

## COUNCIL ATTACHMENTS

24 September 2020

# INDEX

<b>Attachment</b>	<b>Heading</b>	<b>Pages</b>
6.1	Ordinary Council Minutes – 27 August 2020	<i>Separate attachment</i>
6.2	Special Council Minutes – 31 August 2020	<i>Separate attachment</i>
9.2.1	List of Accounts Paid in August 2020	1 - 4
9.2.2	31 July 2020 Statement of Financial Activity	<i>Will be provided once completed.</i>
9.2.3	31 August 2020 Statement of Financial Activity	<i>Will be provided once completed.</i>
9.2.4	Adoption of 2020-21 Annual Budget	<i>Separate attachment</i>
9.2.5	Valuations & General Rates for 20-21 Annual Budget	<i>Refer to attachment 9.2.4</i>
9.2.6	Materiality Threshold for 20-21 Annual Budget.  Policy F.07	5 – 7 <i>(Refer to attachment 9.2.4)</i>
9.2.7	Minimum Rate Payment for 20-21 Annual Budget	<i>Refer to attachment 9.2.4</i>
9.2.8	Payment of Rates Options and Interest Charges for 20-21 Annual Budget	<i>Refer to attachment 9.2.4</i>
9.2.9	Review of the Schedule of Fees and Charges	<i>Separate attachment</i>
9.3.1	Old Wilga Mill Site	8-25
9.3.2	Elected Member Continuing Professional Development Policy	26-27
9.3.4	Draft MOU and previous minutes	28 - 35
9.3.6	Bush Fire Advisory Committee	36 - 78
10.1	Rylington Park Transitional Committee	79 - 89

**Shire of Boyup Brook Payments 01/08/2020 - 31/08/2020  
(GST Inclusive Accordingly)**

**Attachment 9.2.1  
Council Agenda  
24 September 2020**

Chq/EFT	Date	Name	Description	Amount
20431	18/08/2020	Building and Construction Training Fund BCITF	BCITF Collected 01/07/2020 to 31/07/2020	-244.64
20432	18/08/2020	Department Of Communities	BBELC Small Service Annual Fee 2020/21	-209.00
20433	18/08/2020	Department of Mines, Industry Regulation and Safety BSL	BSL Collected 01/07/2020 to 31/07/2020	-340.35
20434	18/08/2020	Justin Barnes	Refund Bond for Relocated House BP03/15	-5,000.00
20435	18/08/2020	Shire of Boyup Brook	BSL and BCITF Commission 01/07/2020 to 31/07/2020	-41.50
20436	18/08/2020	Telstra Corporation Limited	Telephone Across Shire Facilities to 24/07/2020	-2,071.55
20437	18/08/2020	WA Country Health Service	Medical Supplies	-99.04
20438	18/08/2020	Water Corporation	Water Across Shire Facilities to 28/07/2020	-7,258.51
20439	28/08/2020	Pivotel	Trak Spot Tracking Charges Aug2020	-62.00
20440	28/08/2020	Water Corporation	Water Across Shire Facilities to 28/07/2020	-898.56
<b>TOTAL MUNI CHEQUES to 31 Aug 2020</b>				<b>-16,225.15</b>

**Shire of Boyup Brook Payments 01/08/2020 - 31/08/2020  
(GST Inclusive Accordingly)**

Chq/EFT	Date	Name	Description	Amount
EFT9702	10/08/2020	Kingspan Water & Energy Pty Limited	Rylington Park - Deposit for Water Tank	-2,849.00
EFT9703	18/08/2020	Synergy (Electricity Generation and Retail Corporation)	Electricity Across Shire Facilities to 27/07/2020	-2,879.87
EFT9704	18/08/2020	A & L Printers	Printing Rates Notices and Fire Break Books 2020/21	-3,823.00
EFT9705	18/08/2020	ABCO Products Pty Ltd	Various Shire Buildings - Cleaning Supplies	-79.88
EFT9706	18/08/2020	AFGRI Equipment Australia Pty Ltd	P146 Water Pump - Parts	-22.35
EFT9706	18/08/2020	AFGRI Equipment Australia Pty Ltd	P203 John Deere x380 Mower - Parts	-221.65
EFT9706	18/08/2020	AFGRI Equipment Australia Pty Ltd	P223 Action 2010 Side Tipper Semi Trailer - Parts	-21.30
EFT9706	18/08/2020	AFGRI Equipment Australia Pty Ltd	P196 Komatsu 555 Grader - Parts	-554.02
EFT9706	18/08/2020	AFGRI Equipment Australia Pty Ltd	Rylington Park - Boomspray Repairs	-1,150.75
EFT9707	18/08/2020	AMPAC Debt Recovery (WA) Pty Ltd	Rates Collection and Commission Jul2020	-99.00
EFT9708	18/08/2020	APH Contractors (The Trustee for the APH Trust)	Admin Building Garden - Granite Blocks	-792.39
EFT9709	18/08/2020	Amity Signs	Road Signs and Temporary Traffic Management Supplies	-1,198.45
EFT9710	18/08/2020	Australia Post	Postage and Stationery Jul2020	-659.10
EFT9711	18/08/2020	Australian Services Union	Payroll Deductions	-51.80
EFT9712	18/08/2020	BOC Limited	Gas Cylinder Rental 28/07/2020-29/08/2020	-60.20
EFT9712	18/08/2020	BOC Limited	Expendable Tool Replacement	-95.06
EFT9713	18/08/2020	Benjamin G Brooks	Rylington Park - Lamb Marking, Fencing and Rock Rolling	-3,270.00
EFT9714	18/08/2020	Black Box Control Pty Ltd	Monthly Grader Tracking Service Aug2020	-115.50
EFT9715	18/08/2020	Blackwood Plant Hire	Cemetery, Landfill and Drainage Works	-2,156.55
EFT9716	18/08/2020	Blackwoods (Also Refer Protector Alsafie)	Depot PPE	-140.31
EFT9717	18/08/2020	Boyup Brook Co - Operative	Rylington Park - Purchases Jul2020	-2,227.55
EFT9717	18/08/2020	Boyup Brook Co - Operative	Rylington Park - Lamb Marking Supplies Jul2020	-4,266.80
EFT9717	18/08/2020	Boyup Brook Co - Operative	Rylington Park - Fencing Supplies	-8,535.78
EFT9718	18/08/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park - Fertiliser	-5,596.80
EFT9718	18/08/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park - Purchases Jul2020	-1,939.61
EFT9718	18/08/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	Rylington Park - Chemicals Jul2020	-2,967.94
EFT9718	18/08/2020	Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd)	P146 Spray Unit - Parts	-303.04
EFT9719	18/08/2020	Boyup Brook Hotel	Purchases Feb-Jun2020	-848.87
EFT9720	18/08/2020	Boyup Brook IGA	Purchases Jul2020	-761.47
EFT9721	18/08/2020	Brian & Peta Saunders	Refund Caravan Park Fee - HWS Not Working	-38.00
EFT9722	18/08/2020	Bueno Vida (The Trustee for Bueno Vida Trust t/as)	Rylington Park - Sheep Crutching	-1,374.12
EFT9723	18/08/2020	Bullivants Pty Ltd	Expendable Tool Replacements	-711.28
EFT9724	18/08/2020	CM Dalton Transport	Rylington Park - Fertiliser Cartage and Spreading	-1,047.20
EFT9725	18/08/2020	Caltex Energy WA	Fuel Jul2020	-11,374.76
EFT9726	18/08/2020	Chris Collins Piano Tuner	Town Hall - Tune Piano	-230.00
EFT9727	18/08/2020	Commander	Commander System Monthly Rental Aug2020	-247.96
EFT9728	18/08/2020	Cutting Edges	Grader Blades	-1,163.05
EFT9729	18/08/2020	Daly Winter	Reimburse Supplies for Admin Toilet Upgrade	-321.29
EFT9730	18/08/2020	Department of Fire & Emergency Services	Return of Unspent Mitigation Activity Funds 2019/20	-13,367.00
EFT9731	18/08/2020	Erlanda Deas	Reimburse Rylington Park Expenses - Parts	-352.88
EFT9732	18/08/2020	G&M Detergents	Various Shire Buildings - Cleaning Supplies	-77.00
EFT9733	18/08/2020	Get Farmed WA Pty Ltd	Rylington Park - Lamb Marking	-495.00
EFT9734	18/08/2020	HC Jones & Co	Standpipes - Backflow Testing	-1,921.45
EFT9735	18/08/2020	Hales Electrical	Swimming Pool - Main Pump Repairs	-770.00
EFT9735	18/08/2020	Hales Electrical	7 Knapp St - Supply and Install Oven	-3,294.50
EFT9736	18/08/2020	Hastie Waste (The Glasgow Trust t/as)	Rylington Park - Bulk Waste Collection Jul2020	-95.00
EFT9737	18/08/2020	Howard Farms (JR & SS Howard t/as)	Rylington Park - Lamb Marking	-1,328.36
EFT9738	18/08/2020	IT Vision User Group Inc	IT Vision User Group Membership 2020/21	-748.00
EFT9739	18/08/2020	IXOM Operations Pty Ltd	Chlorine Gas Cylinder Service Fee Jul2020	-126.85
EFT9740	18/08/2020	JR & A Hersey Pty Ltd	PPE and Expendable Tools	-429.00
EFT9741	18/08/2020	Jody Lee Chambers	Rylington Park - Crutching	-3,304.12
EFT9742	18/08/2020	Keybrook Holdings Pty Ltd	Admin Toilet Upgrade - Asbestos Removal	-2,290.00
EFT9743	18/08/2020	Komatsu Australia Pty Ltd	P212 Komatsu 555 Grader - Parts	-81.02
EFT9744	18/08/2020	LG Assist ANZ Pty Ltd	CEO Position Vacant Advertising	-330.00
EFT9745	18/08/2020	Lamat Cleaning Services	Cleaning of Various Shire Buildings Aug2020	-3,560.00
EFT9745	18/08/2020	Lamat Cleaning Services	Cleaning of the Caravan Park and Flax Mill Grounds Jul2020	-820.00
EFT9746	18/08/2020	Landgate	Rural UV Valuations Jun2020	-128.19
EFT9747	18/08/2020	Leanne Farr	Refund Hall Hire Bond	-210.00
EFT9748	18/08/2020	Lotta Pty Ltd	Catering Jul2020	-180.00
EFT9749	18/08/2020	Lukin Springs Grazing Co (DH&JE Goerling t/as)	RRG210 BB Arthur River Road Project - Supply Gravel	-5,236.00
EFT9749	18/08/2020	Lukin Springs Grazing Co (DH&JE Goerling t/as)	RD018 Westcliffe Road - Supply Gravel	-60.50
EFT9749	18/08/2020	Lukin Springs Grazing Co (DH&JE Goerling t/as)	DC048 W Tree Gully Road - Supply Gravel	-349.25
EFT9750	18/08/2020	Marketforce Pty Ltd	Position Vacant Notice in Regional Newspapers	-300.92
EFT9750	18/08/2020	Marketforce Pty Ltd	Early Settlement Discount	60.68
EFT9751	18/08/2020	Miotti Transport	Freight Jul2020	-330.00
EFT9752	18/08/2020	Nicholas John Cole	BREL - Air Conditioner Service	-90.00
EFT9753	18/08/2020	Old Dog Dirt & Diesel	Oil Jul2020	-119.00
EFT9754	18/08/2020	Peter Sanderson	Reimburse First Aid Course Fee - Swimming Pool Manager	-160.00
EFT9755	18/08/2020	Phoenix Petroleum	Rylington Park - Fuel Jul2020	-2,140.45
EFT9756	18/08/2020	RAW Animal Health	Rylington Park - Sheep Drench	-236.60
EFT9757	18/08/2020	RICOH Business Centre (Dodima Pty Ltd)	Admin Printer Toner	-529.00
EFT9758	18/08/2020	SOS Office Equipment	Photocopier Billing Jul2020 (incl Community Newsletters)	-812.75
EFT9759	18/08/2020	SUEZ Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Jul2020	-546.06
EFT9760	18/08/2020	Sprint Express	Freight Jul2020	-132.66
EFT9761	18/08/2020	Suez Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jul2020	-8,693.25
EFT9762	18/08/2020	Sunny Sign Company Pty Ltd	Temporary Traffic Signs	-253.00
EFT9763	18/08/2020	TanLee's Sparkly Cleans	GP House - Window Cleaning	-250.00
EFT9764	18/08/2020	Terrys Engineering Services	P146 Water Pump - Parts	-321.20
EFT9765	18/08/2020	The Trustee for M Fullam Family Trust (All Works Plumbing and Gasfitting)	Rylington Park - Repair Gas Leak	-148.50
EFT9765	18/08/2020	The Trustee for M Fullam Family Trust (All Works Plumbing and Gasfitting)	Rylington Park - Shearers' Quarters HWS Repair	-268.40
EFT9766	18/08/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Jul2020	-1,514.58
EFT9767	18/08/2020	Toll Transport Pty Ltd	Freight Feb-Jul2020	-142.01
EFT9768	18/08/2020	Treehouse Coffee Lounge (Webb & Troeger)	Catering Jul2020	-224.00
EFT9769	18/08/2020	Trophies West	Honour Board Plates	-35.90
EFT9770	18/08/2020	Truckline (Bunbury)	P166 Semi Tipper Trailer - Parts	-729.37
EFT9771	18/08/2020	WALGA	Credit Note - Elected Members Training Cancelled	195.00
EFT9771	18/08/2020	WALGA	WALGA Subscriptions 2020/21	-20,702.12
EFT9771	18/08/2020	WALGA	Preparation of Employee Documents	-709.50
EFT9772	18/08/2020	Wal's Welding, Fabrication and Repairs	Parts for Repairs	-49.50
EFT9773	18/08/2020	Warner & Webster Pty Ltd	Medical Supplies	-1,681.76
EFT9774	18/08/2020	Winc Australia Pty Limited	Admin and Medical Centre Stationery	-804.91



**Shire of Boyup Brook Payments 01/08/2020 - 31/08/2020**  
(GST Inclusive Accordingly)

EFT9775	18/08/2020	activ8me (Australian Private Networks Pty Ltd)	GP House and Rylington Park Internet and Telephone Jul-Aug2020	-213.42
EFT9776	24/08/2020	Australian Taxation Office	PAYG Jul2020	-101,825.00
EFT9777	28/08/2020	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 11/08/2020	-2,973.99
EFT9778	28/08/2020	AT Plumbing & Gas	168 Forrest St - Shower and HWS Repairs	-223.90
EFT9779	28/08/2020	Australian Services Union	Payroll Deductions	-51.80
EFT9780	28/08/2020	BT Equipment Pty Ltd T/a Tutt Bryant Equipment	P217 Sumitomo SH210LC-5 Excavator - Parts	-383.28
EFT9781	28/08/2020	BizLinQ Technology Pty Ltd	Microsoft Office 365 ProPlus Monthly Subscription Aug2020	-559.94
EFT9782	28/08/2020	Boyup Brook Co - Operative	Purchases Jul2020	-1,631.65
EFT9783	28/08/2020	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Aug2020	-490.00
EFT9784	28/08/2020	Boyup Brook Medical Services	BBELC - Pre-employment Medical	-166.00
EFT9785	28/08/2020	Bridgetown Muffler & Towbar Centre	P198 Toyota Prado DSL WGN - Parts	-49.00
EFT9786	28/08/2020	Bunnings Group Ltd	Expendable Tools	-226.49
EFT9787	28/08/2020	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Jul2020	-49.52
EFT9788	28/08/2020	Daly Winter	Refund Hall Hire Bond	-210.00
EFT9788	28/08/2020	Daly Winter	Reimburse Supplies for Admin Toilet Upgrade	-36.00
EFT9789	28/08/2020	Dardanup Removals & Storage	Principal GP Relocation Costs per Employment Agreement	-12,347.93
EFT9790	28/08/2020	Darren Long Consulting	Preparation of 2020/21 Budget and Amendments	-3,300.00
EFT9791	28/08/2020	Department Of Water And Environmental Regulation	Transfer Station Annual License Fee 2020/21	-324.62
EFT9792	28/08/2020	Donnybrook Glass	Admin Toilet Upgrade - Mirrors	-561.00
EFT9793	28/08/2020	Elliott's Small Engines (NF & GA Elliott t/as)	Expendable Tools	-324.75
EFT9794	28/08/2020	Fitz Gerald Strategies	Investigate and Resolve Staff Complaint	-2,319.71
EFT9795	28/08/2020	Hales Electrical	Various Shire Buildings - Electrical Repairs	-505.00
EFT9796	28/08/2020	Haycom Technology	Medical Centre IT Consulting Fees Jul2020	-1,293.60
EFT9797	28/08/2020	Internode Pty Ltd	Depot, Admin and BBELC Broadband Sep2020	-329.97
EFT9798	28/08/2020	Komatsu Australia Pty Ltd	P212 Komatsu 555 Grader - Parts	-406.19
EFT9799	28/08/2020	Lotta Pty Ltd	Catering Aug2020	-175.00
EFT9800	28/08/2020	Mallett, Carolyn	Reimburse Admin Stationery	-99.44
EFT9801	28/08/2020	Manjimup Cabinets & Glass Service	Tone Bridge Country Club - Security Film to All Glass	-1,440.00
EFT9802	28/08/2020	NAPA (formerly Cows)	P206 Triton Tip Tray Ute - Parts	-1,623.60
EFT9803	28/08/2020	Neverfail Springwater Limited	Medical Centre - Water	-29.65
EFT9804	28/08/2020	Phillip De Ronchi	Reimburse Australian Medicines Handbook	-230.00
EFT9805	28/08/2020	Preston Power Equipment	Expendable Tools	-189.90
EFT9806	28/08/2020	Quality Press	Bushfire Brigades - Vehicle Stickers and Stationery	-378.40
EFT9807	28/08/2020	Raymond Sciano	Reimburse Work Boots	-143.09
EFT9808	28/08/2020	Rear's Electrical & Mechanical Services Pty Ltd	Rec Grounds - Make Light Tower Safe	-195.25
EFT9809	28/08/2020	Sheri's Painting, Decorating & Maintenance Services	Admin Toilet Upgrade - Painting	-3,145.00
EFT9809	28/08/2020	Sheri's Painting, Decorating & Maintenance Services	GP House - Paint Door Trims and Vanity	-750.00
EFT9810	28/08/2020	South Regional TAFE (Previously South West Institute Of Technology)	OHS Training - Depot Staff	-391.60
EFT9811	28/08/2020	State Library of WA (Department of Finance - Shared Services)	Delivery of Better Beginnings Program 2020/21	-126.50
EFT9812	28/08/2020	Stephen Murphy (Elite Carpet Dry Cleaning Service)	BBELC - Carpet and Lounge Cleaning	-327.00
EFT9813	28/08/2020	Surgical House Pty Ltd	Medical Supplies	-1,359.15
EFT9814	28/08/2020	Terrys Engineering Services	Expendable Tool Replacements	-542.98
EFT9815	28/08/2020	The Australian Local Government Job Directory Pty Ltd	CEO Position Vacant Online Advertising	-247.50
EFT9816	28/08/2020	The Trustee for the Sanderson Family Trust (Peter Sanderson)	Repair and Maintenance of Various Shire Buildings Aug2020	-3,360.76
EFT9817	28/08/2020	Toll Transport Pty Ltd	Freight May-Aug2020	-563.64
EFT9818	28/08/2020	Treehouse Coffee Lounge (Webb & Troeger)	Catering Aug2020	-77.00
EFT9819	28/08/2020	Truckline (Bunbury)	P221 Action 2010 Side Tipper Semi Trailer - Parts	-930.76
EFT9819	28/08/2020	Truckline (Bunbury)	P225 Isuzu Giga Prime Mover - Parts	-122.99
EFT9820	28/08/2020	Vogue Furniture	Medical Centre - Desk Pedestal	-300.00
EFT9821	28/08/2020	Warner & Webster Pty Ltd	Medical Supplies	-15.00
EFT9822	28/08/2020	Winc Australia Pty Limited	Administration Stationery	-11.10
EFT9823	28/08/2020	Woodlands Distributors Pty Ltd	Dog Waste Bags	-130.90
<b>TOTAL EFT PAYMENTS TO 31 Aug 2020</b>				<b>-293,130.15</b>

**Shire of Boyup Brook Payments 01/08/2020 - 31/08/2020**  
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
DD5902.1	05/08/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-463.41
DD5902.2	05/08/2020	Colonial First State Superannuation	Superannuation Contributions	-351.50
DD5902.3	05/08/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD5902.4	05/08/2020	WALGSP	Superannuation Contributions	-6,033.52
DD5902.5	05/08/2020	Rest Superannuation	Superannuation Contributions	-1,916.77
DD5902.6	05/08/2020	AMP RSA Superannuation	Superannuation Contributions	-764.98
DD5902.7	05/08/2020	Australian Super	Superannuation Contributions	-1,285.66
DD5902.8	05/08/2020	Commonwealth Essential Super	Superannuation Contributions	-420.61
DD5902.9	05/08/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD5904.1	06/08/2020	Salary & Wages	Payroll 05Aug2020	-75,461.90
DD5914.1	12/08/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-815.48
DD5914.2	12/08/2020	WALGSP	Superannuation Contributions	-3.71
DD5916.1	12/08/2020	Salary & Wages	Payroll 12Aug2020	-4,569.08
DD5929.1	19/08/2020	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-471.45
DD5929.2	19/08/2020	Colonial First State Superannuation	Superannuation Contributions	-371.41
DD5929.3	19/08/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-867.58
DD5929.4	19/08/2020	WALGSP	Superannuation Contributions	-5,847.69
DD5929.5	19/08/2020	Rest Superannuation	Superannuation Contributions	-1,992.62
DD5929.6	19/08/2020	AMP RSA Superannuation	Superannuation Contributions	-979.21
DD5929.7	19/08/2020	Commonwealth Essential Super	Superannuation Contributions	-417.21
DD5929.8	19/08/2020	AMP SuperLeader	Superannuation Contributions	-169.69
DD5929.9	19/08/2020	Australian Super	Superannuation Contributions	-1,190.61
DD5931.1	20/08/2020	Salary & Wages	Payroll 19Aug2020	-75,268.81
DD5932.1	10/08/2020	Western Australian Treasury Corporation	Loan 114 - Pool Bowl Upgrade Aug2020	-8,575.72
DD5932.2	03/08/2020	Westnet	Admin, Pool and BBELC Internet Aug2020	-289.85
DD5932.3	07/08/2020	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DocuCentre-VII C5573 Aug2020	-184.80
DD5932.4	10/08/2020	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software Aug2020	-59.00
DD5937.1	19/08/2020	WALGSP	Superannuation Contributions	-240.13
DD5939.1	24/08/2020	Salary & Wages	Payroll 24Aug2020	-7,637.36
DD5946.1	17/08/2020	Shire of Boyup Brook	Apple Pty Ltd - Shire President - Apple Pencil and Keyboard for iPad Pro	-674.30
DD5946.1	17/08/2020	Shire of Boyup Brook	Apple Pty Ltd - Laptops for Doctors x 2	-4,323.00
DD5946.1	17/08/2020	Shire of Boyup Brook	Totally WorkWear - Depot PPE and Uniforms	-645.70
DD5946.1	17/08/2020	Shire of Boyup Brook	Telstra - CWPA Mobile Phone Recharge	-50.00
DD5946.1	17/08/2020	Shire of Boyup Brook	Kojonup Country Kitchen - Meeting Refreshments	-30.50
DD5946.1	17/08/2020	Shire of Boyup Brook	The Daily Grind - Meeting Refreshments	-9.50
DD5947.1	27/08/2020	AMP Superannuation Savings Trust - SignatureSuper	Superannuation Contributions	-1,554.63
DD5947.2	27/08/2020	WALGSP	Superannuation Contributions	-157.31
DD5949.1	27/08/2020	Salary & Wages	Payroll 27Aug2020	-9,552.40
DD5979.1	02/08/2020	Commonwealth Bank	Merchant Fee - Muni 02/08/2020	-213.13
DD5979.2	04/08/2020	Commonwealth Bank	Transaction Return Fee - Muni 04/08/2020	-2.50
DD5979.3	05/08/2020	Commonwealth Bank	Audit Certificate Fee - Muni 05/08/2020	-60.00
DD5979.4	17/08/2020	Commonwealth Bank	Account Service Transaction Fee - Muni 17/08/2020	-103.04
DD5902.10	05/08/2020	Prime Super	Superannuation Contributions	-130.71
DD5902.11	05/08/2020	Wealth Personal Superannuation and Pension Fund	Superannuation Contributions	-465.14
DD5929.10	19/08/2020	Prime Super	Superannuation Contributions	-136.73
DD5929.11	19/08/2020	Wealth Personal Superannuation and Pension Fund	Superannuation Contributions	-465.14
TOTAL DD MUNI ACCOUNT TO 31 Aug 2020				-217,260.76
31/8/2020	Police Licensing		POLICE CLAIMED AUG2020	-41,492.20
TOTAL DD POLICE LICENSING ACCOUNT TO 31 Aug 2020				-41,492.20
	QK Technologies Pty Ltd		QikKids Gateway Usage (No Transactions)	0.00
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 Aug 2020				0.00
<b>SUMMARY</b>				
CHQ (Muni Account)				-16,225.15
DD				-217,260.76
EFT				-293,130.15
TOTAL				<u>-526,616.06</u>
ALL MUNI TRANS TO 31 Aug 2020				-526,616.06
DD (Police Licensing Account) TO 31 Aug 2020				-41,492.20
DD (Boyup Brook Early Learning Centre) 31 Aug 2020				0.00

## **SHIRE OF BOYUP BROOK**

### **BUDGET**

### **FOR THE YEAR ENDED 30 JUNE 2021**

#### **LOCAL GOVERNMENT ACT 1995**

#### **TABLE OF CONTENTS**

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Budget	8

#### **SHIRE'S VISION**

A place for people, with a sense of community, one that is active, vibrant, engaged and connected.

A place that is safe and secure.

A place that nurtures its youth and aging population; and retains its health and medical services.

A place that grows and has employment opportunities, through commercial diversity, which is based on our competitive advantage

**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	3,007,292	3,002,703	3,006,035
Operating grants, subsidies and contributions	9(a)	1,125,550	1,734,271	1,011,205
Fees and charges	8	1,518,125	1,393,045	1,537,555
Interest earnings	11(a)	45,205	60,395	79,815
Other revenue	11(b)	503,190	279,344	70,160
		6,199,362	6,469,758	5,704,770
<b>Expenses</b>				
Employee costs		(2,875,038)	(3,165,042)	(3,193,050)
Materials and contracts		(2,544,200)	(1,143,169)	(1,376,135)
Utility charges		(228,519)	(213,746)	(183,055)
Depreciation on non-current assets	5	(3,592,229)	(3,018,122)	(3,643,395)
Interest expenses	11(d)	(21,754)	(23,288)	(23,580)
Insurance expenses		(165,432)	(192,945)	(192,115)
Other expenditure		(251,606)	(247,071)	(202,070)
		(9,678,778)	(8,003,383)	(8,813,400)
<b>Subtotal</b>				
		(3,479,416)	(1,533,625)	(3,108,630)
Non-operating grants, subsidies and contributions	9(b)	2,661,821	776,285	1,596,000
Loss on asset disposals	4(b)	0	(156,782)	(27,500)
		2,661,821	619,503	1,568,500
<b>Net result</b>				
		(817,595)	(914,122)	(1,540,130)
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>				
		<b>(817,595)</b>	<b>(914,122)</b>	<b>(1,540,130)</b>

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



# SHIRE OF BOYUP BROOK

## FOR THE YEAR ENDED 30 JUNE 2021

### BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Boyup Brook controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to the budget.

### 2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

AASB 1059 Service Concession Arrangements: Grantors

AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

### KEY TERMS AND DEFINITIONS - NATURE OR TYPE

#### REVENUES

##### RATES

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

##### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

##### PROFIT ON ASSET DISPOSAL

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

### REVENUES (CONTINUED)

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### FEES AND CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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



**SHIRE OF BOYUP BROOK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
<b>Revenue</b>	1,8,9(a),11(a),11(b)	\$	\$	\$
Governance		0	0	150
General purpose funding		3,742,447	4,477,685	3,767,200
Law, order, public safety		271,834	128,327	169,950
Health		907,844	788,756	900,570
Education and welfare		125,000	138,303	130,830
Housing		89,601	89,601	89,200
Community amenities		207,766	216,470	217,685
Recreation and culture		41,441	41,580	52,750
Transport		191,890	189,903	195,655
Economic services		110,530	169,282	119,820
Other property and services		511,009	229,851	60,960
		6,199,362	6,469,758	5,704,770
<b>Expenses excluding finance costs</b>	4(a),5,11(c),(e),(f),(g)			
Governance		(379,473)	(306,298)	(366,205)
General purpose funding		(139,443)	(111,702)	(127,325)
Law, order, public safety		(508,331)	(393,703)	(433,290)
Health		(1,249,020)	(1,151,870)	(1,358,370)
Education and welfare		(226,309)	(237,177)	(225,575)
Housing		(140,757)	(114,466)	(126,490)
Community amenities		(348,711)	(350,475)	(347,080)
Recreation and culture		(1,162,098)	(1,077,874)	(1,138,705)
Transport		(4,312,005)	(3,533,773)	(3,773,975)
Economic services		(657,873)	(423,302)	(633,495)
Other property and services		(533,004)	(279,455)	(259,310)
		(9,657,024)	(7,980,095)	(8,789,820)
<b>Finance costs</b>	,6(a),11(d)			
Education and welfare		(14,218)	(14,870)	(14,890)
Housing		(2,670)	(2,939)	(2,965)
Community amenities		0	(183)	(350)
Recreation and culture		(4,866)	(5,296)	(5,375)
		(21,754)	(23,288)	(23,580)
<b>Subtotal</b>		(3,479,416)	(1,533,625)	(3,108,630)
Non-operating grants, subsidies and contributions	9(b)	2,661,821	776,285	1,596,000
(Loss) on disposal of assets	4(b)	0	(156,782)	(27,500)
		2,661,821	619,503	1,568,500
<b>Net result</b>		(817,595)	(914,122)	(1,540,130)
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		0	0	0
<b>Total comprehensive income</b>		(817,595)	(914,122)	(1,540,130)

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



**SHIRE OF BOYUP BROOK  
FOR THE YEAR ENDED 30 JUNE 2021**

**KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

**OBJECTIVE**

**ACTIVITIES**

**GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services

Rates, general purpose government grants and interest revenue

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer and environmentally conscious community

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services

**HEALTH**

To provide an operational framework for environmental and community health

Inspection of food outlets and their control, noise control and waste disposal compliance. Immunisation and provision of medical services.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons, the elderly, children and youth

Maintenance of pre-school, day care centre, aged care housing and senior citizen services. Provision and maintenance of youth services

**HOUSING**

To provide and maintain staff and other housing

Provision and maintenance of staff and other housing

**COMMUNITY AMENITIES**

To provide services required by the community

Rubbish collection services, operation of rubbish disposal and waste transfer sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences

**RECREATION AND CULTURE**

To establish and effectively manage infrastructure and resource which will help the social well being of the community

Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities

**TRANSPORT**

To provide safe, effective and efficient transport services to the community

Construction and maintenance of roads, streets, footpaths, depots, bridges, verges and airstrip. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES**

To help promote the shire and its economic wellbeing

Tourism and area promotion including the maintenance and operation of a caravan park and flaxmill. Provision of rural services including weed control, vermin control and standpipes. Building Control and swimming pool inspections.

**OTHER PROPERTY AND SERVICES**

To monitor and control Shire's overheads operating accounts

Private works operation, plant repair and operation costs and engineering operation costs, administration costs allocated and other unclassified works and services



**SHIRE OF BOYUP BROOK**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget \$	2019/20 Actual \$	2019/20 Budget \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		3,007,292	2,917,691	3,026,035
Operating grants, subsidies and contributions		450,956	2,455,297	1,006,217
Fees and charges		1,518,125	1,393,045	1,607,555
Interest earnings		45,205	54,384	80,346
Goods and services tax		0	149,137	116,190
Other revenue		503,190	275,549	70,160
		5,524,768	7,245,103	5,906,503
<b>Payments</b>				
Employee costs		(2,832,008)	(3,438,686)	(3,177,825)
Materials and contracts		(2,544,200)	(972,083)	(1,376,135)
Utility charges		(228,519)	(213,746)	(183,055)
Interest expenses		(21,754)	(23,984)	(23,580)
Insurance expenses		(165,432)	(192,945)	(192,115)
Goods and services tax		0	(175,797)	0
Other expenditure		(251,606)	(236,902)	(202,070)
		(6,043,519)	(5,254,143)	(5,154,780)
<b>Net cash provided by (used in) operating activities</b>	3	(518,751)	1,990,960	751,723
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	4(a)	(537,039)	(962,624)	(851,540)
Payments for construction of infrastructure	4(a)	(3,488,384)	(1,584,365)	(2,582,620)
Non-operating grants, subsidies and contributions		2,661,821	776,285	1,596,000
Proceeds from sale of plant and equipment	4(b)	127,714	309,596	71,750
<b>Net cash provided by (used in) investing activities</b>		(1,235,888)	(1,461,108)	(1,766,410)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(36,157)	(39,432)	(37,658)
<b>Net cash provided by (used in) financing activities</b>		(36,157)	(39,432)	(37,658)
<b>Net increase (decrease) in cash held</b>		(1,790,796)	490,420	(1,052,345)
Cash at beginning of year		3,852,438	3,362,018	3,316,013
<b>Cash and cash equivalents at the end of the year</b>	3	<b>2,061,642</b>	<b>3,852,438</b>	<b>2,263,668</b>

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



**SHIRE OF BOYUP BROOK**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>		1,135,201	439,629	435,768
<b>Revenue from operating activities (excluding rates)</b>		1,135,201	439,629	435,768
Governance		0	0	150
General purpose funding		736,410	1,476,237	762,340
Law, order, public safety		271,834	128,327	169,950
Health		907,844	788,756	900,570
Education and welfare		125,000	138,303	130,830
Housing		89,601	89,601	89,200
Community amenities		207,766	216,470	217,685
Recreation and culture		41,441	41,580	52,750
Transport		191,890	189,903	195,655
Economic services		110,530	169,282	119,820
Other property and services		511,009	229,851	60,960
		3,193,325	3,468,310	2,699,910
<b>Expenditure from operating activities</b>				
Governance		(379,473)	(306,298)	(366,205)
General purpose funding		(139,443)	(111,702)	(127,325)
Law, order, public safety		(508,331)	(393,703)	(433,290)
Health		(1,249,020)	(1,151,870)	(1,358,370)
Education and welfare		(240,527)	(252,047)	(240,465)
Housing		(143,427)	(117,405)	(129,455)
Community amenities		(348,711)	(350,658)	(347,430)
Recreation and culture		(1,166,964)	(1,083,170)	(1,144,080)
Transport		(4,312,005)	(3,684,805)	(3,801,475)
Economic services		(657,873)	(423,302)	(633,495)
Other property and services		(533,004)	(285,205)	(259,310)
		(9,678,778)	(8,160,165)	(8,840,900)
Non-cash amounts excluded from operating activities	2 (a)(i)	3,635,260	2,943,873	3,686,119
<b>Amount attributable to operating activities</b>		(1,714,992)	(1,308,353)	(2,019,103)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	9(b)	2,661,821	776,285	1,596,000
Purchase land held for resale	4(a)	0	0	0
Purchase investment property	4(a)	0	0	0
Purchase property, plant and equipment	4(a)	(537,039)	(962,624)	(851,540)
Purchase and construction of infrastructure	4(a)	(3,488,384)	(1,584,365)	(2,582,620)
Proceeds from disposal of assets	4(b)	127,714	309,596	71,750
Proceeds from self supporting loans	6(a)	0	0	0
Advances of self supporting loans	6(a)	0	0	0
<b>Amount attributable to investing activities</b>		(1,235,888)	(1,461,108)	(1,766,410)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(36,157)	(39,432)	(37,658)
Principal elements of finance lease payments	7	0	0	0
Proceeds from new borrowings	6(b)	0	0	0
Transfers to cash backed reserves (restricted assets)	7(a)	(19,000)	(69,684)	(597,309)
Transfers from cash backed reserves (restricted assets)	7(a)	0	1,012,330	1,415,620
<b>Amount attributable to financing activities</b>		(55,157)	903,214	780,653
<b>Budgeted deficiency before general rates</b>		(3,006,037)	(1,866,247)	(3,004,860)
<b>Estimated amount to be raised from general rates</b>	1	3,006,037	3,001,448	3,004,860
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (a)(iii)	0	1,135,201	0

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

**SHIRE OF BOYUP BROOK**  
**INDEX OF NOTES TO THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

Note 1	Rates	9
Note 2	Net Current Assets	12
Note 3	Reconciliation of Cash	16
Note 4(a)	Asset Acquisitions	17
Note 4(b)	Asset Disposals	18
Note 5	Asset Depreciation	19
Note 6	Borrowings	20
Note 7	Reserves	22
Note 8	Fees and Charges	23
Note 9	Grant Revenue	23
Note 10	Revenue Recognition	24
Note 11	Other Information	25
Note 12	Interests in Joint Arrangements	26
Note 13	Trust	27
Note 14	Significant Accounting Policies - Other Information	28
Note 15	Budget Ratios	29
	Detailed Operating & Non-Operating Schedules	30

**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**1. RATES AND SERVICE CHARGES**

**(a) Rating Information**

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	Budgeted rate revenue \$	Budgeted interim rates \$	Budgeted back rates \$	2020/21 Budgeted total revenue \$	2019/20 Actual total revenue \$	2019/20 Budget total revenue \$
<b>Uniform general rate</b>									
Gross rental valuations									
General Rate - GRV	0.133700	298	3,444,870	460,579	0	0	460,579	459,447	460,280
Unimproved valuations									
General Rate - UV	0.007409	594	293,017,056	2,170,963	0	0	2,170,963	2,207,212	2,210,135
<b>Sub-Totals</b>		892	296,461,926	2,631,542	0	0	2,631,542	2,666,659	2,670,415
<b>Minimum payment</b>									
Gross rental valuations									
General Rate - GRV	995	51	236,247	50,745	0	0	50,745	50,745	50,745
Unimproved valuations									
General Rate - UV	900	360	27,192,733	324,000	0	0	324,000	285,300	285,300
<b>Sub-Totals</b>		411	27,428,980	374,745	0	0	374,745	336,045	336,045
Rates small balances written off		1,303	323,890,906	3,006,287	0	0	3,006,287	3,002,704	3,006,460
Concessions (Refer note 1(e))							(250)	(1,256)	(250)
<b>Total amount raised from general rates</b>							0	0	(1,350)
Ex-gratia rates							3,006,037	3,001,448	3,004,860
<b>Total rates</b>							1,255	1,255	1,175
							3,007,292	3,002,703	3,006,035

All land (other than exempt land) in the Shire of Boyup Brook is rated according to its Gross Rental Value (GRV) in townships or Unimproved Value (UV) in the remainder of the Shire of Boyup Brook.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.



