



**Shire of Boyup Brook**  
**Payments 01/07/2022 - 31/07/2022**  
 (GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
20574	04/07/2022	Bridgetown Mini Mart & Bloomin' Bridgetown	Flowers for Staff Farewell	-68.50
20575	04/07/2022	Water Corporation	2 Reid Pl FM House Water Usage to 01/06/2022	-128.80
20576	12/07/2022	The Royal Australian College of General Practitioners Ltd (RACGP)	Dr Chiwara Membership 2022-23	-978.00
20577	25/07/2022	Pivotel	GPS Tracking Service - Grader and Transfer Station Jun2022	-62.00
<b>TOTAL MUNI CHEQUES to 31 July 2022</b>				<b>-1,237.30</b>



Shire of Boyup Brook  
Payments 01/07/2022 - 31/07/2022  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
EFT12692	01/07/2022	Genie Solutions Pty Ltd	Medical Centre Quarterly Licence and Support Fee Jul-Sep2022	-1,133.75
EFT12693	04/07/2022	A & L Printers	Depot Vehicle Prestart Books	-602.00
EFT12694	04/07/2022	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2022	-7,029.13
EFT12695	04/07/2022	Ausmic Pest Control (Rol-Wa Pty Ltd)	Annual Termite Inspections	-10,362.00
EFT12696	04/07/2022	Avem Quirks	Medical Centre - Vaccine Fridge Repairs	-747.57
EFT12697	04/07/2022	Blackwoods (Also Refer Protector Alsafe)	Depot PPE	-63.91
EFT12698	04/07/2022	Boyup Brook IGA	Purchases Jun2022	-286.99
EFT12699	04/07/2022	Erlanda and Mark Deas	Rylington Park - Reimburse Wire Unroller	-286.00
EFT12700	04/07/2022	Hales Electrical	Abel Street Shop 1 - Replace Lights	-132.00
EFT12700	04/07/2022	Hales Electrical	Medical Centre - Repair Emergency Exit Lights	-462.00
EFT12701	04/07/2022	IPEC Pty Ltd (Toll)	Freight Jun2022	-165.86
EFT12702	04/07/2022	Interfire Agencies	ESL VBFB PPE	-134.64
EFT12703	04/07/2022	Internode Pty Ltd	Depot, Admin and BBELC Internet Jul2022	-329.97
EFT12704	04/07/2022	Kojonup Agricultural Supplies (t/f KAS Unit Trust t/as)	Rylington Park - Fertiliser	-29,708.80
EFT12705	04/07/2022	LGIS Risk Management	Regional Risk Management Coordinator Fee 2021-22 2nd Instalment	-3,436.16
EFT12706	04/07/2022	Marbarrup Farms	Rylington Park - Seed Cleaning	-1,187.12
EFT12707	04/07/2022	Moore Australia (WA) Pty Ltd	Payroll Officer - Employee Obligations and Fuel Tax Credit Workshop	-770.00
EFT12708	04/07/2022	Rusty's Plumbing and Gas	Rylington Park - Shearing Shed HWS	-1,457.50
EFT12709	04/07/2022	SOS Office Equipment	Photocopier Billing Jun2022 including Community Newsletters	-866.82
EFT12710	04/07/2022	Star Track Express Pty Ltd	Freight May2022	-99.51
EFT12711	04/07/2022	Stephen & Yvonne Dent	3 Reid PI MWS House - Water Usage 30/03/2022-01/06/2022	-104.03
EFT12712	04/07/2022	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 16/06/2022	-4,275.63
EFT12713	04/07/2022	TJ Depiazzi & Sons (Silverspring Trust t/as)	Abel St Median - Landscaping Mix	-164.13
EFT12714	04/07/2022	TM Construction WA Pty Ltd	UBAS - Dinningup Showgrounds Ablution Block Drainage Works	-1,485.00
EFT12715	04/07/2022	The Quacking Frog Teapot Shed	Catering Jun2022	-300.00
EFT12716	04/07/2022	Totally Workwear - Bunbury	Depot Protective Clothing	-349.50
EFT12717	04/07/2022	Warren Blackwood Alliance Of Councils	Marketing Contribution "Our State on a Plate"	-4,675.00
EFT12718	04/07/2022	Winc Australia Pty Limited	Depot Stationery	-171.80
EFT12719	06/07/2022	Kabindra Dhakal	Reimburse Medical Indemnity Insurance	-2,263.77
EFT12720	06/07/2022	Medical Indemnity Protection Society Ltd (MIPS)	Dr Chiwara Medical Indemnity Insurance 2022-23	-12,025.20
EFT12721	12/07/2022	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection Commissions and Costs Jun2022	-27,259.73
EFT12722	12/07/2022	Acumentis South West (WA)	Property Valuations	-3,190.00
EFT12723	12/07/2022	Adam Jenkins Tree Services	Swimming Pool - Remove Trees	-1,430.00
EFT12724	12/07/2022	Aflex Technology (NZ) Ltd	Swimming Pool - Inflatable Equipment	-11,819.50
EFT12725	12/07/2022	Amity Signs	Rural Number Signs	-80.85
EFT12726	12/07/2022	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2022	-5,426.52
EFT12727	12/07/2022	Ausmic Pest Control (Rol-Wa Pty Ltd)	Termite Treatments	-3,575.00
EFT12728	12/07/2022	Australia Post	Postage Jun2022	-454.67
EFT12729	12/07/2022	Australian Services Union	Payroll Deductions	-51.80
EFT12730	12/07/2022	BP Medical	Medical Supplies	-239.17
EFT12731	12/07/2022	BRC - Building Solutions Pty Ltd	Football Clubrooms - Preliminary Design	-2,640.00
EFT12732	12/07/2022	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jul2022	-101.85
EFT12733	12/07/2022	Bunnings Group Ltd	Depot - Boot Scraper Mats	-188.24
EFT12734	12/07/2022	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Abel St Median - Native Shrubs	-1,381.92
EFT12735	12/07/2022	Hales Contracting Group P/L	Occupational Health and Safety Role May2022	-924.00
EFT12736	12/07/2022	IPEC Pty Ltd (Toll)	Freight Jun2022	-45.10
EFT12737	12/07/2022	Janette Kuypers	Reimburse CD-ROMs for Medical Records	-34.60
EFT12738	12/07/2022	Kim Richards	Refund BBELC Account Credit	-89.73
EFT12739	12/07/2022	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Jun2022	-2,320.00
EFT12740	12/07/2022	Landgate	Gross Rental Valuations Jan-Jun2022	-163.14
EFT12741	12/07/2022	Rusty's Plumbing and Gas	Rylington Park - Shearing Shed Gutters and Downpipes Third Payment	-6,792.50
EFT12742	12/07/2022	SOS Office Equipment	Admin Photocopier Repair - Travel Charge	-105.60
EFT12743	12/07/2022	Southern Lock & Security	Squash Courts - Key Cutting	-38.50
EFT12744	12/07/2022	Statewide Bearings	P213 Komatsu WA150-5 Loader - Parts	-1,106.93
EFT12745	12/07/2022	TJ Depiazzi & Sons (Silverspring Trust t/as)	Abel St Median - Woodchips	-553.41
EFT12746	12/07/2022	Telstra Corporation Limited	Telephone Across Shire Facilities to 24/06/2022	-415.57
EFT12747	12/07/2022	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Jun2022	-277.50
EFT12748	12/07/2022	Winc Australia Pty Limited	Admin Stationery	-72.60
EFT12751	18/07/2022	Australian Taxation Office	BAS Apr-Jun2021 PAYG Jun2021	131,154.00
EFT12751	18/07/2022	Australian Taxation Office	BAS Oct-Dec2021 PAYG Dec2021	-53,217.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG Jan2022	-64,742.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG Feb2022	-65,523.00
EFT12751	18/07/2022	Australian Taxation Office	BAS Jan-Mar2022 PAYG Mar2022	-34,365.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG Apr2022	-67,694.00
EFT12751	18/07/2022	Australian Taxation Office	PAYG May2022	-68,304.00
EFT12752	25/07/2022	AFGR1 Equipment Australia Pty Ltd	Rylington Park - Purchases Jun2022	-374.78
EFT12753	25/07/2022	AMA Insurance Brokers	Medical Centre - Medical Malpractice Insurance 2022-23	-7,220.00
EFT12754	25/07/2022	Ampol Petroleum Distributors Pty Ltd	Fuel Jun2022	-12,005.82
EFT12755	25/07/2022	Australasian Performing Right Association Ltd	Music Performance Licence 2022-23	-350.00
EFT12756	25/07/2022	Australian Services Union	Payroll Deductions	-51.80
EFT12757	25/07/2022	BOC Limited	Gas Cylinder Rental Jun2022	-62.05
EFT12758	25/07/2022	BP Medical	Medical Supplies	-352.54
EFT12759	25/07/2022	Boyup Brook Community Resource Centre	Quarterly Library Service Payment Jul-Sep2022 per MoU	-5,500.00
EFT12759	25/07/2022	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Jul2022	-265.00
EFT12760	25/07/2022	Boyup Brook Pharmacy (Westphal Family Trust)	Medical Supplies	-77.10
EFT12761	25/07/2022	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity Costs 14/04/2022-15/06/2022	-226.49
EFT12761	25/07/2022	Boyup Brook Tourism Association Inc.	Annual Contribution 2022-23 per MoU	-26,125.00
EFT12762	25/07/2022	Boyup Brook Tyre Service	Rylington Park Stick Rake - Tyre	-450.00
EFT12762	25/07/2022	Boyup Brook Tyre Service	Rylington Park - Toyota Hilux Windscreen and Wheel Rotate	-559.50
EFT12763	25/07/2022	Bridgetown Boarding Kennels & Cattery	Animal Impound Fees Jun2022	-720.50
EFT12764	25/07/2022	Bridgetown Muffler & Towbar Centre	Rylington Park - Hilux Parts	-106.00
EFT12765	25/07/2022	Building and Construction Training Fund BCITF	BCITF Collected Jun2022	-570.14
EFT12766	25/07/2022	Bullivants Pty Ltd	Expendable Tools	-419.91
EFT12767	25/07/2022	CM Dalton Transport	Rylington Park - Fertiliser Freight and Spreading	-2,211.00
EFT12768	25/07/2022	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jun2022	-118.91
EFT12769	25/07/2022	Cowaramup Rural Fencing Company Pty Ltd	Rec Grounds Gate Repairs	-2,838.00
EFT12770	25/07/2022	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Street Scaping - Plants for Pool Verge	-496.80





**Shire of Boyup Brook**  
**Payments 01/07/2022 - 31/07/2022**  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
EFT12771	25/07/2022	Department Of Water And Environmental Regulation	Transfer Station Annual Licence 2022-23	-324.80
EFT12772	25/07/2022	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Jun2022	-538.55
EFT12773	25/07/2022	EcoPrint Supplies	Medical Centre - Printer Cartridges	-433.40
EFT12774	25/07/2022	Erlanda and Mark Deas	Rylington Park - Lamb Marking	-300.00
EFT12774	25/07/2022	Erlanda and Mark Deas	Rylington Park - Reimburse Window Glass	-80.45
EFT12775	25/07/2022	Fleming's Nurseries Pty Ltd	Street Scaping - Trees	-5,448.30
EFT12776	25/07/2022	Focus Networks	MPS Monthly Visit - 0.4hrs Additional Time	-61.60
EFT12776	25/07/2022	Focus Networks	Monthly Device Management Fees Jul2022	-2,598.20
EFT12776	25/07/2022	Focus Networks	Monthly Managed Services Jul2022	-2,773.10
EFT12777	25/07/2022	G&M Detergents	Various Shire Buildings - Cleaning Supplies	-235.00
EFT12778	25/07/2022	HE Knapp & Co	RTR013 Westbourne Road Project - Gravel	-6,461.40
EFT12779	25/07/2022	Hales Contracting Group P/L	Environmental Health Officer Role May2022	-1,914.00
EFT12780	25/07/2022	Hastie Waste	Rylington Park - Bulk Waste Collection Jun2022	-95.00
EFT12781	25/07/2022	Haycom Technology	Medical Centre IT Consulting Fees Jun2022	-1,471.25
EFT12782	25/07/2022	IPEC Pty Ltd (Toll)	Freight Jun2022	-13.05
EFT12783	25/07/2022	IT Vision	SynergySoft Financial Management Software 2022-23 Licence Fees	-39,078.70
EFT12784	25/07/2022	IT Vision User Group Inc	IT Vision User Group Membership 2022-23	-770.00
EFT12785	25/07/2022	Internode Pty Ltd	Depot, Admin and BBELC Internet Aug2022	-329.97
EFT12786	25/07/2022	Joanna Hales-Pearce	Reimburse Clothing & Equipment Expenditure	-277.93
EFT12787	25/07/2022	Joseph Kaciuba	Refund Partial Building Fee	-260.00
EFT12788	25/07/2022	LGIS Insurance Broking (Jardine Lloyd Thompson Pty Ltd)	LGISWA Marine Cargo Insurance 2022-23	-433.13
EFT12789	25/07/2022	Landgate	Land Inquiries Jun2022	-27.20
EFT12790	25/07/2022	Local Government Professionals Australia WA	CEO Membership 2022-23	-531.00
EFT12790	25/07/2022	Local Government Professionals Australia WA	Local Government Bronze Subscription 2022-23	-550.00
EFT12791	25/07/2022	Nicola Jones	Reimburse Admin Stationery	-86.27
EFT12792	25/07/2022	Node1 Pty Ltd	Admin NBN Aug2022	-227.00
EFT12793	25/07/2022	OEM Group Pty Ltd	P146 Small Plant - Wash Down Bay Pump Replacement	-1,286.50
EFT12794	25/07/2022	Office Of The Auditor General	Roads To Recovery 2020-21 Certification Fee	-2,200.00
EFT12795	25/07/2022	Old Dog Dirt & Diesel	Workshop Consumables	-1,100.85
EFT12796	25/07/2022	Preston Power Equipment	Depot Light Plant - Generator	-2,400.00
EFT12797	25/07/2022	RAW Animal Health (RAW Pty Ltd t/as)	Rylington Park - Stock Medication	-1,940.40
EFT12798	25/07/2022	Rusty's Plumbing and Gas	Rylington Park - Refurbish Gutters and Downpipes Progress Payment	-5,841.00
EFT12799	25/07/2022	Veolia Recycling and Recovery Pty Ltd (formerly SUEZ NSW)	Paper and Cardboard Recycling Collection Jun2022	-1,120.89
EFT12800	25/07/2022	Sandy Chambers	Mural for Shire Chambers "Down on His Luck"	-1,250.00
EFT12801	25/07/2022	Shire of Boyup Brook	BSL and BCITF Commission Jun2022	-63.00
EFT12802	25/07/2022	South West Isuzu	P201 Isuzu 3 tonne NH NPR 65-190 Truck - Parts	-275.29
EFT12803	25/07/2022	Southern Lock & Security	Various Shire Buildings - Key Cutting	-25.50
EFT12804	25/07/2022	Sprint Express	Freight Jun2022	-138.33
EFT12805	25/07/2022	Statewide Bearings	Workshop Consumables	-503.36
EFT12806	25/07/2022	Veolia Recycling & Recovery (Perth) Pty Ltd (formerly Suez)	Waste Collection Jun2022	-8,537.50
EFT12807	25/07/2022	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 13/07/2022	-10,201.16
EFT12808	25/07/2022	T-Quip	P228 Toro Z Master 7000 52inch - Parts	-110.35
EFT12809	25/07/2022	Telstra Corporation Limited	Telephone Across Shire Facilities to 22/06/2022	-1,494.62
EFT12810	25/07/2022	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Jul2022	-29.80
EFT12811	25/07/2022	Thinkproject Australia Pty Ltd	RAMM Annual Support and Software Fees 2022-23	-9,940.33
EFT12812	25/07/2022	Totally Workwear - Bunbury	Depot PPE	-717.25
EFT12813	25/07/2022	WALGA	Employee Relations - Assistance with EBA Negotiations	-1,732.50
EFT12814	25/07/2022	Winc Australia Pty Limited	Admin Stationery	-45.76
EFT12815	25/07/2022	Winnjup Grazing Trust (The Trustee for)	Road Maintenance Works - Gravel	-35.75
EFT12816	25/07/2022	activ8me (Australian Private Networks Pty Ltd)	GP Houses and Rylington Park Internet and Phone Jun-Jul2022	-268.32
EFT12817	29/07/2022	Blackwood Plant Hire	RTR013 Westbourne Road - Push up Gravel	-7,425.00
EFT12817	29/07/2022	Blackwood Plant Hire	RTR003 Scotts Brook Road - Push up Gravel	-11,226.88
EFT12817	29/07/2022	Blackwood Plant Hire	RTR003 Scotts Brook Road - Gravel Resheet	-92,857.61
EFT12817	29/07/2022	Blackwood Plant Hire	RRG004 Winnejuap Road - Push up Gravel	-9,075.00
EFT12818	29/07/2022	Brooks Hire Service Pty Ltd	RTR003 Scotts Brook Road - Multi-tyre Roller Hire	-675.49
EFT12819	29/07/2022	CB Traffic Solutions	RTR003 Scotts Brook Rd - TMP	-715.00
EFT12819	29/07/2022	CB Traffic Solutions	RTR013 Westbourne Rd - TMP	-715.00
TOTAL EFT PAYMENTS to 31 July 2022				-678,914.30



