



Chq/EFT	Date	Name	Description	Amount
20590	16/01/2023	Pivotel	GPS Tracking Service - Grader and Transfer Station Dec2022	-62.00
20591	16/01/2023	Water Corporation	Water Across Shire Facilities to 29/11/2022	-5,059.77
20592	30/01/2023	Shire of Bridgetown-Greenbushes	Bushfire Risk Mitigation Coordinator Jul-Dec2022	-1,606.61
TOTAL MUNI CHEQUES to 31 January 2023				-6,728.38



Chq/EFT	Date	Name	Description	Amount
EFT13512	16/01/2023	A & L Printers	Firebreak Notices 2022-23	-674.00
EFT13513	16/01/2023	AMPAC Debt Recovery (WA) Pty Ltd	Debt Collection Costs and Commissions Dec2022	-4,075.20
EFT13514	16/01/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Dec2022	-7,169.46
EFT13515	16/01/2023	Argos Fire Safety Pty Ltd	Fire and Electrical Safety Inspections	-6,439.84
EFT13516	16/01/2023	Australia Post	Postage and Stationery Dec2022	-755.36
EFT13517	16/01/2023	Australian Services Union	Payroll Deductions	-51.80
EFT13518	16/01/2023	BOC Limited	Gas Cylinder Rental Dec2022	-64.13
EFT13519	16/01/2023	Blackwood Basin Group Inc	Reception Area Furniture	-490.00
EFT13520	16/01/2023	Blackwood Plant Hire	Road Verge Clearing - Float Hire	-653.40
EFT13520	16/01/2023	Blackwood Plant Hire	Bushfire Support - Bobcat and Slasher Hire	-2,956.80
EFT13520	16/01/2023	Blackwood Plant Hire	RRG210 Boyup Brook-Arthur Rd - Push Up Gravel	-10,285.00
EFT13521	16/01/2023	Boyup Brook Co - Operative	Rylington Park Purchases incl Shearing Supplies Dec2022	-2,429.10
EFT13522	16/01/2023	Boyup Brook Community Resource Centre	Quarterly Library Service Payment Jan-Mar2023	-5,500.00
EFT13523	16/01/2023	Boyup Brook IGA	Rylington Park - Shearing School Catering Dec2022	-1,118.21
EFT13524	16/01/2023	Boyup Brook Tourism Association Inc.	Tourist Centre - Shire Contribution to Electricity 14/10/2022-12/12/2022	-185.41
EFT13525	16/01/2023	Boyup Brook Tyre Service	Rylington Park - Mitsubishi Ute Tyres	-480.00
EFT13526	16/01/2023	Boyup Concrete	Rylington Park - Yard and Chemical Shed Concreting	-7,920.00
EFT13527	16/01/2023	Building and Construction Industry Training Fund	BCITF Collected Dec2022	-131.14
EFT13528	16/01/2023	Bunbury Auto One	P206 and P207 Mitsubishi Triton Utes - Parts	-36.64
EFT13529	16/01/2023	Bunbury Bus Service	Community Christmas - Bus Hire for Salvation Army Band	-335.50
EFT13530	16/01/2023	Busselton Air Service	Aerial Fire Break Inspections	-3,459.50
EFT13531	16/01/2023	Country Landscaping & Irrigation	Reticulation Repairs	-3,785.21
EFT13532	16/01/2023	Craneford Plumbing	Tourist Centre Toilets - Quarterly ATU Service and Repairs	-621.25
EFT13533	16/01/2023	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Dec2022	-229.34
EFT13534	16/01/2023	Focus Networks	Monthly MPS Support - Excluded Services	-215.60
EFT13534	16/01/2023	Focus Networks	Microsoft CSP Office and Project Plan Subscription - New User	-31.87
EFT13535	16/01/2023	Fuel Brothers WA.Com Pty Ltd	Fuel Dec2022	-201.99
EFT13536	16/01/2023	Genie Solutions Pty Ltd	Medical Centre - Genie Training	-198.00
EFT13537	16/01/2023	Hales Electrical	LRCI Swimming Pool Upgrades - Emergency Exit Sign	-165.00
EFT13538	16/01/2023	Hannaford Seedmaster Services Boyup Brook & Districts	Rylington Park - Seed Cleaning	-3,769.39
EFT13539	16/01/2023	Hastie Waste	Rylington Park - Bulk Waste Collection Dec2022	-115.00
EFT13540	16/01/2023	Haycom Technology	Medical Centre IT Consulting Fees Jan2023	-1,575.20
EFT13541	16/01/2023	IPEC Pty Ltd (Toll)	Freight Dec2022	-379.66
EFT13542	16/01/2023	Interfire Agencies	ESL VBFB PPE	-3,924.59
EFT13543	16/01/2023	Janette Kuypers	Reimburse Medical Centre Christmas Function	-399.04
EFT13544	16/01/2023	Kabindra Dhakal	Reimburse Medical Centre IT Purchases	-118.00
EFT13545	16/01/2023	Kleenheat Gas - Wesfarmers Kleenheat Gas Pty Ltd	CEO House Gas Cylinder Rental Annual Fee	-72.62
EFT13546	16/01/2023	Kojonup Agricultural Supplies (tff KAS Unit Trust	Rylington Park - Stencil Ink and Brush	-155.03
EFT13547	16/01/2023	Komatsu Australia Pty Ltd	Grader Parts	-136.21
EFT13548	16/01/2023	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Dec2022	-1,920.00
EFT13549	16/01/2023	Local Government Professionals Australia WA	Grant Writing and Business Case Workshop 23-24Feb2023 - CDO	-850.00
EFT13549	16/01/2023	Local Government Professionals Australia WA	Report Writing for Local Government 27-28Mar2023 - DCEO	-960.00
EFT13550	16/01/2023	Marketforce Pty Ltd	Town Hall Precinct Tender Ad in The West Australian 10/12/2022	-610.22
EFT13551	16/01/2023	Neverfail Springwater Limited	Council and Staff Drinking Water and Cooler Annual Rental Fee	-200.40
EFT13552	16/01/2023	Nicola Jones	Reimburse Australia Day Table Cloths and Decorations	-86.00
EFT13553	16/01/2023	Officeworks Superstores Pty Ltd	Depot Stationery	-142.45
EFT13554	16/01/2023	Rear's Electrical & Mechanical Services Pty Ltd	Rec Grounds - Repair Pump Shed Fault	-143.44
EFT13554	16/01/2023	Rear's Electrical & Mechanical Services Pty Ltd	Medical Centre - Lighting Repairs	-315.26
EFT13554	16/01/2023	Rear's Electrical & Mechanical Services Pty Ltd	GP House - Replace Outdoor Fan	-180.00
EFT13555	16/01/2023	SOS Office Equipment	Photocopier Billing Dec2022 including Community Newsletters	-1,082.76
EFT13556	16/01/2023	Shire of Boyup Brook	BSL and BCITF Commission Dec2022	-36.50
EFT13557	16/01/2023	South West Isuzu	P202 Isuzu 4 Tonne Tip Truck 2016 - Parts	-787.01
EFT13558	16/01/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/12/2022	-4,173.99
EFT13559	16/01/2023	Telstra Corporation Limited	Telephone Across Shire Facilities to 24/12/2022	-2,139.43
EFT13560	16/01/2023	The Quacking Frog Teapot Shed	Catering Dec2022	-669.00
EFT13560	16/01/2023	The Quacking Frog Teapot Shed	Councillor Christmas Function Catering	-2,300.00
EFT13561	16/01/2023	The Right Stuff for Landholders	Town Gardens - Replacement Retic Controllers	-486.20
EFT13562	16/01/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Depot Christmas Function Catering	-555.00
EFT13563	16/01/2023	The Trustee for the Harley Trust (Harley Transport Pty Ltd)	Rylington Park - Freight Jan2023	-1,287.00
EFT13564	16/01/2023	WeatherSafe WA	LRCI Swimming Pool Upgrades - Shade Sails Final Payment	-10,285.00
EFT13565	16/01/2023	West Scene Pty Ltd t/as Milross Grains	Rylington Park - Lupins	-12,053.54
EFT13566	16/01/2023	Youanme	Depot PPE - Sunscreen	-95.90
EFT13567	16/01/2023	activ8me (Australian Private Networks Pty Ltd)	GP Houses and Rylington Park Internet and Phone Dec2022-Jan2023	-283.13
EFT13568	23/01/2023	AFGR1 Equipment Australia Pty Ltd	P224 John Deere 622GP Motor Grader - Parts	-221.51
EFT13568	23/01/2023	AFGR1 Equipment Australia Pty Ltd	Expendable Tools	-731.08
EFT13569	23/01/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2023	-3,793.53
EFT13570	23/01/2023	Australian Communications and Media Authority	Annual Licence Renewal for BFB Radio to 29/01/2024	-114.00
EFT13571	23/01/2023	Australian Services Union	Payroll Deductions	-103.60
EFT13572	23/01/2023	B&B Street Sweeping Pty Ltd	Townsite Street Sweeping	-1,914.00
EFT13573	23/01/2023	BT Equipment Pty Ltd t/a Tutt Bryant Equipment	P155 Bomag Multi Tyre Roller - Parts	-31.85
EFT13574	23/01/2023	Ben Robinson	Reimburse CPA Annual Membership Fee	-790.00
EFT13575	23/01/2023	Black Box Control Pty Ltd	Monthly Grader Tracking Service Jan2023	-101.85
EFT13576	23/01/2023	Blackwoods	Expendable Tools	-260.80
EFT13577	23/01/2023	Boyup Brook Co - Operative	Purchases Dec2022	-3,759.01
EFT13578	23/01/2023	Boyup Brook IGA	Purchases Nov-Dec2022	-3,248.92
EFT13579	23/01/2023	Bridgetown Timber Sales	Men's Shed - New Toilet Building Supplies	-1,558.52
EFT13579	23/01/2023	Bridgetown Timber Sales	Tennis Courts - Building Repairs	-117.45
EFT13580	23/01/2023	CB Traffic Solutions	RRG004 Winneup Road - Traffic Management Plan	-715.00
EFT13580	23/01/2023	CB Traffic Solutions	RTR008 Jayes Rd - Traffic Management Plan	-715.00
EFT13581	23/01/2023	Cleanaway Daniels Services Pty Ltd	Medical Centre - Sharps Disposal Nov2022	-131.04
EFT13582	23/01/2023	Co-operative Bulk Handling Limited	Rylington Park - Receival Fees	-5,093.03
EFT13583	23/01/2023	Community Mental Health Action Team (CoMHAT) Inc	Donation of Medical Centre Refund	-80.00
EFT13584	23/01/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	GP House - Ceiling Fan	-67.49
EFT13584	23/01/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	Various Shire Buildings - Key Cutting	-31.44



