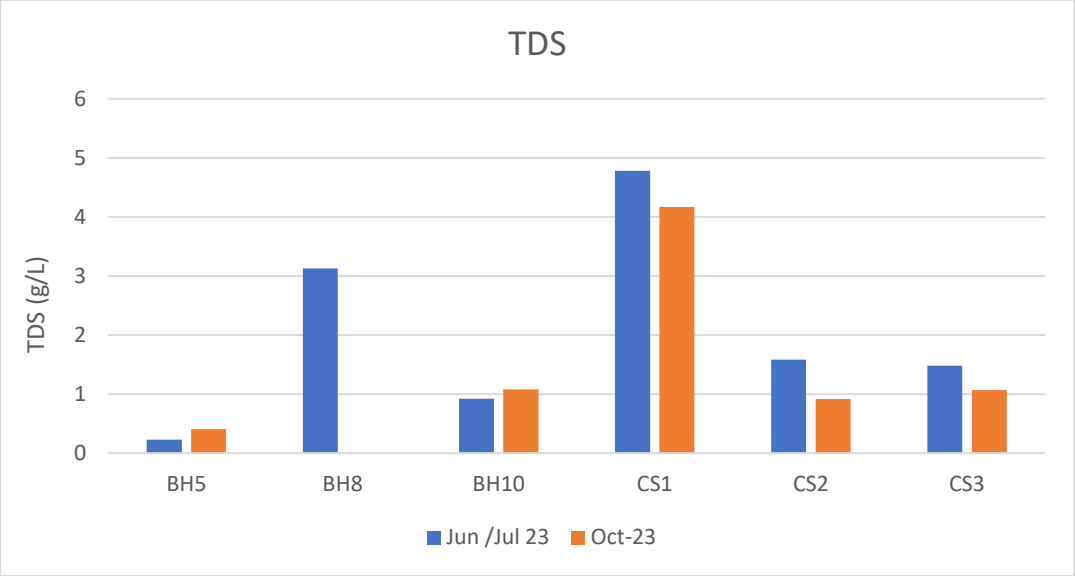


Figure 4: Surface water and groundwater TDS

3.4. Dissolved Oxygen

The Dissolved Oxygen (DO) levels recorded at the surface water sites varied from moderate to low. DO levels were below the ANZECC and ARMCANZ (2000) lower trigger value for upland rivers in the southwest of Australia (90%) at all three surface water sites during the Jun/Jul 23 monitoring round and below the lower trigger value at CS1 and CS3 during the Oct 23 monitoring round. Groundwater typically has a much lower DO compared to that of surface water due to the decreased interface with the atmosphere. The DO levels recorded at the groundwater monitoring bores were low and below the ANZECC and ARMCANZ (2000) lower trigger value. DO levels at each of the monitoring sites for the two monitoring rounds are shown in Figure 5, with the DO data shown in Appendix B.

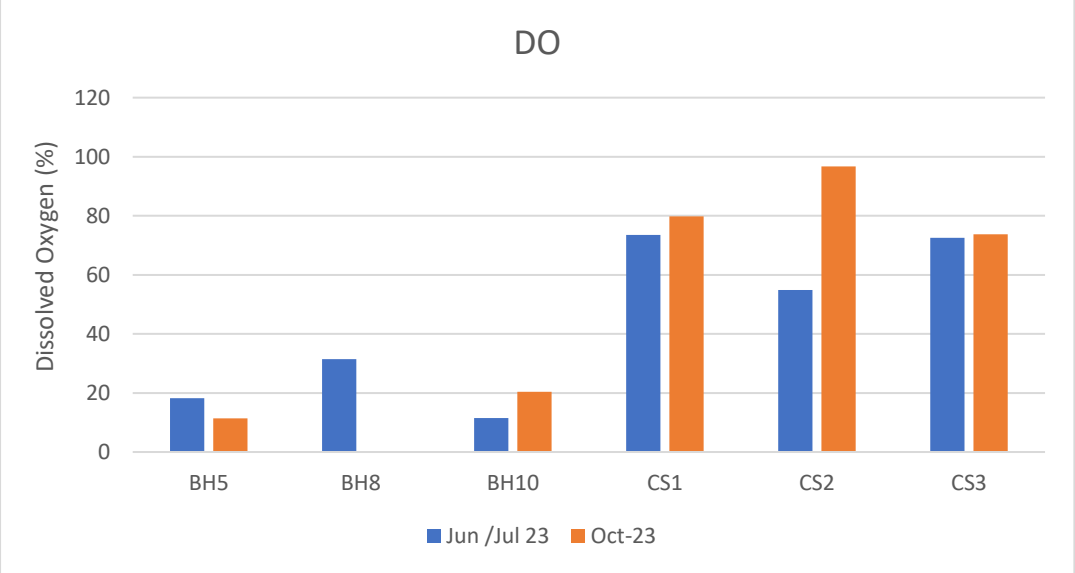


Figure 5: Surface water and groundwater DO

3.5. Nutrients

The Total Nitrogen (TN) levels recorded at the surface water sites were moderate to high and above the ANZECC and ARMCANZ (2000) upper trigger value for upland rivers in the southwest of Australia (0.45 mg/L). The TN levels in the groundwater varied from moderate at BH8 to high at BH10 to extremely high at BH5. Noting, at all monitoring sites, the nitrogen was predominantly in the form of Total Kjeldahl Nitrogen (TKN) and therefore is likely to originate from an organic source. Nitrite/nitrate levels were found to be above the ANZECC and ARMCANZ (2000) upper trigger value (0.2 mg/L) at CS1 and CS2 in Jun/Jul 23. The TN levels at the monitoring sites for the two monitoring rounds is presented in Figure 6, with the nitrogen data shown in Appendix B.

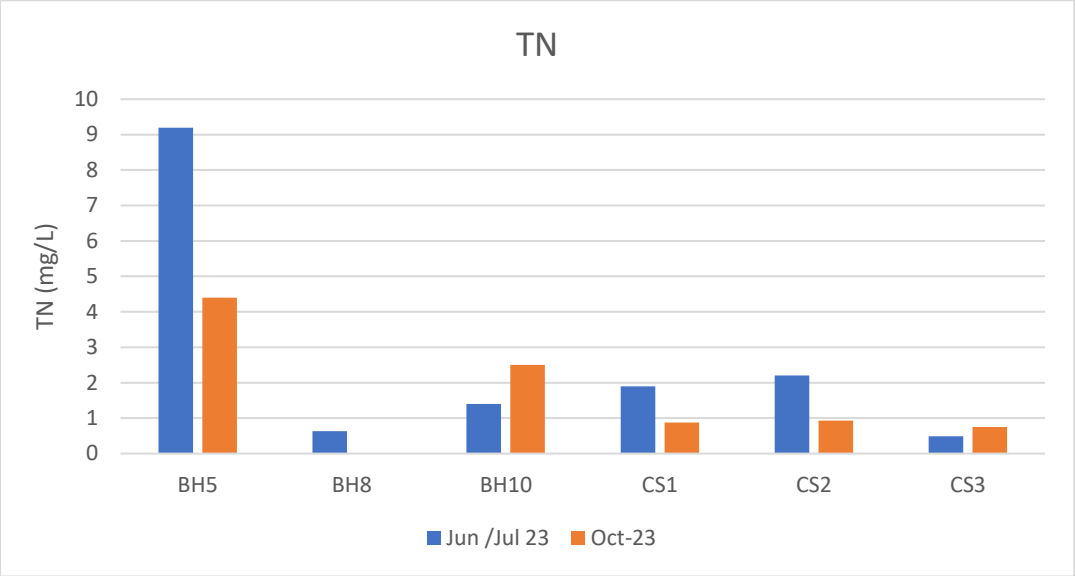


Figure 6: Surface water and groundwater TN

Total Phosphorus (TP) was elevated and above the ANZECC and ARMCANZ (2000) trigger value (<0.02 mg/L) at all monitoring sites, except CS3 in Jun/Jul 23. TP levels were extremely high at BH5 during the Jun/Jul 23 monitoring event (3.9 mg/L). Phosphate (PO_4) levels were generally found to be low at the monitoring sites indicating that most of the phosphorus is from an organic source. The TP levels at the monitoring sites during the two monitoring rounds is shown in Figure 6, with the raw data shown in Appendix C.

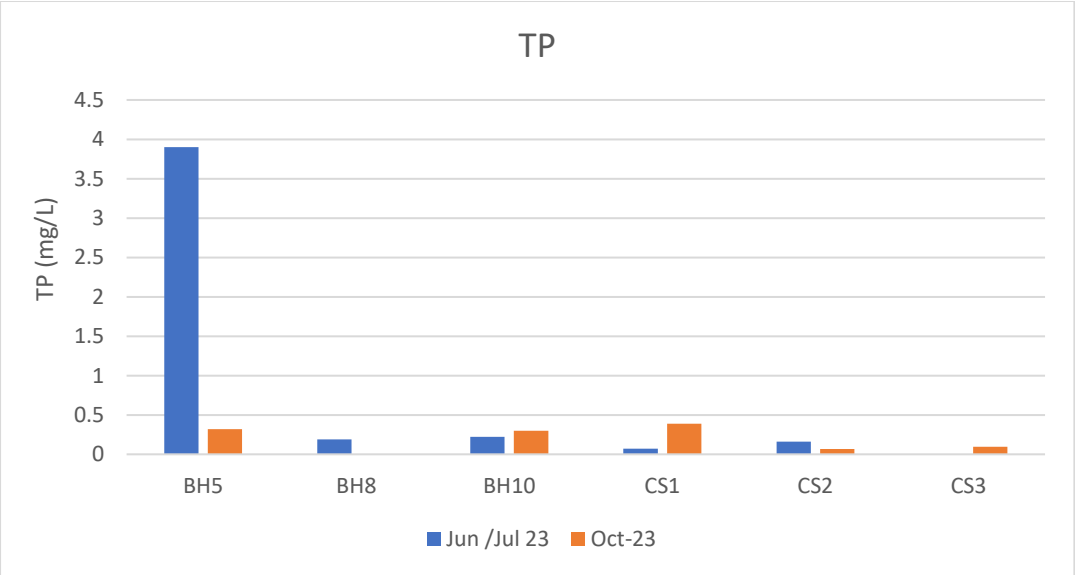


Figure 7: Surface water and groundwater TP

3.6. Dissolved Metals

Dissolved metal (arsenic, cadmium, chromium, copper, mercury, nickel, lead and zinc) levels were generally found to be low and below the ANZECC & ARMCANZ (2000) trigger values for toxicants in freshwater ecosystems at 95% level of protection. There were some exceptions to this with the guideline trigger value for copper being exceeded at BH5, BH8 and BH10 during the Jun/Jul 2023 monitoring round and CS2 during the Oct 23 monitoring round. The guideline trigger value was also exceeded for zinc at BH8 during the Jul 23 monitoring round, BH10 and CS1 during the Oct 23 monitoring round). The dissolved metal levels for each monitoring site for the two monitoring rounds are shown in Appendix B.

3.7. Hydrocarbons

The Volatile Total Recoverable Hydrocarbons (TRH), Methyl tertiary-butyl ether, benzene, toluene, ethylbenzene, xylene and Naphthalene (MBTEXN), and Semi-volatile TRH laboratory results were generally found to be low and below the laboratory detection limit for all parameters at all monitoring sites during each monitoring round. The TRH, MBTEXN and semi-volatile TRH levels for each monitoring site for each monitoring round are shown in Appendix B.

3.8. PAHs in water

Polycyclic Aromatic Hydrocarbons (PAHs) laboratory results were found to be below laboratory detection limits at all monitoring sites during both monitoring rounds. The PAH levels for each monitoring site for the two monitoring rounds are shown in Appendix B.

3.9. Microbial

Thermotolerant Coliform (TC) and E. coli levels across the site were generally high within the surface water and groundwater monitoring bores. TC and E. coli levels were moderately to extremely elevated at BH5, BH10, CS2 and CS3 during both monitoring rounds and below detection limits at BH8 and CS1. The TC and E. coli levels for each monitoring site for the two monitoring rounds are shown in Appendix B.

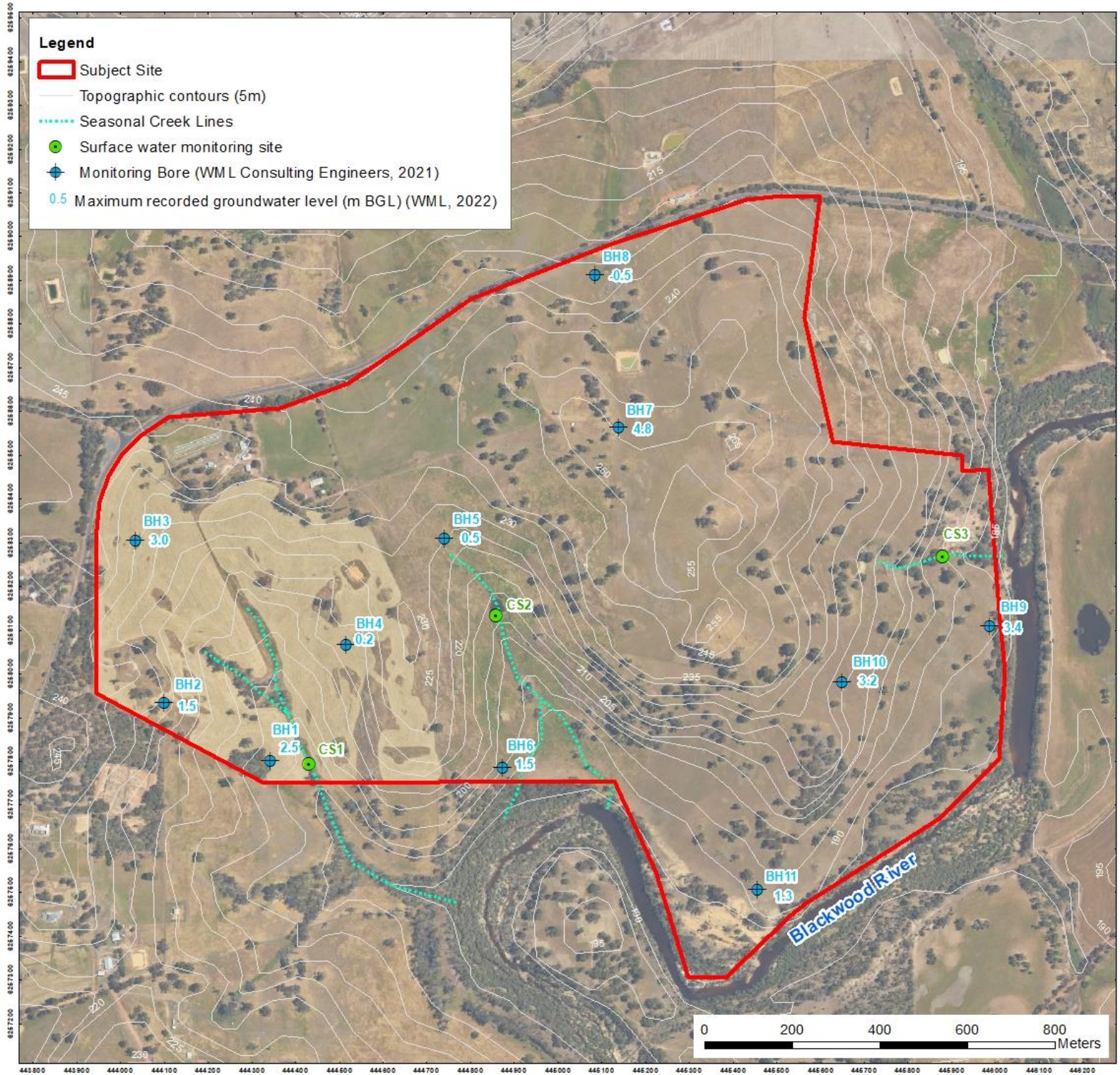
4. References

ANZECC & ARMCANZ (Australian and New Zealand Environment and Conservation Council and Agriculture and Resource Management Council of Australia and New Zealand) (2000). *Australian and New Zealand Guidelines for Fresh and Marine Water Quality.*

WML Consultant Engineers (2022) *Boyup Brook Subdivision Groundwater Monitoring Bores – Factual Report.* Unpublished report prepared for client.

Appendix A

Monitoring Location Plan



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BIO DIVERSE SOLUTIONS

Overview Map Scale 1:100,000

Scale
1:8,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Leafield Pty Ltd
Lot 51, 1007 and 1118 Boyup Brook-Arthur Rd
Boyup Brook, WA 6244

Monitoring Location Plan

	QA Check	Drawn by
	CJC	CJC
STATUS: FINAL	FILE: EPP010 003	DATE: 21/11/2023

Appendix B

Water Quality Monitoring Results

BH01

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		Dry	Dry
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (µS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	-	-
TKN_N*		-	-
NH_3_N		-	-
NO_3_N		-	-
NO_2_N		-	-
NOx _N	<0.2[1)]	-	-
TP	<0.02[1)]	-	-
PO_4_P		-	-
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	-	-
VolatileTotal Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volitile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red.**

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH02

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		**Dry**	**Dry**
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (µS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	-	-
TKN_N*		-	-
NH_3_N		-	-
NO_3_N		-	-
NO_2_N		-	-
NOx_N	<0.2[1)]	-	-
TP	<0.02[1)]	-	-
PO_4_P		-	-
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	-	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatileTotal Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100ml)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH03

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		**Dry**	**Dry**
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (uS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	**-**	-
TKN_N*		**-**	**-**
NH_3_N		**-**	**-**
NO_3_N		-	-
NO_2_N		-	-
Nox_N	<0.2[1)]	**-**	**-**
TP	<0.02[1)]	-	**-**
PO_4_P		-	**-**
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	**-**	**-**
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead Pb	<3.4[2)]	-	**-**
Zinc, Zn	<8.0[2)]	**-**	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH04

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		Dry	Dry
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (µS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	-	-
TKN_N*		-	-
NH_3_N		-	-
NO_3_N		-	-
NO_2_N		-	-
Nox_N	<0.2[1)]	-	-
TP	<0.02[1)]	-	-
PO_4_P		-	-
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead, Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	-	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH05

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		16.25	17.86
pH	6.5 - 8.0[1)]	7.18	**6.3**
Electrical Conductivity (µS/cm)	120-300[1)]	352	639
Dissolved Oxygen (mg/L)		**1.73**	**1.05**
Dissolved Oxygen (%)	90-n/a[1)]	**18.2**	**11.4**
Total Dissolved Solids (g/L)	<1[1)]	0.229	0.409
Nutrients (mg/L)			
TN	<0.45[1)]	**9.2**	**4.4**
TKN_N*		9.1	4.4
NH_3_N		0.69	0.24
NO_3_N		0.08	0.074
NO_2_N		0.017	<0.0050
NO_x_N	<0.2[1)]	0.097	0.079
TP	<0.02[1)]	**3.9**	**0.32**
PO_4_P		0.0062	0.02
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	<1.0	<1.0
Cadmium, Cd	<0.2[2)]	<0.10	<0.10
Chromium, Cr	<1.0[2)]	<1.0	<1.0
Copper, Cu	<1.4[2)]	**4.9**	1.2
Mercury, Hg	<0.6[2)]	<0.050	<0.050
Nickle, Ni	<11[2)]	1.0	<1.0
Lead Pb	<3.4[2)]	<1.0	<1.0
Zinc, Zn	<8.0[2)]	<1.0	2.7
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		<10	<10
TRH C6 - C10		<10	<10
TRH C6 -C10 less BTEX (F1)		<10	<10
MBTEXN (µg/L)			
MTBE		<1.0	<1.0
Benzene	950[2)]	<1.0	<1.0
Toluene		<1.0	<1.0
Ethylbenzene		<1.0	<1.0
m+p-xylene		<2.0	<2.0
o-xylene	350[2)]	<1.0	<1.0
Total Xylene		<3.0	<3.0
Naphthalene		<1.0	<1.0
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		<50	<50
TRH C15 - C28		14000	<100
TRH C29 - C36		3300	<100
Total +ve TRH C10-C36		17000	<50
TRH >C10 - C16		240	<50
TRH >C10 -C16 less N (F2)		240	<50
TRH >C16 - C34		17000	<100
TRH >C34 - C40		590	<100
Total +ve TRH >C10-C40		18000	<50
PAHs in water (µg/L)			
Naphthalene	16[2)]	<0.10	<0.10
Acenaphthylene		<0.10	<0.10
Acenaphthene		<0.10	<0.10
Fluorene		<0.40	<0.10
Phenanthrene		<0.10	<0.10
Anthracene		<0.10	<0.10
Fluoranthene		<0.10	<0.10
Pyrene		<0.10	<0.10
Benzo(a)anthracene		<0.10	<0.10
Chrysene		<0.10	<0.10
Benzo(b,j+k)fluoranthene		<0.20	<0.20
Benzo(a)pyrene		<0.10	<0.10
Indeno(1,2,3-c,d)pyrene		<0.10	<0.10
Dibenzo(a,h)anthracene		<0.10	<0.10
Benzo(g,h,i)perylene		<0.10	<0.10
Total +ve PAH's		<0.10	<0.10
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		1,500	1100
E.coli		1,500	1100

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH06

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		Dry	Dry
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (µS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	-	-
TKN_N*		-	-
NH_3_N		-	-
NO_3_N		-	-
NO_2_N		-	-
NOx_N	<0.2[1)]	-	-
TP	<0.02[1)]	-	-
PO_4_P		-	-
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	-	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatileTotal Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40			-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH07

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		Dry	Dry
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (µS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	-	-
TKN_N*		-	-
NH_3_N		-	-
NO_3_N		-	-
NO_2_N		-	-
NO_x_N	<0.2[1)]	-	-
TP	<0.02[1)]	-	-
PO_4_P		-	-
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead, Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	-	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34 (F3)		-	-
TRH >C34 - C40 (F4)		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH08

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		16.85	**Dry**
pH	6.5 - 8.0[1)]	6.96	-
Electrical Conductivity (µS/cm)	120-300[1)]	**4880**	-
Dissolved Oxygen (mg/L)		**2.92**	-
Dissolved Oxygen (%)	90-n/a[1)]	**31.5**	-
Total Dissolved Solids (g/L)	<1[1)]	**3.13**	-
Nutrients (mg/L)			
TN	<0.45[1)]	**0.63**	-
TKN_N*		0.55	-
NH3_N		0.21	-
NO3_N		0.072	-
NO2_N		<0.0050	-
NOx_N	<0.2[1)]	0.076	-
TP	<0.02[1)]	**0.19**	-
PO4_P		0.030	-
Dissolved Metals ((µg/L)			
Arsenic, As	<13[2)]	<1.0	-
Cadmium, Cd	<0.2[2)]	<0.10	-
Chromium, Cr	<1.0[2)]	<1.0	-
Copper, Cu	<1.4[2)]	**1.8**	-
Mercury, Hg	<0.6[2)]	<0.050	-
Nickle, Ni	<11[2)]	<1.0	-
Lead Pb	<3.4[2)]	<1.0	-
Zinc, Zn	<8.0[2)]	**14**	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		<10	-
TRH C6 - C10		<10	-
TRH C6 -C10 less BTEX (F1)		<10	-
MBTEXN (µg/L)			
MTBE		<1.0	-
Benzene	950[2)]	<1.0	-
Toluene		<1.0	-
Ethylbenzene		<1.0	-
m+p-xylene		<2.0	-
o-xylene	350[2)]	<1.0	-
Total Xylene		<3.0	-
Naphthalene		<1.0	-
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		<50	-
TRH C15 - C28		<100	-
TRH C29 - C36		<100	-
Total +ve TRH C10-C36		<50	-
TRH >C10 - C16		<50	-
TRH >C10 -C16 less N (F2)		<50	-
TRH >C16 - C34		110	-
TRH >C34 - C40		<100	-
Total +ve TRH >C10-C40		110	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	<0.10	-
Acenaphthylene		<0.10	-
Acenaphthene		<0.10	-
Fluorene		<0.10	-
Phenanthrene		<0.10	-
Anthracene		<0.10	-
Fluoranthene		<0.10	-
Pyrene		<0.10	-
Benzo(a)anthracene		<0.10	-
Chrysene		<0.10	-
Benzo(b,j+k)fluoranthene		<0.20	-
Benzo(a)pyrene		<0.10	-
Indeno(1,2,3-c,d)pyrene		<0.10	-
Dibenzo(a,h)anthracene		<0.10	-
Benzo(g,h,i)perylene		<0.10	-
Total +ve PAH's		<0.10	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		<10	-
E.coli		<10	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH09

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		**Dry**	**Dry**
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (uS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	**-**	**-**
TKN_N*		**-**	**-**
NH3_N		**-**	**-**
NO3_N		-	-
NO2_N		-	-
NOx_N	<0.2[1)]	**-**	**-**
TP	<0.02[1)]	**-**	**-**
PO4_P		**-**	**-**
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	**-**	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH10

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		17.43	19.22
pH	6.5 - 8.0[1)]	7.22	**5.56**
Electrical Conductivity (µS/cm)	120-300[1)]	1440	**1690**
Dissolved Oxygen (mg/L)		**1.06**	**1.82**
Dissolved Oxygen (%)	90-n/a[1)]	**11.5**	**20.4**
Total Dissolved Solids (g/L)	<1[1)]	0.920	**1.08**
Nutrients (mg/L)			
TN	<0.45[1)]	**1.4**	**2.5**
TKN_N*		1.3	2.3
NH3_N		0.29	0.38
NO3_N		0.088	0.16
NO2_N		0.015	0.011
NOx_N	<0.2[1)]	0.10	0.17
TP	<0.02[1)]	**0.22**	**0.30**
PO4_P		<0.0050	0.012
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	<1.0	<1.0
Cadmium, Cd	<0.2[2)]	<0.10	<0.10
Chromium, Cr	<1.0[2)]	<1.0	<1.0
Copper, Cu	<1.4[2)]	**2.3**	1.3
Mercury, Hg	<0.6[2)]	<0.050	<0.050
Nickle, Ni	<11[2)]	1.0	<1.0
Lead Pb	<3.4[2)]	<1.0	<1.0
Zinc, Zn	<8.0[2)]	**22**	**44**
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		<10	<10
TRH C6 - C10		<10	<10
TRH C6 -C10 less BTEX (F1)		<10	<10
MBTEXN (µg/L)			
MTBE		<1.0	<1.0
Benzene	950[2)]	<1.0	<1.0
Toluene		<1.0	<1.0
Ethylbenzene		<1.0	<1.0
m+p-xylene		<2.0	<2.0
o-xylene	350[2)]	<1.0	<1.0
Total Xylene		<3.0	<3.0
Naphthalene		<1.0	<1.0
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		<50	<50
TRH C15 - C28		<100	<100
TRH C29 - C36		<100	<100
Total +ve TRH C10-C36		<50	<50
TRH >C10 - C16		<50	<50
TRH >C10 -C16 less N (F2)		<50	<50
TRH >C16 - C34		<100	<100
TRH >C34 - C40		<100	<100
Total +ve TRH >C10-C40		<50	<50
PAHs in water (µg/L)			
Naphthalene	16[2)]	<0.10	<0.10
Acenaphthylene		<0.10	<0.10
Acenaphthene		<0.10	<0.10
Fluorene		<0.10	<0.10
Phenanthrene		<0.10	<0.10
Anthracene		<0.10	<0.10
Fluoranthene		<0.10	<0.10
Pyrene		<0.10	<0.10
Benzo(a)anthracene		<0.10	<0.10
Chrysene		<0.10	<0.10
Benzo(b,j+k)fluoranthene		<0.20	<0.20
Benzo(a)pyrene		<0.10	<0.10
Indeno(1,2,3-c,d)pyrene		<0.10	<0.10
Dibenzo(a,h)anthracene		<0.10	<0.10
Benzo(g,h,i)perylene		<0.10	<0.10
Total +ve PAH's		<0.10	<0.10
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		160	> 1,500
E.coli		160	> 1,500

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

BH11

Parameters	Guideline	11/07/2023	24/10/2023
Physicochemical			
Temperature		Dry	Dry
pH	6.5 - 8.0[1)]	-	-
Electrical Conductivity (µS/cm)	120-300[1)]	-	-
Dissolved Oxygen (mg/L)		-	-
Dissolved Oxygen (%)	90-n/a[1)]	-	-
Total Dissolved Solids (g/L)	<1[1)]	-	-
Nutrients (mg/L)			
TN	<0.45[1)]	-	-
TKN_N*		-	-
NH3_N		-	-
NO3_N		-	-
NO2_N		-	-
NOx_N	<0.2[1)]	-	-
TP	<0.02[1)]	-	-
PO4_P		-	-
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	-	-
Cadmium, Cd	<0.2[2)]	-	-
Chromium, Cr	<1.0[2)]	-	-
Copper, Cu	<1.4[2)]	-	-
Mercury, Hg	<0.6[2)]	-	-
Nickle, Ni	<11[2)]	-	-
Lead, Pb	<3.4[2)]	-	-
Zinc, Zn	<8.0[2)]	-	-
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		-	-
TRH C6 - C10		-	-
TRH C6 -C10 less BTEX (F1)		-	-
MBTEXN (µg/L)			
MTBE		-	-
Benzene	950[2)]	-	-
Toluene		-	-
Ethylbenzene		-	-
m+p-xylene		-	-
o-xylene	350[2)]	-	-
Total Xylene		-	-
Naphthalene		-	-
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		-	-
TRH C15 - C28		-	-
TRH C29 - C36		-	-
Total +ve TRH C10-C36		-	-
TRH >C10 - C16		-	-
TRH >C10 -C16 less N (F2)		-	-
TRH >C16 - C34		-	-
TRH >C34 - C40		-	-
Total +ve TRH >C10-C40		-	-
PAHs in water (µg/L)			
Naphthalene	16[2)]	-	-
Acenaphthylene		-	-
Acenaphthene		-	-
Fluorene		-	-
Phenanthrene		-	-
Anthracene		-	-
Fluoranthene		-	-
Pyrene		-	-
Benzo(a)anthracene		-	-
Chrysene		-	-
Benzo(b,j+k)fluoranthene		-	-
Benzo(a)pyrene		-	-
Indeno(1,2,3-c,d)pyrene		-	-
Dibenzo(a,h)anthracene		-	-
Benzo(g,h,i)perylene		-	-
Total +ve PAH's		-	-
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	-
E.coli		-	-

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

CS01

Parameters	Guideline	6/06/2023	24/10/2023
Physicochemical			
Temperature		10.4	17.05
pH	6.5 - 8.0[1)]	7.28	7.36
pH - lab	6.5 to 8.0[1)]	7.2	-
Electrical Conductivity (µS/cm)	120-300[1)]	**7590**	**6620**
Electrical Conductivity - lab (µS/cm)	120-300[1)]	**7400**	-
Dissolved Oxygen (mg/L)		**7.76**	**7.32**
Dissolved Oxygen (%)	90-n/a[1)]	**73.5**	**79.8**
Total Dissolved Solids (mg/L)	<1[1)]	**4.78**	**4.17**
Nutrients (mg/L)			
TN	<0.45[1)]	**1.9**	**0.88**
TKN_N*		1.0	0.88
NH3_N		0.32	0.0095
NO3_N		0.81	<0.0050
NO2_N		0.062	<0.0050
NOx_N	<0.2[1)]	**0.87**	<0.0050
TP	<0.02[1)]	**0.073**	**0.39**
PO4_P		0.0058	<0.0050
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	<1.0	<1.0
Cadmium, Cd	<0.2[2)]	<0.10	<0.10
Chromium, Cr	<1.0[2)]	<1.0	<1.0
Copper, Cu	<1.4[2)]	<1.0	<1.0
Mercury, Hg	<0.6[2)]	<0.050	<0.050
Nickle, Ni	<11[2)]	<1.0	<1.0
Lead, Pb	<3.4[2)]	<1.0	<1.0
Zinc, Zn	<8.0[2)]	1.5	**13**
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		<50	<10
TRH C6 - C10		<50	<10
TRH C6 -C10 less BTEX (F1)		<50	<10
MBTEXN (µg/L)			
MTBE		<5.0	<1.0
Benzene	950[2)]	<5.0	<1.0
Toluene		<5.0	<1.0
Ethylbenzene		<5.0	<1.0
m+p-xylene		<10	<2.0
o-xylene	350[2)]	<5.0	<1.0
Total Xylene		<15	<3.0
Naphthalene		<5.0	<1.0
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		<50	<50
TRH C15 - C28		<100	<100
TRH C29 - C36		<100	<100
Total +ve TRH C10-C36		<50	<50
TRH >C10 - C16		<50	<50
TRH >C10 -C16 less N (F2)		<50	<50
TRH >C16 - C34		<100	<100
TRH >C34 - C40		<100	<100
Total +ve TRH >C10-C40		<50	<50
PAHs in water (µg/L)			
Naphthalene	16[2)]	<0.10	<0.10
Acenaphthylene		<0.10	<0.10
Acenaphthene		<0.10	<0.10
Fluorene		<0.10	<0.10
Phenanthrene		<0.10	<0.10
Anthracene		<0.10	<0.10
Fluoranthene		<0.10	<0.10
Pyrene		<0.10	<0.10
Benzo(a)anthracene		<0.10	<0.10
Chrysene		<0.10	<0.10
Benzo(b,j+k)fluoranthene		<0.20	<0.20
Benzo(a)pyrene		<0.10	<0.10
Indeno(1,2,3-c,d)pyrene		<0.10	<0.10
Dibenzo(a,h)anthracene		<0.10	<0.10
Benzo(g,h,i)perylene		<0.10	<0.10
Total +ve PAH's		<0.10	<0.10
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	<10
E.coli		-	<10

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

CS02

Parameters	Guideline	6/06/2023	24/10/2023
Physicochemical			
Temperature		11.62	21.77
pH	6.5 - 8.0[1)]	7.96	**9.23**
pH - lab	6.5 to 8.0[1)]	7.9	-
Electrical Conductivity (µS/cm)	120-300[1)]	**2460**	1430
Electrical Conductivity - lab (µS/cm)	120-300[1)]	**2400**	-
Dissolved Oxygen (mg/L)		**5.73**	8.25
Dissolved Oxygen (%)	90-n/a[1)]	**54.9**	96.7
Total Dissolved Solids (mg/L)	<1[1)]	**1.58**	0.915
Nutrients (mg/L)			
TN	<0.45[1)]	**2.2**	**0.93**
TKN_N*		1.4	0.93
NH3_N		0.28	0.0072
NO3_N		0.74	<0.0050
NO2_N		0.074	<0.0050
NOx_N	<0.2[1)]	**0.81**	<0.0050
TP	<0.02[1)]	**0.16**	**0.068**
PO4_P		0.0052	<0.0050
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	<1.0	<1.0
Cadmium, Cd	<0.2[2)]	<0.10	<0.10
Chromium, Cr	<1.0[2)]	<1.0	<1.0
Copper, Cu	<1.4[2)]	1.3	**2.3**
Mercury, Hg	<0.6[2)]	<0.050	<0.050
Nickle, Ni	<11[2)]	<1.0	<1.0
Lead, Pb	<3.4[2)]	<1.0	<1.0
Zinc, Zn	<8.0[2)]	<1.0	5.3
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		<10	<10
TRH C6 - C10		<10	<10
TRH C6 -C10 less BTEX (F1)		<10	<10
MBTEXN (µg/L)			
MTBE		<1.0	<1.0
Benzene	950[2)]	<1.0	<1.0
Toluene		<1.0	<1.0
Ethylbenzene		<1.0	<1.0
m+p-xylene		<2.0	<2.0
o-xylene	350[2)]	<1.0	<1.0
Total Xylene		<3.0	<3.0
Naphthalene		<1.0	<1.0
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		<50	<50
TRH C15 - C28		<100	<100
TRH C29 - C36		<100	<100
Total +ve TRH C10-C36		<50	<50
TRH >C10 - C16		<50	<50
TRH >C10 -C16 less N (F2)		<50	<50
TRH >C16 - C34		<100	<100
TRH >C34 - C40		<100	<100
Total +ve TRH >C10-C40		<50	<50
PAHs in water (µg/L)			
Naphthalene	16[2)]	<0.10	<0.10
Acenaphthylene		<0.10	<0.10
Acenaphthene		<0.10	<0.10
Fluorene		<0.10	<0.10
Phenanthrene		<0.10	<0.10
Anthracene		<0.10	<0.10
Fluoranthene		<0.10	<0.10
Pyrene		<0.10	<0.10
Benzo(a)anthracene		<0.10	<0.10
Chrysene		<0.10	<0.10
Benzo(b,j+k)fluoranthene		<0.20	<0.20
Benzo(a)pyrene		<0.10	<0.10
Indeno(1,2,3-c,d)pyrene		<0.10	<0.10
Dibenzo(a,h)anthracene		<0.10	<0.10
Benzo(g,h,i)perylene		<0.10	<0.10
Total +ve PAH's		<0.10	<0.10
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	820
E.coli		-	820

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

CS03

Parameters	Guideline	6/06/2023	24/10/2023
Physicochemical			
Temperature		11.13	19.73
pH	6.5 - 8.0[1)]	7.67	7.21
pH - lab	6.5 to 8.0[1)]	7.4	-
Electrical Conductivity (µS/cm)	120-300[1)]	**2320**	**1620**
Electrical Conductivity - lab (µS/cm)	120-300[1)]	**2200**	-
Dissolved Oxygen (mg/L)		**7.66**	**6.52**
Dissolved Oxygen (%)	90-n/a[1)]	**72.5**	**73.7**
Total Dissolved Solids (mg/L)	<1[1)]	**1.48**	**1.07**
Nutrients (mg/L)			
TN	<0.45[1)]	**0.49**	**0.75**
TKN_N*		0.49	0.74
NH3_N		<0.0050	0.0082
NO3_N		<0.0050	<0.0050
NO2_N		<0.0050	<0.0050
NOx_N	<0.2[1)]	<0.0050	<0.0050
TP	<0.02[1)]	<0.050	**0.096**
PO4_P		<0.0050	0.020
Dissolved Metals (µg/L)			
Arsenic, As	<13[2)]	<1.0	<1.0
Cadmium, Cd	<0.2[2)]	<0.10	<0.10
Chromium, Cr	<1.0[2)]	<1.0	<1.0
Copper, Cu	<1.4[2)]	<1.0	<1.0
Mercury, Hg	<0.6[2)]	<0.050	<0.050
Nickle, Ni	<11[2)]	<1.0	<1.0
Lead, Pb	<3.4[2)]	<1.0	<1.0
Zinc, Zn	<8.0[2)]	<1.0	<1.0
Volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C6 - C9		<10	<10
TRH C6 - C10		<10	<10
TRH C6 -C10 less BTEX (F1)		<10	<10
MBTEXN (µg/L)			
MTBE		<1.0	<1.0
Benzene	950[2)]	<1.0	<1.0
Toluene		<1.0	<1.0
Ethylbenzene		<1.0	<1.0
m+p-xylene		<2.0	<2.0
o-xylene	350[2)]	<1.0	<1.0
Total Xylene		<3.0	<3.0
Naphthalene		<1.0	<1.0
Semi-volatile Total Recoverable Hydrocarbons (µg/L)			
TRH C10 - C14		<50	<50
TRH C15 - C28		<100	<100
TRH C29 - C36		<100	<100
Total +ve TRH C10-C36		<50	<50
TRH >C10 - C16		<50	<50
TRH >C10 -C16 less N (F2)		<50	<50
TRH >C16 - C34		<100	110
TRH >C34 - C40		<100	<100
Total +ve TRH >C10-C40		<50	110
PAHs in water (µg/L)			
Naphthalene	16[2)]	<0.10	<0.10
Acenaphthylene		<0.10	<0.10
Acenaphthene		<0.10	<0.10
Fluorene		<0.10	<0.10
Phenanthrene		<0.10	<0.10
Anthracene		<0.10	<0.10
Fluoranthene		<0.10	<0.10
Pyrene		<0.10	<0.10
Benzo(a)anthracene		<0.10	<0.10
Chrysene		<0.10	<0.10
Benzo(b,j+k)fluoranthene		<0.20	<0.20
Benzo(a)pyrene		<0.10	<0.10
Indeno(1,2,3-c,d)pyrene		<0.10	<0.10
Dibenzo(a,h)anthracene		<0.10	<0.10
Benzo(g,h,i)perylene		<0.10	<0.10
Total +ve PAH's		<0.10	<0.10
Microbial Testing (cfu/100mL)			
Thermotolerant Coliforms		-	180
E.coli		-	180

1) ANZECC and ARMCANZ (2000) Trigger values for South-west Australia for freshwater lakes and reservoirs; target exceedance printed in **red**.

2) ANZECC and ARMCANZ (2000) Trigger values for toxicants in freshwater ecosystems at 95% level of protection; target exceedance printed in **red**.

* TKN as N by calculation

Appendix C

Nutrient Modelling
(South Environmental, 2024)

Nutrient modelling

Lot 51, 1007, 118 Boyup Brook – Arthur Road

1. Introduction

Changes to land use impacts the nutrient input and has the potential to impact nutrient export from the land. Increasing nutrient export from the land has the potential to adversely affect the receiving environment and biodiversity. This nutrient modelling report estimates the change in nutrient input and export from the Subject Site as a result of changing the land use from agricultural practices to a mixture of rural residential and urban use.

The information presented in this Nutrient Modelling Report has been derived from the Nutrient Modelling Report prepared by Bio Diverse Solutions (2024). The Nutrient Modelling Report has been updated by South Environmental, upon the direction of the client, to include recent modifications to the Local Structure Plan/Subdivision Concept Plan and to address comments from the Department of Planning, Lands and Heritage (DPLH) and the Shire of Boyup Brook.

2. Pre-development nutrient input

The Subject Site area (222 ha) was assigned a pre-development nutrient fertiliser rate (in kg/ha) based on land use. Nutrient input rates have been taken from the Department of Agriculture and Food's fertiliser surveys of rural properties. The fertiliser surveys covered rural properties in the Ellenbrook, Geographe Bay and Peel Harvey catchments and are applicable to land use in the Boyup Brook area (Kelsey *et al*. (2011).

The Subject Site in the pre-development scenario is utilised predominantly for cattle (beef), with some cropping. It is assumed based on current use of the Subject Site land that two thirds of the Subject Site is used for cattle (beef), whilst one third is cropped. The estimated pre-development nutrient input for the site is shown in Table 1.

Table 1: Estimated pre-development nutrient inputs

Land Use	Subject Site Area (ha)	Nitrogen Application rate (kg/ha/yr)	Phosphorus Application rate (kg/ha/yr)	Total Nitrogen Application (kg/yr)	Total Phosphorus Application (kg/yr)
Cattle for beef	148	86.4	12.7	12,787	1,880
Cropping	74	46.7	8.4	3,456	622
Total	**222**	-	-	**16,243**	**2,502**

3. Post-development nutrient input

It is proposed to rezone the Subject Site from Rural to Special Use to allow for residential and rural residential lots ranging in size from 2000m^2 up to ~5 ha. The current subdivision concept plan for the Subject Site proposes 284 lots along with roads and Public Open Spaces (POS). The nutrient input for each proposed post-development land use within the Subject Site has been estimated to determine the overall post-development nutrient input.

Residential/Rural Residential

Nutrient input rates for residential/rural residential land use have been derived from the Department of Water's (now DWER) Urban Nutrient Decision Outcomes (UNDO) tool User Guide (DoW, 2016), which indicates that dwellings of different sizes apply different fertiliser rates. Residential lots larger than 2000m^2 and smaller than 2 ha are categorised together as rural living. The UNDO tool user guide does not stipulate nutrient rates for rural living lots >2 ha, as such lots between 2 and 5 ha within the Subject Site are assumed to have the same nutrient input as lots between 2000m^2 and 2 ha. Nutrient input rates for rural living lots are defined in the UNDO tool User Guide (DoW, 2016) by two categories:

Unrestricted: Unrestricted rural living lots that have livestock which may include horses, sheep, cows, goats, alpacas or other animals. They may be kept as pets or as a small commercial enterprise. Nutrient input is from imported feed, fertilisation and nitrogen fixation. The Department of Agriculture and Food WA have done extensive farm-gate nutrient balance studies in the south-west of WA. Unrestricted rural living lots are assumed to have the same nutrient input rates as having horses (N input = 79.5 kg/ha/yr and P input = 13.2 kg/ha/yr).

It is assumed that the lots >1 ha up to 5 ha in size will have the ability to have livestock and therefore all of the area proposed to be lots >1 ha up to 5 ha will adopt the Rural Living Unrestricted nutrient rates. Lots zoned R5 to R1 (2000m^2 to 1ha) are also permitted under the Shire of Boyup Brooks planning policy to have livestock. However, it is assumed only 50% of the land zoned R3 to R1 will have livestock and 20% of the land zoned R5 will have livestock. This is considered a conservative estimate as generally speaking most lots under ~5000m^2 do not maintain livestock.

No livestock: This land use generally refers to rural developments that have livestock and horse-rearing restrictions. Such developments are assumed to be permitted to undertake other forms of non-intensive agriculture, such as orchards, viticulture and small-scale horticulture (N input = 6.0 kg/ha/yr and P input = 4.1 kg/ha/yr). In this case whilst there are no restrictions on livestock, these nutrient rates are assumed for 50% of the lots zoned R1 to R3 and 80% of lots zoned R5, as discussed above this is considered a conservative estimate of the keeping of livestock for the Subject Site.

Public Open Space

This includes land set aside for unrestricted recreational activities within an urban development. Land uses include gardens, ovals, bicycle paths, remnant native vegetation and stormwater management systems. The nutrient input rates for the POS have been derived from the UNDO tool User Guide (DoW, 2016) and are as follows:

Recreation: Grassed areas used for passive recreation such as picnicking and walking. These areas are generally irrigated and fertilised but not as intensively as active turf (N input = 66 kg/ha/yr and P input = 2 kg/ha/yr). It is estimated that the POS at the Subject Site will comprise of 20% recreation areas.

Native gardens: Areas of POS planted with native species. Inputs are from fertilisation and fixation. These inputs rates are those estimated for residential native gardens (N input = 28.0 kg/ha/yr and P input = 0.9 kg/ha/yr). It is estimated that the Subject Site POS will comprise of 20% native garden areas.

Not-fertilised: Areas of POS that are not maintained or deliberately not fertilised. They are assigned atmospheric fertilisation rates only (N input = 5.23 kg/ha/yr and P input = 0.15 kg/ha/yr). It is estimated that the POS will comprise of 50% not-fertilised areas.

Paved area: Areas of POS with a paved surface, such as car parks, cycle paths, hard playing surfaces and buildings. These areas have atmospheric inputs only (N input = 5.23 kg/ha/yr and P input = 0.15 kg/ha/yr). It is estimated that the POS will comprise of 10% of paved areas.

Road Reserve

This includes the development areas set aside for roads and road verges. Typically, this includes roads, bicycle paths, foot paths, verges and median strips. Nutrient input is similar to POS (paved areas) with the impervious road areas having atmospheric input only (N input = 5.23 kg/ha/yr, P input = 0.15 kg/ha/yr) and similarly to the POS it is assumed the verge areas will be not-fertilised and therefore also have only atmospheric input.

The estimated land use areas for the post-development scenario and corresponding nutrient inputs are shown in Table 2.

Table 2: Estimated post-development nutrient input

Land Use	Subject Site Area (ha)	Nitrogen Application Rate (kg/ha/yr)	Phosphorus Application Rate (kg/ha/yr)	Total Nitrogen Application (kg/yr)	Total Phosphorus Application (kg/yr)
Rural Residential (<R1)	96.7	79.5	13.2	7,688	1,276
Residential (R1 to R3)	55.0	42.8	8.6	2,354	473
Residential (R5)	38.9	20.8	5.9	809	229
POS	7.1	21.9	0.67	155	5
Road	24.3	5.2	0.15	126	3
Total	**222**			**11,133**	**1,987**

Effluent disposal

The adopted effluent disposal nutrient loading rates for the future proposed residential lots is 5.5 kg of nitrogen per person per year and 2.2 kg of phosphorus per person per year, which have been taken from a Western Australian study by Whelan and Barrow (1984a, 1984b).

The current subdivision concept plan shows 284 lots at the Subject Site. The average occupancy per household in Australia is 2.5 persons, taking a conservative approach and assuming that the future lots will be occupied by a mixture of young singles/couples, retirees and families it is assumed the average number of persons per household is 3.

It is assumed that the majority (276) of the future proposed lots will utilise a primary effluent disposal system only and it has been assumed that 8 lots will require the use of a secondary treatment system. These estimates are based on the environmental constraints of the site, with secondary treatment systems being recommended in areas with heavy clays and/or a high water-table in alignment with the GSP (2019), as discussed in more detail in the Site Soil Evaluation (BDS, 2023). In the absence of relevant data showing the expected nitrogen and phosphorus concentrations of effluent disposal following secondary treatment, it is assumed that secondary treatment will result in a 70% reduction in nitrogen and phosphorus in comparison to the effluent disposal from primary treatment only.

Estimates of nutrient input from effluent disposal in the post-development scenario are shown in Table 3.

Table 3: Estimated post-development nutrient input from effluent disposal

Effluent disposal system utilised	Number of lots	Number of people	Nitrogen Loading Rate (kg/yr)	Phosphorus Loading Rate (kg/yr)	Annual Nitrogen Loading (kg/yr)	Annual Phosphorus Loading (kg/yr)
Primary treatment only	276	828	5.5	2.2	4,554	1,822
Secondary treatment	8	24	1.6	0.7	38	17
Total	**284**	**852**	-	-	**4,592**	**1,839**

Bio-retention Storage Systems and Living Streams

All the stormwater runoff from storm events up to the 20% AEP from road reserves will be directed to bio-retention storages for water quality treatment prior to discharge off the site in the post-development scenario, as described in more detail in the LWMS (BDS, 2024). In addition, most of the runoff from the proposed lots and POS areas will also be directed to the bio-retention storages. It is estimated that the planted bio-retention storages, which will be underlain with amended soil, as per Table 15 of the LWMS (BDS, 2024), will remove 70% nitrogen and 89% phosphorus on average (Henderson, 2009). As such, the estimated quantity of nutrients (in kg/yr) that will be removed by the bio-retention storages has been calculated and is shown in Table 4.

Table 4: Estimated removal of nutrients via bio-retention storages

Land Use	Subject Site Area Directed to Bioretention Storage (ha)	Runoff coefficient	Nitrogen Application Rate (kg/ha/yr)	Phosphorus Application Rate (kg/ha/yr)	Total Nitrogen Application (kg/yr)	Total Phosphorus Application (kg/yr)
Rural Residential (>R1)	67.7	0.20	79.5	13.2	1,076	179
Residential (R1 – R3)	38.5	0.35	42.8	8.6	577	116
Residential (R5)	35.0	0.40	20.8	5.9	291	83
POS	1.8	0.30	21.9	0.67	12	1
Road	24.3	0.80	5.2	0.15	101	3
Total nutrient application from post-development runoff					**2,057**	**382**
Total nutrients removed by bio-retention storages (N – 70% & P – 89%)					**1,440**	**340**

In addition to the bio-retention storages it is proposed the western creek line will be converted to a living stream. The creek line will be meandered in strategic locations to reduce the velocity of the incoming flow and allow for the dropping out of sediment. The meandering sections and inlet and outlets of the creek shall have adequate stabilisation such as rock pitching to prevent erosion and further reduce the velocity of the flow. The creek line shall be planted, with plantings to be local native plantings and include both riparian and aquatic vegetation (reeds, grasses and shrubs) to mimic a living stream, which will serve as a biological filter of organic and inorganic material, consequently reducing the nutrient export from the site. A living stream in the west of the site has been assumed in the nutrient modelling using the UNDO tool as discussed in Section 4.

4. Discussion

The nitrogen input in the post-development scenario (N = 11,133 + 4,592 = 15725 kg/yr) is estimated to be marginally lower than in the pre-development scenario (N = 16,243 kg/yr). Whilst the phosphorus input in the post-development scenario (P = 3,772 kg/yr) is estimated to be slightly higher than in the pre-development scenario (P = 2,502 kg/yr). Despite the phosphorus input being higher in the post-development scenario, it is expected that both the phosphorus and nitrogen export loads in the post-development scenario will be lower compared to the pre-development scenario. This is due to the treatment provided by the bioretention storages and the application of effluent disposal being deeper into the soil profile compared to the application of fertiliser in agricultural practices, consequently leading to less nutrient export from the site. Noting, nutrient runoff from agricultural activities is one of the major causes of eutrophication and poor water quality in Western Australia.

In the pre-development scenario stormwater runoff discharges directly off the site carrying with it both organic and inorganic fertiliser that has been applied/deposited at the soil surface. In the post-development scenario most of the stormwater runoff will be directed to bio-retention storages where approximately 70 % of nitrogen and 89 % of phosphorus is expected to be removed.

Unlike the nutrient application from fertiliser use and livestock, which is applied/deposited directly to the land surface or within the top 100 mm of soil, application of effluent disposal is generally much deeper in the soil profile (600-800 mm depth) through the use of leach drains. As such, the export of nutrients off the Subject Site from effluent disposal is expected to be low. The high PRI of the soils encountered at the Subject Site underlying the topsoil will assist with the retention of nutrients. It is proposed the land application areas for effluent disposal will be planted with grasses, sedges and/or ground cover allowing for the uptake of nutrients retained within the soil, as such leaching of nutrients from the effluent disposal systems is expected to be low. Additionally, groundwater levels were generally found to be low (>1.5 m depth) across the Subject Site, with the exception of the western portion of the site. In areas with a groundwater table that is considerably lower than the base of the leach drains it is expected transportation of nutrients to and within the groundwater to be low. In the western portion of the site which is characterised by heavy clays and a perched groundwater table, secondary treatment

systems are proposed and therefore the effluent disposal in this area is expected to have much lower levels of nutrients.

Using the UNDO tool to estimate the export of nutrients from the Subject Site in the post-development scenario showed nutrient export loads to be 721 kg/yr (3.2 kg/ha/yr) of nitrogen and 33 kg/yr (0.15 kg/ha/yr) of phosphorus. The nutrient modelling report using the UNDO tool is shown in Attachment 1. The UNDO nutrient modelling assumes the use of bio-retention storages across the whole site, the use of a living stream in the west of the site and assumes onsite effluent disposal for each proposed lot. The estimated nitrogen and phosphorus export loads for the post-development scenario calculated using the UNDO tool are significantly lower than the estimated average nitrogen and phosphorus export loads per cleared area calculated by Kelsey et al (2011) for catchments within the south-west of Western Australia, which are 4.9 kg/ha/yr of nitrogen and 0.81 kg/ha/yr of phosphorus.

5. References

Department of Water (2016) *Urban Nutrient Decision Outcomes (UNDO) tool User Guide*. Report No. 76, Department of Water, Western Australia.

Henderson, C (2009) *Chemical and biological mechanisms of nutrient removal from stormwater in bioretention systems.* Ph.D. thesis, Griffith Univ., Nathan QLD, Australia.

Kelsey P, King L, Kitsios A (2010) *Survey of urban nutrient inputs on the Swan Coastal Plain*. Water Science Technical Series, Report no. 24, Department of Water, Western Australia.

Kelsey P, Hall J, Kretschmer P, Quinton B and Shakya D (2011) *Hydrological and nutrient modelling of the Peel Harvey catchment.* Report No. 33, Department of Water, Western Australia.

Whelan BR, Barrow NJ (1984a) *The movement of septic tank effluent through sandy soils near Perth*. I. *Movement of nitrogen*. *Soil Research* 22, 283-292.

Whelan BR, Barrow NJ (1984b) *The movement of septic tank effluent through sandy soils near Perth*. *II. Movement of phosphorus*. *Soil Research* 22, 293-302.

Attachment 1

UNDO Analysis Results

Government of **Western Australia**
Department of **Water and Environmental Regulation**

Project: Leafield

Date: 5/07/2024

Version: Version 1.2.0.19289

Subregion name: West

Landuse	Percent (%)	Area (ha)	Input load Nitrogen (kg)	Input load Phosphorus (kg)
Residential	0	0.00	0.00	0.00
Industrial, commercial & schools	0	0.00	0.00	0.00
Rural living	88	48.84	3423.68	644.69
Public open space	4	2.22	41.74	1.29
Road reserve	8	4.44	0.00	0.00

Total area (ha)	Total percent (%)
55.50	25

Nitrogen input (kg/yr)	Phosphorus input (kg/yr)
3755.69	654.30

Nitrogen export (kg/yr)	Phosphorus (kg/yr)
890.64	52.75

Rural living

Landuse	Percent (%)	Area (ha)
Unrestricted	100	48.84
No livestock	0	0.00
No clearing apart from the housing pad	0	0.00

Total area (ha)	Total percent (%)
48.84	88

Nitrogen input (kg)	Phosphorus input (kg)
3423.68	644.69

Note: Commercial horticultre is not permitted in the rural living zone, due to spray drift buffers.

Public Open Space (POS)

Landuse	Percent (%)	Area (ha)
Native gardens	20	0.44
Non-native gardens	0	0.00
Not fertilised	50	1.11
Nature	0	0.00
Sport	0	0.00
Recreation	20	0.44
Golf course	0	0.00
Bowling green	0	0.00
Impervious	10	0.22
Water body	0	0.00

Total area (ha)	Total percent (%)
2.22	4

Nitrogen input (kg)	Phosphorus input (kg)
41.74	1.29

Road reserve

Landuse	Percent (%)	Area (ha)
Roads	80	3.55
Road reserve - impervious	0	0.00
Road reserve - native garden	0	0.00
Road reserve - non-native garden	0	0.00
Road reserve - turf	0	0.00
Road reserve - not fertilised	20	0.89

Total area (ha)	Total percent (%)
4.44	8

Nitrogen input (kg)	Phosphorus input (kg)
0.00	0.00

Soil and drainage information

Type of drainage	**Subsoil - partial lot connection**	**Does it contain imported fill?**	**No**
Soil type	**Yelverton Shelf**	**Does subregion contain onsite sewage diposal sy**	
Depth to groundwater (m)	**0.3**	Type of system installed	**Alternative treatment uni**
Groundwater slope (%)	**0.5**	No. of units installed	**8**
Soil PRI	**22.8**		

Note: Please attach the results of soil tests to this report when submitting.

Subregion name: Central and East

Landuse	Percent (%)	Area (ha)	Input load Nitrogen (kg)	Input load Phosphorus (kg)
Residential	0	0.00	0.00	0.00
Industrial, commercial & schools	0	0.00	0.00	0.00
Rural living	85	141.53	8441.97	1174.66
Public open space	3	5.00	93.91	2.90
Road reserve	12	19.98	0.00	0.00

Total area (ha)	Total percent (%)
166.50	75

Nitrogen input (kg/yr)	Phosphorus input (kg/yr)
9406.67	1202.53

Nitrogen export (kg/yr)	Phosphorus (kg/yr)
514.43	8.04

Rural living

Landuse	Percent (%)	Area (ha)
Unrestricted	50	70.76
No livestock	50	70.76
No clearing apart from the housing pad	0	0.00

Total area (ha)	Total percent (%)
141.53	85

Nitrogen input (kg)	Phosphorus input (kg)
8441.97	1174.66

Note: Commercial horticultre is not permitted in the rural living zone, due to spray drift buffers.

Public Open Space (POS)

Landuse	Percent (%)	Area (ha)
Native gardens	20	1.00
Non-native gardens	0	0.00
Not fertilised	50	2.50
Nature	0	0.00
Sport	0	0.00
Recreation	20	1.00
Golf course	0	0.00
Bowling green	0	0.00
Impervious	10	0.50
Water body	0	0.00

Total area (ha)	Total percent (%)
5.00	**3**

Nitrogen input (kg)	Phosphorus input (kg)
93.91	**2.90**

Road reserve

Landuse	Percent (%)	Area (ha)
Roads	80	15.98
Road reserve - impervious	0	0.00
Road reserve - native garden	0	0.00
Road reserve - non-native garden	0	0.00
Road reserve - turf	0	0.00
Road reserve - not fertilised	20	4.00

Total area (ha)	Total percent (%)
19.98	**12**

Nitrogen input (kg)	Phosphorus input (kg)
0.00	**0.00**

Soil and drainage information

Type of drainage **Infiltration**

Soil type **Yelverton Shelf**

Depth to groundwater (m) **2**

Groundwater slope (%) **0.5**

Soil PRI **22.8**

Does it contain imported fill? **No**

Does subregion contain onsite sewage diposal system? **Yes**

Type of system installed **Septic tank**

No. of units installed **276**

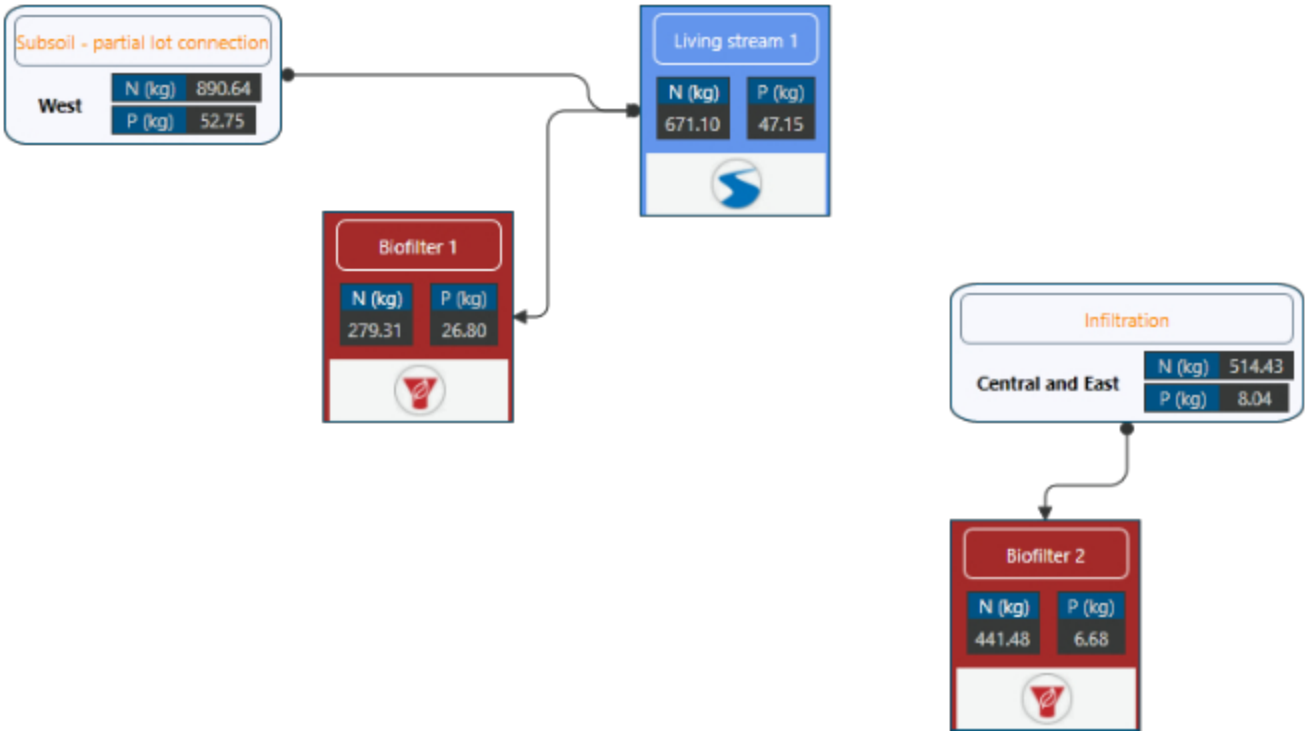
Note: Please attach the results of soil tests to this report when submitting.

Summary: Nutrient stripping devices						
Treatment	**Name**	**Size (m²)**	**Treated area (ha)**	**Treating**	**N removed (kg/yr)**	**P removed (kg/yr)**
Biofilter	Biofilter 1	1000.00	55.50	Heavy soils - runoff	391.79	20.35
Living stream	Living stream 1	2800.00	55.50	Sandy soils – runoff, subsoils and groundwater	219.54	5.61
Biofilter	Biofilter 2	4000.00	166.50	Sandy soils – Runoff only (infiltration on lots)	72.95	1.36
Load removed					**684.27**	**27.31**
Net export					**720.79**	**33.48**

Summary: Nutrient load exports			
Region	**Area (ha)**	**P export (kg/yr)**	**N export (kg/yr)**
West	55.50	52.75	890.64
Central and East	166.50	8.04	514.43

PRE-TREATMENT LOAD (kg/yr)		LOAD REMOVED (kg/yr)		NET LOAD EXPORT (kg/yr)	
NITROGEN	PHOSPHORUS	NITROGEN	PHOSPHORUS	NITROGEN	PHOSPHORUS
1405.07	**60.79**	**684.27**	**27.31**	**720.79**	**33.48**

Treatment diagram



ATTACHMENT 7

BUSHFIRE MANAGEMENT PLAN

Lot 51, 1007 & 1118 Boyup Brook-Arthur Road, Boyup Brook

Shire of Boyup Brook

BPAD Bushfire Planning & Design Accredited Practitioner Level 2

Prepared by Ralph Smith
SMITH BUSHFIRE CONSULTANTS Pty Ltd
BPAD 27541
smith.consulting@bigpond.com
0458 292 280

Site visited 29 March 2021; Report completed 5 December 2022

Bushfire management plan/Statement addressing the Bushfire Protection Criteria coversheet

Site address: Lots 51, 1007 & 1118 Boyup Brook-Arthur Road, Boyup Brook

Site visit: Yes ☑ No ☐

Date of site visit (if applicable): Day 29 Month March Year 2021

Report author: Ralph Smith

WA BPAD accreditation level (please circle):

Not accredited ☐ Level 1 BAL assessor ☐ Level 2 practitioner ☑ Level 3 practitioner ☐

If accredited please provide the following.

BPAD accreditation number: 27541 Accreditation expiry: Month August Year 2023

Bushfire management plan version number: 1.2

Bushfire management plan date: Day 5 Month December Year 2022

Client/business name: Edge Planning & Property Pty Ltd

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?		✓
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the bushfire protection criteria elements)?		✓

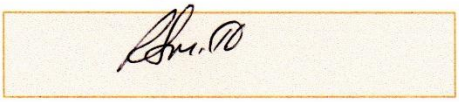
Is the proposal any of the following (see SPP 3.7 for definitions)?	Yes	No
Unavoidable development (in BAL-40 or BAL-FZ)		✓
Strategic planning proposal (including rezoning applications)	✓	
Minor development (in BAL-40 or BAL-FZ)		✓
High risk land-use		✓
Vulnerable land-use		✓

None of the above ☐

Note: Only if one (or more) of the above answers in the tables is yes should the decision maker (e.g. local government or the WAPC) refer the proposal to DFES for comment.

Why has it been given one of the above listed classifications (E.g. Considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

The information provided within this bushfire management plan to the best of my knowledge is true and correct:

Signature of report author  Date 5/12/2022

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Document control

Report Version	Purpose	Author/reviewer and accreditation details	Date Submitted
1	Support the development application	Ralph Smith	28 April 2021
1.1	Support the Structure Plan and Scheme Amendment	Ralph Smith	3 June 2021
1.2	Revised maps and text	Ralph Smith	5 December 2022

DISCLAIMER

This Bushfire Management Plan has been prepared in good faith. It is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, this plan is distributed on the terms and understanding that the author is not responsible for results of any actions taken based on information in this publication or for any error or omission from this publication.

Smith Bushfire Consultants Pty Ltd has exercised due and customary care in the preparation of this Bushfire Management Plan and has not, unless specifically stated, independently verified information provided by others.

Any recommendations, opinions or findings stated in this report are based on circumstances and facts as they existed at the time Smith Bushfire Consultants Pty Ltd performed the work. Any changes in such circumstances and facts upon which this document is based may adversely affect any recommendations, opinions or findings contained in this plan.

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Section 1: Proposal Details

The site is located within two kilometres of the Boyup Brook townsite. It abuts the Blackwood River. The site is undulating with the maximum slopes being around seven degrees. The vegetation is principally grassland with some pockets of tree overstorey, and the site is currently grazed. The entire site is not declared as bushfire prone and therefore AS 3959 construction standards for the future dwellings do not apply within these areas.

This project is at the structure plan and scheme amendment stage. The proponent will be seeking to rezone the site from 'Rural' to 'Residential R5' and 'Rural Residential'. This will be a staged development where high risk uses are not proposed, and the access issues will be addressed at the subdivision application stage.

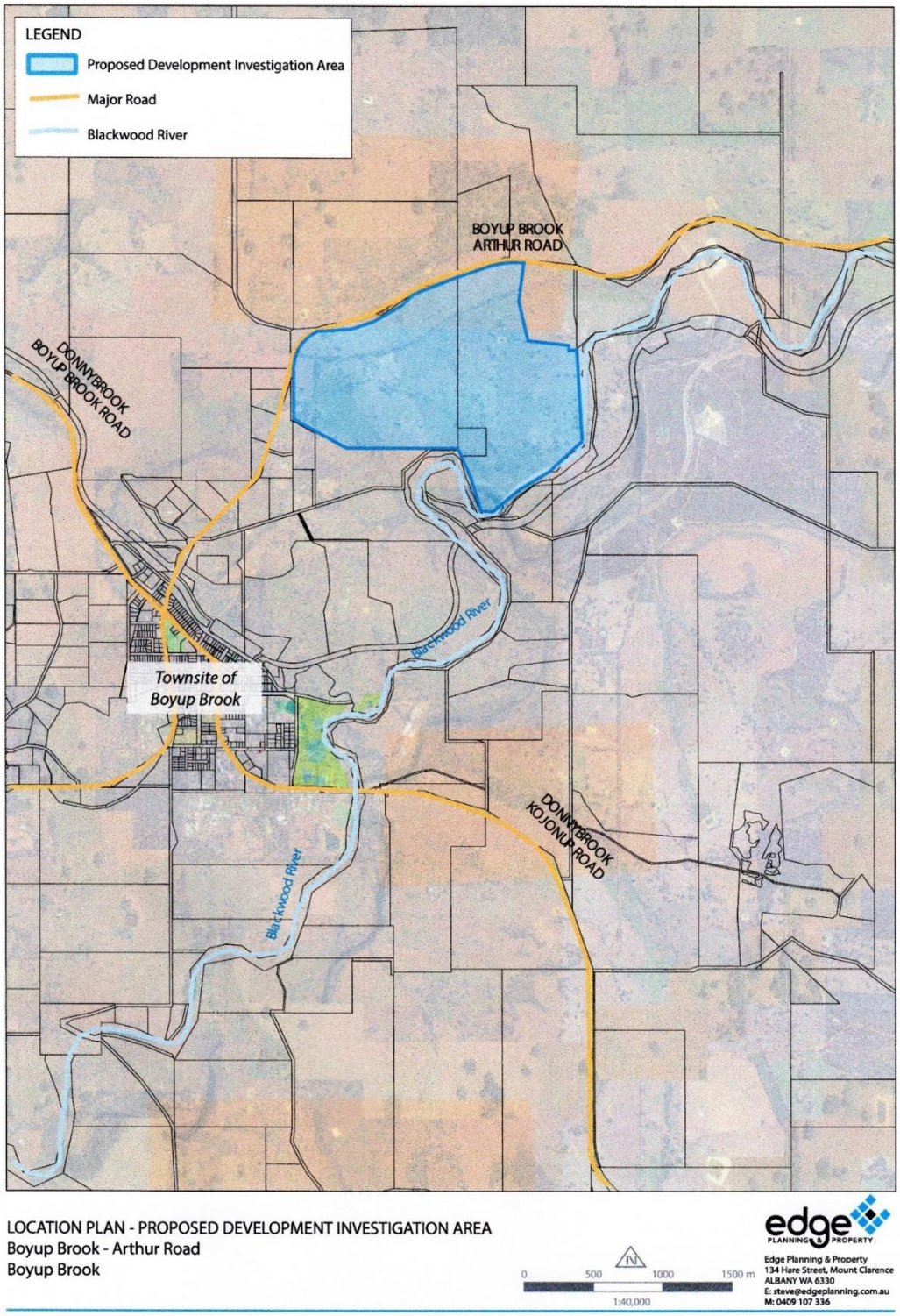


Figure 1. The copy of the site plan as provided with the structure plan/scheme amendment.

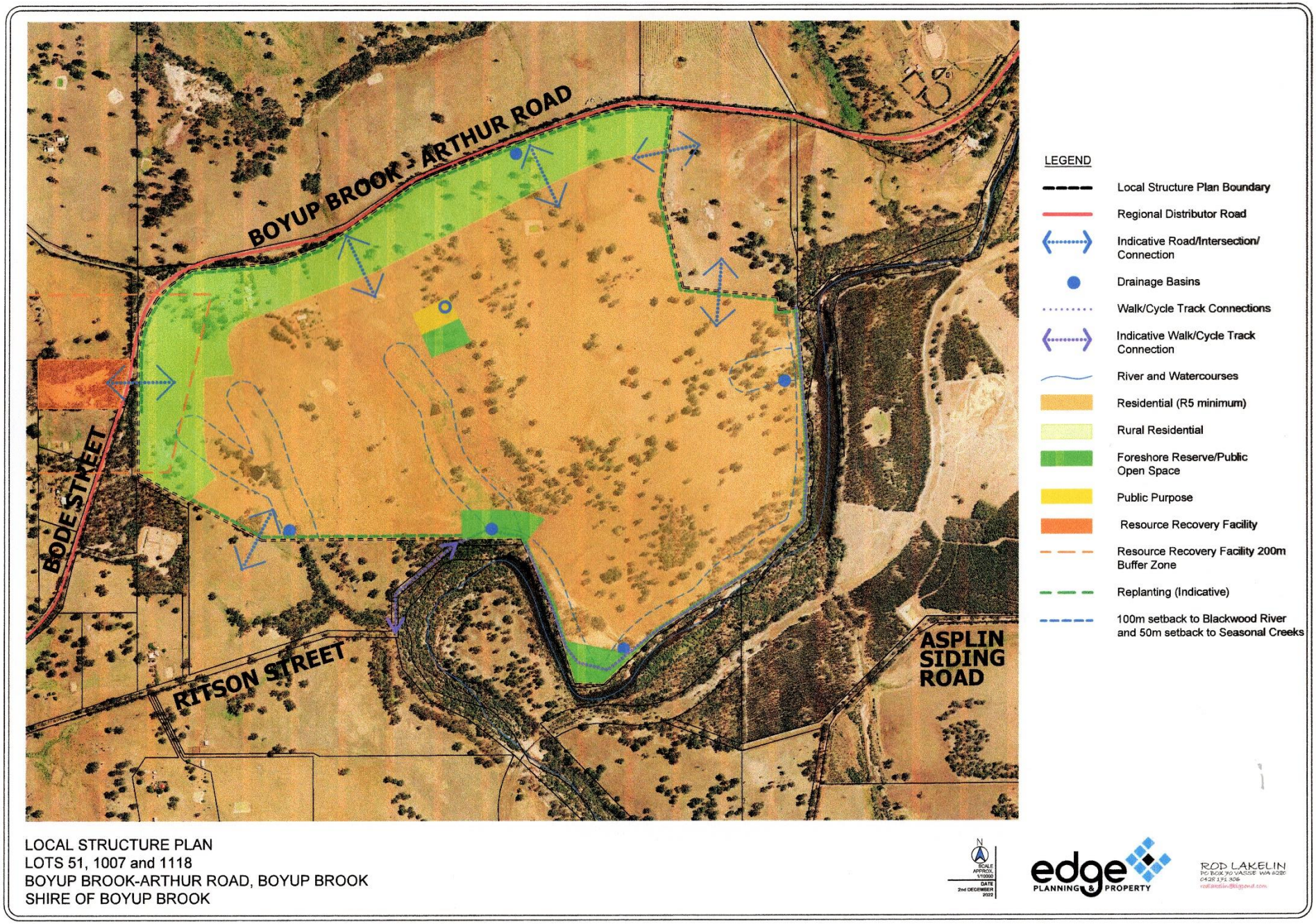


Figure 2. The copy of the local structure plan.

Figure 3. Screen shot of map of bushfire prone areas for the subject site.

The proposal is to develop the current large lots and create a number of smaller new lots. One lot will contain the current house, garage and other built assets. It is proposed that the new lots will also ultimately have new dwellings located on them.

This project is at the structure plan and scheme amendment stage. The proponent will be seeking to rezone the site from 'Rural' to 'Residential R5' and 'Rural Residential'. The scope of this report did not therefore support BAL Contour mapping which will be undertaken at a later stage of planning. Not all of the site is declared bushfire prone.

Section 2: Environmental Considerations

The State Planning Policy 3.7 recognises the need to consider bushfire risk management measures alongside environmental, biodiversity and conservation values. A desktop search has identified that the following are not registered for the development site or immediately surrounding area:

- Threatened and priority flora;
- Threatened and priority fauna;
- Contaminated site registration;
- Clearing Regulation – Environmental Sensitive area.

The desktop search also identified that the following cultural issues are not registered for the development site or immediately surrounding area, except for the Blackwood River and adjacent terrestrial land:

- Aboriginal heritage site;
- Watercourse on the site is impacted by Aboriginal heritage;
- Heritage Council site.

Subsection 2.1: Native Vegetation – modification and clearing

There will not be a need to clear significant areas of native vegetation as a component of this development. Future lots and dwellings will generally adapt to retaining existing native vegetation, with areas of cleared land provided as Asset Protection Zones (APZ) on the 'Rural Residential' lots and 'Residential R5' will probably be cleared and then domestic gardens established. There are significant areas of introduced pasture grass on the site that are currently grazed. The tree overstorey coverage on the site is in the main sparse and constitutes less than 10% overstorey coverage and is principally native species. There are two pockets within the development site, being a woodland area and a forest pocket.

Subsection 2.2: Re-vegetation/Landscape Plans

Relatively small areas of the sparse current overstorey and grass vegetation may be removed during the development and construction of the future dwellings and APZ. There may be cultivated gardens developed once people move into the dwelling, but this will not be a component of a site revegetation plan. There is expected to be some revegetation of water courses and the Blackwood River foreshore with native vegetation. Details to be progressed at the subdivision stage via management plans. Future development is required to take account of revegetation.

It is expected the subdivider will install street trees to enhance the site's amenity. The street trees are expected to be London Plane trees which have lower oil levels and are lower fire risks compared to most native vegetation.

Section 3: Bushfire Assessment Results

Any dwellings located on the new lots have all been assessed as being Bushfire Hazard Level (BHL) rated of moderate, which permits development, and a BAL rating of BAL–12.5 (or BAL–29 depending the slope) as the State requires an APZ. The vegetation that will need to be removed has been assessed as grassland or grassland under a sparse open woodland overstorey.

Subsection 3.1: Assessment Inputs

The assessment inputs are shown in the forthcoming pages and are supported by a vegetation assessment, photographic evidence and text to support the vegetation assessment and a BHL Assessment map.

Site Assessment

The assessment of the proposed subdivision was undertaken on 29 March 2021 for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 (Method 1).

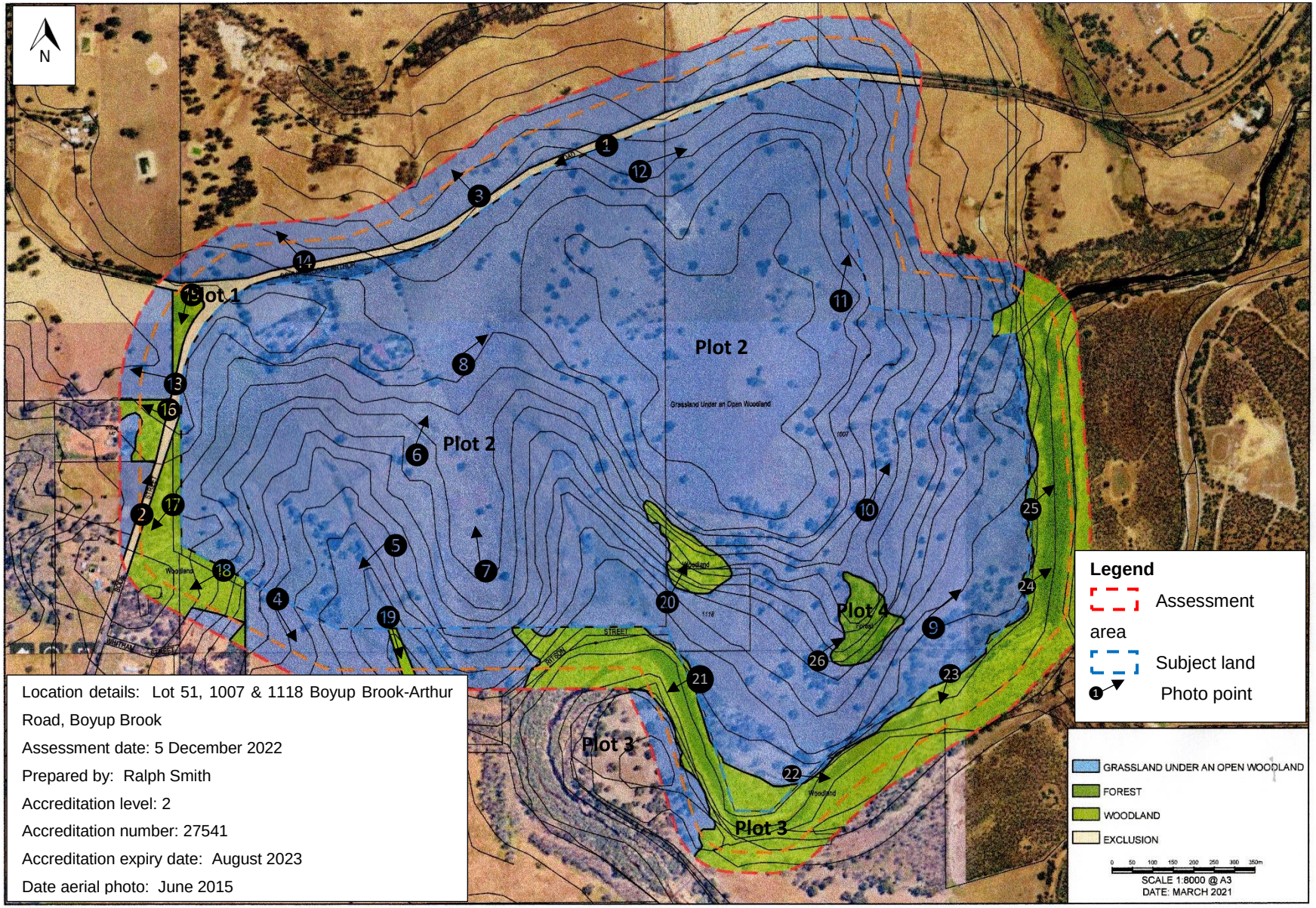


Figure 4. Vegetation Classification Map.

Vegetation Classification

All vegetation within 150 metres of the proposed subdivision as indicated on the site assessment plan was classified in accordance with the Western Australian Government criteria and Clause 2.2.3 of AS 3959 was applied. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below. AS 3959 only requires consideration of 100 metres between vegetation and the building and 50 metres between vegetation and the building for grassland.

Plot 1
Exclusion – Low threat vegetation and non-vegetated areas.
Clause 2.2.3.2 (e).

Photo ID: Photo 1 Looking at the bitumen road that services the development site.

Photo ID: Photo 2 Looking at the bitumen road that services the development site.

Plot 2
Class G – Grassland under an open woodland (AS 3959 classification – G – 06)

Photo ID: Photo 3 Looking at the grassland with shelter trees north of the development site.

Photo ID: Photo 4 Looking at the grassland with shelter trees south-west of the development site.

Photo ID: Photo 5 Looking at the grassland with shelter trees on the subdivision site.

Photo ID: Photo 6 Looking at the grassland on the development site.

Photo ID: Photo 7 Looking at the grassland, granite rock and sparse shade trees on the development site**.**

Photo ID: Photo 8 Looking at the grassland under an open woodland on the development site

Photo ID: Photo 9 Looking at the grass and clump of trees.

Photo ID: Photo 10 Looking at the grassland under an open woodland on the development site.

Photo ID: Photo 11 Looking at the grassland under an open woodland and seeded area to the right.

Photo ID: Photo 12 Looking at the grassland and the single row of trees on the road verge

Photo ID: Photo 13 Looking at the grassland adjacent to the refuse site.

Photo ID: Photo 14 Looking at the grassland north of the development site.

Plot 3

Class B – Woodland (AS 3959 classification – B – 05)

Photo ID: Photo 15 Looking at the isolated pocket of woodland north-west of the development site.

Photo ID: Photo 16 Looking at the pockets of woodland in the refuse site west of the development site.

Photo ID: Photo 17 Looking at the woodland vegetation on the neighbouring property to the west of the development site.

Photo ID: Photo 18 Looking at the woodland west of the development site.

Photo ID: Photo 19 Looking at the narrow strip of woodland south of the development site.

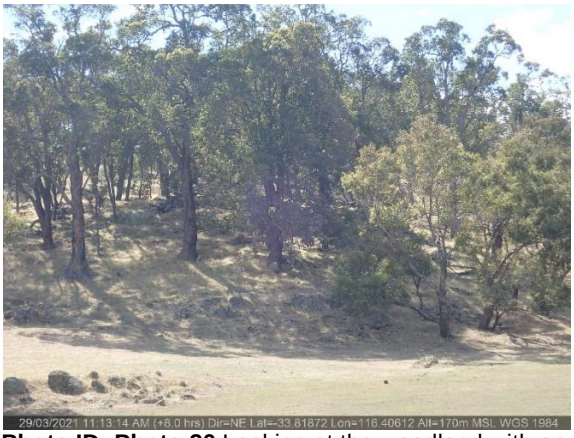


Photo ID: Photo 20 Looking at the woodland with an absence of a scrub understorey.

Photo ID: Photo 21 Looking at the woodland adjacent to the river.

Photo ID: Photo 22 Looking at the woodland in the riparian zone.

Photo ID: Photo 23 Looking at the woodland.

Photo ID: Photo 24 Looking at the woodland with a grass understorey.

Plot 4

Class A – Forest (AS 3959 classification – A – 03)

Photo ID: Photo 25 Looking at the forest with an absence of scrub.

Notes to Accompany Vegetation Classification

1. Plot 1
Exclusion – Low threat vegetation and non-vegetated areas
Clause 2.2.3.2 (e) and (f)

This plot comprises the roads on the boundary of the development site.

2. Plot 2
Class G – Grassland under an open woodland (AS 3959 classification – B – 06).

This plot comprises the pasture grass under an open woodland across the development site and neigbouring lots. This plot contains some relatively steep slopes but the slopes do not exceed 9°. The vast majority of this farm and the neighbouring farms have been used for farming purposes of grazing or cropping.

3. Plot 3
Class B – Woodland (AS 3959 classification – B – 05).

This plot comprises the woodland that is on the proposed development site and on the neighbouring land. It also includes the neigbouring lot to the west and south. The woodland to the south is adjacent to the Blackwood River. There is also a small isolated area of woodland located within the development site. The majority of the woodland plots comprise wandoo and also flooded gum, both recognised as woodland vegetation categories.

4. Plot 4
Class A – Forest (AS 3959 classification – A – 03).

The forest plot is a small area within the development site. It has been classified as a forest solely on the basis of the tree overstorey coverage being greater than 30%. This portion of the forest plot has an absence of the multi-tiered scrub understorey. In applying the precautionary principle it is important to determine the likelihood of the surface vegetation changing, and becoming a scrub vegetation in the short, mid or long term. It is highly improbable that the surface vegetation will be anything other than the grassland or simply leaf litter as there is an absence of seed in the soil and there is no seed source available within the nearby areas.

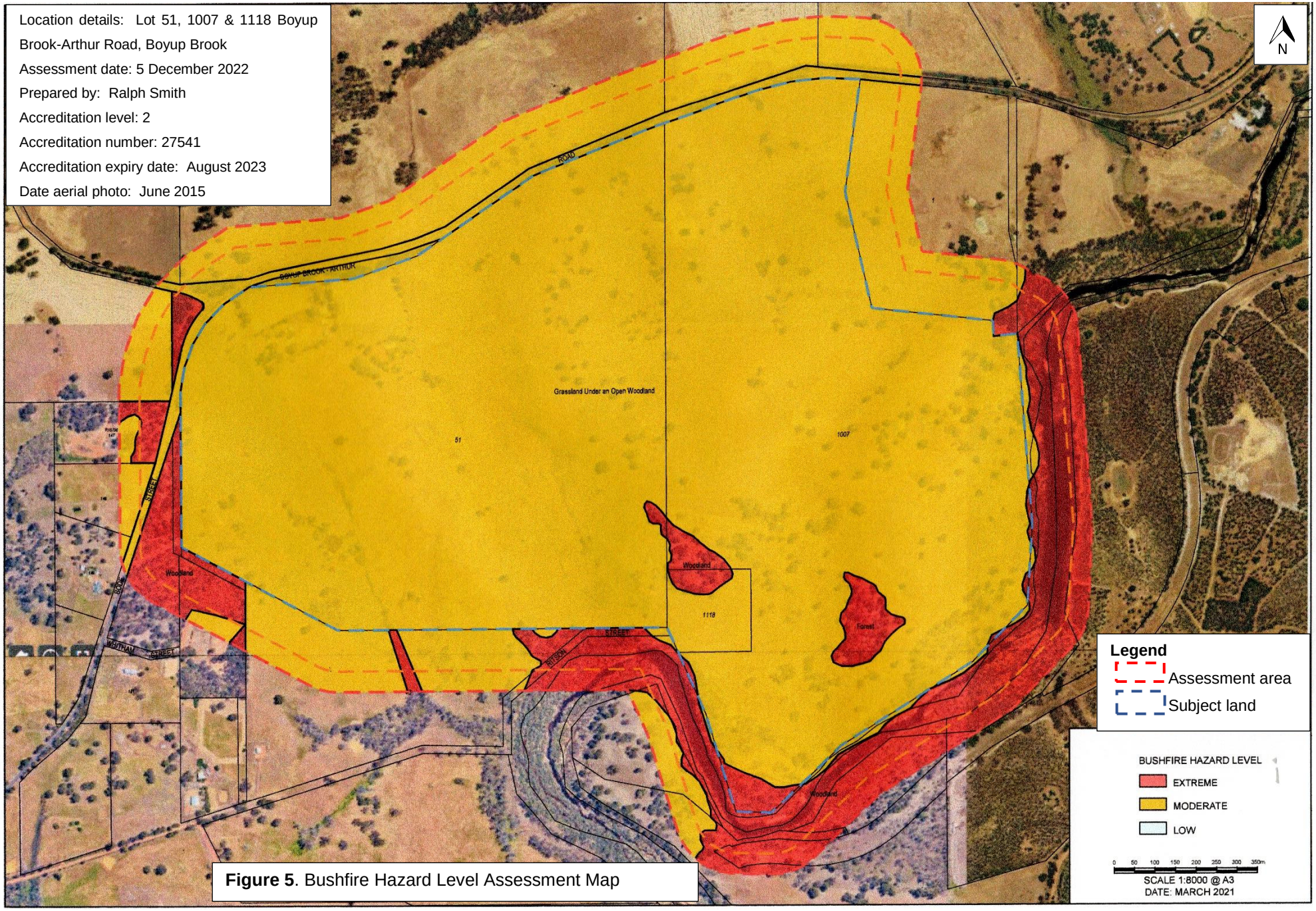


Figure 5. Bushfire Hazard Level Assessment Map

Slope

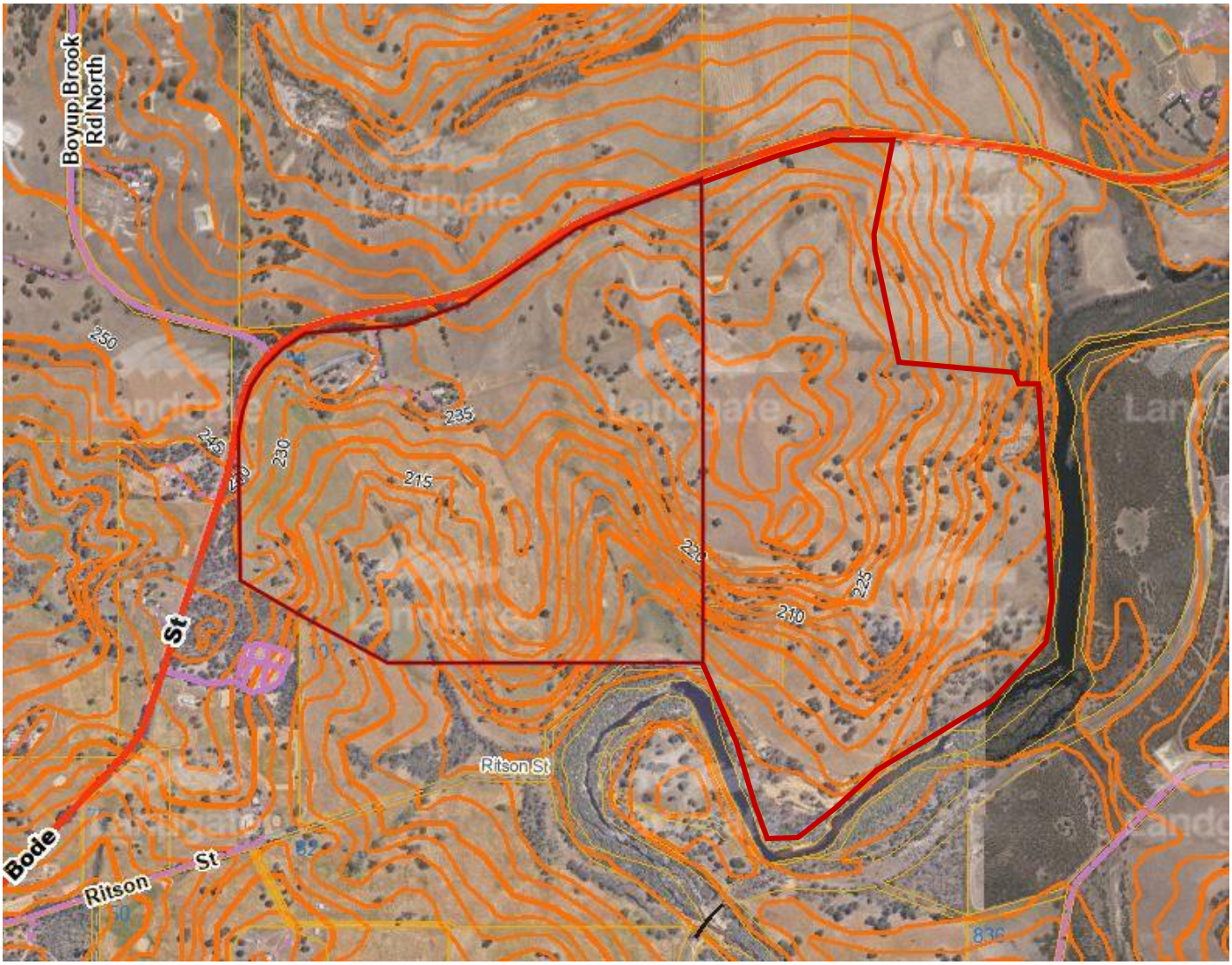


Figure 6. Five-metre contour lines.

70 metre slope over 604 metres = 1:8.6. This equates to 7°

Figure 7. Slope to the north-east of the southern portion of the site.

70 metre slope over 414 metres = 1:5.9. This equates to 9°

Figure 8. Slope in the southern portion of the site.

Subsection 3.2: Assessment outputs

Plot	Applied Vegetation Classification	Effective Slope Under the Classified Vegetation (degrees)	Separation Distance to the Classified Vegetation (metres)	BAL Contour
1	Exclusion – Low threat vegetation and non-vegetated areas Clause 2.2.3.2 (e) & (f)	Not applicable	Not applicable	LOW
2	Class G – Grassland under an open woodland	Slope impact is subject to dwelling location	Minimum 20 m	12.5
3	Class B – Woodland	Slope impact is subject to dwelling location	Minimum 20 m	12.5
4	Class A – Forest	Slope impact is subject to dwelling location	Minimum 21 m*	29

Note - * indicates that to achieve a BAL–29 rating requires a minimum separation between the forest vegetation and dwelling. This distance must increase if the forest is downslope of the dwelling. BAL–29 is the highest BAL rating that is supported by the State Government.

Section 4: Identification of bushfire hazard issues

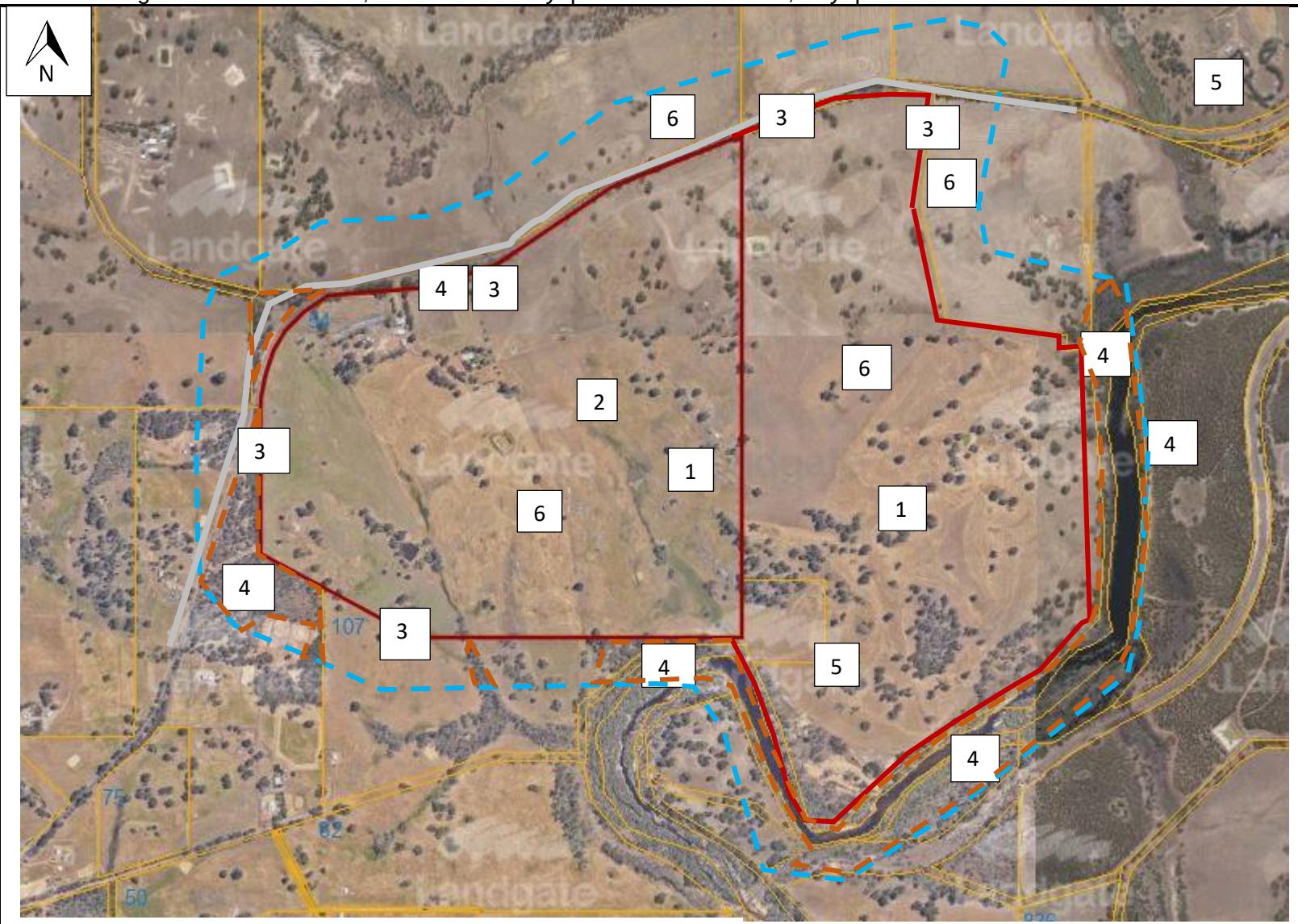
The most significant bushfire hazard is the extensive native vegetation associated with the forest and woodland on land neighbouring the development site. The slope on the development site is a potential bushfire hazard as access will be limited, until the proposed development and associated roads are constructed. The native vegetation could be sufficiently separated from any potential dwelling by ensuring that an APZ on the 'Rural Residential' lots is established and maintained, and the dwelling is constructed to the appropriate standard.

Future lots and dwellings will generally adapt to retaining existing native vegetation, with areas of cleared land provided as dwellings are constructed, new gardens established and APZ surround the dwellings where appropriate.

Section 5: Assessment against the Bushfire Protection Criteria

Subsection 5.1: Compliance Table

Bushfire protection criteria	Method of Compliance Acceptable solutions	Proposed bushfire management strategies
Element 1: Location	A1.1 Development location	The potential future dwellings will be located in an area that is restricted to the BHL rating of moderate and the BAL rating will be BAL–29 or less.
Element 2: Siting and design	A2.1 Asset Protection Zone (APZ)	There is requirement through this BMP for a 20 metre APZ associated with any new dwellings within the subdivision.
Element 3: Vehicular Access	A3.1 Two access routes	Boyup Brook-Arthur Road provides multiple access options for the proposed new lots, and the future development road network.
	A3.2 Public road	Boyup Brook-Arthur Road and Bode Street are constructed. New roads associated with the development will be built to comply with the Guidelines. The indicative locations of the new roads connecting to Boyup Brook-Arthur Road and Bode Street are shown on the LSP.
	A3.3 Cul-de-sac (including a dead-end-road)	All roads will be constructed to comply with the State's Guidelines.
	A3.4 Battle-axe	All roads will be constructed to comply with the State's Guidelines.
	A3.5 Private driveway longer than 50 m A private driveway is to meet detailed requirements contained within the Guidelines.	It is anticipated that there will may be driveways longer than 50 m constructed with this subdivision. If there are they will be compliant with the Guidelines.
	A3.6 Emergency access way	Nil will be constructed with this subdivision.
	A3.7 Fire service access routes (perimeter roads)	A FSAR will be combined with the walk/cycle track along the river foreshore. Firebreaks will continue to be maintained in accordance with the Shire's firebreak order.
	A3.8 Firebreak width	During establishment, and after subdivision, firebreaks will be maintained to comply with the Shire's firebreak order.
Element 4: Water	A4.1 Reticulated areas	A reticulated scheme water system developed to comply with the State's requirements will be connected as a component of this development for the residential R5 areas. This includes fire hydrants. In the rural residential area there will not be reticulated scheme water.
	A4.2 Non-reticulated areas	In the rural residential zone there will not be reticulated scheme water. A firefighting water tank location is identified on the LSP. Each lot will have its own water supply
	A4.3 Individual lots within non-reticulated areas (Only for use if creating 1 additional lot and cannot be applied cumulatively)	Not applicable.



Location details: Lot 51, 1007 & 1118 Boyup Brook-Arthur Road, Boyup Brook
Assessment Date: 5 December 2022
Prepared by: Ralph Smith
Accreditation level: 27541
Accreditation expiry date: August 20213
Date of aerial photo: January 2015
Version No: 1.2

Figure 9. Spatial representation of bushfire management strategies.

LEGEND

Subject land

Hazard vegetation

150m assessment zone

Sealed roads

REQUIREMENTS

1. The residential (R5) component of the site will be serviced by a reticulated scheme water system developed to comply with the State's requirements. It will be connected as a component of this development. This includes fire hydrants.
2. There is a requirement for a 20 m APZ on the new dwellings within the (R5) subdivision but will be required on the 'Rural Residential' larger lots.
3. Alternative bitumen access options are available and will be developed. Idicative locations are shown.
4. This is the principle hazard vegetation.
5. There is no slope of 10° or greater.
6. Grassland vegetation.