Shire of Boyup Brook  
Payments 01/07/2022 - 31/07/2022  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
DD7408.1	06/07/2022	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-870.80
DD7408.2	06/07/2022	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	-279.30
DD7408.3	06/07/2022	Future Super	Superannuation Contributions	-158.94
DD7408.4	06/07/2022	Australian Retirement Trust	Superannuation Contributions	-426.51
DD7408.5	06/07/2022	Aware Super	Payroll Deductions	-6,525.50
DD7408.6	06/07/2022	Rest Superannuation	Superannuation Contributions	-2,272.35
DD7408.7	06/07/2022	AMP Super Fund - SignatureSuper	Superannuation Contributions	-4,012.34
DD7408.8	06/07/2022	Australian Super	Superannuation Contributions	-1,959.11
DD7408.9	06/07/2022	Commonwealth Essential Super	Superannuation Contributions	-291.75
DD7410.1	07/07/2022	Salary & Wages	Payroll 06Jul2022	-95,517.33
DD7412.1	06/07/2022	Australian Retirement Trust	Superannuation Contributions	-357.11
DD7414.1	08/07/2022	Salary & Wages	Payroll 08Jul2022	-2,593.00
DD7416.1	06/07/2022	HESTA	Superannuation Contributions	-11.57
DD7418.1	11/07/2022	Salary & Wages	Payroll 11Jul2022	-54.20
DD7448.1	20/07/2022	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-870.80
DD7448.2	20/07/2022	Future Super	Superannuation Contributions	-183.75
DD7448.3	20/07/2022	Australian Retirement Trust	Superannuation Contributions	-470.40
DD7448.4	20/07/2022	Aware Super	Payroll Deductions	-6,630.56
DD7448.5	20/07/2022	Rest Superannuation	Superannuation Contributions	-2,226.39
DD7448.6	20/07/2022	AMP Super Fund - SignatureSuper	Superannuation Contributions	-2,834.34
DD7448.7	20/07/2022	Australian Super	Superannuation Contributions	-2,035.66
DD7448.8	20/07/2022	Commonwealth Essential Super	Superannuation Contributions	-301.67
DD7448.9	20/07/2022	Colonial First State Superannuation	Superannuation Contributions	-437.56
DD7450.1	21/07/2022	Salary & Wages	Payroll 20Jul2022	-86,154.03
DD7484.1	01/07/2022	Maia Financial Pty Ltd	Swimming Pool Gym Equipment Rental Agreement Jul-Sep2022	-5,658.33
DD7484.2	01/07/2022	Michelle Koster and Stephen Hughes	2 Reid PI FM House - Rent 18/07/2022-31/07/2022	-660.00
DD7484.3	15/07/2022	Michelle Koster and Stephen Hughes	2 Reid PI FM House - Rent 01/08/2022-14/08/2022	-660.00
DD7484.4	29/07/2022	Michelle Koster and Stephen Hughes	2 Reid PI FM House - Rent 15/08/2022-28/08/2022	-660.00
DD7484.15	01/07/2022	The Bunbury Doicesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 05/07/2022-18/07/2022	-600.00
DD7484.5	15/07/2022	The Bunbury Doicesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 19/07/2022-01/08/2022	-600.00
DD7484.6	29/07/2022	The Bunbury Doicesan Trustees and Anglican Parish of Boyup Brook	18 Barron St GP House - Rent 02/08/2022-15/08/2022	-600.00
DD7484.7	01/07/2022	Westnet	Admin, Medical Centre and Swimming Pool Internet Jul2022	-289.85
DD7484.8	08/07/2022	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Jul2022	-184.80
DD7484.9	22/07/2022	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-44.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	Adobe Pro DC Monthly Subscription 20/07/2022-19/07/2022	-114.95
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	Gale St Motel - Accommodation for Swimming Pool Staff Training	-310.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	LG Professionals - Practice Manager Finance Workshop	-400.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	GoFax Pty Ltd - Medical Centre Prepaid Fax Credits Package	-400.00
DD7485.1	15/07/2022	Shire of Boyup Brook Credit Card	Seton Aust - Flax Mill Caravan Park Ablutions Non-Slip Treatment	-341.43
DD13509	02/07/2022	Commonwealth Bank	CBA Merchant Fee Medical	-56.02
DD7408.10	06/07/2022	Colonial First State Superannuation	Superannuation Contributions	-473.94
DD7408.11	06/07/2022	MLC Super Fund	Superannuation Contributions	-265.01
DD7408.12	06/07/2022	HESTA	Superannuation Contributions	-361.55
DD7448.10	20/07/2022	HESTA	Superannuation Contributions	-305.43
DD7448.11	20/07/2022	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	-279.30
DD7484.10	25/07/2022	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 30/06/2022	-380.09
DD7484.11	01/07/2022	Stephen & Yvonne Dent	3 Reid PI Staff House - Rent 15/07/2022-28/07/2022	-600.00
DD7484.12	15/07/2022	Stephen & Yvonne Dent	3 Reid PI Staff House - Rent 29/07/2022-11/08/2022	-600.00
DD7484.13	29/07/2022	Stephen & Yvonne Dent	3 Reid PI Staff House - Rent 12/08/2022-25/08/2022	-600.00
TOTAL DD MUNI ACCOUNT TO 31 July 2022				-232,919.67
DD310722	31/07/2022	Police Licensing	Police Claimed June 2022	-50,000.25
TOTAL DD POLICE LICENSING ACCOUNT TO 31 July 2022				-50,000.25
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 July 2022				0.00
SUMMARY				
CHQ (Muni Account)				-1,237.30
DD				-232,919.67
EFT				-678,914.30
TOTAL				-913,071.27
ALL MUNI TRANS TO 31 July 2022				-913,071.27
DD (Police Licensing Account) TO 31 July 2022				-56,000.25
DD (Boyup Brook Early Learning Centre) TO 31 July 2022				0.00





## ADJOINING OWNERS COMMENT DEVELOPMENT APPLICATION REQUIRING ASSESSMENT

PLEASE BE AWARE THAT YOU ARE UNDER NO OBLIGATION TO SIGN THIS PROFORMA

The landholder at Lot 22 (#93) Wade Road proposes to convert an existing house into a chalet, to let-out for short periods of time. The Shire hereby seeks your comments on the proposal.

A Chalet is a development/use that may be considered for approval at a 'Rural' zone property, subject to consulting with neighbours.

It should be advised that in determining the application your comments will be taken into account, however the Shire is not obliged to support your views.

### ADJOINING PROPERTY OWNER DETAILS

Name..... TED WILLETT  
 Lot No..... Street No. 1525 Street Name..... BRIDGETOWN - BOYUP BROOK 6255  
 Suburb..... BENTINUP Post Code..... 6255  
 Residential Address (if different to above property address).....

### LOCATION OF PROPOSED DEVELOPMENT

Name..... JAMIE TWEEDIE  
 Lot No..... 22 Street No. 93 Street Name..... WADE ROAD  
 Suburb..... BENTINUP Post Code..... 6255

### DETAILS OF PROPOSAL REQUIRING ASSESSMENT (to be completed by the applicant)

Comment is requested regarding the following (please provide details):

☐ Scheme advertising **PROPOSED CHALET**

### ADJOINING OWNER'S COMMENTS

☒ I/we provide the following comment:

I Fully agree with the proposed chalet  
 Signed:..... T.W. Willett Date:..... 29/7/22 Phone:..... 0488 644 064  
 Signed:..... Date:..... Phone:.....



## ADJOINING OWNERS COMMENT DEVELOPMENT APPLICATION REQUIRING ASSESSMENT

PLEASE BE AWARE THAT YOU ARE UNDER NO OBLIGATION TO SIGN THIS PROFORMA

The landholder at Lot 22 (#93) Wade Road proposes to convert an existing house into a chalet, to let-out for short periods of time. The Shire hereby seeks your comments on the proposal.

A Chalet is a development/use that may be considered for approval at a 'Rural' zone property, subject to consulting with neighbours.

It should be advised that in determining the application your comments will be taken into account, however the Shire is not obliged to support your views.

### ADJOINING PROPERTY OWNER DETAILS

Name..... RITA - INTROVIGNE  
Lot No..... Street No. 15 Street Name..... WADE  
Suburb..... BENSINUP Post Code..... 6255  
Residential Address (if different to above property address).....

### LOCATION OF PROPOSED DEVELOPMENT

Name..... JAMIE TWEDDIE  
Lot No..... 22 Street No. 93 Street Name..... WADE ROAD  
Suburb..... BENSINUP Post Code..... 6255

### DETAILS OF PROPOSAL REQUIRING ASSESSMENT (to be completed by the applicant)

Comment is requested regarding the following (please provide details):

☐ Scheme advertising **PROPOSED CHALET**

### ADJOINING OWNER'S COMMENTS

☒ I/we provide the following comment:

I approve of the proposed chalet  
Signed: R. Introigne Date: 29.7.2022 Phone: 97644062  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_





## **Shire of Boyup Brook Local Planning Scheme No. 2 Scheme Amendment No. 23**



### **Lot 7876 Terry Road, Boyup Brook**

Prepared by Edge Planning & Property for Paul & Cora Harrison

[edgeplanning.com.au](http://edgeplanning.com.au)

June 2022

**PLANNING AND DEVELOPMENT ACT 2005  
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

**SHIRE OF BOYUP BROOK LOCAL PLANNING SCHEME No. 2**

**AMENDMENT No. 23**

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 Lot 7876 Terry Road, Boyup Brook from the 'Rural' zone to the 'Rural Small Holdings' zone.
2. Inserting 'and Lot 7876 Terry Road' into Schedule 3 - Rural Small Holdings Zones after 'Road' for Rural Small Holdings Zone 2 (RSH2).
3. Amending the Scheme Map accordingly.

Determines Amendment No. 23 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
- The amendment is not a basic or complex amendment.

Determines that, when the amendment takes effect, the approval of the structure plan, pertaining to the subject area, is not affected.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



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<b>Attachments</b>		
1	Certificate of Title	
2	Location Plan	
3	Context Plan	
4	Opportunities and Constraints Plan	
5	Amendment Site Plan	
6	District Structure Plan (Structure Plan Area 4)	
7	Indicative Subdivision Concept Plan	

## 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 (District)   |
| 4. SERIAL NUMBER OF AMENDMENT:           | 23   |
| 5. PROPOSAL:                             | <ul style="list-style-type: none"><li>i) Rezoning Lot 7876 Terry Road, Boyup Brook from the Rural zone to the Rural Small Holdings zone.</li><li>ii) Inserting 'and Lot 7876 Terry Road' into Schedule 3 – Rural Small Holdings Zones after 'Road' for Rural Small Holdings Zone 2 (RSH2).</li><li>iii) Amending the Scheme Map accordingly.</li></ul> |

## 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 Lot 7876 Terry Road, Boyup Brook (the 'site') from 'Rural' to 'Rural Small Holdings'. Additionally, the Shire seeks to add 'and Lot 7876 Terry Road' into Schedule 3 – Rural Small Holdings Zones for Rural Small Holdings Zone 2 (RSH2). Rezoning the site will facilitate subdivision to create 3 lots which are all at least 4 hectares in area.

The purpose of this report 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 District Structure Plan (Structure Plan Area No. 4).

More detailed planning and investigations will occur at the subdivision application, development application and building permit stages.



Photo 1: View from north-west corner



## 2. BACKGROUND

### 2.1 Cadastral details

A copy of the Certificate of Title is 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
Lot 7876 Terry Road, Boyup Brook	DP81971	2600	145	12.3417 hectares	Paul Harrison

### 2.2 Regional context

The site is located in the Shire of Boyup Brook. Boyup Brook is located 250 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 is located approximately 2 kilometres directly south of the Boyup Brook townsite, adjacent to the Blackwood River (see Attachment 2). The distance between the site and the townsite, via Terry Road, is approximately 3.3 kilometres.

The site adjoins and is near rural smallholding and rural uses. From a spatial perspective, the rezoning of the site provide a logical location to provide rural living lots near Boyup Brook without causing adverse amenity impacts to the locality. Attachment 3 shows the Context Plan, while the Opportunities and Constraints Plan is provided in Attachment 4. The proposed Rural Small Holdings zone provides an appropriate transition use between the Boyup Brook townsite and agricultural operations.

### 2.4 Physical characteristics

The site is outlined in Attachment 5 and has the following characteristics and features:

- The site is bounded by Terry Road to the south-west, the Blackwood River to the north and rural smallholding land to the east;
- It has an area of 12.3417 hectares;
- It is used for rural purposes;
- The Shire recently issued a building permit and groundworks have commenced;
- It is largely cleared with a small area of native vegetation in the south-east corner and along the northern boundary with the Blackwood River. These areas have been subject to long-term grazing and have little or no under storey vegetation;
- The site has a moderate gradient which slopes from approximately 240 metres AHD in the south-east corner to approximately 180 metre AHD on the northern boundary with the Blackwood River;
- The Warren Blackwood Rural Strategy Land Capability Map identifies the site is within the Blackwood River Basin BV4 Upper Blackwood. Soils consist of loamy gravels, deep and duplex sandy gravels and deep loamy and deep sandy duplexes. There is high water erosion risk on the hills and along the valley slopes, with a water logging risk on the plateau areas. The whole area is potentially saline. Generally, it would be expected that the majority of the site has good to fair capacity to accommodate buildings and on site sewerage disposal;
- It is not on the Department of Water and Environmental Regulation's Contaminated Site Database; and

- The site is separated from the Blackwood River foreshore by vacant Crown land (approximately 20 metres wide).

## **2.5 Existing services**

### *2.5.1 Roads*

The site adjoins the unsealed Terry Road. Terry Road crosses the Blackwood River via a crossing/ford which is passable for most of the year. The site can also access the Boyup Brook townsite via Stanton Road.

### *2.5.2 Drainage*

The site drains towards the Blackwood River on the northern boundary.

### *2.5.3 Water supply*

The site is not connected to the reticulated water system.

### *2.5.4 Wastewater disposal*

The site is not connected to the reticulated sewerage system.

### *2.5.5 Power and telecommunications*

Power and communications services are currently available to the locality.

Western Power has a local distribution main located to the east of the site.

There are feasibility considerations regarding power connection costs.

## **2.6 Heritage**

The Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry System at <https://maps.dpa.wa.gov.au/ahis/> reveals there are no Registered Aboriginal Sites applying to the subject land. While noting this, land developers have an obligation under the *Aboriginal Heritage Act 1972* and the *Aboriginal Cultural Heritage Act 2021* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

The Blackwood River is recognised as a registered Aboriginal heritage site. Proposed development will be well separated from the registered Aboriginal heritage site.

Additionally, 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.



### 3. PLANNING FRAMEWORK

#### 3.1 Overview

The site and proposed rural smallholding 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 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 planning framework.

#### 3.2 State planning framework

##### 3.3.1 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*;
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas* – the site is mostly classified as a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>;
- *State Planning Policy No. 3 Urban Growth and Settlement*; and
- *Government Sewerage Policy*.

##### 3.3.2 State Planning Policy 2.5: Rural Planning

*State Planning Policy 2.5: Rural Planning (SPP 2.5)* provides guidance in relation to establishing rural living precincts. Rural living proposals, on rural land, may be supported where they comply with the objectives and requirements of SPP 2.5.

The following policy provisions from section 3.5.3 of SPP 2.5, apply in regard to decision-making for rural living proposals. The Amendment request is assessed against these provisions in Table 2.

Table 2 – Assessment of Amendment Request against SPP2.5	
Provisions	Comment
(a) rural living proposals shall not be supported where they conflict with the objectives of this policy or do not meet the criteria listed at 5.3 (b) and (c);	The Amendment is consistent with SPP2.5 objectives and section 5.3 (b) and (c).
(b) the rural living precinct must be part of a settlement hierarchy established in an endorsed planning strategy;	Comply. The site is allocated as 'Rural Small Holdings' in the District Structure Plan (Structure Plan Area No. 4).
(c) the planning requirements for rural living precincts are that: <ul style="list-style-type: none"> <li>i. the land be adjacent to, adjoining or close to existing urban areas with access to services, facilities and amenities;</li> <li>ii. the proposal will not conflict with the primary production of nearby land, or reduce its potential;</li> <li>iii. areas required for priority agricultural land are avoided;</li> <li>iv. the extent of proposed settlement is guided by existing land supply, take- up, dwelling commencements and population projections;</li> <li>v. areas required for urban expansion are avoided;</li> <li>vi. where a reticulated supply is demonstrated to not be available, or the individual lots are greater than four hectares, the WAPC may consider a fit-for-purpose domestic potable water supply, which includes water for firefighting. The supply must be demonstrated, sustainable and consistent with the standards for water and health; or</li> <li>vii. the precinct can be serviced by electricity, provided by a licenced service provider, and this has been demonstrated;</li> <li>viii. the precinct has reasonable access to community facilities, particularly education, health and recreation.</li> </ul>	Comply. This was addressed in the District Structure Plan with further details outlined in this report. Relevant matters can be addressed in greater detail at the subdivision stage.
ix. the land is predominantly cleared of remnant vegetation, or the loss of remnant vegetation through clearing for building envelopes, bushfire protection and fencing is minimal and environmental values are not compromised;	Comply, including through required building envelopes or building exclusion areas.
x. the proposal will achieve improved environmental and landscape outcomes and a reduction in nutrient export in the context of the soil and total water management cycle, which may include rehabilitation as appropriate;	Comply, including through setting out building exclusion areas and opportunities for revegetation.
xi. the land is capable of supporting the development of dwellings and associated infrastructure (including waste water and keeping of stock) and is not located in a floodway or area prone to seasonal inundation;	Comply, including through building exclusion areas.
xii. the land is not subject to a separation distance or buffer from an adjoining land use; or if it is, that no sensitive land uses be permitted in the area of impact;	Comply, including through building exclusion areas.



xiii. the lots can be serviced by constructed road/s capable of providing access during all weather conditions, including access and egress for emergency purposes; and	Comply
xiv. bushfire risk can be minimised and managed in accordance with State policy, without adversely affecting the natural environment. Proposals in areas of extreme bushfire risk cannot proceed.	Comply. This was broadly addressed in the District Structure Plan.
(d) development standards for rural living zones are to be included in Town Planning Schemes;	Comply
(e) further subdivision of existing rural living lots into smaller parcels is not supported, unless provided for in a local planning strategy and/or scheme; and	Noted. The minimum lot size is 4 hectares which is set out in the associated Local Structure Plan.
(f) rural strata proposals with a residential component are considered to be rural living and will be considered in accordance with the criteria listed at 5.3 (a), (b) and (c) of this policy.	Not applicable

### 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 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.

#### 3.3.3 Warren Blackwood Rural Strategy

The Warren Blackwood Rural Strategy requires that:

- Rural smallholding areas be identified as policy areas in local planning strategy or scheme, in response to a demonstrated need;
- Subdivision and development are not permitted until land is rezoned and a subdivision guide plan is prepared and approved; and
- Rural smallholding areas are to be located in reasonable proximity to an urban centre, but not supported on land that would otherwise be a Priority Agriculture zone.