SHIRE OF BOYUP BROOK  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

# 1. RATES AND SERVICE CHARGES (CONTINUED)

## (b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges

Instalment options	Date due	Instalment plan admin charge \$	Instalment plan interest rate %	Unpaid rates interest rates %
<b>Option one</b>				
One payment		0	0.0%	8.0%
<b>Option two</b>				
Instalment 1		0	3.0%	8.0%
Instalment 2		0	3.0%	8.0%
Instalment 3		0	3.0%	8.0%
Instalment 4		0	3.0%	8.0%
		<b>2020/21 Budget revenue \$</b>	<b>2019/20 Actual revenue \$</b>	<b>2019/20 Budget revenue \$</b>
Instalment plan admin charge revenue		0	8,632	7,510
Instalment plan interest earned		2,800	8,183	5,955
Unpaid rates and service charge interest earned		21,415	30,091	21,415
		<b>24,215</b>	<b>46,906</b>	<b>34,880</b>

**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(c) Specified Area Rate**

The Shire did not raise specified area rates for the year ended 30 June 2021.

**(d) Service Charges**

The Shire did not raise service charges for the year ended 30 June 2021.

**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(e) Waivers or concessions**

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2020/21 Budget	2019/20 Actual	2019/20 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
General Rates	Concession	50%		\$ 0	\$ 0	\$ 1,350	Three (3) Boyup Brook properties straddle the Shire of Donnybrook-Balingup (SD-B) Boundary.	So as not to require the property owners to pay two sets of full rates.
				0	0	1,350		

FOR THE YEAR ENDED 30 JUNE 2021

## 2 (a). NET CURRENT ASSETS

### Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
ed			
4(b)	0	0	0
	0	0	0
cash	0	0	
d cash	0	0	0
	0	(68,228)	0
	0	(695)	0
	0	(6,011)	0
	0	(1,743)	0
	0	(6,806)	0
	0	0	0
	43,031	(147,548)	15,224
4(b)	0	156,782	27,500
	0	0	0
	0		
5	3,592,229	3,018,122	3,643,395
	3,635,260	2,943,873	3,686,119

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

### Adjustments to operating activities

<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	4(b)	0	0	0
Less: Reversal of prior year loss on revaluation of non-current assets		0	0	0
Less: Non-cash grants and contributions for assets		0	0	
Less: Movement in contract liabilities associated with restricted cash		0	0	0
Less: Movement in employee liabilities associated with restricted cash		0	(68,228)	0
Less: Movement in accrued wages		0	(695)	0
Less: Movement in accrued interest on loans		0	(6,011)	0
Less: Movement in accrued interest income		0	(1,743)	0
Less: Movement in inventories		0	(6,806)	0
Less: Movement in deferred rates		0	0	0
Add: Movement in non-current contract liabilities		43,031	(147,548)	15,224
Add: Movement in employee provisions		0	156,782	27,500
Add: Loss on disposal of assets	4(b)	0	0	0
Add: Loss on revaluation of non current assets		0		
Add: Change in accounting policies				
Add: Depreciation on assets	5	3,592,229	3,018,122	3,643,395
<b>Non cash amounts excluded from operating activities</b>		3,635,260	2,943,873	3,686,119

(ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

### Adjustments to net current assets

Adjustments to net current assets	6(c)			
Less: Unspent borrowings	3	(1,994,133)	(1,975,133)	(2,099,469)
Less: Cash - restricted reserves	3	0	0	0
Less: Financial assets - restricted				
Less: Current assets restricted to trading undertaking		(30,260)	(30,260)	(28,517)
Less: Current assets Inventory and stock held		(6,542)	(6,543)	0
Less: Current assets Accrued income				
Less: Current assets not expected to be received at end of year				
- current portion of self supporting loans receivable		0	0	
- Land held for resale				
- rates receivable		0	0	
- Cash in lieu of parking				
- Other contract liabilities [describe]				
Add: Current liabilities not expected to be cleared at end of year		38,125	36,157	37,826
- Current portion of borrowings		0	0	0
- Current portion of contract liability held in reserve		0	0	0
- Current portion of lease liabilities				
- Employee benefit provisions		254,626	254,626	325,637

**SHIRE OF BOYUP BROOK****NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021**

- Accrued interest on loans	5,396	5,396	6,093
- Accrued salaries & wages	134,085	134,085	23,220
- Accrued expense	16,999	16,999	25,000
- Bonds and deposits held			
Add: Movement in provisions between current and non-current provisions			
<b>Total adjustments to net current assets</b>	<b>(1,581,704)</b>	<b>(1,564,673)</b>	<b>(1,710,210)</b>



SHIRE OF BOYUP BROOK  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Note	2020/21 Budget 30 June 2021 \$	2019/20 Actual 30 June 2020 \$	2019/20 Budget 30 June 2020 \$
<b>(iii) Composition of estimated net current assets</b>				
<b>Current assets</b>				
Cash and cash equivalents- unrestricted	3	59,999	1,195,200	164,198
Cash and cash equivalents - restricted				
Cash backed reserves	3	1,994,133	1,975,133	2,099,469
Unspent borrowings	6(c)	0	0	0
Unspent grants, subsidies and contributions	9	7,510	682,105	0
Financial assets - unrestricted		0	0	
Financial assets - restricted	3	0	0	
Receivables		521,806	521,806	210,747
Contract assets		0	0	
Inventories		30,260	30,260	28,517
		2,613,708	4,404,504	2,502,931
<b>Less: current liabilities</b>				
Trade and other payables		(580,050)	(580,050)	(188,402)
Contract liabilities		0	(674,594)	0
Lease liabilities		0	0	0
Short term borrowings		0	0	0
Long term borrowings		(38,125)	(36,157)	(37,826)
Provisions		(413,829)	(413,829)	(566,493)
		(1,032,004)	(1,704,630)	(792,721)
<b>Net current assets</b>		1,581,704	2,699,874	1,710,210
<b>Less: Total adjustments to net current assets</b>	2 (a)(ii)	(1,581,704)	(1,564,673)	(1,710,210)
<b>Closing funding surplus / (deficit)</b>		0	1,135,201	0



**2 (b). NET CURRENT ASSETS (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Boyup Brook becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Superannuation**

The Shire of Boyup Brook contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Boyup Brook contributes are defined contribution plans.

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire of Boyup Brook's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Boyup Brook's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Boyup Brook's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

### 3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	2,061,642	3,852,438	2,263,668
	2,061,642	3,852,438	2,263,668
- Unrestricted cash and cash equivalents	59,999	1,195,200	164,199
- Restricted cash and cash equivalents	2,001,643	2,657,238	2,099,469
	2,061,642	3,852,438	2,263,668
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:			
Leave reserve	122	121	25,121
Unspent grants reserve	79	78	0
Plant	149,789	148,325	384,611
Building	713,205	706,235	515,650
Community housing	80,816	80,026	88,945
Emergency	12,464	12,343	12,396
Insurance claim	15,190	15,042	15,104
Other recreation	50,499	50,005	200,209
Commercial	451,073	446,665	426,550
Bridges	156	154	156
Aged accommodation	385,413	381,646	383,219
Road contributions	28,577	28,298	28,413
IT/Office equipment	39,871	39,481	2,315
Civic receptions	16,757	16,593	16,660
Unspent community grants	122	121	120
Rylington park	50,000	50,000	0
Unspent grants, subsidies and contributions	9 7,510	682,105	0
	2,001,643	2,657,238	2,099,469
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	(817,595)	(914,122)	(1,540,130)
Depreciation	5 3,592,229	3,018,122	3,643,395
(Profit)/loss on sale of asset	4(b) 0	156,782	27,500
(Increase)/decrease in receivables	0	(89,783)	201,733
(Increase)/decrease in inventories	0	(1,743)	0
Increase/(decrease) in payables	0	132,047	0
Increase/(decrease) in employee provisions	43,030	(208,652)	15,225
Non-operating grants, subsidies and contributions	(2,661,821)	(776,285)	(1,596,000)
<b>Net cash from operating activities</b>	(518,751)	1,990,960	751,723

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

##### FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.



**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**4. FIXED ASSETS**

**(a) Acquisition of Assets**

The following assets are budgeted to be acquired during the year:

Asset class	Reporting program						
	Law, order, public safety	Health	Community amenities	Recreation and culture	Transport	Other property and services	2020/21 Budget total
	\$	\$	\$	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>							
Land - freehold land	0	0	0	0	0	0	0
Buildings	0	0	20,000	0	0	84,539	104,539
Furniture and equipment	0	0	0	0	0	30,000	30,000
Plant and equipment	51,700	0	0	68,000	272,000	10,800	402,500
	51,700	0	20,000	68,000	272,000	125,339	537,039
<i>Infrastructure</i>							
Infrastructure - roads	0	0	0	0	2,313,365	0	2,313,365
Infrastructure - footpaths	0	0	0	0	72,000	0	72,000
Infrastructure - drainage	0	0	0	0	0	0	0
Infrastructure - parks & oval	0	0	0	80,000	0	0	80,000
Infrastructure - bridges	0	0	0	0	949,290	0	949,290
Infrastructure - other	0	9,750	0	0	47,979	16,000	73,729
Infrastructure - recreation	0	0	0	0	0	0	0
	0	9,750	0	80,000	3,382,634	16,000	3,488,384
<b>Total acquisitions</b>	51,700	9,750	20,000	148,000	3,654,634	141,339	4,025,423
							2,546,989
							3,434,160

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

**SIGNIFICANT ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**4. FIXED ASSETS**

**(b) Disposals of Assets**

The following assets are budgeted to be disposed of during the year.

	2020/21			2020/21			2020/21			2019/20			2019/20			2019/20			2019/20		
	Budget	Budget	2020/21	Budget	Budget	2020/21	Actual	Actual	2019/20	Actual	Actual	2019/20	Budget	Budget	2019/20	Actual	Actual	2019/20	Budget	Budget	2019/20
	Net Book	Sale	Proceeds	Profit	Loss		Net Book	Sale	Proceeds	Profit	Loss		Net Book	Sale	Proceeds	Profit	Loss		Net Book	Sale	Proceeds
	Value		\$	\$	\$		Value		\$	\$	\$		Value		\$	\$	\$		Value		\$
<b>By Program</b>																					
Recreation and culture	12,000	12,000	0	0	0		0	0	0	0	0		0	0	0	0	0		0	0	0
Transport	115,714	115,714	0	0	0		460,628	309,596	309,596	0	(151,032)		99,250	71,750	71,750	0	(27,500)		0	0	0
Other property and services	0	0	0	0	0		5,750	0	0	0	(5,750)		0	0	0	0	0		0	0	0
	127,714	127,714	0	0	0		466,378	309,596	309,596	0	(156,782)		99,250	71,750	71,750	0	(27,500)		0	0	0
<b>By Class</b>																					
<u>Property, Plant and Equipment</u>																					
Plant and equipment	127,714	127,714	0	0	0		466,378	309,596	309,596	0	(156,782)		99,250	71,750	71,750	0	(27,500)		0	0	0
	127,714	127,714	0	0	0		466,378	309,596	309,596	0	(156,782)		99,250	71,750	71,750	0	(27,500)		0	0	0

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

**SIGNIFICANT ACCOUNTING POLICIES**

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.



**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**5. ASSET DEPRECIATION**

**By Program**

Governance
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

**By Class**

Buildings
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks & oval
Infrastructure - bridges
Infrastructure - other
Infrastructure - recreation

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
0	0	6,225
28,415	25,697	45,025
24,290	17,412	28,010
21,955	20,079	21,955
48,055	44,598	48,050
26,115	23,942	24,940
371,539	326,453	370,885
2,652,150	2,321,629	2,652,150
166,625	48,864	166,625
253,085	189,448	279,530
3,592,229	3,018,122	3,643,395
250,604	231,880	250,660
14,150	4,534	50,420
303,665	213,659	318,735
1,647,515	1,396,653	1,647,515
17,255	15,819	17,255
271,780	252,184	271,780
50,030	45,861	50,030
645,550	594,688	645,550
225,440	104,038	225,210
166,240	158,806	166,240
3,592,229	3,018,122	3,643,395

**SIGNIFICANT ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings	35 to 65 Years
Buildings - specialised	15 to 85 Years
Furniture and equipment	2 to 20 Years
Plant and equipment	5 to 25 Years
Infrastructure - roads	20 to 77 Years
Infrastructure - footpaths	75 to 85 Years
Infrastructure - drainage	40 - 60 years
Infrastructure - parks & oval	10 to 85 Years
Infrastructure - bridges	60 to 90 Years
Infrastructure - other	10 to 85 Years
Infrastructure - recreation	10 to 85 Years

**AMORTISATION**

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

## 120

### (a) Borrowing repayments

[illegible]

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue. The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. INFORMATION ON BORROWINGS**

**(b) New borrowings - 2020/21**

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

**(d) Credit Facilities**

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>Undrawn borrowing facilities</b>			
<b>credit standby arrangements</b>			
Bank overdraft limit	50,000	50,000	50,000
Bank overdraft at balance date	0	0	0
Credit card limit	15,000	15,000	15,000
Credit card balance at balance date	0	0	0
<b>Total amount of credit unused</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	397,010	433,167	434,942

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.



**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**7. CASH BACKED RESERVES**

**(a) Cash Backed Reserves - Movement**

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to (from)	2019/20 Budget Closing Balance
(a) Leave reserve	\$ 121	\$ 1	\$ 122	\$ 120	\$ 1	\$ 121	\$ 121	\$ 25,000	\$ 25,121
(b) Unspent grants reserve	78	1	79	832,330	78 (832,330)	78	832,330	0 (832,330)	0
(c) Plant	148,325	1,464	149,789	325,626	2,699 (180,000)	148,325	325,626	349,485 (290,500)	384,611
(d) Building	706,235	6,970	713,205	699,515	6,720	706,235	699,515	9,635 (193,500)	515,650
(e) Community housing	80,026	790	80,816	79,265	761	80,026	79,265	9,680	88,945
(f) Emergency	12,343	121	12,464	12,226	117	12,343	12,226	170	12,396
(g) Insurance claim	15,042	148	15,190	14,899	143	15,042	14,899	205	15,104
(h) Other recreation	50,005	494	50,499	49,529	476	50,005	49,529	150,680	200,209
(i) Commercial	446,665	4,408	451,073	442,415	4,250	446,665	442,415	6,095 (21,960)	426,550
(j) Bridges	154	2	156	152	2	154	152	4	156
(k) Aged accommodation	381,646	3,767	385,413	378,014	3,632	381,646	378,014	5,205	383,219
(l) Road contributions	28,298	279	28,577	28,028	270	28,298	28,028	385	28,413
(m) IT/Office equipment	39,481	390	39,871	39,105	376	39,481	39,105	40,540 (77,330)	2,315
(n) Civic receptions	16,593	164	16,757	16,435	158	16,593	16,435	225	16,660
(o) Unspent community grants	121	1	122	120	1	121	120	0	120
(p) Rylington park	50,000	0	50,000	0	50,000	50,000	0	0	0
	1,975,133	19,000	1,994,133	2,917,779	69,684 (1,012,330)	1,975,133	2,917,780	597,309 (1,415,620)	2,099,469

**7. CASH BACKED RESERVES (CONTINUED)**

**(b) Cash Backed Reserves - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	- to be used to fund annual, long service leave and redundancy requirements.
(b) Unspent grants reserve	Ongoing	- to quarantine forward grant payments e.g. Federal Assistance Grants, to fund expenses incurred in the intended year.
(c) Plant	Ongoing	- to be used for the purchase of plant items, including graders, trucks, utes, sedans, rollers etc.
(d) Building	Ongoing	- to be used to fund future maintenance of shire owned buildings, including heritage buildings.
(e) Community housing	Ongoing	- to be used to fund maintenance of the Homestead Housing Units in Forrest & Proctor Streets.
(f) Emergency	Ongoing	- to be used to fund emergency situations outside working hours for example trees on roads, major
(g) Insurance claim	Ongoing	- to be used to fund the excess on certain insurance claims.
(h) Other recreation	Ongoing	- to be used to fund improvements to the recreation facilities and grounds.
(i) Commercial	Ongoing	- to be used to fund future economic development, enhancement & promotion of the district.
(j) Bridges	Ongoing	- to be used to fund future requirements of bridge works.
(k) Aged accommodation	Ongoing	- to be used to fund future requirements of aged accommodation.
(l) Road contributions	Ongoing	- to set aside contributions from developers.
(m) IT/Office equipment	Ongoing	- to be used to fund future IT requirements.
(n) Civic receptions	Ongoing	- to quarantine unspent 'Refreshments and Receptions' budgets to fund future receptions needs.
(o) Unspent community grants	Ongoing	- for the purpose of holding unallocated/spent community donation/MOU budgets (2% of annual rates), to fund extraordinary community donations or MOU's.
(p) Rylington park	Ongoing	- to be used for community contributions towards major community projects within the Boyup Brook community.



SHIRE OF BOYUP BROOK  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

8. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Governance	0	0	100
General purpose funding	16,330	24,757	24,680
Law, order, public safety	6,180	8,448	6,730
Health	907,844	788,756	900,570
Education and welfare	125,000	129,434	122,570
Housing	89,366	89,234	88,010
Community amenities	204,004	204,141	213,850
Recreation and culture	40,941	41,081	45,540
Transport	3,050	3,201	4,975
Economic services	102,105	95,369	111,395
Other property and services	23,305	8,624	19,135
	1,518,125	1,393,045	1,537,555

9. GRANT REVENUE

Unspent grants, subsidies and contributions liability						Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$	\$	\$	\$	\$	\$
By Program:								
(a) Operating grants, subsidies and contributions								
Governance	0	0	0	0	0	0	0	50
General purpose funding	0	0	0	0	0	673,620	1,389,830	656,670
Law, order, public safety	31,730	0	(31,730)	0	0	265,654	119,879	162,660
Health	589	0	0	589	589	0	0	0
Education and welfare	0	0	0	0	0	0	8,868	8,260
Housing	0	0	0	0	0	235	234	1,190
Recreation and culture	7,000	0	0	7,000	7,000	500	0	7,210
Transport	0	0	0	0	0	160,040	160,486	160,040
Economic services	0	0	0	0	0	8,425	23,913	8,425
Other property and services	0	0	0	0	0	17,076	31,061	6,700
	39,319	0	(31,730)	7,589	7,589	1,125,550	1,734,271	1,011,205
(b) Non-operating grants, subsidies and contributions								
Law, order, public safety	0	0	0	0	0	31,700	0	0
Recreation and culture	0	0	0	0	0	0	14,750	0
Transport	642,864	0	(642,864)	0	0	2,630,121	761,535	1,596,000
	642,864	0	(642,864)	0	0	2,661,821	776,285	1,596,000
Total	682,183	0	(674,594)	7,589	7,589	3,787,371	2,510,556	2,607,205

(c) Unspent grants, subsidies and contributions were restricted as follows:

Unspent grants reserve  
Unspent grants, subsidies and contributions

Budget Closing Balance 30 June 2021	Actual Balance 30 June 2020
79	78
7,510	682,105
7,589	682,183



**SHIRE OF BOYUP BROOK**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**10. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

## 11. OTHER INFORMATION

### The net result includes as revenues

#### (a) Interest earnings

Investments			
- Reserve funds	19,000	19,684	28,720
- Other funds	1,990	2,437	23,725
Other interest revenue (refer note 1b)	24,215	38,274	27,370
	45,205	60,395	79,815

#### (b) Other revenue

Reimbursements and recoveries	39,053	77,585	70,160
Other	464,137	201,759	0
	503,190	279,344	70,160

### The net result includes as expenses

#### (c) Auditors remuneration

Audit services	22,500	22,500	22,500
Other services	1,600	1,560	
	24,100	24,060	22,500

#### (d) Interest expenses (finance costs)

Borrowings (refer Note 6(a))	21,754	23,288	23,580
	21,754	23,288	23,580

#### (e) Elected members remuneration

Meeting fees	75,560	74,984	75,560
Mayor/President's allowance	10,280	8,202	10,280
Deputy Mayor/President's allowance	2,570	4,536	2,570
Travelling expenses	6,800	7,344	6,415
Telecommunications allowance	11,520	11,436	11,520
	106,730	106,502	106,345

#### (f) Write offs

General rate	250	1,256	250
	250	1,256	250

#### (g) Low Value lease expenses

Office equipment	0	2,180	0
	0	2,180	0



## 12. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Shire will be party to any joint venture arrangements during 2020/21.

### SIGNIFICANT ACCOUNTING POLICIES

#### INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Boyup Brook's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

### 13. TRUST FUNDS

It is not anticipated the Shire will have funds held in Trust as at 30 June 2021.

#### 14. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

##### GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

##### CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

##### ROUNDING OFF FIGURES

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

##### COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

##### BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

## 15. BUDGET RATIOS

	2020/21 Budget	2019/20 Actual	2018/19 Actual	2017/18 Actual
Operating Surplus	(0.2592)	(0.0966)	(0.1172)	0.5057
Funds After Operations	0.3431	0.3749	0.3578	0.718
PPE	(0.0120)	(0.0016)	(0.0287)	0.004
Infrastructure	(0.1135)	(0.1184)	0.1418	(0.3118)
Cash Reserves	0.5314	0.4306	0.4428	0.5473
Borrowings	0.1054	0.0941	0.1003	0.1238
Debt Servicing	0.0159	0.0129	0.0137	0.0192
Average Rates (UV)	3,387	3,443	3,124	2,991
Average Rates (GRV)	1,546	1,542	1,466	1,412

The ratios are calculated as follows:

### OPERATIONS

Operating Surplus  $\frac{\text{Adjusted underlying surplus (or deficit)}}{\text{Adjusted underlying revenue}}$

Funds After Operations  $\frac{\text{Funds remaining after operations}}{\text{General funds}}$

### ASSET RATIOS

PPE  $\frac{\text{Closing WDV value of PPE less Opening WDV value of PPE}}{\text{Opening WDV value of PPE}}$

Infrastructure  $\frac{\text{Closing WDV Infrastructure less Opening WDV infrastructure}}{\text{Opening WDV Infrastructure}}$

### FINANCING RATIOS

Cash Reserves  $\frac{\text{Discretionary Reserve Balance}}{\text{General Funds}}$

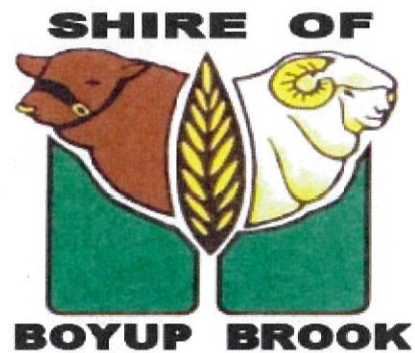
Borrowings  $\frac{\text{Principal outstanding}}{\text{General funds}}$

Debt Servicing  $\frac{\text{Principal and interest due}}{\text{General funds}}$

### RATES RATIOS

Average Rates  $\frac{\text{Rate revenue per category}}{\text{Number of properties per category}}$





**ADOPTED BUDGET**

**DETAILED OPERATING  
AND NON-OPERATING  
SCHEDULES**

**2020-2021**



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
<b>Proceeds Sale of Assets</b>					
123001	Proceeds Sale of Assets	(\$309,596)	\$0	(\$127,714)	\$0
<b>PROCEEDS FROM SALE OF ASSETS</b>		(\$309,596)	\$0	(\$127,714)	\$0
<b>Written Down Value</b>					
	Written Down Value - Works Plant	\$0	\$0	\$0	\$127,714
<b>Sub Total - WDV ON DISPOSAL OF ASSET</b>		\$0	\$0	\$0	\$127,714
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>		(\$309,596)	\$0	(\$127,714)	\$127,714
<b>Total - OPERATING STATEMENT</b>		(\$309,596)	\$0	(\$127,714)	\$127,714

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**RATES**

**OPERATING EXPENDITURE**

		<b>CURRENT YEAR ACTUALS 30 JUNE 2020</b>		<b>DRAFT BUDGET 2020-21</b>	
		Income	Expenditure	Income	Expenditure
031103	Rates Administration Activity Costs	\$0	\$77,028	\$0	\$99,810
031101	Collection Costs	\$0	\$11,677	\$0	\$15,630
031100	Valuation Charges	\$0	\$17,759	\$0	\$17,200
031102	Search Costs	\$0	\$131	\$0	\$185
<b>Sub Total - GENERAL RATES OP EXP</b>		\$0	\$106,594	\$0	\$132,825

**OPERATING INCOME**

031001	Rates - GRV	(\$459,447)	\$0	(\$460,579)	\$0
031002	Rates - UV	(\$2,209,535)	\$0	(\$2,170,963)	\$0
031003	Rates - GRV - Minimum	(\$50,745)	\$0	(\$50,745)	\$0
031004	Rates - UV - Minimum	(\$285,300)	\$0	(\$324,000)	\$0
031006	Rates - Ex-Gratia Rates	(\$1,255)	\$0	(\$1,255)	\$0
031013	Rates Administration Fee	(\$8,632)	\$0	\$0	\$0
031005	Rates - Instalment Interest	(\$8,183)	\$0	(\$2,800)	\$0
031007	Rates - Non Payment Penalty - LG	(\$30,091)	\$0	(\$21,415)	\$0
01023	Pensioner Deferred Rate Interest	\$0	\$0	\$0	\$0
031008	Rates - Rate Enquiries	(\$6,419)	\$0	(\$6,330)	\$0
031009	Rates - ESL Administration Fee	(\$4,000)	\$0	(\$4,000)	\$0
031010	Rates - Reimbursements	(\$5,706)	\$0	(\$6,000)	\$0
031011	Rates - Penalty Interest - DFES	(\$939)	\$0	(\$690)	\$0
031012	Rates - Rates Interims	\$2,323	\$0	\$0	\$0
031104	Rates Written Off	\$1,256	\$0	\$250	\$0
<b>Sub Total - GENERAL RATES OP INC</b>		(\$3,066,675)	\$0	(\$3,048,527)	\$0

**Total - GENERAL RATES**

(\$3,066,675) \$106,594 (\$3,048,527) \$132,825

**OTHER GENERAL PURPOSE FUNDING**

**OPERATING EXPENDITURE**

032100	General Purpose Funding - Administration Allocated	\$0	\$5,107	\$0	\$6,618
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>		\$0	\$5,107	\$0	\$6,618

**OPERATING INCOME**

032001	General Purpose Grants Federal Commission (OP)	(\$692,013)	\$0	(\$343,310)	\$0
032002	General Purpose Grants Federal - Roads (OP)	(\$697,817)	\$0	(\$330,310)	\$0
032003	General Purpose Funding - Interest On Investments - Municipal Account	(\$1,159)	\$0	(\$1,000)	\$0
032004	Interest on Investments - Reserves Account	(\$19,684)	\$0	(\$19,000)	\$0
032006	General Purpose Funding - Interest on Investments - Medical Funds	(\$3)	\$0	\$0	\$0
032007	General Purpose Funding - Interest on Investments - Business Online	\$0	\$0	\$0	\$0
032008	General Purpose Funding - Interest on Investments - Short Term Deposits	(\$335)	\$0	(\$300)	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>		(\$1,411,010)	\$0	(\$693,920)	\$0

**Total - OTHER GENERAL PURPOSE FUNDING**

(\$1,411,010) \$5,107 (\$693,920) \$6,618

**Total - GENERAL PURPOSE FUNDING**

(\$4,477,685) \$111,702 (\$3,742,447) \$139,443

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL					
OPERATING EXPENDITURE					
041100	Members - Sitting Fees.	\$0	\$74,984	\$0	\$75,560
041119	Website Expenses	\$0	\$80	\$0	\$5,000
041101	Members - Training Costs	\$0	\$5,053	\$0	\$10,800
041102	Members - Travelling Costs	\$0	\$7,344	\$0	\$6,800
041103	Members - Telecommunications Reimbursements	\$0	\$11,436	\$0	\$11,520
041104	Members - Other Expenses	\$0	\$783	\$0	\$3,625
041105	Members - Conferences/Seminars Costs	\$0	\$5,430	\$0	\$15,850
041106	Members - President's Allowance	\$0	\$8,202	\$0	\$10,280
041107	Members - Deputy President's Allowance	\$0	\$4,536	\$0	\$2,570
041108	Members - Council Chamber Expenses	\$0	\$769	\$0	\$905
041109	Members - Refreshments & Receptions	\$0	\$16,115	\$0	\$17,815
041110	Members - Bunbury Wellington GOC Projects	\$0	\$1,074	\$0	\$1,500
041111	Members - Insurance Costs For Members	\$0	\$6,707	\$0	\$8,040
041112	Members - Subscriptions	\$0	\$600	\$0	\$8,835
041113	Members - Election Expenses	\$0	\$699	\$0	\$0
041114	Members - Donations	\$0	\$57,183	\$0	\$64,698
041118	ICT - Councillors	\$0	\$2,635	\$0	\$2,640
041150	Members - Admin Allocation	\$0	\$41,068	\$0	\$53,214
041190	Depreciation - Membership	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$0	\$244,697	\$0	\$299,652
OPERATING INCOME					
041001	Members - Reimbursements Income	\$0	\$0	\$0	\$0
041002	Other Governance - Sundry Reimbursements Income	\$0	\$0	\$0	\$0
041003	Other Governance - Other Minor Income	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$0	\$244,697	\$0	\$299,652
GOVERNANCE					
OPERATING EXPENDITURE					
042100	Other Governance - Admin Allocated	\$0	\$61,601	\$0	\$79,821
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$0	\$61,601	\$0	\$79,821
OPERATING INCOME					
New	Other Minor Income	\$0	\$0	\$0	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL		\$0	\$61,601	\$0	\$79,821
Total - GOVERNANCE		\$0	\$306,298	\$0	\$379,473



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**LAW, ORDER AND PUBLIC SAFETY**

**FIRE PREVENTION**

**OPERATING EXPENDITURE**

		CURRENT YEAR ACTUALS 30 JUNE 2020		DRAFT BUDGET 2020-21	
		Income	Expenditure	Income	Expenditure
051109	ESL - Insurances Fire Appliances and Personel	\$0	\$36,881	\$0	\$37,781
051112	Fire Prevention And Support	\$0	\$23,414	\$0	\$22,300
051101	Fire Break Inspection Expenses	\$0	\$3,495	\$0	\$3,540
051102	Fire Hazard Reductions Expenses	\$0	\$37,527	\$0	\$35,428
051104	Minor Fire Plant & Equipment Purchases non ESL	\$0	\$17	\$0	\$400
051105	Fire Plant & Equipment Maintenance - Non ESL	\$0	\$0	\$0	\$500
051106	ESL - Fire Vehicle Maintenance Costs	\$0	\$22,613	\$0	\$10,000
051107	ESL - Brigade Utilities, rates and taxes	\$0	\$388	\$0	\$390
051108	ESL - Other Goods & Services relating to Fires	\$0	\$3,293	\$0	\$2,000
051111	ESL - Minor Fire Plant/Equip Under \$1200	\$0	\$343	\$0	\$1,000
051114	ESL - Land & Building Maintenance	\$0	\$547	\$0	\$710
051115	ESL - Clothing and Accessories	\$0	\$0	\$0	\$2,000
051116	ESL - Plant and Equipment Maintenance	\$0	\$0	\$0	\$1,500
051117	BFRC - Bushfire Risk Planning	\$0	\$1,181	\$0	\$1,351
051118	DFES Fire Defence Grant Expenses	\$0	\$0	\$0	\$13,520
051120	Bush Fire - Mitigation Activity Funded	\$0	\$89,893	\$0	\$196,180
051150	Admin Allocation - Fire Control	\$0	\$41,068	\$0	\$53,214
051190	Depreciation - Fire Control	\$0	\$668	\$0	\$670

**Sub Total - FIRE PREVENTION OP/EXP**

\$0 \$261,327 \$0 \$382,484

**OPERATING INCOME**

051001	Fire Infringements/Fines Income	(\$500)	\$0	(\$500)	\$0
051002	Sale Of Fire Maps Income	(\$143)	\$0	(\$150)	\$0
051004	ESL - Funding Operating Grant Income	(\$119,879)	\$0	(\$265,654)	\$0

**Sub Total - FIRE PREVENTION OP/INC**

(\$120,522) \$0 (\$266,304) \$0

**Total - FIRE PREVENTION**

(\$120,522) \$261,327 (\$266,304) \$382,484

**ANIMAL CONTROL**

**OPERATING EXPENDITURE**

052100	Ranger Services Operation Costs	\$0	\$1,235	\$0	\$1,650
052005	Trap Hire Refunds	\$0	\$50	\$0	\$50
052101	Ranger Vehicle Operating Expenses	\$0	\$0	\$0	\$3,450
052102	Dog License Discs Costs	\$0	\$77	\$0	\$250
052103	Other Control Expenses	\$0	\$15,857	\$0	\$7,945
052104	Animal Impounding Costs	\$0	\$864	\$0	\$5,000
052109	Cat License Tags Expense	\$0	\$73	\$0	\$100
052110	Ranger Services Salary Super and Employee Costs	\$0	\$54,804	\$0	\$39,379
052111	Ranger Services Provision for Leave Accruals	\$0	\$3,440	\$0	\$0
052150	Admin Allocation - Animal Control	\$0	\$15,426	\$0	\$19,989
052190	Depreciation	\$0	\$0	\$0	\$400

**Sub Total - ANIMAL CONTROL OP/EXP**

\$0 \$91,826 \$0 \$78,213

**OPERATING INCOME**

052001	Animal Fines & Penalties Income	(\$1,000)	\$0	(\$265)	\$0
052002	Animal Impounding Fees Income	(\$1,131)	\$0	(\$105)	\$0
052003	Dog Registrations Charges	(\$5,497)	\$0	(\$5,060)	\$0
052006	Animal Control Income - Grant	(\$118)	\$0	(\$50)	\$0
052105	Trap Hire Income	(\$59)	\$0	(\$50)	\$0