Section 6: Responsibilities for Implementation and Management of the Bushfire Measures

This section is to set out the responsibilities of the developer/s, landowner/s and local government with regards to the initial implementation and ongoing maintenance of the required actions.

DEVELOPER – PRIOR TO ISSUE OF TITLES		
No.	**Implementation Action**	**Subdivision Clearance**
1	A notification pursuant to Section 165 of the *Planning and Development Act 2005*, is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating or 12.5 or above, advising the existence of a hazard or other factor. Notice of this notification is to be included in the diagram or plan of survey (deposited plan). The notification is to state as follows: "*This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land*" (Western Australian Planning Commission).	
2	Comply with the relevant local government annual firebreak notice issued under s33 of the Bush Fires Act 1954.	
3	The developer will be responsible for extending reticulated scheme water network into the nominated section of the development that is compliant with the State's requirements.	

LANDOWNER/OCCUPIER – ONGOING	
No.	**Management Action**
1	Comply with the relevant local government annual firebreak notice issued under s33 of the Bush Fires Act 1954.

Appendix 1

Vehicle access technical requirements extract from the Guidelines for vehicle access (page 76) and private driveways longer than 50 metres (page 75). This is only applicable if the driveway is longer than 70 metres, which is possible likely to be required.

Table 6: Vehicular access technical requirements

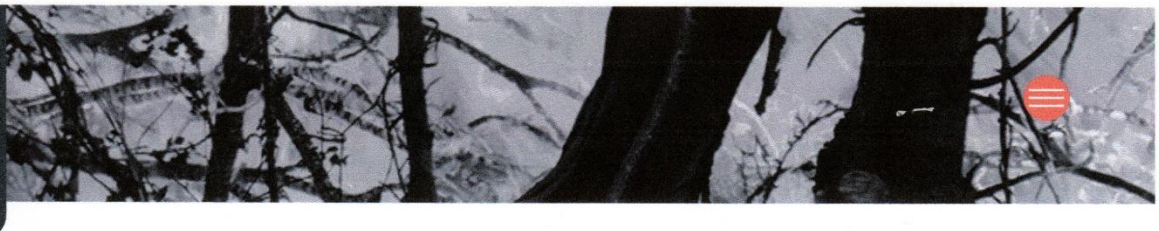
TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way[1]	3 Fire service access route[1]	4 Battle-axe and private driveways[2]
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road[3]	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road[3]		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:

[1] To have crossfalls between 3 and 6%.

[2] Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

[3] Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle.



ELEMENT 3: VEHICULAR ACCESS

PERFORMANCE PRINCIPLE	ACCEPTABLE SOLUTIONS
P3iv Vehicular access is provided which allows emergency service vehicles to directly access all habitable buildings and water supplies and exit the lot without entrapment.	**A3.5 Battle-axe access legs** Sb *Where it is demonstrated that a battle-axe access leg cannot be avoided due to site constraints, it can be considered as an acceptable solution.* There are no battle-axe technical requirements where the point of the battle-axe access leg joins the effective area of the battle-axe lot, is less than 50 metres from a public road in a reticulated water area. In circumstances where the above condition is not met, or the battle-axe lot is in a non-reticulated water area, the battle-axe access leg is to meet all the following requirements: • requirements in Table 6, Column 4; and • passing bays every 200 metres with a minimum length of 20 metres and a minimum additional trafficable width of two metres (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum six metres). **A3.6 Private driveways** Dd Do There are no private driveway technical requirements where the private driveway is: • within a lot serviced by reticulated water; • no greater than 70 metres in length between the most distant external part of the development site and the public road measured as a hose lay; and • accessed by a public road where the road speed limit is not greater than 70 km/h. In circumstances where all of the above conditions are not met, or the private driveway is in a non-reticulated water area, the private driveway is to meet all the following requirements: • requirements in Table 6, Column 4; • passing bays every 200 metres with a minimum length of 20 metres and a minimum additional trafficable width of two metres (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum six metres); and • turn-around area as shown in Figure 28 and within 30 metres of the habitable building.

Appendix 2

The following is an extract from the Shire of Boyup Brook "2020-2021 Fire Information and Firebreak Notice."

FIREBREAKS

Under section 33 of the *Bush Fires Act*, you are required to carry out the fire prevention work specified below on any land within the Shire that is owned or occupied by you.

The work must be carried out by 30 November, unless approved otherwise, and maintained throughout the summer months until 1 May.

If an owner or occupier fails to comply with these requirements, he or she may be issued with an infringement notice (penalty $250) or prosecuted, and the Shire may carry out the required work at the cost of the owner or occupier.

If it is impractical for any reason to clear firebreaks, or to take measures in accordance with these requirements, you may apply to the Shire in writing before 11 November, for permission to provide firebreaks in alternative locations, or to take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you must comply with these requirements.

TOWN SITE LAND

On all land located within a town site (except for land zoned Rural and Special Rural as shown in the Shire of Boyup Brook Town Planning Scheme No 2 (**Scheme**)), you must -

1. Where the area of land is 2023m^2 or less, clear the land free of all inflammable matter, except living trees and cultivated plants, shrubs and lawns, that are no greater than 5cm in height.

2. Where the area of the land is in excess of 2023m², clear a 2.5m wide bare earth firebreak immediately inside all external boundaries of the land or immediately surrounding all buildings on the land by removing all inflammable matter and vegetation within the 2.5m wide firebreak between the ground and 4m above the ground.

SPECIAL RURAL LAND

On all land zoned Special Rural under the Scheme, you must -

(a) clear a 2.5m wide bare earth firebreak immediately inside all external boundaries of the land by removing all inflammable matter and vegetation within the 2.5m wide firebreak between the ground and 4m above the ground; and

(b) clear a 10m wide bare earth firebreak around all buildings and fuel storage areas by removing all inflammable matter and vegetation within the 10 metre wide firebreak between the ground and 4m above the ground.

RURAL LAND

1. On land zoned Rural under the Scheme, you must **either** -

   (a) clear a 2.5m wide bare earth firebreak break immediately around all buildings, homesteads, hay sheds, fuel storage areas, caravans and mobile accommodation by removing all inflammable matter and vegetation within the 2.5m wide firebreak between the ground and 4m above the ground; and

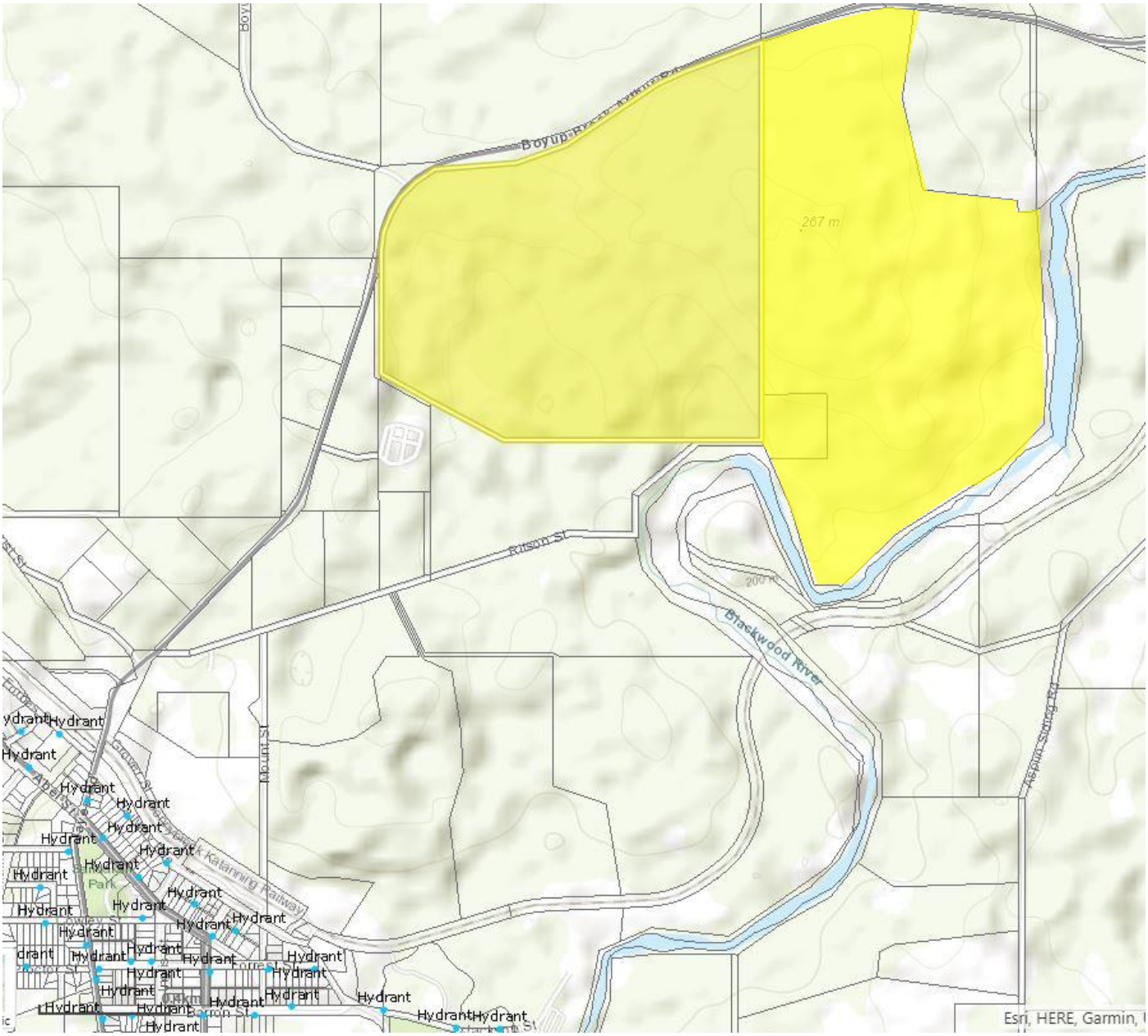
   (b) clear a second 2.5m wide bare earth firebreak break around all buildings, homesteads, hay sheds, fuel storage areas, caravans and mobile accommodation located not less than 20m nor more than 100m from the firebreak in paragraph (a) above by removing all inflammable matter and vegetation within the second 2.5m wide firebreak between the ground and 4 metres above the ground.

OR

2. As an alternative to the two firebreak system described in 1, clear a 10m wide bare earth firebreak immediately around all buildings, homesteads, hay sheds, fuel storage areas, caravans and mobile accommodation by removing all inflammable matter and vegetation within the 10m firebreak between the ground and 4m above the ground.

Appendix 3

Location of the current fire hydrants (blue dots) in the general area of the development and compliant with the Water Corporation standards. The a portion of the site (residential area) will be serviced by the reticulated scheme water system which includes the provision of fire hydrants and will be compliant with the State's requirements.



References

Australian Building Codes Board, (2019). *Building Code of Australia*. Australian Building Codes Board, Sydney

Shire of Boyup Brook, (2022). *Fire Break Notice 2020/21*. Retrieved 4 December 2022 from https://www.boyupbrook.wa.gov.au/documents/861/20202021-firebreak-notice (it is noted that this is an outdated Firebreak Notice, but it is the latest on the web site for the Shire of Boyup Brook).

Near map from http://maps.au.nearmap.com/

Slope percentage to degrees conversion from https://www.calcunation.com/calculator/slope-percent-conversion.php

Department of Fire and Emergency Services (DFES), (2020). *Map of Bushfire Prone Areas*. Retrieved 4 February 2020 from http://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx

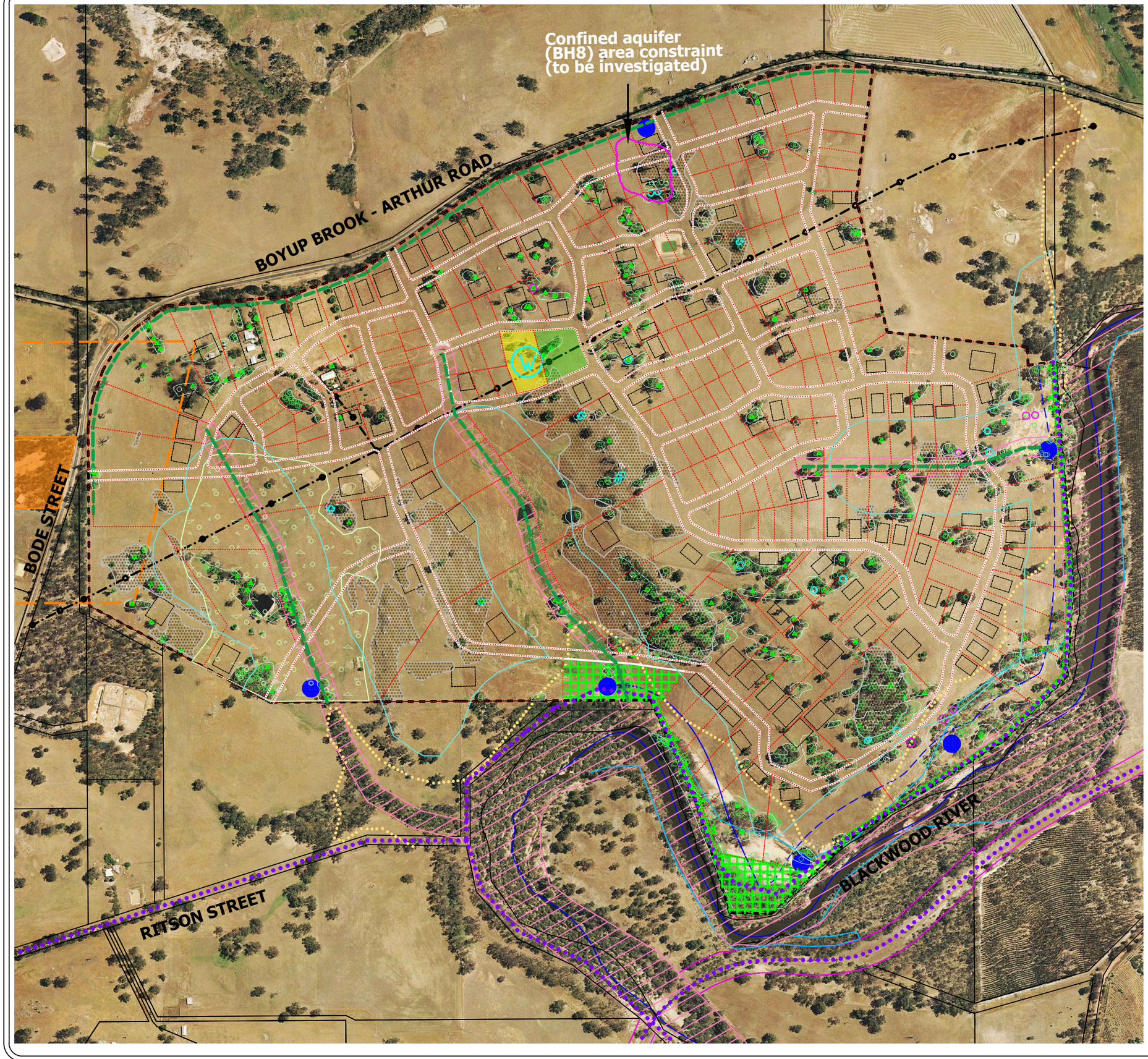
Standards Australia. (2018). *Australian Standard 3959 – Construction of buildings in bushfire-prone areas*. Standards Australia, Sydney, NSW.

Western Australian Planning Commission. (2015). *State Planning Policy 3.7 – Planning in Bushfire Prone Areas.* Western Australian Planning Commission, Perth, WA.

Western Australian Planning Commission. (2017). *Guidelines for Planning in Bushfire Prone Areas.* Western Australian Planning Commission, Perth, WA. December 2017

Hydrant and water meter locations from https://espatial.dplh.wa.gov.au/PlanWA/Index.html?viewer=PlanWA

ATTACHMENT 8



LEGEND

- Subject Land
- Indicative High Level Water Tank Site
- Resource Recovery Centre with 200m Buffer
- Stormwater Storage Area
- River and Watercourses
- Foreshore Reserve
- Proposed Public Open Space
- Proposed Public Purpose
- Replanting (Indicative)
- Walk/Cycle Trail
- Aboriginal Heritage Site
- 100m Setback from River/Watercourses
- 190m AHD - Extent of 1% Annual Exceedance Probability (AEP) Flood Level
- Building Envelope
- Western Power Asset (Line and Poles)
- Suitable Significant Trees
- Potential Significant Trees
- Black Cockatoo Habitat Trees
- Fauna Habitat Trees
- Seasonal Waterlogging
- Rock Outcrop

284 LOTS TOTAL — All lots are conceptual and subject to further investigation.

CONCEPT PLAN
LOTS 51, 1007 and 1118
BOYUP BROOK-ARTHUR ROAD, BOYUP BROOK
SHIRE OF BOYUP BROOK

0 80 160 240 320 400m
1:8000(A3)

N

SCALE APPROX. 1/8000
DATE 23rd MAY 2024

edge PLANNING & PROPERTY

ROD LAKELIN
PO BOX 70 YASSE WA 6280
0428 174 306
rodlakelin@bigpond.com

ATTACHMENT 9

3.0 ISSUES AND OPPORTUNITIES

3.1 Overview

This section provides an overview of the issues and opportunities for land use planning and development throughout the Shire which have been taken into consideration in the preparation of this Strategy.

Consistent with the State Planning Framework, planning issues of relevance to the Shire are presented under the following themes:

- Community, Urban Growth and Settlement
- Economy and Employment
- Environment
- Infrastructure

Each of these themes has been considered individually, with clear planning directions identified and actions attributed to the Shire and other stakeholders, including landowners, developers and State Government agencies.

3.2 Community, Urban Growth and Settlement

3.2.1 Summary of Issues and Opportunities

Community growth and settlement is perhaps the most critical element of the Local Planning Strategy, and the one which requires the greatest focus over the next 5-10 years.

Whilst population growth has been steady over the past 5-10 years, there are a number of issues within the Boyup Brook townsite and surrounds which require further interrogation and proactive measures to be taken by the Shire, including the following (with references in **Figure 1**):

A Opportunities for further urban residential development exist throughout the Boyup Brook Townsite, but require support to bring these opportunities to market, as the very low value of housing makes new land development unviable.

B Boyup Brook has an ageing population and needs to provide opportunities for the development of aged and dependent persons accommodation, but these sites need to overcome the financial constraints required to make them development ready.

C There is an increasing demand for rural residential and rural living development opportunities to leverage the lifestyle benefits of the local natural environment, but these opportunities need to be considered in the context of environmental sustainability, service feasibility/capacity and environmental risk.

D Protection of the character and heritage of Boyup Brook townsite is important to the community, and as such new built form proposals need to reflect and respond to the local character.

The opportunities and issues for community growth and settlement are further explored in **Table 1.**

Image: Example of existing residential character at Rylington Park Farm.

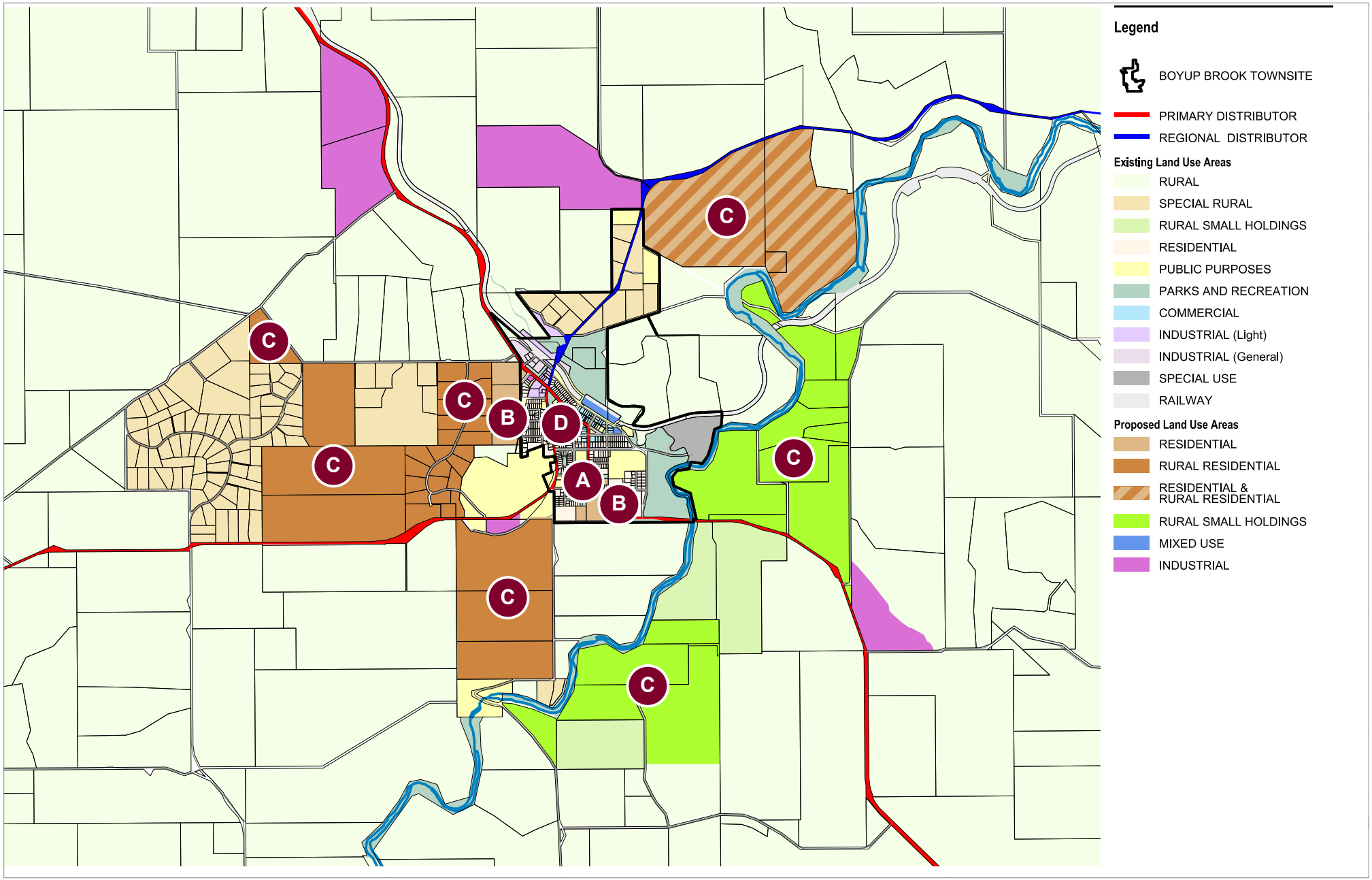


Figure 1: Issues and Opportunities with respect to Community, Urban Growth and Settlement (Boyup Brook Townsite and Surrounds)

3.3 Economy and Employment

3.3.1 Summary of Issues and Opportunities

Economic and employment retention and growth is critical to ensuring the viability of the Shire into the future. The Shire is currently home to a number of economic activities and employment generators, predominantly driven by agriculture and viticulture. There are many opportunities which the Shire may be able to capitalise upon in the future including the potential to expand on existing dominant sectors and use locational advantages to attract new economic and employment investment.

This can be assisted through modifications to the planning framework, along with modifications to planning processes to incentivise and assist businesses in establishing and thriving within the Shire.

In considering economic and employment growth the following opportunities and issues are noted, with references in **Figure 2**:

A With an older and aging population, there is demand and opportunity for the Shire to provide not only aged care accommodation, but associated supporting health services and amenity for retired persons.

B The Shire has a very attractive and diverse natural environment and attracts a significant number of tourists each year, but needs to provide greater short stay accommodation and specific attractions to encourage tourists to stay within the local area (e.g. restaurants, festivals, community infrastructure, outdoor social activities, micro brewery, etc.).

C There is demand for additional industrial land supply given the network of major freight routes throughout the Shire and the need to support local agri-businesses, raw materials production and other industrial needs. The periphery of the Boyup Brook townsite provides many opportunities for additional industrial land supply, but these landowners require support to bring these opportunities to market.

D There is demand for commercial development and redevelopment opportunities within the Boyup Brook townsite, which would aid in not only revitalising local businesses but attracting new business growth and investment.

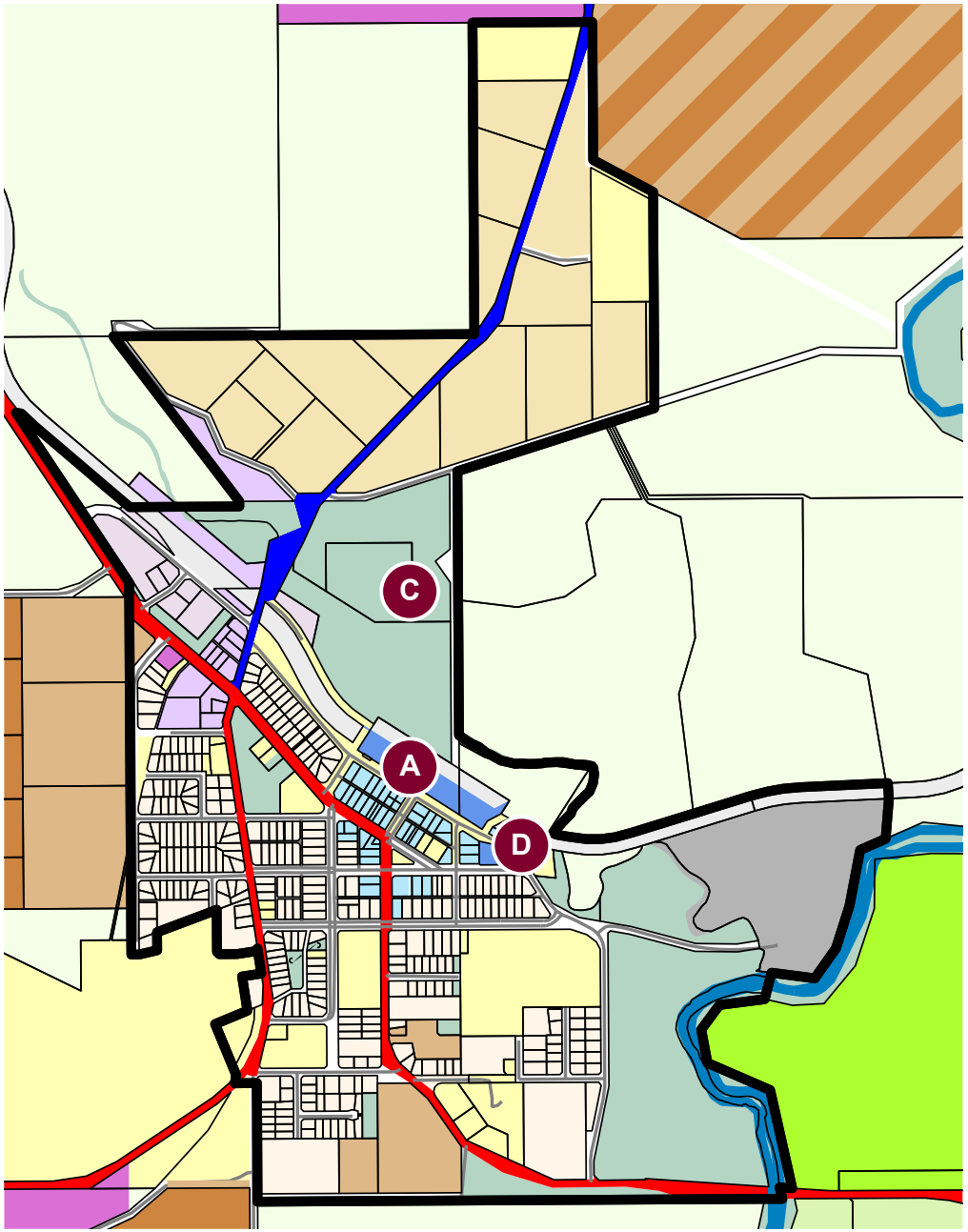


Figure 2: Issues and Opportunities with respect to Economy and Employment (Boyup Brook Townsite subset)

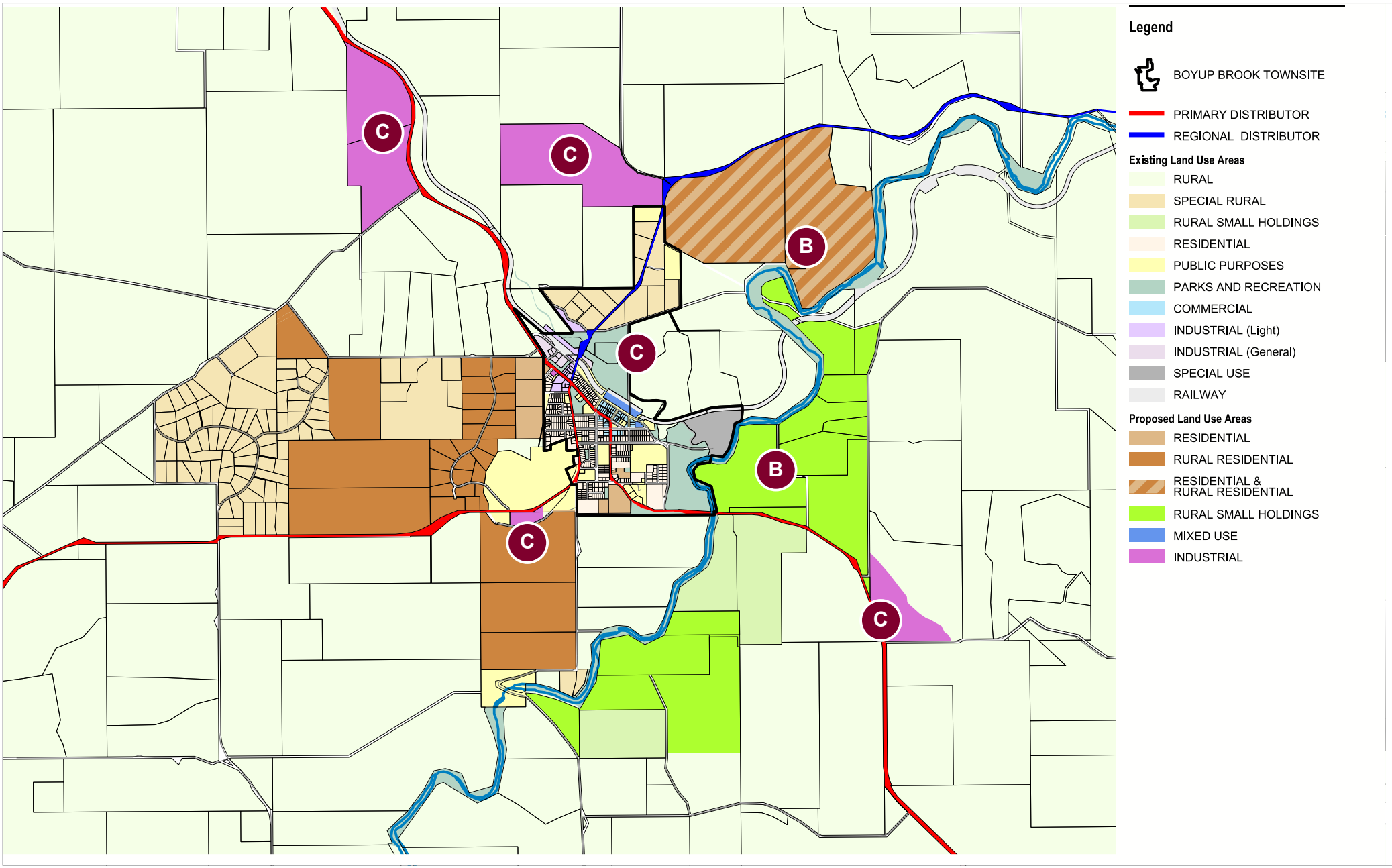


Figure 3: Issues and Opportunities with respect to Economy and Employment (Boyup Brook Townsite and surrounds)

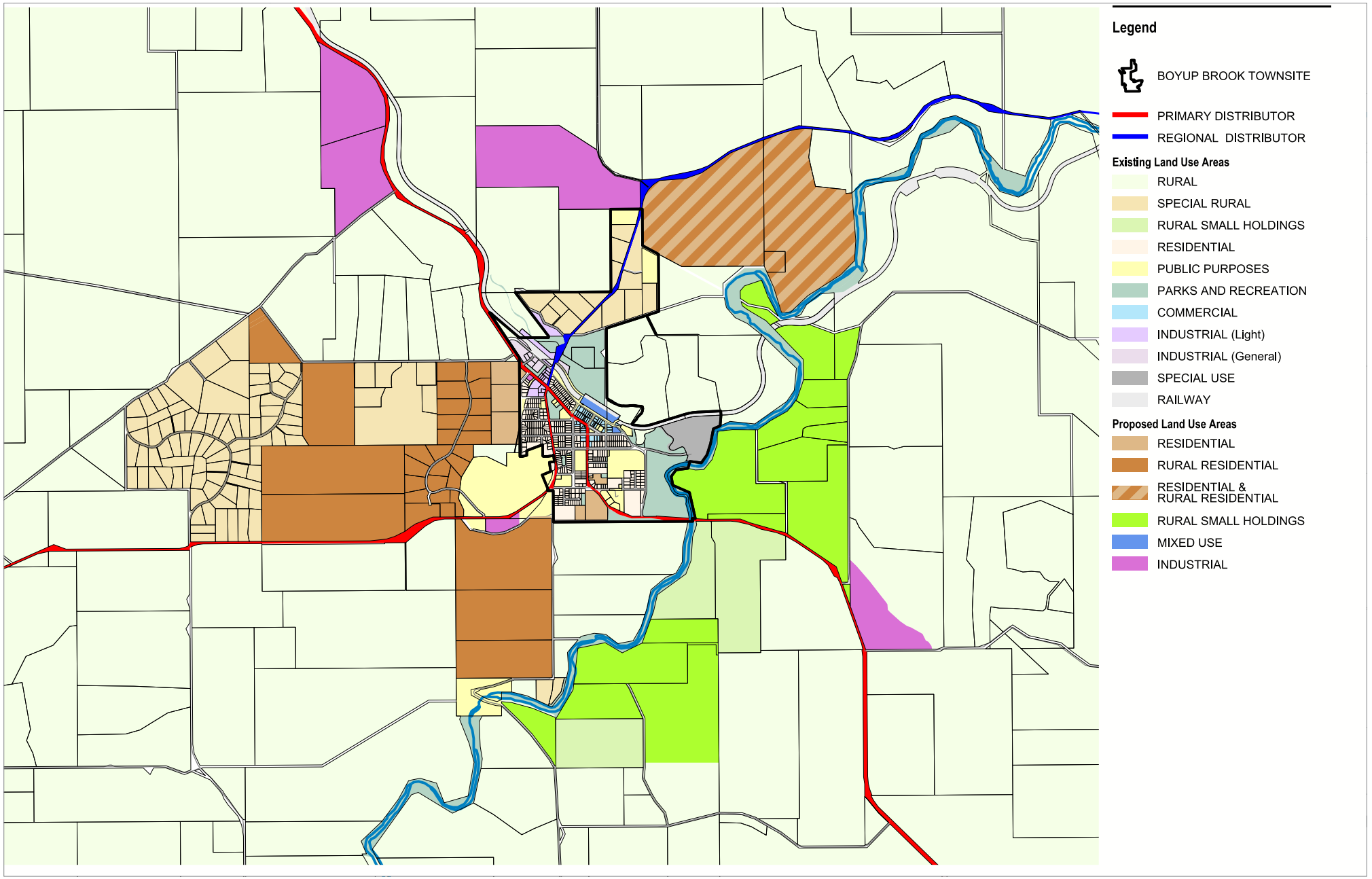


Figure 6: Local Planning Strategy Map for Boyup Brook Townsite and Surrounds

5.0 PLANNING AREAS

5.1 Overview

In addressing the broader issue of growth and regeneration of the local government area, one of the key actions is the identification and facilitation of developable land to accommodate economic and population growth. This section provides a greater level of detail for each of the planning areas, including a spatial plan for each, relevant planning considerations and site specific opportunities and issues.

5.2 Planning Areas

There are a total of 19 identified Planning Areas considered suitable for further detailed investigation for future development. These planning areas are listed below and shown in **Figure 7**, and are divided into five key planning area themes which are further explained in **Table 5.**

Mixed Use

1. Railway Parade
2. Forrest Street

Residential

3. Bridge Street
4. Bridge and Gibbs Street
5. William and Short Street

Industrial

6. Abel & Short Street
7. Bridgetown - Boyup Brook Road
8. Boyup Brook North Industrial
9. Donnybrook-Boyup Brook Road
10. Boyup Brook-Kojonup Road

Rural Residential

11. Banks Road
12. Rusmore Road
13. Bridgetown Boyup-Brook Road & Banks Road
14. Rural Residential Consolidation Area
15. Boyup Brook North Residential Expansion (Residential/Rural Residential)

Rural Small Holdings

16. Stanton, Terry and Fern Valley Rd
17. Asplin Siding Road

Table 5: Planning Area Classification and Key Considerations

PLANNING AREA	PLANNING DIRECTION	ACTION	RATIONALE	TIMEFRAME
Mixed Use	To provide additional commercial and residential opportunities which support the viability of the Townsite	Investigate the potential of the subject land to accommodate development, and undertake planning framework modifications to facilitate this development.	Demand for additional commercial opportunities is difficult to accommodate due to the lack of suitable sites within the Townsite.	**Short Term (1-3 Years)** depending on outcomes of more detailed analysis and review.
Industrial	To facilitate the expansion of existing local business and attract new businesses to the Shire.		Demand for expansion of existing industrial businesses, or new businesses looking to establish, is currently difficult to accommodate due to a lack of suitable land.	
Residential	To facilitate expansion of the local population and encourage local residents to stay within the Shire.		Population retention and growth is essential to the viability of the Shire, and a diversity of options for residential living is necessary to encourage residents to stay within the Shire and people to move to the Shire.	
Rural-Residential				
Rural Small Holdings				

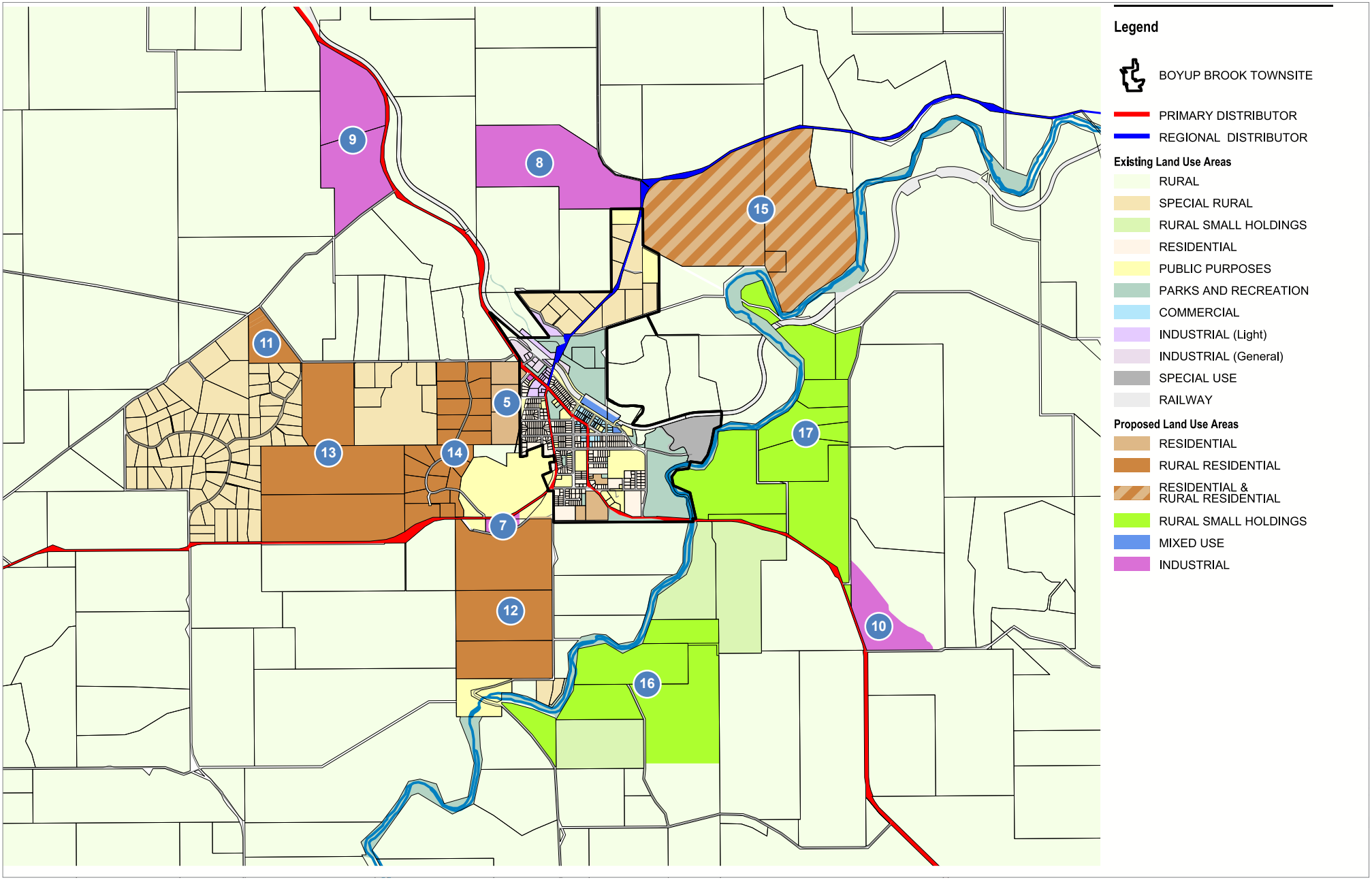


Figure 7: Planning Areas for further investigation.

15. BOYUP BROOK NORTH RESIDENTIAL EXPANSION

Site Details:

Lot 51 (4) Boyup Brook-Arthur Road, Boyup Brook
Lot 1007 Boyup Brook-Arthur Road, Boyup Brook
Lot 1118 Boyup Brook-Arthur Road, Boyup Brook

Land Area:

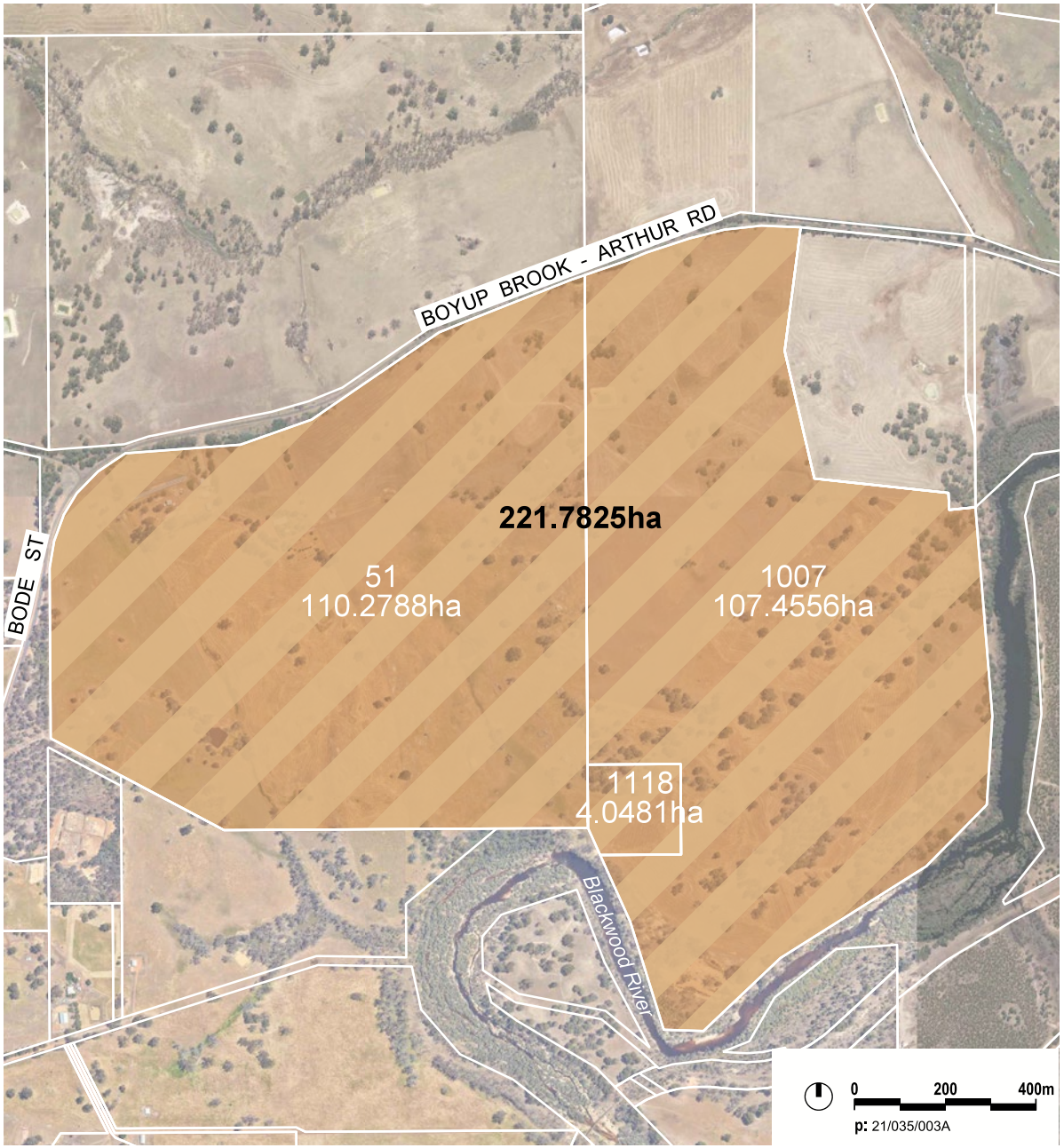
221.78ha (gross)
110.89ha (estimated Net Developable Area)

Planning Considerations:

Proposed Land Use: 'Rural Residential' or 'Residential'
Current Scheme Designation: 'Rural'
Proposed Scheme Designation: 'Rural Residential' or 'Residential'
Structure Planning Required: Yes (identify as 'Special Control Area - Structure Plan')
Lot Size/Density: min 2000m2 to 1ha (subject to licensed water supply for lots below 1ha)
Estimated Lot Yield: up to 360 lots (subject to detailed structure planning)

Issues/Opportunities:

1. Subdivision and development to be in accordance with WAPC SPP 3.7 – Planning in Bushfire Prone Areas and SPP 2.5 Rural Planning.
2. Compliance with the Government Sewerage Policy.
3. Vegetation and waterway protection.
4. Suitable setbacks to, and landscape management near, the Blackwood River.
5. Provision of licensed water supply.
6. Consideration of suitable development standards to occur through detailed structure planning.
7. Environmental Impact Assessment for any development in close proximity to the Blackwood River.



ATTACHMENT 10

ENGINEERING SERVICING REPORT

LEAFIELD DEVELOPMENT, BOYUP BROOK

July 2024

PREPARED FOR: Leafield Pty Ltd

Submitted by Peter Eastlake FIEAust CPeng (Ret)

Email pongo@bigpond.com

Mob 0427 906 540

ENGINEERING SERVICING REPORT
Leafield- Lots 51, 1007 and 1118
Boyup Brook – Arthur Road, Boyup Brook

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LEAFIELD- LOTS 51, 1007 and 1118

ENGINEERING SERVICING REPORT

1 Introduction

Peter Eastlake has been engaged by Leafield Pty Ltd to undertake a review into civil engineering related matters and infrastructure servicing opportunities and constraints for a potential residential and rural residential development of Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook. The name of the proposed development is Leafield, Boyup Brook.

This report summarises the existing servicing infrastructure, the expected servicing infrastructure and the likely Local Authority engineering conditions required to be undertaken to achieve an anticipated Western Australian Planning Commission (WAPC) and Shire of Boyup Brook Structure Plan and Rezoning approval for the Site.

The information contained herein has been provided to assist in the understanding of the potential engineering issues and constraints involved in the Leafield development in accordance with current residential and rural residential subdivision requirements. It is assumed the residential subdivision will be an R5 density with larger lots to address land capability. The overall lot yield on the Site is approximately 284 lots/dwellings.

It is noted that the advice contained herein is general in nature, as no detailed engineering, environmental, geotechnical or other design work has been undertaken as part of this report. No detailed discussions with the local authority or any of the servicing agencies (unless otherwise specifically noted within, where an issue was deemed to require additional clarification due to a significant effect on the potential for development).

A Local Water Management Strategy (LWMS) and a Site and Soil Evaluation (SSE) investigations were undertaken by Bio Diverse Solutions and associated reports prepared. An associated Groundwater Monitoring Bore Report was prepared by WML in January 2022. This Servicing Report should be read in conjunction with these documents.

2 Site Description

The Site is located 2 kilometres northeast of the Boyup Brook town site on the Boyup Brook – Arthur Road. The Site is bound by Boyup Brook – Arthur Road to the north and the Blackwood River to the south. The Site is surrounded by rural landholdings. The area subject to rezoning is approximately 222 hectares.

The Site is currently cropping and grazing land with a dwelling and sheds in the northwest of the Site. The Site consists of cleared pasture with sparse areas of mature trees and vegetation. Historical aerial images dating back to 1996 do not indicate any other land uses, the latest aerial image is presented in Figure 1 below.

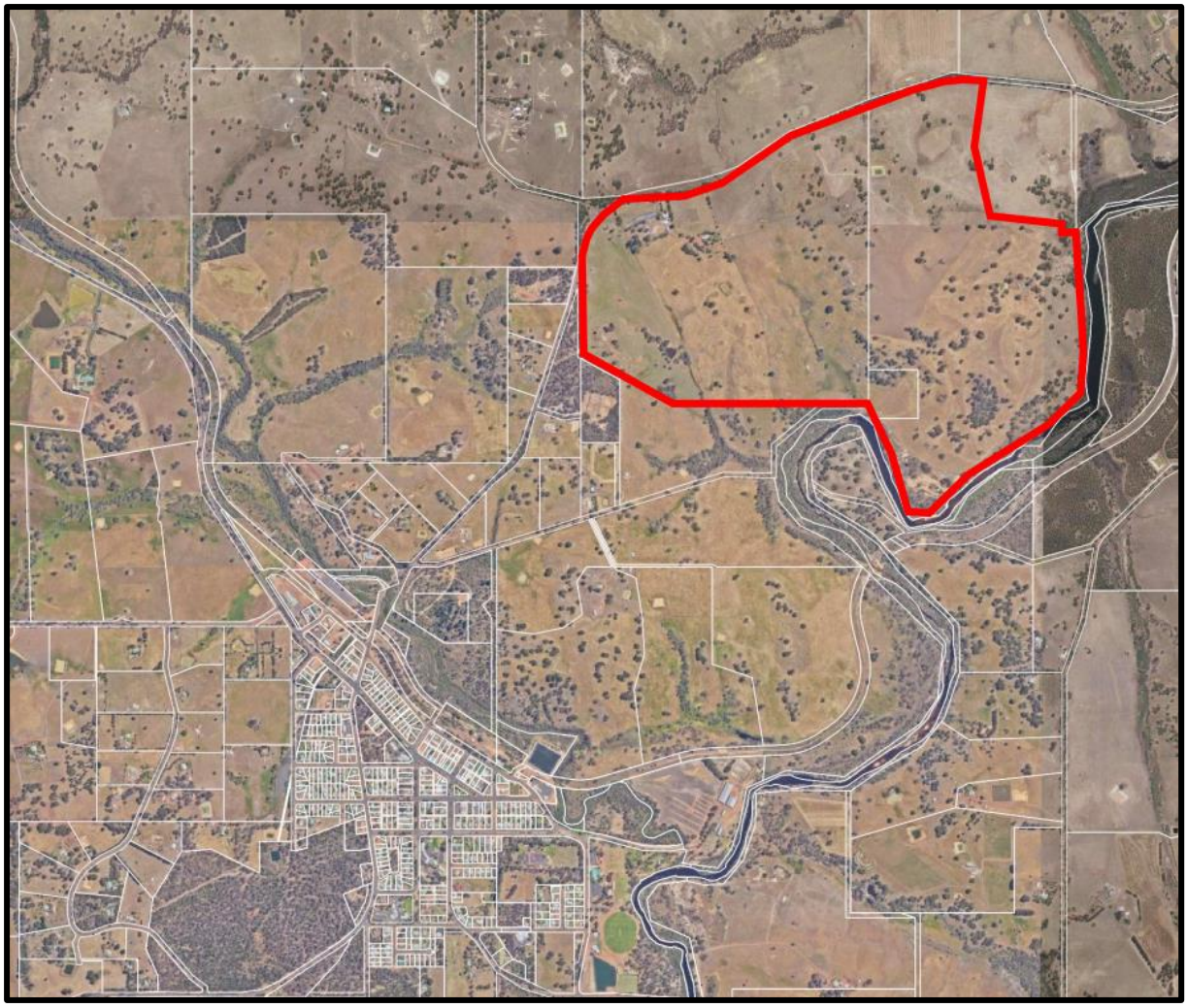

Figure 1: Aerial Photography (WA Now 2017)

3 Site Conditions

3.1 Geology

The Geology of the Site is predominantly silty sand over rock and/or sandy clay, which is suitable for residential development. Refer to the relevant Section of the LWMS which includes results of the soil investigation.

3.2 Topography

The Site generally grades from Boyup Brook-Arthur Road in the north to the Blackwood River to the south. The grade of the Site is generally moderate, with localised flat and steep areas. The road layout will need to consider the topography of the Site to ensure earthworks levels in the road reserve match as close as is reasonably practical to the natural levels. Refer to the relevant Section of the LWMS for further discussion of the Site topography.

3.3 Vegetation

Refer to the relevant Section of the LWMS.

3.4 Acid Sulphate Soil (ASS)

The Site does not fall within any known areas of ASS and ASS is not anticipated to be encountered, refer to the relevant Section of the LWMS.

3.5 Existing Building Infrastructure

The Site contains a single residential home and associated small farm infrastructure in the northeast corner of the property. It is noted that the existing building infrastructure is to be retained in future lots following subdivision, and the subdivision proposed will take into consideration separation of the existing buildings to proposed boundaries.

3.6 Existing Servicing Infrastructure

The existing dwelling is currently served with power from the existing overhead powerlines traversing the property. The NBN communications to the Site are wireless. There is presently no reticulated water, sewer, or gas supplies to the Site.

3.7 Illegal Dumping and Contamination

Visual inspection of the Site does not indicate any areas of potential illegal dumping or areas potentially contaminated with unwanted waste, materials etc. Research of the contaminated sites database, Figure 2 below, does not indicate any form of contamination on the Site nor that the Site has been remediated in the past.

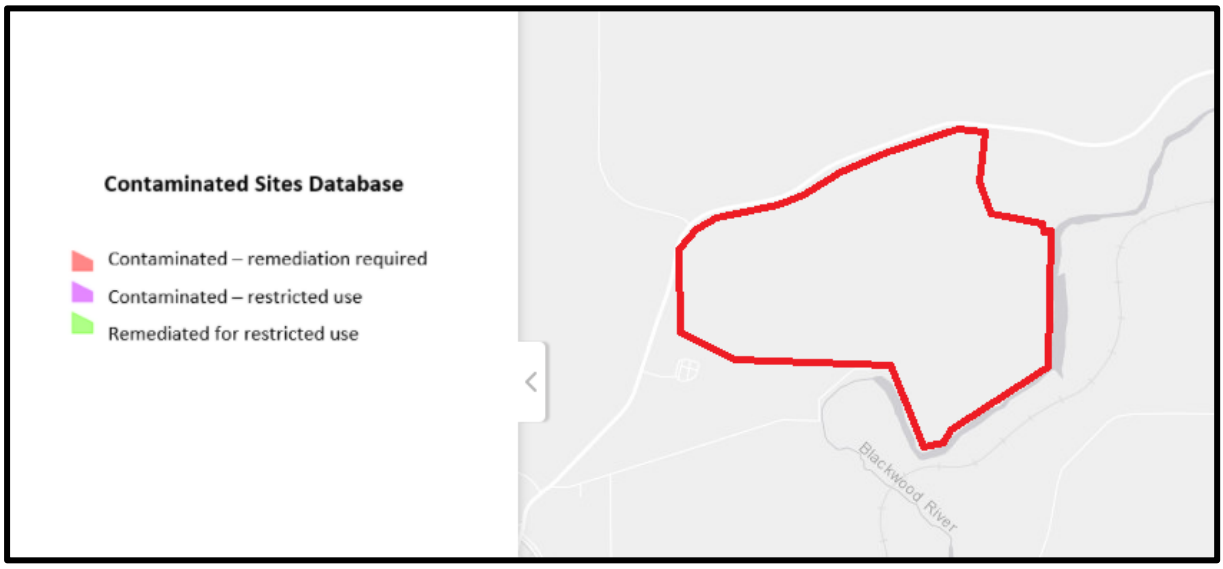

Figure 2: Contaminated Sites Database (Landgate (SLIP) March 2022)

3.8 Groundwater

Refer to the relevant Section of the LWMS.

4 Development Siteworks

The siteworks/earthworks within the Site will be undertaken as necessary to facilitate the construction of roads, drainage and servicing infrastructure associated with the creation of the lots. Noting the proposed generous lot sizes, little or no bulk earthworks will be undertaken on the individual lots however future lot purchasers may choose to undertake earthworks to create their homes and infrastructure upon creation of the lots. This will be subject to the Shire of Boyup Brook's Building approvals process.

5 Development Infrastructure

5.1 Roadworks

The Shire of Boyup Brook will be the ultimate approval authority for any proposed road network. Road infrastructure will be designed in accordance with the approved Structure Plan and will be based on hierarchy appropriate to the residential and rural residential zoning, with each lot having road frontage.

The internal road locations will need to be cognisant of the terrain to ensure that suitable road gradients and economic constructability are achieved, with due regard to the Aboriginal Heritage areas and avoiding trees with hollows suitable for black cockatoos.

It is anticipated that there will be three new road entrances on to the Shire controlled Boyup Brook – Arthur Road, as shown on the Subdivision Concept _Plan. The specific location of these intersections will be determined at the time of detailed design and will consider Site topography, appropriate sightlines, the existing tree line, drainage swales and the volumes of traffic generated by the new lots.

Another road connection to the existing Ritson Street reserve at the south west boundary of the site is proposed to facilitate a more direct connection towards Boyup Brook town site for the southern and eastern lots. Ritson Street reserve has currently an unsealed gravel road with the last section leading to the site having no road formation and being naturally vegetated. As this section is adjacent to the Blackwood River and is partially within an Aboriginal Heritage site, it is not expected that a road link will be constructed using this section of the road reserve. However it is an appropriate access for a path way link to the site. This road connection is not proposed to be included in the development planning and only a road reserve access to the lot development boundary will be included. There is also an opportunity to create a road connection to Ritson Street, from the south-west section of the Site, based on the Subdivision Concept Plan.

Donald Veal Consultants (DVC) undertook a Traffic Impact Assessment (TIA) in 2022 and prepared a TIA Report dated November 2022. This Servicing report should be read in conjunction with the TIA Report. It is noted that lot yield has since reduced since preparation of the TIA and accordingly traffic impacts are also lower.

5.2 Stormwater Management

Refer to the relevant Sections of the LWMS. To achieve the requirements of the LWMS piped drainage, roadside swales and storage basins will need to be constructed, sized to convey and store the 20% AEP storm event. In larger storm events stormwater will flow overland, unattenuated into the Blackwood River or existing Boyup Brook-Arthur Road drainage system.

5.3 Underground Power

It is proposed that all lots within this development will be serviced by underground power as required by the WAPC.

The Western Power Network Capacity Mapping Tool indicates the area has 10-15MVA forecast remaining capacity. Based on an R5 density with a power demand of 4.7kVa per dwelling the estimated total power requirement for residential development of the Site is approximately 4.7MVa, well within the available remaining capacity.

Western Power mapping of their existing underground and overhead electrical assets within the vicinity of the subject land is presented in Figure 3. Existing 3-phase overhead power lines traverse

the Site (solid blue in Figure 3), as part of subdivision these will need to be relocated and undergrounded within road reserves being created.

It is anticipated initial lots can be connected onto the existing network running through the Site. As development progresses it is expected offsite upgrades of the existing power networks will be required. The nearest transmission power line is approximately 2.4km west of the Site, the 132kV powerline shown in red in Figure 3.

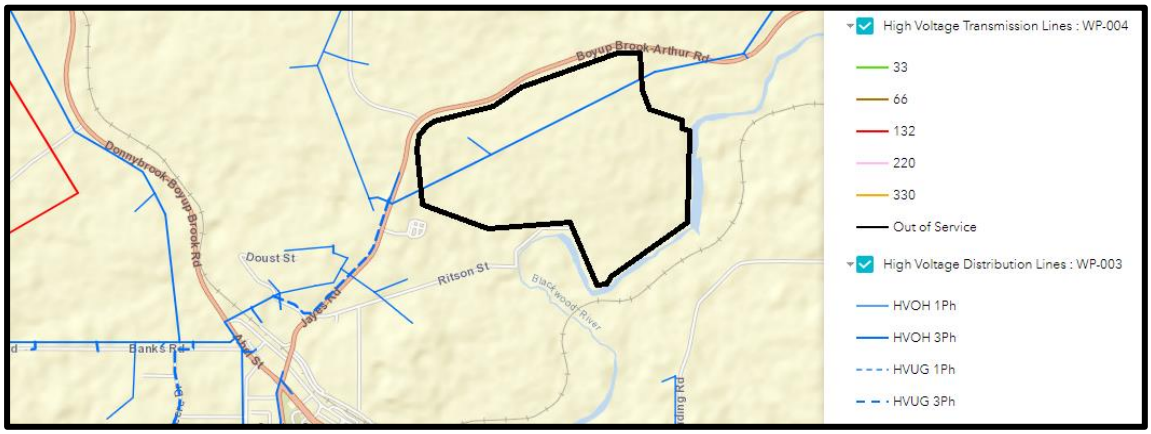

Figure 3: Existing Power Network (Western Power Network Capacity Mapping Tool, March 2022)

The WAPC may consider alternative power supply based upon the advice of the relevant licensed service provider.

While matters within this space are evolving quickly, the option outlined hereunder, while generally applying to larger lots, may be relevant.

An alternate option would the provision of a renewable energy source, under State Planning Policy 2.5 – Rural Planning Guidelines the WAPC permit a renewable energy source to power residential property:

"5.4 Renewable energy sources

The use of renewable energy sources to power residential properties has become increasingly attractive to homeowners in rural areas due to the expense and challenges of connecting to a reticulated supply. SPP 2.5 allows for the use of renewable energy sources where a network connection is not available or an infrastructure upgrade is not commensurate with the scale of a proposal.

An 'off-grid' system, also known as a 'stand-alone power' system, could be utilised to service rural lots. The main components of a stand-alone power system are:

- Renewable energy generation equipment, such as photovoltaic modules (solar panels), wind turbines, or 'hybrid' combinations of these;
- control and regulation equipment for battery charging and back-up power operation;
- energy storage such as batteries;
- inverters which convert electrical current so that common household appliances can be used; and
- a back-up electricity supply from either storage batteries and/or generators.

Any stand-alone power supply system must demonstrate that the energy generated through the renewable energy source/s is sufficient for the intended land use. The use of diesel generators to power residential properties is not considered a renewable energy source as defined in SPP 2.5." (SPP 2.5 Rural Planning Guidelines Version 3 December 2016 Western Australian Planning Commission)

5.4 Water Supply

The existing Water Corporation water reticulation network is presented in Figure 4 below. There is reticulated water within the Boyup Brook townsite itself only.

The Developer is supportive of providing reticulated water to the property including a pump station, a high level tank and a low level tank. This is subject to Water Corporation ensuring there is sufficient water to service Boyup Brook and that the Developer's upgrade costs are proportionate/reasonable.

Figure 6 show elevated points on the Site.

Water Corporation were contacted in October 2021 and in January 2022 to confirm the water supply available for the proposed subdivision and they initially advised that a water supply to the Site is not available

In April 2023, in correspondence to the Shire of Boyup Brook, the Water Corporation advised:

"16. Boyup Brook North Residential Expansion

Servicing of this site with scheme water has been previously investigated and is expected to cost approximately $7m. This is not in our Capital Investment Program and therefore must be funded by the proponent. We encourage the Shire to explore options to address the need for residential land."

In June 2023, Water Corporation confirmed there was sufficient water supply available for planned development in the Boyup Brook townsite plus proposed development of Leafield. Water Corporation advised:

> "To supply this site with water, the following would be required:
>
> - 2.2km DN100 Water main
> - 80kL Elevated tank on a 12m stand on ground at 255mAHD
> - 7L/s Transfer Pump located as shown below and connecting pipework to the scheme
>
> None of these assets are funded in our capital program and must be delivered at the developers cost."

Subject to the timing for Water Corporation to upgrade the water supply and storage to Boyup Brook, the Shire is supportive, in-principle, of a 'hybrid' servicing model where lots are initially provided with rainwater tanks and reticulated water services are laid for future connection. The tank size to accommodate allowance for fire protection and climate change. As discussed, this could see tank sizes of 120,000 litres for usual use and 15,000 litres reserved for firefighting. This proposal would increase the cost of development to the lot purchaser and such consequences must be fully considered.

Lots that are 1 hectare or above are not serviced with reticulated water.

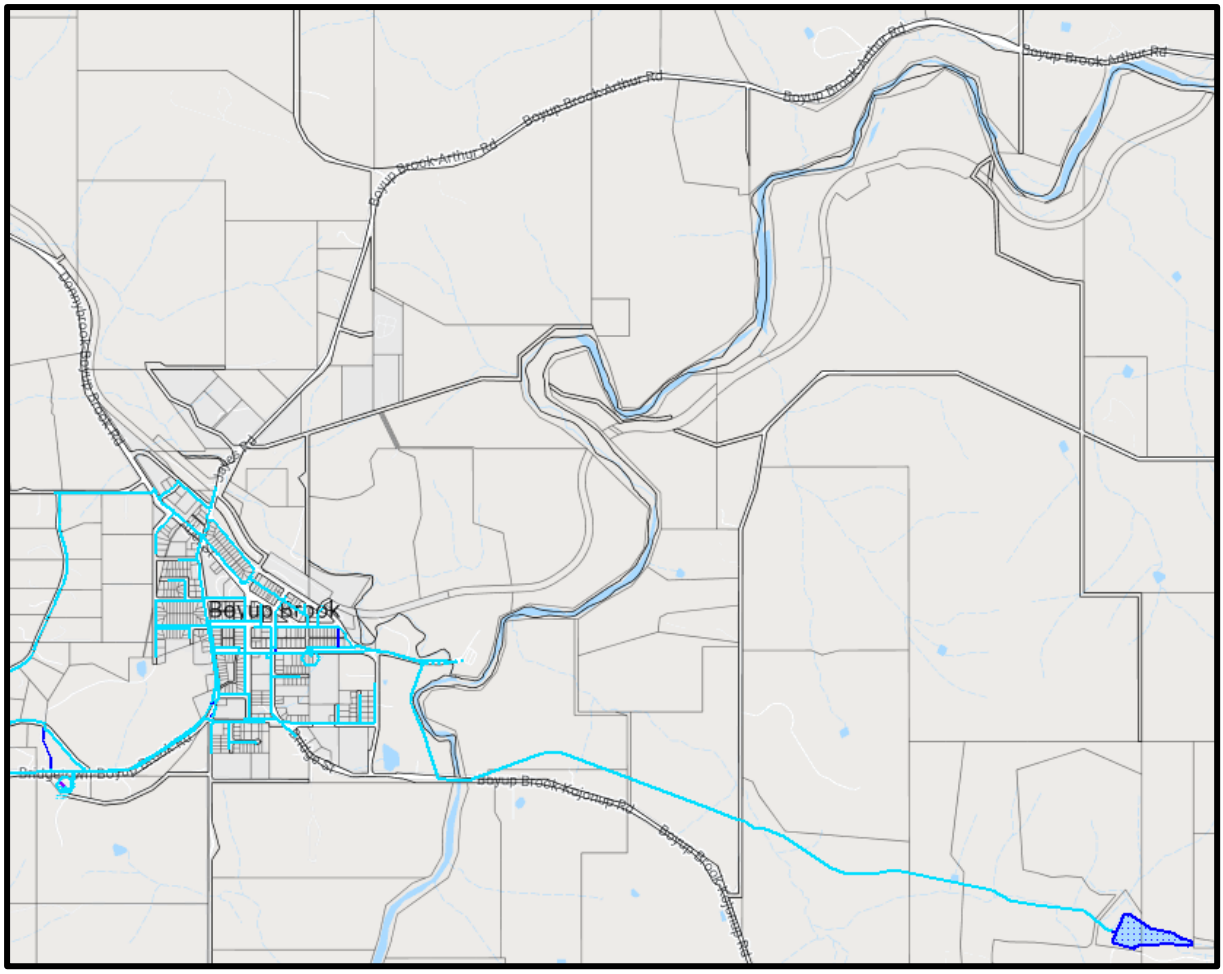

Figure 4: Existing Water Reticulation (Esinet March 2022)

5.5 Sewerage Effluent

The Site is not within a current or proposed wastewater catchment. It is proposed wastewater is managed at individual 'lot scale' level using either Leach Drains or Aerobic Treatment Units (depending on the geology of the lot), without reticulated sewer. On-site effluent disposal is discussed in more detail in the relevant Sections of the LWMS and the SSE.

5.6 Communications

The Boyup Brook townsite and nearby surrounds are served with Fixed Wireless NBN communications. Further afield Fixed Wireless is unavailable and NBN communications are provided by Satellite.

The NBN mapping is presented in Figure 5 below. Most of the Site falls within the NBN Fixed Wireless area, apart from the north-eastern corner of the Site (which falls within the Satellite area). Since the Site is served with wireless communications underground communications ducts (pit and pipe) are not required to be installed.

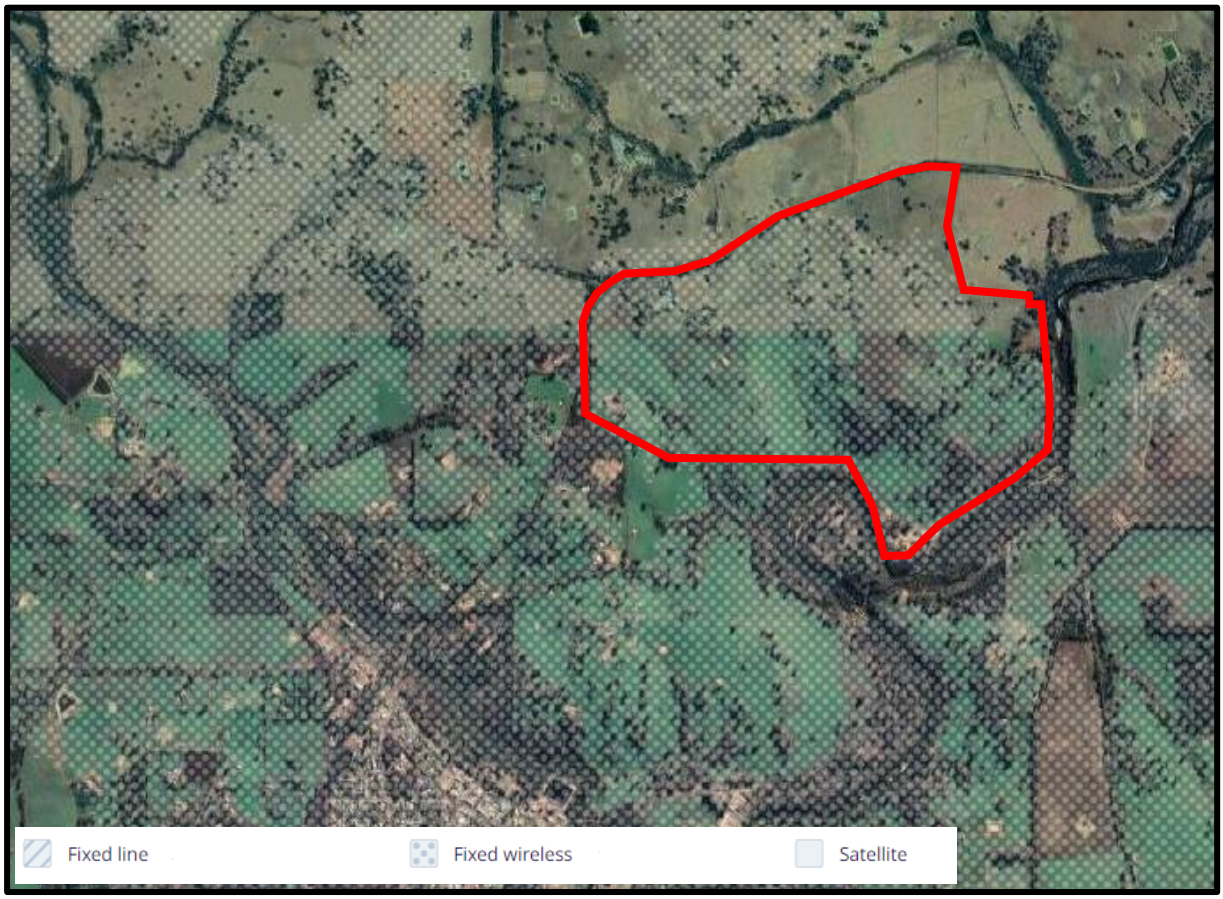

Figure 5: NBN Communications (NBN Co March 2022)

5.7 Gas

There is no existing underground gas supply in the Boyup Brook townsite or surrounds (including the subject Site), therefore it is not proposed to service the development with a reticulated gas supply. The provision of reticulated gas to the new development will not be a WAPC condition of subdivision.

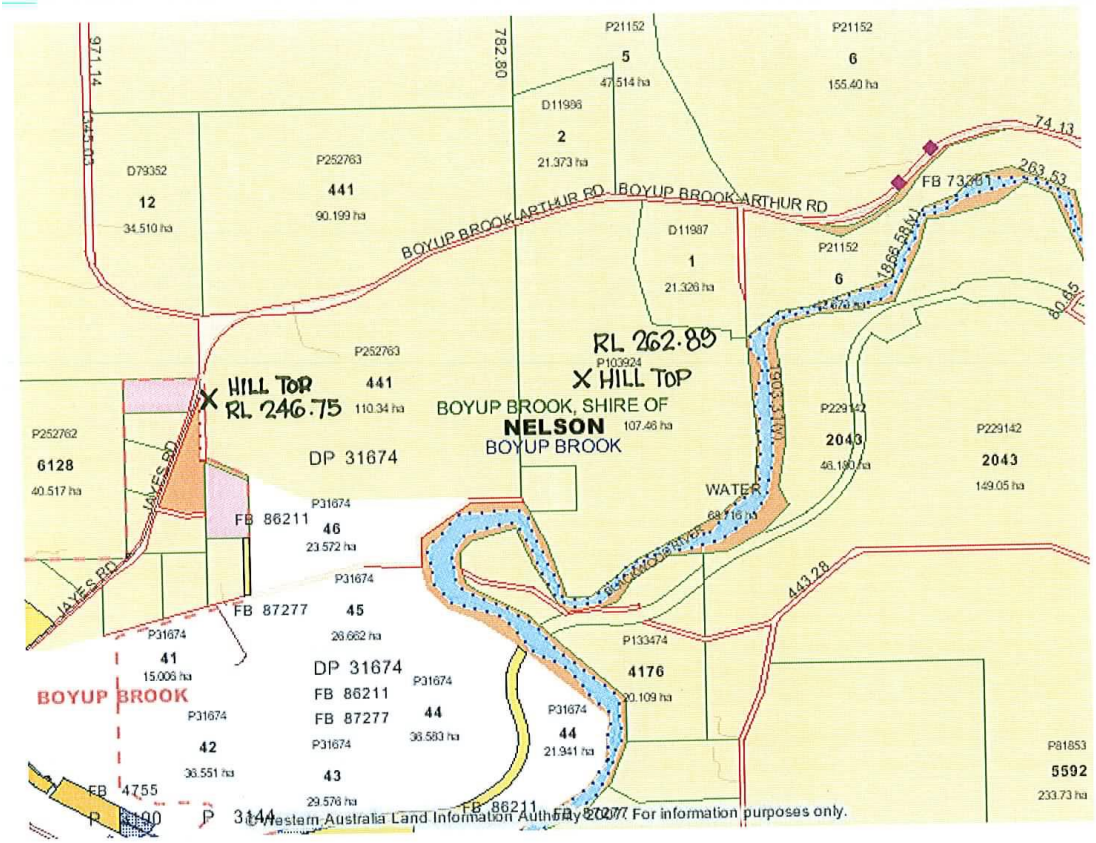

Figure 6: Elevated points

ATTACHMENT 11

TARGETED BLACK COCKATOO HABITAT SURVEY REPORT

Lots 51, 1007 & 1118 Boyup Brook -Arthur Road

Boyup Brook, WA 6244

Final v.2

04/10/2023

DOCUMENT CONTROL

Title: Targeted Black Cockatoo Habitat Survey Report – Lots 51, 1007and 1118 Boyup Brook-Arthur Road, Boyup Brook WA 6244.
Author (s): Charlize van der Mescht, Kahree Garnaut
Reviewer (s): Marisa Wearing, Dr Karlene Bain, Graham Penter
Job No.: EPP008-002
Client: Edge Planning & Property

REVISION RECORD

Revision	Summary	Prepared By	Reviewed By	Date
Draft v. 1	Internal QA review	C. van der Mescht, Kahree Garnaut	M. Wearing	13/07/2023
Draft v. 2	Technical Review	C. van der Mescht	K. Bain	24/07/2023
Final	Approval Review	C. van der Mescht	G. Penter	27/07/2023
Final	Delivered to client	C. van der Mescht		27/07/2023
Final v.2	Updates after client review	C. van der Mescht		04/10/2023

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1. Introduction, scope and background information

Edge Planning & Property ("the client") are in the process of preparing documentation that will assist with the subdivision planning and future development of Lots 51, 1007 and 1118 Boyup Brook-Arthur Road, located within the Shire of Boyup Brook (refer to Figure 1). Bio Diverse Solutions was commissioned as Environmental Consultants to undertake a targeted black cockatoo survey of the 221.69 ha survey area within Lots 51, 1008 and 1118 Boyup Brook-Arthur Road, Boyup Brook to ascertain the environmental constraints that may be present to assist with subdivision planning.

The scope of works included:

- Complete a desktop assessment of publicly available databases (including DBCA black cockatoo data) pertaining to the site;
- Undertake a targeted black cockatoo survey across the survey area, field GPS significant black cockatoo trees and individuals (if sighted);
- The targeted black cockatoo survey will include a list of the black cockatoo foraging species identified within the survey area. A foraging habitat quality score will be allocated;
- Prepare IBSA data package as per EPA guidelines, and provide to client at completion of survey (as required to be submitted via the IBSA website by the client); and
- Preparation of a targeted black cockatoo survey report, which will be aligned with the appropriate government agency legislation and guidelines.

The field survey was undertaken by Dr Karlene Bain (Wildlife Ecologist), Charlize van der Mescht (Ecologist), Mikayla Hollyock (Environmental Consultant) and Marisa Wearing (Technical Assistant) on the 6th to the 9th June, and 13th of June 2023.

1.1. Location and Existing Land Use

The "survey area" is defined as the approximately 221.69 ha area contained within Lots 51, 1007 and 1118 Boyup Brook-Arthur Road, located approximately 2 km from the locality of Boyup Brook. The survey area currently exists as parkland-cleared agricultural land, and forms the building envelopes of the proposed subdivision. The "study area" consists of the 40 km radius around the survey area, used for indications of likelihood of occurrence of black cockatoo breeding and roosting habitat. It provides a broader local context and assessment of the survey area.

1.2. Alignment to Legislation, Guidelines and Policies

This survey and subsequent report are aligned to the following legislation, guidelines and policies:

- *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act). Administered by the Australian Government of Department of Agriculture, Water and Environment (DAWE);
- *Biodiversity Conservation Act 2016* (BC Act). Administered by the Western Australian Department of Biodiversity, Conservation and Attractions (DBCA);
- *Environmental Protection Act 1986* (EP Act). Administered by the Western Australian Department of Water and Environmental Regulations;
- EPA (2020) Technical Guidance – Terrestrial Vertebrate Fauna Surveys for Environmental Impact;
- DEWHA (2010) Survey Guidelines for Australia's Threatened Birds; and
- DAWE (2022) Referral guideline for 3 WA Threatened black cockatoo species.

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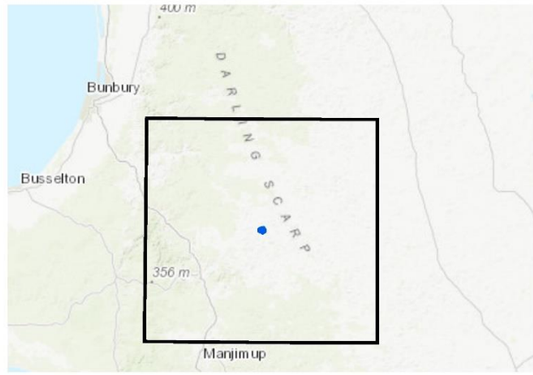


Overview Map Scale 1:3,000,000

Legend

- Survey Area
- 40 km Study Area

Scale
1:320,000@ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Edge Planning & Property
Lots 51, 1007 & 1118 Boyup Brook - Arthur Road
Boyup Brook, WA, 6244

Figure 1: Survey Area Locality

	QA Check	*Drawn by*
	CvdM	**KMG**
STATUS	*FILE*	*DATE*
FINAL	**EPP008-002**	**12/06/2023**

1.3. Geology and soils

Database searches shows the survey area lies within the Boyup Brook Valleys System (253Bv). The Boyup Brook Valleys System is described as *"Valleys, in the south of the Eastern Darling Range (Blackwood Catchment). Gravel, sandy duplex loamy duplex. Jarrah-marri-wandoo forest and woodland."* (DPIRD, 2022a).

The Eastern Darling Range Zone is described as "*Moderately to strongly dissected lateritic plateau on granite with eastward-flowing streams in broad shallow valleys, some surficial Eocene sediments. Soils are formed in laterite colluvium or weathered in-situ granite."* (DPIRD, 2022b). The soil type within the application area is mapped as the Newlgalup moderate slopes Phase (253BvNW4), Dalmore subsystem (Boyup Brook; 253BvDM), Condinup subsystem (253BvCp) and Newlgalup granitic slopes Phase (253BvNWg). The Newlgalup moderate slopes Phase is described as "*Deeply incised valleys. Relief 60-100 m, slopes 15-35%. Soil parent material is gneiss and granite. Soils are deep loamy duplex soils, and yellow loamy earths with some shallow loamy duplex soils*", the Dalmore subsystem (Boyup Brook) is described as "*Undulating ridges and hill crests on laterite and granite. Relief 5-20 m, slopes 5-15%. Soils are gravels, loamy duplex and sandy duplex soils*", the Condinup subsystem is described as "*River channel, flood plain and raised alluvial terraces, soils are brown deep sands*", and the Newlgalup granitic slopes Phase is described as "*Relief 30-50 m, slopes 5-20%. Soil parent material is granite and gneiss. Soils are deep loamy duplex soils, deep sandy duplex soils, loamy and sandy gravels, with some loamy earths and shallow loamy duplex soils*" (DPIRD, 2022c).

1.4. Climate

The closest open Bureau of Meteorology (BoM) site with temperature records to 2023 is Manjimup (009573; BoM, 2023a), and the closest site with recent rainfall records is Newbicup (009587; BoM, 2023b). The average annual temperature in Newbicup ranges from 9.7 – 20.5°C. The average summer temperature ranges between 11.7-30.7°C, whilst average winter temperatures range between 3.9 – 17.9°C. The annual mean rainfall for Newbicup is 608.2 mm (BoM, 2023b). On average the months of May to August are the months with the highest rainfall (Figure 2). There was higher than average rainfall recorded in the months of August and November 2022, and March and April 2023 (Figure 2). The total rainfall in the year prior to the survey (June 2022 – May 2023) was 486.2 mm, which is 122 mm below average and equates to 20.1% decrease in average annual rainfall.

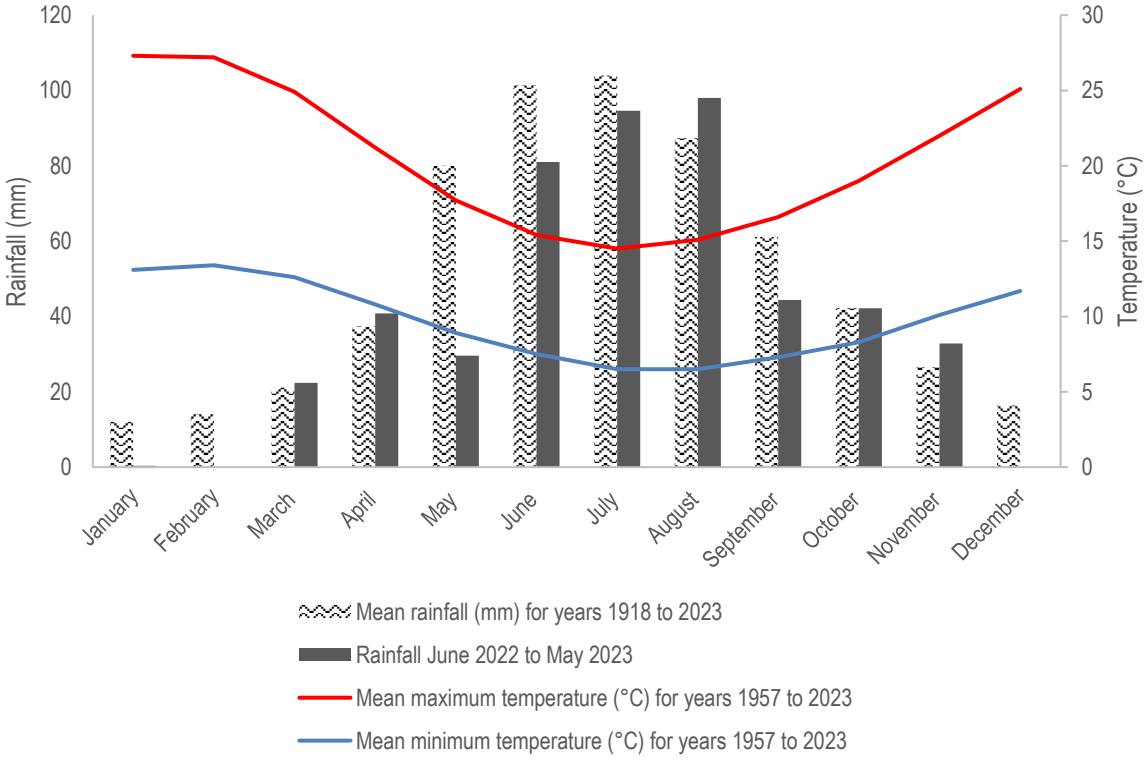


Figure 2: Temperature data for Manjimup (Station No. 009573) and rainfall data for Newbicup (Station No. 009587).

1.5. Habitat Connectivity

Habitat connectivity assessments rely on a bioregional and landscape-scale approach to evaluate habitat for fauna movement and ecological linkage across a region. Habitat connectivity is largely reliant on remnant vegetation, recognising it plays a very important role in developing corridors between protected areas to assist in achieving long-term biodiversity management outcomes (Wilkins et al. 2006). The survey area lies within a highly modified landscape consisting of agricultural properties, riparian vegetation corridors, and regional town centres. The Blackwood River riparian corridor meanders adjacent to the survey area, providing an almost continuous strand of habitat connection between Quelarup and Augusta. The Boyup Brook Dam reserve is situated approximately 3.2 km to the south-east. The Wilga State Forest is located approximately 9.8 km to the west of the survey area, and the Nollajup Nature Reserve is approximately 9.01 km to the south-west. The Greater Kingston National Park is approximately 21.2 km south of the survey area. There are other small to large areas of remnant bushland located to the north, south, east, and west of the survey area. The survey area is ultimately linked to these surrounding areas of vegetation through the existing road reserves, riparian vegetation corridors, and vegetation within private property.

1.6. Water and Wetlands

The survey area does not lie within any Public Drinking Water Source areas, with the closest being the Boyup Brook Dam area approximately 3.2 km to the south-east (DWER, 2022). The Blackwood River is located directly adjacent to the survey area, meandering close to the southern and eastern boundaries. The survey area lies within the Eastern Darling Range (HZ13-EDR) Hydrological Zone (DPIRD, 2022d). The Eastern Darling Range zone is described as "*Moderately to strongly dissected lateritic plateau on granite with eastward-flowing streams in broad shallow valleys, some surficial Eocene sediments. Soils are formed in laterite colluvium or weathered in-situ granite.*" (DPIRD, 2022d). The survey area lies within the Blackwood River Hydrographic Catchment (DWER, 2018a) and within the Hardy River Hydrographic Subcatchment (DWER, 2018b).

No RAMSAR wetlands, or significant wetlands are located within or near the survey area (DBCA, 2017).

There are multiple standing water bodies present within the survey area, namely eight dams. Additionally, there was an ephemeral creek/drainage channel present in the south-western portion of the survey area, draining into the Blackwood River.

1.7. Environmentally Sensitive Areas

The survey area does not contain any Environmentally Sensitive Areas (ESA), the nearest site lying approximately 3 km to the south-west within Shire Reserve 16199 (DWER, 2021).

1.8. Remnant Vegetation

The survey area lies within the Jarrah Forest Bioregion and Southern Jarrah Forest (JF2) subregion. Hearn *et al* (2002) describes the Southern Jarrah Forest subregion as "*duricrusted plateau of Yilgarn Craton characterised by Jarrah-Marri forest on laterite gravels and, in the eastern part, by Wandoo - Marri woodlands on clayey soils. Eluvial and alluvial deposits support Agonis shrublands. In areas of Mesozoic sediments, Jarrah forests occur in a mosaic with a variety of species-rich shrublands. The climate is Warm Mediterranean.*"

The vegetation has been mapped on a broad scale by J.S. Beard (Shepherd et al. 2002) in the 1970's, where a system was devised for state-wide mapping and vegetation classification based on geographic, geological, soil, climate structure, life form and vegetation characteristics (Sandiford and Barrett, 2010). Vegetation units were regarded as associations and were grouped into Vegetation Systems representing a particular pattern of association distribution within a given area. A GIS search of J.S. Beard's (Beard *et al.* 2013) vegetation classification places the survey area within two Vegetation Associations (DPIRD, 2019).

- **System Association Name**: Bridgetown.
- **Vegetation Association Number:** 3.
- **Structure Description:** Medium forest.
- **Floristic Description:** Forest with jarrah (*Eucalyptus marginata*) and marri (*Corymbia calophylla*).
- **Remnant Vegetation by Beard Association Rarity in LGA:** 58.48% remaining (GoWA, 2019).
- **Remnant Vegetation by Beard Association Rarity in IBRA Region:** 67.10% remaining (GoWA, 2019).

- **System Association Name**: Bridgetown.
- **Vegetation Association Number:** 992.
- **Structure Description:** Medium forest.
- **Floristic Description:** Forest with jarrah (*Eucalyptus marginata*) and wandoo (*Eucalyptus wandoo*).
- **Remnant Vegetation by Beard Association Rarity in LGA:** 22.42% remaining (GoWA, 2019).
- **Remnant Vegetation by Beard Association Rarity in IBRA Region:** 22.92% remaining (GoWA, 2019).

The Bridgetown 992 vegetation system association has less than 30% remaining within the Jarrah Forest IBRA bioregion and within the Shire of Boyup Brook, and therefore is considered to be 'extensively cleared'.

Mattiske and Havel (1998), as part of the biodiversity assessment for the comprehensive regional assessment for the south west forest region, mapped the area as containing three vegetation complexes present (data retrieved from DBCA_047).

- **Vegetation Complex:** Dalmore 1.
  Vegetation Description: Woodland of *Corymbia calophylla-Eucalyptus marginata* subsp. *marginata* with occasional *Eucalyptus wandoo* on uplands in the subhumid zone.
- **Vegetation Complex:** Newgalup 1 (NW1).
- **Vegetation Description:** Woodland of *Corymbia calophylla* and *Eucalyptus marginata* subsp. *marginata* with some *Eucalyptus wandoo* on upper slopes in the subhumid zone.
- **Vegetation Complex:** Newgalup 1 (NWg1).
- **Vegetation Description:** Woodland of *Corymbia calophylla-Eucalyptus marginata* subsp. *marginata* on slopes, open heath on shallow soils near granites, open forest of *Eucalyptus rudis-Eucalyptus wandoo* on the valley floors in the subhumid zone.
- **Vegetation Complex:** Condinup 1 (CP1).
- **Vegetation Description:** Low forest of *Eucalyptus rudis-Melaleuca rhaphiophylla* on valley floors and some *Corymbia calophylla* on valley slopes in the subhumid zone.

1.9. Heritage

The survey is located within the Kaniyang Nyungar nation (AIATSIS, 2023). One registered heritage site, the Blackwood River (Place ID 20434) is located within the site and is valued for its mythological and cultural heritage (DPLH, 2023). It is recognised that there has been a large scale of loss of cultural knowledge and information, and the survey area may contain additional heritage values that are not recognised through DPLH (2023). It is recommended that further due diligence be undertaken in accordance with the *Aboriginal Cultural Heritage Act 2021* (ACH Act) and guidelines.

2. Methodology – Desktop Assessment

A desktop inventory of known occurrence records, black cockatoo breeding sites, black cockatoo roosting sites, and black cockatoo foraging habitats known to occur within 40 km of the survey area was undertaken using the following data and databases:

- Black Cockatoo DBCA database records (DBCA, 2023);
- Distribution maps for Black Cockatoos within the Referral Guidelines for Three Threatened Black Cockatoo Species DAWE (2022);
- Carnaby's Cockatoo Confirmed (DBCA_050; DBCA, 2018a) and Unconfirmed Roost Sites (DBCA_051; DBCA, 2018b);
- Carnaby's Cockatoo Confirmed (DBCA_52; DBCA, 2018c) and Unconfirmed Roost Sites Buffered 6km (DBCA-053; DBCA, 2018d);
- Carnaby's Cockatoo Confirmed Breeding Areas within the Swan Coastal Plain and Jarrah Forest IBRA Regions (DBCA_054; DBCA, 2018e);
- Carnaby's Cockatoo Unconfirmed Breeding Areas within the Swan Coastal Plain and Jarrah Forest IBRA Regions (DBCA-055; DBCA, 2018f);
- Black Cockatoo Breeding Sites - Buffered DBCA_063 (DBCA, 2019a);
- Black Cockatoo Roosting Sites – Buffered DBCA_064 (DBCA, 2019b);
- Carnaby's Cockatoo Areas requiring investigation as feeding habitat in the Jarrah Forest IBRA Region DBCA_056 (DBCA, 2018g); and
- Carnaby's Cockatoo Areas requiring investigation as feeding habitat in the Swan Coastal Plain (SCP) IBRA Region DBCA_057 (DBCA, 2018h).

3. Methodology – Field Survey

Field survey work was carried out by Dr. Karlene Bain (Wildlife Ecologist), Charlize van der Mescht (Ecologist), Marisa Wearing (Technical Assistant) and Mikayla Hollyock (Environmental Consultant) from the 6th-13th June 2023.

The scope of this targeted black cockatoo survey was to assess whether the vegetation present in the survey area provides suitable foraging, roosting and/or breeding habitat for the conservation significant Carnaby's Cockatoo (*Calyptorhynchus latirostris,* Endangered), Baudin's Cockatoo (*Calyptorhynchus baudinii,* Endangered) and Forest Red-tailed Black Cockatoo (*Calyptorhynchus banksii naso.* Vulnerable).

Surveys were carried out on foot using traverses and targeted survey techniques consistent with the following documents developed by the EPA and Department of Agriculture, Water and the Environment (DAWE) formerly the Department of Sustainability, Water, Population, and Communities (DSEWPaC) and Department of the Environment, Water, Heritage and the Arts (DEWHA):

- EPA (2020) Technical Guidance – Terrestrial vertebrate fauna surveys for environmental impact assessment;
- DEWHA (2010) Survey guidelines for Australia's Threatened birds; and
- DAWE (2022) Referral guideline for 3 WA Threatened black cockatoo species.

The conclusions presented are based upon field data collected over a limited period of time and are indicative of the environmental condition of the site at the time, as well as persistent evidence such as foraging debris which can persist onsite for multiple years, and presence of hollows.

Surveys for cockatoos and their habitat were based on a targeted systematic assessment of hollow-bearing trees, foraging habitat, feeding activity, and roosting sites.

3.1. Surveys for Nesting Hollows

The aim of the black cockatoo habitat assessment was to identify all potential breeding trees (refer to Table 1) with a diameter, measured at 1.3 metres from the base of the tree (DBH), of 300 millimetres or greater. These trees are hereafter referred to as significant trees. Significant trees that contained one or more hollows of potential suitability for breeding by Carnaby's Cockatoo, Baudin's Cockatoo and Forest Red-Tailed Black Cockatoo are hereafter referred to as 'suitable nesting trees'.

Where present, significant trees were GPS located (~2.4 m accuracy), and their diameter was measured 1.3 m above ground using a diameter tape, photographed, and the presence or absence of potential nesting hollows determined. Where present, hollows were photographed, the entrance type (chimney, side or elbow) and dimensions of the hollow were recorded and hollows were assessed for signs of use by cockatoos, based on evidence such as chewing around the hollow entrance, and activity at the base of the tree, e.g., feathers, faecal material, and feeding debris.

Long term studies on Carnaby's Black Cockatoos have shown that they utilise tree hollows ranging from 100 mm–650 mm (average 260 mm) in diameter (Saunders *et al.* 2014a, 2014b), whilst Forest Red-tailed Black Cockatoos utilise hollows with diameters ranging from 100 mm x 120 mm to 440 mm x 1500 mm (mean 280 mm x 300 mm; Johnstone and Storr, 1998; Johnstone et al. 2013). There is little published about dimensions of hollows utilised by Baudin's Black Cockatoo; however, it is expected they would be similar to those utilised by Carnaby's. In all instances, these species also require a hollow with significant depth. Based on the published information, hollows with an entrance diameter larger than 100 mm x 100 mm that occurred in branches or trunks with the capacity for deep hollows were recorded as potential cockatoo hollows. Smaller hollows with the potential to develop into suitable nesting hollows were also recorded.

3.2. Surveys for Foraging Habitat and Feeding Activity

The EPBC Guidelines for Black Cockatoos (DAWE, 2022) outline general criteria for identifying foraging habitat for black cockatoos (Table 1) and include criteria for assessing quality. This has been used to assess foraging habitat quality. Trees that were not known foraging species were not considered to be foraging habitat.

Assessment of foraging habitat was based on published foraging preferences for the three target species. Carnaby's Cockatoo is known to prefer Kwongkan heathland, shrublands and woodlands dominated by Proteaceous species as foraging habitat, but will feed on individual Eucalypts and small stands of Eucalypt woodland or forest (Table 1). Forest Red-tailed Black

Cockatoos feed mostly on seeds of marri and jarrah and other Eucalypts within their range (Table 1). Baudin's Cockatoo prefers to feed on marri seeds and seeds of native Proteaceae species including banksias and hakeas (Table 1). The presence of foraging habitat was mapped in the field, and individual locations where feeding activity was encountered, were GPS recorded.

3.3. Surveys for Roosting Habitat and Activity

In this survey, the presence of cockatoo feathers and faecal material were used as indicators of roosting activity, with tall trees of any species within close proximity to water being assessed as a potential roosting tree. The presence of roosting habitat, if present was mapped in the field, and individual locations where roosting activity was encountered, were GPS recorded.

Table 1: Habitats used by Threatened Black Cockatoos (DAWE, 2022).

Habitat	Baudin's	Carnaby's	Forest Red-tailed
Breeding	Generally in woodland or forest, but may also breed in partially cleared woodland or forest, including isolated trees. Nest in hollows in live or dead trees (many eucalypt species may provide suitable hollows), particularly karri *(Eucalyptus diversicolor)*, marri, jarrah, wandoo, bullich *(E. megacarpa)* and Tuart.	Generally in woodland or forest, but also breeds in partially cleared woodland or forest, including isolated trees. Nest in hollows in live or dead trees (many eucalypt species may provide suitable hollows), particularly salmon gum, wandoo, tuart, jarrah, flooded gum *(E. rudis)*, York gum, powderbark *(E. accedens)*, karri and marri.	Generally in woodland or forest, but may also breed in partially cleared woodland or forest, including isolated trees. Nest in hollows in live or dead trees (many eucalypt species may provide suitable hollows), particularly marri, karri, wandoo, bullich, blackbutt *(E. patens)*, tuart and jarrah.
Night Roosting	Generally in or near riparian environments or other permanent water sources. Any tall trees may provide roosting habitat, but particularly jarrah, flooded gum, blackbutt, tuart and introduced eucalypts (blue gum (*E. globulus*), lemon scented gum (*Corymbia citriodora*).	Generally in or near riparian environments or natural and artificial permanent water sources. Any tall trees may provide roosting habitat, but particularly flat-topped yate (*E. occidentalis*), salmon gum, wandoo, marri, karri, blackbutt, tuart, introduced eucalypts and introduced pines.	Any tall trees may provide roosting habitat, but particularly tall jarrah, marri, blackbutt, tuart and introduced eucalypt trees or large trees on the edges of forests.

Table 1 continued.

Habitat	Baudin's	Carnaby's	Forest Red-tailed
Foraging and common food items	Primarily seeds of marri, rarely jarrah, in woodlands and forest, and seeds of native proteaceous plant species (for example, *Banksia* spp. (includes *Dryandra* spp.) and *Hakea* spp.). During the breeding season feed primarily on native vegetation, particularly marri (seeds, flowers, nectar and grubs). Also insects and insect larvae; pith of kangaroo paw (*Anigozanthos flavidus*); tips of *Pinus* spp.; *Macadamia* spp., almonds and pecans; seeds of apples and pears; and persimmons.	Native shrubland, kwongan heathland and woodland on seeds, flowers and nectar of native proteaceous plant species (*Banksia* spp., *Hakea* spp. and *Grevillea* spp.), as well as *Callistemon* spp. and marri. Also seeds of introduced species including *Pinus* spp., *Erodium* spp., wild radish, canola, almonds, macadamia and pecan nuts; insects and insect larvae; occasionally apples and persimmons; and liquidambar.	Primarily seeds of Jarrah and Marri in woodlands and forest, and edges of Karri forests, including wandoo and blackbutt. Forages on *Allocasuarina* cones, fruits of Snottygobble (*Persoonia longifolia*) and mountain marri (*C. haematoxylon*). Other less important foods include blackbutt, bullich, *Allocasuarina fraseriana*, *Hakea* spp., tuart, redheart moit (*E. decipiens*) and bushy yate (*E. lehmanni*). Also some introduced eucalypts such as river red gum (*E. camaldulensis*) and rose gum (*E. grandis*). On the Swan Coastal Plain, often feeds on introduced cape lilac (*Melia azedarach*), *E. caesia, E. erythrocorys,* lemon-scented gum and kaffir plum (*Harpephyllum caffrum*).

3.4. Fauna Survey Limitations and Constraints

An assessment of potential survey limitations was undertaken as per the EPA (2020) document *Technical Guidance Fauna Surveys for Environmental Impact Assessment.* Refer to Table 2 below.

Table 2: Fauna survey limitations and constraints.