The Strategy provides guidance for the Shire of Boyup Brook Local Rural Strategy which identifies the site is within an area suitable for Rural Smallholdings. The proposal is accordingly consistent with the WAPC endorsed planning framework.

### **3.4 Local planning framework**

#### **3.4.1 Boyup Brook Local Rural Strategy**

The Western Australian Planning Commission endorsed the Shire of Boyup Brook Local Rural Strategy in May 2010. The Strategy promotes the Blackwood River as a key natural resource asset and source of attraction for residents and visitors. It provides guidance for defined watercourse protection/enhancement measures.

The Local Rural Strategy limits rural residential development and the development of Rural Smallholdings to selected areas within its 'Town Site and Surround' Precinct (BBR5). The precinct objectives highlight the importance for development surrounding the town site to compliment and reinforce the role and function of the town site and to recognise the Blackwood River corridor and provide opportunities for enhanced protection of the watercourse and associated landscape values.

The subject land forms part of Policy Area 7 of the planning precinct BBR5 which is identified as 'Rural Smallholding'.

Section 2.6 Rural Residential and Rural Smallholdings refers to Rural Smallholdings as lots generally 4-40 hectares where the land is used for rural pursuits, hobby farm, conservation lots and alternative residential lifestyle purposes. The strategy recommendation limits the location of rural smallholdings to generally within 5 kilometres of the townsite.

The proposed rezoning of the site is consistent with the identification of the land within the local rural strategy as being suitable for rural smallholding development.

#### **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 current LPS2 zonings and reservations relating to the site and adjoining land are shown on the Existing Scheme Map.

Land to the east of the site is zoned 'Rural Smallholding', land to the south is zoned 'Rural' while land to the west and north is a mixture of 'Public Purposes' and 'Parks and Recreation'.

The site is within Structure Plan Area 4 (SPA4).

Sections of LPS2 relevant to the Amendment include:

- Clause 5.3 which sets out the objective for the 'Rural Smallholding' zone includes to provide lot sizes in the range of 4ha to 40ha; and
- Clause 5.3.5 sets out minimum setbacks in the Rural Smallholding zone with a 20m front setback and 10m setbacks to other boundaries.

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 agricultural uses.

### *3.4.3 District Structure Plan (Structure Plan Area No.4)*

A District Structure Plan (Structure Plan Area 4) was approved on 4 May 2016 (see Attachment 6). The objectives of the District Structure Plan and resulting subdivision/development are to:

- Require building exclusion areas or building envelopes to ensure that future development has minimal impact on native vegetation, avoids areas which are subject to flooding, addresses on-site sewerage disposal and addresses bushfire risks;
- Restrict development, including on-site wastewater disposal systems, within 100 metres of the Blackwood River;
- Require dwellings have a minimum floor level 0.5 metre above the 1:100 year flood level with no buildings within the floodplain;
- Manage stormwater in accordance with the Better Urban Water Management Framework (2008) and the Department of Environment's Stormwater Management Manual (2004); and
- Ensure that each dwelling will have a 120,000L rainwater tank comprising of 92,000L for domestic supplied and 28,000L for fire-fighting and other uses;

The District Structure Plan has considered the site's context, including adjoining and nearby land uses, bushfire management, servicing, environmental assets and landscape considerations. The District Structure Plan provides a framework for future subdivision and development of the site and area.

The District Structure Plan addresses key development considerations for the site and outlines:

- Building exclusion areas to address matters such as flood risk and setbacks for on-site sewerage disposal from the Blackwood River;
- Future dwellings and buildings are to be located outside of the building exclusion areas along with addressing setback standards in LPS2; and
- Most of the site has a low bushfire hazard.

### *3.4.4 Local Planning Policies*

The Council has endorsed several Local Planning Policies. Various policies are of relevance to the future use and development of the site.

### *3.4.5 Draft Shire of Boyup Brook Local Planning Strategy*

The Shire is progressing with preparation of its first Local Planning Strategy (LPS). The Council at its Ordinary Meeting on 26 May 2022 gave in-principle support to the draft LPS.

The draft LPS recently considered by Council shows the site, along with some other nearby properties which are within Structure Plan Area 4 (SPA4) of LPS2, as 'Rural' rather than 'Rural Smallholding'. It appears this was an oversight which will be rectified either before public advertising or before WAPC endorsement. It is expected the WAPC will consider certification of the draft strategy for community/stakeholder advertising in 2022.

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

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. By 2031, 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 ageing population; and retains local health and medical services; and
- A place that grows housing and employment opportunities through economic development based on our local comparative advantage.'

There are five themes associated with the above vision which are outlined below in Table 3:

<b>Built Environment</b>	<b>Social and Community</b>	<b>Economic Development</b>	<b>Natural Environment</b>	<b>Governance and Organisation</b>
Provide sustainable infrastructure that serves the current and future needs of the community.	Support a healthy, active, vibrant community.	Make land available for economic growth, development and improvement.	Manage natural resources sustainably.	Demonstrate effective leadership, advocacy and governance.
Create a safe and inviting community for locals and visitors.	Promote quality education, health, childcare, aged care and youth services.	Be a business friendly Shire and create conditions for economic growth.	Deliver a sustainable and progressive approach to waste management.	Improve financial sustainability.
Preserve our history and heritage of our built environment.	Encourage the preservation of our culture, heritage and history.	Support a strong and inclusive economy.	Manage responsible growth with respect for Boyup Brook's natural environmental heritage.	Effectively communicate and engage the community.

The Amendment is consistent with the vision and objectives of the Strategic Community Plan including growing housing opportunities.

### **3.5 Planning framework implications for Amendment**

Common themes of the policies, strategies, plans and LPS2 and their implications for the Amendment include:

- Addressing land use compatibility;
- Promoting rural living, including rural smallholding, in appropriate locations with this previously addressed through inclusion within Structure Plan Area 4 (SPA4) and approval of the District Structure Plan (Structure Plan Area 4);
- Addressing key environmental assets and bush fire risk;
- 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; and
- Supporting local communities and local economies.

Based on the above, the Amendment is consistent with the planning framework and is consistent with the principles of orderly and proper planning.



#### 4. AMENDMENT PROPOSAL

The Amendment proposes to rezone the site from the 'Rural' zone to the 'Rural Small Holdings' zone.

The amendment will facilitate subdivision/development to create 3 lots which are a minimum lot size of 4 hectares. Attachment 7 outlines the Indicative Subdivision Concept Plan. To address site opportunities and constraints, development will be setback from the Blackwood River to account for flood risks and setback for on-site sewerage disposal.

The Amendment also proposes to include the site within Schedule 3 - Rural Small Holdings zone for Rural Small Holdings Zone 2 (RSH2). Schedule 3 provides site specific planning controls. The below are the permitted uses and conditions of development for Rural Small Holdings Zone 2 (RSH2):

- a) The objective of the RSH2 zone is to primarily provide for residential development in a rural setting and secondly for rural pursuits, home based business and minor tourist uses.
- b) If required a Structure Plan to guide subdivision and zoning is to be prepared in accordance with the requirements of Schedule 1 of the Scheme and Part 4 of the Deemed Provisions for Local Planning Schemes, forming Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- c) The onsite disposal of effluent shall be in accordance with the Government Sewerage Policy and approved by Council and the Health Department of WA. Effluent systems shall be designed and located to minimise nutrient export and or release into any waterway or groundwater.
- d) Development shall be setback a minimum of 50m from the Blackwood River, with a minimum setback of 30m to creeklines. Effluent disposal shall be setback a minimum of 100m from any watercourse.



Photo 2: View to the east



## 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 matters and justifying the Amendment.

### 5.2 Planning suitability of proposed uses

The site is suitable for the proposed rural smallholding zoning for reasons including:

- It is consistent with the planning framework and the site is located near the Boyup Brook townsite;
- Development will be compatible with adjoining and surrounding land uses;
- Traffic impacts will be low and traffic can readily be accommodated on Terry Road;
- It is moderately sloping land, with suitable soil types for development in the building envelopes;
- The subdivision/development will be appropriately serviced;
- Most of the site has been previously cleared and it contains minimal environmental assets;
- Key environmental assets, including water resources and native vegetation, can be suitably conserved;
- There will be minimal environmental or landscape impacts;
- The site is not subject to heritage constraints nor is it located in a public drinking water source area;
- Subdivision/development can address on-site sewerage disposal requirements and bushfire risks;
- It assists to provide a variety of housing and lifestyle choices near Boyup Brook; and
- 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.

Further details relating to the site's suitability for the rural smallholding are outlined in this section and summarised in Table 4.

### 5.3 Consistency with planning framework

As outlined in Section 3, 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 Rural Strategy in terms of accommodating additional rural living near an established district centre;
- The Amendment is consistent with the policy measures stipulated in SPP 2.5;
- The Amendment will facilitate development that meets the vision outlined in the District Structure Plan No. 4. The subdivision/development will conserve local environmental assets and character whilst providing increased opportunities for new residents to experience a tree-change lifestyle;
- The intent of the Amendment is to implement the recommendations of the District Structure Plan and LPS2 (Structure Plan Area 4) by rezoning the site to 'Rural Small Holdings';
- The development of rural smallholding lots will provide for an increased population in close proximity to the existing services and facilities provided in the Boyup Brook townsite. These include retail and commercial activities, 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, water management, and on-site sewerage disposal can be readily addressed with technical investigations, if deemed necessary, to support the subdivision application.

#### **5.4 Compatibility with adjoining and nearby land uses**

The Amendment is compatible with adjoining and nearby land uses/development. For instance, the Amendment is compatible with the following:

- Special rural zoned land to the north of the Blackwood River;
- Rural living (rural smallholding) lots to the east;
- Rural lots to the south-west and south. The land to the south-west and south are also identified for rural smallholding in the District Structure Plan and in LPS2 as part of Structure Plan Area 4; and
- The 'Public Purpose' reserve to the west and the 'Parks and Recreation' reserve to the north.

#### **5.5 Bushfire management**

Bushfire management is a fundamental planning consideration given most of the site is within a designated bushfire prone area at <https://maps.slip.wa.gov.au/landgate/bushfireprone>.

A bushfire hazard level assessment was undertaken as part of the District Structure Plan. The outcomes of the bushfire hazard level assessment are outlined on Attachments 4 and 6. The BMP addresses *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (2015).

The bushfire hazard level is mostly 'low' for nearly all of the site (see Attachments 4 and 6). The lot and surrounding locality is predominantly cleared and has two-way public road access to two different destinations via Terry Road to the north and via Stanton Road to the south east. Future development in the building envelopes can achieve a BAL rating of BAL-29 or lower. Accordingly bushfire risks can be appropriately managed within acceptable limits. Vehicular access and egress will be provided via two access routes.

Accordingly, it is expected that subdivision/development on the site can meet the Guidelines' acceptable solutions for:

- Element 1 - Location;
- Element 2 - Siting and Design of Development;
- Element 3 - Vehicular Access; and
- Element 4 - Water.

A bushfire management plan will be prepared at the subdivision stage. A range of measures will assist to lower bushfire risks including Asset Management Zones (low-fuel areas) around buildings and multiple access/escape routes.

#### **5.6 Landscape enhancement**

The site and area are characterised by a mix of land uses including agricultural and rural living. The Blackwood River is a key landscape feature. The site contains native vegetation other than near the Blackwood River and in the south-east corner.



The Amendment and resulting subdivision/development will have minimal landscape impacts given future lots will be spacious ranging around 4 hectares in area.

It is expected that there will be a sensitive interface to Terry Road given:

- Future dwellings will have suitable setbacks from Terry Road to meet LPS2 requirements;
- Existing trees in the Terry Road reserve are expected to be retained;
- There is scope for revegetation to enhance the site's landscape character;
- LPS2 provisions control the number of dwellings on each lot; and
- LPS2 provisions along with Local Planning Policies will control new development including building materials and outbuildings.

While noting the above, it is not intended that future development be invisible, but that development will be sensitively integrated with the landscape.

The above measures adequately serve to maintain the desired landscape character for the locality.

## **5.7 Environmental impact**

### **5.7.1 Overview**

It is expected that the Amendment and associated subdivision/development will have negligible environmental impacts for reasons including:

- The site has been cleared other than along the northern boundary bordering the Blackwood River and in the south-east corner. The remaining native vegetation can be conserved through building exclusion areas and carefully locating development on cleared land;
- Most native vegetation is degraded due to past stocking;
- There are opportunities for appropriate revegetation on portions of the site;
- 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;
- Site conditions are appropriate for on-site sewerage disposal;
- It will be appropriately serviced including that stormwater will be effectively managed;
- The District Structure Plan sets out provisions for the protection/management of the Blackwood River;
- The site is not classified as a contaminated site by the Department of Water and Environmental Regulation; and
- It will be subject to subdivision and development conditions.

There are no significant impediments to the future subdivision and development of the site.

### **5.7.2 Flood risks**

The Blackwood River is located to the north of the site. The Department of Water and Environmental Regulation has no formal floodplain mapping for this section of the Blackwood River. While noting this, the following flood levels were observed for a major event in January 1982 on the Blackwood River.

- Boyup Brook – Kojonup Road 187.55 m AHD
- Lot 2 Brown Seymour Road 184.51 m AHD

This event is expected to have a probability of a 1 in 100 AEP.

While there is no available flood mapping, a precautionary approach has been adopted based on the approved District Structure Plan. This shows that the Blackwood River is subject to flood risk with impacts on a small portion of the site (see Attachments 4 and 6).

Based on the available contour information, a small section in the northern portion of the site is likely to be affected by flooding during major flow events.

There is generous areas on each proposed lot to locate a dwelling, shed and on-site sewerage disposal so they are not impacted by flooding. As a guide, a setback of a least 100 metres can be provided from the Blackwood River.

The floodplain management strategy for the area is:

- Proposed development (i.e. filling, building) that is located outside of the floodplain for an event of similar magnitude to the January 1982 event is considered acceptable with respect to major flooding, however, a minimum habitable floor level of 1.0 metre above the appropriate January 1982 flood level is recommended to ensure adequate flood protection.
- Proposed development (i.e. filling, building) that is located within the floodplain for an event of similar magnitude to the January 1982 event and considered obstructive to major flows is not acceptable as it would detrimentally impact upon the existing flooding regime. No new buildings are acceptable in the January 1982 event floodplain.

## **5.8 Land capability**

The site is physically capable of rural smallholding subdivision/development. In particular, the site contains soils that are overall conducive for on-site sewerage disposal, stormwater management and building construction. Regional soil mapping, outlined in section 2.4, reveals the soil types are capable to accommodate rural living development.

## **5.9 Traffic**

The site is readily accessible to the Boyup Brook townsite and to other facilities/services.

The site adjoins the unsealed Terry Road. Proposed lots will have suitable vehicle sight distances on Terry Road.

The existing road network and intersections have sufficient capacity to address the modest additional traffic generation from the proposed subdivision/development. The subdivision/development will have limited impacts on local roads including Terry Road, Stanton Road and the Terry Road river crossing.

## **5.10 Services**

### **5.10.1 Overview**

The proposed lots will be appropriately serviced in accordance with Shire, WAPC and other government agency requirements. Proposed servicing is outlined in this section. The site is capable of being serviced by all necessary utilities required for subdivision/development for rural smallholding lots. Detailed service design will occur at the subdivision/development stages.



### 5.10.2 Stormwater and nutrient management

Stormwater will be effectively designed, constructed and managed to the satisfaction of the Shire and the Department of Water and Environmental Regulation to meet publications such as *State Planning Policy 2.9 Water Resources*, *Better Urban Water Management* and *Stormwater Management Manual for Western Australia*.