**Sub Total - ANIMAL CONTROL OP/INC**

(\$7,805) \$0 (\$5,530) \$0

**Total - ANIMAL CONTROL**

(\$7,805) \$91,826 (\$5,530) \$78,213



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
OTHER LAW ORDER & PUBLIC SAFETY					
OPERATING EXPENDITURE					
053100	Local Emergency Management Committee Expenses	\$0	\$95	\$0	\$300
053150	Administration Allocated - Emergency Mgt	\$0	\$15,426	\$0	\$19,989
053190	Depreciation	\$0	\$25,029	\$0	\$27,345
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$0	\$40,551	\$0	\$47,634
OPERATING INCOME					
053002	Non-Operating Grants	\$0	\$0	(\$31,700)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0	(\$31,700)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$0	\$40,551	(\$31,700)	\$47,634
Total - LAW ORDER & PUBLIC SAFETY		(\$128,327)	\$393,703	(\$303,534)	\$508,331
HEALTH FAMILY STOP CENTRE					
OPERATING EXPENDITURE					
071100 B0101	Family Stop Centre - Operation	\$0	\$9,285	\$0	\$11,083
071150	Admin Allocated - Family Stop Centre	\$0	\$10,319	\$0	\$13,371
071190	Depreciation - Family Stop Centre	\$0	\$3,391	\$0	\$3,700
Sub Total - HEALTH FAMILY STOP OP/EXP		\$0	\$22,995	\$0	\$28,154
OPERATING INCOME					
Sub Total - HEALTH FAMILY STOP OP/INC		\$0	\$0	\$0	\$0
Total - HEALTH FAMILY STOP		\$0	\$22,995	\$0	\$28,154
HEALTH ADMINISTRATION & INSPECTION					
OPERATING EXPENDITURE					
072100	Health Administration Services Expenses	\$0	\$47,803	\$0	\$45,690
072101	Other Health Administration Expenses	\$0	\$126	\$0	\$150
072102	Provision for Leave Accruals	\$0	(\$18,665)	\$0	\$0
072103	Health Administration Superannuation	\$0	\$0	\$0	\$300
072150	Admin Allocation - Other Health	\$0	\$10,319	\$0	\$13,371
	Depreciation	\$0	\$0	\$0	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP		\$0	\$39,583	\$0	\$59,511
OPERATING INCOME					
072001	Food Stall Permit Charges	\$0	\$0	(\$130)	\$0
072002	Temporary Camping Site Permit Charges	(\$800)	\$0	(\$900)	\$0
072003	Food Business Registration Fee	(\$1,910)	\$0	(\$1,255)	\$0
072004	Annual Inspections	\$0	\$0	(\$105)	\$0
Sub Total - HEALTH ADMIN AND INSPECTION OP/INC		(\$2,710)	\$0	(\$2,390)	\$0
Total - HEALTH ADMIN AND INSPECTION		(\$2,710)	\$39,583	(\$2,390)	\$59,511



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**CURRENT YEAR**  
**ACTUALS**  
**30 JUNE 2020**

**DRAFT BUDGET**  
**2020-21**

Income Expenditure Income Expenditure

**OTHER HEALTH - MEDICAL SERVICES**

**OPERATING EXPENDITURE**

074100	B0105	Housing General Practitioner - Medical Service	\$0	\$28,685	\$0	\$16,509
074102		Boyup Brook Medical Services Building Costs	\$0	\$19,285	\$0	\$23,365
074104		Medical Services - General Practitioners Vehicle	\$0	\$964	\$0	\$970
074101		Medical Services General Operations	\$0	\$1,713	\$0	\$2,620
074103		Medical Service Employee Costs	\$0	\$810,151	\$0	\$657,214
074105		Postage, Printing & Stationery	\$0	\$3,067	\$0	\$3,000
074106		Medical Ctr - Telephones	\$0	\$5,997	\$0	\$6,385
074107		Medical Ctr - Subscriptions	\$0	\$5,578	\$0	\$5,580
074108		Medical Ctr - Insurances	\$0	\$5,370	\$0	\$14,757
074109		Medical Bank Fees	\$0	\$664	\$0	\$780
074110		Medical Ctr - Computer Expenses	\$0	\$22,219	\$0	\$47,399
074111		Medical Ctr - Medical Supplies & Equip	\$0	\$11,523	\$0	\$11,805
074112		Medical Ctr - Locum Doctor	\$0	\$38,321	\$0	\$48,600
074113		Medical Ctr - Superannuation	\$0	\$68,205	\$0	\$59,914
074114		Medical Ctr - Training	\$0	\$382	\$0	\$1,500
074115		Medical Ctr - Sundry Expenses	\$0	\$2,390	\$0	\$104,500
074116		Medical Service Provision for Leave Accruals	\$0	(\$37,188)	\$0	\$33,990
074117		Medical - Fringe Benefit Tax	\$0	\$5,670	\$0	\$2,520
074118		Medical Employee (Packaging) Costs	\$0	\$1,200	\$0	\$1,200
074150		Admin Allocated - Boyup Brook Medical Services	\$0	\$46,175	\$0	\$59,832
074191		Depreciation - Medical Centre	\$0	\$7,789	\$0	\$8,500
074190		Depreciation - Housing GP - 5 Rogers Ave	\$0	\$6,233	\$0	\$6,800
074192		Depreciation - Ultrasound Machine	\$0	\$0	\$0	\$5,175
074193		Depreciation - GP Vehicle	\$0	\$0	\$0	\$115
<b>Sub Total - PREVENTIVE SRVS - OP/EXP</b>			\$0	\$1,054,391	\$0	\$1,123,030

**OPERATING INCOME**

074001		Surgery Turnover	(\$780,592)	\$0	(\$900,000)	\$0
074002		Surgery Rental Income	(\$5,454)	\$0	(\$5,454)	\$0
074004		Grants, Reimbursements and Contributions	\$0	\$0	\$0	\$0
<b>Sub Total - PREVENTIVE SRVS - OP/INC</b>			(\$786,046)	\$0	(\$905,454)	\$0

**Total - PREVENTIVE SERVICES**

(\$786,046) \$1,054,391 (\$905,454) \$1,123,030

**PREVENTIVE SERVICE - OTHER**

**OPERATING EXPENDITURE**

073100		Analytical Expenses	\$0	\$476	\$0	\$475
<b>Sub Total - PREVENTIVE SRVS - OTHER OP/EXP</b>			\$0	\$476	\$0	\$475

**Total - PREVENTIVE SERVICES - OTHER**

\$0 \$476 \$0 \$475



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	Income		Expenditure		Income		Expenditure	
OTHER HEALTH									
OPERATING EXPENDITURE									
075100	Ambulance Centre Operation		\$0	\$24,106		\$0	\$24,479		
075150	Admin Allocated - Other Health		\$0	\$10,319		\$0	\$13,371		
Sub Total - OTHER HEALTH OP/EXP			\$0	\$34,425		\$0	\$37,850		
OPERATING INCOME									
Sub Total - OTHER HEALTH OP/INC			\$0	\$0		\$0	\$0		
Total - OTHER HEALTH			\$0	\$34,425		\$0	\$37,850		
Total - HEALTH			(\$788,756)	\$1,151,870		(\$907,844)	\$1,249,020		

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	Income	Expenditure	Income	Expenditure
OTHER EDUCATION					
OPERATING EXPENDITURE					
081100	Community Resource Centre	\$0	\$2,397	\$0	\$2,734
081101	Rylington Park Farm Complex	\$0	\$9,714	\$0	\$0
081102	Donations - Other Education	\$0	\$250	\$0	\$250
081103	Early Learning Centre - Employee Costs	\$0	\$134,506	\$0	\$118,770
081104	Early Learning Centre - Operating Costs	\$0	\$11,740	\$0	\$13,990
081105	Early Learning Centre Provision of Leave Accrual	\$0	\$4,172	\$0	\$0
081150	Admin Allocation - Other Education	\$0	\$10,319	\$0	\$13,371
081190	Depreciation - Community Resource Centre	\$0	\$4,602	\$0	\$5,020
081191	Depreciation - Rylington Park Farm Complex	\$0	\$15,477	\$0	\$16,885
Sub Total - OTHER EDUCATION OP/EXP		\$0	\$193,177	\$0	\$171,020
OPERATING INCOME					
081001	Rylington Park Reimbursements	(\$8,868)	\$0	\$0	\$0
081003	Early Learning Centre - Fees & Charges	(\$129,433)	\$0	(\$125,000)	\$0
081004	Early Learning Centre -Operating Income	(\$1)	\$0	\$0	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$138,303)	\$0	(\$125,000)	\$0
Total - OTHER EDUCATION		(\$138,303)	\$193,177	(\$125,000)	\$171,020
AGED & DISABLED					
OPERATING EXPENDITURE					
082100	Support for Seniors Christmas Lunch	\$0	\$1,389	\$0	\$1,390
082104	Aged Needs Initiative Loan Interest	\$0	\$14,870	\$0	\$14,218
082150	Admin Allocated - Aged & Disabled	\$0	\$10,319	\$0	\$13,371
Sub Total - AGED & DISABLED OP/EXP		\$0	\$26,578	\$0	\$28,979
OPERATING INCOME					
Sub Total - AGED & DISABLED OP/INC		\$0	\$0	\$0	\$0
Total - AGED & DISABLED		\$0	\$26,578	\$0	\$28,979
OTHER WELFARE					
OPERATING EXPENDITURE					
083100	Other Welfare Expenses	\$0	\$23	\$0	\$500
083104	Depreciation	\$0	\$0	\$0	\$50
083105	Donations Expended	\$0	\$1,416	\$0	\$0
083150	Admin Allocated - Other Welfare	\$0	\$30,853	\$0	\$39,978
Sub Total - OTHER WELFARE OP/EXP		\$0	\$32,291	\$0	\$40,528
OPERATING INCOME					
083001	Youth Grants	\$0	\$0	\$0	\$0
083002	Youth Council - Misc Income	\$0	\$0	\$0	\$0
Sub Total - OTHER WELFARE OP/INC		\$0	\$0	\$0	\$0
Total - OTHER WELFARE		\$0	\$32,291	\$0	\$40,528
Total - EDUCATION & WELFARE		(\$138,303)	\$252,047	(\$125,000)	\$240,527



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**STAFF HOUSING**

**OPERATING EXPENDITURE**

091100	Staff Housing	\$0	\$1,879	\$0	\$7,389
091130	Interest Paid Loan 115 - Staff House	\$0	\$2,939	\$0	\$2,670
091190	Depreciation - Staff Housing	\$0	\$5,255	\$0	\$5,735
091150	Staff Housing - Less Amt Allocated to Admin.	\$0	\$10,319	\$0	\$13,371

<b>Sub Total - STAFF HOUSING OP/EXP</b>		\$0	\$20,392	\$0	\$29,165
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**OPERATING INCOME**

<b>Sub Total - STAFF HOUSING OP/INC</b>		\$0	\$0	\$0	\$0
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<b>Total - STAFF HOUSING</b>		\$0	\$20,392	\$0	\$29,165
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**HOUSING OTHER**

**OPERATING EXPENDITURE**

092101	Boyup Brook Citizens Lodge	\$0	\$9,414	\$0	\$7,959
092102	Community Housing - Units	\$0	\$17,724	\$0	\$18,408
092103	Other	\$0	\$1,701	\$0	\$4,732
092104	6 Nix - Operating & Mtce Expense	\$0	\$4,502	\$0	\$5,636
092105	House - 1 Rogers Ave	\$0	\$10,310	\$0	\$10,961
092107	7 Knapp Street - Operating & Mtce Expense	\$0	\$3,596	\$0	\$10,741
092150	Admin Allocation - Other Housing	\$0	\$10,423	\$0	\$13,506
092191	Depreciation - Other Housing	\$0	\$5,373	\$0	\$5,570
092192	Depreciation - House - 1 Rogers Ave	\$0	\$4,002	\$0	\$4,365
092190	Depreciation - Boyup Brook Citizens Lodge	\$0	\$29,969	\$0	\$32,385

<b>Sub Total - HOUSING OTHER OP/EXP</b>		\$0	\$97,014	\$0	\$114,262
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**OPERATING INCOME**

092001	Rent 24A Proctor St	(\$8,932)	\$0	(\$8,932)	\$0
092002	Rent 24B Proctor St	(\$8,302)	\$0	(\$8,302)	\$0
092003	Rent 16A Forrest St	(\$10,832)	\$0	(\$10,832)	\$0
092004	Rent 16B Forrest St	(\$10,907)	\$0	(\$10,907)	\$0
092005	Rent 1 Rogers St	(\$9,020)	\$0	(\$9,020)	\$0
092006	Rent 6 Nix St	(\$10,003)	\$0	(\$10,003)	\$0
092007	Housing Reimbursements	(\$234)	\$0	(\$235)	\$0
092009	Other Housing: 7 Knapp St	(\$31,371)	\$0	(\$31,370)	\$0

<b>Sub Total - HOUSING OTHER OP/INC</b>		(\$89,601)	\$0	(\$89,601)	\$0
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<b>Total - HOUSING OTHER</b>		(\$89,601)	\$97,014	(\$89,601)	\$114,262
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<b>Total - HOUSING</b>		(\$89,601)	\$117,405	(\$89,601)	\$143,427
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**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB		Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
101100		Refuse Collection Boyup Brook Townsite Expense	\$0	\$46,836	\$0	\$45,850
101101		Recycling Collection Boyup Brook Town Site	\$0	\$30,398	\$0	\$28,540
101106		Transfer Station Employee Costs	\$0	\$42,137	\$0	\$29,991
101102	B2400	Boyup Brook Transfer Station Costs	\$0	\$52,466	\$0	\$46,735
101103		Land Fill Disposal Site	\$0	\$22,020	\$0	\$17,490
101104		Townsite Street Bins Collection	\$0	\$11,131	\$0	\$10,910
101107		Drum Muster Expenses	\$0	\$0	\$0	\$1,600
101108		BB Transfer Station Superannuation	\$0	\$2,760	\$0	\$2,210
101016		Interest Paid Loan 112 - Rubbish Tip	\$0	\$183	\$0	\$0
101119		Waste Bin Maintenance and Delivery	\$0	\$920	\$0	\$1,000
101150		Admin Allocated - Waste Management	\$0	\$20,534	\$0	\$26,607
101190		Depreciation - Waste Management	\$0	\$20,231	\$0	\$22,070
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP			\$0	\$249,615	\$0	\$233,003
OPERATING INCOME						
101001		Refuse Collection Charges - Rates	(\$188,792)	\$0	(\$188,700)	\$0
101002		Waste Disposal Charges	(\$4,371)	\$0	(\$4,371)	\$0
101003		Recycling Scheme Income	(\$1,362)	\$0	(\$1,362)	\$0
101004		Scrap Metal Income	(\$10,967)	\$0	(\$2,400)	\$0
101005		Waste Collection Rates	\$0	\$0	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC			(\$205,492)	\$0	(\$196,833)	\$0
Total - SANITATION HOUSEHOLD REFUSE			(\$205,492)	\$249,615	(\$196,833)	\$233,003
SANITATION OTHER						
OPERATING EXPENDITURE						
Sub Total - SANITATION OTHER OP/EXP			\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - SANITATION OTHER OP/INC			\$0	\$0	\$0	\$0
Total - SANITATION OTHER			\$0	\$0	\$0	\$0
EFFLUENT DRAINAGE SYSTEM						
OPERATING EXPENDITURE						
103100		Septic Tank Inspection Expenses	\$0	\$0	\$0	\$200
103101		Liquid Waste Disposal Site (Stanton Road)	\$0	\$1,653	\$0	\$1,915
Sub Total - SEWERAGE OP/EXP			\$0	\$1,653	\$0	\$2,115
OPERATING INCOME						
103002		Septic Licence Fees	(\$1,888)	\$0	(\$1,888)	\$0
Sub Total - SEWERAGE OP/INC			(\$1,888)	\$0	(\$1,888)	\$0
Total - SEWERAGE			(\$1,888)	\$1,653	(\$1,888)	\$2,115

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	Income	Expenditure	Income	Expenditure
TOWN PLANNING & REGIONAL DEVELOPMENT					
OPERATING EXPENDITURE					
105100	Town Planning Admin & Control	\$0	\$27,639	\$0	\$27,711
105101	Admin Allocation - Town Planning	\$0	\$20,534	\$0	\$26,607
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$0	\$48,173	\$0	\$54,318
OPERATING INCOME					
105001	Planning Application Fees	(\$6,701)	\$0	(\$5,440)	\$0
105002	Subdivision Clearance Charges	\$0	\$0	\$0	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$6,701)	\$0	(\$5,440)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		(\$6,701)	\$48,173	(\$5,440)	\$54,318
OTHER COMMUNITY AMENITIES					
OPERATING EXPENDITURE					
106101	Cemetery - Operation	\$0	\$22,283	\$0	\$19,071
106101 B0420	Cemetery - Operation	\$0	\$0	\$0	\$0
106101 B0421	Niche Wall Plaques Operations	\$0	\$0	\$0	\$50
106101 G314	Cemetery Grounds	\$0	\$0	\$0	\$6,485
106102	Public Toilets - Operation	\$0	\$13,759	\$0	\$3,800
106102 B0450	Toilets - Lions Park Costs	\$0	\$0	\$0	\$0
106102 B0451	Toilets - Tourist Centre Costs	\$0	\$0	\$0	\$3,067
106102 B0452	Toilets - Town Hall (External) Costs	\$0	\$0	\$0	\$7,470
106103	Street Furniture	\$0	\$0	\$0	\$430
106150	Admin Allocation - Other Community Amenities	\$0	\$10,319	\$0	\$13,371
106151	Admin Allocation - Cemetery	\$0	\$1,147	\$0	\$1,486
106191	Depreciation - Public Toilets	\$0	\$928	\$0	\$1,010
106192	Depreciation - Other Community Services	\$0	\$2,783	\$0	\$3,035
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$0	\$51,218	\$0	\$59,275
OPERATING INCOME					
106001	Cemetery Burial Fees	(\$922)	\$0	(\$900)	\$0
106002	License/Other Fees BB Cemetery	(\$684)	\$0	(\$1,000)	\$0
106004	Niche Wall Fees	(\$783)	\$0	(\$1,705)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$2,389)	\$0	(\$3,605)	\$0
Total - OTHER COMMUNITY AMENITIES		(\$2,389)	\$51,218	(\$3,605)	\$59,275
Total - COMMUNITY AMENITIES		(\$216,470)	\$350,659	(\$207,766)	\$348,711



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	CURRENT YEAR		DRAFT BUDGET	
		ACTUALS		2020-21	
		30 JUNE 2020			
		Income	Expenditure	Income	Expenditure
<b>PUBLIC HALL &amp; CIVIC CENTRES</b>					
<b>OPERATING EXPENDITURE</b>					
111100	Boyup Brook Hall - Operation	\$0	\$29,521	\$0	\$34,494
111102	Halls - Other Public Halls	\$0	\$8,273	\$0	\$8,639
111150	Admin Allocation - Public Halls	\$0	\$20,534	\$0	\$26,607
111150	Administration Allocations	\$0	\$0	\$0	\$0
111190	Depreciation - Public Halls	\$0	\$46,057	\$0	\$51,384
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/EXP</b>		\$0	\$104,384	\$0	\$121,124
<b>OPERATING INCOME</b>					
111001	Hall Hire Fees	(\$2,418)	\$0	(\$2,400)	\$0
<b>Sub Total - PUBLIC HALLS &amp; CIVIC CENTRES OP/INC</b>		(\$2,418)	\$0	(\$2,400)	\$0
<b>Total - PUBLIC HALL &amp; CIVIC CENTRES</b>		(\$2,418)	\$104,384	(\$2,400)	\$121,124
<b>OTHER RECREATION &amp; SPORT</b>					
<b>OPERATING EXPENDITURE</b>					
113100	Recreation Complex	\$0	\$132,578	\$0	\$116,766
113109	Walk Trails	\$0	\$2,366	\$0	\$4,457
113110	Townsite Gardens	\$0	\$60,121	\$0	\$70,466
113112	Reserves and Parks Operations	\$0	\$57,081	\$0	\$58,362
113119	Other Recreation Facilities	\$0	\$9,564	\$0	\$21,385
113120	War Memorial	\$0	\$8,407	\$0	\$8,580
113121	Kidsport Program by Sports/Rec	\$0	\$10,213	\$0	\$13,236
113150	Admin Allocation - Other Recreation	\$0	\$24,599	\$0	\$31,874
113124	Support for UBAS	\$0	\$2,588	\$0	\$30,780
113122	Support for ANZAC Day	\$0	\$64	\$0	\$6,115
113125	Support for Others	\$0	\$17,153	\$0	\$17,125
113140	Sundry Plant Items	\$0	\$3,729	\$0	\$0
113190	Depreciation - Other Recreation	\$0	\$208,635	\$0	\$220,420
113191	Depreciation - Parks & Gardens	\$0	\$45,861	\$0	\$50,030
113192	Depreciation: Plant & Equipment	\$0	\$2,827	\$0	\$16,490
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>		\$0	\$585,786	\$0	\$666,085
<b>OPERATING INCOME</b>					
113003	Rec Ground Use Hire Fees	(\$3,586)	\$0	(\$3,586)	\$0
113002	Reimbursements - Other Rec	(\$559)	\$0	(\$500)	\$0
113022	Capital Grants & Contributions	(\$14,750)	\$0	\$0	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>		(\$18,895)	\$0	(\$4,086)	\$0
<b>Total - OTHER RECREATION &amp; SPORT</b>		(\$18,895)	\$585,786	(\$4,086)	\$666,085



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L		JOB	30 JUNE 2020		2020-21	
			Income	Expenditure	Income	Expenditure
SWIMMING POOL						
OPERATING EXPENDITURE						
112100	Swimming Pool General Operations		\$0	\$67,063	\$0	\$78,950
112101	Swimming Pool Building Costs		\$0	\$46,856	\$0	\$41,428
112102	Swimming Pool Employee Costs		\$0	\$125,555	\$0	\$70,168
112103	Interest on Loan 114 - upgrade pool bowl		\$0	\$5,296	\$0	\$4,866
112104	Swimming Pool Employee Superannuation		\$0	\$9,076	\$0	\$4,755
112106	Pool Staff - Fringe Benefits Tax		\$0	\$13,919	\$0	\$9,705
112150	Admin Allocation - Swimming Pool		\$0	\$22,723	\$0	\$29,443
112190	Depreciation - Swimming Pool		\$0	\$8,572	\$0	\$17,740
Sub Total - SWIMMING POOL OP/EXP			\$0	\$299,059	\$0	\$257,055
OPERATING INCOME						
112003	Pool Daily Admission Fees		(\$11,189)	\$0	(\$11,180)	\$0
112004	Season Tickets Fees		(\$13,965)	\$0	(\$13,960)	\$0
112005	Pool Hire Fees		(\$251)	\$0	(\$250)	\$0
112006	Gym Equipment Hire Fees		(\$80)	\$0	(\$35)	\$0
112007	Pool Teaching Programme Fees		\$0	\$0	\$0	\$0
112008	Vacation Swimming Passes		(\$482)	\$0	(\$480)	\$0
Sub Total - SWIMMING POOL OP/INC			(\$25,967)	\$0	(\$25,905)	\$0
Total - SWIMMING POOL			(\$25,967)	\$299,059	(\$25,905)	\$257,055
TELEVISION & RADIO REBROADCASTING						
OPERATING EXPENDITURE						
114005	Banks Rd Telecommunications Tower		\$0	\$4,290	\$0	\$4,649
Sub Total - TV & RADIO REBROADCASTING OP/EXP			\$0	\$4,290	\$0	\$4,649
OPERATING INCOME						
114010	Radio & Mobile Tower Site Fees or Charges		(\$9,051)	\$0	(\$9,050)	\$0
Sub Total - TV & RADIO REBROADCASTING OP/INC			(\$9,051)	\$0	(\$9,050)	\$0
Total - TV & RADIO REBROADCASTING			(\$9,051)	\$4,290	(\$9,050)	\$4,649
LIBRARIES						
OPERATING EXPENDITURE						
115100	Library Operations		\$0	\$2,702	\$0	\$3,040
115150	Admin Allocation - Libraries		\$0	\$56,494	\$0	\$73,203
Sub Total - LIBRARIES OP/EXP			\$0	\$59,196	\$0	\$76,243
OPERATING INCOME						
Sub Total - LIBRARIES OP/INC			\$0	\$0	\$0	\$0
Total - LIBRARIES			\$0	\$59,196	\$0	\$76,243

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

**CURRENT YEAR  
ACTUALS  
30 JUNE 2020**

**DRAFT BUDGET  
2020-21**

Income	Expenditure
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Income	Expenditure
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## OPERATING EXPENDITURE

116100	Museum	\$0	\$3,562	\$0	\$5,478
116101	Craft Hut	\$0	\$1,383	\$0	\$1,804
116102	Support for Sandakan (Ceremony)	\$0	\$3,974	\$0	\$9,260
116150	Admin Allocated - Other Culture	\$0	\$10,319	\$0	\$13,371
116190	Depreciation - Other Culture	\$0	\$11,217	\$0	\$11,895

Sub Total - OTHER CULTURE OP/EXP

**OPERATING INCOME**

116001	Reimbursements - Other Culture	\$0	\$0	\$0	\$0
116005	Non-Operating Grants & Contributions	\$0	\$0	\$0	\$0

Sub Total - OTHER CULTURE OP/INC

Total - OTHER CULTURE

**Total - RECREATION AND CULTURE**



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L		JOB	30 JUNE 2020		2020-21	
			Income	Expenditure	Income	Expenditure
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION						
OPERATING EXPENDITURE						
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP			\$0	\$0	\$0	\$0
OPERATING INCOME						
121001	RRG Project Grants		(\$315,685)	\$0	(\$685,016)	\$0
121002	Grants Direct - State - MRD - (OP)		(\$160,104)	\$0	(\$160,040)	\$0
121003	Grants - Federal - Roads to Recovery Grant (Cap)		(\$415,849)	\$0	(\$502,284)	\$0
121004	Capital Grants Other & Road Contributions		(\$30,000)	\$0	(\$493,531)	\$0
121007	Special Bridge Funding		\$0	\$0	(\$949,290)	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC			(\$921,638)	\$0	(\$2,790,161)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST			(\$921,638)	\$0	(\$2,790,161)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
122100	Depot Building Building Costs		\$0	\$32,845	\$0	\$58,560
122101	Depot General Operations		\$0	\$17,596	\$0	\$30,452
122103	Road Maintenance & Repairs		\$0	\$129,091	\$0	\$150,385
122107	Maintenance Grading		\$0	\$292,627	\$0	\$266,733
122105	Repairs & Maint - Bridges		\$0	\$56,209	\$0	\$229,244
122106	Shire Radio Network Costs		\$0	\$112	\$0	\$800
122108	Drains & Culverts		\$0	\$42,674	\$0	\$120,179
122109	Verge Pruning		\$0	\$96,369	\$0	\$109,785
122110	Verge Spraying		\$0	\$34,284	\$0	\$43,680
122111	Crossovers Maintenance		\$0	\$0	\$0	\$750
122112	Town Services Drainage		\$0	\$4,890	\$0	\$13,515
122113	Town Services - Footpaths		\$0	\$2,368	\$0	\$16,494
122114	Town Services Road Repairs		\$0	\$8,082	\$0	\$18,867
122115	Town Services - Tree Pruning		\$0	\$21,831	\$0	\$14,858
122116	Street Lighting		\$0	\$27,659	\$0	\$28,350
122117	Traffic Signs		\$0	\$5,162	\$0	\$5,425
122119	Road Building and Other Stock		\$0	\$274	\$0	\$245
122120	Roman Road Data Pickup		\$0	\$9,217	\$0	\$24,800
122121	Town Services - Verge Spraying		\$0	\$16,160	\$0	\$21,059
122122	Road Sweeping		\$0	\$6,453	\$0	\$9,125
122123	Emergency Services		\$0	\$62,068	\$0	\$44,827
122124	Storm Damage		\$0	\$0	\$0	\$0
122131	Rural Street Addressing		\$0	\$3,171	\$0	\$5,561
122150	Admin Allocated - Road Maintenance		\$0	\$256,828	\$0	\$332,792
122190	Depreciation - Transport Other		\$0	\$17,364	\$0	\$21,375
122191	Depreciation - Infrastructure		\$0	\$24,089	\$0	\$25,945
122192	Depreciation Roads		\$0	\$1,396,653	\$0	\$1,647,515
122193	Depreciation - Bridges		\$0	\$594,689	\$0	\$645,550
122194	Depreciation - Footpaths		\$0	\$15,819	\$0	\$17,255
122195	Depreciation - Drainage		\$0	\$252,184	\$0	\$271,780
123119	Minor Assets and Sundry Items		\$0	\$5,469	\$0	\$10,000
123140	Loss on Sale of Asset		\$0	\$151,032	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP			\$0	\$3,583,266	\$0	\$4,185,906
OPERATING INCOME						
122002	Profit on Disposal of Assets		\$0	\$0	\$0	\$0
122003	Sale of Old Materials and Minor Items		(\$68)	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC			(\$68)	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS			(\$68)	\$3,583,266	\$0	\$4,185,906



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**TRAFFIC CONTROL**

**OPERATING EXPENDITURE**

125150 Administration Allocated - Traffic Control

**Sub Total - TRAFFIC CONTROL OP/EXP**

**OPERATING INCOME**

125001 Licensing Service  
 125002 Motor Vehicle Plates  
 125005 Sundry Receipts - Heavy Haulage Permits etc

**Sub Total - TRAFFIC CONTROL OP/INC**

**Total - TRAFFIC CONTROL**

**AERODROMES**

**OPERATING EXPENDITURE**

126100 Airstrip  
 126190 Depreciation - Airport

**Sub Total - AERODROMES OP/EXP**

**OPERATING INCOME**

**Sub Total - AERODROMES OP/INC**

**Total - AERODROMES**

**Total - TRANSPORT**

CURRENT YEAR ACTUALS 30 JUNE 2020		DRAFT BUDGET 2020-21	
Income	Expenditure	Income	Expenditure
\$0	\$77,028	\$0	\$99,810
\$0	\$77,028	\$0	\$99,810
(\$26,598)	\$0	(\$28,800)	\$0
(\$762)	\$0	(\$750)	\$0
(\$2,370)	\$0	(\$2,300)	\$0
(\$29,730)	\$0	(\$31,850)	\$0
(\$29,730)	\$77,028	(\$31,850)	\$99,810
\$0	\$3,678	\$0	\$3,559
\$0	\$20,833	\$0	\$22,730
\$0	\$24,511	\$0	\$26,289
\$0	\$0	\$0	\$0
\$0	\$24,511	\$0	\$26,289
(\$951,437)	\$3,684,805	(\$2,822,011)	\$4,312,005

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
RURAL SERVICES					
OPERATING EXPENDITURE					
131001	Rural Services Expenses	\$0	\$5,444	\$0	\$29,085
131005	Employee Wages, Superannuation & Employee Costs	\$0	\$3,412	\$0	\$13,270
131009	Admin Allocation - Biosecurity	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/EXP		\$0	\$8,856	\$0	\$42,355
OPERATING INCOME					
		\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/INC		\$0	\$0	\$0	\$0
Total - RURAL SERVICES		\$0	\$8,856	\$0	\$42,355
TOURISM AND AREA PROMOTION					
OPERATING EXPENDITURE					
132110	Tourist Bay	\$0	\$3,789	\$0	\$2,330
132103	Community Development Officer	\$0	\$42,258	\$0	\$41,500
132104	Tourist Centre	\$0	\$23,173	\$0	\$22,431
132106	Promotion Activities	\$0	\$5,594	\$0	\$17,450
132107	OPSFMIL Flax Mill Complex General Operations	\$0	\$33,378	\$0	\$39,695
132108	B0665 Caravan Park/Flax Mill Complex Building Operation	\$0	\$56,526	\$0	\$80,452
132111	Carnaby Beetle Collection	\$0	\$81	\$0	\$48
132113	Community Development Officer - Superannuation	\$0	\$1,817	\$0	\$2,320
132114	Community Development Expenses	\$0	\$0	\$0	\$150
132115	Community Development - Fringe Benefit Tax	\$0	\$14,219	\$0	\$11,430
132116	CDO Vehicle Op Costs GEN	\$0	\$3,638	\$0	\$3,650
132150	Admin Allocated Tourism	\$0	\$35,960	\$0	\$46,596
132151	Admin Allocated Caravan Pk	\$0	\$10,319	\$0	\$13,371
132190	Depreciation - Tourism/Area Promotion	\$0	\$3,635	\$0	\$4,290
132191	Depreciation - Caravan Pk/Flax	\$0	\$41,685	\$0	\$45,125
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$0	\$276,070	\$0	\$330,838
OPERATING INCOME					
132002	Caravan Park & Complex Fees & Charges	(\$43,460)	\$0	(\$43,400)	\$0
132003	Flax Mill Sheds Storage Charges	(\$10,046)	\$0	(\$10,040)	\$0
132004	SWDC Grant - promotions	(\$10,000)	\$0	\$0	\$0
132007	Other Income	(\$8,435)	\$0	(\$6,910)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		(\$71,941)	\$0	(\$60,350)	\$0
Total - TOURISM & AREA PROMOTION		(\$71,941)	\$276,070	(\$60,350)	\$330,838



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**BUILDING CONTROL**

**OPERATING EXPENDITURE**

133100	Building Control	\$0	\$33,142	\$0	\$40,985
133101	Building Control - Other Costs	\$0	\$0	\$0	\$250
133102	Building Control Superannuation	\$0	\$828	\$0	\$2,248
133103	Building Control - BMO	\$0	\$8,095	\$0	\$7,280
133150	Admin Allocated - Building Control Expenses	\$0	\$10,319	\$0	\$13,371

**Sub Total - BUILDING CONTROL OP/EXP**

\$0 \$52,384 \$0 \$64,134

**BUILDING CONTROL OP/INC**

133001	Building Licences (UFEE)	(\$8,493)	\$0	(\$8,500)	\$0
133002	BCITF Levy - Commission	(\$116)	\$0	(\$120)	\$0
133003	Builders Services Levy - Commission	(\$195)	\$0	(\$195)	\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>		(\$8,804)	\$0	(\$8,815)	\$0

**Total - BUILDING CONTROL**

(\$8,804) \$52,384 (\$8,815) \$64,134

**SALEYARDS & MARKETS**

**OPERATING EXPENDITURE**

134100	Saleyards	\$0	\$28,203	\$0	\$35,520
134190	Depreciation - Saleyards & Markets	\$0	\$0	\$0	\$113,345
<b>Sub Total - SALEYARDS &amp; MARKETS OP/EXP</b>		\$0	\$28,203	\$0	\$148,865

**OPERATING INCOME**

134001	Reimbursements - Saleyards	(\$5,478)	\$0	(\$8,325)	\$0
<b>Sub Total - SALEYARDS &amp; MARKETING OP/INC</b>		(\$5,478)	\$0	(\$8,325)	\$0

**Total - SALEYARDS & MARKETS**

(\$5,478) \$28,203 (\$8,325) \$148,865

**OTHER ECONOMIC SERVICES**

**OPERATING EXPENDITURE**

135100	Standpipes	\$0	\$35,872	\$0	\$36,975
135102	Economic Development Projects	\$0	\$0	\$0	\$7,500
135105	Abel Street Shop	\$0	\$8,052	\$0	\$9,970
135150	Admin Allocated - Other Economic Development	\$0	\$10,319	\$0	\$13,371
135190	Depreciation - Develop/Facilities	\$0	\$3,544	\$0	\$3,865