Limitation	Constraint	Comment
Scope	Nil	The scope was a targeted black cockatoo survey to identify breeding, roosting or foraging habitat for black cockatoos.
Disturbances that may affect results	Nil	No recent disturbances which may affect results of the survey were identified. Historical and ongoing disturbances from agricultural activities may impact the presence of cockatoos within the survey area. However, given these disturbances are long-term and continuous, they are unlikely to have resulted in a significant limitation on detection probability or species occurrence during the survey period.
Intensity of survey	Nil	The targeted components of the survey were deemed appropriate given the scope was to identify breeding, roosting or foraging habitat for black cockatoos.
Sources of information (recent or historic) and availability of contextual information	Nil	DBCA data were acquired (not publicly available) to provide a more detailed understanding of potential cockatoo habitat within the survey area.
Remoteness or access issues	Nil	No access restrictions were encountered.

Table 2 continued.

Limitation	Constraint	Comment
Species detection probability (e.g., as a result of seasonal activity and fauna movement patterns)	Minor	Cockatoo breeding periods affect the ability of surveys to detect breeding individuals, however assessment of activity around potentially suitable hollows and protection of all potentially suitable hollows negates this limitation. Cockatoos also use a range of areas for foraging and roosting. The use of activity indicators that persist in the environment such as feeding debris (nuts) and faecal material negate this limitation and enable determination of the regularity and consistency with which an area is visited.
Survey limitations	Minor	Identifying hollows from the ground has limitations, as the full characteristics of a hollow are not evident (e.g., internal dimensions such as depth). The entrance dimensions and size of the branch / trunk into which the hollow was forming were used as indicators of the potential internal dimensions. The relative visibility of the canopy can also be limiting in identifying potential hollows, particularly where hollows are upward facing or obscured by foliage.
Experience of personnel	Nil	Dr Karlene Bain has 26 years of fauna survey experience through roles in biodiversity survey, research and management working with State Government, State Natural Resource Management groups, Regional NRM groups, Research Institutions, and Private Industry. Charlize van der Mescht has 3 years of cockatoo survey experience through her role at Bio Diverse Solutions and has been mentored by Dr Karlene Bain (Wildlife Ecologist) during this time.

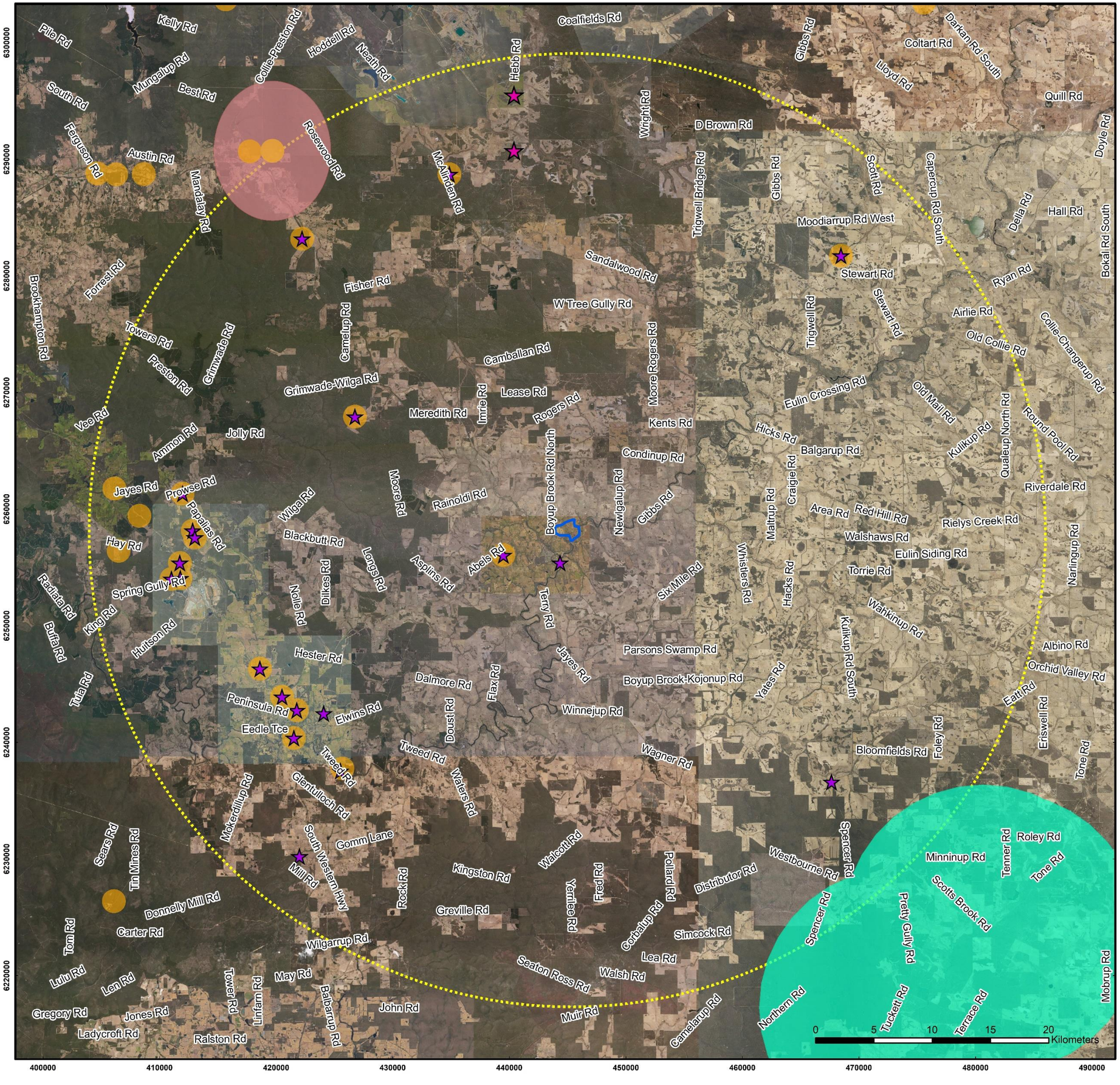
4. Results – Desktop Assessment

Carnaby's Cockatoo has a wide-spread distribution across Western Australia, which extends from Kalbarri and Geraldton in the northwest of the state, inland to Morawa, Dowerin and Merredin and to the east of Esperance (DSEWPaC, 2012; DAWE, 2022). Carnaby's Cockatoo breed within the inland woodland parts of its distribution, in areas with 300-750 mm annual average rainfall (DPaW, 2013). This breeding range has expanded in recent years to extend further south into Jarrah-Marri forests and the coastal tuart forests south of Perth (Johnstone and Storr 1998; Johnstone *et al.* 2011). The survey area lies within the known breeding range of the Carnaby's Cockatoo (DAWE, 2022).

Baudin's Cockatoo is most commonly found in forested areas but is also found in the open agricultural areas within the southwest (DEC, 2008). The known distribution area for Baudin's Cockatoo, extends from Bullsbrook/Gideganup south to Kojonup and Albany, and inland to the Stirling Ranges (DEC, 2008; DAWE, 2022). The survey area falls within the predicted breeding range for this species (DAWE, 2022). The breeding ecology for this species is not well known outside of the southwest forests where it is known to breed within the Jarrah, Marri and Karri Forest (Refer to Table 1) of the far southwest of WA.

Forest Red-tailed Black Cockatoo occur within the south-west humid and sub-humid zones of Western Australia, in the dense Jarrah, Karri and Marri forests that receive more than an average of 600 mm annual rainfall (DEC, 2008). Their distribution extends from Perth, east to Wundowie and south through to Narrogin, Kojonup, Cranbrook and Albany (DAWE, 2022). The survey area is located within the known distribution for this species, and the Forest Red-tailed Black Cockatoo is mapped as likely to occur (DAWE, 2022). Forest Red-tailed Black Cockatoo are known to breed in Marri, Jarrah, Blackbutt, Bullich and Wandoo within the south-west humid and subhumid zones of Western Australia (DEC, 2008; DAWE, 2022). Based on this information, breeding habitat is likely to be present within the survey area. (DAWE, 2022).

There are no confirmed Black Cockatoo breeding sites within a 10 km range of the survey area, with the closest being two records located approximately 32.1 km north of the survey area (DBCA, 2018e; 2019a). There are two Black Cockatoo roost sites within 5 km of the survey area, and an additional 18 known roost sites and two known breeding sites within the 40 km study area (DBCA, 2019a; b; 2023).



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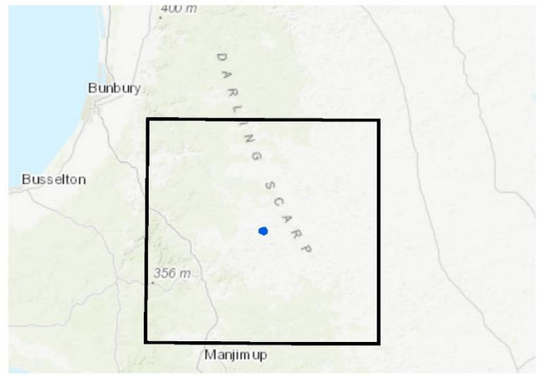

Overview Map Scale 1:3,000,000

Legend

- Survey Area
- 40 km Study Area
- Black Cockatoo Breeding Sites
- Black Cockatoo Roost Sites
- BlackCockatoo Breeding Sites (Buffered)
- Black Cockatoo Roosting Sites (Buffered)
- Carnabys Cockatoo Confirmed Breeding Sites (SouthWest)
- Carnabys Cockatoo Confirmed Roost Sites (Buffered 6km)
- Carnabys Cockatoo Confirmed Roost Sites

Scale
1:320,000@ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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Lots 51, 1007 & 1118 Boyup Brook - Arthur Road
Boyup Brook, WA, 6244

Figure 3: Desktop Black Cockatoo Data

	QA Check	*Drawn by*
	CvdM	**KMG**
STATUS	*FILE*	*DATE*
FINAL	**EPP008-002**	**12/06/2023**

5. Field Survey Results

5.1. Breeding Habitat

A total of 1354 significant trees were identified within the survey area, 154 of which contained hollows and 328 of which contained hollows forming (Refer to Table 6). None of the hollows identified during the survey period have any evidence of recent use by cockatoos. Seventy-eight of the hollow-bearing trees are not suitable for breeding/nesting by any of the three black cockatoo species as they are all currently too small (less than 100 mm x 100 mm opening and minimal internal depth), and do not have the capacity to develop the required dimensions. Seventy-nine of the hollow-bearing trees contain hollows with entrance dimensions greater than 100 mm x 100 mm and the potential to meet internal hollow dimensions. These trees are considered suitable nesting trees. Refer to Figures 5, 6 and 7 for tree locations and Tables 6 and 7 Appendix B for details of all trees and images of trees with hollows.

The survey area lies within the known predicted/modelled breeding range for Carnaby's Cockatoo, Baudin's Cockatoo and Forest Red-tailed Black Cockatoo (DAWE, 2022). The survey area contains breeding/nesting habitat for all three cockatoo species in the form of suitably sized nesting hollows and there is potential for the development of future nesting hollows within additional significant trees that do not currently contain hollows. The proximity of the site to the Blackwood River increases the value of the survey area from a feeding, roosting, and breeding perspective. Any loss of, or impact on known, suitable or potential nesting trees, and the habitat around these trees, may require a referral to the Minister. Ideally, measures should be identified to protect suitable and future potential nesting trees.

5.2. Foraging and Roosting Habitat

Two individuals of Forest Red-tailed Black Cockatoo (*Calyptorhynchus banksii naso*) were observed flying over the survey area, and landing within the riparian vegetation of the Blackwood River, to the west of the survey area.

Cockatoo feeding debris was observed under a large proportion of the marri trees present within the survey area. Evidence of foraging by Forest Red-tailed Cockatoo was most abundant and widespread, but Baudin's and Carnaby's Cockatoo feeding debris was also detected in smaller amounts (Figures 4 and 8). Evidence of both old and recent feeding debris from Forest Red-tailed Black Cockatoo suggests sustained use of the area for foraging by this species. Cockatoo feeding activity was most abundant and consistent in areas proximate to the riparian system. There was however, evidence of foraging by Forest Red-tailed Black Cockatoo throughout the survey area, associated with the marri trees. The wandoo and jarrah trees are also important food resources for Forest Red-tail Black Cockatoo. The evidence of feeding on these species is less able to be identified as cockatoo, due to the smaller size of the nuts. An area of pines in the north western corner of the survey area is a potentially important food resource for Carnaby's and Baudin's Cockatoo

The DAWE (2022) Foraging quality scoring tool template is only applicable to sites that are equal to or larger than 1 ha in size. The available foraging habitat for all three black cockatoo species is greater than 1 ha and therefore can be applied. The available black cockatoo habitat under the DAWE (2022) scoring system results in an overall score of 8, which is considered to be "High Quality" as per the DAWE Guidelines (Table 5 in Appendix A).

Significant signs of foraging were observed in proximity to marri trees. Overall, the food sources available to the three black cockatoo species includes seed from mature marri, jarrah, wandoo and yate within the survey area, and the pine trees on the northern boundary of the survey area.

There was no evidence of black cockatoos roosting within the survey area, as assessed through the presence of accumulated feathers and faecal material. All trees present provide potentially suitable roosting habitat, particularly given the proximity of the site to permanent water, associated with the Blackwood River and multiple nearby dams. No detailed assessment of vegetation outside of the survey area was undertaken, however the immediate surrounding areas contain less disturbed habitat, with similar tree heights along the vegetated river and roadsides, where there is a mixture of marri, wandoo, jarrah, and yate present. The riparian areas are more likely to be used for roosting habitat. The potential roosting and foraging habitat for each black cockatoo species is broken down in Tables 3 and 4.

Occurrences of bridal creeper (*Asparagus asparagoides*) were opportunistically recorded across the survey area (Figure 11). Bridal creeper may negatively affect the long-term quality of the habitat resources for cockatoos, if not managed.

Table 3: Potential black cockatoo habitat present within the survey area.

Habitat	Foraging and Roosting Habitat			Roosting Habitat			Area(ha)	Percentage (%) of all mapped Cockatoo Habitat
	CC	BC	FRT	CC	BC	FRT		
Corymbia calophylla	✓	✓	✓	✓	✓	✓	5.96	30.08
Eucalyptus marginata			✓	✓	✓	✓	0.65	3.28
Eucalyptus occidentalis				✓	✓	✓	0.79	3.99
Eucalyptus rudis				✓	✓	✓	6.03	30.44
Eucalyptus wandoo			✓	✓	✓	✓	1.17	5.91
Marri, flooded gum	✓	✓	✓	✓	✓	✓	0.83	4.19
Marri, jarrah	✓	✓	✓	✓	✓	✓	1.10	5.55
Marri, jarrah, flooded gum	✓	✓	✓	✓	✓	✓	0.24	1.21
Marri, jarrah, wandoo	✓	✓	✓	✓	✓	✓	1.35	6.81
Wandoo, jarrah			✓	✓	✓	✓	0.55	2.78
Wandoo, marri	✓	✓	✓	✓	✓	✓	0.96	4.85
Wandoo, yate, jarrah			✓	✓	✓	✓	0.10	0.50
Pinus sp.	✓	✓		✓	✓		0.08	0.41
						Total	19.81	100

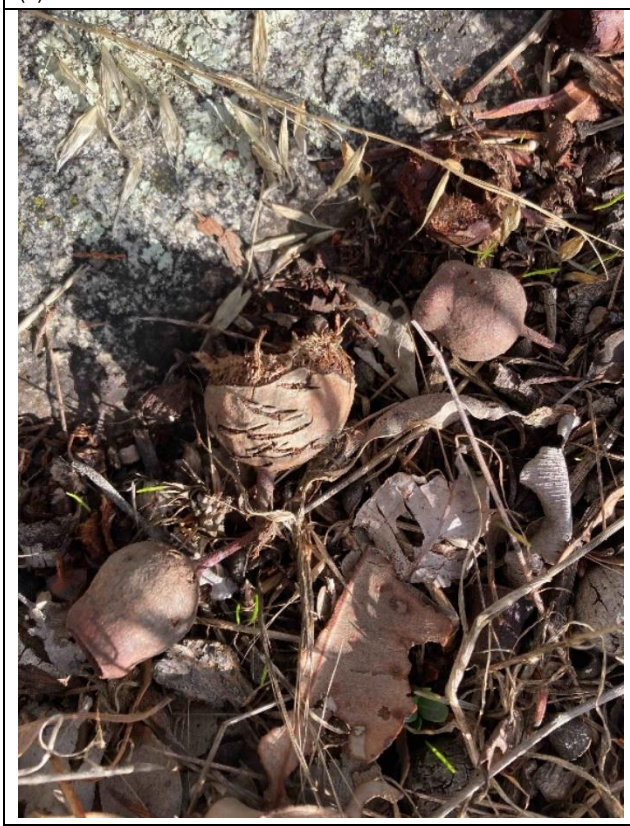
Note: CC: Carnaby's Cockatoo; BC: Baudin's Cockatoo; FRT: Forest Red-Tailed

Table 4: Area of foraging and roosting habitat available for the three species of black cockatoo.

Habitat	Carnaby's Cockatoo	Baudin's Cockatoo	Forest Red-Tailed
Foraging and Roosting Habitat	10.51 ha	10.51 ha	12.91 ha
Roosting Habitat	19.81 ha	19.81 ha	19.81 ha

(a)

(b)

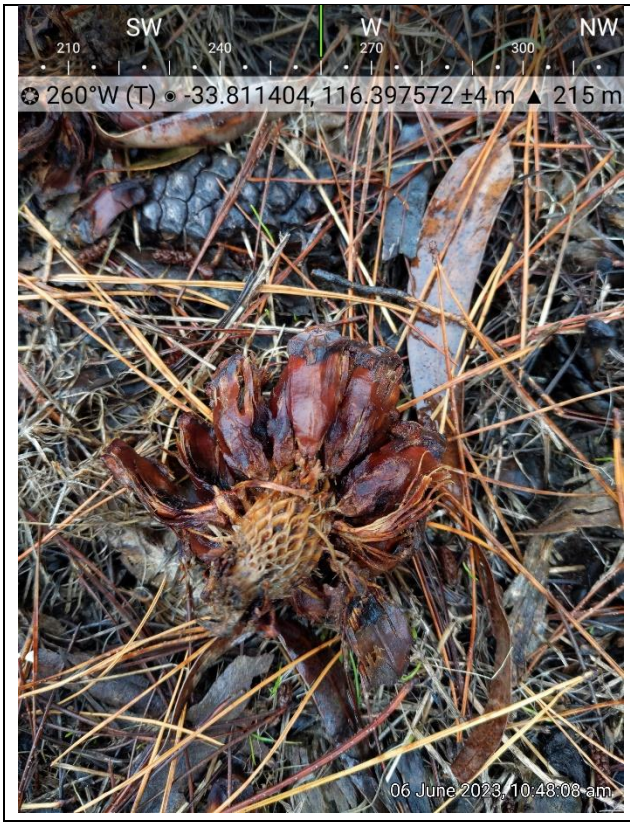


(c)

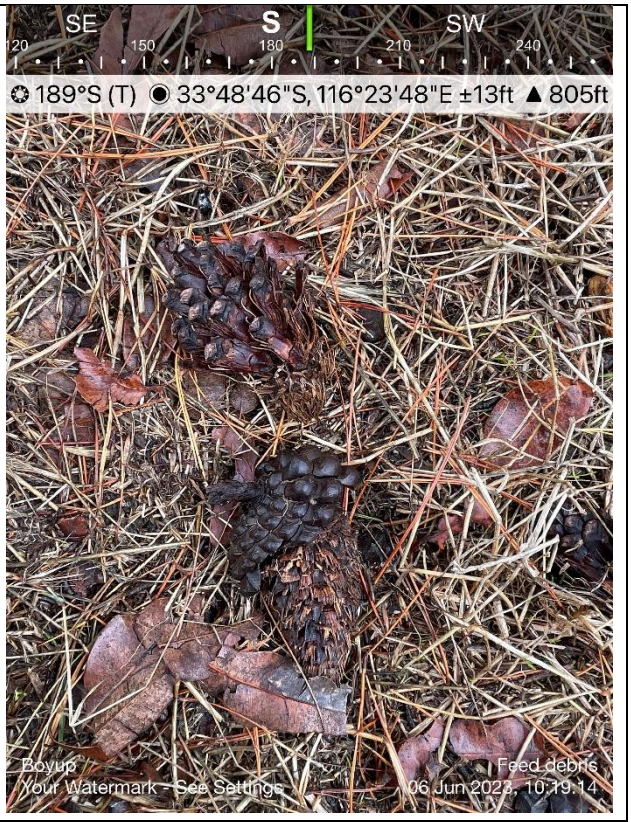
(d)

Figure 4: Evidence of cockatoo foraging.

(a) Baudin's Cockatoo feeding; (b) Carnaby's Cockatoo feeding; (c) Forest Red-tailed Cockatoo feeding; (d) significant feeding debris; (e) and (f) cockatoo feeding on pine cones from pine trees located outside of the survey area; (g) significant Forest Red-tailed Cockatoo feeding; (h) significant feeding debris.



(e)

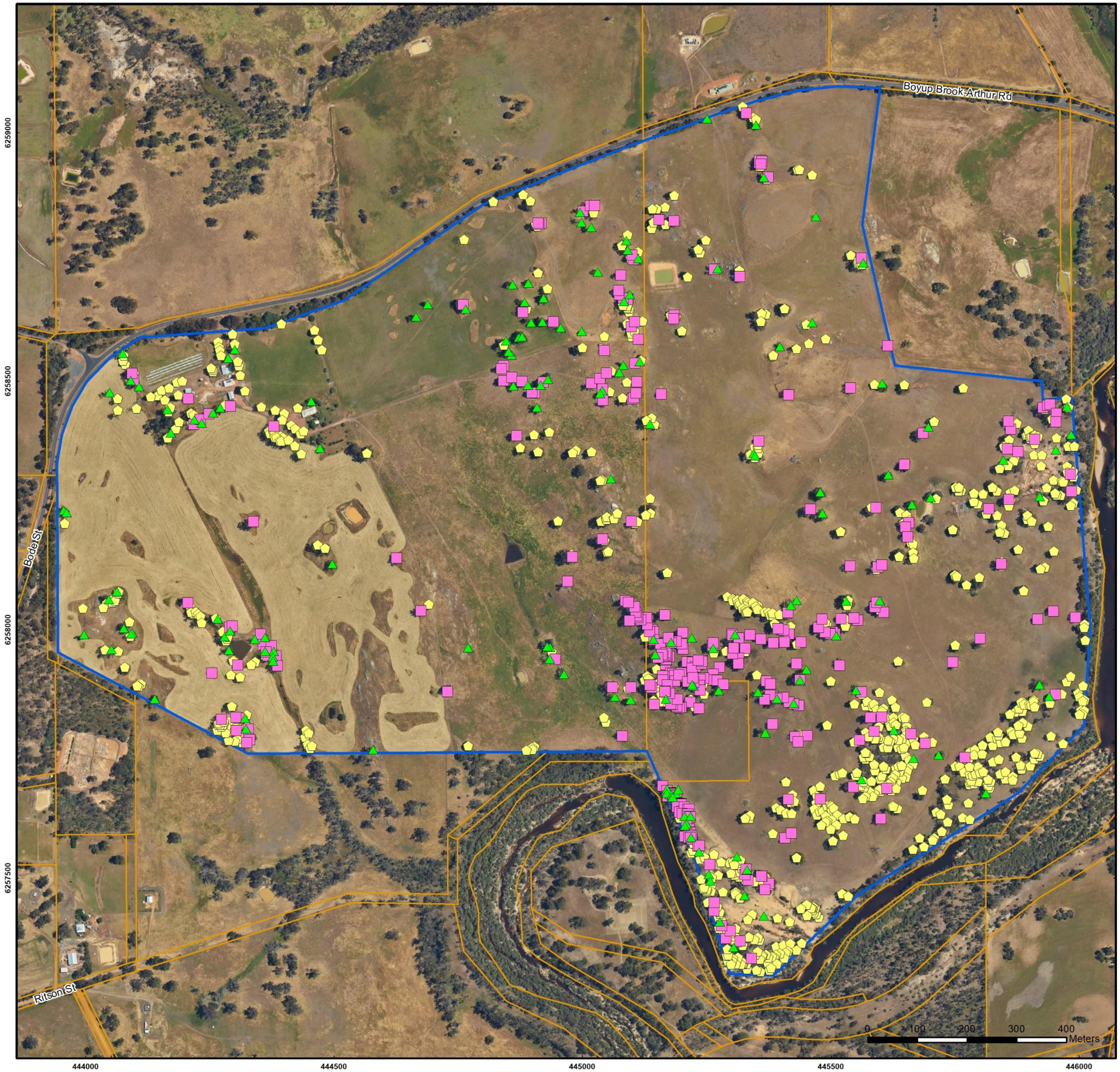


(f)

(g)

(h)

Figure 4 continued.



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Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre

Significant Trees (>300 mm DBH)

- Suitable
- Potential (hollows forming)
- Potential (no hollows)

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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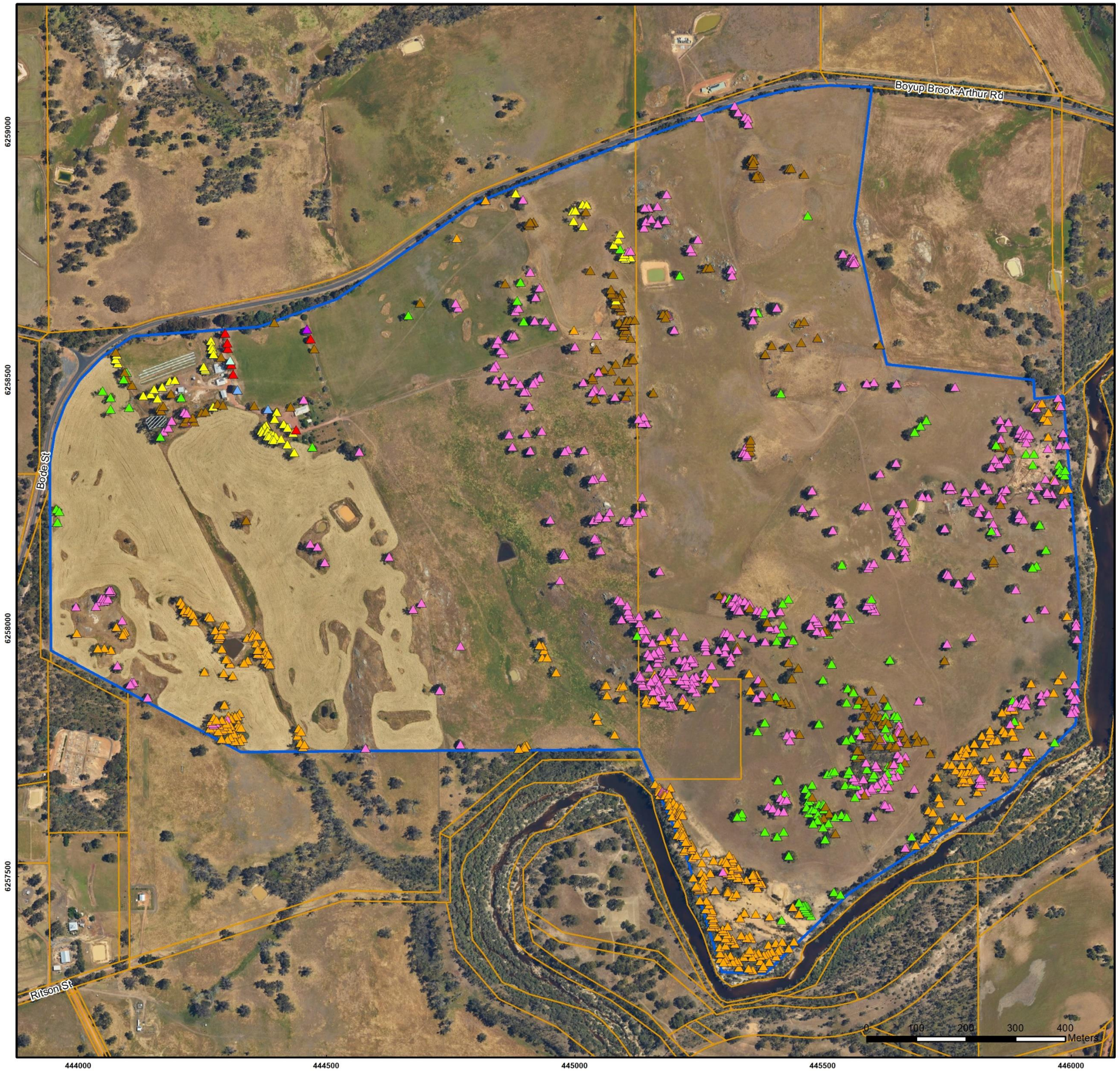
Figure 5: Significant Trees

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS **FINAL**	*FILE* **EPP008**	*DATE* **03/07/2023**



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(08) 9072 1382

BIO DIVERSE SOLUTIONS

Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre

Tree Species

- *Corymbia calophylla* (marri)
- *Corymbia ficifolia* (red-flowering gum)
- *Eucalyptus botryoides* (southern mahogany)
- *Eucalyptus globulus* (blue gum)
- *Eucalyptus marginata* (jarrah)
- *Eucalyptus occidentalis* (flat-topped yate)
- *Eucalyptus rudis* (flooded gum)
- *Eucalyptus* sp.
- *Eucalyptus wandoo* (wandoo)
- *Pinus* sp. (pine)

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

CLIENT
Edge Planning & Property
Lots 51, 1007 & 1118 Boyup Brook-Arthur Road
Boyup Brook, WA 6244

Figure 6: Significant Tree Species

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS	*FILE*	*DATE*
FINAL	**EPP008**	**25/07/2023**

Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

BIO DIVERSE SOLUTIONS

Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre

Cockatoo Hollows Suitable for Cockatoos

- *Corymbia calophylla*
- *Eucalyptus marginata*
- *Eucalyptus occidentalis*
- *Eucalyptus rudis*
- *Eucalyptus wandoo*

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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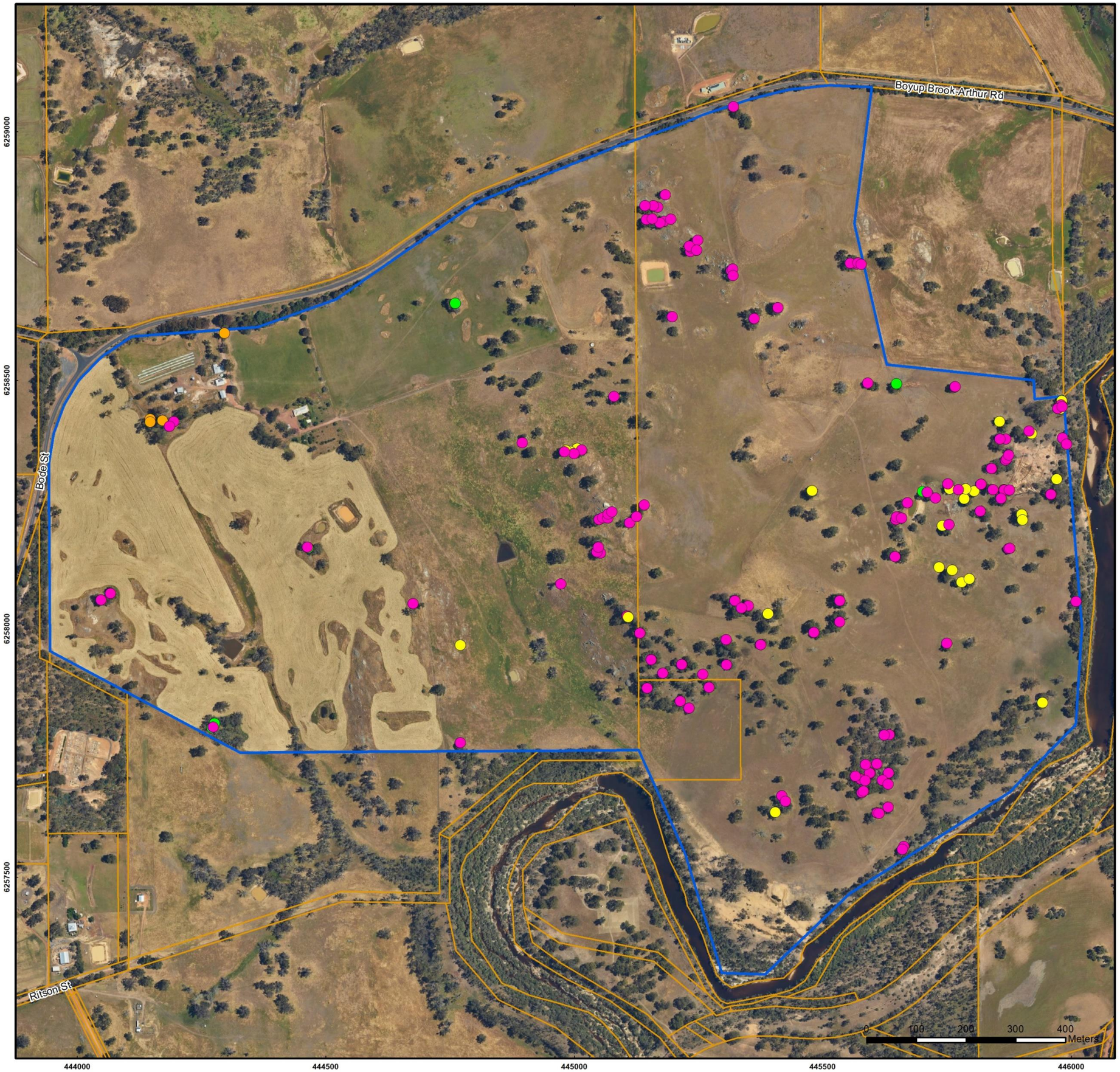
Boyup Brook, WA 6244

Figure 7: Hollows currently suitable for black cockatoos

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS **FINAL**	*FILE* **EPP008**	*DATE* **04/10/2023**



Albany Office:
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Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

BIO DIVERSE SOLUTIONS

Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre

Cockatoo Feed Evidence

- *Calyptorhynchus banksii naso*
- *Zanda baudinii*
- *Zanda latirostris*
- *Zanda* sp.

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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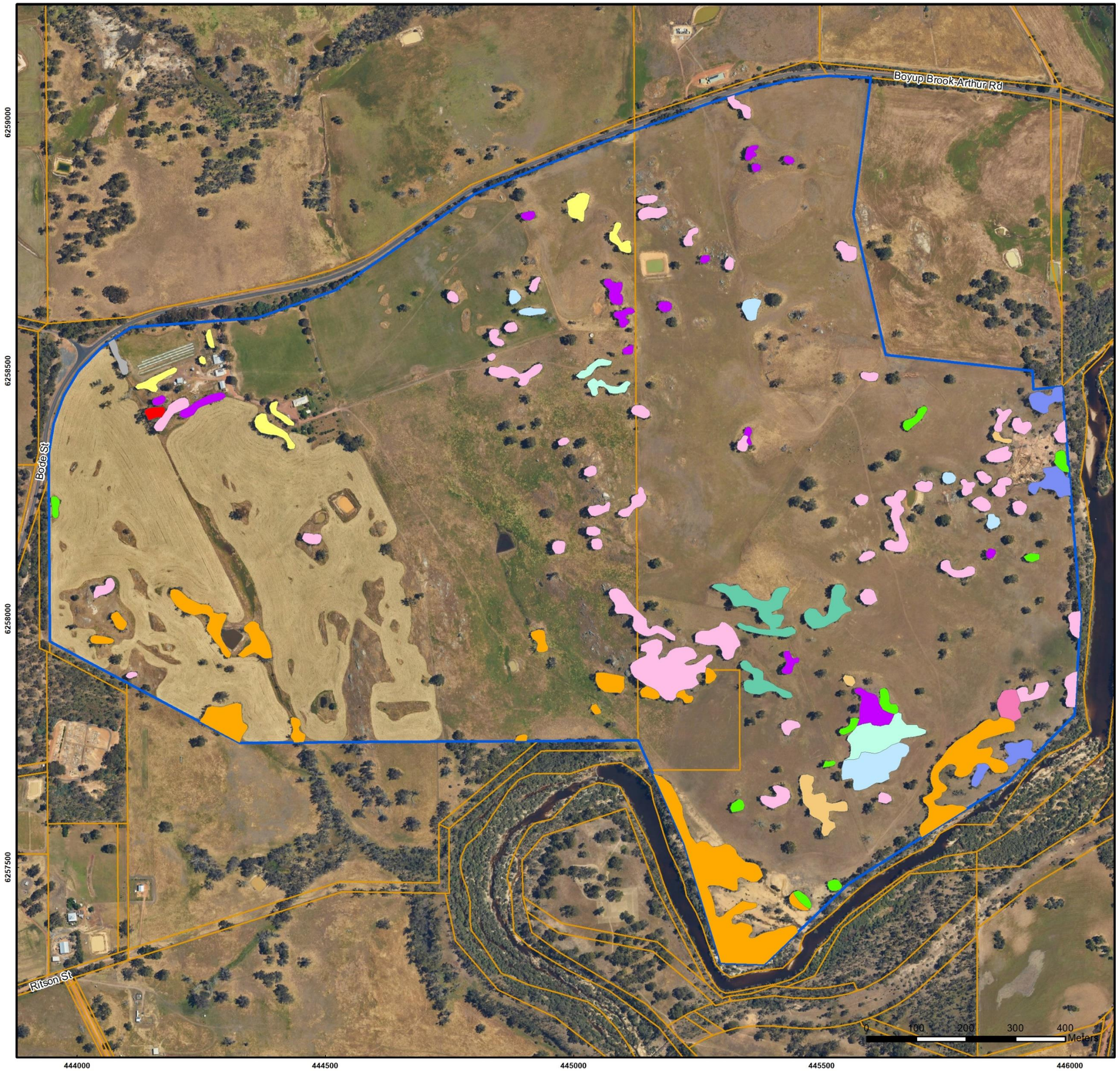
Lots 51, 1007 & 1118 Boyup Brook-Arthur Road
Boyup Brook, WA 6244

Figure 8: Cockatoo Feed Evidence

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS **FINAL**	*FILE* **EPP008**	*DATE* **03/07/2023**



Albany Office:
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Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
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Esperance, WA 6450
(08) 9072 1382

BIO DIVERSE SOLUTIONS

Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre

Black Cockatoo Habitat

- *Corymbia calophylla*
- *Eucalyptus marginata*
- *Eucalyptus occidentalis*
- *Eucalyptus rudis*
- *Eucalyptus wandoo*
- Marri, flooded gum
- Marri, jarrah
- Marri, jarrah, flooded gum
- Marri, jarrah, wandoo
- Wandoo, jarrah
- Wandoo, marri
- Wandoo, yate, jarrah
- *Pinus* sp.

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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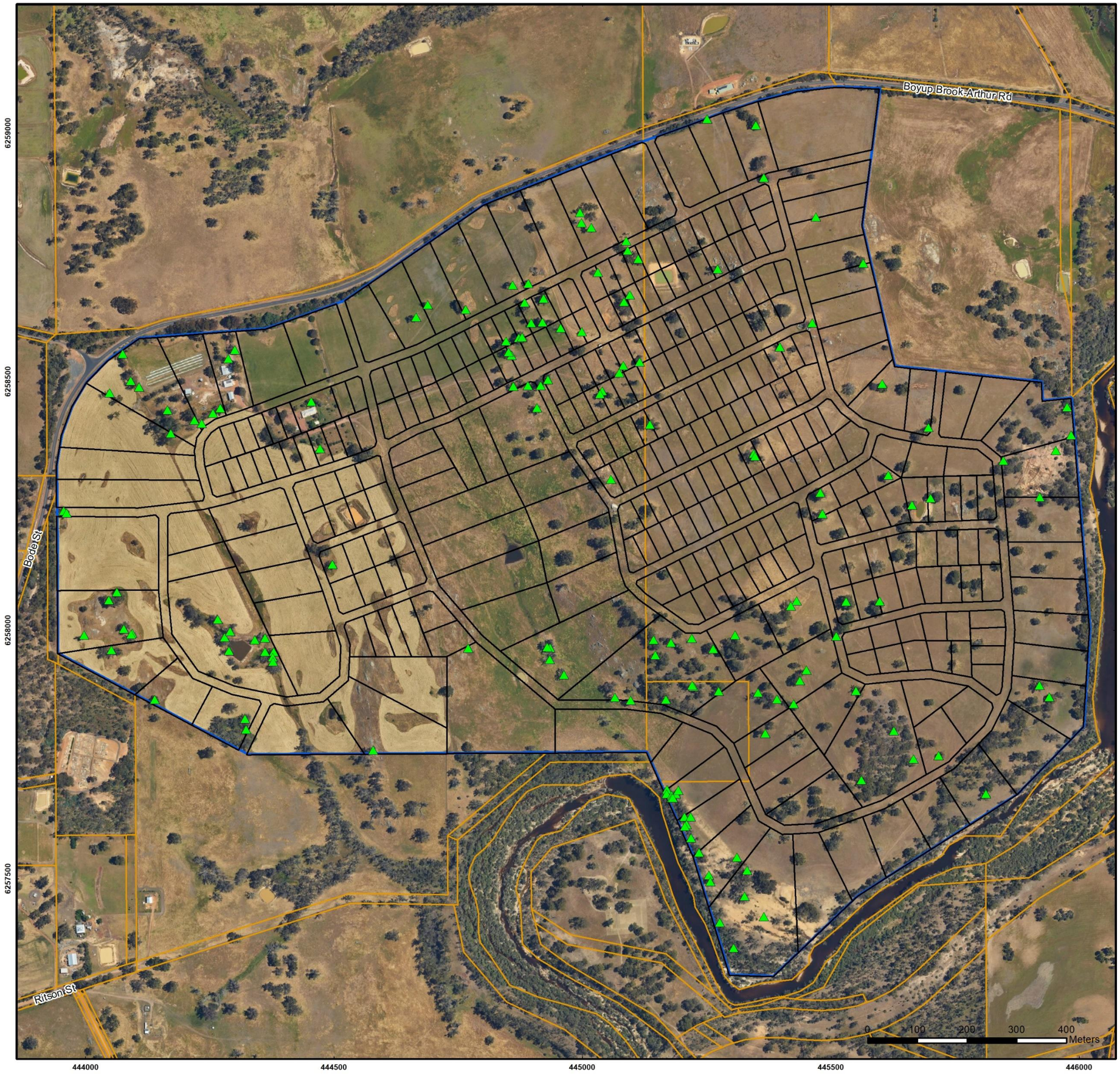
Figure 9: Black Cockatoo Habitat

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS	*FILE*	*DATE*
FINAL	**EPP008-002**	**25/07/2023**



Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

BIO DIVERSE SOLUTIONS

Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre

Leafield Proposed Rural Subdivision Local Structure Plan

Suitable Significant Trees (>300 mm DBH & contain hollows)

- Suitable

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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Boyup Brook, WA 6244

Figure 10: Suitable nesting trees and Subdivision Plan

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS	*FILE*	*DATE*
FINAL	**EPP008**	**10/07/2023**

Albany Office:
29 Hercules Crescent
Albany, WA 6330
(08) 9842 1575

Denmark Office:
7/40 South Coast Highway
Denmark, WA 6333
(08) 9848 1309

Esperance Office:
2A/113 Dempster Street
Esperance, WA 6450
(08) 9072 1382

BIO DIVERSE SOLUTIONS

Overview Map Scale 1:500,000

Legend

- Survey Area
- Cadastre
- ✖ Bridal creeper (*Asparagus asparagoides*)

Scale
1:7,500 @ A3
GDA MGA 2020 Zone 50

Data Sources
Aerial Imagery: WA Now, Landgate Subscription Imagery
Cadastre, Relief Contours and Roads: Landgate 2017
IRIS Road Network: Main Roads Western Australia 2017
Overview Map: World Topographic map service, ESRI 2012

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Boyup Brook, WA 6244

Figure 11: Opportunistic bridal creeper observations

	QA Check	*Drawn by*
	KK	**CvdM**
STATUS **FINAL**	*FILE* **EPP008**	*DATE* **11/07/2023**

6. Summary

The scope for this survey was to provide the client with information on the presence of breeding, foraging and roosting habitat for black cockatoos within the survey area. A total of 1354 significant trees were identified within the survey area. Of these, 154 trees contained hollows, 79 of which were currently of suitable size for black cockatoos. These are spread across the survey area. No evidence of current or past (5-10 years) use of these hollows for nesting by black cockatoos was observed. Given the current understanding of known breeding distributions and preferred habitats, it is however likely that the breeding habitat present is suitable for all three species of black cockatoo.

A large amount of feeding evidence was detected for Forest Red-tailed Black Cockatoo throughout the survey area. A smaller amount of evidence of Baudin's and Carnaby's Cockatoo feeding was observed, mostly proximate to the riparian system and a small patch of pines in the northwest of the survey area. Given all three cockatoo species are known to feed on a wide range of eucalypt species, the presence of marri, jarrah, wandoo and yate were considered a potential food source. The DAWE (2022) foraging habitat tool was utilised to score the habitat. This resulted in a score of 8 for each of the three species which is considered the be "high quality" (DAWE, 2022).

Total foraging habitat available for Carnaby's Cockatoo and Baudin's Cockatoo is 10.51 ha and encompasses marri, jarrah, yate and wandoo trees within the survey area and pines trees on the northern boundary. Foraging habitat available for Forest Red-tailed Black Cockatoos is 12.91 ha and encompasses marri, jarrah, yate and wandoo trees within the survey area.

Baudin's Cockatoo, Carnaby's Cockatoo and Forest Red-tailed Black Cockatoo all have similar roosting habitat requirements, consisting of suitable tall trees close to permanent water sources, or riparian environments and in areas containing high quality foraging habitat. There was no evidence the survey area is being used as a roosting site by these species. There is however, potential roosting habitat present across the survey area within all habitat types. Total potential roosting habitat available within the survey area is 19.81 ha.

7. References

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8. Appendices

Appendix A – Black Cockatoo Foraging Quality Scoring Tool

Appendix B – Significant Tree Data and Photos

Appendix C – Conservation Status Definitions

Appendix A

Black Cockatoo Foraging Quality Scoring Tool

Table 5: Foraging quality scoring tool (DAWE, 2022).

Starting score		**Baudin's Cockatoo**	**Carnaby's Cockatoo**	**Forest Red-tailed Black-Cockatoo**
10		**Start at a score of 10** if your site is native eucalypt woodlands and forest, and proteaceous woodland and heath, particularly Marri, within the range of the species, including along roadsides and parkland cleared areas. Can include planted vegetation. **This tool only applies to sites equal to or larger than 1 hectare in size.**	**Start at a score of 10** if your site is native shrubland, kwongan heathland or woodland, dominated by proteaceous plant species such as *Banksia* spp. (including *Dryandra* spp.), *Hakea* spp. and *Grevillea* spp., as well as native eucalypt woodland and forest that contains foraging species, within the range of the species, including along roadsides and parkland cleared areas. Also includes planted native vegetation. **This tool only applies to sites equal to or larger than 1 hectare in size.**	**Start at a score of 10** if your site is Jarrah or Marri woodland and/or forest, or if it is on the edge of Karri forest, or if Wandoo and Blackbutt occur on the site, within the range of the subspecies, including along roadsides and parkland cleared areas. **This tool only applies to sites equal to or larger than 1 hectare in size.**
Attribute	**Sub-tractions**	**Context adjustor (attributes reducing functionality of foraging habitat)**		
Foraging potential	**-2**	**Subtract 2** from your score if there is no evidence of feeding debris on your site.	**Subtract 2** from your score if there is no evidence of feeding debris on your site.	**Subtract 2** from your score if there is no evidence of feeding debris on your site.
Connectivity	**-2**	**Subtract 2** from your score if you have evidence to conclude that there is no other foraging habitat within 12 km of your site.	**Subtract 2** from your score if you have evidence to conclude that there is no other foraging habitat within 12 km of your site.	**Subtract 2** from your score if you have evidence to conclude that there is no other foraging habitat within 12 km of your site.
Proximity to breeding	**-2**	**Subtract 2** if you have evidence to conclude that your site is more than 12 km from breeding habitat	**Subtract 2** if you have evidence to conclude that your site is more than 12 km from breeding habitat.	**Subtract 2** if you have evidence to conclude that your site is more than 12 km from breeding habitat.
Proximity to roosting	**-1**	**Subtract 1** if you have evidence to conclude that your site is more than 20 km from a known night roosting habitat.	**Subtract 1** if you have evidence to conclude that your site is more than 20 km from a known night roosting habitat.	**Subtract 1** if you have evidence to conclude that your site is more than 20 km from a known night roosting habitat.
Impact from significant plant disease	**-1**	**Subtract 1** if your site has disease present (e.g. *Phytophthora* spp. or Marri canker) and the disease is affecting more than 50% of the preferred food plants present.	**Subtract 1** if your site has disease present (e.g. *Phytophthora* spp. or Marri canker) and the disease is affecting more than 50% of the preferred food plants present.	**Subtract 1** if your site has disease present (e.g. *Phytophthora* spp. or Marri canker) and the disease is affecting more than 50% of the preferred food plants present.
Total score		*8*	*8*	*8*

Appendix B

Significant Tree Data and Photos

Table 6: **Significant trees (>300mm DBH).**
Note: Trees containing hollows are presented first. Trees are then sorted by Tree ID number. Due to the large quantity of trees measured, only photos of trees containing hollows have been included in this report. All photos can be provided upon request.

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
3	*Eucalyptus wandoo*	995	Yes	Branch	25 x 10	Elbow	10	Yes	Additional hollows present. Scratching not cockatoo	-33.8123198	116.3960993
7	*Eucalyptus marginata*	945	Yes	Branch	12 x 12	Chimney	12	No		-33.8122123	116.3959172
11	*Eucalyptus wandoo*	865	Yes	Branch	5 x 5	Side	12	Scratching	Branch too small for cockatoo habitat	-33.81171707	116.3957488
12	*Eucalyptus marginata*	1228	Yes	Branch	4 x 3	Side	10	No	Highly senescent crown, too small for cocky habitat	-33.81242235	116.3954593
16	*Corymbia calophylla*	1692	Yes	Branch	20 x 15	Elbow	12	No	Hollow upward facing. Possum tracks up tree. Additional hollows forming. Big tree significant hollow forming potential	-33.81316417	116.3967831
23	*Eucalyptus wandoo*	500	Yes	Trunk	15 x 12	Elbow	6	No	Possum track	-33.81298877	116.3974518
24	*Eucalyptus wandoo*	450	Yes	Branch	8 x 8	Chimney	7	Yes	Too small for cockatoo habitat	-33.81292865	116.3972991
27	*Eucalyptus wandoo*	1208	Yes	Branch	6 x 4	Side	7	No	Too small for cockatoo habitat	-33.81280627	116.3977007
28	*Eucalyptus occidentalis*	1479	Yes	Branch	18 x 15	Elbow	5	Scratching	Multiple. Potential cockatoo hollow	-33.81271729	116.3978634
50	*Eucalyptus marginata*	1156	Yes	Branch	7 x 6	Side	12	No	Hollow butt. Large tree, significant hollow forming potential. Hollow too small for cockatoo habitat	-33.81345955	116.4000209
54	*Corymbia calophylla*	2069	Yes	Branch	12 x 15	Side	11	Yes	Large tree significant hollow forming potential. Multiple hollows forming. Significant hollow at base	-33.81555779	116.4002766
58	*Corymbia calophylla*	2152	Yes	Branch	25 x 25	Chimney	12	No	Large tree multiple additional hollows forming	-33.8189348	116.4011414
69	*Eucalyptus rudis*	1210	Yes	Branch	20 x 20	Chimney	8	Yes		-33.81654914	116.397774
70	*Eucalyptus rudis*	1438	Yes	Branch	12 x 12	Side	5	Scratching	Additional hollows forming	-33.8168695	116.397927
75	*Eucalyptus rudis*	1477	Yes	Branch	20 x 18	Chimney	6	No	Additional hollows forming	-33.81676825	116.3980441
78	*Eucalyptus rudis*	762	Yes	Branch	20 x 18	Chimney	1	No	Significant hollow at base. Multiple hollows. Multiple hollows forming	-33.81691992	116.3985824
83	*Eucalyptus rudis*	1108	Yes	Trunk	22 x 15	Chimney	2	No		-33.81688659	116.3988008
85	*Eucalyptus rudis*	1249	Yes	Branch	12 x 12	Chimney	8	No	Multi-stemmed roots clearly interconnected	-33.81714159	116.3989891
86	*Eucalyptus rudis*	1517	Yes	Branch	8 x 8	Elbow	7	Yes	Additional small hollows. Hollow too small for cockatoo habitat	-33.81723659	116.3989691
88	*Eucalyptus rudis*	655	Yes	Trunk	10 x 8	Elbow	5	Scratching	Multiple hollows. Hollow too small for cockatoo habitat	-33.81731992	116.3989741
94	*Eucalyptus rudis*	731	Yes	Trunk	10 x 12	Elbow	10	Scratching	Dead	-33.81714159	116.3988008
100	*Eucalyptus rudis*	1279	Yes	Branch	8 x 10	Elbow	7	No	Large tree with three significant leaders. Hollow too small for cockatoo habitat	-33.81711659	116.3980224
110	*Eucalyptus rudis*	519	Yes	Branch	12 x 10	Side	12	No		-33.81835159	116.3983574
112	*Eucalyptus rudis*	662	Yes	Branch	18 x 18	Chimney	7	No		-33.81854492	116.3983824
156	*Corymbia calophylla*	1121	Yes	Trunk	30 x 40	Chimney	8	No	Potential to develop into cockatoo hollow.	-33.81709207	116.403218
166	*Eucalyptus rudis*	1130	Yes	Branch	18 x 10	Chimney	4	No	Four leaders. Potential to develop into cockatoo hollow.	-33.81758494	116.4052971
174	*Eucalyptus wandoo*	975	Yes	Trunk	15 x 12	Elbow	8	No	Potential cockatoo hollow.	-33.81024365	116.4086912
189	*Corymbia calophylla*	1105	Yes	Branch	18 x 20	Elbow	11	No	Just inside of fenceline. Dead. Hollow occupied by bees.	-33.80751721	116.4084823
194	*Corymbia calophylla*	864	Yes	Branch	3 x 4	Side	6	No	Possum scratching up trunk. Hollow too small for cockatoo habitat	-33.80763829	116.4095406
208	*Eucalyptus wandoo*	617	Yes	Trunk	30 x 40	Elbow	5	No	Dead. Potential cockatoo hollow.	-33.80858679	116.4097098
212	*Eucalyptus marginata*	898	Yes	Trunk	16 x 18	Elbow	3	No	Dead. Potential cockatoo hollow	-33.80930855	116.4108335
220	*Corymbia calophylla*	725	Yes	Trunk	10 x 8	Elbow	8	No	Old forest red-tailed cockatoo feeding debris. Feather from ringneck parrot beneath hollow. Multiple small additional hollows. Two have the capacity to form into cockatoo hollows.	-33.8101541	116.4118577
225	*Eucalyptus wandoo*	644	Yes	Trunk	3 x 4	Side	5	No	Other hollows forming. Three out of four leaders are dead. Small hollow entrance within large part of trunk. Has the potential to develop into a cockatoo hollow.	-33.81123116	116.4107416
229	*Eucalyptus wandoo*	535	Yes	Branch	8 x 8	Chimney	2	No	Three leaders	-33.81166231	116.410033
238	*Corymbia calophylla*	1494	Yes	Branch	10 x 10	Chimney	14	No	Multiple additional hollows forming. Possum scratching up trunk	-33.8130558	116.4072019
280	*Corymbia calophylla*	467	Yes	Trunk	5 x 3	Side	5	No	Hollow too small for cockatoo habitat	-33.81359813	116.4094503
282	*Corymbia calophylla*	320	Yes	Trunk	6 x 5	Side	4	No	Dead. Hollow too small for cockatoo habitat	-33.81364157	116.4094824
300	*Eucalyptus rudis*	619	Yes	Trunk	8 x 8	Chimney	5	No	Hollow too small for cockatoo habitat	-33.81278503	116.4162738

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
305	*Corymbia calophylla*	744	Yes	Branch	10 x 5	Side	8	No	Additional hollows forming. Hollow too small for cockatoo habitat	-33.81328918	116.4163586
306	*Corymbia calophylla*	711	Yes	Trunk	20 x 20	Elbow	9	No	Dead.	-33.81356545	116.4160229
338	*Corymbia calophylla*	1010	Yes	Trunk	12 x 12	Side	10	No	Possum scratching up trunk. Potential cockatoo hollow. No evidence of use.	-33.81375105	116.414879
374	*Corymbia calophylla*	522	Yes	Trunk	18 x 15	Side	2	No	Dead. Hollow occupied by bees.	-33.81441022	116.4156676
386	*Corymbia calophylla*	1108	Yes	Branch	16 x 12	Elbow	8	No	Potential cockatoo hollow. No evidence of use.	-33.81442243	116.4132929
388	*Corymbia calophylla*	1590	Yes	Trunk	15 x 15	Chimney	2	No	Possum scratching up trunk. Multiple additional hollows forming.	-33.8145477	116.412886
440	*Eucalyptus rudis*	971	Yes	Trunk	15 x 12	Chimney	3	No	Multiple leaders. Potential cockatoo hollow	-33.81979129	116.4144558
516	*Corymbia calophylla*	793	Yes	Branch	10 x 8	Chimney	3	No	Multiple leaders. Hollow too small for cockatoo habitat	-33.81803795	116.4158512
518	*Eucalyptus rudis*	1792	Yes	Trunk	30 x 30	Chimney	2	No	Large hollow. Potential cockatoo. No evidence of recent use.	-33.81783153	116.4156327
532	*Eucalyptus wandoo*	1139	Yes	Trunk	15 x 12	Elbow	7	No	Other hollows forming. Branches just below DBH but too tight to get tape measure through. DBH measurement is around all 3 leaders.	-33.81909498	116.4134336
534	*Eucalyptus marginata*	1202	Yes	Branch	15 x 12	Elbow	8	No	Multiple additional hollows. Potential cockatoo hollow. Hollow butted.	-33.81790554	116.4116462
557	*Eucalyptus marginata*	778	Yes	Trunk	6 x 6	Side	12	No	Dead. Other small hollows present. Potential to develop into a cockatoo hollow. Hollow too small for cockatoo habitat	-33.81863604	116.4124607
573	*Corymbia calophylla*	828	Yes	Branch	25 x 25	Chimney	6	No	Shallow hollow. Has potential to develop into a cockatoo hollow. Primary crown dead.	-33.81914817	116.4128917
614	*Corymbia calophylla*	516	Yes	Trunk	5 x 4	Side	5	No	Dead. Hollow too small for cockatoo habitat	-33.81952612	116.4117537
767	*Eucalyptus rudis*	1055	Yes	Trunk	12 x 10	Side	7	No	Potential cockatoo hollow. No evidence for use	-33.8211536	116.4092556
773	*Eucalyptus rudis*	1972	Yes	Trunk	8 x 2	Side	1	No	Dead. Multiple hollows. Hollow too small for cockatoo habitat	-33.82091514	116.4090394
780	*Eucalyptus rudis*	905	Yes	Branch	15 x 12	Side	12	No	Dead. Multiple stems	-33.82123725	116.4084281
783	*Eucalyptus rudis*	565	Yes	Trunk	10 x 10	Chimney	4	No	Dead	-33.82135485	116.4084591
791	*Eucalyptus rudis*	733	Yes	Branch	15 x 12	Chimney	1	No	Multiple leaders	-33.82162565	116.4091973
792	*Eucalyptus rudis*	743	Yes	Trunk	30 x 30	Chimney	6	No	Dead stag. Exposed roots. Upward facing hollow	-33.8219924	116.4096139
813	*Eucalyptus rudis*	994	Yes	Trunk	12 x 10	Chimney	5	No	Multiple stems	-33.82256137	116.4089507
833	*Eucalyptus rudis*	997	Yes	Branch	12 x 12	Elbow	8	No	Dead. Potential cockatoo hollow, no evidence of use	-33.82209357	116.4086593
852	*Eucalyptus rudis*	691	Yes	Trunk	8 x 6	Elbow	5	No	Hollow too small for cockatoo habitat	-33.8208234	116.4082118
862	*Eucalyptus rudis*	1097	Yes	Branch	8 x 6	Elbow	7	No	Potential cockatoo hollow. Additional hollows forming. Hollow too small for cockatoo habitat	-33.81730805	116.4049946
865	*Eucalyptus rudis*	662	Yes	Trunk	8 x 6	Chimney	1	No	Four leaders, one fallen off. Not cockatoo suitable. Hollow too small for cockatoo habitat	-33.81709955	116.4050039
866	*Eucalyptus rudis*	1692	Yes	Trunk	20 x 18	Elbow	1	No	Multiple leaders over large area 20 m x 10 m, 5 stems	-33.81708627	116.4049364
887	*Corymbia calophylla*	1133	Yes	Branch	4 x 3	Chimney	9	No	Two stems, main dead. Hollow too small for cockatoo habitat	-33.81404179	116.4063417
902	*Corymbia calophylla*	503	Yes	Trunk	20 x 20	Chimney	7	No	Tops dead	-33.81244447	116.4061653
903	*Corymbia calophylla*	1033	Yes	Branch	8 x 8	Elbow	11	No	Hollow too small for cockatoo habitat	-33.81249712	116.4061212
911	*Eucalyptus wandoo*	646	Yes	Trunk	7 x 5	Side	7	No	High level of scratching around entrance. Potential to become bigger. Hollow too small for cockatoo habitat	-33.8121125	116.4065383
921	*Eucalyptus wandoo*	678	Yes	Branch	5 x 10	Chimney	7	Scratching	Leader measured. Hollow too small for cockatoo habitat	-33.81274464	116.3967105
934	*Eucalyptus sp.*	971	Yes	Branch	5 x 5	Chimney	4	No	Planted. Hollow too small for cockatoo habitat	-33.81165992	116.3981863
941	*Eucalyptus wandoo*	855	Yes	Branch	10 x 10	Chimney	6	No	Upwards facing	-33.81181622	116.3980435
955	*Corymbia calophylla*	759	Yes	Branch	2 x 4	Side	10	Rubbing	New bark removed, rubbing on underside. Hollow too small for cockatoo habitat	-33.81260309	116.3998391
956	*Eucalyptus marginata*	1112	Yes	Branch	20 x 20	Chimney	16	No	Other hollows forming	-33.8145599	116.3944399
957	*Eucalyptus marginata*	921	Yes	Branch	30 x 30	Chimney	16	No	Other hollows forming	-33.81460322	116.3945026
959	*Eucalyptus rudis*	1660	Yes	Branch	15 x 10	Chimney	14	No	Upwards facing	-33.81681927	116.3948692
962	*Corymbia calophylla*	802	Yes	Branch	10 x 10	Chimney	20	No	Upwards facing	-33.81618515	116.39541
968	*Corymbia calophylla*	760	Yes	Branch	5 x 5	Chimney	8	No	Broken branch slight entry. Hollow too small for cockatoo habitat	-33.81604202	116.3955874
970	*Eucalyptus rudis*	1677	Yes	Branch	5 x 5	Chimney	10	No	Two large hollows. Upwards facing. Hollow too small for cockatoo habitat	-33.81670967	116.3957338
972	*Eucalyptus rudis*	910	Yes	Trunk	5 x 5	Side	2	No	Potentially other small hollows. Hollow too small for cockatoo habitat	-33.81678755	116.3959185

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
973	*Eucalyptus rudis*	1011	Yes	Branch	10 x 5	Side	10	No	Rubbing. Future hollow forming potential. Hollow too small for cockatoo habitat	-33.81680842	116.3958915
976	*Eucalyptus rudis*	1880	Yes	Branch	30 x 30	Chimney	3	No	Multiple hollows forming and in tree	-33.81709104	116.3954632
983	*Corymbia calophylla*	1137	Yes	Branch	15 x 15	Chimney	22	No	Upwards facing	-33.81799349	116.3964002
988	*Corymbia calophylla*	1305	Yes	Branch	10 x 10	Chimney	18	No	Upwards facing	-33.81235159	116.4042341
990	*Corymbia calophylla*	681	Yes	Branch	15 x 15	Chimney	12	No	Other hollows forming	-33.81233825	116.4045508
991	*Corymbia calophylla*	1135	Yes	Trunk	8 x 8	Side	16	Scratching	Multiple hollows present. Hollow too small for cockatoo habitat	-33.81223159	116.4049841
993	*Corymbia calophylla*	867	Yes	Branch	5 x 5	Elbow	4	No	Hollows forming. Hollow too small for cockatoo habitat	-33.81233659	116.4048308
996	*Corymbia calophylla*	1173	Yes	Branch	15 x 20	Chimney	10	No	Hollows forming	-33.81273992	116.4047491
998	*Eucalyptus wandoo*	491	Yes	Branch	8 x 8	Chimney	12	No	Upwards facing. Hollow too small for cockatoo habitat	-33.81192159	116.4069841
1000	*Eucalyptus wandoo*	674	Yes	Trunk	10 x 10	Chimney	4	No	Upwards facing. Hollows forming	-33.81198492	116.4066291
1020	*Eucalyptus wandoo*	669	Yes	Trunk	3 x 3	Side	6	No	Upwards facing. Hollows forming. Hollow too small for cockatoo habitat	-33.81069992	116.4067791
1024	*Eucalyptus occidentalis*	1074	Yes	Branch	25 x 25	Chimney	12	No	Dying. Multiple hollows forming. Upwards facing hollow	-33.81082825	116.4066508
1029	*Eucalyptus wandoo*	565	Yes	Branch	6 x 6	Side	0	No	Hollow too small for cockatoo habitat	-33.81028659	116.4060874
1031	*Eucalyptus occidentalis*	1040	Yes	Branch	15 x 15	Chimney	8	No	Upwards facing. Multiple hollows present. Hollows forming	-33.81004992	116.4069674
1037	*Eucalyptus marginata*	1391	Yes	Branch	5 x 5	Elbow	12	No	Upwards facing. Hollows forming. Hollow too small for cockatoo habitat	-33.80989659	116.4067391
1039	*Eucalyptus occidentalis*	1130	Yes	Branch	10 x 10	Chimney	0	No	Upwards facing. Dead	-33.80972325	116.4067041
1041	*Eucalyptus occidentalis*	1291	Yes	Trunk	15 x 15	Chimney	5	No	Upwards facing.	-33.80920492	116.4057074
1046	*Eucalyptus occidentalis*	1263	Yes	Trunk	30 x 30	Chimney	10	No	Upwards facing. Multiple hollows.	-33.80947659	116.4059474
1047	*Eucalyptus occidentalis*	1554	Yes	Branch	20 x 20	Chimney	7	No	Multiple hollows. Hollows forming. Bee hive at base of tree. Dying.	-33.80938659	116.4057341
1056	*Eucalyptus rudis*	1251	Yes	Trunk	10 x 10	Chimney	10	No	Hollow forming potential. Dying	-33.81136659	116.4057291
1059	*Eucalyptus marginata*	1608	Yes	Branch	8 x 8	Side	0	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81108085	116.402128
1060	*Eucalyptus wandoo*	1302	Yes	Branch	10 x 10	Chimney	16	No	Other hollows forming	-33.81085677	116.4023824
1061	*Corymbia calophylla*	1480	Yes	Branch	5 x 5	Elbow	14	Rubbing	Rubbing on entrance (possum?). Other hollows forming. Hollow too small for cockatoo habitat	-33.81094702	116.4032103
1063	*Corymbia calophylla*	1155	Yes	Branch	3 x 3	Elbow	16	No	Other hollows forming. Significant possum scratchings. Hollow too small for cockatoo habitat	-33.81178529	116.4041964
1064	*Corymbia calophylla*	723	Yes	Branch	8 x 8	Chimney	12	No	Hollows forming. Hollow too small for cockatoo habitat	-33.81172405	116.4041361
1066	*Corymbia calophylla*	1219	Yes	Branch	2 x 5	Side	13	No	Other hollows forming. Significant Possum scratchings. Hollow too small for cockatoo habitat	-33.81152762	116.40408
1067	*Corymbia calophylla*	1144	Yes	Branch	2 x 2	Side	14	No	Other hollows forming. Big nest at top of canopy. Hollow too small for cockatoo habitat	-33.81147085	116.4043606
1068	*Corymbia calophylla*	1661	Yes	Branch	15 x 15	Chimney	12	No	Hollow forming potential. Significant possum scratchings	-33.81145749	116.4044273
1069	*Corymbia calophylla*	1188	Yes	Trunk	5 x 5	Side	10	No	Other hollows forming. Dead. Hollow too small for cockatoo habitat	-33.81129682	116.4052711
1071	*Corymbia calophylla*	1217	Yes	Branch	3 x 3	Elbow	12	No	Future hollow forming potential. Hollow too small for cockatoo habitat	-33.81118905	116.4048765
1072	*Eucalyptus marginata*	1092	Yes	Trunk	30 x 30	Chimney	7	No	Multiple Hollows. Beehive in hollow. Significant Possum scratchings	-33.81120274	116.4046319
1075	*Eucalyptus marginata*	1079	Yes	Branch	5 x 5	Chimney	8	No	Hollow too small for cockatoo habitat	-33.81082735	116.4044918
1076	*Eucalyptus wandoo*	1115	Yes	Branch	15 x 15	Side	14	No	Other hollows forming	-33.81051139	116.4042358
1077	*Eucalyptus marginata*	1008	Yes	Branch	3 x 3	Side	8	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81048965	116.404572
1080	*Corymbia calophylla*	1002	Yes	Branch	3 x 3	Elbow	11	No	Hollows forming. Significant Possum scratchings. Hollow too small for cockatoo habitat	-33.81076215	116.4049025
1081	*Corymbia calophylla*	897	Yes	Branch	5 x 40	Side	6	No	Multiple stems. Other hollows forming. Significant Possum Scratchings. Hollow too small for cockatoo habitat	-33.81234159	116.4122541
1084	*Eucalyptus marginata*	1475	Yes	Trunk	10 x 2	Side	7	No	Hollows forming. Hollow too small for cockatoo habitat	-33.81314159	116.4132574
1087	*Corymbia calophylla*	1496	Yes	Branch	3 x 3	Chimney	12	No	Hollows forming. Hollow too small for cockatoo habitat	-33.81400325	116.4123741
1091	*Corymbia calophylla*	1978	Yes	Branch	5 x 5	Chimney	14	No	Future hollow forming potential. Hollow too small for cockatoo habitat	-33.81469325	116.4109374
1093	*Corymbia calophylla*	1676	Yes	Trunk	15 x 15	Chimney	7	No	Old tree, significant hollow forming potential. Evidence of feeding	-33.81430825	116.4108924
1104	*Eucalyptus marginata*	1720	Yes	Trunk	30 x 30	Chimney	8	No	Upwards facing. Multiple hollows present. Dying	-33.81628325	116.4121708

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1106	*Corymbia calophylla*	1049	Yes	Trunk	3 x 3	Side	11	No	Multiple Hollows present. Multiple stems. Significant Possum Scratchings. Hollow too small for cockatoo habitat	-33.81628992	116.4114441
1113	*Eucalyptus marginata*	369	Yes	Branch	5 x 5	Chimney	3	No	Multiple Stems. Dead. Hollow too small for cockatoo habitat	-33.81691325	116.4112274
1123	*Eucalyptus marginata*	851	Yes	Trunk	20 x 20	Side	3	No	Upwards facing. Dead	-33.81626992	116.4103658
1124	*Eucalyptus marginata*	1945	Yes	Branch	5 x 5	Chimney	0	No	Hollows forming. Dying. Hollow too small for cockatoo habitat	-33.81635992	116.4102374
1137	*Eucalyptus wandoo*	733	Yes	Trunk	8 x 8	Chimney	5	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81752659	116.4105691
1139	*Eucalyptus wandoo*	1126	Yes	Trunk	15 x 15	Chimney	8	No	Upwards facing. Hollows forming. Leader measured.	-33.81771659	116.4104274
1145	*Eucalyptus wandoo*	791	Yes	Branch	5 x 5	Chimney	10	No	Other hollows forming. Multiple stems. Hollow too small for cockatoo habitat	-33.81814159	116.4102891
1149	*Eucalyptus wandoo*	533	Yes	Branch	10 x 10	Chimney	12	No	Other hollows forming	-33.81805492	116.4099274
1153	*Eucalyptus rudis*	1822	Yes	Branch	5 x 5	Side	14	No	Multiple other Hollows Present. Hollow too small for cockatoo habitat	-33.81793159	116.4095174
1157	*Eucalyptus marginata*	1339	Yes	Trunk	2 x 50	Side	8	No	Other hollows forming. Beehive inside hollow. Hollow too small for cockatoo habitat	-33.81867159	116.4096708
1161	*Corymbia calophylla*	777	Yes	Branch	10 x 10	Chimney	22	No	Upwards facing. Some branches dead	-33.81688825	116.4090224
1173	*Corymbia calophylla*	860	Yes	Branch	5 x 5	Side	8	No	Dead. Multiple hollows present. Hollow too small for cockatoo habitat	-33.81713159	116.4085474
1181	*Corymbia calophylla*	837	Yes	Trunk	15 x 15	Chimney	12	No	Upwards facing. Multiple stems	-33.81695992	116.4072524
1197	*Corymbia calophylla*	1494	Yes	Branch	10 x 10	Chimney	24	No	Hollows forming. Big nest in tree	-33.81724159	116.4072891
1216	*Corymbia calophylla*	1182	Yes	Trunk	5 x 5	Side	10	No	Multiple Hollows forming. Dead. Hollow too small for cockatoo habitat	-33.81694325	116.4080824
1224	*Eucalyptus rudis*	1024	Yes	Branch	5 x 8	Side	10	No	Multiple hollows present. Hollow too small for cockatoo habitat	-33.81701937	116.4076279
1231	*Eucalyptus rudis*	958	Yes	Branch	5 x 5	Side	16	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81789825	116.4086641
1246	*Corymbia calophylla*	439	Yes	Trunk	10 x 10	Chimney	10	No	Dead	-33.81781492	116.4081141
1247	*Corymbia calophylla*	870	Yes	Trunk	3 x 3	Side	10	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81779159	116.4080874
1270	*Corymbia calophylla*	1065	Yes	Trunk	30 x 8	Side	5	No	Hollows forming	-33.81804659	116.4075124
1288	*Eucalyptus rudis*	1151	Yes	Trunk	4 x 4	Side	6	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81805659	116.4067458
1289	*Eucalyptus rudis*	1145	Yes	Trunk	1 x 10	Side	2	No	Leader measured. Beehive in hollow. Hollow too small for cockatoo habitat	-33.81800325	116.4064008
1307	*Eucalyptus rudis*	508	Yes	Branch	10 x 10	Chimney	8	No	Upwards facing. Other hollows forming.	-33.8196806	116.4075264
1309	*Eucalyptus rudis*	977	Yes	Branch	15 x 15	Chimney	20	No	Multiple hollows present. Dead branches	-33.81975984	116.4075182
1314	*Eucalyptus rudis*	542	Yes	Branch	5 x 5	Chimney	14	No	Multiple stems. Dying, infested with termites. Hollow too small for cockatoo habitat	-33.819786	116.4076269
1315	*Eucalyptus rudis*	458	Yes	Branch	3 x 3	Elbow	4	No	Other hollows forming. Multiple stems. Hollow too small for cockatoo habitat	-33.81976205	116.4077168
1316	*Eucalyptus rudis*	587	Yes	Branch	2 x 2	Side	14	No	Multiple stems. Dying. Hollow too small for cockatoo habitat	-33.81969195	116.4077688
1319	*Eucalyptus rudis*	685	Yes	Branch	25 x 25	Chimney	22	No	Upwards facing. Multiple hollows present	-33.81983442	116.4076275
1320	*Eucalyptus rudis*	488	Yes	Trunk	5 x 5	Side	16	No	Other hollows forming. Hollow too small for cockatoo habitat	-33.81982922	116.4076513
1334	*Eucalyptus rudis*	682	Yes	Branch	10 x 10	Chimney	8	No	Upwards facing	-33.82017857	116.407905
1340	*Eucalyptus rudis*	416	Yes	Branch	3 x 3	Chimney	6	No	Multiple hollows present. Hollow too small for cockatoo habitat	-33.82017497	116.4080336
1343	*Eucalyptus rudis*	477	Yes	Branch	10 x 10	Chimney	8	No		-33.82031705	116.4079498
1344	*Eucalyptus rudis*	621	Yes	Branch	15 x 15	Chimney	10	No	Multiple other hollows forming	-33.82034552	116.4079107
1352	*Eucalyptus rudis*	703	Yes	Branch	5 x 5	Side	22	No	Multiple hollows present. Dead. Hollow too small for cockatoo habitat	-33.8205641	116.4080427
1	*Eucalyptus occidentalis*	735	No							-33.81248742	116.3965034
2	*Eucalyptus occidentalis*	908	No							-33.81250734	116.3963473
4	*Eucalyptus wandoo*	720	No						Hollows forming	-33.81221032	116.3959831
5	*Eucalyptus marginata*	1176	No						Dead	-33.81208427	116.395985
6	*Eucalyptus wandoo*	1045	No						Hollows forming	-33.81208655	116.3959474
8	*Eucalyptus occidentalis*	883	No							-33.81192085	116.3957978
9	*Eucalyptus occidentalis*	469	No							-33.81184935	116.3957498
10	*Eucalyptus occidentalis*	637	No							-33.81175867	116.3957706

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
13	*Eucalyptus marginata*	1223	No							-33.81253824	116.3956303
14	*Eucalyptus marginata*	1056	No						Hollow butted.	-33.81275167	116.3956352
15	*Eucalyptus marginata*	1310	No						Dead	-33.81272144	116.3960362
17	*Eucalyptus marginata*	875	No							-33.81325935	116.3967162
18	*Corymbia calophylla*	868	No						Forest red-tailed black cockatoo feed debris	-33.81309449	116.3968894
19	*Corymbia calophylla*	409	No							-33.8129608	116.3969664
20	*Corymbia calophylla*	542	No							-33.81296834	116.3969604
21	*Corymbia calophylla*	1455	No						Advanced senescent crown. Hollow forming in trunk	-33.81301365	116.3972838
22	*Eucalyptus wandoo*	430	No							-33.81299599	116.3972405
25	*Eucalyptus wandoo*	513	No						Hollows forming	-33.81292184	116.3974223
26	*Eucalyptus wandoo*	1039	No						Hollows forming	-33.81282775	116.3976102
29	*Eucalyptus wandoo*	637	No							-33.81266965	116.3979609
30	*Eucalyptus wandoo*	1074	No						Hollows forming	-33.81269194	116.3980786
31	*Eucalyptus wandoo*	722	No						Hollows forming	-33.81306007	116.3990235
32	*Eucalyptus occidentalis*	520	No							-33.81305985	116.3990153
33	*Eucalyptus occidentalis*	418	No							-33.81309029	116.3989799
34	*Eucalyptus occidentalis*	542	No							-33.81314302	116.3989137
35	*Eucalyptus occidentalis*	530	No							-33.81315802	116.3989176
36	*Eucalyptus occidentalis*	632	No							-33.81319122	116.3989447
37	*Eucalyptus occidentalis*	677	No							-33.81318144	116.3990208
38	*Eucalyptus occidentalis*	459	No							-33.81317409	116.3990462
39	*Eucalyptus occidentalis*	363	No							-33.81322719	116.3990945
40	*Eucalyptus occidentalis*	600	No							-33.813233	116.3991271
41	*Eucalyptus occidentalis*	512	No							-33.81323832	116.3991695
42	*Eucalyptus occidentalis*	680	No							-33.81326542	116.3992196
43	*Eucalyptus occidentalis*	365	No						Dead	-33.81325595	116.3990466
44	*Eucalyptus occidentalis*	701	No							-33.81326434	116.3990823
45	*Eucalyptus occidentalis*	342	No							-33.81332277	116.3991517
46	*Eucalyptus occidentalis*	553	No							-33.81333037	116.3991843
47	*Eucalyptus occidentalis*	898	No							-33.81331115	116.3993423
48	*Eucalyptus occidentalis*	775	No						Dead	-33.81341422	116.3994769
49	*Eucalyptus occidentalis*	1310	No							-33.8135604	116.3996213
51	*Eucalyptus wandoo*	1270	No						Hollows forming	-33.81478832	116.3985697
52	*Corymbia calophylla*	1750	No						Possum track. Fresh Carnaby and old forest red-tailed black cockatoo feeding evidence under tree. Large tree significant hollow forming potential.	-33.81521577	116.3999619
53	*Corymbia calophylla*	1325	No						Large tree significant hollow forming potential	-33.81527317	116.4001217
55	*Corymbia calophylla*	1334	No						Hollows forming	-33.81546497	116.4016756
56	*Corymbia calophylla*	1100	No						Hollows forming	-33.81641994	116.4021961
57	*Corymbia calophylla*	771	No							-33.81630747	116.4023728
59	*Eucalyptus rudis*	1877	No						Multiple hollows forming	-33.81625572	116.3971282
60	*Eucalyptus rudis*	868	No						Multi-stemmed	-33.81631652	116.3971758
61	*Eucalyptus rudis*	1024	No							-33.81640222	116.3972152
62	*Eucalyptus rudis*	970	No							-33.81645104	116.3972453

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
63	*Eucalyptus rudis*	402	No						Resprouted from log	-33.81642289	116.3972012
64	*Eucalyptus rudis*	785	No							-33.81641662	116.3973015
65	*Eucalyptus rudis*	592	No							-33.81645864	116.3973563
66	*Eucalyptus rudis*	550	No						Resprouted from log	-33.81650147	116.3974061
67	*Eucalyptus rudis*	1348	No							-33.8166175	116.3974285
68	*Eucalyptus rudis*	1806	No							-33.81653057	116.3977362
71	*Eucalyptus rudis*	381	No							-33.81694159	116.3979574
72	*Eucalyptus rudis*	335	No							-33.81690492	116.3979791
73	*Eucalyptus rudis*	1008	No							-33.81677825	116.3978841
74	*Eucalyptus rudis*	519	No						Four leaders	-33.81687325	116.3980008
76	*Eucalyptus rudis*	692	No						Hollows forming	-33.81670159	116.3980391
77	*Eucalyptus rudis*	1031	No						Double leader. Hollow forming potential. Hollows forming	-33.81668159	116.3980941
79	*Eucalyptus rudis*	1110	No						Hollows forming	-33.81682659	116.3987074
80	*Eucalyptus rudis*	649	No							-33.81685325	116.3987308
81	*Eucalyptus rudis*	886	No						Multi-stemmed	-33.81690159	116.3986974
82	*Eucalyptus rudis*	1021	No						Hollows forming	-33.81701899	116.3987678
84	*Eucalyptus rudis*	1355	No						Burrow at base. Hollows forming	-33.81703825	116.3989358
87	*Eucalyptus rudis*	615	No						Hollows forming	-33.81722659	116.3990358
89	*Eucalyptus rudis*	730	No							-33.81737825	116.3990324
90	*Eucalyptus rudis*	1844	No						Hollows forming	-33.81740659	116.3990708
91	*Eucalyptus rudis*	631	No						Multiple leaders. Hollows forming	-33.81722659	116.3988658
92	*Eucalyptus rudis*	838	No							-33.81721325	116.3988008
93	*Eucalyptus rudis*	1088	No						Hollows forming	-33.81714992	116.3988274
95	*Eucalyptus rudis*	618	No						Two out of three leaders dead	-33.81732992	116.3985874
96	*Eucalyptus rudis*	619	No							-33.81737992	116.3985024
97	*Eucalyptus rudis*	1107	No						Hollows forming	-33.81738992	116.3982058
98	*Eucalyptus rudis*	726	No							-33.81730159	116.3981324
99	*Eucalyptus rudis*	622	No							-33.81730992	116.3981091
101	*Eucalyptus rudis*	1738	No						Hollows forming	-33.81752992	116.3976408
102	*Eucalyptus rudis*	1025	No							-33.81756325	116.3980591
103	*Eucalyptus rudis*	1532	No							-33.81760659	116.3982608
104	*Eucalyptus rudis*	898	No							-33.81870159	116.3996591
105	*Eucalyptus rudis*	865	No						Seven stems	-33.81883659	116.3997174
106	*Eucalyptus rudis*	944	No							-33.81890992	116.3997758
107	*Eucalyptus rudis*	1287	No							-33.81886159	116.3998108
108	*Eucalyptus rudis*	1242	No							-33.81857492	116.3996874
108	*Eucalyptus rudis*	1242	No							-33.81862992	116.3997408
109	*Eucalyptus rudis*	1744	No							-33.81828659	116.3984024
111	*Eucalyptus rudis*	1174	No							-33.81847992	116.3983774
113	*Eucalyptus rudis*	476	No						Hollows forming. Leader measured	-33.81855492	116.3984324
114	*Eucalyptus rudis*	818	No						Hollows forming	-33.81872325	116.3984241
115	*Eucalyptus rudis*	667	No							-33.81873992	116.3983791
116	*Eucalyptus rudis*	852	No						Hollows forming	-33.81874325	116.3984624

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
117	*Eucalyptus rudis*	1223	No						Hollows forming	-33.81879492	116.3983958
118	*Eucalyptus rudis*	416	No							-33.81876325	116.3982924
119	*Eucalyptus rudis*	704	No							-33.81879659	116.3982991
120	*Eucalyptus rudis*	631	No						Two stems	-33.81866325	116.3982774
121	*Eucalyptus rudis*	687	No							-33.81840825	116.3982541
122	*Eucalyptus rudis*	1116	No						Hollows forming	-33.81834992	116.3982358
123	*Eucalyptus rudis*	1396	No							-33.81834825	116.3983008
124	*Eucalyptus rudis*	653	No						Dead	-33.81839159	116.3982274
125	*Eucalyptus rudis*	786	No						Hollows forming	-33.81834159	116.3981608
126	*Eucalyptus rudis*	752	No							-33.81839159	116.3982091
127	*Corymbia calophylla*	454	No							-33.81843159	116.3981358
128	*Corymbia calophylla*	497	No							-33.81840659	116.3981374
129	*Eucalyptus rudis*	820	No							-33.81851992	116.3982041
130	*Eucalyptus rudis*	361	No							-33.81854992	116.3981391
131	*Eucalyptus rudis*	516	No						Leader measured. hollow forming	-33.81857825	116.3981641
132	*Eucalyptus rudis*	650	No							-33.81872992	116.3981924
132	*Eucalyptus rudis*	862	No							-33.81877159	116.3981324
133	*Eucalyptus rudis*	674	No							-33.81875492	116.3980024
134	*Eucalyptus rudis*	1236	No							-33.81860159	116.3980124
135	*Eucalyptus rudis*	707	No							-33.81858659	116.3980424
136	*Eucalyptus rudis*	342	No						Dead	-33.81852992	116.3980608
137	*Eucalyptus rudis*	487	No							-33.81847992	116.3981174
138	*Eucalyptus rudis*	1095	No						Dead	-33.81840992	116.3980124
139	*Eucalyptus rudis*	588	No							-33.81850325	116.3979508
140	*Eucalyptus rudis*	899	No						Dead	-33.81858159	116.3978474
141	*Eucalyptus rudis*	596	No							-33.81861825	116.3979358
142	*Eucalyptus rudis*	1378	No						Three leaders	-33.81856659	116.3977524
143	*Eucalyptus rudis*	679	No							-33.81846659	116.3977774
144	*Eucalyptus rudis*	468	No							-33.81849659	116.3978408
145	*Corymbia calophylla*	320	No						Old forest red-tailed cockatoo marri chewing	-33.81849992	116.3978424
146	*Corymbia calophylla*	638	No							-33.81845659	116.3978974
147	*Corymbia calophylla*	520	No							-33.81846659	116.3978774
148	*Corymbia calophylla*	993	No						Possum tracks	-33.81846825	116.3978191
149	*Eucalyptus rudis*	755	No							-33.81843325	116.3977858
150	*Eucalyptus rudis*	711	No						Hollows forming	-33.81836825	116.3978408
151	*Eucalyptus rudis*	668	No							-33.81836825	116.3978408
152	*Eucalyptus rudis*	775	No						Hollows forming	-33.81836825	116.3978408
153	*Eucalyptus rudis*	464	No							-33.81840992	116.3978991
154	*Eucalyptus rudis*	1714	No						Large tree with significant hollow forming potential	-33.81813492	116.3980724
155	*Corymbia calophylla*	1264	No						Raptor nest in canopy, possum scratching up trunk. Large tree with significant hollow forming potential.	-33.81355328	116.4010422
157	*Corymbia calophylla*	1634	No						Cockatoo feather and forest red-tailed cockatoo feeding debris beneath. Hollows forming	-33.81789118	116.4027618
158	*Corymbia calophylla*	1063	No						Old feed debris from forest red-tailed cockatoo, property boundary near riparian vegetation. Possum scratching up trunk	-33.81888207	116.4032055

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
159	*Eucalyptus rudis*	562	No						Advanced senescence	-33.81889975	116.4046468
160	*Eucalyptus rudis*	785	No						Advanced senescence	-33.81891688	116.404595
161	*Eucalyptus rudis*	666	No						Advanced senescence	-33.81894871	116.4046015
162	*Eucalyptus rudis*	838	No						Dead	-33.81896524	116.4044727
163	*Eucalyptus rudis*	1210	No						Significant hollow forming in branch near trunk.	-33.81871721	116.4065601
164	*Eucalyptus rudis*	823	No							-33.81846354	116.4061997
165	*Eucalyptus rudis*	1069	No							-33.81837775	116.406168
167	*Corymbia calophylla*	1160	No							-33.81136889	116.407908
168	*Corymbia calophylla*	1236	No						Large tree with significant hollow forming potential. Possum scratching up trunk. Corella feeding debris and old forest red-tailed cockatoo feeding debris beneath.	-33.81111472	116.4077859
169	*Eucalyptus wandoo*	445	No						Hollows forming	-33.81108259	116.4077458
170	*Eucalyptus wandoo*	361	No							-33.8110848	116.4076661
171	*Eucalyptus wandoo*	483	No						Hollows forming	-33.81115009	116.4077249
172	*Eucalyptus marginata*	1076	No							-33.81038863	116.4080369
173	*Eucalyptus wandoo*	785	No						Hollows forming	-33.81025815	116.4086189
175	*Corymbia calophylla*	881	No						Large quantity of fresh forest red-tailed cockatoo feeding debris, some corella	-33.81027736	116.4091644
176	*Corymbia calophylla*	1009	No						Large quantity of forest red-tailed cockatoo feeeding debris old and fresh. A few corella feeeding debris. Possum scratching up trunk. Hollows forming	-33.81038911	116.4091745
177	*Corymbia calophylla*	990	No						Large quantity of forest red-tailed cockatoo feeeding debris old and fresh. A few corella feeeding debris.	-33.8099539	116.4083096
178	*Corymbia calophylla*	822	No						Large quantity of forest red-tailed cockatoo feeeding debris old and fresh. A few corella feeeding debris.	-33.80989015	116.4082726
179	*Corymbia calophylla*	861	No						Large quantity of fresh forest red-tailed cockatoo feeeding debris and some Baudin's feeding debris	-33.80972458	116.4084378
180	*Corymbia calophylla*	1642	No						Large quantity of fresh forest red-tailed cockatoo feeeding debris. Hollows forming	-33.8093732	116.4077439
181	*Corymbia calophylla*	813	No						Large quantity of fresh forest red-tailed cockatoo feeeding debris	-33.80944081	116.4075652
182	*Corymbia calophylla*	959	No						Large quantity of fresh forest red-tailed cockatoo feeeding debris	-33.80950738	116.407266
183	*Corymbia calophylla*	1187	No						Some forest red-tailed cockatoo feeding debris beneath tree.	-33.80939823	116.4073051
184	*Corymbia calophylla*	990	No						Some forest red-tailed cockatoo feeding debris beneath tree. Hollows forming	-33.80935366	116.4074236
185	*Corymbia calophylla*	935	No						Some forest red-tailed cockatoo feeding debris beneath tree.	-33.80912308	116.4075586
186	*Corymbia calophylla*	956	No						Some forest red-tailed cockatoo feeding debris beneath tree.	-33.80914968	116.4073751
187	*Corymbia calophylla*	885	No						Some forest red-tailed cockatoo feeding debris beneath tree.	-33.80914931	116.407283
189	*Corymbia calophylla*	1201	No						Some forest red-tailed cockatoo feeding debris beneath tree.	-33.80890729	116.4077594
190	*Corymbia calophylla*	681	No						Just inside of fenceline. Forest red-tailed cockatoo feeding debris beneath tree.	-33.80730724	116.4092536
191	*Corymbia calophylla*	1002	No						Multiple small hollows forming where branches have been lost. Hollows forming	-33.80742412	116.409333
192	*Corymbia calophylla*	751	No							-33.80750393	116.4094823
193	*Corymbia calophylla*	1280	No						Four leaders. Possum scratching up trunk.	-33.80753873	116.4095477
195	*Eucalyptus wandoo*	454	No							-33.80839742	116.4096172
196	*Eucalyptus wandoo*	638	No						Raptor nest in canopy	-33.80838827	116.4096377
197	*Eucalyptus wandoo*	423	No						Two stems. Hollows forming	-33.80832535	116.4096073
198	*Eucalyptus wandoo*	770	No						Two leaders, one broken off.	-33.80830304	116.4095936
199	*Eucalyptus wandoo*	567	No						Hollows forming	-33.80828194	116.4096146
200	*Eucalyptus wandoo*	465	No							-33.808299	116.4096388
201	*Eucalyptus wandoo*	961	No						Primary crown broken off near base of tree.	-33.80826933	116.4096326
202	*Eucalyptus wandoo*	552	No						Hollows forming	-33.80829522	116.4096731

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
203	*Eucalyptus wandoo*	365	No						Hollows forming	-33.80835138	116.4096486
204	*Eucalyptus wandoo*	464	No						Two leaders	-33.80856592	116.4097514
205	*Eucalyptus wandoo*	593	No						Two leaders. Hollows forming	-33.80859006	116.4097877
206	*Eucalyptus wandoo*	573	No						Two leaders. Hollows forming	-33.80858883	116.4098023
207	*Eucalyptus wandoo*	608	No							-33.80862387	116.409773
209	*Eucalyptus wandoo*	607	No						Four leaders, two have broken off.	-33.80845121	116.4104411
210	*Eucalyptus wandoo*	618	No						Four leaders. Multiple hollows forming	-33.80845145	116.4104836
211	*Eucalyptus wandoo*	506	No							-33.80855562	116.4107603
213	*Corymbia calophylla*	1617	No						Old feed debris from forest red-tailed cockatoo	-33.81001009	116.4115912
214	*Corymbia calophylla*	1196	No							-33.81015609	116.411744
215	*Corymbia calophylla*	772	No							-33.81010403	116.4117627
216	*Corymbia calophylla*	871	No							-33.81013592	116.4117604
217	*Corymbia calophylla*	863	No						Hollows forming	-33.8100649	116.4118158
218	*Corymbia calophylla*	410	No							-33.81013819	116.4118085
219	*Corymbia calophylla*	507	No							-33.81013024	116.4118369
221	*Corymbia calophylla*	648	No							-33.81018859	116.4118128
222	*Corymbia calophylla*	850	No							-33.81018018	116.4118298
223	*Eucalyptus wandoo*	804	No						Hollows forming	-33.81166217	116.4123814
224	*Eucalyptus wandoo*	536	No							-33.8112644	116.410616
226	*Eucalyptus wandoo*	766	No						Dead.	-33.81152985	116.4110319
227	*Eucalyptus wandoo*	431	No						Dead.	-33.8116121	116.4106717
228	*Eucalyptus wandoo*	575	No							-33.81170162	116.4103972
230	*Eucalyptus wandoo*	920	No						Dead	-33.81183129	116.4098793
231	*Eucalyptus wandoo*	376	No							-33.81182157	116.4098882
232	*Corymbia calophylla*	2004	No						Large tree with significant hollow forming potential	-33.81097726	116.4101457
233	*Eucalyptus marginata*	1541	No							-33.81107059	116.4097337
234	*Corymbia calophylla*	1330	No						Large tree with significant hollow forming potential. Possum scratching up trunk	-33.81106078	116.4096431
235	*Corymbia calophylla*	1468	No						Large tree with significant hollow forming potential. Possum scratching up trunk	-33.81120503	116.4096235
236	*Eucalyptus wandoo*	783	No						Hollows forming	-33.8125142	116.407447
237	*Corymbia calophylla*	897	No							-33.81306601	116.4073008
239	*Corymbia calophylla*	501	No						Two leaders	-33.81294407	116.4072365
240	*Corymbia calophylla*	662	No						Three leaders	-33.81298784	116.4071275
241	*Corymbia calophylla*	1788	No						Large tree with significant hollow forming potential	-33.81440566	116.4071963
242	*Corymbia calophylla*	606	No							-33.81467884	116.4072048
243	*Corymbia calophylla*	1434	No							-33.81575272	116.4075608
244	*Eucalyptus wandoo*	537	No						Three leaders	-33.81619931	116.4088633
245	*Eucalyptus wandoo*	618	No						Two leaders	-33.81623958	116.4089807
246	*Corymbia calophylla*	401	No							-33.8162672	116.4089841
247	*Corymbia calophylla*	478	No							-33.81625915	116.409075
248	*Eucalyptus marginata*	362	No						Two leaders	-33.8162584	116.4090794
249	*Corymbia calophylla*	739	No							-33.81629637	116.4091756
250	*Eucalyptus wandoo*	440	No							-33.81631971	116.4090932
251	*Corymbia calophylla*	568	No							-33.8163467	116.4091156

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
252	*Corymbia calophylla*	400	No							-33.81632608	116.4091397
253	*Eucalyptus marginata*	858	No						On same base as 254	-33.81624109	116.4092145
254	*Corymbia calophylla*	501	No						On same base as 253	-33.81624109	116.4092145
255	*Corymbia calophylla*	440	No							-33.81628287	116.4092946
256	*Corymbia calophylla*	586	No							-33.81631367	116.4093152
257	*Corymbia calophylla*	424	No							-33.81637541	116.4092483
258	*Corymbia calophylla*	366	No							-33.81641069	116.4091931
259	*Corymbia calophylla*	420	No							-33.81643798	116.4092601
260	*Corymbia calophylla*	648	No							-33.81647402	116.4092536
261	*Corymbia calophylla*	645	No							-33.81648348	116.409281
262	*Corymbia calophylla*	809	No							-33.81647968	116.4093004
264	*Corymbia calophylla*	460	No						Four leaders	-33.81635555	116.4095154
265	*Corymbia calophylla*	625	No							-33.81630475	116.4094131
265	*Corymbia calophylla*	392	No							-33.81639399	116.4094793
266	*Corymbia calophylla*	539	No							-33.81639884	116.4094764
267	*Corymbia calophylla*	584	No							-33.81638154	116.4094814
268	*Eucalyptus wandoo*	438	No						Four leaders	-33.81643045	116.4095205
269	*Corymbia calophylla*	553	No							-33.81647675	116.4096749
270	*Corymbia calophylla*	640	No							-33.81648819	116.4097535
271	*Corymbia calophylla*	714	No							-33.81653572	116.4097989
272	*Eucalyptus marginata*	405	No							-33.81654531	116.4098397
273	*Eucalyptus marginata*	720	No							-33.81650031	116.4098431
274	*Corymbia calophylla*	1023	No						Large tree with significant hollow forming potential	-33.81652748	116.4099919
275	*Eucalyptus marginata*	626	No						On same base as 276	-33.81669246	116.4098909
276	*Eucalyptus wandoo*	492	No						On same base as 275, 2 stems	-33.81669246	116.4098909
277	*Corymbia calophylla*	1020	No							-33.8136733	116.409474
278	*Corymbia calophylla*	1271	No						Possum scratching up trunk	-33.81362627	116.4093744
279	*Corymbia calophylla*	396	No							-33.8136187	116.4093864
281	*Eucalyptus wandoo*	428	No							-33.8135937	116.4095515
283	*Corymbia calophylla*	507	No						Dead	-33.81348264	116.4094748
284	*Eucalyptus wandoo*	379	No							-33.81350729	116.40955
285	*Eucalyptus wandoo*	418	No							-33.81344238	116.4095439
286	*Eucalyptus wandoo*	565	No						Four leaders. Hollows forming	-33.81338079	116.4095636
287	*Eucalyptus marginata*	1582	No						Hollows forming	-33.81253977	116.4102209
288	*Corymbia calophylla*	1303	No						Two out of three leaders dead. Hollows forming	-33.81242427	116.411561
289	*Corymbia calophylla*	997	No						Large tree with significant hollow forming potential	-33.81236006	116.4120884
290	*Corymbia calophylla*	1278	No						Large tree with significant hollow forming potential. Forest red-tailed cockatoo feeeding debris beneath	-33.81243831	116.4140152
291	*Eucalyptus rudis*	2456	No						Large tree with significant hollow forming potential. Large burls at base. Hollows forming	-33.81280092	116.4157497
292	*Eucalyptus rudis*	417	No							-33.8128126	116.4157847
293	*Corymbia calophylla*	518	No						Two leaders	-33.81282744	116.4157893
294	*Corymbia calophylla*	931	No						Two leaders. Hollows forming	-33.81275911	116.4158566
295	*Eucalyptus rudis*	1450	No						Burls. Hollows forming	-33.81274197	116.4159041

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
296	*Eucalyptus rudis*	981	No							-33.81300764	116.4159442
297	*Eucalyptus rudis*	1049	No						Hollows forming	-33.81290794	116.4160439
298	*Eucalyptus rudis*	1495	No						Large tree with multiple hollows forming. Burls on lower trunk	-33.81305824	116.4160246
299	*Corymbia calophylla*	740	No						Possum scratching up trunk	-33.8126427	116.4162549
301	*Corymbia calophylla*	1048	No						Baudins and forest red tailed black cockatoo feeding debris beneath. Two leaders. Possum scratching up trunk.	-33.81279524	116.4163074
302	*Eucalyptus rudis*	859	No						Five leaders	-33.81335075	116.4160355
303	*Corymbia calophylla*	359	No						Three leaders	-33.81350522	116.4162888
304	*Corymbia calophylla*	366	No						Four leaders	-33.81350574	116.416424
307	*Eucalyptus marginata*	480	No						Burnt dead stag. Rotten	-33.81386428	116.4162691
308	*Eucalyptus marginata*	609	No						Two leaders	-33.81397021	116.4162755
309	*Eucalyptus marginata*	437	No						Dead stag	-33.81385824	116.4157005
310	*Eucalyptus marginata*	682	No						Dead stag	-33.81365888	116.4155488
311	*Eucalyptus marginata*	506	No						Burnt dead stag. Rotten	-33.81365894	116.4157218
312	*Corymbia calophylla*	782	No						Baudins black cockatoo feed debris beneath. Hollows forming	-33.81318958	116.4150437
313	*Corymbia calophylla*	1214	No						Hollows forming	-33.81304077	116.414994
314	*Corymbia calophylla*	800	No							-33.81308216	116.4151771
315	*Corymbia calophylla*	1378	No						Large quantity of fresh forest red-tailed cockatoo feeding debris beneath	-33.81338647	116.4150084
316	*Eucalyptus wandoo*	1020	No						Multiple significant hollows forming.	-33.8135417	116.4149721
317	*Eucalyptus wandoo*	497	No							-33.81352502	116.4149928
318	*Eucalyptus marginata*	871	No							-33.81349772	116.4149013
319	*Corymbia calophylla*	629	No							-33.81330349	116.4153816
320	*Corymbia calophylla*	353	No							-33.81329146	116.4154049
321	*Corymbia calophylla*	587	No						Four leaders	-33.81322976	116.4154344
322	*Corymbia calophylla*	506	No							-33.8132104	116.4154323
323	*Corymbia calophylla*	922	No						Branches just above DBH	-33.81336377	116.4154689
324	*Corymbia calophylla*	410	No							-33.8133301	116.4154805
325	*Corymbia calophylla*	602	No							-33.81332025	116.4155011
326	*Corymbia calophylla*	415	No						Dead	-33.81330921	116.4156001
327	*Corymbia calophylla*	346	No							-33.81328836	116.4155653
328	*Corymbia calophylla*	747	No						Two leaders	-33.81330332	116.4155612
329	*Corymbia calophylla*	643	No							-33.81337259	116.4155962
330	*Corymbia calophylla*	443	No						Two leaders. Hollow forming in lower branch	-33.81337483	116.4155647
331	*Corymbia calophylla*	659	No						Baudins black cockatoo feed debris beneath.	-33.81331991	116.4156342
332	*Corymbia calophylla*	490	No						Dead	-33.81345293	116.4155621
333	*Eucalyptus wandoo*	788	No						Large tree with significant hollows forming	-33.81359828	116.4151993
334	*Corymbia calophylla*	920	No						Significant quantity of forest red-tailed cockatoo feeding debris. Possum scratching up trunk	-33.81372748	116.4151292
335	*Corymbia calophylla*	931	No						Significant quantity of forest red-tailed cockatoo feeding debris. Possum scratching up trunk	-33.81375907	116.4151116
336	*Corymbia calophylla*	892	No						Possum scratching up trunk	-33.81382941	116.4149309
337	*Corymbia calophylla*	876	No						Possum scratching up trunk	-33.81384441	116.4149825
339	*Corymbia calophylla*	669	No							-33.81389835	116.4147999
340	*Corymbia calophylla*	619	No						Dead	-33.81411772	116.4159718
341	*Eucalyptus rudis*	508	No							-33.81413543	116.4161544