The subdivision/development of the site will be in accordance with the *Better Urban Water Management Framework* (2008) and the Department of Environment's *Stormwater Management Manual* (2004) by:

- Protecting life and property from a major storm event up to and including the 1 in 100 year Average Recurrence Interval (ARI) storm event;
- Managing a medium 1 in 5 year ARI storm event to ensure the post development flow regime matches the pre-development environment;
- Managing a small 1 in 1 year ARI storm events as close as possible to source; and
- Minimising the conveyance of pollutants throughout the drainage network.

Noting the generous lot sizes (minimum lot size of 4 hectares), the development will create manageable stormwater implications. There is also the opportunity to revegetate portions of the site.

Future landowners are required to appropriately manage stormwater. This is expected to adopt a water sensitive design that seeks to detain, slow down and treat peak flows that especially addresses 'first flush' run off treatment. This includes using rainwater tanks, soakwells, swales or other measures.

### 5.10.3 On-site sewerage disposal

Reticulated sewerage is not available, feasible or necessary. Given the generous lot sizes and WAPC policy, future subdivision is not required to be connected to the reticulated sewerage system. The subdivision/development will be serviced by on-site sewerage disposal to comply with the *Government Sewerage Policy*.

As outlined in Attachments 4 and 6, on-site sewerage disposal systems can be located 100 metres from the Blackwood River. The proposed lot sizes will be generous (minimum 4 hectares), which will provide space to accommodate and treat on-site sewerage disposal. Additionally, the site is not classified as sewerage sensitive.

It is also noted that subdivision/development will comply with Rural Small Holdings Zone 2 (RSH2) conditions of development including:

- The onsite disposal of effluent shall be in accordance with the *Government Sewerage Policy* and approved by Council and the Health Department of WA. Effluent systems shall be designed and located to minimise nutrient export and or release into any waterway or groundwater.
- Development shall be setback a minimum of 50m from the Blackwood River, with a minimum setback of 30m to creeklines. Effluent disposal shall be setback a minimum of 100m from any watercourse.

There is no requirement for a Site and Soil Evaluation to support the Amendment request. It is noted the proposed lot sizes will be generous, there is sufficient space on each lot to locate an on-site sewerage disposal system that addresses siting requirements in Structure Plan Area



No. 4 (and as set out in Schedule 3 for RSH2), and the site has a suitable capability for on-site sewerage disposal.

#### 5.10.4 Water supply

Based on WAPC policy, rural smallholding lots (4 – 40 hectares) do not need to be connected to the reticulated (scheme) water system. Potable water will be through rainwater capture and storage, with landowners installing rainwater tanks associated with future dwellings and outbuildings. As set out in SPP 2.5, a fit-for-purpose on-site water supply is supported.

Pursuant to the WAPC's *Rural Planning Guidelines* the following matters need to be considered in relation to the availability of fit-for-purpose water provision:

- Average annual rainfall and the capacity to capture water from roof catchments;
- Water requirements for both inside and outside the home;
- Demonstrated availability of groundwater or surface water for 'outside' use; and
- Water for fire-fighting purposes.

Based on Clause 5.3.9 of LPS2, there is a requirement that each dwelling is provided with a minimum tank capacity of 92,000 litres. It is proposed to provide a minimum tank size of 120,000 litres with at least 10,000 litres dedicated to fire fighting purposes.

#### 5.10.5 Power supply and telecommunications

A power supply is available in the precinct, although it is expected there are feasibility and related issues to consider and address. It is noted that the approach to power supplies will, in part, relate to feasibility of connecting to the grid compared to renewable off-grid solutions.

The Department of Planning, Lands and Heritage note that unless a feasibility study of the required connection is not provided, the requirement to connect to power will be applied at the subdivision stage. Should the connection cost be considered unreasonable and not commensurate, the WAPC may waive the connection requirement at the Deposited Plan stage.

#### 5.10.6 Gas

Reticulated gas is not available in this locality. This service is provided by bottled gas.

### 5.11 Foreshore and public open space

District Structure Plan Area No.4 requires a biophysical assessment to identify an accurate foreshore protection area to the Blackwood River. Those lots fronting the river are also required to prepare and implement a Foreshore Management Plan. While noting this, the site is separated from the Blackwood River by a 20 metre wide strip of Vacant Crown Land. Accordingly, in this instance, a foreshore management plan is not warranted given the adjacent Vacant Crown Land.

In accordance with WAPC policies, no public open space will be required on the site. It is noted the generous lot sizes (minimum lot size of 4 hectares) provide opportunities for on-site recreation. Additionally, the provision of public open space on the site will create on-going management burdens to the Shire.

### 5.12 Supporting the local economy

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 local services;
- Assisting in a more sustainable local economy;
- Increasing population in Boyup Brook which assists in the overall viability, vitality and prosperity;
- Building onto an existing community with established facilities, services and infrastructure and assist to strengthen and sustain Boyup Brook; and
- Providing a greater choice for those wishing to buy lifestyle lots in Boyup Brook in an attractive locality close to the townsite.

The Amendment is consistent with the planning framework which promotes employment and economic growth in Boyup Brook.

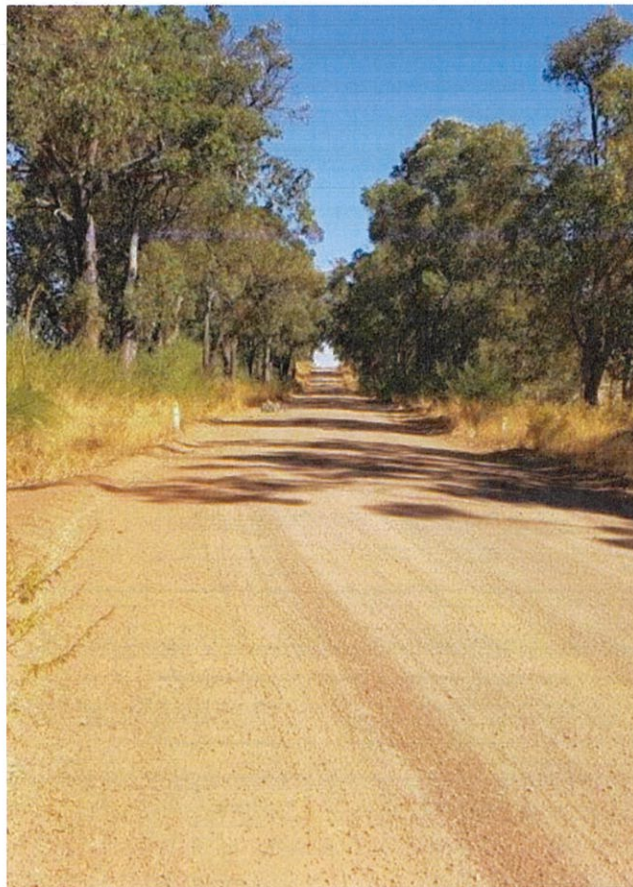


Photo 3: Terry Road



### 5.13 Planning justification

The planning justification for the Amendment is summarised in Table 4.

Table 4 – Summarised Planning Justification

Strategic	Land Use Planning	Environment and Landscape	Transport and Servicing	Economic and Community
<p>The Amendment is consistent with the planning framework.</p> <p>Future development will reinforce Boyup Brook as a district centre.</p> <p>The site is well located for rural living uses including it is compatible with adjoining and nearby uses.</p> <p>The proposed Rural Small Holdings zone, between the townsite and rural operations, represents orderly and proper planning.</p>	<p>There are appropriate buffers and mitigation measures.</p> <p>The site is suitable and capable of rural smallholding uses.</p> <p>Development will be effectively controlled through LPS2 provisions.</p> <p>The District Structure Plan provides a co-ordinated approach.</p> <p>Lots can be created independently as they have direct road access to Terry Road.</p>	<p>The site contains minimal environmental assets and will not create environmental impacts.</p> <p>There will be manageable landscape impacts.</p> <p>There are opportunities to enhance the site's amenity through replanting.</p> <p>There are no heritage constraints nor is the site located in a public drinking water source area.</p> <p>Bushfire management measures will comply with the objectives of SPP 3.7 and the <i>Guidelines for Planning in Bushfire Prone Areas</i>.</p>	<p>Traffic impacts can be readily accommodated on Terry Road.</p> <p>Safe vehicular access can be achieved between the site and Terry Road.</p> <p>The site has good access to Boyup Brook and other areas.</p> <p>The subdivision/development will be appropriately serviced.</p>	<p>It will promote job creation by supporting the development of Boyup Brook and assist to diversify and grow the local economy.</p> <p>The development will generate economic activity.</p> <p>The proposal will assist in enhancing Boyup Brook and assist in creating jobs. This includes adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided.</p>

In view of the above, the Amendment is consistent with the planning framework and the principles of orderly and proper planning.

## 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 rural smallholding subdivision/development on Lot 7876 Terry Road, Boyup Brook.

The support of the WAPC and the approval of the Minister for Planning are respectfully requested.



Photo 4: Blackwood River adjoining property



**PLANNING AND DEVELOPMENT ACT 2005**

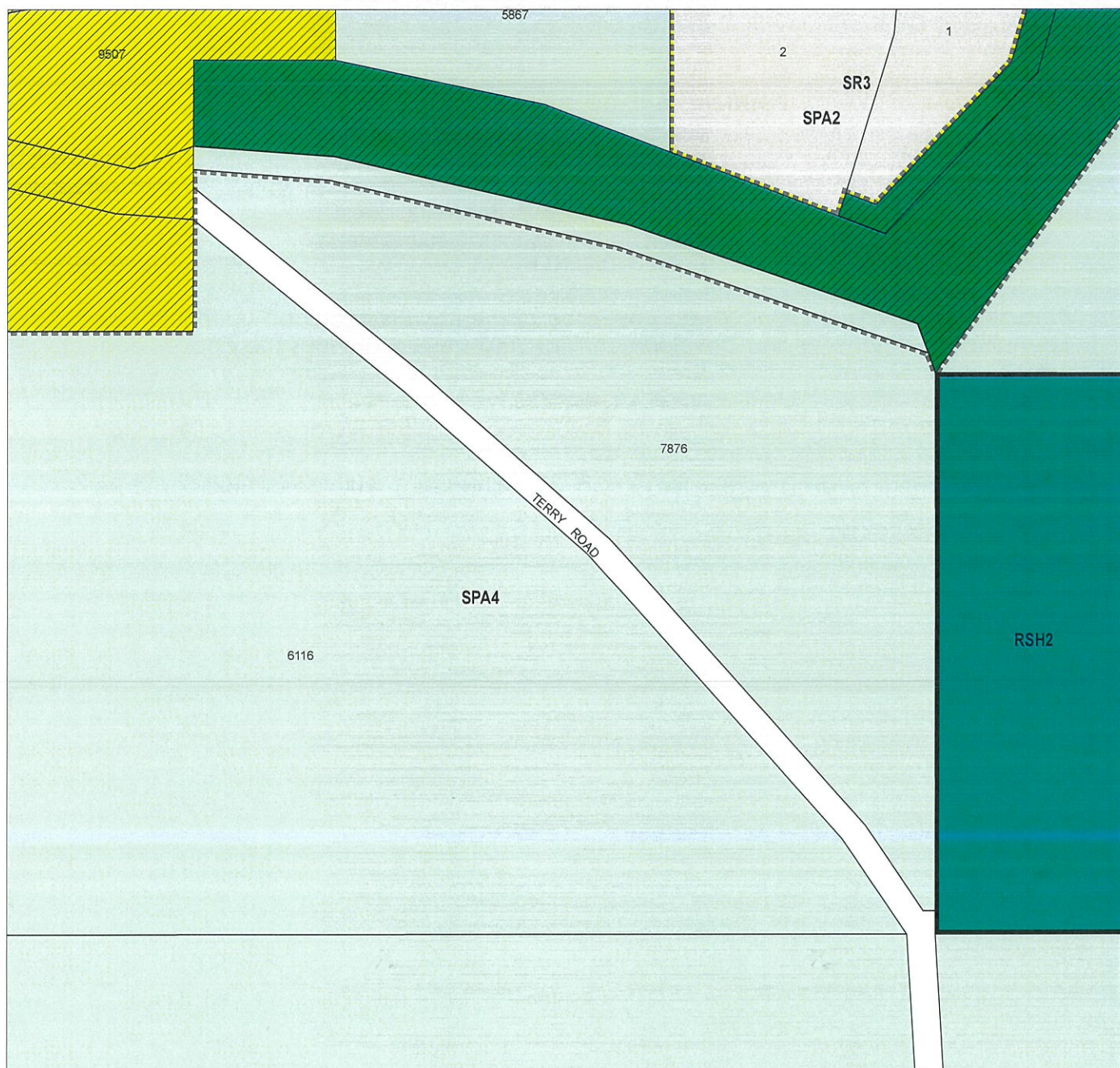
**SHIRE OF BOYUP BROOK**

**LOCAL PLANNING SCHEME No. 2**

**AMENDMENT No. 23**

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 Lot 7876 Terry Road, Boyup Brook from the 'Rural' zone to the 'Rural Small Holdings' zone.
2. Inserting 'and Lot 7876 Terry Road' into Schedule 3 - Rural Small Holdings Zones after 'Road' for Rural Small Holdings Zone 2 (RSH2).
3. Amending the Scheme Map accordingly.



**EXISTING SCHEME MAP**

**Legend**

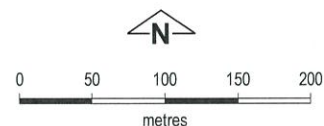
	Cadastre with Lot number	<b>LPS Other Categories</b>	
	Structure Plan Area		RSH2 Rural Small Holdings
	Rural		SR3 Special Rural Area
	Rural Small Holdings		
	Special Rural		
<b>LPS Reserves</b>			
	Parks and Recreation		
	Public Purposes		



**Department of Planning,  
Lands and Heritage**

Produced by Data Analytics,  
Department of Planning, Lands and Heritage, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1180-2020-1

**Shire of Boyup Brook**  
Local Planning Scheme No. 2  
Amendment No. 23







PROPOSED SCHEME AMENDMENT MAP

Legend

 Cadastre with Lot number

LPS Zones and Reserves Amendments

 Rural Small Holdings

LPS Other Categories

 Rural Small Holdings



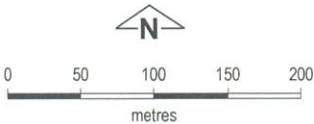
Department of Planning,  
Lands and Heritage

Produced by Data Analytics,  
Department of Planning, Lands and Heritage, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1180-2020-1

Shire of Boyup Brook

Local Planning Scheme No. 2

Amendment No. 23



### **COUNCIL ADOPTION FOR ADVERTISING**

This Standard Amendment was adopted by resolution of the Council of the Shire of Boyup Brook at the Ordinary Meeting of the Council held on the ..... day of ..... 2022.

.....  
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

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER	
<b>7876/DP81971</b>	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
<b>2</b>	<b>4/6/2021</b>

VOLUME  
**2600**FOLIO  
**145**

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



**LAND DESCRIPTION:**

LOT 7876 ON DEPOSITED PLAN 81971

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

CORA PATRICIA HARRISON  
ROLAND PAUL HARRISON  
BOTH OF 6 ROBINSON AVENUE BOYUP BROOK WA 6244  
AS JOINT TENANTS

(T 0757619 ) REGISTERED 4/6/2021

**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.

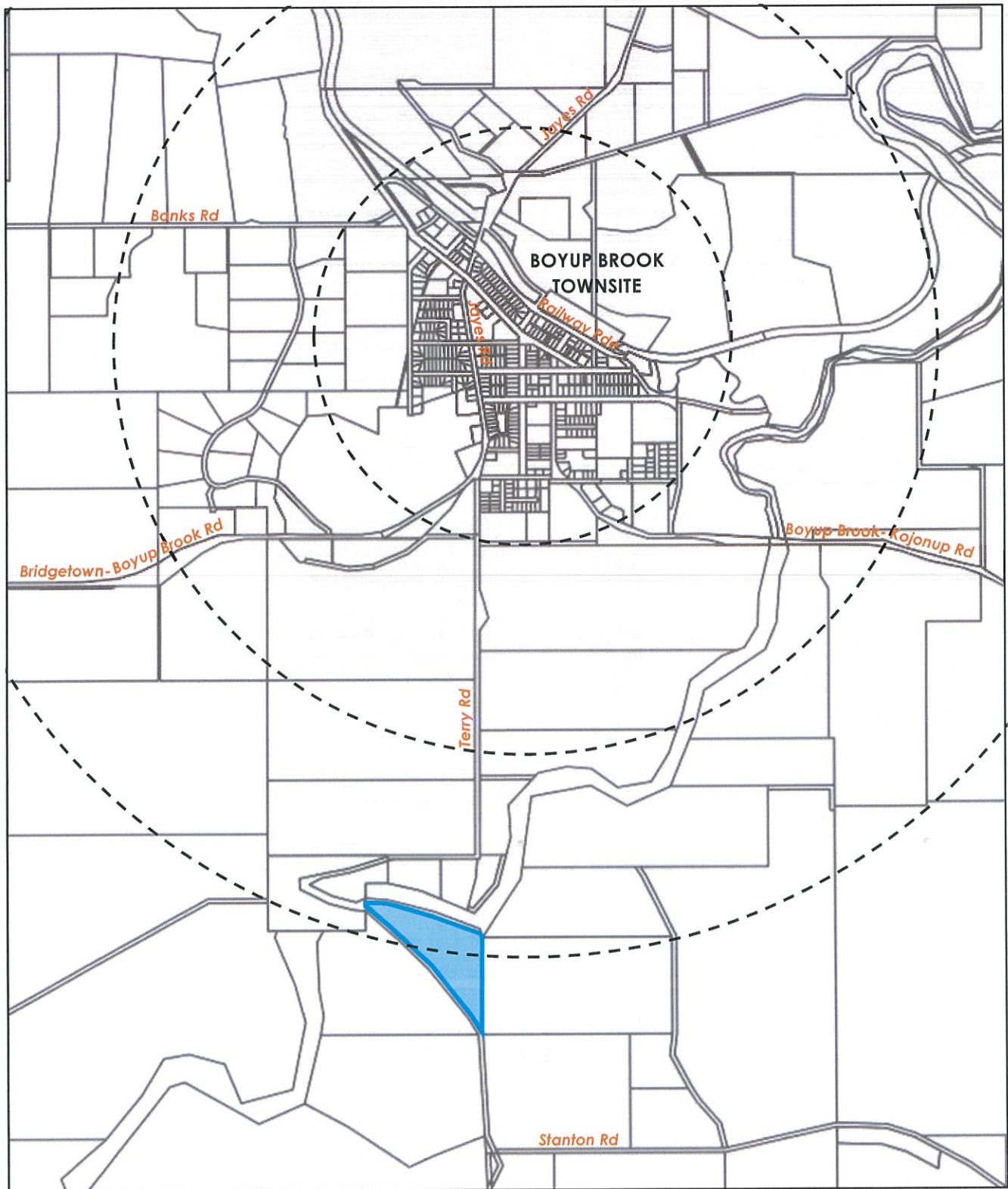
SKETCH OF LAND: 1078-972 (7876/DP81971)  
PREVIOUS TITLE: 1078-792  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BOYUP BROOK