Chq/EFT	Date	Name	Description	Amount
EFT13584	23/01/2023	DSAK Pty Ltd (Manjimup and Bridgetown Retravision)	P146 Small Plant - Backpack Sprayer	-182.10
EFT13585	23/01/2023	Erlanda and Mark Deas	Reimburse Rylington Park Tools and Postage	-196.78
EFT13586	23/01/2023	Fulton Hogan Industries Pty Ltd	Road Maintenance Supplies	-940.50
EFT13587	23/01/2023	Haycom Technology	Medical Centre - Kyocera Laser Printer	-885.50
EFT13588	23/01/2023	Independent Lab Services	Rylington Park - Pasture Hay Analysis	-396.00
EFT13589	23/01/2023	Interfire Agencies	ESL VBFB PPE	-599.57
EFT13591	23/01/2023	Jaycar Pty Ltd	Depot - Fuel Bowser Security Cameras	-1,733.70
EFT13591	23/01/2023	Jaycar Pty Ltd	Swimming Pool Gym - Security Camera	-499.00
EFT13592	23/01/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust	Expendable Tools	-200.00
EFT13592	23/01/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust	Airport Kangaroo-Proof Fence Project - Materials Returned	728.88
EFT13592	23/01/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust	P146 Spray Trailer Pump - Parts	-167.00
EFT13592	23/01/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust	P215 John Papas Trailer - Parts	-77.00
EFT13592	23/01/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust	P139 Roadside Spray Trailer - Parts	-252.51
EFT13592	23/01/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust	Flax Mill Caravan Park - Fencing	-3,714.70
EFT13593	23/01/2023	Manjimup Glass Service	LRCI Swimming Pool Disability Access - Automatic Doors	-18,513.00
EFT13594	23/01/2023	McLeods Barristers and Solicitors	Annual Audit 2021-2022	-187.00
EFT13595	23/01/2023	Old Dog Dirt & Diesel	Expendable Tools	-54.95
EFT13596	23/01/2023	Prime Supplies	P146 Small Plant - Parts	-48.40
EFT13596	23/01/2023	Prime Supplies	Expendable Tools	-176.00
EFT13596	23/01/2023	Prime Supplies	Workshop Tools	-677.27
EFT13597	23/01/2023	Rusty's Plumbing and Gas	Reticulation Parts	-100.00
EFT13597	23/01/2023	Rusty's Plumbing and Gas	Football Club Rooms - Clear Blockage	-462.00
EFT13598	23/01/2023	Sigma Chemicals (Sigma Companies Group Pty Ltd)	Swimming Pool - Peristaltic Pump	-652.30
EFT13599	23/01/2023	Sprint Express	Freight Dec2022	-118.80
EFT13600	23/01/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 20/12/2022	-9,917.79
EFT13601	23/01/2023	Traffic Force (TMSW Unit Trust t/as)	Bushfire Control - TMP Review	-580.80
EFT13602	23/01/2023	Veolia Recycling and Recovery Pty Ltd (formerly SUEZ NSW)	Paper and Cardboard Recycling Collection Dec2022	-660.22
EFT13603	23/01/2023	Winc Australia Pty Limited	Depot Stationery	-7.87
EFT13604	30/01/2023	Benjamin Frewen	Rylington Park - Shearer Training Jan2023	-3,980.00
EFT13605	30/01/2023	Blackwood Plant Hire	Grave Preparation	-2,200.00
EFT13605	30/01/2023	Blackwood Plant Hire	Bushfire Support - Excavator Hire	-1,320.00
EFT13606	30/01/2023	Boyup Brook Medical Services	Medical Centre and Swimming Pool Staff - Pre-employment Medicals	-340.00
EFT13607	30/01/2023	Bridgetown Boarding Kennels & Cattery	Animal Impound Fees Dec2022	-1,463.00
EFT13608	30/01/2023	Darren Long Consulting	Assistance with Financial Reporting and Audits Dec2022	-4,331.25
EFT13609	30/01/2023	Focus Networks	Monthly Device Management Fees Dec2022	-2,598.20
EFT13609	30/01/2023	Focus Networks	Monthly Managed IT Services and Microsoft Office Subscription Jan2023	-2,827.76
EFT13610	30/01/2023	Geoffrey Whistler	Rates Refund	-1,550.33
EFT13611	30/01/2023	Great Southern Shearing Pty Ltd	Rylington Park - Wool Handling Training Jan2023	-6,152.30
EFT13612	30/01/2023	Haycom Technology	Medical Centre - Server Maintenance Annual Renewal	-308.00
EFT13613	30/01/2023	IPEC Pty Ltd (Toll)	Freight Dec2022	-146.56
EFT13614	30/01/2023	Internode Pty Ltd	Depot, Admin and BBELC Internet Feb2023	-329.97
EFT13615	30/01/2023	Jason Forsyth	Reimburse MWS Work Clothing	-316.25
EFT13615	30/01/2023	Jason Forsyth	Reimburse Flax Mill Caravan Park Ensuite Soap Dish	-45.00
EFT13616	30/01/2023	Mark Stanton	Rylington Park - Shearer Training Jan2023	-3,969.20
EFT13617	30/01/2023	Node1 Pty Ltd	Admin NBN Feb2023	-227.00
EFT13618	30/01/2023	Regional Development Australia South West Inc	South West Community and Economic Profiling 2022-23	-275.00
EFT13619	30/01/2023	SOS Office Equipment	Photocopier Billing Jan2023 including Community Newsletters	-611.84
EFT13620	30/01/2023	Tara Reid	Reimburse Lifeguard Training DLGSC Grant South West and Peel Volunteer Lifeguard Program 2021-22	-299.00
EFT13620	30/01/2023	Tara Reid	Reimburse Swimming Pool Staff Working With Children Check	-87.00
EFT13621	30/01/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Dec2022	-7,752.70
EFT13622	30/01/2023	Winc Australia Pty Limited	Admin Stationery	-808.98
EFT13622	30/01/2023	Winc Australia Pty Limited	Australia Day Breakfast	-417.98
EFT13623	30/01/2023	activ8me (Australian Private Networks Pty Ltd)	Swimming Pool Internet Jan2023	-36.57



Chq/EFT	Date	Name	Description	Amount
DD7781.1	04/01/2023	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-870.80
DD7781.2	04/01/2023	Australian Retirement Trust	Superannuation Contributions	-470.40
DD7781.3	04/01/2023	MLC Super Fund Plum Super	Superannuation Contributions	-298.45
DD7781.4	04/01/2023	Mercer Super Trust (TTF) - Mercer SmartSuper	Superannuation Contributions	-237.80
DD7781.5	04/01/2023	Prime Super	Superannuation Contributions	-1,545.21
DD7781.6	04/01/2023	BT Panorama Super	Superannuation Contributions	-248.18
DD7781.7	04/01/2023	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	-1,140.30
DD7781.8	04/01/2023	Aware Super	Payroll Deductions	-5,974.40
DD7781.9	04/01/2023	Rest Superannuation	Superannuation Contributions	-1,609.44
DD7783.1	05/01/2023	Salary & Wages	Payroll 04Jan2023	-85,945.43
DD7786.1	18/01/2023	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-870.80
DD7786.2	18/01/2023	Australian Retirement Trust	Superannuation Contributions	-470.40
DD7786.3	18/01/2023	Christian Super	Superannuation Contributions	-167.41
DD7786.4	18/01/2023	MLC Super Fund Plum Super	Superannuation Contributions	-282.24
DD7786.5	18/01/2023	Mercer Super Trust (TTF) - Mercer SmartSuper	Superannuation Contributions	-290.39
DD7786.6	18/01/2023	Prime Super	Superannuation Contributions	-182.77
DD7786.7	18/01/2023	BT Panorama Super	Superannuation Contributions	-279.30
DD7786.8	18/01/2023	Aware Super	Payroll Deductions	-7,114.28
DD7786.9	18/01/2023	Rest Superannuation	Superannuation Contributions	-1,493.92
DD7788.1	19/01/2023	Salary & Wages	Payroll 18Jan2023	-100,428.04
DD7795.1	18/01/2023	MLC Super Fund	Superannuation Contributions	-275.51
DD7797.1	20/01/2023	Salary & Wages	Payroll 20Jan2023	-1,840.91
DD7812.1	18/01/2023	BT Panorama Super	Superannuation Contributions	-59.39
DD7814.1	31/01/2023	Salary & Wages	Payroll 31Jan23	-418.01
DD7847.1	17/01/2023	Shire of Boyup Brook Credit Card	Xplor Childcare - BBELC QK Office Lite Monthly Subscription Dec2022	-185.90
DD7847.1	17/01/2023	Shire of Boyup Brook Credit Card	Adobe - Acrobat Pro DC Monthly Licenses Dec2022	-114.95
DD7847.1	17/01/2023	Shire of Boyup Brook Credit Card	Orbit Fitness - Swimming Pool Gym Equipment	-1,064.00
DD7847.1	17/01/2023	Shire of Boyup Brook Credit Card	Armanti - Men's Shed Bathroom Floor Tiles	-331.52
DD7848.1	03/01/2023	Westnet	Admin, Medical Centre and Swimming Pool Internet Jan2023	-289.85
DD7848.2	27/01/2023	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 31/01/2023-13/02/2023	-600.00
DD7848.3	03/01/2023	Maia Financial Pty Ltd	Swimming Pool Gym Equipment Rental Agreement Jan-Mar2023	-5,658.33
DD7848.4	09/01/2023	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Jan2023	-184.80
DD7848.5	09/01/2023	Stephen & Yvonne Dent	3 Reid PI FM House - Rent 13/01/2023-26/01/2023	-700.00
DD7848.6	13/01/2023	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 17/01/2023-30/01/2023	-600.00
DD7848.7	23/01/2023	Western Australian Treasury Corporation	Government Loan Guarantee Fees to 31/12/2022	-354.75
DD7848.8	23/01/2023	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-49.00
DD7848.9	23/01/2023	Stephen & Yvonne Dent	3 Reid PI FM House - Rent 27/01/2023-09/02/2023	-700.00
DD7781.10	04/01/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-1,658.28
DD7781.11	04/01/2023	Australian Super	Superannuation Contributions	-1,301.35
DD7781.12	04/01/2023	Commonwealth Essential Super	Superannuation Contributions	-232.53
DD7781.13	04/01/2023	Colonial First State Superannuation	Superannuation Contributions	-405.43
DD7781.14	04/01/2023	MLC Super Fund	Superannuation Contributions	-232.35
DD7781.15	04/01/2023	HESTA	Superannuation Contributions	-289.08
DD7786.10	18/01/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-3,192.13
DD7786.11	18/01/2023	Australian Super	Superannuation Contributions	-1,741.55
DD7786.12	18/01/2023	Commonwealth Essential Super	Superannuation Contributions	-219.71
DD7786.13	18/01/2023	Colonial First State Superannuation	Superannuation Contributions	-544.18
DD7786.14	18/01/2023	MLC Super Fund	Superannuation Contributions	-34.92
DD7786.15	18/01/2023	HESTA	Superannuation Contributions	-279.30
TOTAL DD MUNI ACCOUNT TO 31 January 2023				-233,477.69
DD310123	31/01/2023	Police Licensing	Police Claimed January 2023	-57,508.35
TOTAL DD POLICE LICENSING ACCOUNT TO 31 January 2023				-57,508.35
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 January 2023				0.00
SUMMARY				
CHQ (Muni Account)				-6,728.38
DD				-233,477.69
EFT				-220,190.61
TOTAL				-460,396.68
ALL MUNI TRANS TO 31 January 2023				-460,396.68
DD (Police Licensing Account) TO 31 January 2023				-57,508.35



Shire of Boyup Brook
Payments 01/02/2023 - 28/02/2023
(GST Inclusive Accordingly)

Chq/EFT	Date	Name	Description	Amount
20593	07/02/2023	Pivotel	GPS Tracking Service - Grader and Transfer Station Jan23	-62.00
20594	20/02/2023	Stephanie Jones	Refund Medical Centre Overcharge	-40.25
20595	20/02/2023	Water Corporation	Water Across Shire Facilities to 01/02/2023	-24,151.38
TOTAL MUNI CHEQUES to 28 February 2023				-24,253.63