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
342	*Corymbia calophylla*	661	No							-33.81415048	116.416181
343	*Eucalyptus marginata*	548	No						Dead. Hollows forming	-33.81401335	116.4163352
344	*Eucalyptus marginata*	590	No							-33.8140566	116.4163965
345	*Eucalyptus marginata*	461	No							-33.81396016	116.4164013
346	*Eucalyptus rudis*	1757	No						Hollows forming	-33.81432067	116.4163539
347	*Eucalyptus rudis*	748	No							-33.81429879	116.4164614
348	*Eucalyptus wandoo*	698	No							-33.81453157	116.4163847
349	*Corymbia calophylla*	566	No						Dead	-33.81453167	116.4163989
350	*Corymbia calophylla*	497	No							-33.81458122	116.4163392
351	*Corymbia calophylla*	1043	No						Multiple leaders	-33.81439611	116.4161163
352	*Corymbia calophylla*	608	No							-33.81438692	116.4160299
353	*Corymbia calophylla*	596	No							-33.81435282	116.4160037
354	*Corymbia calophylla*	665	No						Branches just above DBH	-33.81425269	116.4158224
355	*Corymbia calophylla*	690	No						Fresh forest red-tailed cockatoo feeeding debris	-33.81433651	116.4150294
356	*Corymbia calophylla*	1064	No						Large tree with significant hollow forming potential	-33.81444574	116.4150004
357	*Corymbia calophylla*	691	No						Hollows forming	-33.81445877	116.4149912
358	*Corymbia calophylla*	834	No							-33.81448081	116.4150377
359	*Corymbia calophylla*	871	No							-33.81429753	116.4151193
360	*Eucalyptus wandoo*	392	No							-33.81457774	116.4149901
361	*Corymbia calophylla*	964	No						Forest red-tailed cockatoo feeeding debris beneath	-33.81431102	116.4147307
362	*Corymbia calophylla*	1072	No						Forest red-tailed cockatoo feeeding debris beneath	-33.81423895	116.4146406
363	*Corymbia calophylla*	743	No						Hollows forming	-33.81462986	116.4145586
364	*Corymbia calophylla*	744	No							-33.81472449	116.4145133
365	*Corymbia calophylla*	879	No							-33.81475062	116.4147371
366	*Corymbia calophylla*	975	No						Dead	-33.81503104	116.4148242
367	*Corymbia calophylla*	362	No						Dead	-33.81492786	116.4148316
368	*Corymbia calophylla*	1622	No						Large tree with significant hollow forming potential. Some corella feeding beneath.	-33.81507517	116.4148963
369	*Eucalyptus marginata*	562	No							-33.81505759	116.4147916
370	*Corymbia calophylla*	1290	No						Large tree with significant hollow forming potential. Baudins feeeding debris beneath. Possum scratching up trunk	-33.81482748	116.4153944
371	*Corymbia calophylla*	901	No							-33.81475562	116.4153986
372	*Corymbia calophylla*	520	No							-33.81485787	116.4154924
373	*Corymbia calophylla*	627	No							-33.81449258	116.4157462
375	*Eucalyptus marginata*	1227	No							-33.81495212	116.4158431
376	*Corymbia calophylla*	877	No						Beehive in shallow depression in fork at base of tree.	-33.81436324	116.4144368
377	*Corymbia calophylla*	1221	No						Divides just above DBH	-33.81453632	116.4143124
378	*Corymbia calophylla*	796	No							-33.81449898	116.4142314
379	*Corymbia calophylla*	450	No						Two leaders	-33.8143451	116.4142329
380	*Corymbia calophylla*	691	No							-33.81429603	116.413956
381	*Corymbia calophylla*	1006	No							-33.81430613	116.4139019
382	*Eucalyptus marginata*	554	No							-33.81424452	116.4138665
383	*Corymbia calophylla*	831	No							-33.81423627	116.4138392
384	*Corymbia calophylla*	526	No							-33.81424082	116.413909

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
385	*Corymbia calophylla*	1812	No						Large tree with significant hollow forming potential. Possum scratching up trunk.	-33.8144426	116.4134149
387	*Corymbia calophylla*	1496	No						Large tree with significant hollow forming potential. Possum scratching up trunk.	-33.81500707	116.413773
389	*Corymbia calophylla*	1252	No							-33.81469065	116.4126262
390	*Corymbia calophylla*	758	No							-33.81473625	116.4127646
391	*Corymbia calophylla*	1004	No							-33.81487112	116.4127101
392	*Corymbia calophylla*	652	No							-33.81482979	116.4128324
393	*Corymbia calophylla*	751	No						Hollows forming	-33.81487752	116.412816
394	*Corymbia calophylla*	658	No						Hollows forming	-33.8149564	116.4127427
395	*Corymbia calophylla*	581	No							-33.81491533	116.4127191
396	*Corymbia calophylla*	401	No							-33.8150465	116.4127632
397	*Corymbia calophylla*	760	No							-33.8150555	116.4127774
398	*Corymbia calophylla*	745	No						Three stems. Hollows forming	-33.81513463	116.412787
399	*Corymbia calophylla*	1030	No						Dead	-33.81514356	116.4128079
400	*Corymbia calophylla*	815	No						Dead	-33.81523388	116.4128566
401	*Corymbia calophylla*	819	No							-33.8152558	116.4129109
402	*Corymbia calophylla*	858	No							-33.81541359	116.4129034
403	*Corymbia calophylla*	885	No						Two stems	-33.81552335	116.4129211
404	*Corymbia calophylla*	1849	No							-33.81548945	116.4126064
405	*Corymbia calophylla*	935	No							-33.81583071	116.4138101
406	*Corymbia calophylla*	1217	No							-33.81586487	116.4138558
407	*Corymbia calophylla*	659	No							-33.81585118	116.4138505
408	*Corymbia calophylla*	810	No						Three leaders	-33.81601053	116.4140636
409	*Corymbia calophylla*	1315	No						Two stems	-33.81587099	116.4143432
410	*Eucalyptus wandoo*	1060	No						Large tree with multiple significant hollows forming.	-33.81563332	116.4148232
411	*Eucalyptus wandoo*	334	No						Dead	-33.81558859	116.4148337
412	*Corymbia calophylla*	1309	No							-33.8153686	116.4151947
413	*Eucalyptus marginata*	1292	No							-33.81540579	116.4159729
414	*Eucalyptus marginata*	651	No							-33.81569321	116.4157698
415	*Eucalyptus marginata*	1015	No							-33.81572632	116.4156768
416	*Corymbia calophylla*	1020	No							-33.8161211	116.4153107
417	*Eucalyptus rudis*	803	No						Six leaders. Forming hollow in lower branch has potential to develop into a cockatoo hollow.	-33.81660956	116.4164256
418	*Corymbia calophylla*	647	No						Corella feeding debris beneath.	-33.81673393	116.4166241
419	*Corymbia calophylla*	1156	No						Corella and forest red-tailed cockatoo feeeding debris	-33.81679405	116.4166212
420	*Corymbia calophylla*	710	No							-33.81702723	116.4166381
421	*Corymbia calophylla*	1229	No						Multiple significant hollows forming.	-33.81649192	116.4159428
422	*Corymbia calophylla*	880	No						Hollows forming	-33.8166393	116.4156084
423	*Corymbia calophylla*	1887	No						Hollows forming	-33.81698524	116.4143505
424	*Corymbia calophylla*	993	No						Forest red-tailed cockatoo feeeding debris	-33.81710145	116.4138101
425	*Eucalyptus wandoo*	710	No						Hollows forming	-33.81740685	116.4137553
426	*Eucalyptus rudis*	616	No							-33.82012773	116.4133822
427	*Eucalyptus rudis*	1134	No						Multiple leaders.	-33.82016836	116.4134777
428	*Eucalyptus rudis*	686	No							-33.82000059	116.4136412
429	*Eucalyptus rudis*	796	No						Multiple leaders.	-33.81989834	116.4136092

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
430	*Eucalyptus rudis*	818	No						Multiple leaders.	-33.82031199	116.4136229
431	*Eucalyptus rudis*	566	No						Multiple leaders.	-33.82048214	116.4134949
432	*Eucalyptus rudis*	623	No						Four stems	-33.82059725	116.41333
433	*Eucalyptus rudis*	572	No							-33.82063747	116.4132958
434	*Eucalyptus rudis*	1210	No							-33.82075578	116.413104
435	*Eucalyptus marginata*	731	No							-33.82059687	116.4130169
436	*Corymbia calophylla*	973	No							-33.82080399	116.4128704
437	*Eucalyptus rudis*	934	No							-33.82023421	116.4139503
438	*Eucalyptus rudis*	855	No							-33.82026395	116.4141082
439	*Eucalyptus rudis*	754	No						Multiple leaders. Hollow butted.	-33.8199656	116.4140821
441	*Eucalyptus rudis*	582	No							-33.81970203	116.4145396
442	*Corymbia calophylla*	594	No							-33.81963966	116.4144897
443	*Corymbia calophylla*	739	No							-33.81965741	116.4145182
444	*Corymbia calophylla*	792	No							-33.81958025	116.4145673
445	*Corymbia calophylla*	396	No							-33.81954259	116.4145105
446	*Eucalyptus rudis*	534	No						Multiple leaders	-33.81953407	116.41488
447	*Eucalyptus rudis*	662	No						Multiple leaders	-33.81944524	116.4147735
448	*Eucalyptus rudis*	923	No						Multiple leaders	-33.8194032	116.4148899
449	*Eucalyptus rudis*	671	No						Multiple leaders	-33.81948908	116.4150509
450	*Eucalyptus rudis*	552	No						Multiple leaders	-33.81955836	116.4150488
451	*Corymbia calophylla*	1026	No						Possum scratching up trunk.	-33.81936035	116.4152359
452	*Eucalyptus rudis*	477	No							-33.81928844	116.4152405
453	*Eucalyptus rudis*	803	No							-33.81928972	116.4152183
454	*Eucalyptus rudis*	618	No						Multiple leaders	-33.81930294	116.4154294
455	*Eucalyptus rudis*	923	No							-33.81914412	116.4151222
456	*Eucalyptus rudis*	834	No							-33.81917405	116.4155147
457	*Eucalyptus rudis*	497	No							-33.81912522	116.4156327
458	*Eucalyptus rudis*	975	No							-33.81907717	116.4155913
459	*Corymbia calophylla*	910	No							-33.81907216	116.4155287
460	*Eucalyptus rudis*	1347	No						Multiple leaders.	-33.81875992	116.4158834
461	*Eucalyptus marginata*	926	No						Multiple small hollows forming in dead branches.	-33.81890192	116.4161437
462	*Eucalyptus rudis*	1414	No							-33.81953187	116.4135713
463	*Eucalyptus rudis*	835	No							-33.81929944	116.4137943
464	*Eucalyptus rudis*	989	No							-33.81930233	116.4138951
465	*Eucalyptus rudis*	724	No							-33.81940478	116.4139866
466	*Eucalyptus rudis*	635	No						Hollow butted.	-33.81957178	116.4141051
467	*Eucalyptus rudis*	581	No							-33.81962964	116.4141029
468	*Eucalyptus rudis*	518	No							-33.81958311	116.4141209
469	*Eucalyptus rudis*	482	No							-33.81962055	116.4141958
470	*Eucalyptus rudis*	491	No							-33.81957983	116.414284
471	*Eucalyptus rudis*	487	No							-33.81956389	116.4141471
472	*Eucalyptus rudis*	690	No							-33.81944637	116.41411
473	*Eucalyptus rudis*	744	No							-33.81946696	116.4141734

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
474	*Eucalyptus rudis*	498	No							-33.81943863	116.4142438
475	*Eucalyptus rudis*	780	No						Multiple leader	-33.81931181	116.4142901
476	*Eucalyptus rudis*	493	No							-33.81942189	116.4143389
477	*Eucalyptus rudis*	599	No							-33.81940501	116.4144093
478	*Eucalyptus rudis*	1054	No						Multiple leader	-33.81931053	116.4141084
479	*Eucalyptus rudis*	552	No						Multiple leader	-33.81914739	116.4141021
480	*Eucalyptus rudis*	1181	No						Double leader. Hollows forming	-33.81914063	116.4140023
481	*Eucalyptus rudis*	425	No							-33.81903459	116.4141276
482	*Eucalyptus rudis*	1008	No						Multiple leader	-33.81900118	116.4142307
483	*Eucalyptus rudis*	436	No						Double leader	-33.81909969	116.414209
484	*Eucalyptus rudis*	862	No						Multiple leader	-33.81907729	116.4143814
485	*Eucalyptus rudis*	557	No						Multiple leader	-33.81922675	116.4146133
486	*Eucalyptus rudis*	659	No						Multiple leader	-33.81918157	116.4147508
487	*Eucalyptus rudis*	1029	No							-33.81892742	116.4146161
488	*Eucalyptus rudis*	509	No							-33.81892256	116.4143925
489	*Eucalyptus rudis*	599	No							-33.81877676	116.4145605
490	*Eucalyptus rudis*	702	No							-33.81879535	116.4147099
491	*Eucalyptus rudis*	501	No							-33.81887467	116.4147932
492	*Eucalyptus rudis*	633	No							-33.81886471	116.4148914
493	*Eucalyptus rudis*	819	No							-33.81874573	116.4147414
494	*Eucalyptus rudis*	1015	No							-33.81868069	116.4147312
495	*Eucalyptus rudis*	631	No							-33.81867261	116.415008
496	*Eucalyptus rudis*	997	No							-33.81867817	116.4150189
497	*Eucalyptus rudis*	806	No							-33.81872999	116.4150619
498	*Eucalyptus rudis*	801	No							-33.81879663	116.4152503
499	*Eucalyptus rudis*	471	No							-33.81870739	116.4152055
500	*Eucalyptus rudis*	790	No							-33.81857963	116.4153797
501	*Eucalyptus marginata*	880	No							-33.81851372	116.4152663
502	*Corymbia calophylla*	572	No							-33.81856922	116.4151739
503	*Eucalyptus rudis*	781	No							-33.81831179	116.4152605
504	*Eucalyptus rudis*	874	No							-33.8183233	116.4151011
505	*Eucalyptus rudis*	1395	No							-33.81835733	116.4149942
506	*Corymbia calophylla*	1268	No							-33.81825477	116.4151941
507	*Corymbia calophylla*	985	No							-33.81813927	116.4152714
508	*Eucalyptus marginata*	395	No							-33.81814148	116.4152356
509	*Corymbia calophylla*	983	No							-33.81818573	116.4153021
510	*Corymbia calophylla*	522	No							-33.81818729	116.4154227
511	*Corymbia calophylla*	671	No							-33.81819727	116.4154612
512	*Corymbia calophylla*	1036	No							-33.8181077	116.4155163
513	*Corymbia calophylla*	378	No							-33.81812976	116.4155095
514	*Corymbia calophylla*	529	No							-33.81822944	116.4155285
515	*Corymbia calophylla*	1095	No						Baudins black cockatoo feed debris.	-33.81816364	116.4158651
517	*Corymbia calophylla*	791	No						Hollows forming	-33.81800538	116.4159839

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
519	*Eucalyptus rudis*	750	No							-33.81800374	116.4161231
520	*Eucalyptus rudis*	746	No							-33.81777948	116.4162272
521	*Eucalyptus rudis*	630	No							-33.81767727	116.4163193
522	*Corymbia calophylla*	611	No							-33.81798153	116.4164737
523	*Corymbia calophylla*	1196	No							-33.81805356	116.4165083
524	*Corymbia calophylla*	603	No							-33.81785189	116.416586
525	*Corymbia calophylla*	878	No							-33.81810874	116.4166184
526	*Corymbia calophylla*	595	No							-33.81813174	116.4165731
527	*Corymbia calophylla*	783	No							-33.81829823	116.4165345
528	*Corymbia calophylla*	462	No							-33.8182996	116.4166072
529	*Corymbia calophylla*	519	No							-33.8183651	116.4165702
530	*Corymbia calophylla*	479	No							-33.81837333	116.4165038
531	*Corymbia calophylla*	1199	No						Hollow butted.	-33.81973258	116.4130824
533	*Corymbia calophylla*	882	No							-33.81813707	116.4131854
535	*Eucalyptus wandoo*	640	No						Hollows forming	-33.81794216	116.4117629
536	*Eucalyptus marginata*	634	No							-33.81797993	116.4117703
537	*Eucalyptus marginata*	1604	No						Multiple leaders.	-33.81815852	116.411614
538	*Eucalyptus marginata*	400	No						Dead. Three stems	-33.81819355	116.4118577
539	*Eucalyptus wandoo*	668	No							-33.81811655	116.4118919
540	*Eucalyptus wandoo*	760	No							-33.81820472	116.4120108
541	*Eucalyptus wandoo*	310	No							-33.8181589	116.4120362
542	*Eucalyptus wandoo*	479	No							-33.81826016	116.4120944
543	*Eucalyptus wandoo*	734	No							-33.81794991	116.412162
544	*Eucalyptus wandoo*	518	No							-33.81809085	116.4124259
545	*Eucalyptus marginata*	954	No							-33.81822463	116.4125093
546	*Eucalyptus wandoo*	343	No							-33.81823875	116.4122483
547	*Eucalyptus wandoo*	361	No							-33.81829515	116.4122136
548	*Eucalyptus wandoo*	451	No						Hollows forming	-33.81839879	116.4122026
549	*Eucalyptus wandoo*	454	No							-33.81842636	116.4122487
550	*Eucalyptus wandoo*	477	No							-33.81843499	116.4123394
551	*Eucalyptus wandoo*	450	No							-33.81856848	116.4121388
552	*Eucalyptus wandoo*	472	No							-33.81853095	116.412378
553	*Eucalyptus marginata*	567	No							-33.81840907	116.4124585
554	*Eucalyptus wandoo*	501	No							-33.81856896	116.4123906
555	*Eucalyptus wandoo*	476	No							-33.81850145	116.4124637
556	*Eucalyptus wandoo*	474	No							-33.81854024	116.4125152
558	*Eucalyptus marginata*	1373	No						Hollow butted. Dead.	-33.8184519	116.4127281
559	*Eucalyptus marginata*	628	No							-33.81840087	116.4126541
560	*Corymbia calophylla*	546	No							-33.81856854	116.4127515
561	*Eucalyptus marginata*	333	No							-33.81841416	116.4127124
562	*Eucalyptus wandoo*	512	No							-33.81864804	116.4127273
563	*Corymbia calophylla*	524	No							-33.81866913	116.4127415
564	*Corymbia calophylla*	689	No							-33.81871202	116.4127472

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
565	*Eucalyptus wandoo*	475	No						Hollows forming	-33.81870795	116.4128337
566	*Corymbia calophylla*	415	No							-33.8188769	116.4127354
567	*Eucalyptus wandoo*	475	No							-33.81880732	116.4128946
568	*Eucalyptus wandoo*	404	No							-33.81890763	116.4129324
569	*Eucalyptus wandoo*	444	No							-33.81875877	116.4131246
571	*Eucalyptus wandoo*	493	No							-33.81884732	116.4131733
571	*Eucalyptus wandoo*	396	No							-33.81886207	116.4133011
572	*Eucalyptus wandoo*	618	No						Hollows forming	-33.81888101	116.4131418
574	*Corymbia calophylla*	817	No							-33.81910472	116.4127167
575	*Corymbia calophylla*	648	No							-33.81918497	116.4127931
576	*Eucalyptus wandoo*	340	No							-33.81925644	116.4128759
577	*Eucalyptus marginata*	382	No							-33.81933217	116.4127795
578	*Corymbia calophylla*	572	No							-33.81937614	116.4126512
579	*Eucalyptus marginata*	468	No							-33.81938737	116.412752
580	*Corymbia calophylla*	721	No							-33.81949376	116.4127167
581	*Eucalyptus marginata*	408	No							-33.81941917	116.4125797
582	*Corymbia calophylla*	565	No							-33.81951083	116.4126297
583	*Corymbia calophylla*	407	No							-33.81938636	116.4125831
584	*Eucalyptus marginata*	360	No							-33.81932761	116.4125064
585	*Eucalyptus wandoo*	350	No							-33.81929694	116.4125666
586	*Corymbia calophylla*	337	No							-33.8192826	116.4126356
587	*Eucalyptus marginata*	392	No							-33.8195814	116.4125237
588	*Eucalyptus marginata*	540	No							-33.81944698	116.4124932
589	*Corymbia calophylla*	1146	No							-33.81959352	116.41242
590	*Corymbia calophylla*	302	No							-33.81950331	116.4124322
591	*Corymbia calophylla*	468	No							-33.8195763	116.412392
592	*Corymbia calophylla*	331	No							-33.81961637	116.412343
593	*Eucalyptus marginata*	791	No						Severely hollow butted. Hollows forming	-33.81969722	116.4123058
594	*Corymbia calophylla*	693	No							-33.81973465	116.4124019
595	*Corymbia calophylla*	678	No							-33.81969466	116.4125152
596	*Corymbia calophylla*	343	No							-33.82001402	116.4124211
597	*Corymbia calophylla*	969	No							-33.82005903	116.4125363
597	*Corymbia calophylla*	350	No							-33.82002347	116.4124463
599	*Corymbia calophylla*	1839	No						Large tree with significant hollow forming potential. Hollows forming	-33.82024114	116.4121708
600	*Corymbia calophylla*	601	No							-33.81974603	116.4121703
601	*Corymbia calophylla*	404	No							-33.81970811	116.4121751
602	*Corymbia calophylla*	473	No							-33.81965763	116.412267
603	*Corymbia calophylla*	371	No							-33.81971438	116.4121413
604	*Corymbia calophylla*	439	No							-33.8197873	116.4120344
605	*Corymbia calophylla*	821	No							-33.81974978	116.4119329
606	*Eucalyptus wandoo*	619	No							-33.81983836	116.4119971
607	*Corymbia calophylla*	430	No							-33.81983134	116.411835
608	*Eucalyptus marginata*	354	No							-33.81966651	116.4118188

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
609	*Eucalyptus marginata*	1474	No						Multiple leaders	-33.81988103	116.4117854
610	*Eucalyptus marginata*	1711	No						Hollows forming	-33.819663	116.4115761
611	*Eucalyptus marginata*	301	No							-33.81964981	116.4117368
612	*Corymbia calophylla*	437	No							-33.81959503	116.4118464
613	*Corymbia calophylla*	456	No							-33.81956987	116.4117974
615	*Eucalyptus marginata*	567	No							-33.81945337	116.4116298
616	*Eucalyptus marginata*	398	No							-33.81939903	116.4116604
617	*Eucalyptus marginata*	467	No							-33.8195252	116.4121687
618	*Corymbia calophylla*	346	No							-33.8195588	116.4119749
619	*Eucalyptus marginata*	915	No							-33.81946989	116.4121994
620	*Corymbia calophylla*	327	No							-33.81934215	116.4122837
621	*Corymbia calophylla*	342	No							-33.81929515	116.4122413
622	*Eucalyptus marginata*	399	No							-33.81936972	116.4120514
623	*Corymbia calophylla*	324	No							-33.81925543	116.4120324
624	*Eucalyptus wandoo*	451	No							-33.8191609	116.4118401
625	*Eucalyptus marginata*	402	No							-33.81912617	116.411802
626	*Eucalyptus wandoo*	319	No							-33.81911385	116.4119308
627	*Eucalyptus wandoo*	430	No							-33.81904331	116.4118687
628	*Eucalyptus wandoo*	832	No							-33.81903706	116.411844
629	*Eucalyptus wandoo*	399	No							-33.81894718	116.4122389
630	*Eucalyptus wandoo*	335	No							-33.8189537	116.4123335
631	*Eucalyptus wandoo*	482	No							-33.81894823	116.4125574
632	*Eucalyptus wandoo*	442	No							-33.81898023	116.4126392
633	*Eucalyptus wandoo*	513	No							-33.81895391	116.4126861
634	*Eucalyptus wandoo*	405	No							-33.81879518	116.4126452
635	*Eucalyptus marginata*	355	No							-33.81880952	116.4125635
636	*Eucalyptus marginata*	319	No							-33.81878915	116.4124514
637	*Corymbia calophylla*	398	No							-33.81883672	116.4123871
638	*Eucalyptus wandoo*	357	No							-33.81881803	116.4123331
639	*Eucalyptus wandoo*	448	No							-33.81878815	116.4121637
640	*Eucalyptus wandoo*	543	No							-33.81875508	116.4121321
641	*Eucalyptus wandoo*	357	No							-33.81880231	116.4120602
642	*Eucalyptus wandoo*	440	No							-33.81878559	116.4120734
643	*Eucalyptus wandoo*	491	No							-33.81879492	116.4120528
644	*Eucalyptus wandoo*	458	No							-33.81870576	116.4119359
645	*Eucalyptus wandoo*	449	No						Hollows forming	-33.8186552	116.4120363
646	*Eucalyptus wandoo*	807	No						Significant hollow forming in lower fork. Hollows forming	-33.81840563	116.4119602
647	*Eucalyptus marginata*	890	No							-33.81867616	116.4118536
648	*Corymbia calophylla*	402	No							-33.81875572	116.4119203
649	*Eucalyptus marginata*	1035	No						Significant hollow forming. Hollows forming	-33.81881412	116.4117163
650	*Eucalyptus marginata*	956	No							-33.81884632	116.4116008
651	*Eucalyptus marginata*	1182	No							-33.81738564	116.4125665
652	*Eucalyptus marginata*	968	No						Hollows forming	-33.81745753	116.4112937

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
653	*Eucalyptus marginata*	1256	No						Large tree with significant hollow forming potential	-33.81774181	116.4111016
654	*Eucalyptus marginata*	1643	No						Large tree with significant hollow forming potential	-33.8185394	116.411013
655	*Eucalyptus marginata*	770	No							-33.81946047	116.4111877
656	*Eucalyptus marginata*	625	No							-33.81942501	116.4112849
657	*Eucalyptus marginata*	630	No							-33.81940558	116.4113458
658	*Eucalyptus marginata*	1261	No							-33.81972128	116.4107139
659	*Eucalyptus marginata*	893	No							-33.81965238	116.4108567
660	*Eucalyptus marginata*	1329	No							-33.81982938	116.4107835
661	*Eucalyptus marginata*	540	No							-33.81992407	116.4108126
662	*Eucalyptus marginata*	653	No							-33.81995041	116.4107722
663	*Eucalyptus wandoo*	422	No						Hollows forming	-33.81987859	116.4108556
664	*Eucalyptus marginata*	390	No							-33.82006102	116.4107309
665	*Eucalyptus marginata*	578	No							-33.82016916	116.4107821
666	*Eucalyptus marginata*	776	No							-33.82010421	116.4108459
667	*Eucalyptus marginata*	417	No							-33.82009795	116.4109088
668	*Eucalyptus marginata*	456	No							-33.82000537	116.4110031
669	*Eucalyptus marginata*	478	No						Dead	-33.82000255	116.4110886
670	*Eucalyptus marginata*	576	No						Dead	-33.82001668	116.4111094
671	*Eucalyptus marginata*	515	No							-33.82009581	116.4111049
672	*Eucalyptus wandoo*	413	No							-33.82004597	116.4111476
673	*Eucalyptus marginata*	514	No							-33.82019288	116.410977
674	*Eucalyptus wandoo*	379	No							-33.82017581	116.4112234
675	*Eucalyptus wandoo*	509	No							-33.82025855	116.4111027
676	*Eucalyptus wandoo*	473	No							-33.82028306	116.4110025
677	*Eucalyptus marginata*	905	No							-33.82030021	116.410966
678	*Eucalyptus marginata*	893	No							-33.82035508	116.410876
679	*Eucalyptus marginata*	671	No							-33.82035154	116.4112084
680	*Eucalyptus wandoo*	646	No							-33.82054185	116.411353
681	*Eucalyptus marginata*	1365	No							-33.8206411	116.41113
682	*Eucalyptus marginata*	400	No							-33.8204268	116.4110845
683	*Eucalyptus marginata*	1251	No							-33.82023997	116.4113601
684	*Eucalyptus marginata*	745	No							-33.82020425	116.4114931
685	*Eucalyptus marginata*	856	No							-33.82024508	116.4116027
686	*Eucalyptus marginata*	898	No							-33.81956556	116.4101142
687	*Eucalyptus marginata*	510	No							-33.81980095	116.410256
688	*Corymbia calophylla*	943	No						Hollows forming	-33.81988358	116.4101621
689	*Corymbia calophylla*	1269	No							-33.82003685	116.4099005
690	*Corymbia calophylla*	881	No							-33.82007328	116.4099962
691	*Corymbia calophylla*	563	No							-33.82013479	116.4101188
692	*Corymbia calophylla*	371	No							-33.82013932	116.4102349
693	*Corymbia calophylla*	565	No							-33.81993548	116.4102154
694	*Corymbia calophylla*	534	No							-33.81991969	116.4102955
696	*Eucalyptus marginata*	990	No							-33.82022383	116.4093181

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
696	*Eucalyptus marginata*	489	No							-33.82016777	116.4093258
697	*Eucalyptus marginata*	847	No							-33.8202261	116.4092216
698	*Eucalyptus marginata*	769	No						Dead. Burls around base.	-33.82050129	116.4098199
699	*Eucalyptus marginata*	820	No						Hollows forming	-33.82058237	116.410085
700	*Eucalyptus marginata*	663	No						Hollows forming	-33.82050071	116.4102302
701	*Eucalyptus marginata*	1276	No							-33.82093951	116.4103384
702	*Eucalyptus marginata*	672	No							-33.82160366	116.4113201
703	*Eucalyptus marginata*	696	No							-33.82164664	116.4114574
704	*Eucalyptus marginata*	854	No						Roots exposed	-33.82202639	116.4108131
705	*Eucalyptus marginata*	453	No							-33.8219688	116.4107536
706	*Eucalyptus marginata*	385	No							-33.8219339	116.410709
707	*Eucalyptus marginata*	748	No							-33.82185854	116.4107312
708	*Eucalyptus marginata*	522	No							-33.82189718	116.4106775
709	*Eucalyptus marginata*	468	No							-33.82183512	116.4106899
710	*Eucalyptus marginata*	639	No							-33.82185476	116.4106643
711	*Eucalyptus marginata*	320	No							-33.82185501	116.4106421
712	*Eucalyptus marginata*	592	No							-33.82179254	116.410551
713	*Eucalyptus rudis*	1125	No							-33.82199339	116.4105569
714	*Eucalyptus rudis*	1209	No							-33.82186995	116.4104235
715	*Eucalyptus marginata*	763	No							-33.82210585	116.4101738
716	*Eucalyptus rudis*	1721	No							-33.82203714	116.4099131
717	*Eucalyptus rudis*	552	No							-33.82255073	116.4098812
718	*Eucalyptus rudis*	432	No							-33.82252456	116.41004
719	*Eucalyptus rudis*	742	No							-33.82250361	116.4101857
720	*Eucalyptus rudis*	808	No						Multiple leaders	-33.82249474	116.4104357
721	*Eucalyptus rudis*	561	No							-33.82262157	116.4103244
722	*Eucalyptus rudis*	405	No							-33.82263608	116.4101336
723	*Eucalyptus rudis*	568	No							-33.82266532	116.4100885
724	*Eucalyptus rudis*	398	No							-33.82276638	116.4100507
725	*Eucalyptus rudis*	489	No							-33.82267696	116.4099564
726	*Eucalyptus rudis*	461	No							-33.82270249	116.4098722
727	*Eucalyptus rudis*	445	No							-33.82274063	116.4098327
728	*Eucalyptus rudis*	589	No							-33.82273644	116.4097812
729	*Eucalyptus rudis*	482	No							-33.82286721	116.4098979
730	*Eucalyptus rudis*	660	No							-33.82285109	116.4096971
731	*Eucalyptus rudis*	341	No							-33.82274809	116.409706
732	*Eucalyptus rudis*	563	No							-33.82269479	116.4096589
733	*Eucalyptus rudis*	395	No							-33.82270914	116.4095833
734	*Eucalyptus rudis*	411	No							-33.82271995	116.4095688
735	*Eucalyptus rudis*	884	No							-33.8227787	116.4095263
736	*Eucalyptus rudis*	1310	No						Hollows forming	-33.82276624	116.4093409
737	*Eucalyptus rudis*	675	No							-33.82269573	116.4094262
738	*Eucalyptus rudis*	361	No							-33.82264121	116.4094785

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
739	*Eucalyptus rudis*	382	No							-33.82244076	116.4095135
740	*Eucalyptus rudis*	450	No							-33.82238729	116.4094822
741	*Eucalyptus rudis*	668	No							-33.82242573	116.409407
742	*Eucalyptus rudis*	676	No							-33.82237894	116.4092892
743	*Eucalyptus rudis*	1430	No						Three stems. Hollows forming	-33.82141005	116.4097332
744	*Eucalyptus rudis*	1103	No						Two stems	-33.82138287	116.4096955
745	*Eucalyptus rudis*	334	No							-33.82141002	116.4097228
746	*Eucalyptus rudis*	455	No							-33.82144252	116.4097494
746	*Eucalyptus rudis*	762	No						Two stems. Hollows forming	-33.82152315	116.409645
747	*Eucalyptus rudis*	715	No						Two stems	-33.8214228	116.4096759
748	*Eucalyptus rudis*	579	No							-33.82136854	116.4095954
749	*Eucalyptus rudis*	489	No							-33.82131024	116.4096007
750	*Eucalyptus rudis*	609	No							-33.82130345	116.4096582
751	*Eucalyptus rudis*	926	No							-33.82127687	116.409635
752	*Eucalyptus rudis*	707	No							-33.82129374	116.4095931
753	*Eucalyptus rudis*	393	No							-33.82134715	116.4095819
755	*Eucalyptus rudis*	686	No						Multiple hollows forming	-33.82127814	116.4095805
756	*Eucalyptus rudis*	673	No						Three leaders. Hollows forming	-33.82127324	116.4095643
757	*Eucalyptus rudis*	375	No							-33.82128034	116.4095448
758	*Eucalyptus rudis*	797	No						Dead	-33.82137197	116.4094105
759	*Eucalyptus rudis*	1475	No						Three leaders. Hollows forming	-33.8213434	116.4092765
760	*Eucalyptus rudis*	551	No							-33.82133562	116.4092198
760	*Eucalyptus rudis*	1059	No						Dead. Hollows forming	-33.82124544	116.4092107
761	*Eucalyptus rudis*	665	No						Multi-stemmed	-33.82128615	116.4090852
762	*Eucalyptus rudis*	483	No						Two stems	-33.8212506	116.4089901
763	*Eucalyptus rudis*	434	No						Three stems	-33.82120444	116.4089543
764	*Corymbia calophylla*	645	No						Three leaders	-33.82121782	116.4089067
765	*Eucalyptus rudis*	743	No						Three stems	-33.8211947	116.4091067
766	*Eucalyptus rudis*	419	No						Primary crown lost, copice from base	-33.82117692	116.4092463
768	*Eucalyptus rudis*	723	No						Multi-stemmed. Hollows forming	-33.82114949	116.4092368
769	*Eucalyptus rudis*	606	No							-33.8211187	116.4091287
769	*Eucalyptus rudis*	532	No							-33.82196709	116.4093652
770	*Eucalyptus rudis*	688	No						Double leader	-33.82106475	116.4090671
771	*Eucalyptus rudis*	569	No						Double stem	-33.82103142	116.409105
772	*Eucalyptus rudis*	562	No							-33.82098167	116.4091184
774	*Eucalyptus rudis*	825	No						Multiple leader. Four out of five stems dead	-33.8210259	116.4088799
775	*Eucalyptus rudis*	589	No						Dead	-33.82101752	116.4089578
776	*Eucalyptus rudis*	621	No						Two stems	-33.82106007	116.4089806
777	*Eucalyptus rudis*	781	No						Dead. Three leaders. Hollows forming	-33.82101487	116.4086972
778	*Eucalyptus rudis*	1054	No						Dead	-33.82087422	116.40854
779	*Eucalyptus rudis*	969	No						Dead. Hollows forming	-33.82105612	116.4084443
781	*Eucalyptus rudis*	432	No						Dead. Multiple stems	-33.82124899	116.4086277
782	*Eucalyptus rudis*	573	No						Multi-stemmed	-33.82129679	116.4084907

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
784	*Eucalyptus rudis*	543	No						Dead. Multiple stems	-33.82144402	116.4084778
785	*Eucalyptus rudis*	509	No						Multi-stemmed	-33.82153815	116.408474
786	*Eucalyptus rudis*	723	No						Five leaders	-33.82155587	116.4087344
787	*Eucalyptus rudis*	432	No						Three stems	-33.82156397	116.4090205
788	*Eucalyptus rudis*	901	No						Double leader	-33.82156212	116.4090026
789	*Eucalyptus rudis*	414	No						Three leaders	-33.82159672	116.4090025
790	*Eucalyptus rudis*	491	No						Double leader	-33.82167012	116.4091041
794	*Eucalyptus rudis*	479	No							-33.82206242	116.4092689
795	*Eucalyptus rudis*	731	No							-33.82300645	116.4095388
796	*Eucalyptus rudis*	378	No						Three stems	-33.82298384	116.4097382
797	*Eucalyptus rudis*	452	No						Two stems	-33.82294265	116.4097706
798	*Eucalyptus rudis*	440	No							-33.82298092	116.4094476
799	*Eucalyptus rudis*	312	No							-33.8229618	116.4092421
800	*Eucalyptus rudis*	460	No							-33.82286305	116.4092334
801	*Eucalyptus rudis*	513	No							-33.82286154	116.4091665
802	*Eucalyptus rudis*	380	No							-33.82283625	116.4091608
803	*Eucalyptus rudis*	323	No							-33.8228699	116.4091073
804	*Eucalyptus rudis*	391	No							-33.82274669	116.4090509
805	*Eucalyptus rudis*	379	No							-33.82286355	116.4089981
806	*Eucalyptus rudis*	543	No						Primary crown lost	-33.82276282	116.4089392
807	*Eucalyptus rudis*	529	No							-33.82280907	116.4089232
808	*Eucalyptus rudis*	375	No							-33.8228093	116.4088275
809	*Eucalyptus rudis*	334	No							-33.82286905	116.4088985
810	*Eucalyptus rudis*	384	No							-33.82271152	116.4088062
811	*Eucalyptus rudis*	304	No							-33.82270584	116.4088344
812	*Eucalyptus rudis*	381	No							-33.82259365	116.4088227
814	*Eucalyptus rudis*	1158	No						Dead. Hollows forming	-33.82240462	116.4087869
815	*Eucalyptus rudis*	713	No							-33.8225293	116.409156
816	*Eucalyptus rudis*	747	No						Hollows forming	-33.822446	116.4090989
817	*Eucalyptus rudis*	480	No							-33.82247197	116.4090541
818	*Eucalyptus rudis*	651	No							-33.8224302	116.4090413
819	*Eucalyptus rudis*	404	No							-33.82239652	116.4089902
820	*Eucalyptus rudis*	566	No							-33.82240227	116.408985
821	*Eucalyptus rudis*	511	No							-33.8224281	116.4089639
822	*Eucalyptus rudis*	516	No							-33.8224299	116.4089536
823	*Eucalyptus rudis*	805	No							-33.82236065	116.4089892
824	*Eucalyptus rudis*	419	No							-33.82230297	116.4089025
825	*Eucalyptus rudis*	904	No						Hollows forming	-33.82226225	116.4088884
826	*Eucalyptus rudis*	456	No						multiple leaders	-33.8222151	116.4090007
827	*Eucalyptus rudis*	709	No							-33.82220364	116.4087528
828	*Eucalyptus rudis*	390	No							-33.8222211	116.4087538
829	*Eucalyptus rudis*	530	No							-33.82223282	116.4087081
830	*Eucalyptus rudis*	632	No							-33.82221502	116.4086387

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
831	*Eucalyptus rudis*	792	No						Two stem. Hollows forming	-33.82216909	116.408699
832	*Eucalyptus rudis*	469	No						Dead	-33.82214374	116.4086849
834	*Eucalyptus rudis*	512	No						Two stems	-33.82206752	116.4086922
835	*Eucalyptus rudis*	844	No							-33.82201102	116.4086253
836	*Eucalyptus rudis*	511	No							-33.8219504	116.4086585
837	*Eucalyptus rudis*	598	No						Three leaders	-33.82191925	116.4086573
838	*Eucalyptus rudis*	1034	No						Hollows forming	-33.82189927	116.4085296
839	*Eucalyptus rudis*	738	No						Three leaders	-33.821817	116.4086027
840	*Eucalyptus rudis*	535	No						Two leaders. Hollows forming	-33.8217488	116.4085371
841	*Eucalyptus rudis*	641	No							-33.82174317	116.408397
842	*Eucalyptus rudis*	335	No							-33.82156272	116.4083722
843	*Eucalyptus rudis*	405	No							-33.82154555	116.4083666
844	*Eucalyptus rudis*	642	No							-33.82153255	116.4083867
845	*Eucalyptus rudis*	715	No						Two leaders	-33.82150912	116.408373
846	*Eucalyptus rudis*	441	No							-33.8214946	116.408305
847	*Eucalyptus rudis*	345	No							-33.82147567	116.408317
848	*Eucalyptus rudis*	914	No						Double leader	-33.82132354	116.408256
850	*Eucalyptus rudis*	582	No						Three stems	-33.82096082	116.4082374
851	*Eucalyptus rudis*	749	No						Four leaders	-33.82092247	116.4083291
853	*Eucalyptus rudis*	718	No							-33.82084325	116.4080488
854	*Eucalyptus rudis*	462	No						Dead	-33.82080144	116.40808
855	*Eucalyptus rudis*	976	No						Hollows forming	-33.82071969	116.4081887
856	*Eucalyptus rudis*	473	No						Two out of three leaders dead. Hollows forming	-33.82071252	116.4082233
857	*Eucalyptus rudis*	779	No							-33.8207493	116.4082316
858	*Eucalyptus rudis*	495	No						Dead	-33.82077379	116.4082265
859	*Eucalyptus rudis*	812	No							-33.8206789	116.4081213
860	*Eucalyptus rudis*	404	No						Dead	-33.82066594	116.4081246
861	*Eucalyptus rudis*	879	No						Dead	-33.8206731	116.4080922
863	*Eucalyptus rudis*	1353	No							-33.81718132	116.4050404
864	*Eucalyptus rudis*	1279	No						Two significant hollows forming	-33.8173127	116.4051093
867	*Corymbia calophylla*	1883	No						Old forest red-tailed cockatoo feeding debris. Multiple significant hollows forming	-33.81590577	116.4053932
868	*Corymbia calophylla*	3008	No						possum tracks	-33.81541375	116.4054777
869	*Corymbia calophylla*	974	No						Hollows forming	-33.81545787	116.4054922
870	*Corymbia calophylla*	1239	No						possum tracks	-33.81480515	116.4051903
871	*Corymbia calophylla*	1263	No						Forest red-tailed black cockatoo feed debris	-33.81538104	116.4062536
872	*Corymbia calophylla*	898	No							-33.81536434	116.4062825
873	*Corymbia calophylla*	1268	No							-33.81516902	116.406199
874	*Corymbia calophylla*	1211	No						Hollows forming	-33.81514247	116.4061539
875	*Corymbia calophylla*	1179	No							-33.81481669	116.4061275
876	*Corymbia calophylla*	332	No							-33.81473695	116.4062357
877	*Corymbia calophylla*	329	No							-33.81477674	116.4062367
878	*Corymbia calophylla*	699	No						Forest red-tailed black cockatoo feed debris	-33.81478194	116.4062453
879	*Corymbia calophylla*	519	No							-33.8147361	116.4062568

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
880	*Corymbia calophylla*	403	No							-33.81476355	116.4064043
881	*Corymbia calophylla*	723	No						High forest red-tailed cockatoo activity	-33.81477114	116.4064131
882	*Corymbia calophylla*	418	No							-33.81467252	116.4064837
883	*Corymbia calophylla*	1162	No						Significant hollows forming	-33.81482037	116.4067795
884	*Corymbia calophylla*	598	No							-33.81485197	116.4068655
885	*Corymbia calophylla*	667	No							-33.81482507	116.4069154
886	*Corymbia calophylla*	795	No							-33.81471137	116.4070984
888	*Corymbia calophylla*	884	No							-33.81407062	116.4061561
889	*Corymbia calophylla*	1009	No							-33.81407749	116.406114
890	*Corymbia calophylla*	1430	No						Baudins black cockatoo feed debris.	-33.81355005	116.405931
891	*Corymbia calophylla*	941	No						Baudins and forest red tailed black cockatoo feeding debris	-33.8135246	116.4055881
892	*Corymbia calophylla*	1197	No						Two stems	-33.81356915	116.4055131
893	*Corymbia calophylla*	1218	No							-33.81319487	116.4050157
894	*Corymbia calophylla*	666	No							-33.81323335	116.4046821
895	*Corymbia calophylla*	1702	No						Hollows forming	-33.8132573	116.4043016
896	*Corymbia calophylla*	1289	No							-33.81347197	116.4043759
897	*Corymbia calophylla*	1308	No							-33.81354817	116.4047624
898	*Corymbia calophylla*	918	No						Hollows forming	-33.81231132	116.4059278
899	*Eucalyptus wandoo*	383	No							-33.81226845	116.4061365
900	*Eucalyptus wandoo*	861	No						Hollows forming	-33.81222844	116.406122
901	*Corymbia calophylla*	519	No						Hollows forming	-33.81241637	116.4061736
904	*Eucalyptus wandoo*	754	No						Hollows forming	-33.81261977	116.4061843
905	*Corymbia calophylla*	949	No							-33.81246777	116.4063336
906	*Corymbia calophylla*	926	No							-33.81258145	116.4066111
907	*Corymbia calophylla*	885	No						Beehive at base. Multiple significant hollows forming.	-33.81259975	116.4068238
908	*Eucalyptus wandoo*	524	No						Hollows forming	-33.81257812	116.4068534
909	*Eucalyptus wandoo*	996	No						Hollows forming	-33.81249222	116.4069049
910	*Eucalyptus wandoo*	654	No						Hollows forming	-33.81228754	116.4069157
912	*Eucalyptus wandoo*	556	No							-33.8120858	116.4063697
913	*Corymbia calophylla*	654	No						Hollows forming	-33.81212764	116.4062616
914	*Eucalyptus wandoo*	418	No							-33.81229165	116.4067036
915	*Eucalyptus occidentalis*	556	No							-33.81239347	116.3965846
916	*Eucalyptus occidentalis*	877	No							-33.81235134	116.3967547
917	*Eucalyptus occidentalis*	712	No							-33.81224649	116.3969251
918	*Eucalyptus occidentalis*	880	No							-33.81222799	116.3970363
919	*Eucalyptus wandoo*	1188	No						Hollow forming potential	-33.81248079	116.396951
920	*Eucalyptus occidentalis*	732	No							-33.81256722	116.3966564
922	*Eucalyptus wandoo*	754	No							-33.81278275	116.3967339
923	*Eucalyptus wandoo*	320	No							-33.81270254	116.3967768
924	*Eucalyptus marginata*	1340	No						Hollows forming	-33.81254739	116.3971655
925	*Corymbia calophylla*	1265	No						Future hollow forming potential	-33.8128091	116.3972266
926	*Corymbia calophylla*	1497	No						Future hollow forming potential	-33.8128415	116.3972837
927	*Eucalyptus occidentalis*	575	No							-33.81205717	116.3977055

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928	*Eucalyptus occidentalis*	630	No							-33.81202904	116.3976928
929	*Eucalyptus occidentalis*	6770	No							-33.81199032	116.3976643
930	*Eucalyptus botryoides*	1056	No						Future hollow forming potential	-33.81241497	116.3983978
931	*Eucalyptus sp.*	981	No						Future hollow forming potential	-33.81213002	116.3983032
932	*Eucalyptus sp.*	1151	No							-33.81195415	116.3982661
933	*Eucalyptus globulus*	996	No							-33.81187947	116.3982428
935	*Eucalyptus sp.*	826	No							-33.81155945	116.3981838
936	*Eucalyptus sp.*	998	No						Future hollow forming potential	-33.811384	116.398138
937	*Eucalyptus occidentalis*	500	No							-33.81151884	116.3978243
938	*Eucalyptus occidentalis*	604	No							-33.81161795	116.3978429
939	*Eucalyptus occidentalis*	457	No							-33.81167605	116.3978562
940	*Eucalyptus occidentalis*	697	No						Future hollow forming potential	-33.81176722	116.3978815
942	*Eucalyptus wandoo*	725	No						Future hollow forming potential	-33.81270635	116.3987563
943	*Eucalyptus botryoides*	833	No							-33.81276685	116.3990556
944	*Corymbia ficifolia*	1190	No							-33.81131825	116.3999188
945	*Eucalyptus sp.*	1096	No						Future hollow forming potential	-33.8114968	116.3999967
946	*Eucalyptus wandoo*	549	No						Future hollow forming potential	-33.81167687	116.4000748
947	*Eucalyptus wandoo*	550	No						Dead. Future hollow forming potential	-33.81119847	116.3992035
948	*Eucalyptus wandoo*	426	No							-33.81272785	116.3995483
949	*Eucalyptus occidentalis*	1365	No						Future hollow forming potential	-33.8128251	116.3992494
950	*Eucalyptus occidentalis*	657	No						Leader measured. Hollow forming potential	-33.81294475	116.3992026
951	*Eucalyptus occidentalis*	925	No						Future hollow forming potential	-33.81303894	116.3994001
952	*Eucalyptus occidentalis*	745	No						Future hollow forming potential	-33.81310607	116.3994842
953	*Eucalyptus occidentalis*	981	No						Future hollow forming potential	-33.81319761	116.3996036
954	*Eucalyptus sp.*	318	No						Planted	-33.81314752	116.3996665
958	*Eucalyptus marginata*	1190	No						Nest in top of tree	-33.81480215	116.3944637
960	*Corymbia calophylla*	890	No						Possum activity	-33.8163385	116.3948533
961	*Corymbia calophylla*	838	No						Possibly possum activity	-33.8162505	116.3953719
963	*Corymbia calophylla*	940	No						Cockatoo feeding	-33.8161954	116.3954654
964	*Corymbia calophylla*	1078	No						Future hollow forming potential	-33.81622969	116.3954876
965	*Corymbia calophylla*	903	No						Future hollow forming potential	-33.81620212	116.3955486
966	*Corymbia calophylla*	668	No							-33.8160724	116.3956167
967	*Corymbia calophylla*	738	No							-33.81604995	116.395628
969	*Corymbia calophylla*	545	No						Dead. Hollow forming potential	-33.81633064	116.3952907
971	*Corymbia calophylla*	507	No						Dead	-33.81659317	116.3958582
974	*Eucalyptus rudis*	1038	No						Future hollow forming potential	-33.81685477	116.3958756
975	*Eucalyptus rudis*	1140	No						Future hollow forming potential	-33.81712352	116.3956086
977	*Eucalyptus rudis*	1180	No						Leader measured. Hollow forming potential	-33.8170956	116.3953249
978	*Corymbia calophylla*	942	No						Feeding. Future hollow forming potential. Chewed Nuts	-33.8174131	116.3957496
979	*Corymbia calophylla*	688	No							-33.81771565	116.396064
980	*Corymbia calophylla*	873	No						Future hollow forming potential	-33.81771892	116.3961048
981	*Corymbia calophylla*	959	No							-33.81776912	116.3960518
982	*Corymbia calophylla*	518	No						Future hollow forming potential	-33.81775272	116.3960232

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984	*Corymbia calophylla*	595	No						Hollows forming	-33.81198325	116.4040274
985	*Corymbia calophylla*	845	No						Hollows forming	-33.81203825	116.4039791
986	*Corymbia calophylla*	1262	No						Hollows forming	-33.81225659	116.4040258
987	*Corymbia calophylla*	669	No						Hollows forming	-33.81219825	116.4042008
989	*Corymbia calophylla*	773	No						Hollows forming	-33.81226825	116.4044258
992	*Corymbia calophylla*	836	No						Multiple stems. Hollows forming	-33.81228659	116.4048824
994	*Corymbia calophylla*	537	No						Hollows forming	-33.81248159	116.4046908
995	*Corymbia calophylla*	806	No						Hollows forming	-33.81247659	116.4046358
997	*Eucalyptus wandoo*	551	No						Hollows forming	-33.81195492	116.4068808
999	*Eucalyptus wandoo*	372	No						Multiple stems	-33.81189992	116.4070141
1001	*Eucalyptus wandoo*	525	No						Hollows forming	-33.81171659	116.4062158
1002	*Corymbia calophylla*	1283	No						Old tree with significant hollow forming potential	-33.81166159	116.4057441
1003	*Corymbia calophylla*	1283	No						Old tree with significant hollow forming potential	-33.81146159	116.4062208
1004	*Eucalyptus wandoo*	500	No						Hollows forming	-33.81151825	116.4069591
1005	*Eucalyptus wandoo*	723	No						Dead	-33.81146825	116.4068108
1006	*Eucalyptus wandoo*	665	No							-33.81140659	116.4068074
1007	*Eucalyptus wandoo*	408	No							-33.81137159	116.4068774
1008	*Eucalyptus wandoo*	390	No							-33.81129659	116.4068124
1009	*Eucalyptus wandoo*	752	No						Hollows forming	-33.81129159	116.4068108
1010	*Eucalyptus wandoo*	1085	No							-33.81122992	116.4067191
1011	*Eucalyptus wandoo*	6908	No							-33.81124325	116.4068358
1012	*Eucalyptus wandoo*	425	No							-33.81123659	116.4068508
1013	*Eucalyptus wandoo*	845	No						Hollows forming	-33.81120159	116.4068758
1014	*Eucalyptus wandoo*	877	No							-33.81119159	116.4069524
1015	*Eucalyptus wandoo*	547	No						Dead	-33.81118659	116.4070508
1016	*Eucalyptus wandoo*	548	No							-33.81101825	116.4067591
1017	*Eucalyptus wandoo*	319	No							-33.81096159	116.4067658
1018	*Eucalyptus wandoo*	526	No							-33.81094992	116.4067208
1019	*Eucalyptus wandoo*	480	No							-33.81091325	116.4067258
1021	*Eucalyptus wandoo*	441	No						Hollows forming	-33.81078159	116.4067391
1022	*Eucalyptus wandoo*	391	No						Dead. Hollows forming	-33.81079492	116.4067324
1023	*Eucalyptus wandoo*	626	No						Multiple stems	-33.81090159	116.4066274
1025	*Eucalyptus wandoo*	663	No						Hollows forming	-33.81076492	116.4066391
1026	*Eucalyptus wandoo*	319	No						Future hollow forming potential	-33.81072325	116.4065891
1027	*Eucalyptus wandoo*	456	No						Hollows forming	-33.81070492	116.4065491
1028	*Eucalyptus wandoo*	781	No						Hollows forming	-33.81062992	116.4065374
1030	*Eucalyptus wandoo*	785	No						Hollows forming	-33.81035325	116.4065874
1032	*Eucalyptus occidentalis*	629	No						Hollows forming	-33.81006825	116.4068624
1033	*Eucalyptus occidentalis*	695	No						Hollow forming potential	-33.81004492	116.4068008
1034	*Eucalyptus occidentalis*	845	No						Hollows forming	-33.80998825	116.4068341
1035	*Corymbia calophylla*	702	No						Future hollow forming potential	-33.80994325	116.4069158
1036	*Corymbia calophylla*	716	No						Dead	-33.80992992	116.4069708
1038	*Eucalyptus occidentalis*	1465	No						Future hollow forming potential	-33.80981825	116.4066108

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1040	*Eucalyptus occidentalis*	745	No						Dying. Future hollow forming potential	-33.80961825	116.4067408
1042	*Eucalyptus occidentalis*	1242	No						Hollows forming	-33.80919159	116.4057724
1043	*Eucalyptus occidentalis*	1225	No						Hollows forming	-33.80908325	116.4059341
1044	*Eucalyptus occidentalis*	1184	No						Hollows forming	-33.80908825	116.4060208
1045	*Eucalyptus wandoo*	786	No						Future hollow forming potential	-33.80921659	116.4060058
1048	*Eucalyptus occidentalis*	1117	No						Hollow forming potential. Beehive at base of tree.	-33.80887825	116.4044758
1049	*Corymbia calophylla*	1771	No						Old tree with significant hollow forming potential. Dying	-33.80899159	116.4046324
1050	*Eucalyptus wandoo*	498	No						Hollows forming. Leader measured	-33.80939659	116.4048591
1051	*Eucalyptus wandoo*	534	No						Hollows forming. Leader measured	-33.80942159	116.4048108
1052	*Eucalyptus wandoo*	360	No							-33.80945659	116.4047758
1053	*Eucalyptus wandoo*	533	No						Hollow forming Potential	-33.80942659	116.4047674
1054	*Eucalyptus wandoo*	648	No						Future hollow forming potential	-33.80942659	116.4047474
1055	*Eucalyptus wandoo*	718	No						Hollows forming	-33.80939825	116.4047908
1057	*Eucalyptus rudis*	1723	No						Future hollow forming potential	-33.80900125	116.4038229
1058	*Eucalyptus rudis*	2171	No						Dead	-33.80968555	116.4031887
1062	*Corymbia calophylla*	1317	No						Hollows forming. Significant feeding on Marri nuts	-33.81086717	116.4031547
1065	*Corymbia calophylla*	874	No						Future Hollow forming potential. Significant possum scratchings	-33.81160755	116.4040318
1070	*Corymbia calophylla*	683	No						Hollows forming	-33.81119324	116.4051106
1073	*Corymbia calophylla*	1067	No						Hollows forming. Significant Possum scratchings	-33.81101707	116.404454
1074	*Corymbia calophylla*	1318	No						Future hollow forming potential	-33.81095687	116.404528
1078	*Corymbia calophylla*	1406	No						Multiple broken limbs	-33.81030195	116.4047841
1079	*Corymbia calophylla*	931	No						Future hollow forming potential	-33.8105888	116.4049875
1082	*Corymbia calophylla*	1914	No						Very old tree. Hollow forming potential. Evidence of feeding	-33.81236825	116.4127391
1083	*Eucalyptus marginata*	1086	No						Future hollow forming potential	-33.81303992	116.4133841
1085	*Eucalyptus marginata*	1451	No						Hollows forming	-33.81324992	116.4131341
1086	*Corymbia calophylla*	1662	No						Hollows forming	-33.81381492	116.4127258
1088	*Corymbia calophylla*	629	No							-33.81458825	116.4120091
1089	*Corymbia calophylla*	1581	No						Hollows forming	-33.81459825	116.4121024
1090	*Corymbia calophylla*	1722	No						Old tree. Significant hollow forming potential	-33.81502825	116.4113358
1092	*Corymbia calophylla*	1644	No						Hollows forming	-33.81462159	116.4106774
1094	*Eucalyptus marginata*	1410	No						Hollows forming	-33.81565492	116.4115341
1095	*Corymbia calophylla*	818	No						Future hollow forming potential	-33.81571659	116.4121008
1096	*Corymbia calophylla*	1260	No						Hollows forming. Evidence of feeding	-33.81567492	116.4121324
1097	*Corymbia calophylla*	1707	No						Hollows forming	-33.81563492	116.4122241
1098	*Corymbia calophylla*	762	No						Hollows forming. Dying	-33.81649659	116.4122574
1099	*Corymbia calophylla*	636	No						Hollow forming potential. Multiple Stems	-33.81644992	116.4121774
1100	*Corymbia calophylla*	356	No						Dying	-33.81636325	116.4121724
1101	*Corymbia calophylla*	940	No						Future hollow forming potential	-33.81639325	116.4121308
1102	*Corymbia calophylla*	870	No						Hollows forming. Significant Possum Scratchings	-33.81640325	116.4120641
1103	*Corymbia calophylla*	753	No						Hollows forming	-33.81631992	116.4121108
1105	*Corymbia calophylla*	1729	No						Old tree. Hollow forming potential	-33.81627659	116.4114908
1107	*Corymbia calophylla*	944	No						Future hollow forming potential	-33.81636825	116.4114691
1108	*Eucalyptus marginata*	1026	No						Hollows forming. Dead	-33.81664325	116.4116924

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1109	*Corymbia calophylla*	1087	No						Hollows forming. Significant Possum Scratchings	-33.81660159	116.4116041
1110	*Corymbia calophylla*	1171	No						Hollows forming	-33.81660992	116.4113308
1111	*Corymbia calophylla*	1340	No						Future hollow forming potential	-33.81660659	116.4114158
1112	*Corymbia calophylla*	1263	No						Future hollow forming potential	-33.81674659	116.4114258
1114	*Eucalyptus wandoo*	510	No						Hollows forming. Multiple stems. one dead stem	-33.81687992	116.4111958
1115	*Eucalyptus wandoo*	330	No						Hollows forming. Multiple stems. Dead	-33.81684992	116.4111474
1116	*Eucalyptus marginata*	383	No						Hollows forming. Multiple stems. one stem dead.	-33.81687825	116.4110924
1117	*Corymbia calophylla*	775	No						Hollows forming. Leader measured	-33.81688492	116.4110924
1118	*Corymbia calophylla*	515	No						Hollows forming. Multiple stems. Two stems dead.	-33.81685492	116.4109791
1119	*Corymbia calophylla*	716	No						Future hollow forming potential	-33.81671659	116.4110174
1120	*Corymbia calophylla*	1570	No						Old tree with Significant hollow forming potential. Significant Possum Scratchings	-33.81667825	116.4109874
1121	*Corymbia calophylla*	560	No						Hollows forming. Multiple stems	-33.81676492	116.4108424
1122	*Corymbia calophylla*	544	No						Hollows forming	-33.81661659	116.4109174
1125	*Corymbia calophylla*	1086	No						Hollows forming	-33.81649325	116.4101791
1126	*Eucalyptus marginata*	678	No						Dead	-33.81674325	116.4102391
1127	*Eucalyptus marginata*	802	No						Hollows forming. Dead	-33.81688325	116.4101974
1128	*Corymbia calophylla*	620	No						Hollows forming	-33.81681325	116.4100891
1129	*Corymbia calophylla*	1335	No						Hollows forming	-33.81678659	116.4099574
1130	*Corymbia calophylla*	1211	No						Hollows forming	-33.81704325	116.4098541
1131	*Corymbia calophylla*	696	No						Leader measured. Hollows forming	-33.81697659	116.4095874
1132	*Corymbia calophylla*	999	No						Hollows forming. Termite mound taking over	-33.81689492	116.4093508
1133	*Eucalyptus marginata*	1022	No						Hollows forming. Some dead branches	-33.81702825	116.4101008
1134	*Corymbia calophylla*	1721	No						Future hollow forming potential	-33.81706492	116.4103691
1135	*Eucalyptus marginata*	1115	No						Hollows forming	-33.81702825	116.4104574
1136	*Eucalyptus wandoo*	775	No						Hollows forming	-33.81742159	116.4103591
1138	*Corymbia calophylla*	1516	No						Hollows forming. Significant Possum Scratchings	-33.81771659	116.4104274
1140	*Eucalyptus wandoo*	587	No						Hollows forming. Multiple stems	-33.81873159	116.4105824
1141	*Corymbia calophylla*	680	No						Future hollow forming potential	-33.81871492	116.4104191
1142	*Corymbia calophylla*	697	No						Hollows forming. Dying	-33.81874825	116.4103158
1143	*Corymbia calophylla*	404	No						Many hollows forming	-33.81884159	116.4103791
1144	*Eucalyptus wandoo*	338	No						Hollows forming	-33.81818325	116.4104041
1146	*Eucalyptus wandoo*	379	No						Hollows forming. Multiple stems. one stem dead infested by termites	-33.81815325	116.4102874
1147	*Eucalyptus wandoo*	587	No						Hollows forming. Multiple stems. Some branches dead	-33.81812159	116.4101841
1148	*Eucalyptus marginata*	599	No						Hollows forming. Leader measured, leader infested by termites. Multiple stems, two stems dead	-33.81803159	116.4100708
1150	*Eucalyptus wandoo*	694	No						Hollows forming	-33.81805492	116.4099274
1151	*Corymbia calophylla*	1150	No						Hollows forming	-33.81799325	116.4097758
1152	*Corymbia calophylla*	1215	No						Hollows forming	-33.81807325	116.4096574
1154	*Eucalyptus rudis*	1442	No						Future hollow forming potential	-33.81762159	116.4094958
1155	*Corymbia calophylla*	712	No						Hollows forming	-33.81773159	116.4096991
1156	*Eucalyptus wandoo*	576	No						Hollows forming. Multiple stems	-33.81778825	116.4097874
1158	*Eucalyptus marginata*	672	No						Hollows forming. Leader measured	-33.81851325	116.4098308
1159	*Corymbia calophylla*	703	No						Hollows forming	-33.81687325	116.4089574

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1160	*Corymbia calophylla*	862	No						Hollows forming	-33.81689492	116.4089674
1162	*Corymbia calophylla*	1532	No						Hollows forming	-33.81695159	116.4091058
1163	*Corymbia calophylla*	1490	No						Multiple hollows forming	-33.81695159	116.4091058
1164	*Eucalyptus wandoo*	477	No						Hollows forming. Leader measured	-33.81713492	116.4092458
1165	*Corymbia calophylla*	893	No						Future hollow forming potential	-33.81719492	116.4092441
1166	*Corymbia calophylla*	985	No						Hollows forming	-33.81731659	116.4091041
1167	*Corymbia calophylla*	937	No						Hollows forming	-33.81741325	116.4090908
1168	*Corymbia calophylla*	975	No						Hollows forming	-33.81723659	116.4089691
1169	*Corymbia calophylla*	406	No						Hollows forming	-33.81712992	116.4089908
1170	*Corymbia calophylla*	880	No						Hollows forming	-33.81712992	116.4089908
1171	*Corymbia calophylla*	599	No						Hollow forming potential. Multiple stems	-33.81718825	116.4088241
1172	*Corymbia calophylla*	786	No						Dead	-33.81721659	116.4085658
1174	*Corymbia calophylla*	1228	No						Hollows forming	-33.81708492	116.4085341
1175	*Corymbia calophylla*	569	No						Hollows forming	-33.81703325	116.4085508
1176	*Corymbia calophylla*	1466	No						Hollows forming	-33.81652992	116.4075008
1177	*Corymbia calophylla*	564	No						Hollows forming. Leader measured	-33.81679159	116.4072224
1178	*Corymbia calophylla*	975	No						Hollows forming	-33.81682492	116.4072524
1179	*Corymbia calophylla*	880	No						Future hollow forming potential	-33.81691325	116.4071858
1180	*Corymbia calophylla*	538	No						Future hollow forming potential	-33.81694325	116.4072358
1182	*Corymbia calophylla*	387	No						Hollows forming	-33.81697492	116.4072591
1183	*Corymbia calophylla*	1074	No						Hollows forming	-33.81705159	116.4073991
1184	*Corymbia calophylla*	642	No						Hollows forming	-33.81742325	116.4075091
1185	*Corymbia calophylla*	352	No						Hollows forming	-33.81733992	116.4075224
1186	*Corymbia calophylla*	345	No						Hollows forming	-33.81733159	116.4075274
1187	*Corymbia calophylla*	543	No						Hollows forming	-33.81733159	116.4075274
1188	*Corymbia calophylla*	350	No						Hollows forming	-33.81728325	116.4075491
1189	*Corymbia calophylla*	379	No						Hollows forming	-33.81728325	116.4075908
1190	*Corymbia calophylla*	350	No						Hollows forming	-33.81726825	116.4075391
1191	*Corymbia calophylla*	367	No						Hollows forming	-33.81723659	116.4075424
1192	*Corymbia calophylla*	330	No						Dead	-33.81718825	116.4075691
1193	*Corymbia calophylla*	458	No						Hollows forming	-33.81724825	116.4075208
1194	*Corymbia calophylla*	363	No						Hollows forming	-33.81720492	116.4075208
1195	*Corymbia calophylla*	663	No						Hollows forming	-33.81726492	116.4074508
1196	*Corymbia calophylla*	661	No						Hollows forming	-33.81723992	116.4074274
1198	*Corymbia calophylla*	745	No						Hollows forming. Leader measured	-33.81730159	116.4073424
1199	*Corymbia calophylla*	621	No						Hollows forming	-33.81757325	116.4076224
1200	*Corymbia calophylla*	650	No						Hollows forming	-33.81759492	116.4076558
1201	*Corymbia calophylla*	467	No						Hollows forming. Dying	-33.81764659	116.4076741
1202	*Corymbia calophylla*	646	No						Hollows forming	-33.81762325	116.4077058
1203	*Corymbia calophylla*	536	No						Hollows forming	-33.81772659	116.4077141
1204	*Corymbia calophylla*	465	No						Hollows forming	-33.81757825	116.4078458
1205	*Corymbia calophylla*	461	No						Hollows forming	-33.81761325	116.4078024
1206	*Corymbia calophylla*	395	No						Future hollow forming potential	-33.81757492	116.4077458

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1207	*Corymbia calophylla*	550	No						Hollows forming. Leader measured	-33.81737325	116.4079774
1208	*Corymbia calophylla*	747	No						Hollows forming	-33.81737992	116.4080991
1209	*Corymbia calophylla*	689	No						Hollows forming	-33.81746992	116.4081608
1210	*Corymbia calophylla*	403	No						Hollows forming	-33.81749492	116.4080891
1211	*Corymbia calophylla*	400	No							-33.81747992	116.4081541
1212	*Corymbia calophylla*	1135	No						Hollows forming	-33.81741992	116.4082908
1213	*Corymbia calophylla*	498	No						Hollows forming	-33.81737325	116.4082991
1214	*Corymbia calophylla*	381	No						Multiple stems	-33.81741825	116.4082941
1215	*Corymbia calophylla*	608	No						Hollows forming	-33.81734825	116.4082258
1217	*Corymbia calophylla*	975	No						Hollows forming	-33.81684492	116.4078858
1218	*Corymbia calophylla*	1570	No						Hollows forming	-33.81651992	116.4075008
1219	*Corymbia calophylla*	512	No						Hollows forming	-33.8171447	116.4078927
1220	*Corymbia calophylla*	541	No						Dying	-33.8171442	116.4078911
1221	*Corymbia calophylla*	671	No						Hollows forming	-33.81705087	116.4078703
1222	*Eucalyptus rudis*	342	No						Hollows forming	-33.81700404	116.407738
1223	*Eucalyptus rudis*	323	No						Hollows forming. Dead	-33.81703145	116.407638
1225	*Corymbia calophylla*	510	No						Hollows forming. Significant Possum scratchings	-33.81693945	116.4075794
1226	*Corymbia calophylla*	430	No						Hollows forming. Leader measured	-33.81747492	116.4086824
1227	*Corymbia calophylla*	521	No						Hollows forming. Leader measured	-33.81760325	116.4085424
1228	*Corymbia calophylla*	612	No						Hollows forming	-33.81771159	116.4085408
1229	*Eucalyptus rudis*	558	No						Hollows forming	-33.81771659	116.4086324
1230	*Corymbia calophylla*	1116	No						Hollows forming	-33.81778659	116.4087641
1232	*Corymbia calophylla*	647	No							-33.81796325	116.4083458
1233	*Corymbia calophylla*	529	No							-33.81805492	116.4080574
1234	*Eucalyptus rudis*	860	No						Hollows forming	-33.81810992	116.4080458
1235	*Eucalyptus rudis*	609	No							-33.81818992	116.4081408
1236	*Eucalyptus rudis*	936	No						Hollows forming	-33.81822325	116.4082324
1237	*Corymbia calophylla*	629	No						Hollows forming	-33.81788659	116.4082391
1238	*Corymbia calophylla*	975	No						Future hollow forming potential	-33.81783825	116.4081908
1239	*Corymbia calophylla*	436	No						Multiple stems	-33.81777825	116.4083058
1240	*Corymbia calophylla*	322	No							-33.81776992	116.4083274
1241	*Corymbia calophylla*	390	No						Hollows forming	-33.81767159	116.4083408
1242	*Corymbia calophylla*	592	No						Future hollow forming potential	-33.81767159	116.4083408
1243	*Corymbia calophylla*	420	No						Hollows forming. Multiple stems	-33.81769492	116.4082608
1244	*Corymbia calophylla*	990	No						Hollows forming	-33.81780325	116.4082441
1245	*Corymbia calophylla*	620	No						Hollows forming	-33.81789492	116.4082574
1248	*Corymbia calophylla*	354	No						Hollows forming. Dead. Leader measured	-33.81774492	116.4081208
1249	*Corymbia calophylla*	983	No						Hollows forming	-33.81773992	116.4079908
1250	*Corymbia calophylla*	375	No						Hollows forming	-33.81766492	116.4081041
1251	*Eucalyptus rudis*	929	No						Hollows forming. Multiple stems	-33.81819992	116.4078474
1252	*Corymbia calophylla*	542	No						Hollows forming	-33.81819992	116.4078474
1253	*Corymbia calophylla*	338	No						Hollows forming	-33.81820992	116.4078008
1254	*Corymbia calophylla*	958	No						Hollows forming	-33.81818659	116.4077524

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1255	*Corymbia calophylla*	848	No						Hollows forming	-33.81815325	116.4076574
1256	*Corymbia calophylla*	451	No						Hollows forming	-33.81814325	116.4076174
1257	*Corymbia calophylla*	494	No						Hollows forming	-33.81805325	116.4077641
1258	*Corymbia calophylla*	759	No						Future hollow forming potential	-33.81750659	116.4073224
1259	*Eucalyptus rudis*	500	No						Hollows forming. Leader measured	-33.81762992	116.4074441
1260	*Corymbia calophylla*	343	No						Leader measured	-33.81767992	116.4074724
1261	*Corymbia calophylla*	353	No						Hollow forming potential. Multiple stems	-33.81777159	116.4074258
1262	*Corymbia calophylla*	458	No						Multiple stems	-33.81770825	116.4074358
1263	*Corymbia calophylla*	460	No						Hollows forming	-33.81770659	116.4074424
1264	*Corymbia calophylla*	330	No						Hollows forming	-33.81779825	116.4075458
1265	*Corymbia calophylla*	353	No						Dead	-33.81779825	116.4075458
1266	*Corymbia calophylla*	359	No						Dead	-33.81788325	116.4076008
1267	*Corymbia calophylla*	794	No						Hollows forming	-33.81794825	116.4075891
1268	*Corymbia calophylla*	486	No						Hollows forming	-33.81790825	116.4075058
1269	*Corymbia calophylla*	1055	No						Hollows forming	-33.81791492	116.4074874
1271	*Corymbia calophylla*	1090	No						Future hollow forming potential	-33.81793825	116.4073991
1272	*Corymbia calophylla*	764	No						Future hollow forming potential	-33.81793825	116.4073991
1273	*Corymbia calophylla*	1195	No						Future hollow forming potential	-33.81783659	116.4072841
1274	*Corymbia calophylla*	1212	No						Hollows forming	-33.81783825	116.4072024
1275	*Corymbia calophylla*	778	No						Hollows forming	-33.81779325	116.4071691
1276	*Corymbia calophylla*	324	No							-33.81773159	116.4071424
1277	*Corymbia calophylla*	395	No							-33.81770159	116.4070574
1278	*Corymbia calophylla*	462	No							-33.81770159	116.4070574
1279	*Corymbia calophylla*	605	No							-33.81762825	116.4071124
1280	*Corymbia calophylla*	348	No							-33.81768159	116.4071624
1281	*Corymbia calophylla*	364	No							-33.81767325	116.4071341
1282	*Corymbia calophylla*	357	No							-33.81775659	116.4073524
1283	*Eucalyptus rudis*	375	No						Leader measured	-33.81806992	116.4072458
1284	*Eucalyptus rudis*	689	No						Future hollow forming potential	-33.81816159	116.4072608
1285	*Eucalyptus rudis*	545	No						Hollows forming. Multiple stems	-33.81814325	116.4072558
1286	*Eucalyptus rudis*	391	No							-33.81810159	116.4074258
1287	*Eucalyptus rudis*	675	No						Leader measured	-33.81809825	116.4073874
1290	*Eucalyptus rudis*	891	No						Hollows forming	-33.81783159	116.4063508
1291	*Eucalyptus rudis*	1221	No						Old tree, significant hollow forming potential. Multiple stems. Some branches dying	-33.81781825	116.4063874
1292	*Corymbia calophylla*	804	No						Hollows forming. Leader measured	-33.81682325	116.4071674
1293	*Eucalyptus rudis*	1491	No							-33.81785992	116.4066874
1294	*Eucalyptus rudis*	1129	No						Hollows forming	-33.81783325	116.4067558
1295	*Eucalyptus marginata*	649	No							-33.81692492	116.4070674
1296	*Corymbia calophylla*	438	No						Hollows forming	-33.81669992	116.4071208
1297	*Corymbia calophylla*	1108	No						Hollows forming	-33.81657159	116.4071058
1298	*Corymbia calophylla*	602	No						Hollows forming	-33.81661159	116.4069724
1299	*Corymbia calophylla*	678	No						Hollows forming	-33.81657159	116.4069141
1300	*Corymbia calophylla*	1309	No						Hollows forming	-33.81653992	116.4068874

Tree ID	Species	DBH (mm)	Hollows Present	Location	Size of Entrance (cm)	Type of Entrance	Height Above Ground (m)	Rubbing or Chewing Around Entrance	Comments	Latitude	Longitude
1301	*Corymbia calophylla*	871	No						Hollows forming	-33.81647325	116.4068691
1302	*Corymbia calophylla*	570	No						Hollows forming	-33.81637159	116.4068458
1303	*Corymbia calophylla*	831	No						Hollows forming	-33.81625825	116.4066474
1304	*Corymbia calophylla*	1276	No						Multiple hollows forming	-33.81629325	116.4067108
1305	*Corymbia calophylla*	575	No						Hollows forming	-33.81662492	116.4067291
1306	*Eucalyptus rudis*	719	No						Hollows forming	-33.81962385	116.4074344
1308	*Eucalyptus rudis*	520	No						Hollows forming. Dead	-33.8197142	116.4075275
1310	*Eucalyptus rudis*	463	No						Hollows forming. Multiple stems	-33.8198173	116.407537
1311	*Corymbia calophylla*	414	No						Hollows forming	-33.81975495	116.4076006
1312	*Corymbia calophylla*	740	No						Hollows forming	-33.81975625	116.4075951
1313	*Corymbia calophylla*	590	No						Hollows forming	-33.81976547	116.4076041
1317	*Corymbia calophylla*	368	No						Hollows forming	-33.81978547	116.4076472
1318	*Corymbia calophylla*	501	No						Hollows forming	-33.81980275	116.407699
1321	*Eucalyptus rudis*	1197	No						Hollows forming	-33.81986477	116.4077221
1322	*Eucalyptus rudis*	307	No							-33.81981224	116.4077449
1323	*Eucalyptus rudis*	831	No						Hollows forming. Multiple stems	-33.81995702	116.4077365
1324	*Eucalyptus rudis*	335	No						Hollow forming. Dead	-33.8199435	116.4077664
1325	*Eucalyptus rudis*	531	No						Hollows forming	-33.81995115	116.4078307
1326	*Eucalyptus rudis*	757	No						Hollows forming	-33.8199615	116.4078358
1327	*Eucalyptus rudis*	461	No						Hollows forming	-33.82001284	116.4077476
1328	*Eucalyptus rudis*	543	No						Hollows forming	-33.82008765	116.4078454
1329	*Eucalyptus rudis*	556	No						Hollows forming	-33.82010227	116.4077953
1330	*Eucalyptus rudis*	956	No						Hollows forming	-33.82001135	116.4079008
1331	*Eucalyptus rudis*	472	No						Hollows forming	-33.82005615	116.4079748
1332	*Eucalyptus rudis*	864	No						Hollows forming	-33.82004915	116.4080026
1333	*Eucalyptus rudis*	945	No						Hollows forming. Multiple stems	-33.82013332	116.4078565
1335	*Eucalyptus rudis*	502	No							-33.82019857	116.4078988
1336	*Eucalyptus rudis*	388	No							-33.82021214	116.4077992
1337	*Eucalyptus rudis*	668	No						Hollows forming	-33.8201577	116.4079551
1338	*Eucalyptus rudis*	803	No						Hollows forming	-33.8201385	116.4079788
1339	*Eucalyptus rudis*	860	No						Hollows forming	-33.82018665	116.4079798
1341	*Eucalyptus rudis*	406	No						Hollows forming. Multiple stems	-33.82019297	116.4080264
1342	*Eucalyptus rudis*	812	No						Hollows forming. Multiple stems	-33.82034927	116.4079444
1345	*Eucalyptus rudis*	920	No						Hollows forming	-33.82041525	116.4080042
1346	*Eucalyptus rudis*	669	No						Hollows forming. Multiple stems	-33.82045987	116.4080099
1347	*Eucalyptus rudis*	795	No						Hollows forming. Dead	-33.82047762	116.4080272
1348	*Eucalyptus rudis*	742	No						Hollows forming	-33.82051667	116.4080035
1349	*Eucalyptus rudis*	697	No						Hollows forming	-33.82055027	116.407909
1350	*Eucalyptus rudis*	842	No						Hollows forming	-33.8205749	116.4079949
1351	*Eucalyptus rudis*	656	No						Hollows forming	-33.82060222	116.4080675
1353	*Eucalyptus rudis*	450	No						Hollows forming	-33.82054037	116.4080596
1354	*Eucalyptus rudis*	398	No						Hollows forming. Dead	-33.82056902	116.4080364

Table 7: Photo evidence of significant trees (>300 mm DBH) that contained hollows.

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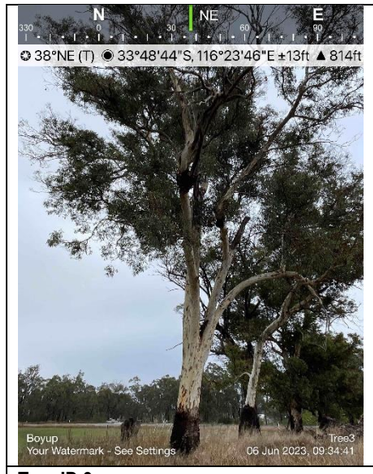
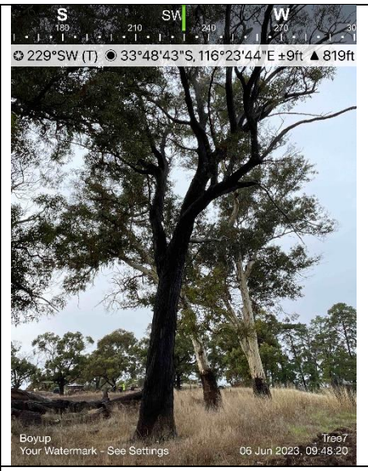
<tr><td> 
</td><td> </td><td> 
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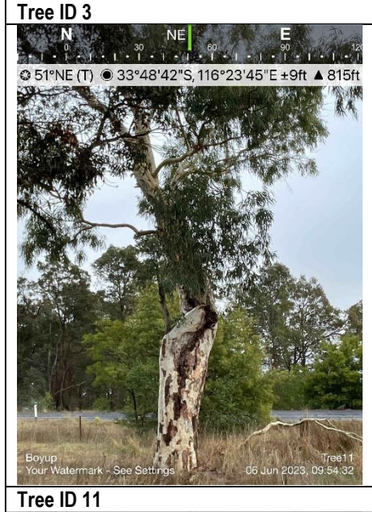
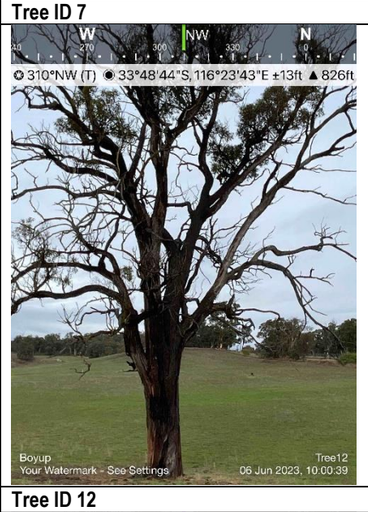
<tr><td> 
</td><td> </td><td> 
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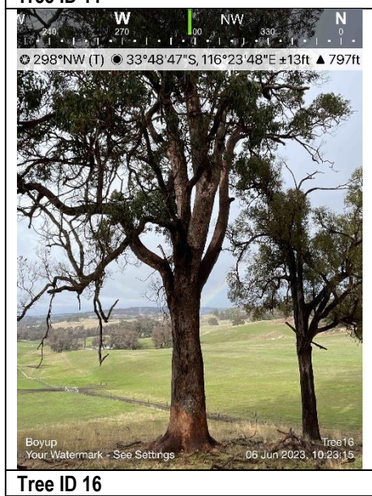
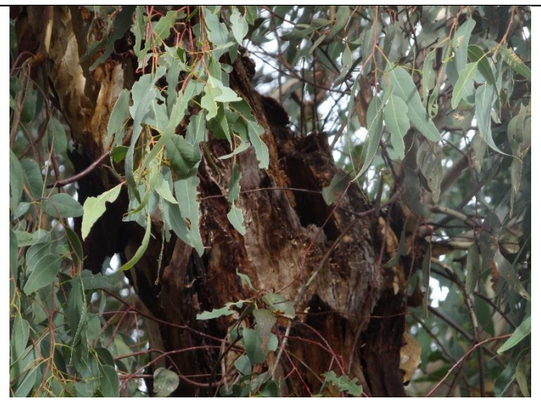
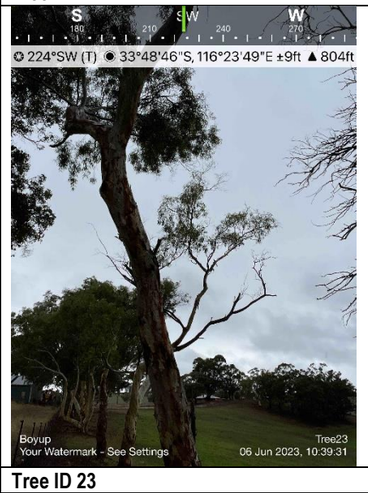
<tr><td> 
</td><td>  </td><td> 
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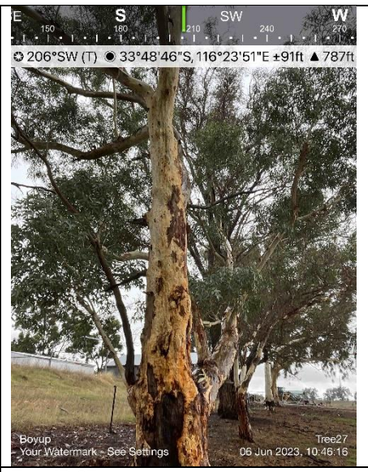

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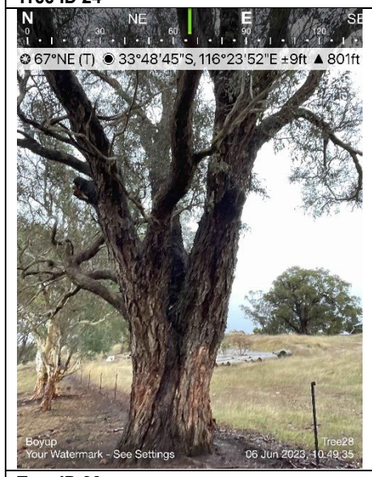

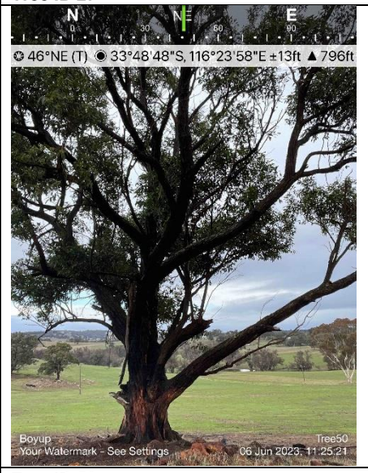

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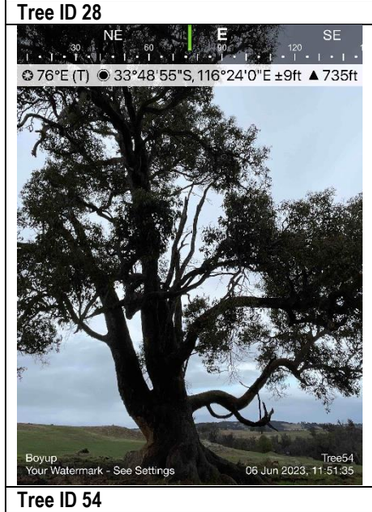

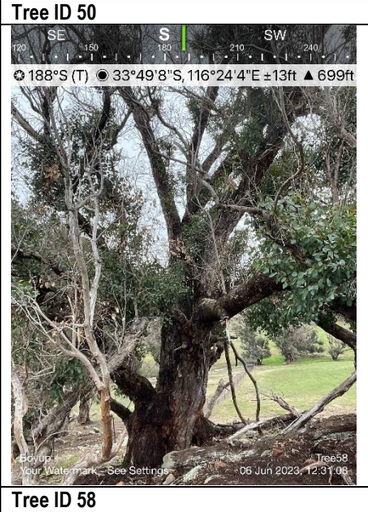

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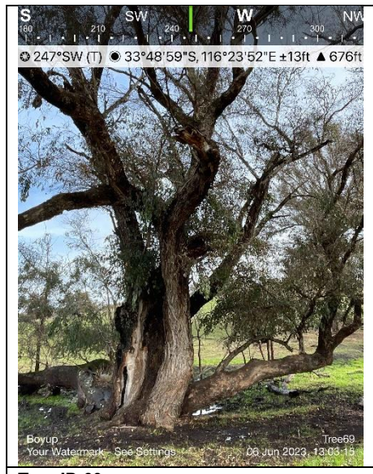

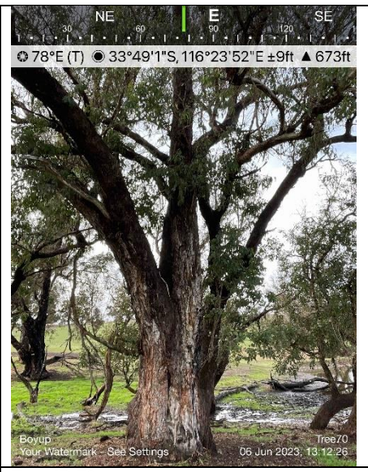

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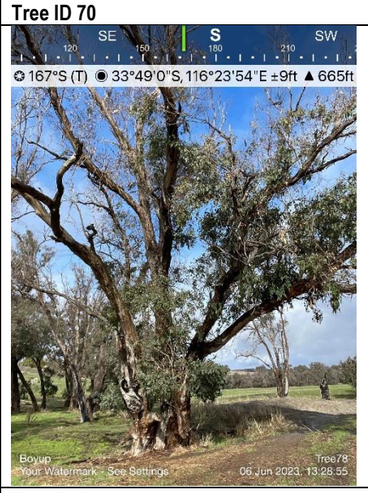

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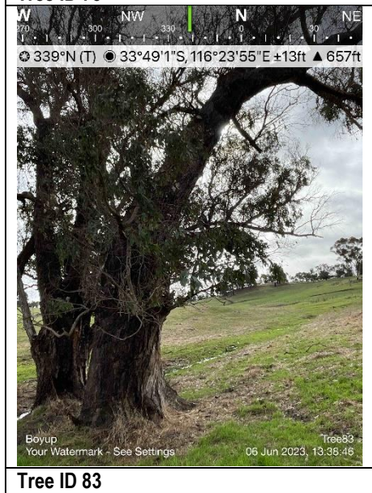

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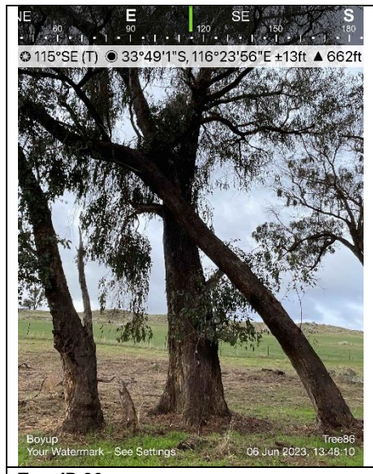

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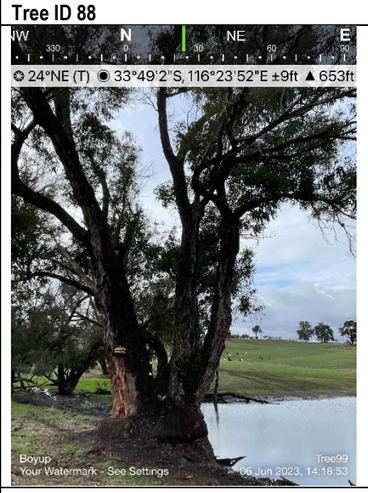

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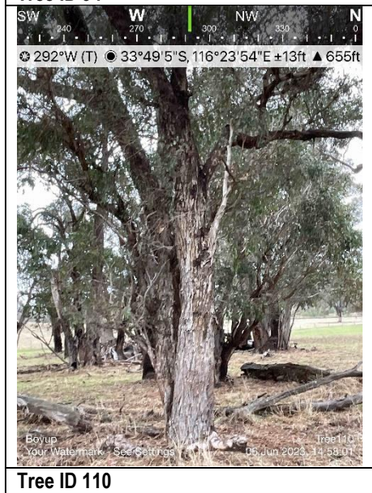

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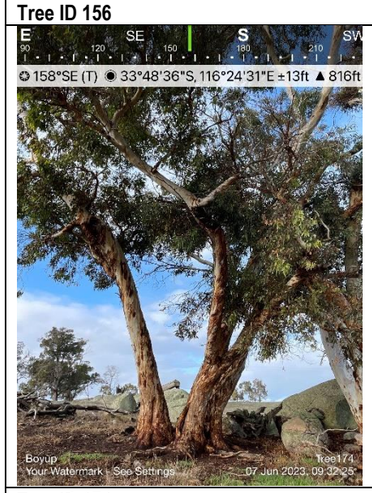
<td> 
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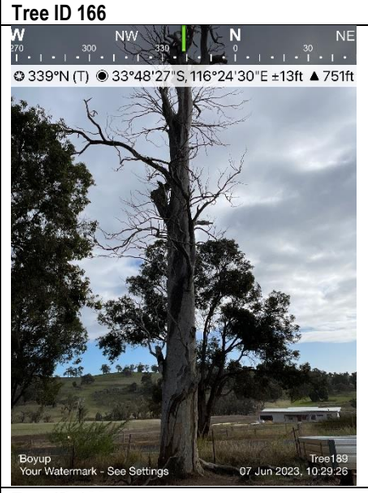
<td> 
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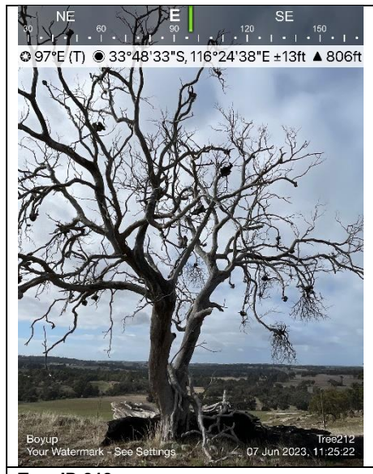

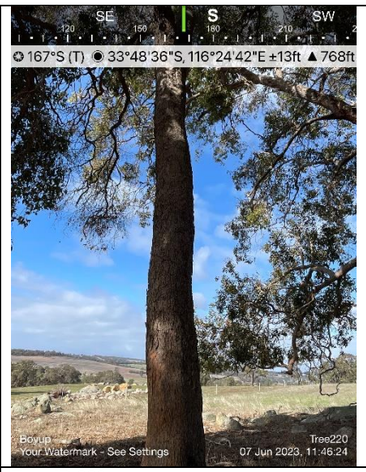

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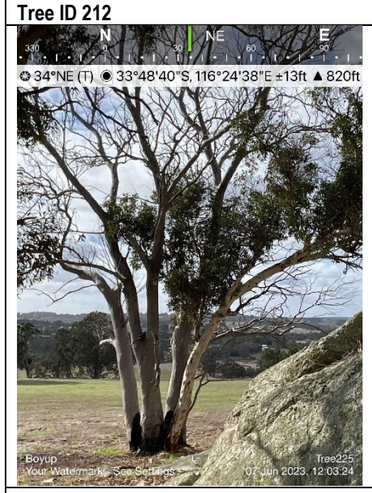

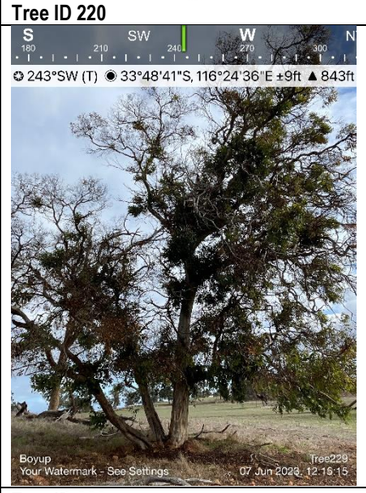

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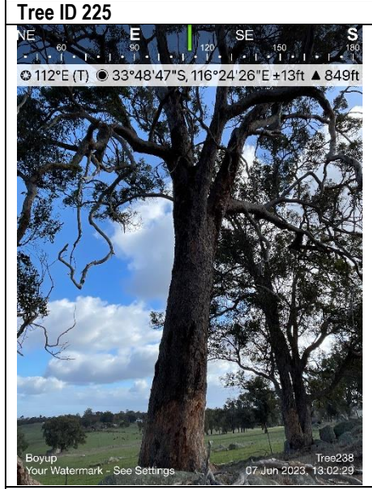

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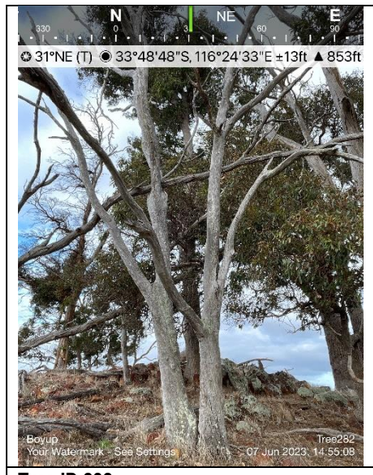

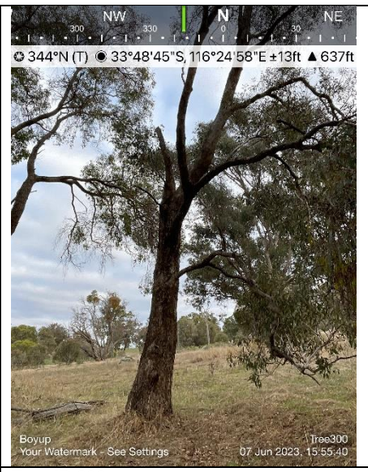

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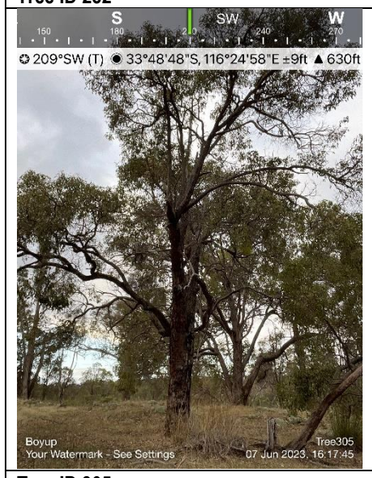

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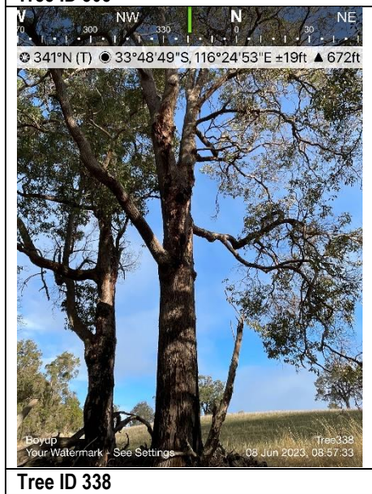

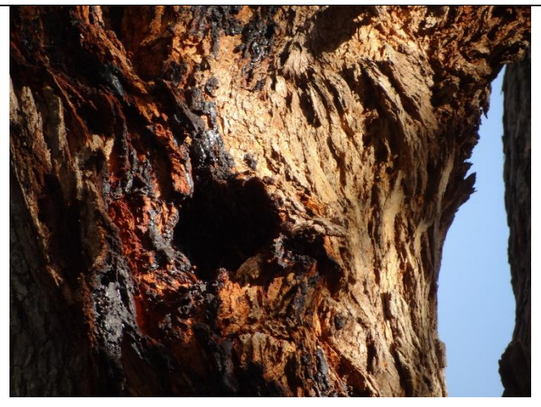

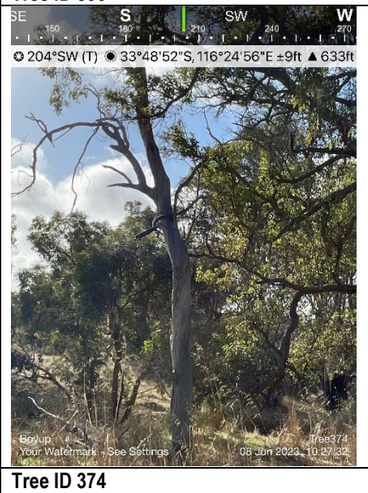

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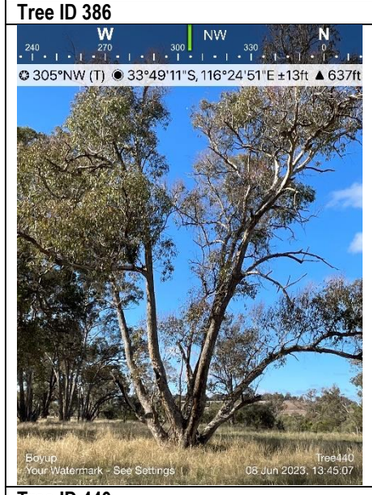			
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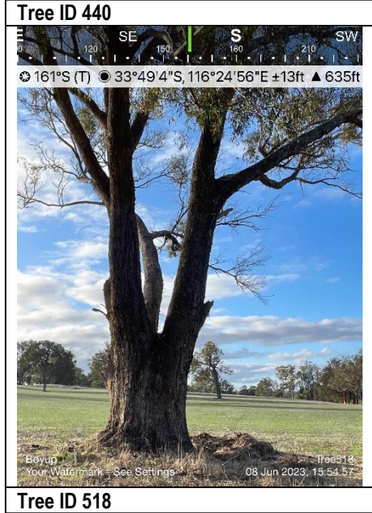		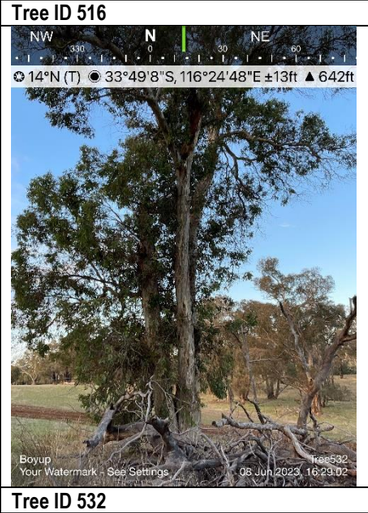	
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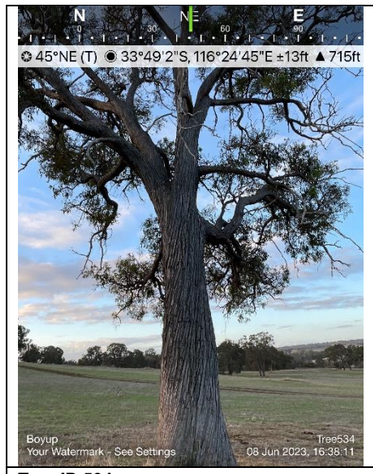