---

# ATTACHMENT 2

---



## LOCATION PLAN

Lot 7876 Terry Road  
Boyup Brook

Shire of Boyup Brook



**edge**  
PLANNING & PROPERTY  
Edge Planning & Property  
134 Hare Street, Mount Clarence  
ALBANY WA 6330  
W: [www.edgeplanning.com.au](http://www.edgeplanning.com.au)  
E: [steve@edgeplanning.com.au](mailto:steve@edgeplanning.com.au)  
M: 0409 107 336



---

# ATTACHMENT 3

---

# CONTEXT PLAN

Lot 7876 Terry Road  
Boyup Brook  
Shire of Boyup Brook

**Legend**

  Amendment Site

  Existing Lot Details

2084  
52.9933ha



A	CONTEXT	DESCRIPTION	APPROVED
220314	YMMDD		



Edge Planning & Property  
134 Hope Street, Mount Clarence  
ALBANY WA 6330  
P: 08 9409 107  
E: info@edgeplanning.com.au  
MC 9409 107 316

DEWING NUMBER  
EP 220314\_02

REV  
A

Issued for design intent only. All areas and dimensions are subject to detail design & survey.





---

# ATTACHMENT 4

---

Lot 7876 Terry Road  
Boyup Brook  
Shire of Boyup Brook

Amendment Site

### Moderate Bush Fire Risk

1:100 Year Flood Level

--- 100m On-site Sewage Disposal Exclusion Area

----- Indicative Property Boundary

☐ Proposed Building Envelope



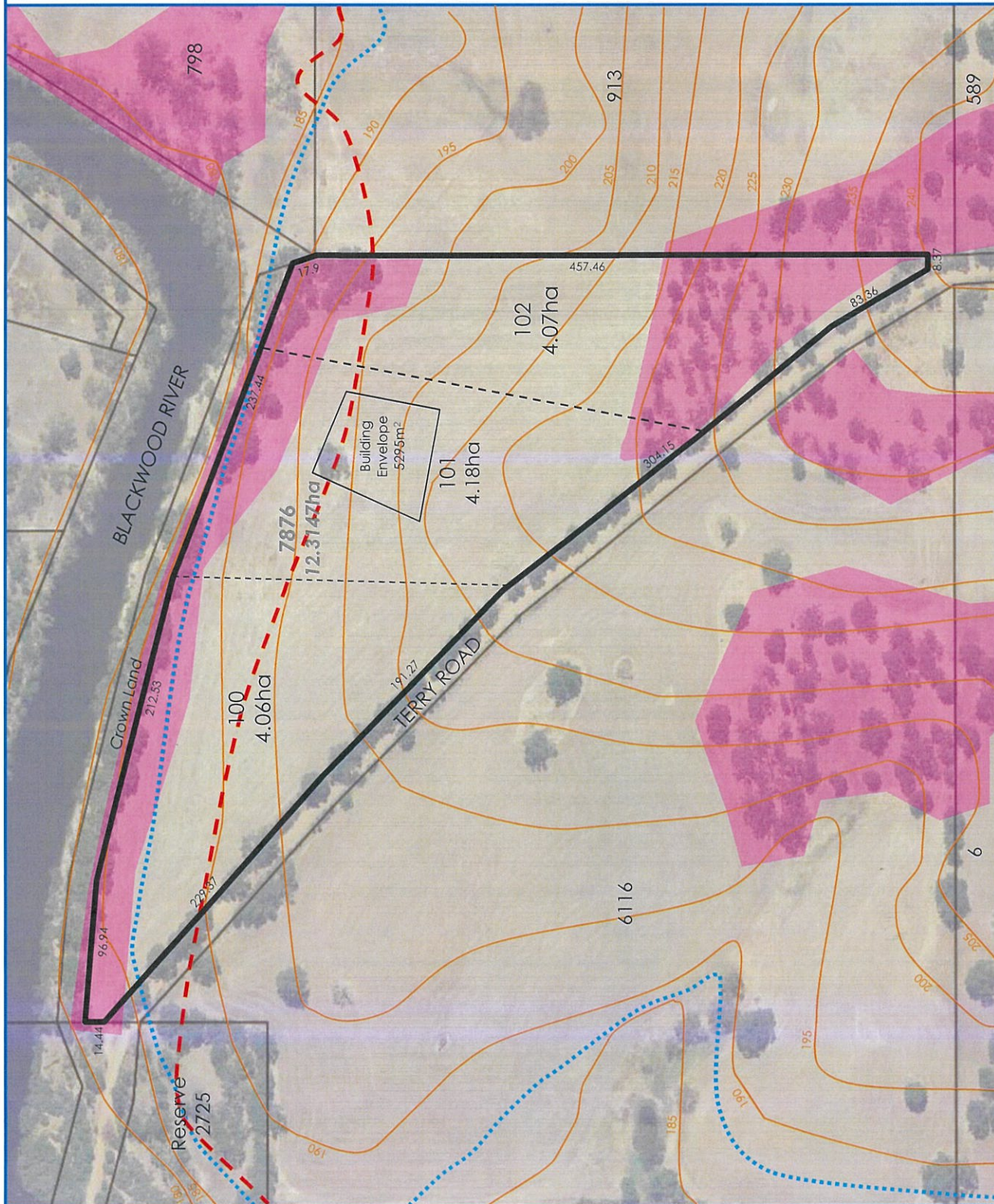
B	ADDED BOUNDARIES	220418
A	OPPORTUNITIES	220314
REV	DESCRIPTION	YMMDD APPROVED



Edge Planning & Property  
134 Hare Street, Mount Clarence  
ALBANY WA 6330  
W: [www.edgeplanning.com.au](http://www.edgeplanning.com.au)  
E: [steve@edgeplanning.com.au](mailto:steve@edgeplanning.com.au)  
M: 0409 107 336

DRAWING NUMBER  
EP 220314 03

intended for design intent only. All areas and dimensions are subject to detail design & survey.





---

# ATTACHMENT 5

---

## Shire of Boyup Brook

### Legend



Amendment Site



Contours (5m)



A	AMENDMENT SITE	220314
REV	DESCRIPTION	YMMDD
		APPROVED



Edge Planning & Property  
134 Hare Street, Mount Clarence  
ALBANY WA 6330  
W: [www.edgeplanning.com.au](http://www.edgeplanning.com.au)  
E: [steve@edgeplanning.com.au](mailto:steve@edgeplanning.com.au)  
M: 0409 107 336

DRAWING NUMBER  
EP 220314 01

REV A

Issued for design intent only. All areas and dimensions are subject to detail design & survey.



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# ATTACHMENT 6

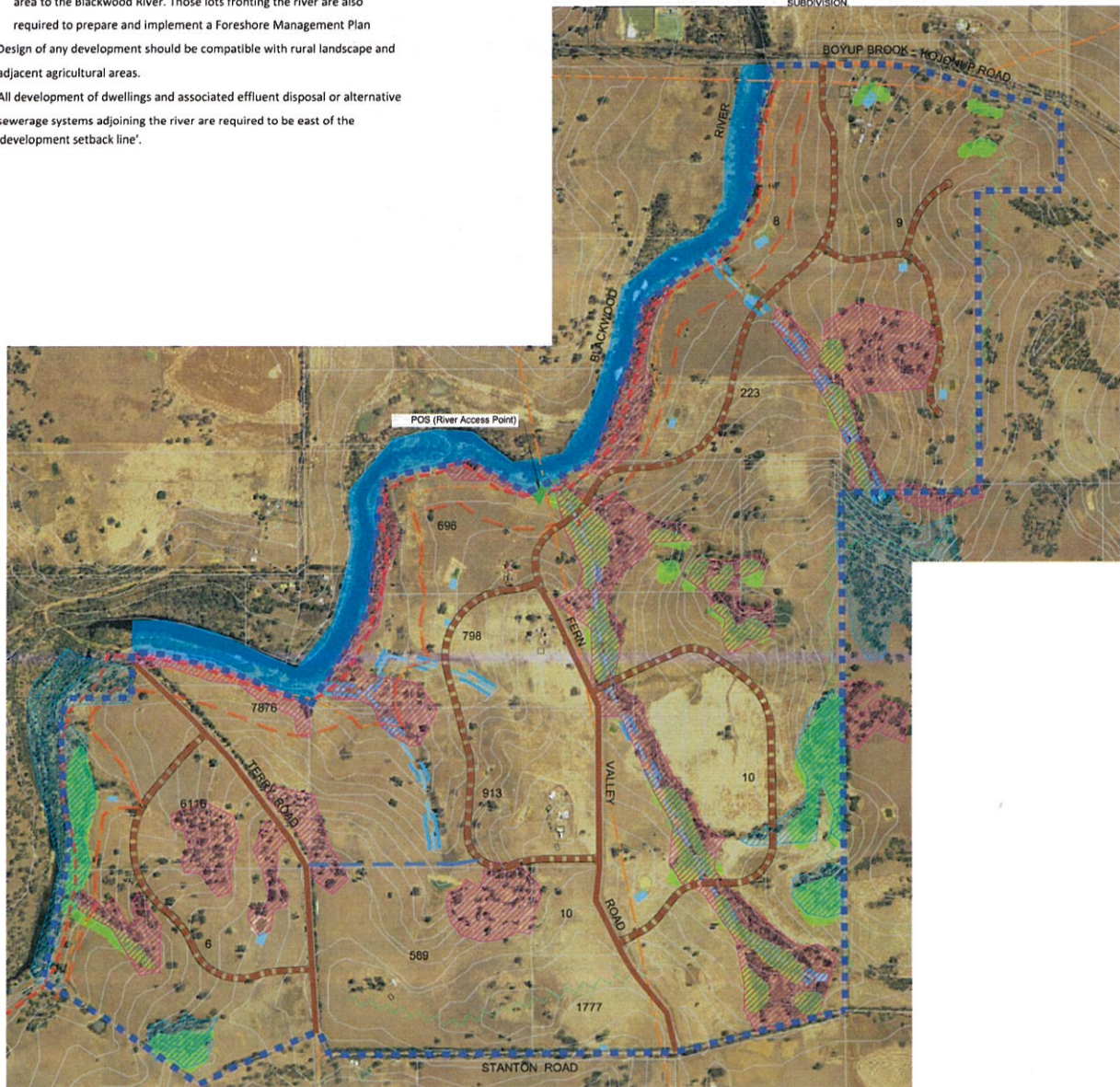
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## PROVISIONS

1. This Structure Plan is prepared, approved and operated pursuant to Section 10.1 of the Shire of Boyup Brook Town Planning Scheme No.2. As such, the 'Operation of Structure Plan' provisions pursuant to clause 10.1.7 apply including, but not limited to, any Reserves or Zones applied to the Structure Plan. Further, these standards and requirements form scheme provisions pursuant to clause 10.1.7.3 (e) of the Scheme.
2. The rural small holdings subdivision, land use and development provisions do not apply until such time as the subject land is included in the Rural Small Holdings Zone.
3. A 'Detailed Structure Plan' is to be prepared and approved for each individual Rural Small Holdings zone in accordance with the Structure Plan Area No. 4 and is to include the following:
  - The standard of the intersection with Kojonup Road for the ultimate development in SPA4 and any associated land requirements for this;
  - External road construction standards, upgrading and contributions as outlined in the Road Contributions Plan; and
  - A biophysical assessment to identify an accurate foreshore protection area to the Blackwood River. Those lots fronting the river are also required to prepare and implement a Foreshore Management Plan
4. Design of any development should be compatible with rural landscape and adjacent agricultural areas.
5. All development of dwellings and associated effluent disposal or alternative sewerage systems adjoining the river are required to be east of the 'development setback line'.

ROAD WIDENING FOR INTERSECTION  
ROAD WIDENING AREA TO BE CREATED AS SEPARATE  
LOTS AT TIME OF SUBDIVISION FOR FUTURE  
ACQUISITION BY MAIN ROADS WESTERN AUSTRALIA.  
DIMENSIONS AND AREA TO BE CONFIRMED PRIOR TO  
SUBDIVISION



## LEGEND

- |  |                                       |
|--|---------------------------------------|
| STRUCTURE PLAN AREA NO. 4  | 50m MINIMUM EFFLUENT BUFFER           |
| EXISTING ROAD RESERVE  | 188m CONTOUR (1:100 YEAR FLOOD LEVEL) |
| PROPOSED ROADS   | 20m LANDSCAPE SETBACK                 |
| DEVELOPMENT SETBACK LINE/ 100m MAXIMUM EFFLUENT BUFFER<br>Setback for habitable dwellings and associated alternative sewer systems | 30m WIDE CREEK SETBACK                |
| POTENTIAL FIRE ACCESS ROUTE  |                                       |
| EXISTING BUILDINGS   |                                       |
| EXISTING DAMS  |                                       |
| DRAINAGE LINES   |                                       |
| VEGETATION   |                                       |
| POWER LINES  |                                       |
| EXISTING ROADS   |                                       |
| RIDGE LINE   |                                       |
| MODERATE BUSH FIRE HAZARD  |                                       |
| EXTREME BUSH FIRE HAZARD   |                                       |
| PUBLIC OPEN SPACE (River Access Point)   |                                       |

W.A.P.C. ENDORSED  
STRUCTURE PLAN

TO PROVIDE A FRAMEWORK TO  
FUTURE DETAILED PLANNING AT THE  
SUBDIVISION AND DEVELOPMENT  
STAGE.

DELEGATED UNDER S16 OF THE  
PLANNING AND DEVELOPMENT ACT  
2005.