Chq/EFT	Date	Name	Description	Amount
EFT13624	07/02/2023	ABCO Products Pty Ltd	Various Shire Buildings - Cleaning Supplies	-3,297.10
EFT13625	07/02/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Jan2023	-13,955.88
EFT13626	07/02/2023	Australian Services Union	Payroll Deductions	-51.80
EFT13627	07/02/2023	B&B Street Sweeping Pty Ltd	Australia Day Road Sweeping	-1,914.00
EFT13628	07/02/2023	BOC Limited	Gas Cylinder Rental Jan2023	-64.13
EFT13629	07/02/2023	BT Equipment Pty Ltd t/a Tutt Bryant Equipment	P155 Bomag Multi Tyre Roller - Parts	-33.00
EFT13630	07/02/2023	Beilby Downing Teal Pty Ltd	CEO Recruitment Consultancy	-9,184.36
EFT13631	07/02/2023	Billy Higginson	Refund Flax Mill Caravan Park CMF Long Term Booking Deposit	-20.00
EFT13632	07/02/2023	Black Box Control Pty Ltd	Monthly Grader Tracking Service Feb2023	-101.85
EFT13633	07/02/2023	Blackwood Plant Hire	Kulikup Sth Rd - Verge Pruning	-8,800.00
EFT13633	07/02/2023	Blackwood Plant Hire	Grave Preparation	-2,114.20
EFT13634	07/02/2023	Blackwoods	Depot PPE	-65.98
EFT13635	07/02/2023	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Jan2023	-265.00
EFT13636	07/02/2023	Boyup Brook Tyre Service	P193 Mitsubishi MN Triton 4x4 GLX Diesel Manual Club Cab Utility - Parts	-245.00
EFT13636	07/02/2023	Boyup Brook Tyre Service	P136 6x4 Caged Rubbish Trailer - Parts	-22.00
EFT13636	07/02/2023	Boyup Brook Tyre Service	P202 Isuzu 4T Tip Truck - Tyres	-794.00
EFT13636	07/02/2023	Boyup Brook Tyre Service	P231 Mitsubishi Triton MR GLX 2.4L DSL Club Cab Utility - Repairs	-75.00
EFT13637	07/02/2023	Echo Field Pty Ltd T/as SprayMow Services	Recreation Grounds Spraying and Vertimowing	-4,548.00
EFT13638	07/02/2023	Focus Networks	Annual Subscription VMware 4/02/2023 to 3/02/2024	-235.53
EFT13638	07/02/2023	Focus Networks	Monthly MPS Support Feb2023 - Excluded Services	-92.40
EFT13639	07/02/2023	Fuel Brothers WA.Com Pty Ltd	Australia Day Breakfast Catering	-498.00
EFT13640	07/02/2023	G&M Detergents and Hygiene Services Albany	Swimming Pool - Cleaning Supplies	-173.00
EFT13641	07/02/2023	Haycom Technology	Medical Centre - Monitors	-1,892.00
EFT13642	07/02/2023	IPEC Pty Ltd (Toll)	Freight Jan2023	-52.17
EFT13643	07/02/2023	Interfire Agencies	ESL Thermal Imaging Cameras	-373.30
EFT13644	07/02/2023	Karri Concrete	RRG210 Boyup Brook-Arthur Road - Concrete Pipes	-1,325.50
EFT13645	07/02/2023	Lasercraft Australia Ltd	Citizen of the Year Plaques	-500.66
EFT13646	07/02/2023	Manjimup Monograms	Swimming Pool - Uniforms	-372.68
EFT13647	07/02/2023	Neverfail Springwater Limited	Council and Staff Drinking Water	-244.55
EFT13648	07/02/2023	Officeworks Superstores Pty Ltd	Medical Centre Stationery	-1,287.80
EFT13648	07/02/2023	Officeworks Superstores Pty Ltd	BBELC Stationery	-699.28
EFT13649	07/02/2023	Prime Supplies	Depot Expendable Tools	-527.26
EFT13650	07/02/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 12/01/2023	-1,527.01
EFT13651	07/02/2023	Tara Reid	Reimburse Swimming Pool Plants and Stationery	-351.12
EFT13652	07/02/2023	Telstra Limited	Telephone Across Shire Facilities to 20/01/2023	-441.74
EFT13653	07/02/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Feb2023	-80.00
EFT13653	07/02/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Australia Day Breakfast Catering Jan2023	-143.50
EFT13654	07/02/2023	Winc Australia Pty Limited	Depot Stationery	-108.52
EFT13654	07/02/2023	Winc Australia Pty Limited	BBELC - Cleaning Supplies	-78.10
EFT13655	13/02/2023	AFGRI Equipment Australia Pty Ltd	BBELC - Garden Blower	-198.99
EFT13656	13/02/2023	AMPAC Debt Recovery (WA) Pty Ltd	Rates Debt Collection Commission and Costs Jan2023	-269.50
EFT13657	13/02/2023	AusQ Training	Basic Worksite Traffic Management - Deposit	-1,500.00
EFT13658	13/02/2023	Australia Post	Postage Jan2023	-587.12
EFT13659	13/02/2023	Boyup Brook IGA	Rylington Park - Shearing School Catering Jan2023	-1,714.72
EFT13660	13/02/2023	Boyup Brook Tyre Service	P213 Komatsu WA150-5 Loader 2017 - Parts	-500.00
EFT13660	13/02/2023	Boyup Brook Tyre Service	P214 Isuzu Giga CX7 455 Prime Mover - Parts	-760.00
EFT13660	13/02/2023	Boyup Brook Tyre Service	P225 Isuzu Giga CXY 2012 Prime Mover - Parts	-760.00
EFT13660	13/02/2023	Boyup Brook Tyre Service	P196 Komatsu 555 Grader (2015) - Repairs	-157.50
EFT13661	13/02/2023	Building and Construction Industry Training Fund	BCITF Collected Jan2023	-491.75
EFT13662	13/02/2023	Bunnings Group Ltd	Australia Day Breakfast - Barbecues and Eskies	-1,343.50
EFT13663	13/02/2023	Crendon Machinery (The Fry Family Trust t/as)	Depot Security Camera Installation - Squirrel Hire	-137.50
EFT13664	13/02/2023	Cutting Edges	Grader Blades	-1,230.33
EFT13665	13/02/2023	Department of Mines, Industry Regulation and Safety BSL	BSL Collected Jan2023	-809.13
EFT13666	13/02/2023	Echo Field Pty Ltd T/as SprayMow Services	Tennis Courts - Spray and Fertilise	-676.00
EFT13667	13/02/2023	Focus Networks	Monthly Device Management Fees Jan2023	-2,674.10
EFT13667	13/02/2023	Focus Networks	Monthly Managed IT Services and Microsoft Office Subscription Feb2023	-2,850.86
EFT13668	13/02/2023	Hales Electrical	Swimming Pool - Replace Children's Pool Pump	-2,095.50
EFT13668	13/02/2023	Hales Electrical	Swimming Pool - Repair Blanket Buddy	-374.00
EFT13669	13/02/2023	Hastie Waste	Rylington Park - Bulk Waste Collection Jan2023	-115.00
EFT13670	13/02/2023	Haycom Technology	Medical Centre IT Consulting Fees Jan2023	-1,168.20
EFT13671	13/02/2023	Intelife Group Ltd	Roadside Verge Pruning	-54,837.20
EFT13673	13/02/2023	Jaycar Pty Ltd	Depot - Security Cameras	-259.60
EFT13674	13/02/2023	Lamat Cleaning (The Bogar Unit Trust t/as)	Various Shire Buildings - Cleaning Jan2023	-2,000.00
EFT13675	13/02/2023	MJB Industries Pty Ltd	RRG148 Boyup Brook-Cranbrook Road - Culverts	-309.86
EFT13676	13/02/2023	O'Connell, SJ & HC	Rylington Park - Shearing Shed Skylights and Repairs	-3,696.00
EFT13677	13/02/2023	Office Of The Auditor General	LRCI 2020-21 Acquittal Audit Fee	-1,760.00
EFT13678	13/02/2023	Phoenix Petroleum	Rylington Park - Fuel Jan2023	-4,012.48
EFT13679	13/02/2023	Rural Press Pty Ltd (ACM)	Rylington Park - Farm Weekly Subscription 2 Years	-455.52
EFT13680	13/02/2023	SEEK Limited	Position Vacant Ad on Seek 30/01/2023	-269.50
EFT13681	13/02/2023	Shire of Boyup Brook	BSL and BCITF Commission Jan2023	-18.25
EFT13682	13/02/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 27/01/2023	-2,819.11
EFT13683	13/02/2023	Taylor Burrell Barnett (Taylor & Burrell Unit Trust t/as)	Draft Local Planning Strategy	-9,188.30
EFT13684	13/02/2023	Telstra Limited	Telephone Across Shire Facilities to 24/01/2023	-1,728.86
EFT13685	13/02/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Feb2023	-94.50
EFT13686	13/02/2023	The Trustee for the Harley Trust (Harley Transport Pty Ltd)	Rylington Park - Freight Jan2023	-220.00
EFT13687	13/02/2023	Totally Workwear - Bunbury	Depot PPE	-418.00
EFT13688	13/02/2023	WA Tanks Pty Ltd	Rylington Park - Water Tank Liner	-4,890.00
EFT13689	13/02/2023	Willpower Industries (David James Kidd t/as)	Rylington Park - Shearing Cutters	-290.00
EFT13690	13/02/2023	Winc Australia Pty Limited	BBELC - Cleaning Supplies	-88.66
EFT13691	13/02/2023	activ8me (Australian Private Networks Pty Ltd)	GP Houses and Rylington Park Internet and Phone Jan-Feb2023	-342.70
EFT13692	16/02/2023	Manjimup Toyota & Mitsubishi	Purchase of P238 Mitsubishi Triton GLX (4x4) MY23	-42,401.00
EFT13693	20/02/2023	ABCO Products Pty Ltd	Various Shire Buildings - Cleaning Supplies	-45.68
EFT13694	20/02/2023	AFGRI Equipment Australia Pty Ltd	Rylington Park - Coolant	-169.09
EFT13694	20/02/2023	AFGRI Equipment Australia Pty Ltd	Rylington Park - Truck Parts	-19.71
EFT13694	20/02/2023	AFGRI Equipment Australia Pty Ltd	Expendable Tools	-53.00



Chq/EFT	Date	Name	Description	Amount
EFT13695	20/02/2023	Australian Services Union	Payroll Deductions	-51.80
EFT13696	20/02/2023	Boyup Brook Co - Operative	Rylington Park - Purchases including Shearing Supplies Jan2023	-2,698.15
EFT13696	20/02/2023	Boyup Brook Co - Operative	Purchases Jan2023	-2,433.65
EFT13697	20/02/2023	Boyup Brook Community Resource Centre	Rylington Park - Ladies Day Advertising Feb2023	-36.00
EFT13697	20/02/2023	Boyup Brook Community Resource Centre	Boyup Brook Gazette Advertising Feb2023	-315.00
EFT13698	20/02/2023	Boyup Brook IGA	Purchases Jan2023	-923.40
EFT13699	20/02/2023	Bunbury Auto One	Expendable Tools	-523.79
EFT13700	20/02/2023	Bunnings Group Ltd	Rylington Park - Expendable Tools	-90.53
EFT13701	20/02/2023	Co-operative Bulk Handling Limited	Rylington Park - Destination Freight Fees	-2,078.09
EFT13702	20/02/2023	DSAK Pty Ltd (Manjimup and Bridgetown	Rylington Park - Building Fixings	-87.75
EFT13703	20/02/2023	Erlanda and Mark Deas	Reimburse Rylington Park Ladies Day Banner and Stationery	-540.58
EFT13704	20/02/2023	Focus Networks	Admin IT Upgrades - Deposit	-3,178.01
EFT13705	20/02/2023	Fuelrite Services	Depot Fuel Bowser Repairs	-687.50
EFT13706	20/02/2023	G&M Detergents and Hygiene Services Albany	Swimming Pool - Cleaning Supplies	-121.81
EFT13707	20/02/2023	GJ & JP Phillips	Rylington Park - Truck Parts	-789.81
EFT13708	20/02/2023	IPEC Pty Ltd (Toll)	Freight Jan2023	-171.84
EFT13709	20/02/2023	Interfire Agencies	ESL VBFB PPE	-2,698.07
EFT13710	20/02/2023	Internode Pty Ltd	Depot, Admin and BBELC Internet Mar2023	-329.97
EFT13711	20/02/2023	James Edward Eve	Rates Refund	-292.93
EFT13712	20/02/2023	Karri Concrete	Abels Road - Culvert Repair	-462.00
EFT13713	20/02/2023	Kleenheat Gas - Wesfarmers Kleenheat Gas Pty Ltd	Rylington Park - Annual Gas Cylinder Fee	-420.75
EFT13714	20/02/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust t/as)	Rylington Park - Purchases Jan2023	-832.04
EFT13714	20/02/2023	Kojonup Agricultural Supplies (ttf KAS Unit Trust t/as)	Flax Mill Caravan Park Overflow - Gates	-473.63
EFT13715	20/02/2023	Macco Feeds Australia (The Bessell Trust t/as)	Rylington Park - Stock Minerals	-547.80
EFT13716	20/02/2023	Manjimup Toyota & Mitsubishi	P229 Mitsubishi Triton MR GLX - Repairs	-1,313.90
EFT13717	20/02/2023	Marketforce Pty Ltd	Death Notice in The West Australian 17/01/2023	-67.12
EFT13717	20/02/2023	Marketforce Pty Ltd	Positions Vacant Ads in MBT 25/01/2023	-307.00
EFT13718	20/02/2023	Michelle Shaw	Reimburse BBELC Art Trolley	-55.00
EFT13719	20/02/2023	Node1 Pty Ltd	Admin NBN Mar2023	-227.00
EFT13720	20/02/2023	Officeworks Superstores Pty Ltd	Admin Stationery	-474.12
EFT13721	20/02/2023	Porter Consulting Engineers	LRCI Town Hall - Stormwater Management Plan	-1,760.00
EFT13722	20/02/2023	Procurement Plus	Procurement Essentials Workshop	-2,588.84
EFT13723	20/02/2023	Royal Life Saving Society WA Inc	Swimming Pool - Swim Lessons Certificates	-90.52
EFT13724	20/02/2023	Shire of Boyup Brook	Shire Rates 57 Cailes St	-640.07
EFT13725	20/02/2023	South West Wool Store	Rylington Park - Lamb Count	-484.00
EFT13726	20/02/2023	Sprint Express	Freight Jan2023	-56.10
EFT13727	20/02/2023	Stephen & Yvonne Dent	3 Reid Place FM House - Water Usage to 01/02/2023	-123.83
EFT13728	20/02/2023	Stewart & Heaton Clothing Co. Pty Ltd	ESL VBFB PPE	-4,197.15
EFT13729	20/02/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 13/02/2023	-3,233.64
EFT13730	20/02/2023	The Quacking Frog Teapot Shed	Catering Nov2022	-300.00
EFT13731	20/02/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Medical Centre - Catering Feb2022	-103.00
EFT13732	20/02/2023	Tracy's Treats	Refund CMF Food Notification Fee	-40.00
EFT13733	20/02/2023	Winc Australia Pty Limited	Depot Stationery	-21.04
EFT13734	20/02/2023	Woodlands Distributors Pty Ltd	Animal Services - Dog Waste Bags	-759.00
EFT13735	20/02/2023	Youanme	Medical Centre - Farewell Gift	-61.45
EFT13736	20/02/2023	activ8me (Australian Private Networks Pty Ltd)	Swimming Pool - NBN Router	-164.95
EFT13737	21/02/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Jan2023	-162.00
EFT13738	28/02/2023	Ampol Petroleum Distributors Pty Ltd	Fuel Feb2023	-6,389.79
EFT13739	28/02/2023	Blackwood Plant Hire	Bicentennial Walk Trail Maintenance - Bobcat Hire	-1,452.00
EFT13739	28/02/2023	Blackwood Plant Hire	Parsons Swamp Road - Grading	-1,328.25
EFT13740	28/02/2023	Boyup Brook Accommodation	Accommodation for A/CEO 16/02/2023	-99.00
EFT13741	28/02/2023	Boyup Brook Tyre Service	P227 Greensmaster Triflex Mower GR3420 - Repairs	-33.00
EFT13742	28/02/2023	Bridgetown Timber Sales	Tennis Club - Replace Doors	-999.82
EFT13743	28/02/2023	EP Draffin Manufacturing Pty Ltd	Tourist Centre - Picnic Table	-1,923.90
EFT13744	28/02/2023	Hersey's Safety Pty Ltd	Road Maintenance Supplies	-5,690.84
EFT13744	28/02/2023	Hersey's Safety Pty Ltd	Depot PPE	-197.69
EFT13744	28/02/2023	Hersey's Safety Pty Ltd	Workshop Consumables	-265.93
EFT13744	28/02/2023	Hersey's Safety Pty Ltd	Expendable Tools	-372.35
EFT13745	28/02/2023	Jimina Shaw-Sloan	Reimburse BBELC Staff Badges	-108.18
EFT13746	28/02/2023	Manjimup Concrete Manufacturers (T.M & A Pesce Pty Ltd)	Flax Mill Caravan Park - Septic Tank Cover	-172.70
EFT13747	28/02/2023	Mowers Plus	P228 Toro ZMaster 7000 Mower Plus Z600 - Blade Sharpening	-375.00
EFT13748	28/02/2023	Nexus Advisernet (ttf Insurance Advisernet Australia Trust t/as)	Rylington Park - Crop Insurance	-6,140.15
EFT13749	28/02/2023	Prime Supplies	Garden Crew PPE	-169.14
EFT13750	28/02/2023	Rear's Electrical & Mechanical Services Pty Ltd	Flax Mill Caravan Park - Campers Kitchen Floodlight	-935.00
EFT13751	28/02/2023	Rusty's Plumbing and Gas	Flax Mill Caravan Park - Install Dump Points	-3,943.50
EFT13751	28/02/2023	Rusty's Plumbing and Gas	Tourist Centre Toilets - Repairs	-283.80
EFT13751	28/02/2023	Rusty's Plumbing and Gas	Expendable Tools	-110.00
EFT13751	28/02/2023	Rusty's Plumbing and Gas	GP House - Repair Gas Leak	-165.00
EFT13751	28/02/2023	Rusty's Plumbing and Gas	Town Hall Toilets - Repairs	-286.00
EFT13752	28/02/2023	South West Isuzu	P201 Isuzu NHPR 65190 3T Dual Cab Diesel Truck - Parts	-372.39
EFT13753	28/02/2023	Southern Lock & Security	Depot Security - Padlocks	-146.98
EFT13754	28/02/2023	Synergy (Electricity Generation and Retail Corporation t/as)	Electricity Across Shire Facilities to 14/02/2023	-1,565.47
EFT13755	28/02/2023	The Treehouse Coffee Lounge (JP Rice & NM Rice t/as)	Catering Feb2023	-60.00
EFT13756	28/02/2023	Total Tools Bunbury (Bunbury TT Pty Ltd t/as)	Building Maintenance - Tools	-1,912.55
EFT13757	28/02/2023	Veolia Recycling & Recovery (Perth) Pty Ltd	Waste Collection Jan2023	-7,764.32
EFT13758	28/02/2023	Veolia Recycling and Recovery Pty Ltd (NSW)	Paper and Cardboard Recycling Collection Jan2023	-1,120.49