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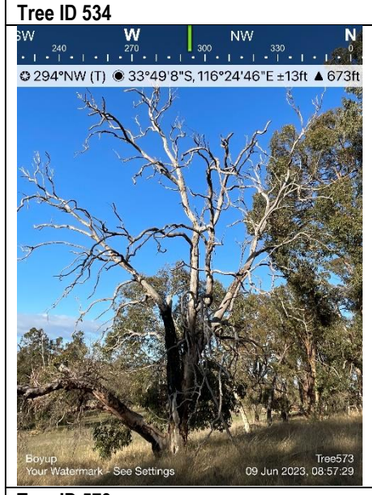

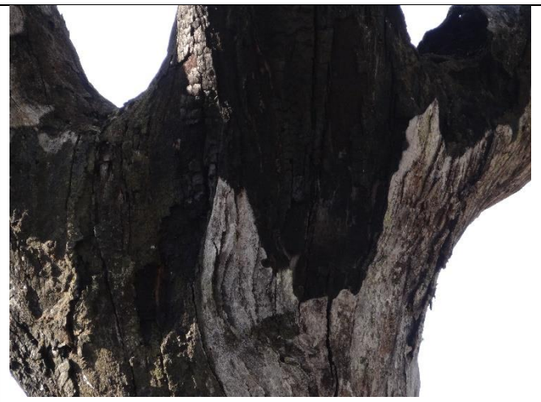

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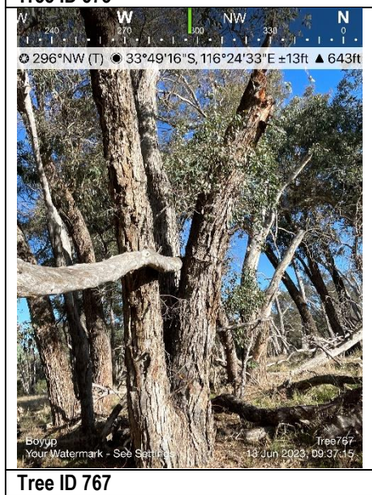

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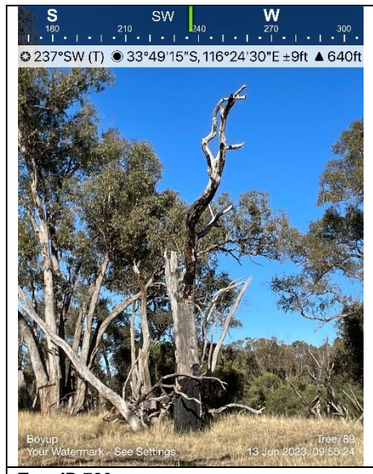

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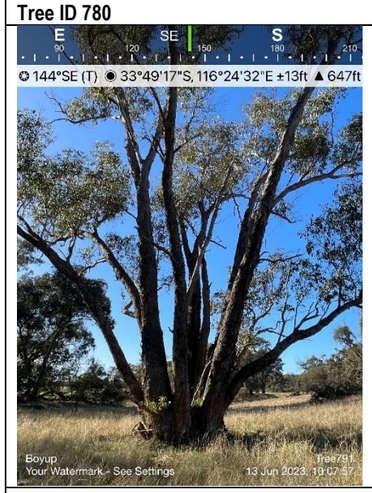

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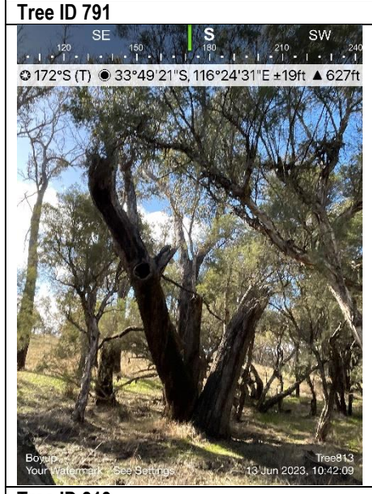

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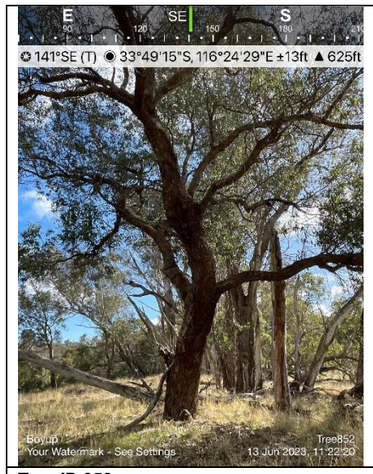

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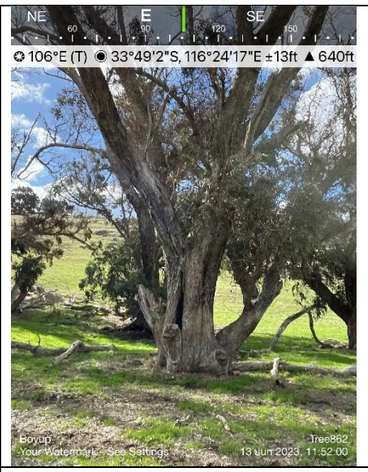

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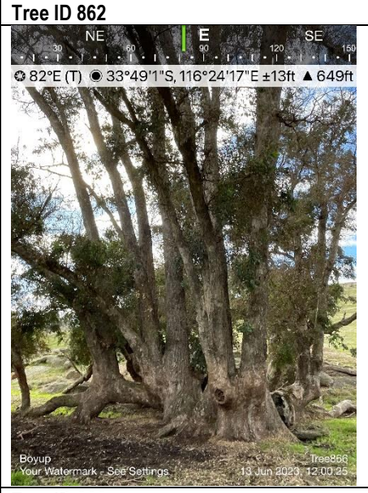

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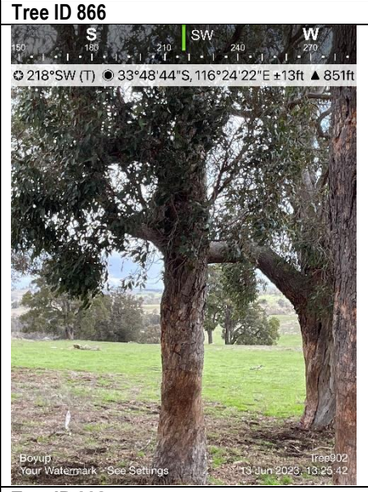

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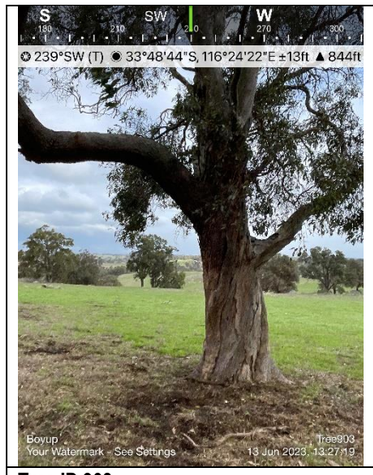
<tr><td> 
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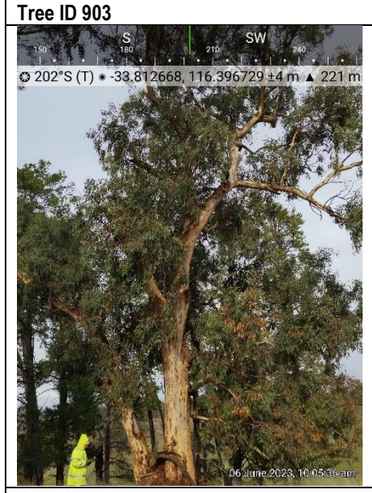
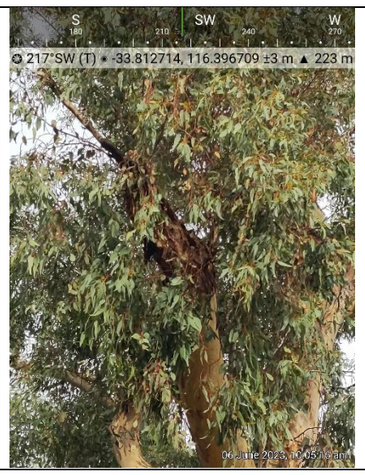
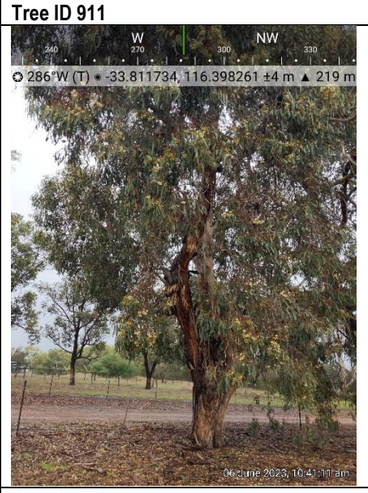
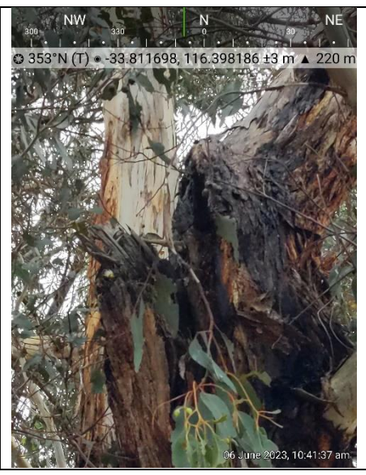
<tr><td> 
</td><td> 
</td><td> 
</td><td> 
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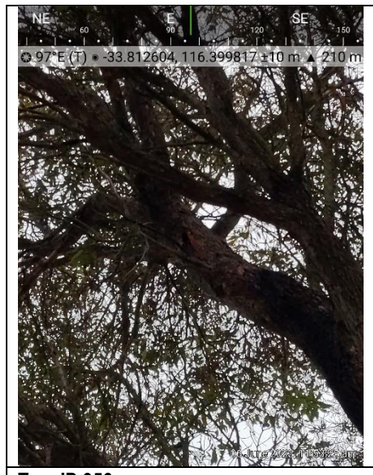
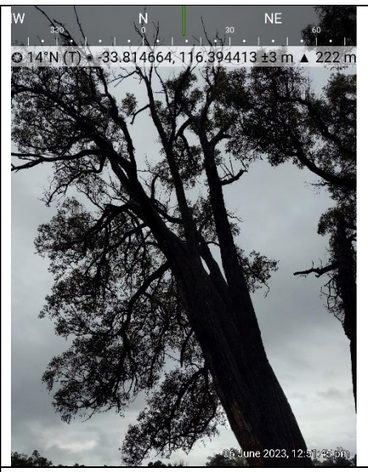
	**No photo available**		**No photo available**
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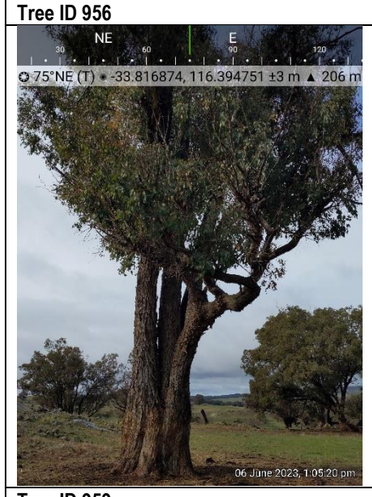
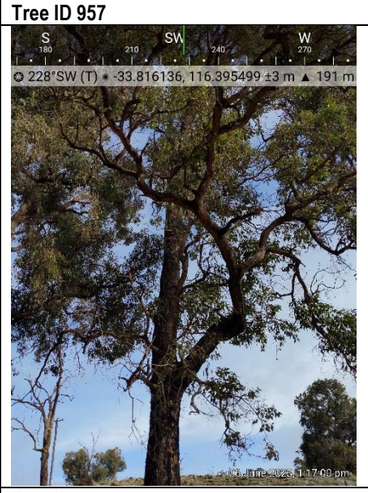
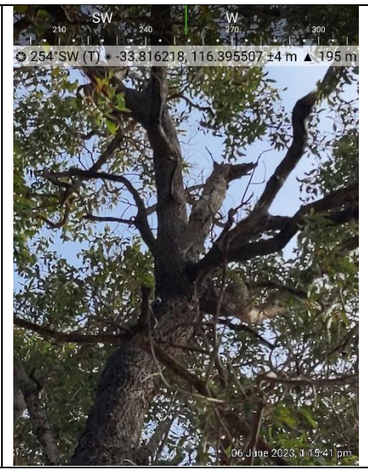
	**No photo available**		
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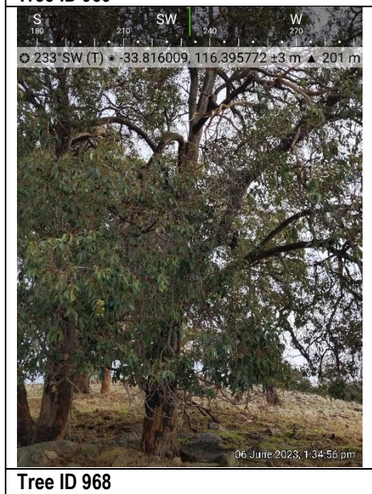	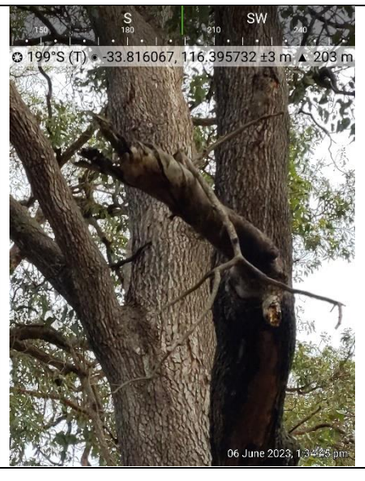	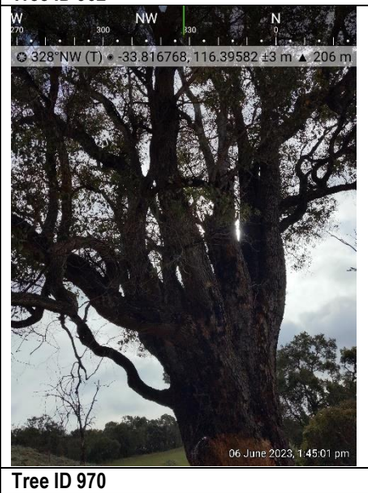	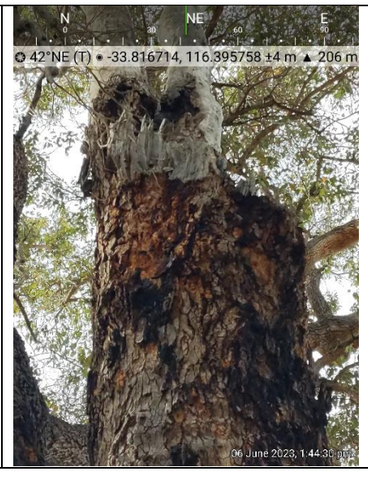
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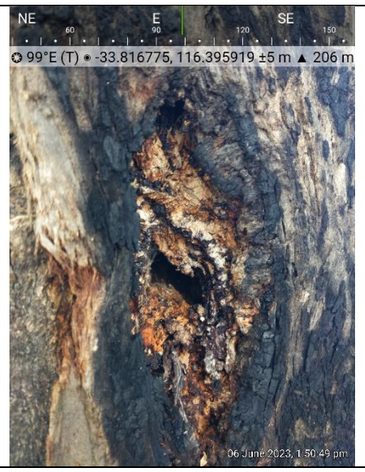
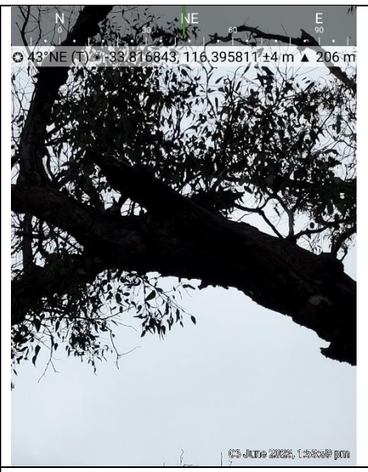
No photo available			**No photo available**
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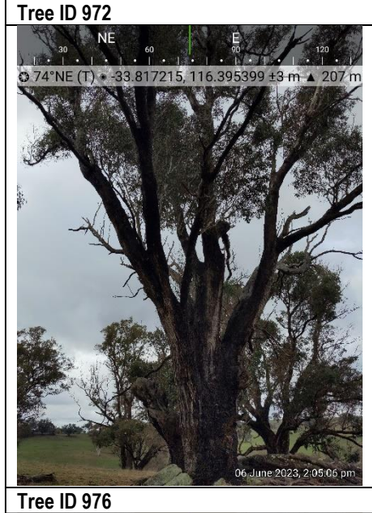	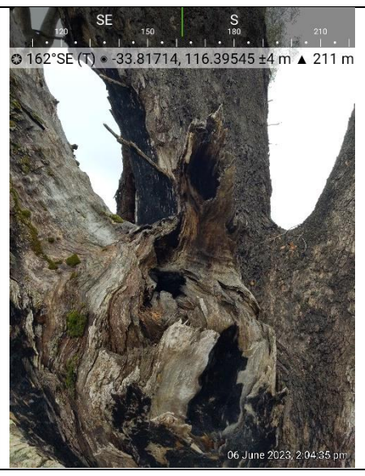	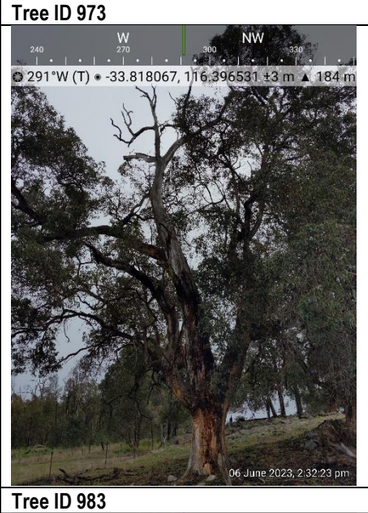	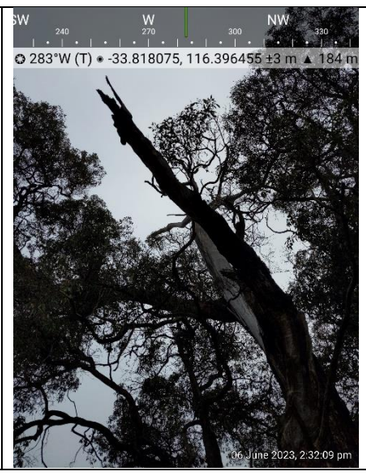
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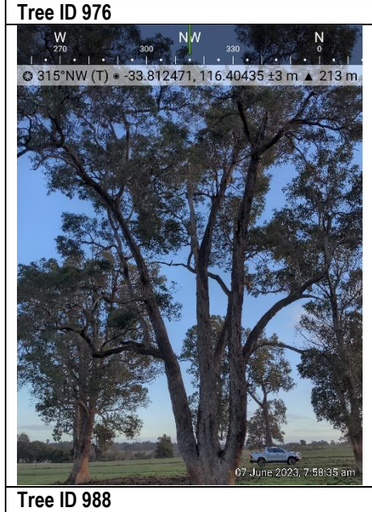	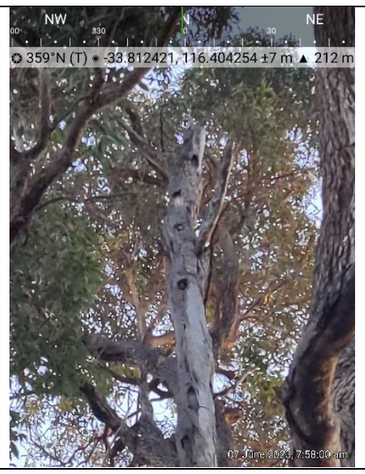	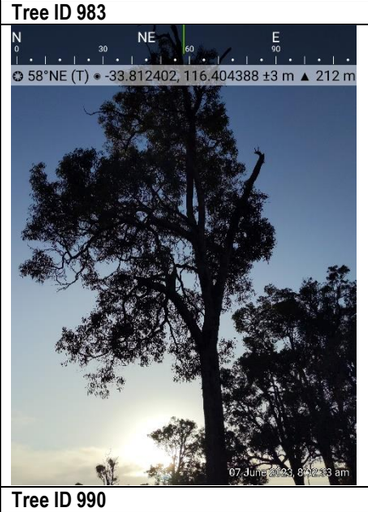	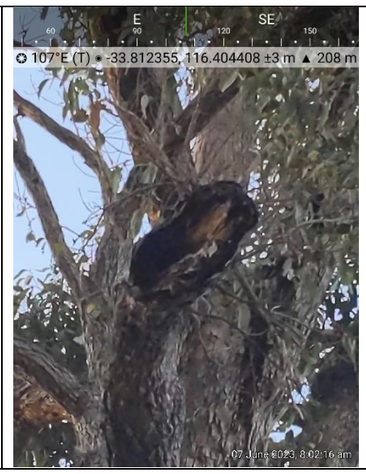
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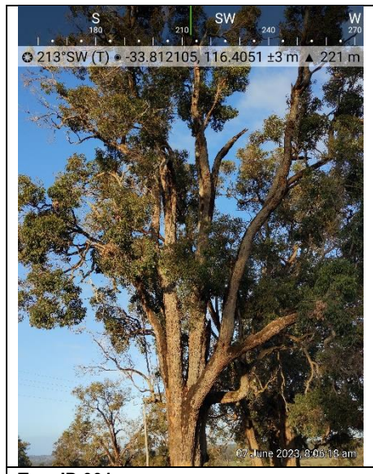

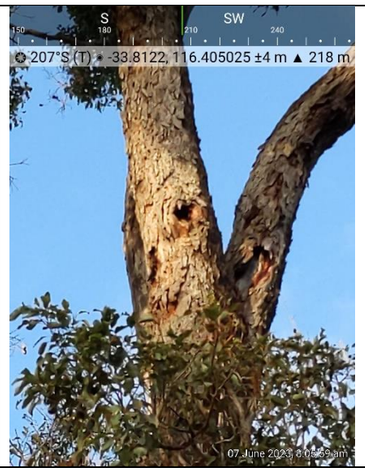

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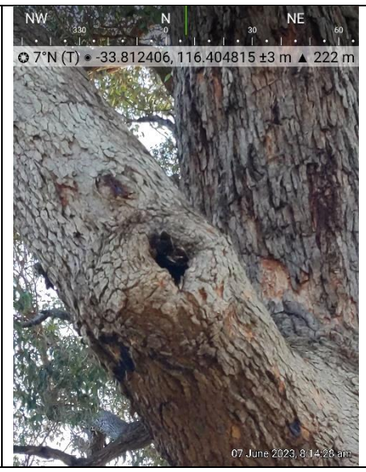

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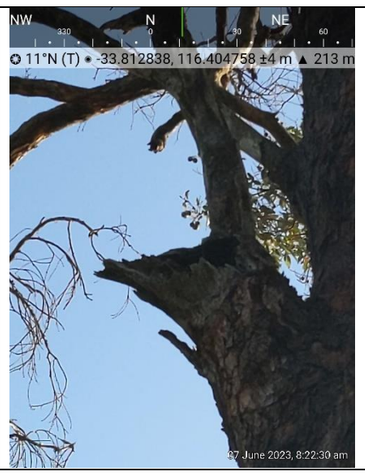

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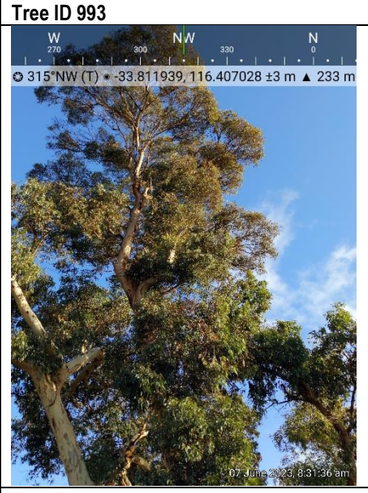

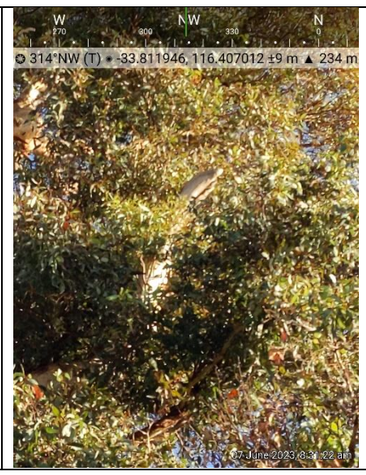

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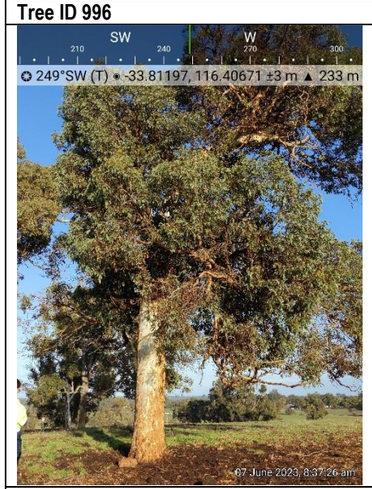

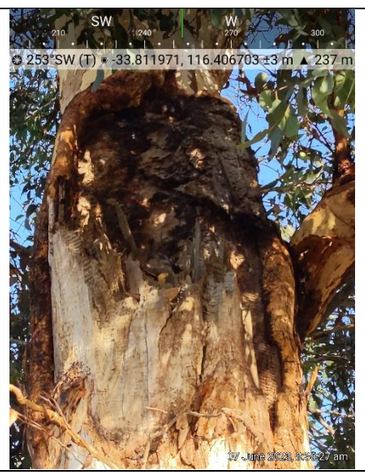

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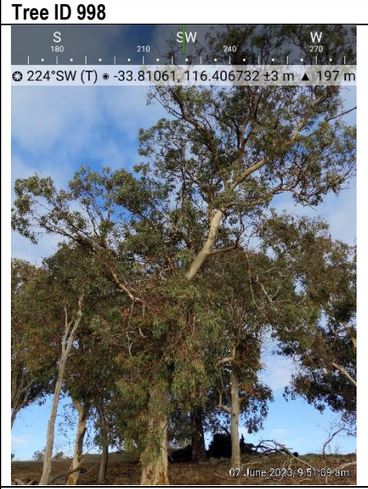

Tree ID 1000

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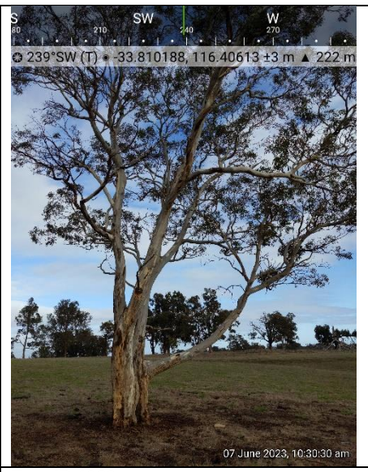
No photo available	**No photo available**		
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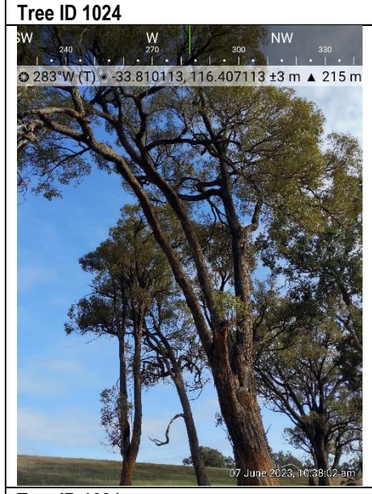	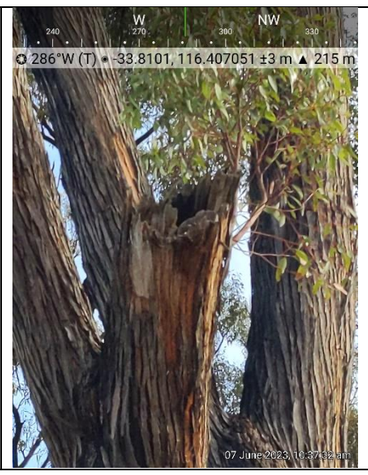	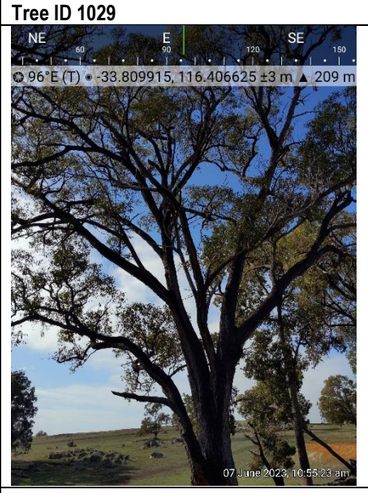	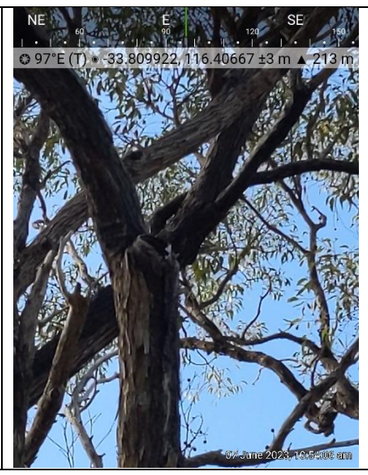
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		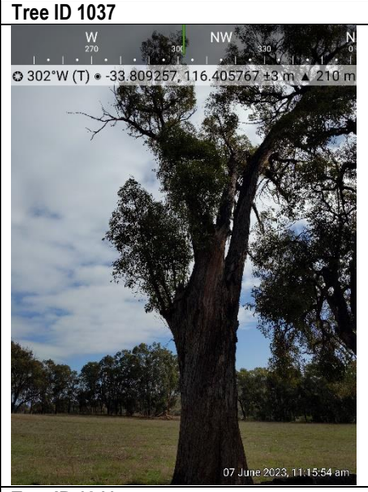	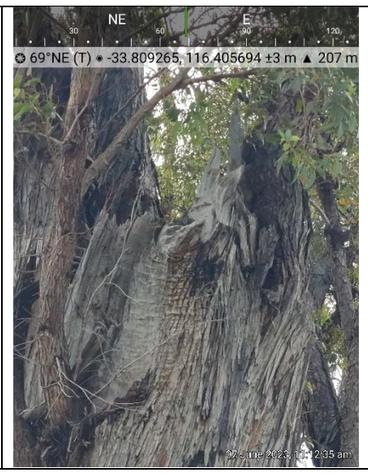
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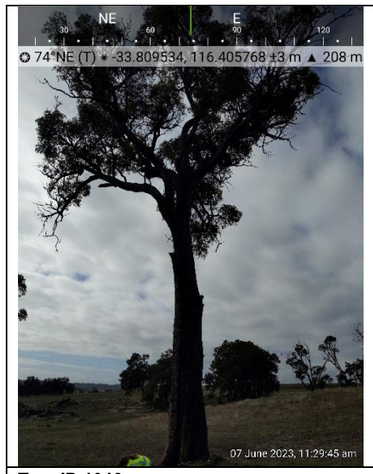
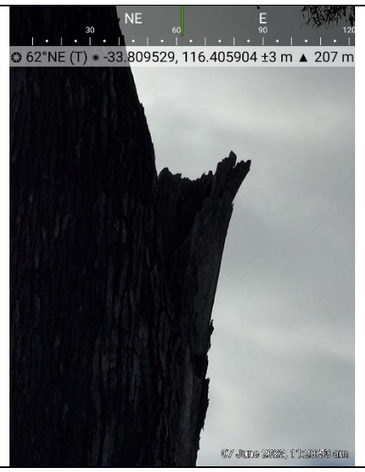
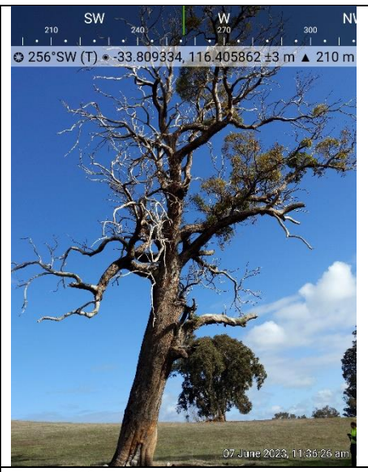
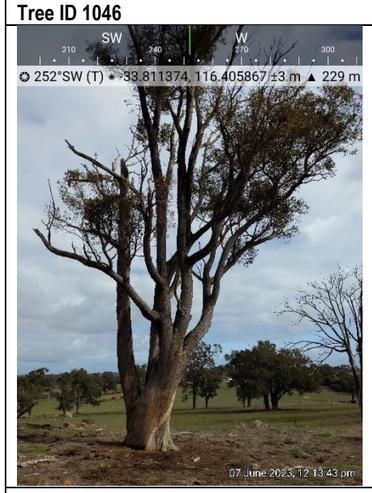


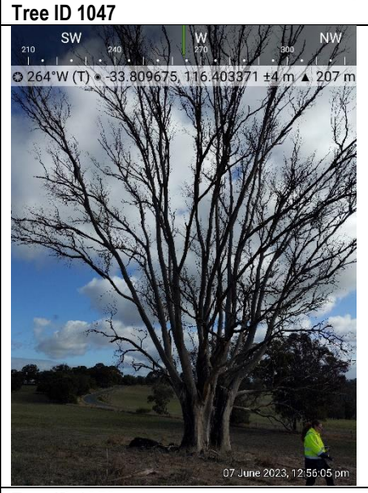




Tree ID 1046

Tree ID 1047





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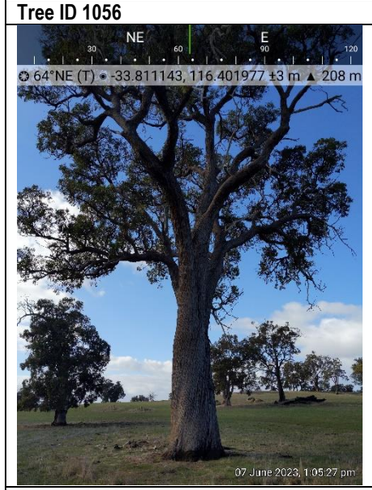
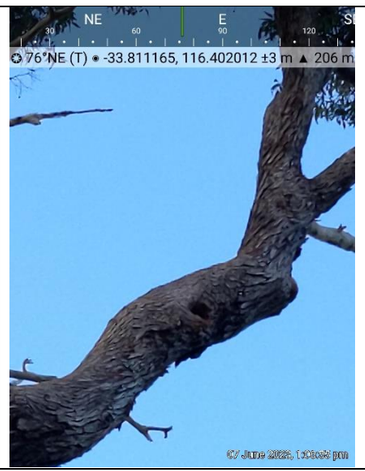
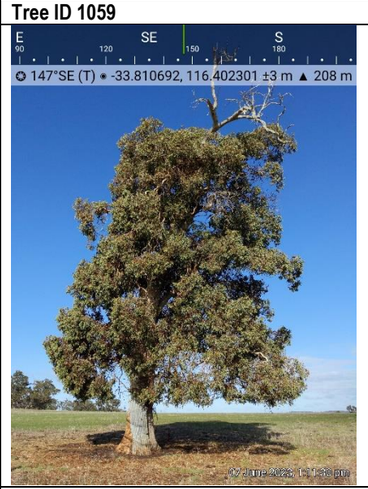
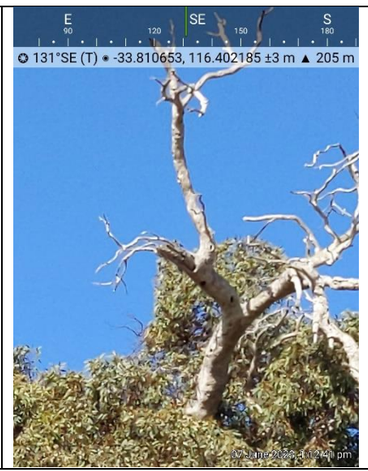
Tree ID 1056

Tree ID 1059



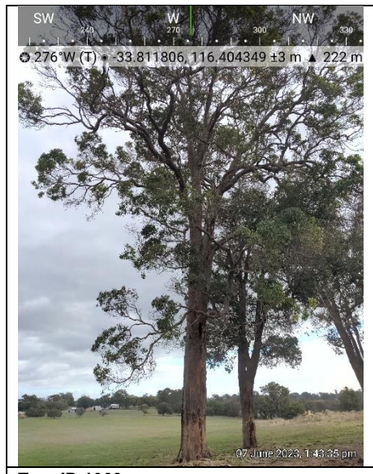


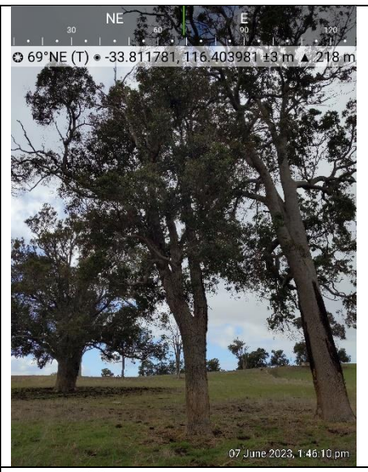




Tree ID 1060

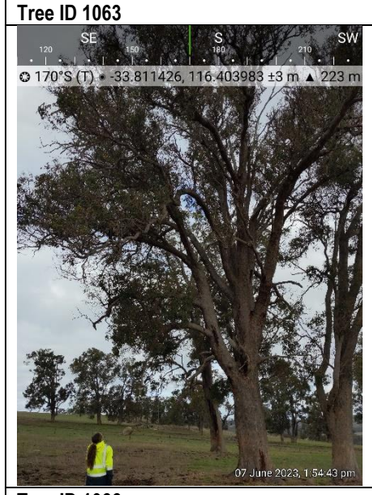
Tree ID 1061

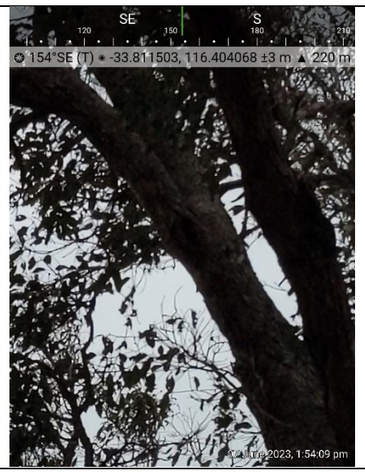


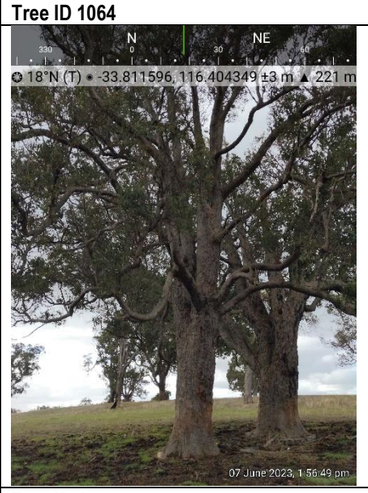


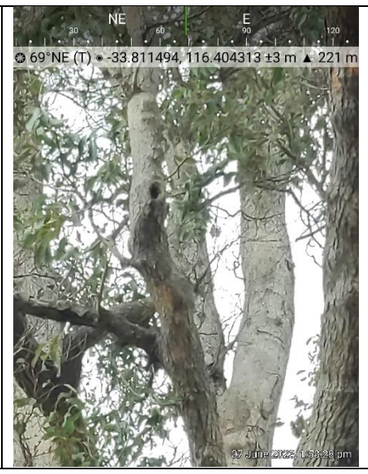
Tree ID 1063

Tree ID 1064



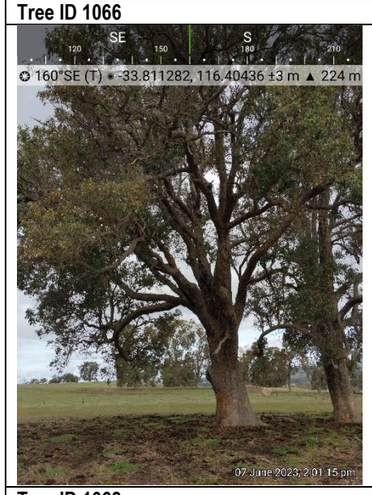


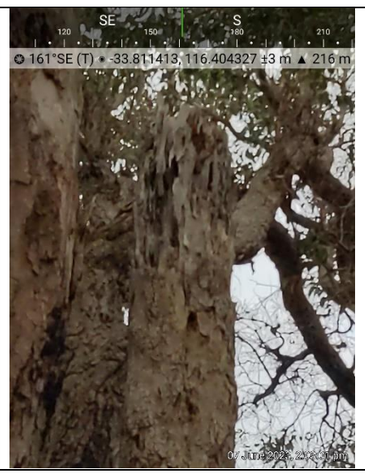


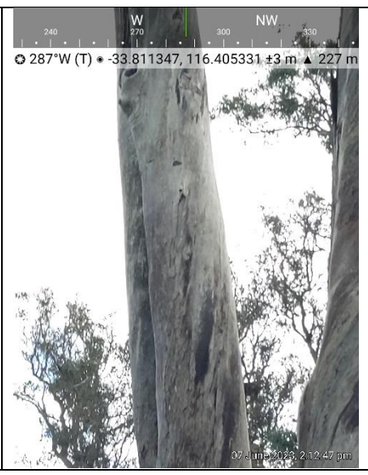


Tree ID 1066

Tree ID 1067

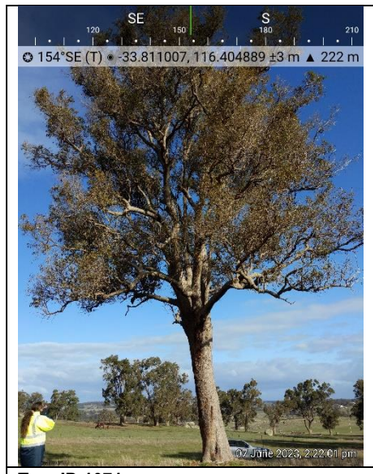






Tree ID 1068

Tree ID 1069



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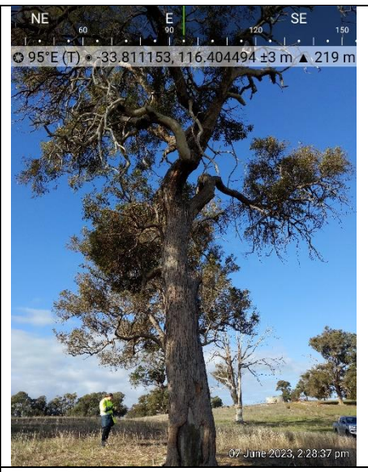
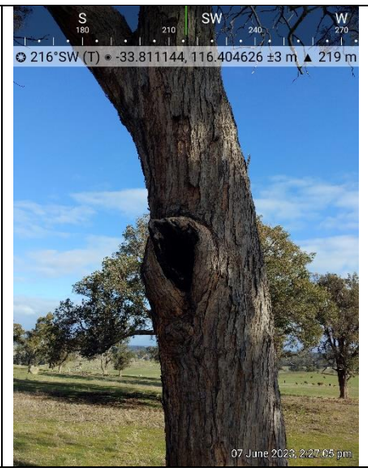
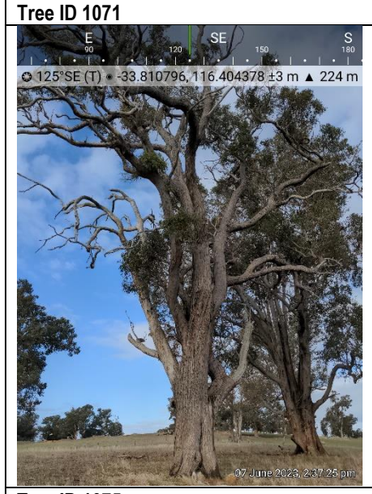
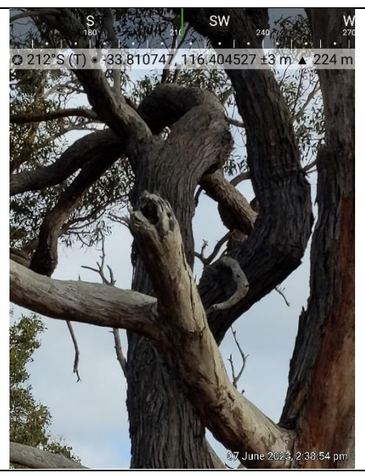




Tree ID 1071





Tree ID 1072

Tree ID 1075

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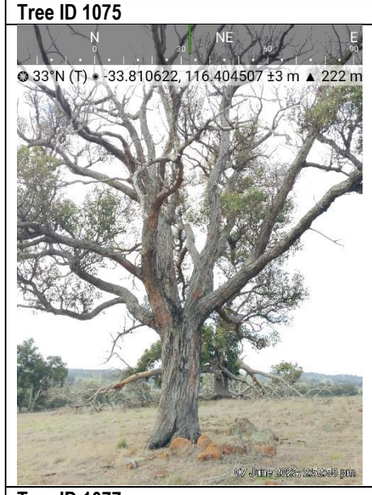
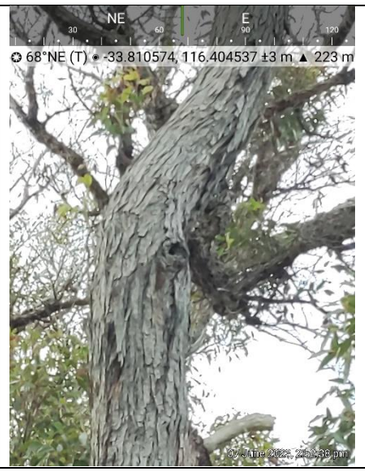
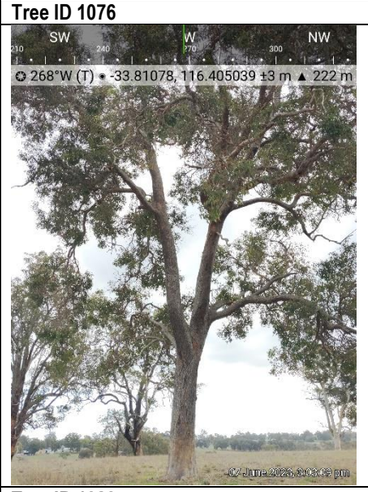
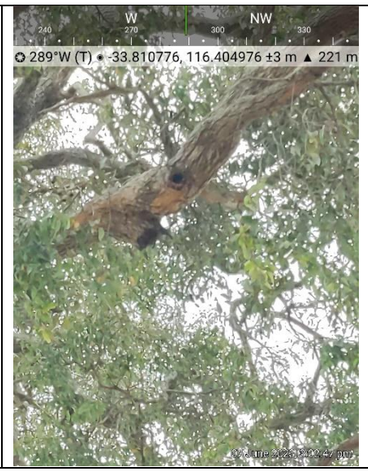


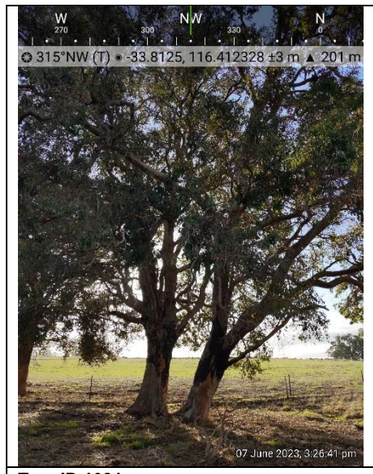


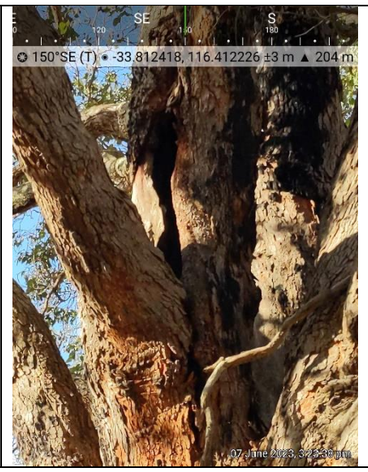




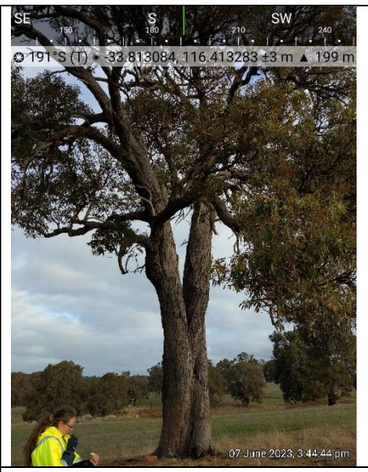
Tree ID 1077

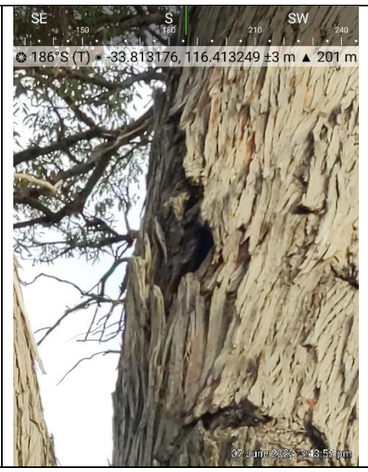
Tree ID 1080



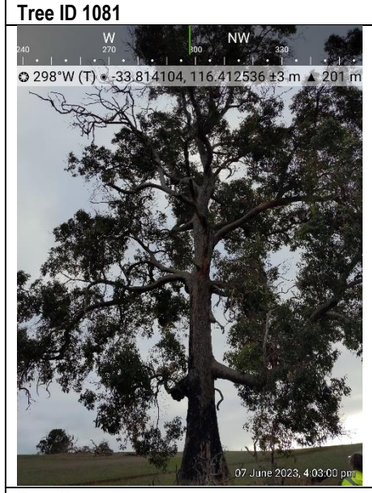


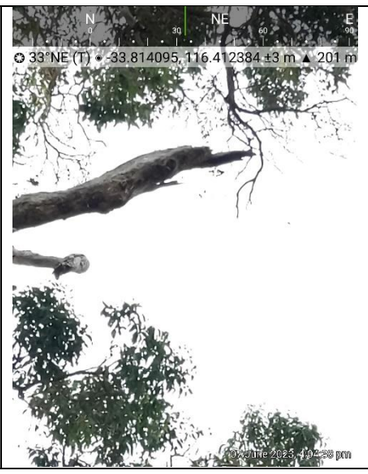
Tree ID 1081



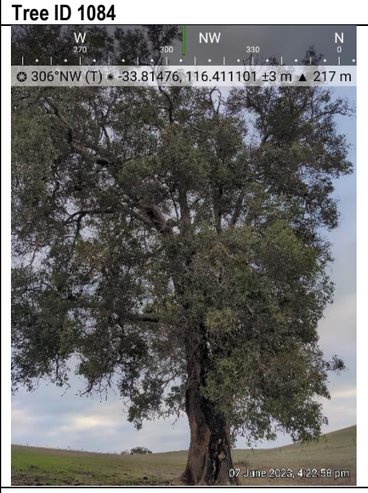


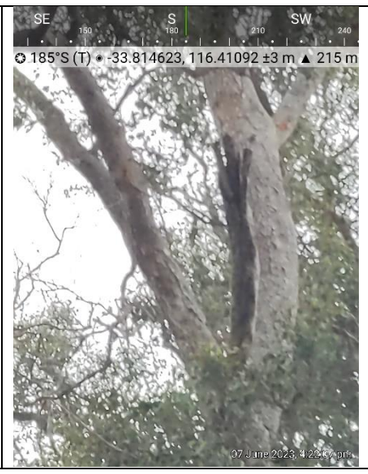
Tree ID 1084





Tree ID 1087





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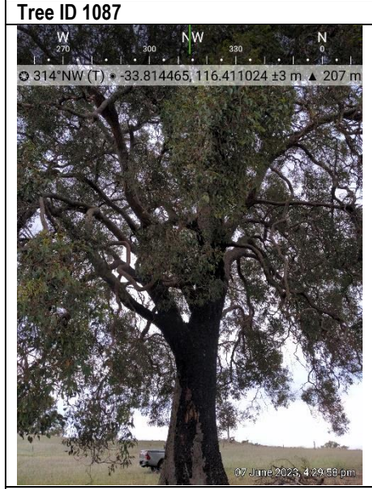
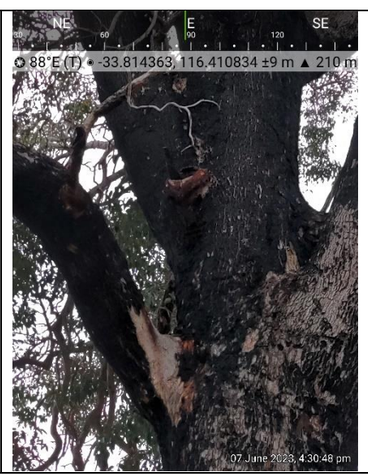
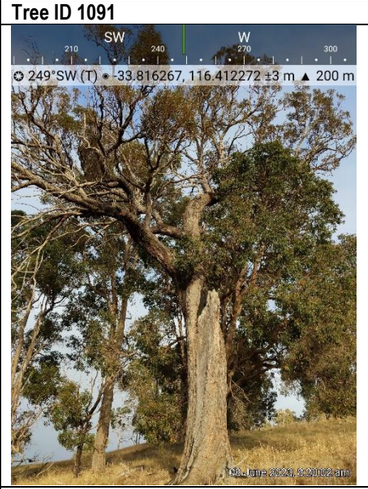
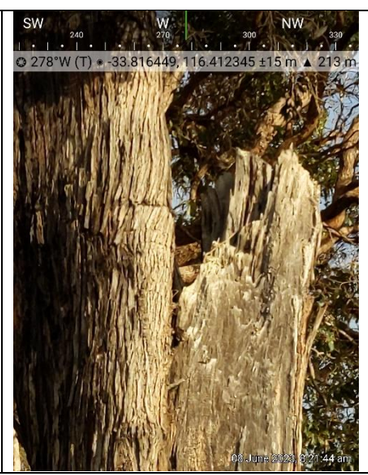


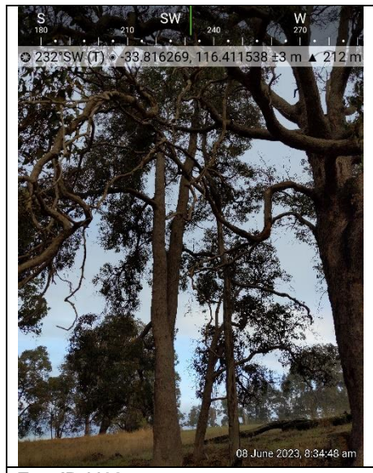


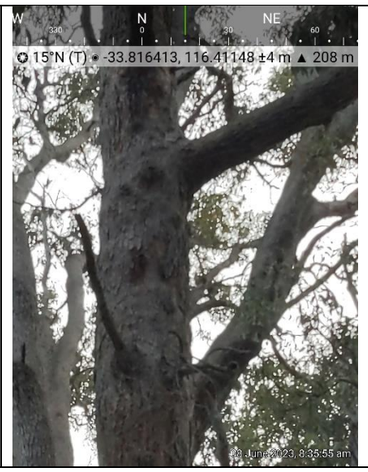
Tree ID 1093

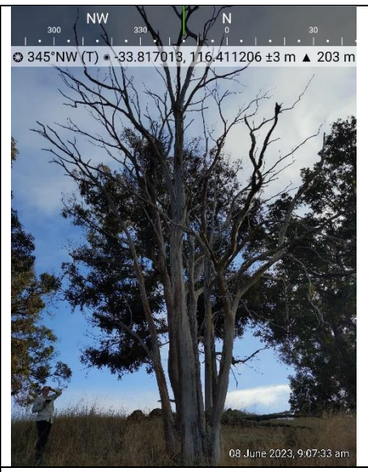




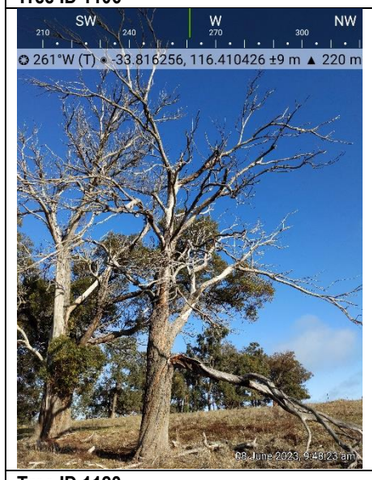
Tree ID 1104

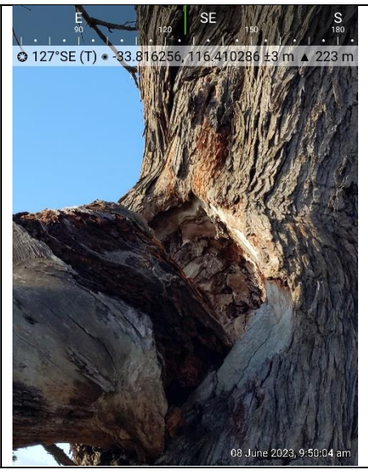




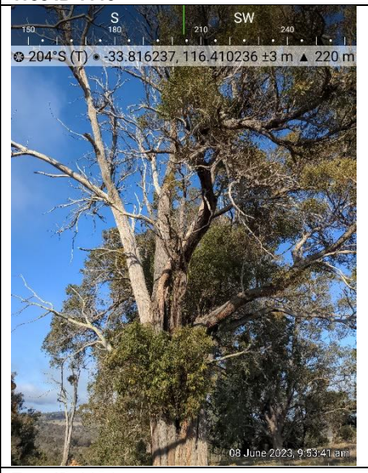


Tree ID 1106





Tree ID 1113



Tree ID 1123

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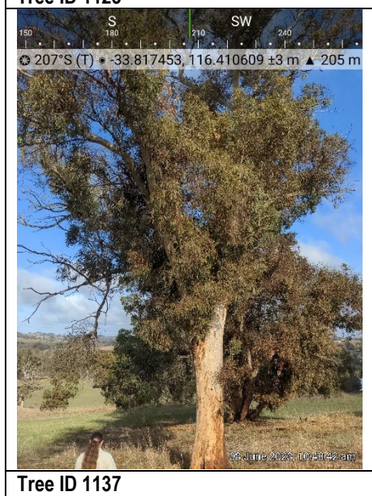

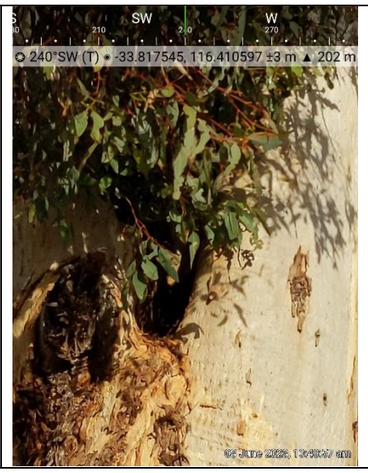

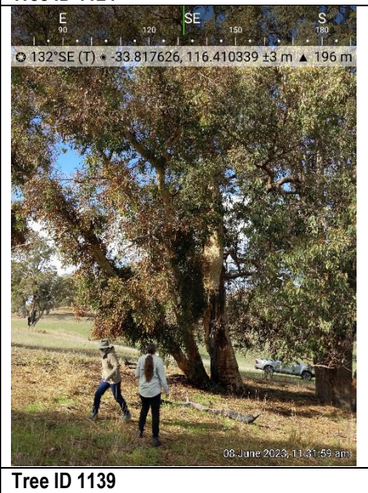

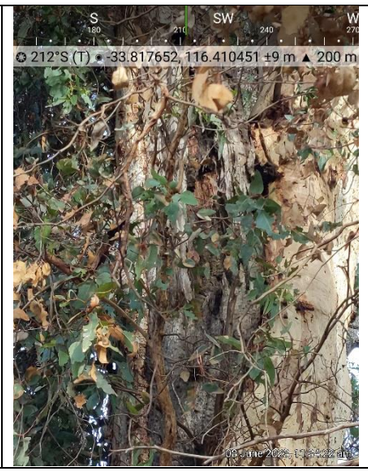

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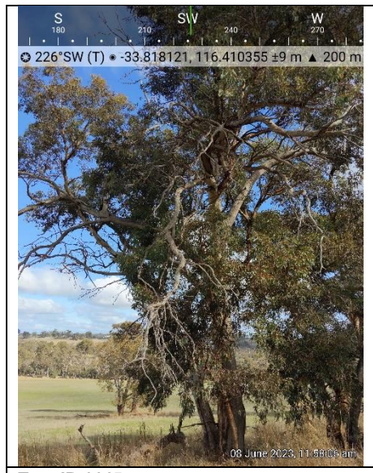

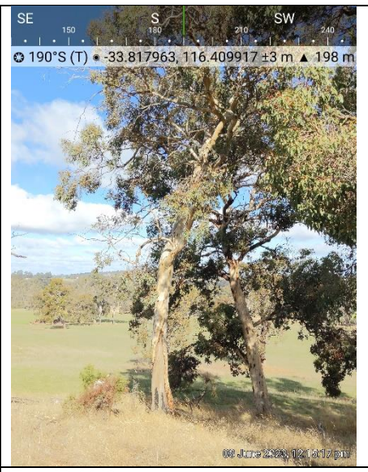

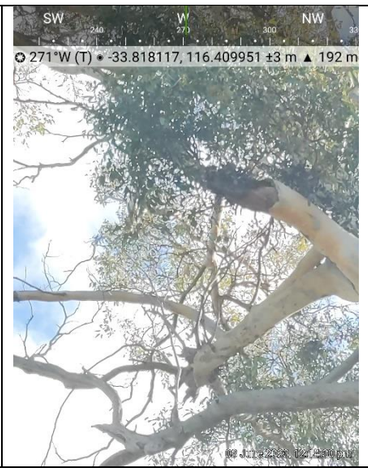

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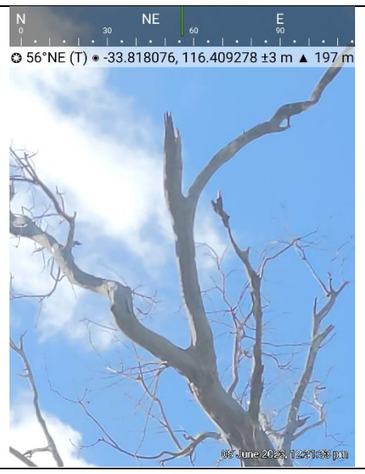

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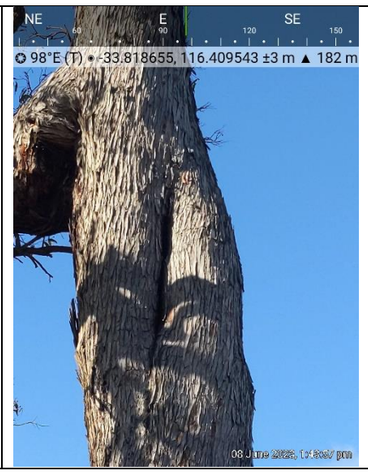

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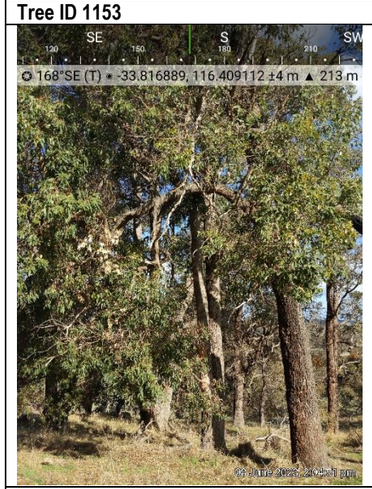

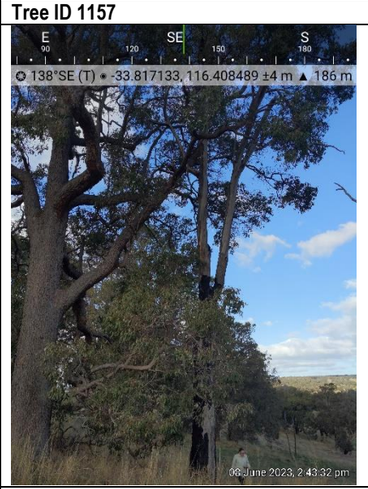

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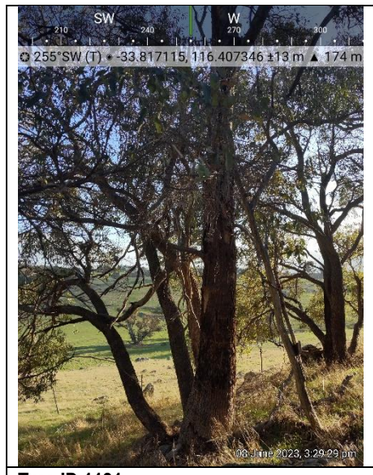

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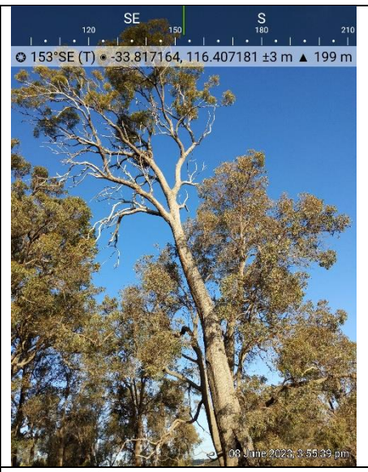

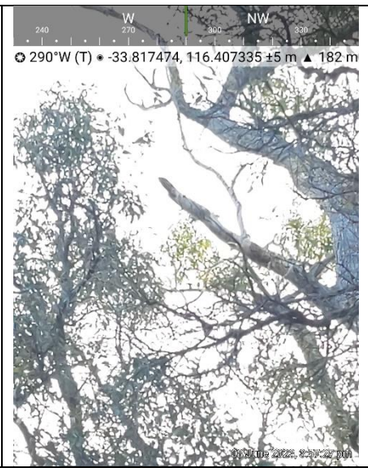

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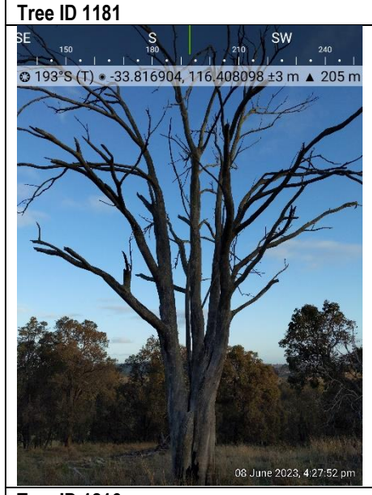

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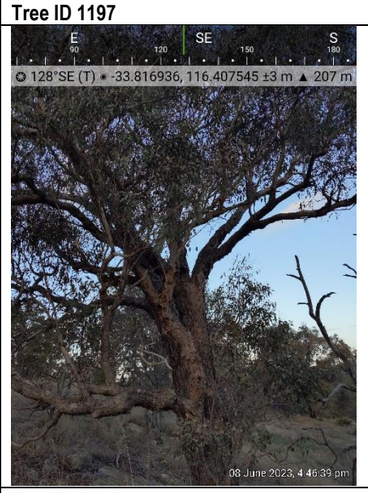

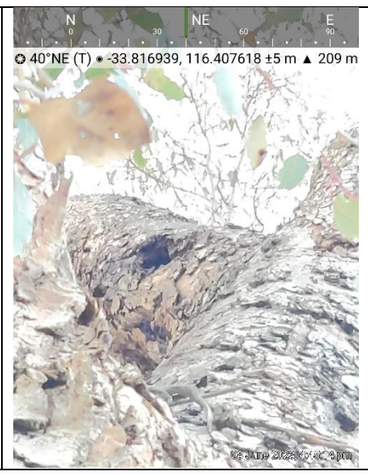

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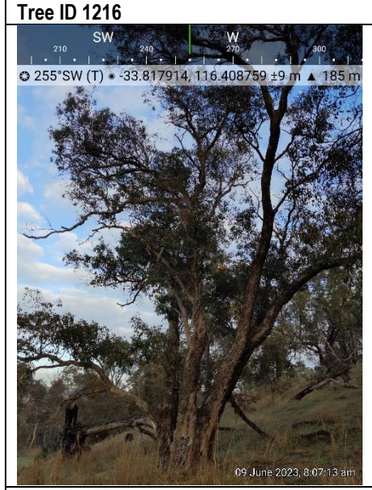

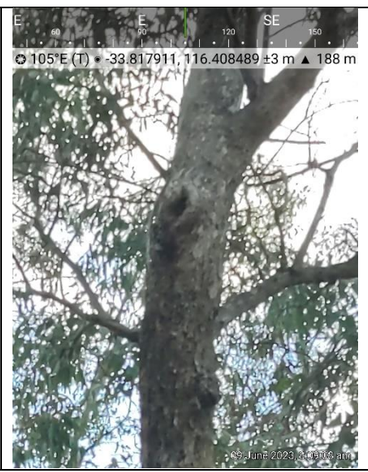

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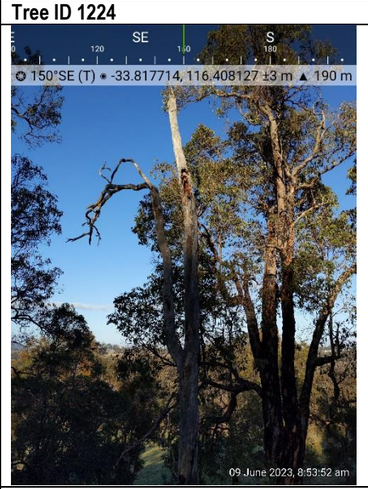

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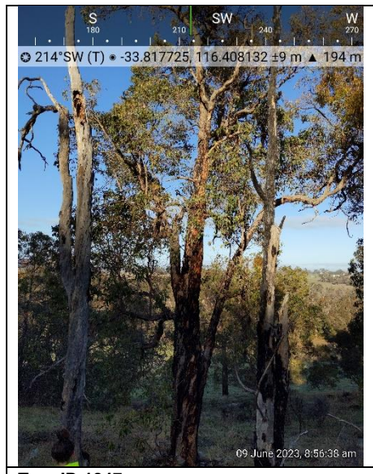

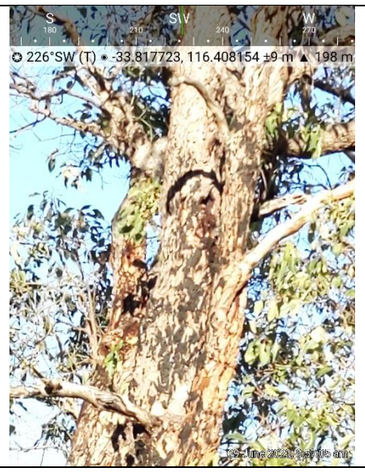

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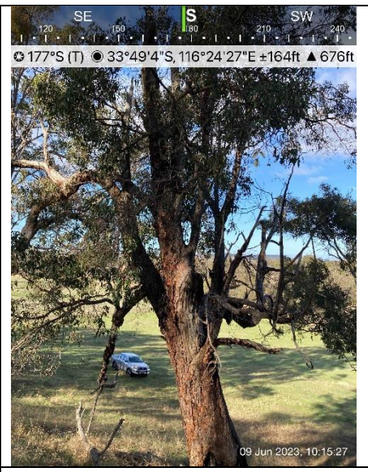

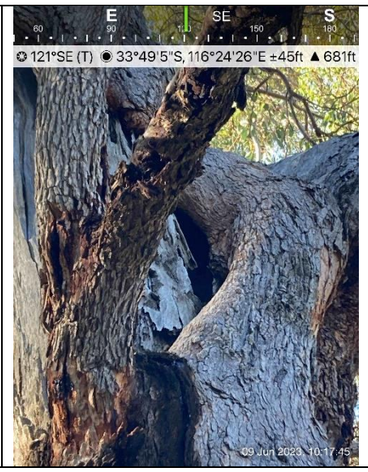

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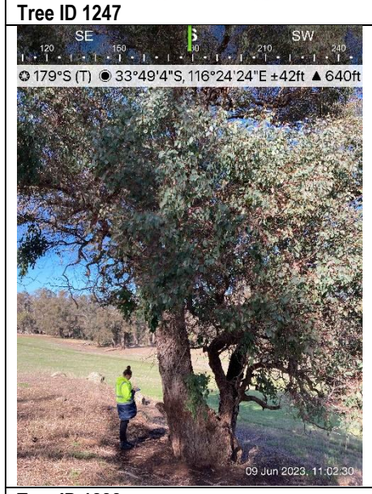

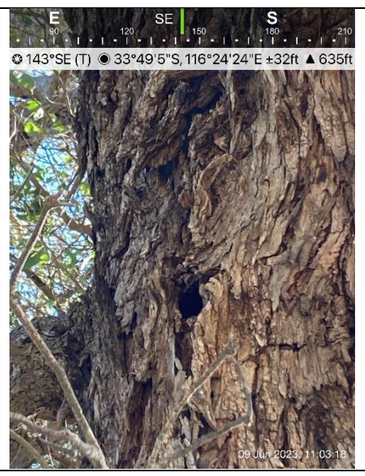

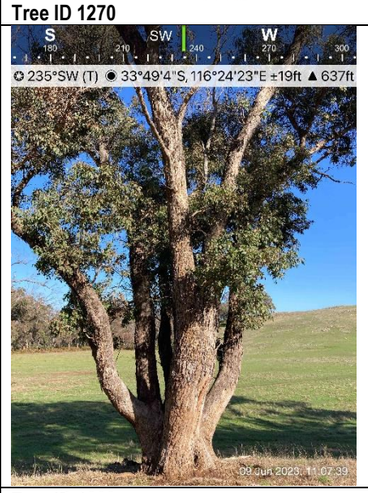

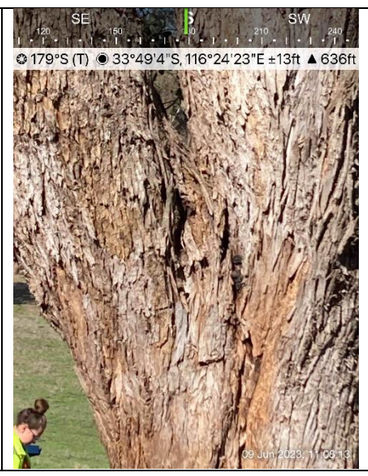

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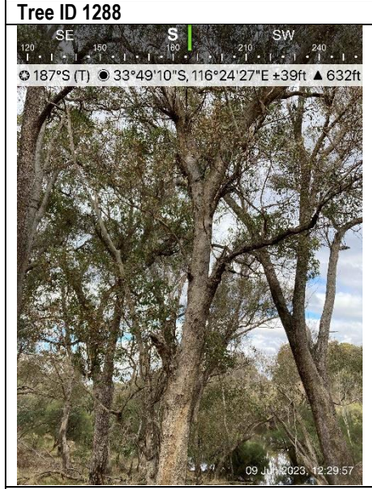

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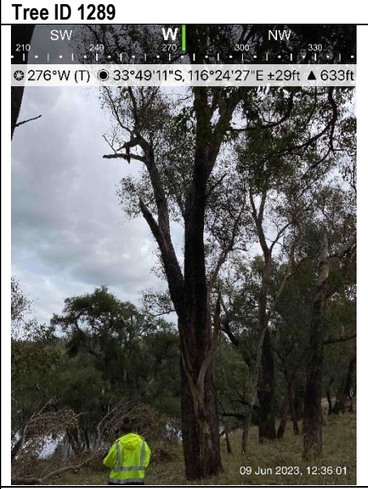

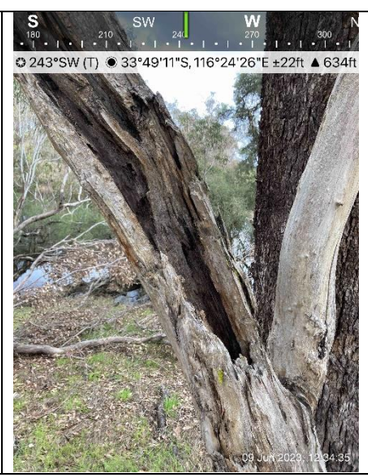

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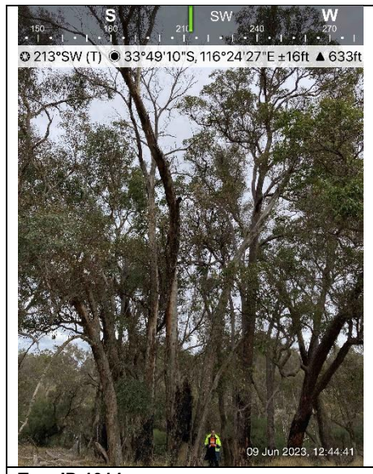

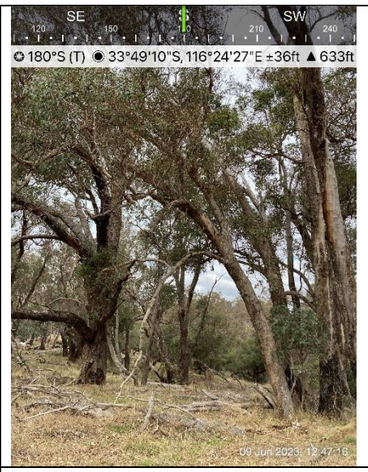

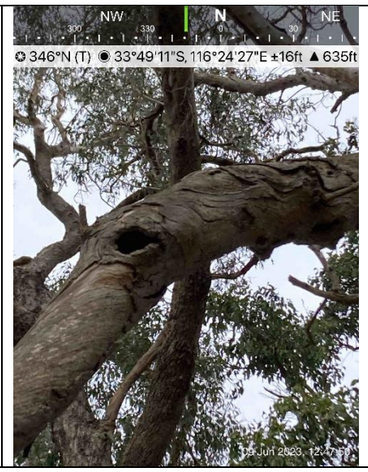

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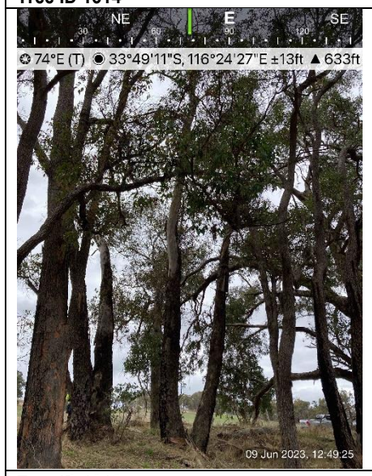

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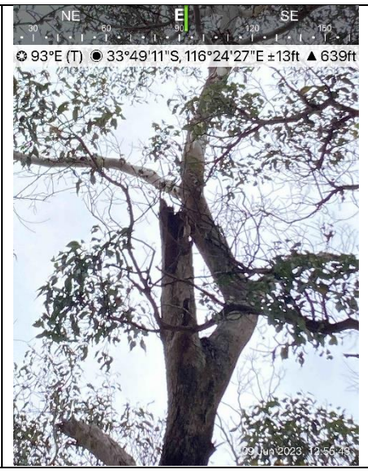

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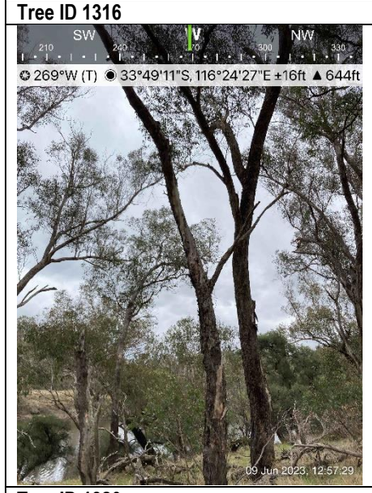

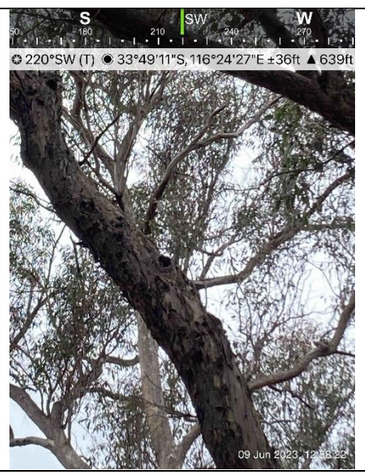

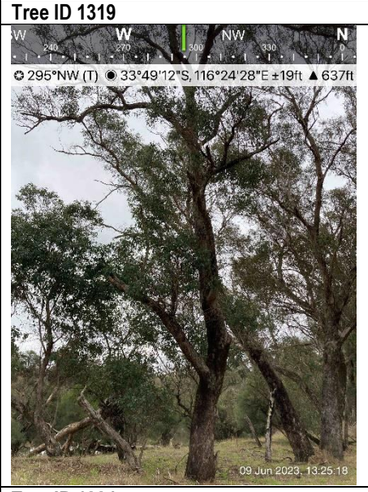

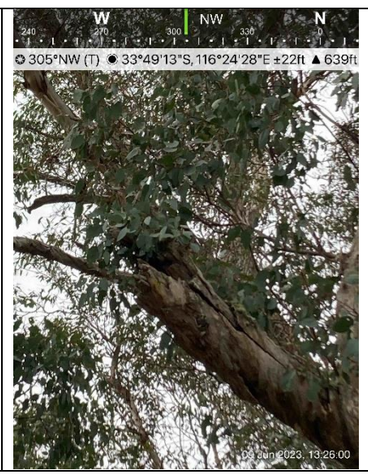

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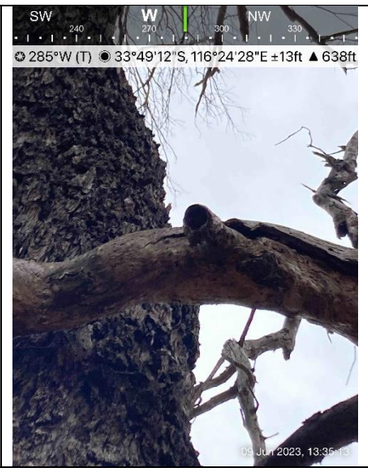

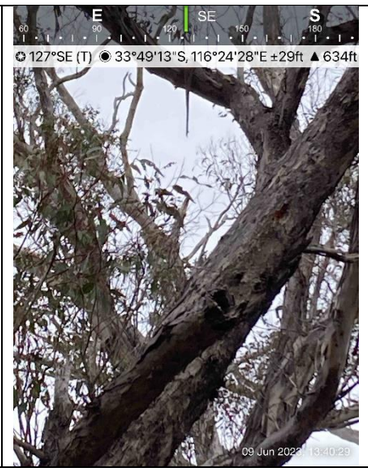

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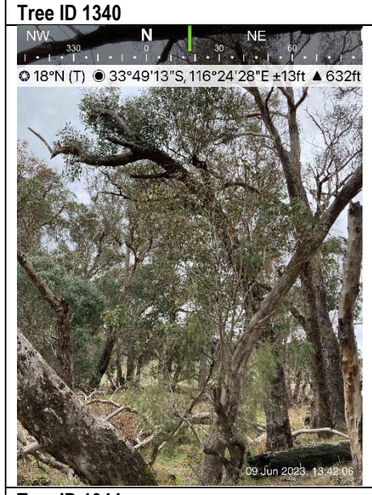

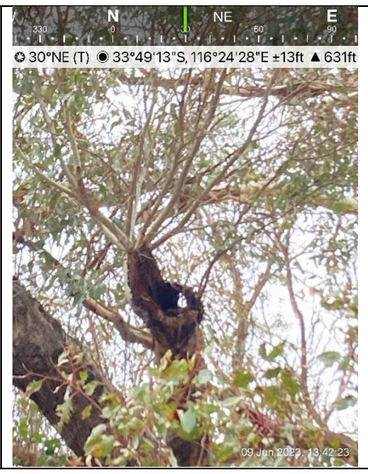

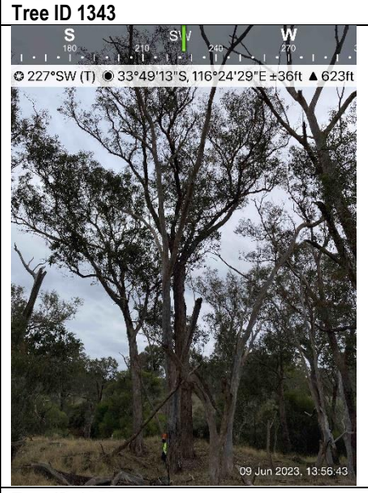

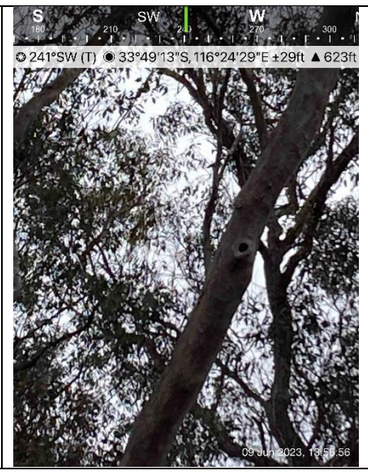

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Appendix C

Conservation Status Definitions

Table 8: Conservation code definitions for flora and fauna as listed as Threatened or specially protected.
Threatened, Extinct and Specially Protected fauna or flora are species which have been adequately searched for and are deemed to be, in the wild, Threatened, extinct or in need of special protection, and have been gazetted as such.

Threat Category	Definition
Threatened - Critically endangered species (CR)	Facing an extremely high risk of extinction in the wild in the immediate future
Threatened - Endangered species (EN)	Facing a very high risk of extinction in the wild in the near future
Threatened - Vulnerable species (VU)	Facing a high risk of extinction in the wild in the medium-term future
Threatened - Extinct (EX)	There is no reasonable doubt that the last member of the species has died
Threatened – Extinct in the wild (EW)	Species is known only to survive in cultivation, in captivity or as a naturalised population well outside its past range; and it has not been recorded in its known habitat or expected habitat, at appropriate seasons, anywhere in its past range, despite surveys over a time frame appropriate to its life cycle and form
Specially protected species - Migratory species (MI)	Fauna that periodically or occasionally visit Australia or an external Territory or the exclusive economic zone; or the species is subject of an international agreement that relates to the protection of migratory species and that binds the Commonwealth; Includes birds that are subject to an agreement between the government of Australia and the governments of Japan (JAMBA), China (CAMBA) and The Republic of Korea (ROKAMBA), and fauna subject to the Convention on the Conservation of Migratory Species of Wild Animals (Bonn Convention), an environmental treaty under the United Nations Environment Program. Migratory species listed under the BC Act are a subset of the migratory animals that are known to visit Western Australia, protected under the international agreements or treaties, excluding species that are listed as Threatened species.
Specially protected species – Conservation Dependent (CD)	Fauna of special conservation need being species dependent on ongoing conservation intervention to prevent it becoming eligible for listing as Threatened,
Specially protected species – Other specially protected species (OS)	Fauna otherwise in need of special protection to ensure their conservation

Table 9: Conservation code definitions for flora and fauna as listed as Priority.
Possibly Threatened species that do not meet survey criteria, or are otherwise data deficient, are added to the Priority Fauna or Priority Flora Lists under Priorities 1, 2 or 3.

Threat Category	Definition
Priority 1: Poorly-known species	Species that are known from one or a few locations (generally five or less) which are potentially at risk. All occurrences are either: very small; or on lands not managed for conservation, e.g. agricultural or pastoral lands, urban areas, road and rail reserves, gravel reserves and active mineral leases; or otherwise under threat of habitat destruction or degradation.
Priority 2: Poorly-known species	Species that are known from one or a few locations (generally five or less), some of which are on lands managed primarily for nature conservation, e.g. national parks, conservation parks, nature reserves and other lands with secure tenure being managed for conservation.
Priority 3: Poorly-known species	Species that are known from several locations, and the species does not appear to be under imminent threat, or from few but widespread locations with either large population size or significant remaining areas of apparently suitable habitat, much of it not under imminent threat.
Priority 4: Rare, Near Threatened and other species in need of monitoring	(a) Rare. Species that are considered to have been adequately surveyed, or for which sufficient knowledge is available, and that are considered not currently Threatened or in need of special protection but could be if present circumstances change. These species are usually represented on conservation lands. (b) Near Threatened. Species that are considered to have been adequately surveyed and that are close to qualifying for vulnerable but are not listed as Conservation Dependent. (c) Species that have been removed from the list of Threatened species during the past five years for reasons other than taxonomy.

ATTACHMENT 12

November 2022

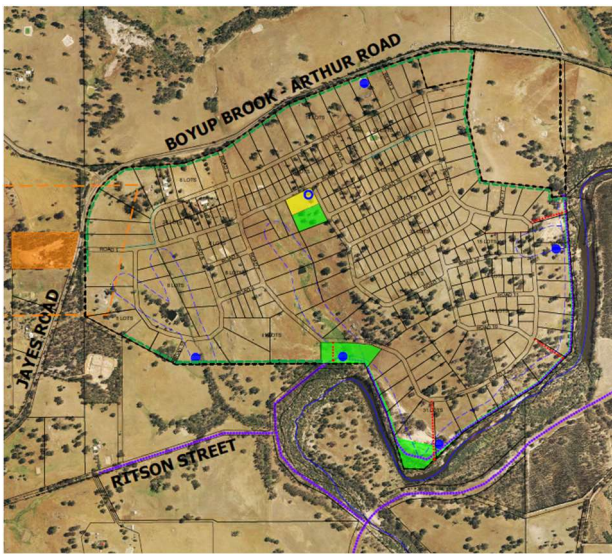
Final

Lots 51, 1007 and 1118 Boyup Brook Arthur Road, Boyup Brook

Prepared For:

Leafield Pty Ltd

Transport Impact Assessment Report



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DOCUMENT ISSUE AUTHORISATION

Issue	Rev	Date	Description	Author	Checked By	Approved By
0	0	07/11/2022	Draft Report	KL	CHS	SY
1	0	29/11/2022	Final Report	KL	CHS	CHS

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Donald Veal Consultants Pty Ltd

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1 INTRODUCTION

1.1 BACKGROUND

This Transport Impact Assessment (TIA) has been prepared by Donald Veal Consultants on behalf of Leafield Pty Ltd, with regard to the proposed subdivision development on Lots 51, 1007, 1118 Boyup Brook Arthur Road, Boyup Brook.

DVC understands there are two development scenarios which need assessment, with 360 lots and 111 lots, respectively. Under the WAPC guidelines, the two scenarios would typically attract different levels of analysis (a transport 'Statement' versus a transport 'Assessment'), determined by the volume of traffic generated.

1.2 SCOPE OF ASSESSMENT

This TIA has been prepared in accordance with the Western Australian Planning Commission's (WAPC's) *Transport Assessment Guidelines for Developments Volume 3 Subdivision* (2016). Its intent is to provide the approving authority with sufficient traffic information to confirm that the proponent has adequately considered the traffic aspects of the Structure Plan Amendments and that it would not have an adverse traffic impact on the surrounding area.

1.3 REFERENCES

The following documents are referred to in this report:

- *Liveable Neighbourhoods,* January 2009, WAPC and DOPI;
- *Transport Assessment Guidelines for Developments Vol 3 Subdivision,* August 2016, WAPC;
- *Guide to Traffic Generating Developments,* October 2002, Roads and Traffic Authority;
- *Residential Design Code (R-Codes) 2019,* WAPC; and
- *Austroads Guide to Road Design Part 4A Unsignalised and Signalised Intersections, 2017*.

2 EXISTING SITE CONDITIONS

2.1 SITE LOCATION

The greater site lies within the Shire of Boyup Brook, with the western boundary of the site around 1.5km north-east of the Boyup Brook townsite. It is bounded by Boyup Brook Arthur Road to the north, Jayes Road to the west and the Blackwood River to the southeast. Boyup Brook North Road intersects with Boyup Brook Arthur Road and Jayes Road to the northwest of the site.

The site is mostly bounded by agricultural land uses, mainly grazing.

Figure 2.1 shows an aerial view of the subject site and its location in a local context.

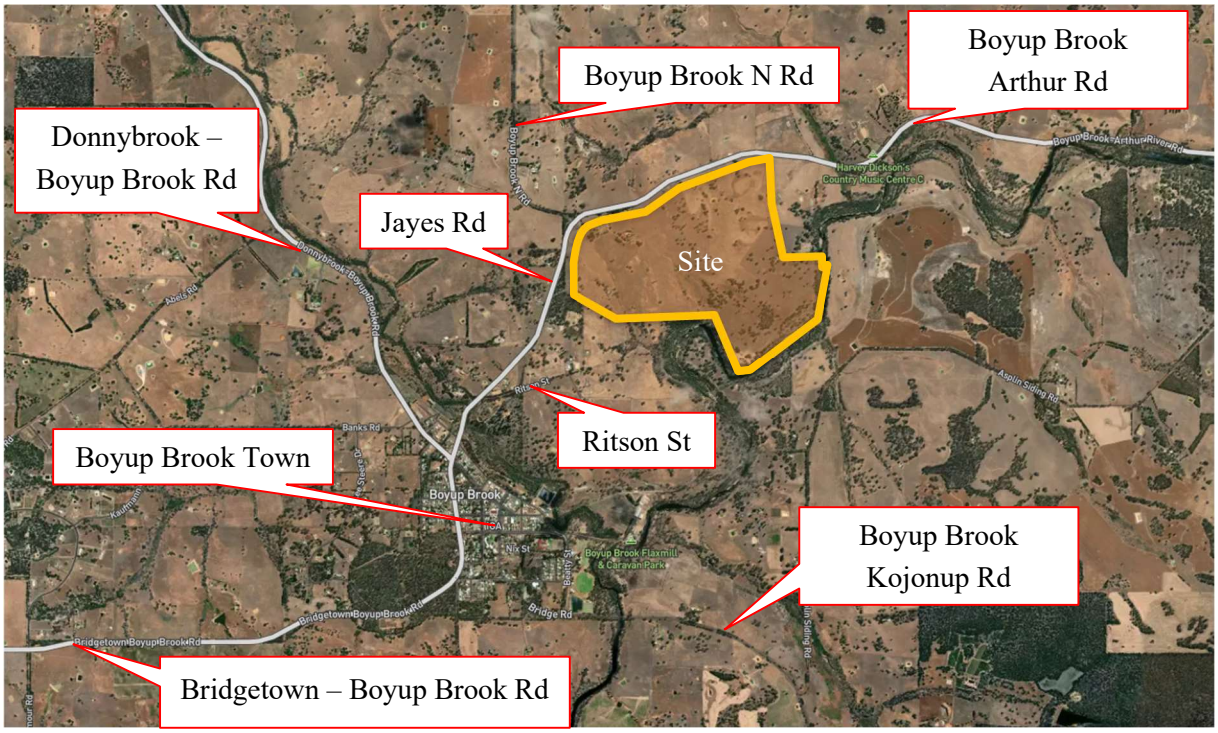


Figure 2.1: Existing Location in a Local Context ***Source: MetroMap***

2.2 CURRENT LAND USES

The site is currently used for agricultural purposes, mainly grazing.

2.3 ROAD HIERARCHY CLASSIFICATION

Boyup Brook Arthur Road and Jayes Road are classified as Regional Distributor Roads and Boyup Brook North Road is classified as a Local Distributor under Main Roads Western Australia's (MRWA's) Functional Road Hierarchy. Accordingly they are Shire-managed roads. See **Figure 2.2**.

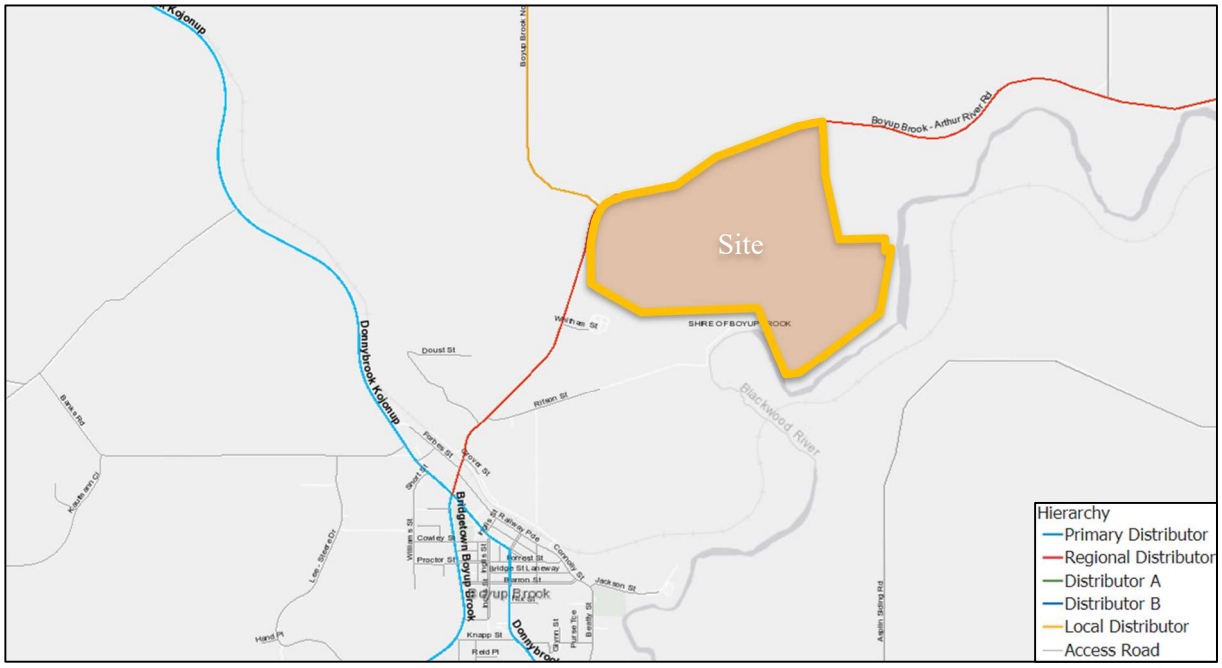


Figure 2.2: Road Hierarchy of surrounding road network *Source: MRWA Crash Map*

Boyup Brook Arthur Road has a posted speed limit of 100km/h. Jayes Road generally has a posted speed limit of 80km/h, which reduces to 60km/h at the intersection of Jayes Road and Ritson Street and to the south. It then decreases to 50km/h through the Boyup Brook townsite.

Boyup Brook North Road has a rural, open area default speed limit of 110 km/h according to the MRWA Speed Limits Map. See **Figure 2.3**.

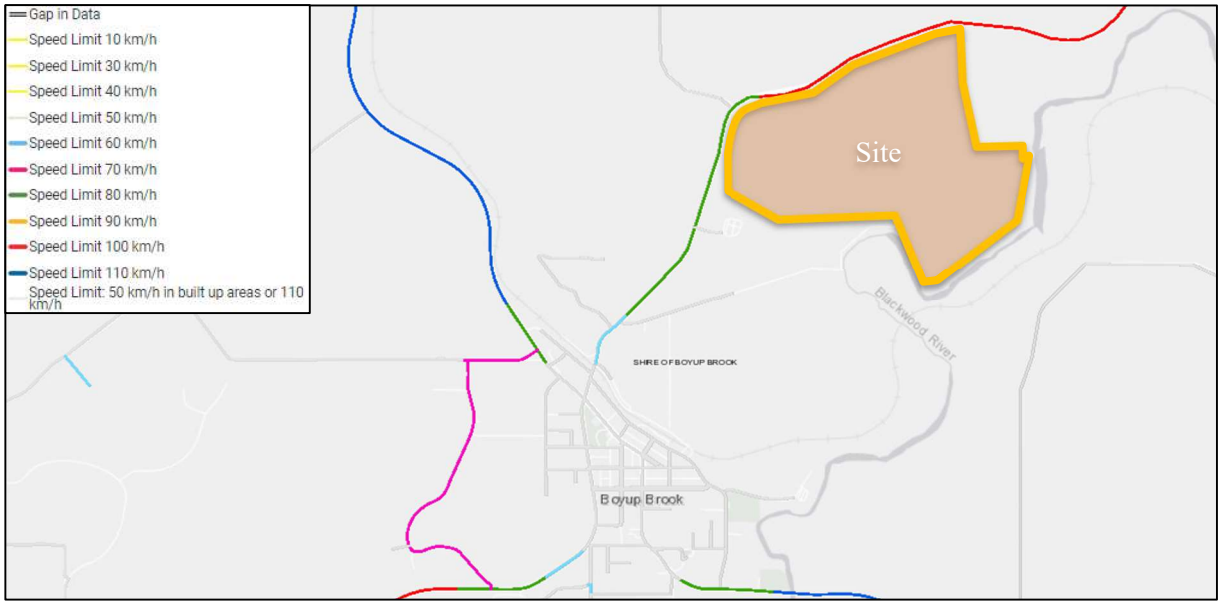


Figure 2.3: Speed Limit of surrounding road network *Source: MRWA Crash Map*

2.4 TRAFFIC VOLUMES

No existing traffic counts were available from the MRWA Traffic Map on the Boyup Brook Arthur Road. Nearby traffic counts from the MRWA Traffic map are shown in **Table 2.1**. From discussions with the Shire it is evident that the Boyup Brook Arthur Road does not carry as much traffic as either the Donnybrook Road or the Bridgetown Road. Site observations also confirmed that traffic volumes were low. Therefore for the purposes of this assessment it has been assumed that the Boyup Brook Arthur Road carries similar levels of traffic to the Boyup Brook Kojonup Road i.e. about 550vpd. Hourly volumes here are not the same as metropolitan areas where there are pronounced, directional AM and PM peak hours. On the Boyup Brook-Kojonup Road traffic volumes in each direction are similar and maintain a steady volume between 8:00AM and 4:00PM. Each direction carries around 20-25vph in 2021/2022. Calculations in this assessment assume current hourly volumes of 30vph in each direction.

Table 2.1: Summary of MRWA Traffic Counts

Location	Date	Vehicles Per Day	% Heavy Vehicles
Boyup Brook Kojonup Road	2021/22	543	21.4%
Donnybrook Boyup Brook Road	2021/22	787	32.8%
Bridgetown Boyup Brook Road	2021/22	693	10.7%

2.5 PLANNED CHANGES TO THE ADJACENT ROAD NETWORK

DVC is not aware of any planned upgrades to the adjacent road network.