SHIRE OF BOYUP BROOK TPS NO. 2  
STRUCTURE PLAN AREA NO. 4

**mpm**

1:10000  
(@ A2) 0 100m 200 300 400 500

107 Beach Road  
PO Box 2020  
BUNBURY WA 6231  
Website: www.mpmc.com.au

Telephone: (08) 97 214777  
Facsimile: (08) 97 214666  
Email: reception@mpmc.com.au

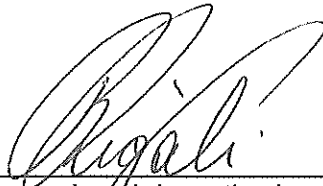
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This structure plan is prepared under the provisions of the Shire of Boyup Brook Town Planning Scheme No.2

IT IS CERTIFIED THAT THIS STRUCTURE PLAN WAS APPROVED BY  
RESOLUTION OF THE WESTERN AUSTRALIAN PLANNING COMMISSION  
ON: 4 May 2016

Signed for and on behalf of the Western Australian Planning Commission



an officer of the Commission duly authorised by the Commission pursuant to  
Section 16 of the *Planning and Development Act 2005* for that purpose, in the  
presence of:



Witness

5-5-16

Date

Date of Expiry : 4 May 2026

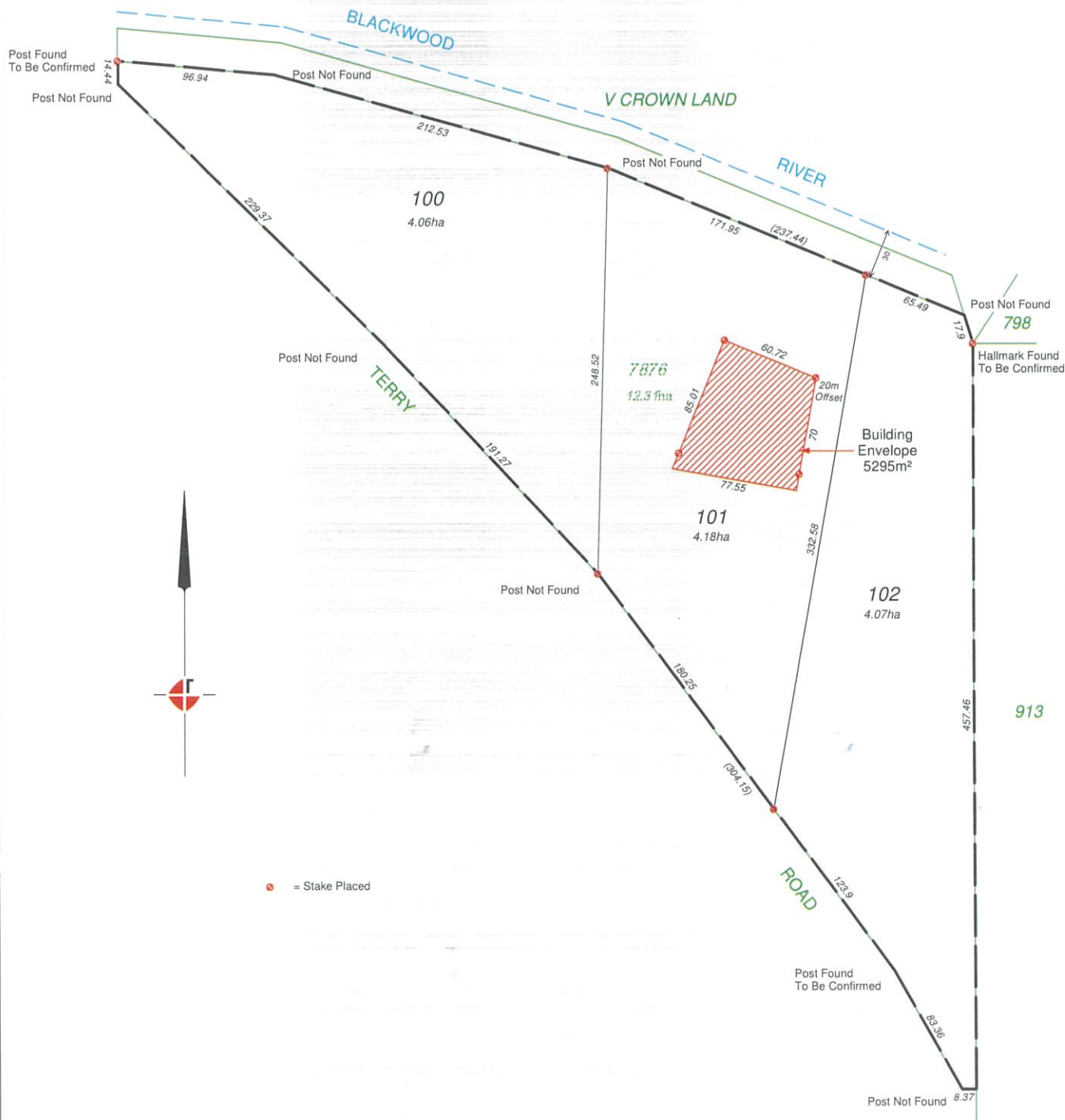
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# ATTACHMENT 7

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NOTE: ALL AREAS AND DIMENSIONS ARE APPROXIMATE AND ARE SUBJECT TO CADASTRAL SURVEY. STAKES PLACED ARE BASED OFF MARKS FOUND, FURTHER SURVEY IS REQUIRED

0 25 50 75 100 125



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Phone: (08) 9721 4000  
eMail: info@thompsonsurveying.com.au



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File: DWG20638APPRev2 JD

CLIENT: PAUL HARRISON

Scale (EAS)

Vert: N/A  
Hor: 1 : 2500

PROJECT: SUBDIVISION OF LOT 7876  
ON D.P. 81971 (C/T 2600/145)  
TERRY ROAD, BOYUP BROOK

Date: 29.07.2021

Rev.n:

TITLE: PROPOSED SUBDIVISION

Checked: 77

2

DATUM: HOR: N/A VERT: AHD



**AMENDED VERSION****Policy A.02**  
**Deputy Chief Executive Officer – Authority to Act**

---

**Objective**

To determine which officer will act as CEO when the Chief Executive Officer is absent.

**Statement**

It is Council policy that the Deputy Chief Executive Officer act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Deputy Chief Executive Officer is unable to act as the Chief Executive Officer, the Manager of Works and Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

<b>POLICY NO.</b>	A.02
<b>POLICY SUBJECT</b>	<b>Deputy Chief Executive Officer – Authority to Act</b>
<b>ADOPTION DATE</b>	17 June 2004, 25 August 2022
<b>VARIATION DATE</b>	21 December 2007, 25 August 2016
<b>LAST REVIEW DATE</b>	18 June 2020



## **CURRENT VERSION**

### **Policy A.02**

### **Acting Chief Executive Officer – Authority to Act**

#### **Objective**

To determine which officer will act as CEO when the Chief Executive Officer is absent.

#### **Statement**

It is Council policy that the Director of Works and Services act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Director of Works and Services is unable or unwilling to act as the Chief Executive Officer, the Director of Corporate Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

<b>POLICY NO.</b>	A.02
<b>POLICY SUBJECT</b>	<b>Acting Chief Executive Officer – Authority to Act</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	21 December 2007, 25 August 2016
<b>LAST REVIEW DATE</b>	18 June 2020



**REGISTER OF DELEGATIONS TO THE CEO, AND  
OTHERS, AND FROM THE CEO, AUTHORISATIONS AND APPOINTMENTS**

<b>1</b>	<b>Administration</b>	<b>Page</b>
1.1	Liquor Licensing Act	3
1.2	Enforcement of Laws	4
1.3	Inviting Tenders – Selection Criteria	5
1.4	Local Laws Administration	6
1.5	Functions Outside Own District	7
1.6	Notices to Owners & Occupiers Land and powers of entry	8
1.7	Emergency Entry to Land	9
1.8	Remove and Impound Goods	10
1.9	Sale of Impounded Goods	11
1.10	Impounded Periods	12
1.11	Impounded Goods Cost Recovery	13
1.12	Variation Requirements Before Entry into Contract	14
1.13	Vehicle Use of	15
1.14	Disposition of property excluded from Local Government Act 1995 Section 3.58	16
<b>2</b>	<b>Works</b>	
2.1	Regulatory Signs	18
2.2	Temporary Road Closures	19
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<b>1.1</b>	<b>Delegation Subject</b>	<b>Liquor Licensing Act</b>
	<b>Function to be performed:</b>	<p>The Council as the Local Planning Authority and the Local Government delegates power to the CEO to:</p> <ul style="list-style-type: none"> <li>• Issue Certificates of Local Government under Section 39 of the Liquor Licensing Act advising compliance with Food, Health and Local Government laws.</li> <li>• Respond to applications for Extended Trading Permits under Sections 61(1)(d) and 61(2);</li> <li>• Make submissions on health grounds regarding the grant or renewal of a license under Section 69(8);</li> <li>• Request copies of reports produced by the Liquor Licensing Authority under Section 153(2);</li> <li>• Report to the Liquor Licensing Authority any offence committed by a licensee and ensures appropriate assistance is given to the Authority if requested under Section 156.</li> <li>• Issue Certificates of the Local Planning Authority under Section 40 of the Act.</li> </ul>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer

1.2	Delegation Subject	Enforcement of Laws
	<b>Function to be performed:</b>	The Chief Executive Officer is delegated authority to appoint persons or classes of persons for the purposes of performing particular functions as specified by the Chief Executive Officer in accordance with Part 9-Div. 2 of the Local Government Act 1995. This also includes the 'Appointment of authorised persons' as per section 9.10 (1) and issuing of certificates of appointment as per section 9.10(2) of the Local Government Act 1995. All such appointments must be within budgetary constraints unless specific funding is otherwise authorised by Council.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government Act 1995 Part 9 Division 2

<b>1.3</b>	<b>Delegation Subject</b>	<b>Inviting Tenders – Selection Criteria</b>
	<b>Function to be performed:</b>	The Chief Executive Officer is delegated authority to discharge the duties of the Local Government under regulation 14 of the Local Government (Functions & General) Regulations 1996 to publicly invite tenders by determining the written criteria for deciding which tender should be accepted.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government (Function & General) Regulations 1996 – Regulation 14



<b>1.4</b>	<b>Delegation Subject</b>	<b>Local Laws Administration</b>
	<b>Function to be performed:</b>	<p>The CEO is delegated the power to administer all the local laws of the local government and do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act 1995 and the Local laws adopted and in particular:</p> <p><i>Local Government Property and Dogs Local Law 2007:</i></p> <p>The CEO is delegated authority to impose such conditions as are considered necessary from time to time in granting a permit to hire or use any property belonging to Council per clauses 3.4 or 3.5 and to extend, renew, transfer or cancel permits per clauses 3.8, 3.9, 3.10 and 3.12.</p> <p><i>Health Local Laws 2007:</i></p> <p>The CEO is delegated authority to perform the functions and powers of 'the local government' under the Health Local Laws 2007.</p>
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 3.18(1) (2) and (3) Local Government Act 1995

1.5	Delegation Subject	Functions Outside Own District
	Function to be performed:	<p>Council delegates to the CEO the power to perform its executive functions on land outside its own district that is not local property of the Shire of Boyup Brook provided that the consent is obtained of:</p> <p>(a) The owner of the land;  (b) if the land is occupied, the occupier of the land; and  (c) if the land is under the control or management of any other person, that other person.</p>
	Power or Duty Assigned:	Local Government
	Delegation to:	Chief Executive Officer
	Reference:	Section 3.20 Local Government Act 1995

<b>1.6</b>	<b>Delegation Subject</b>	<b>Notices to Owners and Occupiers of Land and Powers of Entry</b>
	<b>Function to be performed:</b>	Council delegates to the CEO its power to authorise a person to issue and enforce owners or occupiers to do anything prescribed in Schedule 3.1 - Powers under Notices to Owners and Occupiers of Land and the Powers of Entry as per Part 3 Division of the Local Government Act 1995
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Sections 3.25, 3.26, 3.27 & 3.31 Local Government Act 1995



<b>1.7</b>	<b>Delegation Subject</b>	<b>Emergency Entry to Land</b>
	<b>Function to be performed:</b>	The CEO is delegated the local governments power in an emergency to lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency as determined by the CEO.
	<b>Power or Duty Assigned:</b>	Local Government or Chief Executive Officer
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 3.34(1) Local Government Act 1995

<b>1.8</b>	<b>Delegation Subject</b>	<b>Remove and Impound Goods</b>
	<b>Function to be performed:</b>	Council delegates to the CEO the power to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 3.39 Local Government Act 1995

<b>1.9</b>	<b>Delegation Subject</b>	<b>Sale of Impounded Goods</b>
	<b>Function to be performed:</b>	<p>If any goods have been confiscated, the CEO is delegated power to sell or otherwise dispose of them in accordance with section 3.47 (1) , subject to compliance with the following conditions:-</p> <p>(1) Any goods confiscated must be sold only by the process of calling public tenders as per Part 4 of the Local Government (Functions &amp; General) Regulations 1995.</p> <p>(2) The CEO is authorized to accept a tender received up to the value of \$1,000.00 for any goods confiscated. Any tenders for goods confiscated that include offers above \$1,000.00 must be referred to the Council for consideration and a decision.</p>
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 3.47(1) Local Government Act 1995



1.10	Delegation Subject	Impounding Periods
	<b>Function to be performed:</b>	<p>The CEO is delegated power to sell any impounded goods that have not been collected in accordance with a notice given under Section 3.41(2b) within a period of:</p> <ul style="list-style-type: none"> <li>• 3 days for perishable goods</li> <li>• 7 days for animals</li> <li>• 2 months for non-perishable goods (including vehicles) after the notice is given the local government may sell or otherwise dispose of them.</li> </ul>
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 3.47(2a) (2b) Local Government Act 1995

<b>1.11</b>	<b>Delegation Subject</b>	<b>Impounded Goods – Cost Recovery</b>
	<b>Function to be performed:</b>	If goods are removed and impounded under Section 3.39 and the alleged offender is convicted, the CEO is delegated power to take in a court of competent jurisdiction, to recover from the alleged offender the expenses incurred by the local government in removing and impounding them and in disposing of them.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 3.48 Local Government Act 1995

<b>1.12</b>	<b>Delegation Subject</b>	<b>Variation of Requirements Before Entry into Contract</b>
	<b>Function to be performed:</b>	<p>If, after a local government has invited tenders for the supply of goods or services and chosen a successful tender but before it has entered into a contract, the local government may make a *minor variation in the goods or services required without again inviting tenders.</p> <p>Where the CEO is satisfied that the variation is minor having regard to the total goods or services that tenders were invited to supply, the CEO is delegated power to make a minor variation</p>
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	<p>Section 20 Local Government (Functions &amp; General) Regulations 1996*</p> <p><b>Minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenders were invited to supply.</b></p>



<b>1.13</b>	<b>Delegation Subject</b>	<b>Vehicles, Use of</b>
	<b>Function to be performed:</b>	The CEO is delegated the authority to make all appropriate private use arrangements with all staff having use of a Council vehicle, bearing in mind Legislative requirement of Fringe Benefits and any Council Policies
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 5.42 Local Government Act 1995

1.14	Delegation Subject	Disposition of property excluded from Local Government Act 1995 Section 3.58
	Function to be performed:	<ul style="list-style-type: none"> <li>• Council Housing is primarily for the purposes of housing Council staff members (or specific Council supported programs such as Doctor provision) with the Chief Executive Officer given the power to approve all housing allocations. Should Council Staff not require housing assistance, then the vacant residence/s is to be offered for lease by advertisement at the current market rental value.</li> <li>• All residential rentals/leases entered into following the adoption of this delegation are to be covered by a written agreement in accordance with the Residential Tenancies Act (Form 1AA) and will include a bond equivalent to 4 weeks rent to be held by the independent Bond Administrator.</li> <li>• Community Housing properties (24A and B Proctor Street and 16A and B Forrest Street) are for the purpose of providing affordable housing and a pathway to Keystart housing for eligible prospective tenants. The Chief Executive Officer is given the power to approve all Community Housing allocations, with rental amounts to be set by Council in accordance with the Community Housing Income and Assets Limits Policy 2013.</li> <li>• Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their pay.</li> <li>• Boyup Brook Medical Centre Rooms are for the purpose of Medical Practitioners servicing the community, with the Chief Executive Officer given the power to approve all Room allocations. When vacant, Rooms are to be offered for lease by advertisement at the current market rental value.</li> <li>• Abel Street Commercial Premises (three shops</li> </ul>

		adjacent to the Medical Centre) are for the purpose of providing services or goods to the community, with the Chief Executive Officer given the power to approve all shop allocations.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government (Functions and General) Regulation 30



## 2 WORKS

2.1	Delegation Subject	Regulatory Signs, i.e. Stop, Give-Way, Speed, etc.
	Function to be performed:	The CEO is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Section 5.42 Local Government Act 1995

<b>2.2</b>	<b>Delegation Subject</b>	<b>Temporary Road Closures</b>
	<b>Function to be performed:</b>	<p>The CEO is delegated authority to temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class, in accordance with Section 3.50 of the Local Government Act 1995.</p> <p>The CEO is delegated authority to temporarily close a road or portion of a road for repairs and maintenance in accordance with section 3.50A of the Act.</p> <p>The Chief Executive Officer is delegated authority to close a thoroughfare for a period in excess of 28 days by providing local public notice in accordance with Section 3.50 of the Local Government Act 1995.</p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	<p>Section 3.50 &amp; 3.50A Local Government Act 1995</p> <p>Road Traffic Act 1974 Section 92 and 81D</p>

<b>2.3</b>	<b>Delegation Subject</b>	<b>Disposal of Surplus Equipment, Materials, Tools</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc. which are no longer required, or are outmoded, or are no longer serviceable and have a value of less than \$20,000.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government Act 1995 section 3.58(5) (d). Local Government (Functions and General) Reg 30(3)(a)

<b>2.4</b>	<b>Delegation Subject</b>	<b>Events on Roads</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991 Section 4 (1) & (2). The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Road Traffic Regs 1991 Section 4 (1) & (2) and the Local Government Act 1995 Sections (3.50) & (5.42)



<b>2.5</b>	<b>Delegation Subject</b>	<b>Permits, Heavy Haulage Vehicles</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to determine any application referral from Main Roads WA to use heavy haulage vehicles on any local road within the district, recommending approval or refusal. The CEO should have regard to any policy established by Council from time to time.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 5.42 Local Government Act 1995 Road Traffic (Vehicle Standards) Regulations 2002

<b>2.6</b>	<b>Delegation Subject</b>	<b>Gates and Pipes Across Thoroughfares</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to approve the installation of gates across, or pipes under, Council controlled thoroughfares with Council Policy, with a register of gates and pipes being kept in accordance with the requirements of the Local Government 1995 sched. 9.1 (5) and associated regulations.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Govt. Act schedule 9.1(5) & Reg 9. Local Government (Uniform Local Provisions) Regulations

<b>2.7</b>	<b>Delegation Subject</b>	<b>Dangerous Excavation</b>
	<b>Function to be performed:</b>	If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous it may fill in or fence the excavation or request the owner or occupier to fill or securely fence the excavation.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 11(1) Local Government (Uniform Local Provisions) Regulations 1996

<b>2.8</b>	<b>Delegation Subject</b>	<b>Crossing from Public Thoroughfare to Private Land or Private Thoroughfare</b>
	<b>Function to be performed:</b>	The CEO is delegated authority under schedule 9.1 (7) of the Act and Reg 12(1) to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land in accordance with policy W.08.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 12(1) Local Government (Uniform Local Provisions) Regulations 1996 & Local Govt. Act sched 9.1 (7)