**Sub Total - OTHER ECONOMIC SERVICES OP/EXP**

\$0 \$57,787 \$0 \$71,681

**OPERATING INCOME**

135001	Standpipe Water	(\$21,519)	\$0	(\$21,500)	\$0
135005	Abel Street Shop Rental	(\$11,540)	\$0	(\$11,540)	\$0

**Sub Total - OTHER ECONOMIC SERVICES OP/INC**

(\$33,059) \$0 (\$33,040) \$0

**Total - OTHER ECONOMIC SERVICES**

(\$33,059) \$57,787 (\$33,040) \$71,681

**Total - ECONOMIC SERVICES**

(\$119,282) \$423,302 (\$110,530) \$657,873



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
PRIVATE WORKS					
OPERATING EXPENDITURE					
141100	Private Works - Costs	\$0	\$6,902	\$0	\$23,305
Sub Total - PRIVATE WORKS OP/EXP		\$0	\$6,902	\$0	\$23,305
OPERATING INCOME					
141001	Private Works - Recoup Charges	(\$8,624)	\$0	(\$23,305)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$8,624)	\$0	(\$23,305)	\$0
Total - PRIVATE WORKS		(\$8,624)	\$6,902	(\$23,305)	\$23,305
PUBLIC WORKS OVERHEADS					
OPERATING EXPENDITURE					
143100	Supervision	\$0	\$361,786	\$0	\$224,325
143101	Consultant Engineer	\$0	\$15,155	\$0	\$5,000
143102	Works Manager Vehicle Op Costs	\$0	\$6,742	\$0	\$6,800
143103	FBT Works Staff	\$0	\$3,576	\$0	\$3,600
143104	Insurance on Works	\$0	\$19,417	\$0	\$16,128
143105	Superannuation of Workmen	\$0	\$112,975	\$0	\$103,437
143106	PWOH Leave - Depot	\$0	\$202,930	\$0	\$136,194
143107	Protective Clothing	\$0	\$4,597	\$0	\$5,280
143108	Uniforms	\$0	\$619	\$0	\$1,615
143109	Training & Meeting Expenses	\$0	\$17,777	\$0	\$21,021
143110	Occupational Health & Safety	\$0	\$70,125	\$0	\$29,125
143111	Other Expenses	\$0	\$7,831	\$0	\$7,459
143113	Waste Oil Disposal Costs	\$0	\$15	\$0	\$0
143115	Provision for Leave Accruals	\$0	(\$43,161)	\$0	\$5,190
143116	Conferences and Training Courses (MOW)	\$0	\$0	\$0	\$5,000
143150	Admin Allocated - Works Overhead	\$0	\$20,534	\$0	\$26,607
143180	LESS PWOH ALLOCATED - PROJECTS	\$0	(\$686,509)	\$0	(\$596,781)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$0	\$114,409	\$0	\$0
OPERATING INCOME					
143001	Workers Compensation Reimbursements	(\$1,153)	\$0	(\$560)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$1,153)	\$0	(\$560)	\$0
Total - PUBLIC WORKS OVERHEADS		(\$1,153)	\$114,409	(\$560)	\$0

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**CURRENT YEAR**  
**ACTUALS**  
**30 JUNE 2020**

**DRAFT BUDGET**  
**2020-21**

Income Expenditure Income Expenditure

**PLANT OPERATIONS COSTS**

**OPERATING EXPENDITURE**

144100	Repair Wages	\$0	\$26,456	\$0	\$88,400
144101	Fuel & Oil	\$0	\$152,845	\$0	\$178,610
144102	Tyres & Tubes	\$0	\$24,335	\$0	\$16,215
144103	Parts and Repairs	\$0	\$138,128	\$0	\$137,510
144104	Licenses	\$0	\$7,870	\$0	\$8,500
144105	Insurance	\$0	\$43,758	\$0	\$25,734
144106	Blades & Points	\$0	\$13,867	\$0	\$14,000
144107	Expendable Tools	\$0	\$11,894	\$0	\$5,000
144108	Freight Costs	\$0	\$0	\$0	\$2,100
144110	Superannuation - Mechanic	\$0	\$2,675	\$0	\$8,398
144111	Workers Compensation Insurance	\$0	\$0	\$0	\$0
144112	Mechanic's Leave, Public Holidays, Training etc	\$0	\$0	\$0	\$0
144113	Supervision	\$0	\$0	\$0	\$0
144150	Admin Allocated POC	\$0	\$6,150	\$0	\$7,969
144190	Depreciation - Plant	\$0	\$173,243	\$0	\$231,075
144180	LESS PCO ALLOCATED - PROJECTS	\$0	(\$806,383)	\$0	(\$723,511)
<b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>		\$0	(\$205,164)	\$0	\$0

**OPERATING INCOME**

144001	Diesel Rebate	(\$42,210)	\$0	(\$33,305)	\$0
144002	Reimbursements - Operating	(\$4,750)	\$0	\$0	\$0
<b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>		(\$46,960)	\$0	(\$33,305)	\$0
<b>Total - PLANT OPERATIONS COSTS</b>		(\$46,960)	(\$205,164)	(\$33,305)	\$0

**MATERIALS AND STOCK**

**OPERATING EXPENDITURE**

**Sub Total - MATERIALS AND STOCK**

**Total - MATERIALS AND STOCK**

\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

**SALARIES AND WAGES**

**OPERATING EXPENDITURE**

145100	Gross Total Salaries and Wages	\$0	\$3,300,819	\$0	\$2,872,784
145130	LESS SALS/WAGES ALLOCATED	\$0	(\$3,301,827)	\$0	(\$2,872,784)
145101	Workers Compensation Expenses	\$0	\$628	\$0	\$800
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>		\$0	(\$380)	\$0	\$800

**OPERATING INCOME**

145001	Reimbursements - Administration	\$0	\$0	(\$800)	\$0
<b>Sub Total - SALARIES AND WAGES OP/INC</b>		\$0	\$0	(\$800)	\$0
<b>Total - SALARIES AND WAGES</b>		\$0	(\$380)	(\$800)	\$800



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
ADMINISTRATION					
OPERATING EXPENDITURE					
Administration activity units					
146100	Advertising	\$0	\$9,333	\$0	\$7,395
146101	Audit Fees	\$0	\$24,060	\$0	\$24,100
146102	Bank Fees	\$0	\$9,901	\$0	\$9,950
146103	Administration Bldg Costs	\$0	\$76,360	\$0	\$62,051
146105	Administration Staff Employee Costs	\$0	\$829,200	\$0	\$753,165
146106	Consultants	\$0	\$60,948	\$0	\$176,989
146108	Insurance	\$0	(\$1,848)	\$0	\$9,743
146109	Legal Expenses	\$0	\$16,290	\$0	\$14,000
146110	IT System Operation & maintenance	\$0	\$77,091	\$0	\$78,050
146111	Office Equipment Maintenance	\$0	\$0	\$0	\$5,000
146112	Administration - Postage & Freight	\$0	\$5,387	\$0	\$5,300
146113	Printing and Stationery	\$0	\$10,407	\$0	\$12,500
146114	Administration Vehicle Costs	\$0	\$2,965	\$0	\$2,965
146115	Administration - Fringe Benefits Tax	\$0	\$3,357	\$0	\$3,500
146117	Employers Indemnity Insurance	\$0	\$32,719	\$0	\$31,033
146118	Subscriptions	\$0	\$24,630	\$0	\$23,440
146120	Uniform Allowance	\$0	\$603	\$0	\$3,000
146121	Telephones	\$0	\$13,574	\$0	\$15,650
146122	Minor Furn & Equip Under \$2000	\$0	\$5,115	\$0	\$2,500
146123	Conferences/Training/Professional Development	\$0	\$10,072	\$0	\$13,385
146124	Superannuation	\$0	\$71,273	\$0	\$73,708
146125	Admin Provision for Leave Accruals	\$0	(\$103,063)	\$0	\$0
146126	Employee (Packaging) Costs	\$0	\$0	\$0	\$725
146128	Administration - OSH	\$0	\$452	\$0	\$452
146190	Depreciation - Administration	\$0	\$16,205	\$0	\$22,010
146015	Loss on Sale of Asset	\$0	\$5,750	\$0	\$0
146150	Less Administration Costs Alloc	\$0	(\$1,042,322)	\$0	(\$1,350,611)
Sub Total - ADMINISTRATION OP/EXP		\$0	\$158,459	\$0	\$0
OPERATING INCOME - ADMINISTRATION					
146001	Reimbursements - Administration	(\$42,078)	\$0	(\$27,789)	\$0
146003	Reimbursements - Staff (Packaging)	\$404	\$0	\$0	\$0
Sub Total - ADMINISTRATION OP/INC		(\$41,674)	\$0	(\$27,789)	\$0
Total - ADMINISTRATION		(\$41,674)	\$158,459	(\$27,789)	\$0
UNCLASSIFIED					
OPERATING EXPENDITURE					
147010	Local (District) Planning Strategy	\$0	\$0	\$0	\$5,000
147011	Purchase of Land - Consultants	\$0	\$0	\$0	\$7,500
149001	Rylington Park Operational Expenses	\$0	\$210,978	\$0	\$496,400
Sub Total - UNCLASSIFIED OP/EXP		\$0	\$210,978	\$0	\$508,900
OPERATING INCOME					
149101	Rylinton Park Income	(\$131,440)	\$0	(\$425,250)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$131,440)	\$0	(\$425,250)	\$0
Total - UNCLASSIFIED		(\$131,440)	\$210,978	(\$425,250)	\$508,900
Total - OTHER PROPERTY AND SERVICES		(\$229,851)	\$285,204	(\$511,009)	\$533,005



**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	CURRENT YEAR ACTUALS 30 JUNE 2020		DRAFT BUDGET 2020-21	
		Income	Expenditure	Income	Expenditure
TRANSFERS TO/FROM RESERVES					
EXPENDITURE					
300101	Transfer to Reserves	\$0	\$19,684	\$0	\$19,000
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		\$0	\$19,684	\$0	\$19,000
INCOME					
300102	Transfer from Reserves	(\$1,012,330)	\$0	\$0	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS		(\$1,012,330)	\$0	\$0	\$0
Total - FUND TRANSFER		(\$1,012,330)	\$19,684	\$0	\$19,000
000000	(Surplus) / Deficit - Carried Forward	(\$439,628)	\$0	(\$1,135,201)	\$0
Sub Total - SURPLUS C/FWD		(\$439,628)	\$0	(\$1,135,201)	\$0
Total - SURPLUS		(\$439,628)	\$0	(\$1,135,201)	\$0
LONG TERM LOANS					
INCOME					
Sub Total - LONG TERM LOANS		\$0	\$0	\$0	\$0
Total - DEFERRED ASSETS		\$0	\$0	\$0	\$0
LIABILITY LOANS - PRINCIPAL REPAYMENTS					
CAPITAL EXPENDITURE					
146800	Principal Repayment on Loans	\$0	\$39,432	\$0	\$36,156
Sub Total - LOAN REPAYMENTS		\$0	\$39,432	\$0	\$36,156
CAPITAL INCOME					
Sub Total - LOANS RAISED		\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES		\$0	\$39,432	\$0	\$36,156
OPERATING ACTIVITIES EXCLUDED FROM BUDGET					
000000	Depreciation Written Back	\$0	(\$3,018,122)	\$0	(\$3,592,229)
000000	Book Value of Assets Sold Written Back	\$0	\$0	\$0	(\$127,714)
00000	Profit/Loss on Sale of Asset Written Back	\$0	(\$156,782)	\$0	\$0
	Movement in Accrued Interest on Loans	\$0	\$695	\$0	\$0
	Movement in Accrued Interest on investments	\$6,011	\$0	\$0	\$0
	Movement in Stock On Hand	\$0	\$1,743	\$0	\$0
	Movement in Accrued Wages	\$0	\$68,228	\$0	\$0
	Movement in Employee Benefits (Current)	\$0	\$91,559	\$0	\$0
000000	Long Service Leave - Non Cash	\$0	\$55,988	\$0	(\$43,030)
Sub Total - OPERATING ACTIVITIES EXCLUDED		\$6,011	(\$2,956,691)	\$0	(\$3,762,973)
Total - OPERATING ACTIVITIES EXCLUDED		\$6,011	(\$2,956,691)	\$0	(\$3,762,973)

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB		Income	Expenditure	Income	Expenditure
FURNITURE & EQUIPMENT						
GOVERNANCE						
CAPITAL EXPENDITURE						
042401	Furniture & Equipment - Acquisitions		\$0	\$0	\$0	\$0
042402	Furniture & Equipment - Capital Renewals		\$0	\$62,530	\$0	\$0
041401	Furniture & Equipment - Acquisitions		\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$62,530	\$0	\$0
Total - GOVERNANCE			\$0	\$62,530	\$0	\$0
FURNITURE & EQUIPMENT						
HEALTH						
CAPITAL EXPENDITURE						
074603	Upgrade server to Dell PowerEdge		\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$0
Total - HEALTH			\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT						
RECREATION AND CULTURE						
CAPITAL EXPENDITURE						
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$0
Total - RECREATION & CULTURE			\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT						
TRANSPORT						
CAPITAL EXPENDITURE						
122405	Depot Furniture & Equipment Renewal		\$0	\$5,454	\$0	\$0
Sub Total - CAPITAL WORKS			\$0	\$5,454	\$0	\$0
Total - TRANSPORT			\$0	\$5,454	\$0	\$0
OTHER PROPERTY & SERVICES - ADMINISTRATION						
CAPITAL EXPENDITURE						
146600	Administration Building - Furniture & Equipment Renewals		\$0	\$0	\$0	\$30,000
Sub Total - CAPITAL WORKS			\$0	\$0	\$0	\$30,000
Total - OTHER PROPERTY			\$0	\$0	\$0	\$30,000
Total - FURNITURE AND EQUIPMENT			\$0	\$67,984	\$0	\$30,000



*Shire of Boyup Brook*  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	Income	Expenditure	Income	Expenditure
LAND AND BUILDINGS					
GOVERNANCE					
CAPITAL EXPENDITURE					
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
TOTAL - GOVERNANCE		\$0	\$0	\$0	\$0
LAND AND BUILDINGS					
HEALTH					
CAPITAL EXPENDITURE					
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
TOTAL - HEALTH		\$0	\$0	\$0	\$0
LAND AND BUILDINGS					
EDUCATION & WELFARE					
EXPENDITURE					
081400	Land & Buildings - Capital Renewal CRC	\$0	\$9,827	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$9,827	\$0	\$0
TOTAL - EDUCATION & WELFARE		\$0	\$9,827	\$0	\$0
LAND AND BUILDINGS					
HOUSING					
CAPITAL EXPENDITURE					
092400	Capital Improvements - Land & Buildings	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
Total - HOUSING		\$0	\$0	\$0	\$0
LAND AND BUILDINGS					
COMMUNITY AMENITIES					
CAPITAL EXPENDITURE					
101410	Transfer Station Buildings	\$0	\$0	\$0	\$20,000
107905	Cemetery Buildings - Land & Buildings	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$20,000
Total - COMMUNITY AMENITIES		\$0	\$0	\$0	\$20,000

**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	2019-2020		2020-21	
		Income	Expenditure	Income	Expenditure
LAND AND BUILDINGS					
RECREATION AND CULTURE					
CAPITAL EXPENDITURE					
111403	Town Hall - Building Upgrades & Refurbishments	\$0	\$0	\$0	\$0
112400	Swimming Pool Buildings - Lands & Buildings	\$0	\$0	\$0	\$0
113900	Rec (Inc Music Park) & Sport Buildings	\$0	\$0	\$0	\$0
114400	Building New & Renewal	\$0	\$0	\$0	\$0
116400	Capital Improvements - Museum, Craft Hut etc	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
Total - RECREATION AND CULTURE		\$0	\$0	\$0	\$0
LAND AND BUILDINGS					
TRANSPORT					
CAPITAL EXPENDITURE					
122895	Depot - Buildings	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
Total - TRANSPORT		\$0	\$0	\$0	\$0
LAND AND BUILDINGS					
ECONOMIC SERVICES					
EXPENDITURE					
132409	Caravan Parks Buildings (Laundry, Ablutions etc)	\$0	\$0	\$0	\$0
135401	Capital - Land & Buildings	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0
Total - ECONOMIC SERVICES		\$0	\$0	\$0	\$0
LAND AND BUILDINGS					
OTHER PROPERTY AND SERVICES					
CAPITAL EXPENDITURE					
146605	Administration Building - Building Renewals & Upgrades	\$0	\$420	\$0	\$19,539
147410	Rylington Park House Capital	\$0	\$0	\$0	\$50,000
147411	Rylington Park Chemical Shed	\$0	\$0	\$0	\$15,000
147400	Purchase of (Unclassified) Land	\$0	\$127,273	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$127,693	\$0	\$84,539
Total - OTHER PROPERTY AND SERVICES		\$0	\$127,693	\$0	\$84,539
Total - LAND AND BUILDINGS		\$0	\$137,520	\$0	\$104,539





\$0	\$757,120	\$0	\$402,500
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**Shire of Boyup Brook**  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB		Income	Expenditure	Income	Expenditure
ROAD INFRASTRUCTURE CAPITAL						
ROAD CONSTRUCTION						
121403	x	ROADS TO RECOVERY PROJECTS	\$0	\$0	\$0	\$0
121403	RTR004	Winnejug Road	\$0	\$128,215	\$0	\$0
121403	RTR006	Wilga Road East	\$0	\$8,902	\$0	\$0
121403	RTR007	Kulikup Rd South	\$0	\$73,461	\$0	\$200,086
121403	RTR008	Jayes Road	\$0	\$0	\$0	\$112,742
121403	RTR029	Terry Road	\$0	\$778	\$0	\$0
121403	RTR038	Lodge Road	\$0	\$6,639	\$0	\$0
121403	RTR115	Beatty Street	\$0	\$0	\$0	\$189,457
121404	xx	REGIONAL ROAD GROUP	\$0	\$0	\$0	\$0
121404	RRG148	RRG Boyup Brook-Cranbrook Rd	\$0	\$260,185	\$0	\$337,407
121404	RRG210	RRG Boyup Brook-Arthur River Rd	\$0	\$327,635	\$0	\$495,302
121404	RRG211	RRG Winnejug Road	\$0	\$0	\$0	\$150,000
121400		MUNICIPAL PROJECTS	\$0	\$0	\$0	\$0
121400	MU148	Muni - Boyup Brook-Cranbrook Shoulders	\$0	\$0	\$0	\$201,593
121400	MU005	Muni - Kulikup North Rd Reseal	\$0	\$0	\$0	\$0
121400	MU002	Muni - Boyup Brook North Rd Shoulders	\$0	\$0	\$0	\$0
121400	MU500	Muni - Back Slopes and Shoulders	\$0	\$0	\$0	\$201,426
121400	MU501	Muni - Gravel Pit Rehabilitation	\$0	\$0	\$0	\$94,990
121410		Municipal Funded - Winter Grading	\$0	\$403,999	\$0	\$330,362
121450		BRIDGES	\$0	\$119,671	\$0	\$57,290
121450	MR0741	BRIDGES - Bridge 0741	\$0	\$0	\$0	\$170,000
121450	MR3310	BRIDGES - Bridge 3310	\$0	\$0	\$0	\$134,000
121450		BRIDGES - Bridge 3306	\$0	\$0	\$0	\$394,000
121450		BRIDGES - Bridge 0742	\$0	\$0	\$0	\$110,000
121450		BRIDGES - Aegers Bridge	\$0	\$0	\$0	\$84,000
Sub Total - CAPITAL WORKS			\$0	\$1,329,485	\$0	\$3,262,655
Total - ROADS			\$0	\$1,329,485	\$0	\$3,262,655
Total - INFRASTRUCTURE ASSETS ROADS			\$0	\$1,329,485	\$0	\$3,262,655

*Shire of Boyup Brook*  
**2020-2021 DRAFT BUDGET**

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

G/L	JOB	30 JUNE 2020		2020-21	
		Income	Expenditure	Income	Expenditure
FOOTPATHS					
121700	Footpaths - Construction	\$0	\$63,597	\$0	\$0
121701	Bike Paths - Construction	\$0	\$0	\$0	\$72,000
Sub Total - CAPITAL WORKS		\$0	\$63,597	\$0	\$72,000
Total - TRANSPORT - FOOTPATHS		\$0	\$63,597	\$0	\$72,000
Total - FOOTPATH ASSETS		\$0	\$63,597	\$0	\$72,000
DRAINAGE					
121411	Drainage Projects - Municipal Funded	\$0	\$22,501	\$0	\$0
121408	Roads to Recovery - Drainage Projects	\$0	\$42,499	\$0	\$0
121412	RRG - Drainage Projects	\$0	\$112,860	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$177,860	\$0	\$0
Total - TRANSPORT - DRAINAGE		\$0	\$177,860	\$0	\$0
Total - DRAINAGE ASSETS		\$0	\$177,860	\$0	\$0
PARKS & OVALS					
113902	Recreation Grounds (Other Infra): inc Hockey Facilities Fence, Lights e	\$0	\$0	\$0	\$0
113906	Recreation Infrastructure - Capital Renewals	\$0	\$7,980	\$0	\$80,000
113903	Sandakan Memorial Improvements	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$7,980	\$0	\$80,000
Total - PARKS & OVALS		\$0	\$7,980	\$0	\$80,000
Total - INFRASTRUCTURE ASSETS - PARKS & OVALS		\$0	\$7,980	\$0	\$80,000

*Shire of Boyup Brook*  
**2020-2021 DRAFT BUDGET**

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

G/L JOB

**CURRENT YEAR  
 ACTUALS  
 30 JUNE 2020**

**DRAFT BUDGET  
 2020-21**

Income Expenditure

Income Expenditure

**INFRASTRUCTURE ASSETS - OTHER**

**INFRASTRUCTURE ASSETS - OTHER**

**HEALTH**

074605 Medical Centre Car Park - Other Infrastructure

\$0 \$0 \$0 \$9,750

**Sub Total - CAPITAL WORKS**

\$0 \$0 \$0 \$9,750

**Total - HEALTH**

\$0 \$0 \$0 \$9,750

113905 Street Scaping

\$0 \$5,443 \$0 \$0

**Sub Total - CAPITAL WORKS**

\$0 \$5,443 \$0 \$0

**Total - RECREATION & CULTURE**

\$0 \$5,443 \$0 \$0

**INFRASTRUCTURE OTHER**

**TRANSPORT**

122902 Depot Gates

\$0 \$0 \$0 \$15,000

122903 Oil Automation System

\$0 \$0 \$0 \$32,979

121800 Railway Dam Works

\$0 \$0 \$0 \$0

**Sub Total - CAPITAL WORKS**

\$0 \$0 \$0 \$47,979

**Total - TRANSPORT**

\$0 \$0 \$0 \$47,979

**INFRASTRUCTURE OTHER**

**INFRASTRUCTURE OTHER**

**OTHER PROPERTY & SERVICES**

New Rylinton Park Rain Water Tank

\$0 \$0 \$0 \$16,000

**Sub Total - CAPITAL WORKS**

\$0 \$0 \$0 \$16,000

**Total - OTHER PROPERTY & SERVICES**

\$0 \$0 \$0 \$16,000

**Total - INFRASTRUCTURE ASSETS - OTHER**

\$0 \$5,443 \$0 \$73,729

**GRAND TOTALS**

(\$8,951,585) \$7,809,578 (\$10,124,098) \$10,124,098



## **Policy F.07**

# **Material Variance in Financial Activity Statement Reporting**

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### **Preamble**

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The Local Government Act 1995 (the Act) identifies the role of Council to include:

#### **2.7 Role of council**

(2) ... the council is to –

- (k) oversee the allocation of the local government's finances and resources; and
- (l) determine the local government's policies.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

Further, regulation 34(5) of the Local Government (Financial Management) Regulations 1996 (the FMR) requires local governments to adopt a percentage or value material variance, between year to date (YTD) budget and YTD actual values, calculated in accordance with the Australian Accounting Standards (AAS).

Both AASB 101 and AASB 108 have the following to say about materiality:

"Material – omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor."

### **Objective**

The object of the Material Variance in Financial Activity Statement Reporting Policy is to:

1. Give application to Australian Accounting Standards Board standards (AASB 101 and AASB 108) on materiality in financial reporting.
2. Comply with regulation 34(5) of the FMR.
3. Clarify the Council's view on tolerance (call-to-action) thresholds of material variances, and to limit the volume of variance reporting to consequential information.

### **Statement**

Disclosure and provision of explanations for (material) variances presented in Financial Activity Statements is mandatory under FMR 34(2)(b).

Variance thresholds above which explanations from the administration will be required, i.e. material variances, are as follows:

1. For YTD budgets up to \$30,000, the (material) variance value will be \$3,600.
2. For YTD budgets in the range \$30,001 to \$100,000, the (material) variance value will be 12% or \$10,000, whichever is the lesser amount.
3. For YTD budgets in the range \$100,001 to \$500,000, the (material) variance value will be 10% or \$33,675, whichever is the lesser amount.
4. For YTD budgets greater than \$500,000, the (material) variance value will be 6.75% or \$54,580, whichever is the lesser amount.

The above thresholds will be adopted each year at the time of adopting the shire's annual budget.

NB. "Drift" is a legitimate explanation of variance. Drift occurs when an aggregate of inconsequential account level variances (e.g. variances of less than \$5,000) within a class accumulate so as to equate with a Financial Activity Statement (FAS) line item threshold (material) variance percentage or value.

### **Methodology**

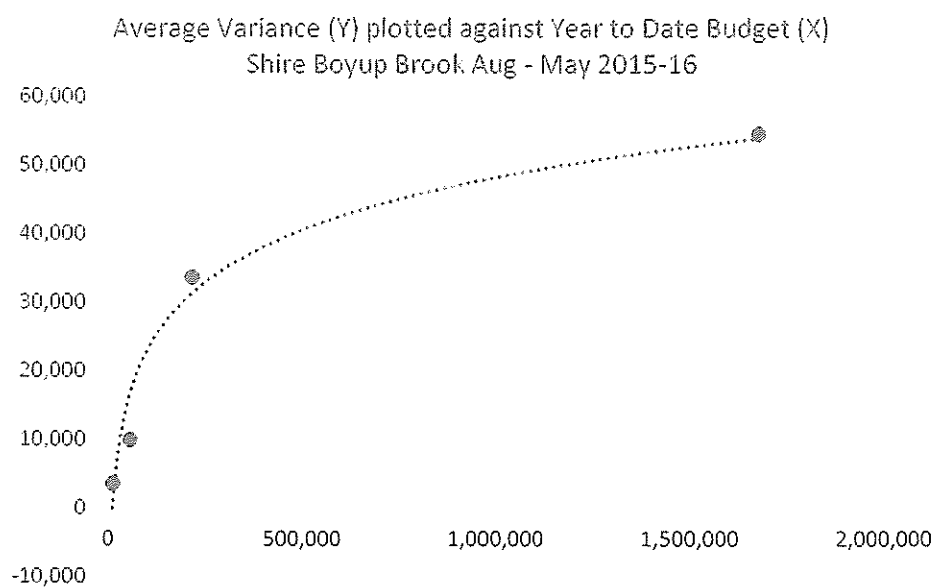
Within a financial year, comparisons between YTD budget and actual line items from FAS are grouped as follows:

- Comparisons up to \$30,000;
- Those between \$30,001 and \$100,000;
- Those between \$100,001 and \$500,000; and
- Those at \$500,001 and above.

Ensure the comparisons exclude those with extremely high variances, as clearly these will contain consequential transactions. The aim is to derive an average variance \$ value from a range of 30+ similar variances within each of the groupings.

Once calculated, convert the average variance \$ value for a grouping into a percentage by dividing it by the upper value in the group range. The average variance is used as the materiality threshold value for the grouping, and the percentage is used in determining the percentage materiality threshold in the next grouping, e.g. the percentage calculated for the group of comparisons up to \$30,000 becomes the materiality percentage for the group within the range \$30,001 to \$100,000.

When the average variance for each of the groupings is plotted against the average YTD budget of the group, a logarithmic trend line will result as in the following example:



### **Review Plan**

This policy is to be reviewed each year, review by date June 2020.

<b>POLICY NO.</b>	F.07
<b>POLICY SUBJECT</b>	<b>Material Variance in Financial Activity Statement Reporting</b>
<b>ADOPTION DATE</b>	21 July 2016
<b>VARIATION DATE</b>	20 June 2019
<b>REVIEW DATE</b>	15 June 2017, 21 June 2018, 20 June 2019, 18 June 2020





	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Rates &amp; Debtor Charges</b>	<b>Sched 3</b>	Local Govt					
Overdue Rates Interest Charge	Council	LGA S6 51 FM 70-71	No	11%	8.0%	per annum 2020/21 ONLY	Local Govt (financial Management) Regulations 1996
Interest on Instalments	Council	LGA S6 51 FM 70-71	No	5.50%	3.0%	per annum	Local Govt (financial Management) Regulations 1996
Administration Fee on Instalment Arrangements - each for instalments 2, 3 & 4	Council	LGA 6 45 (3)	No	\$14.30	\$0.00	Per instalment 2020/21 ONLY	
Administration Fee on Rates Special Payment Arrangements	Council		No	\$35.00	\$0.00		Suggest NIL for 2020/21
Dishonor Fee (includes administration Fee)		LGA s 6 16		\$45.50	\$45.50		
Rate Enquiry Fee (written-Enquiry & Advice of Sale [EAS])	Council		Yes	\$79.55	\$79.55		
Rate Enquiry Fee (EAS - Including Orders & Requisitions)	Council		Yes	\$120.40	\$120.40		
Rate Notice Reprint/ Reproduction Fee	Council		Yes	\$24.40	\$24.40		
WA State Gov't ESL Fee - As advised by DFES	Statutory		No	As advised by DFES	As advised by DFES		
Enquiries not of a general nature requiring research	Council		Yes	\$44.80	\$44.80	per hour	
<b>Governance/Administration Charges</b>	<b>Sched 4</b>						
<b>Staff Time Charges &amp; Secretarial Services (Time permitting)</b>							
Research - Historical/Cemetery Information - Per Hour Fee This also involves Research for Building Plans, etc	Council		Yes	\$44.80	\$44.80		
<b>Sale of Photocopies</b>							
<b>A4 single sided</b>							
1 - 9 copies - per page	Council		Yes	\$0.55	\$0.55		
10 - 50 copies - per page	Council		Yes	\$0.55	\$0.55		
50+ page (of same doc) - charge per page	Council		Yes	\$0.55	\$0.55		
<b>A4 double sided</b>							
1 - 9 copies	Council		Yes	\$0.75	\$0.75		
10 - 50 copies	Council		Yes	\$0.75	\$0.75		
50+ (of same doc)	Council		Yes	\$0.75	\$0.75		
<b>A3 single sided</b>							
1 - 9 copies	Council		Yes	\$0.75	\$0.75		
10 - 50 copies	Council		Yes	\$0.75	\$0.75		
50+ (of same doc)	Council		Yes	\$0.75	\$0.75		
<b>A3 double sided</b>							
1 - 9 copies	Council		Yes	\$1.15	\$1.15		
10 - 50 copies	Council		Yes	\$1.15	\$1.15		
50+ (of same doc)	Council		Yes	\$1.15	\$1.15		
[Note 1: For Colour Copies, the Fees will be double that of the above listed Charges]							
[Note 2: Not-For-Profit Organisations may be allowed a discount on the above Fees, at the discretion of]							
<b>Copies of Maps (Inclusive of GST)</b>							
<b>Cadastral</b>							
A4 Size	Council		Yes	\$1.65	\$1.65		
A3 Size	Council		Yes	\$2.70	\$2.70		
<b>Topographic</b>							
A4 Size-Per Page Charge	Council		Yes	\$3.80	\$3.80		
A3 Size - Per Page Charge	Council		Yes	\$6.55	\$6.55		
<b>Freedom of Information Charges</b>							
Cost on application as per Freedom of Information Act 1992 (WA)							Amended to correct Act
<b>Electoral Roll</b>							
Sale of Electoral Rolls to Individuals-No Commercial Sales	Council		Yes	\$ 180.25	\$ 180.25		
<b>Law, Order &amp; Public Safety</b>	<b>Sched 5</b>						
The full list of State Laws and penalty infringements can be found on the State Law Publisher website							
The full list of Local Law penalty infringements can be found on the Shire website							
<b>Fire prevention (GST included)</b>							
Sale of Fire Maps - Cost per map [non laminated]	Council		Yes	\$20.00	\$20.00		
Hazard Reductions - Cost per lot up to 1000m2	Council		Yes	\$580.00	\$580.00		
Hazard Reductions - Lots in excess of 1000m2	Council		Yes	\$875.00	\$875.00		
Arrange Firebreaks work: Non-Compliant Land	Council		Yes	At cost + 30% Administration fee	\$180.00	Suggestion to quantify fee by Ranger	
Firebreak Creation - Contract Work	Council		Yes	At cost + 30% Administration fee	At Cost	Suggested reduction to encourage payment	
Infringements - Fire related	Statutory		No	\$250.00	\$250.00		Bush Fire Act 1954
<b>Vehicle Impound</b>							
Towage - at cost plus 30% administration fee	Council		No	At cost + 30% Administration fee	At cost + 30% Administration fee		
Poundage per day	Council		No	\$10.00	\$10.00	per day	
<b>Parking &amp; Parking Facilities</b>							
Parking Infringements	Council			Parking and Parking Facilities Local Law - refer Schedule 2	Parking and Parking Facilities Local Law - refer Schedule 2		



**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Dogs, &amp; Other Animals - Control Fees</b>							
Dog and Cat Fees are Statutory fees and will be reviewed by the Statutory body applicable							
<b>Registration - Unsterilised Dog other than a dangerous dog (unless owned by pensioner):</b>							
1 Year	Statutory		No	\$50.00	\$50.00		Dog Regulations 2013 (as at 24Mar2018)
3 Years	Statutory		No	\$120.00	\$120.00		Dog Regulations 2013 (as at 24Mar2018)
Lifetime	Statutory		No	\$250.00	\$250.00		Dog Regulations 2013 (as at 24Mar2018)
<b>Registration - Dangerous Dog</b>							
1 Year - NO Pensioner Concession	Statutory		No	\$50.00	\$50.00		Dog Regulations 2013 (as at 24Mar2018)
<b>Registration - Dog in approved kennel establishment</b>							
	Statutory		No	\$200.00	\$200.00		Dog Regulations 2013 (as at 24Mar2018)
<b>Registration - Sterilised Dog</b>							
1 Year	Statutory		No	\$20.00	\$20.00		Dog Regulations 2013 (as at 24Mar2018)
3 Years	Statutory		No	\$42.50	\$42.50		↓
Lifetime	Statutory		No	\$100.00	\$100.00		
Working Dog	Statutory		No	1/4 fee	1/4 fee		
Pensioner Concession	Statutory		No	1/2 fee	1/2 fee		
Note: Dog Registrations after 31 May in any year, for that registration year, 1/2 of Registration Fee						Suggest Discount (as per Dog Act for new dog registrations, or consider for all)	
<b>[Note: Permits required for keeping of 3 or more Cats]</b>							
Registration of dog kept in an approved kennel established licensed under Dog Regulations 2013 S27	Statutory		No	\$200.00	\$200.00	per establishment	
Replacement Registration Tag	Statutory		No	\$2.10	\$2.10		
<b>Pound Fees (Inclusive of GST)</b>							
Seizure and impounding of Dogs (or Cat, where necessary)	Council		Yes	At cost + 30% Administration fee + \$80.00 release fee	At cost + 30% Administration fee + \$80.00 release fee		
Euthanasia of Dog or Cat	Council		Yes	At cost + 30% Administration fee	At cost + 30% Administration fee		
Trap Hire Fee - per hire	Council		Yes	\$10.00	\$10.00	per day	
Trap Hire - Bond (Refundable on Return)	Council		No	\$50.00	\$50.00		RES 143/19
<b>Other Fees - Dogs</b>						Suggested reduction to \$80.00 encourage application	Previously in 2017/18 F&C \$210. As per Ranger recommendation
Application to keep more than two dogs							
<b>Impounding Fees - Straying Animals</b>							
<u>Impounded between 6am and 6pm</u>							
Entire horses, mules, asses, camels, bulls or boars	Council		Yes	At cost + 30% Administration fee + \$20.00	At cost + 30% Administration fee + \$20.00		
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head	Council		Yes	At cost + 30% Administration fee + \$20.00 release fee	At cost + 30% Administration fee + \$20.00 release fee		
Wethers, ewes, lambs, goats, per head	Council		Yes	At cost + 30% Administration fee + \$20.00 release fee	At cost + 30% Administration fee + \$20.00 release fee		
<u>Late Impoundment-After 6pm before 6am next day</u>							
Entire horses, mules, asses, camels, bulls or boars	Council		Yes	At cost + 30% Administration fee + \$30.00 Release fee	At cost + 30% Administration fee + \$30.00 Release fee		
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs	Council		Yes	At cost + 30% Administration fee + \$30.00 Release fee	At cost + 30% Administration fee + \$30.00 Release fee		
Wethers, ewes, lambs, goats	Council		Yes	At cost + 30% Administration fee + \$30.00 Release fee	At cost + 30% Administration fee + \$30.00 Release fee		
No charge is payable in respect of a suckling animal under the age of 6 months running with its mother.							
The above fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3 kms. Where the distance is more than 3 kms, and additional charge							
If the amounts are increased, decreased, or otherwise varied, the amounts as so increased, decreased, or varied are chargeable & payable							
<b>Sustenance fees</b>							
Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years, per head	Council		Yes	At cost + 30% Administration fee	At cost + 30% Administration fee		
Concessions do not apply to the above Council fees and charges							RES 143/19
<b>Registration - Cats</b>							
ALL CATS MUST BE STERILISED AND MICROCHIPPED (Unless Vet gives exemption)							
1 Year	Statutory		No	\$20.00	\$20.00		Cat Act 2011 - Regulations 2012
3 Years	Statutory		No	\$42.50	\$42.50		
Lifetime	Statutory		No	\$100.00	\$100.00		
PENSIONER CONCESSION	Statutory		No		1/2 fee	(Previously adopted, not visibly due to formatting)	
<b>Infringements</b>							
Enforcement Final Demand	Statutory		No	\$	24.10		As per Ranger (FER)
Enforcement Registry Certificate	Statutory		No	\$	20.50		As per Ranger (FER)
Enforcement Registry Registration Fee	Statutory		No	\$	77.00		As per Ranger (FER)