2.6 CRASH HISTORY

The MRWA CARS database was interrogated to identify the history of crashes occurring along Boyup Brook Arthur Road and Jayes Road between Ritson Street and Thompson Road in the latest 5-year reporting period, 2017 – 2021.

The database returned records of 2 crashes within this period as shown in **Figure 2.4**. Of these, one involved hitting an object and one a non-collision crash. Both crashes were property damage only.

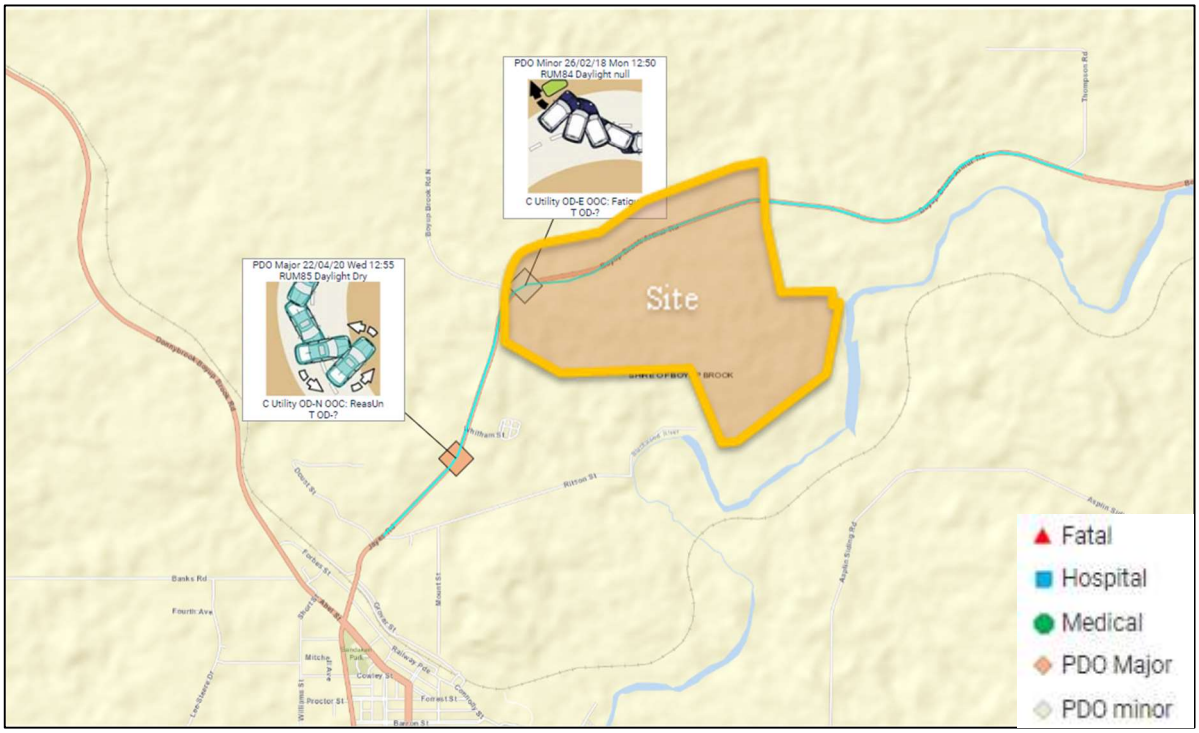


Figure 2.4: Crash Diagram **Source: MRWA Crash Map**

3 PROPOSED DEVELOPMENT

3.1 PROPOSED LAND USES

The subdivision plan proposes two differents scenarios:

1. **Scenario 1**: 360 residential lots with the subdivision connected to scheme water as shown in **Figure 3.1**.

2. **Scenario 2**: 111 residential lots yield in the draft Local Planning Stategy with no scheme water. At this stage there is no planned lot layout although DVC understands that access onto Jayes Road and the Boyup Brook Arthur Road will be the same as shown for Scenario 1.

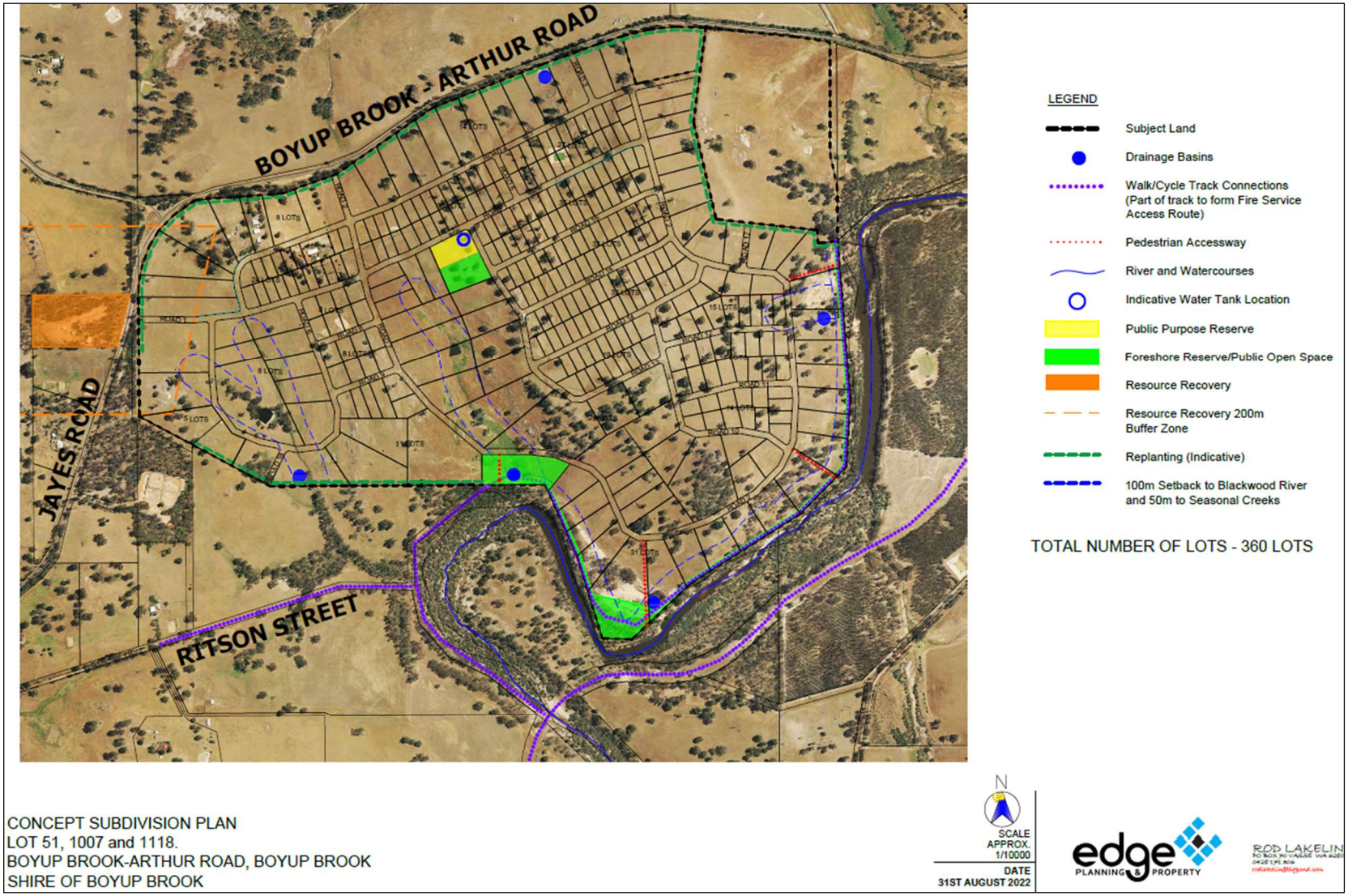


Figure 3.1: Site Concept Plan Scenario 1 *Source: Edge Planning & Property*

3.2 INTERNAL ROAD NETWORK

3.2.1 Scenario 1: 360 Lots

The layout out of the roads shows good internal circulation. Based on the local catchment of each internal road and published trip generation rates (Guide to Traffic Generating Developments, October 2002, Roads and Traffic Authority) most of the internal roads will attract less than 1,000 vpd. The exception to this is Road 1 as shown in **Figure 3.1**. Given that the majority of traffic from the subdivision is expected to travel either to Boyup Brook or further afield via Boyup Brook, it can be expected that Road 1 would carry between 1,000 vpd at the eastern end and around 3,600 vpd at the western end. This is based on a trip rate of 10 trips per dwelling per day which is often applied to metropolitan subdivisions. It could be argued that in a rural setting like Boyup Brook trip generation may not be this high given the relative lack of local destinations and attractions. A trip rate of 10 is therefore considered to be a conservative (high) estimate for trip making for this proposal.

Liveable Neighbourhoods Guidelines (January 2009) Table 4 recommends that internal roads carrying up to 1,000 vpd with a low parking demand should be classified as Access Streets D with a 14.2 m road reserve, a 5.5 m-6 m paved carriageway and a 50 km/h speed limit. Streets carrying up to 3,000 vpd may be classified as Access Streets C with a road reserve of up to 16 m, a 7.2 m carriageway and a 50km/h speed limit. Streets carrying more than 3,000 vpd should be classified as Neighbourhood Connector roads with up to a 24 m road reserve.

A school bus route currently services the rural areas to the east of the site and it is possible that this route will detour through the subdivision. A sensible internal route would follow (from the east at Road 3) the internal loop comprised of Road 3 and Road 2, before exiting the area to the west at Road 1. If this is used as a bus route then it should have an Access Road C classification despite the traffic volumes not requiring this.

Based on the forecast traffic volumes and potential bus route, DVC recommends the following classifications:

Road 1 (Jayes Road to Road 2 west intersection) – Neighbourhood Connector B (20m road reserve if on-street parking lanes are required, otherwise 18m).

Road 1 (Road 2 west to Road 2 east) – Access Street C (16m road reserve)

Road 2 (if used as a bus route) – Access Street C (16m road reserve)

Others – Access Street D (15m road reserve).

Figures 3.2 to 3.4 provide concept cross sections for each road type.

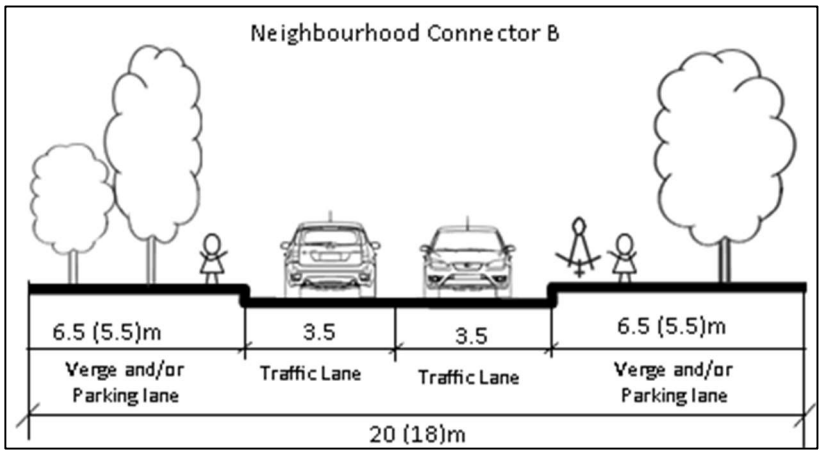


Figure 3.2: Neighbourhood Connector Cross Section

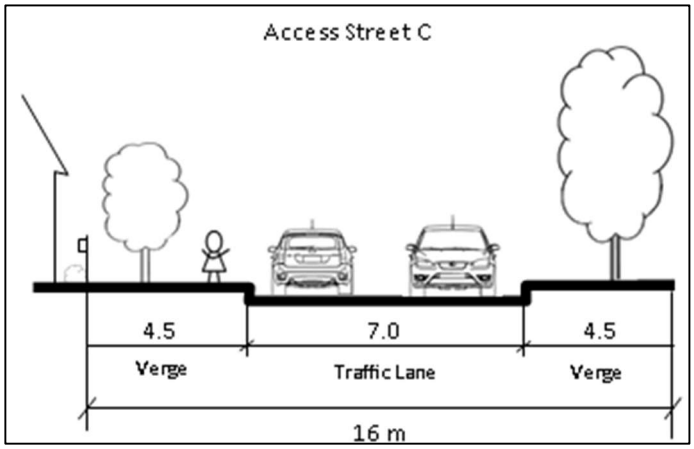


Figure 3.3:Access Street C Cross Section

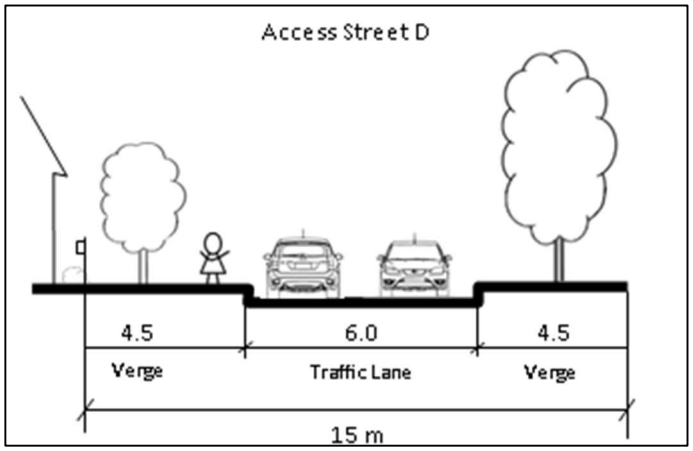


Figure 3.4: Access Street D Cross Section

The proposed subdivision layouts present some long straight sections of internal streets on which speed limits of 50 km/h may easily be exceeded. Liveable Neighbourhoods Table 6 indicates that sections of up to 200 m of Access Streets C&D may not require speed constraint measures if the traffic volumes are low and if on-street parking is likely to be generated. DVC considers that while forecast volumes are likely to be low, there is unlikely to be much on-street parking as the lots will mostly accommodate parking on site. Despite this, it may be acceptable to the Shire not to insist on speed constraint measures.

The four-way intersections between Road1/Road2 and Road2/Road4 will require traffic control, probably small roundabouts. These will reduce speeds to some extent along these roads. In any event additional measures can be introduced at the detailed design stage, if required.

3.2.2 Scenario 2: 111 Lots

Scenario 2 will generate significantly less traffic than Scenario 1 and it is unlikely that any internal road would carry more than 1,000vpd. That being the case all internal roads could have an Access Road D classification with a cross section as shown in **Figure 3.4**.

3.3 ACCESS ARRANGEMENTS

As shown in **Figure 3.1**, the site plan proposes three access roads: Road 1 at Jayes Road and Road 2 and Road 3 along the Boyup Brook Arthur Road.

Intersection sight distances were measured along the major road at each location and are summarised in **Table 3.1.**

Table 3.1: Summary of Sight Distances

Access Road	Sight Distance Left (m)	Sight Distance Right (m)	Comments
Road 1	350m	> 200m	SD is an estimate of the achievable SD once modest vegetation in the verge has been removed. (See discussion later in this section)
Road 2	>400m	>350m	Excellent SD both directions
Road 3	>350m	Approx 200m	SD in both directions is an estimate of achieveable SD once vegetation in the verge has been removed. The road crests and curves to the right, limiting this sight distance.

Photos 1-6 illustrate the views from the access road locations and the vegetation currently growing in the verge.

Photo 1: Road 1 View Looking South

Photo 2: Road 1 View Looking from North to Intersection

Photo 3: Road 2 View Looking East

Photo 4: Road 2 View Looking West

Photo 5: Road 3 View Looking East

Photo 6: Road 3 View Looking West

Equation 2 in the Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections provides guidance on calculating the Safe Intersection Sight Distance (SISD) at intersections. SISD is the minimum sight distance which should be provided on the major road at any intersection. Given the high percentage of trucks using the nearby roads (see **Table 2.1** above) the required SISD has been checked for trucks in the 100km/h and 80km/h speed limit area as follows:

Posted Speed Limit	SISD for Trucks *	SISD for Cars**
80km/h	245m	214m
100km/h	330m	285m

* Equation 2 from Austroads Part 4A
** MRWA Supplement to Austroads Part 4A

(* – this assumes that the Design Speed is 10km/h higher than the posted speed limit (as required by MRWA), the coefficient of deceleration for trucks is 0.29, there is a downhill grade of 2% and the Decision Time is 5seconds).

Road 3 does not maintain a SISD of 330m to the right for trucks or 285m for cars. This being the case it may be possible to relocate the Road 3 intersection further to the west and to recommend a reduction of the speed limit along that section of road. The latter would appear to be sensible given that there will be a residential frontage along the road on the south side i.e. this will become a built-up environment and 80km/h speed limits would be expected by road users. While Road 3 is not expected to carry significant traffic it may provide a bushfire plan alternative exit and should therefore be retained.

Road 1 generally has good sight distance to the right but on-site measurement past the 200m mark is made difficult by the vegetation. This road will be in a cutting when constructed and through modest reshaping of the cut to the right and cleared verges, DVC considers that the required sight distances will be achieved for the current 80km/h speed limit. There is also scope to review the speed limit on Jayes Road between Boyup Brook North Road and south of the Road 1 intersection. In addition, the land falls away from the Boyup Brook-Arthur Road on the eastern side, further reducing visual obstruction there. In any event this should be checked during detailed design.

4 ANALYSIS OF EXTERNAL ROAD NETWORK

This transport assessment has been undertaken assuming the full development of Scenario 1. When full development will occur is dependent on a range of factors affecting demand, including economic activity in the area. If a forecast uptake of about 50 properties per year is achieved, full development would be achieved in about 8 years. Based on this, it has been assumed that for the purposes of this traffic assessment that full development will occur in 2030.

4.1 TRIP GENERATION RATES

4.1.1 Scenario 1: 360 Lots Trip Generation

Peak hour trip generation for the proposed development has been based on the Residential Rates in Table 2 of Western Australia Planning Commission (WAPC) *Transport Assessment Guidelines for Developments (2016) Volume 3*.

The residential lots are estimated to generate about 290 trips during the peak hour as shown in **Table 4.1**.

Table 4.1: Trip Generation of Proposed Developments – Scenario 1

Site	Dwellings	Rates				Trips			
		AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out
Scenario 1	360	0.2	0.6	0.5	0.3	72	216	180	108
						288		288	

The Roads and Traffic Authority's (RTA) Guide to Traffic Generating Developments suggests a daily trip rate of 9-10 trips per dwelling. This translates to about 3,240-3,600 trips per day to the subject site split 50/50 inbound and outbound trips.

4.1.2 Scenario 2: 111 Lots Trip Generation

Trip generation rates applied to Scenario 2 are shown in **Table 4.2** and indicate that peak hour trips will reach about 90vph. Daily trips would be between 1,000 – 1,200.

Table 4.2: Trip Generation of Proposed Developments – Scenario 2

Site	Dwellings	Rates				Trips			
		AM In	AM Out	PM In	PM Out	AM In	AM Out	PM In	PM Out
Scenario 2	111	0.2	0.6	0.5	0.3	22	67	56	33
						89		89	

4.2 TRIP DISTRIBUTION & ASSIGNMENT

Based on discussions with engineering staff at the Shire, it has been assumed that 90% of traffic from the proposed development will have destinations in Boyup Brook itself, or will travel via the township to destinations further afield such as Bridgetown, Kojonup or Collie. The remaining 10% of development traffic is assumed to travel east towards Dinninup (5%) or north on the Boyup Brook Road North (5%). Based on these traffic distributions it has been assumed access Road 1 will carry 90% of the traffic with access Roads 2 and 3 each carrying 5% of the traffic demand. This is shown graphically in **Figures 4.1** and **4.2** for the AM and PM Peak hours respectively.

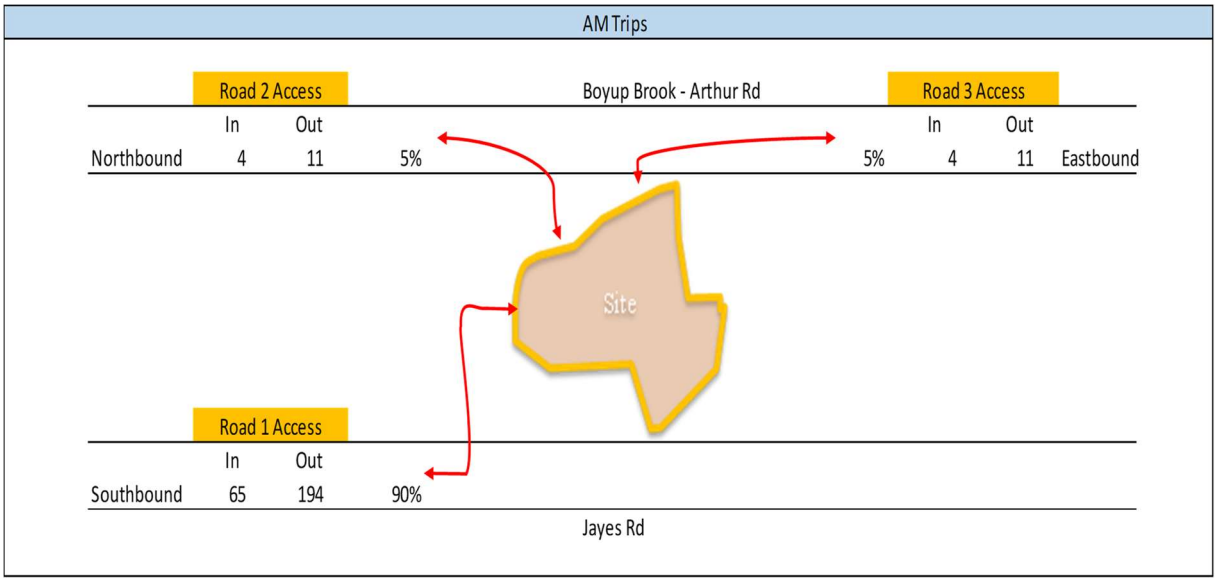


Figure 4.1: AM Peak Hour Trip Distribution

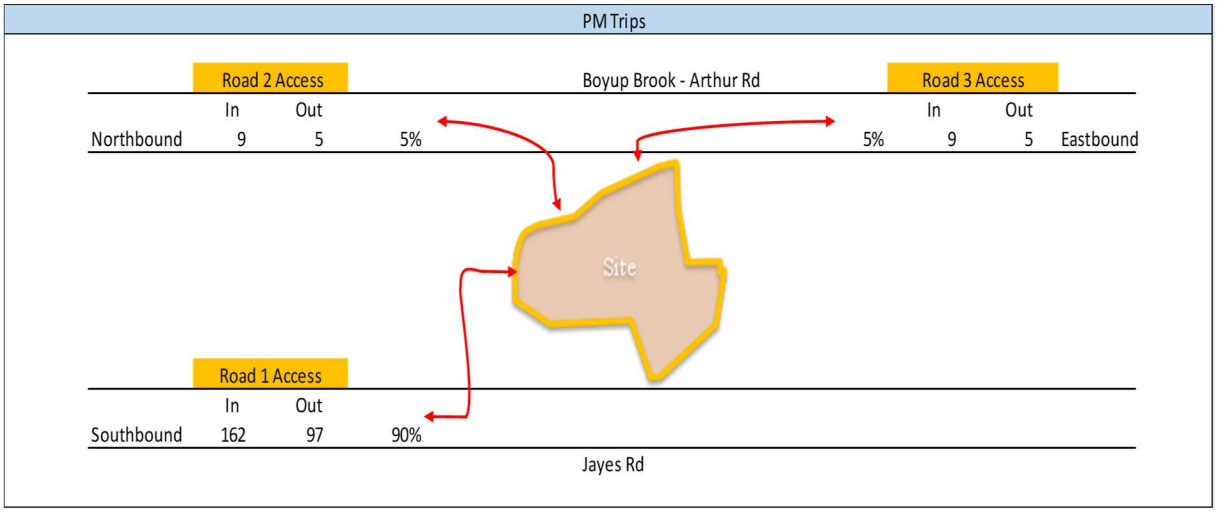


Figure 4.2: PM peak Hour Trip Distribution

4.3 ROAD AND INTERSECTION CAPACITIES

Boyup Brook Arthur Road is classified as a Regional Distributor Road and operates at a 100 km/h speed limit adjacent to the sites. The road is presently a two-lane undivided facility and is assumed to carry around 550vpd on weekdays (see Section 2.4 - Traffic Volumes).

The expected increase in traffic from the development is of the order of 288vph, most of which would travel towards Boyup Brook. This increase can be readily accommodated within the practical capacity of Jayes Road in this vicinity.

A SIDRA intersection analysis was undertaken on the Jayes Road/Road 1 intersection. SIDRA is an intersection-modelling tool commonly used by traffic engineers for all types of intersection analysis. It has been used here to determine the existing and future operating characteristics of the intersection.

SIDRA outputs are presented in the form of Degree of Saturation, Level of Service, Average Delay and 95% Queue. These characteristics are defined as follows:

Degree of Saturation: is the ratio of the arrival traffic flow to the capacity of the approach during the same period. The Degree of Saturation ranges from close to zero for varied traffic flow up to one for saturated flow or capacity.

Level of Service (LOS): is the qualitative measure describing operational conditions within a traffic stream and the perception by motorists and/or passengers. In general, there are 6 levels of service, designated from A to F, with Level of Service A representing the best operating condition (i.e. free flow) and Level of Service F the worst (i.e. forced or breakdown flow).

Average Delay: is the average of all travel time delays for vehicles passing through the intersection.

95% Queue: is the queue length below which 95% of all observed queue lengths fall.

Given the low background traffic volumes on Jayes Road (30vph in each direction during the peak hour), the intersection of Jayes Road and Road 1 will not experience any significant congestion. This intersection will operate at a Level of Service A based on a single lane approach in each direction at opening (when all 360 lots are developed). Even if the background traffic increases by a compound growth rate of 2% for 20 years the intersection is unlikely to experience any significant congestion. The other 2 access road intersections will also not experience any significant congestion.

4.4 TURNING LANE WARRANTS

While the SIDRA modelling has demonstrated the intersections will not experience any significant congestion, warrants for improvements are tested to ensure the safe operation of intersections. In some cases, such improvements may potentially be warranted on the basis of intersection operating speed and the opposing turning movments.

DVC has assessed the need for improvements to the intersection (Road1 Access) based on MRWA's *Supplement to Austroads Guide to Road Design (AGRD) Part 4.* The following assumptions have been made for this assessment:

- Existing traffic volumes on Boyup Brook Arthur Road – 30vph in each direction (based on Boyup Brook Kojonup Road traffic).
- Heavy vehicle traffic- 25% on the main road (based on Boyup Brook Kojonup Road) and 5% on the subdivision roads.

- Opening year 2030 – the year in which all subdivision lots are occupied.
- Background traffic growth rate – scenario tested 3% compound per annum.
- Design speed - 10km/h higher than the posted speed limit.

4.4.1 Scenario 1: 360 Lots

The analysis shows that based on a 3% compound growth rate for the background traffic, an Auxiliary Right Turn lane would be required at the intersection of Access Road 1 and Jayes Road in about 18 years time (say 2039). See Appendix A. No auxiliary lanes would be required at the other access road intersections during this time.

DVC considers it unlikely that a sustained compound growth rate of 3% would be achieved unless fresh industry (e.g. mining, tourism etc) were to be introduced which directly affected traffic in the area. On the South Western Highway just north of Greenbushes for example, the MRWA Traffic Map shows that traffic volumes have remained reasonable steady from 2017 to 2022 (see **Figure 4.3**). In any event it would seem unlikely that any auxiliary lane is required in the near future. This delay provides an opportunity to monitor traffic volumes and growth rates on Jayes Road and, in the event that high future traffic growth is achieved in the area, introduce additional lanes if and when warranted.

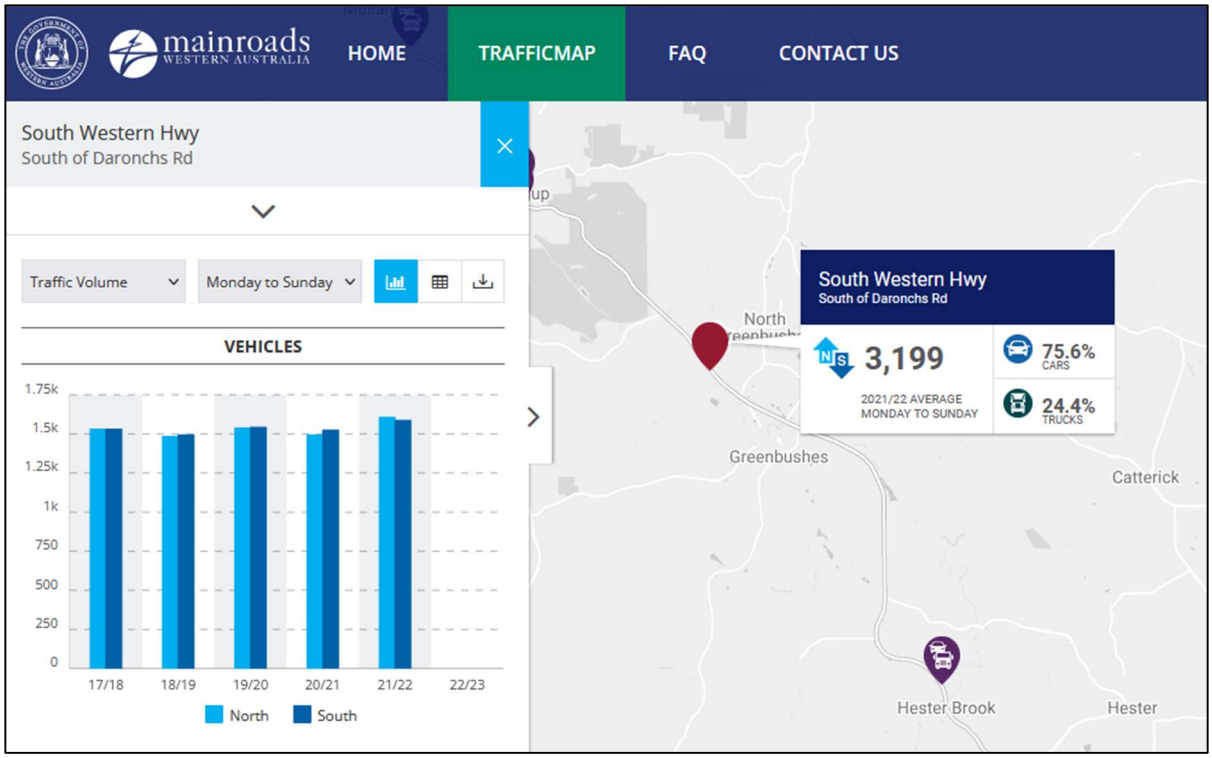


Figure 4.3: Traffic Volumes on South Western Highway (Source: MRWA Traffic Map)

4.4.2 Scenario 2: 111 Lots

No auxiliary traffic lanes are required in the foreseeable future at any of the access road intersections under this scenario.

4.5 ROAD SAFETY

The crash record for the surrounding road network does not point to any particular road safety issues.

5 SUSTAINABLE TRANSPORT

5.1 BUS ROUTES

Scheduled commuter bus services in regional towns are rare and it is unlikely that such a service will be introduced in Boyup Brook, even in the medium-term future. There may be bespoke services to cater for tourists, aged or diabled persons for example, but these will have little impact on peak hour traffic conditions.

The Shire has advised of a school bus service which uses Boyup Brook Arthur Road and supports the Boyup Brook District High School. This route could easily be adapted to service the proposed subdivision.

5.2 PEDESTRIAN AND CYCLE ACCESS FACILITIES

Liveable Neighbourhoods indicates that footpaths should be provided on at least one side of all Access Streets. However, we have observed that in rural settings such as these where pedestrian usage and destinations may be limited, footpaths are not always provided. The low traffic volumes forecast here generally point to shared on-street pedestrian, cycle and vehicle movements. It may therefore be acceptable to the Shire to only negotiate specific locations within the site where a footpath is required, for example adjoining Road 1 west of Road 2, or adjacent to public open space.

Boyup Brook is included in the Warren-Blackwood 2050 Cycling Strategy which proposes a cycle route along the railway line from Jayes Road to the Flaxmill Caravan Park, and two tourist routes along the Katanning Railway alignment to Donnybrook and along the Blackwood River valley to Bridgetown. There are also local routes proposed connecting residential areas in the townsite itself.

The gradient along Jayes Road from the townsite to the Access Road 1 doesn't favour cyclists. Therefore the Katanning Railway route would appear to offer the best opportunity for cyclists from the proposed subdivision. This is supported by the proposed walk/cycle track connections shown in **Figure 3.1**. The river route which meets the Katanning railway reserve at Skeleton Bridge, would provide good access to the lower (southern) side of the town and the High School. As it constitutes part of the 2050 Cycling Strategy, some limited funding may be available from the State Government to assist its implementation. The route shown via Ritson Street may also be suitable as it avoids the long hill up Jayes Road and enters the town from the northern side. While there are no Shire plans to extend Ritson Street past its current construction (to the south-west corner of Lot 46 (No107) Ritson Street) the road reserve does extend east to connect with the Blackwood River foreshore. Accordingly, subject to Shire requirements, there is scope to additionally create a walk/cycle connection between the site and Boyup Brook via Ritson Street.

6 SUMMARY AND RECOMMENDATIONS

6.1 SUMMARY

This Transport Impact Assessment (TIA) has been prepared by Donald Veal Consultants on behalf of Leafield Pty Ltd, with regard to the proposed subdivision development on Lots 51, 1007, 1118 Boyup Brook Arthur Road, Boyup Brook. Two development scenarios are covered in this assessment: 360 lots with scheme water and 111 without scheme water.

The site lies within the Shire of Boyup Brook, with the western boundary of the site around 1.5km north-east of the Boyup Brook townsite. It is bounded by Boyup Brook Arthur Road to the north, Jayes Road to the west and the Blackwood River to the southeast. Boyup Brook North Road intersects with Boyup Brook Arthur Road and Jayes Road to the northwest of the site.

Boyup Brook Arthur Road and Jayes Road are classified as a Regional Distributor Road and Boyup Brook North Road is classified as a Local Distributor under Main Roads Western Australia's (MRWA's) Functional Road Hierarchy. Boyup Brook Arthur Road has a posted speed limit of 100km/h. Jayes Road generally has a posted speed limit of 80km/h, which reduces to 60km/h at the intersection of Jayes Road and Ritson Street and to the south. It then decreases to 50km/h through the Boyup Brook townsite.

Boyup Brook North Road has a rural, open area default speed limit of 110 km/h.

No existing traffic counts were available from the MRWA Traffic Map on the Boyup Brook Arthur Road. Discussions with the Shire indicate that the Boyup Brook Arthur Road does not carry as much traffic as either the Donnybrook Road or the Bridgetown Road. Therefore for the purposes of this assessment, it has been assumed that the Boyup Brook Arthur Road carries similar levels of traffic to the Boyup Brook-Kojonup Road i.e. about 550vpd.

The MRWA CARS database was interrogated to identify the history of crashes occurring along Boyup Brook Arthur Road and Jayes Road between Ritson Street and Thompson Road in the latest 5-year reporting period, 2017 – 2021. The database returned records of only 2 crashes within this period. One involved hitting an object and one a non-collision crash. Both crashes were property damage only.

The proposed Scenario 1 Subdivision Plan comprises 360 lots. An access is proposed onto Jayes Road just south of the Boyup Road North intersection. Two accesses are proposed onto the Boyup Brook Arthur Road east of this intersection. For Scenario 2 (111 lots) no subdivision plan is available but it is understood that access is likely to be at the same locations as proposed for Scenario 1.

Under Scenario 1 the internal roads will typically carry low volumes of traffic and should be classified as Access Streets C and D as defined by the WAPC Liveable Neighbourhoods Guidelines. Road 1 access onto Jayes Road will carry slightly higher volumes and towards the western end attracts a Neighbourhood Connector classification. Under Scenario 1 all roads should attract an Access Street D classification.

Sight distances at the proposed accesses onto the Boyup Brook Arthur Road have been examined. The easternmost access does not maintain a satisfactory sight distance for the 100km/h speed limit there. It should be possible to move this intersection further to the west and reduce the speed limit in this area.

Road 1 generally has good sight distance to the right but on-site measurement past the 200m mark is made difficult by the vegetation. This road will be in a cutting when constructed and through modest reshaping of the cut to the right, DVC considers that the required sight distances will be achieved. In any event this should be checked during detailed design.

Peak hour trip generation for the proposed development has been based on WAPC guidelines for residential development. Scenario 1 is expected to generate about 288 trips during the peak hour (inbound and outbound) or conservatively about 3200-3600 trips per day.

A SIDRA analysis was undertaken for the opening year (assumed to be 2030) and the opening +10 years (2040) to demonstrate the impact of traffic growth at the intersection Access Road 1 and Jayes Road for Scenario 1.). Even if the background traffic increases by a compound growth rate of 2% for 20 years the intersection is unlikely to experience any significant congestion. The other 2 access road intersections will also not experience any significant congestion.

Turning lane warrants were examined for this intersection using MRWA's *Supplement to Austroads Guide to Road Design (AGRD) Part 4.* The analysis shows that based on a 3% compound growth rate for the background traffic, an Auxiliary Right Turn lane would be required at the intersection of Access Road 1 and Jayes in about 18 years time (say 2039). No auxiliary lanes would be required at the other access road intersections during this time. DVC considers that a compound growth of 3% per year is optimistic. While some growth at this rate may be achieved it is unlikely that sustained, compound traffic growth will be achieved over 20 years. DVC therefore considers that auxiliary lanes are not warranted.

Scheduled commuter bus services in regional towns are very rare and unlikely to be introduced here. The Shire has advised of a school bus service which uses Boyup Brook Arthur Road and supports the Boyup Brook District High School. This route could easily be adapted to service the proposed subdivision.

Boyup Brook is included in the Warren-Blackwood 2050 Cycling Strategy which proposes a cycle route along the railway line from Jayes Road to the Flaxmill Caravan Park, and two tourist routes along the Katanning railway line alignment to Donnybrook and along the Blackwood River valley to Bridgetown. There are also local routes proposed connecting residential areas in the townsite itself. There may be merit in investigating state funding for the early implementation of the Blackwood River link to support pedestrian and cycle traffic from the subdivision into Boyup Brook.

The crash record for the surrounding road network does not point to any particular road safety issues.

6.2 RECOMMENDATIONS

DVC recommends that the location of the Access Road 3 intersection with the Boyup Brook Arthur Road be moved further west in conjunction with a reduction of the speed limit to 80km/h to provide adequate sight distance.

Based on the above assessment we recommend approval of the proposed subdivision scenarios from a traffic, transport and road safety perspective.

APPENDIX A: INTERSECTION WARRANTS

Opening Year PM Peak – 3 % growth rate

INTERSECTION WARRANTS

Main Roads WA Supplement to Austroads Guide to Road Design - Part 4 A.8

DESIGN SPEED =	90km/h
SPLITTER ISLAND YES / NO =	No
DUAL CARRIAGEWAY YES / NO =	No

MOVEMENT	COUNT (v/h)	HV (%)
Q_{T1} =	40	25
Q_R =	162	5
Q_{T2} =	40	13.5
Q_L =	10	5

RIGHT TURN ASSESSMENT

Q_m =	90
% HV =	17.667
x =	1.15
TREATMENT =	BAR

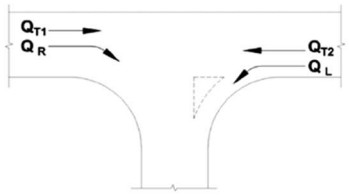
LEFT TURN ASSESSMENT

Q_m =	40
% HV =	13.500
x =	0.17
TREATMENT =	BAL

Source: Austroads GTM Part 6 - 2017

Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings

Figure 2.27: Calculation of the major road traffic volume Q_M



Road type	Turn type	Splitter island	Q_M (veh/h)
Two-lane two-way	Right	No	= $Q_{T1} + Q_{T2} + Q_L$
		Yes	= $Q_{T1} + Q_{T2}$
	Left	Yes or no	= Q_{T2}
Four-lane two-way	Right	No	= 50% x $Q_{T1} + Q_{T2} + Q_L$
		Yes	= 50% x $Q_{T1} + Q_{T2}$
	Left	Yes or no	= 50% x Q_{T2}
Six-lane two-way	Right	No	= 33% x $Q_{T1} + Q_{T2} + Q_L$
		Yes	= 33% x $Q_{T1} + Q_{T2}$
	Left	Yes or no	= 33% x Q_{T2}

Source: TMR (2016a).

Opening + 10 Years PM Peak – 3 % growth rate

INTERSECTION WARRANTS

Main Roads WA Supplement to Austroads Guide to Road Design - Part 4 A.8

DESIGN SPEED =	90km/h
SPLITTER ISLAND YES / NO =	No
DUAL CARRIAGEWAY YES / NO =	No

MOVEMENT	COUNT (v/h)	HV (%)
Q_{T1} =	55	25
Q_R =	162	5
Q_{T2} =	55	25
Q_L =	10	5

RIGHT TURN ASSESSMENT

Q_m =	120
% HV =	23.333
x =	1.55
TREATMENT =	AUR

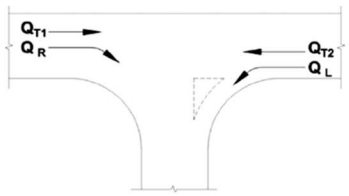
LEFT TURN ASSESSMENT

Q_m =	55
% HV =	25.000
x =	0.25
TREATMENT =	BAL

Source: Austroads GTM Part 6 - 2017

Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings

Figure 2.27: Calculation of the major road traffic volume Q_M



Road type	Turn type	Splitter island	Q_M (veh/h)
Two-lane two-way	Right	No	= $Q_{T1} + Q_{T2} + Q_L$
		Yes	= $Q_{T1} + Q_{T2}$
	Left	Yes or no	= Q_{T2}
Four-lane two-way	Right	No	= 50% x $Q_{T1} + Q_{T2} + Q_L$
		Yes	= 50% x $Q_{T1} + Q_{T2}$
	Left	Yes or no	= 50% x Q_{T2}
Six-lane two-way	Right	No	= 33% x $Q_{T1} + Q_{T2} + Q_L$
		Yes	= 33% x $Q_{T1} + Q_{T2}$
	Left	Yes or no	= 33% x Q_{T2}

Source: TMR (2016a).

Shire of Boyup Brook
Local Planning Scheme Amendment No.24
Schedule of Submissions and Recommended Modifications

No.	Proponent	Submission	Response of the Local Government	Particulars of any Modifications
Agency				
1.	Environmental Protection Authority (EPA) Prime House, 8 Davidson Terrace, Joondalup WA 6027	**Determination Published: 26 August 2024** **Summary** Amendment 24 to the Shire of Boyup Brook (the Shire) Local Planning Scheme No.2 (LPS2) proposes the rezoning of Lots 51, 1007 and 1118 Boyup Brook - Arthur Road in Boyup Brook (the site) from the 'Rural' zone to the 'Special Use Zone2' (SU2) zone. Amendment 24 also proposes to insert provisions into the scheme including a mix of R5 Residential and Rural Residential zones; and to amend the scheme map accordingly. The Environmental Protection Authority (EPA) has considered the scheme amendment in accordance with the requirements of the *Environmental Protection Act 1986* (EP Act). The EPA considers that the scheme amendment is unlikely to have a significant effect on the environment and does not warrant formal assessment under Part IV of the EP Act. The EPA has based its decision on the original referral documentation, additional information provided by the Shire, and information obtained through its own enquiries. Having considered this matter, the following advice is provided. **Environmental Factors** Having regard to the EPA's (2021) *Statement of environmental principles, factors, objectives and aims of Environmental Impact Assessment*, the EPA has identified the following preliminary environmental factors relevant to this scheme amendment: • Inland waters • Flora and vegetation • Terrestrial fauna • Social surroundings **Advice and Recommendations regarding the Environmental Factors** **Inland Waters** The amendment land abuts the Blackwood River and is identified as a 'Water resource area' as denoted in the *Government Sewerage Policy 2019* (GSP). The site is situated in an area that does not have access to deep or reticulated sewerage and will require onsite wastewater disposal. If not managed correctly, onsite waste water disposal and an increase in dwellings, gardens and associated residential and rural residential land uses has the potential to cause increased nutrient input to the area's inland water environment, through leaching into the water table, and through runoff exacerbated by the steep slope and granite/soils of the site draining to the Blackwood River. This may result in downstream impacts to the Blackwood River. The EPA supports wastewater disposal management will be considered at future development stages which will address the requirements of the GSP. The EPA	The EPA commented that the proposal is unlikely to have a significant effect on the environment. The EPA concluded that the scheme amendment can be managed to meet the EPA's environmental objectives. Wastewater disposal, flora and fauna and aboriginal heritage management will be considered at future development stages to address applicable standards. **Comments noted.** **No modification recommended.**	**Nil**

		notes and supports the inclusion of additional scheme provisions designed to manage and protect Inland water values through Site and Soil Evaluations, water management through a Local Water Management Strategy including nutrient modelling and mitigation, and the use of secondary treatment systems in identified areas. The EPA also notes and supports the inclusion of foreshore management requirements including access restrictions and setbacks of 100m from the Blackwood River, and seasonal watercourses. **Flora and vegetation and Terrestrial fauna** The amendment area is largely cleared with scattered patches of remnant vegetation. The EPA notes the patches of scatted vegetation and paddock trees provide foraging and potential breeding habitat for threatened species of black cockatoos. The EPA considered that implementation of the proposed amendment may result in clearing, of vegetation including threated fauna habitat. The EPA advises of the importance of native vegetation retention, especially black cockatoo habitat trees and significant trees (potential black cockatoo breeding trees with a Diameter Breast Height greater than 300mm) and expects these are retained as a priority as part of future planning processes to mitigate impacts to terrestrial fauna values. The EPA also recommends that future planning stages prioritise revegetation in POS areas, surplus cleared areas and landscaped and drainage areas/corridors with locally endemic species that provide foraging for species of black cockatoo. Designs should be informed by current research and guidelines. **Social Surroundings** The EPA notes there is one registered heritage site within the amendment area, the Blackwood River (Place ID 20434) and is valued for its mythological and cultural heritage. EPA notes and supports the scheme provision for subdivision requiring '*Aboriginal heritage protection as per an ethnographic and archaeological survey by a qualified consultant'*. EPA notes Aboriginal heritage obligations under the *Aboriginal Heritage Act 1972* must be fulfilled by the proponent prior to future development. Future development should also consider the EPA's Technical Guidance *Environmental impact assessment of Social Surroundings – Aboriginal cultural heritage* in assessing potential impacts to Aboriginal cultural heritage values. **Conclusion** The EPA concludes the scheme amendment can be managed to meet the EPA's environmental objectives for the above factors through scheme provisions and future planning processes. The EPA also notes the ability of other statutory processes to assist in mitigating impacts. The EPA recommends its advice is implemented to further mitigate potential impacts to the above factors.		
2.	Main Roads WA (MRWA) South West Region Daniel Naude	I refer to your correspondence below and advise that Main Roads has no objection to the proposed scheme amendment subject to the following comments and requirements.	The MRWA commented that the proposal is likely to generate significant increased traffic demands through the town and particularly at the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road. As such	**1. At clause 5 (ix), include the following reference after the word "estate":**

		It is noted that proposed Clause 5 (ix) requires the proponent to prepare a Traffic Impact Assessment (TIA) for the proposed subdivision including potential upgrades to existing roads and intersections servicing the proposed estate. The proponent advises that the overall subdivision will possibly create 284 lots which will likely generate significant increased traffic demands through the town and particularly at the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road. Whilst the intersection is not adjacent to the proposed subdivision area it is anticipated that this main intersection will warrant upgrading to accommodate increased traffic demands generated by the proposed subdivision. In view of the likely significant increased traffic demands it is recommended that the intersection be specifically identified for consideration in the required Traffic Impact Assessment. It is recommended that proposed clause 5 (ix) be modified to include the following reference after the word "estate" "including requirements for the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road."	MRWA recommended that the intersection be specifically identified for upgrading. **Uphold comments from the MRWA.** **Recommend modifying the proposed clause 5 (ix) to include the following reference after the word "estate":** **"including requirements for the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road."**	**"including requirements for the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road."**
3.	Public Transport Authority of Western Australia (PTA) Daniel Pinfold Public Transport Centre, West Parade, Perth, 6000 Tel: (08) 9326 2943 Email: daniel.pinfold@pta.wa.gov.au	Thank you for your email dated 12/12/2024, the Public Transport Authority (PTA) has no objections to this proposal.	The PTA has no objection to the proposal. **Comment noted.** **No modification recommended.**	**Nil**
4.	Department of Water and Environmental Regulation (DWER) Brendan Kelly Senior Natural Resource Management Officer Department of Water & Environmental Regulation, Planning Advice, South West Region Telephone: 08 97264194 | Mobile: 0407219515 Email: brendan.kelly@dwer.wa.gov.au	Re: Rezoning Lots 51, 1007 & 119 Boyup Brook -Arthur Road - Local Planning Scheme Amendment No.24 Thank you for providing Local Planning Scheme Amendment No.24 (the Amendment) to the Department of Water and Environmental Regulation (the Department) to consider. The Amendment to the Shire of Boyup Brook Local Plan Scheme No. 2 (LPS2) resolves to amend LPS2 by: 1. Rezoning Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from the 'Rural' zone to the 'Special Use (SU2)' zone, and 2. Inserting provisions in Table 5 – 'Special Use Zones in Scheme Area', as forwarded. The Department is satisfied that the advice of the Environmental Protection Authority (EPA) under Section 48A(1)(a) of the 'Environmental Protection Act 1986' (EP Act), published 26 August 2024, is reflected in the Amendment.	The DWER has no objection to the proposal. The DWER supports the inclusion of scheme provisions designed to manage and protect inland water values through Site and Soil Evaluations and a Local Water Management Strategy, including nutrient modelling and mitigation, and the use of secondary wastewater treatment systems in identified areas. **Comment noted.** **No modification recommended.**	**Nil**

		Particularly, the Department supports the inclusion of scheme provisions designed to manage and protect inland water values through Site and Soil Evaluations and a Local Water Management Strategy, including nutrient modelling and mitigation, and the use of secondary wastewater treatment systems in identified areas.		
5.	Department of Biodiversity, Conservation and Attractions (DBCA) Matthew Wansborough Parks and Wildlife South West Region office on 9725 4300 or email swlanduseplanning@dbca.wa.gov.au Aminya Ennis Regional Manager	**LOCAL PLANNING SCHEME AMENDMENT NO.24 - LOTS 51, 1007 & 1118 BOYUP BROOK-ARTHUR ROAD, BOYUP BROOK** Thank you for your letter dated 12 December 2024 requesting comments from the Department of Biodiversity, Conservation and Attractions (DBCA) on the above amendment to Shire of Boyup Brook Local Planning Scheme No.2. Based on the information provided, the Department of Biodiversity Conservation and Attractions' Parks and Wildlife Service South West Region has no comments on the above proposal. It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework, in particular the structure planning and subdivision stages, upon which DBCA will provide further advice at the appropriate time.	The DBCA has no comment to make at this stage in the planning process. The DBCA considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework, in particular the structure planning and subdivision stages, upon which DBCA will provide further advice at the appropriate time. **Comment noted.** **No modification recommended.**	**Nil**
6.	Department of Education (DoE) Matt Turnbull Manager Land and Planning Sharnie Stuart sharnie.stuart@education.wa.edu.au.	**Shire of Boyup Brook Local Planning Scheme No. 2 – proposed Amendment No. 24** Thank you for your letter dated 12 December 2024 providing the Department of Education (Department) with the opportunity to comment on the proposed Amendment No. 24 to the Shire of Boyup Brook (Shire) Local Planning Scheme No. 2 (LPS) on Lots 51, 1007 and 118 Boyup Brook, Arthur Road, Boyup Brook (Amendment area). It is acknowledged the LPS amendment proposes to rezone 221.78 hectares of land from Rural to Special Use (SU2), specifically to Residential and Rural Residential zones, in line with the Shire's Local Planning Strategy. It is estimated that a yield of 284 dwellings will result, ranging from lot areas between 2,000m2 to 5,000m2. Additionally, it is noted SU2 will be inserted in Table 5 – Special Use Zone Scheme Area with conditions and objectives, including the creation of a structure plan. The subject site falls within the student enrolment intake area of Boyup Brook District High School (High School). Based on current and projected residential growth, the potential delivery of residential development within the Amendment area would not have a significant impact on the student enrolment demand of the locality and capacity of the High School in the short to medium term at this stage. In view of the above, the Department has no in principle objection to the Amendment No. 24 to the LSP. The Department will continue to monitor the student enrolment demand as development progresses within the Amendment area and ensure that the residential growth corresponds accordingly with the provision of public schools in the locality.	The DoE has no in-principle objection. The DoE commented that the potential delivery of residential development within the Amendment area would not have a significant impact on the student enrolment demand of the locality and capacity of the High School in the short to medium term at this stage. **Comment noted.** **No modification recommended.**	**Nil**
7.	Department of Fire and Emergency Services (DFES)	**1007 AND 1118 BOYUP BROOK – ARTHUR ROAD, BOYUP BROOK** I refer to your email dated 12 December 2024 regarding the submission of a Bushfire Management Plan (BMP) (Version 1.2), prepared by Smith	The DFES commented that further clarification is required within the Bushfire Management Plan to	**Nil**

<table>
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<td></td>
<td>Sasha De Brito – Senior Land Use Planning
Ph 9395 9703.</td>
<td>Bushfire Consultant and dated 5 December 2022, for the above scheme amendment application.

The new State Planning Policy 3.7 Bushfire and associated Planning for Bushfire Guidelines were published on 24 September 2024 and became operational for applications lodged with decision makers from 18 November 2024. Notwithstanding, as this application was submitted to the decision maker prior to 18 November 2024, this advice relates only to the 2015 State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7) and 2021 Guidelines for Planning in Bushfire Prone Areas (version 1.4) (Guidelines).

It is the responsibility of the proponent to ensure the proposal complies with relevant planning and building requirements. 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.
<u>Assessment</u>
• DFES notes the BMP was prepared in 2022, however it does not address the version of the Guidelines (v1.4) which was operational at that time. Version 1.4 of the Guidelines came into effect in December 2021 however the BMP addresses v1.3 of the Guidelines. Since the BMP was submitted an updated version of SPP 3.7 and the Guidelines have been released. Given amendments to the BMP are required, as detailed below, it is recommended the BMP address the new 2024 SPP 3.7 and associated Guidelines.
• The Scheme Amendment includes a Concept Layout (Attachment 8), however it is not addressed in the BMP. If a concept layout is known a BAL Contour Map should be prepared.
• Further clarification is required within the BMP of the requirements of SPP 3.7 and the supporting Guidelines, as outlined in our assessment below.
1. Policy Measure 6.5 a) (ii) Preparation of a BAL contour map

<table>
<tr><th>Issue</th><th>Assessment</th><th>Action</th></tr>
<tr><td>Vegetation Classification</td><td>Vegetation Plot 2 cannot be substantiated as Class G Grassland in its entirety with the limited information and photographic evidence provided. There are identified revegetated road buffer and foreshore areas within Plot 2 which have not been considered. There are also multiple stands of trees which would impact the BAL of future lots / dwellings once classified as either Class B Woodland or Class A Forest.

The BMP should detail specifically how the Class G Grassland classification was derived as</td><td>Modification to the BMP is required.</td></tr>
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<td>address requirements of the State Planning Policy 3.7 and the supporting Guidelines.

DFES recommended that amendments to the proposed Scheme Amendment occur (section 3.2.11), to make commitments to compliance with the requirements of the State Planning Policy 3.7. The proposed changes should include commitments to achieving compliance with vehicular access and vegetation management to meet the requirements of SPP 3.7 and Guidelines at all stages of development.

Note comment from the DFES.

There is no need to make modifications to the proposed scheme amendment. More detailed planning around bushfire will occur at the subdivision and development/building permit stages to address compliance with the state planning policy 3.7.

No modification recommended.</td>
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				opposed to either Class B Woodland classification or Class A Forest. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.			
			Vegetation Classification	Vegetation Plot 3 cannot be substantiated as Class B Woodland with the limited information and photographic evidence provided. The photographic evidence provided (photographs 15-24) does not support the Class B Woodland classification. The foliage cover appears to exceed 30%. Furthermore, the scheme amendment report discusses foreshore and road buffer areas which are to be revegetated. Any potential for revegetation has not been addressed in the BMP. The BMP should detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.	Modification to the BMP is required.		
			BAL Contour Map	The BMP has included BAL ratings in section 3.2. BAL ratings should only be included if the concept layout is overlaid on the vegetation classification map and the slopes identified accordingly. The BMP has nominated a 20 metre APZ for Plots 2 and 3, the calculated BAL rating for Plot 3 is considered inaccurate. A 20 metre separation from Class B Woodland would at a minimum achieve BAL-19 not BAL12.5. The	Modification to the BMP is required.		

	BMP attempts to calculate the minimum BAL rating for future dwellings without a complete or accurate assessment of the site slope or vegetation classification. Given a concept layout is included in the Scheme Amendment report a BAL Contour Map should be provided. The BAL contours should extend from all areas of classified vegetation.			

2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

All Bushfire Protection Criteria	The acceptable solutions of version 1.4 of the Guidelines have not been properly addressed, this is particularly relevant for Element 3: Vehicular Access and Element 4: Water. The BMP should be updated to address the most recent version of the Guidelines.	Modification to the BMP is required.
Location, and Siting & Design	**A1.1 and A2.1 – not demonstrated** The BAL ratings cannot be validated, as the vegetation classification inputs require modification as per the above table. The compliance statement in the BMP states that a 20 metre APZ is required. The BMP is focussing on the dwelling BAL at the Scheme Amendment stage. The location of dwellings and building envelopes are unknown at this stage and the separation distance may change based on the type of vegetation and slope. The nominated 20 metre APZ should be removed.	Modification to the BMP is required.
Vehicular Access	**A3.1 – A3.6 – not demonstrated** The BMP has addressed the acceptable solutions for v1.3 of the Guidelines. The Concept Layout appears to show three no-through roads.	Modification to the BMP is required.

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<tr><td></td><td>Although the future subdivision will connect in two places to Boyup Brook-Arthur Road and another connection will be available to Bode Street there are a number of dead-ends.
The subdivision layout should be re-designed to avoid the creation of dead ends and cul-de-sacs (no-through roads).</td><td></td></tr>
<tr><td>Water</td><td>A4.1 and A4.2 – not demonstrated
The BMP states that part of the development site will be reticulated. This requires confirmation by the decision maker given there is no current reticulation system in close proximity to the site.
Furthermore, the BMP states that an indicative water tank is shown on the LSP concept layout but this figure is not included in the BMP.
The BMP should be a standalone document and include the concept layout, particularly as it is referenced in the acceptable solutions. The BMP should also state the tank volume and notate that the tank is dedicated for firefighting as part of a spatial representation of the bushfire protection measures.</td><td>Modification to the BMP is required.</td></tr>
</table>

Recommendation – compliance with acceptable solutions not demonstrated – modifications required
The BMP does not adequately address the requirements of SPP 3.7 and the Guidelines.
DFES has assessed the Scheme Amendment and accompanying BMP. There are several issues that need to be addressed prior to support of the proposal (refer to the tables above).

In addition to the BMP updates, DFES recommends amendments to the proposed Scheme Amendment (section 3.2.11) to make commitments to compliance with the requirements of the policy consistent with any future modifications to the BMP. The proposed changes should include commitments to achieving compliance with vehicular access and vegetation management to meet the requirements of SPP 3.7 and Guidelines at all stages of development.
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<tr>
<td>8.</td>
<td>Department of Health</td>
<td>LOCAL PLANNING SCHEME No.2, AMENDMENT No. 24 – REZONING LOTS 51, 1007 AND 1118 ARTHUR ROAD, BOYUP BROOK FROM ‘RURAL’ ZONE TO ‘SPECIAL USE (SU2)’ ZONE AND INSERTING PROVISIONS INTO SCHEME TEXT.</td>
<td>The Department of Health (DoH) commented that:</td>
<td>Nil</td>
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</table>

	Vic Andrich on 9222 2000 or
	eh.eSubmissions@health.wa.gov.au
	
	Dr Michael Lindsay
	EXECUTIVE DIRECTOR
	ENVIRONMENTAL HEALTH
	DIRECTORATE
		Thank you for your letter of 12 December 2024, requesting comments from the Department of Health (DoH) on the above proposal.
		
		• **Water Supply**
		All drinking water provided on site must meet the health-related requirements of the *Australian Drinking Water Quality Guidelines 2011*.
		
		Any non-drinking water (i.e., water that is not intended or suitable for drinking) must be managed to ensure it cannot be confused with or contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration suitable backflow prevention arrangements in accordance with Australian/New Zealand Standards AS3500 – Plumbing and Drainage.
		
		• **Wastewater Disposal**
		Further to the comments provided by the DoH to the Department of Planning, Lands and Heritage (DPLH) in November 2023, additional site specific 'Site and Soil Evaluation' is required on each of the created lots, prior to development.
		
		A site-specific Site and Soil Evaluation (SSE) must be conducted by a qualified consultant during the wettest season of the year (mid-July to August), in accordance with AS/NZS 1547:2012, to ensure that the land application area is appropriately located and sized at the subdivision stage.
		
		For your information, the following advice was provided to DPLH in November 2023:
		
		"DoH has reviewed the Site and Soil Evaluation (SSE) report prepared by Biodiverse Solutions. The DoH has no objection to the proposal, provided the development adheres to the following conditions:
		
		• Lot sizes: The SSE report indicates that groundwater was encountered near the surface (<0.5m) in some locations. In these areas, lot sizes should not be less than 1 hectare. In other areas, lot sizes should align with Section 5.21 of the *Government Sewerage Policy 2019* (GSP)
		
		• Location of the land application areas (LAA):
		  • LAAs should not be situated in areas subject to inundation. The report indicates perched groundwater table/water logging (groundwater less than 0.5 m below ground level) in the lower-lying southwest areas of the subject site. A site-specific SSE is required to determine LAA locations not subject to inundation.
		  • Setback distances to the land application area: Adequate setback distances should be maintained from groundwater, drains, and creeks as per the GSP. 100m set back is required from the waterways. It is noted, western, central creek and eastern lines flow into the Blackwood River in the subject sites. Adequate setbacks of 100m to the land application area should be maintained to these creek lines as per the GSP.
		  • The report indicates areas with exposed granite outcrop that may not be suitable for land application areas. Further investigation
			• All drinking water provided on site must meet health-related requirements
			• An additional site specific 'Site and Soil Evaluation' is required on each of the created lots, prior to development
			• Proposed infrastructure and site works should not create additional mosquito breeding habitat
			• Ensure an adequate separation distance between the existing Shire waste facility and any new residences.
			
			Note comment from the DoH.
			
			No modification recommended.
			
			The scheme amendment is already making the following requirements:
			
			• Any proposed residential lots are to be connected to a licensed water supply
			• If a licensed water supply is not to be provided, lots are to be designated as rural residential with a minimum lot size of 1 hectare
			• A Site and soil evaluation is to be submitted at the structure planning stage to determine areas where depth to groundwater is less than 0.5m and Land application area locations not subject to inundation
			
			Its proposed that future structure planning of the subject land considers the creation of larger lot sizes on the boundaries of the site to address land use compatibility between off-site uses including the Shire's resource recovery facility to the north-west and with agricultural uses to the north and east.	

		should be undertaken to determine if each lot has a sufficient LAA that will not be affected by the granite outcrops." • **Medical Entomology** The proponents are advised to ensure proposed infrastructure and site works do not create additional mosquito breeding habitat as follows: • Changes to topography resulting from earthworks (e.g. the installation of pipelines, footpaths, roads etc) must prevent run-off from creating surface ponding as it may become mosquito breeding habitat. • Constructed water bodies (drainage infrastructure, infiltration basins and swales, settling ponds, wetlands, etc) must be located, designed and maintained so they do not create or contribute to mosquito breeding. • Constructed water bodies (drainage infrastructure, infiltration basins and swales, settling ponds, wetlands, etc) may require regular monitoring and application of herbicides and/or removal of invasive vegetation to prevent the harbourage of mosquito larvae. • **Chemical Hazards** The DOH notes potential emission impacts of the existing adjacent recycling facility on any new rural properties created. Consequently, there will be a need to ensure an adequate separation distance between the facility and any new residences, and other appropriate mitigation measures, based on the Environmental Protection Authority's *Separation Distances between Industrial and Sensitive Land Uses - 2005*. It is recommended that a visual inspection is conducted along any roads or access tracks on the site in the area adjacent to the recycling facility. This is to identify and to remove any asbestos containing material that may have been dumped there.		
Public				
1.	Man Gypsy Liners Pty Ltd 69 Tacoma Circuit, Canningvale, WA 6155 Mob +61422 286 575	**Scheme Amendment No. 24** I refer to the Shire's invitation to comment on the above. I support Scheme Amendment No. 24 and the associated Concept Plan which are consistent with the endorsed Local Planning Strategy. The rezoning will provide a suitable interface between the Boyup Brook townsite and farms. I support the proposed range of lot sizes. Boyup Brook needs more lifestyle lots close to town. The proposal will provide a new lifestyle opportunities in Boyup Brook. Importantly, the development will contribute to the growth of Boyup Brook and assist to ensure that local services are retained or enhanced.	Public support for additional lifestyle housing lots. **Comments noted.** **No modification recommended.**	**Nil**
2.	Rowena Bombara Director Leafield Pty Ltd 30 Hutchinson Avenue Mosman Park WA 6160	**Scheme Amendment No. 24 - Shire of Boyup Brook Local Planning Scheme No. 2 - Lots** **51, 1007 and 1118 Boyup Brook-Arthur Road, Boyup Brook** **1. Introduction**	Support for the proposal on the following grounds: The proposal: • Complies with the Shire's strategy • Will facilitate population growth	**Nil**

		I refer to the Shire's invitation for submissions on Scheme Amendment 24. As owner and Director of Leafield Pty Ltd, the purpose of this submission is to support Scheme Amendment 24 in rezoning Lots 51, 1007 and 1118 Boyup Brook-Arthur Road (the site) from Rural to Special Use. **2. Background** Scheme Amendment 24 is consistent with the *Shire of Boyup Brook Local Planning Strategy.* The amendment will facilitate residential and rural residential subdivision/development. The amendment is supported by various technical investigations which confirm the suitability of the site for residential and rural residential subdivision/development. Various additional technical investigations are required in future planning and design stages. **3. Local Planning Strategy** The Local Planning Strategy seeks to facilitate population growth, job creation, economic development and support facilitates and services in Boyup Brook. Similarly, Amendment 24 also seeks to support Strategy objectives relating to community and economic development. The Strategy notes that people are moving to the region and taking up residence on the fringes of the Boyup Brook townsite, on rural lifestyle properties. The Strategy notes that Boyup Brook needs more lots in the vicinity of around 2000m^2 - 5000m^2. The Strategy supports a diversity of lot sizes including 4000m^2 - 5000m^2**.** The Strategy outlines no State Government funding has been provided to provide reticulated sewerage or a hybrid Septic Tank Effluent Disposal (STED) system to the Boyup Brook townsite. There is no indication there is State Government funding support to provide reticulated sewerage or a STED system in the foreseeable future. **4. Suitability and capability of site for Residential/Rural Residential** As outlined in the Scheme Amendment 24 documentation, the site is suitable and capable for residential and rural residential subdivision/development. Proposed lot sizes are appropriate for a country town and market expectations. **5. Supporting existing and additional services** The Local Planning Strategy and other Council publications seek to support existing and additional services. A large part of achieving this is through population growth in appropriate locations near the Boyup Brook townsite. Approval and implementation of Amendment 24 will: • Complement Boyup Brook increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided; • Assist to support the viability and sustainability of local services, facilities and businesses; • Assist to 'rebrand' Boyup Brook through providing a different product including a range of lot sizes, lifestyle opportunities, affordability and housing choices to	• Proves that the site is capable for housing development • Assists the viability and sustainability of local services, facilities and businesses • Provides community benefits including ceding land adjoining the Blackwood River **Note comment received.** **No modifications recommended.**	

		suit a wide range of people. This includes lot sizes not currently available in Boyup Brook; • Provide families, empty nesters, first homebuyers and others wishing to relocate to Boyup Brook with greater spaciousness and lifestyle options; and • Provide community benefits including ceding land adjoining the Blackwood River free-of-cost to the Crown. Securing public land adjacent to the Blackwood River offers conservation, recreation and accessibility opportunities to the community. **6. Conclusion** Scheme Amendment 24 is consistent with the recently approved Local Planning Strategy. The technical investigations reveal the site is suitable and capable of residential and rural residential subdivision/development. Approval of Amendment 24 supports progressing towards creating additional lots, new housing and increased population near the Boyup Brook town site. It is respectfully requested that the Council support Scheme Amendment 24.		
3.	Brett OHanlon 85 Ritson Street Boyup Brook	I wish to express my support for the abovementioned amendment that rezones the site from 'Rural' zone to 'Special Use' zone. The rezoning will promote a range of residential and rural living lots and housing in an appropriate location near the townsite. Development of the site will provide a required increase in population. The rezoning will assist Boyup Brook to grow and support existing and new services, facilities and businesses. Thank you for the opportunity to make a submission and I hope that the rezoning receives approval from the relevant planning authorities.	Support for the proposal on the following grounds: • The rezoning will promote a range of residential and rural living lots and housing • The rezoning will assist Boyup Brook to grow **Note comments received.** **No modifications recommended.**	**Nil**
4.	Kathryn Westphal Boyup Brook Pharmacy 80 Abel St, Boyup Brook	**Scheme Amendment No. 24 to the Shire of Boyup Brook Local Planning Scheme No. 2** I refer to the Shire's request for submissions regarding the above. The site is an ideal location for residential and rural residential subdivision given it adjoins the townsite. The development will assist to provide a range of housing and promote job creation. The EPA concluded the proposed development is environmentally acceptable. It is respectfully requested that the Council support the rezoning of the property as proposed.	Support for the proposal on the following grounds: • The rezoning will promote a range of residential and rural living lots and housing in an ideal location adjacent to the townsite • The EPA concluded the proposed development is environmentally acceptable **Note comments received.** **No modifications recommended.**	**Nil**
5.	John Matthews Boyup Brook Hotel	**Scheme Amendment No. 24 to the Shire of Boyup Brook Local Planning Scheme No. 2** I refer to the Shire's request for submissions regarding the above.	Support for the proposal on the following grounds:	**Nil**

		The site is an ideal location for residential and rural residential subdivision given it adjoins the townsite. The development will assist to provide a range of housing and promote job creation. The EPA concluded the proposed development is environmentally acceptable. It is respectfully requested that the Council support the rezoning of the property as proposed.	• The rezoning will promote a range of residential and rural living lots and housing in an ideal location adjacent to the townsite • The EPA concluded the proposed development is environmentally acceptable **Note comments received.** **No modifications recommended.**	
6.	Travis Reid Boyup Brook Co-operative 10-12 Bridge St Boyup Brook	**Submission of Support for Leafield Subdivision on Boyup Brook - Arthur River Road** **Amendement 24 Boyup Brook** The Boyup Brook Co-op would like to express its support for the Leafield Subdivision on the Boyup Brook – Arthur River Road. This subdivision creates progression within the Shire and we believe will be of great benefit to the entire community. We look forward to such benefits of • Supporting local employment – either through subdivision works or the construction of new dwellings and all the required infrastructure. • Supporting local services and enabling growth within them. • Supporting the local economy and expanding it. • Providing greater choices for moving to Boyup Brook. • Increasing the population of Boyup Brook. • Broadening the Shire's economic base. We believe that all of these benefits combined will create an even more vibrant, resilient community, which we whole heartedly support.	Support for the proposal on the following grounds: • The rezoning will support the local economy and supply of housing. **Note comments received.** **No modifications recommended.**	**Nil**
7.	Sam Jeanes	**Scheme Amendment No. 24 - LPS No. 2 – Lots 51, 1007 and 1118 Boyup Brook-Arthur Road, Boyup Brook** I wish to express my support for the abovementioned amendment that rezones the site from 'Rural' zone to 'Special Use' zone. The rezoning will facilitate the development of residential and rural living lots and housing on the edge of town (adjoining the existing rural residential lots on Bode Street to the west). It will also provide connectivity between the town centre and Harvey Dickson's Country Music Centre. This Site abuts the Blackwood River and has undulating topography with vista's across the site and into the river valley. It is expected that the natural beauty of the site will create a lot of amenity for future lots/residents. I consider the proposed concept plan and lot sizes appropriate for the shire. The current planning provides quarter acre blocks in the townsite, and >2ha lots in Rural Residential zones. This scheme amendment will provide lots from 2000m2 to 7.5ha,	Support for the proposal on the following grounds: • The subject site is conveniently located adjacent to the townsite and recreational amenities • The rezoning & development will assist Boyup Brook to grow and support existing and new services, facilities and businesses. **Note comments received.** **No modifications recommended.**	**Nil**

		creating a diverse lot supply in the shire through the supply of lots between 2,000m2 – 2ha. More varied lot sizes are anticipated to help attract residents to the shire and encourage growth of the shire. The rezoning & development will assist Boyup Brook to grow and support existing and new services, facilities and businesses. Thanks for the opportunity to make a submission and I hope that the rezoning receives approval from the Shire.		
8.	Alison Rutten PO Box 1171, Bridgetown, WA 6255	I am writing to you in support of the application for the Leafield subdivision on the Boyup Brook- Arthur Road in Boyup Brook. I am a local Real Estate Sales Representative as well as a resident of Bridgetown. I am aware of the shortage of land available to purchase and that it would be a successful subdivision if it is to be approved. I regularly speak with people who are employed at Talison Lithium mine, the Ambulance service, hospitals and schools who are seeking opportunities to invest in the local area. These people are also looking to engage in the local community and would be an advantage with their varied skills that they would bring to the community.	Support for the proposal, to make available land for housing. **Note comments received.** **No modifications recommended.**	**Nil**

Submissions

Shire of Boyup Brook

Scheme Amendment No.24

Lots 51, 1007 and 1118 Boyup Brook - Arthur Road, Boyup Brook

GOVERNMENT OF WESTERN AUSTRALIA

Environmental Protection Authority

s.48A Referrals

Title:	Shire of Boyup Brook Local Planning Scheme 2 Amendment 24
Location:	Lots 51, 1007 and 1118 Boyup Brook - Arthur Road, Boyup Brook
Description:	The amendment proposes the rezoning the site from the 'Rural' zone to the 'Special Use Zone2', inserting provisions into 'Table 5 – Special Use Zones in Scheme Area' and amending the Scheme Map accordingly.
Ref ID:	APP-0000261
Date Received:	20-02-2023 **Date Sufficient Information Received:** 01-08-2024
Responsible Authority:	Shire of Boyup Brook PO Box 2, Boyup Brook, WA 6244
Contact:	Adrian Nicoll
Preliminary Environmental Factors:	Inland waters, Flora and vegetation, Terrestrial Fauna, Social surroundings
Potential Significant Effects:	Implementation of the scheme amendment may result in increased nutrient input to the Blackwood River, clearing of native vegetation that is also potential habitat for threatened species of black cockatoo, and potential impacts to Aboriginal heritage values.
Protection:	Potential impacts can be managed through scheme provisions, future planning processes and compliance with the obligations of the *Government Sewerage Policy 2019* and *Aboriginal Cultural Heritage Act 1972* Advice is provided recommending actions to manage and mitigate potential environmental impacts.
Determination:	**Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed under Part IV of the EP Act. Advice Given. (Not Appealable).**

The Environmental Protection Authority (EPA) has carried out some investigations and inquiries before deciding not to assess this scheme. In deciding not to formally assess schemes, the EPA has determined that no further assessment is required by the EPA.

This Determination is not appealable.

Deputy Chair's Initials:

Date: 20 August 2024

ADVICE UNDER SECTION 48A(1)(a)
ENVIRONMENTAL PROTECTION ACT 1986

Shire of Boyup Brook Local Planning Scheme 2 Amendment 24

Location: Lots 51, 1007 and 1118 Boyup Brook - Arthur Road in Boyup Brook

Determination: Scheme Not Assessed – Advice Given (not appealable)

Determination Published: 26 August 2024

Summary

Amendment 24 to the Shire of Boyup Brook (the Shire) Local Planning Scheme No.2 (LPS2) proposes the rezoning of Lots 51, 1007 and 1118 Boyup Brook - Arthur Road in Boyup Brook (the site) from the 'Rural' zone to the 'Special Use Zone2' (SU2) zone. Amendment 24 also proposes to insert provisions into the scheme including a mix of R5 Residential and Rural Residential zones; and to amend the scheme map accordingly.

The Environmental Protection Authority (EPA) has considered the scheme amendment in accordance with the requirements of the *Environmental Protection Act 1986* (EP Act). The EPA considers that the scheme amendment is unlikely to have a significant effect on the environment and does not warrant formal assessment under Part IV of the EP Act. The EPA has based its decision on the original referral documentation, additional information provided by the Shire, and information obtained through its own enquiries. Having considered this matter, the following advice is provided.

Environmental Factors

Having regard to the EPA's (2021) *Statement of environmental principles, factors, objectives and aims of Environmental Impact Assessment*, the EPA has identified the following preliminary environmental factors relevant to this scheme amendment:

- Inland waters
- Flora and vegetation
- Terrestrial fauna
- Social surroundings

Advice and Recommendations regarding the Environmental Factors

Inland Waters

The amendment land abuts the Blackwood River and is identified as a 'Water resource area' as denoted in the *Government Sewerage Policy 2019* (GSP). The site is situated in an area that does not have access to deep or reticulated sewerage and will require onsite wastewater disposal. If not managed correctly, onsite waste water disposal and an increase in dwellings, gardens and associated residential and rural residential land uses has the potential to cause increased nutrient input to the area's inland water environment, through leaching into the water table, and through runoff exacerbated by the steep slope and granite/soils of the site draining to the Blackwood River. This may result in downstream impacts to the Blackwood River.

The EPA supports wastewater disposal management will be considered at future development stages which will address the requirements of the GSP. The EPA notes and supports the inclusion of additional scheme provisions designed to manage and protect Inland water values

through Site and Soil Evaluations, water management through a Local Water Management Strategy including nutrient modelling and mitigation, and the use of secondary treatment systems in identified areas. The EPA also notes and supports the inclusion of foreshore management requirements including access restrictions and setbacks of 100m from the Blackwood River, and seasonal watercourses.

Flora and vegetation and Terrestrial fauna

The amendment area is largely cleared with scattered patches of remnant vegetation. The EPA notes the patches of scatted vegetation and paddock trees provide foraging and potential breeding habitat for threatened species of black cockatoos.

The EPA considered that implementation of the proposed amendment may result in clearing, of vegetation including threated fauna habitat. The EPA advises of the importance of native vegetation retention, especially black cockatoo habitat trees and significant trees (potential black cockatoo breeding trees with a Diameter Breast Height greater than 300mm) and expects these are retained as a priority as part of future planning processes to mitigate impacts to terrestrial fauna values. The EPA also recommends that future planning stages prioritise revegetation in POS areas, surplus cleared areas and landscaped and drainage areas/corridors with locally endemic species that provide foraging for species of black cockatoo. Designs should be informed by current research and guidelines.

Social Surroundings

The EPA notes there is one registered heritage site within the amendment area, the Blackwood River (Place ID 20434) and is valued for its mythological and cultural heritage.

EPA notes and supports the scheme provision for subdivision requiring '*Aboriginal heritage protection as per an ethnographic and archaeological survey by a qualified consultant'.*

EPA notes Aboriginal heritage obligations under the *Aboriginal Heritage Act 1972* must be fulfilled by the proponent prior to future development. Future development should also consider the EPA's Technical Guidance *Environmental impact assessment of Social Surroundings – Aboriginal cultural heritage* in assessing potential impacts to Aboriginal cultural heritage values.

Conclusion

The EPA concludes the scheme amendment can be managed to meet the EPA's environmental objectives for the above factors through scheme provisions and future planning processes. The EPA also notes the ability of other statutory processes to assist in mitigating impacts. The EPA recommends its advice is implemented to further mitigate potential impacts to the above factors.

Dear Maria

I refer to your correspondence below and advise that Main Roads has no objection to the proposed scheme amendment subject to the following comments and requirements.

It is noted that proposed Clause 5 (ix) requires the proponent to prepare a Traffic Impact Assessment (TIA) for the proposed subdivision including potential upgrades to existing roads and intersections servicing the proposed estate.

The proponent advises that the overall subdivision will possibly create 284 lots which will likely generate significant increased traffic demands through the town and particularly at the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road.

Whilst the intersection is not adjacent to the proposed subdivision area it is anticipated that this main intersection will warrant upgrading to accommodate increased traffic demands generated by the proposed subdivision.

In view of the likely significant increased traffic demands it is recommended that the intersection be specifically identified for consideration in the required Traffic Impact Assessment.

It is recommended that proposed clause 5 (ix) be modified to include the following reference after the word "estate"

"including requirements for the intersection of Donnybrook - Kojonup Road, Boyup Brook – Arthur River Road and Bridgetown – Boyup Brook Road."

If you have any queries please contact Daniel Naude on ph 9724 5724

Regards,

South West Region Planning Services
Tel: +97245600

Kaya Maria,

RE: Local Planning Scheme Amendment No.24

Thank you for your email dated 12/12/2024, the Public Transport Authority (PTA) has no objections to this proposal.

Yaankga,

Daniel Pinfold
Assistant Planner | Infrastructure Planning & Land Services
Public Transport Authority of Western Australia
Public Transport Centre, West Parade, Perth, 6000
PO Box 8125, Perth Business Centre, WA, 6849
Tel: (08) 9326 2943 Fax: (08) 9326 2000
Email: daniel.pinfold@pta.wa.gov.au | Web: www.pta.wa.gov.au

30 January 2025

Our Reference: PA068951, DWERT1841~11

Your Reference: A15214

To: Shire of Boyup Brook

From: Department of Water and Environmental Regulation

Attention: Adrian Nicholl

Re: Rezoning Lots 51, 1007 & 119 Boyup Brook -Arthur Road - Local Planning Scheme Amendment No.24

Dear Adrian,

Thank you for providing Local Planning Scheme Amendment No.24 (the Amendment) to the Department of Water and Environmental Regulation (the Department) to consider.

The Amendment to the Shire of Boyup Brook Local Plan Scheme No. 2 (LPS2) resolves to amend LPS2 by:

1. Rezoning Lots 51, 1007 and 1118 Boyup Brook – Arthur Road, Boyup Brook from the 'Rural' zone to the 'Special Use (SU2)' zone, and
2. Inserting provisions in Table 5 – 'Special Use Zones in Scheme Area', as forwarded.

The Department is satisfied that the advice of the Environmental Protection Authority (EPA) under Section 48A(1)(a) of the 'Environmental Protection Act 1986' (EP Act), published 26 August 2024, is reflected in the Amendment.

Particularly, the Department supports the inclusion of scheme provisions designed to manage and protect inland water values through Site and Soil Evaluations and a Local Water Management Strategy, including nutrient modelling and mitigation, and the use of secondary wastewater treatment systems in identified areas.

The Department looks forward to receiving and assessing any future structure plan, prior to subdivision and development.

Should you require any further information on the comments please contact Brendan Kelly on 97264194.

Regards,

Brendan Kelly
Senior Natural Resource Management Officer
Department of Water & Environmental Regulation,
Planning Advice, South West Region
Telephone: 08 97264194 | Mobile: 0407219515

Email: brendan.kelly@dwer.wa.gov.au

Work days are Tuesday, Wednesday, Thursday, however I am available on the mobile most times.

Disclaimer: This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water and Environmental Regulation, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.

Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

PARKS AND WILDLIFE SERVICE

Your ref: A15214
Our ref: PRS 53341 2023/003118
Enquiries: Matthew Wansborough
Phone: 08 9725 4300
Email: swlanduseplanning@dbca.wa.gov.au

Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244

Attention: Adrian Nicoli

LOCAL PLANNING SCHEME AMENDMENT NO.24 - LOTS 51, 1007 & 1118 BOYUP BROOK-ARTHUR ROAD, BOYUP BROOK

Thank you for your letter dated 12 December 2024 requesting comments from the Department of Biodiversity, Conservation and Attractions (DBCA) on the above amendment to Shire of Boyup Brook Local Planning Scheme No.2.

Based on the information provided, the Department of Biodiversity Conservation and Attractions' Parks and Wildlife Service South West Region has no comments on the above proposal.

It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework, in particular the structure planning and subdivision stages, upon which DBCA will provide further advice at the appropriate time.

Thank you for the opportunity to comment on this proposal. Please contact Matthew Wansborough at the Parks and Wildlife South West Region office on 9725 4300 or email swlanduseplanning@dbca.wa.gov.au if you have any queries regarding this advice.

Yours sincerely

MJW

For Aminya Ennis
Regional Manager

07 February 2025

Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Your ref: A15214
Our ref: D25/0160507
Enquiries: Sharnie Stuart

Chief Executive Officer
Shire of Boyup Brook

Email: shire@boyupbrook.wa.gov.au

Attention: Adrian Nicoll
Senior Planning Officer

Dear Sir / Madam

Shire of Boyup Brook Local Planning Scheme No. 2 – proposed Amendment No. 24

Thank you for your letter dated 12 December 2024 providing the Department of Education (Department) with the opportunity to comment on the proposed Amendment No. 24 to the Shire of Boyup Brook (Shire) Local Planning Scheme No. 2 (LPS) on Lots 51, 1007 and 118 Boyup Brook, Arthur Road, Boyup Brook (Amendment area).

It is acknowledged the LPS amendment proposes to rezone 221.78 hectares of land from Rural to Special Use (SU2), specifically to Residential and Rural Residential zones, in line with the Shire's Local Planning Strategy. It is estimated that a yield of 284 dwellings will result, ranging from lot areas between 2,000m^2 to 5,000m^2. Additionally, it is noted SU2 will be inserted in Table 5 – Special Use Zone Scheme Area with conditions and objectives, including the creation of a structure plan.

The subject site falls within the student enrolment intake area of Boyup Brook District High School (High School). Based on current and projected residential growth, the potential delivery of residential development within the Amendment area would not have a significant impact on the student enrolment demand of the locality and capacity of the High School in the short to medium term at this stage.

In view of the above, the Department has no in principle objection to the Amendment No. 24 to the LSP. The Department will continue to monitor the student enrolment demand as development progresses within the Amendment area and ensure that the residential growth corresponds accordingly with the provision of public schools in the locality.

Should you have any questions in relation to the above, please do not hesitate to contact Sharnie Stuart, Senior Consultant - Land Planning on 9264 4046 or email sharnie.stuart@education.wa.edu.au.

Yours sincerely

Matt Turnbull
Manager Land and Planning

7 February 2025

Our Ref: D37474
Your Ref: AMD24

Adrian Nicoll
Shire of Boyup Brook
anicoll@plancreate.com.au

Dear Mr Nicoll

RE: LOCAL PLANNING SCHEME NO. 2 – SCHEME AMENDMENT NO. 24 FOR LOTS 51, 1007 AND 1118 BOYUP BROOK – ARTHUR ROAD, BOYUP BROOK

I refer to your email dated 12 December 2024 regarding the submission of a Bushfire Management Plan (BMP) (Version 1.2), prepared by Smith Bushfire Consultant and dated 5 December 2022, for the above scheme amendment application.

The new *State Planning Policy 3.7 Bushfire* and associated *Planning for Bushfire Guidelines* were published on 24 September 2024 and became operational for applications lodged with decision makers from 18 November 2024. Notwithstanding, as this application was submitted to the decision maker prior to 18 November 2024, this advice relates only to the 2015 *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (SPP 3.7) and 2021 *Guidelines for Planning in Bushfire Prone Areas* (version 1.4) (Guidelines).

It is the responsibility of the proponent to ensure the proposal complies with relevant planning and building requirements. 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

- DFES notes the BMP was prepared in 2022, however it does not address the version of the Guidelines (v1.4) which was operational at that time. Version 1.4 of the Guidelines came into effect in December 2021 however the BMP addresses v1.3 of the Guidelines. Since the BMP was submitted an updated version of SPP 3.7 and the Guidelines have been released. Given amendments to the BMP are required, as detailed below, it is recommended the BMP address the new 2024 SPP 3.7 and associated Guidelines.
- The Scheme Amendment includes a Concept Layout (Attachment 8), however it is not addressed in the BMP. If a concept layout is known a BAL Contour Map should be prepared.
- Further clarification is required within the BMP of the requirements of SPP 3.7 and the supporting Guidelines, as outlined in our assessment below.

1. Policy Measure 6.5 a) (ii) Preparation of a BAL contour map

Issue	Assessment	Action
Vegetation Classification	Vegetation Plot 2 cannot be substantiated as Class G Grassland in its entirety with the limited information and photographic evidence provided. There are identified	Modification to the BMP is required.

	revegetated road buffer and foreshore areas within Plot 2 which have not been considered. There are also multiple stands of trees which would impact the BAL of future lots / dwellings once classified as either Class B Woodland or Class A Forest. The BMP should detail specifically how the Class G Grassland classification was derived as opposed to either Class B Woodland classification or Class A Forest. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.	
Vegetation Classification	Vegetation Plot 3 cannot be substantiated as Class B Woodland with the limited information and photographic evidence provided. The photographic evidence provided (photographs 15-24) does not support the Class B Woodland classification. The foliage cover appears to exceed 30%. Furthermore, the scheme amendment report discusses foreshore and road buffer areas which are to be revegetated. Any potential for revegetation has not been addressed in the BMP. The BMP should detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959, or the resultant BAL ratings may be inaccurate.	Modification to the BMP is required.
BAL Contour Map	The BMP has included BAL ratings in section 3.2. BAL ratings should only be included if the concept layout is overlaid on the vegetation classification map and the slopes identified accordingly. The BMP has nominated a 20 metre APZ for Plots 2 and 3, the calculated BAL rating for Plot 3 is considered inaccurate. A 20 metre separation from Class B Woodland would at a minimum achieve BAL-19 not BAL12.5. The BMP attempts to calculate the minimum BAL rating for future dwellings without a complete or accurate assessment of the site slope or vegetation classification. Given a concept layout is included in the Scheme Amendment report a BAL Contour Map should be provided. The BAL contours should extend from all areas of classified vegetation.	Modification to the BMP is required.

2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
All Bushfire Protection Criteria	The acceptable solutions of version 1.4 of the Guidelines have not been properly addressed, this is particularly relevant for Element 3: Vehicular Access and Element 4: Water. The BMP should be updated to address the most recent version of the Guidelines.	Modification to the BMP is required.
Location, and Siting & Design	**A1.1 and A2.1 – not demonstrated** The BAL ratings cannot be validated, as the vegetation classification inputs require modification as per the above table. The compliance statement in the BMP states that a 20 metre APZ is required. The BMP is focussing on the dwelling BAL at the Scheme Amendment stage. The location of dwellings and building envelopes are unknown at this stage and the separation distance may change based on the type of vegetation and slope. The nominated 20 metre APZ should be removed.	Modification to the BMP is required.
Vehicular Access	**A3.1 – A3.6 – not demonstrated** The BMP has addressed the acceptable solutions for v1.3 of the Guidelines. The Concept Layout appears to show three no-through roads. Although the future subdivision will connect in two places to Boyup Brook-Arthur Road and another connection will be available to Bode Street there are a number of dead-ends. The subdivision layout should be re-designed to avoid the creation of dead ends and cul-de-sacs (no-through roads).	Modification to the BMP is required.
Water	**A4.1 and A4.2 – not demonstrated** The BMP states that part of the development site will be reticulated. This requires confirmation by the decision maker given there is no current reticulation system in close proximity to the site. Furthermore, the BMP states that an indicative water tank is shown on the LSP concept layout but this figure is not included in the BMP. The BMP should be a standalone document and include the concept layout, particularly as it is referenced in the acceptable solutions. The BMP should also state the tank volume and notate that the tank is dedicated for firefighting as part of a spatial representation of the bushfire protection measures.	Modification to the BMP is required.

Recommendation – compliance with acceptable solutions not demonstrated – modifications required

The BMP does not adequately address the requirements of SPP 3.7 and the Guidelines.

DFES has assessed the Scheme Amendment and accompanying BMP. There are several issues that need to be addressed prior to support of the proposal (refer to the tables above).

In addition to the BMP updates, DFES recommends amendments to the proposed Scheme Amendment (section 3.2.11) to make commitments to compliance with the requirements of the policy consistent with any future modifications to the BMP. The proposed changes should include commitments to achieving compliance with vehicular access and vegetation management to meet the requirements of SPP 3.7 and Guidelines at all stages of development.

If you require further information, please contact Sasha De Brito – Senior Land Use Planning Officer on telephone number 9395 9703.

Yours sincerely

Desmond Abel
DIRECTOR LAND USE PLANNING

7 February 2025

Government of **Western Australia**
Department of **Health**

Your Ref: A15214
Our Ref: F-AA-90412-1 D-AA-24/255557
Contact: Vic Andrich 9222 2024

Mr Leonard Long
Chief Executive Officer
Shire of Boyup Brook
PO Box 2
BOYUP BROOK WA 6244

Via email: shire@boyupbrook.wa.gov.au

Dear Mr Long

LOCAL PLANNING SCHEME No.2, AMENDMENT No. 24 – REZONING LOTS 51, 1007 AND 1118 ARTHUR ROAD, BOYUP BROOK FROM 'RURAL' ZONE TO 'SPECIAL USE (SU2)' ZONE AND INSERTING PROVISIONS INTO SCHEME TEXT.

Thank you for your letter of 12 December 2024, requesting comments from the Department of Health (DoH) on the above proposal.

1. Water Supply

All drinking water provided on site must meet the health-related requirements of the *Australian Drinking Water Quality Guidelines 2011*.

Any non-drinking water (i.e., water that is not intended or suitable for drinking) must be managed to ensure it cannot be confused with or contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration suitable backflow prevention arrangements in accordance with Australian/New Zealand Standards AS3500 – Plumbing and Drainage.

2. Wastewater Disposal

Further to the comments provided by the DoH to the Department of Planning, Lands and Heritage (DPLH) in November 2023, additional site specific 'Site and Soil Evaluation' is required on each of the created lots, prior to development.

A site-specific Site and Soil Evaluation (SSE) must be conducted by a qualified consultant during the wettest season of the year (mid-July to August), in accordance with AS/NZS 1547:2012, to ensure that the land application area is appropriately located and sized at the subdivision stage.

For your information, the following advice was provided to DPLH in November 2023:

"DoH has reviewed the Site and Soil Evaluation (SSE) report prepared by Biodiverse Solutions. The DoH has no objection to the proposal, provided the development adheres to the following conditions:

1) Lot sizes: The SSE report indicates that groundwater was encountered near the surface (<0.5m) in some locations. In these areas, lot sizes should not be less than 1 hectare. In other areas, lot sizes should align with Section 5.21 of the *Government Sewerage Policy 2019* (GSP)

2) Location of the land application areas (LAA):
    a. LAAs should not be situated in areas subject to inundation. The report indicates perched groundwater table/water logging (groundwater less than 0.5 m below ground level) in the lower-lying southwest areas of the subject site. A site-specific SSE is required to determine LAA locations not subject to inundation.
    b. Setback distances to the land application area: Adequate setback distances should be maintained from groundwater, drains, and creeks as per the GSP. 100m set back is required from the waterways. It is noted, western, central creek and eastern lines flow into the Blackwood River in the subject sites. Adequate setbacks of 100m to the land application area should be maintained to these creek lines as per the GSP.
    c. The report indicates areas with exposed granite outcrop that may not be suitable for land application areas. Further investigation should be undertaken to determine if each lot has a sufficient LAA that will not be affected by the granite outcrops."

3. Medical Entomology

The proponents are advised to ensure proposed infrastructure and site works do not create additional mosquito breeding habitat as follows:

- Changes to topography resulting from earthworks (e.g. the installation of pipelines, footpaths, roads etc) must prevent run-off from creating surface ponding as it may become mosquito breeding habitat.
- Constructed water bodies (drainage infrastructure, infiltration basins and swales, settling ponds, wetlands, etc) must be located, designed and maintained so they do not create or contribute to mosquito breeding.
- Constructed water bodies (drainage infrastructure, infiltration basins and swales, settling ponds, wetlands, etc) may require regular monitoring and application of herbicides and/or removal of invasive vegetation to prevent the harbourage of mosquito larvae.

4. Chemical Hazards

The DOH notes potential emission impacts of the existing adjacent recycling facility on any new rural properties created. Consequently, there will be a need to ensure an adequate separation distance between the facility and any new residences, and other appropriate mitigation measures, based on the Environmental Protection Authority's *Separation Distances between Industrial and Sensitive Land Uses - 2005*.

It is recommended that a visual inspection is conducted along any roads or access tracks on the site in the area adjacent to the recycling facility. This is to identify and to remove any asbestos containing material that may have been dumped there.

Should you have any queries or require further information please contact Vic Andrich on 9222 2000 or eh.eSubmissions@health.wa.gov.au

Yours sincerely

Dr Michael Lindsay
EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE

14 February 2025

Dear Leonard

Scheme Amendment No. 24

I refer to the Shire's invitation to comment on the above.

I support Scheme Amendment No. 24 and the associated Concept Plan which are consistent with the endorsed Local Planning Strategy.

The rezoning will provide a suitable interface between the Boyup Brook townsite and farms.

I support the proposed range of lot sizes. Boyup Brook needs more lifestyle lots close to town. The proposal will provide a new lifestyle opportunities in Boyup Brook.

Importantly, the development will contribute to the growth of Boyup Brook and assist to ensure that local services are retained or enhanced.

Yours faithfully

Man
Gypsy Liners Pty Ltd
69 Tacoma Circuit, Canningvale, WA 6155

Leonard Long
Chief Executive Officer
Shire of Boyup Brook
shire@boyupbrook.wa.gov.au

Dear Leonard

Scheme Amendment No. 24 - Shire of Boyup Brook Local Planning Scheme No. 2 – Lots 51, 1007 and 1118 Boyup Brook-Arthur Road, Boyup Brook

1. Introduction

I refer to the Shire's invitation for submissions on Scheme Amendment 24. As owner and Director of Leafield Pty Ltd, the purpose of this submission is to support Scheme Amendment 24 in rezoning Lots 51, 1007 and 1118 Boyup Brook-Arthur Road (the site) from Rural to Special Use.

2. Background

Scheme Amendment 24 is consistent with the *Shire of Boyup Brook Local Planning Strategy.* The amendment will facilitate residential and rural residential subdivision/development. The amendment is supported by various technical investigations which confirm the suitability of the site for residential and rural residential subdivision/development. Various additional technical investigations are required in future planning and design stages.

3. Local Planning Strategy

The Local Planning Strategy seeks to facilitate population growth, job creation, economic development and support facilitates and services in Boyup Brook. Similarly, Amendment 24 also seeks to support Strategy objectives relating to community and economic development.

The Strategy notes that people are moving to the region and taking up residence on the fringes of the Boyup Brook townsite, on rural lifestyle properties. The Strategy notes that Boyup Brook needs more lots in the vicinity of around $2000m^2$ – $5000m^2$. The Strategy supports a diversity of lot sizes including $4000m^2$ – $5000m^2$.

The Strategy outlines no State Government funding has been provided to provide reticulated sewerage or a hybrid Septic Tank Effluent Disposal (STED) system to the Boyup Brook townsite. There is no indication there is State Government funding support to provide reticulated sewerage or a STED system in the foreseeable future.

4. Suitability and capability of site for Residential/Rural Residential

As outlined in the Scheme Amendment 24 documentation, the site is suitable and capable for residential and rural residential subdivision/development. Proposed lot sizes are appropriate for a country town and market expectations.

5. Supporting existing and additional services

The Local Planning Strategy and other Council publications seek to support existing and additional services. A large part of achieving this is through population growth in appropriate locations near the Boyup Brook townsite. Approval and implementation of Amendment 24 will:

- Complement Boyup Brook increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided;
- Assist to support the viability and sustainability of local services, facilities and businesses;
- Assist to 'rebrand' Boyup Brook through providing a different product including a range of lot sizes, lifestyle opportunities, affordability and housing choices to suit a wide range of people. This includes lot sizes not currently available in Boyup Brook;
- Provide families, empty nesters, first homebuyers and others wishing to relocate to Boyup Brook with greater spaciousness and lifestyle options; and
- Provide community benefits including ceding land adjoining the Blackwood River free-of-cost to the Crown. Securing public land adjacent to the Blackwood River offers conservation, recreation and accessibility opportunities to the community.

6. Conclusion

Scheme Amendment 24 is consistent with the recently approved Local Planning Strategy. The technical investigations reveal the site is suitable and capable of residential and rural residential subdivision/development. Approval of Amendment 24 supports progressing towards creating additional lots, new housing and increased population near the Boyup Brook townsite.

It is respectfully requested that the Council support Scheme Amendment 24.

Yours sincerely

Rowena Bombara
Director
Leafield Pty Ltd
30 Hutchinson Avenue
Mosman Park WA 6160
7 Februar 2025

February 2025

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

Dear Leonard

Amendment 24 – Boyup Brook

I wish to express my support for the abovementioned amendment that rezones the site from 'Rural' zone to 'Special Use' zone.

The rezoning will promote a range of residential and rural living lots and housing in an appropriate location near the townsite. Development of the site will provide a required increase in population.

The rezoning will assist Boyup Brook to grow and support existing and new services, facilities and businesses.

Thank you for the opportunity to make a submission and I hope that the rezoning receives approval from the relevant planning authorities.

Yours faithfully

Brett O'Hanlon

RECEIVED 07 FEB 2025

Leonard Long
Chief Executive Officer
Shire of Boyup Brook
shire@boyupbrook.wa.gov.au

Dear Leonard

Scheme Amendment No. 24 to the Shire of Boyup Brook Local Planning Scheme No. 2

I refer to the Shire's request for submissions regarding the above.

The site is an ideal location for residential and rural residential subdivision given it adjoins the townsite.

The development will assist to provide a range of housing and promote job creation.

The EPA concluded the proposed development is environmentally acceptable.

It is respectfully requested that the Council support the rezoning of the property as proposed.

Yours sincerely

7th. February 2025

Kathryn E Westphal

Kathryn Westphal.

Boyup Brook Pharmacy,
80 Abel Street,
Boyup Brook, WA. 6244.

RECEIVED 07 FEB 2025

Leonard Long
Chief Executive Officer
Shire of Boyup Brook
shire@boyupbrook.wa.gov.au

Dear Leonard

Scheme Amendment No. 24 to the Shire of Boyup Brook Local Planning Scheme No. 2

I refer to the Shire's request for submissions regarding the above.

The site is an ideal location for residential and rural residential subdivision given it adjoins the townsite.

The development will assist to provide a range of housing and promote job creation.

The EPA concluded the proposed development is environmentally acceptable.

It is respectfully requested that the Council support the rezoning of the property as proposed.

Yours sincerely

February 2025

John Matthews
Boyup Brook Hotel
John_R_Matthews@yahoo.com.au

BOYUP BROOK CO-OPERATIVE COMPANY LTD

10-12 Bridge Street, Boyup Brook WA 6244
Telephone 08 9765 1001, Facsimile 08 9765 1168
Email admin@boyupbrookco-op.com.au
www.boyupbrookco-op.com.au
ABN 25 285 113 128

Mr Leonard Long, CEO
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244

11th February 2025

Submission of Support for Leafield Subdivision on Boyup Brook - Arthur River Road Amendement 24 Boyup Brook

Dear Leonard

The Boyup Brook Co-op would like to express its support for the Leafield Subdivision on the Boyup Brook – Arthur River Road. This subdivision creates progression within the Shire and we believe will be of great benefit to the entire community.