2.9	Delegation Subject	Requirement to Construct and Repair Crossing
	<b>Function to be performed:</b>	The Chief Executive Officer is delegated the power to give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare. [Sched.9.1(7) (3) Act]
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 13(1) Local Government (Uniform Local Provisions) Regulations 1996 & Loc. Govt. Act sched 9.1 (7) (3)

<b>2.10</b>	<b>Delegation Subject</b>	<b>Private Works On, Over or Under Public Places</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to grant permission to construct anything on, over or under a public thoroughfare or other public place that is local government property. [Sched 9.1 (8) Loc. Govt. Act]
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 17(2) Local Government (Uniform Local Provisions) Regulations 1996 & Loc. Govt Act sched 9.1(8)

### 3 FINANCE

<b>3.1</b>	<b>Delegation Subject</b>	<b>Payment of Accounts.</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to pay accounts as per Shire of Boyup Brook Policy F.04 and Local Government Financial Management Regulations Section 11, from the Municipal Fund or Trust Fund
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 6.10 Local Government Act 1995 & Local Government (Financial Management) Reg 11

3.2	Delegation Subject	Rate Book
	<b>Function to be performed:</b>	<p>The CEO is hereby delegated the performance of the following functions of the Council.</p> <ol style="list-style-type: none"> <li>1. The discharge of the obligations specified in Section 6.39(2) (b) of the Local Government Act 1995. [amend rate records for the past five years preceding the current year]</li> <li>2. The powers conferred in Section 6.40 (3) of the Local Government Act 1995.[ may refund of rates overpaid following an adjustment to the rate record if requested]</li> <li>3. Implement the recovery of rates by complaint or action pursuant to the provisions of 6.56 (1) of the Local Government Act 1995.</li> <li>4. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.</li> <li>5. Write of penalty interest raised on any assessment up to the value of \$15.00 in any financial year.</li> </ol>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Sections as listed above Local Government Act 1995



<b>3.3</b>	<b>Delegation Subject</b>	<b>Investment of Surplus Funds</b>
	<b>Function to be performed:</b>	The CEO is authorised to invest moneys held in any Council Fund in accordance with Regulation 19C of the Financial Management regulations.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government Financial & Management Regulations Section 19C

<b>3.4</b>	<b>Delegation Subject</b>	<b>Rates payments by Agreement</b>
	<b>Function to be performed:</b>	The CEO is delegated power to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 6.49 Local Government Act 1995

<b>3.5</b>	<b>Delegation Subject</b>	<b>Outstanding Rates Recovery</b>
	<b>Function to be performed:</b>	The CEO is delegated power if a rate or service charge remains unpaid after it becomes due and payable, to recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction. As part of the legal recovery of rates and charges in court, documents such as summonses and warrants are required to be duly authorised.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 6.56 (1) Local Government Act 1995

<b>3.6</b>	<b>Delegation Subject</b>	<b>Rate Record Objection – Time Extension</b>
	<b>Function to be performed:</b>	The CEO is delegated power to extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 6.76(4) Local Government Act 1995



<b>3.7</b>	<b>Delegation Subject</b>	<b>Consideration of Rate Objection</b>
	<b>Function to be performed:</b>	The CEO is delegated power to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
	<b>Power or Duty Assigned:</b>	Local Government
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Section 6.76(5) Local Government Act 1995

<b>3.8</b>	<b>Delegation Subject</b>	<b>Payments - (Financial Management) Regs</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to make payment from the municipal or trust fund in accordance with Local Government (Financial Management) Regulation 12(1)(a) and <i>Policy F.04</i> [also refer delegation 3001]
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government (Financial Management) Regulation 1976 Section 12

<b>3.9</b>	<b>Delegation Subject</b>	<b>Waiving and Granting of Concessions and Write-Off of Debts other than Rates &amp; Services Charges</b>
	<b>Function to be performed:</b>	<p>This delegation will allow the CEO to consider and grant a waiver or concession for a debt other than rates and service charges, subject to a maximum value.</p> <p>This delegation will allow the CEO to deal with requests for waiver of fees and charges under a set value immediately, rather than having to prepare a report for Council to consider the matter.</p> <p>The exercising of the delegated authority will be recorded in a register and reported to Council, as per the requirements of the Act.</p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government Act 1995, Section 6.12

3.10	Delegation Subject	Disposing of Property
	Function to be performed:	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to:               <ol style="list-style-type: none"> <li>(a) to the highest bidder at public auction [s.58(2)(a)].</li> <li>(b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [3.58(2)(b)]</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]</li> </ol> <p><b>Council Conditions on this Delegation</b></p> <ol style="list-style-type: none"> <li>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$100,000 or less.</li> <li>c. When determining the method of disposal:               <ul style="list-style-type: none"> <li>• Where a public auction is determined as the method of disposal:                   <ul style="list-style-type: none"> <li>- Reserve price has been set by independent valuation.</li> <li>- Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a – 10% variation on the set reserve price.</li> </ul> </li> <li>• Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and</li> </ul> </li> </ol>



		<p>use an alternative disposal method.</p> <ul style="list-style-type: none"> <li>• Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> <li>- Negotiate the sale of the property up to a – 10% variance on the valuation; and</li> <li>- Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decisions are recorded.</li> </ul> </li> </ul> <p>d. Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30 (3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.</li> </ul> <p>e. Than any proposal to dispose of surplus plant, equipment and material with a market value aboe \$500 be advertised in the local community newspaper and Shire’s web site, sold by public auction, traded as part of the purchase of new plant and equipment, or offered for sale by public tender.</p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	<p>Chief Executive Officer</p> <p>Local Government Act 1995, s.5.44 may delegate some powers and duties to other employees</p>
	<b>Reference:</b>	<p>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (functions &amp; General) Regs 1995-r.30 Dispositions of property excluded from Act s.3.58</p>

#### 4 BUSH FIRE CONTROL

4.1	Delegation Subject	Firebreak Order, Variation to and Enforcement
	Function to be performed:	<p>Pursuant to the provisions of Council's Firebreak Order, the CEO is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to take alternative action to abate fire hazards. Applications to the CEO must be supported by the Fire Control Officer for the area in which the land is located.</p> <p>Further, where firebreaks have not been provided in accordance with the firebreak order, the CEO is delegated authority to have the firebreak installed at the cost of the owners of the property.</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Bush Fires Act, 1954 Section 33 (1) and (5)

<b>4.2</b>	<b>Delegation Subject</b>	<b>Burning of Roadsides</b>
	<b>Function to be performed:</b>	<p>That the CEO be delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Boyup Brook</p> <p>All burning must be in accordance with Council's Local Laws and the Environmental Protection (Clearing of Native Vegetation) Act &amp; Regulation 2003</p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	<p>Bush Fires Act, 1954</p> <p>Environmental Protection (Clearing of Native Vegetation) Act &amp; Regulation 2003</p>

<b>4.3</b>	<b>Delegation Subject</b>	<b>Burning, Prohibited Times (Variations)</b>
	<b>Function to be performed:</b>	<p>That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer is delegated the Council's powers and duties under Section 17 (7) and 17 (8) and 18 (5) of the Bush Fires Act 1954 in respect to varying the prohibited and restricted burning times, subject to the following conditions:-</p> <ol style="list-style-type: none"> <li>1. The Chief Fire Control Officer for the Shire of Boyup Brook has requested and or approved of the proposed variation.</li> <li>2. The Department of Parks &amp; Wildlife have been consulted on the proposed variation.</li> </ol>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Bush Fires Act, 1954

<b>4.4</b>	<b>Delegation Subject</b>	<b>Offences for Non-Compliance with Bush Fires Act , Bush Fire Regulations and Firebreak Order/Requirements</b>
	<b>Function to be performed:</b>	The Chief Executive Officer is delegated authority to consider allegations of breaches of the Bushfires Act 1954, Bush Fire Regulations and annual Shire of Boyup Brook Firebreak Order/requirements and initiate action against any offender, including issuing of infringement notices and legal proceedings.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Bush Fires Act, 1954



<b>4.5</b>	<b>Delegation Subject</b>	<b>Use of Shire Resource for Wildfire Control</b>
	<b>Function to be performed:</b>	<p>The Chief Executive Officer is delegated authority to allocate Shire resources for the control of Wildfires provided that:</p> <ol style="list-style-type: none"> <li>1. The resources requested are the result of a direct request from either the Chief Bush Fire Control Officer, or in his absence the Deputy Chief Bush Fire Control Officer.</li> <li>2. The machinery is driven by a staff member competent in the use of the machine.</li> <li>3. The machine operator being given total discretion to withdraw the machinery from use at any time if he/she considers the situation to be dangerous enough to put personal safety at risk or inflict serious damage to the machine.</li> </ol>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government Act 1995 & Bush Fires Act, 1954

## 5 PLANNING

5.1	Delegation Subject	Responding to Appeals and Requests for Reconsideration.
	Function to be performed:	The CEO is delegated authority to respond to any appeal against a discretionary decision of council, on Council's behalf and in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Planning & Development Act, 2005

5.2	Delegation Subject	Land Subdivisions/Amalgamations
	Function to be performed:	<p>The CEO is delegated power to:</p> <p>(1) In respect to an application received from the <i>Western Australian Planning Commission (WAPC)</i> to subdivide, re-subdivide or amalgamate land contained within the municipality, authority to recommend to the WAPC:</p> <p>(i) No objection to the granting of approval of an application to amalgamate two (2) or more lots (including lots forming part of any strata-title scheme) into a single allotment;</p> <p>(ii) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of prevailing town planning schemes and their policies, and policies adopted pursuant to section 5AA of the TPDA; and</p> <p>(iii) With reference to (ii) above, the imposition of relevant conditions on any approval proposed to be granted by the WAPC, that are considered necessary to secure the objectives of any prevailing regional or Shire town planning scheme/s, and any land use plan or strategy adopted by Council;</p> <p>(2) Certify to the WAPC that conditions imposed on an approval granted to subdivide, re-subdivide or amalgamate land contained within the municipality, that pertain to the Shire's jurisdiction, role and function, have been completed and fulfilled to the satisfaction of the Shire;</p>
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Planning & Development Act, 2005

<b>5.3</b>	<b>Delegation Subject</b>	<b>Town Planning Scheme Development Approvals</b>
	<b>Function to be performed:</b>	The CEO is delegated authority to consider and approve all applications for development as per the Shire of Boyup Brook Town Planning Scheme No 2, including the placement of signs and hoardings, except where the exercise of Council's discretion is required, all of which are to be referred to Council for consideration.
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Shire of Boyup Brook Town Planning Scheme No 2

5.4	Delegation Subject	Land Administration Act 1997 and the Native Title Act 1993
	Function to be performed:	The CEO is delegated authority where the Shire has no registered interest in the land, to advise the Department for Planning and Infrastructure—Land Asset Management Services that the Shire has no interest in the proposed taking of land under either of the above statutes.
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Land Administration Act 1997 and the Native Title Act 1993



<b>5.5</b>	<b>Delegation Subject</b>	<b>Strata Titles Act 1985</b>
	<b>Function to be performed:</b>	<p>Pursuant to the provisions of Section 23 of the Strata Titles Act 1985, the Chief Executive Officer is authorised to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Building, Health and other Council requirements and that the Chief Executive Officer is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.</p> <p><b>(Note: This delegation is to be supported by an instrument in writing under the Common Seal of the Shire.</b></p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Strata Titles Act 1985 Section 23

## 6 Health and Building

6.1	Delegation Subject	Powers of the Local Government pursuant to the Building Act 2011
	Function to be performed:	To undertake the powers of a Local Government under the Building Act 2011 subject to any Council Policies that apply
	Power or Duty Assigned:	Council
	Delegation to:	Chief Executive Officer
	Reference:	Building Act 2011 Section 127

<b>6.2</b>	<b>Delegation Subject</b>	<b>Powers of the Local Government pursuant to the Health Act 1911</b>
	<b>Function to be performed:</b>	<p>To undertake the powers of a Local Government under the Health Act 1911 subject to any Council Policies that apply in the following sections of the Act and Regulations:-</p> <ol style="list-style-type: none"> <li>1. Act Sections 72 (1) &amp; (2) – Connection of premises to drains and sewers</li> <li>2. Act Section 73 – Notice to owners and occupiers to carry out installation of drains and fittings to buildings</li> <li>3. Act Sections 108 (1) &amp; (3) - Entry to land to examine drains</li> <li>4. Act Section 135 (1) – Declare to dwellings unit for habitation.</li> <li>5. Act Section 137 – Requiring a condemned building to be amended or removed.</li> <li>6. Act Section 139 – Requiring an owner of premises to clean or repair a building declared unfit for human habitation.</li> <li>7. Act Section 184 – Dealing with the abatement of any nuisances</li> <li>8. Act Section 260 – Power to require cleansing and disinfecting a building</li> <li>9. Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 – regulations 4 &amp; 10 (2) – Approval of apparatus for the treatment of sewage and disposal of liquid waste.</li> </ol>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

<b>6.3</b>	<b>Delegation Subject</b>	<b>Powers of the Local Government pursuant to the Caravan Parks &amp; Camping Grounds Act 1995</b>
	<b>Function to be performed:</b>	<p>To undertake the powers of a Local Government under the Caravan Parks &amp; Camping Grounds Act 1995 and Caravan Parks &amp; Camping Grounds Regulations 1997, subject to any Council Policies that apply in the following sections of the Act and regulations:-</p> <ol style="list-style-type: none"> <li>1. Act Sections 17 (1) (a) – appointment of authorised persons to undertake the provisions of the Act</li> <li>2. Caravan Parks &amp; Camping Grounds Regulation 11 (2) (a) – Use of property for caravan camping for a maximum of three months in any period of twelve months.</li> <li>3. Caravan Parks &amp; Camping Grounds Regulation 12 (2) (a) – Use of property for more than one caravan camping for a maximum of three months in any period of twelve months.</li> <li>4. Caravan Parks &amp; Camping Grounds Regulation 20 – Approval of overflow areas for Caravan Parks and Camping</li> <li>5. Caravan Parks &amp; Camping Grounds Regulation 30 (1) (c) – Approval to allow park homes on Caravan Parks</li> <li>6. Caravan Parks &amp; Camping Grounds Regulation 34 (1) (b) (ii) – Approval to allow Annexes to be attached homes on Caravan Parks</li> <li>7. Caravan Parks &amp; Camping Grounds Regulation 38 (b) – Approval to allow the use of a Park Home or rigid Annexe to be changed</li> <li>8. Caravan Parks &amp; Camping Grounds Regulation 48 – Approval to allow an area to be used for an overflow facility</li> <li>9. Caravan Parks &amp; Camping Grounds Regulation 50 – License to specify numbers and types of site and other conditions</li> </ol>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Caravan Parks & Camping Grounds Act 1995 and Caravan Parks & Camping Grounds Regulations 1997

**7 ANIMAL CONTROL**

7.1	Delegation Subject	Enforcement of Dog Act and Local Laws
	<p><b>Function to be performed:</b></p>	<p>Enforcement of the provisions of the Dog Act and Local-Laws is delegated to the CEO</p> <p>Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.</p> <p>The CEO is authorised to instruct the Shire's solicitors to commence proceedings against a person who is reported to have –</p> <ul style="list-style-type: none"> <li>(a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;</li> <li>(b) Damaged a Municipal Pound, or</li> <li>(c) Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound.</li> </ul> <p>In all cases that CEO instructs Shire's solicitors to commence proceedings, he shall report particulars to the next succeeding Council meeting</p> <p>The CEO is to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act, within the limitations of the Budget.</p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Local Government Act (1995) & Dog Act (1976)



<b>7.2</b>	<b>Delegation Subject</b>	<b>Enforcement of Cat Act</b>
	<b>Function to be performed:</b>	<p>Enforcement of the provisions of the Cat Act 2011 is delegated to the CEO</p> <p>Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.</p> <p>The CEO is to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Cat Act, within the limitations of the Budget.</p>
	<b>Power or Duty Assigned:</b>	Council
	<b>Delegation to:</b>	Chief Executive Officer
	<b>Reference:</b>	Cat Act 2011



## Policy F.16

### Disposal of Property

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#### **Objective**

This policy is intended to provide guidelines for the disposal of Shire of Boyup Brook owned property deemed surplus to the Shire requirements.

The Shires Disposal of Property Policy sets the direction for disposition of all property, including the conditions relating to plant and vehicles trade-ins, machinery, furniture, equipment, miscellaneous items abandoned vehicles, building/construction materials, animals and land or buildings.

#### **Statement**

To ensure full compliance with applicable legislative obligations and principles of transparency:

- Assets disposal decisions, including reasons for such action are to be recorded in the Shires assets registers and associated account records;
- Under no circumstances are items to be donated to staff.

To clarify, the terms "Property" and "Asset" are interchangeable to ensure alignment with the Local Government Act 1995. The following definitions, extracted from Section 3.58 of the Local Government Act 1995 are also relevant:

- Disposal: includes to sell, lease or otherwise dispose of, whether absolutely or not; and
- Property: includes the whole or any part of the interest of a local government in property but does not include money.