Chq/EFT	Date	Name	Description	Amount
DD7818.1	01/02/2023	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-898.85
DD7818.2	01/02/2023	Christian Super	Superannuation Contributions	-158.60
DD7818.3	01/02/2023	MLC Super Fund Plum Super	Superannuation Contributions	-261.51
DD7818.4	01/02/2023	Mercer Super Trust (TTF) - Mercer SmartSuper	Superannuation Contributions	-320.12
DD7818.5	01/02/2023	Prime Super	Superannuation Contributions	-264.22
DD7818.6	01/02/2023	BT Panorama Super	Superannuation Contributions	-102.17
DD7818.7	01/02/2023	Aware Super	Payroll Deductions	-7,234.73
DD7818.8	01/02/2023	Rest Superannuation	Superannuation Contributions	-1,672.06
DD7818.9	01/02/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-2,237.88
DD7820.1	02/02/2023	Salary & Wages	Payroll 01Feb2023	-98,930.72
DD7831.1	08/02/2023	Aware Super	Superannuation Contributions	-48.06
DD7833.1	08/02/2023	Salary & Wages	Payroll 08Feb2023	-507.14
DD7853.1	15/02/2023	Sam & Carolyn Mallett Super Fund	Payroll Deductions	-898.85
DD7853.2	15/02/2023	Christian Super	Superannuation Contributions	-234.96
DD7853.3	15/02/2023	MLC Super Fund Plum Super	Superannuation Contributions	-282.24
DD7853.4	15/02/2023	Mercer Super Trust (TTF) - Mercer SmartSuper	Superannuation Contributions	-354.42
DD7853.5	15/02/2023	Prime Super	Superannuation Contributions	-250.63
DD7853.6	15/02/2023	BT Panorama Super	Superannuation Contributions	-279.30
DD7853.7	15/02/2023	Aware Super	Payroll Deductions	-7,449.68
DD7853.8	15/02/2023	Rest Superannuation	Superannuation Contributions	-1,765.14
DD7853.9	15/02/2023	AMP Super Fund - SignatureSuper	Superannuation Contributions	-2,675.75
DD7855.1	16/02/2023	Salary & Wages	Payroll Pay15Feb2023	-104,120.25
DD7870.1	24/02/2023	Colonial First State Superannuation	Superannuation Contributions	-865.43
DD7870.2	24/02/2023	Aware Super	Payroll Deductions	-1,380.65
DD7872.1	24/02/2023	Salary & Wages	Payroll 24Feb2023	-7,557.18
DD7875.1	01/02/2023	Westnet	Admin, Medical Centre and Swimming Pool Internet Feb2023	-289.85
DD7875.2	09/02/2023	De Lage Landen Pty Ltd	Rental Agreement for Photocopier DCVII-C5573 Feb2023	-184.80
DD7875.3	10/02/2023	Western Australian Treasury Corporation	Loan 114 - Pool Bowl Upgrade	-8,575.72
DD7875.4	23/02/2023	AGDATA Holdings Pty Ltd	Rylington Park - Phoenix Accounting Software	-49.00
DD7875.5	06/02/2023	Stephen & Yvonne Dent	3 Reid PI FM House - Rent 10/02/2023-23/02/2023	-700.00
DD7875.6	20/02/2023	Stephen & Yvonne Dent	3 Reid PI FM House - Rent 24/02/2023-09/03/2023	-700.00
DD7875.7	10/02/2023	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 14/02/2023-27/02/2023	-600.00
DD7875.8	24/02/2023	The Bunbury Diocesan Trustees and Anglican	18 Barron St GP House - Rent 28/02/2023-13/03/2023	-600.00
DD7877.1	28/02/2023	Salary & Wages	Payroll 28Feb2023	-16,429.10
DD7878.1	15/02/2023	Shire of Boyup Brook Credit Card	Xplor Childcare - BBELC QK Office Lite Monthly Subscription Jan2023	-185.90
DD7878.1	15/02/2023	Shire of Boyup Brook Credit Card	Phoenix Petroleum - Coolant	-803.20
DD7878.1	15/02/2023	Shire of Boyup Brook Credit Card	Adobe Acrobat Pro DC Monthly Subscription 10/01/2023-19/02/2023	-114.95
DD7878.1	15/02/2023	Shire of Boyup Brook Credit Card	Xplor Childcare - Refund BBELC QK Office Lite Payments - Service	929.50
DD7878.1	15/02/2023	Shire of Boyup Brook Credit Card	Armanti - Men's Shed Bathroom Floor Tiles	-65.52
DD7878.1	15/02/2023	Shire of Boyup Brook Credit Card	Fresh Floral Studio - In Sympathy Flowers for Watters Family	-155.00
DD7818.10	01/02/2023	Australian Super	Superannuation Contributions	-1,855.20
DD7818.11	01/02/2023	Commonwealth Essential Super	Superannuation Contributions	-167.99
DD7818.12	01/02/2023	Colonial First State Superannuation	Superannuation Contributions	-536.78
DD7818.13	01/02/2023	HESTA	Superannuation Contributions	-279.30
DD7818.14	01/02/2023	Australian Retirement Trust	Superannuation Contributions	-470.40
DD7853.10	15/02/2023	Australian Super	Superannuation Contributions	-1,839.67
DD7853.11	15/02/2023	Commonwealth Essential Super	Superannuation Contributions	-278.71
DD7853.12	15/02/2023	Colonial First State Superannuation	Superannuation Contributions	-476.66
DD7853.13	15/02/2023	HESTA	Superannuation Contributions	-289.08
DD7853.14	15/02/2023	Australian Retirement Trust	Superannuation Contributions	-470.40
TOTAL DD MUNI ACCOUNT TO 28 February 2023				-275,938.27
DD280223	28/02/2023	Police Licensing	Police Claimed February 2023	-54,249.90
TOTAL DD POLICE LICENSING ACCOUNT TO 28 February 2023				-54,249.90
TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 28 February 2023				0.00
SUMMARY				
CHQ (Muni Account)				-24,253.63
DD				-275,938.27
EFT				-289,754.01
TOTAL				-589,945.91
ALL MUNI TRANS TO 28 February 2023				-589,945.91
DD (Police Licensing Account) TO 28 February 2023				-54,249.90

Schedule 2 — Model standards for CEO recruitment, performance and termination

[r. 18FA]

[Heading inserted: SL 2021/14 r. 7.]

Division 1 — Preliminary provisions

[Heading inserted: SL 2021/14 r. 7.]

1. Citation

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

[Clause 1 inserted: SL 2021/14 r. 7.]

2. Terms used

- (1) In these standards —

Act means the *Local Government Act 1995*;

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

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

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

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

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

local government means the Shire of Boyup Brook;

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

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

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

[Clause 2 inserted: SL 2021/14 r. 7.]

Division 2 — Standards for recruitment of CEOs

[Heading inserted: SL 2021/14 r. 7.]

3. Overview of Division

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

[Clause 3 inserted: SL 2021/14 r. 7.]

4. Application of Division

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

[Clause 4 inserted: SL 2021/14 r. 7.]

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

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

[Clause 5 inserted: SL 2021/14 r. 7.]

6. Advertising requirements

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

[Clause 6 inserted: SL 2021/14 r. 7.]

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

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

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

[Clause 7 inserted: SL 2021/14 r. 7.]

8. Establishment of selection panel for employment of CEO

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

[Clause 8 inserted: SL 2021/14 r. 7.]

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
- (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

[Clause 9 inserted: SL 2021/14 r. 7.]

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

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

[Clause 10 inserted: SL 2021/14 r. 7.]

11. Offer of employment in position of CEO

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

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

[Clause 11 inserted: SL 2021/14 r. 7.]

12. Variations to proposed terms of contract of employment

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

[Clause 12 inserted: SL 2021/14 r. 7.]

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

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

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

[Clause 13 inserted: SL 2021/14 r. 7.]

14. Confidentiality of information

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

[Clause 14 inserted: SL 2021/14 r. 7.]

Division 3 — Standards for review of performance of CEOs

[Heading inserted: SL 2021/14 r. 7.]

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

[Clause 15 inserted: SL 2021/14 r. 7.]

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

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

[Clause 16 inserted: SL 2021/14 r. 7.]

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

[Clause 17 inserted: SL 2021/14 r. 7.]

18. Endorsement of performance review by local government

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

[Clause 18 inserted: SL 2021/14 r. 7.]

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

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

[Clause 19 inserted: SL 2021/14 r. 7.]

Division 4 — Standards for termination of employment of CEOs

[Heading inserted: SL 2021/14 r. 7.]

20. Overview of Division

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

[Clause 20 inserted: SL 2021/14 r. 7.]

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

[Clause 21 inserted: SL 2021/14 r. 7.]

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and

- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

[Clause 22 inserted: SL 2021/14 r. 7.]

23. Decision to terminate

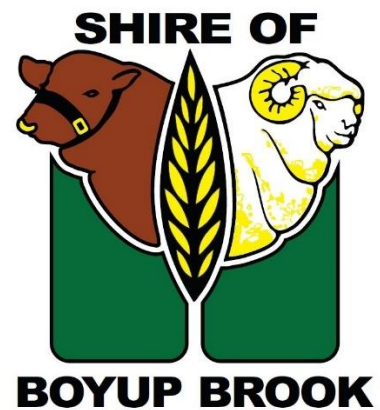
Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

[Clause 23 inserted: SL 2021/14 r. 7.]

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

[Clause 24 inserted: SL 2021/14 r. 7.]



STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

SHIRE OF BOYUP BROOK

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Division 1 – Preliminary provisions

1. Citation

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

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

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

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

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

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

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

local government means the Shire of Boyup Brook;

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

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

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

Division 2 – Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

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

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

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

6. Advertising requirements

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

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

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

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

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

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

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

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

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

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria-
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

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

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

12. Variations to proposed terms of contract of employment

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

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

- (1) In this clause —

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

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, commenced before, on or after commencement day; and

- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

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

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

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of—

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

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

23. Decision to terminate

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

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.



Department of
Local Government, Sport
and Cultural Industries



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Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

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Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act* 1995 (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.



Hon John Carey MLA
Minister for Housing; Lands; Homelessness; Local Government

Our ref: 78-11008

3 February 2023

Dear Local Government Chief Executive Officers

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS
ARRANGEMENTS FOR THE UPCOMING OCTOBER 2023 ORDINARY ELECTIONS

As you know, the State Government is continuing to work with the local government sector to deliver the most significant package of local government reforms in more than 25 years. These reforms include several measures to strengthen local democracy and increase community engagement, including new requirements for:

- the introduction of optional preferential voting for all local government elections;
- directly-elected Mayors and Presidents for all Band 1 and 2 local governments;
- the abolition of wards for all Band 3 and 4 local governments; and
- aligning the size of councils with the size of the population of each district.

In September 2022, I wrote to all local governments to outline the implications of the reforms for each council, and pathways for implementing required changes. Since then, the majority of impacted councils have been working to consider how best to transition in changes. Many councils have since completed Ward and Representation Reviews, while others will have more substantial changes implemented through reform elections, or minor changes made to apply by default.

I would like to acknowledge and thank local governments for the constructive and proactive way they have approached this forward planning.

Further to my previous letter, the State Government is continuing to work to implement election reforms ahead of the October 2023 Ordinary Elections. The reforms will introduce Optional Preferential Voting (OPV) for all local government elections. OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.

The reforms will also include related new changes for the backfilling of vacancies, including:

- in the event that a member of the council is directly elected as the Mayor or President, the consequent vacancy can be filled by the next highest-polling candidate through the relevant district or ward council election held on the same day;
- if a vacancy arises within one year of a council member being elected at an ordinary election, that vacancy may be filled by the next highest-polling candidate; and
- the timeframes for which certain vacancies can remain unfilled ahead of an upcoming ordinary election will also be extended.

Together, these reforms will greatly reduce the need for extraordinary elections, saving costs for ratepayers and administrative burden for local governments in the longer term.

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However, these changes will require specific attention on election night, and returning officers will need to identify the candidates who are next in line to fill further vacancies for inclusion on the declaration of results. Accordingly, I am writing to encourage all local governments to commence early planning for the practical arrangements for the conduct of the October 2023 Ordinary Elections.