We look forward to such benefits of

- Supporting local employment – either through subdivision works or the construction of new dwellings and all the required infrastructure.
- Supporting local services and enabling growth within them.
- Supporting the local economy and expanding it.
- Providing greater choices for moving to Boyup Brook.
- Increasing the population of Boyup Brook.
- Broadening the Shire's economic base.

We believe that all of these benefits combined will create an even more vibrant, resilient community, which we whole heartedly support.

Yours sincerely

Travis Reid
Manager

Scheme Amendment No. 24 - LPS No. 2 – Lots 51, 1007 and 1118 Boyup Brook-Arthur Road, Boyup Brook

Hi Leonard,

I wish to express my support for the abovementioned amendment that rezones the site from 'Rural' zone to 'Special Use' zone.

The rezoning will facilitate the development of residential and rural living lots and housing on the edge of town (adjoining the existing rural residential lots on Bode Street to the west). It will also provide connectivity between the town centre and Harvey Dickson's Country Music Centre.

This Site abuts the Blackwood River and has undulating topography with vista's across the site and into the river valley. It is expected that the natural beauty of the site will create a lot of amenity for future lots/residents.

I consider the proposed concept plan and lot sizes appropriate for the shire. The current planning provides quarter acre blocks in the townsite, and >2ha lots in Rural Residential zones. This scheme amendment will provide lots from 2000m2 to 7.5ha, creating a diverse lot supply in the shire through the supply of lots between 2,000m2 – 2ha. More varied lot sizes are anticipated to help attract residents to the shire and encourage growth of the shire.

The rezoning & development will assist Boyup Brook to grow and support existing and new services, facilities and businesses.

Thanks for the opportunity to make a submission and I hope that the rezoning receives approval from the Shire.

Cheers,

Sam Jeanes

11 February 2025

Dear Mr Long,

I am writing to you in support of the application for the Leafield subdivision on the Boyup Brook- Arthur Road in Boyup Brook.
I am a local Real Estate Sales Representative as well as a resident of Bridgetown.

I am aware of the shortage of land available to purchase and that it would be a successful subdivision if it is to be approved. I regularly speak with people who are employed at Talison Lithium mine, the Ambulance service, hospitals and schools who are seeking opportunities to invest in the local area. These people are also looking to engage in the local community and would be an advantage with their varied skills that they would bring to the community.

I realise that my submission is late, however I request that you consider my input.

I would be available to discuss my support for the subdivision.

Kind regards,

Local Emergency Management Committee Meeting 05 February 2025 MINUTES

Location	55 Abel St, Boyup Brook – Shire Chambers
Time	10:00am

1. Declaration of opening

1.1 Open Meeting – Attendees welcomed, and meeting declared open 10:06am.
1.2 Acknowledgement of Traditional Custodians - *We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.*

2. Record of attendance

2.1 Attendance

Councillors

Shire President – LEMC Chair	Cr Richard Walker

Council Officers

Chief Executive Officer	Leonard Long
Exec. Manager Operational Services	Jason Forsyth
Local Recovery Co-Ordinator	Carolyn Mallett
Emergency Services Officer	Donna Forsyth
Environmental Health Officer	Angela Hales

BFB X-Ray Team

Communications Officer	David Fortune
Fire Weather Officer	Wayde Robertson

Agencies

Boyup Brook VFRS	Clinton Wawilow - Captain
St John Ambulance	Leisa Tocknell – Dist. Rep
St John Ambulance	Angela Hales – Local Rep
Dept. of Communities	Renee Flaxman – SW Reg. Coord
WA POL	Snr Const Sarah Cole – WAPOL Rep
DFES - DEMA LSW	Erin Hutchins – DEMC LSW Rep
DFES – District Officer	Chris Sousa – DFES LSW Rep
Bridgetown SES	Wayne Douglass – SES SW Rep
Main Roads WA	Bruce Hancock – MRD SW Rep
Boyup Brook CRC	Sharon Lampard – CRC (Proxy)
Water Corporation	David Stanik – WC Rep

Observers / Public Members

Nil

2.2 Apologies

Chief Bush Fire Control Officer	Ben Thompson
WA POL	Sgt Martin Baraiolo
WA POL	Snr Const Dan Drummond
DBCA – Blackwood Region	Steve Ward
DBCA – Blackwood Region	Matt Cooper
WACHS - Blackwood Region	Paige Weaver
DPIRD- Agriculture & Food Division	Christine Reinke – DPIRD Rep
BRM Coord	Chris Doherty

3. Disclosure of interest

Nil

4. Presentations

Nil

5. Confirmation of previous LEMC meeting minutes

Moved: A. Hales Seconded: S. Cole

Committee Decision LEM 25/02/001

That the minutes of the Local Emergency Management Committee Meeting held on 6 November 2024 be confirmed as being a true and accurate record.

CARRIED UNANIMOUSLY

6. Review of action list and business arising

6.1 Action List Review

Item	Owner	Status	Comments
Update Contacts list and include best Out of Hours (OOH) contacts for each LEMC member.	ESO	Ongoing	OOH contacts to be reviewed at each meeting. Please also update after hours details and radio callsigns if applicable.
LEMC Business Plan review due at next LEMC.	ESO	Ongoing	No changes announced at this stage for the Business Plan Template.
Agency/Member Reports to be received prior to agenda distribution.	ESO	Ongoing	1 week prior to next LEMC last call for reports.

Investigate the agreement between Shire and Water Corp in an emergency – whether water from the Reservoir can be access outside of set permit parameters.	ESO	Completed	Use agreement states water is used for emergency purposes as instructed by government agency. *See attachment* 6.1A
9.1 Date set for Storm Recovery Exercise. 02/04/2025. To be confirmed with Nathan Hall.	ESO	Ongoing	To be confirmed closer to date.
9.11 Date set for Evacuation Centre Inspection for Shire of Boyup Brook.	ESO	Completed	Monday 18/11/24

6.2 Business Arising

6.2.1 **Evacuation Centre Improvements for Boyup Brook** – Angela Hales

- Visit completed with ESO and Dept. Communities Rep to the proposed Evacuation centre site and plans discussed.
- Facilities throughout town such as Hockey Oval ablutions, have been noted to not have a secondary power source outlet.
- Propose to investigate the purchase of a Genset on a trailer for use in emergencies. No vote completed.
- Temporary assignment of Boyup Brook Town Hall as the primary evacuation centre until the completion of the new evac centre authorised by majority vote of committee. ACTION ITEM.

6.2.2 **State Recovery Arrangements Review** – Erin Hutchins

- Public consultation on the proposed amendments to the State Emergency Management Framework is being undertaken.
- Amendments proposed include.
    - Introducing a four-tiered (R1-R4) model where State involvement in recovery increases depending on the complexity of recovery and capacity and capability of local government.
    - Enabling the State Government to appoint a recovery coordinator for a R3 recovery, and a controller for a R4 recovery.
    - Establishing a mechanism for the State to provide support to a local government where a recovery coordinator or controller is not appointed.
    - Clarifying the role of Hazard Management Agencies to initiate and coordinate early recovery activities during the response and early recovery phase.
    - Requirement that the transition of recovery coordination from Hazard Management Agency to local (or State) government to be agreed and planned, with reduced emphasis on the Impact Statement as a ‘trigger for handover’.

- Requirement that local and State government to engage Community members to understand community needs and priorities, and in the planning, design and governance of recovery.
- Requirement that the de-escalation of State involvement and transition back to 'business-as-usual' service arrangements to be planned and agreed between State and local government.

- Public consultation on the proposed amendments is being undertaken from 3 February to 5pm on 2 May 2025.
- To register for an event visit www.engagewaem.com.au/recovery or contact DFES at recoverypolicy@dfes.wa.gov.au.
- Print out available for planned updates. See attachments 6.2.2A, B and C.
- It is highly recommended that everyone becomes familiar with the Framework and the proposed amendments and take the time to provide feedback and or comments.

6.2.3 **Shire of Boyup Brook Bushfire Risk Management Plan 2024-2026**.

- Presented to council on Thursday, 30th Jan 2025.
- Endorsement approved by council.
- Data on sealed and unsealed roads within the shire has been amended.
- The Bushfire Risk Management Plan will become an attachment to the current LEMA document.

7. Correspondence

Electronic copies of all incoming and outgoing correspondence are available by request via the Emergency Services Officer.

7.1 Incoming Correspondence to date:

Date:	Agency from:	Title:	Brief Summary/Notes:
12/11/2024	DFES - DEMC	Crisis to Calm - Program Launch	Crisis to Calm is a new mental health group intervention, co-designed with young people who have lived experience of disasters
13/11/2024	DFES - DEMC	Recording of DEMC's PSHB Webinar is now available	Polyphagous shot-hole borer (PSHB) Webinar link
14/11/2024	WALGA	Interagency Bushfire Operations Committee (IBOC) Communique - November 2024	The committee oversees and guides bushfire interagency collaboration and coordination efforts between Local Governments, the Department of Biodiversity, Conservation and Attractions and DFES.
14/11/2024	WALGA	Disaster Ready Fund – Round Three	The Disaster Ready Fund (DRF) Round Three is expected to open

			in January 2025, offering $200 million in funding nationwide
15/11/2024	DFES - DEMC	FOR ACTION - DEMC Contact List Review and Update	As part of preparedness activities, can I please ask ALL DEMC members and proxies to please review the attached contact list and if required advise any updates.
18/11/2024	WALGA	Premier's Natural Disaster Recovery Fund	The new Premier's Natural Disaster Recovery Fund launched yesterday - in partnership with Lotterywest - offers essential financial assistance to community members dealing with disruptions and losses as they recover from disasters.
20/11/2024	WAPOL	IMPORTANT - Please Consider	March against Domestic Violence - Invitation
26/11/2024	DFES - DEMC	DEMC Contact List	Please find attached the updated DEMC Contact List – November 2024 v4.
29/11/2024	WALGA	AFAC Seasonal Bushfire Outlook | Summer 2024	Please find attached the AFAC Seasonal Bushfire Outlook - Summer 2024
2/12/2024	WALGA	Have Your Say on the Australian Fire Danger Rating System	Please see information from DFES regarding an opportunity to provide feedback on the AFDRS.
9/12/2024	WALGA	CSIRO bushfire hazard modelling	CSIRO has been tasked with building maps to investigate Australia's bushfire hazards and how the risk will shift with climate change.
10/12/2024	SoBB	Heatwave Preparation	Confirmation that generators have been tested and are operational
12/12/2024	DFES - DEMC	Southwest DEMC Contact List - December 2024	Please find attached the Southwest DEMC Contact List for December 2024, noting leave and position changes.
16/12/2024	WALGA	Have Your Say on the Australian Fire Danger Rating System	further extension has been given - the survey will now close 31 January 2025.
19/12/2024	WALGA	Emergency Management News - December 2024	
31/12/2024	DFES - DEMC	Heatwave Warning for SW	notification from Health in relation to the projected heatwave in the Southwest District over the next few days.

8/01/2025	WACHS	Regional MIMMS Busselton, Bunbury and Bunbury IMT	Disaster Preparedness & Management Directorate (DPMD) Training Calendar and Application Course. It would be great to see some attendance from local DEMC & LEMC members.
13/01/2025	NEMA	National Emergency Management Agency National Warnings Webinar December 2024	Please find attached a copy of the dashboard developed following the discussion, as well as the presentations (including the Slido results) and video link
14/01/2025	NEMA	Higher Risk Weather Season National Preparedness Summit Resources	NEMA has developed a Dashboard which identifies high-level preparedness themes raised by delegates during the Summit.
20/01/2025	DFES-DEMC	Heatwave Warning for SW	Email regarding the projected heatwave in the Southwest **on behalf of WA Country Health Service**.
20/01/2025	Western Power	Western Power Update: Forecasted Heatwave and Thunderstorm	While extensive summer preparedness and bushfire mitigation work has been done to prepare the network hot summer conditions, all electricity networks take extra precautions during heatwave events.
21/01/2025	DPIRD	DPIRD Agency Report	LEMC report for the upcoming meeting
28/01/2025	SoBB	EHO 3rd Quarter Report	LEMC report for the upcoming meeting
29/01/2025	Dept. Communities	Emergency Relief and Support - 3rd Quarter 2025_ LEMC update	LEMC report for the upcoming meeting
29/01/2025	SJAA-BBK	St John Report	LEMC report for the upcoming meeting
29/01/2025	Water Corp	Water Corp LEMC Agency Report	LEMC report for the upcoming meeting
30/01/2025	DBCA	DBCA Summer Report	LEMC report for the upcoming meeting
30/01/2025	WALGA	Emergency Management - January	WALGA's Emergency Management Newsletter
31/01/2025	DFES – DO Nelson	DFES Report for LEMC	LEMC report for the upcoming meeting
31/01/2025	BOM	Weekly Climate Hazard Outlook	Weekly Climate Hazard Outlook issued by the Bureau of Meteorology
01/02/2025	CBFCO	BFB LEMC Report – Feb 2025	LEMC report for the upcoming meeting

04/02/2025	SJAA – Dane Hendry	LEMC - Contacts	Advising that A. Hales is the Local Rep for Boyup Brook and that D. Hendry and L. Tocknell are the SW District Reps.

7.2 Outgoing Correspondence

Date:	Fwd to:	Title:	Brief Summary/Notes:
12/11/2024	SoBB LEMC	Crisis to Calm - Program Launch	Crisis to Calm is a new mental health group intervention, co-designed with young people who have lived experience of disasters
18/11/2024	SoBB LEMC	Interagency Bushfire Operations Committee (IBOC) Communique - November 2024	The committee oversees and guides bushfire interagency collaboration and coordination efforts between Local Governments, the Department of Biodiversity, Conservation and Attractions and DFES.
18/11/2024	SoBB LEMC	Disaster Ready Fund – Round Three	The Disaster Ready Fund (DRF) Round Three is expected to open in January 2025, offering $200 million in funding nationwide
18/11/2024	SoBB LEMC	Premier's Natural Disaster Recovery Fund	The new Premier's Natural Disaster Recovery Fund launched yesterday - in partnership with Lotterywest - offers essential financial assistance to community members dealing with disruptions and losses as they recover from disasters.
25/11/2024	SoBB LEMC	IMPORTANT - Please Consider	March against Domestic Violence - Invitation
2/12/2024	XRAY Team	Have Your Say on the Australian Fire Danger Rating System	further extension has been given - the survey will now close 31 January 2025.
2/12/2024	XRAY Team	AFAC Seasonal Bushfire Outlook | Summer 2024	Please find attached the AFAC Seasonal Bushfire Outlook - Summer 2024
2/12/2024	BFAC	Interagency Bushfire Operations Committee (IBOC) Communique - November 2024	The committee oversees and guides bushfire interagency collaboration and coordination efforts between Local Governments, the Department of Biodiversity, Conservation and Attractions and DFES.
16/12/2024	OBRM	SoBB BRM plan for Endorsement	Draft document for review by OBRM
16/12/2024	SoBB LEMC	Have Your Say on the Australian Fire Danger Rating System	further extension has been given - the survey will now close 31 January 2025.

19/12/2024	SoBB LEMC	Emergency Management News - December 2024	Also attached the AFAC Seasonal Bushfire Outlook – Summer 2024-25.
8/01/2025	Angela Hales	Regional MIMMS Busselton, Bunbury and Bunbury IMT	Disaster Preparedness & Management Directorate (DPMD) Training Calendar and Application Course. It would be great to see some attendance from local DEMC & LEMC members.
20/01/2025	SoBB LEMC	Heatwave Warning for SW	Projected heatwave in the Southwest **on behalf of WA Country Health Service**.
03/02/2025	SoBB LEMC	Weekly Climate Hazard Outlook	Weekly Climate Hazard Outlook issued by the Bureau of Meteorology
03/02/2025	SoBB LEMC	Final Agenda Q.3	Final Agenda for LEMC meeting 05 Feb 2025

8. Standing items

8.1 Local Emergency Management Committee Membership

8.1.1 Welcome, Wayne Douglass - SES Bridgetown – Local Manager
8.1.2 Welcome, David Stanik – Water Corporation – Operations Manager

8.2 Local Emergency Management Committee Contact List

8.2.1 Wayne Douglass - SES Bridgetown – Local Manager – Added.
8.2.2 David Stanik – Water Corporation – Operations Manager – Added
8.2.3 Richard Bothe – SES Bridgetown – Removed
8.2.4 Mel Robertson – Water Corporation – Removed
8.2.5 WAPOL address updated to 90 Abels Street and Radio Call signs updated.

8.3 Local Emergency Management Committee Business Plan

No updates.
Erin Hutchins (DFES) has advised that there may be some changes to the Business Plan template once the SEMC Strategic Review has been finalised.

9. Reports of agencies / officers

9.1 Department of Primary Industries and Regional Development	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Christine Reinke - Senior Biosecurity Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.1A DPIRD Agency Report 21.01.2025

Moved: D. Forsyth Seconded: A. Hales

Committee Decision LEM 25/02/002

That the Committee:

1. **Receive the report from the Department of Primary Industries and Regional Development dated 21st January 2025 as per Attachment 9.1A.**

CARRIED UNANIMOUSLY

Summary

DPIRD is currently managing several level 2 plant and aquatic pest/disease incidents, but no animal disease incidents; is actively monitoring and preparing for potential outbreaks of Avian Influenza and Tomato brown rugose fruit virus; is undertaking various preparedness and recovery activities, including animal welfare in emergencies planning; and encourages the use of available online training resources.

Background

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

Report detail

Department of Primary Industries and Regional Development (DPIRD) WA update:

Pest animal reports: Currently managing 5 level 2 incidents concerning plant pests/diseases and aquatic pests/diseases. No animal pest/disease incidents.

Avian Influenza: Not detected in WA. DPIRD is monitoring the situation and undertaking preparedness activities.
Tomato brown rugose fruit virus: Not detected in WA. Industry and backyard growers are encouraged to recognise and report signs and symptoms.
Disaster Recovery Funding Arrangements (DRFAWA): No grants currently relevant to Southwest WA.

Other preparedness/recovery activities:

- DPIRD is monitoring Avian Influenza outbreaks in Eastern States and prepared for a potential WA outbreak.
- DPIRD is finalising arrangements for on-call coordinators for the high-threat season, seeking a Wheatbelt representative.
- There is also a second online TEAMS event for Polyphagous Shot Hole Borer if it is of interest to any members; this event is occurring Tuesday February 18th at 12PM-1PM AWST. Registration is through the following link.https://events.teams.microsoft.com/event/421de845-af04-446e-a1d9-65674b0f142e@8647d57f-94b0-4e18-b975-e805bd069072

Animal Welfare in Emergencies:

- Local governments are encouraged to develop a Plan for Animal Welfare in Emergencies (PAWE) to prepare for incidents that do not require activation of the state plan.
- DPIRD is undertaking preparedness and response activities under the State Support Plan Animal Welfare in Emergencies (AWiE).
- DPIRD is working with the SEMC to finalise responses to feedback on improvements to the State Support Plan (AWiE).

Animal Health Australia (AHA) and Plant Health Australia (PHA) online training: Free courses available for staff on emergency animal diseases or plant pests and diseases.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.

Environmental Protection Act 1986.

Sustainability and risk considerations

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

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

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

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

Policy implications

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

Risk management implications

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

End

9.2 DFES – District Emergency Management Committee Report	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Erin Hutchins – District EM Advisor LSW
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.2A DEMA Report Third Quarter 2024-2025 v2.

Moved: D. Forsyth Seconded: C. Mallett

Committee Decision LEM 25/02/003

That the Committee:

1. **Receive the report from the District Emergency Management Committee – SW, dated 24th January 2025 as per Attachment 9.2A.**

CARRIED UNANIMOUSLY

Summary

The report covers various topics including upcoming meetings, consultations, LEMA Improvement Plan update, Emergency WA mobile app, Disaster Ready Fund, Premier's Natural Disaster Recovery Fund, and video guides for Disaster Recovery Funding Arrangements for Western Australia.

Background

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

Report detail

State News:

- 2025 SEMC meeting schedule
- Consultation request – State Recovery Arrangements. Information sessions are available.
- SEMC Strategic Plan update due for completion 2025. Changes to the Business Plan template will arise from these updates.
- LEMA Plan Improvement update. This was emailed to LEMC members to review.

District News:

- Next District Emergency Management Committee (DEMC) meeting.

Local News:

- Local Operational Recovery Plan (LORP) Exercise is available to shires and involves all Local Government staff.

Sector Updates:

- Emergency WA Mobile App up and functional.
- Upcoming Disaster Ready Fund – Round Three
- Premiers Natural Disaster Recovery Fund
- Video Guides for Disaster Recovery Funding Arrangements for Western Australia.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.

Sustainability and risk considerations

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

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

The report emphasises the social aspects of emergency management, focusing on enhancing community safety and resilience. Initiatives like the Emergency WA mobile app and the Disaster Ready Fund are designed to improve community preparedness and reduce the impact of disasters on individuals and families.

Policy implications

The report outlines key actions for the Shire: actively pursue funding, prioritise community engagement, participate in LEMA improvements, leverage technology, and make data-driven decisions. These actions will strengthen

emergency management, enhance community resilience, and improve the Shire's response to future emergencies.

Risk management implications

The report underscores critical risk management steps for the Shire to; Identify and assess hazards and implement mitigation strategies: prevention, preparedness, response, and recovery as well as continuously monitor and evaluate emergency management plans.

End

9.3 Shire of Boyup Brook – Environmental Health Officer	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Angela Hales – Environmental Health Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.3A LEMC Environmental Health Report 3rd Q 2024-25

Moved: C. Mallett Seconded: S. Lampard

Committee Decision LEM 25/02/004

That the Committee:

1. **Receive the report from the Environmental Health Officer dated 28th January 2025 as per Attachment 9.3A.**

CARRIED UNANIMOUSLY

Summary

The Shire has been actively involved in heatwave preparedness and response, including opening the Town Hall as a cooling centre. A key focus has been the review of the new Evacuation Centre concept plan, with recommendations made to the Dept. of Communities. Several local events are planned, requiring coordination with relevant agencies. Public health updates indicate no notable increase in relevant illnesses. A presentation from the Department of Health on the role of Environmental Health Officers during hazardous events is being organised for the LEMC.

Background

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

Report detail

- Heatwave info is shared on Facebook and the Shire website.
- Town Hall opened as a cooling centre during heatwave.
- Evacuation Centre concept plan review meeting with ESO and Dept. of Communities.
- Heatwave response (opening of cooling centre).

- There are significant community events to be held in February, March and April.
- No notable increase in public health illnesses.
- Department of Health presentation on Environmental Health Officer roles during hazardous events being organised.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Effective Emergency Management and Disaster Preparedness
	Outcome	The Shire's active involvement in heatwave preparedness and response

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.
Local Government Act 1995.
Public Health Act 2016.
Bushfires Act 1954.

Sustainability and risk considerations

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

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

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

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

Policy implications

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

Risk management implications

The report implies the Shire must maintain robust risk management by regularly assessing hazards, and implementing comprehensive mitigation programs for prevention, preparedness, response.

End

9.4 St John Ambulance – Boyup Brook	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Angela Hales – SJAA Representative
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.4A St John Report Feb 2025

Moved: d. Forsyth Seconded: C. Mallett

Committee Decision LEM 25/02/005

That the Committee:

1. **Receive the report from the St John Ambulance – Boyup Brook Branch dated 28th January 2025 as per Attachment 9.4A.**

CARRIED UNANIMOUSLY

Summary

St John Ambulance (SJAA) has released its new Ambi Plan 2025, including mass casualty response training. They've had no emergency response activations. Several local events will have ambulance coverage. Key updates include a new 4WD ambulance, ongoing volunteer resource concerns, organisational restructuring, and new uniforms.

Background

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

Report detail

Emergency Management Prevention and Preparedness Activities:

- New Ambi Plan 2025 released, including Mass Casualty Response Sub Plan and action cards.
- Mass casualty response training planned for 2025.

Emergency Management Response Activities:

- No incidents were attended.

Emerging Risks:

- Volunteer resource concerns for upcoming community events.

Agency Updates/Projects/Milestones:

- 4WD ambulance being fitted out.
- Organisational restructuring (Southern Forests District, Urban and Coastal zone). Introducing Leisa and Dane as Operation Lead Officers – This is a new role for support for people on the ground.
- New uniforms are being rolled out.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other strategic links
Nil

Statutory environment

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

Sustainability and risk considerations

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

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

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

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

Policy implications

The SJAA report highlights the need for the committee to investigate options such as incentivising volunteer recruitment and retention and potentially paid staff.

Risk management implications

The shortage of volunteer personnel poses a significant risk to SJAA ability to provide timely and effective ambulance services, both for routine needs and during emergencies.

End

9.5 Department of Communities - Emergency Relief and Support	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Renee Flaxman - Regional Coordinator SW
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.5A Emergency Relief and Support – 3rd Quarter LEMC update.

Moved: A. Hales Seconded: D. Forsyth

Committee Decision LEM 25/02/006

That the Committee:

1. **Receive the report from the Department of Communities' report dated 21st January 2025 as per Attachment 9.5A.**

CARRIED UNANIMOUSLY

Summary

The Department of Communities Emergency Relief and Support (ERS) report details their Q3 2024-2025 preparedness, response, and recovery activities. ERS monitored seasonal risks, pre-positioned equipment, and reviewed support services, revising their LERSP and planning Evacuation Centre training. Multiple activations occurred statewide. Kimberley Floods and Bunbury Storms recovery continues, focusing on resident return and support. The report notes increasing regional airport use in responses, clarifies ERS responsibilities, and introduces the WA Post-Disaster Cultural Outcomes Framework for Aboriginal community recovery.

Background

The Department of Communities ERS team plays a vital role in Western Australia's emergency management system. They are responsible for coordinating and providing emergency relief and support services to communities affected by disasters.

Report detail

Preparedness:

- Risk monitoring; Equipment pre-positioning
- Support service review
- LERSP revision

- Evacuation Centre training planned.

Response:

- Activations for multiple incidents (Pilbara Storm, various bushfires).

Recovery:

- Kimberley Floods and Bunbury Storms recovery programs ongoing.

Aerodrome Learnings:

- Clarification of ERS role in airport incidents.

Cultural Outcomes Framework:

- Introduction of framework for post-disaster recovery in Aboriginal communities.

Recent Events:

- A revised Dept. of Communities plan has been developed to streamline the current document. Feedback on the new document is appreciated.
- Recent events in Kojonup District. It was noted that Boyup Brook was not on their support plan as a Strategic Evacuation Centre. The majority in room agreed that in an emergency, the Boyup Brook Evacuation facilities could be activated if required to assist displaced community members from the Kojonup shire. MOU to be developed and Shire of Kojonup to be contacted. – ACTION ITEM (9.5)

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Effective Emergency Management and Disaster Preparedness
	Outcome	ERS's preparedness activities (risk monitoring, equipment pre-positioning, support service review, LERSP revision, evacuation centre training) are all critical for effective emergency management.

Other strategic links

Nil

Statutory environment

Emergency Management Act 2005.
Local Government Act 1995.
Public Health Act 2016.

Sustainability and risk considerations

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

ERS support is crucial for mitigating disaster economic impacts. Recovery programs and preparedness minimise losses and aid long-term recovery.

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

ERS support is vital for community wellbeing after disasters, providing relief and aiding recovery, thus minimising social disruption and trauma.

Policy implications

The Shire's LEMA should be aligned with the state-level LERSP and reflect the learnings and updates mentioned in the ERS report.

Risk management implications

The ERS report highlights key risk management needs:

- Identifying and addressing resource gaps
- Mitigating evacuation centre risks.

End

9.6 Department of Biodiversity, Conservation and Attraction	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Steve Ward - Fire Operations Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.6A DBCA 20250130_Boyup_Summer_LEMC

Moved: C. Mallett Seconded: J. Forsyth

Committee Decision LEM 25/02/007

That the Committee:

1. **Receive the report from the Department of Biodiversity, Conservation and Attraction dated 30th January 2025 as per Attachment 9.6A.**

CARRIED UNANIMOUSLY

Summary

This report from the Department of Biodiversity, Conservation and Attractions (DBCA) summarises fire season activity, spring burning operations, autumn burn plans, and other relevant issues for the Blackwood District, including the Boyup Brook Shire.

Background

DBCA is a vital partner in the Local Emergency Management Committee (LEMC). DBCA manages significant tracts of land within the Shire and surrounding region, making them a key player in bushfire prevention, preparedness, and response.

Report detail

- Mild start to fire season.
- Rapid response kept fires small.
- 67 fires in Blackwood District.
- Arsonist in Balingup (approx. 20 fires)
- Only 3 DBCA fires >10ha.
- Summer Conditions; Good winter rains with soil moisture below average.
- Normal fire behaviour during west coast troughs.
- Spring 2024 Burning: No broadscale burns in Boyup Shire.
- Autumn 2025 Burn Options: Carryover burns; ~20 priority burns; Two small carryovers possible near Wilga (Boyup Shire).
- Boyup Shire Autumn Burn Options: Hunt and McAlinden.

- Other Issues include, Styles tower needs replacement.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Enhanced Community Safety and Resilience:
	Outcome	DBCA's work minimises the risk of large-scale bushfires, protecting lives, property, and the environment within the Shire.

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.
Local Government Act 1995.
Bushfires Act 1954.

Sustainability and risk considerations

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

Arson is a significant economic risk, as it can lead to uncontrolled fires that are more difficult and expensive to manage.

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

The DBCA report highlights social risks related to bushfire threat. Effective fire management is crucial for mitigating these risks and protecting community quality of life.

Policy implications

Shire policies should: strengthen DBCA collaboration on bushfire management; integrate bushfire risk into land use planning; promote community bushfire awareness with DBCA; advocate for adequate fire management resources; align local fire prevention laws with DBCA practices; and integrate DBCA's role into emergency management plans.

Risk management implications

The DBCA report implies key Shire risk management needs: proactive bushfire prevention and preparedness; effective interface management with DBCA land; planning for potential resource limitations; maintaining strong communication with DBCA during incidents; preparing for post-fire recovery even if fires originate

outside the Shire; and addressing the risk of arson through community awareness and prevention strategies.

End

9.7 DFES – DFES District Officer – Nelson	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Chris Sousa - DFES District Officer - Nelson
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.7A Boyup Brook LEMC Meeting DFES Report - February 2025

Moved: A. Hales Seconded: L. Tocknell

Committee Decision LEM 25/02/008

That the Committee:

1. **Receive the report from DFES - District Officer – Nelson dated 31st January 2025 as per Attachment 9.7A.**

CARRIED UNANIMOUSLY

Summary

Lower Southwest fire activity is below average, with all incidents contained. Continued vigilance is crucial. Statewide firefighter injuries are a concern; personal safety is paramount. Community preparedness is promoted via "Got 15 Minutes to Burn" and the new Emergency WA app. Boyup Brook mitigation works are underway, and Autumn burns are planned. Congratulations to Gyula Boga (Boyup Brook VFRS) for his Australian Fire Service Medal.

Background

The District Officer for Nelson (DFES) is a key figure in bushfire management and emergency response within the region. They play a vital role in supporting local brigades, coordinating resources, and ensuring effective communication and collaboration between agencies.

Report detail

- Below average fire occurrences in the Lower Southwest Region to date.
- No fires have escalated beyond local control.
- Continued vigilance is required for the remaining bushfire season.
- Increase in firefighter injuries and accidents statewide.
- Emphasis on personal safety for firefighting personnel. Most recent incidents have been avoidable. Ensure that personnel are trained and

know how to do a hazard assessment, wear PPE and look after equipment.
- "Got 15 Minutes to Burn" community preparedness campaign.
- Emergency WA app launched (Apple and Android).
- Mechanical and chemical mitigation works on Unallocated Crown Land (UCL) in Boyup Brook.
- Autumn burn plans being finalised.
- Congratulations to Gyula Boga (Boyup Brook Volunteer Fire and Rescue Service) for the Australian Fire Service Medal.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Effective Emergency Management and Disaster Preparedness
	Outcome	The report's focus on preparedness, rapid response, and community engagement contributes significantly to this outcome of enhanced Community Safety and Resilience.

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.
Local Government Act 1995.
Bushfires Act 1954.

Sustainability and risk considerations

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

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

The emphasis is on firefighter safety and the promotion of community preparedness ensuring the safety and well-being of the Boyup Brook community during bushfire events and other emergencies.

Policy implications

This report carries several policy implications for the Shire of Boyup Brook. Despite lower fire activity, continued vigilance and resource allocation for fire prevention and response is crucial. The Shire should promote community preparedness initiatives, including the "Got 15 Minutes to Burn" campaign and the Emergency WA app.

Risk management implications

Risk management implications highlight the need for review of firefighter safety procedures given statewide injury concerns. The Shire will also benefit from effective coordination of mitigation works and planned autumn burns.

End

9.8 Water Corporation	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	David Stanik – Operations Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.8A Water Corp LEMC Agency Report Feb 2025

Moved: A. Hales Seconded: E. Hutchins

Committee Decision LEM 25/02/009

That the Committee:

1. **Receive the report from the Water Corporation dated 29th January 2025 as per Attachment 9.8A.**

CARRIED UNANIMOUSLY

Summary

The Water Corporation has focused on emergency management preparedness and response since the last LEMC meeting. They conducted a desktop exercise for the Nannup Bore field, began formal contingency planning documentation for it, and are setting up an incident management resource cupboard. They also managed high turbidity in the Bridgetown reservoir. No emerging risks were flagged, but updates include Nannup bore pump headworks upgrades and the introduction of the new Operations Manager, David Stanik.

Background

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

Report detail

- Operational Contingency desktop exercise for Nannup Bore field.
- Commencement of formal contingency planning documentation for Nannup bore field.

- Organising an Incident Management cupboard for regional support (critical documentation, protocols, procedures, etc.).
- High turbidity management for Bridgetown reservoir via a reactive scouring program.
- No emerging risks flagged.
- Nannup bore pump headworks upgrades to reduce turbidity on start-up.
- Introduction of new Operations Manager, David Stanik.
- We are currently working on an internal contingency plan, re: Asset Failure. This will take about six months to complete.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

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

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.
Public Health Act 2016.

Sustainability and risk considerations

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

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

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

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

Policy implications

The report reinforces the need for a robust water security policy that addresses long-term water supply planning, drought management, and emergency response.

Risk management implications

The report acknowledges the risk of water shortages, particularly during prolonged dry periods or emergencies. The Shire should assess this risk and develop mitigation strategies, such as water restrictions, alternative water sources, and community education programs.

End

9.9 Volunteer Bushfire Brigade Report	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Ben Thompson – Chief Bushfire Control Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	9.9A BFB LEMC Agency Report Feb 2025

Moved: E. Hutchins Seconded: C. Sousa

Committee Decision LEM 25/02/010

That the Committee:

1. **Receive the report from the Volunteer Bushfire Brigades dated 1st February 2025 as per Attachment 9.9A.**

CARRIED UNANIMOUSLY

Summary

The Shire of Boyup Brook Volunteer Bushfire Brigades have been active with weekly role calls, firebreak inspections, and implementing harvest/movement bans. They responded to seven incidents over Christmas, with no major issues. Water availability is a key concern moving into autumn. Grants were secured for water tanks, a new truck was allocated, and discussions regarding a $30k funding commitment for improved communications are underway.

Background

The volunteer bushfire brigades are the backbone of bushfire management in Boyup Brook. Their close relationship with the LEMC ensures that local knowledge and expertise are integrated into emergency planning, response, and recovery efforts, ultimately contributing to a safer and more resilient community.

Report detail

- Weekly Monday morning role calls are held with good attendance.
- Firebreak inspections completed in November with follow-ups.
- Numerous harvest and movement bans were implemented in January.
- Seven fire incidents since December 23rd (harvest equipment, power lines, lightning).
- All incidents were contained with no major issues.
- Water availability flagged as a major concern for autumn.
- Grant approved for three water tanks at strategic shire locations.

- 4x2 heavy-duty high season truck allocated to Mayanup/Tweed area.
- Meeting held regarding $25k state government funding for improved communications. This is a political commitment from the Labor Party on re-election.

Shire of Boyup Brook Strategic Community Plan 2021 – 2031

	Key Imperatives	**Governance and Organisation**
	Objective	Effective Emergency Management and Disaster Preparedness.
	Outcome	The weekly role calls, firebreak inspections, implementation of harvest/movement bans, and response to fire incidents all demonstrate proactive efforts to prevent, prepare for, and respond to bushfires.

Other strategic links
Nil

Statutory environment

Emergency Management Act 2005.
Local Government Act 1995.
Bushfires Act 1954.
(Other legislation may apply depending on the specific circumstances of each event or emergency.)

Sustainability and risk considerations

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

Rapid fire suppression protects homes, businesses, and agricultural assets, minimising economic losses from fire damage.

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

The primary social impact is the protection of lives and property, contributing to the safety and well-being of the community.

Policy implications

The report reinforces the need for a comprehensive bushfire mitigation policy and plan that addresses prevention, preparedness, response, and recovery.

Risk management implications

- Resource Management Risk: The report highlights the importance of having adequate resources for firefighting. The Shire needs to manage the risk of resource shortages, particularly during peak fire season.
- The need for improved communications.
- Water Availability Risk: The report flags water availability as a key concern.

End

9.10 Western Australian Police - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

9.11 Main Roads Western Australia - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

9.12 Bushfire Risk Mitigation Coordinator Report - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Chris Doherty – BRMC – Boyup Brook
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

9.13 Bridgetown SES - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

9.14 Boyup Brook CRC - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

9.15 Boyup Brook High School - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

9.16 WACHS – Blackwood Region - NIL RECEIVED	
File Ref:	EM/31/005
Previous Items:	Nil
Applicant:	Nil
Author and Title:	
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

10. Late items / Urgent Business

Nil

11. Next meeting and closure

Next meeting to be held on **7 May 2025** at 10:00am at the Council Chambers.

There being no further business the meeting closed at 10:46am.

_____ _____

Presiding Member Date

Action List from Agenda Items and Business Arising

Item	Owner	Status	Comments
Update Contacts list and include best Out of Hours (OOH) contacts for each LEMC member.	ESO	Ongoing	OOH contacts to be reviewed at each meeting. Please also update after hours details and radio callsigns if applicable.
LEMC Business Plan review due at next LEMC	ESO	Ongoing	No changes announced at this stage for the Business Plan Template.
Agency/Member Reports to be received prior to agenda distribution.	ESO	Ongoing	1 week prior to next LEMC last call for reports.
6.2 Email to be sent to Dept. Communities stating that the Boyup Brook Town Hall is noted as the Primary Evacuation Centre until the completion of the new location at the Football Club.	ESO	Completed	Email sent: 10/02/2025
9.1 Date set for Storm Recovery Exercise. 02/04/2025. To be confirmed with Nathan Hall	ESO	Underway	Email sent to Nathan Hall to schedule: 7 May 2025 following the LEMC meeting. Awaiting confirmation.
9.5 MOU to be developed and Shire of Kojonup to be contacted regarding Boyup Brook as a strategic evacuation centre in the case of an emergency.	ESO	Underway	Contact details received for Shire of Kojonup. CEO to advise whether MOU required. Awaiting confirmation.

Attachment 10.2

Date: 11 March 2025

To: Shire President
Deputy Shire President
Councillors
Community

Minutes – Rylington Park Committee Meeting

11 March 2025

Leonard Long
Chief Executive Officer

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Agenda

1. Declaration of opening

The Presiding Member declared the meeting open at 7:51am.

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.

Please make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio-recorded and made publicly available on the Shire website.

2. Record of attendance

2.1 Attendance

Councillors

Councillors	Cr Charles Caldwell (Chair) Cr Michael Wright Cr David Inglis Cr Darren King
Community Members	Mr Andy McElroy Mr Joshua Stretch
Edith Cowan University	Prof Kerry Brown

Council Officers

Chief Executive Officer	Leonard Long
Farm Working Manager	Peter Grainger

Observers / Public Members

2.2 Apologies

Shire President	Cr Richard Walker
Deputy Shire President	Cr Helen O'Connell

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 question 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 my cause conflict

Nil

6. Previous committee meeting minutes / out of session confirmation

6.1 Committee meeting minutes – 4 February 2025

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

Officer Recommendation RP 25/03/007

That the minutes of the Rylington Park Committee Meeting held on 4 February 2025 be confirmed as being a true and accurate record.

CARRIED 6/0
For: Cr Caldwell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil

7. Reports of Officers

7.1 Chief Executive Officer

7.1.1 Rylington Park activity report for February 2025	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Peter Grainger, Farm Working Manager
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	Nil

Moved: Cr. King Seconded: Cr. Wright

Officer Recommendation RP 25/03/008

That the Committee:

1. **Receive the monthly activity report for the Rylington Park Farm for February 2025.**

CARRIED 6/0
For: Cr Caldwell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil

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

- Hand spraying and pulling weeds melons.

Infrastructure and Equipment Maintenance

- Repairs to sheep yards chains on gates.
- Ongoing fencing maintenance and cleared fallen branches from fences.
- Repairs to poly pipe leaks near house.
- Cleaned all water troughs trough blocks.
- Cleaned up shearing shed for GRDC day.
- Serviced rake to rake fire breaks.

Crop Management

- Stubble crunched canola stubble hire unit from BB Ag supplies.

Livestock Sales

- None.

Feed on Hand

- Barley 155 tonnes.
- Lupins 50 tonnes.
- Barley straw 264 Bales.
- Hay 250 bales.

Feeding program

- Barley trail feeding ewes 220 grams per week.
- All lambs on lick feeders of barley/lupin mix 250 grams per week.

Livestock Handling and Management

- Lick blocks to all sheep.
- Moved mobs as required to maximize paddock feed.
- Rams out 20.2.25.
- 840 mated to XB Red and yellow tags.
- 1190 mated to Merinos Green Purple Blue.

- Booked Darren Chapman for Preg Scan. Will do an official count on the day.

Livestock Inventory as of 30/08/2024

- White Suffolk Rams: 14 4 deaths 2 with feet and back injuries.
- Merino rams: 29 2 deaths
- Merino Ewes: 2030 Deaths 3.
- XB lambs 27.
- Merino ewe lambs 439 Deaths 3.
- Merino Wether lambs 459 Deaths 3.
- **TOTAL**: 2998.

Wool Sales

- None 66 bales in store.

Shearing Schools, events & trials

- GRDC day.

OHS

- Working through the check sheet for the farm.
- No incidents.

Shire of Boyup Brook Strategic Community Plan 2021 - 2031

	Key Imperatives	**Natural Environment**
	Objective	Manage natural resources sustainably.
	Outcome	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
Moderate	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. Extreme weather events could impact farm operations and ensuring all farming practices meet regulatory standards.

Consultation
Nil

Resource implications

Financial
Nil

Workforce
Nil

End

7.1.2 Rylington Park Updated Agronomy Report 2025	
File Ref:	RP/01/002
Previous Items:	Nil
Applicant:	Nil
Author and Title:	Leonard Long, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number:	7.1.2A - Agronomy Report 2025 Draft 4

Moved: Cr. Inglis **Seconded: Mr A. McElroy**

Officer Recommendation RP 25/03/009

That the Committee:

1. **Acknowledge the updated agronomy report for 2025 as per attachment 7.1.2A.**

2. **Request the Chief Executive Officer to investigate potential returns on entering into a sale contract for 50ton of oats, and to report back to the Rylington Park Sub-Committee.**

CARRIED 6/0
For: Cr Caldwell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil

Summary

The Committee is requested to consider the proposed updated agronomy report for the 2025 cropping season.

Background

For the 2025 cropping season, having an agronomy report is essential for any farm to ensure optimal crop performance and long-term sustainability.

An agronomy report provides detailed insights into soil health, nutrient requirements, and pest or disease risks, all of which are critical for making informed decisions on crop selection and management practices.

At the Rylington Park Committee meeting held on 4 February 2025,

“Moved: Cr. O'Connell *Seconded: Cr. King*

Committee Resolution RP 25/02/005

That the Committee:

1. Acknowledge the updated agronomy report for 2025 as per attachment 7.1.2A.

2. Request the Chief Executive Officer to arrange a workshop to be held at Rylington Park to finalise the agronomy report.

3. Request an updated agronomy report be presented to the next committee meeting.

CARRIED 7/0
For: Cr Walker, Cr O'Connell, Cr Wright, Cr Inglis, Cr King, Mr McElroy, Mr Stretch
Against: Nil"

"Committee Resolution RP 24/12/082

That the Committee:

1. Acknowledge the updated agronomy report for 2025 as per attachment 7.1.2A.

2. Request an updated agronomy report be presented to the next committee meeting.

Carried 6/0
For: Cr Walker, Cr O'Connell, Mr McElroy, Mr Stretch, Cr King, Cr Wright"

Report Detail

Refer to attachment 7.1.2A Updated Agronomy Report Draft 4 for 2025.

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

Other Strategic Links
Nil

Statutory Environment
Nil

Sustainability and Risk Considerations

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

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

Policy Implications
Nil

Risk Management Implications

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

Risk Level	Comment
Moderate	Without an agronomy report there is a risk that the farm will not produce high yield of crop.

Consultation
Nil

Resource Implications

Financial
Nil

Workforce
Nil

End

8. Members questions on notice

Nil

9. Late items / urgent business matters

Nil

10. General Business

Nil

11. Next meeting and closure

There being no further business the meeting closed at 8:06am.

_____ _____

Presiding Member Date

Outstanding Committee Resolutions		
Res #	Resolution	Status
RP 24/03/024	RYLINGTON PARK POTENTIAL SCHOOL PROGRAM - AUSTRALIAN CENTRE FOR STUDENT EQUITY AND SUCCESS (ACSES) FUNDING 1. If successful, approves a contribution of $20,000 towards the grant submission to Australian Centre for Student Equity and Success being prepared by Prof Brown. 2. The contribution approved in (1.) above is to be funded out of Councils Co-contribution reserve. **Prof Brown Update: 29 January 2025** **While the grant outcome was advised as unsuccessful in the granting round in 2024, the team has been in discussion with ACSES to understand if a) if the project would be eligible to be considered for the new rolling grant system that replaced the annual call for projects b) whether the project could be considered with modification for funding. The responses have been positive so there has been further discussion about the changes required for the grant application and how these changes would support consideration for funding.**	Pending
RP 24/03/033	PROPOSED HEMP TRIALS AT RYLINGTON PARK ~~1. Supports the trials for growing Hemp on 1ha of land at Rylington Park.~~ 2. Authorises the Chief Executive Officer to submit an application for the relevant Hemp Licence to the relevant department. **CEO Update 29 January 2025**: **Application form has been completed, staff will be progressing with the application.** **Licence application paid for 28 February 2025.**	Pending
RP 24/03/036	LANDCARE AUSTRALIA / NBN RYLINGTON PARK FERAL ANIMAL BEHAVIOUR TRIAL ~~1. Approve the use of Rylington Park for a six-month trial managed by the Blackwood Basin Group (as~~	Pending

	~~from February 2024) to observe feral animal behaviours.~~ 2. Request the Landcare Australia / Blackwood Basin Group to provide a report on the outcomes to Council on conclusion of the trial. **CEO Update 29 January 2025** **Landcare has not yet been requested to provide a report. This will be done for the next RPC meeting**.	
RP 25/02/006	RYLINGTON PARK GREENING AUSTRALIA, ECU AND AWI JOINT PROJECT 1. Approve the development of a detailed proposal prepared by Greening Australia to consider a research project on the topic of Using integrated native planting to restore farm landscapes for environmental, economic and productivity improvements funded externally though independent sources. 2. Request that prior to the commencement of the project Greening Australia provide a program of activities as well as detailed financials to the committee for consideration. **Prof Brown provided an update 6/03/2025** Update: Development of a detailed proposal to support a research project on the topic of: *Using integrated native planting to restore farm landscapes for environmental, economic and productivity improvements.* - Restoration costs have been compiled, and Project Team is currently modelling the project to understand carbon returns - There is a need to obtain the required paperwork from the Shire of Boyup Brook as landholder ahead of being able to provide financial information in a proposal. Timeline for receipt is by end of next week - The project proposal should be ready to share with the Committee during the week ending 28 March 2025 pending all requested details provided as per the point above.	Pending

Attachment 10.3

Meeting	**South West District Emergency Management Committee Meeting**
Date:	**Tuesday, 15 October 2024**
Time:	**9.30am**
Venue:	**Bunbury SES, 11 Clements Street DAVENPORT WA 6230 and via Microsoft Teams**
CMS:	

Item:	Agenda Item:	Speaker:
1.	**DECLARATION OF MEETING OPENED AND WELCOME**	**Chair**
1.1	**Acknowledgement of Country** We acknowledge the traditional owners and custodians of the land on which we meet today, the Wardandi Noongar people, and pay our respects to their Elders, past, present and emerging.	**Chair**
1.2	**Member Attendance** Mr Geoff Stewart – **WA Police (Chair)** Mr Andy Wright – **DFES (Deputy Chair)** Ms Erin Hutchins – **DFES (Executive Officer)** Mr Alf Read – **Water Corporation** Mr Andre Schönfeldt – **Shire of Dardanup** Ms Andrea Selvey – **Shire of Augusta-Margaret River** Mr Andrew Grono – **DoE** Mr Andy Boutell – **Telstra** Mr Anthony Willets – **MRWA** Mr Ashwin Nair – **Shire of Dardanup** Mr Ben Rose – **Shire of Manjimup** Mr David McMillan – **Western Power** Ms Donna Forsyth – **Shire of Boyup Brook** Mr Ewen Downes – **ADF** Mr Gary Barbour – **City of Busselton** Mr Haydn Jones – **Shire of Harvey** Mr Jeff Bennett – **DBCA** Mr Josh Rosair – **DWER** Ms Katina Bowie – **NBN** Mr Laurence Satie – **Southern Ports** Mr Matt Young – **Shire of Collie** Mr Michael Philipps – **ABC SW** Ms Michelle Spargo – **WACHS SW** Mr Murray Halden – **Shire of Dardanup** Mr Nathan Hall – **DFES** Mr Paul Sydney-Smith – **Shire of Dardanup** Mr Peter Westgate – **DoT**	**Chair**

	Mr Ryan Butler – **DBCA** Mr Shane Bryant – **DPIRD** Mr Simon Hughes – **SJWA**	
1.3	**Member Apologies** Mr Aaron Goodhew – **Atco Gas** Mr Alan Ferris – **City of Bunbury** Ms Aminya Ennis – **DBCA** Ms Andriena Ciric – **Shire of Capel** Mr Brian Penman – **DFES** Mr Brian Young – **Telstra** Mr Calvin Mathias – **Telstra** Mr David Taylor – **Shire of Nannup** Ms Dianne Langford-Fisher – **SJA** Gary Smith – **Western Power** Mr Major Morgan Hoyes – **Defence** Mr Mark Allies – **City of Bunbury** Mr Peter O'Loughlin – **DEMIRS** Mr Phil Brandrett – **DFES** Ms Rachel Ronco – **City of Busselton** Ms Renee Flaxman – **Communities** Mr Robert Barnsley – **Main Roads** Mr Tony Nottle – **City of Busselton**	**Chair**
1.4	**Visitors and Observers** – have been noted by the Executive Officer and will be recorded in the minutes.	**Chair**
1.5	**Declarations of Interest**	**Chair**
2.	**GUEST PRESENTATIONS**	**Chair**
2.1	Mr Gianni Colangelo – SOCMET, **State Coordination** Seasonal Outlook 2024-2025	**SocMet** **9.45am** **30mins**
2.2	Ms Melissa Pexton - Deputy Commissioner Strategy and Emergency Management/SEMC Executive Officer, **DFES**	**DFES** **MS Teams** **11.00am**
3.	**CONFIRMATION OF PREVIOUS MINUTES**	**Chair**
3.1	***DEMC 03-2024*** **DISTRICT EMERGENCY MANAGEMENT COMMITTEE RESOLUTION** ***That the Minutes of the South West District Emergency Management Committee's held on the 19 March 2024 be confirmed as a true and accurate record.*** ***Moved:*** *Andy Wright* ***Seconded:*** *Mark Schorer* ***Refer Attachment 1 for DEMC Minutes – March 2024***	**Chair**
4.	**BUSINESS ARISING FROM PREVIOUS MINUTES**	**Chair**
4.1	**Review Action List**	**Chair**
	Refer Attachment 2 for Action Item List Nil actions outstanding	

4.1.1	**Discussion – Action 03/2023 – MRWA to prepare and facilitate an information session on Traffic Management for LGA's and their LEMC's.** Update provided by Main Roads WA. No further questions.	**MRWA**
4.2	**Business Arising**	
	The shaded items form part of the consent agenda. *A Consent Agenda deals with routine and administrative matters efficiently and to allow more time for the District Emergency Management Committee (DEMC) to discuss strategic and other more important issues. Consent Agenda items are taken as approved/endorsed/noted without discussion unless members raise concerns before or at the meeting.*	
5.	**CORRESPONDENCE** *Electronic copies of all incoming and outgoing correspondence are available by request via the Executive Officer.*	**MS Teams site**
5.1	**Incoming Correspondence**	
	Refer Attachment 3 Correspondence Register for a list of Incoming Correspondence	
5.2	**Outgoing Correspondence**	
	Refer Attachment 3 Correspondence Register for a list of Outgoing Correspondence	
6.	**STANDING ITEMS**	**MS Teams site**
6.1	**DEMC Membership** *The DEMC should review the current membership of the committee and provide feedback for change where appropriate.*	**MS Teams site**
6.2	**DEMC Contact List and Attendance Register** ***Refer Attachment 4 SW DEMC Contact List October 2024*** *The most up to date copy can be found on the MS team site. DEMC contact details are updated or reviewed at each DEMC meeting or by contacting the DEMC Executive Officer (erin.hutchins@dfes.wa.gov.au).*	**MS Teams site**
6.3	**DEMC Business Plan** ***Refer Attachment 5 Draft SW DEMC Business Plan 2023-2025 v2*** The South West DEMC Business plan is a working draft and is aligned to the objectives of the SEMC Strategic Plan (under review). The five goals in the plan are: Collaborative Leadership, Effective Governance, Capable Sector, Capable Community and Climate Change.	**MS Teams site**
6.4	**Local Emergency Management**	**MS Teams site**
6.4.1	Review of LEMC/EM Status across the district ***Refer Attachment 6 Local EM Report as at 1 October 2024***	
6.5	**District Emergency Management**	**MS Teams site**
6.5.1	OASG Activations *Nil*	
6.5.2	Exercise Reports ***Refer Attachment 7 Shire of Harvey Exercise Report*** Shire of Harvey – ISG Desktop Exercise	
7.	**AGENDA ITEMS**	**Chair**

	Nil received	
8.	**DISTRICT BUSINESS**	
8.1	**Local Emergency Management Committee Reports / Updates** ***Refer Attachment 8 for detailed reports*** *(Local Government members to advise of any important issues that may have an impact on Emergency Management within the District. Please use local government reporting template).*	**Chair/Exec Officer**
8.1.1	Shire of Augusta Margaret River – verbal update • Due to late break in Autumn burning season no burning achieved • Mitigation Activity Fund application for Rd 1 24/25, heavily impacted with only 1 of 6 mechanical treatments approved due to submissions being above baseline costings • Spring burning program underway with 5 burns already achieved and 1 called off due to excessive drying. • BRMP review complete and supporting Community Resilience Framework being developed and shortly to be rolled out to council, indicative in principle support received from OBRM. Extension to June 2025 granted for BRMP review to allow both BRMP and Resilience Framework to be considered simultaneously. • Level 2 LSW/SW DFES exercise hosted and LEMC annual exercise incorporated into exercise. Many thanks to DFES for making this possible. Also included annual test of internal ready response group in establishing Welfare Centre ahead of Dept of Communities arrival. • Annual BFB training program now all delivered and completed, with the exception of a Ground Controller refresher course for early November • Received a number of inquiries from residents regarding increased fire risk as a result of vegetation die off event. Fact sheet created and made publicly available through the Shire website for residents. Developed following consultation with Nature Conservation and DBCA. Copy available for other LG's please contact our CESM. • Annual review of Fire Break Notice completed and now issued.	**Andrea Selvey**

8.1.2	Shire of Boyup Brook
	• BFB Training – Rural Fire Awareness, Plantation Fire Fighting, Fire Control Officer, Machine Supervision, Fireline Construction and First Aid/CPR.
	• Shire staff attended courses – Rural Leadership (Drought Preparedness), Recovery Workshop. Successful funding for 2 x VMS LED Trailers which should be onsite for the next fire season.
	• Successful funding for 18 Bushfire mitigation treatments through MAFGP. 22 completed treatments in the 23/24 round of funding reducing bushfire risk.
	• Currently reviewing and updating Bushfire Risk Management Plan.
	• **Emerging Risks**
	  ○ Climate Change and Water Availability
	  ○ Tree Plantations and Fire Risk
	  ○ Communication Challenges in Emergencies
		Donna Forsyth on behalf of Leonard Long

8.1.3	Shire of Bridgetown Greenbushes • 2023/24 MAF round finalised • LEMA and Supporting documents finalised and endorsed (recovery exercise schedule for October 2024) • Shire Mitigation activities completed June 30 • 2024/25 LGGS and MAF 25-27 rounds • BFB Local Operating procedures and supporting documents endorsed.	**Ben Armstrong on behalf of Nicole Gibbs**

8.1.4	City of Bunbury
	• Bunbury-Koombana Storms
	  o Deep in Recovery Phase
	  o Confirmed tornado on 10 May
	  o Damaging storm front convergence on 1 June
	  o Both resulted in Evacuations and significant damage to private property and public lands (At least 19 properties were Totally Destroyed). Both events classified Level 2 disasters and the City is very deep in the recovery phase.
	  o DRFA combined funding
	  ▪ Around 1.4 Million (and growing) just for public, necessary assets – due for submission 30 September 2024.
	  ▪ Funding was also used to hire a Local Recovery Officer on a 12 month secondment to focus on Recovery and building Resilience and Preparedness in those impacted communities and the greater Bunbury area.
	  o Thanks to:
	  ▪ Shire of Dardanup for use of Eaton Rec for the 10 May Evacuations
	  ▪ Dept of Communities for the 3 x All Nighters that sat between full days attending ISG's etc and other response/recovery activities.
	  ▪ Grateful to DFES, Department of Communities, Red Cross, WA Police and a host of other HMA's and service providers for their support and assistance.
	  ▪ Support agencies, HMA's, community groups and members along with private sector groups contributed.
	  ▪ SWDC, Gateway Alliance, Salvation Army, Red Cross and Lions Club.
	  ▪ Thanks to everyone and wish a positive recovery to all our Impacted Community Members.
	  o The City was present at all ISG meetings and was present at the Operations centre at SES and Evacuation Centres.
	  o Added complexity of a HAZMAT exclusion zone due to ACM being blown around
	  o 4 x Weekly Community Hubs, Live Streamed Community Information Session, extensive mail outs to all impacted suburbs and consistent internet messaging across all agencies.
	  o Recovery is LG led with DFES supported
	  o Impact Statements completed
	  o Red Cross assisting us with "Pulse Report" to help understand community support needs to aid recovery.
	  o Main streets cleaned but a large number of community members are still suffering.
	• Planning for Fire Season
	• Emergency Management now central to the City and incorporating into all Policies, Plans and Position Descriptions.
	• The City opened Evacuation Centre in March to support the Shire of Capel during the Dalyellyup fires
	• Hosted training facilitated by Red Cross to assist with understanding the LG's role in recovery, following the storms.
	• Currently drafting new LEMA, LRP and BRMP, which are all due March 2025.
	• Successfully acquitted MAF funding of $169,630 for the 23/24 Fire Season and successfully applied for $175,956 to assist with treatments for the upcoming 24/25 season.
	• Working with DFES Schools team on a program for Youth Fire Safety and Arson, to be delivered to Adam Road Primary School.
	• Working on CHARMP with CoB engineering and emergency management teams and DFES who are reviewing their own SW Severe Weather response plan.
		Mark Allies on behalf of Alan Ferris

8.1.5	City of Busselton
	• Training
	  ○ Key City representatives attended the Aware Funded Crisis Communication training held in Capel. Would like to acknowledge Adrienne for coordination of this.
	  ○ FCO training hosted early September with 10 attendees
	  ○ City officers attended DFES Recovery Worksop
	  ○ City officers attended Lessons in Disaster Training
	  ○ Hosted variety of BFB training sessions and Trainers workshop
	  ○ Internal business continuity training
	• Mitigation
	  ○ Received $290,500 for 26 Mitigation activities under MAF 2024/25 Round 1.
	  ○ Applied for $413,418 of works under MAF 2024/25 Round 2.
	  ○ Trialling a LoRwan CO2 detector at Yallingup Rural brigade this summer.
	• Community
	  ○ Bushfire Risk Reduction Notice adopted by Council
	  ○ Hosted workshop to review risks associated with camping and cooking fires during restricted and prohibited periods – implemented changes for this summer through the BRRN.
	  ○ Continue with detailed designs and scoping for new Bushfire Brigade Facility in Commonage Precinct.
	• Grants
	  ○ DRF funding approved round 2 for digital FDRS
	  ○ DFES DIEP Forums
	  ○ Busselton storm surge project progressing with construction of structural components and planting commenced.
	  ○ City has applied for CWSP grant for installation of LoRwan sensors in all emergency water tanks following a successful trial.
	• Deployments
	  ○ Level 2 – Walpole Fire
	  ▪ Hithergreen 3.4 Appliance
	  ▪ 3 Volunteers
	  ○ Level 2 – Koombana Storm
	  ▪ City of Busselton CESM attended as supply officer.
	• Hosted recovery workshop
	• Hosted spontaneous volunteers training
	• Conducted Hazmat exercise with LEMC
	• **Emerging Risks**
	  ○ Reports of significant vegetation losses along the coastal heath over the past 12 months increasing the level of risk in the Nth-West Cape area.
	  ○ Legacy planning for aging FCO volunteer workforce. Undertaking a review of the City FCO program. Open to collaborating with neighbouring LG's during this review.
	  ○ Collaborating with local land managers to develop localised MOU to improve inter-agency responses.
	  ○ Whale beaching in early September on UCL has triggered need for formalisation and improved communication.
		Rachel Runco on behalf of Tony Nottle

8.1.6	Shire of Capel	
8.1.7	Shire of Collie • MAF Round 1 2023/24 finalised and acquitted successful completion of 29 treatments.	**Kohdy Flynn on behalf of**

	• MAF Round 2 2024/25 application currently being implemented. • BFB Pre-Season training being implemented. To be completed by mid/late October. • Investigating options to run the Collie SES unit through Rual Fire Awareness training. • Community meeting being organised to be held in Collie burn Cardiff townsite (Identified high risk community) prior to the high threat period, focusing on community/property preparedness for fire. • Development of BRMP underway. • Supported the City of Bunbury in activating volunteer SES and BFB crews for the response to both the Bunbury Storm events. • Attended the Southwest Recovery workshop. • **Emerging Risks** ○ Significant growth in the Coolangatta Industrial estate, including developing economic assets and associated increased risk with the construction of two Battery Energy Storage Systems (BESS).	**Matt Young**
8.1.8	Shire of Dardanup – verbal update • Evacuation Centre Support provided to Shire of Harvey in Early 2024, and again to City of Bunbury in May during Tornado. Contact and decision-making procedure is being reviewed to ensure that the Shire's CEO is contacted in the first instance before decision is made to open ERC as an evacuation Centre. • Unsuccessful DRF Application seeking funding to renovate Dardanup Hall and Admin Buildings to be returned to Primary Evacuation Status in lieu of ERC. Disruption of 3 evacuations in 6 months to community and other sport, requires different model, seeking support for resubmitting in DRF Round 3. • Successful MAF applications to undertake 27 treatments. • Shire is reviewing its Bushfire Risk Management Plan due for completion end of 2024. • LGGS operational funding remains a concern as the cost of keeping the doors open (insurance, utilities and licensing) leaves little for operational funding (fuel, training and PPE). • CESM request denied again. • Moore Road Bridge currently restricted weight limit – Water Corporation is aiming to repair this in January 2025.	**Ashwin Nair on behalf of Andre Schönfeldt**
8.1.9	Shire of Donnybrook-Balingup	

8.1.10	Shire of Harvey
	• LEMC exercise 9 June 2024
	• Successful in receiving $75,000 through DRF, Round Two 2024–2025 for digital fire danger signs. Shire contribution $75,000.
	• Successful in receiving $54,785 through MAF 2024–2025 Round 1 for 9 treatments
	• Critical Communication Training attended by Manager Public Relations and Communications, Communications Officer & Shire President
	• Local Recovery Coordinator and CESM attended the Local Government Recovery Workshop & Exercise
	• Shire President and Deputy President completed WALGA's training course in Emergency Management for Local Government Leaders
	• Mitigation Activity Fund (MAF) 2023–2024 Round 2 works completed
	• Grant approval by DFES for the new Leschenault Volunteer Bush Fire Brigade Building
	• **Emerging Risks**
	  ○ Added as an action item for LEMC.
	  ○ Future discussion point is road bridges (timber, weight limits)
		Haydn Jones on behalf of Annie Riordan

8.1.11	Shire of Manjimup	
8.1.12	Shire of Nannup	

8.2	**Agency Reports / Updates** ***Refer Attachment 9 for detailed reports*** *(Agencies to advise of any important issues that may have an impact on Emergency Management within the District from their agency's perspective. Please use agency reporting template).*	**Chair/Exec Officer**
8.2.1	Western Australian Police Force	
8.2.2	Department of Fire & Emergency Services **South West** • Ongoing Regional Training Calendar Activities • Combined SW/LSW Storm Exercise – June 2024 • South West DEMC Recovery Workshop – City of Busselton – 30 July • SES Leaders Forum - April 2024. • AWS Update Training – June 2024 and ongoing with stakeholders • Joint SW/LSW Bushfire Exercise – Margaret River – 3 October. • Volunteer Pre Season Forum 12 October 2024 • Continued Training and PD for staff and regional volunteers. • Nanga Brook Bushfire – March 2024 • Bunbury Tornado Event - May 2024 • Bunbury Storm Event – June 2024 • May Tornado and June Storm event Critical Impact Statements initiated. DFES Recovery involvement in R2 Recovery (City of Bunbury led, State Supported). DEMC Stakeholders involved in Impact Statement collation and development of Recovery Action Plan. • **Emerging Risks** o BORR opening in December 2024 – seek MR Comments on projected vehicular traffic increases. o Bunbury CFRS GFD increase to BORR. No longer any in City of Bunbury LG VBFB area. **Lower South West** • 30 July – SW DEMC Recovery Exercise, hosted by City of Busselton and delivered by the DEMA. • 22 May - Joint LSW/SW Storm Exercise. • 23 May – LSW HAZMAT Exercise. • 10 June – Regional training in the new Australian Warning System (AWS) • 13 June - Blackwood Catchment -flood intelligence program • 14 June - Tsunami inundation modelling results presentation Busselton • 24-25 Aug – Joint Cave Rescue Exercise Margaret River. • 30 August – Spontanious volunteer NDRR Grant Funded Regional Training Session Busselton • 3 October - Joint LSW/SW Level 2 Bushfire exercise conducted with the Shire of Augusta Margaret River. Exercise focused on mentoring for next generation of IMT. The exercise also included an ISG exercise with the AMR LEMC and Evacuation Centre establishment exercise with Department of Communities. • 22-28 March - Supported DFES SW region - Nanga Brook Level 2 Bushfire • 10-14 May – Supported DFES SW region – Bunbury Level 2 Storm • 1-5 June – Supported DFES SW region – Koombana Level 2 Bay Storm • LGA LEMC exercises under development based on storm scenario to assist	**Andy Wright** **Nathan Hall**

	with LGA business continuity and LEMA enhancement.
	• **Emerging Risks**
	  o Increase of official mountain bike trails and events. Pose greater risk through greater visitor numbers and remote access for responders.
	  o Release of the AWS, community understanding the updates and warnings.
	  o Tsunami modelling – will create a greater understanding of the risks and create a greater body of work in warning and evacuation management.
	
	ACTION ITEM 01/2024: MRWA to raise at BORR team meeting the opportunity for a bus tour of the BORR for DEMC stakeholders in the coming weeks.	

8.2.3	Department of Biodiversity, Conservation and Attractions
	Southwest
	• South West Region completed 10 burns totalling 20,735ha in the Autumn 2024 program for a total of 31,575ha for the 2023/24 prescribed burning program.
	• South West Region, via the Districts, has started the 2024 Spring Prescribed Burn Program leading into the Kings Birthday long weekend. There are currently ~20 burns approved the Burn Options program for Spring 2023 with another 10-12 expected to be approved in the coming weeks.
	• Significant increase in bush fires reported to date
	  o 16 (approx. 14 deliberate) in the Blackwood district
	  o 14 in the Wellington district
	• **Emerging Risks**
	  o Current rates of drying are ahead of a 'typical' spring. If rainfall doesn't eventuate through September and October then the Spring burning program may be shorter than average.
	  o SP24 Burn Options Program MAPS FOR Blackwood and Wellington Districts attached.
	
	Warren
	• Warren Region completed 2,100 hectares of prescribed burning during autumn burn season. Down due to an extended dry season.
	• Government announced more than $30 million boost for regional bushfire management over 4 years including
	  o 34 additional bushfire management personnel (24 Conservations Employees, 10 officers).
	  o 1 dozer
	  o 1 front end loader
	  o 1 prime mower and
	  o 8 new firefighting trucks.
	• 4 CE's and 1 officer in Donnelly and 1 officer in Frankland District have been secured.
	• Preseason Mandatory Training for all our personnel will be conducted over the next few weeks.
	• On 24 April 2024, seven deliberate lit fires north of Walpole within the Mount Roe National Park burnt through 13, 900 hectares. The Level 2, Middle Road Complex fire was managed by DBCA.
		Ryan Butler on behalf of Aminya Ennis
		
		Jeff Bennett on behalf of Tim Foley

	ACTION ITEM 02/2024: WAPol to increase Arson information on social media as a result of an increase in bush fires to date.	
8.2.4	Department of Communities • Department of Communities – Evacuation Centre Training o Friday 4th October 9am – 12pm – South West Sports Centre o Friday 11th October 9am – 12pm – South West Sports Centre o Friday 18th October 9am – 12pm – South West Sports Centre o Thursday 24th October 9am – 12pm – South West Sports Centre o Thursday 31st October 9am – 12pm – Venue TBC **<u>Communities Recovery Activities</u>** • Kimberley Floods Recovery Program o The Kimberley Flood Recovery Team continues to support impacted residents o The Emergency, Relief and Support Team within Communities is a key stakeholder in the social recovery domain by supporting impacted residents and communities with claims and eligibility requirements and practical, personal and wellbeing supports. o Five projects supporting Fitzroy Valley individuals and communities. o Scoping future project requirements, during the next phase of the Recovery. • Bunbury Storms Recovery Program o As of 17 September, Communities are supporting 6 people in supported accommodation. o Provided return home packages for individuals transitioning home. o Continue to support individuals to access personal support services. o Commenced category 3 and 4 financial assistance targeted outreach of known impacted people. o Communities Disaster Response Hotline remains open for support in the absence of HUBS.. o Finalising procurement process with Red Cross and the City of Bunbury around a follow up outreach program to: ▪ Check-in with impacted community members. ▪ Provided community members with information about services and resources that can aid in their recovery. ▪ Collect community sentiment regarding how community members are recovering and any specific challenges and needs they may require further support in. o Information will continue to support decision-making and planning for the Bunbury recovery program that supports community needs. • Communities Preparedness and Engagement Activities o Developed individual regional preparedness plans. o Include key information relating to pre-positioning of equipment, identified commercial accommodation, and key regional support providers. o Communities and DFES have partnered together across the State to deliver emergency management training to Communities regional staff, local government, and community groups. o Strategic procurement planning is currently underway. Key objectives are to reduce reactive and delayed procurement timeframes, support pre–High Threat Season planning, support supplier relationship management, partner and supplier collaboration and awareness on standard government contracting processes. Additionally, ERS seeks to gain the benefits, not limited to reduced costs, reduce risk, enhance partner and supplier responsiveness, and understand their capabilities.	**Mark Schorer on behalf of Brendan Mooney**

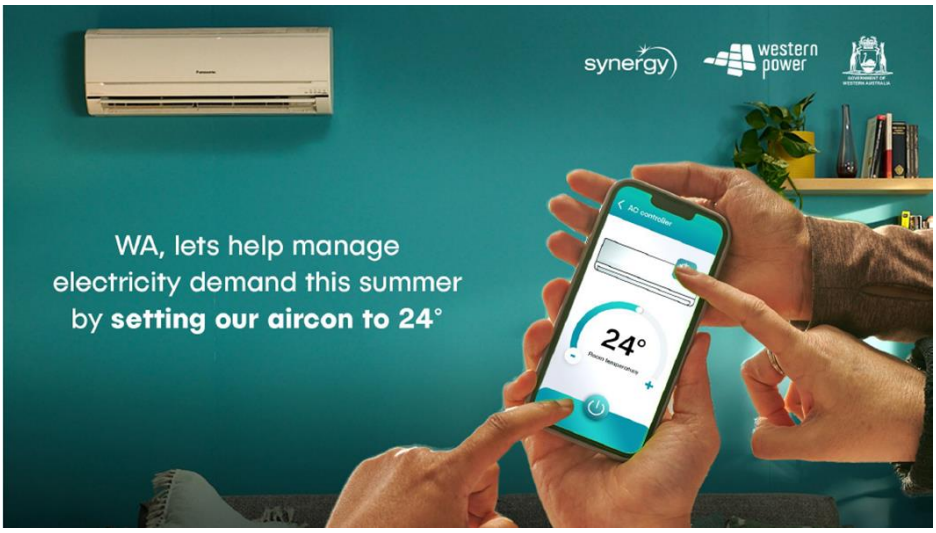
	○ In consultation with WAPOL and the State Coroner's Office, Communities has finalised a review of the Disaster Victim Identification and Disaster Information Support and Care Centre guidelines. • Communities is working with WA Police to coordinate Disaster Victim Identification training for a state register of Trauma Informed Support Staff. **If there is an emergency, please phone the All Hazards on Call phone 0418 943 835**	
8.2.5	Department of Defence	
8.2.6	Department of Education	
8.2.7	Department of Justice	
8.2.8	Department of Primary Industries and Regional Development • DPIRD Bunbury office (to include Waroona in the north, east to Collie, Manjimup, Bridgetown and south to Augusta/Walpole) is in the process of finalising the following Hazard Season and Biosecurity arrangements: ○ Review and update DPIRD LEMC representation for the next 12 months. ○ Review and confirm DPIRD South West, Biosecurity First Response Team (FRT) appointments and roles for the next 12 months. ○ Confirming staff availability over the DPIRD Xmas/NY closure period if there is a requirement to support Biosecurity or State EM Arrangements for the Dec 24 and Jan 25 period. • Incident Management Team (Bunbury Office) have confirmed a workshop for DPIRDs emergency management representatives at a local and district level (LEMC/DEMC) as part of their succession planning. • Internal appointments and arrangements will be confirmed by mid Oct 2024. • See **attached** DPIRD Industry Update for Polyphagous Shot-Hole Border (PSHB) Biosecurity Response dated August 2024. Note: PSHB has not been detected outside the Perth Metropolitan area. • DPIRD is currently managing a number of Biosecurity incidents in relation to plant pests/diseases and aquatic pests/diseases. Nil animal pest/disease incidents. Summary as follows: ○ African Black Sugar and Browsing Ant (Perth); PSHB (Perth); Red Dwarf Honey Bee (Karratha); Carpet Sea Squirt (Australian Marine Complex). Further information is available at Biosecurity | Agriculture and Food ○ Responses to outbreaks of H7 high pathogenicity avian influenza is currently underway in Victoria, New South Wales, and the ACT. Note that this is not the H5 strain that are currently causing concern globally. DPIRD is monitoring the situation and undertaking preparedness activities.	**Shane Bryant**
8.2.9	Department of Transport • Review of evacuation plan and fire appliances required for new Busselton office • Large Storm in Bunbury area significant damage to Transport assets at Casuarina Boat Harbour, recovery still ongoing, expected competition late September 2024 • Transport is reviewing end of practical service life and replacement of Bunbury Storm Surge Barrier • For Awareness: Harbour Project – significant heavy vehicle movement. 8-9000 road train movements through Koombana drive and through the Bunbury CBD carting 400,000 tonnes of rock.	**Peter Westgate**
8.2.10	Department of Water and Environmental Regulation • From our Flood Risk Scientist: ○ Significant Federal Govt funding over the next 5 years has been committed for the Bureau to upgrade sites for flood warning. No clear picture yet on what the program may look like in WA – details still to be fleshed out. ○ Program currently being rolled out in NSW and Qld. Capital works in WA not planned until ~ 2027/28 unless high priority needs are identified.	**Josh Rosair**

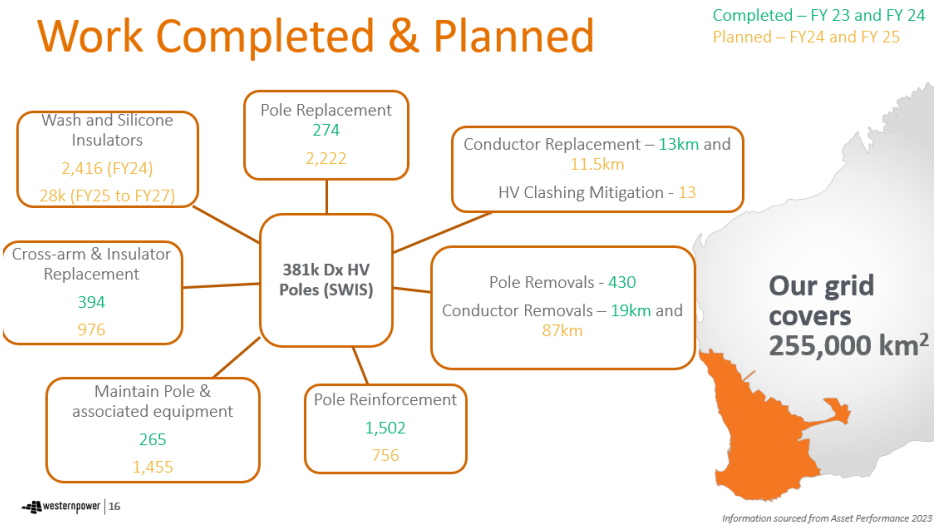
	○ Please note: Bureau / DFES use our water resource management network of gauging station (i.e. other purposes) opportunistically to assist with flood forecasting and warning. • From a Regional level: ○ Some operational staff have been upskilled with drone training. Some new staff have completed further training in Swift Water Rescue. ○ In the Vasse Catchment recently, DWER reps in partnership with The Water Corporation, City of Busselton and Geocatch have been involved in community tour of the Flood Mitigation assets in and around Busselton. ○ DWER Representatives also delivered a community presentation of Drying climate specifically within the Margaret River Catchment. • **Emerging Risks** ○ Season drying out quicker and poses another potential risk for dry season response. ○ Water security and competing demands for environment v economic livelihoods/gains. ○ Public water supply dams depleted over the long dry summer period and supply from irrigation dams impacted. ○ Bunbury had wettest winter on record and Busselton Wettest winter in 20 years.	
8.2.11	Australian Broadcasting Corporation	
8.2.12	Main Roads WA	
8.2.13	NBN	
8.2.14	Services Australia	
8.2.15	Southern Ports Bunbury • Procedures ○ Internal review Port of Bunbury Emergency Management Plan and Evacuation Procedures. ○ Reviewed and updated emergency resources to AIIMS standards, within the 2 x IMT rooms at the Port. • Training ○ Training for Port Emergency Wardens, Fire Wardens and First Aider responders. ○ Evacuation drill at Administration office. ○ Hosted a tour and Port visit for 30 DFES Volunteers from Bunbury and Eaton-Australind, to familiarise them with Port layout and emergency capability. ○ Conducted reviews of dangerous goods compliance and fire emergency capability, with DEMIRS, Synergy, and DFES into the import and storage of Lithium batteries at the Port's Inner Harbour, in readiness for transporting to Collie CBESS 1 project. • Resources ○ New AIIMS compliant IMR Role tabards. ○ Reviewing 3rd party provided services for weather, tide, swell and lightning tracking. ○ Trialed Usafe remote controlled lifebuoy for rescue of conscious persons within water. ○ Updating Port of Bunbury 2-way communications to new licensed digital frequencies. Port License holders will be included into rollout of the new and updated system. • **Emerging Risks** ○ Cattle grazing within Port of Bunbury farmlands has stopped under the Southern Ports Sustainability Policy to reduce methane gas. A bushfire	**Laurence Satie**

	assessment and risk mitigation strategy is being developed by an Accredited Bushfire Planner. o Leschenault Drive detours remain in place around construction zone for Turkey Point Bridge, enroute to Turkey point and 'The Cut'. o November 2024 – DoT Perth and Port of Bunbury conducting a week long training course on Oiled Shoreline Spill training, in readiness for marine environment emergency spills (MEER). o Imminent short term (approximately 2 weeks) closure of Estuary Drive Glen Iris due to road works conducted in conjunction with new Turkey Point bridge road work (closure is approved through City of Bunbury).	
8.2.16	St John Ambulance – verbal update • Leadership restructure in the South West from 9 November. • South West to be split into 3 districts; o Peel o Coastal South o Southern Forests • 2 District Operations Managers • 24/7 on road managers in the Greater Bunbury area (Coastal South) • 7 day a week leadership in Warren Blackwood and Margaret River area. • Updated contact details will be provided to the Executive Officer.	**Simon Hughes**
8.2.17	Telstra	
8.2.18	WA Country Health Services • Preparedness planning including exercises, drills, and DiscEx's are scheduled at WACHS South West hospital sites during October and November 2024. • Review of Community Health Centre Business Continuity Plan. • Heatwave Desktop exercise planned with Shire of Capel – LEMC for December 2024. • WACHS South West attend the Bunbury Tornado ISG in May 2024 • WACHS South West attended the Bunbury Severe Weather ISG in June 2024 • Prepared Impact Statement for Bunbury Severe Weather incident in June 2024	**Michelle Spargo on behalf of Kerry Winsor**
8.2.19	Water Corporation	
8.2.20	Western Power • Summer Preparedness Activities o Every year Western Power implements the following to manage the bushfire risk: o Cutting back vegetation from poles and wires o Clearing vegetation at the base of poles o Inspection of assets in high and extreme fire risk areas o Siliconing and washing of insulators o Depot preparedness (ensuring every depot is ready – equipment, stock etc) • Targeted Pole Top Fire Mitigation Treatment o Insulator/Cross Arm Replacement o Helicopter Washing and Silicone Application • Ongoing trials o Drone-based Washing & Silicone Application o EWP-based Unwashed Silicone Application • Preparedness Activities o Emergency Management attend twice weekly BoM weather briefings and provide the business with seasonal updates including any potential or emerging threats.	**David McMillan**

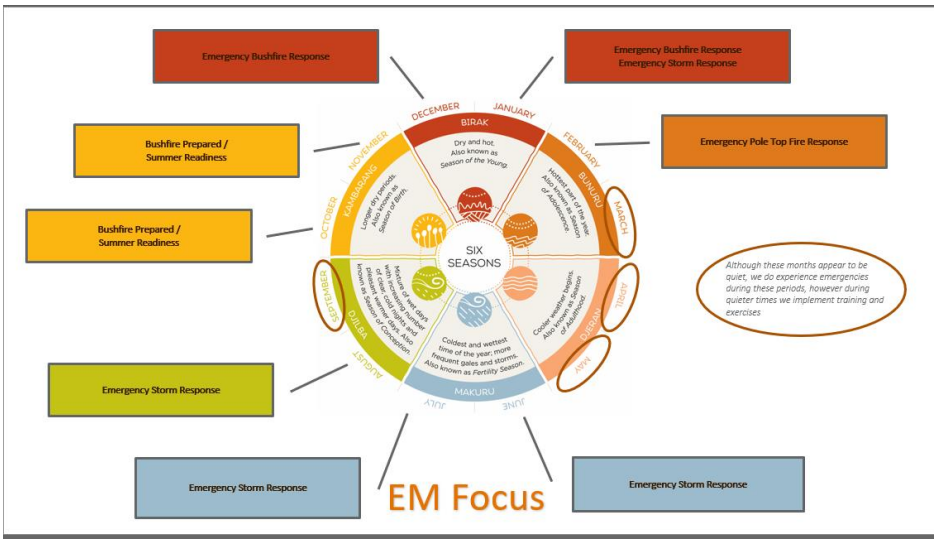
- During the spring/summer months we set safer protection settings on our assets – this is to reduce the chance of our assets causing a spark/starting a fire – these safer settings stop the network from trying to automatically restore power, as a result this may mean that customers experience frequent or longer outages.

- Advertising Campaigns - Reduce your use this summer.





- Ensured attendance at Meetings and exercises at LEMC level.
- Below shows the different times of year and the types of emergencies we prepare for.



	• Bunbury Tornado and Storm events.	
9.	**Emergency Risk Management**	
9.1	**Boyup Brook** **Climate Change and Water Availability** Climate change is a significant factor influencing the likelihood of increased drought periods in our region. As temperatures rise and rainfall patterns shift, we can expect more frequent and severe droughts. This directly impacts the availability of water for firefighting during summer, as water sources like rivers, reservoirs, and groundwater may be depleted. **Tree Plantations and Fire Risk** The expansion of tree plantations, particularly those with dense canopies and flammable understories, can increase the risk of bushfires. Aging plantations may also pose a higher fire risk due to factors such as deadwood accumulation and weakened tree health. **Communication Challenges in Emergencies** The growing reliance on mobile phones and digital media for emergency communications presents new challenges. Power outages, which are often the first casualties in emergencies, can disrupt mobile phone networks and internet connectivity, hindering communication efforts. Within remote and isolated communities in Boyup Brook (Wilga, Kulikup, Dinninup and Mayanup), this can exacerbate the difficulties faced during emergencies.	
9.2	**Busselton** **Increased Bushfire Risk** The City has received reports from local brigades and community identifying significant vegetation losses along the coastal heath over the past 12 months increasing the level of risk in the Nth-West Cape area.	
9.3	**Collie** **Development and Infrastructure** The Shire has seen Significant growth in the Coolangatta Industrial estate. This area has current and developing economic assets and associated increased risk with: o Construction of two Battery Energy storage System (BESS) plants – one publicly owned, one privately owned – one BESS is currently partially live. o Economically significant plantations o Current expansion of accommodation camp – from approx. 400 pax to 800 pax o Multiple state significant power generation plants o Significant farming assets o High level of public recreational activities A recent Level 2 Bushfire forced the evacuation of much of the area and highlighted this risk to people and assets in the area. This area is seen as a developing risk by the LG.	
9.4	**Dardanup** **Infrastructure** Moore Road Bridge currently restricted weight limit. How do we get updates on bridge weight limitations? • Load limits are conveyed through to the emergency communications centre. Alternate routes will be provided to responders where applicable. • Notification to with local brigades, groups and units.	

- WA bridge information, including weight limits, can be accessed via the Main Roads website https://portal-mainroads.opendata.arcgis.com/datasets/structures/explore

9.5 **Department of Biodiversity, Conservation and Attractions**

Increased Bushfire Risk

Current rates of drying are ahead of a 'typical' spring. If rainfall doesn't eventuate through September and October then the Spring burning program may be shorter than average.

9.6 **Department of Water and Environmental Regulation**

Water

Season is drying out quicker and poses another potential risk for dry season response leading into this summer. Water security and competing demands for environment v economic livelihoods/gains are at the forefront of risks for the department. Public water supply dams depleted over the long dry summer period and supply from irrigation dams impacted. i.e. Glen Mervyn dam reached a beyond serviceable low level, which led to water levels and water quality in the Preston River being impacted. Water source protection and supplementation continues to be a hot topic in the Region.

Finally, and further to note, despite the prolonged dry period, Bunbury had its wettest winter on record and Busselton Wettest winter in 20 years.

Record highest winter total rainfall

	New record (mm)	Old record		Years of record	Average for winter
Riverside	379.9	336.4	in 1965	92	154.8
Coolangatta	318.5	305.5	in 1996	72	163.5
Kalbarri	548.1	324.8	in 1978	53	199.2
Wundi	356.0	350.8	in 1996	46	206.1
Windy Harbour	680.3	663.6	in 1996	36	532.3
Bunbury	641.6	595.2	in 1996	29	408.9
Morawa Airport	288.6	200.6	in 2018	27	126.7
Shannon	672.4	599.8	in 2004	26	488.7
Acton Park	628.4	555.0	in 2009	24	420.6
Anketell	549.0	534.2	in 2018	23	428.9
Arradale	317.0	243.8	in 2003	23	186.4
Bellendaine	340.6	214.0	in 2003	23	155.4
Coolangatta Alert	336.6	200.0	in 2022	23	143.4
Tabletop	387.2	315.4	in 2022	23	224.1
Tenindewa	328.6	212.2	in 2022	23	150.8
Capel North	486.8	456.4	in 2009	22	353.5
Jindong	628.6	575.2	in 2009	22	426.8
South Holmwood Alert	300.6	209.2	in 2022	22	146.1
Tibradden	365.8	277.0	in 2003	22	214.2
Moascar	445.4	318.2	in 2022	21	229.9
Paynedale Alert	579.4	492.0	in 2009	21	379.0
Port Denison	386.4	293.0	in 2022	21	231.0
Ravenscliffe Alert	531.6	503.6	in 2018	21	379.4
Aston Downs Alert	602.6	551.6	in 2009	20	414.1
Donnybrook East	541.2	470.8	in 2009	20	358.0
Happy Valley	561.2	518.8	in 2016	20	383.5
Tardun Hill	307.6	177.6	in 2022	20	129.8

9.7 **WA Police**

Increase in searches for bike riders, vulnerable and persons at higher risk. Encourage the use of Safe and Sound app or other tracking capability.