Where assets have been identified as being surplus to the Shires requirements, due for replacement or is deemed appropriate for disposal through the relevant act, the following procedures will apply to the disposal of that asset:

- Section 3.58 of the Local Government Act 1995 requires Council to dispose (sell, lease or otherwise dispose) of property assets by public auction, public tender or local public notice in accordance with the legislated requirements. Section 3.58(d) allows for certain dispositions to be exempted from these requirements through regulation.
- The disposition of which shall be an exempt disposition pursuant to Regulation 30(2) and (3) of the Local Government (Functions and General) Regulations 1996.

#### **1. Disposal of Land and Buildings**

1.1 includes the sale, lease or assignment of all or any part of the land.

Shire of Boyup Brook owned land and buildings is to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995* by either of the following:

- a) The highest bidder at a Public auction; or
- b) Public tender
- c) Before agreeing to dispose of the property it gives local public notice of intention to dispose-
  - i. Describing the property concerned; and
  - ii. The names of all other parties concerned; and
  - iii. The consideration to be received by the local government for the disposition; and
  - iv. The market value of the disposition
  - v. Inviting submission to be made to the shire before a date not less than 2 weeks after the notice is first given
  - vi. And it considers any submission made to it before the date specified in the notice and if its decision is made by the council, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

1.2 Under Regulation 30 of the Local Government (Functions and General) Regulations, an exemption applies where land is disposed of:

- a) To an owner or adjoining land (subject to value less than \$5,000);
- b) To a charitable or not for profit body;
- c) To the Crown;
- d) Is leased to an employee of the local government for use as the employees residence; or
- e) Is residential property leased to a person.

1.3 Notwithstanding the provisions of the Act or the Regulations, any disposal of the Shire of Boyup Brook land is to:

- Have regard to the commercial value of the land being disposed as determined by a qualified valuer and or the Valuer Generals Office; and
- Be brought before Council for consideration.

## **2. Disposal of confiscated or uncollected goods (including animals)**

2.1 Confiscated or uncollected goods are to be disposed of in accordance with Section 3.47 of the *Local Government Act 1995*.

The property is to be disposed of as if it were the property of the Shire of Boyup Brooks and therefore subject to the provisions of Section 3.58 of the *Local Government Act 1995*.

## **3. Disposal of Plant, Machinery, Furniture, Equipment and Miscellaneous Items**

3.1 The Shire of Boyup Brook plant, machinery, furniture, equipment, and miscellaneous items are to be disposed of in accordance with the provisions of Section 3.58 of the *Local Government Act 1995* by either of the following:

- a) The highest bidder at a Public auction; or
- b) Public tender
- c) Before agreeing to dispose of the property is gives local public notice of intention to dispose-
  - i. Describing the property concerned; and
  - ii. The names of all other parties concerned; and
  - iii. The consideration to be received by the local government for the disposition; and
  - iv. The market value of the disposition
  - v. Inviting submission to be made to the shire before a date not less than 2 weeks after the notice is first given
  - vi. And it considers any submission made to it before the date specified in the notice and if its decision is made by the council, the decision, and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

POLICY NO.	F.16
POLICY SUBJECT	<b>Disposal of Property</b>
ADOPTION DATE	25 August 2022
REVIEW DATE	





# Policy A.13

## Records Management Policy



### OBJECTIVE

To ensure the Shire meets its statutory obligations consistent with the *State Records Act 2000* by ensuring all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

### STATEMENT

This policy establishes the Shire's position in relation to appropriate definitions, accessibility to records, destruction of records, management of ephemeral records, education and training.

Records are recognised as an important information resource within the Shire of Boyup Brook, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

### ROLES AND RESPONSIBILITIES

#### Elected Members

Elected Members are required to create and maintain records which relate to their role as a Council Member for Shire of Boyup Brook in line with Policy M.11 Shire of Boyup Brook Councillor Record Keeping Policy.

#### Chief Executive Officer

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to 'Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

#### Executive and Management

Executive and Managers are to ensure that all employees under their supervision comply with this Policy and associated records management procedures and the Shire's Recordkeeping Plan.

#### All Employees

All employees, including consultants, contractors and volunteers are to create, manage and retain records relating to the business activities they perform. They are required to:

- a. Make records to document and support business activities.
- b. Make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions.
- c. Ensure that records are secure at all times.
- d. Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government as approved by the State Records Commission – Government of Western Australia.

Refer to Shire of Boyup Brook Recordkeeping Plan and Shire of Boyup Brook Recordkeeping Procedures for Staff.

## DETAILS

### Ownership

All records created or received during the course of business, whether on site, off site or working from home, belong to the Shire of Boyup Brook and not to the individuals who created them.

### Creation, Capture and Control of Records

All records created and received in the course of the Shire of Boyup Brook's business are to be registered in the Shire's recordkeeping system.

### Storage and Security

All Shire records are to be maintained in an appropriate safe and secure environment therefore ensuring their reliability, authenticity, usability, and preservation.

Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited. Records are not to be removed from any Shire site unless in accordance with the approved retention and disposal schedule or they are in the custody of an officer performing official business.

### Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications in accordance with the requirements of their role.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer and in accordance with Section 5.92 of the *Local Government Act 1995*.

Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*.

### Disposal and Destruction

All records kept by the Shire of Boyup Brook will be disposed of in accordance with the General Disposal Authority for Local Government Records following authorisation by the Chief Executive Officer. Staff and Elected members must not personally undertake destruction of any records.

### Legislation

Legislation and standards applicable:

*State Records Act 2000*

*Local Government Act 1995*

*Freedom of Information Act 1992*

*Electronic Transactions Act 2011*

*Evidence Act 1906*

*Corruption and Crime Commission Act 2003*

*Financial Management Act 2006*

State Records Commission: Principles and Standards

Australian Standards on Records Management: AS ISO 15489

SRO Records Management Advice Working Remotely ('Work from Home')

<b>POLICY NO.</b>	A.13
<b>POLICY SUBJECT</b>	<b>Record Keeping Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	22 December 2007, 18 April 2019
<b>LAST REVIEW DATE</b>	18 June 2020

## Current Version

### **Policy A.13** **Record Keeping Policy**

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#### Objective

To ensure all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

#### Statement

##### **Means of implementation:**

The Records Management function will investigate, recommend and implement the most suitable and affordable technology to provide an efficient, modern and effective means of recording, accessing, storing, reporting and disposing of business information. Software should effectively manage all records of the Shire in all forms, provide for Electronic Document Management and Work flow and the seamless integration of information for enquiry purposes.

Its actions are intended to achieve the following:

- To improve the availability of, and access to, information across the Shire and provide reliable and efficient retrieval of records (both physical and electronic).
- To train staff in the creation, access and preservation of full and accurate business records.

##### **To support these principles:**

- An integrated paper and electronic system which is based on a reducing level of paper records and an increasing level of electronic records.
- A devolved level of responsibility to all staff to generate accurate and usable business records and to ensure they carry out necessary records management responsibilities in managing records they create.
- Document management being carried out at every personal computer.
- The concept of a single copy being enforced.
- The concept of the single entry of data being applied.
- Information being accessible to all staff, simultaneously and at all times (security considerations considered).
- Information being readily available which shows the current status of outstanding correspondence and identifies what action is being taken and by whom.
- The provision of automated and one off recording of electronic documents regardless of format.
- Comprehensive reporting facilities being available to Management.



## **Strategies**

### **1. STAFF OBLIGATIONS**

1.1 Staff must make and create records to support accountability and corporate memory. Records provide evidence of business activities, Staff are required to comply with the following to keep full and accurate records.

- a) To create records which reflect the Shire's business activities.
- b) To make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions. These should be properly prepared, typed or neatly handwritten and clearly identify the author, or recorded electronically when suitable facilities are available.
- c) To keep records on official files, not in private record keeping systems.
- d) To learn how and where records are kept within Shire.
- e) Not to destroy records without authorisation.
- f) To register documents created by officers using the register to records macro of IT Vision's Synergy Soft Electronic Document Management Systems.

### **2. REGISTRATION OF CORRESPONDENCE**

All formats of incoming correspondence to Shire of Boyup Brook, which requires an action or is relevant information, is to be registered using Synergy Soft's Registry. The Records Management System should be capable of this function and be based on the concepts of a single copy and the single entry of data.

Any request for a service or a complaint regarding a provision of a service (where Shire is to provide an action) is to be registered into Synergy Soft's Customer Service Request module.

Ephemeral type records do not require registration on either system.

### **3. ACCESS TO COUNCIL RECORDS**

3.1 The access conditions set out below shall be adhered to:

- a) Use of original records will be limited
- b) If copies are made it will be stamped with copy to identify the correspondence.
- c) Information of a confidential nature will have security levels applied to them to limit the access of staff
- d) The Public will not be permitted access to the Corporate Information Management storage areas and staff work areas.
- e) Original material must be viewed in a suitably defined area, and is not to be removed by the Public for any purpose. If a record has been copied onto another format (e.g. microfilm/fiche, aperture card, photocopy, digital image etc.) the copy is to be issued in preference to the original record.
- f) Some records may be restricted to protect the privacy of individuals or because they are fragile and require conservation.

- 3.2 In respect of staff personnel files, the following persons have access:  
Chief Executive Officer, Manager of Finance, Manager of Works & Services and the Finance Officer (in the capacity of maintaining and retrieving the files),
- 3.3 No record of Boyup Brook Shire is to be removed or temporarily removed by any Staff Member without having first obtained the consent of the Records Officer or Chief Executive Officer (refer to procedures manual).

#### **4. STORAGE AND SECURITY**

All Boyup Brook Shire records are to be appropriately stored to ensure their future retrieval and use until they are archived. In doing so, the security, privacy and confidentiality of all records is to be protected.

- 4.1 All Shire records are to be maintained in appropriately secure storage. Paper-based records are to be housed in secure storage areas.
- 4.2 User access to shared electronic directories (folders) is to be controlled to prevent unauthorised creation, modification, or deletion of electronic files and/or directories (folders).
- 4.3 Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited.
- 4.4 Confidentiality of information must be adhered to at all times, and access to particularly sensitive material controlled and recorded.
- 4.5. Personnel files or commercial contracts are to be locked and not left in areas accessible to unauthorised personnel or persons.
- 4.7 All electronic records must be backed up systematically at appropriate intervals.
- 4.8 Measures are to be taken to prevent the loss of records in the event of a disaster including processes such as imaging, microfilming, off-site storage, fire proof containment and disaster planning.

#### **5. ARCHIVE MANAGEMENT AND DISPOSAL**

- 5.1 Shire will preserve records created or received by it in the course of its daily business and which are deemed to have permanent or semi-permanent value
- 5.2 Records no longer required for general use in the Shire, and regarded as having permanent value, will be transferred to secondary storage.
- 5.3 Records suitable for destruction should be destroyed rather than being retained indefinitely. Files no longer required should be deleted from indexing systems, however, an historical record of file index details is to be maintained permanently.
- 5.4 the Shire will endeavour to ensure that all records of permanent value are maintained in the best possible condition.



5.5 The Local Government Act, the State Records Act and the General Records Disposal Authority for Local Government Records are to be used for the retention and disposal of Shire records.

5.6 A disposal register is to be completed for each series of items to be destroyed.

5.7 Where records concerned are not covered by the approved disposal schedule or identified in the Act, the Records Officers shall exercise due caution, paying regard to the records disposal guidelines issued by the Department of Local Government.

## **6. PRESERVATION AND CONSERVATION**

6.1 The Corporate Records and Archives Manager will ensure that Shire 's records are preserved for posterity as required.

<b>POLICY NO.</b>	A.13
<b>POLICY SUBJECT</b>	<b>Record Keeping Policy</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	22 December 2007, 18 April 2019
<b>LAST REVIEW DATE</b>	18 June 2020

# MINUTES



Rylington Park Committee Meeting  
held in the Shire Chambers at  
6.03 pm, Thursday 9 June 2022

## **Attendance**

Cr R Walker – Shire President  
Cr O'Connell – Deputy Shire President  
Cr Kevin Moir  
Cr Darren King  
Mr James Johnston  
Mrs Carolyn Mallett  
Mr Ben Robinson  
Mrs Maria Lane  
Mr Marc Deas  
Mrs Erlanda Deas

Cr Charles Caldwell attended via electronic media.

*Pursuant to Regulation 14D(2)(a) of the Local Government (Administration) Regulations 1996 (Regulations), in light of the state of emergency continuing and the latest public health circumstances, and Councillor Caldwell's current requirement to isolate due to Covid 19 which would otherwise prevent him from attending tonight's Committee meeting, I have authorised Councillor Caldwell to participate in the Committee meeting via electronic media.*

## **Observer**

Cr Sarah Alexander  
Cr Steele Alexander  
Cr Adrian Price  
Cr Philippe Kaltenrieder

## **Apology**

Tristan Mead  
Joshua Stretch  
Dale Putland

Order of business:

**1. Report from Rylington Park – also refer to attachments.**

**Sheep**

- Feeding sheep – grain and hay.
- All mobs were counted by Matt Chambers for auditing compliance.
- Capsules in all ewes and hoggets.
- Sold 34 bales wool – see attached paperwork
- Sold 1443kg wool oddments
- Ewes mated to white suffolks started lambing at the end of May. Ewes mated to merinos will start next week.
- Check ewes.

**Cropping**

- Sprayed 2<sup>nd</sup> knockdowns
- Finished seeding crops and hay.
- Sprayed bare earth
- Checking for slugs and spreading baits
- Boyup Brook Ag Supplies have seeded their trials.
- Living Farms have seeded the Ag Department and Summit Fertiliser's trials.
- Pre-emergent trial ADAMA

**Schools / Events**

- Had launch on 1<sup>st</sup> of June.
- Planning a shearing school at the end of July/beginning of August
- AWI funding – had chats about how this coming financial year's schools and funding might look like – see attached report.

**General**

- New fences around camp.
- New water tank at camp installed.
- Did a lot of clearing at the camp – shire team helped.
- New floor coverings in dorms
- Gutters and downpipes replaced at camp – busy burying pipes to tank. Still need to put up pipes through yards to tank on western side.
- Started painting outside of buildings.
- Air conditioner installed in lecture room.
- See attached quote/estimate to fix farm truck
- Chemical shed materials arrived

### What lies ahead

- Feeding sheep
- Lambing – check ewes
- Install sheep handler
- Fencing
- Organise shearing school
- Work on budget and getting quotes
- In-crop spraying
- Order and spread urea-mop
- Planning on taking leave from 7-22 July.

Marc and Erlanda Deas left the Chambers at 6.24pm.

### **Call for Expressions of Interest to join the Rylington Park Committee**

At an Ordinary Council meeting held on the 28th of April 2022, Council resolved to expand membership of the Rylington Park Committee to include an additional committee member from the Community.

The Committee currently comprises of 5 Councillors and 3 Community members and is Chaired by the Shire President.

### MOTION

**MOVED:** Cr Helen O'Connell

**SECONDED:** Cr Darren King

**The Rylington Park Committee agreed to appoint Andy McElroy.**

**CARRIED 6/0**

**Res 22/6/65**

Information from Andy McElroy

*I have given it some considerable thought and given the importance of Rylington Park to Boyup Brook and the wider farming community. I would like to put my name forward for consideration to the extra position on the committee.*

*I have listed a brief summary of my experience below.*

*Current:*

*Family farm*

- *Approx 5000 head shorn each year. Fine/Superfine merino.*
- *Small oats programme for stock feed*
- *Small hay programme for stock feed*
- *One paddock pasture reseed each year*
- *Managed from Perth with a farm worker for approximately 15 years before taking over 13 years ago.*

*Prior experience:*

- *National Sales Manager - Mining Haul Trucks and Excavators – international responsibilities.*
- *National Sales Manager - Large blasthole drills, waterwell drill and exploration drills – international responsibilities.*
- *Product specialist drilling equipment - Assembly, commissioning, training, troubleshooting of large drilling equipment Australia wide.*
- *Heavy mechanical Fitter & Turner – Apprentice, tradesman, various supervisory roles in both workshop and field.*

*I believe my experience would be of benefit and might bring a slightly different view to the committee.*

*I hope the information provided is sufficient for your consideration.*

*Andy McElroy*

## **2. Previous Minutes**

### **Committee Recommendation**

**MOVED: Cr Helen O'Connell**

**SECONDED: Cr Darren King**

**That the minutes of the Rylington Park Committee held on 12 May 2022 be confirmed as an accurate record.**

**CARRIED 6/0**

**Res 22/6/66**

## **3. General Business**

- 4.1 Rocks to be picked up at Rylington Park before Marc and Erlanda go on annual leave. Need to hire at least 3 people to pick rocks.
- 4.2 Marc and Erlanda to provide a yard plan to the next Committee meeting. The Committee to look at the sheep yards at the next meeting.
- 4.3 It is important to present the sheep properly for Shearing Schools, sheep were not off food long enough which is not ideal.
- 4.4 Look at a Safe Work Area to ensure the staff and employees are working in a safe environment.
- 4.5 Job Description to be updated by administration for Marc and Erlanda Deas and Committee to view and make any necessary comments.
- 4.6 That canola needs checking for insect pressure prior to spraying grass selective spray so if required an insecticide can be added to the grass selective spray on canola.

***Response to 4.6***

Marc is communicating with the Agronomist with regard to timing of grass selective spraying.

The Agronomist has been checking all Rylington Parks crops and will continue to check as the season progresses, this is part of the service offered by Boyup Brook Ag Supplies.

Next meeting will be held on **Friday 1<sup>st</sup> July 2022 at 4.30pm** at the Rylington Park Farm.

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 6.57pm.