As you would know, the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the *Local Government Act 1995* (the Act). Section 4.28 of the Act further provides that the local government is to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting such elections.

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC's CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.

The WAEC will shortly be writing to all local governments to provide information for each council. The WAEC can also provide further information on each of these options. Please contact Phil Richards, Manager Election Events on 9214 0443 or at Phillip.Richards@waec.wa.gov.au if you have any queries.

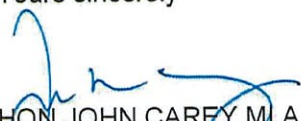
It is strongly recommended that the decision for whether to declare the Electoral Commissioner as responsible for your Ordinary Elections is put to Council at its March meeting. This will allow sufficient time for the WAEC to work with you to deliver the election, or provide you with a software licence, if preferred.

In considering potential arrangements, local governments should be mindful that the WAEC will require sufficient lead time to plan ahead. Accordingly, I strongly urge all local governments to make arrangements as early as possible, and consider the appointment of the WAEC to conduct the elections.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is working closely with the WAEC to prepare further materials to assist local governments with the implementation of reforms. The DLGSC will provide further updates through LG Alerts to the sector and on the DLGSC's website. The DLGSC is also available to assist with any queries, including by email at lghotline@dlgsc.wa.gov.au or by phone on 1300 762 511.

I have also written a letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



HON JOHN CAREY MLA
MINISTER FOR LOCAL GOVERNMENT



WESTERN AUSTRALIAN
Electoral Commission

LGE 028

Mr Dale Putland
Chief Executive Officer
Shire of Boyup Brook
Abel Street
BOYUP BROOK WA 6244

Attention: Ms Maria Lane

Dear Mr Putland

Local Government Ordinary Election: 2023

I refer to your email of 23 February 2023 in which you request a cost estimate for the Shire of Boyup Brook 2023 Local Government Election to be conducted as a postal election.

The estimated cost for the 2023 election if conducted as a postal ballot is \$18,000 inc GST, which has been based on the following assumptions:

- 1,300 electors
- response rate of approximately 50%
- 4 vacancies
- count to be conducted at the offices of the Shire of Boyup Brook
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$280 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

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As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. These include increased costs from the Commission arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Boyup Brook in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Boyup Brook also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March 2023 council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Boyup Brook in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

24 February 2023



LGE 028

Mr Dale Putland
Chief Executive Officer
Shire of Boyup Brook
Abel Street
BOYUP BROOK WA 6244

CountWA Software 2023 Local Government Ordinary Election

I refer to your email of 24th February 2023 where the Shire of Boyup Brook requested a cost estimate to use the CountWA software package for the 2023 Local Government Ordinary Election should your Chief Executive Officer (or other appointee) be the Returning Officer.

As you may be aware, CountWA is a counting software that is used for computing the results of more complex counts and is used to count votes in State Elections. It involves data entry of preferences indicated on ballot papers into the software and then the software computes the results depending on the counting method required.

The Western Australia Electoral Commission (WAEC) can offer two options for local governments that don't declare the Electoral Commissioner responsible for the conduct of their election.

We recommend that for any local governments expecting more than 300 ballot papers, you consider utilising Option 2, as this will enable you to have multiple data entry operators. We also recommend Option 2 for those local Governments who do not have sufficient in-house IT support to undertake Option 1.

Option 1 - CountWA software and support only

1. This is a single computer installation of CountWA and is best suited to smaller counts where there is a single operator undertaking the role of supervisor and data entry operator. There is no ability to connect any other computer to CountWA or show progressive results whilst also data entering.
2. WAEC will provide:
 - a. Installation package for CountWA. This will be supplied on a suitable download link.
 - b. Technical support (during business hours on phone) prior to election day to assist with the installation and setup of CountWA (times will be advised)
 - c. Training materials and documentation related to CountWA.
 - d. Training of use of Count WA (via Teams).
 - e. Helpdesk support on Election Day from 10.00am to 10.00pm

3. The Local Government will:
 - a. Supply all equipment.
 - b. Have Windows 10 installed on the computer.
 - c. Need appropriate IT capacity to install and setup software on the computer.
4. The cost for Option 1 is \$5,300 (ex GST) per Local Government, plus additional costs for helpdesk support and couriers.

Option 2 - Complete CountWA installation, including all hardware and equipment.

1. This can be used for a range of count sizes, requiring two to 20 computers. It also allows results to be progressively displayed.
2. WAEC will provide:
 - a. Two or more pre-networked laptops with CountWA pre-installed. This package includes all IT equipment needed to run CountWA, including laptop, numeric keypads, networking equipment, extension cords, power boards, etc.
 - b. Printer and modem
 - c. Technical support (during business hours on phone) prior to election day to assist with the setup of CountWA (times will be advised)
 - d. Training materials and documentation related to CountWA
 - e. Training of use of CountWA (via Teams)
 - f. Helpdesk support on Election Day from 10.00am to 10.00pm
 - g. Secure transport of the CountWA equipment to/from the Local Government. The equipment will be sent to the Local Government 1-2 weeks prior to the election so that there is time to setup and test.
3. The Local Government will:
 - a. Be responsible for unpacking and setting up the IT equipment. Clear instructions will be provided by WAEC, and telephone support will be available.
 - b. Provide a suitable HDMI compatible digital projector or large screen, should they wish to display the progressive results on a large screen.
 - c. After the election, pack up all equipment and follow instructions provided by the WAEC for the return of all supplied equipment within 2 weeks after the election.
4. The cost for Option 2 is \$8,000 (ex GST) per Local Government. This includes software license, laptop (one), printer, networked modem, technical support (install), training and materials, WAEC administration support. Please note that:
 - a. There is an additional \$1000 as a bond which is refundable when equipment is returned and if there are no damages.
 - b. There is an additional cost of \$650 per additional laptop required for either data entry or progressive display.
 - c. The cost of helpdesk support, packaging and couriers are variable costs to be added when confirmed.

For both options above, whilst technical support is provided the WAEC accepts no liability for the result and cannot undertake any counting or other administrative assistance with the election.

To determine the total requirements required for the 2023 Local Government Ordinary Elections could you please advise WAEC which option you would be considering and if option 2 can you also indicate the number of laptops required. Local Governments that have indicated they require either option, will be supplied with the CountWA service and invoiced if their election proceeds past the close of nominations.

Please respond to:

Attention Daniel Smith, Project Assistant, LGE Governance and Integrity,
at lgelections@waec.wa.gov.au

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

14 March 2023



Boyup Brook – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	N/A	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	The review of Delegations of Authority went to Council on 25 August 2022.
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	Adopted at an Ordinary Council meeting held on 25 August 2022.
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	



Department of
**Local Government, Sport
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6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government	N/A	



		Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?		
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Adopted at the Ordinary Council meeting held on 25 February 2021
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Currently being reviewed
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	An updated version is currently under review.

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	No	Report went to the Ordinary Council meeting held on 25 August 2022 to sell 55 and 57 Cailles Street Boyup Brook.
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	No	It was advertised through Harcourts and John Rich website (realestate.com) however 55 Cailles Street property was not advertised in a local public notice.



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	The Shire of Boyup Brook did not hold an Election in the year 2022.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	A Special Council meeting was held on 21 October 2021: Council Recommendation: That all Council be appointed to Council's Audit and Finance Committee.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	



3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	No	Currently being finalised with Auditors and OAG.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	N/A	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The CEO is the complaints officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	N/A	Tenders for Providing Goods and Services did not apply for the year 2022.
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	N/A	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	N/A	



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	N/A	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	



Department of
**Local Government, Sport
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14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan was adopted by Council on 7 October 2021.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	No	Previous plan expired. Current plan in progress.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	N/A	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	No	Currently in the process of being reviewed.
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	No	Currently in the process of being reviewed.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	N/A	



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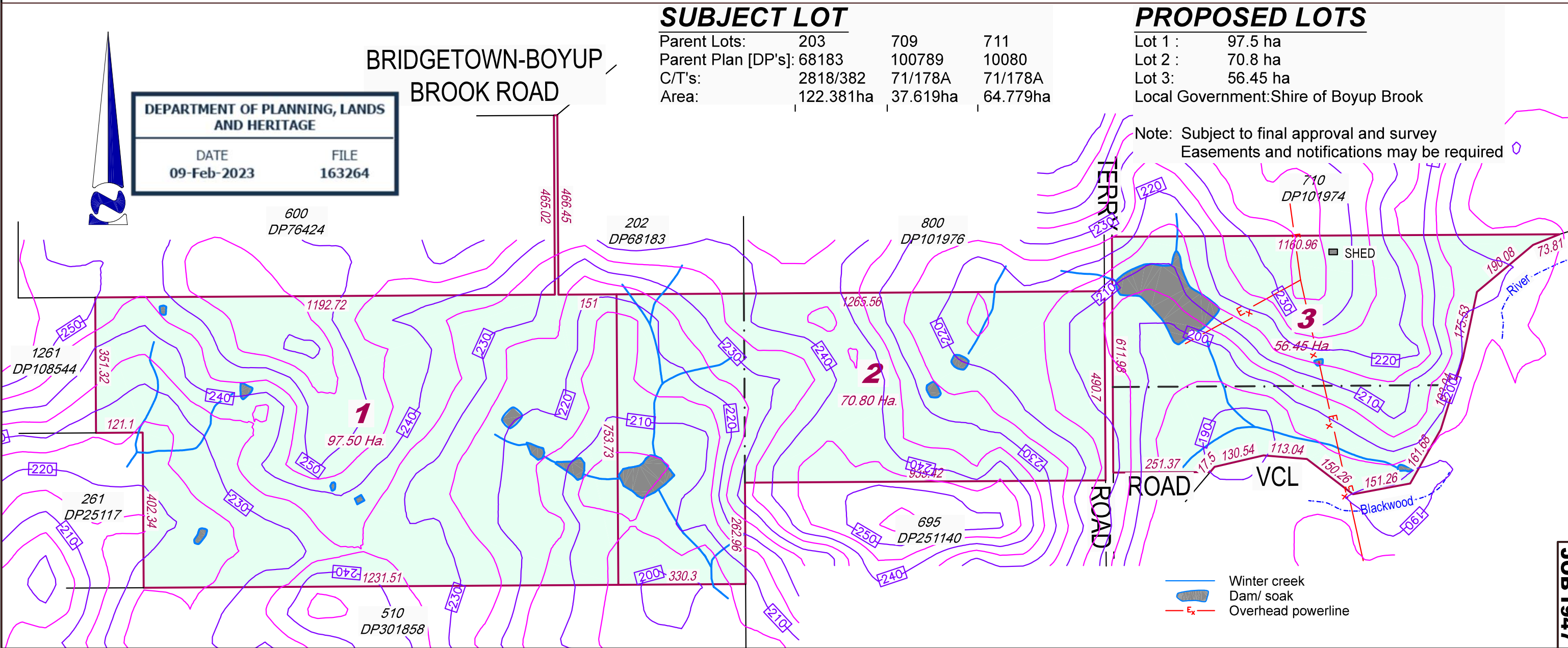
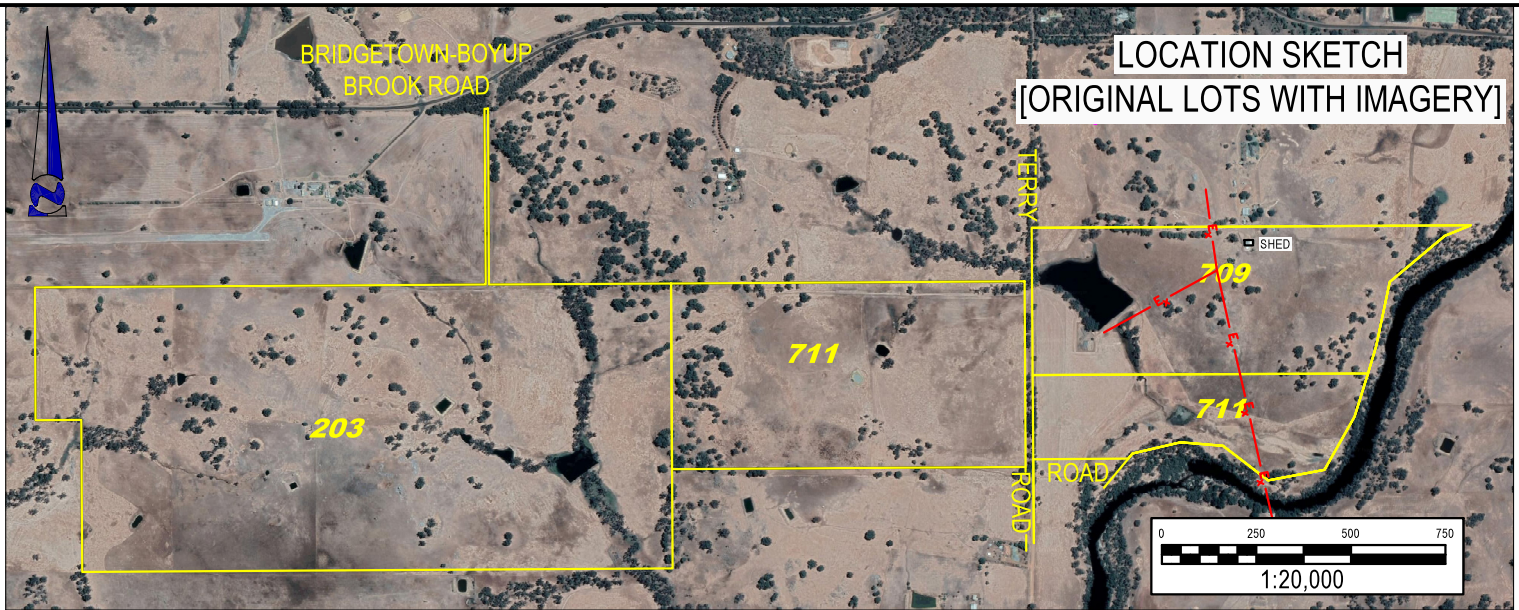
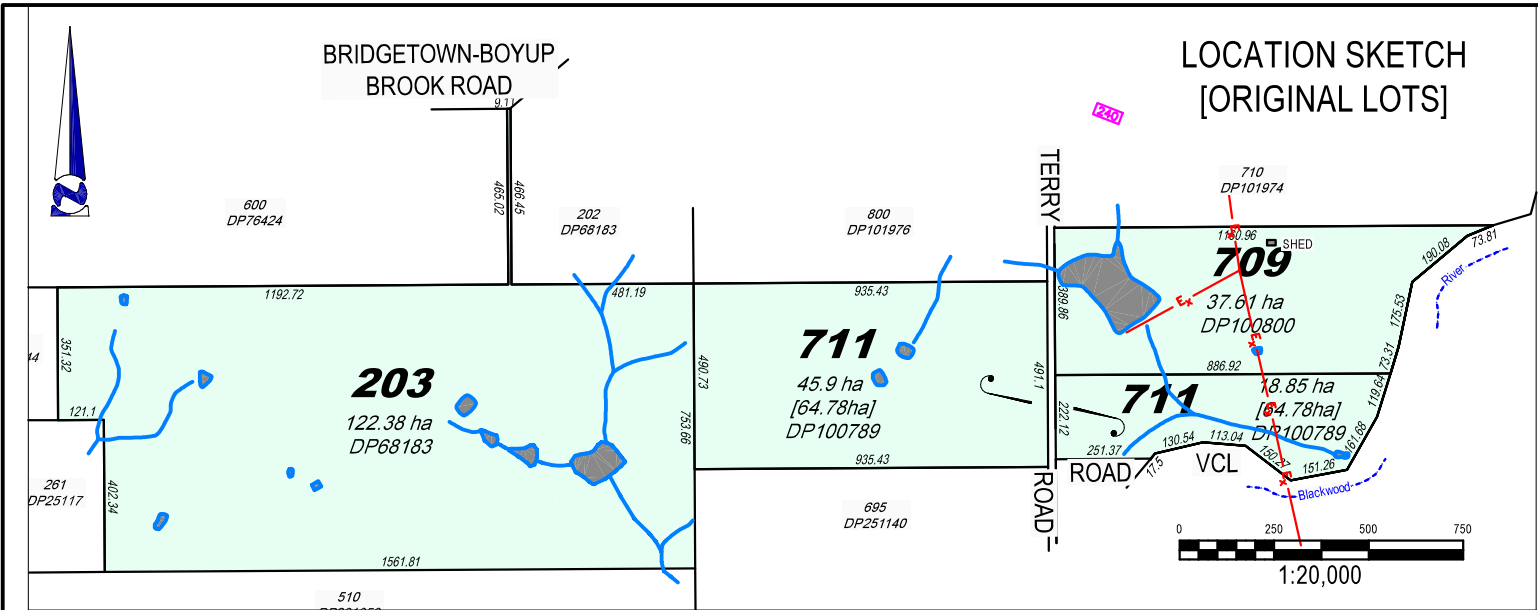
		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Adopted by Council on the 17 December 2020.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Adopted by Council on 24 September 2020.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes	
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	No	Review of biological assets caused delays.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date