**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Health</b>	<b>Sched 7</b>						
<b>Food Legislation</b>							
• Notification Fee	Council		No	\$38.20	\$38.20		
• Registration Fee	Council		No	\$193.00	\$193.00		
• <b>Annual Notification &amp; Registration Fee (Local Business)</b>	<b>Council</b>				<b>\$100.00</b>	Discounted for locals (eg Icecream Van) - 5 events	
• Annual Inspection Fee (medium and low risk business)	Council		No	\$88.00	\$88.00		
<b>Waste Water</b>							
• Septic Tank Application	Statutory		No	\$118.00	\$118.00		Health (Treatment of Sewage & Disposal of Effluent and Liquid Waste) Regulations
• Septic Tank 'Permit to Use' Certificate	Statutory		No	\$118.00	\$118.00		
Note: Local 'Not-for-Profit' organisations will not be charged inspection or notification fees							
<b>Bed &amp; Breakfast Accommodation</b>							
Annual Inspection Fee	Council		No	100% Cost	100% Cost		
<b>Lodging Houses</b>							
Application/Renewal Registration							
Serviced Apartments							
• Lodging House	Council		No	\$306.00	\$306.00		
• Holiday Accommodation (Chalets etc)	Council		No	\$306.00	\$306.00		
<b>Food Businesses</b>							
Compliance Inspection fees	Council		No	\$147.00	\$147.00		
Inspection of request	Council		No	\$147.00	\$147.00		
<b>Traders, Thoroughfares &amp; Public Places Local Law</b>							
• Festivals - Food Stallholders - Event Permit	Council		No	\$38.00	\$38.00		
• Festivals - Other Stallholders - Event Permit	Council		No	\$38.00	\$38.00		
• Traders (Outdoor Eating Facilities) Annual Fee	Council		No	\$193.00	\$193.00		
• Traders (Outdoor Eating Facilities) Event Fee	Council			\$67.00 + \$6.00 per square metre of public area used	\$67.00 + \$6.00 per square metre of public area used		
Temporary Caravan Park Licence	Statutory		No	\$ 100.00	\$ 100.00		Caravan & Parks Camping Grounds Regs 1997 Sched 3
Caravan Camping Sites Annual Inspection Fee	Council		No	\$306.00	\$306.00		
Water Testing (per bacteriological sample) - where not as part of a public	Council		Yes	\$90.00	\$90.00		
<b>Certificates</b>							
<b>Public Building Certificate of Approval</b>							
• Licensed Premises	Council		No	\$218.55	\$218.55		
• Other Premises	Council		No	\$193.00	\$193.00		
<b>Section 39 Certificate (Liquor Licence Premises)</b>							
• Permanent Facilities	Council		No	\$129.00	\$129.00		
• Temporary Facilities (excluding Shire Halls)	Council		No	\$64.00	\$64.00		
• Chantable Events - as per Policy B 01	Council						
<b>Boyup Brook Medical Services</b>							
Concession card holders and children under the age of 16 will be bulk billed							
Consultations - Short MBS Item 3	Council		No	\$42.00	\$45.00		Medical Fees & Charges Updated 18Jun2020
Consultations - Standard MBS Item 23	Council		No	\$77.00	\$80.00		
Consultations - Long [MBS Item 36]	Council		No	\$119.50	\$125.00		
Consultations - Extra Long [MBS Item 44]	Council		No	\$167.00	\$175.00		Res94/20
Administration fee - missed appointments	Council		Yes	\$85.00	\$85.00		
Reports for Third Parties	Council		Yes	\$319.00	\$600.00 per hour		
Employment Medical	Council		Yes	\$166.00	\$170.00		
Repeat Prescription Fee - private patients	Council		No	\$10.00	\$15.00		
Repeat Prescription Fee - bulk billed patients	Council		No	\$5.00	\$10.00		
Repeat Referral Fee	Council		No	\$10.00	\$10.00		
File Copy for Third Party	Council		Yes		\$160.00		
Transport Medical (eg endorsement, commercial licence)	Council		No		\$140.00		
Procedures - As per Medicare Schedule	Statutory		No				
Procedure Consumables - Charged on table basis	Council		No				Res94/20

**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Education and Welfare</b>	<b>Sched 8</b>						
<b>Boyup Brook Early Learning Centre</b>							
Daily fee	Council		No	\$77.00	\$77.00		
Above fee is prior to any subsidies that are applied for eligible parents from the Department of Human Services (Centrelink)							
Late Collection fee			No	\$1.00	\$1.00	per minute per child of the same family	
<b>Library Fees &amp; Charges (Inc of GST)</b>							
Administration fee for lost/damaged book	Council		Yes	\$7.20	\$7.20		
Administration for overdue book (>6 Weeks)	Council		Yes	\$7.20	\$7.20		
Replacement of lost book as per LISWA depreciated value table	LISWA		Yes	At Cost	At Cost		
<b>Community Amenities</b>	<b>Sched 10</b>						
<b>Rubbish Removal Charges</b>							
The following rubbish collection charge is to be applied to all occupied premises within the area prescribed under							
Definitions as defined by the health Act 1911							
"Occupier" includes a person having the charge, management, or control of the premises and in the case of a Council provides a Rubbish removal Service to urban properties which have been classified as 'Occupied', & Council imposes Rubbish Removal Charges in accordance with the Waste Avoidance & Resource Recovery Act,							
Receiving of Commercial waste from outside the district is to be by Council approval							
<b>Boyup Brook Townsite &amp; Environs (prescribed area)</b>							
Kerbside service charge for 1x240litre MGB collected once per week (52)	Council		No	\$231.30	\$231.30		
Kerbside recycling charge for 1x240litre MGB collected once per fortnight	Council		No	\$115.60	\$115.60		
Additional service 1x240litreMGB collected once per week (52)	Council		No	\$231.30	\$231.30		
Additional service for recycling of 1x240litreMGB collected once per	Council		No	\$115.60	\$115.60		
Waste Collection Rate - per property in the district	Council		No	0.000002	0.000002	cents in \$	
Waste Collection Rate - minimum per property	Council		No	\$23.00	\$23.00	minimum	
Note 1: Pro-rata collection service charges apply from the 1 <sup>st</sup> of the month following the delivery of the bin							
Note 2: When a Service is provided to a property which is in a 'Satellite' urban area/village/locality, & the							
Note 3: When a Service is provided to a property which is outside an urban area, & the landowner/tenant & the							

**SHIRE OF BOYUP BROOK**  
**FEES AND CHARGES 2020-2021**

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b><u>Boyup Brook Transfer Station &amp; Landfill Charges</u></b>							
Receiving of Asbestos or Commercial waste from outside the district is to be by Council approval							
Transfer Station will accept loads up to 3 cubic metres, loaded into rubbish trailer. Loads greater than this go directly to landfill - by appointment with the Shire of Boyup Brook							
Rubbish Removal Pass - ( 20 x 240 MGBs or equivalent pa)	Council		Yes	\$44.50	\$44.50		
Rubbish Removal Pass - ( 10 x 240 MGBs or equivalent pa)	Council		Yes	\$27.00	\$27.00		
Rubbish Removal Pass - ( 5 x 240 MGBs or equivalent pa)	Council		Yes	\$20.00	\$20.00		
1 x 240 litre Mobile Garbage Bin (& units of 240 litre after )	Council		Yes	\$12.50	\$12.50		
Sedan / Station-wagon - 4WD - Boot Load	Council		Yes	\$12.50	\$12.50		
Van - Utility - Trailer ( not exceeding 1.8mx1.2m )	Council		Yes	\$32.00	\$32.00		
Small Truck ( 2-4 tonne )	Council		Yes	\$66.00	\$66.00		
Medium Truck ( 4-6 tonne )	Council		Yes	\$78.50	\$78.50		
Truck ( 6-8 tonne )	Council		Yes	\$89.50	\$89.50		
Truck ( 8 plus tonne single axle )	Council		Yes	\$141.00	\$141.00		
Truck ( 8 plus tonne dual axle )	Council		Yes	\$168.00	\$168.00		
Truck ( semi trailer 20m <sup>3</sup> capacity )	Council		Yes	\$323.50	\$323.50		
Bulk Bins ( 3m <sup>3</sup> or less )	Council		Yes	\$66.00	\$66.00		
Bulk Bin ( 3m <sup>3</sup> - 6m <sup>3</sup> )	Council		Yes	\$78.40	\$78.40		
Bulk Bin ( 6m <sup>3</sup> -10m <sup>3</sup> )	Council		Yes	\$91.00	\$91.00		
Bulk Bin ( exceeding 10m <sup>3</sup> )	Council		Yes	\$168.00	\$168.00		
Asbestos Sheets - 2 m2 or less	Council		Yes	\$23.00	\$23.00		
Asbestos - 1 m3, Minimum Charge	Council		Yes	\$168.00	\$168.00 Minimum		
Asbestos (\$159.50 for 1 <sup>st</sup> m <sup>3</sup> then \$29.50 per m <sup>3</sup> there-after)	Council		Yes	\$169.00	\$169.00		
Plastic Drums (not included in drum muster collection)	Council		Yes	\$6.50	\$6.50 Per 20 litre		
Green waste: Van - Utility - Trailer ( not exceeding 1.8m x 1.2m )	Council						
Note: Residential Recyclable of uncontaminated green waste, aluminum, steel cans, newspaper, plastic							
<b>RECYCLING FROM COMMERCIAL PREMISES</b>							
Small trailer 1.2 x 1.8 x .5 (ie 1 cubic metre)	Council		Yes	\$13.50	\$13.50		
Large trailer (2 cubic metres)	Council		Yes	\$32.00	\$32.00		
De-gassing - electrical devices eg refrigerator	Council		Yes	\$6.50	\$6.50		
<b>SEPTIC DISPOSALS/LIQUID WASTE -</b>							
Liquid Waste originating from outside Shire of Boyup Brook	Council		Yes	\$62.00	\$62.00 per m3		
Liquid Waste from Shire of Boyup Brook	Council		Yes	\$10.50	\$10.50 per m3		
Portable Ablution Block hire - 6 x pans + urinal (week minimum)	Council		Yes	\$62.00	\$62.00 per day		Planning and Development Act Regulations 2009
Ablution block pump out fee	Council		Yes	At cost + 30% administration fee	At cost + 30% Per pump out administration fee		
BOND - per ablution block	Council		No	\$320.00	\$320.00		



**SHIRE OF BOYUP BROOK**  
**FEES AND CHARGES 2020-2021**

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Town Planning</b>							
Pursuant to Town Planning (Local Government Planning Fees) & Development Regulations 2011							
Fees to be paid at the time of application are as follows:							
Determining a development application (other than for an extractive industry) where the estimated cost of the							
1(a) not more than \$50,000	Statutory		No	\$147.00	\$147.00		
1(b) more than \$50,000 but not more than \$500,000	Statutory		No	0.32% of the estimated cost of development	0.32% of the estimated cost of development		
1(c) more than \$500,000 but not more than \$2.5 million	Statutory		No	\$1,700 + 0.257% for every \$1 in excess of \$500.00	\$1,700 + 0.257% for every \$1 in excess of \$500.00		
1(d) more than \$2.5 million but not more than \$5 million	Statutory		No	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million		
1(e) more than \$5 million but not more than \$21.5 million	Statutory		No	\$12,633 + 0.123% for every \$1 in excess of \$5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million		
1(f) more than \$21.5 million	Statutory		No	\$34,196.00	\$34,196.00		
Penalty fee for Retrospective Approvals shall be 3 x the calculated Planning Fee							
If the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application fee, making the total fee payable for an application subject to a penalty three times the application fee under paragraph (a), (b), (c), (d), (e) or (f)							Planning and Development Act Regulations 2015
3. Determining an application for extractive industry where the	Statutory		Yes	\$739.00	\$739.00		
4. Determining an application for extractive industry where the development has commenced or been carried out.	Statutory		Yes	The Fee in item 1 plus, by way of penalty, twice that fee	The Fee in item 1 plus, by way of penalty, twice that fee		
5A. Determining an application to amend or cancel development	Statutory		No	\$295.00	\$295.00		
5. Providing a subdivision clearance for:							
5 (a) Not more than 5 lots: Charge per Lot	Statutory		No	\$73.00	\$73.00 per lot		
5 (b) More than 5 lots but not more than 195 lots; first 5 Lots to be as per	Statutory		No	\$73.00	\$73.00 first 5 lots then \$35.00 per lot		
5 (c) More than 195 lots	Statutory		No	\$7,393.00	\$7,393.00		
6. Determining an initial application for home occupation where the home	Statutory		No	\$222.00	\$222.00		
7. Determining an initial application for home occupation where the home occupation has commenced.	Statutory		No	Fee in item 6 plus by way of penalty, twice that fee	Fee in item 6 plus by way of penalty, twice that fee		
8. Determining an application for the renewal of a home occupation where the application is made before the approval has expired.	Statutory		No	\$73.00	\$73.00		
9. Determining an application for the renewal of a home occupation where the application is made after the approval has expired.	Statutory		No	Fee in item 6 plus by way of penalty, twice that fee	Fee in item 6 plus by way of penalty, twice that fee		
10. Determining an application for a change of use or for an alteration or			No	\$295.00	\$295.00		
11. Determining an application for a change of use or for an alteration or extension or change of non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has not commenced or been carried out			No	The fee in item 10 plus by way of penalty, twice that fee	The fee in item 10 plus by way of penalty, twice that fee		
120 Providing a zoning certificate	Statutory		No	\$73.00	\$73.00		
13. Replying to a property settlement questionnaire	Statutory		No	\$73.00	\$73.00		
14. Providing written planning advice	Statutory		No	\$73.00	\$73.00		
<b>Town Planning (continued)</b>							
Planning and Development Regulations 2009							
<b>Amendments to Planning Applications</b>							
Minor Amendment fee estimate	Statutory		Yes	\$2,863.00 if amendment not initiated by Council \$500 refunded	\$2,863.00 if amendment not initiated by Council \$500 refunded		
Major Amendment fee estimate	Statutory		Yes	\$5,526.00 if amendment not initiated by Council \$2,000 refunded	\$5,526.00 if amendment not initiated by Council \$2,000 refunded		
The fee estimate is based upon the following hourly charges and where they exceed the above "estimate", then							
Executive/Shire Planner	Statutory		Yes	\$ 88.00 per hour	\$ 88.00 per hour		
Manager/Senior Planner	Statutory		Yes	\$ 66.00 per hour	\$ 66.00 per hour		
Planning Officer, Environmental Health officer or other officer with	Statutory		Yes	\$ 36.86 per hour	\$ 36.86 per hour		
Other staff	Statutory		Yes	\$ 45.85	\$ 45.85		
Secretary/Administration	Statutory		Yes	\$ 30.20 per hour	\$ 30.20 per hour		
[NB: The above rates include a loading of 33.3% for overheads, as provided for in the Regulations]							
<b>Structure Plans</b>							
<b>Advertising Costs</b>							
• Local newspaper,	Council			100% Cost Recovery	100% Cost Recovery		
• West Australian, or	Council			100% Cost Recovery	100% Cost Recovery		
• Government Gazette	Council			100% Cost Recovery	100% Cost Recovery		

**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Goods and Services Tax (GST)</b>							
The Goods and Services Tax (GST) <u>does not</u> apply to the following							
<ul style="list-style-type: none"> <li>development applications,</li> <li>subdivision clearances,</li> <li>home occupations,</li> <li>change of use, or</li> <li>zoning certificates</li> </ul>							
The Goods and Services Tax (GST) <u>does</u> apply to the following Planning Services:-							
<ul style="list-style-type: none"> <li>property settlement questionnaires,</li> <li>written planning advice,</li> <li>scheme amendments, and</li> <li>structure plans</li> </ul>							
<b>AMENDMENTS</b>							
Local Newspaper Advertising	Council		Yes	100% Cost	100% Cost Recovery		
<b>Notes</b>							
<ul style="list-style-type: none"> <li>Advertising fees are to be paid in addition to any development application fees (as set out in part 1 of this Schedule)</li> <li>If advertising of proposals is required both of the above fees will be charged (in addition to development application fee)</li> <li>Advertising may be required to comply with Council's town planning scheme(s), policies or may be determined as being a requirement of the planning assessment process by Shire</li> <li>Costs associated with written notification of adjoining/neighbouring landowners associated with the assessment of a planning application have been built into development application fees set</li> </ul>							
<b>PLANNING DEPARTMENT BUT CONCERN ISSUES NOT</b>							
Road Closure Application (note this fee covers costs of processing and	Council		No	\$674.90	\$674.90		
Copy of Town Planning Scheme Text (includes GST)	Council		Yes	\$30.90	\$30.90		
Copy of Local Planning Strategy (colour)(includes GST)	Council		Yes	\$147.30	\$147.30		
Relocated Dwellings Inspection Fee (inspection by Shire staff prior to	Council		Yes	\$268.85	\$268.85		
Where building is located within Shire of Boyup Brook	Council		Yes	\$470.70	\$470.70		
Where building is located within South-West Region	Council		Yes	\$920.85	\$920.85		
Where building is located in Perth Metropolitan Area or elsewhere within 3	Council		Yes	\$134.95	\$134.95 per hour		
Where building is located greater than 3 hours drive from Boyup Brook	Council		Yes	\$134.95	\$134.95 per hour		
<b>Planning/Development Bonds:</b>							
Relocated Dwellings	Council		No	\$ 5,150.00	\$ 5,150.00		
Relocated Outbuildings	Council		No	\$ 530.00	\$ 530.00		

**SHIRE OF BOYUP BROOK**  
**FEES AND CHARGES 2020-2021**

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Boyup Brook Cemetery</b>							
<b><u>Burials- includes Interment and Grant of Right of Burial as need</u></b>							
Interment in grave to depth of 2.13m depth including registration fee	Council		Yes	\$1,044.50	\$1,044.50		
Interment of a child (under 13 years) including registration fee	Council		Yes	\$533.50	\$533.50		
Interment of any stillborn child in ground set aside for that purpose	Council		Yes	\$276.00	\$276.00		
Interment that requires manual grave digging - including registration fee	Council		Yes	\$2,118.70	\$2,118.70		
Grave preparation/excavation	Council		Yes		At Cost + 30% NEW Depot no longer prepare Admin Fee graves. Contracted		
<b><u>Extra Charges</u></b>							
Interment on a Saturday, Sunday or Public Holiday	Council		Yes	\$423.50	\$423.50		
Reservation Fee of specific site (Reserve for 25 Yrs)	Council		Yes	\$322.50	\$322.50		
Administration fee for exhumation of Grave (Note Council will not carryout)	Council		Yes	\$97.00	\$97.00		
Administration fee-Re-open Grave for 2nd interment	Council		Yes	\$97.00	\$97.00		
<b><u>Placement of Ashes</u></b>							
Placement in single niche including standard bronze plaque and	Council		Yes	\$494.40	\$494.40		
Placement in double niche including standard bronze plaque and first	Council		Yes	\$706.60	\$706.60		
Placement of second Ashes into double niche including attachable bronze	Council		Yes	\$256.50	\$256.50		
Reservation of specific site in Niche Wall	Council		Yes	\$154.50	\$154.50		
Placement of Ashes into existing gravesite	Council		Yes	\$256.50	\$256.50		
Place Ashes into new gravesite [+ Res. Fee: See Above]	Council		Yes	\$256.50	\$256.50		
Transfer of Ashes to a new position (plus cost of plaques if required)	Council		Yes	\$256.50	\$256.50		
Removal of Ashes from Cemetery to authorised family member	Council		Yes	\$160.70	\$160.70		
<b><u>Miscellaneous Fees</u></b>							
Funeral Directors & Monumental Masons Annual Lic. Fee	Council		Yes	\$161.00	\$161.00		
Single Funeral Permit [Applicable to Annual Licence Holders, as per	Council		Yes	\$97.00	\$97.00		
Single Funeral Permit [Applicable to Non Licence Holders]	Council		Yes	\$161.00	\$161.00		
Monumental Masons Annual Licence Fee	Council		Yes	\$161.00	\$161.00		
Single Monument Permit	Council		Yes	\$96.80	\$96.80		
Copy of Cemeteries Local Law	Council		Yes	\$38.00	\$38.00		
Copy of Grant of Right of Burial	Council		Yes	\$24.00	\$24.00		
Renewal of Grant of Right of Burial	Council		Yes	\$83.50	\$83.50		
<b><u>Recreation &amp; Culture</u></b>	<b>Sched 11</b>						
<b><u>Boyup Brook Hall Hire</u></b>							
[Note1: The Hall Hire Fees do not include Kitchen, Bar, or Stage. If requiring the extra areas, then other Fees will apply]							
[Note 2: Unless otherwise stated, the Fees are of a 'daily' nature, covering 7am to 7pm, or 2pm to 12pm]							
BONDS - Where no liquor consumed			No	\$ 210.00	\$ 210.00		
BONDS - Where liquor is consumed			No	\$ 530.50	\$ 530.50		
DEPOSITS - Generally Optional. If an organisation wishes to secure a			No	\$ 107.00	\$ 107.00		
<b><u>Stage Shows: Balls: Weddings: Other Hiring's</u></b>							
Hire Charge	Council		Yes	\$335.00	\$335.00		
<b><u>NFP Community Groups [50% of Standard Hire]</u></b>							
Hire Charge	Council		Yes	\$170.00	\$170.00		
<b><u>Badminton/Gym/Aerobics &amp; Like Activities</u></b>							
Hire Charge	Council		Yes	\$13.00 for first hour & \$4.65 per hour or part thereof thereafter	\$13.00 for first hour & \$4.65 per hour or part thereof thereafter		
<b><u>Rehearsals ( per occasion)</u></b>							
Hire Charge	Council		Yes	\$26.00	\$26.00		
<b><u>Kitchen Only [Bond still applies]</u></b>							
Hire Charge 1/2 day (prior to or after midday)	Council		Yes	\$26.00	\$26.00		
Hire Charge full day	Council		Yes	\$53.00	\$53.00		
[Note: Where Kitchen is used, that fee is to be added to all Hall Hiring's]							
<b><u>Stage, Bar, Other</u></b>							
Charge for each area	Council		Yes	\$53.00	\$53.00		
<b><u>Public Meetings (no kitchen)</u></b>							
Hire Charge	Council		Yes	\$167.00	\$167.00		
<b><u>Lesser Hall Hire</u></b>							
Daily use (not including kitchen)	Council		Yes		50% of Standard Main Hall Charge		
Night use (not including kitchen)	Council		Yes		50% of Standard Main Hall Charge		
<b><u>Recreation and Sporting Venues</u></b>							
Boyup Brook Football Club per season	Council		Yes	\$1,025.00	\$1,025.00		
Boyup Brook Hockey per season	Council		Yes	\$515.00	\$515.00		
Boyup Brook Cricket Club per season	Council		Yes	\$515.00	\$515.00		
Boyup Brook Juniors Netball per season (when required)	Council		Yes	\$515.00	\$515.00		
Boyup Brook Tennis Club per season	Council		Yes	\$515.00	\$515.00		
Boyup Brook Swimming Club per season	Council		Yes	\$515.00	\$515.00		
Country Music Club of Boyup Brook - Charge for use of Music Park per year	Council		Yes	\$731.00	\$731.00		
Use of Recreation Facilities by other non Shire community groups, at CEO's discretion (Bond \$200 applies)							
Oval	Council		Yes	\$257.50	\$257.50		
Hockey Ground	Council		Yes	\$129.00	\$129.00		
Music Park (includes stage) per day	Council		Yes	\$257.50	\$257.50		
Other Public Open Space per day	Council		Yes	\$129.00	\$129.00		
Use of Recreation Facilities by other Shire community groups - (Bond \$200 applies)							
Oval per day	Council		Yes	\$77.00	\$77.00 per day		
Hockey Ground per day	Council		Yes	\$38.00	\$38.00 per day		
Music Park (excludes stage) per day	Council		Yes	\$77.00	\$77.00 per day		



**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Swimming Pool Entry Fees</b>							
Adult entry	Council		Yes	\$5.50	\$5.50		
Spectator entry	Council		Yes	\$2.50	\$2.50		
Pensioner Card	Council		Yes	\$3.50	\$3.50		
Child entry - under 1 year, up to 5 years - Free							
Child entry - Attending school	Council		Yes	\$3.50	\$3.50		
School Group - Entry fee including accompanying parents	Council		Yes	\$2.50	\$2.50		
Local School swimming carnivals - supervising teachers							
Australia Day - Free Entry all day	Council						
<b>Swimming Pool - Book 10 Tickets</b>							
Adult	Council		Yes	\$41.00	\$41.00		
Child (Attending School) / Non swimmer	Council		Yes	\$20.50	\$20.50		
Pensioner	Council		Yes	\$20.50	\$20.50		
<b>Swimming Pool - Family Day Pass</b>							
Family (includes 2 adults and all children attending school)	Council		Yes	\$10.50	\$10.50		
<b>Swimming Pool Season Tickets - eligible persons as identified on</b>							
Adult only	Council		Yes	\$148.50	\$148.50		
Family, Single - Adult and 1 Child (Attending school)	Council		Yes	\$148.50	\$148.50		
Family Single - Adult with all children attending school	Council		Yes	\$148.50 + \$5.00	\$148.50 + \$5.00 plus \$5.00 for each child attending		
Family (includes 2 adults and all children attending school)	Council		Yes	\$266.00	\$266.00		
Family - Pension / Senior Card Holder - 1 Adult & all children attending	Council		Yes	\$138.00	\$138.00		
Child only - (Over 10 years of age and attending school)	Council		Yes	\$79.00	\$79.00		
Single Pensioner / Senior	Council		Yes	\$79.00	\$79.00		
Pensioner Couple - with Pension / Senior Cards	Council		Yes	\$143.00	\$143.00		
<b>Vacation Swimming Lessons</b>							
Parent / Carer (non-swimmer) entry 10 Day pass	Council		Yes	\$15.50	\$15.50		
Child (6 - 17 yrs) 10 Day Pass	Council		Yes	\$15.50	\$15.50		
<b>Other</b>							
Private Hire - Available upon prior arrangements made with Swimming	Council		Yes	\$91.50	\$91.50		
Mat Hire (maximum period = 1 hour)	Council		Yes	\$2.00	\$2.00		
Gym Equipment use	Council		Yes	\$3.00	\$3.00		
Gym Equipment use - per season	Council		Yes	\$79.50	\$79.50		
Use of Showers and no other swimming pool facilities	Council		Yes	\$5.00	\$5.00		Res 143/19
Water Aerobics (entry not included)	Council		Yes	\$6.50	\$6.50 per session		
Private swimming lessons	Council		Yes	POA	POA Minimum 4 participants		
Concession will be given to holders of pension and senior cards (not health care cards)							

**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Works &amp; Services Department</b>							
<i>Sched 12</i>							
<b>Works &amp; Services Charges (Inclusive of GST)</b>							
Application for Temporary Road Closure	Council		No	\$77.50	\$77.50		
Application - Heavy Haulage Permit	Council		No	\$170.00	\$170.00		
Heavy Haulage Permit - renew	Council		No	\$170.00	\$170.00		
Approval of Road & Drainage Plans for Sub-Divisions	Council			1.5% of Construction Costs + GST	1.5% of Construction Costs + GST		
<b>Residential Crossovers (Inclusive of GST)</b>							
<b>Shire Contribution</b>							
<i>(Note to receive a contribution the crossover must be built in accordance with Shire specifications)</i>							
Shire contribution to a concrete crossover is half the cost of the crossover	Council		Yes	\$1,157.00	\$1,157.00		
Shire contribution to a brick paved crossover is half the cost of the	Council		Yes	\$1,157.00	\$1,157.00		
Shire contribution to an asphalt crossover is half the cost of the crossover	Council		Yes	\$963.00	\$963.00		
Shire contribution to a 2 coat, 5mm stone, spray seal crossover is half the	Council		Yes	\$1,060.00	\$1,060.00		
Shire contribution to a gravel crossover is half the cost to a maximum of	Council		Yes	\$642.00	\$642.00		
<i>Note: In addition to the above construction costs, a Shire contribution is available if a culvert is required.</i>							
<b>Shire contribution where a stormwater culvert is to be installed. Consisting of a minimum of Class 4 concrete pipes and 2 headwalls.</b>							
<b>Two pipe lengths plus two precast headwalls</b>							
300mm	Council		Yes	\$797.00	\$797.00		
375mm	Council		Yes	\$885.00	\$885.00		
<b>Three pipe lengths plus two precast headwalls</b>							
300mm	Council		Yes	\$963.00	\$963.00		
375mm	Council		Yes	\$1,130.00	\$1,130.00		
<b>Two pipes only (no precast headwalls)</b>							
300mm	Council		Yes	\$514.00	\$514.00		
375mm	Council		Yes	\$604.00	\$604.00		
<b>Three pipes only</b>							
300mm	Council		Yes	\$642.00	\$642.00		
375mm	Council		Yes	\$861.00	\$861.00		
<i>Notes: A standard residential crossover (for the purposes of the Local Government Act 1995) has the following</i>							
<i>Length (verge width) = 7m</i>							
<i>Width at boundary line = 3m</i>							
<i>Width at edge of road = 6m</i>							
<i>Area = 31.5m<sup>2</sup></i>							
<i>Thickness for concrete = 100mm</i>							
<i>Thickness for Asphalt = 25mm</i>							
<i>Thickness of base course for Asphalt/Spray Seal = 100mm</i>							
<i>Thickness of sub base course for Asphalt/Spray seal = 100mm</i>							
<b>Other</b>							
<b>Accessing Water from Shire Standpipes</b>							
Ad-hoc use as per Water Corporation Charges and service fee, for 560	Council		No	\$11.60	\$11.60 per kilo litre (Was reduced to cost for dry season 19/20)		GST cannot be charged on water
KL consumed per annum							
Administration charge for use of standpipe	Council		Yes	\$4.00	\$4.00 per usage (Was removed for dry season 19/20)		Administration cost recovery
<b>Motor Vehicle Special Plates (Inclusive of GST)</b>							
Shire administration fee for Special Series Number Plates	Council		Yes	\$64.50	\$64.50		


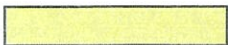

**SHIRE OF BOYUP BROOK**  
FEES AND CHARGES 2020-2021

	Statutory or Council	Legislation	GST Included	Adopted Fees & Charges 2019-2020	Proposed Fees & Charges 2020-2021	Notes	Comments
<b>Economic Services</b>							
<b>Sched 13</b>							
<b>Boyup Brook Caravan Park and Flax Mill Camp (Inclusive of GST)</b>							
(Note: 50% deposit required for all bookings within 14 days of registration)							
<b>Caravan Park</b>							
<b>Country Music Festival and other Major Events</b>							
In addition to the charges listed below a \$5.00 per person per night administration fee applies to all visitors							
<b>Ensuite sites</b>							
2 persons per night	Council		Yes	\$38.00	\$38.00		
Charge per night for each additional person	Council		Yes	\$16.50	\$16.50		
Weekly charge for 2 persons	Council		Yes	\$196.50	\$196.50		
<b>Powered sites</b>							
2 persons per night	Council		Yes	\$29.00	\$29.00		
Charge per night for each additional person	Council		Yes	\$13.50	\$13.50		
Weekly charge for 2 persons	Council		Yes	\$170.00	\$170.00		
<b>Camping &amp; No Powered sites</b>							
2 persons per night	Council		Yes	\$21.00	\$21.00		
Charge per night for each additional person	Council		Yes	\$6.00	\$6.00		
Weekly charge for 2 persons	Council		Yes	\$116.50	\$116.50		
<b>Recreational Vehicle (RV) in paddocks - no facilities</b>							
Minimum for 2 people per night	Council		Yes	\$8.00	\$8.00		
Extra persons	Council		Yes	\$5.00	\$5.00		
<b>Camp Facilities</b>							
Function Rooms per day	Council		Yes	\$108.00	\$108.00		
Function Rooms per hour	Council		Yes	\$27.00	\$27.00		
Washing machine per cycle	Council		No	Coin operated	Coin operated		
Dryer per cycle	Council		No	Coin operated	Coin operated		
Canoe Hire (including Life Jackets) per hour	Council		Yes	\$12.50	\$12.50		
Canoe Hire (including Life Jackets) per day (7am-7pm)	Council		Yes	\$109.20	\$109.20		
Showers Only per use	Council		Yes	\$5.00	\$5.00 per use		Res 143/19
<b>Flax mill Sheds Storage</b>							
Administration charge - First or Initial hire agreement	Council		Yes	\$108.00	\$108.00		Res 143/19
Administration charge - Annual Hire agreement renewal	Council		Yes	\$24.40	\$24.40		Res 143/19
Per square metre per annum OR for minimum see below	Council		Yes	\$3.60	\$3.60 per m2		Res 143/19
Minimum annual charge	Council		Yes	\$450.00	\$450.00		Res 143/19
Completion of the Flaxmill Storage Hire form is required before the commencement of storage and then on an annual basis							
<b>Abel Street Shed Storage</b>							
Abel Street Shed Storage	Council		Yes	\$21.25	\$21.25 per week		
<b>Building Control (GST not applicable unless specifically stated)</b>							
All fees are to be paid upon application (excepting building licence application fees) and are non-refundable.							
Building Approval Certificate	Statutory			Plus BSL	Plus BSL		Statutory Body
Amended Building Plans	Statutory			Plus BSL & CTF	Plus BSL & CTF		
Building Occupancy Certificate	Statutory			Plus BSL	Plus BSL		
Demolition License (per storey)	Statutory			Plus BSL	Plus BSL		
Temporary Accommodation Approval / Renewal (6 month/annum)	Council		No	\$142.00	\$142.00		
Swimming Pool Inspection Fee (4 yearly)	Statutory		No	\$55.00	\$55.00		
Copy of Building and/or Septic Plans (where available)	Council		No	\$64.50	\$64.50		
Monthly Building Statistics (per month including GST)	Council		Yes	\$19.00	\$19.00		
<b>Other Property &amp; Services</b>							
<b>Sched 14</b>							
<b>Private Works Charges (Inclusive of GST)</b>							
<b>Plant &amp; Machinery (including labour, overheads and parts)</b>							
Motor Grader	Council		Yes	\$218.50	\$218.50		
Tandem Tip Truck (14 tonne)	Council		Yes	\$194.20	\$194.20		
Tray Top Truck (4 tonne)	Council		Yes		\$160.70	(As per MWS)	
Tray Top Truck (3 tonne)	Council		Yes	\$160.70	\$160.70		
Utilities	Council		Yes	\$142.15	\$142.15		
Front end Loader	Council		Yes	\$218.00	\$218.00		
Tractors	Council		Yes	\$142.00	\$142.00		
Backhoe	Council		Yes	\$142.00	\$142.00		
Water Cart	Council		Yes		\$260.00	(As per MWS)	
Ride-on Mower	Council		Yes	\$142.00	\$142.00		
10 tonne vibrating Roller	Council		Yes	\$202.90	\$202.90		
16 tonne Multi tyre roller	Council		Yes	\$194.20	\$194.20		
Prime Mover & Low Loader	Council		Yes	\$334.25	\$334.25		
<b>Labour</b>							
Labour & Overheads (only, doesn't include cost of plant, or any materials)	Council		Yes	\$97.85	\$97.85		
Materials	Council		Yes	Cost + 30% + GST	Cost + 30% + GST		
Waste Oil Disposal	Council		Yes	Cost + 30% + GST	Cost + 30% + GST		
Waste Oil Disposal (under 100 litres)	Council			FREE	FREE		
Note 1: A fee is charged from leaving Depot to return if job is separate to Council Wks							
Note 2: Where a Council Staff Member is on a private job, all hours while present will be charged at the 'Labour & Overheads' rate							
Note 3: The Council's Works Manager, or Works Supervisor, has authority to negotiate on large jobs							
Note 4: If work is carried out outside of 7am-4pm, then the charges for labour will also involve the applicable overtime rates							
<b>Traffic Management Plan Evaluation</b>							
Evaluation of previously assessed Traffic Management Plans	Council		Yes	\$50.00	\$50.00		
Evaluation of new Traffic Management Plans	Council		Yes	\$95.00	\$95.00		
Fees for Event Plans waived at CEO's discretion							
Replacement of Rural Road Numbering (includes sign, post and fittings)	Council		Yes	\$55.00	\$55.00		
<b>Rylington Park Accommodation &amp; Facility Hire</b>							
Accommodation per night	Council		Yes		\$33 per person		
Note: Children Under 12 stay free							
Sheep Camp - Facility Hire	Council		Yes		\$1100 per camp		
Shearing School - Facility Hire (per 5 days)	Council		Yes		\$19063 per 5 days		Contract Signed



## 2020-2021 PROPOSED FEES AND CHARGES

### Legend to 2020-2021 Proposed Fees and Charges

	Amended - wording or reinstatement
	New recommended
	For consideration or reduced

### Included with Proposed Fees and Charges

Comparison information - schedules



Department of **Planning,**  
**Lands and Heritage**

## **Licence to Occupy Crown Land**

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### **Section 91 of the *Land Administration Act 1997* (WA)**

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Lic 01122/2002\_A10902475





## TABLE OF CONTENTS

<b>1.</b>	<b>DEFINITIONS AND INTERPRETATION.....</b>	<b>1</b>
1.1.	Definitions .....	1
1.2.	Interpretation.....	2
<b>2.</b>	<b>GRANT OF LICENCE.....</b>	<b>3</b>
2.1.	Grant of Licence.....	3
2.2.	Approved Determination of Native Title .....	3
2.3.	No Estate or Interest in Land.....	4
2.4.	Effect of Licence.....	4
<b>3.</b>	<b>EXCLUSION OF WARRANTY.....</b>	<b>4</b>
<b>4.</b>	<b>TERM AND LICENCE FEE.....</b>	<b>4</b>
4.1.	Term .....	4
4.2.	Further Term .....	4
4.3.	Licence Fee .....	5
<b>5.</b>	<b>LICENSEE'S COVENANTS.....</b>	<b>5</b>
<b>6.</b>	<b>RISK, INDEMNITY, RELEASE AND INSURANCE.....</b>	<b>6</b>
6.1.	Risk.....	6
6.2.	Indemnity and Release.....	6
6.3.	Insurance .....	7
<b>7.</b>	<b>TERMINATION OF LICENCE.....</b>	<b>8</b>
7.1.	Early Termination of Licence .....	8
7.2.	Grounds for Termination .....	8
7.3.	Licensor's Right to Enter and to Remedy .....	9
<b>8.</b>	<b>REMOVAL OF PROPERTY ON EXPIRY OR TERMINATION.....</b>	<b>10</b>
8.1.	Obligation to Remove Property and Restore .....	10
8.2.	Failure to Remove.....	10
<b>9.</b>	<b>NO ASSIGNMENT .....</b>	<b>11</b>
<b>10.</b>	<b>GENERAL PROVISIONS .....</b>	<b>11</b>
10.1.	Duty .....	11
10.2.	Fees and Charges.....	11
10.3.	Notices .....	11
10.4.	Effect of Waiver.....	12
10.5.	Governing Law .....	12
10.6.	Variation.....	12
<b>11.</b>	<b>GOODS AND SERVICES TAX.....</b>	<b>12</b>
11.1.	Definitions .....	12
11.2.	Licence Fee Exclusive of GST .....	12
11.3.	Licence to Pay GST .....	12
11.4.	Variation of GST.....	12
11.5.	Tax Invoice.....	12
11.6.	Notification is Conclusive .....	12
11.7.	Time for Payment.....	13
11.8.	Apportionment of GST.....	13
<b>SCHEDULE.....</b>		<b>14</b>
<b>ANNEXURE A – Plan.....</b>		<b>16</b>
<b>ANNEXURE B – Conditions.....</b>		<b>17</b>

THIS DEED OF LICENCE is made on the                      day of April 2020

BETWEEN

THE STATE OF WESTERN AUSTRALIA ACTING THROUGH THE MINISTER FOR LANDS,  
a body corporate under the *Land Administration Act 1997*, care of Department of Planning,  
Lands and Heritage, 140 William Street, Perth, Western Australia (**Licensor**)

AND

Shire of Boyup Brook c/- PO Box 2, Boyup Brook 6244 (**Licensee**)

## BACKGROUND

- A. The Licence Area is a portion of Crown land. Crown land is administered by the Minister through the Department on behalf of the State of Western Australia.
- B. The Licensee wishes to have access to the Licence Area for the Permitted Use.
- C. The Minister on behalf of the State of Western Australia is authorised by section 91 of the LAA to grant a licence of Crown land for any purpose.
- D. The granting of this Licence by the Licensor may affect native title rights and interests in the Licence Area.
- E. If an approved determination of native title is made under the NTA in relation to land or waters (that includes the Licence Area), and if such determination is that native title exists, the use of the Licence Area for the Permitted Use must discontinue immediately and this Licence will terminate on the date of such determination.
- F. The Licensor has agreed to grant to the Licensee the Licence in respect of the Licence Area on the terms and conditions and for the Permitted Use set out in this Licence.