10. Acknowledgement of Members

	• Mr Andy Wright (Deputy Chair) has taken up the Chief Superintendent Country North position within DFES. His last day is Friday 17 October. The Chair thanked Andy for his leadership and contribution to the committee. • Mr Geoff Stewart (Chair) announced his retirement end 2024. Andy thanked Geoff for his leadership and contribution to the committee. A morning tea or meet and greet will be organised to introduce the new District Emergency Coordinator (DEC) to the DEMC membership once announced.	
11.	**CONFIRMATION OF NEXT MEETING**	**Chair**
11.1	Meeting Dates: **Tuesday 18 March 2025 and Tuesday 21 October 2025**	
12.	**MEETING CLOSE** **11.33am**	**Chair**

Geoff Stewart
District Superintendent, WA Police Force – South West District
Chair
South West District Emergency Management Committee

Attachment 12.1A

BUDGET REVIEW

DETAILED OPERATING AND NON-OPERATING

WORKPAPERS 31 DECEMBER 2024

2024-2025

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2024

	Cod	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	30 JUNE 2025 PROJECTION	PROJECTION VARIANCES POSITIVE	PROJECTION VARIANCES NEGATIVE
OPERATING REVENUE		**$**	**$**	**$**			
Ex-Gratia Rates & Write-offs	19	(678)	531	1592	(2,351)	0	(1,673)
Operating Grants, Subsidies and Contributions	11	805,683	434,226	644,085	913,783	108,100	0
Fees and Charges	14	1,962,497	984,076	1,141,733	1,926,048	0	(36,449)
Interest Earnings	16	201,300	57,169	216,955	432,339	231,039	0
Other Revenue	17	864,998	192,715	303,225	860,442	0	(4,556)
Profit on Disposal of Asset	18	0	0	0	0	0	0
Total Operating Revenue		**3,833,800**	**1,668,717**	**2,307,590**	**4,130,261**	**339,139**	**(42,678)**
LESS OPERATING EXPENDITURE							
Employee Costs	30	(4,471,406)	(1,941,470)	(1,869,130)	(4,454,858)	16,548	0
Materials and Contracts	32	(3,387,919)	(1,140,261)	(1,047,737)	(3,549,754)	0	(161,835)
Utility Charges	34	(235,560)	(94,179)	(71,306)	(195,104)	40,456	0
Depreciation on Non-Current Assets	33	(3,622,898)	(1,509,481)	(1,602,244)	(4,585,054)	0	(962,156)
Interest Expenses	36	(2,753)	(2,202)	(503)	(2,753)	0	0
Insurance Expenses	35	(327,312)	(319,520)	(315,160)	(341,881)	0	(14,569)
Other Expenditure	37	(358,510)	(4,061)	(172,759)	(380,762)	0	(22,252)
Loss on Disposal of Asset	38	0	0	0	0	0	0
Total Operating Expenses		**(12,406,358)**	**(5,011,173)**	**(5,078,839)**	**(13,510,166)**	**57,004**	**(1,160,812)**
Sub-Total		**(8,572,558)**	**(3,342,456)**	**(2,771,249)**	**(9,379,905)**	**396,143**	**(1,203,490)**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET							
Movement in Employee Provisions (Non-current)		44,635	0	0	44,635	0	0
Movement in Accrued Interest Expense		0	0	(1,042)	0	0	0
Movement in Accrued Interest Income				6,806		0	0
Movement in Accrued Expenses			0	(46,257)	(46,257)	0	(46,257)
Movement in Accrued Wages			0	(132,058)	(132,058)	0	(132,058)
Depreciation Written Back		3,622,898	1,509,481	1,602,243	4,585,054	962,156	0
Operating Activities Excluded from Budget		**3,667,533**	**1,509,481**	**1,429,692**	**4,451,374**	**962,156**	**(178,315)**
Sub Total		**(4,905,025)**	**(1,832,975)**	**(1,341,557)**	**(4,928,531)**	**1,358,299**	**(1,381,805)**
INVESTING ACTIVITIES							
Outflows from investing activities							
Purchase of Land		0	0	0	0	0	0
Purchase Buildings		(1,979,933)	(64,947)	(233,210)	(2,052,451)	0	(72,518)
Purchase Plant and Equipment		(620,386)	(602,386)	(550,381)	(601,979)	18,407	0
Purchase Furniture and Equipment		0	0	(40,640)	(40,640)	0	(40,640)
Infrastructure Assets - Roads		(2,434,101)	(609,936)	(696,415)	(2,434,708)	0	(607)
Infrastructure Assets - Footpaths		(216,620)	(216,624)	(77,270)	(263,914)	0	(47,294)
Infrastructure Assets - Aerodromes		(70,000)	0	0	(96,000)	0	(26,000)
Infrastructure Assets - Parks & Ovals		(1,966,000)	(39,320)	(515,903)	(1,967,103)	0	(1,103)
Infrastructure Assets - Recreation		0	0	0	0	0	0
Infrastructure Assets - Other		(487,331)	(388,731)	(313,002)	(705,696)	0	(218,365)
Inflows from investing activites							
Proceeds from Sale of Assets		282,000	70,000	165,455	465,455	183,455	0
Contributions for the Development of Assets	13	4,397,208	365,700	1,450,697	4,886,288	489,080	0
Amount Attributable to Investing Activities		**(3,095,163)**	**(1,486,244)**	**(810,669)**	**(2,810,748)**	**690,942**	**(406,527)**
FINANCING ACTIVITIES							
Outflows from financing activities							
Repayment of Debt - Loan Principal		(24,014)	(11,833)	(11,833)	(24,014)	0	0
Repayment of Debt - Lease Principal		(15,241)	(10,122)	(10,199)	(20,241)	0	(5,000)
Transfer to Reserves		(421,000)	(31,249)	(400,675)	(776,000)	0	(355,000)
Inflows from financing activities							
Transfer from Reserves		1,034,000	0	0	1,054,000	20,000	0
Amount Attributable to Financing Activities		**573,745**	**(53,204)**	**(422,707)**	**233,745**	**20,000**	**(360,000)**
Sub Total		**(7,426,443)**	**(3,372,423)**	**(2,574,933)**	**(7,505,534)**	**2,069,241**	**(2,148,332)**
FUNDING FROM							
Estimated Opening Surplus at 1 July		3,600,000	3,600,000	3,679,906	3,679,906	79,906	0
Amount Raised from General Rates	10	3,826,443	3,826,443	3,823,658	3,826,445	2	0
Closing Funds		0	0	0	0	0	0
		7,426,443	**7,426,443**	**7,503,564**	**7,506,351**	**79,908**	**0**
NET SURPLUS/(DEFICIT)		**0**	**4,054,020**	**4,928,631**	**817**	**2,149,149**	**(2,148,332)**

PROJECTED SURPLUS/(DEFICIT) **817**

	2023-2024 C/FWD	2024-2025 BUDGET	2024-2025 YTD	30 JUNE 2025 PROJECTION
CURRENT ASSETS				
Unrestricted Cash	5,997,802	(136,254)	7,621,334	(135,437)
Restricted Cash	23,331	1,376,490	18,901	1,376,490
Restricted Cash - Reserves	3,035,799	2,553,839	3,436,474	2,275,839
Accounts Receivable	971,096	892,698	1,108,770	892,698
Stock On Hand	7,773	7,773	7,773	7,773
Rylington Stock	24,195	41,831	24,195	24,195
Biological Assets	158,702	259,271	158,702	259,271
Other Assets	24,247	42,648	1,200	42,648
TOTAL CURRENT ASSETS	10,242,946	5,038,296	12,377,350	4,743,477
CURRENT LIABILITIES				
Bank Overdraft	0	0	0	0
Accounts Payable	(463,311)	(382,601)	(181,330)	(382,601)
Bonds & Deposits	(44,905)	(44,490)	(39,904)	(44,490)
Accrued Expenses	(179,357)	(173,913)	0	(173,913)
Contract Liabilities	(2,381,855)	(1,332,000)	(3,160,646)	(1,332,000)
Employee Provisions	(439,694)	(409,685)	(439,694)	(409,685)
Current Borrowings	(24,014)	(25,445)	(12,181)	(25,445)
Lease Liability	(15,241)	0	(5,042)	0
TOTAL CURRENT LIABILITIES	(3,548,378)	(2,368,134)	(3,838,798)	(2,368,134)
SUB-TOTAL	6,694,568	2,670,162	8,538,552	2,375,343
LESS				
Restricted Cash at Bank - Reserves	(3,035,799)	(2,553,839)	(3,436,474)	(2,275,839)
Restricted Cash at Bank - Unspent Grants	0	0	0	0
Stock & Biological Assets (Not a liquid Asset)	(190,671)	(308,875)	(190,671)	(291,239)
Accrued Income	(6,806)	(6,806)	0	(6,806)
Accrued Interest on Borrowings (Loans)	1,042	1,042	0	1,042
Accrued Salaries & Wages	132,058	132,058	0	132,058
Accrued Expenses	46,257	40,813		40,813
Current Employee Benefits Provision	0	0	0	0
Current Borrowings Repayments	24,014	25,445	12,181	25,445
Current Lease Liability	15,241	0	5,042	0
Roundings	1			0
SUB-TOTAL	(3,014,662)	(2,670,162)	(3,609,921)	(2,374,526)
NET CURRENT ASSETS	**3,679,906**	**0**	**4,928,631**	**817**

SHIRE OF BOYUP BROOK
BUDGET REVIEW FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 DECEMBER 2024

	2024-2025 ORIGINAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	30 JUNE 2025 PROJECTION	PROJECTION VARIANCES POSITIVE	PROJECTION VARIANCES NEGATIVE
OPERATING REVENUE	**$**	**$**	**$**			
General Purpose Funding	442,818	176,077	320,677	632,736	270,802	(80,882)
Governance	0	0	8,910	8,910	8,910	0
Law, Order Public Safety	238,727	119,834	154,069	226,206	350	(12,871)
Health	1,152,100	485,050	589,617	1,105,595	3,495	(50,000)
Education and Welfare	225,000	114,300	128,347	250,107	25,107	0
Housing	226,540	34,110	181,928	219,940	1,300	(7,900)
Community Amenities	254,382	247,508	256,130	271,201	18,819	(2,000)
Recreation and Culture	62,490	42,671	51,065	69,189	7,791	(1,092)
Transport	237,670	219,250	273,036	282,020	45,677	(1,327)
Economic Services	160,840	49,239	69,489	157,278	12,600	(16,162)
Other Property and Services	833,233	180,677	274,320	907,079	90,032	(16,186)
Total Operating Revenue	**3,833,800**	**1,668,717**	**2,307,588**	**4,130,261**	**484,883**	**(188,420)**
LESS OPERATING EXPENDITURE						
General Purpose Funding	(187,102)	(66,124)	(56,931)	(202,891)	0	(15,789)
Governance	(506,944)	(279,037)	(196,054)	(469,625)	45,189	(7,870)
Law, Order, Public Safety	(613,638)	(189,567)	(230,977)	(640,932)	82,664	(109,958)
Health	(1,556,766)	(579,917)	(677,141)	(1,724,316)	52,565	(220,115)
Education and Welfare	(491,583)	(211,802)	(184,976)	(454,051)	52,144	(14,612)
Housing	(316,072)	(241,932)	(255,101)	(357,542)	9,123	(50,593)
Community Amenities	(507,502)	(214,182)	(224,261)	(520,303)	23,951	(36,752)
Recreation and Culture	(1,502,185)	(659,922)	(650,172)	(1,473,778)	135,666	(107,259)
Transport	(4,980,636)	(1,858,545)	(1,935,689)	(5,951,810)	240,793	(1,211,967)
Economic Services	(778,236)	(327,915)	(260,773)	(677,209)	142,170	(41,143)
Other Property & Services	(965,694)	(382,232)	(406,761)	(1,037,709)	407,788	(479,803)
Total operating Expenses	**(12,406,358)**	**(5,011,173)**	**(5,078,835)**	**(13,510,166)**	**1,192,053**	**(2,295,861)**
Sub-Total	**(8,572,558)**	**(3,342,456)**	**(2,771,247)**	**(9,379,905)**	**1,676,936**	**(2,484,281)**
OPERATING ACTIVITIES EXCLUDED FROM BUDGET						
Movement in Employee Provisions (Non-current)	44,635	0	0	44,635	0	0
Movement in Accrued Interest Expense	0	0	(1,042)	0	0	0
Movement in Accrued Interest Income	0	0	6,806	0	0	0
Movement in Accrued Expenses	0	0	(46,257)	(46,257)	0	(46,257)
Movement in Accrued Wages	0	0	(132,058)	(132,058)	0	(132,058)
Depreciation Written Back	3,622,898	1,509,481	1,602,243	4,585,054	962,156	0
Operating Activities Excluded from Budget	**3,667,533**	**1,509,481**	**1,429,692**	**4,451,374**	**962,156**	**(178,315)**
Sub Total	**(4,905,025)**	**(1,832,975)**	**(1,341,555)**	**(4,928,531)**	**2,639,092**	**(2,662,596)**
INVESTING ACTIVITIES						
Outflows from investing activities						
Purchase Buildings	(1,979,933)	(64,947)	(233,211)	(2,052,451)	0	(72,518)
Purchase Plant and Equipment	(620,386)	(602,386)	(550,381)	(601,979)	18,407	0
Purchase Furniture and Equipment	0	0	(40,640)	(40,640)	0	(40,640)
Infrastructure Assets - Roads	(2,434,101)	(609,936)	(696,416)	(2,434,708)	0	(607)
Infrastructure Assets - Footpaths	(216,620)	(216,624)	(77,270)	(263,914)	0	(47,294)
Infrastructure Assets - Aerodromes	(70,000)	0	0	(96,000)	0	(26,000)
Infrastructure Assets - Parks & Ovals	(1,966,000)	(39,320)	(515,903)	(1,967,103)	0	(1,103)
Infrastructure Assets - Recreation	0	0	0	0	0	0
Infrastructure Assets - Other	(487,331)	(388,731)	(313,002)	(705,696)	0	(218,365)
Inflows from investing activites						
Proceeds from Sale of Assets	282,000	70,000	165,455	465,455	183,455	0
Contributions for the Development of Assets	4,397,208	365,700	1,450,697	4,886,288	489,080	0
Amount Attributable to Investing Activities	**(3,095,163)**	**(1,486,244)**	**(810,671)**	**(2,810,748)**	**690,942**	**(406,527)**
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(24,014)	(11,833)	(11,833)	(24,014)	0	0
Repayment of Debt - Lease Principal	(15,241)	(10,122)	(10,199)	(20,241)	0	(5,000)
Transfer to Reserves	(421,000)	(31,249)	(400,675)	(776,000)	0	(355,000)
Inflows from financing activites						
Transfer from Reserves	1,034,000	0	0	1,054,000	20,000	0
Amount Attributable to Financing Activities	**573,745**	**(53,204)**	**(422,707)**	**233,745**	**20,000**	**(360,000)**
Sub Total	**(7,426,443)**	**(3,372,423)**	**(2,574,933)**	**(7,505,534)**	**3,350,034**	**(3,429,123)**
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,600,000	3,600,000	3,679,906	3,679,906	79,906	0
Amount Raised from General Rates	3,826,443	3,826,443	3,823,658	3,826,445	0	0
Sub Total	**7,426,443**	**7,426,443**	**7,503,564**	**7,506,351**	**79,906**	**0**
NET SURPLUS/(DEFICIT)	**0**	**4,054,020**	**4,928,631**	**817**	**3,429,940**	**(3,429,123)**

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
Proceeds Sale of Assets											
123001		Proceeds Sale of Plant Assets	($165,454.55)	$0	($282,000)	$0	($165,455)	$0	$0	$116,545	Decrease in proceeds from sale of plant assets
092020		Proceeds - Sale of Land Assets	$0	$0	$0	$0	($300,000)	$0	($300,000)	$0	Increase in proceeds from sale of land - Offset by Transfer to Reserve.
PROCEEDS FROM SALE OF ASSETS			($165,455)	$0	($282,000)	$0	($465,455)	$0	($300,000)	$116,545	
		Written Down Value					$0	$0			
092600		Written Down Value - Disposal of Assets	$0	$0	$0	$282,000	$0	$465,455	$0	$183,455	Disposl of asset from register
Sub Total - WDV ON DISPOSAL OF ASSET			$0	$0	$0	$282,000	$0	$465,455	$0	$183,455	
Total - GAIN/LOSS ON DISPOSAL OF ASSET			($165,455)	$0	**($282,000)**	**$282,000**	**($465,455)**	**$465,455**	**($300,000)**	**$300,000**	
Total - OPERATING STATEMENT			**($165,455)**	**$0**	**($282,000)**	$282,000	($465,455)	$465,455	($300,000)	$300,000	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
RATES											
OPERATING EXPENDITURE											
031103		Rates Administration Activity Costs	$0	$51,881	$0	$139,690	$0	$148,589	$0	$8,899	Increase in administration costs allocated reallocated.
031101		Collection Costs	$0	$33	$0	$5,000	$0	$5,000	$0	$0	
031100		Valuation Charges	$0	$1,578	$0	$32,850	$0	$33,350	$0	$500	
031102		Search Costs	$0	$0	$0	$300	$0	$300	$0	$0	
Sub Total - GENERAL RATES OP EXP			$0	$53,492	$0	$177,840	$0	$187,239	$0	$9,399	
OPERATING INCOME											
031001		Rates · GRV	($582,295)	$0	($582,295)	$0	($582,295)	$0	$0	$0	
031002		Rates · UV	($2,690,292)	$0	($2,690,290)	$0	($2,690,292)	$0	($2)	$0	
031003		Rates · GRV - Minimum	($71,934)	$0	($71,934)	$0	($71,934)	$0	$0	$0	
031004		Rates · UV - Minimum	($481,924)	$0	($481,924)	$0	($481,924)	$0	$0	$0	
031006		Rates · Ex-Gratia Rates	($1,592)	$0	($1,390)	$0	($1,592)	$0	($202)	$0	
031013		Rates Administration Fee	($3,380)	$0	($40)	$0	($3,380)	$0	($3,340)	$0	Increase in Admin fees charged
031005		Rates · Instalment Interest	($10,963)	$0	($5,000)	$0	($10,963)	$0	($5,963)	$0	Increase in instalment interets
031007		Rates · Non Payment Penalty - LG	($19,440)	$0	($20,000)	$0	($20,000)	$0	$0	$0	
031008		Rates · Rate Enquiries	($3,923)	$0	($10,000)	$0	($8,500)	$0	$0	$1,500	
031009		Rates - ESL Administration Fee	($4,000)	$0	($4,000)	$0	($4,000)	$0	$0	$0	
031010		Rates - Reimbursements	$0	$0	($5,000)	$0	($5,000)	$0	$0	$0	
031011		Rates · Penalty Interest - DFES	($676)	$0	($600)	$0	($676)	$0	($76)	$0	
031012		Rates · Rates Interims	($1,873)	$0	($1,000)	$0	($1,873)	$0	$873	$0	
031016		Rates - Concessions	$0	$0	$3,018	$0	$3,018	$0	$0	$0	
031017		Rates - Deferred Rates - Interest Grant	($1,861)	$0	$0	$0	($1,861)	$0	$1,861	$0	
031104		Rates Written Off	$4,659	$0	$50	$0	$4,659	$0	$0	$4,609	
Sub Total - GENERAL RATES OP INC			($3,869,493)	$0	($3,870,405)	$0	($3,876,613)	$0	($12,317)	$6,109	
Total - GENERAL RATES			($3,869,493)	$53,492	($3,870,405)	$177,840	($3,876,613)	$187,239	($12,317)	$15,508	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OTHER GENERAL PURPOSE FUNDING											
OPERATING EXPENDITURE											
032100		General Purpose Funding - Administration Allocated	$0	$3,440	$0	$9,262	$0	$9,852	$0	$590	
032101		General Purpose Funding - Doubtful Debts Expense	$0	$0	$0	$0	$0	$2,300	$0	$2,300	Potential increase in doutbful debts
032110		General Purpose Funding - Bad Debts Written Off	$0	$0	$0	$0	$0	$3,500	$0	$3,500	Increase in bad debts written off
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP			$0	$3,440	$0	$9,262	$0	$15,652	$0	$6,390	
OPERATING INCOME											
032001		General Purpose Grants Federal Commission (OP)	($50,964)	$0	($176,701)	$0	($101,928)	$0	$0	$74,773	Decrease in general purpose grant allocation due to overpayment in 23/24.
032002		General Purpose Grants Federal - Roads (OP)	($39,970)	$0	($46,455)	$0	($79,940)	$0	($33,485)	$0	Increase in local road grant allocation
032003		General Purpose Funding - Interest On Investments - Municipal Accou	($135,626)	$0	($100,000)	$0	($270,000)	$0	($170,000)	$0	Increase in Municipal Investment interest
032004		Interest on Investments - Reserves Account	($47,869)	$0	($75,000)	$0	($130,000)	$0	($55,000)	$0	Increase in Reserve Accounts investment interest
032006		General Purpose Funding - Interest on Investments - Medical Funds	($412)	$0	($700)	$0	($700)	$0	$0	$0	
032007		General Purpose Funding - Interest on Investments - Business Online	$0	$0	$0	$0	$0	$0	$0	$0	
032008		General Purpose Funding - Interest on Investments - Short Term Depc	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC			($274,841)	$0	($398,856)	$0	($582,568)	$0	($258,485)	$74,773	
Total - OTHER GENERAL PURPOSE FUNDING			($274,841)	$3,440	($398,856)	$9,262	($582,568)	$15,652	($258,485)	$81,163	
Total - GENERAL PURPOSE FUNDING			**($4,144,335)**	**$56,932**	**($4,269,261)**	**$187,102**	**($4,459,181)**	**$202,891**	**($270,802)**	**$96,671**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
MEMBERS OF COUNCIL											
OPERATING EXPENDITURE											
041100		Members - Sitting Fees.	$0	$12,593	$0	$74,458	$0	$74,458	$0	$0	
041119		Website Expenses	$0	$8,860	$0	$8,860	$0	$8,860	$0	$0	
041101		Members - Training Costs	$0	$0	$0	$10,000	$0	$3,000	($7,000)	$0	Decrease in member training expenses
041102		Members - Travelling Costs	$0	$1,882	$0	$4,500	$0	$4,500	$0	$0	
041103		Members - Telecommunications Reimbursements	$0	$2,160	$0	$11,520	$0	$11,520	$0	$0	
041104		Members - Other Expenses	$0	$64	$0	$4,400	$0	$4,400	$0	$0	
041105		Members - Conferences/Seminars Costs	$0	$6,183	$0	$15,500	$0	$15,500	$0	$0	
041106		Members - President's Allowance	$0	$0	$0	$10,280	$0	$10,280	$0	$0	
041107		Members - Deputy President's Allowance	$0	$1,285	$0	$2,570	$0	$2,570	$0	$0	
041108		Members - Council Chamber Expenses	$0	$10,711	$0	$45,440	$0	$13,995	($31,445)	$0	Decrease in audio recording system expense - now capitalised see GL 041401.
041109		Members - Refreshments & Receptions	$0	$8,724	$0	$44,510	$0	$44,510	$0	$0	
041110		Members - Bunbury Wellington GOC Projects	$0	$2,000	$0	$2,000	$0	$2,000	$0	$0	
041111		Members - Insurance Costs For Members	$0	$7,074	$0	$6,916	$0	$7,073	$0	$157	
041112		Members - Subscriptions	$0	$9,103	$0	$9,103	$0	$9,700	$0	$597	
041113		Members - Election Expenses	$0	$0	$0	$0	$0	$0	$0	$0	
041114		Members - Donations	$0	$18,973	$0	$27,000	$0	$25,000	($2,000)	$0	Increase in donations paid.
041118		ICT - Councillors	$0	$8,217	$0	$14,620	$0	$14,620	$0	$0	
041120		Warren Blackwood Alliance Expenses	$0	$29,077	$0	$29,077	$0	$29,077	$0	$0	
041150		Members - Admin Allocation	$0	$27,660	$0	$74,476	$0	$69,732	($4,744)	$0	Decrease in administration costs allocated reallocated.
Sub Total - MEMBERS OF COUNCIL OP/EXP			$0	$154,564	$0	$395,230	$0	$350,795	($45,189)	$754	
OPERATING INCOME											
041001		Members - Reimbursements Income	($910)	$0	$0	$0	($910)	$0	($910)	$0	
041002		Other Governance - Sundry Reimbursements Income	$0	$0	$0	$0	$0	$0	$0	$0	
041004		Members - Operating Grants and Contributions	($8,000)	$0	$0	$0	($8,000)	$0	($8,000)	$0	Additional Australia Day grant
Sub Total - MEMBERS OF COUNCIL OP/INC			($8,910)	$0	$0	$0	($8,910)	$0	($8,910)	$0	
Total - MEMBERS OF COUNCIL			($8,910)	$154,564	$0	$395,230	($8,910)	$350,795	($54,099)	$754	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
GOVERNANCE											
OPERATING EXPENDITURE											
042100		Other Governance - Admin Allocated	$0	$41,491	$0	$111,714	$0	$118,830	$0	$7,116	Increase in administration costs allocated reallocated.
Sub Total - GOVERNANCE - GENERAL OP/EXP			$0	$41,491	$0	$111,714	$0	$118,830	$0	$7,116	
OPERATING INCOME											
Sub Total - GOVERNANCE - GENERAL OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - GOVERNANCE - GENERAL			$0	$41,491	$0	$111,714	$0	$118,830	$0	$7,116	
Total - GOVERNANCE			($8,910)	$196,055	**$0**	**$506,944**	**($8,910)**	**$469,625**	**($54,099)**	**$7,870**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
LAW, ORDER AND PUBLIC SAFETY											
FIRE PREVENTION											
OPERATING EXPENDITURE											
051109		ESL - Insurances Fire Appliances and Personnel	$0	$39,068	$0	$40,793	$0	$39,066	($1,727)	$0	
051112		Fire Prevention And Support	$0	$22,526	$0	$29,558	$0	$60,770	$0	$31,212	Increase in wages allocations.
051101		Fire Break Inspection Expenses	$0	$3,570	$0	$3,540	$0	$3,570	$0	$30	
051102		Fire Hazard Reductions Expenses	$0	$4,619	$0	$9,681	$0	$9,075	($606)	$0	
051104		Minor Fire Plant & Equipment Purchases non ESL	$0	$0	$0	$550	$0	$550	$0	$0	
051105		Fire Plant & Equipment Maintenance - Non ESL	$0	$0	$0	$850	$0	$850	$0	$0	
051106		ESL - Fire Vehicle Maintenance Costs	$0	$29,827	$0	$18,600	$0	$30,593	$0	$11,993	Increase in maintenance of fire vehicles
051107		ESL - Brigade Utilities, rates and taxes	$0	$0	$0	$2,500	$0	$2,500	$0	$0	
051108		ESL - Other Goods & Services relating to Fires	$0	$1,556	$0	$12,561	$0	$12,561	$0	$0	
051110		ESL - Fire Plant & Equip over $1500	$0	$0	$0	$9,375	$0	$9,375	$0	$0	
051111		ESL - Minor Fire Plant/Equip Under $1500	$0	$4,866	$0	$12,660	$0	$12,660	$0	$0	
051114		ESL - Land & Building Maintenance	$0	$447	$0	$1,166	$0	$1,166	$0	$0	
051115		ESL - Clothing and Accessories	$0	$1,439	$0	$33,800	$0	$33,800	$0	$0	
051116		ESL - Plant and Equipment Maintenance	$0	$12,978	$0	$8,100	$0	$17,013	$0	$8,913	Increase in plant maintenance
051117		BFRC - Bushfire Risk Planning	$0	$21,487	$0	$22,890	$0	$59,520	$0	$36,630	Increase in wages allocation & BFRC contribution
051118		DFES Fire Defence Grant Expenses	$0	$0	$0	$13,520	$0	$13,520	$0	$0	
051120		Bush Fire - Mitigation Activity Funded	$0	$23	$0	$93,522	$0	$93,545	$0	$23	
051150		Admin Allocation - Fire Control	$0	$27,660	$0	$74,476	$0	$79,220	$0	$4,744	Increase in administration costs allocated reallocated.
051190		Depreciation - Fire Control	$0	$877	$0	$670	$0	$2,631	$0	$1,961	Increase in depreciation on plant and equipment
Sub Total - FIRE PREVENTION OP/EXP			$0	$170,943	$0	$388,812	$0	$481,985	($2,333)	$95,506	
OPERATING INCOME											
050600		ESL & DFES Non Operating Grants	$0	$0	$0	$0	($45,910)	$0	($45,910)	$0	Increase in non-operating grant for Fire Emergency water tanks
051001		Fire Infringements/Fines Income	($350)	$0	$0	$0	($350)	$0	($350)	$0	
051002		Sale Of Fire Maps Income	($45)	$0	($100)	$0	($45)	$0	$0	$55	
051003		LGIS Fire Reimbursement Income	$0	$0	$0	$0	$0	$0	$0	$0	
051004		Operating Grants and Subsidies Income	($150,484)	$0	($233,077)	$0	($220,261)	$0	$0	$12,816	Decrease in ESL grant due to underspend in 2022/2023
051005		Fire Hazard Reduction Income	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - FIRE PREVENTION OP/INC			($150,879)	$0	($233,177)	$0	($266,566)	$0	($46,260)	$12,871	
Total - FIRE PREVENTION			($150,879)	$170,943	($233,177)	$388,812	($266,566)	$481,985	($48,593)	$108,377	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
ANIMAL CONTROL											
OPERATING EXPENDITURE											
052100		Ranger Services Operation Costs	$0	$17,491	$0	$44,237	$0	$46,720	$0	$2,483	Decrease ion salaries. Increase in contract ranger expenses
052005		Trap Hire Refunds	$0	$0	$0	$50	$0	$50	$0	$0	
052101		Ranger Vehicle Operating Expenses	$0	$0	$0	$1,535	$0	$1,535			
052102		Dog License Discs Costs	$0	$0	$0	$300	$0	$300	$0	$0	
052103		Other Control Expenses	$0	$0	$0	$900	$0	$900	$0	$0	
052104		Animal Impounding Costs	$0	$0	$0	$5,000	$0	$5,000	$0	$0	
052109		Cat License Tags Expense	$0	$0	$0	$200	$0	$200	$0	$0	
052110		Ranger Services Salary Super and Employee Costs	$0	$709	$0	$4,526	$0	$3,426	($1,100)	$0	
052111		Ranger Services Provision for Leave Accruals	$0	$0	$0	$0	$0	$0			
052150		Admin Allocation - Animal Control	$0	$10,390	$0	$27,976	$0	$29,758	$0	$1,782	Increase in administration costs allocated reallocated.
052190		Depreciation	$0	$2,785	$0	$400	$0	$8,355	$0	$7,955	Incresase in Plant depreciation
Sub Total - ANIMAL CONTROL OP/EXP			$0	$31,375	$0	$85,124	$0	$96,244	($1,100)	$12,220	
OPERATING INCOME											
052001		Animal Fines & Penalties Income	$0	$0	($250)	$0	($250)	$0	$0	$0	
052002		Animal Impounding Fees Income	$0	$0	($300)	$0	($300)	$0	$0	$0	
052003		Dog Registrations Charges	($3,190)	$0	($5,000)	$0	($5,000)	$0	$0	$0	
052004		Cat Registration Charges	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - ANIMAL CONTROL OP/INC			($3,190)	$0	($5,550)	$0	($5,550)	$0	$0	$0	
Total - ANIMAL CONTROL			($3,190)	$31,375	($5,550)	$85,124	($5,550)	$96,244	($1,100)	$12,220	

SHIRE OF BOYUP BROOK
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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
OTHER LAW ORDER & PUBLIC SAFETY											
OPERATING EXPENDITURE											
053100		Local Emergency Management Committee Expenses	$0	$0	$0	$1,000	$0	$1,000	$0	$0	
053150		Administration Allocated - Emergency Mgt	$0	$10,390	$0	$27,976	$0	$29,758	$0	$1,782	Increase in administration costs allocated reallocated.
053152		Other Costs	$0	$344	$0	$0	$0	$450	$0	$450	
053103		Emergency Management Coordination Expenses	$0	$1,889	$0	$83,381	$0	$4,150	($79,231)	$0	Decrease in salaries allocation.
053190		Depreciation	$0	$16,036	$0	$27,345	$0	$27,345	$0	$0	
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP			$0	$28,660	$0	$139,702	$0	$62,703	($79,231)	$2,232	
OPERATING INCOME											
053002		Non-Operating Grants	($68,822)	$0	($835,545)	$0	($835,545)	$0	$0	$0	
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC			($68,822)	$0	($835,545)	$0	($835,545)	$0	$0	$0	
Total - OTHER LAW ORDER PUBLIC SAFETY			($68,822)	$28,660	($835,545)	$139,702	($835,545)	$62,703	($79,231)	$2,232	
Total - LAW ORDER & PUBLIC SAFETY			($222,891)	$230,978	**($1,074,272)**	**$613,638**	**($1,107,661)**	**$640,932**	**($128,924)**	**$122,829**	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
HEALTH -FAMILY AND OTHER HEALTH											
OPERATING EXPENDITURE											
071100	B0101	Family Stop Centre - Operation	$0	$186	$0	$0	$0	$350	$0	$350	
071100	G300	Family Stop Centre - Grounds	$0	$0	$0	$0			$0	$0	
071150		Admin Allocated - Family Stop Centre	$0	$0	$0	$0	$0	$0	$0	$0	
071190		Depreciation - Family Stop Centre	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - HEALTH FAMILY STOP OP/EXP			$0	$186	$0	$0	$0	$350	$0	$350	
OPERATING INCOME											
Sub Total - HEALTH FAMILY STOP OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - HEALTH FAMILY STOP			$0	$186	$0	$0	$0	$350	$0	$350	
HEALTH ADMINISTRATION & INSPECTION											
OPERATING EXPENDITURE											
072100		Health Administration Services Expenses	$0	$19,556	$0	$147,762	$0	$141,797	($5,965)	$0	Decrease in wages allocation
072101		Other Health Administration Expenses	$0	$238	$0	$150	$0	$500	$0	$350	
072150		Admin Allocation - Other Health	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP			$0	$26,744	$0	$166,625	$0	$162,202	($5,965)	$1,542	
OPERATING INCOME											
072001		Food Stall Permit Charges	($356)	$0	($700)	$0	($950)	$0	($250)	$0	
072002		Temporary Camping Site Permit Charges	($400)	$0	($500)	$0	($800)	$0	($300)	$0	
072003		Food Business Registration Fee	($1,845)	$0	($150)	$0	($1,845)	$0	($1,695)	$0	Increase in food registration fees
072004		Annual Inspections	$0	$0	$0	$0	$0	$0	$0	$0	
072005		Lodging House Registration Fees	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC			($2,601)	$0	($1,350)	$0	($3,595)	$0	($2,245)	$0	
Total - HEALTH ADMIN AND INSPECTION			($2,601)	$26,744	($1,350)	$166,625	($3,595)	$162,202	($8,210)	$1,542	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income		ADOPTED BUDGET 2024-2025 Income		PROJECTION 30 JUNE 2025 Income		PROJECTED VARIANCE POSITIVE	NEGATIVE	
				Expenditure		Expenditure		Expenditure			
OTHER HEALTH - MEDICAL SERVICES											
OPERATING EXPENDITURE											
074100	B0105	Housing General Practitioner - Medical Service	$0	$6,778	$0	$15,607	$0	$15,607	$0	$0	
074102		Boyup Brook Medical Services Building Costs	$0	$24,284	$0	$33,915	$0	$40,378	$0	$6,463	
074101		Medical Services General Operations	$0	$807	$0	$1,968	$0	$1,968	$0	$0	
074103		Medical Service Employee Costs	$0	$466,487	$0	$891,943	$0	$1,075,386	$0	$183,443	Increase in medical salaries
074105		Postage, Printing & Stationery	$0	$2,019	$0	$5,800	$0	$5,800	$0	$0	
074106		Medical Ctr - Telephones	$0	$2,049	$0	$6,900	$0	$6,900	$0	$0	
074107		Medical Ctr - Subscriptions	$0	$5,719	$0	$9,031	$0	$21,121	$0	$12,090	Increase GP MIPS Subscription
074108		Medical Ctr - Insurances	$0	$20,397	$0	$17,490	$0	$20,397	$0	$2,907	
074109		Medical Bank Fees	$0	$0	$0	$0	$0	$0	$0	$0	
074110		Medical Ctr - Computer Expenses	$0	$13,629	$0	$35,656	$0	$35,656	$0	$0	
074111		Medical Ctr - Medical Supplies & Equipt	$0	$9,490	$0	$22,800	$0	$22,800	$0	$0	
074112		Medical Ctr - Locum Doctor	$0	$0	$0	$48,600	$0	$2,000	($46,600)	$0	No Locum required with Registrar
074113		Medical Ctr - Superannuation	$0	$50,260	$0	$101,557	$0	$107,050	$0	$5,493	
074114		Medical Ctr - Training	$0	$655	$0	$5,000	$0	$5,000	$0	$0	
074115		Medical Ctr - Sundry Expenses	$0	$1,839	$0	$9,250	$0	$9,250	$0	$0	
074116		Medical Service Provision for Leave Accruals	$0	$0	$0	$31,245	$0	$31,245	$0	$0	
074117		Medical - Fringe Benefit Tax	$0	$327	$0	$2,650	$0	$2,650	$0	$0	
074118		Medical Employee (Packaging) Costs	$0	$0	$0	$1,200	$0	$1,200	$0	$0	
074119		Medical Doubtful Debts Expense	$0	$0	$0	$0	$0	$0	$0	$0	
074120		Medical Ctr - Bank Merchant Fees	$0	$383	$0	$550	$0	$750	$0	$200	
074150		Admin Allocated - Boyup Brook Medical Services	$0	$31,100	$0	$83,738	$0	$89,073	$0	$5,335	Increase in administration costs allocated reallocated.
074191		Depreciation - Medical Centre	$0	$3,427	$0	$8,500	$0	$8,500	$0	$0	
074190		Depreciation - Housing GP - 5 Rogers Ave	$0	$2,359	$0	$6,800	$0	$6,800	$0	$0	
074192		Depreciation - Ultrasound Machine	$0	$241	$0	$0	$0	$725	$0	$725	
Sub Total - PREVENTIVE SRVS - OP/EXP			$0	$642,249	$0	$1,340,200	$0	$1,510,256	($46,600)	$216,656	
OPERATING INCOME											
074001		Surgery Turnover	($585,926)	$0	($1,150,000)	$0	($1,100,000)	$0	$0	$50,000	Decrease in medical fees
074002		Surgery Rental Income	($1,091)	$0	($750)	$0	($2,000)	$0	($1,250)	$0	Increase in rental fees
074003		Medical - Reimbursement	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - PREVENTIVE SRVS - OP/INC			($587,017)	$0	($1,150,750)	$0	($1,102,000)	$0	($1,250)	$50,000	
Total - PREVENTIVE SERVICES			($587,017)	$642,249	($1,150,750)	$1,340,200	($1,102,000)	$1,510,256	($47,850)	$266,656	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
PREVENTIVE SERVICE - OTHER											
OPERATING EXPENDITURE											
073100		Analytical Expenses	$0	$479	$0	$500	$0	$500	$0	$0	
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP			$0	$479	$0	$500	$0	$500	$0	$0	
Total - PREVENTIVE SERVICES - OTHER			$0	$479	$0	$500	$0	$500	$0	$0	
OTHER HEALTH											
OPERATING EXPENDITURE											
075100		Ambulance Centre Operation	$0	$533	$0	$30,728	$0	$31,103	$0	$375	
075150		Admin Allocated - Other Health	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
Sub Total - OTHER HEALTH OP/EXP			$0	$7,483	$0	$49,441	$0	$51,008	$0	$1,567	
OPERATING INCOME											
Sub Total - OTHER HEALTH OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - OTHER HEALTH			$0	$7,483	$0	$49,441	$0	$51,008	$0	$1,567	
Total - HEALTH			**($589,618)**	**$677,141**	**($1,152,100)**	**$1,556,766**	**($1,105,595)**	**$1,724,316**	**($56,060)**	**$270,115**	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OTHER EDUCATION											
OPERATING EXPENDITURE											
081100		Community Resource Centre	$0	$5,455	$0	$7,556	$0	$7,874	$0	$318	
081102		Donations - Other Education	$0	$0	$0	$250	$0	$2,050	$0	$1,800	Increase in donations to school
081103		Early Learning Centre - Employee Costs	$0	$113,215	$0	$289,911	$0	$238,067	($51,844)	$0	Decrease in wages, superannuation and insurance.
081104		Early Learning Centre - Operating Costs	$0	$6,623	$0	$18,400	$0	$22,700	$0	$4,300	Increase in materials expense for laptops and Ipads. Offset by grant funding.
081105		Early Learning Centre Provision of Leave Accrual	$0	$0	$0	$0					
081107		**Early Learning Centre Building & Grounds**									
081107		Early Learning Centre Building Maintenance Expenses	$0	$5,761	$0	$11,770	$0	$11,964	$0	$194	
081107	G316	Early Learning Centre Grounds Maintenance Expenses	$0	$0	$0	$3,988	$0	$3,988	$0	$0	
081150		Admin Allocation - Other Education	$0	$13,900	$0	$37,427	$0	$39,811	$0	$2,384	Increase in administration costs allocated reallocated.
081190		Depreciation - Other Education	$0	$4,860	$0	$10,567	$0	$10,567	$0	$0	
Sub Total - OTHER EDUCATION OP/EXP			$0	$149,815	$0	$379,869	$0	$337,021	($51,844)	$8,996	
OPERATING INCOME											
081003		Early Learning Centre - Fees & Charges	($128,239)	$0	($225,000)	$0	($225,000)	$0	$0	$0	
081004		Early Learning Centre -Operating Income	($107)	$0	$0	$0	($107)	$0	($107)	$0	
081005		Early Learning Centre - Non operating grants	($900)	$0	$0	$0	($900)	$0	($900)	$0	
081006		Early Learning Centre - Operating grants, subsidies & contributions	$0	$0	$0	$0	($25,000)	$0	($25,000)	$0	New childcare retention grant
Sub Total - OTHER EDUCATION OP/INC			($129,247)	$0	($225,000)	$0	($251,007)	$0	($26,007)	$0	
Total - OTHER EDUCATION			($129,247)	$149,815	($225,000)	$379,869	($251,007)	$337,021	($77,851)	$8,996	
AGED & DISABLED											
OPERATING EXPENDITURE											
082100		Support for Seniors Christmas Lunch	$0	$836	$0	$2,000	$0	$1,700	($300)	$0	
082101		Aged Needs Strategy Project	$0	$6,293	$0	$35,000	$0	$35,000	$0	$0	
082150		Admin Allocated - Aged & Disabled	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
Sub Total - AGED & DISABLED OP/EXP			$0	$14,078	$0	$55,713	$0	$56,605	($300)	$1,192	
OPERATING INCOME											
Sub Total - AGED & DISABLED OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - AGED & DISABLED			$0	$14,078	$0	$55,713	$0	$56,605	($300)	$1,192	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OTHER WELFARE											
OPERATING EXPENDITURE											
083104		Depreciation	$0	$303	$0	$50	$0	$910	$0	$860	
083150		Admin Allocated - Other Welfare	$0	$20,780	$0	$55,951	$0	$59,515	$0	$3,564	Increase in administration costs allocated reallocated.
Sub Total - OTHER WELFARE OP/EXP			$0	$21,083	$0	$56,001	$0	$60,425	$0	$4,424	
OPERATING INCOME											
Sub Total - OTHER WELFARE OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - OTHER WELFARE			$0	$21,083	$0	$56,001	$0	$60,425	$0	$4,424	
Total - EDUCATION & WELFARE			**($129,247)**	**$184,976**	**($225,000)**	**$491,583**	**($251,007)**	**$454,051**	**($78,151)**	**$14,612**	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
STAFF HOUSING											
OPERATING EXPENDITURE											
091130		Interest Paid Loan 115 - Staff House	$0	$207	$0	$908	$0	$908	$0	$0	
091190		Depreciation - Staff Housing	$0	$3,103	$0	$5,735	$0	$5,735	$0	$0	
091150		Staff Housing - Less Amt Allocated to Admin.	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
Sub Total - STAFF HOUSING OP/EXP			$0	$10,260	$0	$25,356	$0	$26,548	$0	$1,192	
Total - STAFF HOUSING			$0	$10,260	$0	$25,356	$0	$26,548	$0	$1,192	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
HOUSING OTHER											
OPERATING EXPENDITURE											
092101		Boyup Brook Citizens Lodge	$0	$15,976	$0	$25,841	$0	$23,065	($2,776)	$0	Decrease in wages, overheads and plant cost allocations.
092102		Community Housing - Units	$0	$17,094	$0	$23,074	$0	$23,305	$0	$231	
092103		Other	$0	$1,540	$0	$5,451	$0	$4,331	($1,120)	$0	Decrease in wages, overheads and plant cost allocations.
092105		House - 1 Rogers Ave	$0	$11,371	$0	$22,720	$0	$17,493	($5,227)	$0	Decrease in wages, overheads and plant cost allocations.
092107		7 Knapp Street - Operating & Mtce Expense	$0	$5,596	$0	$9,067	$0	$9,067	$0	$0	
092108		Property Selling Expenses	$0	$0	$0	$0	$0	$0	$0	$0	
092109		Community Housing Maintenance - Grant Funded	$0	$161,306	$0	$143,340	$0	$161,306	$0	$17,966	
092115		Other Housing - Operating & Mtce Expense	$0	$0	$0	$0	$0	$30,000	$0	$30,000	Reallocation of expenses for Reid Place and Barron street.
092140		Loss on Disposal of Asset	$0	$0	$0	$0					
092150		Admin Allocation - Other Housing	$0	$7,020	$0	$18,903	$0	$20,107	$0	$1,204	Increase in administration costs allocated reallocated.
092191		Depreciation - Other Housing	$0	$3,471	$0	$5,570	$0	$5,570	$0	$0	
092192		Depreciation - House - 1 Rogers Ave	$0	$2,595	$0	$4,365	$0	$4,365	$0	$0	
092190		Depreciation - Boyup Brook Citizens Lodge	$0	$18,871	$0	$32,385	$0	$32,385	$0	$0	
Sub Total - HOUSING OTHER OP/EXP			$0	$244,841	$0	$290,716	$0	$330,994	($9,123)	$49,401	
HOUSING OPERATING INCOME											
092001		Rent 24A Proctor St	($6,013)	$0	($10,900)	$0	($12,000)	$0	($1,100)	$0	
092002		Rent 24B Proctor St	($5,597)	$0	($9,600)	$0	($9,600)	$0	$0	$0	
092003		Rent 16A Forrest St	($2,527)	$0	($11,900)	$0	($5,000)	$0	$0	$6,900	Decrease in rent due to vacancy
092004		Rent 16B Forrest St	($6,045)	$0	($12,900)	$0	($13,000)	$0	($100)	$0	
092007		Housing Reimbursements	($1,321)	$0	($4,000)	$0	($3,000)	$0	$0	$1,000	
092009		Other Housing: 7 Knapp St	($17,086)	$0	($33,900)	$0	($34,000)	$0	($100)	$0	
092011		Community Housing Maintenance Grant	($143,340)	$0	($143,340)	$0	($143,340)	$0	$0	$0	
Sub Total - HOUSING OTHER OP/INC			($181,928)	$0	($226,540)	$0	($219,940)	$0	($1,300)	$7,900	
Total - HOUSING OTHER			($181,928)	$244,841	($226,540)	$290,716	($219,940)	$330,994	($10,423)	$57,301	
Total - HOUSING			($181,928)	$255,101	**($226,540)**	**$316,072**	**($219,940)**	**$357,542**	**($10,423)**	**$58,493**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
SANITATION - HOUSEHOLD REFUSE											
OPERATING EXPENDITURE											
101100		Refuse Collection Boyup Brook Townsite Expense	$0	$24,452	$0	$68,000	$0	$68,000	$0	$0	
101101		Recycling Collection Boyup Brook Town Site	$0	$17,603	$0	$37,000	$0	$37,000	$0	$0	
101106		Transfer Station Employee Costs	$0	$15,827	$0	$46,675	$0	$26,645	($20,030)	$0	Decrease in overheads allocation.
101102	B0400	Boyup Brook Transfer Station Costs	$0	$51,435	$0	$71,576	$0	$81,394	$0	$9,818	Increase in contractor expenses for electricity repairs and safety fence
101103		Land Fill Disposal Site	$0	$28,361	$0	$33,235	$0	$42,735	$0	$9,500	Increase in plant cost allocations
101104		Townsite Street Bins Collection	$0	$4,425	$0	$12,449	$0	$12,449	$0	$0	
101107		Drum Muster Expenses	$0	$256	$0	$500	$0	$500	$0	$0	
101108		BB Transfer Station Superannuation	$0	$1,237	$0	$2,452	$0	$2,452	$0	$0	
101119		Waste Bin Maintenance and Delivery	$0	$620	$0	$6,790	$0	$3,790	($3,000)	$0	Decrease in contractor expenses
101150		Admin Allocated - Waste Management	$0	$13,830	$0	$37,238	$0	$39,610	$0	$2,372	Increase in administration costs allocated reallocated.
101190		Depreciation - Waste Management	$0	$8,755	$0	$22,070	$0	$22,070	$0	$0	
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			$0	$166,801	$0	$337,985	$0	$336,645	($23,030)	$21,690	
SANITATION OPERATING INCOME											
101001		Refuse Collection Charges	($232,253)	$0	($232,007)	$0	($232,253)	$0	($246)	$0	
101002		Waste Disposal Charges	($4,884)	$0	($8,075)	$0	($9,000)	$0	($925)	$0	
101003		Recycling Scheme Income	($4,811)	$0	($1,000)	$0	($4,811)	$0	($3,811)	$0	Increase in sale of scrap.
101004		Scrap Metal Income	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - SANITATION H/HOLD REFUSE OP/INC			($241,947)	$0	($241,082)	$0	($246,064)	$0	($4,982)	$0	
Total - SANITATION HOUSEHOLD REFUSE			($241,947)	$166,801	($241,082)	$337,985	($246,064)	$336,645	($28,012)	$21,690	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE
EFFLUENT DRAINAGE SYSTEM										
OPERATING EXPENDITURE										
103100		Septic Tank Inspection Expenses	$0	$0	$0	$200	$0	$200	$0	$0
103101		Liquid Waste Disposal Site (Stanton Road)	$0	$652	$0	$3,555	$0	$3,555	$0	$0
Sub Total - SEWERAGE OP/EXP			$0	$652	$0	$3,755	$0	$3,755	$0	$0
OPERATING INCOME										
103002		Septic Licence Fees	($1,180)	$0	($2,200)	$0	($2,200)	$0	$0	$0
Sub Total - SEWERAGE OP/INC			($1,180)	$0	($2,200)	$0	($2,200)	$0	$0	$0
Total - SEWERAGE			($1,180)	$652	($2,200)	$3,755	($2,200)	$3,755	$0	$0
PROTECTION OF THE ENVIRONMENT										
OPERATING EXPENDITURE										
107100		Landcare Expenses	$0	$0	$0	$0	$0	$0	$0	$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP			$0	$0	$0	$0	$0	$0		
OPERATING INCOME										
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC			$0	$0	$0	$0	$0	$0	$0	$0
Total - PROTECTION OF THE ENVIRONMENT			$0	$0	$0	$0	$0	$0	$0	$0

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
TOWN PLANNING & REGIONAL DEVELOPMENT											
OPERATING EXPENDITURE											
105100		Town Planning Admin & Control	$0	$11,351	$0	$35,191	$0	$34,270	($921)	$0	
105101		Admin Allocation - Town Planning	$0	$13,830	$0	$37,238	$0	$39,611	$0	$2,373	Increase in administration costs allocated reallocated.
Sub Total - TOWN PLAN & REG DEV OP/EXP			$0	$25,181	$0	$72,429	$0	$73,881	($921)	$2,373	
OPERATING INCOME											
105001		Planning Application Fees	($2,988)	$0	($7,000)	$0	($5,000)	$0	$0	$2,000	Decrease in planning fees
Sub Total - TOWN PLAN & REG DEV OP/INC			($2,988)	$0	($7,000)	$0	($5,000)	$0	$0	$2,000	
Total - TOWN PLANNING & REGIONAL DEVELOPMENT			($2,988)	$25,181	($7,000)	$72,429	($5,000)	$73,881	($921)	$4,373	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OTHER COMMUNITY AMENITIES											
OPERATING EXPENDITURE											
106101		**Cemetery - Operation**	$0	$18,481	$0	$0					
106101	B0420	Cemetery - Operation	$0	$0	$0	$30,998	$0	$42,299	$0	$11,301	Increase in contractor expense for digging of graves
106101	B0421	Niche Wall Plaques Operations	$0	$0	$0	$2,718	$0	$2,718	$0	$0	
106101	G314	Cemetery Grounds	$0	$0	$0	$12,015	$0	$12,015	$0	$0	
106102		**Public Toilets - Operation**	$0	$4,436	$0	$0					
106102	B0450	Toilets - Lions Park Costs	$0	$0	$0	$3,686	$0	$3,750	$0	$64	
106102	B0451	Toilets - Tourist Centre Costs	$0	$0	$0	$5,973	$0	$5,973	$0	$0	
106102	B0452	Toilets - Town Hall (External) Costs	$0	$0	$0	$9,275	$0	$9,275	$0	$0	
106102	B0454	Toilets - Tone Bridge Reserve Costs	$0	$0	$0	$1,701	$0	$1,701	$0	$0	
106103		Street Furniture	$0	$0	$0	$2,130	$0	$2,130	$0	$0	
106150		Admin Allocation - Other Community Amenities	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
106151		Admin Allocation - Cemetery	$0	$772	$0	$2,079	$0	$2,211	$0	$132	
106191		Depreciation - Public Toilets	$0	$57	$0	$1,010	$0	$1,010	$0	$0	
106192		Depreciation - Other Community Service's	$0	$931	$0	$3,035	$0	$3,035	$0	$0	
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP			$0	$31,627	$0	$93,333	$0	$106,022	$0	$12,689	
OPERATING INCOME											
106001		Cemetery Burial Fees	($4,826)	$0	($1,500)	$0	($10,000)	$0	($8,500)	$0	Increase in burial fees
106002		License/Other Fees BB Cemetery	($3,270)	$0	($2,000)	$0	($3,270)	$0	($1,270)	$0	Increase in cemtery licence fees
106003		Cemetery - Reservation Fees	($667)	$0	$0	$0	($667)	$0	($667)	$0	Increase in resevation fees
106004		Niche Wall Fees	($1,251)	$0	($600)	$0	($4,000)	$0	($3,400)	$0	Increase in niche wall fees
106005		Non-Operating Grants	($287,292)	$0	$0	$0	($287,292)	$0	($287,292)	$0	Reallocation of LRCI grant to correct program
Sub Total - OTHER COMMUNITY AMENITIES OP/INC			($297,306)	$0	($4,100)	$0	($305,229)	$0	($301,129)	$0	
Total - OTHER COMMUNITY AMENITIES			($297,306)	$31,627	($4,100)	$93,333	($305,229)	$106,022	($301,129)	$12,689	
Total - COMMUNITY AMENITIES			**($543,422)**	**$224,261**	**($254,382)**	**$507,502**	**($558,493)**	**$520,303**	**($330,062)**	**$38,752**	

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BUDGET REVIEW REPORT

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PUBLIC HALL & CIVIC CENTRES											
OPERATING EXPENDITURE											
111100		Boyup Brook Hall - Operation	$0	$37,129	$0	$43,272	$0	$55,206	$0	$11,934	Increase in wages, overheads and plant cost allocations. Increas ein materials for cleaning goods and insurance premium.
111102		Halls - Other Public Halls	$0	$17,834	$0	$19,851	$0	$21,412	$0	$1,561	
111150		Admin Allocation - Public Halls	$0	$13,830	$0	$37,238	$0	$39,611	$0	$2,373	Increase in administration costs allocated reallocated.
111190		Depreciation - Public Halls	$0	$34,252	$0	$51,384	$0	$51,384	$0	$0	
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP			$0	$103,046	$0	$151,745	$0	$167,613	$0	$15,868	
OPERATING INCOME											
111001		Hall Hire Fees	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - PUBLIC HALL & CIVIC CENTRES			$0	$103,046	$0	$151,745	$0	$167,613	$0	$15,868	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OTHER RECREATION & SPORT											
OPERATING EXPENDITURE											
113100		Recreation Complex	$0	$51,541	$0	$102,052	$0	$91,318	($10,734)	$0	Decrease in wages, overheads and plant cost allocations.
113109		Walk Trails	$0	$2,159	$0	$6,133	$0	$6,133	$0	$0	
113110		Townsite Gardens	$0	$26,874	$0	$101,235	$0	$77,900	($23,335)	$0	Decrease in overheads and plant cost allocations.
113112		Reserves and Parks Operations	$0	$19,948	$0	$65,042	$0	$39,650	($25,392)	$0	Decrease in wages, overheads and plant cost allocations.
113119		**Other Recreation Facilities**	$0	$18,805							
113119	B0595	Pistol Club	$0	$0	$0	$600	$0	$1,633	$0	$1,033	
113119	B0600	Skate Park Buildings & Ramps	$0	$0	$0	$1,329	$0	$1,774	$0	$445	
113119	B0620	Tone Bridge Country Club	$0	$0	$0	$4,071	$0	$4,071	$0	$0	
113119	B0625	Dinninup UBAS Complex Buildings	$0	$0	$0	$9,669	$0	$10,010	$0	$341	
113119	B0630	Mayanup Progress Association Complex Buildings	$0	$0	$0	$3,845	$0	$3,917	$0	$72	
113119	G306	Dinninup UBAS Complex Grounds	$0	$0	$0	$7,709	$0	$7,709	$0	$0	
113119	G307	Mayanup Progress Association Grounds	$0	$0	$0	$386	$0	$386	$0	$0	
113120	B0605	War Memorial	$0	$1,881	$0	$6,290	$0	$6,296	$0	$6	
113150		Admin Allocation - Other Recreation	$0	$23,448	$0	$63,134	$0	$67,156	$0	$4,022	Increase in administration costs allocated reallocated.
113124		Support for UBAS	$0	$3,603	$0	$6,116	$0	$3,603	($2,513)	$0	Decrease in wages and overheads allocations. Increase in contractor expenses
113122		Support for ANZAC Day	$0	$0	$0	$7,797	$0	$7,797	$0	$0	
113125		Support for Others	$0	$39,922	$0	$131,369	$0	$70,531	($60,838)	$0	Decrease in overheads allocations
113140		Sundry Plant Items	$0	$94	$0	$7,000	$0	$7,000	$0	$0	
113190		Depreciation - Other Recreation	$0	$89,586	$0	$220,420	$0	$268,758	$0	$48,338	Increase in buildings and infrastructure depreciation
113191		Depreciation - Parks & Gardens	$0	$24,153	$0	$50,030	$0	$50,030	$0	$0	
113192		Depreciation: Plant & Equipment	$0	$2,571	$0	$16,490	$0	$16,490	$0	$0	
Sub Total - OTHER RECREATION & SPORT OP/EXP			$0	$304,585	$0	$810,717	$0	$742,162	($122,812)	$54,257	
OPERATING INCOME											
113003		Rec Ground Use Hire Fees	($3,963)	$0	($3,500)	$0	($3,963)	$0	($463)	$0	
113002		Reimbursements - Other Rec	($18)	$0	$0	$0	($18)	$0	($18)	$0	
113005		Operating Grants: State Government	$0	$0	$0	$0					
113022		Recreation - Capital Grants & Contributions	($514,800)	$0	($1,716,000)	$0	($1,716,000)	$0	$0	$0	
Sub Total - OTHER RECREATION & SPORT OP/INC			($518,781)	$0	($1,719,500)	$0	($1,719,981)	$0	($481)	$0	
Total - OTHER RECREATION & SPORT			($518,781)	$304,585	($1,719,500)	$810,717	($1,719,981)	$742,162	($123,293)	$54,257	

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BUDGET REVIEW REPORT

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SWIMMING POOL											
OPERATING EXPENDITURE											
112100		Swimming Pool & Gymnasium General Operations	$0	$30,540	$0	$71,516	$0	$74,173	$0	$2,657	
112101		Swimming Pool Building Costs	$0	$31,034	$0	$64,890	$0	$72,818	$0	$7,928	Increase in plumbing repairs.
112102		Swimming Pool Employee Costs	$0	$42,004	$0	$93,439	$0	$86,908	($6,531)	$0	Decrease in wages allocation.
112103		Interest on Loan 114 - upgrade pool bowl	$0	$207	$0	$1,655	$0	$1,655	$0	$0	
112104		Swimming Pool Employee Superannuation	$0	$2,330	$0	$9,271	$0	$8,550	($721)	$0	
112106		Pool Staff - Fringe Benefits Tax	$0	$0	$0	$0	$0	$0	$0	$0	
112108		Gym Employee Costs	$0	$958	$0	$3,000	$0	$1,900	($1,100)	$0	
112109		Interest Paid Gym Lease	$0	$89	$0	$190	$0	$190	$0	$0	
112150		Admin Allocation - Swimming Pool	$0	$15,304	$0	$41,207	$0	$43,832	$0	$2,625	Increase in administration costs allocated reallocated.
112190		Depreciation - Swimming Pool	$0	$6,973	$0	$17,740	$0	$20,916	$0	$3,176	Increase in building depreciation
112191		Depreciation - Right of Use Asset P&E	$0	$1,988	$0	$6,497	$0	$6,497	$0	$0	
Sub Total - SWIMMING POOL OP/EXP			$0	$131,426	$0	$309,405	$0	$317,439	($8,352)	$16,386	
OPERATING INCOME											
112003		Pool Daily Admission Fees	($3,596)	$0	($10,500)	$0	($9,500)	$0	$0	$1,000	Decrease in adminssion fees
112004		Season Tickets Fees	($19,208)	$0	($19,300)	$0	($19,208)	$0	$0	$92	
112005		Pool Hire Fees	($11)	$0	$0	$0	($11)	$0	($11)	$0	
112006		Gym Equipment Hire Fees	($7,486)	$0	($13,500)	$0	($13,500)	$0	$0	$0	
112007		Pool Teaching Programme Fees	($1,384)	$0	($5,000)	$0	($6,763)	$0	($1,763)	$0	Increase in teaching fees
112008		Vacation Swimming Passes	($4,972)	$0	($700)	$0	($5,800)	$0	($5,100)	$0	Increase in pass fees
112009		Capital Grants and Contributions	($7,869)	$0	$0	$0	($7,869)	$0	($7,869)	$0	Increase in contribution for heatpump replacement
Sub Total - SWIMMING POOL OP/INC			($44,527)	$0	($49,000)	$0	($62,651)	$0	($14,743)	$1,092	
Total - SWIMMING POOL			($44,527)	$131,426	($49,000)	$309,405	($62,651)	$317,439	($23,095)	$17,478	

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BUDGET REVIEW REPORT

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TELEVISION & RADIO REBROADCASTING											
OPERATING EXPENDITURE											
114005		Telecommunications Tower	$0	$2,477	$0	$5,383	$0	$5,410	$0	$27	
Sub Total - TV & RADIO REBROADCASTING OP/EXP			$0	$2,477	$0	$5,383	$0	$5,410	$0	$27	
OPERATING INCOME											
114010		Radio & Mobile Tower Site (Including NBN) Fees or Charges	($10,241)	$0	($9,990)	$0	($10,241)	$0	($251)	$0	
Sub Total - TV & RADIO REBROADCASTING OP/INC			($10,241)	$0	($9,990)	$0	($10,241)	$0	($251)	$0	
Total - TV & RADIO REBROADCASTING			($10,241)	$2,477	($9,990)	$5,383	($10,241)	$5,410	($251)	$27	
LIBRARIES											
OPERATING EXPENDITURE											
115100		Library Operations	$0	$22,685	$0	$47,718	$0	$47,723	$0	$5	
115101		State Library Grant Expenditure	$0	$0	$0	$0	$0	$0	$0	$0	
115150		Admin Allocation - Libraries	$0	$38,051	$0	$102,452	$0	$108,978	$0	$6,526	Increase in administration costs reallocated.
Sub Total - LIBRARIES OP/EXP			$0	$60,736	$0	$150,170	$0	$156,701	$0	$6,531	
OPERATING INCOME											
115001		State Library Grant Income	($185)	$0	$0	$0	($185)	$0	($185)	$0	
Sub Total - LIBRARIES OP/INC			($185)	$0	$0	$0	($185)	$0	($185)	$0	
Total - LIBRARIES			($185)	$60,736	$0	$150,170	($185)	$156,701	($185)	$6,531	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OTHER CULTURE											
OPERATING EXPENDITURE											
116100		Museum	$0	$10,155	$0	$16,481	$0	$15,210	($1,271)	$0	Decrease in contractor expense.
116101		Craft Hut	$0	$2,125	$0	$3,869	$0	$4,198	$0	$329	Increase in contractor expense
116102		Support for Sandakan (Ceremony)	$0	$12,063	$0	$12,107	$0	$12,062	($45)	$0	
116103		Other Culture - Community Expenses	$0	$8,421	$0	$11,700	$0	$8,514	($3,186)	$0	Decrease in wages and overheads allocations
116150		Admin Allocated - Other Culture	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
116190		Depreciation - Other Culture	$0	$8,188	$0	$11,895	$0	$24,564	$0	$12,669	Increase in buildings depreciation.
Sub Total - OTHER CULTURE OP/EXP			$0	$47,902	$0	$74,765	$0	$84,453	($4,502)	$14,190	
OPERATING INCOME											
116001		Reimbursements - Other Culture	$0	$0	$0	$0	$0	$0	$0	$0	
116002		Other Culture - Operating Grants, Subsidies & Contributions	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OTHER CULTURE OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - OTHER CULTURE			$0	$47,902	$0	$74,765	$0	$84,453	($4,502)	$14,190	
Total - RECREATION AND CULTURE			**($573,734)**	**$650,172**	**($1,778,490)**	**$1,502,185**	**($1,793,058)**	**$1,473,778**	**($151,326)**	**$108,351**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION											
OPERATING EXPENDITURE											
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP			$0	$0	$0	$0	$0	$0	$0	$0	
OPERATING INCOME											
121001		RRG Project Grants	($152,499)	$0	($850,000)	$0	($850,000)	$0	$0	$0	
121002		Grants Direct - State - MRD - (OP)	($251,051)	$0	($206,110)	$0	($251,051)	$0	($44,941)	$0	Increase in MRWA maintenance grant
121003		Grants - Federal - Roads to Recovery Grant (Cap)	$0	$0	($546,917)	$0	($546,917)	$0	$0	$0	
121004		Capital Grants Other & Road Contributions	($408,807)	$0	($448,746)	$0	($483,882)	$0	($35,136)	$0	Increase in LRCI grant paid.
121007		Special Bridge Funding	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			($812,357)	$0	($2,051,773)	$0	($2,131,850)	$0	($80,077)	$0	
Total - ST,RDS,BRIDGES,DEPOT - CONST			($812,357)	$0	($2,051,773)	$0	($2,131,850)	$0	($80,077)	$0	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE											
		OPERATING EXPENDITURE									
122100	B0695	Depot Building - Building Costs	$0	$24,767	$0	$51,123	$0	$45,960	($5,163)	$0	Decrease in overheads. Increase in materials expense and contractor expense.
122101	OPSDPT	Depot General Operations	$0	$3,655	$0	$14,621	$0	$12,671	($1,950)	$0	Decrease in telephone expenses
122103		Road Maintenance & Repairs	$0	$123,808	$0	$443,974	$0	$439,693	($4,281)	$0	Decrease in plant cost allocations
122104		Roads Vegetation Clearing Offset Costs	$0	$0	$0	$1,000	$0	$1,000	$0	$0	
122107		Maintenance Grading	$0	$59,796	$0	$184,092	$0	$201,199	$0	$17,107	Increase in overheads allocations, increase in plant allocations.
122105		Repairs & Maint - Bridges	$0	$78,233	$0	$412,850	$0	$415,484	$0	$2,634	Increase in insurance premium
122106		Shire Radio Network Costs	$0	$174	$0	$2,821	$0	$2,821	$0	$0	
122108		Drains & Culverts	$0	$34,058	$0	$91,050	$0	$93,050	$0	$2,000	Increase in plant allocations
122109		Verge Pruning	$0	$47,393	$0	$187,600	$0	$144,760	($42,840)	$0	Decrease in wages and overhead allocations. Decrease in contract pruning expenses.
122110		Verge Spraying	$0	$11,546	$0	$23,480	$0	$23,280	($200)	$0	Decease in overerhead allocations, increase in plant cost allocations.
122111		Crossovers Maintenance	$0	$3,104	$0	$4,078	$0	$6,585	$0	$2,507	Increase in wages, overheads and plant cost allocations.
122112		Town Services Drainage	$0	$5,836	$0	$4,755	$0	$8,579	$0	$3,824	Increase in contractor expense to clean drain sumps.
122113		Town Services - Footpaths	$0	$598	$0	$3,070	$0	$3,070	$0	$0	
122114		Town Services Road Repairs	$0	$21,862	$0	$21,350	$0	$34,200	$0	$12,850	Increase in wages and plant cost allocations. Increase in contractor line marking expenses.
122115		Town Services - Tree Pruning	$0	$27,519	$0	$41,490	$0	$37,105	($4,385)	$0	Decrease in overhead allocations.
122116		Street Lighting	$0	$13,573	$0	$32,000	$0	$29,000	($3,000)	$0	Decrease in electricity charges
122117		Traffic Signs	$0	$0	$0	$5,707	$0	$5,707	$0	$0	
122120		Roman Road Data Pickup	$0	$8,385	$0	$9,018	$0	$8,903	($115)	$0	
122121		Town Services - Verge Spraying	$0	$9,283	$0	$25,906	$0	$23,906	($2,000)	$0	Decrease in plant cost allocations
122122		Road Sweeping	$0	$0	$0	$14,125	$0	$14,125	$0	$0	
122123		Emergency Services	$0	$14,417	$0	$28,700	$0	$28,700	$0	$0	
122126		Streetscaping Expenses	$0	$0	$0	$10,350	$0	$10,350	$0	$0	
122127		Consulting Engineer Expenses	$0	$1,670	$0	$50,000	$0	$25,000	($25,000)	$0	Decrease in consultant expenses
122131		Rural Street Addressing	$0	$1,940	$0	$3,141	$0	$3,550	$0	$409	
122150		Admin Allocated - Road Maintenance	$0	$172,983	$0	$465,763	$0	$536,809	$0	$71,046	Increase in administration costs allocated reallocated.
122190		Depreciation - Transport Other	$0	$4,761	$0	$21,375	$0	$14,283	($7,092)	$0	Decrease in asset depreciation
122191		Depreciation - Infrastructure	$0	$8,896	$0	$25,945	$0	$26,688	$0	$743	
122192		Depreciation Roads	$0	$811,445	$0	$1,647,515	$0	$2,434,335	$0	$786,820	Increase in asset depreciation
122193		Depreciation - Bridges	$0	$308,884	$0	$645,550	$0	$926,652	$0	$281,102	Increase in asset depreciation
122194		Depreciation - Footpaths	$0	$4,674	$0	$17,255	$0	$14,022	($3,233)	$0	Decrease in asset depreciation
122195		Depreciation - Drainage	$0	$54,085	$0	$271,780	$0	$162,255	($109,525)	$0	Decrease in asset depreciation
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			$0	$1,857,344	$0	$4,761,484	$0	$5,733,742	($208,784)	$1,181,042	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income		ADOPTED BUDGET 2024-2025 Income		PROJECTION 30 JUNE 2025 Income		PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE
				Expenditure		Expenditure		Expenditure		
OPERATING INCOME - STREETS, ROADS, DEPOTS										
122001		Reimbursements - Roads Mtce	($45)	$0	$0	$0	($45)	$0	($45)	$0
122003		Sale of Old Materials and Minor Items	$0	$0	$0	$0	$0	$0	$0	$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			($45)	$0	$0	$0	($45)	$0	($45)	$0
Total - MTCE STREETS ROADS DEPOTS			($45)	$1,857,344	$0	$4,761,484	($45)	$5,733,742	($208,829)	$1,181,042

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
ROAD PLANT PURCHASES											
OPERATING EXPENDITURE											
123119		Minor Equiupment and Sundry Items	$0	$5,954	$0	$11,500	$0	$11,500	$0	$0	
123120		Plant Auction Selling Expenses	$0	$5,510	$0	$0	$0	$5,510	$0	$5,510	Increase in auction selling expenses
Sub Total - ROAD PLANT PURCHASES OP/EXP			$0	$11,463	$0	$11,500	$0	$17,010	$0	$5,510	
OPERATING INCOME - ROAD PLANT PURCHASES											
122002		Profit on Disposal of Assets	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - ROAD PLANT PURCHASES OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - ROAD PLANT PURCHASES			$0	$11,463	$0	$11,500	$0	$17,010	$0	$5,510	
TRAFFIC CONTROL											
OPERATING EXPENDITURE											
125150		Administration Allocated - Traffic Control	$0	$51,881	$0	$139,690	$0	$148,589	$0	$8,899	Increase in administration costs reallocated
Sub Total - TRAFFIC CONTROL OP/EXP			$0	$51,881	$0	$139,690	$0	$148,589	$0	$8,899	
OPERATING INCOME											
125001		Licensing Service	($20,017)	$0	($29,000)	$0	($29,000)	$0	$0	$0	
125002		Motor Vehicle Plates	($243)	$0	($560)	$0	($243)	$0	$0	$317	
125005		Sundry Receipts - Heavy Haulage Permits etc	($990)	$0	($2,000)	$0	($990)	$0	$0	$1,010	
Sub Total - TRAFFIC CONTROL OP/INC			($21,250)	$0	($31,560)	$0	($30,233)	$0	$0	$1,327	
Total - TRAFFIC CONTROL			($21,250)	$51,881	($31,560)	$139,690	($30,233)	$148,589	$0	$10,226	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
AERODROMES											
OPERATING EXPENDITURE											
126100		**Airstrip Maintenance**	$0	$1,919							
126100	B0650	Airstrip Building Operation	$0	$0	$0	$1,052	$0	$708	($344)	$0	Decrease in pest control expense
126100	B0652	Airstrip Runway & Surrounds	$0	$0	$0	$44,180	$0	$12,515	($31,665)	$0	Decrease in wages, overheads and plant cost allocations
126190		Depreciation - Airport	$0	$13,082	$0	$22,730	$0	$39,246	$0	$16,516	Increase in asset depreciation expense
Sub Total - AERODROMES OP/EXP			$0	$15,002	$0	$67,962	$0	$52,469	($32,009)	$16,516	
OPERATING INCOME											
126001		Hire Charges - Hangar	($691)	$0	$0	$0	($691)	$0	($691)	$0	
126003		Non-Operating Grants & Subsidies	$0	$0	$0	$0	($26,000)	$0	($26,000)	$0	New grant income from Dept of Transport for airstrip gravel sheeting
Sub Total - AERODROMES OP/INC			($691)	$0	$0	$0	($26,691)	$0	($26,691)	$0	
Total - AERODROMES			($691)	$15,002	$0	$67,962	($26,691)	$52,469	($58,700)	$16,516	
Total - TRANSPORT			**($834,342)**	**$1,935,689**	**($2,083,333)**	**$4,980,636**	**($2,188,819)**	**$5,951,810**	**($347,606)**	**$1,213,294**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
TOURISM AND AREA PROMOTION											
OPERATING EXPENDITURE											
132110		Tourist Bay	$0	$226	$0	$2,192	$0	$950	($1,242)	$0	Decrease in wages, overheads and plant cost allocations.
132103		Community Development Officer	$0	$51,970	$0	$106,309	$0	$108,378	$0	$2,069	Increase in wages allocations and superannuation expense
132104		**Tourist Centre Operations**	$0	$34,512	$0	$25,000	$0	$25,000	$0	$0	
132104	B0660	Tourist Centre Building	$0	$0	$0	$28,838	$0	$25,885	($2,953)	$0	Decrease in water expense
132104	G304	Tourist Centre Grounds & Gardens	$0	$0	$0	$21,732	$0	$27,932	$0	$6,200	Increase in contract tree pruning expenses
132106		Promotion Activities	$0	$0	$0	$17,750	$0	$4,750	($13,000)	$0	WBAC contribution expensed to GL 041120
132107	OPFMIL	Flax Mill Complex General Operations	$0	$21,433	$0	$50,022	$0	$54,248	$0	$4,226	Increase in electricity and water.
132108		**Caravan Park/Flax Mill Complex Building Operation**	$0	$46,481							
132108	B0665	Caravan Park Building Operations	$0	$0	$0	$41,885	$0	$44,216	$0	$2,331	Increase in wage allocations and superannuation. Decrease in pest control and insurance expenses.
132108	B0666	Caravan Park Overflow Area	$0	$0	$0	$14,480	$0	$14,480	$0	$0	
132108	B0667	Flaxmill Building Operations	$0	$0	$0	$20,896	$0	$24,033	$0	$3,137	Increase in insurance premiums
132108	B0669	Country Music Festival	$0	$0	$0	$17,798	$0	$17,798	$0	$0	
132108	B0670	Flaxmill Storage Shed (Large)	$0	$0	$0	$2,731	$0	$2,731	$0	$0	
132108	B0671	Flaxmill Storage Shed (Open)	$0	$0	$0	$1,360	$0	$1,267	($93)	$0	
132108	G305	Caravan Park/Flaxmill Grounds Maintenance	$0	$0	$0	$13,163	$0	$13,163	$0	$0	
132108	G313	Caravan Park Overflow Grounds Maint	$0	$0	$0	$1,440	$0	$1,440	$0	$0	
132111		Carnaby Beetle Collection	$0	$101	$0	$90	$0	$101	$0	$11	
132116		CDO Vehicle Op Costs GEN	$0	$0	$0	$2,000	$0	$2,000	$0	$0	
132150		Admin Allocated Tourism	$0	$24,220	$0	$65,214	$0	$69,368	$0	$4,154	Increase in administration costs allocated reallocated.
132151		Admin Allocated Caravan Pk	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
132190		Depreciation - Tourism/Area Promotion	$0	$5,143	$0	$4,290	$0	$15,429	$0	$11,139	Increase in asset depreciation
132191		Depreciation - Caravan Pk/Flax	$0	$13,145	$0	$45,125	$0	$39,435	($5,690)	$0	Decrease in asset depreciation
Sub Total - TOURISM & AREA PROMOTION OP/EXP			$0	$204,183	$0	$501,028	$0	$512,509	($22,978)	$34,459	
OPERATING INCOME											
132002		Caravan Park & Complex Fees & Charges	($39,500)	$0	($85,000)	$0	($90,000)	$0	($5,000)	$0	Increase in camping fees
132003		Flax Mill Sheds Storage Charges	($7,459)	$0	($12,000)	$0	($14,000)	$0	($2,000)	$0	Increase in rental charges
132006		Event - Reimbursements	$0	$0	$0	$0					
132007		Other Income	($1,511)	$0	$0	$0	($3,800)	$0	($3,800)	$0	Increase in laundry income
132010		Non-Operating Grants, Subsidies & Contributions	$0	$0	$0	$0	($66,543)	$0	($66,543)	$0	Increase in DWER grant for 3 water tanks at Flaxmill
Sub Total - TOURISM & AREA PROMOTION OP/INC			($48,470)	$0	($97,000)	$0	($174,343)	$0	($77,343)	$0	
Total - TOURISM & AREA PROMOTION			($48,470)	$204,183	($97,000)	$501,028	($174,343)	$512,509	($100,321)	$34,459	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
BUILDING CONTROL											
OPERATING EXPENDITURE											
133100		Building Control	$0	$8,134	$0	$23,795	$0	$15,858	($7,937)	$0	Increase in Superannuation
133101		Building Control - Other Costs	$0	$3,815	$0	$3,150	$0	$7,450	$0	$4,300	Increase in contractor expenses
133102		Building Control Superannuation	$0	$0	$0	$2,736	$0	$0	($2,736)	$0	Decrease in superannuation - See GL 133100.
133103		Building Control - BMO	$0	$786	$0	$4,548	$0	$4,548	$0	$0	
133150		Admin Allocated - Building Control Expenses	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
Sub Total - BUILDING CONTROL OP/EXP			$0	$19,685	$0	$52,942	$0	$47,761	($10,673)	$5,492	
BUILDING CONTROL OP/INC											
133001		Building Licences (UFEE)	($3,726)	$0	($6,200)	$0	($8,000)	$0	($1,800)	$0	Increase in building licence fees
133002		BCITF Levy - Commission	($33)	$0	($90)	$0	($60)	$0	$0	$30	
133003		Builders Services Levy - Commission	($85)	$0	($150)	$0	($150)	$0	$0	$0	
Sub Total - BUILDING CONTROL OP/INC			($3,844)	$0	($6,440)	$0	($8,210)	$0	($1,800)	$30	
Total - BUILDING CONTROL			($3,844)	$19,685	($6,440)	$52,942	($8,210)	$47,761	($12,473)	$5,522	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
SALEYARDS & MARKETS											
OPERATING EXPENDITURE											
134100		Saleyards	$0	$1,879	$0	$11,840	$0	$9,800	($2,040)	$0	allocations.
134190		Depreciation - Saleyards & Markets	$0	$7,393	$0	$113,345	$0	$22,179	($91,166)	$0	Decrease in building depreciation
Sub Total - SALEYARDS & MARKETS OP/EXP			$0	$9,272	$0	$125,185	$0	$31,979	($93,206)	$0	
OPERATING INCOME											
134001		Reimbursements - Saleyards	($381)	$0	($1,800)	$0	($668)	$0	$0	$1,132	
Sub Total - SALEYARDS & MARKETING OP/INC			($381)	$0	($1,800)	$0	($668)	$0	$0	$1,132	
Total - SALEYARDS & MARKETS			($381)	$9,272	($1,800)	$125,185	-$668	$31,979	($93,206)	$1,132	
OTHER ECONOMIC SERVICES											
OPERATING EXPENDITURE											
135100		Standpipes Expenses	$0	$5,935	$0	$42,196	$0	$27,196	($15,000)	$0	Decrease in water expense
135102		Economic Development Projects	$0	$0	$0	$7,500	$0	$7,500	$0	$0	
135103		Country Music Festival Expenses	$0	$5,000	$0	$14,326	$0	$14,326	$0	$0	
135105		Abel Street Shop	$0	$8,564	$0	$12,481	$0	$12,481	$0	$0	
135150		Admin Allocated - Other Economic Development	$0	$6,950	$0	$18,713	$0	$19,905	$0	$1,192	Increase in administration costs allocated reallocated.
135190		Depreciation - Develop/Facilities	$0	$1,184	$0	$3,865	$0	$3,552	($313)	$0	
Sub Total - OTHER ECONOMIC SERVICES OP/EXP			$0	$27,633	$0	$99,081	$0	$84,960	($15,313)	$1,192	
OPERATING INCOME											
135001		Standpipe Water	($8,776)	$0	($40,000)	$0	($25,000)	$0	$0	$15,000	Decrease in standpipe charges
135005		Abel Street Shop Rental	($8,018)	$0	($15,600)	$0	($15,600)	$0	$0	$0	
135006		Non-Operating Grants & Contributions	($9,708)	$0	$0	$0	($19,430)	$0	($19,430)	$0	Increase in grant for standpipe upgrade
Sub Total - OTHER ECONOMIC SERVICES OP/INC			($26,503)	$0	($55,600)	$0	($60,030)	$0	($19,430)	$15,000	
Total - OTHER ECONOMIC SERVICES			($26,503)	$27,633	($55,600)	$99,081	($60,030)	$84,960	($34,743)	$16,192	
Total - ECONOMIC SERVICES			($79,197)	$260,773	**($160,840)**	**$778,236**	**($243,251)**	**$677,209**	**($240,743)**	**$57,305**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
PRIVATE WORKS											
OPERATING EXPENDITURE											
141100		Private Works - Costs	$0	$0	$0	$3,035	$0	$0	($3,035)	$0	No private works to be done.
Sub Total - PRIVATE WORKS OP/EXP			$0	$0	$0	$3,035	$0	$0	($3,035)	$0	
OPERATING INCOME											
141001		Private Works - Recoup Charges	$0	$0	($3,035)	$0	$0	$0	$0	$3,035	No private works to be done.
Sub Total - PRIVATE WORKS OP/INC			$0	$0	($3,035)	$0	$0	$0	$0	$3,035	
Total - PRIVATE WORKS			$0	$0	($3,035)	$3,035	$0	$0	($3,035)	$3,035	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
PUBLIC WORKS OVERHEADS											
OPERATING EXPENDITURE											
143100		Supervision	$0	$179,670	$0	$334,682	$0	$359,372	$0	$24,690	Increase in wages allocation
143102		Works Manager Vehicle Op Costs	$0	$3,315	$0	$2,380	$0	$4,000	$0	$1,620	Increase in plant allocations
143103		FBT Works Staff	$0	$3,484	$0	$4,500	$0	$6,970	$0	$2,470	Increase in FBT expense
143104		Insurance on Works	$0	$29,052	$0	$35,540	$0	$29,052	($6,488)	$0	Decrease in insurance
143105		Superannuation of Workmen	$0	$82,707	$0	$185,652	$0	$170,000	($15,652)	$0	Decrease in superannuation
143106		PWOH Leave - Depot	$0	$58,749	$0	$288,309	$0	$215,000	($73,309)	$0	Decrease in leave paid
143107		Protective Clothing	$0	$2,033	$0	$8,000	$0	$8,000	$0	$0	
143108		Uniforms	$0	$0	$0	$1,500	$0	$1,500	$0	$0	
143109		Training & Meeting Expenses	$0	$36,685	$0	$50,850	$0	$52,554	$0	$1,704	Increase in plant cost allocations.
143110		Occupational Health & Safety	$0	$22,073	$0	$66,440	$0	$52,680	($13,760)	$0	Decrease in materials and contractor expenses
143111		Other Expenses	$0	$406	$0	$1,315	$0	$1,665	$0	$350	
143113		Waste Oil Disposal Costs	$0	$230	$0	$20	$0	$250	$0	$230	
143115		Provision for Leave Accruals	$0	$0	$0	$9,780	$0	$9,780	$0	$0	
143116		Conferences and Training Courses (MOW)	$0	$0	$0	$2,500	$0	$2,500	$0	$0	
143117		Works Manager Housing	$0	$0	$0	$0	$0	$0	$0	$0	
143150		Admin Allocated - Works Overhead	$0	$13,830	$0	$37,238	$0	$39,611	$0	$2,373	Increase in administration costs allocated reallocated.
143180		LESS PWOH ALLOCATED - PROJECTS	$0	($436,596)	$0	($1,028,706)	$0	($952,934)	$0	$75,772	Decrease in overheads allocated to other programs and projects.
Sub Total - PUBLIC WORKS O/HEADS OP/EXP			$0	($4,361)	$0	$0	$0	$0	($109,209)	$109,209	
OPERATING INCOME											
143001		Workers Compensation Reimbursements	($35,713)	$0	$0	$0	($77,919)	$0	($77,919)	$0	Increase in Worker Compensation reimbursements - return to work program
Sub Total - PUBLIC WORKS O/HEADS OP/INC			($35,713)	$0	$0	$0	($77,919)	$0	($77,919)	$0	
Total - PUBLIC WORKS OVERHEADS			($35,713)	($4,361)	$0	$0	($77,919)	$0	($187,128)	$109,209	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
PLANT OPERATIONS COSTS											
OPERATING EXPENDITURE											
144100		Repair Wages	$0	$28,041	$0	$105,265	$0	$94,380	($10,885)	$0	Decrease in overheads allocation
144101		Fuel & Oil	$0	$89,504	$0	$265,000	$0	$255,000	($10,000)	$0	Decrease in fuel & oil expenses
144102		Tyres & Tubes	$0	$2,024	$0	$20,000	$0	$15,000	($5,000)	$0	Decrease in tyres
144103		Parts and Repairs	$0	$42,335	$0	$112,285	$0	$97,285	($15,000)	$0	Decrease in contract repairs
144104		Licenses	$0	$12,458	$0	$9,800	$0	$12,458	$0	$2,658	Increase in vehicle registration expenses
144105		Insurance	$0	$37,600	$0	$44,800	$0	$37,600	($7,200)	$0	Decrese in vehicle insurance
144106		Blades & Points	$0	$0	$0	$7,700	$0	$7,700	$0	$0	
144107		Expendable Tools	$0	$3,545	$0	$9,000	$0	$9,000	$0	$0	
144110		Superannuation - Mechanic	$0	$4,940	$0	$10,709	$0	$10,000	($709)	$0	
144150		Admin Allocated POC	$0	$4,142	$0	$11,152	$0	$11,862	$0	$710	
144190		Depreciation - Plant	$0	$107,414	$0	$231,075	$0	$231,075	$0	$0	
144180		LESS POC ALLOCATED - PROJECTS	$0	($409,554)	$0	($826,786)	$0	($781,360)	$0	$45,426	Decrease in plant costs allocated to other programs and projects
Sub Total - PLANT OPERATIONS COSTS OP/EXP			$0	($77,552)	$0	$0	$0	$0	($48,794)	$48,794	
OPERATING INCOME											
144001		Diesel Rebate	($18,611)	$0	($40,000)	$0	($38,000)	$0	$0	$2,000	Decrease in diesel rebate
144002		Reimbursements - Operating	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - PLANT OPERATIONS COSTS OP/INC			($18,611)	$0	($40,000)	$0	($38,000)	$0	$0	$2,000	
Total - PLANT OPERATIONS COSTS			($18,611)	($77,552)	($40,000)	$0	($38,000)	$0	($48,794)	$50,794	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
SALARIES AND WAGES											
OPERATING EXPENDITURE											
145100		Gross Total Salaries and Wages	$0	$2,077,229	$0	$4,299,189	$0	$4,339,348	$0	$40,159	Increase in gross wages paid
145130		LESS SALS/WAGES ALLOCATED	$0	($2,077,229)	$0	($4,299,189)	$0	($4,339,348)	($40,159)	$0	Increase in salaries and wages allocated to projects
145101		Workers Compensation Expenses	$0	$39,934	$0	$0	$0	$84,415	$0	$84,415	Increase in Workers compensation expenses
Sub Total - SALARIES AND WAGES OP/EXP			$0	$39,934	$0	$0	$0	$84,415	($40,159)	$124,574	
OPERATING INCOME											
145001		Reimbursements - Administration	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - SALARIES AND WAGES OP/INC			$0	$0	$0	$0	$0	$0	$0	$0	
Total - SALARIES AND WAGES			$0	$39,934	$0	$0	$0	$84,415	($40,159)	$124,574	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
ADMINISTRATION											
OPERATING EXPENDITURE											
146100		Advertising	$0	$6,682	$0	$11,900	$0	$12,500	$0	$600	
146101		Audit Fees	$0	($30,020)	$0	$50,000	$0	$60,000	$0	$10,000	Increase in audit fees
146102		Bank Fees	$0	$2,462	$0	$7,500	$0	$7,500	$0	$0	
146103		**Administration Building Costs**	$0	$41,400							
146103	B0690	Admin Building Operations	$0	$0	$0	$73,584	$0	$87,265	$0	$13,681	Increase in wages and overheads allocations. Decrease in insurance. Increase in materials for roof safety hooks.
146103	G308	Admin Building Gardens Maintenance	$0	$0	$0	$10,359	$0	$10,359	$0	$0	
146105		Administration Staff Employee Costs	$0	$420,960	$0	$972,644	$0	$988,168	$0	$15,524	Increase in WC insurance & superannuation expense.
146106		Consultants	$0	$45,755	$0	$162,035	$0	$162,035	$0	$0	
146108		Insurance	$0	$16,749	$0	$16,888	$0	$16,749	($139)	$0	
146109		Legal Expenses	$0	$3,620	$0	$25,000	$0	$25,000	$0	$0	
146110		IT System Operation & maintenance	$0	$136,480	$0	$234,544	$0	$332,804	$0	$98,260	Increase in software licensing and support expenses
146111		Office Equipment Maintenance	$0	$0	$0	$5,000	$0	$5,000	$0	$0	
146112		Administration - Postage & Freight	$0	$1,124	$0	$5,500	$0	$3,500	($2,000)	$0	Decrease in freight expenses
146113		Printing and Stationery	$0	$5,360	$0	$12,700	$0	$12,700	$0	$0	
146114		Administration Vehicle Costs	$0	$0	$0	$800	$0	$6,000	$0	$5,200	Increase in plant cost allocations.
146115		Administration - Fringe Benefits Tax	$0	$7,077	$0	$15,000	$0	$15,000	$0	$0	
146117		Employers Indemnity Insurance	$0	$43,443	$0	$43,742	$0	$43,443	($299)	$0	
146118		Subscriptions	$0	$13,266	$0	$12,163	$0	$13,266	$0	$1,103	Additional service subscriptions
146119		Administration Staff Housing	$0	$11,053	$0	$22,082	$0	$12,609	($9,473)	$0	Rent re-allocated to 092115
146120		Uniform Allowance	$0	$570	$0	$3,000	$0	$3,000	$0	$0	
146121		Telephones	$0	$1,679	$0	$6,500	$0	$3,800	($2,700)	$0	Decrease in telephone expenses
146122		Minor Furniture & Equip under $5,000	$0	$1,245	$0	$15,500	$0	$15,500	$0	$0	
146123		Conferences/Training/Professional Development	$0	$11,281	$0	$17,500	$0	$20,200	$0	$2,700	Increase in conference expenses
146124		Superannuation	$0	$50,557	$0	$129,026	$0	$129,026	$0	$0	
146125		Admin Provision for Leave Accruals	$0	$0	$0	$0	$0	$0	$0	$0	
146126		Employee (Packaging) Costs	$0	$0	$0	$725	$0	$725	$0	$0	
146128		Administration - OSH	$0	$10,613	$0	$14,550	$0	$26,887	$0	$12,337	Increase in wages and superannuation
146130		Administration - Bank Merchant Fees	$0	$3,031	$0	$0	$0	$6,065	$0	$6,065	Increase in bank fees - new account used.
146190		Depreciation - Administration	$0	$7,817	$0	$22,010	$0	$23,452	$0	$1,442	Increase in asset depreciation
146300		Rounding Account	$0	$2	$0	$0					
146150		Less Administration Costs Alloc	$0	($702,042)	$0	($1,890,252)	$0	($2,042,553)	($152,301)	$0	Incease in administration allocations to other programs
Sub Total - ADMINISTRATION OP/EXP			$0	$110,165	$0	$0	$0	$0	($166,912)	$166,912	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
OPERATING INCOME - ADMINISTRATION											
146001		Reimbursements - Administration	$2,277	$0	($500)	$0	$2,277	$0	$0	$2,777	Decrease in reimbursements
Sub Total - ADMINISTRATION OP/INC			$2,277	$0	($500)	$0	$2,277	$0	$0	$2,777	
Total - ADMINISTRATION			$2,277	$110,165	($500)	$0	$2,277	$0	($166,912)	$169,689	
UNCLASSIFIED											
OPERATING EXPENDITURE											
149001		Rylington Park Operational Expenses	$0	$102,319	$0	$232,006	$0	$192,327	($39,679)	$0	Decrease in wages allocation, decrease in superannuation, Decrease in eelctricity.
149002		Rylington Park Asset Depreciation	$0	$16,743	$0	$44,500	$0	$50,229	$0	$5,729	
149005		Rylington Stock Program Expenses	$0	$72,786	$0	$198,808	$0	$211,857	$0	$13,049	Increase in stock selling expenses and freight
149006		Rylington Crop Program Expenses	$0	$107,109	$0	$359,945	$0	$359,945	$0	$0	
149007		Rylington Education Program Expenses	$0	$19,866	$0	$103,800	$0	$106,298	$0	$2,498	
149008		Rylington Events Program Expenses	$0	$19,752	$0	$23,600	$0	$32,638	$0	$9,038	Increase in wages, overheads, plant cost, insurance and catering expenses
Sub Total - UNCLASSIFIED OP/EXP			$0	$338,575	$0	$962,659	$0	$953,294	($39,679)	$30,314	
OPERATING INCOME											
147100		Revaluation Profit on Local Govt House Unit Trust	$0	$0	$0	$0					
149101		Rylington Park Other Income	($11,513)	$0	$0	$0	($11,513)	$0	($11,513)	$0	Increase in other income and accomodation
149104		Rylington Park Operating Grant Income	$0	$0	$0	$0	$0	$0	$0	$0	
149105		Rylington Stock Program Income	($181,089)	$0	($424,446)	$0	($424,446)	$0	$0	$0	
149106		Rylington Crop Program Income	($2,019)	$0	($221,174)	$0	($219,150)	$0	$0	$2,024	Decrease in rebates income
149107		Rylington Education Program Income	($18,328)	$0	($121,518)	$0	($115,168)	$0	$0	$6,350	Decrease in accommodation
149108		Rylington Event Program Income	($9,324)	$0	($22,560)	$0	($23,160)	$0	($600)	$0	
Sub Total - UNCLASSIFIED OP/INC			($222,272)	$0	($789,698)	$0	($793,437)	$0	($12,113)	$8,374	
Total - UNCLASSIFIED			($222,272)	$338,575	($789,698)	$962,659	($793,437)	$953,294	($51,792)	$38,688	
Total - OTHER PROPERTY AND SERVICES			**($274,320)**	**$406,761**	**($833,233)**	**$965,694**	**($907,079)**	**$1,037,709**	**($497,820)**	**$495,989**	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
TRANSFERS TO/FROM RESERVES											
EXPENDITURE											
300101		Transfer to Reserves	$0	$400,675	$0	$421,000	$0	$776,000	$0	$355,000	Increase in transfer to building reserve from sale of land.
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS			$0	$400,675	$0	$421,000	$0	$776,000	$0	$355,000	
INCOME											
300102		Transfer from Reserves	$0	$0	($1,034,000)	$0	($1,054,000)	$0	($20,000)	$0	Increase in transfers from Reserves as per Council resolutions.
Total - TRANSFER FROM OTHER COUNCIL FUNDS			$0	$0	($1,034,000)	$0	($1,054,000)	$0	($20,000)	$0	
Total - FUND TRANSFER			$0	$400,675	**($1,034,000)**	**$421,000**	($1,054,000)	$776,000	($20,000)	$355,000	
000000		(Surplus) / Deficit - Carried Forward	($3,679,906)	$0	($3,600,000)	$0	($3,679,906)	$0	($79,906)	$0	
Sub Total - SURPLUS C/FWD			($3,679,906)	$0	($3,600,000)	$0	($3,679,906)	$0	($79,906)	$0	
Total - SURPLUS			($3,679,906)	$0	($3,600,000)	$0	($3,679,906)	$0	($79,906)	$0	
NEW LONG TERM LOANS											
INCOME											
132300		New Loan - Caravan Park Ablutions	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - LONG TERM LOANS			$0	$0	$0	$0	$0	$0	$0	$0	
Total - DEFERRED ASSETS			$0	$0	**$0**	**$0**	$0	$0	$0	$0	

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LOANS & FINANCE LEASES - PRINCIPAL REPAYMENTS											
CAPITAL EXPENDITURE											
146800		Principal Repayment on Loans	$0	$11,833	$0	$24,014	$0	$24,014	$0	$0	
146801		Principal Repayments - Finance Leases	$0	$10,199	$0	$15,241	$0	$20,241	$0	$5,000	Residual on lease payout due Mar25
Sub Total - LOAN REPAYMENTS			$0	$22,032	$0	$39,255	$0	$44,255	$0	$5,000	
CAPITAL INCOME											
Sub Total - LOANS RAISED			$0	$0	$0	$0	$0	$0	$0	$0	
Total - NON CURRENT LIABILITIES			$0	$22,032	**$0**	**$39,255**	**$0**	**$44,255**	**$0**	**$5,000**	
OPERATING ACTIVITIES EXCLUDED FROM BUDGET											
000000		Depreciation Written Back	$0	($1,602,243)	$0	($3,622,898)	$0	($4,585,054)	($962,156)	$0	Increase in depreciation written back
000000		Realisation Value of Assets Sold Written Back	$0	$0	$0	($282,000)	$0	($465,455)	($183,455)	$0	Increase in book value written back
00000		Profit/Loss on Sale of Asset Written Back	$0	$0	$0	$0	$0	$0	$0	$0	
		Movement in Accrued Interest on Loans	$0	$1,042	$0	$0					
		Movement in Accrued Interest on investments	($6,806)	$0	$0	$0					
		Movement in Stock On Hand	$0	$0	$0	$0					
		Movement in Accrued Expenses	$0	$46,257	$0	$0	$0	$46,257	$0	$46,257	Increase in accrued expenses written back
		Movement in Accrued Wages	$0	$132,058	$0	$0	$0	$132,058	$0	$132,058	Increase in accrued wages written back
		Movement in Employee Benefits (Current)	$0	$0	$0	$0					
		Movement in LG House Unit Trust	$0	$0	$0	$0					
000000		Long Service Leave - Non Cash	$0	$0	$0	($44,635)	$0	($44,635)	$0	$0	
000000		Deferred Pensioner Rates	$0	$0	$0	$0	$0	$0	$0	$0	
Sub Total - OPERATING ACTIVITIES EXCLUDED			($6,806)	($1,422,886)	$0	($3,949,533)	$0	($4,916,829)	($1,145,611)	$178,315	
Total - OPERATING ACTIVITIES EXCLUDED			($6,806)	($1,422,886)	$0	($3,949,533)	$0	($4,916,829)	($1,145,611)	$178,315	

SHIRE OF BOYUP BROOK
BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
FURNITURE & EQUIPMENT											
GOVERNANCE - CAPITAL EXPENDITURE											
041401		Members Furniture & Equipment	$0	$32,199	$0	$0	$0	$32,199	$0	$32,199	New recording system - allocations shifted from GL 041108
Sub Total - CAPITAL WORKS			$0	$32,199	$0	$0	$0	$32,199	$0	$32,199	
Total - GOVERNANCE			$0	$32,199	$0	$0	$0	$32,199	$0	$32,199	
FURNITURE AND EQUIPMENT											
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE											
146601		ICT Upgrades & Renewals Capital	$0	$8,441	$0	$0	$0	$8,441	$0	$8,441	Replacement UPS for Server.
Sub Total - CAPITAL WORKS			$0	$8,441	$0	$0	$0	$8,441	$0	$8,441	
Total - OTHER PROPERTY			$0	$8,441	$0	$0	$0	$8,441	$0	$8,441	
Total - FURNITURE AND EQUIPMENT			**$0**	**$40,640**	**$0**	**$0**	**$0**	**$40,640**	**$0**	**$40,640**	

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G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Expenditure	ADOPTED BUDGET 2024-2025 Income	ADOPTED BUDGET 2024-2025 Expenditure	PROJECTION 30 JUNE 2025 Income	PROJECTION 30 JUNE 2025 Expenditure	PROJECTED VARIANCE POSITIVE	PROJECTED VARIANCE NEGATIVE	
BUILDINGS											
LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE											
053401		Other Law - Evaucation Centre Building Capital Expenditure	$0	$46,277	$0	$1,707,000	$0	$1,707,000	$0	$0	
Sub Total - CAPITAL WORKS			$0	$46,277	$0	$1,707,000	$0	$1,707,000	$0	$0	
TOTAL - LAW ORDER AND PUBLIC SAFETY			$0	$46,277	$0	$1,707,000	$0	$1,707,000	$0	$0	
BUILDINGS											
EDUCATION & WELFARE - CAPITAL EXPENDITURE											
081400		Land & Buildings - CRC Capital Renewal	$0	$0	$0	$20,000	$0	$20,000	$0	$0	
081401		Buildings - Early Learning Centre Capital	$0	$0	$0	$5,000	$0	$5,000	$0	$0	
Sub Total - CAPITAL WORKS			$0	$0	$0	$25,000	$0	$25,000	$0	$0	
TOTAL - EDUCATION & WELFARE			$0	$0	$0	$25,000	$0	$25,000	$0	$0	
BUILDINGS											
HOUSING - CAPITAL EXPENDITURE											
091400		1 Rogers Avenue Building Capital Expenditure	$0	$4,529	$0	$10,000	$0	$4,529	($5,471)	$0	Decrease in garage door expense
Sub Total - CAPITAL WORKS			$0	$4,529	$0	$10,000	$0	$4,529	($5,471)	$0	
Total - HOUSING			$0	$4,529	$0	$10,000	$0	$4,529	($5,471)	$0	

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BUDGET REVIEW REPORT

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BUILDINGS											
RECREATION AND CULTURE - CAPITAL EXPENDITURE											
111403		**Town Hall - Building Upgrades & Refurbishments**									
111403	BU1501	Town Hall Building Capital Expenditure	$0	$6,655	$0	$75,000	$0	$75,000	$0	$0	
112400		**Swimming Pool Buildings Capital**									
112400	BC5500	Swimming Pool Buildings Air Conditioning	$0	$6,947	$0	$10,000	$0	$6,947	($3,053)	$0	Decrease in cost of air conditioner
116400		**Other Culture Buildings Capital Expenditure**									
116400	BR5052	Craft Hut Capital Expenditure	$0	$8,066	$0	$14,000	$0	$8,066	($5,934)	$0	Decrease in cost of roof and rear gutter replacement
Sub Total - CAPITAL WORKS			$0	$21,668	$0	$99,000	$0	$90,013	($8,987)	$0	
Total - RECREATION AND CULTURE			$0	$21,668	$0	$99,000	$0	$90,013	($8,987)	$0	
LAND AND BUILDINGS											
TRANSPORT											
CAPITAL EXPENDITURE											
122895		Depot - Buildings	$0	$963	$0	$0	$0	$963	$0	$963	Increase in contractor expense for replacement gutters
Sub Total - CAPITAL WORKS			$0	$963	$0	$0	$0	$963	$0	$963	
Total - TRANSPORT			$0	$963	$0	$0	$0	$963	$0	$963	
BUILDINGS											
ECONOMIC SERVICES - CAPITAL EXPENDITURE											
132404		**Flaxmill Buildings Capital Expenditure**									
132404	BC5000	Flaxmill Scrutching Shed	$0	$0	$0	$16,200	$0	$0	($16,200)	$0	Works no longer proceeding
132409		Caravan Parks Buildings (Laundry, Ablutions etc)	$0	$13,827	$0	$35,000	$0	$45,000	$0	$10,000	Increase in power upgrade expense
Sub Total - CAPITAL WORKS			$0	$13,827	$0	$51,200	$0	$45,000	($16,200)	$10,000	
Total - ECONOMIC SERVICES			$0	$13,827	$0	$51,200	$0	$45,000	($16,200)	$10,000	
BUILDINGS											
OTHER PROPERTY AND SERVICES - CAPITAL EXPENDITURE											
146605		Administration Building Capital Expenditure	$0	$116,880	$0	$57,733	$0	$144,880	$0	$87,147	Increase in wages, overheads and plant allocations. Increase in contractor expenses.
149503		Rylington Park House Capital	$0	$29,066	$0	$30,000	$0	$35,066	$0	$5,066	Increase for fire place installation
Sub Total - CAPITAL WORKS			$0	$145,947	$0	$87,733	$0	$179,946	$0	$92,213	
Total - OTHER PROPERTY AND SERVICES			$0	$145,947	$0	$87,733	$0	$179,946	$0	$92,213	
Total - BUILDINGS			**$0**	**$233,210**	**$0**	**$1,979,933**	**$0**	**$2,052,451**	**($30,658)**	**$103,176**	

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
PLANT AND EQUIPMENT											
LAW ORDER & PUBLIC SAFETY - CAPITAL EXPENDITURE											
051600		ESL Plant & Equipment	$0	$45,090	$0	$45,090	$0	$45,090	$0	$0	
Sub Total - CAPITAL WORKS			$0	$45,090	$0	$45,090	$0	$45,090	$0	$0	
Total - LAW ORDER & PUBLIC SAFETY			$0	$45,090	$0	$45,090	$0	$45,090	$0	$0	
PLANT AND EQUIPMENT											
RECREATION AND CULTURE - CAPITAL EXPENDITURE											
112500		Swimming Pool - Plant & Equipment	$0	$12,769	$0	$22,696	$0	$21,769	($927)	$0	
113907		Plant & Equipment - Parks & Gardens	$0	$0	$0	$32,600	$0	$32,600	$0	$0	
Sub Total - CAPITAL WORKS			$0	$12,769	$0	$55,296	$0	$54,369	($927)	$0	
Total - RECREATION AND CULTURE			$0	$12,769	$0	$55,296	$0	$54,369	($927)	$0	
PLANT AND EQUIPMENT											
TRANSPORT - CAPITAL EXPENDITURE											
123603		DWS - Fleet Vehicles	$0	$64,975	$0	$70,000	$0	$64,975	($5,025)	$0	Decrease in utility purchase price.
123610		Heavy Plant (Graders etc) Purchases	$0	$375,359	$0	$375,000	$0	$375,359	$0	$359	
Sub Total - CAPITAL WORKS			$0	$440,335	$0	$445,000	$0	$440,334	($5,025)	$359	
Total - TRANSPORT			$0	$440,335	$0	$445,000	$0	$440,334	($5,025)	$359	

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BUDGET REVIEW REPORT

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PLANT AND EQUIPMENT											
OTHER PROPERTY & SERVICES - CAPITAL EXPENDITURE											
146500		Pool Vehicle	$0	$37,459	$0	$45,000	$0	$37,459	($7,541)	$0	Decrease in Admin vehicle purchas price.
149502		Rylington Park Plant & Equipment	$0	$14,727	$0	$30,000	$0	$24,727	($5,273)	$0	Fuel trailer purchase not proceeding, Newtrailer purchase in place lower in cost.
Sub Total - CAPITAL WORKS			$0	$52,186	$0	$75,000	$0	$62,186	($12,814)	$0	
Total - OTHER PROPERTY & SERVICES			$0	$52,186	$0	$75,000	$0	$62,186	($12,814)	$0	
Total - PLANT AND EQUIPMENT			**$0**	**$550,380**	**$0**	**$620,386**	**$0**	**$601,979**	**($18,766)**	**$359**	

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BUDGET REVIEW REPORT

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ROAD INFRASTRUCTURE CAPITAL										
TRANSPORT - ROAD CONSTRUCTION CAPITAL EXPENDITURE										
121403		**ROADS TO RECOVERY PROJECTS**								
121403	RTR009	RTR - Six Mile Road	$0	$371	$0	$276,467	$0	$277,074	$0	$607
121403	RTR037	RTR - Craigie Road	$0	$240	$0	$270,450	$0	$270,450	$0	$0
121404		**REGIONAL ROAD GROUP**								
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	$0	$33,769	$0	$390,000	$0	$390,000	$0	$0
121404	RRG210	RRG Boyup Brook-Arthur River Rd	$0	$6,730	$0	$465,000	$0	$465,000	$0	$0
121404	RRG004	RRG Winnejup Road	$0	$255,322	$0	$420,000	$0	$420,000	$0	$0
121400		**MUNICIPAL ROAD PROJECTS**			$0	$0				
121400	MU501	Muni - Gravel Pit Rehabilitation	$0	$10,611	$0	$20,000	$0	$20,000	$0	$0
121401		Municipal Funded Gravel Sheeting Road Projects	$0	$0	$0	$103,395	$0	$103,395	$0	$0
121410		Municipal Funded - Winter Grading	$0	$389,373	$0	$488,789	$0	$488,789	$0	$0
Sub Total - CAPITAL WORKS			$0	$696,415	$0	$2,434,101	$0	$2,434,708	$0	$607
Total - ROADS			$0	$696,415	$0	$2,434,101	$0	$2,434,708	$0	$607
Total - INFRASTRUCTURE ASSETS ROADS			**$0**	**$696,415**	**$0**	**$2,434,101**	**$0**	**$2,434,708**	**$0**	**$607**

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BUDGET REVIEW REPORT

G/L	JOB	Details By Function Under The Following Program Titles And Type Of Activities Within The Programme	CURRENT YEAR YTD ACTUALS 31 DECEMBER 2024 Income	Expenditure	ADOPTED BUDGET 2024-2025 Income	Expenditure	PROJECTION 30 JUNE 2025 Income	Expenditure	PROJECTED VARIANCE POSITIVE	NEGATIVE	
FOOTPATHS											
TRANSPORT - CAPITAL EXPENDITURE											
121700	FP111	Footpath Construction	$0	$0	$0	$0	$0	$0	$0	$0	
121702		**Local Roads & Community Infrastructure Footpath Construction**									
121702	LFC106	LRCI - Abel St Footpath	$0	$5,323	$0	$23,060	$0	$23,060	$0	$0	
121702	LFC107	LRCI - Bridge St Footpath	$0	$17,630	$0	$76,380	$0	$76,380	$0	$0	
121702	LFC109	LRCI - Forrest St Footpath	$0	$2,972	$0	$12,875	$0	$12,875	$0	$0	
121702	LFC111	LRCI - Inglis St Footpath	$0	$13,336	$0	$21,950	$0	$21,950	$0	$0	
121702	LFC114	LRCI - Cailes St Footpath	$0	$969	$0	$4,200	$0	$4,200	$0	$0	
121702	LFC115	LRCI - Beatty St Footpath	$0	$35,613	$0	$71,974	$0	$71,974	$0	$0	
121702	LFC123	LRCI - Dickson St Footpath	$0	$1,427	$0	$6,181	$0	$6,181	$0	$0	
121702	LFCNEW	LRCI - Various Footpaths	$0	$0	$0	$0	$0	$47,294	$0	$47,294	Balance of LRCI4B funding for footpaths
Sub Total - CAPITAL WORKS			$0	$77,270	$0	$216,620	$0	$263,914	$0	$47,294	
Total - TRANSPORT - FOOTPATHS			$0	$77,270	$0	$216,620	$0	$263,914	$0	$47,294	
Total - FOOTPATH ASSETS			**$0**	**$77,270**	**$0**	**$216,620**	**$0**	**$263,914**	**$0**	**$47,294**	

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BUDGET REVIEW REPORT

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AIRPORT											
TRANSPORT - CAPITAL EXPENDITURE											
126400		Airstrip Infrastructure	$0	$0	$0	$70,000	$0	$96,000	$0	$26,000	Increase in gravel sheeting works due to grant funding fro Dept of Transport.
Sub Total - CAPITAL WORKS			$0	$0	$0	$70,000	$0	$96,000	$0	$26,000	
Total - TRANSPORT - AERODROMES			$0	$0	$0	$70,000	$0	$96,000	$0	$26,000	
Total - AERODROME ASSETS			**$0**	**$0**	**$0**	**$70,000**	$0	$96,000	$0	$26,000	

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BUDGET REVIEW REPORT

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PARKS & GARDENS INFRASTRUCTURE										
RECREATION - CAPITAL EXPENDITURE										
113903		Sandakan Memorial Capital Improvements	$0	$1,103	$0	$0	$0	$1,103	$0	$1,103
113909		**Parks & Gardens Infrastructure**								
113909	PKS01	Sandakan Playground Upgrade - Tallison	$0	$514,800	$0	$1,966,000	$0	$1,966,000	$0	$0
Sub Total - CAPITAL WORKS			$0	$515,903	$0	$1,966,000	$0	$1,967,103	$0	$1,103
Total - OTHER SPORT & RECREATION - PARKS & OVALS			$0	$515,903	$0	$1,966,000	$0	$1,967,103	$0	$1,103
Total - PARKS & OVALS ASSETS			**$0**	**$515,903**	**$0**	**$1,966,000**	**$0**	**$1,967,103**	**$0**	**$1,103**

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BUDGET REVIEW REPORT

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INFRASTRUCTURE ASSETS - OTHER											
LAW, ORDER & PUBLIC SAFETY											
051900		Other Law - Other Infrastructure Emergency Water Tanks	$0	$0	$0	$0	$0	$95,194	$0	$95,194	Increase in contractor expens for emergency water tanks - partially offset by grant funding
Sub Total - CAPITAL WORKS			$0	$0	$0	$0	$0	$95,194	$0	$95,194	
Total - LAW, ORDER & PUBLIC SAFETY			$0	$0	$0	$0	**$0**	**$95,194**	**$0**	**$95,194**	
INFRASTRUCTURE OTHER											
COMMUNITY AMENITIES - CAPITAL EXPENDITURE											
107900	LRC038	Cemetery Other Infrastructure	$0	$287,292	$0	$457,331	$0	$457,331	$0	$0	
Sub Total - CAPITAL WORKS			$0	$287,292	$0	$457,331	$0	$457,331	$0	$0	
Total - COMMUNITY AMENITIES			$0	$287,292	$0	$457,331	$0	$457,331	$0	$0	
INFRASTRUCTURE OTHER											
ECONOMIC SERVICES - CAPITAL EXPENDITURE											
132901		Flaxmill Water Supply Upgrade	$0	$0	$0	$0	$0	$123,171	$0	$123,171	Increase in contractor expense for 3 new tank installations, partially offset by DWER grant.
135402		Standpipe Capital Expenditure	$0	$25,710	$0	$30,000	$0	$30,000	$0	$0	
Sub Total - CAPITAL WORKS			$0	$25,710	$0	$30,000	$0	$153,171	$0	$123,171	
Total - ECONOMIC SERVICES			$0	$25,710	$0	$30,000	$0	$153,171	$0	$123,171	
Total - INFRASTRUCTURE ASSETS - OTHER			**$0**	**$313,001**	**$0**	**$487,331**	**$0**	**$705,696**	**$0**	**$218,365**	
GRAND TOTALS			($11,434,110)	$6,505,478	**($16,973,451)**	**$16,973,451**	**($18,042,355)**	**$18,041,538**	**($3,760,957)**	**$3,760,140**	