Revisions:

A	Initial Plan	26/05/2022
B	Issued for submission	28/08/2022

Scale of Plan- 1: 10,000@A3
All distances are in metres

PROPOSED FREEHOLD SUBDIVISION
LOT 203 BRIDGETOWN-BOYUP BROOK ROAD &
LOTS 709 & 711 TERRY ROAD, BOYUP BROOK

CLIENT:

G. & M. HALES

SURVEY SOUTH
Licensed Land And Engineering Surveying

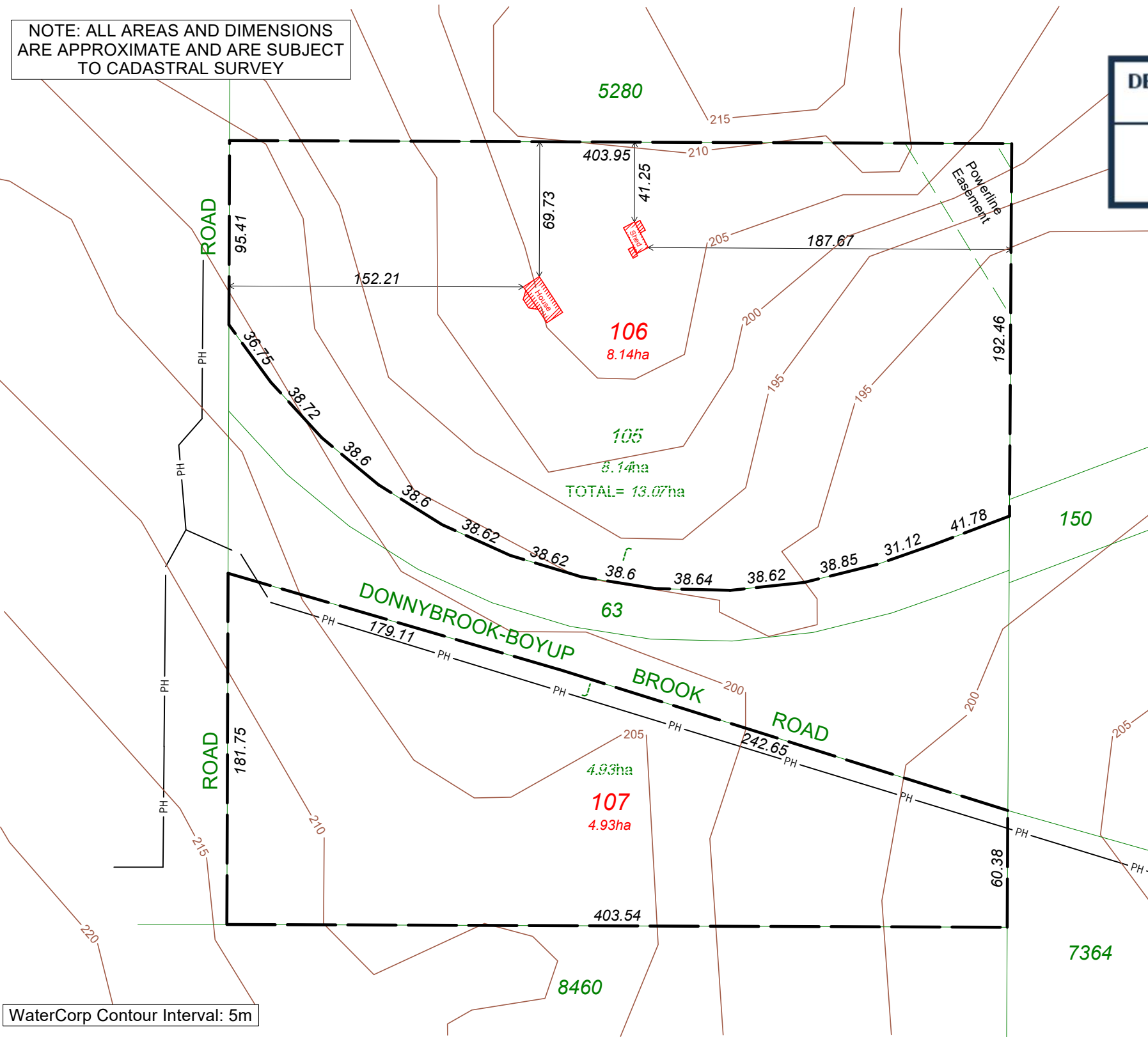
Job No: 1947 Sheet 1 of 1
Drawing: PLAN20220826
Date of Survey: N/A /2022
Date of Drawing: 26/08/2022
Drawn by: JMW

PO Box 192
Margaret River, WA 6285
PH: 08 9757 2290
Fx: 08 9200 5778
Em: Admin@surveysouth.com.au

DATUMS:
HZNTL- COL94
VERTL-AHD71

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NOTE: ALL AREAS AND DIMENSIONS
ARE APPROXIMATE AND ARE SUBJECT
TO CADASTRAL SURVEY



WaterCorp Contour Interval: 5m

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE 14-Feb-2023	FILE 163272

NOTE: ALL STRUCTURES AND
IMPROVEMENTS ARE TO REMAIN

NOTE: Proposed subdivision to create new titles
for land divided by significant physical division.
Being Donnybrook-Boyup Brook Road,
Railway and Boyup Brook.

APPLICATION SKETCH

— Current Bdys
— Proposed Bdys

TOTAL AREA: 13.07ha

No. Current Lots: 1

No. Proposed Lots: 2



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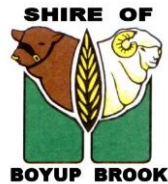


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NOTE: All services plotted from information supplied by others,
site verification required prior to construction. Boundary position
is not deemed to be correct until a resurvey has been carried out.
Check Certificate of Title for any easements etc. No responsibility
accepted for changes occurring after date of survey.

File No.	21666	Date:	19/Jan./2023	CLIENT:	CHRISTINA RODRIQUEZ			
Scale (@A3)	Vert:	N/A	Checked TL	PROJECT:	SUBDIVISION OF LOT 105 ON DP 24400 (C/T 2197/493) (# 6657) DONNYBROOK-BOYUP BROOK ROAD, BOYUP BROOK			
	Hor:	1 : 2500						
Computer Reference	Z:\ TL	Revision-	0	TITLE:	PROPOSED SUBDIVISION			
Drg No.	DWG21666APP JD	Sheet	1 of 2	DATUM	HOR:	N/A	VERT:	A.H.D.



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE SHIRE CHAMBERS

Friday 19th August 2022 AT 10.05 am

1 RECORD OF ATTENDANCE

Shire of Boyup Brook

Cr Darren King

Dale Putland – Chief Executive Officer

Jason Forsyth – Manager Works and Services

Carolyn Mallett – Deputy Chief Executive Officer

Angela Hales -Environmental Health Officer/St John Ambulance

Donna Forsyth – Ranger

Maria Lane – Executive Assistant

Chief Bush Fire Control Officer

Tristan Mead

Communications Officer

David Fortune

Volunteer Fire & Rescue

Matt Cole

Police

Sergeant John Bouwman

Senior Constable Tara Spencer

Sergeant Phil Huggins

Department of Communities

Renee Flaxman – Senior Project Officer SW

Microsoft Teams

DFES

Vikram Cheema – District Emergency Management Advisor SW

Nathan Hall - District Officer Emergency Management

Water Corporation

Mel Robertson

VFRS Captain

Clinton Wawilow

Department of Communities

Ryan Hamblion – Senior District Emergency Service Officer

APOLOGIES

Shire of Boyup Brook

Cr Richard Walker – Shire President

Department of Fire and Emergency Services

Christopher Sousa

DPIRD

Julie Webber

DFES

Carla Paterson

2 CONFIRMATION OF MINUTES

2.1 Local Emergency Management Advisory Committee

BACKGROUND

That the Minutes of the LEMC Committee was held on 6th May 2022

Minutes of the meeting are attached.

COMMITTEE RECOMMENDATION - Item 2.1

MOVED: Donna Forsyth

SECONDED: Angela Hales

That the Minutes of LEMC Committee meeting 6th May 2022 be confirmed as an accurate record.

CARRIED

Res 22/8/98

3 Next Meeting Date for 2022

Date: 10th November 2022 at 10am

Venue: Shire Chambers

4 LEMC Contact Details

Please provide updated details if necessary.
(refer to attachment 4)

5 GENERAL BUSINESS

5.1 St John Ambulance update

Changes to mask wearing to occur from 15 Aug 22 to be brought in line with new statewide blue alert level. (WA Health COVID-19 Framework for System Alert and Response).

PPE and RAT's respiratory disease

P2/N95 Respirator (appropriately fit checked and tested) and eye protection continue to be mandatory for all patient-facing interactions with respiratory symptoms.

- A Monkeypox Clinical Practice Guideline has been released for all officers
- Gowns/coveralls and gloves for all patient-facing interaction continue to be required for any direct contact, droplet or airborne risk.
- Patients will still be required to wear a mask if clinically appropriate and able to do so.

Public health and social measures impacting St John:

Subject to changes advised on Mon 15 Aug 22

Vaccinations:

- Required for all officers to remain operational
- CV booster also required

Resourcing (Pers):

- Boyup Brook continues to be impacted with transfers rosters not being filled each week.
- Recruiting continues to be a focus with 2 x EMR officers transitioning to EMA in the coming month.

5.2 Public Health update

Coronavirus:

Ongoing changes to public health measures.

Masks are strongly encouraged indoors and where physical distancing is not possible.

CV care at home operating with the provision of pulse oxy to all members over 60 in the LG, CRC and hospital have been provided with supplies to assist with distribution.

Monkeypox (MPX) virus:

On 26 July 2022, Australia's Chief Medical Officer, Professor Paul Kelly, declared MPX a Communicable Disease Incident of National Significance in Australia. As of 9 August 2022, there are 66 confirmed cases in Australia, with 2 cases in WA. While the risk to the WA community is low, returned travellers from areas with MPX cases are being urged to monitor for symptoms.

MPX is a viral zoonotic disease which causes monkeypox. Symptoms may begin with rash and sores, swollen lymph nodes, fever, headache, muscle aches, backache, chills and exhaustion. The infection is usually mild, and most people recover within two to four, however infants and immunosuppressed people, can be at higher risk of severe disease. There are vaccines available in Australia, however due to limited supply, access to vaccines will be prioritised for the highest risk groups.