## OPERATIVE PART

The Parties covenant and agree on the matters set out above and as follows:

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### 1. DEFINITIONS AND INTERPRETATION

#### 1.1. DEFINITIONS

In this Licence the following terms shall have the following meaning:

***approved determination of native title, determination of native title, extinguish, native title, native title rights and interests*** have the same meanings as they have in the NTA.

**Contamination** is the state of being contaminated as that term is defined in the CSA.

**Conditions** means the conditions (if any) referred to in clause 5(g)(iii) and as set out in "Annexure B" to this Licence.

**CSA** means the *Contaminated Sites Act 2003*.

**Date of Commencement** means the date of commencement specified in item 2(b) of the Schedule.

**Date of Expiry** means the date of expiry specified in item 2(c) of the Schedule.

**Department** means the department principally assisting the Minister in the administration of the LAA.

**Environment** has the meaning given by section 3 of the *Environmental Protection Act 1986*.

**Environmental Harm** has the same meaning as that term is defined in the *Environmental Protection Act 1986*.

**Environmental Law** means all planning, environmental, contamination or pollution laws and any regulations, orders, directions, ordinances or all requirements, permission, permits or licences issued thereunder.

**Environmental Notice** means any notice, direction, order, demand or other requirement to take any action or refrain from taking any action from any Governmental Agency, whether written or oral and in connection with any Environmental Law.

**Further Term** means an extension of the Term.

**Governmental Agency** means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

**LAA** means the *Land Administration Act 1997*.

**Law** includes any requirement of any statute, regulation, proclamation, ordinance or by-law present or future whether State, Federal or otherwise.

**Licence** means this deed including the contractual rights granted to the Licensee under clause 2 and the rights granted under this Licence necessary for the exercise of the rights granted under clause 2.

**Licence Area** means the licence area specified in item 1 of the Schedule.

**Licence Fee** means the licence fee specified in item 3(a) of the Schedule.

**Licensee's Agent** includes the employees, agents, contractors, consultants, invitees and any other person acting with the authority or permission of the Licensee.

**Licensee's Property** means all plant, equipment, materials, and other property brought or placed on the Licence Area by, on behalf of or with the authority of the Licensee.

**Minister** means the Minister for Lands, a body corporate under section 7(1) of the LAA.

**NTA** means the *Native Title Act 1993 (Cth)*.

**Parties** mean the Licensor and the Licensee.

**Party** means the Licensor or the Licensee, as the case may be.

**Permitted Use** means the use specified in item 4 of the Schedule.

**Plan** means the plan annexed to this Licence and marked "Annexure A".

**Pollution** means anything that is Pollution within the meaning of the *Environmental Protection Act 1986*, which is not authorised under any Law.

**Schedule** means the Schedule to this Licence.

**Services** includes water, gas and electricity supply, sewerage, waste disposal, drainage and telecommunications and all facilities pipes, cables, fixtures and fittings associated with those services.

**Surrounding Area** means any land or water adjacent to or in the vicinity of the Licence Area and the air generally above the Licence Area, and includes an affected site within the meaning of that term as defined in the CSA.

**Term** means the term specified in item 2(a) of the Schedule.

## 1.2. INTERPRETATION

In this Licence:



- (a) clause headings are for convenient reference only and shall have no effect in limiting or extending the language of the provisions to which they refer;
- (b) a reference to a clause, schedule or annexure is a reference to a clause of or schedule or annexure to the document in which the reference appears;
- (c) a reference to any Law includes consolidations, amendments, re-enactments or replacements of it;
- (d) the singular includes the plural, the plural includes the singular and any gender includes each other gender;
- (e) if a period of time is specified and runs from a given day or the day of an act or event, it is to be calculated exclusive of that day;
- (f) the word 'person' includes a reference to the person's personal representatives, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporations successors and assigns;
- (g) covenants in this Licence by two or more persons shall be deemed joint and several; and
- (h) a reference to the word "including" is deemed to be followed by the words "but not limited to".

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## **2. GRANT OF LICENCE**

### **2.1. GRANT OF LICENCE**

Subject to clause 2.2 and in consideration of the matters set out in this Licence and the payment of the Licence Fee by the Licensee to the Licensor, the Licensor hereby GRANTS to the Licensee a non-exclusive right for the Licensee and any of the Licensee's Agent for the Term to enter upon and remain on and use the Licence Area, with such vehicles, machinery, plant or equipment as is reasonably necessary for the Permitted Use in accordance with the terms and conditions set out in this Licence.

### **2.2. APPROVED DETERMINATION OF NATIVE TITLE**

Notwithstanding any other provision in this Licence providing for the determination, expiration or termination of this Licence, the Licensor and Licensee agree that:

- (a) this Licence will terminate on the date on which an approved determination of native title is made in relation to any part of the Licence Area and the determination is that native title exists in any part of the Licence Area, notwithstanding that neither party to this Licence has given or received notice of such approved determination of native title;
- (b) the Licensee must vacate and deliver up possession of the Licence Area to the Licensor in accordance with the provisions of clause 8 of this Licence as soon as is reasonably practicable after it becomes aware of a determination that native title exists;
- (c) the termination of the Licence under this clause does not give the Licensee any right to damages or compensation other than the refund of any part of the Licence Fee and GST then paid by the Licensee attributable to a period extending beyond the date of the approved determination of native title; and
- (d) the termination of the Licence under this clause does not affect any rights or obligations that are expressed in this Licence to survive determination, expiration or early termination of this Licence and is without prejudice to the rights of the Licensor in respect of any antecedent breach of the terms,

covenants and conditions, contained or implied in this Licence, by the Licensee.

### **2.3. NO ESTATE OR INTEREST IN LAND**

The Licensee acknowledges and agrees that:

- (a) The rights conferred by this Licence rest in contract only and do not create in or confer upon the Licensee any tenancy or any estate or interest in or over the Licence Area and the rights of the Licensee will be those of a licensee only.
- (b) This Licence confers no right of exclusive occupation of the Licence Area upon the Licensee and the Licensor including through its officers, employees, contractors and agents may at any time and at all times from time to time exercise all the Licensor's rights as licensor including the Licensor's rights to use possess and enjoy the whole or any part of the same save only in so far as such rights shall not unreasonably:
  - (i) prevent the operation of the rights granted to the Licensee under this Licence; or
  - (ii) be inconsistent with the express provisions of this Licence.
- (c) The rights granted to the Licensee under this Licence are only exercisable during the Term.
- (d) Nothing in this Licence affects or is intended to affect native title rights and interests where they have been determined to exist in the Licence Area.
- (e) If despite sub-clause (d) native title rights and interest are affected, the grant of this Licence is not intended to extinguish native title rights and interests.
- (f) For the purposes of sub-clauses (d) and (e), the term "affect" has the same meaning as defined in the NTA.

### **2.4. EFFECT OF LICENCE**

The Parties acknowledge and agree that this Licence is valid and the terms of this Licence apply for all other purposes, even if it is determined that this Licence is invalid to the extent that it affects native title pursuant to the NTA or otherwise.

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## **3. EXCLUSION OF WARRANTY**

The Licensee acknowledges and agrees that the Licensor makes no warranty or representation that this Licence is or will be validly granted for the purposes of the NTA, and any such warranty or representation is expressly excluded.

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## **4. TERM AND LICENCE FEE**

### **4.1. TERM**

The Term shall commence on the Date of Commencement and shall expire on the Date of Expiry.

### **4.2. FURTHER TERM**

Any application for a Further Term or extension of the rights granted to the Licensee under this Licence must be made to the Licensor, in writing no less than 30 days prior to the expiration of this Licence and may be granted or refused at the Licensor's absolute discretion.

#### 4.3. LICENCE FEE

The Licensee must pay the Licence Fee to the Department, at the times and in the manner specified in item 3 of the Schedule.

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#### 5. LICENSEE'S COVENANTS

The Licensee covenants with the Licensor that the Licensee and the Licensee's Agents:

- (a) except where permitted under this Licence, must not undertake nor allow to be undertaken any works within the Licence Area;
- (b) (b) must not construct or erect or permit to be constructed or erected any permanent structure, improvement or other thing that is a fixture on the Licence Area;
- (c) (c) must not cause or permit any damage to the Licence Area or to the Surrounding Area;
- (d) (d) must not cause or permit any Contamination, Pollution or Environmental Harm to occur in, on or under the Licence Area or to the Surrounding Area, and if any Contamination, Pollution or Environmental Harm is caused by the Licensee or the Licensee's Agents, the Licensee must give notice of it to the Licensor and must minimise and remediate any resultant damage and harm to the reasonable satisfaction of the Licensor;
- (e) (e) must keep the Licence Area in good and safe repair and condition, and must take all steps necessary to keep it safe and free from hazard to any property or person on or using the Licence Area or the Surrounding Area, and where required must keep secure the Licence Area;
- (f) must ensure that traffic on all adjoining and surrounding roads is not unduly disrupted due to vehicles entering or leaving the Licence Area;
- (g) must, while using the Licence Area:
  - (i) ensure the safe movement of pedestrians using the Licence Area or adjoining areas, including erecting signs to warn persons likely to be endangered by the Licensee's use of the Licence Area; and
  - (ii) ensure that pedestrians using the Licence Area or adjoining areas are not unduly disrupted;
  - (iii) comply with the Conditions (if any);
- (h) must not dispose and not store on the Licence Area any rubbish or any poisonous, toxic or hazardous substance;
- (i) must not undertake nor allow to be undertaken any excavation or clearing of the Licence Area;
- (j) must pay all outgoings payable in respect of the use of the Licence Area under this Licence;
- (k) must punctually comply with and observe:
  - (i) all relevant Laws; and
  - (ii) all relevant notices received either by the Licensor or the Licensee from, and the requirements of, any relevant Governmental Agency;
- (l) must obtain, keep current and comply with all consents, approvals, permits, licences or other requirements under any Law, if any, to use the Licence Area for the purposes permitted under this Licence;



- (m) must repair or remedy any damage caused or permitted by the Licensee or the Licensee's Agents, to the Licence Area or the Surrounding Area or Services in, on, under or over the Licence Area, including remediating any Contamination, Pollution, Environmental Harm, and erosion or other form of degradation; and
- (n) must reinstate the Licence Area on the expiration of the Term or other termination of this Licence, in accordance with clause 2.

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## 6. RISK, INDEMNITY, RELEASE AND INSURANCE

### 6.1. RISK

The Licensee:

- (a) acknowledges that all Licensee's Property brought onto the Licence Area is at the Licensee's sole risk and responsibility at all times and entry onto and use of the Licence Area by the Licensee or any Licensee's Agent is at the sole risk of the Licensee; and
- (b) acknowledges that the Licenser accepts no responsibility or liability for use of the Licence Area by the Licensee or any Licensee's Agent nor for any loss or damage to the Licensee's Property that is brought onto the Licence Area.

### 6.2. INDEMNITY AND RELEASE

- (a) The Licensee hereby releases and indemnifies and agrees to keep released and indemnified the Licenser, the State, the Crown, all Ministers of the Crown, and all officers, servants, agents, contractors, invitees and licensees of any of them (the **Indemnified Parties**) from and against all claims, demands, actions, suits, proceedings, judgments, damages, compensation liabilities, costs, charges, expenses (including legal costs of defending or settling any action, claim or proceeding) and losses of any nature whatsoever whether based in contract, tort or statute or any combination thereof which the Indemnified Parties (or any of them) may suffer or incur or which may at any time be brought maintained or made against them (or any of them) by the Licensee, the Licensee's Agents or any other person in respect of or in connection with:
  - (i) any destruction, loss (including loss of use), injury or damage of any nature or kind of or to property of any person whether or not on the Licence Area and including the property of:
    - (A) any of the Indemnified Parties; or
    - (B) the Licensee or the Licensee's Agents; and
  - (ii) any death of, or injury or illness sustained by, any person and including:
    - (A) the Indemnified Parties; or
    - (B) the Licensee or the Licensee's Agents; and
  - (iii) any affect on or impairment of native title rights and interests, or affect on impairment of the exercise of native title rights and interests of any person in relation to the Licence Area (for the purposes of this sub-clause, the term "affect" has the same meaning as defined in the NTA); and
  - (iv) any effect on the validity, or invalidity, of this Licence or the exercise by the Licensee or the Licensee's Agents of any rights conferred under this Licence,

directly or indirectly caused by arising out of or in connection with:

- (1) the Licensee's or Licensee's Agents use or enjoyment of the Licence Area or any part of the Licence Area pursuant to the terms of this Licence;
- (2) any works carried out by or on behalf of the Licensee under this Licence;
- (3) the exercise or enjoyment of any rights conferred upon the Licensee under this Licence;
- (4) any Contamination, Pollution or Environmental Harm of the Licence Area or the Surrounding Area caused or contributed to by the Licensee's or the Licensee's Agents use of the Licence Area;
- (5) any remediation required to be carried out by the Licensee under this Licence in respect of the Licence Area or the Surrounding Area or otherwise having to comply with any Environmental Notice or any other notice received from any Governmental Agency;
- (6) any default by the Licensee in the due and punctual performance, observance and compliance with any of the Licensee's covenants or obligations under this Licence;
- (7) any other act, neglect, default or omission by the Licensee or the Licensee's Agents; or
- (8) any invalidity of this Licence for the purposes of the NTA or otherwise by reason of the existence of native title rights or interests.

(b) The obligations of the Licensee under this clause:

- (i) are unaffected by the obligation of the Licensee to take out insurance and the obligations of the Licensee to indemnify are paramount; and
- (ii) continue after the expiration or earlier determination of this Licence.

### 6.3. INSURANCE

- (a) The Licensee must during the Term effect, maintain and keep current with an insurer of good repute, a public liability insurance policy for the amount specified in item 7 of the Schedule for any one claim (or any other amount reasonably required by the Licensor from time to time consistent with usual prudent commercial practice) and which policy includes, but is not limited to, coverage in respect of:
  - (i) any injury to, illness of, or death of, any person;
  - (ii) any loss, damage or destruction to any property including to the property of any of the Indemnified Parties;
  - (iii) any damages or compensation payable to the holders of or in respect of affects on or impairment of native title rights or interests;

- (iv) the loss of use of any property, including the property of any of the Indemnified Parties; and
- (v) liability arising out of any Contamination, Pollution or Environmental Harm of the Licence Area or the Surrounding Area (including neutralising or clean up costs) of a sudden and accidental nature during the Term caused or contributed to by the Licensee's or the Licensee's Agents' use of the Licence Area, or such other form of insurance coverage as may become readily available from such an insurer;

and such insurance shall include the interests of the Licensor under this Licence.

- (b) The Licensee:
  - (i) must give to the Licensor a copy of the certificate of currency of the policy of insurance referred to in subclause (a) at the Date of Commencement; and
  - (ii) must submit evidence to the Licensor on each anniversary of the Date of Commencement during the Term, or as otherwise requested by the Licensor, which shows that the insurance policy referred to is still current.
- (c) The Licensee shall effect and maintain all insurance required to be effected by it by law. Without limiting the generality hereof, the Licensee shall have all necessary insurance with respect to its employees under the relevant Laws and shall, if required by the Licensor, produce evidence of such insurance at any time.
- (d) The Licensee will not do or omit to do any act or thing or bring onto or keep anything on the Licence Area which might render the insurance on the Licence Area void or voidable.

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## **7. TERMINATION OF LICENCE**

### **7.1. EARLY TERMINATION OF LICENCE**

- (a) The Licensor shall be at liberty at any time during the Term, but not before 30 June 2020, to terminate this Licence by giving the Licensee 30 days' notice in writing of its intention to so terminate and upon the expiration of such notice period this Licence will terminate, but without affecting any obligations which accrued before the date of such termination, or that are stated to survive expiry or earlier termination of this Licence.
- (b) No compensation or money is payable to, or recoverable by, the Licensee from the Licensor or the Minister for termination of the Licence under this clause.

### **7.2. GROUNDS FOR TERMINATION**

- (a) Notwithstanding any other clauses relating to early termination, this Licence and the rights granted to the Licensee pursuant to it, may be terminated by the Licensor by notice in writing to the Licensee:
  - (i) if moneys payable under this Licence are in arrears and unpaid for 14 days after formal demand;
  - (ii) if the Licensee breaches or fails to observe any of the covenants, conditions or terms on the Licensee's part expressed or implied in this Licence, other than the obligation referred to in subclauses (i)



and (iii), and the breach has not been remedied by the Licensee within 14 days after service of a notice from the Licensor requiring the Licensee to remedy the breach or non-observance;

- (iii) if the Licensee breaches or fails to observe any of the covenants, obligations, conditions or terms referred to in clause 5 during the Term;
- (iv) if the Licensee:
  - (A) becomes bankrupt or enters into any form of arrangement (formal or informal) with any of its creditors, or an administrator or a receiver or a receiver and manager is appointed to any of its assets;
  - (B) being a company or other body corporate, an order is made or a resolution is passed for its winding up except for the purpose of reconstruction or amalgamation;
  - (C) being a company, or other body corporate ceases or threatens to cease to carry on business or goes into liquidation, whether voluntary or otherwise, or is wound up or if a liquidator or receiver (in both cases whether provisional or otherwise) is appointed; or
  - (D) being a company, is placed under official management under the *Corporations Act 2001* or enters into a composition or scheme of arrangement;

and without limiting the foregoing but for the avoidance of doubt, this subclause (a)(iv) applies to any such event that may occur in relation to the Licensee if it is an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 Cth*; or

- (v) if the Licensee is an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 Cth* and a determination is made by the Registrar under that Act that the Licensee is to be under special administration; or
- (vi) if the Licensee abandons or vacates the Licence Area;

and this Licence and rights granted pursuant to it will terminate on expiry of the notice period specified in the notice.

- (b) No compensation or money is payable to, or recoverable by, the Licensee from the Licensor for termination of the Licence under this clause.
- (c) Any termination of the Licence under this clause:
  - (i) does not affect any rights and obligations that are expressed in this Licence to survive expiry or earlier termination of this Licence; and
  - (ii) is without prejudice to the rights of the Licensor in respect of any antecedent breach of the terms, covenants or conditions contained or implied in this Licence by the Licensee.

### 7.3. LICENSOR'S RIGHT TO ENTER AND TO REMEDY

- (a) If the Licensee has breached or failed to observe any of the terms of this Licence on its part contained or implied in this Licence, and that breach or non-performance has continued for at least 14 days after the service of a

written notice on the Licensee requiring it to remedy the same, without affecting its other rights under this Licence, the Licensors may (but is not obliged to) remedy the breach, including the payment of monies.

- (b) For this purpose, the Licensee acknowledges and agrees that:
  - (i) the Licensors, its servants, agents and contractors may enter the Licence Area at any time with all necessary materials and equipment to execute all or any required works as the Licensors think fit; and
  - (ii) all debts costs and expenses incurred by the Licensors, including legal costs and expenses, in remedying a default is a debt due to the Licensors, and must be paid by the Licensee to the Licensors on demand.

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## **8. REMOVAL OF PROPERTY ON EXPIRY OR TERMINATION**

### **8.1. OBLIGATION TO REMOVE PROPERTY AND RESTORE**

- (a) The Licensee must upon the expiration of the Term or earlier termination of this Licence yield and deliver up possession of the Licence Area to the Licensors and in doing so must by the end of the Term or within 21 days after the earlier termination of this Licence:
  - (i) remove all of the Licensee's Property from the Licence Area, to the Licensors's absolute satisfaction;
  - (ii) reinstate the Licence Area to the state and condition in which it was at the Date of Commencement;
  - (iii) promptly make good to the satisfaction of the Licensors any damage caused by the removal of the Licensee's Property referred to in subclause (a)(i), including filling in, consolidating and levelling off any holes or trenches on the Licence Area; and
  - (iv) remediate any Contamination, Pollution or Environmental Harm to the Licence Area or the Surrounding Area caused by the Licensee or the Licensee's Agents or arising out of the Permitted Use.
- (b) The Licensee's obligations under subclause (a) do not in any way derogate from any of the Licensee's covenants under clause 5 and will survive the expiration of the Term or other termination of this Licence.

### **8.2. FAILURE TO REMOVE**

If the Licensee's Property is not removed in accordance with clause 8.1, its presence on the Licence Area after the expiry of the relevant period referred to in clause 8.1(a) shall no longer be authorised by this Licence and:

- (a) the Minister may treat any structure forming part of the Licensee's Property as an alleged unauthorised structure under section 270 of the LAA;
- (b) sections 270, 271 and 272 of the LAA apply with respect to the removal of any such alleged unauthorised structure;
- (c) the Minister may, but is not obliged to, remove the Licensee's Property from the Licence Area, may store it at the Licensee's expense, and may make good any damage caused by that removal, and may reinstate the Licence Area to the condition provided for in clause 8.1(a)(ii); and

- (d) any costs incurred by the Minister in doing any matter under subclause (c) or section 270(6) of the LAA, are a debt due by the Licensee to the Licensor and may be recovered in a Court of competent jurisdiction.

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**9. NO ASSIGNMENT**

- (a) The rights granted by this Licence are for the benefit of the party named as "Licensee" in this Licence.
- (b) The Licensee must not:
  - (i) assign or transfer its rights under this Licence, or grant any sub licence or part with the possession, of the Licence Area, to any person; or
  - (ii) mortgage, charge or encumber its rights under this Licence.
- (c) To the extent that sections 80 and 82 of the *Property Law Act 1969* may be applicable, they are expressly excluded.
- (d) For the purposes of subclause (b), where the Licensee is a corporation (not being a corporation where shares are listed on any Stock Exchange in Australia) any intended change in the beneficial ownership or control of the Licensee which will have the consequence of altering the effective control of the Licensee is deemed to be an assignment of the Licensee's rights under this Licence.

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**10. GENERAL PROVISIONS**

**10.1. DUTY**

The Licensee will pay duty (if any) payable under the *Duties Act 2008* in respect of any dutiable transaction arising under or in respect of this Licence.

**10.2. FEES AND CHARGES**

The Licensee will pay all statutory and other fees and charges (if any) relating to this Licence within 30 days of the due date.

**10.3. NOTICES**

- (a) Any notice that must or may be served under or pursuant to this Licence:
  - (i) must be signed by the Party giving the notice or by any solicitor or duly appointed representative of the Party giving the notice; and
  - (ii) will be sufficiently served on:
    - (A) the Licensor, if addressed to the Licensor and left at, or sent by prepaid post to the Minister for Lands c/o Director General of the Department at the address set out at item 5 of the Schedule or such other address as is notified by the Licensor to the Licensee; and
    - (B) the Licensee, if addressed to the Licensee and left at, or sent by prepaid post to the address set out at item 6 of the Schedule or such other address as is notified by the Licensee to the Licensor;
- (b) A notice sent by post will be deemed to be given at the time when it ought to be delivered in the ordinary course of a post whether the contrary is shown or not.



- (c) A notice given by facsimile transmission will be deemed to have been given on the date on which the facsimile transmission report of the machine from which it was sent, shows that it was successfully transmitted in its entirety.

**10.4. EFFECT OF WAIVER**

No consent or waiver express or implied by the Licensor or its officers, servants, agents, contractors or any of them, to or of any breach of any covenants conditions or stipulations of the Licensee will be construed as a consent or waiver to or of any other breach of the same or any other covenants conditions or stipulations contained or implied in this Licence.

**10.5. GOVERNING LAW**

- (a) This Licence shall be construed and interpreted in accordance with the laws in force in the State of Western Australia.
- (b) The Parties submit to the non-exclusive jurisdiction of the Courts of Western Australia.

**10.6. VARIATION**

This Licence cannot be altered or varied by the Parties except by deed.

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**11. GOODS AND SERVICES TAX**

**11.1. DEFINITIONS**

In this clause 11 the following terms have the following meanings:

- (a) **GST Act** means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and any legislation substituted for or amending that Act; and
- (b) The terms GST, GST law, Tax Invoice and Taxable Supply have the meaning given in section 195-1 of the GST Act.

**11.2. LICENCE FEE EXCLUSIVE OF GST**

The Licence Fee and any other amounts payable by the Licensee to the Licensor, under this Licence, are exclusive of GST.

**11.3. LICENCE TO PAY GST**

The Licensee must pay additional to the Licence Fee and any other amounts payable by the Licensee, any GST payable by the Licensor in respect of a Taxable Supply made under this Licence.

**11.4. VARIATION OF GST**

Where GST is payable, the amount payable will be the amount specified in the Schedule to this Licence, until varied from time to time consequent upon each review of Licence Fee in accordance with this Licence.

**11.5. TAX INVOICE**

Where GST is payable, the Licensor will provide to the Licensee, a Tax Invoice in the format and form required as set out in the GST law.

**11.6. NOTIFICATION IS CONCLUSIVE**

A written notification given to the Licensee by the Licensor of the amount of GST that the Licensor is liable to pay on a Taxable Supply made or to be made under this Licence is conclusive between the Parties except in the case of an obvious error.

#### **11.7. TIME FOR PAYMENT**

The Licensee must pay to the Licensor the amount of the GST that the Licensee is liable to pay under this Licence:

- (a) at the same time; and
- (b) in the same manner;

as the Licensee is obliged to pay for the Taxable Supply.

#### **11.8. APPORTINMENT OF GST**

Where a Taxable Supply is not separately supplied to the Licensee, the liability of the Licensee for any amount for GST, in relation to that Taxable Supply, is determined on the same basis as the Licensee's proportion of that Taxable Supply is determined.

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## SCHEDULE

ITEM	TERM	DEFINITION
1.	Licence Area	Lots 302-305 on Deposited Plan 47590
2.	(a) Term	Five (5) years
	(b) Date of Commencement	1 May 2020
	(c) Date of Expiry	30 April 2025
3.	(a) Licence Fee	\$1.00
	(b) GST Amount	\$0.10
	(c) Payment Date	On return of this executed licence
4.	Permitted Use	Management and maintenance of Lots 302-305 on Deposited Plan 47590
5.	Licensor's Address for Service of Notices	Minister for Lands Department of Planning, Lands and Heritage 140 William Street PERTH WA 6000 Attention: Manager, Jamie Cossmann
	Facsimile No:	(08) 6552 4417
6.	Licensee's Address for Service of Notices	Post Office Box 2 BOYUP BROOK WA 6244
		Fax: N/A
7.	Insurance Amount	\$20,000,000.00



EXECUTED AS A DEED on the date set out on page 1 at the commencement of this Licence.

SIGNED FOR AND ON BEHALF OF THE )  
STATE OF WESTERN AUSTRALIA by )  
an authorised officer for and on behalf of the )  
Minister for Lands by delegation under )  
section 9 of the *Land Administration Act 1997* )  
in the presence of: )

(Signature)

JOHN LEVI'S ANDRIOT

(Print full name)

LEVEL 5, PROTECT OFFICER - 00025316

(Classification level, Position title)

LAND USE MANAGEMENT

(Division)

Department of Planning, Lands and Heritage Officer

JONATHAN YU

Name of Witness

140 WILLIAM STREET

Address of Witness

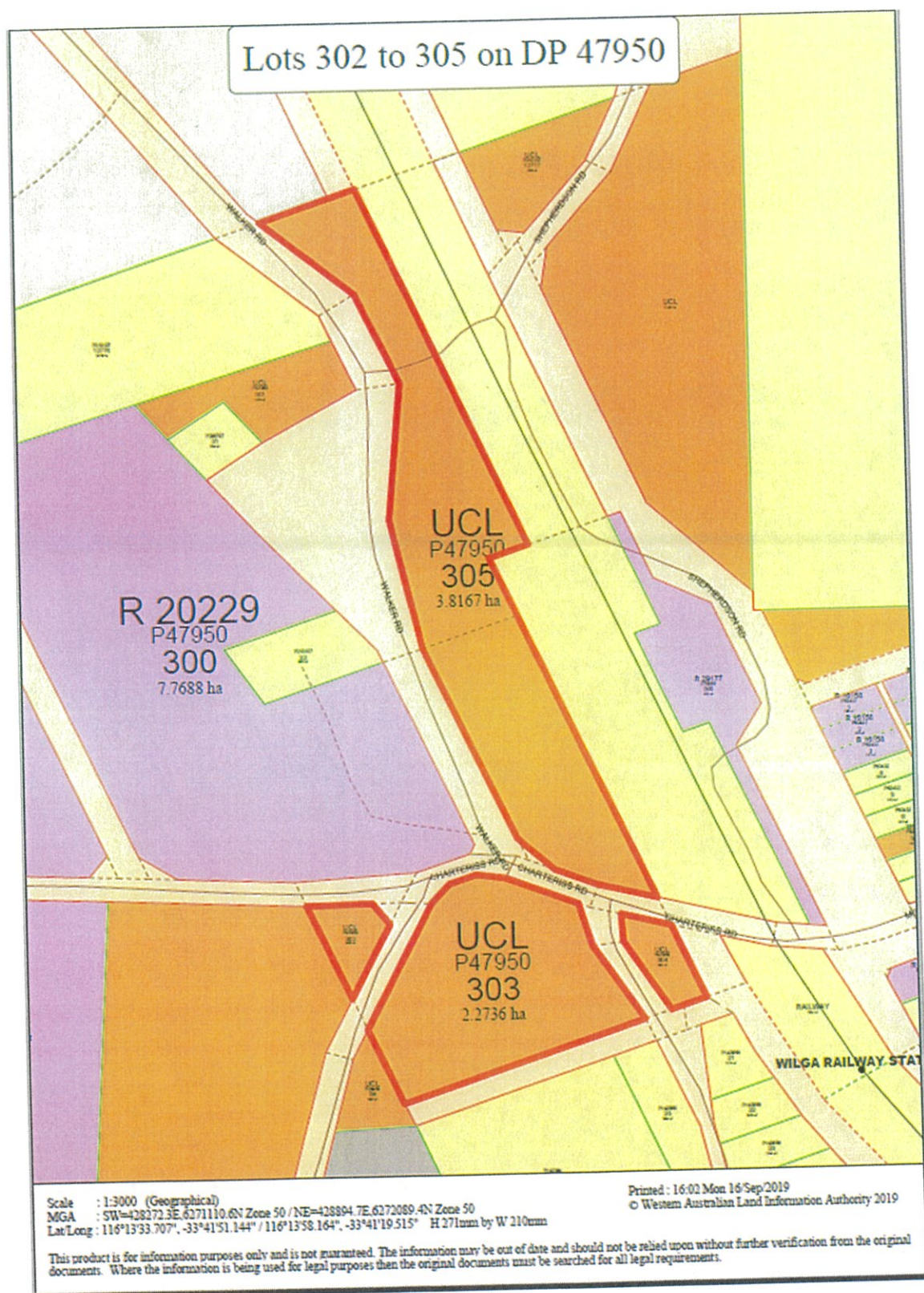
PUBLIC SERVANT

Occupation of Witness

SIGNED by )  
)

Attach execution clause for Licensee

# ANNEXURE A – PLAN



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## ANNEXURE B – CONDITIONS



## **Policy M.14**

### **Elected Member Continuing Professional Development**

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#### **Objective**

To ensure that Elected Members of the Shire of Boyup Brook receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations

#### **Statement**

The Shire of Boyup Brook recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected members must complete Council member essentials which incorporate the following training units.