Foot-and-mouth/Lumpy skin disease preparedness:

Currently DPIRD are conducting information sessions around the state.

- Ensure livestock producers are aware of the disease signs and know what they should be doing to prepare and protect their stock.
- Provide information on the risk mitigation measures that are in place and can be put in place at a farm level. (Farm biosecurity plan)
- Provide information on response arrangements should we get a case of FMD or LSD in Australia.

Provision of fact sheets via their website and continual sharing of factual information.

WALGA held an LG information session on Monday 15 Aug with the focus on disposal and compliance.

Japanese encephalitis

In February 2022, Japanese encephalitis (JE) was detected and confirmed in piggeries in Victoria, Queensland and New South Wales. On 4 March, cases were detected in South Australia. There are currently more than 70 infected piggeries across the four states.

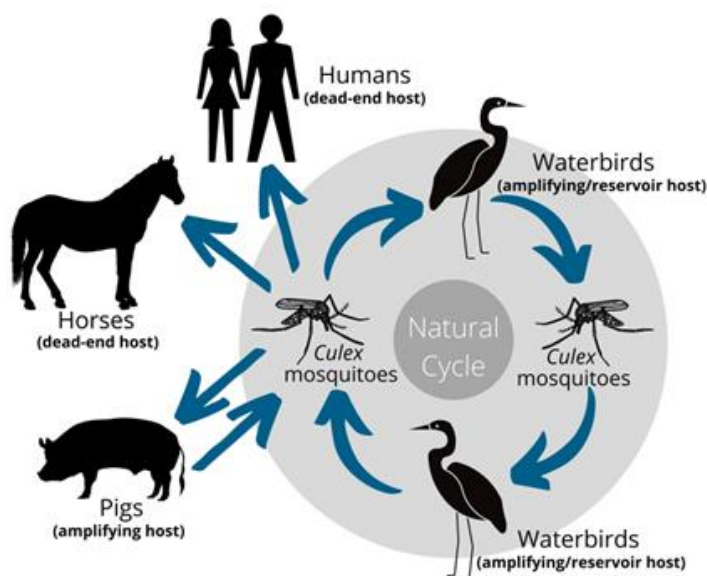
Japanese encephalitis is a serious disease caused by the Japanese encephalitis virus (JEV). It has been declared a Communicable Disease Incident of National Significance. We will update this alert with the latest medical advice and official reports.

Humans can catch JEV if they are bitten by infected mosquitoes.

Only about 1 out of 100 people who catch JEV will experience symptoms.

For people who have symptoms, Japanese encephalitis can cause death or permanent injury to the brain and nervous system.

A survey of piggeries in LG has been commenced by the DoH. Information will be provided in the newsletter to alert horse and pig owners in the LG in coming months.



All the above communicable diseases within the livestock industry are managed by the AUSVETPLAN and these are available via <https://animalhealthaustralia.com.au/ausvetplan/>

Animal Health Australia (AHA) manages the development and review of the Australian Veterinary Emergency Plan (AUSVETPLAN) on behalf of its members. AUSVETPLAN contains the nationally agreed approach for the response to emergency animal disease (EAD) incidents in Australia.

Additional insight into the impact of a FMD outbreak can be found in the SEMC 2019 Emergency Preparedness Report Chapter 7 Animal and Plant Biosecurity.

5.3 Vikram Cheema - District Emergency Management Advisory – Report

Foot and Mouth Disease

A key area to consider is the recovery from the local communities point of view if there is an impact DPIRD for state arrangement at the state and national level as well, there is a significant coordination from response and immediate recovery in terms of animals but also local governments point of view from recovery is understanding the impact from the community especially farmers and people in this direct service industry related to animals so I think we will get direction on that if it was to eventuate but at this stage we will be watching at a district level as well, we have been really well informed by DPIRD so thank you.

1st Quarter 2022/23

State

Local Emergency Management Arrangements (LEMA) Review

In late 2019 the State Emergency Management Committee (SEMC) approved a sector-led review of Local Emergency Management Arrangements (LEMA) requirements and responsibilities.

The request for a review was driven by reports from across the sector that current LEMA inclusions, processes for development and effectiveness are no longer fit-for-purpose, and that there is a need to consider other approaches that may better build, support, and communicate emergency management capability.

The State Emergency Management Committee (SEMC) Business Unit and the WA Local Government Association (WALGA) are working with key stakeholders to identify issues with LEMA and investigate and develop options for streamlining the LEMA process.

This is a significant opportunity to reshape the current LEMA and improve processes to better fit with the changing landscape of emergency management and ensure they are fit-for-purpose, contemporary, scalable, and sustainable.

After the LEMA review, a LEMA Improvement Plan will be developed, including an implementation plan.

The review consists of the following key activities:

1. Consultation and engagement with key stakeholders to obtain feedback on LEMA.
2. Prepare a draft consultation and recommendations report based on feedback.
3. Pilot projects or exercises to test new LEMA approaches.
4. Produce a LEMA Improvement Plan, including an implementation plan.

Funding

- The National Disaster Risk Reduction (NDRR) Grant Program applications closed on 6 May 2022.
- The applications for the All-West Australians Reducing Emergencies (AWARE) Program, 2022-23, closed on 10 June 2022.

District – South West

COVID-19: Department of Health (HMA) facilitates regular Operations Area Support Group (OASG) meetings. Additional OASG meetings are held to share time-critical information with the emergency management stakeholders and local government representatives.

SW DEMC: Next meeting is due on 11 October 2022.

Local

- *South West LEMA Review Workshop will be conducted on 14 September at the City of Bunbury. More information to follow on the workshop timings and invitation in due course.*
- *Copy of the Local Emergency Management Arrangement – Status is attached to this report. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process.*

5.4 DFES – Nathan Hall

- **Australian Fire Danger Rating System (AFDRS)**
The new nationwide AFDRS commences on the 1st September 2022. The system will enhance public safety and reduce the impacts of bushfires by improving the scientific accuracy behind fire danger predictions and improving how fire danger is communicated to the public.
The AFDRS will;
 - o Incorporate new science based on 50 years of bushfire knowledge
 - o Accurately reflect more fuel types across Australia's landscape
 - o Better predict fire danger conditions
 - o Simplify and improve public information about fire danger and what actions to take

- o Support strategic planning, operations, and long-term risk mitigation
- o Allow for continuous improvement based on new and changing scientific knowledge, climate, and fuel.

Introduction training for volunteers is now available via EAcademy and a presentation is available for local governments by DFES regional staff on request.

- **DFES LSW Volunteer Fire and Emergency Service (VFES)**
A 12-month trial is underway for a LSW VFES unit that aims to provide regional support to existing DFES teams such as the ICV team and allow for the creation of new teams such as a mitigation team. It is envisioned that the VFES will incorporate six teams initially and allows for growth going forward.
- **Vehicle Identifier Stickers**
Vehicle identifier stickers for 2022/23 bushfire season are now available to be ordered. The stickers are able to be ordered, registered and distributed by local governments to provide easier access for volunteers and staff during incidents at locations such as vehicle control points.
- **AVL Roll-Over and Crash Detection**
There have been several improvements to the AVL system functionality and configuration since the initial trial in 2016. There is an upcoming trial to test the Roll Over and Crash Detection functionality on selected vehicles with the intent to implement these functions in DFES vehicles across the state. The trial will be conducted by DFES Operations and ICT to determine if the capability can be activated without triggering excessive false alarms.
- **Plantation Fire Fighting**
The new Plantation Fire Fighting resource has been recently implemented, with the Shire of Boyup Brook actively participating in the training. The training will be rolled out to the rest of the State following feedback from the training to date.

5.5 Department of Communities –Renee Flaxman

- Department of Communities staff from the All-Hazards Unit have completed four deployments to NSW Flood Recovery affected areas between May and June. Staff were placed throughout the region. I was placed in Lismore and was stationed at the Lismore Recovery Centre as the Manager. As well as recovery Centre functions, staff completed outreach work in the community specifically to remind the community to apply for the grants available to them, logistics predominantly around donations, and welfare boxes.
- COVID: April – July, Communities was assisting approximately 150 individuals at the start of April, majority with families, and since then, it has been decreasing to ‘business as usual’, especially with the focus now on ‘living with COVID’.
- Regular training sessions, predominantly for Communities staff is being facilitated over the ensuing months so staff are prepared and ready to respond for the high threat season. The reason for the focus on Communities staff is because of the inability to provide training the last 2 -3 years due to the COVID pandemic restrictions.

5.6 a Carla Paterson - DFES

Please be advised that following a comprehensive review, the SEMC has approved publication of the revised [Traffic Management During Emergencies Guidelines \(the Guidelines\)](#). The Guidelines, effective 10 August 2022, are now available on the SEMC website. This includes updated word versions of the [Traffic Management Checklists and Templates](#) and revised [Traffic Management Aide Memoire](#).

Key changes to the Guidelines include:

- Revision of the Glossary to reflect current and contemporary terminology.
- Vehicle Control Point information reflects current practice including additional definitions.
- Full and Partial Road Closure definitions provided in more detail.
- Information about Reopening Roads updated to reflect contemporary knowledge.
- The previous Annexures A: State Road Network; Annexure B: Traffic Planning within the IMT; Annexure C: Risk Assessment Considerations; Annexure D: Vehicle Control Point diagram; Annexure E: Lane Control; and Annexure F: Sample Traffic Management Plan have been removed and replaced with new or amended versions to reflect current traffic management practices (as outlined below).
- New appendices have been developed including Appendix A: Traffic Management Plan Template; Appendix B: Road Opening Assessment; Appendix C: Road Opening Checklist; Appendix D: Traffic Management Aide Memoire and checklist; and Appendix E: Vehicle Control Point Operators Checklist to incorporate current traffic management practices and provide additional tools for traffic management.

Full details of amendments to the Guidelines and consequential amendments to the State EM Policy section 5.8 and State EM Plan section 5.3.3 are provided on the amendments page on the [SEMC website](#).

This email was sent to executive officers of SEMC subcommittees/Reference Groups, DEMAs, HMAs, and agencies responsible for State Hazard Plans/State Support Plans.

Please inform your stakeholders as appropriate, with consideration for advising personnel who are required to use the Traffic Management Checklist and Templates.

For any queries, please email semc.policylegislation@dfes.wa.gov.au

Carla Patterson | A/Senior Policy Officer

Department of Fire & Emergency Services | 20 Stockton Bend, Cockburn Central WA

E carla.patterson@dfes.wa.gov.au W www.semc.wa.gov.au T 08 9395 9714

5.6 b Carla Paterson - DFES

The All-Hazards Evacuation Flagging Guideline was reviewed following feedback from emergency management stakeholders. The consultation process identified that the use of green bags in evacuation flagging is not commonly used and is not considered contemporary practice in Western Australia.

Please be advised that following consultation, the SEMC has approved:

- the revocation and removal of All-Hazards Evacuation Flagging Guideline from the suite of State EM documents.
- removal of Evacuation Flagging from State EM Plan section 5.3.2.

The State EM Plan section 5.3.2 and the WA Community Evacuation in Emergencies Guidelines are available to assist agencies in planning for and conducting community evacuation for all hazards.

Details of amendments to the State EM Plan are available on the [SEMC website](#).

This email was sent to executive officers of SEMC subcommittees/Reference Groups, DEMAs, HMAs, and agencies responsible for State Hazard Plans/State Support Plans.

Please inform your stakeholders as appropriate.

6. OUTSTANDING REPORT

Q. Cr Darren King

Was there any discussion at DFES regarding a new radio tower for Boyup Brook?

A. Nathan Hall

I have contacted our Communication Manager, Mr Alan Brown for an update. At this stage, the option that has been explored is to utilize the existing Optus radio tower in Boyup Brook as an alternative site, that tower has recently changed in management to two companies which is ATN and Axicom who have been reasonably accommodating with considering a proposal by DFES.

There are still costs associated with this, at or above \$100,000 in capital funding for this to occur so the state is currently chasing capital funding for that project to go ahead. Unfortunately, with this there is no given time frame at this stage for the project to be completed, given the requirement to reach an agreement with the new Managers and obtaining additional state funding for that project.

Q. Dale Putland

We were going to co-locate the shire radio equipment on the new DFES tower, obviously the current tower has the shire equipment which also services the local bush fire brigades and St John, did the negotiations include transferring that equipment as well or only the DFES equipment?

A. Nathan Hall

I was not aware of that section fully myself; I know that they did mention that discussions with St John's and the Shire need to occur but as part of the contract what may be arranged for that transfer, I am unaware of, sorry.

Q. Dale Putland

Can you find this out for the Shire, if it is not going to happen, we will have to look at trying to get funding to put up an additional tower or replace that tower ourselves to be able to maintain emergency services communication and shire for our recovery communications through this area.

A. Nathan Hall

I can definitely enquire to see if that could be a consideration as part of it, I do not know what contributions need to be made by St John's or the Shire as part of that, I will ask for this to be included in the discussions.

Response from Angela Hales

A significant contribution has been already committed by St John, we have had discussion with Optus previously, Darryl Church is our point of communication, and he was dealing with DFES and Optus, so I am not sure if you have touched base with him to get some background on what has happened previously?

Response from Nathan Hall

I have Darryl's contact details.

Q. Phil Huggins

Phil asked if a desktop exercise is going to be coordinated soon.

A. Donna Forsyth

Foot-and-mouth/Lumpy skin disease desktop scenario was to be conducted although DPIRD declined invite as they were doing a district approach regarding biosecurity preparedness. There was not enough time to develop a Fire Emergency scenario that would be relevant to the area prior to this meeting. We will liaise with the x-ray team and develop an exercise for the next meeting.