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

Council's preferred provider for the training is WALGA

All units and associated costs will be paid by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and / or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Consideration of attendance at professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and

- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Considerations for approval of the professional development activity include:

- The cost of the attendance including registration, travel and accommodation, if required;
- The budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the Elected member attending
- Alignment to the Shire's strategic objectives; and
- The number of Elected members already approved to attend.

Note: Any expenditure commitments associated with Elected Member professional development must be performed by and authorised through the CEO.

<b>POLICY NO.</b>	M.14
<b>POLICY SUBJECT</b>	<b>Elected Member Continuing Professional Development</b>
<b>ADOPTION DATE</b>	24 September 2020

**MEMORANDUM OF UNDERSTANDING**

Between

**City of Bunbury**

And

**Bunbury Wellington Group of Councils****IMPLEMENTATION OF THE BUNBURY GEOGRAPHE TOURISM PARTNERSHIP STRATEGY**

---

**1. Introduction**

The City of Bunbury (hereinafter “the City”) has agreed to manage the implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Strategy (“the Strategy”) on behalf of the Bunbury Wellington Group of Councils (“the BWGC”) comprising Shire of Harvey, Shire of Capel, Shire of Collie, Shire of Dardanup, Shire of Donny-Brook Balingup, and Shire of Boyup Brook for a period of four (4) years, in accordance with the terms and conditions contained in this Memorandum of Understanding (“the/this Memorandum”).

The purpose of the Strategy is to create a unified approach to the management of tourism development, marketing and infrastructure. The strategy was developed by a Steering Committee comprising the BWGoC, South West Development Commission (“SWDC”), Australia’s South West (“ASW”), Tourism Western Australia, and Regional Development Australia.

The Strategy includes a Regional Action Plan and Regional Marketing Plan outlining key areas of focus and their priority over a five-year period and focus on the following areas:

- Identifying tourism opportunities, priorities and gaps
- Developing a unified tourism brand for the region
- Marketing, governance and product development
- Identifying infrastructure and product priorities.

It is still agreed that into the future, the responsibilities and management of regional tourism should be transitioned to an independent body or corporation to be determined in the course of the term of this Memorandum.



## 2. Responsibilities of the City

On an annual basis the City will: -

- I. Commit to a regional approach to tourism to progress the aims and focus areas detailed in the Strategy and related Regional Action Plan and Regional Marketing Plan.
- II. Engage a Regional Tourism Marketing and Development Manager (or a third party) on a fixed contract. Employment will be inclusive of salary and all staff on costs, ancillaries, provision of a vehicle or with the approval of the Bunbury Geopraphe Tourism Partnership Steering Committee, engage the services of a third party to deliver implementation.
- III. Provide office accommodation and associated equipment for the Regional Tourism Marketing and Development Manager at its Administration Building located at 4 Stephen Street, Bunbury WA 6230, should this be required.
- IV. Consider allocations in excess of the funding in Addendum 1 to assist in funding marketing campaigns, tools, collateral, workshops, and other activities required to meet the high priority actions set out in the Regional Action Plan and Regional Marketing Plan.
- V. Seek additional funding in the form of grants and other contributions from government and the private sector as appropriate.

## 3. Funding

Each Local Government will provide the cash contribution as per **Addendum 1** annually to the City of Bunbury for a period of four (4) years toward the salary, on costs and vehicle of the Regional Tourism Marketing and Development Manager.

## 4. Role of the Regional Tourism Marketing and Development Manager or a third party to deliver implementation of the Regional Action Plan and Regional Marketing Plan

The key roles of the Regional Tourism Marketing and Development Manager or third party are as follows: -

- I. To develop and action an annual implementation plan to address the high priority areas in the Regional Action Plan and Regional Marketing Plan under direction of the Steering Committee.
- II. To provide a quarterly report on progress against the implementation plan to the Steering Committee, SWDC, and ASW.
- III. To include the brand developed as part of the Greater Bunbury Regional Growth Plan to regional tourism initiatives.
- IV. To identify potential sources of funding and, where appropriate, assist with the development of business planning and feasibility studies for Local Government infrastructure projects specifically relating to tourism and in accordance with the Regional Action Plan.
- V. To develop relationships and open dialogue with relevant Government agencies, associations, operators and stakeholders to progress collaborative high priority actions in the Regional Action Plan and Regional Marketing Plan.
- VI. To engage with tourism industry stakeholders to build support and buy-in, to guide the implementation of the Strategy, and to inform the development and implementation of a governance model.
- VII. To notify the BGTP Steering Committee of any identified or perceived issues such that would impact the implementation of the Strategy.

## 5. Responsibilities of the individual Local Governments within the BWGC

It is intended that the Steering Committee, which is comprised of the CEO's of the member LGA's, will determine how the implementation of the Tourism Action Plan is delivered into the future. That is, the decision to have the implementation delivered by an employee (as it is currently) or by a third party, which is the preferred model at this point in time. Further details on this option will be circulated under separate cover.

The individual Local Governments within the Bunbury Geopraphe Tourism Partnership will: -

- I. Contribute financially for a four (4) year period as specified in **Addendum 1** above.
- II. Nominate a primary point of contact for matters relating to regional tourism.
- III. Share available knowledge, documentation and stakeholder contacts relevant to tourism within their relevant local government area.
- IV. Be actively involved in meetings, forums, workshops and other activities as required.
- V. Promote to industry stakeholders the benefits of the Strategy and regional approach to build industry support and positive relationships.

## 6. Involvement and relationships with other Stakeholders

6.1. It is recognised that the Bunbury Geopraphe Tourism Partnership needs to continue with strong collaboration with stakeholders and as such, the Steering Committee will continue to work closely with stakeholders including, but not limited to;

- I. South West Development Commission
- II. Regional Development Australia (South West)
- III. Australia's South West
- IV. Other local tourism organisation and Sub-groups (Ferguson Valley Marketing Group, Collie River Valley Tourist Park).

6.2 As part of the collaboration, the Bunbury Geopraphe Tourism Partnership will seek additional funding to support the implementation of the Action Plan and Marketing Plan.

## 7. Tenure

- I. This Agreement shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.
- II. The Memorandum shall be effective for a period of four (4) years from the date above.

## 8. Documents forming part of this Memorandum

- I. Bunbury Geopraphe Tourism Development Regional Action Plan.
- II. Bunbury Geopraphe Regional Marketing Plan.
- III. Draft project budget 2020-2023

## 9. Governance Structure

- I. The Steering Committee will comprise of the seven (7) Local Government Chief Executive Officers (or nominated representative) to provide oversight and direction to the Regional Tourism Marketing and Development Manager.
- II. The Steering Committee will be responsible for confirming the priority areas for implementation and review of progress on a quarterly basis.
- III. The day to day administrative and logistical arrangements will be the responsibility of Steering Committee or their delegates.

---

### Signatures

*I have read the above Memorandum of Understanding and agree to the terms and conditions of use set out above.*

.....  
MALCOLM OSBORNE  
CHIEF EXECUTIVE OFFICER  
CITY OF BUNBURY  
Signed     /     / 2020

.....  
BEN ROSE  
CHIEF EXECUTIVE OFFICER  
SHIRE OF DONNYBROOK-BALINGUP  
Signed     /     / 2020

.....  
ANDRÉ SCHÖNFELDT  
CHIEF EXECUTIVE OFFICER  
SHIRE OF DARDANUP  
Signed     /     / 2020

.....  
ANNIE RIORDAN  
CHIEF EXECUTIVE OFFICER  
SHIRE OF HARVEY  
Signed     /     / 2020

.....  
Xxxx xxx  
CHIEF EXECUTIVE OFFICER  
SHIRE OF CAPEL  
Signed     /     / 2020

.....  
xxx xxx  
CHIEF EXECUTIVE OFFICER  
SHIRE OF BOYUP-BROOK  
Signed     /     / 2020

.....  
DAVID BLURTON  
CHIEF EXECUTIVE OFFICER  
SHIRE OF COLLIE  
Signed     /     / 2020



## Local Government Annual Financial Contribution

In accordance with Clause 3 and Clause 5 (i) of the Memorandum of Understanding, each Local Government will provide the following cash contribution to the City of Bunbury annually for the term of the MOU.

LGA	20/21	21/22	22/23	23/24
Bunbury	\$165,000	\$135,000	\$110,000	\$100,000
Dardanup	\$20,000	\$20,000	\$20,000	\$20,000
Collie	\$6,000	\$10,000	\$15,000	\$20,000
Donnybrook	\$10,000	\$10,000	\$15,000	\$20,000
Harvey	\$10,000	\$20,000	\$25,000	\$30,000
Boyup Brook	\$2,000	\$2,000	\$3,500	\$5,000
Capel	\$10,000	\$10,000	\$15,000	\$20,000

\*\*\* The above was a unanimous voting decision at a meeting of the Steering Group held Monday 3 August 2020 subject to endorsement by each respective local government Council.

WORKING DRAFT





## MINUTES

BUNBURY GEOGRAPHE TOURISM PARTNERSHIP  
Steering Committee & TAWG Special Structure Meeting  
3 August 2020

### 1. Declaration of Opening

The Chairperson David Blurton declared the meeting at 3.34pm

### 2. Attendance and Apologies

Meeting held by zoom and at the City of Bunbury.

#### Attendance:

Mal Osborne	City of Bunbury
David Blurton	Shire of Collie
Annie Riordan	Shire of Harvey
Catrin Allsop	Australia's South West
Ben Rose	Shire of Donnybrook-Balingup
Wayne Hammond	TAWG Donnybrook-Balingup rep
Sarah Stanley/Julie Hillier	TAWG Collie rep
Tania Jackson	TAWG Harvey rep
Wendy Perdon	TAWG Ferguson Valley rep
Anissa Williams	Bunbury Geographe Tourism Partnership

#### Apologies:

Mark Exeter	South West Development Commission
Andre Schonfeldt	Shire of Dardanup
Christina Mitchell	TAWG Bunbury rep

### 3. Announcements by the Chair

Nil

### 4. Disclosures of Interest

Catrin Allsop, Anissa Williams, Wayne Hammond



## 5. Review of items listed under Agenda Briefing

### 5.1 Structure

- **MOU & Funding:**
- COB presented an update on the MOU and funding after discussions with LGAs. Prior to this meeting the CEOs reviewed the draft MOU where it was agreed:
  - To use the Local Government Band method to identify the suitable level of funding for each LGA
  - 4 year MOU term
  - Flexibility of implementation and delivery method – either a by a person or suitable third party organisation, which may be reviewed during the length of the MOU.
- Steering committee continues to review ASW and SWDC's role in the MOU either as a member or a key stakeholder. It was agreed that it was important to continue to encourage and recognise their critical contribution to the process and Bunbury Geographe tourism.
- COB circulated an elected member's memo example for other CEOs.
- COB informed the committee that TMDM and Tourism Marketing Officer (TMO) extended until 30 September utilising carry-forward funds.
- TMDM requested that any LGA who required further support or material to secure an MOU commitment from their elected members should contact her directly.
  - Shire of Collie to contact TMDM.
  - Shires of Harvey and Donnybrook-Balingup thanked TMDM for the documents provided outlining deliverables of the past MOU.
- Ferguson Valley TAWG raised the concern over the delay of the MOU implement process. Steering Committee, TAWG and TMDM agreed. TMDM to develop a timeline with ASW to met impending deadlines.
- **Deliverables:**
- TMDM indicated the importance of an approved budget and delivery party before deliverables can be developed.
  - Steering Committee approved a 2020-21 budget based on 223K, plus carry forward, minus spend up until 30 September.
  - MOU formalisation essential before delivery party can be identified. Shire of Harvey suggested this occur immediately after this meeting is finalised.
- Shires of Collie and Harvey also reviewing their tourism strategies. Steering Committee and TAWG, in particular, the Ferguson Valley TAWG agreed it was crucial they work in with BGTP deliverables.
- Steering Committee and TAWG agreed 'in principle' that deliverables for each LGA should be spread fairly and not based on financial contribution. The BGTP must continue to encourage collaboration and partnerships.
- Harvey and Collie TAWG representatives agreed the maintenance of BunGeo Found magazine as a core deliverable was core despite its large cost.
- TMDM and Collie TAWG representatives identified the importance of including the industry in the deliverable and long term (4 years) selection process.
- **Governance:**
- Steering Committee is yet to elect a new chair. A new chair is nominated in the coming weeks.

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- TMDM raised the authority of the Executive but no clear decision made.
- Discussions occurred regarding the reporting roles and governance of the group, including ASW providing advice on how other sub region tourism bodies operated. No clear decisions made. However, it was suggested that a TAWG may not be required. Instead, this may be replaced with six-monthly deep-dive sessions with all industry (open invitation) and government representatives.
- Steering Committee must still consider the reporting they require and negotiate this within the ASW agreement.
- TMDM and Shire of Harvey once again identified the importance of finalising the MOU and then formally appointing a delivery method/organisation.

## **Actions**

- *Steering Committee to finalise MOU within two weeks.*
- *Steering Committee to finalise funding commitments for the length of the MOU.*
- *Steering Committee to elect a new chair for the Bunbury Wellington Group of Councils and therefore the BGTP Steering Committee.*
- *TMDM and ASW to develop and circulate an implementation timeline which includes a 'deep dive' industry and government session to identify core deliverables.*
- *TMDM and ASW to revise 2020-21 budget based on 223K, plus carry forward, minus spend up until 30 September.*

## **5.2 BunGeo FOUND Magazine**

- TMDM request approval to proceed with the Spring/Summer edition.
- Identified that it is unlikely to be delivered until November. The Donnybrook-Balingup TAWG member requested it is delivered as soon as possible. The Committee agreed.
- COVID implications:
  - TMDM to check paper supplies with Premium Publishers.
  - Advertising: Feedback has indicated that businesses should have the funds to advertise with a 70% increase in bookings from this time last year.
  - Lesser focus on events and include increased information on trails and road trips.
  - TMDM to investigate advertising paid for the Autumn/Winter edition and if this will be rolled over.
  - Request that should spring not be included, budget should still be spent on spring imagery.
  - Harvey requested wildflower imagery. TMDM noted that this did not match the millennial market but further discussions should occur regarding developing an image library for wildflower images.

## **Steering Committee Recommendation**

*The Steering Committee approves the production of the Spring-Summer 2020-2021 edition of BunGeo Found Magazine.*

## **Committee Decision**

Moved: Ben Rose

Seconded: Mal Osborne

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**6. Closure of Agenda Briefing**

**7. Other Reports**

TMDM Report: TMDM highlighted the excellent KPI results achieved from implementing BGTP focused marketing campaigns that directly fed to visitbunburygeographe and BGTP social media channels. The increased funding from COVID had made a significant impact – more than 300%. As such, the TMDM hopes to utilise some of the carry-forward funding on continuous social media and Google analytic campaigns.

**8. General Business**

Nil

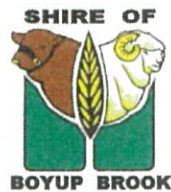
**9. Date of Next Meeting**

TBC – TMDM will circulate dates and timeline. Currently, Steering Committee/Bunbury Wellington Group of Councils are meeting on 10 August.

**10. Close of Meeting**

Meeting closed at 4.40pm





## MINUTES

### BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING HELD IN THE TOWN HALL, ABEL STREET BOYUP BROOK ON THURSDAY 10<sup>th</sup> September 2020 AT 7.00pm

#### 1. RECORD OF ATTENDANCE

Cr Richard Walker - Shire President  
Mr Aaron Bowman – A/CEO  
Mr Daly Winter - CERM  
Cr Helen O’Connell – Deputy Shire President  
Wayne Girando  
David Fortune  
Brad Fairbrass  
Brian Cailles  
Nick Bagshaw  
Charles Caldwell  
Tristan Mead  
Ben Thompson  
Brad Skraha  
Ron Bingham  
David Inglis  
John Ritson  
Grant Robertson  
Chris Coole  
Jim Johnston  
Colin Connop  
Marcus Gifford  
Darren Guazzelli  
Darren Chapman  
Michael Giles

#### Apologies

Ben Creek  
Ross Parker  
Hayden Bock



**2. CONFIRMATION OF MINUTES**

Nil

**3. INFORMATION UPDATE - FOLLOWING THIS YEAR'S BFAC AGM**

**3.1 Appointment of David Fortune and Ron Bingham as Dual Fire Control Officer (FCO) for the Shire of West Arthur.**

Written confirmation received from the Shire of West Arthur regarding the appointment of David Fortune and Ron Bingham as FCO's for West Arthur.

**3.2 Replacement of the McAlinden 2.4 Fire Appliance.**

The Shire contacted the Department of Fire and Emergency Services regarding the replacement of the McAlinden unit. As construction of appliances was delayed due to COVID-19 in consultation with the Chief Bush Fire Control Officer and the McAlinden Fire Control Officer we were able to change the chassis configuration for McAlindens' replacement unit from an Isuzu 4.4 Crew Cab Chassis to a Tatra 4.4 Single Cab Chassis.

**3.3 Funding of Slip on Units**

Council approved the request from the BFAC and authorised a letter be sent to the DFES Commissioner seeking the reinstatement of Slip on Units as an eligible item under the Local Government Grants Scheme funding. At the time of writing this agenda item, the Shire had not received a response to the letter.

**3.4 Burn Management with the Department of Biodiversity Conservation and Attractions (DBCA) and Water Corporation.**

Emails have been sent to DBCA and the Water Corporation seeking feedback from them in relation to any planned activities on the reserves identified by our local brigades. DBCA and Water Corporation have acknowledged receipt of our emails.

#### 4. REPORTS

##### 4.1 Appointment of CERM and Shire Ranger as Bush Fire Control Officers

<i>Applicant:</i>	<i>N/A</i>
<i>Disclosure of Officer Interest:</i>	<i>None</i>
<i>Date:</i>	<i>TBC 2020</i>
<i>Author:</i>	<i>Daly Winter - Community Emergency and Regulation Manager</i>
<i>Authorizing Officer:</i>	<i>Aaron Bowman – Acting CEO</i>
<i>Attachments:</i>	<i>Nil</i>

##### SUMMARY

This report is for the BFAC to recommend the appointment of the Community Emergency and Regulation Manager and the Shire Ranger as Fire Control Officers (FCO's) for the Shire of Boyup Brook.

##### BACKGROUND

Bush Fire Control Officer - Extracts taken from the Bush Fires Act 1954

"38. *Local government may appoint bush fire control officer*

(1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

(2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

(4) *A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —*

(a) *carrying out normal brigade activities;*

*[(b), (c) deleted]*

(d) *exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;*

(e) *procuring the due observance by all persons of the provisions of Part III.*

(5A) *A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade*

*registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.*

Bush Fire Control Officer - Extract taken from the Bush Fires Regulations 1954  
"15A. *Bush fire control officer issuing permits to burn to comply with directions of local government*

*Where a local government issues directions to a bush fire control officer as to the manner in which or the conditions under which permits to burn shall be issued by that officer, he shall comply with those directions.*

*[Regulation 15A inserted: Gazette 21 Jan 1957 p. 88; amended: Gazette 22 Dec 1998 p. 6858.]*

Pursuant to the following Acts and Regulations, a local government shall, in writing appoint persons to exercise on behalf of the local government the powers conferred on a Chief Fire Control Officer / Deputy Chief Fire Control Officer/Fire Control Officer by the Act, Regulations and Local Law:

*Bush Fires Act 1954*

*Bush Fires Regulations 1954*

*Shire of Boyup Brook - Bush Fire Brigades Local Law*

#### **COMMENT**

The Community Emergency Regulation Manager and the Shire Ranger require appointment as Fire Control Officers to exercise an authority or carry out various duties in relation to bush fire mitigation and fire control activities within the shire.

#### **CONSULTATION**

Peter Dittrich – Former Acting Chief Executive Officer and Roslyn Edwards – Ranger were consulted.

#### **STATUTORY OBLIGATIONS**

*Authorisation for Fire Control Officers is required under:*

*Bush Fires Act 1954*

#### **POLICY IMPLICATIONS**

Nil

#### **BUDGET/FINANCIAL IMPLICATIONS**

Nil

## STRATEGIC IMPLICATIONS

Shire of Boyup Brook Strategic Community Plan states:

Outcome: Growing Our Community Together – A place that is safe and secure.

## SUSTAINABILITY IMPLICATIONS

- Environmental - N/A
- Economic - N/A
- Social - Refer to the *Strategic Implications* section in this report.

## VOTING REQUIREMENTS

Simple majority.

## OFFICER RECOMMENDATION – Item 9.3.7

That the Bush Fire Advisory Committee recommends to Council the appointment of the officers as Fire Control Officers for the Shire of Boyup Brook:

1. Authorises Daly Winter and Roslyn Edwards to be Fire Control Officers in the Shire of Boyup Brook and to exercise on behalf of the local government the powers conferred on them in their authorised roles by the following Act, Regulations and Shire of Boyup Brook Local Laws as follows:  
*Bush Fires Act 1954*  
*Bush Fires Regulations 1954*  
*Shire of Boyup Brook Bush Fires Brigade Local Law*

## AMENDMENT TO MOTION

MOVED: M Giles

SECONDED: D Inglis

1. Authorises Roslyn Edwards to be a Fire Control Officer in the Shire of Boyup Brook and to exercise on behalf of the local government the powers conferred on her in her authorised roles by the following Act, Regulations and Shire of Boyup Brook Local Laws as follows:  
*Bush Fires Act 1954*  
*Bush Fires Regulations 1954*  
*Shire of Boyup Brook Bush Fires Brigade Local Law*

## AMENDMENT BECOMES NEW MOTION

MOVED: M Giles

SECONDED: R Bingham

1. Authorises Roslyn Edwards to be a Fire Control Officer in the Shire of Boyup Brook and to exercise on behalf of the local government the powers conferred on her in her authorised roles by the following Act, Regulations and Shire of Boyup Brook Local Laws as follows:  
*Bush Fires Act 1954*  
*Bush Fires Regulations 1954*  
*Shire of Boyup Brook Bush Fires Brigade Local Law*

CARRIED



## 5. GENERAL BUSINESS

### 5.1 Aerial Fire Break Inspections

The appointment of a contractor for the aerial fire break inspections have to comply with the Shire's purchasing policy and therefore this has to be undertaken by an authorised Local Government Officer.

X-Ray team members to liaise with the Shire, to organise quotes for the work and for them to appoint the contractor.

### 5.2 Brigade Uniform Requirements

The Bush Fire Brigades Local Law states: *"Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quality and quantity of all protective clothing ..."*

A new ordering system for uniforms will be implement. Brigades will be required to complete the new order form and send it through to the Shire by the due date.

The Shire has some equipment on hand and will take your orders for this coming season now. Please have your Equipment Officers complete the attached order and forward them to Daly Winter – Community Emergency Regulation Manager (CERM) by the 15<sup>th</sup> of October 2020.

BFAC representatives present, didn't express any concerns in relation to the new brigade uniform proposal.

### 5.3 Vehicle Identification Stickers

The next series of Vehicle Identification Stickers for 2020 – 2022 have arrived. Volunteer brigade members wishing to have their vehicle issued with a sticker please contact the administration office.

CBFCO Tristan Mead - commented that it was his understanding that private farmer units wouldn't be permitted through designated roadblocks even with a sticker?

#### 5.4 Gazette Legal Point of Current Fire Notice.

##### Background

The Bush Fires Act 1954 provides for local governments to regulate bush fire control measures by publishing an annual bush fire notice applicable to its district. The purpose is to direct property owners and occupiers to what must be done on their land to reduce fire risk. Property owners and occupiers within the Shire of Boyup Brooks district have a statutory obligation to comply with the requirements set out in the annual bush fire notice. Failure to comply can result in infringements (\$250 on the spot) or prosecution proceedings (max penalty \$5000) against the owner and/or occupier of the land. The Shire can carry out work on non-compliant land and the cost are recoverable by the local government in the same manner as rates. When using an annual bush fire notice, the local government must publish a complete copy of the notice in the Government Gazette and a newspaper that circulates throughout the district. The effect of those two publications together is that every property owner and occupier within the district is deemed to have received the notice. As a result, in the event of non-compliance, it is not a defence for a property owner or occupier to claim they were not aware of their obligations.

The Shire of Boyup Brook Firebreak Notice was last published in the Government Gazette on 22 October 2010.

The Boyup Brook BFAC and Council has made amendments to the notice each year since 2010 and a copy of the revised notices has been sent with the rates.

From a legal viewpoint, publishing the bush fire notice in the Government Gazette and newspaper is an effective way to give notice to all property owners within the district. However, from a practical standpoint, property owners are more likely to receive and access the information through the local government's website and sending a copy of the notice out with the rates notice.

##### Statutory environment

###### *Bushfire Act 1954*

*Section 33 local government may require occupier of land to plough or clear fire-break*

*s.33.(1) give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area*

*s.33.(2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.*

**BUSH FIRE COMMITTEE RECOMMENDATION**

**MOVED:** R Bingham

**SECONDED:** D Inglis

Shire of Boyup Brook BFAC recommends to Council to Gazette the legal points of the current Fire Notice. (See attached)

The notice to be published in the Government Gazette and in a newspaper circulating in the area.

Carried

**5.5 Bush Fire Brigade Local Law – Review.**

**MOTION**

**MOVED:** M Giles

**SECONDED:** R Bingham

Bush Fire Brigade Local Law be reviewed with full consultation with Fire Advisory and a draft to be presented to BFAC before it is presented to Council.

Carried

**5.6 Bush Fire Control – Operational Issues Policy**

**MOTION**

**MOVED:** M Giles

**SECONDED:** R Bingham

Bush Fire Control – Operational Issues Policy be reviewed with full consultation with Fire Advisory and a draft to be presented to BFAC before it is presented to Council.

Carried

**5.7 Community Emergency and Regulation Manager**

**MOTION**

**MOVED:** D Inglis

**SECONDED:** R Bingham

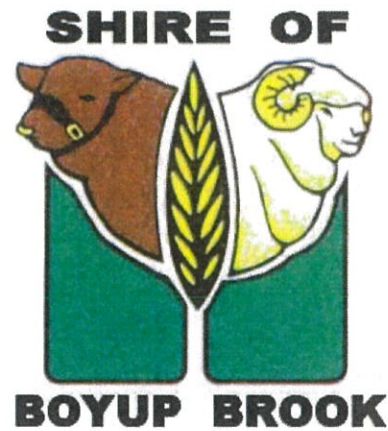
That the Bush fire advisory committee request council direct the Chief Executive Officer to undertake an urgent review of the Community Emergency and Regulation's position and the structure of that position due to concerns raised.

Carried

**6. CLOSURE**

There being no further business the Presiding Member declared the meeting closed at 8.38pm.

**BUSH FIRES ACT 1954**



## **SHIRE OF BOYUP BROOK**

### **BUSH FIRE BRIGADES LOCAL LAW**

**Gazetted 3<sup>rd</sup> February 2004**

**Amended 16<sup>th</sup> June 2005**



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# *TABLE OF CONTENTS*

---

## **PART 1 - PRELIMINARY**

- 1.1 CITATION
- 1.2 DEFINITIONS
- 1.3 REPEAL
- 1.4 APPLICATION

## **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

### **DIVISION 1 – ESTABLISHMENT OF A BUSH FIRE BRIGADE**

- 2.1 ESTABLISHMENT OF A BUSH FIRE BRIGADE
- 2.2 NAME AND OFFICERS OF BUSH FIRE BRIGADE

### **DIVISION 2 – COMMAND AT A FIRE**

- 2.3 RANKS WITHIN THE BUSH FIRE BRIGADE

### **DIVISION 3 – APPLICATION OF RULES TO A BUSH FIRE BRIGADE**

- 2.4 RULES
- 2.5 VARIATION OF RULES

### **DIVISION 4 – TRANSITIONAL**

- 2.6 EXISTING BUSH FIRE BRIGADES

### **DIVISION 5 – DISSOLUTION OF BUSH FIRE BRIGADE**

- 2.7 DISSOLUTION OF BUSH FIRE BRIGADE
- 2.8 NEW ARRANGEMENT AFTER DISSOLUTION

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### **DIVISION 1 – LOCAL GOVERNMENT RESPONSIBILITY**

- 3.1 LOCAL GOVERNMENT RESPONSIBLE FOR STRUCTURE
- 3.2 OFFICERS TO BE SUPPLIED WITH ACT

### **DIVISION 2 – CHIEF BUSH FIRE CONTROL OFFICER**

- 3.3 MANAGERIAL ROLE OF CHIEF BUSH FIRE CONTROL OFFICER
- 3.4 CHIEF BUSH FIRE CONTROL OFFICER MAY ATTEND MEETINGS
- 3.5 DUTIES OF CHIEF BUSH FIRE CONTROL OFFICER

### **DIVISION 3 – ANNUAL GENERAL MEETINGS OF BUSH FIRE BRIGADES**

- 3.6 HOLDING OF ANNUAL GENERAL MEETING
- 3.7 NOMINATION OF BUSH FIRE CONTROL OFFICERS TO BUSH FIRE ADVISORY COMMITTEE
- 3.8 NOMINATION OF BUSH FIRE CONTROL OFFICER TO THE LOCAL GOVERNMENT
- 3.9 MINUTES TO BE TABLED BEFORE THE BUSH FIRE ADVISORY COMMITTEE

### **DIVISION 4 – BUSH FIRE ADVISORY COMMITTEE**

- 3.10 FUNCTIONS OF ADVISORY COMMITTEE
- 3.11 ADVISORY COMMITTEE TO NOMINATE BUSH FIRE CONTROL OFFICERS
- 3.12 LOCAL GOVERNMENT TO HAVE REGARD TO NOMINEES
- 3.13 ADVISORY COMMITTEE TO CONSIDER BUSH FIRE BRIGADE MOTIONS

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

- 4.1 TYPES OF MEMBERSHIP OF BUSH FIRE BRIGADE

- 4.2 FIRE FIGHTING MEMBERS
- 4.3 ASSOCIATE MEMBERS
- 4.4 CADET MEMBERS
- 4.5 HONORARY LIFE MEMBER
- 4.6 NOTIFICATION OF MEMBERSHIP

## **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

- 5.1 RULES TO GOVERN

## **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

- 6.1 POLICIES OF LOCAL GOVERNMENT
- 6.2 EQUIPMENT IN BRIGADE AREA
- 6.3 FUNDING FROM LOCAL GOVERNMENT BUDGET
- 6.4 CONSIDERATION IN THE LOCAL GOVERNMENT BUDGET

## **PART 1 - PRELIMINARY**

- 1.1 INTERPRETATION

## **PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

- 2.1 OBJECTS OF BUSH FIRE BRIGADE
- 2.2 COMMITTEE TO DETERMINE APPLICATIONS
- 2.3 CONDITIONS OF MEMBERSHIP
- 2.4 APPLICATIONS FOR MEMBERSHIP
- 2.5 DECISION ON APPLICATION FOR MEMBERSHIP
- 2.6 FESA TO BE NOTIFIED OF REGISTRATIONS
- 2.7 TERMINATION OF MEMBERSHIP
- 2.8 SUSPENSION OF MEMBERSHIP
- 2.9 EXISTING LIABILITIES TO CONTINUE
- 2.10 MEMBER HAS RIGHT OF DEFENCE
- 2.11 OBJECTION RIGHTS

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

- 3.1 CHAIN OF COMMAND DURING FIRE FIGHTING ACTIVITIES
- 3.2 DUTIES OF CAPTAIN
- 3.3 SECRETARY
- 3.4 TREASURER
- 3.5 EQUIPMENT OFFICER
- 3.6 STORAGE OF EQUIPMENT
- 3.7 EQUIPMENT OFFICER TO REPORT

## **PART 4 – COMMITTEE**

- 4.1 MANAGEMENT OF BUSH FIRE BRIGADE
- 4.2 CONSTITUTION OF COMMITTEE

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

- 5.1 ORDINARY MEETINGS
- 5.2 SPECIAL MEETINGS
- 5.3 ANNUAL GENERAL MEETING
- 5.4 QUORUM
- 5.5 VOTING
- 5.6 AUDITOR

## **PART 6 – MEETINGS OF COMMITTEE**

- 6.1 MEETINGS OF COMMITTEE
- 6.2 QUORUM
- 6.3 VOTING

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

- 7.1 FEES
- 7.2 FUNDS
- 7.3 FINANCIAL YEAR
- 7.4 BANKING
- 7.5 DISCLOSURE OF INTERESTS
- 7.6 DISAGREEMENTS

## **PART 8 – NOTICES AND PROXIES**

- 8.1 NOTICES
- 8.2 PROXIES

# BUSH FIRES ACT 1954

## SHIRE OF BOYUP BROOK

### BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Boyup Brook resolved on 20<sup>th</sup> day of November 2003 to make the following local law.

#### PART 1 - PRELIMINARY

##### 1.1 Citation

This local law may be cited as the Shire of Boyup Brook Bush Fire Brigades Local Law.

##### Provisions of the Bush Fires Act

References to provisions of the Bush Fires Act have been included in this document, in text boxes, where it is believed these might assist in the interpretation or administration of this Local Law. These insertions are not an official part of the Local Law and should not therefore be included in the gazettal of the Local Law.

##### 1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**Authority**” means the Fire and Emergency Services Authority of Western Australia established by section 4 of the Fire and Emergency Services Authority of Western Australia Act 1998;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**Bush Fire Advisory Committee**” means the persons appointed to a bush fire advisory committee under and in accordance with section 67 of the Act;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Boyup Brook;



**“Council”** means the Council of the local government;

**“fire fighting member”** is defined in clause 4.2;

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

**“Regulations”** means Regulations made under the Act; and

**“Rules”** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5 .

(2) In this local law, unless the context otherwise requires, a reference to –

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Secretary.
- (g) a Treasurer; or
- (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

#### **Chief Bush Fire Control Officer**

Although the terms -

- (a) “Chief Bush Fire Control Officer”;
- (b) “Deputy Chief Bush Fire Control Officer”; or
- (c) “bush fire control officer”;

are not expressly defined in the Act, the power to appoint persons to these positions and other matters relating to these positions are addressed in the Act. Section 44(1) of the *Interpretation Act 1984* has the effect that a reference to these terms in the local law is a reference to these terms as they are used and understood in the Act.

Section 38(1) of the Act provides –

“A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.”

Section 38(2) of the Act sets out the procedure which a local government is to follow in order to appoint a person as a bush fire control officer, a Chief Bush Fire Control Officer or a Deputy Chief Bush Fire Control Officer.

### **Powers of a bush fire control officer**

See the following sections of the Act (among others) – Sections 14 (power of entry onto land); 17(7), (8) and (10) (power to vary prohibited burning times under a delegation by the local government); 18(6) and (7) (power to issue permit to burn during restricted burning times); 22(6) (power to burn bush on exempt land); 23(2) (power to issue permit to burn during prohibited burning times); 24B(1) (power to require production of permit to burn); 25 (power to give directions to person lighting fire in open air); 27D (power to give directions as to carriage and approval as to disposal of incendiary material); 33(4) (power to clear fire-break on a failure to comply with a notice to do so); 34 (power to issue permit to burn Crown lands and entering on Crown lands); 38 (power to take such measures as appear necessary or expedient and practicable for carrying out normal brigade activities among other things); Section 39 (sets out various special powers); 39A (powers on outbreak of fire); 58 and 59 (power to prosecute for offence and to issue infringement notice when authorized by the local government).

### **1.3 Repeal**

All previous local laws of the Shire of Boyup Brook relating to the Organisation, Establishment, Maintenance and Equipment of Bush Fire Brigades, are repealed.

### **1.4 Application**

This local law applies throughout the district.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

<b>“Normal brigade activities”</b>
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This term is defined in section 35A of the Act.
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#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “brigade area”); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) an Equipment Officer;
    - (vi) a Secretary; and
    - (vii) a Treasurer; or
    - (viii) a Secretary/Treasurer combined.
    - (ix) Any other position (s) deemed necessary for the effective management of brigade activities (eg: a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

## *Division 2 – Command at a fire*

### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.
- (3) The authority may, at the request of Local Government, authorise a Bush Fire Liaison Officer to take control of all operations in relation to that fire.

## *Division 3 – Application of Rules to a bush fire brigade*

### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (3) A bush fire brigade and each brigade member is to comply with the Rules.

### **2.5 Variation of Rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

## *Division 4 – Transitional*

### **2.6 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

- (2) In this clause –

“commencement day” means the day on which this local law comes into operation.