Q. Angela Hales

LEMC agreed on the 2nd February that a letter be written in relation to Telstra communications to DEMC regarding the battery backing-system on mobile telephone towers.

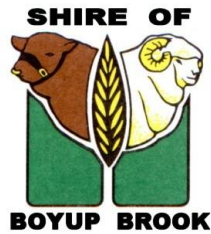
We had a planned outage 6 weeks ago; Telstra was going to provide a generator to the tower which did not happen. This letter needs to be followed up.

A. Dale Putland

A letter was posted out to the DEMC – Superintendent of the SW District , this will be followed up before the next LEMC meeting.

7. CLOSURE OF MEETING

There being no further business the Chairperson, Cr Walker thanked all for their attendance and declared the meeting closed at 10.33am



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD IN THE SHIRE CHAMBERS Thursday 10th November 2022 commenced at 10.10am

1 RECORD OF ATTENDANCE

Shire of Boyup Brook

Cr Richard Walker

Dale Putland – Chief Executive Officer

Carolyn Mallett – Deputy Chief Executive Officer

Maria Lane – Executive Assistant arrived at 10.32am

Police

Senior Constable Tara Spencer

Department of Communities

Renee Flaxman – Senior Project Officer SW – [via MS Teams](#)

WA Country Health Dept

Paige Weaver

Water Corporation

Mel Robertson

Chief Bush Fire Control Officer

Tristan Mead

Communications Officer

David Fortune

APOLOGIES

Donna Forsyth – Ranger

Department of Fire and Emergency Services

Christopher Sousa

Police

Sergeant Phil Huggins

Volunteer Fire & Rescue

Matt Cole

2 CONFIRMATION OF PREVIOUS MINUTES

2.1 Previous Minutes – 19 August 2022

COMMITTEE RECOMMENDATION - Item 2.1

MOVED: David Fortune

SECONDED: Senior Constable Tara Spencer

That the Minutes of LEMC Committee meeting held on the 19 August 2022 be received.

CARRIED

Res 22/11/155b

3 Next Meeting Date for 2023

Date: 8 February 2023 at 10am

Venue: Shire Chambers

4 LEMC Contact Details

Will be circulated at the meeting.

5 GENERAL BUSINESS

5.1 Vikram Cheema - District Emergency Management Advisory – Report

(Please refer to attachment 5.1)

5.2 Renee Flaxman – Department of Communities

(Please refer to attachment 5)

6. DISCUSSION

Awaiting response from Telstra Tower.

Richard Walker - rely heavily on BOM reports which are very ordinary at the moment. Could we approach BOM for improved accuracy.

Email Victor's replacement and to ask to be placed on EDM.

Darren will be contacting Telstra for battery backup for planned power outage. The shire does not have satellite phones, only St John Ambulance.

What's App was the only working option during Hester Fire.

D/CEO to arrange email for power outage.

Letter to SW DEMC – sent April 2022 – STAN Program.

Shire of Boyup Brook currently supported by DFES NBN during outages. We need telecommunications for community also, not only emergency services. Our big concern so doesn't potentially have community members driving into path of fire.

Richard Walker confirmed with Dale that DEMC are aware of the tower we are referring to. We were not listed on their STAN program initially. Not sure if on list as yet.

Fire – provided a generator but needed to contact Electrician to connect, but no phones, so not connected.

Letter was to ask for upgrade, not only to be added to STAN. Escalated from DEMC to State Emergency Services Superintendent to Minister. Letter was listed as outstanding matter at last DEMC meeting.

Second Tower – Nathan Hall – radio equipment being transferred to new tower (DFES & Bushfire Brigade) DFES have now arranged to go on Telstra or Optus existing tower.

Suggested back up solar be placed on hill \$15k to plug into own tower to support Shire and Bushfire Mid band radio coverage. Not able to add equipment to Telstra tower. Our tower needs to be replaced. DFES were going to replace but not now.

Dale will add this to above email and include in email to Phil.

Evacuation – hospital may use Lions bus. Update list of people who may require assistance to evacuation. Share SAT phone numbers and add to contact list.

Invite Kathryn Westphal from the Pharmacist and Jodi Neild from CRC to the next LEMC meeting.

Renee apologised for not making the meeting. Renee to walk through Evacuation Centre and update information, will coordinate Evacuation Centre training for staff to ensure they are able to manage Centre until community arrive.

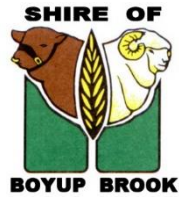
7. Outstanding Item

- Follow up on letter to the DEMC regarding lack of Backup Battery capacity at the Telstra Communications Tower. (*Refer to attachment 6.1*)
- Dale asked Nathan Hall the following question at the previous meeting: We were going to co-locate the shire radio equipment on the new DFES tower, obviously the current tower has the shire equipment which also services the local bush fire brigades and St John, did the negotiations include transferring that equipment as well or only the DFES equipment.

8. CLOSURE OF MEETING

There being no further business the Chairperson, Cr Richard Walker thanked all for their attendance and declared the meeting closed at 10.45pm

MINUTES



Rylington Park Committee Meeting
held at the Shire of Boyup Brook at
5.00pm on 2 February 2023

Attendance

Cr Richard F Walker – Shire President
Cr Helen C O'Connell
Cr Charles A D Caldwell – arrived 5.04pm
Cr Kevin J Moir
Cr Darren E King
Mr James Johnston
Mr Andy McElroy

Mr Dale Putland
Mrs Carolyn Mallett
Mr Marc Deas
Mrs Erlanda Deas
Mrs Maggie Le Grange

Apologies

Mr Joshua Stretch

Order of business:

1. Previous Minutes

Committee Recommendation

MOVED: Cr Helen C O'Connell

SECONDED: Mr Andy McElroy

That the minutes of the Rylington Park Committee held on 9 November 2022 be confirmed as an accurate record.

CARRIED 7/0

Res 23/02/002

2. Report from Marc and Erlanda Deas

Rylington Park

Rylington Park – November 2022 – January 2023

Sheep

- Paul Goerling classed all ewe hoggets
- Sold 24 ewes at Katanning - \$53.25 average
- Treated lambs for pinkeye, took grass seeds out of eyes and shear open cheeks
- Sold 334 ewe hoggets @ \$150 each to local longstanding buyer
- Sold 760 weather lambs @\$81.38 average on farm – went east
- Rams are in
- Sold 65 wool bales – report attached
- Flock profile attached
- Sold 57 XB lambs at Katanning - \$105.86 average
- Drenched all ewe lambs and Extinosat

Cropping

- Hay was rolled – 376 bales
- Draft crop plan for this year is attached
- Harvest:

	Tons	Price	Total	
Canola (\$1020 + oil)	50.00	\$ 1,115.75	\$ 55,787.60	52 Ha = 3t/Ha
Canola (\$795 + oil)	105.78	\$ 860.26	\$ 90,998.47	
GM (\$875 + \$84.03 oil)	25.00	\$ 959.03	\$ 23,975.77	30.5 Ha = 3.2t/Ha
GM (\$760 + oil)	72.92	\$ 831.64	\$ 60,643.50	
Barley	86.52	\$ 310.00	\$ 26,821.20	43 Ha = 5.1t/Ha
Barley kept	132			
			\$ 258,226.54	

- Hannaford cleaned and treated barley seed
- Sprayed for loosestrife
- Had hay tested – see attached report
- Carted in all hay bales

Schools / Events

- Had novice shearing school 14-18 November. 361 ewe hoggets and 59 XB lambs were shorn. We had 13 students – 11 male and 2 female. 3 are working for contractors, 1 is part of a cocky team around Kojonup, 2 are part of crutching teams, 5 were learners wanting to get into the industry of which 4 have family in the sheds. We had a farmer's wife who wants to be able to help with the wool as her husband and brother-in-law do the shearing and we had a young girl who came with her father (one of the trainers) who hopes to go rousting.
- Had advanced shearing / wool handling school 6-8 December. 815 ewes and 876 weather lambs were shorn. We had 6 learner shearers who were paid \$3.80 per sheep and 5 students learning to do the wool. We also paid 2 professional wool handlers to help. Someone else did the cooking as the grad ball was at the same time. This was our first advanced school as well as the first school where we had to pay the shearers. In future we will get the contractors to invoice us for their students instead of paying them as an employee.
- Had novice shearing school 16-20 January. 524 ewe hoggets shorn. We had 16 students plus 3 extras for 3 days. For this school students had to register online at AWI and myself, Craig French (AWI) and Valerie Pretzel (who works for AWI one day a week in WA) had 3 virtual meetings to decide who will attend and who not. We had 16 learner students (13 male and 3 female) which made it very hard for the trainers and to get through the sheep. The trainers and us prefer to have a few levels of competency as it makes training easier and they get through the sheep. This was mentioned at the Wool TAG meeting. One of the shearer trainers helped to get the mob shorn. The wool handling trainer brought in 3 ladies who wanted to learn the wool. We had 10 roustabouts / pressers who work for contractors, 2 ag school students, 1 bricky from Perth who now has a job with a shearing contractor, 2 brothers whose whole family work in the industry and 1 who works on a crutching cradle.
- Ladies' day was advertised in the last 2 Gazettes, tickets are being sold and potential stall holders were invited. Still busy working on more sponsorships. Painting was donated by local artist, Neil Nicholson. We still need to decide on a charity/organisation who will receive the auction money.

General

- Marc attended a chainsaw course
- Sheep handler was installed and yards changed to accommodate the handler – works well
- Feeding all sheep
- Cut kale stalks
- Had work experience boy from Harvey Ag for 9 days
- Did some fencing and put new gates in on eastern side at the end of the laneway
- Replaced one winch on auger
- Helped fight 2 fires
- Replaced water pump on truck
- Spraying thistles and melons
- Steve O'Connell replaced all skylights in the workshop and shearing shed
- Gave away all old beds in dorms and put in 16 new king single beds
- Marc attended Chemcert course
- Answer all auditor queries
- All roof negotiations now go through Projects and we're awaiting a timeframe

- Erlanda attended a Wool Tag meeting with Carolyn

What lies ahead

- Shearing schools
- Feeding sheep grain & hay
- Checking sheep for fly strike
- Finish chem shed's bunding & shelving.
- Take rams out
- Fencing
- Flexi-N tank
- Spraying summer weeds
- Fixing seeder and clearing paddocks for seeding
- Fixing and replacing water troughs

Calendar

- 27 February – 3 March novice shearing school
- 24 March Storm in a Teacup
- 1-5 May novice shearing school

- Attachments:**
1. Wool Sale
 2. Rylington Park Flock Profile Test Results
 3. Rylington Park Agronomy Program 2023 DRAFT 2
 4. Rylington Park 1 x Pasture Hay Sample Std
 5. Financials - July 2022 to January 2023

3. General Business

3.1 Potential Research Projects for discussion

- Potential research projects proposed by the Boyup Brook Agricultural Supplies (information emailed to committee members last week)
- Potential research projects proposed by Andy McElroy (were sent to ECU in 2022, however, there hasn't been any interest from researchers at present)
- Potential research project proposed by Greening Australia (rehabilitating creek line and establishing a native plant seed bank).

4. Discussion points:

Cropping

Marc and Erlanda were congratulated on their successful cropping programme and sheep and wool results.

Schools / Events

Shearing

Erlanda Deas presented verbal reporting on treatment of injured sheep after shearing. Cr Helen C O'Connell requested financial reports on cost of shearing schools to be presented at the next Rylington Park Committee meeting.

Ladies Day

Rylington Park Committee to make recommendation for Shire Council to consider at its next meeting on the charity which is to receive the proceeds from the painting auction and other items that may be auctioned.

Scholarship

Mr Andy McElroy encouraged scholarships to be communicated on the Shire Newsletter, the Gazette (under Rylington Park Banner), the Shire Website and Facebook page to publish the past recipients and to promote Scholarship applications to the community (applicants do not need to be attending a local school)

Flock Profile

Following review of the Flock Profile report it was very evident that Rylington Park genetics for Yearling worm egg count were approx. 17% above industry flock average (this is an animals' resistance to worms) and this trait needs to be addressed given the flock is non-muelsing. The current ram supplier does not test for this trait. It was agreed that Anderson Rams be considered to be purchased in 2023 to breed in this genetic trait to improve worm resistance.

Agronomy Program

The cropping plan 2023 (3 items) to be discussed with the Agronomists for possible revision.

Financials

Cr Charles A D Caldwell requested that expenses be apportioned between business units to better represent each area. This was agreed.

What lies ahead

Cr Charles A D Caldwell recommended the Flexi-N tank to be ordered as soon as possible.

Erlanda Deas advised the Rylington Park Committee that the tank liner is to be replaced. It was suggested by Cr Caldwell that the tank be strapped to assist with potential risk of cracking.

Potential Research Project for discussion

The committee agreed that the human medical health and agriculture research programme with ECU and Rylington Park be supported and progressed.

The Rylington Park Committee agreed that the Greening Australia a) Seed Bank and b) support for a model that gains co-funding for trees in the 'Shade Shelter' projects be supported and progressed.

All other potential research projects to be reviewed at Rylington Park Committee meeting.

ECU (Leisa Armstrong) and Boyup Brook Agricultural Supplies to be invited to the meeting to be held on 9 March 2023 (via MS Teams) to discuss potential suitability of proposed research projects by Rylington Park and ECU.

5. Closure

Next meeting to be held on Thursday, 9 March 2023 at the Shire Council Chambers (time to be confirmed).

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 7.09pm.