## ***Division 5 – Dissolution of bush fire brigade***

### **2.7 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

### **2.8 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### ***Division 1 – Local government responsibility***

#### **3.1 Local government responsible for structure**

The Council is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

### ***Division 2 – Chief Bush Fire Control Officer***

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training

- (c) levels and report thereon with recommendations at least once a year to the local government; liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### ***Division 3 – Annual general meetings of bush fire brigades***

#### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March or April each year.(amended 12 August 2005).

#### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

#### **3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

#### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

### ***Division 4 – Bush Fire Advisory Committee***

#### **3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

##### **Constitution of Committee**

Under section 67(1) of the Act a local government may appoint such persons as it thinks fit as a Bush Fire Advisory Committee.

Under section 67(2) of the Act, a local government is obliged to appoint a member of the council to the Bush Fire Advisory Committee.

Under section 67(3) of the Act, a local government may make rules for the guidance of the Bush Fire Advisory Committee and is to fix the quorum for the transaction of business.

### **3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

#### **Fire weather officers**

See section 38(6) of the Act.

#### **Enforcement**

See sections 58 and 59 of the Act.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Authority's rank structure.

### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

### **4.6 Notification of membership**

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.



## **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

## **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

## FIRST SCHEDULE

# RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

## PART 1 - PRELIMINARY

### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
  - “**absolute majority**” means a majority of more than 50% of the number of:
    - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
    - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
  - “**Committee**” means the Committee of the bush fire brigade;
  - “**local law**” means the Shire of Boyup Brook Bush Fire Brigades Local Law; and
  - “**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

## **PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

### **2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

### **2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

### **2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

### **2.4 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary accompanied by a completed form in the form determined by the local government from time to time.

### **2.5 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

### **2.6 FESA to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Authority within 14 days of a person being admitted to membership in the form required by the Authority from time to time.

### **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –

- (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

## **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## **2.9 Existing liabilities to continue**

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a).

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.



## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **Functions of brigade officers**

The functions of brigade officers are set out in section 44 of the Act and these Rules.

#### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

#### **3.2 Duties Of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

#### **3.3 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Authority to the Chief Bush Fire Control Officer and the Authority within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.5 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### **3.6 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### **3.7 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

### **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.



#### **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

#### **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

## **PART 6 – MEETINGS OF COMMITTEE**

### **6.1 Meetings Of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

### **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

### **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

## **7.6 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).



## **PART 8 – NOTICES AND PROXIES**

### **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post; or
    - (iii) facsimile transmission;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or
    - (iii) on the printing of the sender's transmission report.

### **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_  
to be my proxy and vote on my behalf at the meeting of  
the bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION           FOR   AGAINST   ABSTAIN

1. ....
2. ....

If there is no instruction to the proxy as to the way to vote,  
the proxy shall exercise her or his discretion as to how to  
vote or whether to vote at all. In respect of any vote taken  
at the meeting on a matter which does not appear on the  
agenda, the proxy shall exercise her or his discretion as to  
the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.



## Policy A.04

### Bushfire Control – Operational Issues

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#### **Objective**

To determine procedures and practices relating to bush fire control matters.

#### **Statement**

##### **It is Council's policy that:-**

A telephone is to be provided in the principal place of residence for both the Chief Bush Fire Control Officer and the Communications Officer. The telephone is to have a silent number and all costs of rental and calls made are to be paid by the Shire;

- an annual aerial firebreak inspection is to be undertaken, followed up with a ground inspection by the Ranger with the date of the inspection determined by the CEO in consultation with the Chief Bush Fire Control Officer;
- the Chief Bushfire Control Officer shall be reimbursed the same rate of reimbursement for use of a private vehicle as Councillors, to a maximum value of \$500 annually;
- a minimum of 10 drums of firefighting foam is to be maintained in stock, funded by the Shire, with the use of the foam being approved by the Chief Bush Fire Control Officer or his deputy;
- subject to approval by the Chief Executive Officer or the Manager of Works and Services, the Chief Bushfire Control Officer is empowered to utilise Shire owned plant and equipment for the purpose of suppressing Bushfires.
- The format of having a Fire Advisory Annual General meeting and Brigades Annual General meeting on the same date be replaced by having a Fire Advisory Annual General meeting in May. This meeting will be open to all Brigade members and will conduct all business of an Annual General meeting. Each Brigade will only be entitled to have two voting delegates at this meeting.
- The Shire is responsible for the maintenance of the Bush Fire Tower, Receiver/Transmitter, base sets operated by the Chief Fire Control Officer, Deputies and Fire Weather Officer. Repairs to any of these items are to be undertaken at Shire cost following an assessment by the Communications Officer. All other sets are to be maintained by the brigades or individual owners;
- Prosecutions and infringements for firebreak contraventions are to be instigated by the CEO or his delegated officer.
- No track chaining will be permitted during prohibited burning times and on harvest ban days.
- Where there is any conflict between this policy and the Bushfire Brigade Local Laws, the local law shall apply.
- Council shall make every endeavour to, where possible, keep all incidents under the control of local volunteers and staff.



<b>POLICY NO.</b>	A. 04
<b>POLICY SUBJECT</b>	<b>Bushfire Control – Operational Issues</b>
<b>ADOPTION DATE</b>	17 June 2004
<b>VARIATION DATE</b>	17 November 2016
<b>REVIEW DATE</b>	18 June 2020

## **BUSH FIRES ACT 1954**

### *Shire of Boyup Brook*

#### **Fire information and Firebreak Notice**

Take notice that pursuant to Part 3 Division 6 Section 33 of the *Bush Fires Act 1954*, all owners and or occupiers of land within the District of the Shire of Boyup Brook, shall construct firebreaks and carry out fire protection measures in accordance with the provisions of this Notice.

This notice will apply until revoked by the publication of another notice.

By order of, Shire of Boyup Brook, Chief Executive Officer.

#### **Period during which mobile fire fighting power unit required when harvesting**

15 November to 15 April (The responsibility to supply the unit being that of the landholder)

#### **Automatic harvesting and total movement ban CHRISTMAS DAY**

#### **Burning of Garden Refuse or Lighting of open air Camping or Cooking fires is banned**

21 November to 28 February each year, both dates inclusive

#### **Firebreaks must be installed by 30 November**

Unless permitted by the Chief Bush Fire Officer, permits for hazard reduction of bush will not be issued before 1 April.

All open air burning is prohibited during any prohibited burning times.

#### **HARVEST MACHINES AND HEADERS**

It is prohibited to operate any harvesting machine or header in any crop during the restricted or prohibited burning times unless –

- (a) a working fire extinguisher is carried on the machine; and
- (b) a working mobile fire fighting unit is –
  - (i) in the paddock being harvested, or adjacent to the entrance of that paddock;
  - (ii) filled at all times with at least 450L of water;
  - (iii) equipped with an efficiently operating pump; and
  - (iv) self-propelled or attached at all times to a suitable towing vehicle.

#### **WELDING APPARATUS AND ANGLE GRINDERS**

It is prohibited to operate any kind of welding apparatus or power operated abrasive cutting disk in the open air unless –

(a) at least one fire extinguisher is provided at the place where the welding or cutting operation is carried out; and

(b) that place is surrounded by a firebreak which is at least 5m wide.

## **STUMP GRINDERS**

It is prohibited to operate a stump grinder without written consent (permit) during the restricted and prohibited burning times in a plantation tree farm and a motorised vehicle with an incorporated water tank containing at all times a minimum of 600L of water is on site, and within the same working compartment as the stump grinder and a fire extinguisher is carried within the machine.

## **FIREBREAKS**

Under section 33 of the Bush Fires Act, you are required to carry out the fire prevention work specified below on any land within the Shire that is owned or occupied by you.

The work must be carried out by 30 November, unless approved otherwise, and maintained throughout the summer months until 1 May.

If an owner or occupier fails to comply with these requirements, he or she may be issued with an infringement notice (penalty \$250) or prosecuted, and the Shire may carry out the required work at the cost of the owner or occupier.

If it is impractical for any reason to clear firebreaks, or to take measures in accordance with these requirements, you may apply to the Shire in writing before 11 November, for permission to provide firebreaks in alternative locations, or to take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you must comply with these requirements.

## **TOWN SITE LAND**

On all land located within a town site (except for land zoned Rural and Special Rural as shown in the Shire of Boyup Brook Town Planning Scheme No 2 (Scheme)), you must -

1. Where the area of land is 2023m<sup>2</sup> or less, clear the land free of all inflammable matter, except living trees and cultivated plants, shrubs and lawns, that are no greater than 5cm in height.
2. Where the area of the land is in excess of 2023m<sup>2</sup>, clear a 2.5m wide bare earth firebreak immediately inside all external boundaries of the land or immediately surrounding all buildings on the land by removing all inflammable matter and vegetation within the 2.5m wide firebreak between the ground and 4m above the ground.

## **SPECIAL RURAL LAND**

On all land zoned Special Rural under the Scheme, you must -

- (a) clear a 2.5m wide bare earth firebreak immediately inside all external boundaries of the land by removing all inflammable matter and vegetation within the 2.5m wide firebreak between the ground and 4m above the ground; and

(b) clear a 10m wide bare earth firebreak around all buildings and fuel storage areas by removing all inflammable matter and vegetation within the 10 metre wide firebreak between the ground and 4m above the ground.

## **RURAL LAND**

1. On land zoned Rural under the Scheme, you must either -

(a) clear a 2.5m wide bare earth firebreak break immediately around all buildings, homesteads, hay sheds, fuel storage areas, caravans and mobile accommodation by removing all inflammable matter and vegetation within the 2.5m wide firebreak between the ground and 4m above the ground; and

(b) clear a second 2.5m wide bare earth firebreak break around all buildings, homesteads, hay sheds, fuel storage areas, caravans and mobile accommodation located not less than 20m nor more than 100m from the firebreak in paragraph (a) above by removing all inflammable matter and vegetation within the second 2.5m wide firebreak between the ground and 4 metres above the ground.

OR

2. As an alternative to the two firebreak system described in 1, clear a 10m wide bare earth firebreak immediately around all buildings, homesteads, hay sheds, fuel storage areas, caravans and mobile accommodation by removing all inflammable matter and vegetation within the 10m firebreak between the ground and 4m above the ground.

### **Protective burning**

1. A permit from the Chief Fire Control Officer is required for any protective burning.

2. Subject to the approval of the Chief Fire Control Officer, protective burning around homesteads may be undertaken up to 15 December. (The Chief Fire Control Officer may approve arrangements beyond that date.)

3. A permit to undertake a homestead protective burn is also required from the Fire Control Officer for the area in question (see contact list). Subject to the requirements of the Fire Control Officer, a minimum of two mobile fire fighting units are generally required for a homestead protective burn between 4.00pm and 6.00pm and one mobile fire fighting unit with at least two people is generally required after 6.00pm.

4. Unless permission is given otherwise, one adult must be in attendance on the day following any protective burning around a house, hay shed etc.

5. Subject to any alternative arrangement permitted by the Chief Fire Control Officer, permits will not be issued for protective burning of bush before 1 April and no fires are to be lit before 1.00pm.

6. Prior to carrying out any burning of grassed or stubble areas, a 3m wide bare earth firebreak must be cleared immediately around the area to be burnt. All inflammable matter and vegetation between the ground and 4m above the ground within the 3m firebreak must be cleared.

7. (a) Up until 1 April, only the Chief Fire Control Officer can issue a permit allowing the burning of stubble before 4.00pm on any day. If such a permit is issued, 3 mobile fire fighting units will be required to be in attendance during the burn.



(b) After 1 April, the relevant Fire Control Officer (see contact list) may issue permits for the burning of stubble subject to such conditions as he or she thinks fit.

Note: for additional fire protection, owners and occupiers are urged to clean up roadsides wherever possible. Removal of logs, grass, etc will be considered following application for a permit.

## **PLANTATIONS**

A plantation is defined as an area exceeding 3ha within a town site, or an area exceeding 20ha within a rural area, of trees planted for commercial purposes.

Up until the first harvest following the first planting of a plantation, the firebreak requirements for the plantation are those that applied for the fire season in which the plantation was approved by Council under the Scheme.

Further plantings and post harvest or coppice regrowth will be subject to the then current firebreak requirements.

Subject to the above, on all land on which there is a plantation, you must –

(a) clear a 15m wide bare earth firebreak immediately inside all external boundaries of the land by removing all inflammable matter and vegetation to a height of 5m;

(b) ensure all inflammable matter and vegetation greater than 5m above the ground is separated by no less than 10m;

(c) where a plantation is divided into compartments –

(i) if the compartments do not exceed 30ha, a 6m wide bare earth firebreak between compartments must be cleared by removing all inflammable matter and vegetation within the 6m firebreak between the ground and 5m above the ground;

(ii) if compartments exceed 30ha, a 10m wide bare earth firebreak between compartments must be cleared by removing all inflammable matter and vegetation within the 10m wide firebreak between the ground and 5m above the ground;

(d) clear a 50m wide bare earth firebreak around all buildings and fuel storage areas by removing all inflammable matter and vegetation within the 50m firebreak between the ground and 5m above the ground;

(e) where power lines pass through the plantation, clear firebreaks in accordance with Western Power specifications (consult Western Power – phone 13 10 87).

## **BLUE GUM TRASH HEAPS**

A permit will be required for burning of tree plantation waste at any time throughout the year. Permits will only be issued by the Chief Bush Fire Control Officer and burning of blue gum trash heaps to be completed by 31st of August annually.

## **CONSTRUCTION OF BUILDINGS**

Where a building is under construction on any land between 9 October and 1 May, the land must be cleared of all inflammable matter within a 15m radius of the construction site. The Chief Fire Control Officer and relevant Fire Control Officer will be notified by Shire staff of all building permits granted.

## **ROADSIDE BURNING**

### **Roadside burning**

A permit is required to carry out any burning on a roadside at any time of the year. Further requirement will apply eg. Traffic management.

### **Incinerators**

Any incinerator used to burn rubbish must be properly constructed. An open drum with or without a lid is not an appropriate incinerator.

An incinerator should be designed and constructed to prevent the escape of sparks or burning material and should be situated 2m or more away from any building or fence.

### **Special orders**

The requirements specified in this notice are considered to be the minimum standard of fire prevention work required to protect not only individual properties, but the district in general. The Shire may issue separate special orders requiring owners or occupiers of specific areas to carry out additional hazard reduction work.





## MINUTES

Rylington Park Transitional Committee  
commenced in the Shire Chambers at  
5.00 pm, Thursday 13 August 2020

### Attendance

Cr R Walker – Shire President  
Cr O'Connell  
Mr M Chambers  
Mr R Turner  
Mr P Reid  
Mrs M Lane

### Apology

Peter Dittrich

### Order of business:

1. Previous minutes attached – 30<sup>th</sup> July 2020.

Moved: Mr Chambers

Seconded: Mr Turner

That the Minutes of the Rylington Park Transitional Committee held on 30 July 2020 be accepted as a true and correct record.

Carried 5/0

2. General Business

Community advice on transfer of Rylington Park back to Shire.

Need permission from both parties before information can be published.

3. Budget to be reviewed and following items to be included:

- Electricity
- Gas
- Telephone
- Field Day - Annual
- Women's Day
- Wages
- Shearing Schools – income and expenses
- Fertilizer transport
- Fox shoot expenses
- Licences and Permits
- Waste disposal (Hastie Waste Bin)

# Rylington Park review 2020/2021

Sheep sales	Stay the same
Wool sales	Amend \$9.50 to \$6.80
Oats Sales	Amend \$350.00 to \$270.00
Accommodation	Stay the same
Rent for trial areas	Stay the same
Crop Selling Expenses	To include barley 51ha – 4.5 tonne
Fertilizer	Check with Consultant
Seed cleaning	Stay the same
Seed Costs	To be reviewed
Crop Contracting	To stay the same – Sporting Groups to be asked
Shearing costs	Stay the same
Stock Contracting	Stay the same
Stock Feedstuffs	To be reviewed by Consultant
Stock Selling Costs	Stay the same
Wool Selling Costs	Stay the same
Building/Fencing/Water repair	Sand pad for rain water tank cost?
	Remove 8 aircons in dorm rooms - \$10,800.00 and seek a grant
	Fencing to be reviewed – need a plan
	Reefinator paddock – to be reviewed
Admin & Office Expenses	\$59 Phoenix program ok \$80 per month office supplies and stationery is excessive - check actuals from last year.
Insurance	To be reviewed – seek another quote from Elders Kojonup
Purchase – Sheep	Matt Chambers to look into.
Purchase – Plant & Equip	Remove sheep handler – to be reviewed
	Pencil auger - review
Agronomy	Check against actuals – what did we pay last year
Shearing Shed Requisites	Stay the same
Women's day Expenses	Stay the same
Staff training	Check actuals from last year What training is needed?
Subscriptions	Stay the same
Scholarship	Stay the same
Wool Freight	Change to \$12.00
Sheep freight	Stay the same
Cropping Freight	Stay the same
Reimbursement of course fees	Stay the same
Donations Paid	Remove Boyup Brook WIFE - one off donation from RPMCI



4. Next meeting will be held on Thursday 10<sup>th</sup> September at 5pm.
5. There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 7.00pm.



## 2020 2021 shire (Sheet 1)

## Monthly (GST Exc) Report - Jul 2020 to Jun 2021

## Rylington Park

	Total	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021
Sheep Sales	207,000	...	...	...	...	56,250	51,250	12,500	40,000	...	38,000	9,000	...
Wool sales	169,100	...	...	...	...	...	32,300	...	76,000	57,000	...	3,800	...
Oats Sales	47,250	...	...	...	...	...	...	47,250	...	...	...	...	...
Accommodation	900	...	...	...	...	...	...	...	...	900	...	...	...
Rent for trial areas	1,000	1,000	...	...	...	...	...	...	...	...	...	...	...
<b>Total Inflow</b>	<b>425,250</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56,250</b>	<b>83,550</b>	<b>59,750</b>	<b>116,000</b>	<b>57,900</b>	<b>38,000</b>	<b>12,800</b>	<b>0</b>
Chemicals	21,800	...	7,000	1,500	3,000	800	...	...	...	...	500	...	9,000
Crop Selling Expenses	1,755	...	...	...	...	...	1,755	...	...	...	...	...	...
Fertilizer	58,033	5,088	...	...	...	...	...	...	...	23,415	17,760	...	11,770
Seed cleaning	576	...	...	...	...	...	...	...	...	576	...	...	...
Seed Costs	10,200	...	...	...	...	...	...	...	...	10,200	...	...	...
Crop Contracting	31,050	1,500	...	1,000	...	7,500	9,000	...	...	1,700	1,700	7,150	1,500
Shearing costs	5,000	...	...	...	...	...	...	...	...	...	5,000	...	...
Stock Contracting	10,900	...	7,200	...	1,500	...	...	...	...	...	...	2,200	...
Stock Feedstuffs	22,100	...	...	...	...	...	...	...	...	11,050	...	700	10,350
Stock Selling Costs	16,575	...	...	...	...	4,250	3,825	850	3,400	...	3,400	850	...
Wool Selling Costs	12,924	...	...	...	...	...	2,040	...	4,800	3,684	...	2,400	...
Fuel and Lubricants	12,600	...	...	...	3,700	...	...	2,700	...	...	3,500	2,700	...
Workshop Expenses	2,000	167	167	167	167	167	167	167	167	167	167	167	167
Plant R & M	6,000	500	500	500	500	500	500	500	500	500	500	500	500
Buildings/Fencing/Water repal	147,800	30,000	...	4,500	75,800	...	...	...	20,000	...	17,500	...	...
Admin & Office Expenses	1,668	139	139	139	139	139	139	139	139	139	139	139	139
Insurance	4,600	...	...	...	...	...	...	2,200	...	...	...	...	2,400
Purchase- Sheep	25,700	...	...	...	25,700	...	...	...	...	...	...	...	...
Purchase- Plant & Equip	44,000	39,500	...	...	...	...	...	4,500	...	...	...	...	...
Agronomy	1,500	1,500	...	...	...	...	...	...	...	...	...	...	...
Shearing Shed Requisites	3,400	...	...	...	850	...	850	850	...	...	850	...	...
Stock expenses	29,000	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417
Women's day Expenses	2,000	...	...	...	...	...	...	...	...	2,000	...	...	...
Working dog Expenses	1,100	92	92	92	92	92	92	92	92	92	92	92	92
Staff training	2,000	2,000	...	...	...	...	...	...	...	...	...	...	...
Subscriptions	1,110	...	70	130	...	...	...	600	...	...	...	...	310
Scholarship	5,500	3,000	...	...	...	...	...	...	2,500	...	...	...	...
Wool Freight	1,836	...	...	...	...	...	289	...	714	459	...	374	...
Sheep freight	7,600	...	...	...	...	1,800	1,800	400	1,600	...	1,600	400	...
Cropping Freight	9,605	500	...	...	...	...	3,105	...	5,000	...	...	...	1,000
Reimbursement of course fees	3,000	...	...	...	...	...	...	3,000	...	...	...	...	...
Donations Paid	3,000	...	2,000	...	...	...	...	...	1,000	...	...	...	...
<b>Total Outflow</b>	<b>505,932</b>	<b>86,402</b>	<b>19,584</b>	<b>10,444</b>	<b>113,864</b>	<b>17,664</b>	<b>25,978</b>	<b>18,414</b>	<b>42,328</b>	<b>56,398</b>	<b>55,124</b>	<b>20,088</b>	<b>39,644</b>
<b>Surplus (monthly)</b>	<b>-80,682</b>	<b>-85,402</b>	<b>-19,584</b>	<b>-10,444</b>	<b>-113,864</b>	<b>38,586</b>	<b>57,572</b>	<b>41,336</b>	<b>73,672</b>	<b>1,502</b>	<b>-17,124</b>	<b>-7,288</b>	<b>-39,644</b>
<b>Cashflow Balance (GST Inc)</b>	<b>0</b>	<b>-93,642</b>	<b>-114,985</b>	<b>-126,473</b>	<b>-251,723</b>	<b>-209,279</b>	<b>-145,950</b>	<b>-100,180</b>	<b>-18,791</b>	<b>-17,139</b>	<b>-35,975</b>	<b>-43,992</b>	<b>-87,600</b>



**INFLOW Jul 2020 to Jun 2021**

**Sheep Sales**

*Nov 2020*

- XB Lambs	250 hd	x	\$125.00	=	\$31,250.00
- Cull ewes	250 hd	x	\$100.00	=	\$25,000.00
					<u>\$56,250.00</u>

*Dec 2020*

- XB Lambs	250 hd	x	\$125.00	=	\$31,250.00
- Cull ewes	200 hd	x	\$100.00	=	\$20,000.00
					<u>\$51,250.00</u>

*Jan 2021*

- XB Lambs	100 hd	x	\$125.00	=	\$12,500.00
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*Feb 2021*

- Purple wethers	400 hd	x	\$100.00	=	\$40,000.00
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*Apr 2021*

- Purple wethers	400 hd	x	\$95.00	=	\$38,000.00
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*May 2021*

- Dry merino ewes	100 hd	x	\$90.00	=	\$9,000.00
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Total for Sheep Sales = \$207,000.00

**Wool sales**

*Dec 2020*

- 3400kg wool	3,400 kg	x	\$9.50	=	\$32,300.00
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*Feb 2021*

- 8000kg wool	8,000 kg	x	\$9.50	=	\$76,000.00
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*Mar 2021*

- 6000kg wool	6,000 kg	x	\$9.50	=	\$57,000.00
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*May 2021*

- 4000kg wool	400 kg	x	\$9.50	=	\$3,800.00
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Total for Wool sales = \$169,100.00

**Oats Sales**

*Jan 2021*

- 30Ha @ 4.5 ton/Ha = 135 ton	135 t	x	\$350.00	=	\$47,250.00
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Total for Oats Sales = \$47,250.00

**Accommodation**

*Mar 2021*

- Fox Shoot	1	x	\$900.00	=	\$900.00
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Total for Accommodation = \$900.00

**Rent for trial areas**

*Jul 2020*

- A Dept trial area	2 ha	x	\$500.00	=	\$1,000.00
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Total for Rent for trial areas = \$1,000.00

**INFLOW TOTAL = \$425,250.00**

**OUTFLOW Jul 2020 to Jun 2021**



**Crop Selling Expenses***Dec 2020*

- CBH receival fees oats	135 t	x	\$13.00	=	\$1,755.00
Total for Crop Selling Expenses =					<u>\$1,755.00</u>

**Fertilizer***Jul 2020*

- Urea	9.6 t	x	\$530.00	=	\$5,088.00
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*Mar 2021*

- Super potash 4:1	8 t	x	\$420.00	=	\$3,360.00
- Superphos + Se	35 t	x	\$375.00	=	\$13,125.00
- Gran NS	13 t	x	\$410.00	=	\$5,330.00
- Lime	80 t	x	\$20.00	=	\$1,600.00
					<u>\$23,415.00</u>

*Apr 2021*

- K-Till plus	24 t	x	\$740.00	=	\$17,760.00
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*Jun 2021*

- Ure MOP	22 t	x	\$535.00	=	\$11,770.00
Total for Fertilizer =					<u>\$58,033.00</u>

**Seed cleaning***Mar 2021*

- Cleaning barley seed	7 t	x	\$36.00	=	\$252.00
- Cleaning oats seed	5 t	x	\$36.00	=	\$180.00
- Cleaning lupins seed	4 t	x	\$36.00	=	\$144.00
					<u>\$576.00</u>

Total for Seed cleaning = \$576.00**Seed Costs***Mar 2021*

- Pasture	2 t	x	\$5,100.00	=	\$10,200.00
Total for Seed Costs =					<u>\$10,200.00</u>

**Crop Contracting***Jul 2020*

- Spreading Urea	1 unit	x	\$1,500.00	=	\$1,500.00
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*Sep 2020*

- Spreading fungicide	1 unit	x	\$1,000.00	=	\$1,000.00
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*Nov 2020*

- Hay	1 unit	x	\$7,500.00	=	\$7,500.00
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*Dec 2020*

- Harvest	1 unit	x	\$9,000.00	=	\$9,000.00
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*Mar 2021*

- Spreading lime	1	x	\$1,700.00	=	\$1,700.00
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*Apr 2021*

- Spreading super	1	x	\$1,700.00	=	\$1,700.00
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*May 2021*

- Seeding	130 ha	x	\$55.00	=	\$7,150.00
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*Jun 2021*

- Spreading urea	1 unit	x	\$1,500.00	=	\$1,500.00
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Total for Crop Contracting = \$31,050.00**Shearing costs***Apr 2021*

- Shearing lambs	1	x	\$5,000.00	=	\$5,000.00
Total for Shearing costs =					<u>\$5,000.00</u>

84

**Stock Contracting***Aug 2020*

- Crutching	1	x	\$3,200.00	=	\$3,200.00
- Lamb Marking	1	x	\$4,000.00	=	\$4,000.00
					<u>\$7,200.00</u>

*Oct 2020*

- Crutching	1	x	\$1,500.00	=	\$1,500.00
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*May 2021*

- Preg scanning	1	x	\$2,200.00	=	\$2,200.00
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Total for Stock Contracting = \$10,900.00

**Stock Feedstuffs***Mar 2021*

- Lupins	23 t	x	\$450.00	=	\$10,350.00
- Salt lick mix	1	x	\$700.00	=	\$700.00
					<u>\$11,050.00</u>

*May 2021*

- Salt lick mix	1 unit	x	\$700.00	=	\$700.00
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*Jun 2021*

- Lupins	23 t	x	\$450.00	=	\$10,350.00
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Total for Stock Feedstuffs = \$22,100.00

**Stock Selling Costs***Nov 2020*

- XB Lambs	250	x	\$8.50	=	\$2,125.00
- Cull ewes	250	x	\$8.50	=	\$2,125.00
					<u>\$4,250.00</u>

*Dec 2020*

- XB lambs	250	x	\$8.50	=	\$2,125.00
- Cull ewes - purple	200	x	\$8.50	=	\$1,700.00
					<u>\$3,825.00</u>

*Jan 2021*

- XB lambs	100	x	\$8.50	=	\$850.00
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*Feb 2021*

- Purple wethers	400	x	\$8.50	=	\$3,400.00
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*Apr 2021*

- Purple wethers	400	x	\$8.50	=	\$3,400.00
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*May 2021*

- Dry ewes	100	x	\$8.50	=	\$850.00
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Total for Stock Selling Costs = \$16,575.00

**Wool Selling Costs***Dec 2020*

- Wool selling costs	3,400 kg	x	\$0.60	=	\$2,040.00
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*Feb 2021*

- Wool selling costs	8,000 kg	x	\$0.60	=	\$4,800.00
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*Mar 2021*

- Wool selling costs	5,140 kg	x	\$0.60	=	\$3,084.00
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- Wool selling costs	1,000 kg	x	\$0.60	=	\$600.00
					<u>\$3,684.00</u>

*May 2021*

- Wool selling costs	4,000 kg	x	\$0.60	=	\$2,400.00
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Total for Wool Selling Costs = \$12,924.00

**Buildings/Fencing/Water repair***Jul 2020*

- Gutters at camp	1	x	\$5,000.00	=	\$5,000.00
- 195851L Rain water tank	1	x	\$16,000.00	=	\$16,000.00
- Gutters on shed	1	x	\$1,500.00	=	\$1,500.00
- Fencing - gates and strainers	1	x	\$7,500.00	=	\$7,500.00
					<u>\$30,000.00</u>

*Sep 2020*

- Watering repairs through year	1	x	\$1,500.00	=	\$1,500.00
- Maintenance at camp through ye	1	x	\$3,000.00	=	\$3,000.00
					<u>\$4,500.00</u>

*Oct 2020*

- House roof and gutters	1	x	\$50,000.00	=	\$50,000.00
- 8 aircons in dorm rooms	1	x	\$10,800.00	=	\$10,800.00
- Chemical shed 8m x 4m	1	x	\$15,000.00	=	\$15,000.00
					<u>\$75,800.00</u>

*Feb 2021*

- Fencing	1	x	\$20,000.00	=	\$20,000.00
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*Apr 2021*

- Reefinator paddock 6	1	x	\$15,000.00	=	\$15,000.00
- Shed maintenance	1	x	\$2,500.00	=	\$2,500.00
					<u>\$17,500.00</u>

Total for Buildings/Fencing/Water repair = \$147,800.00

**Admin & Office Expenses***Jul 2020*

- Phoenix program	1	x	\$59.00	=	\$59.00
- Office supplies and stationary	1	x	\$80.00	=	\$80.00
					<u>\$139.00</u>

*Aug 2020*

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

*Sep 2020*

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

*Oct 2020*

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

*Nov 2020*

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

*Dec 2020*

- Phoenix program	1	x	\$59.00	=	\$59.00
- Office supplies and stationary	1	x	\$80.00	=	\$80.00
					<u>\$139.00</u>

*Jan 2021*

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

*Feb 2021*

- Phoenix program	1	x	\$59.00	=	\$59.00
- Office supplies and stationary	1	x	\$80.00	=	\$80.00
					<u>\$139.00</u>

# Rylington Park

## Mar 2021

- Phoenix program	1	x	\$59.00	=	\$59.00
- Office supplies and stationary	1	x	\$80.00	=	\$80.00
					<u>\$139.00</u>

## Apr 2021

- Phoenix program	1	x	\$59.00	=	\$59.00
- Office supplies and stationary	1	x	\$80.00	=	\$80.00
					<u>\$139.00</u>

## May 2021

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

## Jun 2021

- Office supplies and stationary	1	x	\$80.00	=	\$80.00
- Phoenix program	1	x	\$59.00	=	\$59.00
					<u>\$139.00</u>

Total for Admin & Office Expenses = \$1,668.00

## Insurance

### Jan 2021

- Crop insurance	1	x	\$2,200.00	=	\$2,200.00
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### Jun 2021

- Sheep, grain and fencing	1	x	\$2,400.00	=	\$2,400.00
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Total for Insurance = \$4,600.00

## Purchase- Sheep

### Oct 2020

- 10 merino rams	10 hd	x	\$2,000.00	=	\$20,000.00
- 6 white suffolk rams	6 hd	x	\$950.00	=	\$5,700.00
					<u>\$25,700.00</u>

Total for Purchase- Sheep = \$25,700.00

## Purchase- Plant & Equip

### Jul 2020

- Sheep handler	1	x	\$35,000.00	=	\$35,000.00
- Pencil auger	1	x	\$4,500.00	=	\$4,500.00
					<u>\$39,500.00</u>

### Jan 2021

- 25000 L Flexi N tank	1	x	\$4,500.00	=	\$4,500.00
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Total for Purchase- Plant & Equip = \$44,000.00

## Agronomy

### Jul 2020

- Agronomy visits	10 hr	x	\$150.00	=	\$1,500.00
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Total for Agronomy = \$1,500.00

## Shearing Shed Requisites

### Oct 2020

- Combs, cutters, woolpacks	1	x	\$850.00	=	\$850.00
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### Dec 2020

- Combs, cutters, woolpacks	1	x	\$850.00	=	\$850.00
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### Jan 2021

- Combs, cutters, woolpacks	1	x	\$850.00	=	\$850.00
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### Apr 2021

- Combs, cutters, woolpacks	1	x	\$850.00	=	\$850.00
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Total for Shearing Shed Requisites = \$3,400.00

**Women's day Expenses***Mar 2021*

- Out of pockets	1	x	\$2,000.00	=	\$2,000.00
Total for Women's day Expenses				=	<u>\$2,000.00</u>

**Staff training***Jul 2020*

- Training Marc	1	x	\$1,000.00	=	\$1,000.00
- TRaning Erlanda	1	x	\$1,000.00	=	\$1,000.00
Total for Staff training				=	<u>\$2,000.00</u>

**Subscriptions***Aug 2020*

- Boyup Brook Tourism	1	x	\$70.00	=	\$70.00
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*Sep 2020*

- Spraywise	1	x	\$130.00	=	\$130.00
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*Jan 2021*

- Safefarms	1	x	\$600.00	=	\$600.00
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*Jun 2021*

- Souther Dirt Grower Group	1	x	\$220.00	=	\$220.00
- CRC	1	x	\$90.00	=	\$90.00
Total for Subscriptions				=	<u>\$310.00</u>

Total for Subscriptions = \$1,110.00

**Scholarship***Jul 2020*

- Scholarships	6	x	\$500.00	=	\$3,000.00
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*Feb 2021*

- Scholarships	5	x	\$500.00	=	\$2,500.00
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Total for Scholarship = \$5,500.00

**Wool Freight***Dec 2020*

- Wool freight	17 bales	x	\$17.00	=	\$289.00
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*Feb 2021*

- Wool freight	42 bales	x	\$17.00	=	\$714.00
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*Mar 2021*

- Wool freight	27 bales	x	\$17.00	=	\$459.00
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*May 2021*

- Wool freight	22 bales	x	\$17.00	=	\$374.00
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Total for Wool Freight = \$1,836.00

**Sheep freight***Nov 2020*

- XB lambs	250	x	\$4.00	=	\$1,000.00
- Cull ewes	200	x	\$4.00	=	\$800.00
				=	<u>\$1,800.00</u>

*Dec 2020*

- XB lambs	250	x	\$4.00	=	\$1,000.00
- Cull ewes purple	200	x	\$4.00	=	\$800.00
				=	<u>\$1,800.00</u>

*Jan 2021*

- XB lambs	100	x	\$4.00	=	\$400.00
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*Feb 2021*

- Purple wethers	400	x	\$4.00	=	\$1,600.00
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Rylington Park

*Apr 2021*

- Purple wethers 400 x \$4.00 = \$1,600.00

*May 2021*

- Dry ewes 100 x \$4.00 = \$400.00

Total for Sheep freight = \$7,600.00

**Cropping Freight**

*Jul 2020*

- Fertilizer freight 1 x \$500.00 = \$500.00

*Dec 2020*

- Grain freight oats 135 t x \$23.00 = \$3,105.00

*Feb 2021*

- Fertilizer freight 1 x \$5,000.00 = \$5,000.00

*Jun 2021*

- Fertilizer freight 1 x \$1,000.00 = \$1,000.00

Total for Cropping Freight = \$9,605.00

**Reimbursement of course fees**

*Jan 2021*

- Owner classer course 3 x \$1,000.00 = \$3,000.00

Total for Reimbursement of course fees = \$3,000.00

**Donations Paid**

*Aug 2020*

- Boyup Brook WIFE 1 x \$2,000.00 = \$2,000.00

*Feb 2021*

- Boyup Brook Playgroup 1 x \$1,000.00 = \$1,000.00

Total for Donations Paid = \$3,000.00

**OUTFLOW TOTAL = \$433,432.00**

